



# IMMIGRATION Canada

## Applying to Remain in Canada as a Temporary Resident Permit Holder



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### Forms:

- Application to Change Conditions, Extend My Stay or Remain in Canada (IMM 1249)
- Statutory Declaration of Common-law Union (IMM 5409)
- Use of a Representative (IMM 5476)
- Document Checklist (IMM 5557)
- Receipt (IMM 5401)

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](http://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.

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**From anywhere in Canada, call**

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

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### 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

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This guide is for persons who currently hold a valid temporary resident permit (TRP) and wish to apply for **another** TRP to remain in Canada as a permit holder. A TRP is a document that authorizes a person who is inadmissible or does not meet the requirements of the *Immigration and Refugee Protection Act or Regulations* either as a temporary resident or as a permanent resident to enter or remain in Canada.

You can use this application to apply for another TRP if you apply before the expiry of your valid TRP. Before you start, read the entire guide. It details your obligations as a Permit Holder and provides some information on inadmissibility and non-compliance which may help you determine whether you are eligible to apply for another TRP. The guide also provides instructions and application forms that you need to complete, as well as, a checklist of supporting documents that you will need to submit with your application.

**Note:** A work or study permit, or a temporary resident visa is **not** a temporary resident **permit**. These documents are clearly marked as **visas** or work and study permits. You are not a temporary resident permit holder unless you are inadmissible and you have been issued a document specifically identified as a Temporary Resident Permit.

## Do not use this application guide if:

- You want to apply for an **initial** TRP;
- You want to apply for another TRP but the TRP you currently hold has expired; or
- You want to renew your work or study permit and you are not a temporary resident permit holder.

**Note:** TRPs are only issued in exceptional circumstances at the discretion of the processing officer. **A TRP may be cancelled at any time.**

## Family Members

Family members (spouse, common-law partner and dependent children) travelling with you are also inadmissible and may or may not be issued an initial TRP. If the officer forms an opinion that it is justified in the circumstances for all family members to enter or remain in Canada, then each family member will be given their own TRP and they are each permit holders in their own right.

## Obligations of a Permit Holder

CIC has permitted your entry to Canada despite an inadmissibility and has suspended enforcement action for the duration of your TRP. As a permit holder you are expected to:

- abide by the laws of Canada;
- to take any action required to resolve your inadmissibility; and
- to leave or request **another** TRP before the expiry of your **initial** TRP.

**Note:** The nature or seriousness of your inadmissibility will determine whether you can take action to resolve your situation from inside Canada, or whether your situation can only be resolved by exiting Canada.

## Processing Times for Your Application

The Case Processing Centre-Vegreville (CPC-Vegreville) will review your application to determine if it is complete. If your application is not signed or if the required fee is missing, your application will be returned to you and you will have to re-apply. If other information is missing, your application may be returned or refused.

CPC-Vegreville will send you either:

- a letter refusing your application; or
- notification that your application has been referred to a local Canada Immigration Centre for further assessment.

CPC-Vegreville completes most of the applications it receives, however, a small number are referred to a local office for further clarification. If your application is referred to a local office, they will contact you to obtain additional information or clarification. It may take up to three months for them to contact you.

Once they receive the additional information or clarification, the local office will complete the final stages of processing and if required, invite you to an interview. Once processing is complete, the local office will notify you by mail of their decision.

**Note:** The Case Processing Centre receives large volumes of applications in the temporary resident categories each year. It is recommended that you apply at least 30 days before the expiry of your current document. However, you may want to apply in advance of this recommended period since processing delays vary. Contact the Call Centre at 1-888-242-2100 or click on the link below for current processing times.

Current processing times are updated weekly on our Web site at:  
[www.cic.gc.ca/english/information/times/canada/process-in.asp](http://www.cic.gc.ca/english/information/times/canada/process-in.asp).

