
IMMIGRATION

Canada

Temporary Resident Visa

Dakar Visa Office Instructions



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Cette trousse est également disponible en français

Application for a Temporary Resident Visa – Checklist

Entry into Canada is a privilege and not a right.

To be eligible to visit Canada, you must meet the requirements set out under Canadian legislation.

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

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

Submit only legible photocopies of your documents. Only your birth certificate and your police certificate must be original documents. **If you fail to provide photocopies of each required document, the originals will be kept.**

After submission of all required documents, you may be required to submit additional documents, attend an interview or undergo a medical exam.

Do not finalize travel plans unless you have received your visa from the Embassy of Canada. All travel plans are made entirely at your own risk.

It is recommended that you present your application at least three weeks before the scheduled date of departure because the application review can take several days and an interview may be required.

A complete application does not guarantee that you will receive a visa.

Note that any false statement or fraudulent document will result in immediate refusal of the application. If fraud is involved, the applicant may be deemed ineligible to submit another application for five years.

All applicants must submit the following documents:	<input checked="" type="checkbox"/>
Two photographs of yourself and each family member requesting a visa meeting the photograph specifications, with the name printed on the back, dated and taken in the past six months.	<input type="checkbox"/>
Original passport for you and each family member requesting a visa. Each passport should: <ul style="list-style-type: none">• Be valid for a minimum of 6 months, preferably valid for the duration of your planned stay in Canada, since a visa cannot be issued beyond the validity of the passport;• Show that you are lawfully admitted to your current country of residence (e.g. border stamp if you are not a citizen of the country, stud, work or residency permit, etc.);• Have a minimum of two blank pages;• 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"/>

<p>Each applicant must also submit the original or a copy of all the pages of all their previous passports, as proof of past travel.</p>	
<p>Your original birth certificate extract (a birth attestation is not accepted)</p>	<input type="checkbox"/>
<p>Proof of your relationship with your Canadian host if the individual is a blood relative (for example, you host's original birth certificate, family booklet, etc.)</p>	<input type="checkbox"/>
<p>A copy of your marriage certificate or statutory declaration of common-law union (IMM 5409) if applicable.</p>	<input type="checkbox"/>
<p>Proof of funds: If you are paying for your own trip, you must submit proof of sufficient funds to cover your travel and expenses in Canada.</p> <p>Provide the following:</p> <ul style="list-style-type: none"> • Original bank statements from your personal account for the past six months; • The last 6 months of pay slips. <p>If you own a business, you must submit:</p> <ul style="list-style-type: none"> • Business registration certificates; • Tax returns; • Certificates of qualification; • Business financial statements; • Original commercial bank statements from the past six months, etc. <p>If a third party is paying for your trip, they can voluntarily submit proof of income such as:</p> <ul style="list-style-type: none"> • Letter of financial custodianship of your stay; • Recent bank statements for personal accounts; • Work contract including salary; • Pay slips; • Term deposit statements showing their name, account balance, and date the account was opened; • They must also provide a copy of their photo identification (national identity card or passport). 	<input type="checkbox"/>
<p>Proof of professional or academic activity</p> <p>If you are an employee, submit a letter from your current employer and payslips (from the past six months).</p> <p>An employment letter must be dated, at most, two months before the submission of your application; it must indicate:</p> <ul style="list-style-type: none"> • Your profession; • Salary and allowances; 	<input type="checkbox"/>

