

TEMPORARY RESIDENT VISA APPLICATION INFORMATION

THE FOLLOWING INFORMATION IS PROVIDED AS A GUIDELINE ONLY. For complete instructions on obtaining a Temporary Resident Visa (TRV) for Canada, please refer to the information provided by Citizenship and Immigration Canada and the Canadian visa office responsible for your country of citizenship/nationality or legal residence of at least one year.

OBTAINING A TEMPORARY RESIDENT VISA

To obtain a Temporary Resident Visa, you must apply to the Canadian visa office responsible for your country of citizenship/nationality or legal residence of at least one year.

APPLICATION FORMS:

- Application for Temporary Resident Visa Made Outside of Canada [IMM 5257]
- Family Information [IMM 5645]
- Schedule 1 - Application for a Temporary Resident Visa Made Outside of Canada [IMM 5257 - Schedule 1]
- Document Checklist [IMM 5484]
- Country-specific forms, as applicable. (Please see handout and attachments for your country of citizenship/nationality or legal residence of at least one year.)

General application forms can be found online at:

<http://www.cic.gc.ca/english/information/applications/visa.asp>

Country-specific application forms are available through the individual Canadian visa office websites. Please refer to the "VISA OFFICES OUTSIDE OF CANADA" section below for website information.

GENERAL INSTRUCTIONS

- Complete the application form according to the instructions found in the Guide (attached) and online:
 - o Application forms and general instructions:
<http://www.cic.gc.ca/english/information/applications/visa.asp>
 - o Additional information on the new application:
<http://www.cic.gc.ca/english/information/applications/additional.asp>
- Each person applying for a Temporary Resident (visitor) Visa must complete an individual application form. This applies to all applicants, including minor children & family members travelling together.
- Each applicant must declare all accompanying & non-accompanying family members on their own application form.
- Application forms for minor children must be signed by a parent or legal guardian.
- Family members travelling together may submit their individual application forms together in one package.

NOTE: TRV applications should be completely filled out online before printing. Please note that the successful completion of the TRV application form will generate a page with barcodes. Please ensure that your barcode page is printed in black and white, using a high quality Laser

Printer and added to your application kit. *Failure to include this page of barcodes will delay the processing of your application.

SUPPORTING DOCUMENTS

You must submit all supporting documents, as listed in the Document Checklist (IMM 5484), the country-specific document checklists and/or country-specific handouts (as applicable), at the time of your application. Failure to submit all required supporting documents could lead to the refusal of your application.

Supporting documents typically include, but are not limited to:

- Passport valid for at least 6 months;
- Letter of Invitation from Triathlon Canada;
- Confirmation of registration in the event;
- Fee Payment/Receipt;
- Self-addressed return courier slip/waybill;
- Evidence of
 - a) significant ties to your country of residence; and
 - b) funds available for your return trip and stay in Canada;
- Photographs taken according to Citizenship and Immigration Canada photograph specifications (see Visa Application Photograph Specifications sheet, attached);
- Certified translations of any document not in French or English;
- Consent form/letter of permission for minor children travelling with either one or no parent (see attached Authorization for a Minor Child to Travel to Canada).

Fees:

The fee for a single-entry TRV is **\$75.00 Canadian**. Each visa office has specific requirements with respect to acceptable forms of currency and methods of payment. Information on paying fees to the visa office responsible for processing your application is included in the country-specific handout.

Self-addressed return courier slip/waybill:

Applicants should include a self-addressed return courier slip/waybill in their application package, for the return of documents; this is a requirement for some visa offices. Please ensure that the courier company you are using provides this service.

Documentation for Minors:

Minors travelling with one or no parent (or legal guardian) require a letter of permission as follows:

- If your parents are NOT accompanying you to Canada, written permission for you to travel to Canada, signed by BOTH parents;
- If ONE parent is accompanying you to Canada, written permission for you to travel to Canada, signed by the NON-ACCOMPANYING parent.

A coach or parent travelling with a minor (17 years of age or younger) should carry:

- a letter of permission from the minor's non-accompanying parent or legal guardian (see attached Authorization for a Minor Child to Travel to Canada); and
- copies of legal documents regarding custody rights, if applicable.

Translations:

Unless specified otherwise in country-specific handout, any document not in French or English must be accompanied by:

- the English or French translation;
- a certified copy of the original document; and
- an affidavit from the person who completed the translation.

AFTER YOU SUBMIT YOUR APPLICATION

If your application is complete, the following may be requested:

- **Medical examination**
A visa officer will determine whether a medical examination is required. If a medical examination is required, you will be sent a personalized form and instructions.
- **Police certificate**
You may be asked to provide a police certificate for yourself and any family member 18 years of age or over who will come to Canada with you. The visa office will let you know if this is required.
- **Interview**
If a visa officer decides that an interview is necessary, you will be informed and given instructions. Most decisions are taken without an interview. All relevant information should therefore be included in writing with your initial application.

If Your Application Is Approved:

If your application is approved, the visa will be placed in your passport.

If Your Application Is Refused:

See <http://www.cic.gc.ca/english/resources/publications/temp-resident-visa.asp>

EXIT PERMITS:

You may require permission from the Government of your country of nationality, in order to travel to Canada (i.e. an Exit Permit). Please check local Government requirements in that regard.

VISA OFFICES OUTSIDE OF CANADA:

PLEASE CONSULT THE RELEVANT WEBSITE FOR COMPLETE INFORMATION ON OBTAINING A TRV FOR CANADA.

North America

MEXICO (MEXICO CITY)

- CANADIAN EMBASSY: http://www.canadainternational.gc.ca/mexico-mexique/visas/index.aspx?lang=eng&menu_id=5&menu=L
- VAC: http://www.canadainternational.gc.ca/mexico-mexique/visas/index.aspx?lang=eng&menu_id=5&menu=L
- (VAC) Visa Information Service: <http://www.cicmex.com.mx/es-MX/selfservice/>

South America

ARGENTINA (BUENOS AIRES) <http://www.canadainternational.gc.ca/argentina-argentine/index.aspx?lang=eng>

BRAZIL (SAO PAULO) http://www.canadainternational.gc.ca/brazil-bresil/visas/visit-visiter.aspx?lang=eng&menu_id=5

CHILE (SANTIAGO) http://www.canadainternational.gc.ca/chile-chili/visas/index.aspx?menu_id=2

COLOMBIA (BOGOTA) http://www.canadainternational.gc.ca/colombia-colombie/visas/index.aspx?menu_id=2

ECUADOR – Citizens/residents of Ecuador apply to the Embassy in Bogota and the information provided for Colombia applies. (Please request handout for Colombia.)

PARAGUAY -- Citizens/residents of Paraguay apply to the Embassy in Buenos Aires and the information provided for Argentina applies. (Please request handout for Argentina.)

URUGUAY – Citizens/residents of Uruguay apply to the Embassy in Buenos Aires and the information provided for Argentina applies. (Please request handout for Argentina.)

VENEZUELA (CARACAS)

http://www.canadainternational.gc.ca/venezuela/visas/index.aspx?menu_id=2

Central America

COSTA RICA (SAN JOSE) http://www.canadainternational.gc.ca/costa_rica/index.aspx?lang=eng

PANAMA (GUATEMALA CITY)

http://www.canadainternational.gc.ca/guatemala/visas/index.aspx?menu_id=2

Caribbean

CUBA (HAVANA) http://www.canadainternational.gc.ca/cuba/visas/index.aspx?menu_id=2

DOMINICAN REPUBLIC (SANTA DOMINGO)

http://www.canadainternational.gc.ca/dominican_republic-republique_dominicaine/visas/index.aspx?menu_id=2

TRINIDAD AND TOBAGO (PORT OF SPAIN)

http://www.canadainternational.gc.ca/trinidad_and_tobago-trinite_et_tobago/visas/index.aspx?menu_id=2

* Citizens/residents of the following countries apply to the High Commission at the Port of Spain and the information for Trinidad and Tobago applies. (Please request handout for Trinidad and Tobago):

Anguilla	Suriname	St. Barthélemy
British Virgin Islands	French Guyana	St. Eustatius
Dominica	Guadeloupe	St. Maarten
Grenada	Marie-Galante	St. Martin
Guyana	Martinique	
Montserrat	Saba	

TAKE THIS SHEET WITH YOU TO THE PHOTOGRAPHER

Requirements

Provide two photographs of yourself with your application.

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

Photographs must be printed on quality photographic paper.

Specifications

The photographs must be identical and taken within the last six months. They may be either black and white or colour.

The photographs must be clear, well defined and taken against a plain white or light-coloured background.

