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# IMMIGRATION Canada

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## Temporary Resident Visa

### Beirut Visa Office Instructions



IMM 5859 E (01-2019)

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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.

**Note:** the submission of an application with the documents listed above does not guarantee the issuance of a visa. The visa officer may also request additional documents before a decision is taken.

<p><b>You must submit the following items:</b></p>	<p>✓</p>
<p><b>Two photographs</b> 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. Staple the photographs on the application form without marking the face. Applicants who need to give their biometrics do not need to submit paper photographs.</p>	<p><input type="checkbox"/></p>
<p><b>CAN + PROGRAM</b></p> <p><b>If you have travelled to Canada in the last ten (10) years or currently hold a valid United States nonimmigrant visa</b> and can provide proof (entry stamps in passport, proof of the valid visa), no proof of financial support is needed.</p> <p><b>For all others, provide proof of financial support</b> to cover the expenses for the duration of your visit:</p> <ul style="list-style-type: none"> <li>• Copies of bank statements or bank book covering the past three months.</li> <li>• Any additional relevant documentation (employment letter, pay slips, proof of pension, business registration, investments, etc.)</li> </ul> <p><b>If you are not paying for your own trip:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Describe how this person is related to you.</li> <li>• These documents must be dated within three months of the date on which the application is submitted.</li> </ul>	<p><input type="checkbox"/></p>
<p><b>Valid passport</b> from each person requiring a temporary resident visa. Your passport should be valid for at least six (6) months from the date of travel to Canada.</p> <p>Include <b>all cancelled or expired passports</b>, if applicable. If you are not a citizen of Lebanon, you must provide proof of your present immigration status.</p>	<p><input type="checkbox"/></p>
<p><b>Proof of sufficient funds</b> to cover expenses for the duration of your visit.</p> <ul style="list-style-type: none"> <li>• A bank statement covering the last twelve months and showing the balance of the account;</li> </ul>	<p><input type="checkbox"/></p>

<ul style="list-style-type: none"> <li>Any additional relevant documentation (last 2 pay slips, property titles, proof of pension, investments, etc.);</li> <li>If you are not paying for your own trip, indicate how your trip will be funded. Submit supporting documentation, for example: parents' bank statements; letter from employer covering costs; spouse's employment, proof of employment and financial documents for host in Canada* (employment letter, pay slips, T4 or Notice of Assessment, bank statements), etc.</li> </ul> <p><i>*Note: Some inviters or hosts may prefer not to provide their personal information directly to the applicant for submission to the 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>	
Copies of <b>Birth Certificates</b> for minor children, <b>Marriage Certificate</b> if applicable.	<input type="checkbox"/>
<p><b>Explain the purpose of your trip :</b></p> <ul style="list-style-type: none"> <li>details of your itinerary in Canada;</li> <li>provisional travel arrangements (airline or hotel booking);</li> <li>letter of invitation from the person or business you will visit; registration at a conference; letter from your employer (as applicable).</li> </ul>	<input type="checkbox"/>
<b>Family Information Form IMM 5707</b> , fully completed, dated and signed.	<input type="checkbox"/>
<b>If you are working, you must also submit:</b>	<input checked="" type="checkbox"/>
If you have answered "yes" to any of the background information questions on the application form, provide a completed and signed <b>Schedule 1</b> form (Application for Temporary Resident Visa – IMM 5257B) and include it with your application.	<input type="checkbox"/>
<p><b>A letter from your employer authorizing your leave.</b> This letter must indicate the following:</p> <ul style="list-style-type: none"> <li>firm's address and phone number</li> <li>your job title, date hired and salary;</li> <li>name of supervisor;</li> <li>the period of leave authorized.</li> </ul> <p><b>If you are travelling on business</b>, the letter should also outline the purpose of your trip, and include the names and addresses of the companies you will visit.</p> <p><b>If you are self-employed</b>, please provide evidence of your business (business registration, license and financial documents etc.).</p>	<input type="checkbox"/>
<p><b>If you own a company or business</b>, you must provide the following documents (originals):</p> <ul style="list-style-type: none"> <li>Commercial registration;</li> <li>Tax certificate;</li> <li>Corporate bank statement for at least the last six (6) months; and</li> </ul>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>As much evidence as possible of on-going business and volume of activity. For example, if you own an export or import company, you must provide your license to import or export, shipment invoices or customs clearance documents.</li> </ul>	
<p><b>Proof of current studies</b> – an official document confirming your registration as a student at an academic institution.</p>	<input type="checkbox"/>
<p>If you are planning to visit a friend or relative, please provide a <b>letter of invitation.</b></p>	<input type="checkbox"/>

## MILITARY TABLE GUIDELINES

If you served in the military you **MUST** complete the Military Table adequately with the specific required information. Failure to complete the table correctly will cause delays in the processing of your application.