After reading this guide, if you believe you are eligible to apply then you should proceed as instructed below:

- Gather all the necessary documents. They are listed on the *Document Checklist*.
- Calculate and pay the fees.
- Photocopy the blank forms and use one as a working copy. Keep it for your records.
- Fill in the forms carefully and completely.
- Sign and date your forms.
- Mail your application to the Case Processing Centre-Vegreville.

It is illegal to remain in Canada beyond the validity of your status in Canada.

It is illegal to work without a required work permit.

It is illegal to study without a required study permit.

## Status in Canada

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Persons who are **not** Canadian citizens or permanent residents may be authorized to enter Canada as temporary residents, including temporary resident permit holders. This means that as holders of a valid TRP, you and each of your family members have temporary resident status for a limited period of time.

### A valid TRP

A TRP is valid for a specified period of time. Printed or written on your TRP will be either a “Date of Issue” and “Expiry Date” or a “Permit in force from” and a “Permit in force until date”. Your **TRP is valid** according to the “Expiry date” or the “Permit in force until date”.

## Temporary resident permit holders

As holders of a valid TRP, you and each of your family members are both a **permit holder** and a **temporary resident**. Despite your status as a temporary resident, you remain **inadmissible** or **in non-compliance** and as such may not be eligible for a further period of temporary residence or for permanent residence.

The duration of your TRP may limit access to certain services and your inadmissibility may limit your success or lengthen your waiting period. For example, permit holders may only apply for a work or study permit if their TRP has a duration of more than six months. They may also be asked to provide additional documentation, or to attend an interview, or they may be prevented from becoming a permanent resident because of their inadmissibility.

## An inadmissibility or non-compliance

**Inadmissibility:** means there is a medical condition, recent or past criminal conviction(s), financial concern(s), you misrepresented information in your application or there are serious criminal concerns that cause you to be inadmissible under the *Act* and prevent you from entering or remaining in Canada without a TRP.

**Non-compliance:** means you directly or indirectly failed to satisfy the requirements of the *Act or Regulations*. Some examples are as follows:

- you were not examined when you entered Canada;
- you did not obtain a temporary resident visa (TRV);
- your visa expired before you entered Canada;
- you did not have a passport or it expired before you entered Canada;
- you overstayed your period of authorized stay; or
- you worked or studied without authorization (a permit).

## Resolving inadmissibility or non-compliance

Your Inadmissibility or non-compliance:	May be resolved:
no passport or expired passport	by providing evidence of a new or valid passport
non-examination	through an interview
criminality issues (some)	if evidence of a pardon (convictions in Canada) or an approved rehabilitation (convictions outside Canada) is presented. For further information see the parole Web site at <a href="http://www.npb-cnrc.gc.ca">www.npb-cnrc.gc.ca</a> or the application for rehabilitation (IMM 5312).
misrepresentation or working or studying without authorization	automatically over a specified period of time
entering Canada without a temporary resident visa or staying beyond the period authorized	only from <b>outside</b> Canada
Serious criminal issues	<b>cannot be resolved</b> and the foreign national will not be allowed to remain in Canada.

# Obtaining Another Temporary Resident Permit

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Temporary resident permit holders who wish to remain in Canada, must apply for permission to do so. You and each of your family members must complete your own application, then submit them together with the appropriate documentation and the required fee for each person.

## Determining Eligibility

As temporary resident permit holders you and your family members are legally authorized to enter Canada temporarily. However, you are restricted in your authorized length of stay and you are subject to various other conditions.

Your eligibility for another TRP may be affected if you or your family member:

- Did not comply with the conditions imposed on your TRP;
- Remained in Canada beyond the validity of your status in Canada;
- Left Canada and re-entered without prior authorization;
- Were found to be inadmissible to Canada on grounds other than those for which the initial TRP was issued;
- You worked or studied without the required work or study permit;
- Submitted an expired passport or a passport which is about to expire;
- Did not resolve the situation that renders you inadmissible despite having been counselled by CIC to do so.