If the photographs are digital, they must not be altered in any way.

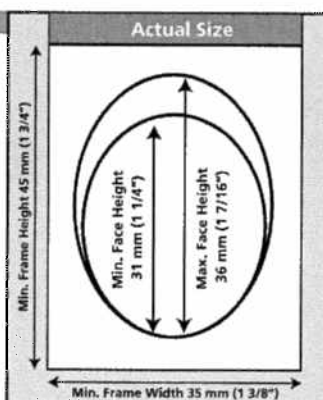
Your face must be square to the camera with a neutral expression, neither frowning nor smiling, and with your mouth closed.

You may wear non-tinted 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.

Photograph and Head Size Specifications



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

The photographs must show the full front view of the head, with the face in the middle of the photograph, 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.

If the photographs do not meet the specifications, you will have to provide new photographs before your application can be processed.

AUTHORIZATION FOR A MINOR CHILD TO TRAVEL TO CANADA

I authorize	
Family name: _____	Given name(s): _____
Date of birth: ____ / ____ / ____ (DD/MM/YY)	
Complete address: _____	
Telephone: _____ (country code/regional code/ number)	
to travel to Canada from ____ / ____ / ____ (DD/MM/YY) to ____ / ____ / ____ (DD/MM/YY).	

The child:

will be met in Canada by (if applicable):	will be travelling with (if applicable):
Family name, given name(s): _____	Family name, given name(s): _____
Complete address: _____ _____	Passport number: _____
Telephone: _____	Complete address: _____ _____
Relationship: _____ e.g. aunt, friend, summer camp counsellor, etc.	Relationship: _____ e.g. aunt, friend, teacher, etc.

Signature of parent(s) or of legal guardian:	
Family name, given name(s): _____	Family name, given name(s): _____
Complete address: _____ _____	Complete address: _____ _____
Telephone: _____	Telephone: _____
Signature: _____	Signature: _____
Date: ____ / ____ / ____ (DD/MM/YY)	Date: ____ / ____ / ____ (DD/MM/YY)

If applicable, please provide copies of the following:
<input type="checkbox"/> Child's adoption deed/guardianship papers <input type="checkbox"/> Custody decree if parents separated/divorced <input type="checkbox"/> Death certificate if one of the child's parents is deceased



DOCUMENT CHECKLIST FOR A TEMPORARY RESIDENT VISA

This document checklist is one of the forms that you need to submit with your application.

If your documents are in a language other than English or French, check with the responsible visa office for your region to determine whether they need to be translated.

If any of the required documents listed below are missing, your application may be returned.

I have enclosed the following items:

Put an "X" in the box
when you have
enclosed the item

- Completed *Application for a Temporary Resident Visa made Outside of Canada* (IMM 5257) ☐

Note: If this application form is completed electronically, place the barcode page (page 5 of 5) on the top of each individual application package.

- Completed *Family Information* (IMM 5645) ☐
- Completed *Application for Temporary Resident Visa made Outside of Canada* (IMM 5257 - Schedule 1), if applicable ☐
- Statutory Declaration of Common-law Union* (IMM 5409), if applicable ☐
- Use of a Representative* (IMM 5476), if applicable ☐
- Fee payment in an acceptable format. Verify acceptable methods of payment with the visa office responsible for your area ☐

Note: Visa offices do not accept payment receipts from Canadian banks.

- Valid passport (there must be one completely blank page other than the last page, available in each passport) ☐
- Two photos** meeting the requirements of *Appendix B - Photo Specifications*. On the back of the two photos, write your name and date of birth ☐
- Photocopy of your current immigration document, if applicable (e.g. study permit, work permit or temporary resident permit) ☐
- Proof of financial support ☐
- Photocopy** of your valid return ticket and/or travel itinerary, if applicable ☐
- Any additional documents required by the responsible visa office ☐



APPLICATION FOR TEMPORARY RESIDENT VISA MADE OUTSIDE OF CANADA

1 UCI/Client ID	2 I want service in	3 Visa requested	OFFICE USE ONLY Validated
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PERSONAL DETAILS

1 Full name (as shown on your passport or travel document)				
Family name		Given name(s)		
2 Nick names/Alias				
Family name		Given name(s)		
3 Sex	4 Date of birth	5 Place of birth		
	YYYY MM DD	City/Town		Country
6 Citizenship				
7 Current country of residence:				
Country	Status	Other	From	To
			YYYY-MM-DD	YYYY-MM-DD
8 Previous countries of residence: During the past five years have you lived in any country other than your country of citizenship or your current country of residence (indicated above) for more than six months? <input type="checkbox"/> No <input type="checkbox"/> Yes				
Country	Status	Other	From	To
			YYYY-MM-DD	YYYY-MM-DD
			YYYY-MM-DD	YYYY-MM-DD
9 Country where applying: Same as current country of residence? <input type="checkbox"/> No <input type="checkbox"/> Yes				
Country	Status	Other	From	To
			YYYY-MM-DD	YYYY-MM-DD
10 a) Your current marital status		b) (If you are married or in a common-law relationship) Provide the date on which you were married or entered into the common-law relationship		Date
				YYYY-MM-DD
c) Provide the name of your current Spouse/Common-law partner				
Family name		Given name(s)		

FOR OFFICE USE ONLY - DO NOT WRITE IN THIS SPACE

Application Name	Date of Birth
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PERSONAL DETAILS (CONTINUED)

11 Have you previously been married or in a common-law relationship? <input type="checkbox"/> No <input type="checkbox"/> Yes Provide the following details for your previous Spouse/Common-law Partner:			
Family name	Given name(s)		
Type of relationship	From YYYY-MM-DD	To YYYY-MM-DD	

PASSPORT

1 Passport number	2 Country of issue	3 Issue date YYYY-MM-DD	4 Expiry date YYYY-MM-DD
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CONTACT INFORMATION

1 Current mailing address - All correspondence will go to this address unless you indicate your e-mail address below. - Indicating an e-mail address will authorize all correspondence, including file and personal information, to be sent to the e-mail address you specify. - If you wish to authorize the release of information from your application to a representative, indicate their address below and on the IMM5476 form.						
P.O. box	Apt/Unit	Street no.	Street name			
City/Town	Country		Province/State	Postal code	District	
2 Residential address Same as mailing address? <input type="checkbox"/> No <input type="checkbox"/> Yes						
Apt/Unit	Street no.	Street name			City/Town	
Country		Province/State	Postal code	District		
3 Telephone no. <input type="checkbox"/> Canada/US <input type="checkbox"/> Other Type Country Code No. Ext.						
4 Alternate Telephone no. <input type="checkbox"/> Canada/US <input type="checkbox"/> Other Type Country Code No. Ext.						
5 Fax no. <input type="checkbox"/> Canada/US <input type="checkbox"/> Other Country Code No. Ext.						
6 E-mail address						

DETAILS OF VISIT TO CANADA

1 a) Purpose of my visit			b) Other		
2	Indicate how long you plan to stay	From YYYY-MM-DD	To YYYY-MM-DD	3 Funds available for my stay (\$CAD)	
4 Name, address and relationship of any person(s) or institution(s) I will visit:					
1	Name				
	Relationship to me	Address in Canada			
2	Name				
	Relationship to me	Address in Canada			

Application Name	Date of Birth
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EDUCATION

Have you had any post secondary education (including university, college and apprenticeship training)?

☐ No

☐ Yes

If you answered yes, give full details of all post secondary education you have had.

1	From	Field of study	School/Facility name	
	YYYY MM To	City/Town	Country	Province/State
2	From	Field of study	School/Facility name	
	YYYY MM To	City/Town	Country	Province/State
3	From	Field of study	School/Facility name	
	YYYY MM To	City/Town	Country	Province/State

CURRENT OCCUPATION

Give full details of your present job. If retired, not working or student, please indicate.

1	From	Activity/Occupation	Company/Employer/Facility name	
	YYYY MM To	City/Town	Country	Province/State

BACKGROUND INFORMATION

You must complete this section if you are 18 years of age or older.

