
IMMIGRATION Canada

Temporary Resident Visa

Accra Visa Office Instructions



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**Document Checklist – Temporary
Resident Visa**

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

**Cette trousse est également disponible
en français**

Application for a Temporary Resident Visa – Checklist

Complete and place this checklist on top of your application.

Any document not in English or French must be accompanied by a certified translation.

Failure to submit all required documentation may result in the refusal of your application or processing delays.

False statements or submission of fraudulent documents will result in immediate refusal.

Originals and photocopies of all required documents must be submitted.

After submission of all required documents you may be required to attend an interview or medical exam.

Any preparations you make are done entirely at your own risk.

Only payments made through the Visa Application Centre (VAC) or online will be accepted.

Do not finalize travel plans unless you have received your visa from the High Commission of Canada to Ghana in Accra.

You must submit the following items:	✓
Two photographs meeting the photograph specifications for each applicant. Signed, dated and taken in the past six (6) months. Write the name and birth date of the individual on the back.	<input type="checkbox"/>
An explanation of the purpose of your trip: details of your itinerary indicating length of stay, destination and contacts. You must provide a provisional airline booking.	<input type="checkbox"/>
Original passport for yourself and each family member requesting a visa. Each passport should: <ul style="list-style-type: none"> • show that you have been lawfully admitted to your country of residence (e.g. study permit, work permit); • be valid for the duration of your stay as a visa cannot be issued beyond the validity of your passport; • have two blank pages and minimum 6 months validity; • be accompanied with a copy of the passport bio-data page (i.e. the page with the name, photo, place of birth, date of issue, etc.). 	<input type="checkbox"/>
If you are planning to visit a friend or relative, please provide a letter of invitation. In addition, your host in Canada may, if they wish, submit documents to support your application, including the following: Immigration status of host in Canada, such as photocopy of the host's Canadian permanent resident card, passport, or citizenship card.*	<input type="checkbox"/>

<p>Financial documentation of host in Canada such as:*</p> <ul style="list-style-type: none"> • evidence of income (e.g. Notice of Assessment or T4 tax information slip) • proof of employment (e.g. pay slip) • proof of host’s existing funds (e.g. bank statement) <p><i>*Note: Some inviters or hosts may prefer not to provide their personal information directly to the applicant for submission to this Visa Office. In this case, please enclose a note to this effect. Please be advised that this may lead to slower processing in some cases.</i></p>	
<p>Proof of funds :</p> <p>CAN+ If you have travelled to Canada in the last ten (10) years or currently hold a valid United States nonimmigrant visa and can provide proof (entry stamps in passport, proof of the valid visa), no proof of financial support is needed.</p> <p>For all others, provide proof of financial support to cover the expenses for the duration of your visit:</p> <p><input type="checkbox"/> Copies of bank statements or bank book covering the past three months.</p> <p><input type="checkbox"/> Any additional relevant documentation (employment letter, pay slips, proof of pension, business registration, investments, etc.)</p> <p>If you are not paying for your own trip:</p> <p><input type="checkbox"/> Provide a letter signed by the person paying and a photocopy of their passport, or other official identification with photo and a bank certificate proving that they have sufficient funds.</p> <p><input type="checkbox"/> Describe how this person is related to you.</p> <p><input type="checkbox"/> These documents must be dated within three months of the date on which the application is submitted.</p>	<input type="checkbox"/>
<p>Seminars, Trade Shows, Conferences: invitations, registration and hotel confirmation.</p>	<input type="checkbox"/>
<p>Family Information Form IMM 5707, fully completed, dated and signed.</p>	<input type="checkbox"/>
<p>If applicable, you must also submit:</p>	<input checked="" type="checkbox"/>
<p>If you have answered “yes” to any of the background information questions on the application form, provide a completed and signed Schedule 1 form (Application for Temporary Resident Visa – IMM 5257B) and include it with your application.</p>	<input type="checkbox"/>
<p>Evidence of Previous Travels – Previous passports, or if not available, provide a list of your international travels during past five years</p>	<input type="checkbox"/>

Proof of employment - letter from your current employer and pay slips (last 3 months). Employment letter dated within 2 months of the application indicating occupation, job description, position, salary, allowances, years of employment and authorized leave dates.	<input type="checkbox"/>
Proof of current studies - a current letter and transcript from the educational institution you are attending.	<input type="checkbox"/>
Marriage Certificate and Birth Certificates for each family member whether or not they are requesting a visa.	<input type="checkbox"/>
If a minor child is travelling with only one parent or without their parents, custody documents or notarized permission from the other parent or both parents, as applicable.	<input type="checkbox"/>
For Business Travel: a letter from your employer indicating the purpose of your travel, your itinerary within Canada and who will cover the cost of your travel, a letter from the Canadian business confirming duration (visit dates) and nature of your business.	<input type="checkbox"/>
Diplomatic and Official Passport Holders:	√
Note verbale from your Federal or State office stating the purpose of your travel to Canada, an invitation from your host in Canada, IMM 5257 Application Form, Schedule 1 IMM 5257B (if applicable), Family Information Form IMM 5645, two photographs meeting the photograph specifications and your original passport .	<input type="checkbox"/>