## Conditions on temporary resident permit holders

An officer may impose, vary or cancel conditions when issuing a temporary resident permit. The maximum validity of a single temporary resident permit is three years and it is accompanied by specific conditions. Generally as a permit holder you:

- Must comply with the conditions imposed on your TRP;
- Must not work or study without a work or study permit;
- Cannot re-enter Canada without prior authorization;
- Must leave Canada at the end of their authorized period of stay.

## What CIC considers when assessing your application

As a permit holder, each time you request **another** TRP, you are assessed to determine whether:

- you met the obligations and the conditions of your stay;
- you remain inadmissible or in non-compliance;
- **another** TRP is justified in the circumstances; and/or
- enforcement action is warranted.

CIC can require that you:

- resolve your inadmissibility or non-compliance;
- may request evidence of any action taken to resolve an inadmissibility or non-compliance.

CIC may refuse your request for another TRP:

- if you can only resolve your inadmissibility or non-compliance by leaving Canada; or

- if you have not taken the required action to resolve your situation.

**Note:** A TRP is not intended to provide continuous status for long periods of time especially if the inadmissibility or non-compliance can be resolved and regular temporary resident status achieved.

### **When a medical examination is required?**

If a medical examination is required, an officer will send you written instructions on how to proceed. A medical examination and assessment will require some time and may add over three months to the processing of your application.

### **When to apply for another TRP**

If your TRP is still **valid** you can apply for another TRP providing you apply at least **30** days before the “Expiry date” or the “Permit in force until date” on your current TRP. However, CIC cannot guarantee that your application for another TRP will be processed before your current TRP expires. See the section **Processing Times for Your Application** at the beginning of this guide. Your temporary status continues if you have applied and we have received your application before your current TRP expires.

Current processing times can be obtained by visiting our **Web site** or by contacting the Call Centre.

If you do not apply for a new TRP, it is your responsibility to leave Canada before the “Expiry date” or “Permit in force until date” of the permit.

### **If your TRP is expired**

You cannot restore your temporary resident status as a TRP holder. If your TRP has expired or if you did not respect one of the conditions of your TRP or you have worked or studied without authorization, you have committed an offence under the *Immigration and Refugee Protection Act*. You may be subject to an admissibility hearing that could lead to your removal from Canada.

### **The validity of your passport**

The validity of a TRP always corresponds with the validity of your passport. Your passport expiry date can therefore affect the length of time you may remain in Canada. Before you apply for another permit you should ensure that there is sufficient time remaining on your passport to cover:

- The period of time required to process your application; and
- The period of time you are seeking to remain in Canada if you are successful in obtaining another temporary resident permit.

### **Other CIC Services available to TRP holders**

As a TRP holder you and your family members can also apply for other CIC services, such as a work or study permit. You can apply for a work or study permit separately from your application for another TRP or you can apply for both services together.

#### **Student or worker services:**

You and your family members can apply:

- For a work or study permit if you do not already have one. However you cannot apply for this service if you do not hold a TRP that is valid for six months or more.
- To extend an existing study or work permit if you already have one.

### **Applying for more than one service at the same time**

If you are applying for more than one service at the same time, such as another TRP and a new work or study permit, you need only use one application form (IMM 1249). You will need to indicate, on the top of your

form, that you are applying for both services and you will need to pay the processing fee for each service. There is no guarantee that your application will be approved.

If you are applying for a student or work permit at the same time as you are applying for another Temporary Resident Permit, do not submit your application for another permit until you have followed all the instructions given in the guide for student or work permits.

Details and instructions on how to apply for a study or work permit from within Canada may be obtained by visiting our [Web site](#). Refer to the guides *Applying to Change Conditions or Extend Your Stay in Canada - Worker (IMM 5553)* or *Applying to Change Conditions or Extend Your Stay in Canada - Student (IMM 5552)* or contact the Call Centre.