1	<p>a) Within the past two years, have you or a family member ever had tuberculosis of the lungs or been in close contact with a person with tuberculosis?</p> <p style="text-align: right;"><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>b) Do you have any physical or mental disorder that would require social and/or health services, other than medication, during a stay in Canada?</p> <p style="text-align: right;"><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>c) If you answered "yes" to question 1a) or 1b), please provide details and the name of the family member (if applicable).</p> <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div>	
2	<p>a) Have you ever previously applied for any Canadian visas (e.g. Permanent Resident, Student, Worker, Temporary Resident (Visitor), Temporary Resident Permit)?</p> <p style="text-align: right;"><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>b) Have you ever been refused any kind of visa to travel to Canada?</p> <p style="text-align: right;"><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>c) Have you ever been refused admission or been ordered to leave Canada or any other country?</p> <p style="text-align: right;"><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>d) If you answered "yes" to question 2a), 2b), or 2c) please provide details.</p> <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div>	

Application Name

Date of Birth

BACKGROUND INFORMATION (CONTINUED)

3	Have you ever committed, been arrested for or been charged with any criminal offence in any country?	<input type="checkbox"/> No <input type="checkbox"/> Yes
4	a) Have you ever been in a military, militia or civil defense unit or the police?	<input type="checkbox"/> No <input type="checkbox"/> Yes
	b) If you answered "no" to question 4a) and military service is mandatory in your country and you did not serve, please explain why you did not serve. Then proceed to question 5)	
5	Have you ever been employed by a government in a security-related capacity?	<input type="checkbox"/> No <input type="checkbox"/> Yes
6	Have you ever held a position of authority in any government, or judiciary or a political party?	<input type="checkbox"/> No <input type="checkbox"/> Yes
7	Have you ever in periods of either peace or war, 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 prisoners of war, or deportation of civilians?	<input type="checkbox"/> No <input type="checkbox"/> Yes
<p>If you answered "yes" to any of questions 3 to 7 above, or upon request of a visa officer, you MAY BE REQUIRED to fill out IMM 5257 Schedule 1.</p>		

I consent to the release to Citizenship and Immigration Canada (CIC) and Canada Border Services Agency (CBSA) of all records and information for the purpose of processing my request that any government authority, including police, judicial and state authorities in all countries in which I have lived may possess about me. This information will be used to evaluate my suitability for admission to Canada or to remain in Canada pursuant to Canadian legislation.

I declare that I have answered all questions in this application fully and truthfully.

Signature of Applicant or Parent/Legal Guardian's for a person under 18 years of age.

Date: YYYY-MM-DD

**IMPORTANT NOTE:**

This application must be signed and dated before it is submitted.

Do not forget to include: your passport, photos, the fees, your signature.

The information you provided in this application is collected under the authority of the *Immigration and Refugee Protection Act* and will be used to maintain a record of applications and sponsorship undertakings for the purpose of the administration of the Act. It will be retained in the Personal Information Banks CIC PPU 053 or CIC PPU 054 or CIC PPU 055 depending on the type of application made. The information may be shared with other organizations such as the Canada Border Services Agency (CBSA), the Royal Canadian Mounted Police (RCMP), the Canadian Security Intelligence Service (CSIS) and foreign governments in accordance with subsection 8(2) of the *Privacy Act*. In accordance with the *Privacy Act* and the *Access to Information Act* individuals have the right to protection of and access to their personal information. Details on these matters are available at the Infosource website (<http://www.infosource.gc.ca/>) and through the Citizenship and Immigration Canada Call Centre. Infosource is also available at Public Libraries across Canada.



FAMILY INFORMATION

Type of application: ☐ Visitor ☐ Worker ☐ Student ☐ Other

Complete **ALL** names in English and in your native language (for example, Arabic, Cyrillic, Chinese, Chinese commercial/telegraphic code, Korean, or Japanese characters). Include **ALL** family members even if they are not accompanying you. If you need more space for any section, print out an additional page containing the appropriate section, complete and submit it with your application.

BEFORE YOU START, READ THE INSTRUCTION GUIDE, TYPE OR PRINT IN BLACK INK.

SECTION A

Full name	Relationship SEE NOTE 1	Date of birth	Marital status	Present address (If deceased give city and date)	Will accompany you to Canada? YES NO
		Y M D Country of birth		Present occupation	
	APPLICANT				
	SPOUSE OR COMMON-LAW PARTNER				<input type="checkbox"/> <input type="checkbox"/>
	MOTHER				<input type="checkbox"/> <input type="checkbox"/>
	FATHER				<input type="checkbox"/> <input type="checkbox"/>

NOTE 1: If no spouse or common-law partner is listed in Section A, read and sign below.

I certify that I do not have a spouse or a common-law partner. ►

Signature: _____

Date: _____

Year	Month	Day

SECTION B CHILDREN (Include ALL sons and daughters, including ALL adopted and step-children, regardless of age or place of residence)

Full name	Relationship SEE NOTE 2	Date of birth	Marital status	Present address (If deceased give city and date)	Will accompany you to Canada? YES NO
		Y M D Country of birth		Present occupation	
					<input type="checkbox"/> <input type="checkbox"/>
					<input type="checkbox"/> <input type="checkbox"/>
					<input type="checkbox"/> <input type="checkbox"/>
					<input type="checkbox"/> <input type="checkbox"/>
					<input type="checkbox"/> <input type="checkbox"/>
					<input type="checkbox"/> <input type="checkbox"/>

NOTE 2: If no children are listed in Section B, read and sign below.

I certify that I do not have any children, either natural or adopted. ►

Signature: _____

Date: _____

Year	Month	Day

SECTION C BROTHERS AND SISTERS (Include ALL brothers and sisters, ALL half-brother and sister and stepbrother and sister.)

Full name	Relationship	Date of birth	Marital status	Present address (If deceased give city and date)	Will accompany you to Canada? YES NO
		Y M D Country of birth		Present occupation	
					<input type="checkbox"/> <input type="checkbox"/>
					<input type="checkbox"/> <input type="checkbox"/>
					<input type="checkbox"/> <input type="checkbox"/>
					<input type="checkbox"/> <input type="checkbox"/>
					<input type="checkbox"/> <input type="checkbox"/>
					<input type="checkbox"/> <input type="checkbox"/>
					<input type="checkbox"/> <input type="checkbox"/>

SECTION D CERTIFICATION

I certify that the information contained on this document is complete, accurate and factual. I also realize that once this document has been completed and signed that it will form part of my Immigration Record and will be used to verify my family details on future applications.



Signature: _____

Date: _____

Year	Month	Day

The information you provide on this form is collected under the authority of the *Immigration and Refugee Protection Act* to determine if you may be admitted to Canada as a temporary resident. It will be stored in Personal Information Bank CIC PPU 055, Visitor Case File. It is protected and accessible under the *Privacy Act* and the *Access to Information Act*.

2. C) Did you ever participate in any form of combat?

Avez-vous déjà participé à des combats, sous quelque forme que ce soit?

- ☐ No ☐ Yes ☐ Give details, including dates and locations.
Non Oui ☐ Veuillez fournir plus de détails, y compris les dates et les lieux.

From - De Y - A M	To - À Y - A M	Location - Lieu	Details - Détails

D) Why did your service end?

Pourquoi votre service a-t-il pris fin?

- ☐ Completed service ☐ Deserted
Service terminé Désertion
☐ Medical problems ☐ Other (please specify)
Problèmes médicaux Autre (veuillez spécifier)

3. Have you ever witnessed or participated in ill treatment of prisoners or civilians, looting or desecration of religious buildings?

Avez-vous déjà assisté ou participé à de mauvais traitements infligés à des prisonniers ou à des civils, à des actes de pillage ou à la profanation d'édifices religieux?

- ☐ No ☐ Yes ☐ Provide details of the circumstances below.
Non Oui ☐ Veuillez fournir des détails sur les circonstances ci-dessous.

Date Y - A M	Location - Lieu	Details - Détails

4. Were you ever a member of a political party or other group or organization?

Avez-vous déjà été membre d'un parti politique ou d'un autre groupe ou organisation?

- ☐ No ☐ Yes ☐ Give details of organizations you have supported, been a member of or been associated with. Include any political, social, youth or student organization, trade unions, professional associations. Do not use abbreviations.
Non Oui ☐ Veuillez fournir des détails sur les organisations que vous avez appuyées, dont vous avez été membre ou avec lesquelles vous avez entretenu des liens. N'oubliez pas les organisations politiques ou sociales, les regroupements de jeunes ou d'étudiants, les syndicats et les associations professionnelles. N'utilisez aucune abréviation.

From - De Y - A M	To - À Y - A M	Name of organization Nom de l'organisation	Type of organization Genre d'organisation	Activities and/or positions held within organization Activités et/ou poste(s) au sein de l'organisation	City and country Ville et pays

5. Have you ever held a government position?

Avez-vous déjà occupé un poste au sein d'un gouvernement?

