

**TEMPORARY RESIDENT VISA REQUIREMENTS – CITIZENS/RESIDENCE OF CHILE**

**THE FOLLOWING INFORMATION IS PROVIDED AS A GUIDELINE ONLY.**

**PLEASE CONSULT THE EMBASSY WEBSITE FOR COMPLETE INSTRUCTIONS ON OBTAINING A TEMPORARY RESIDENT VISA FOR CANADA.**

<b>RESPONSIBLE VISA OFFICE, EMBASSY, CONSULATE</b>	<u>Santiago</u> http://www.canadainternational.gc.ca/chile-chili/visas/index.aspx?menu_id=2
<b>OFFICE SPECIFIC FORMS</b>	Application for a Temporary Resident Visa Checklist – Chile (complete and place this document on top of your application)
<b>OTHER / SUPPORTING DOCUMENTS</b>	SEE CHECKLIST FOR CHILE, ATTACHED  <b><u>MINORS - under 18 years old</u></b> <ul style="list-style-type: none"> <li>• If parents are NOT accompanying you to Canada, written permission for you to travel to Canada, signed by BOTH parents</li> <li>• If ONE parent accompanying you to Canada, written permission for you to travel to Canada, signed by the non-accompanying parent.</li> </ul> See attached Authorization for a Minor Child to Travel to Canada.
<b>PHOTO REQUIREMENTS</b>	See Visa Application Photograph Specifications
<b>POLICE CERTIFICATES</b>	If required, Embassy will contact you.
<b>INTERVIEW</b>	If required, Embassy will contact you
<b>OTHER</b>	<b>EXIT PERMIT MAY BE REQUIRED</b> – consult appropriate local government authority
<b>SUBMISSION REQUIREMENTS (MAIL/IN-PERSON)</b>	SUBMIT AT LEAST 2 - 3 WEEKS PRIOR TO TRAVEL  <ol style="list-style-type: none"> <li>1. <b>Mail/Courier:</b> Monday – Thursday, 8:30 – 17:00; Friday, 8:30 – 12:30</li> <li>2. <b>In Person:</b> Monday – Thursday, 9:00 – 10:30</li> <li>3. <b>Drop box:</b> Monday – Thursday, 8:30 – 17:30; Friday, 8:30 – 13:00</li> </ol> <b><u>ADDRESS:</u></b> Nueva Tajamar 481 Torre Sur - 14th floor World Trade Center Building Santiago, Chile  Immigration Tel.: (56-2) 652-3800 ext: 3951
<b>FEE – METHOD OF PAYMENT / PAYABLE TO</b>	<b>PESOS 37,000 – PAID IN CASH</b> (Chilean pesos) at any <b>Scotia Bank</b> branch. <ul style="list-style-type: none"> <li>• The Embassy of Canada’s bank account number is: <b>97-00051-29</b>.</li> <li>• The deposit must be <b>PAYABLE TO</b> the <b>“Embajada de Canadá”</b>.</li> <li>• The <b>payment/bank deposit must be attached to the application form</b>, with your name printed on the back of the bank deposit.</li> </ul>

	*Electronic transfer payments are <u>not</u> acceptable
<b>INSTRUCTIONS FOR PICK-UP/RETURN OF DOCUMENTS (AS APPLICABLE)</b>	<p><b>Passport Pick-up:</b> Monday to Thursday from 14h00 to 15h30. (If your pick-up day falls on a Friday, pick up the following business day.)</p> <p><b>Upon presentation of one of the following:</b></p> <ol style="list-style-type: none"> <li>1. Original ID of the principal applicant</li> <li>2. Photocopy of the biodata page of the applicant's passport</li> <li>3. 'Simple authorization' from the applicant to a third party to pick-up the passport and other documents in their name</li> </ol>
<b>PROCESSING TIMES</b>	<p><u>By mail:</u> 2 weeks</p> <p><u>In person or drop-box in Santiago:</u></p> <ul style="list-style-type: none"> <li>- Applications submitted with the scanable 2-D barcodes page – 3 business days.</li> <li>- Applications submitted without the bar codes page, or completed by hand – minimum 5 business days</li> </ul>