## Information you must provide when applying for another TRP

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You and your family members who are applying for another TRP must each provide two (2) passport sized photographs as well the following documents:

Documents	Specifics
Proof of identity for persons other than US citizens	Copy of a passport or other travel document. An acceptable travel document is one that allowed your travel to Canada and recognizes your right to re-enter the country that issued the document.
Proof of identity for US citizens	Copy of passport or birth certificate
Photocopy of your current immigration document	Your current TRP and work or study permit (If you have either of these documents) and any other document issued to you by CIC
Supporting documentation of any action you have taken to resolve your inadmissibility, or your non-compliance	Some examples of supporting documentation: <ul style="list-style-type: none"> <li>• a valid passport,</li> <li>• substantial improvement in financial situation</li> <li>• a pardon or an approved rehabilitation</li> <li>• a new TRV</li> </ul>
Evidence of how you will support yourself or be supported in Canada and how you will pay for transportation to leave Canada	<ul style="list-style-type: none"> <li>• guarantor's letter;</li> <li>• bank statement indicating name of account holder and account number; and</li> <li>• details of how you intend to leave Canada including the date, time and type of transportation</li> </ul>
A letter along with supporting documents providing the following information outlining:	<ul style="list-style-type: none"> <li>• why your situation is exceptional and how your circumstances justify the issuance of a permit</li> <li>• any change to your personal circumstances that have occurred since the initial TRP was issued</li> <li>• the details you gave when you were issued your TRP</li> <li>• whether you have applied unsuccessfully for an immigrant visa to live with a family member (sponsor) in Canada and whether you still live with your sponsor</li> <li>• whether you have been convicted of a new offence since you first received your TRP</li> <li>• and providing proof of any action that you have taken to resolve your inadmissibility or non-compliance</li> <li>• the details surrounding your inadmissibility</li> </ul>

Documents	Specifics
If applicable you must also provide:	<ul style="list-style-type: none"> <li>• copy of the criminal conviction certificate</li> <li>• copy of statute under which the criminal convictions were convicted</li> <li>• official proof of sentence</li> <li>• FBI criminal record check</li> <li>• any other requirements imposed by the officer</li> </ul>

## Leaving and re-entering Canada

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### If you require a temporary resident visa (TRV) to enter Canada

You must ensure that your TRV remains valid if you leave then re-enter Canada. An application for another temporary resident permit does not affect the requirement to obtain a TRV. Refer to the *Application for a Temporary Resident Visa to Visit Canada - (IMM 5256)* for further information. This guide may be obtained by visiting our [Web site](#) or contacting the Call Centre.

### Leaving Canada before your request for another TRP has been finalized

Nothing prevents you from leaving Canada at any time. However, if you leave **before** you receive another temporary resident permit, CIC expects your inadmissibility to be resolved before your return. Your application for another TRP submitted in Canada, will be refused.

### Leaving and re-entering Canada

If you are a permit holder and you are leaving Canada, you should not apply for another TRP from outside Canada. You should instead resolve the situation that rendered you inadmissible, before you seek to return to Canada.

In order to return to Canada, you must be in possession of:

- A valid passport or travel document;
- A document that authorizes your re-entry, such as a valid study or work permit, if you are returning to study or work in Canada;
- A valid temporary resident visa, if you are a citizen of a country that requires an entry visa, unless you are returning to Canada following a visit only to the United States or St-Pierre and Miquelon.

Possession of these documents does not guarantee re-entry. All persons must establish that they meet all of the requirements of *The Immigration and Refugee Protection Act and Regulations* before being authorized to enter or re-enter Canada.

**Note:** Citizens of the U.S. do not require passports or travel documents to enter or return to Canada. Permanent residents of the U.S. do not require passports or travel documents if they are entering or returning to Canada from the U.S. or St. Pierre and Miquelon. However, both must provide documentary proof of citizenship or permanent residence such as a national identity card or an alien registration card and both may be refused entry if they continue to be inadmissible.