- ☐ No ☐ Yes ☐ If you have held a position in any government, judiciary or state enterprise (e.g., mayor, member of parliament, counsellor, judge, managing director, etc.) or have ever been employed by a government, the judiciary or political party in a position of responsibility or supervision (e.g., hospital administrator, police officer, elections official, civil servant, etc.), provide details below (do not use abbreviations).
Non Oui ☐ Si vous avez occupé un poste au sein d'un gouvernement, de l'appareil judiciaire ou d'une entreprise d'État (p. ex., maire, député, conseiller, juge, directeur général, etc.) ou si vous avez déjà été à l'emploi d'un gouvernement, de l'appareil judiciaire ou d'un parti politique et que vous occupiez un poste où vous deviez vous acquitter de certaines responsabilités ou de fonctions de supervision (p. ex., directeur général d'un hôpital, agent de police, fonctionnaire électoral, etc.), veuillez fournir des détails ci-dessous (n'utilisez pas d'abréviations).

From - De Y - A M	To - À Y - A M	Country and level of jurisdiction (e.g. national, regional, municipal) Pays et niveau d'administration (p. ex., national, régional, municipal)	Department/Branch and city Ministère/direction générale et ville	Activities and/or positions held Activités et/ou poste(s) occupé(s)

6. Have you or an accompanying family member ever committed, been arrested for or been charged with any criminal offence in any country?
 Est-ce que vous-même ou un des membres de votre famille qui vous accompagne avez déjà commis ou été arrêté pour avoir commis ou été accusé d'avoir commis une infraction pénale quelconque dans n'importe quel pays?

☐ No
 Non

☐ Yes
 Oui

► If you answered "yes" provide details and the name of the family member (if applicable).

Si vous avez répondu « oui », veuillez fournir des détails et le nom de membre de la famille (s'il y a lieu).

7. Declaration

I (your full name), ,
 declare that all of the above statements are true, complete and correct, and I
 make this declaration knowing that it is of the same effect as if made before a
 court of law.

Signature

- Signature of applicant or parent/legal guardian's for a person under 18 years of age.
 Signature du demandeur ou du parent/tuteur légal pour une personne âgée de moins de 18 ans.

Déclaration

Je (votre nom au long), ,
 déclare que tous les énoncés ci dessus sont véridiques, exhaustifs et justes, et je
 fais cette déclaration en toute connaissance de cause, sachant qu'elle a la même
 valeur que si elle était faite devant un tribunal.

Date

Y - A	M	D - J

The information you provide on this form is collected under the authority of the *Immigration and Refugee Protection Act* and will be used for the purpose of assessing your application according to the requirements of the Act. It will be retained in a Personal Information Bank identified in Infosource. It may be shared with other organizations in accordance with the consistent use of information under the *Privacy Act*. Under the *Privacy Act* and the *Access to Information Act* individuals have the right to protection of and access to their personal information. Details on these matters are available at infosource.gc.ca and through the Citizenship and Immigration Call Centre. Infosource is also available in Canadian public libraries.

Les renseignements fournis dans ce formulaire sont recueillis en vertu de la *Loi sur l'immigration et la protection des réfugiés* et seront utilisés afin d'évaluer votre demande conformément aux critères prévus dans la Loi. Ils seront conservés dans une banque de renseignements personnels tel qu'indiquée dans Infosource et pourront être communiqués à d'autres organisations conformément au principe d'usage compatible de l'information en vertu de la *Loi sur la protection des renseignements personnels*. Par ailleurs, en vertu de la *Loi sur la protection des renseignements personnels* et de la *Loi sur l'accès à l'information*, les personnes ont le droit de s'attendre à ce que leurs renseignements personnels soient protégés et d'y avoir accès. Il est possible d'obtenir plus d'information à ce sujet en visitant le site infosource.gc.ca ou en communiquant avec le télécentre de la citoyenneté et de l'immigration. On peut aussi accéder à Infosource à partir des bibliothèques publiques du Canada.



Citizenship and
Immigration Canada

Citoyenneté et
Immigration Canada

IMMIGRATION Canada

Visiting Canada

Applying for a Temporary Resident Visa Outside Canada

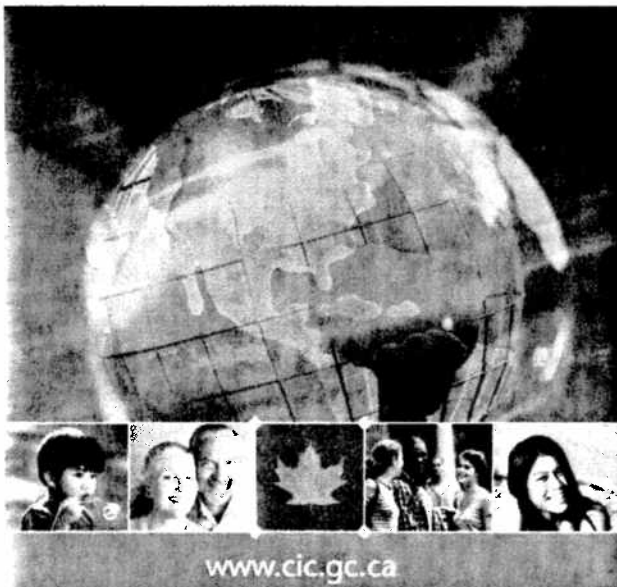


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Appendices

Appendix A – Temporary Resident Visa
Exemptions

Appendix B – Photo specifications

Forms

*Application for Temporary Resident Visa
Made Outside of Canada*
(IMM 5257)

Family Information
(IMM 5645)

Document Checklist
(IMM 5484)

*Schedule 1 – Application for a Temporary
Resident Visa Made Outside of Canada*
(IMM5257 – Schedule 1)

*Statutory Declaration of Common-
law Union*
(IMM 5409)

Use of a Representative
(IMM 5476)

This application is made available free
of charge by Citizenship and
Immigration Canada and is not to be
sold to applicants.

This publication is available in
alternative formats upon request.

Également disponible en français

Overview

Application package

This application package consists of:

- an instruction guide, **and**
- the required forms.

The **instruction guide** is a tool that provides:




- the information you must know about this application before sending it to Citizenship and Immigration Canada (CIC), **and**
- assistance on how to fill out the forms and the required supporting documents.

Read the instruction guide thoroughly and then fill out each applicable form.

The **forms** are specifically designed with questions that will assist the processing of your application.

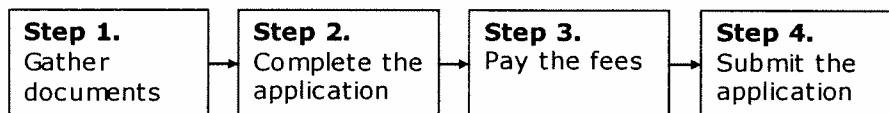
Symbols used in this guide

This guide uses the following symbols to indicate information of particular importance.

This symbol...	Tells you...
	What you must do to have your application processed.
	Important information that you need to be aware of in order to avoid delays or other problems.
	Where to get more information.
Note:	Tips that will assist you with this application.

The application process

The instructions provided in this guide follow the basic steps you will need to know to complete your application.



Before You Apply

Who may use this application?

This application guide is designed for persons who wish to apply for a temporary resident visa from outside Canada.

Note: The processing time of an application may vary from one visa office to another. Find out more about local application processing times by visiting our website at:

<http://www.cic.gc.ca/english/information/times/temp/visitors.asp>

Who are Visitors?

Visitors are persons who are not Canadian citizens or permanent residents of Canada, and are legally authorized to enter Canada to:

- visit Canada on holiday (vacation),
- visit family,
- conduct business, etc.


Visitors are restricted in **length of stay** and subject to various conditions.

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 transiting in Canada. See **Appendix A- Temporary Resident Visa Exemptions**, for information on persons who are exempt from obtaining a temporary resident visa to visit Canada.

What is a Temporary Resident Visa?

A Temporary Resident Visa (TRV) is an official document issued by a Canadian visa office 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, a student, or a worker).

 You must obtain a Temporary Resident Visa (TRV) before your departure. You cannot obtain one upon arrival in Canada.


What are the requirements you must meet for a TRV?

You must show the officer that you meet the requirements of the *Immigration and Refugee Protection Act (IRPA)* and the *Immigration and Refugee Protection Regulations* and that you will be in Canada for a temporary stay.

You must also:

- satisfy an officer that you will leave Canada at the end of your stay,
- 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,
- not be a risk to the security of Canada,
- provide any additional document requested by the officer to establish your admissibility, **and**
- be in good health (complete a medical examination if required).

Entry to Canada

 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.