 **Step I:** Make sure to use the following official template, found on the website of the Embassy of Canada to Lebanon:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5256-applying-visitor-visa-temporary-resident-visa.html#5256E3>

1 Your Title/Position	2 Your Rank (Indicate dates of promotion)	3 Start Date	4 End Date	5 Mandatory or Career Service	6 Duties/Responsibilities (You must provide detailed descriptions of all task performed responsibilities and functions.)	7 During the course of your service, did you ever participate (including in a support function) in arrests, detention, or interrogations. (If YES, include details of your involvement)	8 Involvement in combat operations (include name of operation, locations, roles of unit, your role, names of cooperating units/battalions that may have participated in any joint operations if applicable, etc.).	9 Commanding Officers (Name & Rank)	10 Names and Roles of Unit(s)	11 Your Location(s)	12 # of People you Supervised

 **Step II:** Use the following guide to complete the form:

- 1 **Your Title/Position:** Were you an officer? Or a soldier?
- 2 **Your Rank:** List all ranks you were entitled while also making sure that 3 **Start Date** and 4 **End Date** are running in parallel. If any change occurred while you were occupying the same rank, kindly mention it.  
**\*\* Refer to the check the “Ranks table” if you are not sure of a technical word for the translation of the ranks.**
- 3 **Start Date** and 4 **End Date:** Should include **ALL** the dates were any change occurred in your military service (example: being promoted, being transferred to a different unit, finishing your basic training, etc...)
- 5 **Mandatory or Career Service:** Mention if your service was either mandatory or voluntarily (your career).
- 6 **Duties/Responsibilities:** You **must** provide detailed descriptions of all task performed: responsibilities and functions.  
**For the soldier (Mandatory service):** The description should start from your basic training in the first cell, and end with a detailed explanation of your daily duties as well as the hours of your service the second cell.  
**For the officer/ soldier (Career service):** The description should start from your basic training in the first cell, continue with a detailed explanation of your daily duties as well as the hours of your service in the second cell and go on depending on any change that has occurred.
- 7 **During the course of your service, did you ever participate (including in a support function) in arrests, detention or interrogations:** Answer YES or NO. If the answer is YES, include details of your involvement.
- 8 **Involvement in combat operations:** List the name of the operation, locations, roles of unit, your role, names of cooperating units/battalions that may have participated in any joint operations if applicable, etc.
- 9 **Commanding Officers:** List their ranks and names.  
**\*\* Refer to the check the “Ranks table” if you are not sure of a technical word for the translation of the ranks.**
- 10 **Names and Roles of Unit(s):** Refer to the “Units, departments and terms tables” if you are not sure of the technical words for the translation of the units.
- 11 **Your Location(s):** List the city and if possible the district
- 12 **# of People you Supervised:** If applicable

 **Step III:** Your completed Military Table should look like the following:

Your Title/Position	Your Rank (Indicate dates of promotion)	Start Date	End Date	Mandatory or Career Service	Duties/Responsibilities (You must provide detailed descriptions of all task performed responsibilities and functions.)	During the course of your service, did you ever participate (including in a support function) in arrests, detention, or interrogations. (If YES, include details of your involvement)	Involvement in combat operations (include name of operation, locations, roles of unit, your role, names of cooperating units/battalions that may have participated in any joint operations if applicable, etc.).	Commanding Officers	Names and Roles of Unit(s)	Your Location(s)	# of People you Supervised
Soldier	Soldier	01/01/2000	01/03/2000	Mandatory	Basic training	NO	NO	Captain John Doe	Military technical base of Werwar	Werwar	0
Soldier	Soldier	01/03/2000	01/01/2001	Mandatory	Guarding the base at the door (3hours of guard/ 6 hours of resting) – food delivering to small military entities in the Metn Area	NO	NO	Brigadier General John Doe	Regiment 5, Battalion 253, infantry	Jounieh, Sarba	0

**VAC employees are available to provide assistance if required. Please do not hesitate to ask them for help.**