# Completing the Forms

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The documentation you provide will be used to establish that your authorization to remain in Canada would not be contrary to the *Act*. **You must provide truthful, accurate information.** The information provided may be verified. Processing will stop immediately if you give false or misleading information. **It is an offence under section 127 of the *Immigration and Refugee Protection Act* to knowingly make a false statement on this form.**

## ***Application to Change Conditions, Extend My Stay or Remain in Canada (IMM 1249)***

As most of the form is self-explanatory we have only provided instructions where required. If you need more space, attach a separate sheet of paper and indicate the letter and/or number of the question you are answering. **Your application may be returned or refused if it is not properly completed, or if all of the necessary documents have not been submitted.** Type or print clearly in black or blue ink. If you know your client ID number print it in the space provided.

Each member of your immediate family (spouse or common-law partner, dependent children) who wishes to remain longer, study or work in Canada must apply for permission to do so. If you all apply at the same time for an extension, each person will **not** have to submit separate application form. Instead, fill in one form including your details and those of your immediate family. All appropriate documentation and the required fee for each person must also be included.

### **“I am applying for”:**

If you require only one service tick the box that corresponds to the service you are requesting. For example, tick box “E” if you are applying for another TRP. If you require more than one service and you are using only one application tick the boxes that correspond to each of the services you require. For example:, if you are applying for another TRP and for a new study permit, tick boxes “B” and “E” and include the required documentation and fees.

If you are applying for more than one service, you will need to explain why you require each service. For details on information you should provide when applying for worker or student services, consult the guides on our [Web site](#). Refer to the guides *Applying to Change Conditions or Extend Your Stay in Canada - Worker* (IMM 5553) or *Applying to Change Conditions or Extend Your Stay in Canada - Student* (IMM 5552) or contact the Call Centre.

## **A – Personal Information**

### **Surname (Family name) and given name(s)**

Print all names as they appear on your passport or identity document. Do not use initials.

### **Other names**

Print all names you have ever used, including different spellings of your name. Explain what these names are, e.g., ‘Maggie’ (nickname), ‘Smith’ (birth name/maiden name), ‘Leroux’ (former married name).

### **Citizenship**

If you are a citizen of more than one country, enter the names of all countries.

### Passport number

If you did not use a passport to enter Canada, indicate the type and number of other travel or identity documents you used to enter Canada. **Passports and travel documents must be valid for the duration of your stay.**

### Country of last permanent residence

Regardless of the time you may have resided in a country, if your status was of a temporary nature (foreign student, guest worker, etc.) it is not your country of last permanent residence.

If your country of last permanent residence is the country where you were born, put an "x" in the box "since birth". Otherwise put an "x" in "since" and print the year that you moved to that country.

### Languages

Write your native language (the language you learned at home in childhood and still understand)

Check the box to indicate which of Canada's official languages (French or English) you use most frequently. If you do not use French or English, check the "Neither" box.

One of Canada's objectives with respect to immigration is to support and assist the development of minority language communities in Canada.

**Note:** This question is not used for selection purposes.

### Addresses

Provide your current mailing address in Canada. 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)*.

### Telephone number for messages

If you have access to a telephone where a message can be left for you, print the number here.

## B – My Family Members

You must give information about your family members. Family members are your spouse or common-law partner, your dependent children and those dependent children of your spouse or common-law partner and the dependent children of dependent children. 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.

Your family member will be considered your dependent child if that child:

- A. is under the age of 22 and single, i.e. not married and not in a common-law relationship; **or**
- B. 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**

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; **or**

- C. 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.**

Children included in the application must meet the definition of “dependent children” both at the time the application is made and, without taking into account whether they have attained 22 years of age, at the time the visa is issued to them.

Include family members on your application by providing their names and other information in the appropriate space on the application form. Also indicate if your family members are currently in Canada.

**Important:** In order to benefit from provisions outlined in the *Immigration and Refugee Protection Act and Regulations* for spouses or common-law partners of workers or students, you must provide proof of your relationship and status in Canada. You must provide a marriage certificate and birth certificates for any accompanying family members. If you are in a common-law relationship and your common-law spouse will accompany you to Canada, you must complete the enclosed form, *Statutory Declaration of Common-Law Union (IMM 5409)*. Also provide evidence outlined on the form to support your relationship.

For each family member print:

**Surname (Family name) and given name(s)**

Print all names as they appear on the passport or identity document. Do not use initials.

