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## TEMPORARY RESIDENT VISA CHECKLIST

### Use of Representative

As a federal government department, the Immigration and Visa section is bound by the Privacy Act not to discuss the details of any case with anyone except the applicant and certain authorized persons. Before the High Commission or Consulate General authorities can release information, the applicant must provide us with specific written permission to do so. Only a Canadian citizen or permanent resident or temporary resident in Canada can obtain this information.

#### Required Documents for All Visa Categories

Please note that the following essentials must be met by all applicants submitting their applications for visa.

- ✓ **Passport with at least six months validity**

Please note that the Canadian High Commission does not accept additional pages inserted into passports. If you do not have a blank page to which a visa can be affixed, a new passport must be obtained before submitting your application

If possible, a passport should be valid for the duration of study in Canada, as the validity of a study permit cannot exceed the validity of the passport

- ✓ **Relevant Fee**

Fully completed application form appropriate to the type of visa requested with two original passport - size photographs [NB: digital photographs not acceptable]

#### Other Information

- ✓ Children under 18 travelling without one or both parents or without a legal guardian must provide a notarized authorization for travel signed by both parents or by the parent or legal guardian not travelling. This authorization should be available for presentation at the Canadian Port of Entry
- ✓ Please provide only photocopies of all documents, as we do not guarantee the return of any original documents. However, note that we reserve the right to request the original of any document provided

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- ✓ English or French translations must accompany any documents not originally in English or French
  - ✓ Please ensure you complete the portion of the application form for spouse or common-law partner and children - regardless of whether they are accompanying or not
  - ✓ Children 18 years of age and older must submit their own application form
  - ✓ Passports must be valid for at least 6 months. Note: A temporary resident visa may not be issued beyond the validity of your current passport.

**Note:**

English or French translations must accompany any documents not originally in English or French

**TEMPORARY RESIDENT VISA CHECKLIST**

For all Temporary Resident Visa applicants (Visitors, Business Visitors, Transit, Seamen and Religious Workers)

- ✓ Temporary Resident Visa Application form with two recent, original passport sized photos (2 inches x 1.5 to 2 inches in size)
- ✓ Personal Information Form
- ✓ Use of a Representative form (IMM 5476)
- ✓ Current Passport
- ✓ Personal documentation of applicant:
  - Proof of employment (salary statements, provident fund statements, employment contracts), business ownership, partnership, business licenses/registration (for applicant and/or spouse), business ownership, partnership, business licenses/registration (for applicant and/or spouse)
  - Letter from employer/school which indicates that applicant(s) have been granted leave
- ✓ Proof of personal funds
  - Income Tax Returns for the past two years
  - Bank Statements / bank books NB: Cash, traveler's Cheque or credit cards or bank certificates are not accepted as proof of funds

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- ✓ Property documents/ other proof of income

**Note:**

Above mentioned documents are common for all visa Categories

**For Tourist Visitors**

- ✓ Letter of invitation and/or statutory declaration (affidavit) of support
- ✓ Proof of immigration status of inviter (if inviter is private individual) - this may include a photocopy of a Canadian permanent resident card, passport, or Citizenship card
- ✓ Financial documentation of inviter:
  - Notice of Assessment (Income tax documents - T4)
  - Proof of employment
  - Proof of inviter's existing funds (bank statements, bank books)

**For Business Visitors**

- ✓ Proof of ongoing business activities between Canadian company and applicant
- ✓ Business correspondence
- ✓ Contracts between applicant/applicant's business, and Canadian business
- ✓ Shipment orders/invoices / bills of lading for goods sold

**For individuals seeking a Transit Visa**

- ✓ Passport containing valid visa for final destination after transit
- ✓ Photocopy of confirmed airline ticket

**For Seamen**

- ✓ Copy of seamen's book
- ✓ Cover letter from employing company showing local contact information [phone number, address]
- ✓ Copy of employment contract of applicant

**For Religious Worker**

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- ✓ Letters of Support from any Canadian government official, if applicable
  - ✓ Copy of Invitation sent by inviting organization [gurdwara, temple, mosque or association]
  - ✓ Educational/ training certificates relevant to the occupation
  - ✓ Letters of recommendation/current employment documentation
  - ✓ All the previous passports

**For Military and Police Personnel (including retired personnel)**

- ✓ Detailed curriculum vitae

**Note:**

English or French translations must accompany any documents not originally in English or French