



IMMIGRATION Canada

Visiting Canada (Pilot Project)

Applying for a Temporary Resident Visa Outside Canada



Table of Contents

- Contact Information 2
- Overview 3
- Visiting Canada 4
- Completing the Forms 8
- Paying the Fees 11
- Where Do I Apply? 12
- What Happens Next? 12

Appendices:

Appendix A

Temporary Resident Visa Exemptions

Appendix B

Photo Specifications

Forms:

Application for a Temporary Resident Visa (IMM 5257P)

Application for temporary resident visa (IMM 5257 SCHEDULE 1)

Statutory Declaration of Common-Law Union (IMM 5409)

Use of a Representative (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

Web site

For more information on the programs offered by Citizenship and Immigration Canada, 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 with your application through [on-line services](#) on the Web site.

Within Canada

If you are in Canada, you can also phone our **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 programs, order application forms, and for some types of applications the automated service can even update you on the status of your case.

When you call, 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 your call.

If you need to speak to an agent, you must call Monday to Friday between 8 a.m. and 4 p.m. local time.

From anywhere in Canada, call

1-888-242-2100 (toll-free)

Using a text telephone?

Call our TTY service from Monday to Friday between 8 a.m. and 4 p.m. local time at: **1-888-576-8502** (toll-free).

Outside Canada

If you are outside Canada, you can contact a Canadian embassy, high commission or consulate. Consult our [Web site](#) for addresses, phone numbers and Web site addresses of our visa offices.



This is not a legal document. For legal information, refer to the *Immigration and Refugee Protection Act and Regulations* or the *Citizenship Act and Regulations*, as applicable.

This publication is available in alternative formats upon request.

Overview

This application 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 application 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 as a Visitor (IMM 5551)*. The guide may be obtained by visiting our [Web site](#) or you can contact the Call Centre listed under the [Contact Information](#) section of this guide.

Note: The Call Centre number is 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 (for example, 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. For example, 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 photos of you and your accompanying family members (see [Appendix B Photo Specifications](#) for instructions).

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.
- 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 spouse or common-law partner and your dependent children are your family members. 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. A child must meet the requirements of **type A, B or C** below to be considered a dependent child:

Type A

He or she is under the age of 22 and single, that is, not married and not in a common-law relationship.

Type B

He or she married or entered into a common-law relationship before the age of 22 and, since becoming a spouse or a common-law partner, has

- been continuously enrolled and in attendance as a full-time student in a post-secondary institution accredited by the relevant government authority; and
- depended substantially on the financial support of a parent.

or

He or she is 22 years of age or older and, since before the age of 22, has

- been continuously enrolled and in attendance as a full-time student in a post-secondary institution accredited by the relevant government authority; and
- depended substantially on the financial support of a parent.

Type C

He or she is 22 years of age or older, has depended substantially on the financial support of a parent since before the age of 22 and is unable to provide for him/herself 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 temporary resident visa, 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 carefully the numbered instructions which correspond to the application form. **Your application may be returned or refused 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 and/or number of the question you are answering.

Application for a Temporary Resident Visa (IMM 5257)

1. Check the box to 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. Check the box to indicate 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, email 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 *Use of a Representative (IMM 5476)*.
7. Provide your residential address if different from your mailing address.
8.
 - a) Check the box to indicate 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. Provide the name of all your secondary and post secondary education including university, college and apprenticeship.
13. Each question in this section must be answered for each applicant.
 - a) Check the box to indicate if you or a family member had tuberculosis of the lung or been in close contact with a person with tuberculosis of the lung within the past 2 years.
 - b) Check the box to indicate if you or a family member have any physical or mental disorder for which that person will require social and/or health services, other than medication during the stay.
Note: if you answered **yes** to one the question above, provide details.
14. Each question in this section must be answered for each applicant.
 - a) Check the box to indicate if you or a family member have ever been refused admission to, or order to leave Canada (removal order issue by Canadian immigration authority). If **yes**, provide the reasons including the dates.
 - b) Check the box to indicate if you or a family member have ever applied for Canadian visas. If **yes**, provide the details including the dates.
 - c) Check the box to indicate if you or a family member have ever been refused a visa travel to Canada. If **yes**, provide the details including the dates.
15. Each question in this section must be answered for each applicant.
 - a) Check the box to indicate if you or a family member have ever committed, been arrested or charged with any criminal offence in any country.
 - b) Check the box to indicate if you or a family member have ever been in a military, militia or civil defence unit?
 - c) Check the box to indicate if you or a family member have ever served in an intelligence organization or police force.
 - d) Check the box to indicate if you or a family member have ever held a position of authority in government, the judiciary or a political party.
 - e) Check the box to indicate if you or a family member, in periods of either peace or war, have ever been involved in the commission of a war crime or crime against humanity, such as: willful killing, torture, attacks upon, enslavement, starvation or other inhumane acts committed against civilians or prisoner of war, or deportation of civilians.
Note: If you answer yes to any of the question in section 15 of this application, you must complete and submit the **IMM5257 - Schedule 1**
16. Check the box to indicate if you or a family member (accompanying you) lived in any other country than your country of citizenship or permanent residence for more than six months. If **yes**, provide the length of stay, the date and the name of the family member who travelled.
17. You must sign and date the application. Failure to do so will result in it being returned to you.