Family Members

Family members include a spouse, a common-law partner, dependent children, and the dependent child of a dependent child:

Term	Definition
Spouse	Refers to either of the two persons (opposite or same sex) in a legally-recognized marriage.
A common-law partner	<p>Refers to a person who is living in a conjugal relationship with another person (opposite or same sex), and has done so continuously for a period of at least one year. A conjugal relationship exists when there is a significant degree of commitment between two people. Common-law partners must attach any documents that show they are in a committed and genuine relationship, for example, evidence that they share the same home, that they support each other financially and emotionally, that they have had children together, or that they present themselves in public as a couple.</p> <p>Common-law partners who are unable to live together or appear in public together because of legal restrictions in their home country may still qualify and should be included on the application.</p> <p>Common-law partners who meet the conditions outlined above but who have been separated for reasons beyond their control (for example, civil war or armed conflict) may qualify and should be included</p>

	on the application.
Dependent children	<p>Refers to the children of the applicant or those of the spouse or common-law partner.</p> <p>They must:</p> <ul style="list-style-type: none"> • be under the age of 22 and not have a spouse or common-law partner, or • depend substantially on the financial support of a parent and have been continuously enrolled and in attendance as full-time students in a post-secondary institution accredited by the relevant government authority since before the age of 22 (or since marrying or entering into a common-law relationship, if this happened before the age of 22), or • depend substantially on the financial support of a parent since before the age of 22 and be unable to provide for themselves due to a medical condition.
Dependent child of a dependent child	<ul style="list-style-type: none"> • Refers to children of dependent children of the applicant or those of the spouse or common-law partner.

Do family members need to apply separately?

Your family members who also wish to visit Canada must apply by filling out their own Temporary Resident Visa application form. However, you may send all family member application forms in the same envelope with only one payment receipt for the total amount. See **"Pay the fees"** section.

Medical requirements

You and your **family members** may be required to undergo a medical examination in order to come to Canada. To pass the medical examination you or your family members must not have a condition that:

- is a danger to public health or safety, **and**
- would cause excessive demand on health or social services in Canada.

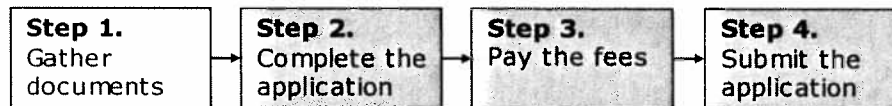
Note: Information on medical instructions **will be provided to you by the visa office.** You are not required to have a medical examination before you submit your application forms.

Can I work or study during my stay in Canada?

Visitors are not allowed to work or study in Canada unless they are authorized to do so under the *Immigration and Refugee Protection Regulations*. In many cases, a work or study permit will be required.

A temporary resident may also take a program of study up to six months duration without having to obtain a study permit.

Step 1. Gather Documents




What documents are required?

Use the *Document Checklist* (IMM 5484) which you can find in this package to assist you in gathering the required documents to submit your application.

Some visa offices may require additional supporting documents specific to your country. For further information on these requirements, visit our website under **List of countries and corresponding Canadian visa offices** at:

<http://www.cic.gc.ca/english/information/offices/apply-where.asp>

 If you do not provide all the requested information or documents, the processing of your application could be delayed.

Minors travelling alone

Minors (under 18 years of age) travelling alone or with a person other than their parents or legal guardians should have a letter of authorization, preferably in English or French, signed by both parents or legal guardians. It should also include the name of the adult who will be responsible for the children in Canada.

Minors travelling with only one parent or legal guardian should have a letter of authorization, preferably in English or French, from the non accompanying parent or guardian.

Translation of documents

If your documents are in a language other than English or French, check with the responsible visa office to determine whether they need to be translated.

Visit our website under **List of countries and corresponding Canadian visa offices** at:

<http://www.cic.gc.ca/english/information/offices/apply-where.asp>

Certified copies or notarized documents

To have a photocopy of a document certified, an authorized person must compare the original document to the photocopy and must print the following on the photocopy:

- "I certify that this is a true copy of the original document",

- the name of the original document,
- the date of the certification,
- his or her name,
- his or her official position or title, **and**
- his or her signature.

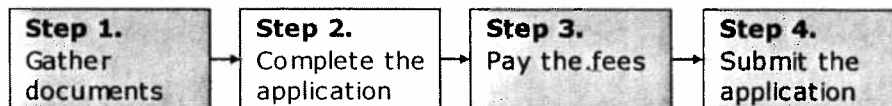
**Who can
certify copies
of your
documents?**

Persons authorized to certify copies of your documents	
<p>In Canada:</p> <ul style="list-style-type: none"> • a commissioner of oaths • a notary public • a justice of the peace 	<p>Outside Canada:</p> <ul style="list-style-type: none"> • a judge • a magistrate • a notary public • an officer of a court of justice • a commissioner authorized to administer oaths in the country in which the person is living



Family members cannot certify copies of your documents.

Step 2. Complete the Application



Filling out the application

The following are the forms that must be filled out and submitted:

- *Application for Temporary Resident Visa Made Outside of Canada* (IMM 5257)
- *Family Information* (IMM 5645)
- *Document Checklist* (IMM 5484)
- *Schedule 1 – Application for a Temporary Resident Visa Made Outside of Canada* (IMM5257 – Schedule 1), if applicable
- *Statutory Declaration of Common-law Union* (IMM 5409), if applicable
- *Use of a Representative* (IMM 5476), if applicable

Note: You may be required to complete additional supporting documents upon request of a visa officer.

It is a serious offence to give false or misleading information on these forms. The information you provide on your application is subject to verification.

Be complete and accurate

Complete all sections. If a section does not apply to you, write "Not Applicable" or "NA", except for your name (last name and given name[s]). Refer to questions 1 and 2 under "**Personal Details**" section for further instructions.

If your application is incomplete it will be returned to you and this will delay the processing of your application.

If you need more space for any section, print out an additional page containing the appropriate section, complete it and submit it along with your application.

Application for Temporary Resident Visa Made Outside of Canada (IMM 5257)

Who must fill out this application form?

This form must be completed by each person applying for a Temporary Resident Visa to visit Canada.

Completing the form



You must answer all the questions on this application form unless indicated otherwise.

Download and fill out the application form on a computer.

You also have the option of saving your form and completing it later.

Note: Completing the form electronically is easier and reduces the risk of errors that can slow down the application process.

In order to help you fill out the application form, read and follow the steps below.

Question	Action
1	Type your universal client identification number (UCI) or client identification number, if known. Otherwise, leave it blank. If this is your first time dealing with CIC you will not have a client identification number or UCI.
2	From the list, select the language (English or French) in which you would like to receive your service.
3	<p>From the list, select the type of visa you are applying for:</p> <ul style="list-style-type: none">• Single Entry: allows you to enter Canada only once during the validity of the visa. Note: This visa may also be used for repeated entries into Canada from the USA or St. Pierre and Miquelon provided you do not enter any other country. Such entries must occur within the time validated for your stay in Canada.• Multiple Entry: allows you to seek entry into Canada from any country as often as necessary during the validity of the visa.• Transit Visa: is required for persons travelling through Canada for less than 48 hours on their way to another country. Note: To obtain a transit visa you must provide specific evidence of your travel itinerary from your transportation company or travel agent.

PERSONAL DETAILS	
1	Full name Type your family name (surname) as it appears on your passport, travel or identity document (even if the name is misspelled). Do not use initials. Note: If you do not have a family name on your passport, travel or identity document, enter all your given name(s) here and leave the given name field blank.
	Type all of your given name(s) (first, second, or more) as it appears on your passport, travel or identity document (even if the name is misspelled). Do not use initials. Note: If you do not have a given name on your passport, travel or identity document, leave this field blank. Do not enter "*", "Not applicable" or "NA".
2	Nick names/Alias Check the box to indicate if you ever used any other name. This could include your birth name, maiden name, married name, nick name, etc. If you checked "Yes", type any other family name that you have ever used.
	If you checked "Yes", type any other given name (first, second, or more) that you have ever used.
3	From the list, select your sex (male, female or unknown).
4	Indicate your date of birth. If your complete date of birth is unknown, please use "*" (star sign/asterisk) to fill in the spaces for the year, month or day, where applicable.
5	Type your city or town of birth.
	From the list, select your country of birth.
6	From the list, select your country of citizenship. To be a citizen of a country means that you were either born in that country (in most cases) or have been granted citizenship by that country. If you have dual citizenship, select the country that issued the passport you will be using for this trip.
7	From the list, select the appropriate information to indicate: <ul style="list-style-type: none"> • The name of your country of residence. Your country of residence is the country in which you are living, provided that you have been lawfully admitted to that country. • Your immigration status in that country (indicate one of the following): <ul style="list-style-type: none"> ○ Citizen ○ Permanent resident ○ Visitor

