



IMMIGRATION Canada

Visiting Canada Applying for a Temporary Resident Visa outside Canada



Table of Contents

- Overview 3
- Visiting Canada 4
- Completing the Forms 7
- Paying the fees. 8
- Where do I Apply? 8
- What Happens Next? 9

Attachments:

Appendix:

- A. Temporary Resident Visa Exemptions

Forms:

- Application for a Temporary Resident Visa (IMM 5257)
- Statutory Declaration of Common-law Union (IMM 5409)
- Authority to Release Information to Designated Individuals (IMM 5476)
- Document Checklist (IMM 5484)

This application is made available free by Citizenship and Immigration Canada and is not to be sold to applicants.

Cette trousse est également disponible en français

Contact Information

For more information on the programs offered by Citizenship and Immigration Canada, please visit our Web site at www.cic.gc.ca. For some types of applications you can inform us of a change of address and find out what is happening on your application through [on-line services](#) on the Web site.

Within Canada

If you are in Canada, you can also phone a **Call Centre**. An automated telephone service is available seven days a week, 24 hours a day and is easy to use if you have a touch-tone phone. You can listen to pre-recorded information on many Citizenship and Immigration programs, order application forms, and the automated service can even update you on the status of your case. If you need to speak to an agent or use our TTY service, you must call during working hours.

If you are in the local calling area of:	Phone number	To speak with an agent or use our TTY service, call Monday to Friday between:
MONTREAL, call	(514) 496-1010	08:00 and 16:00 EST
TORONTO, call	(416) 973-4444	08:00 and 16:00 EST
VANCOUVER, call	(604) 666-2171	08:00 and 16:00 PST
ANYWHERE ELSE in CANADA, call	1-888-242-2100 (Toll free number)	09:30 and 16:00 local time
If you use a text telephone, call our TTY service	1-888-576-8502 (Toll free number)	08:00 and 19:00 EST

To access the automated service, dial one of the numbers above. Have a pen and paper ready to record the information you need. Listen carefully to the instructions and press the number for the selection you want.

At any time during your call, you may press * (the star key) to repeat a message, **9** to return to the main menu, **0** to speak to an agent, or **8** to end your call.

If you have a rotary phone, wait for an agent to answer you.

Outside Canada

If you are outside Canada, you can contact a Canadian embassy, high commission or consulate. Consult our Web site for addresses and phone numbers.

This is not a legal document. For legal information, please refer to the *Immigration and Refugee Protection Act, 2001* and *Immigration and Refugee Protection Regulations, 2002*.

This publication is available in alternative formats upon request.

Overview

This guide is designed for persons who wish to apply for a visa to visit Canada for a **temporary** period of time. It provides all of the necessary information, instructions and application forms to complete and submit.

Entry to Canada is a privilege not a right. If you want to visit Canada you must meet the necessary requirements and you may need a temporary resident visa.

You must obtain a temporary resident visa (TRV) **before** your departure; you cannot obtain it upon arrival in Canada.

This guide does not provide general information about extending your stay in Canada. Refer to the guide “Applying to Change Conditions or Extend Your Stay in Canada” (IMM 5217). The guide may be obtained by visiting our [Web site](#) or you can contact a Call Centre listed under the [Contact Information](#) section of this guide.

Note: Call Centre numbers are only accessible inside Canada

Before You Apply

- Read all the instructions carefully before you begin to complete the application forms.
- Gather all of the necessary documents.
- Photocopy the blank forms and use one as a working copy. Keep the working copy for your records.
- Fill in the forms carefully and completely. Use a typewriter or print clearly, in black ink.
- Add appropriate characters for languages that do not use the Latin alphabet.(e.g. Chinese, Arabic, Cyrillic, Japanese, Hebrew, etc.)
- Sign and date your application forms.
- Verify acceptable methods of payment with the office where you submit your application.

Visiting Canada

What is a temporary resident visa?

A temporary resident visa is an official document issued by a visa office abroad that is placed in your passport to show that you have met the requirements for admission to Canada as a temporary resident (either as a visitor, student, or worker).

