

TEMPORARY RESIDENT VISA REQUIREMENTS – CITIZENS/RESIDENCE OF COLOMBIA

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.

RESPONSIBLE VISA OFFICE, EMBASSY, CONSULATE	<u>Canadian Embassy, Bogota</u> http://www.canadainternational.gc.ca/colombia-colombie/visas/index.aspx?menu_id=2 (Responsible for visitor visa applications from Colombia and Ecuador)
OFFICE SPECIFIC FORMS	NOTE: Applications for Temporary Resident Visas (TRVs) must be completely filled out online before printing. When you fill out the form do not use capital letters only.
OTHER / SUPPORTING DOCUMENTS	Submit the following documentation in the order indicated below: <u>SET 1(will not be returned to you):</u> <ol style="list-style-type: none">1. Description of trip: clearly describe in detail the purpose of your visit to Canada, including your itinerary and the names and addresses of persons/institutions you will be visiting.2. Letter of invitation from the Canadian organization. If travel expenses are being paid by the organization, this fact must be specifically mentioned in the letter of invitation3. Letter/confirmation of registration as a participant in the event.4. Letter of employment indicating your position, period of employment, salary and exact dates of departure and return from your vacation leave. You may also provide your spouse's letter of employment even if your spouse is not travelling5. Copies of your bank statements for the past three months, savings accounts or CDTs which show sufficient economic solvency to support the application. <u>Internet statements will not be accepted</u>6. Copies of your Income Declaration for the past two years, with proof of pension if applicable.7. Originals of Certificates of release and transfer of real estate issued up to one month previously.8. Military record: Persons who have military rank (Air Force, Navy, Army or Police) must attach an official résumé issued by the Armed Forces (<i>Hoja de Vida Oficial de las Fuerzas Armadas</i>). <u>FOR MINORS travelling without their parents:</u> <ul style="list-style-type: none">• Copy of birth registration.• Copy of a certified letter in which the parents indicate that they are transferring custody of the minor to the person or organization in Canada, and a letter from this person or organization indicating that they are accepting custody of the minor for the duration of the trip.• A letter authorizing departure of the minor from the country for travel to

	<p>Canada, indicating the destination and period of stay in Canada.</p> <p><u>SET 2 (will be returned) :</u> Submit the following documentation in the order indicated below:</p> <ol style="list-style-type: none"> 1. Any previous passports 2. Originals of your bank and/or investment statements and CDTs. 3. Originals of your Income Declaration 4. Original of the certified letter in which the parents indicate that they are transferring custody of the minor to the person or organization in Canada, and an original letter from this person or organization indicating that they are accepting custody of the minor for the duration of the trip. 5. Original letter authorizing departure of the minor from the country for travel to Canada, indicating the destination and period of stay in Canada. 6. Original Letter/confirmation of registration as a participant in the event. <p>*Supporting documentation may be submitted in English, French, <u>or</u> Spanish.</p>
PHOTO REQUIREMENTS	See Visa Application Photograph Specifications
POLICE CERTIFICATES	If required, Embassy will contact you
INTERVIEW	If required, Embassy will contact you.
OTHER	<p>SUBMISSION INSTRUCTIONS if the Embassy <u>REQUESTS</u> ADDITIONAL DOCUMENTS:</p> <ul style="list-style-type: none"> - Place the documents in a sealed envelope on which you must clearly write your name, your date of birth, and the file number. - Submit envelope to the Embassy's reception Monday to Thursday, between 8:00 - 8:30 am. <p>EXIT PERMIT MAY BE REQUIRED – consult appropriate local government authority</p>
SUBMISSION REQUIREMENTS (MAIL/IN-PERSON)	<ol style="list-style-type: none"> 1. In Person: Monday – Thursday, 8:00 am to 4:00 pm, at the Embassy reception (located on the ground floor). <ul style="list-style-type: none"> • Place application in a sealed envelope in the Embassy deposit box. • Write “TEMPORARY RESIDENT VISA” on the envelope, in large letters 2. Registered Mail/Courier: directly to the Embassy's Immigration Section *INCLUDE A PRE-PAID, SELF-ADDRESSED SERVIENTREGA RETURN RECEIPT WITH ITS 4 COPIES (guía de retorno). (Failure to provide the return courier slip will result in your documents being sent to the offices of Envired at Calle 63B No. 35 - 78, Barrio El Rosario, Bogotá) <p><u>Address:</u> Carrera 7 #114-33 Piso 14 Bogotá, Colombia</p> <p>POB: (+57-1) 3243855 Client Service Phone: (+57-1) 4822777 E-mail: cliente@envired.com</p>

<p>FEE – METHOD OF PAYMENT / PAYABLE TO</p>	<p>TRV processing fee: CAN: \$75.00 COLOMBIAN PESOS: \$150.000</p> <ul style="list-style-type: none"> • Pay processing fee at the Banco de Occidente (any branch nationwide). (Payments are <u>not</u> received at Grupo Aval offices.) • <u>Payments by cheque in Canadian dollars</u> must be issued by a recognized Canadian bank and PAYABLE TO: “RECEIVER GENERAL FOR CANADA”. <p>Bank service fee: \$3,500 pesos – paid in a separate form, as provided by the bank.</p> <p>Receipts: Each applicant must include form "RECAUDO EN LINEA" for each of the processing fee and the bank service fee (i.e. each applicant should have 2 receipts: one for the TRV fee and one for the bank service fee)</p> <ul style="list-style-type: none"> • The payment must be <u>machine-stamped</u> (hand stamp with a manual seal is NOT valid). • Attach the copy of the receipt (issued to you by the bank) to the visa application. • Payments should be deposited into the bank account number 291-00593-2, with the beneficiary’s name: “Embajada del Canadá • In the reference 1 of the bank form <i>“Recaudo en linea”</i>, place your ID number. • In the reference 2 of the bank form <i>“Recaudo en linea”</i>, place the bank code <u>03</u> <p>See sample <u>RECAUDO EN LINEA</u>, attached</p>
<p>PROCESSING TIMES</p>	<p>Applications received between 1 April and 30 September – 30 calendar days. Applications received between 1 October and 31 March – 20 calendar days.</p>