	<ul style="list-style-type: none"> ○ Worker ○ Student ○ Other <ul style="list-style-type: none"> • Other: This section must be completed if you selected "Other" as a status • The dates (From – To) you have been living in your country of residence.
8	<p>Check the box to indicate whether you have lived in any country other than your country of citizenship or your current country of residence for more than six (6) months in the past five (5) years.</p> <p>If you checked "Yes", from the list select the appropriate information to indicate the following:</p> <ul style="list-style-type: none"> • The name of the country you lived in, • Your immigration status for the time you were in that country: <ul style="list-style-type: none"> ○ Citizen ○ Permanent resident ○ Visitor ○ Worker ○ Student ○ Other • Other: This section must be completed if you selected 'Other' as a status, • The dates (From – To) you were living in that country.
9	<p>Check the box to indicate if you are applying from your current country of residence.</p> <p>If you checked "No", select the appropriate information from the list to indicate:</p> <ul style="list-style-type: none"> • The name of the country where you are applying from, • Your immigration status in that country by choosing one of the following: <ul style="list-style-type: none"> ○ Citizen ○ Permanent resident ○ Visitor ○ Worker ○ Student ○ Other • Other: This section must be completed if you selected "Other" as a

	<p>status,</p> <ul style="list-style-type: none"> The dates (From – To) that you have been living in that country. <p>Note: If you are not a citizen of the country where you are making your application, you must provide proof of your legal status when you submit your application.</p>
10	<p>a) From the list, choose your current marital status:</p> <ul style="list-style-type: none"> Annulled Marriage: This is a marriage that is legally declared invalid. An annulment can also be a declaration by the Catholic Church that the marital union did not have a binding force. Common-Law: This means that you have lived continuously with your partner in a marital-type relationship for a minimum of one year. Divorced: This means that you are officially separated and have legally ended your marriage. Legally Separated: This means that you are married, but no longer living with your spouse. Married: This means that you and your spouse have had a ceremony that legally binds you to each other. Your marriage must be legally recognized in the country where it was performed and in Canada. Single: This means that you have never been married and are not in a common-law relationship. Widowed: This means that your spouse has died and that you have not re-married or entered into a common-law relationship. <p>b) Enter the date (year, month and day) you were married or you entered into your current common-law relationship.</p> <p>c) Type the family name(s) and given name(s) of your current spouse or common-law partner.</p> <p>Note: If you are in a common-law union, you must also complete the <i>Statutory Declaration of Common-law Union</i> (IMM 5409) form and include it with your application.</p>
11	<p>Check the box to indicate whether you have previously been married or in a common-law relationship. If you checked "Yes", provide the:</p> <ul style="list-style-type: none"> Family name(s), Given name(s), Type of relationship: <ul style="list-style-type: none"> Common-law, or





	<ul style="list-style-type: none"> o Married. • Dates (From – To) for which you were in the relationship with your previous spouse/common-law partner.
PASSPORT	
1	Type your passport, travel or identity document number. Make sure there is no space between each number and/or letter.
2	From the list, select the name of the country that issued your passport, travel or identity document.
3	Enter the date your passport, travel or identity document was issued.
4	Enter the date your passport, travel or identity document will expire.
CONTACT INFORMATION	
1	<p>Indicate your current mailing address (where information should be mailed) by typing the following information:</p> <ul style="list-style-type: none"> • Post Office Box (P.O. Box) number, if applicable. If you do not indicate post office box, the Street number must be provided. • Apartment (Apt.) or Unit, if applicable • Street number (No.), if applicable. This must be provided if you did not type in a P.O. Box • Street name, if applicable • City or Town • From the list, select the Country of your current mailing address. • Province or State • Postal code/zip code • District, if applicable. <p>Note: All correspondence will go to this address unless you indicate your e-mail address.</p> <p>If you wish to have a representative who can conduct business on your behalf, you must provide their address in this section and on the <i>Use of a Representative</i> (IMM 5476) form.</p> <p>For more information read the "Use of a Representative" section in this guide.</p>
2	<p>Check the box to indicate whether your residential address (where you live) is the same as your mailing address. If "No", type the following information:</p> <ul style="list-style-type: none"> • Apartment (Apt.) or Unit, if applicable • Street Number (No.)

	<ul style="list-style-type: none"> • Street Name • City or Town • Country • Province or State • Postal Code/zip code • District, if applicable.
3	<p>Check the appropriate box to indicate if the telephone number is from Canada/the United States (US) or Other (any other country).</p> <p>From the list, select the type of telephone :</p> <ul style="list-style-type: none"> • Residence (home) • Cellular (cell/mobile) • Business (work) <p>Type your telephone number including the country code, area/regional codes, etc.</p> <p>If you have an extension number, write it after your phone number under "Ext."</p>
4	<p>Check the appropriate box to indicate if your additional telephone number is from Canada/the United States or Other (any other country).</p> <p>From the list, select the type of telephone :</p> <ul style="list-style-type: none"> • Residence (home) • Cellular (cell/mobile) • Business (work) <p>Type your telephone number including the country code, area/regional codes, etc.</p> <p>If you have an extension number, write it after your phone number under "Ext."</p>
5	<p>Check the appropriate box to indicate if the facsimile (fax) number is from Canada and United States or Other (any other country).</p> <p>If applicable, type your facsimile (fax) number, including country code, area/regional codes, etc.</p>
6	<p>If applicable, type your e-mail address using a format similar to the following: name@provider.net</p> <p>Note: By indicating your e-mail address, you are hereby authorizing transmission of correspondence including file and personal information to be sent electronically to you at the address provided.</p>

DETAILS OF VISIT TO CANADA													
1	<p>a) From the list, indicate the purpose of your visit to Canada:</p> <ul style="list-style-type: none"> • Business • Tourism (includes family visit) • Other (may include medical visits, transit, etc.) <p>Note: If you selected "other" in question 1a), provide details in 1b)</p> <p>b) Provide details.</p>												
2	Enter the dates (From – To) that you plan to stay in Canada.												
3	Type the amount of funds (money) in Canadian dollars that you have available to you during your stay in Canada.												
4	<p>Type the following information about the person(s) or institution(s), including schools you intend to visit during your stay in Canada:</p> <ul style="list-style-type: none"> • Name (includes the name of a person or a name of an institution) • Relationship you have with them (friend, family, co-worker, etc.) • Their address in Canada (street number, street name, city or town and postal code). 												
EDUCATION													
	<p>Check the box to indicate if you have any post secondary education (including university, college or apprenticeship training).</p> <p>The following table provides examples of post secondary education:</p> <table border="1"> <thead> <tr> <th>Post secondary education</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Trade/Apprenticeship</td> <td>Training completed in a specific trade, such as carpentry or auto mechanics.</td> </tr> <tr> <td>Non-university certificate/diploma</td> <td>Training in a profession that requires formal education but not at the university level (for example, dental technician or engineering technician).</td> </tr> <tr> <td>Bachelor's degree</td> <td>Academic degree awarded by a college or university to those who completed an undergraduate curriculum; also called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.</td> </tr> <tr> <td>Master's degree</td> <td>Academic degree awarded by a graduate school of a college or university. You must have completed a Bachelor's degree before a Master's degree can be earned.</td> </tr> <tr> <td>PhD</td> <td>Highest university degree, usually based on at</td> </tr> </tbody> </table>	Post secondary education	Description	Trade/Apprenticeship	Training completed in a specific trade, such as carpentry or auto mechanics.	Non-university certificate/diploma	Training in a profession that requires formal education but not at the university level (for example, dental technician or engineering technician).	Bachelor's degree	Academic degree awarded by a college or university to those who completed an undergraduate curriculum; also called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.	Master's degree	Academic degree awarded by a graduate school of a college or university. You must have completed a Bachelor's degree before a Master's degree can be earned.	PhD	Highest university degree, usually based on at
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PhD	Highest university degree, usually based on at												