## APPLICATION FOR A TEMPORARY RESIDENT VISA – CHECKLIST

- **EACH** applicant for a Temporary Resident Visa must complete an individual application form. This applies to all applicants, including minor children. Family members travelling together may place their individual application forms together in one package.
- Complete and place this checklist on the back of your application.
- Consult our website for forms and instructions, including a list of countries whose nationals require a visa: [www.chile.gc.ca](http://www.chile.gc.ca).
- **Failure to submit all required documentation may result in the refusal of your application or delay processing.**
- False statements or submission of fraudulent documents will result in immediate refusal.
- All documents submitted in support of your application must be **original**.
- After submission of all required documents you may be required to attend an interview, to provide additional documents or to pass a medical exam.
- Any preparations you make or expenses you incur are done entirely at your own risk.
- Do not finalise travel plans unless you have received your visa.

<b>You MUST submit the following:</b>	✓
<p><b>Application Form IMM5257</b> fully completed without accents on any letter, dated and signed. You must answer every question. If not applicable, write N/A.</p> <ul style="list-style-type: none"> <li>• Make sure you include your mailing address, reliable phone contact and if you agree to e-mail communications, your email address.</li> <li>• List your spouse/common-law partner and <b>ALL</b> your children on the <b>IMM 5257 Application Form</b>, even if they do not need a visa or are not accompanying you. If you have more than 3 family members, fill additional copies of the <b>IMM5257 Application Form</b>.</li> </ul>	<input type="checkbox"/>
<p><b>Family Information IMM 5645</b> fully completed dated and signed. You must answer every question. If not applicable, write N/A.</p>	<input type="checkbox"/>
<p><b>Two passport photographs</b> for each visa application, with the name printed on the back, dated and taken in the past 6 months.</p>	<input type="checkbox"/>
<p><b>Processing fee</b> - Ensure that you have paid the correct non-refundable fee (bank deposit only). Name of the principal applicant must be printed on the back of the bank deposit. Each applicant must submit their own bank deposit as proof of payment.</p>	<input type="checkbox"/>
<p><b>Original passport for yourself and each family member requesting a visa. Each passport should:</b></p> <ul style="list-style-type: none"> <li>• show that you are a citizen or lawfully admitted to your country of residence (e.g. R.U.T, study permit, work permit);</li> <li>• have a minimum of two blank visa pages and minimum 6 months validity.</li> </ul>	<input type="checkbox"/>
<p><b>If you are planning to visit a friend/relative, please provide a letter of invitation.</b> For more information about the content of the letter of invitation, please see <a href="http://www.cic.gc.ca/english/visit/letter.asp">[http://www.cic.gc.ca/english/visit/letter.asp]</a>.</p>	<input type="checkbox"/>
<p><b>In addition, your host in Canada may, if they wish, submit documents to support your application, including the following:</b></p> <ul style="list-style-type: none"> <li>• Immigration status of host in Canada, such as photocopy of the host's Canadian permanent resident card, passport, or citizenship card.*</li> <li>• Proof of inviter's income and financial situation in the form of independent, third-party documentation from a Canadian source which is reliable or easily verifiable. For example, but not limited to: Canada Revenue Agency Notice of Assessments [NOA], employment letters showing salary, pay stubs, banks statements, Statements of Remuneration Paid or financial statements prepared by a licensed professional.*</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>
<p><i>*All documents provided by your inviter must indicate your complete name (including both family names if applicable) and date of birth. Please note that documents that do not indicate your name and date of birth will not be considered as part of the application.</i></p>	
<p><b>Proof of employment</b> - Employment letter dated within 1 month of the application indicating occupation, job description, position, salary, allowances, years of employment and authorized leave dates.</p>	<input type="checkbox"/>
<p><b>Proof of funds –</b></p> <p>If you are <b>self funded</b>, you must submit evidence of sufficient funds to cover your travel and expenses while in Canada. Evidence includes:</p> <ul style="list-style-type: none"> <li>• Pay-slips of the past 3 months</li> </ul>	<input type="checkbox"/>