A valid temporary resident visa is not a guarantee of entry into Canada; an officer at the port of entry will decide if you still meet the requirements for admission when you arrive. If there has been a change in circumstances between the date of your application and your arrival in Canada or if subsequent information is given which was not originally available to the visa office, you may be refused entry.

A visa may be for a single entry, for multiple entries, or for transit purposes.

A **single entry visa** allows you to enter Canada only once. This visa may also be used for repeated entries into Canada from the USA or St. Pierre and Miquelon provided you do not enter another country. Such entries must occur within the time validated for your stay in Canada. (e.g. You may be given six months from the date you enter Canada at the Port of Entry)

A **multiple entry visa** allows you to enter Canada from any country multiple times during the validity of the visa.

A **transit visa** is required for travel through Canada to another country by those persons who need a temporary resident visa and whose flight will stop in Canada for less than 48 hours. To obtain a transit visa you must provide specific evidence of your travel arrangements from your transportation company or travel agent.

To apply for a transit visa, you may be asked to show your travel tickets as part of the evidence of your travel arrangements.

Do I need a temporary resident visa?

Persons who are not Canadian citizens or permanent residents of Canada may require a visa to enter Canada. The requirement for a visa also applies to temporary residents who are in transit through Canada. (see [Appendix A, Temporary Resident Visa Exemptions](#), for information on persons who are exempt from obtaining a temporary resident visa to visit Canada).

When should I apply?

Applications should be made at least one month before your intended departure date.

Note: If you are mailing your application, allow up to eight weeks for it to be received as mail services can vary.

What requirements must I meet for a temporary resident visa?

You must show the officer that you meet the requirements of the *Immigration and Refugee Protection Act and Regulations* and that you will be in Canada for a **temporary** stay. You must also:

- satisfy an officer that you will leave Canada
- show that you have enough money to maintain yourself and your family members in Canada and to return home;

- not intend to work or study in Canada unless authorized to do so;
- be law abiding and have no record of criminal activity (you may be asked to provide a Police Clearance Certificate);
- not be a risk to the security of Canada;
- produce any additional documents requested by the officer to establish your admissibility;
- be in good health (complete a medical examination, if required).

Note: Citizens and residents of certain countries require additional formalities which could add three weeks or more to the normal processing period. The visa office will advise you further if such requirements apply to you.

What documents do I need to apply for a temporary resident visa?

Complete the application form and include the documents listed below.

You must provide the following documents for yourself and any accompanying family members.

Important: Although the documents listed below are normally needed in support of your application, local requirements may also apply. **You must satisfy an officer that you will leave Canada.** Visit the local Web site of the visa office responsible for your area or contact their office to verify all required documents, before submitting your application.

Proof of identity

- a valid passport or travel document that guarantees re-entry to the country that issued it;
- two recent passport size photos for each family member (the name and date of birth of the person should be written on the back of each photo); and

Proof of financial support

- proof of funds available to support yourself and family members during your stay and to enable you to leave Canada, such as a bank statement, pay stubs, proof of employment or proof of travellers' cheques.

In addition, note that:

- if you are not a citizen of the country in which you are applying, you must provide proof of your present immigration status in the country of application;
- if the government that issued your passport or travel document requires a re-entry permit this must be obtained before you apply for a Canadian visa; and
- additional documents may be required

Children under 16 years of age who are travelling alone, must have information on the person who will be responsible for them. If the child is the subject of a custody order, proof of custody and the other parent's consent must also be provided. Minors travelling without their parents require a letter of permission to travel, from the non-accompanying parent(s) and a letter from their custodian in Canada.

Do my spouse or common-law partner and dependent children need to apply separately?

Your spouse or common-law partner and children who wish to visit Canada must apply for permission to do so. As long as you all apply together it will not be necessary for each person to fill out separate application forms. List the names and other information about your family members in the appropriate space on the

application. If you require more space, attach a separate piece of paper and indicate the number and letter that you are answering.

Children 18 years and over must complete their own application form.