	<table border="1" data-bbox="397 281 1372 394"> <tr> <td data-bbox="397 281 722 394"></td> <td data-bbox="722 281 1372 394">least three years of graduate studies and a thesis. Normally, you must have completed a Master's degree before a PhD can be earned.</td> </tr> </table> <p>If you checked "Yes", provide full details of your highest level of post secondary education:</p> <ul style="list-style-type: none"> • Enter the dates (year and month) you attended the institution, • Field(s) of study (mechanics, social sciences, medicine, etc.), • School or Facility name, • City or Town, • From the list, select the country, and • Province or State. 		least three years of graduate studies and a thesis. Normally, you must have completed a Master's degree before a PhD can be earned.
	least three years of graduate studies and a thesis. Normally, you must have completed a Master's degree before a PhD can be earned.		
EMPLOYMENT			
Provide the following information about your employment for the last 10 years. If you are retired, provide the 10 years before your retirement.			
1	<p>Current Activity/Occupation</p> <p>Provide details about your current Activity/Occupation:</p> <ul style="list-style-type: none"> • Enter the dates (year and month) you have been working at your occupation, • The activity/occupation or a brief description of your position. If you do not work, describe what you are currently doing (retired, not working, going to school, etc.), • Indicate the name of the company or employer or facility where you work, • City or Town, • Country, • Province/State, if applicable. 		
2	<p>Previous Activity/Occupation</p> <p>Provide details of your previous Activity/Occupation for the past 10 years. If you are retired, provide the 10 years before your retirement:</p> <p>Note: If you need more space, print out an additional page of the form, complete this section and submit it with your application.</p>		

BACKGROUND INFORMATION	
1	<p>Check the box to indicate if:</p> <ul style="list-style-type: none"> a) you or any of your family member(s) have ever had tuberculosis of the lungs or been in close contact with a person with tuberculosis within the past two years. b) you have any physical or mental disorder that would require social and/or health services other than medication during your stay in Canada. c) If you checked "Yes" to any of the above questions, provide details and the name of the family member, if applicable. <p>Note: Refer to the Family Members definition in this guide.</p>
2	<p>Check the box to indicate if you have ever:</p> <ul style="list-style-type: none"> a) applied for any Canadian visa(s) either as a Permanent Resident, Temporary Resident (Visitor, Student, or Worker), or a Temporary Resident Permit. b) been refused any kind of visa to travel to Canada. c) been refused admission or been asked to leave Canada or any other country. d) If you checked "Yes" to one of the above questions, provide details.
3	<p>Check the box to indicate if you have ever:</p> <ul style="list-style-type: none"> • committed, • been arrested for, or • been charged with any criminal offence in any country. <p>If you checked "Yes", you may be required to complete <i>Schedule 1 – Application for a Temporary Resident Visa Made Outside of Canada (IMM 5257 – Schedule 1)</i>.</p>
4	<ul style="list-style-type: none"> a) Check the box to indicate if you have ever served in any military, militia, civil defence unit or the police. b) If you checked "Yes" to question 4 (a), provide your dates of service and the countries where you served. <p>If you checked "Yes" you may be required to complete <i>Schedule 1 – Application for a Temporary Resident Visa Made Outside of Canada (IMM 5257 – Schedule 1)</i>.</p>
5	<p>Check the box to indicate if you have ever been employed by a government in a security-related capacity.</p>

	<p>If you checked "Yes" you may be required to complete <i>Schedule 1 – Application for a Temporary Resident Visa Made Outside of Canada (IMM 5257 – Schedule 1)</i></p>				
6	<p>Check the box to indicate if you have ever held a position of authority in any government or judiciary or political party (for example, civil servant, police officer, hospital administrator, elections official, managing director, judge, counsellor, member of parliament, mayor, etc.).</p> <p>If you checked "Yes" you may be required to complete <i>Schedule 1 – Application for a Temporary Resident Visa Made Outside of Canada (IMM 5257 – Schedule 1)</i>.</p>				
7	<p>Check the box to indicate if you have ever been involved in the commission of a war crime or crime against humanity, such as:</p> <ul style="list-style-type: none"> • willful killing, • torture, • attacks upon civilians or prisoners of war, • enslavement of civilians or prisoners of war, • starvation of civilians or prisoners of war, or • other inhumane acts committed against civilians or prisoner of war, or • deportation of civilians. <p>If you checked "Yes", you may be required to complete <i>Schedule 1 – Application for a Temporary Resident Visa Made Outside of Canada (IMM5257 – Schedule 1)</i>.</p>				
	<p>Refer to the following table in order to complete your form properly.</p> <table border="1"> <thead> <tr> <th>Step</th><th>Action</th></tr> </thead> <tbody> <tr> <td>1</td><td> <p>Once the application is completed, click on the "Validate" button located at the top or bottom of the form and print your application form. This will generate a barcode* page (page 5 of 5). When submitting your application, to ensure your encoded data is captured, you must include the last page (page 5 of 5) which contains your unique barcodes.</p> <p>*See image below:</p>  <p>Note: This barcode page will not appear if you fill out your application by hand.</p> </td></tr> </tbody> </table>	Step	Action	1	<p>Once the application is completed, click on the "Validate" button located at the top or bottom of the form and print your application form. This will generate a barcode* page (page 5 of 5). When submitting your application, to ensure your encoded data is captured, you must include the last page (page 5 of 5) which contains your unique barcodes.</p> <p>*See image below:</p>  <p>Note: This barcode page will not appear if you fill out your application by hand.</p>
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	<div data-bbox="397 262 1339 451"> <p>2 If you are 18 years of age or older, sign and date in the boxes provided at the bottom of the page.</p> <p>If you are less than 18 years of age, your form must be signed by one of your parents or a legal guardian.</p> </div> <p>Note: By signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, accurate, and factual. If you do not sign and date the application form, it will be returned to you.</p>
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Family Information (IMM 5645)

**Who needs
to complete
this form?**

This form must be completed by each person, 18 years of age or older, applying for a Temporary Resident Visa, a study or work permit to come to Canada.

Section A

Write the personal details about:

- yourself,
- your spouse or common-law partner, if applicable,
- your mother,
- your father.

Include: full name, relationship, date of birth, marital status (married, single, widowed, common-law, divorced, separated, annulled marriage), present address and occupation (job), and whether they will come with you to Canada by checking "Yes" or "No".

If a person is deceased, indicate this under "Present address", and write the city and the date they died.

If not currently employed, please indicate whether that person is retired, studying, etc.

You must answer all questions. If a section does not apply to you, write "Not applicable" or "N/A".

Note: If you do not have a spouse or a common-law partner, read "Note 1", then sign and date the declaration at the end of Section A.

Section B

Write the personal details about your children. It is very important that you list all of your children even if they are already permanent residents or citizens of Canada. This includes:

- married children,
- adopted children,
- children of your spouse (step-children) or common-law partner,
- any of your children who have been adopted by others,
- any of your children who are in the custody of an ex-spouse, former common-law partner or other guardian.

Write full name, relationship, date of birth, marital status (married, single, widowed, common-law, divorced, separated, annulled marriage), present address and occupation (job), and whether they will come with you to Canada by checking "Yes" or "No".

If a person is deceased, indicate this under "Present address", and write the city and the date they died.

If not currently employed, please indicate whether that person is retired, studying, etc.

You must answer all questions. If a section does not apply to you, write "Not applicable" or "N/A".

Note: If you do not have children, read "Note 2", then sign and date the declaration at the end of Section B.

Section C

Write the personal details about your:

- brother(s),
- sister(s),
- half-brother(s) and half-sister(s),
- step-brother(s) and step-sister(s).

Write full name, relationship, date of birth, marital status (married, single, widowed, common-law, divorced, separated, annulled marriage), present address and occupation (job), and whether they will come with you to Canada by checking "Yes" or "No".

If a person is deceased, indicate this under "Present address", and write the city and the date they died.

If not currently employed, please indicate whether that person is retired, studying, etc.

You must answer all questions. If a section does not apply to you, write "Not applicable" or "N/A".

Section D

Signature

Sign and date in the boxes provided at the bottom of the page.

Note: By signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, accurate and factual. If you do not sign or date the form, your application will be returned to you.

Use of a Representative (IMM 5476)

Who may use this form? Complete this form **only** if you are appointing a representative.

Who is a representative?

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 authorize CIC to share information from your case file to this person,
- your application will not be given special attention nor can you expect faster processing or a favourable outcome,
- they are authorized to represent you only on matters related to the application you submit with this form, **and**
- you can appoint only **one** representative for each application you submit.

Note: You are not obliged to hire a representative. CIC treats everyone equally, whether they use the service of a representative or not.



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

Types of representatives

There are two types of representatives.

Unpaid representatives can be:

- 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 Quebec 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, they 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 **website** at:

<http://www.cic.gc.ca/english/information/representative/index.asp>

Question	Action
General Application Information	
	Check one box to indicate if you are appointing or cancelling the appointment of a representative.
Section A – Applicant Information	
1	Write your last name (surname or family name) and given name(s).
2	Write your date of birth.
3	If you have already submitted your application write: <ul style="list-style-type: none">• the name of office where the application was submitted,• location,• type of application you are sending.
4	Write your Citizenship and Immigration Canada Identification number (if known).
Section B – Appointment of Representative	
5	Write your representative's full name. If your representative is a member of CSIC, a law society or the <i>Chambre des notaires du Québec</i> , print his or her name as it appears on the organization's membership list.
6	Check one box to indicate if your representative is unpaid or paid. If your representative is paid write the membership ID number.
7	Write your representative's contact information.
8	Your representative must sign to accept responsibility for conducting business on your behalf.