**Relationship**

Print the person’s relationship to you - husband, wife, son or daughter.

**Passport and expiry date**

If it was not a passport which was used to enter Canada, indicate the type and number of other travel or identity documents used. Passports and travel documents must be valid.

**Languages**

Write you native language (the language you learned at home in childhood and still understand)

Check the box to indicate which of Canada's official languages (French or English) you use most frequently. If you do not use French or English, check the "Neither" box.

One of Canada's objectives with respect to immigration is to support and assist the development of minority language communities in Canada.

**Note:** This question is not used for selection purposes.

**C – Coming Into Canada**

This information will assist us in retrieving your previous records.

**D – My Request**

**Box 10**

You must explain why you wish to remain in Canada and why you continue to require a TRP. Your explanation should include the following information

- Any change to your personal circumstances that have occurred since the initial TRP was issued;
- The details you gave when you were issued your TRP;
- Whether you have applied unsuccessfully for an immigrant visa to live with a family member (sponsor) in Canada and whether you still live with your sponsor;
- Whether you have been convicted of a new offence since you first received your TRP;
- Describe and provide proof of any action that you have taken to resolve your inadmissibility or non-compliance.

#### **Box 11**

Provide details of how you will support yourself and your family members while in Canada and how you will pay for transportation to leave Canada.

Provide specifics on ‘Other’ sources of support (employment income/employer). If a relative or friend will provide support include their name, address and the relationship to you.

### **E – Additional Information**

#### **Box 12**

If you or your family members remained beyond the validity of your status, attended school without permission or worked without permission, give **full details** and circumstances concerning the situation(s).

#### **Box 13**

Indicate if you or any of your family members in Canada have ever been convicted of, or charged with a crime or offence in any country. If convicted, indicate whether a pardon has been granted.

#### **Box 14**

Indicate if you or any of your family members have suffered from any serious mental or physical illness. If so, provide full details.

### **G – Declaration Of Applicant**

**You must sign and date the application.** Failure to do so will result in it being returned to you.

We suggest that you retain photocopies of your application and supporting documentation for your records.

## ***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](http://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

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## Required Fees

You must pay a **Processing Fee** for each service that you require and **all fees must be submitted with your application**. If you apply for more than one service on a single application, you must add up the fees for each service and submit the total of the fees with your application. For information including eligibility, fees and required documents for working or studying in Canada, refer to the guides [Applying to Change Conditions or Extend Your Stay in Canada - Worker](#) (IMM 5553) or [Applying to Change Conditions or Extend Your Stay in Canada - Student](#) (IMM 5552) or contact the **Call Centre**.

You may submit an application for any of or a combination of the following services:

- To remain in Canada on another temporary resident permit
- To extend your stay in Canada as a worker or student
- To restore your status as a worker or student
- To request a new work or study permit

Use this chart to calculate the fees required for the service(s) you are requesting.

**Note:** It is not necessary to make a separate application for an extension of temporary resident status when you apply for a work permit or study permit. The officer will issue all the necessary documentation with the one application.

	SERVICES	Number of Persons	Amount per person	Amount Due
	Another Temporary Resident Permit		x \$200	
	Other service - <b>you</b> - (Work or Study Permit) specify:			
	Other service - <b>family members</b> - (Work or Study Permit) specify:			
			<b>Total</b>	\$

There is no refund of processing fees once the Case Processing Centre has started processing your application. The determination that you are not eligible to apply for a service is considered “processing” and fee(s) will not be refunded. For example, if your temporary resident status has expired and you incorrectly apply for an extension of temporary resident status instead of applying for restoration of temporary resident status, your application will be processed and a determination will be made that you are not eligible for the extension of temporary resident status. You will be advised to apply for restoration of temporary resident status and you will have to pay another processing fee. You should therefore make sure that you apply for the correct service, that you are eligible to apply before you pay your fees and that you include all the information and documents requested before submitting your application.

## How to pay your fees

You have the option of paying your fees on our Web site or at a financial institution.