Family members are the **immediate** members of your family. Your husband, wife or common-law partner is your family member. A common-law partner is a person of the opposite or same sex who is currently cohabiting and has cohabited in a conjugal relationship with you for a period of at least one year.

Dependent children may be your own children or those of your spouse or common-law partner. They must:

- be under the age of 22 and not a spouse or common-law partner; or,
- have depended substantially on the financial support of a parent and have been continuously enrolled and in attendance as full-time students in a post secondary institution accredited by the relevant government authority since before the age of 22 (or since becoming a spouse or a common-law partner, if they married or entered into a common-law relationship before the age of 22); or,
- have depended substantially on the financial support of a parents since before the age of 22 and unable to provide for themselves due to a medical condition.

Your spouse or common law partner and children must meet all the requirements for temporary residents to Canada. They must satisfy an officer that they are genuine temporary residents who will be in Canada for a temporary stay. They may be required to provide evidence that they are law abiding and have no criminal record. If your family member applies for a TRV, they must also meet all the conditions to obtain a visa.

Include them on your application by providing their names and other information in the appropriate space on the application form.

Important: You may be required to provide a marriage certificate and birth certificates for any accompanying family members. If you are in a common-law relationship and your common-law partner will accompany you to Canada, you may be required to complete the enclosed form, [Statutory Declaration of Common-Law Union \(IMM 5409\)](#). Also provide evidence outlined on the form to support your relationship.

Will I or my family members need a medical examination?

In some cases you will require a medical examination. If a medical examination is required, you will be informed by an officer who will send you instructions on how to proceed. A medical examination **may add over three months** to the processing of your application.

Can I work or study during my stay in Canada?

Temporary residents are not allowed to work or study in Canada unless they are authorized to do so under the regulations. In many cases, a work or study permit will be required. However, there are categories of workers who do not require work permits. You may obtain further details on persons exempt from obtaining a work permit by visiting our [Web site](#) or by contacting a visa office.

A temporary resident may also take a program of study up to six months duration without having to obtain a study permit.

If you intend to study or work in Canada during your visit, you must include full details of the proposed work or study in your application.

Completing the Forms

The documentation you provide with your application will be used to establish that your authorization to enter Canada would not be contrary to the *Immigration and Refugee Protection Act*. Failure to provide complete, truthful and accurate material will result in your application being assessed based on the documentation submitted, which may result in your application being refused.

As most of the form is self-explanatory, supplementary instructions have only been provided when necessary. Follow the numbered instructions which correspond to the application form, carefully. **Your application will be returned to you if it is not properly completed, or if all of the necessary documents have not been submitted.** Attach a separate sheet of paper if you need more space and indicate the letter or number of the question you are answering.

1. You must indicate whether you are applying for a single entry, multiple entry, or transit visa.
2. Print your name under the applicant section and provide the information requested for each of your family members. Print all names as they appear on the passport or identity document. Do not use initials. You must provide details about each of your family members and indicate whether they will accompany you to Canada. If you have more than three family members, photocopy the first page of the application before you start completing it. Make enough copies to fill in details about all your family members.
3. Provide the reasons why you want to visit Canada. Provide as much information as possible on your planned visit.
4. Print the date you want to arrive in Canada. Indicate how long you plan to stay in Canada.
5. Provide details of finances available to you and your family members for support while in Canada. If a relative or host will provide support include their name and address on a separate sheet.
6. Provide your current mailing address, telephone number, and fax number (if applicable). All correspondence will be sent to this address.
Note: If you wish to authorize a Canadian representative to receive correspondence concerning your application, indicate their address in this box and on the form [Authority to Release Information \(IMM 5476\)](#).
7. Provide your residential address if different from your mailing address.
8. a) Provide details of your immigration status in the country in which you are applying, such as temporary resident, student, permanent resident or citizen.
b) Print the expiry date of your temporary status in the country where you are making your application.
Note: If you are not a citizen of the country where you are making your application, you must provide proof of your temporary status.
9. Provide the name of your present job and give a brief description of your position.
10. Print the name and address of your present employer or school.
11. Provide names of persons, businesses, schools or institutions you plan to visit. Indicate your relationship to persons whom you plan to visit.
12. Each question in this section must be answered for each applicant. Place an "X" in the yes or no box. If you answer "yes" to any of these questions, give the name of the person with an explanation in the space provided.
13. Print an "X" in the box which applies to you or any accompanying family member. Provide the name of the countries and length of stay for each family member.
14. You must sign and date the application. Failure to do so will result in it being returned to you.