<ul style="list-style-type: none"> • Years of service; • Leave authorization for the duration of the planned trip to Canada. <p>If you are an entrepreneur or an autonomous worker, you must submit:</p> <ul style="list-style-type: none"> • Financial statements related to your business activity for the last two years; • your letters patent; • your business licence, etc. <p>If you are a student, you must submit proof of your current studies, for example:</p> <ul style="list-style-type: none"> • A recent letter of enrolment; • Transcripts from the educational institution in which you are enrolled. 	
<p>Explanation of the purpose of your trip</p> <p>Provide one or more of the following, depending on the reason for your trip:</p> <ul style="list-style-type: none"> • Details of your itinerary, specifying the length of your stay and your destination; • Proof of provisional booking with an airline or a hotel reservation; • Letter of invitation from the person or business you will visit, stating date, duration and purpose of visit and contact information of the point of contact. <p>Information related to the immigration status of the host in Canada is voluntary. <input type="checkbox"/></p> <p>Should the host volunteer this information, they may provide a copy of their landing document, citizenship certificate, Canadian passport bio-data page (i.e. the page with name, photo, place of birth, date of issue, etc.), study or work permit, or Permanent Resident Card.</p> <p>If your host is paying your travel, accommodation and living expenses, they should mention this in the letter of invitation.</p>	
<p>Completed and signed Schedule 1 form (Application for Temporary Resident Visa – IMM 5257B). <input type="checkbox"/></p>	
<p>Family information form (IMM 5707). Each applicant must complete their own, adult and children. Ensure to write every family member’s name, place of birth, date of birth, marital status, current occupation and address. If a question is not applicable, write “N/A”. <input type="checkbox"/></p>	
<p>If applicable, you must also submit:</p>	√
<p>For business travel:</p> <ul style="list-style-type: none"> • Financial statements, letters, letters patent, business licence, transaction reports, prospectus, etc.; • All documents showing your intentions and business contacts in Canada; • Proof of your relationships with the businesses in Canada; • Invitation from your contact or your business contacts in Canada confirming the nature and duration (date of visit) of your business trip, the name of a point of contact, the business address, the telephone number and a detailed explanation of the purpose of your visit; 	<input type="checkbox"/>

<ul style="list-style-type: none"> • A letter from your employer indicating the purpose of your trip, the date you were hired, your position and salary, the dates and duration of your approved leave and who will cover your travel costs; • Your itinerary for travel and in Canada; • Details and proof of funds from the person who will cover the travel costs. 	
<p>If you are travelling for a seminar, trade show or conference, provide:</p> <ul style="list-style-type: none"> • An invitation from the Canadian organization indicating the name of the person invited with registration and hotel confirmation; • Written confirmation, signed by the organization covering the fees for travel and stay in Canada; • A letter from your employer confirming the trip, signed and dated, indicating the specific reason and duration of the trip and the employment details. 	<input type="checkbox"/>
<p>Students requesting visa renewal for return to Canada:</p> <ul style="list-style-type: none"> • Passport, valid for the remaining duration of studies; • Valid study permit • Admission letter or proof of registration (list of courses in which you are registered) for the upcoming session; • Copy of all transcripts of your completed sessions • Copy of airplane ticket or reservation; • Certificat d'Acceptation du Québec (CAQ) valid for a minimum of six months • Canadian bank statements of the student carrying out the transactions for the past 12 months. 	<input type="checkbox"/>
<p>Children must have their own passport. They must have a letter from their school stating that they are on vacation, as applicable.</p>	<input type="checkbox"/>
<p>Minor:</p> <p>If a minor is travelling to Canada with only one parent or without a parent, they require:</p> <ul style="list-style-type: none"> • a passport • notarized permission to travel signed by both parents or a notarized copy of the custody document, as applicable • the child's and both parents' birth certificates; • proof of registration for the next school year in a school recognized by their country AND their most recent transcript. <p>A child is considered a minor when they are under the age of 18. A minor travelling alone or accompanied by an adult other than their father or mother must provide a notarized letter (affidavit) from the guardian (Canadian citizen or permanent resident) in Canada who is receiving the child and notarized parental authorization from the two parents.</p>	<input type="checkbox"/>
<p>Any other document required by the visa office.</p>	<input type="checkbox"/>

Self-addressed stamped envelope for the return of your documents if you applied by mail (applications by mail are accepted only in countries that do not have a VAC).	<input type="checkbox"/>
Note that a medical exam may be required. The medical form will be sent to you once your application has been reviewed by an officer, if applicable.	<input type="checkbox"/>

Holders of diplomatic, official or service passport and people travelling to Canada as official representatives of their countries

Certain documents mentioned in the checklist of the application package are not required for persons travelling on diplomatic, official or service passports, or for persons travelling to Canada to represent their country in an official capacity.

No fee is required for applications from diplomats and other persons travelling on diplomatic, official or service passports, or for persons travelling to Canada to represent their country in an official capacity.

Applicants are encouraged to submit their applications online or through the nearest VAC to take advantage of extended office hours and customer service on site.