Section C – Cancel the Appointment of a Representative	
9	Fill out this section if you wish to cancel the appointment of a representative. Write the representative's full name.
Section D – Your Declaration	
10	<p>By signing, you authorize CIC to complete your request for yourself and your dependent children less than 18 years of age.</p> <p>If your spouse or common-law partner is included in this request, he or she must sign in the box provided.</p>

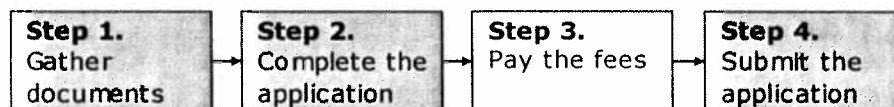
**Release of
information
to other
individuals**

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 at Canadian embassies, high commissions and consulates, or on our **website** at:

www.cic.gc.ca/english/information/applications/release-info.asp.

The person you designate will only be able to obtain information on your case file, such as the status of your application and **not** act on your behalf with CIC.

Step 3. Pay the Fees



Fees

Use the table below to calculate the total amount of fees to be paid (all fees are in Canadian dollars). The fees must be included with your application.

Note: You may be required to pay fees in local currency.

Calculating your fees

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	
Transit Visa		NO FEE	
*Subject to change at any time			
Total payment:			

Make sure that you are eligible before you pay, **and** gather all the documents requested before you submit the application.

The processing fee will not be refunded, regardless of the final decision. For example, being found ineligible for a temporary resident visa is part of the processing; the fees will not be refunded. If you apply again, you will have to pay another processing fee.

Payment method options

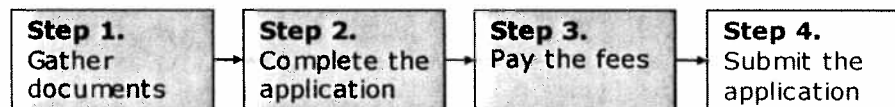
Check the **website** of the visa office responsible for the country or region where you live for more information on fees and acceptable methods of payment. For a list of visa offices, see:

<http://www.cic.gc.ca/english/information/offices/apply-where.asp>.

**Incorrect
fee payment**

Payment Issue	CIC will ...
No fee included	<ul style="list-style-type: none">• return your application. <p>Note: Processing of your application will only begin after you return your application with requested fees.</p>
Insufficient fees included	<ul style="list-style-type: none">• inform you on how much and how to pay <p>Note: Processing of your application will only continue after you provide the correct fees.</p>
Overpayment of more than 5 Canadian dollars	<ul style="list-style-type: none">• start processing your application, and• send you a refund as soon as possible. <p>Note: In this case, you do not have to request a refund, it will be issued automatically.</p>

Step 4. Submit the Application



Where do I apply?

You must submit your application to the Canadian visa office or Visa Application Center (VAC) responsible for your area. Consult the relevant visa office or its website regarding accepted methods of submitting applications (for example, general mail, in person, by courier etc.) at:

<http://www.cic.gc.ca/english/information/offices/apply-where.asp>

Submit the document checklist

Make sure you complete the *Document Checklist* (IMM 5484) and include it with your application forms and supporting documents.

Sign the form



The application must be signed and dated before it is submitted.

If you are:

- **18 years of age or older**, sign and date in the boxes provided,
- **less than 18 years** of age, your form must be signed by one of your parents or legal guardian.

Note: If your application is not signed and dated, it will be returned to you.

Submit the application form

To ensure capture of your encoded data in our database you **must include** the last page of the form (page 5 of 5), which contains your unique barcodes, when you submit a temporary resident application. See image below:



Note: The barcode page is only available when you complete your application electronically (on a computer).

What Happens Next

The application process

Submission

Completion check

Once you have submitted your application, CIC will check to determine that:

- all required application forms have been properly completed and submitted,
- the application processing fee has been paid, **and**
- all requested supporting documentation has been provided.

If your application package is incomplete:

- **CIC will return it to you,**
- no file will be created, **and**
- no record will be kept until a complete application has been submitted.

Processing

Review for decision

Your application will undergo a detailed review by an officer. The officer will consider all the information and documentation you have provided, and will assess it and will decide if an interview is necessary. If so, you will be informed of the interview date, 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 we suspect that fraudulent documents were submitted, they will not be returned.

If your application is approved, your passport and documents will be returned to you with the requested visa.

Arrival in Canada

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 for a visa 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.

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 (6) months unless otherwise amended by an officer.**

Factors that can facilitate processing

There are certain things you can do to help ensure that your application is processed as fast as possible:

- make sure that all the documentation and information requested are **provided with your application**,
 - advise the visa office, where you submitted your application, of any change to your contact information. This includes:
 - mailing address
 - telephone number
 - facsimile number (fax)
 - e-mail address
-

Factors that may delay processing

The following factors may **delay** the processing of your application:

- unclear photocopies of documents,
 - verification of information and documents provided,
 - a medical condition that may require additional tests or consultations,
 - a criminal or security problem,
 - If consultation is required with other offices in Canada and abroad.
-

Current processing times



Canadian visa offices receive large volumes of applications in the temporary residence categories, therefore processing times may vary from visa office to another. Processing times can be found on our **website** at:

<http://www.cic.gc.ca/english/information/times/temp/visitors.asp>

Protecting your information

Your personal information is:

- only available to Citizenship and Immigration Canada(CIC) and Canadian Border Services Agency (CBSA) employees who need to see it in order to provide the services to you, **and**
- not disclosed to anyone else without your written consent, unless authorized by the provisions of the *Privacy Act*.

You can obtain additional information on the



protection of your data by consulting the **Frequently Asked Questions** (FAQ) on our website at:

<http://www.cic.gc.ca/english/department/atip/faq.asp>

Quality Assurance Program

Our Quality Assurance Program randomly selects applications for a special review. If selected you will be asked to attend an interview with a Citizenship and Immigration official so that we can verify that :

- the documentation you submitted is accurate,
- your application has been completed properly.

Note: You will be notified in writing should your application be selected.

Online services

For more information on the programs offered by Citizenship and Immigration Canada, visit our website at www.cic.gc.ca.

How to Contact CIC

The table below shows the ways you can contact CIC.

Website	www.cic.gc.ca
Outside Canada	<p>Contact a visa office at a Canadian:</p> <ul style="list-style-type: none">• Embassy,• High Commission, or• Consulate. <p>Consult the local phone pages or the Citizenship and Immigration website for addresses, phone numbers and website links at :</p> <p>http://www.cic.gc.ca/english/information/offices/apply-where.asp</p>



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

Appendix A - Temporary Resident Visa Exemptions

Persons who do not require a visa to visit Canada include :

- citizens of Andorra, Antigua and Barbuda, Australia, Austria, Bahamas, Barbados, Belgium, Botswana, Brunei, Croatia, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel (National Passport holders only), Italy, Japan, Korea (Republic of), Latvia (Republic of), Lithuania, Liechtenstein, Luxembourg, Malta, Monaco, Namibia, Netherlands, New Zealand, Norway, Papua New Guinea, Poland, Portugal, St. Kitts and Nevis, St. Lucia, St. Vincent, San Marino, Singapore, Slovakia, 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 (Green 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;
- persons holding passports or travel documents issued by the Holy See;
- persons holding an ordinary passport issued by the Ministry of Foreign Affairs in Taiwan that includes their personal identification number.



The list of countries that are exempt from requesting a visa to visit Canada is subject to change at any time. To obtain an **updated list of Visitor Visa exemptions**, consult our **website** at:

<http://www.cic.gc.ca/english/visit/visas.asp#exemptions>

Appendix B - Photo Specifications

TAKE THIS INFORMATION SHEET WITH YOU TO THE PHOTOGRAPHER

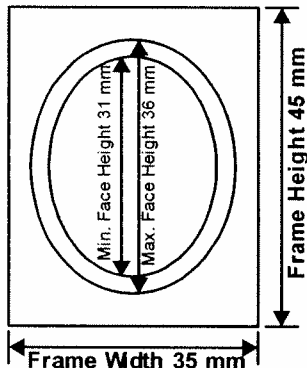
Requirements

Provide **two photos** of yourself 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.