Paying the fees

Required Fees

You **must** pay a processing fee when you submit an application for a temporary resident visa.

Use this chart to calculate the required fees. (all fees are in Canadian dollars)

Note: You may be required to pay fees in local currency.

Services*	Number of Persons	Amount per Person	Amount Due
*Temporary Resident Visa-single entry		x \$75	
*Temporary Resident Visa – Multiple Entry		x \$150	
*Temporary Resident Visa – Family Rate		x \$400	
*Subject to Change at any time			Total \$

Make sure that you are eligible to apply before you pay your fees and that you provide all the information requested before you submit your application. **The processing fee will not be refunded**, regardless of the final decision on your application. For example, a determination that you are not eligible for a temporary resident visa is considered as “processing” and the fee will not be refunded. If you apply again, you will have to pay another processing fee.

Paying the fees

Please contact the local Web site of the visa office responsible for your area, for information on fees and methods of payments. Visa offices cannot accept fee payment receipts from banks in Canada.

Note: Personal cheques are **not** acceptable methods of payment.

Where do I Apply?

Please submit your application to the Canadian visa office responsible for your area for processing. You should consult the local Web site or office regarding accepted methods of submitting applications. (i.e. general mail, in person, by courier etc.)

What Happens Next?

Your application will be reviewed to ensure it has been completed correctly and contains all of the required documents for processing. After reviewing your application, an officer will decide if an interview is necessary. If so, you will be informed of the time and place.

If your application is refused, your passport and documents will be returned to you with an explanation of why your application was refused.

Note: If fraudulent documents are used, they will not be returned.

If your application is approved, your passport and documents will be returned to you with the requested visa.

When you arrive in Canada, the officer at the port of entry will determine whether you may enter Canada and how long you may stay. You must leave Canada on or before the date set by the officer or have your status extended by an officer in Canada. **The stamp placed in your passport by a Canadian official is valid for six months unless otherwise amended by an officer.**

<p>If you move or change your address, telephone or fax number before your application has been processed, you must advise us of this new information by contacting the visa office where you submitted your application</p>
--

Appendix A, Temporary Resident Visa Exemptions

***Persons who do not require a visa to visit Canada include:**

* Subject to change at any time

- citizens of Andorra, Antigua and Barbuda, Australia, Austria, Bahamas, Barbados, Belgium, Botswana, Brunei Darussalam, Costa Rica, Cyprus, Denmark, Finland, France, Republic of Germany, Greece, Iceland, Ireland, Israel (National Passport holders only), Italy, Japan, Liechtenstein, Luxembourg, Malta, Mexico, Monaco, Namibia, Netherlands, New Zealand, Norway, Papua New Guinea, Portugal, Republic of Korea, St. Kitts and Nevis, St. Lucia, St. Vincent, San Marino, Singapore, Solomon Islands, Spain, Swaziland, Sweden, Slovenia, Switzerland, United States, and Western Samoa;
- persons lawfully admitted to the United States for permanent residence who are in possession of their alien registration card or can provide other evidence of permanent residence;
- British citizens and British Overseas Citizens who are re-admissible to the United Kingdom;
- citizens of British dependent territories who derive their citizenship through birth, descent, registration or naturalization in one of the British dependent territories of Anguilla, Bermuda, British Virgin Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Pitcairn, St. Helena or the Turks and Caicos Islands;
- persons holding a valid and subsisting Special Administrative Region passport issued by the Government of the Hong Kong Special Administrative Region of the People's Republic of China; and
- persons holding passports or travel documents issued by the Holy See.