Use of a Representative (IMM 5476)

Complete this form if you are appointing a representative.

If you have dependent children aged 18 years or older, they are required to complete their own copy of this form if a representative is also conducting business on their behalf.

A **representative** is someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada. When you appoint a representative, you also authorize CIC to share information from your case file to this person.

You are not obliged to hire a representative. We treat everyone equally, whether they use the services of a representative or not. If you choose to hire a representative, your application will not be given special attention nor can you expect faster processing or a more favourable outcome.

The representative you appoint is authorized to represent you only on matters related to the application you submit with this form. You can appoint only **one** representative for each application you submit.

There are two types of representatives:

Unpaid representatives

- friends and family members who do not charge a fee for their advice and services;
- organizations that do not charge a fee for providing immigration advice or assistance (such as a non-governmental or religious organization);
- consultants, lawyers and Québec notaries who do not, and will not, charge a fee to represent you.

Paid representatives

If you want us to conduct business with a representative who is, or will be charging a fee to represent you, he or she must be authorized. Authorized representatives are:

- immigration consultants who are members in good standing of the Canadian Society of Immigration Consultants (CSIC);
- lawyers who are members in good standing of a Canadian provincial or territorial law society and students-at-law under their supervision;
- notaries who are members in good standing of the *Chambre des notaires du Québec* and students-at-law under their supervision.

If you appoint a paid representative who is not a member of one of these designated bodies, your application will be returned. **For more information** on using a representative, visit our [Web site](#).

Section B.

5. Your representative's full name

If your representative is a member of CSIC, a law society or the *Chambre des notaires du Québec*, print his or her name as it appears on the organization's membership list.

8. Your representative's declaration

Your representative must sign to accept responsibility for conducting business on your behalf.

Section D.

10. Your declaration

By signing, you authorize us to complete your request for yourself and your dependent children under 18 years of age. If your spouse or common-law partner is included in this request, he or she must sign in the box provided.

Release of information to other individuals

To authorize CIC to release information from your case file to someone other than a representative, you will need to complete the form *Authority to Release Personal Information to a Designated Individual* (IMM 5475) which is available on our Web site at www.cic.gc.ca/english/information/applications/release-info.asp and from Canadian embassies, high commissions and consulates abroad.

The person you designate will be able to obtain information on your case file, such as the status of your application. However, he or she will **not** be able to conduct business on your behalf with CIC.

You must notify us if your representative's contact information changes or if you cancel the appointment of a representative.

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 | | \$400 | |
| Total | | | \$ |

*Subject to change at any time

Make sure that you are eligible to apply before you pay your fees and that you provide all the information requested when 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

Contact the [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?

You must submit your application to the Canadian visa office responsible for your area, for processing. Consult the relevant visa office or its [Web site](#) regarding accepted methods of submitting applications (for example, general mail, in person, by courier etc.).

Note: If you are from the United States, Greenland or St. Pierre and Miquelon, you can apply at a Canadian port of entry.

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.**

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.

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, Croatia, Cyprus, Denmark, Estonia, Finland, France, Republic of Germany, Greece, Iceland, Ireland, Israel (National Passport holders only), Italy, Japan, Latvia, Liechtenstein, Luxembourg, Malta, 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 British National (Overseas) Passport issued by the Government of the United Kingdom to persons born, naturalized or registered in Hong Kong;
- 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.

Appendix B

Photo Specifications

TAKE THIS SHEET WITH YOU TO THE PHOTOGRAPHER

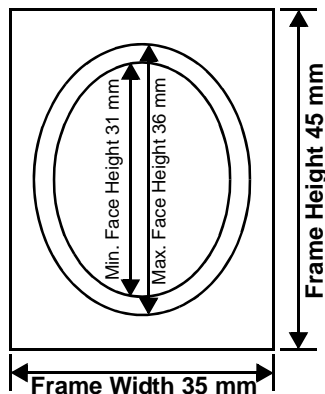
Requirements

Provide **six photos** of you and each accompanying family member with your application.

Your photos must comply with the specifications below. If the photos do not meet the specifications, you will have to provide new photos before your application can be processed.

Specifications

- The photos must be identical and taken within the last six months. They may be either black and white or colour.
- The photos must be clear, well defined and taken against a plain white or light-coloured background.
- If the photos are digital, they must not be altered in any way.
- Your face must be square to the camera with a neutral expression, neither frowning nor smiling, and with your mouth closed.
- You may wear non-tinted or tinted prescription glasses as long as your eyes are clearly visible. Make sure that the frame does not cover any part of your eyes. Sunglasses are not acceptable.
- A hairpiece or other cosmetic accessory is acceptable if it does not disguise your normal appearance.
- If you must wear a head covering for religious reasons, make sure your full facial features are not obscured.



The frame size must be 35 mm X 45 mm (1 3/8" X 1 3/4").

The photos must show the full front view of the head, with the face in the middle of the photo, and include the top of the shoulders.

The size of the head, from chin to crown, must be between 31 mm (1 1/4") and 36 mm (1 7/16").

Crown means the top of the head, or (if obscured by hair or a head covering), where the top of the head or skull would be if it could be seen.

To avoid delays, make sure your photos meet these specifications.