### Option 1. Payment of fees on our Web site

To use this option, you need:

- a credit card;
- access to a computer with a printer;

- a valid email address; and
- follow these steps below.

Step	Action
1	Log on to our Web site at <a href="http://www.cic.gc.ca">www.cic.gc.ca</a> .
2	Select " <i>I Need To...</i> " on the right hand side of the page.
3	Click on <i>Pay My Application Fees</i> .
4	Click on <i>Pay fees online</i> .

Once you have paid the fees you must:

- print the official receipt;
- fill out by hand the “Payer Information” section;
- attach the bottom portion (copy 2) of this receipt to your completed application.

## Option 2. Payment of fees at a financial institution

### STEP 1. Fill in the total

Enter the “Amount payable” you have calculated at the bottom of the *Receipt* (IMM 5401).

**Photocopies of the receipt are not accepted.** If you need an original receipt, you can order it from our [Web site](#) or contact the Call Centre.

### STEP 2. Complete the “Payer Information” sections on the back of the receipt

If you already know the Client ID assigned to you, enter the number in the box provided. If you do not know your Client ID, leave that box empty.

### STEP 3. Go to a financial institution and make the payment

Bring the receipt with you. A financial institution representative will tell you which forms of payment are acceptable. There is no charge for the service.

### STEP 4. Send your receipt

Attach the middle portion (Copy 2) of the receipt to your completed application. Keep the top portion (Copy 1) for your files.

Do not include any other type of payment with your application.

If there is no local financial institution which will accept payment, you may pay the fees by mail. Contact a Call Centre agent for instructions.

**Note:** Do **not** present your application to the financial institution, only your receipt.

## Incorrect payments

If you have sent insufficient fees or incorrect form of payment, we will return your application with instructions. You must then pay the additional fees and mail everything back to us. This will delay the processing of your application. If you have overpaid, we will refund the overpayment. We will issue a cheque as soon as possible.

## Refunds

To obtain a refund, you need to send a written request to withdraw your application to the processing centre at CPC Vegreville, 6212 - 55th Avenue, Vegreville AB T9C 1W5.

The **processing fee** is only refundable if we receive your request **before** processing has begun. Once we have started to process your application, there will be no refunds **regardless of the final decision**.

We will issue the refund to the person indicated on the “Payer Information” section of the receipt. If there is no name indicated on the receipt, we will send the refund to you.

# Mailing Your Application

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## Mailing Instructions

- Put the completed forms, supporting documents and fee payment receipt in a 23 cm x 30.5 cm (9” x 12”) envelope. **Do not include a prepaid envelope with your application.**
- Note:** When a family is applying for documents send all the applications to the Case Processing Centre address in Vegreville, that is applicable to the primary applicant.
- Address the envelope as follows:

**Citizenship and Immigration -  
Temporary Resident Permit  
Case Processing Centre  
6212 - 55th Avenue, Unit 303  
Vegreville AB  
T9C 1W1**

- Write your name and address at the top left-hand corner of the envelope.
- Have the post office weigh your envelope to ensure you put sufficient postage on it.
- Mail the envelope.

# What Happens Next?

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You will receive a letter regarding your case and you will be informed if you need to take any further action.

If you applied for another temporary resident permit and you have been approved, another temporary resident permit with a new validity date will be sent to you. If your application is refused, you can only stay in Canada until the expiry date of your current temporary resident permit.

If you also applied for an initial work or study permit or an extension of your temporary resident status as a worker or student, and the work or study permit or the extension of status is approved, an immigration document will be sent to you. If your application is refused, you can only stay in Canada until the expiry date of your current temporary resident permit.

If your application has been referred to a local office you will be notified of this and will subsequently be contacted by this office.

If you move before your application has been processed, you must advise us of your new address through our on-line change of address service on our [Web site](#) or by contacting the Call Centre.

Please advise the Call Centre if you change your telephone or fax numbers or if you want to change the school you want to attend or the employment you wish to take, after you have mailed your application.