

# → ÉTS INTERNATIONAL

## **Modifying an immigration document**

Have you found an error in your immigration documents such as the misspelling of your name or an incorrect date of birth? Are your documents missing certain conditions? Have you lost your permit or you never received the original? Please read below for an overview of the most common situations.

If you have questions, please write to us at: [international@etsmtl.ca](mailto:international@etsmtl.ca).

### **Québec Acceptance Certificate (CAQ): Modification or loss**

If you need to have an error corrected to your CAQ, or you need to request a duplicate of your original, please call the MIFI directly at 514-864-9191.

### **Study permit: Lost document**

If your study permit is lost or destroyed, you will need to request that it be [replaced](#) and pay the \$30 processing fees.

### **Study permit or Work permit: Modifications**

Does your study permit have an error or is it missing work authorizations? It is possible to have this information corrected if the immigration officer made a mistake while entering your information.

#### Procedure

- Complete the [Request to amend valid temporary resident documents form](#) (IMM1436) if you meet the criteria outlined in [section 186 of the IRPR](#) but work authorizations do not appear on your study permit.
- Include all the requested documents, including your original study permit or work permit

Refer to the IRCC website for current [processing times](#) (between 1 and 3 months). Carefully read all the [information](#) on the IRCC website concerning this type of request.

OR

- Request that the [conditions on your study permit be modified](#) if your study permit indicates that you are not authorized to work off campus in Canada *but your situation has changed*.
- Pay the fees (\$155)

## Urgent requests

In some cases, your request might qualify for urgent processing. You must provide proof that documents the urgent nature of your request (ex: include a letter from your employer if you will be losing your job) and clearly write **URGENT** on the mailing envelope.

**Important!** If you have become eligible to [work off campus without a work permit](#) thanks to having changing programs, you will have to request a [modification](#) to the conditions on your study permit and pay the related fees (\$155). You would only be exempt from paying the fees associated with modifying your study permit if an error was made by the immigration officer. A change in your situation does not qualify for a fee exemption.