It is also possible to submit your application to the Canadian Embassy or High Commission of your country of residence for an official travel on an urgent basis (Canadian Embassy and High Commission exists in Burkina-Faso, Cameroon, Côte d'Ivoire, Mali, Sénégal and Democratic Republic of Congo). Processing times are 2 to 5 working days.

If you apply through the VAC, download the application package for a temporary resident visa; complete, print (with the 2D barcode page) and sign the forms. Please remember to include the VFS consent form.

Diplomatic or Official passport holders : Completed forms (dated and signed) must be accompanied by:	✓
Two recent photos.	<input type="checkbox"/>
Your original passport and a photocopy of the identification pages.	<input type="checkbox"/>
Note verbale issued by your mission or government.	<input type="checkbox"/>
Letter of invitation or travel order , including financial charge of the order, if applicable.	<input type="checkbox"/>

CAN+ program to facilitate travel to Canada

CAN+ program:

- This facilitation program applies only to Temporary Resident Visa applications (visitor visas). It does not apply to Study or Work Permit applications nor to parents and grandparents Super Visa applications.
- There is no specific application form for this program. Clients should follow the application process for a Temporary Resident Visa and should attach the documentation that demonstrates they are eligible for this program.
- To be eligible for this program, clients must:
 - Be a legal resident (in other words to be legally residing) of one of the following countries : Burkina Faso, Cameroon, Côte d’Ivoire, Gabon, Mali, Sénégal.
 - Have previously been issued a multiple entry temporary resident visa to Canada and/or the United States (USA) in the last five years; and
 - Have had NO immigration infractions (for example: deportation, refused visa, inadmissibility etc) in ANY country
- Clients meeting these criteria can use the simplified checklist found below.
- Even if participating in the CAN+ program, you may have to submit additional documents upon request or have to go to a Visa Application Centre (VAC) to submit your biometrics. If you are unsure as to whether you need to submit biometrics, pay fees or whether photographs are required, contact or visit the VAC in Abidjan, Bamako, Dakar, Ouagadougou or Yaoundé, where you will be provided with specific instructions.
- There is no additional fee to be part of this program.

Simplified Checklist for participants of the CAN+ program	✓
Application Form (IMM 5257) and Schedule 1 duly completed, dated and signed. Use your own contact details (or your authorized representative). Ensure the form is validated and has a 2D bar-code page. Those under 18 years of age must have a parent or authorized guardian sign the form for them.	<input type="checkbox"/>
Family information form (IMM 5707) . Each applicant must complete their own, adult and children. If a question is not applicable, please write "N/A". Ensure to write every family member’s name, place of birth, date of birth, marital status, current occupation and address. If a question is not applicable, write "N/A".	<input type="checkbox"/>
Two passport size photographs 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"/>
Processing fee - Ensure that you have paid the correct non-refundable processing fee and, if required, the biometric fee. If you need to give your biometrics, the \$85 CAD biometric fee covers the VAC service charge. Additional VAC services are not covered.	<input type="checkbox"/>
Original and valid passport or travel document , with at least 2 blank pages. Do not send passport covers (plastic, leather, etc.)	<input type="checkbox"/>

If you are currently in a country which is not your country of citizenship, a copy of your valid residence permit or a copy of your entry stamp if you are visa exempt, or a valid visa (for persons in transit)	<input type="checkbox"/>
Proof that a multiple entry temporary residence visa to Canada or the USA was issued to you in the last five years.	<input type="checkbox"/>
Letter of invitation or travel order , including financial charge of the order, if applicable;	<input type="checkbox"/>

If your application is approved, a visa will be inserted in your passport. It confirms that you have met the conditions for admission to Canada as a temporary resident. Note that these admission conditions can be verified again by an immigration officer when you enter into Canada.

Applicants whose visa applications have been refused will receive a written explanation of the reasons for refusal. Once they have these written reasons, there are few means of appeal. There is no official appeal mechanism for refusal of applications for study visas and temporary resident visas. If your situation has changed considerably and you think that this could result in a different decision, you may submit a new application. If your situation has not changed, it is not very likely that a visa will be issued following that new application.

Thank you for your interest in Canada.