<ul style="list-style-type: none"> <li>• a bank statement with 3 months history including one month prior to or the same month as your application submission,</li> <li>• Tax declarations (monthly and annual forms)</li> <li>• investments in your name,</li> </ul> <p>If all the financial documents presented belong to a company, you must demonstrate participation in that company.</p> <p>In case someone else is financing your trip, in addition to your own financial documents, you must submit the financial documents of that person.</p>	
<b>Seminars, Trade Shows, Conferences</b> – please provide an invitation letter and a confirmation of registration.	<input type="checkbox"/>
<b>If applicable, please also submit:</b>	<input checked="" type="checkbox"/>
<b>For Business Travel:</b> a letter from your employer indicating the purpose of your travel, your itinerary within Canada and who will cover the cost of your travel, a letter from the Canadian business and/or the Chilean Embassy confirming duration (visit dates) and nature of your business.	<input type="checkbox"/>
<b>Proof of Business</b> if you are self employed. Provide business registration, tax clearance certificates, trade certificates, license and financial documents etc. (business bank account statement for past 3 months)	<input type="checkbox"/>
<b>Proof of current studies</b> - a current certificate from the educational institution you are attending. The certificate must indicate level of education, leave dates and current enrolment.	<input type="checkbox"/>
<b>Family booklet</b> if you are married.	<input type="checkbox"/>
<b>Previous passport(s)</b> showing travel history.	<input type="checkbox"/>
<b>For transit:</b> Provide the printed itinerary from your travel agent and the visa to the destination country (if necessary). <b>There is no fee for this visa.</b>	<input type="checkbox"/>
If a <b>minor child is travelling with only one parent or without their parents, provide custody documents or notarised permission from the other parent or both parents</b> , as applicable.	<input type="checkbox"/>

Clients who submit the new forms with the scanable 2-D barcodes page will have their applications processed to completion in **3 business days** (Monday through Friday, except Holidays). Applications submitted **without the bar codes page**, or that are completed by hand, will require a minimum of **5 business days** to process.

If you submit your fully completed application form and all required documents before 10h30 (either at the reception window from Monday to Thursday or in the drop box from Monday to Friday), the processing of your application will begin the following business day (day 1). The decision will be ready for pick-up on day 3 or 5 (the 3<sup>rd</sup> or 5<sup>th</sup> day after submission), between 14h00 and 15h30 in the afternoon. If you submit your fully completed application form and all required documents after 10h30, add an additional business day for processing.

As the Visa Section is closed to the public on Fridays, if the pick-up day falls on a Friday, the decision can be picked up on the following business day

Following the 3<sup>rd</sup> or 5<sup>th</sup> business day, in order to retrieve the decision, passport and other documents, you must present one of the following documents:

- Original ID of the principal applicant
- Photocopy of the biodata page of the applicant's passport
- 'Simple authorization' from the applicant to a third party to pick-up the passport and other documents in their name

**Business hours for pick-up: Monday to Thursday from 14h00 to 15h30**

[www.chile.gc.ca](http://www.chile.gc.ca)

Edited on: December 22, 2010

**AUTHORIZATION FOR A MINOR CHILD TO TRAVEL TO CANADA**

<b>I authorize</b>	
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:**

<p><b>will be met in Canada by (if applicable):</b></p> <p>Family name, given name(s): _____</p> <p>Complete address: _____</p> <p>Telephone: _____</p> <p>Relationship: _____ e.g. aunt, friend, summer camp counsellor, etc.</p>	<p><b>will be travelling with (if applicable):</b></p> <p>Family name, given name(s): _____</p> <p>Passport number: _____</p> <p>Complete address: _____</p> <p>Relationship: _____ e.g. aunt, friend, teacher, etc.</p>
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<b>Signature of parent(s) or of legal guardian:</b>	
<p>Family name, given name(s): _____</p> <p>Complete address: _____</p> <p>Telephone: _____</p> <p>Signature: _____</p> <p>Date: ____ / ____ / ____ (DD/MM/YY)</p>	<p>Family name, given name(s): _____</p> <p>Complete address: _____</p> <p>Telephone: _____</p> <p>Signature: _____</p> <p>Date: ____ / ____ / ____ (DD/MM/YY)</p>

<b>If applicable, please provide copies of the following:</b>
<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