

TEMPORARY RESIDENT VISA REQUIREMENTS – CITIZENS/RESIDENCE OF COSTA RICA

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	<p><u>San Jose</u> http://www.canadainternational.gc.ca/costa_rica/index.aspx?lang=eng</p> <p>(Costa Rican citizens can also apply at, or send their applications to the Canadian Visa Office in Guatemala)</p>
OFFICE SPECIFIC FORMS	<p>Temporary Resident Visa Checklist – Guatemala (complete and place on top of application)</p> <p><u>TIPS:</u> Ensure all sections of the forms are fully filled out in accordance with the biodata page of your passport.</p> <p>Include the information on your family group, including children over the age of 18, even if they are <u>not</u> travelling.</p> <p>When writing in the passport number, use as a reference the number that appears on the biodata page of your passport, which generally coincides with your cedula (identity cad) number.</p>
OTHER / SUPPORTING DOCUMENTS	<p>SEE CHECKLIST FOR GUATEMALA, ATTACHED</p> <p>All supporting documents must be submitted at the time of your application, AND MUST INCLUDE evidence of: a) significant ties to your country of residence; and b) funds available for your return trip and stay in Canada</p> <p><u>MINORS - under 18 years old</u></p> <ul style="list-style-type: none"> • If parents are NOT accompanying you to Canada, written permission for you to travel to Canada, signed by BOTH parents • If ONE parent accompanying you to Canada, written permission for you to travel to Canada, signed by the non-accompanying parent. <p>See attached Authorization for a Minor Child to Travel to Canada.</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>Your passport must be of recent issuance, with a maximum of 9 years and 6 months having transpired since its date of issue. The passport must be valid for a minimum period of 6 months. It must not be stained, damaged or show any type of alteration</p> <p>EXIT PERMIT MAY BE REQUIRED – consult appropriate local government authority</p>
SUBMISSION REQUIREMENTS (MAIL/IN-PERSON)	<p>1. By Mail:</p> <p>Address: Canadian Embassy PO Box: 351-1007, Centro Colón San José, Costa Rica Immigration tel.: 506-2242-4400</p> <p>2. In Person: Embassy in San Jose – Monday to Thursday, 8:00-10:00 a.m.</p> <ul style="list-style-type: none"> • When applying in person, the Embassy recommends bringing <u>originals and photocopies</u> of documents, so that these can be compared and verified. • Originals are <u>not</u> accepted with the application. <p>Street address: The Canadian Embassy is located in Sabana Sur: behind the “Contraloría” in the Oficentro Ejecutivo La Sabana Building 5, Third floor</p> <p>3. Drop Box: Monday to Thursday 08:00 – 12:00, 12:30 – 16:00; Friday 07:30 – 13:00 Your application must be submitted in a sealed, large envelope</p> <p>Eligibility Requirements: To be eligible for drop-box service you must have:</p> <ul style="list-style-type: none"> • visited Canada before and be able to prove it with the entry stamps in your passport. • not violated a Canadian Immigration law or have a Criminal Record in Canada. • completely filled out the application form, included photos and photocopies of all supporting documents. Do not include original documents. • included the correspondent visa payment according to the instructions in the Visa Requirements sheet. (See attached page). <p>* INCLUDE PRE-PAID, SELF-ADDRESSED COURIER SLIP IN APPLICATION PACKAGE</p> <p>NOTE: Applicants can submit their application directly to the <u>Embassy of Canada in Guatemala</u> (i.e. the Regional Immigration Office) as well. Those who choose to send their documents directly to Guatemala are advised to include copies and original documents that do <u>not</u> need to be returned.</p> <p>Embassy of Canada 13 Calle 8-44, Zona 10 Edif. Edyma Plaza, Nivel 8 Guatemala</p>

FEE – METHOD OF PAYMENT / PAYABLE TO	<p>GTQ: Q570 CAN / USD: \$75.00</p> <p>Canadian dollars: PAY BY <u>bank draft or money order</u> PAYABLE TO: “Receiver General for Canada”</p> <p>US dollars or Quetzales: PAY BY <u>bank draft or certified cheque</u> PAYABLE TO the “Embassy of Canada” or “Embajada de Canada”</p> <ul style="list-style-type: none"> • You may only use BANCO BAC (Banco de América Central) and BANCO CITIBANK DE GUATEMALA, S.A. if you pay by <u>certified cheque</u>. • Payment (certified cheque or bank draft) must be attached to the application form. • Ensure that your bank draft or certified cheque is not older than 6 months when it reaches this office
INSTRUCTIONS FOR PICK-UP/RETURN OF DOCUMENTS (AS APPLICABLE)	<p><u>RETURN OF DOCUMENTS</u></p> <p>Your passport with the visa or an explanatory letter will be returned via private mail – you will have to cover the cost. The mailing company will contact you in this regard, using the name and telephone number indicated on the envelope and DHL voucher (section 3 of the voucher – see example attached).</p>
PROCESSING TIMES	<p><u>By mail:</u> 15 working days</p>



APPLICATION FOR A TEMPORARY RESIDENT VISA – CHECKLIST

- Complete and place this checklist on top of your application.
- Consult our website for forms and instructions: www.quatemala.gc.ca
- Any document not in English or French must be accompanied by a certified translation.
- Failure to submit all required documentation may result in the refusal of your application or processing delays.
- It is normally advisable to wait until you receive the letter of authorisation to work in Canada from the Embassy before finalising travel plans.

You must submit the following:	✓
<p>Each applicant, including accompanying children must complete, date and sign their own:</p> <ul style="list-style-type: none"> • Application for a temporary Resident Visa made Outside of Canada (IMM 5257) <p>Each applicant (adult or minor travelling alone) must complete their own:</p> <ul style="list-style-type: none"> • Family Information (IMM 5645). 	
Two passport photographs for each applicant. Write the name and birth date of the individual on the back.	
Processing fee – ensure that you have paid the correct non-refundable fee.	
<p>Valid passport or travel document valid for at least 6 months from the date the application is submitted from each person requiring a visa. The validity of a visa cannot go beyond the validity of the passport.</p> <p>Include all cancelled or expired passports, if applicable.</p> <p>If you do not reside in your country of citizenship, please provide your work permit/temporary stay permit.</p>	
<p>Proof of sufficient funds to cover expenses for the duration of your visit.</p> <ul style="list-style-type: none"> • Copies of bank statements or bank book covering the past three months • Any additional relevant documentation (pay slips, property ownership, proof of pension, investments, etc.) • If you are not paying for your own trip, indicate how your trip will be funded. Submit supporting documentation, for example: parents' bank statements; letter from employer covering costs; proof of employment and financial documents for host in Canada* (employment letter, pay slips, T4/Notice of Assessment, bank statements), etc. <p><i>*Note: Some hosts/sponsors may prefer not to provide their personal information directly to the applicant for submission to the Visa Office. In this case, please enclose a note to this effect. Please be advised that this may lead to slower processing in some cases.</i></p>	
Explain the purpose of your trip - details of your itinerary in Canada, letter of invitation from the person or business you will visit, registration at a conference, letter from your employer (as applicable).	
<p>Host Information:</p> <ul style="list-style-type: none"> • Letter of invitation from your host in Canada • Evidence of the host's immigration status (e.g. photocopy of Canadian permanent resident card, passport, citizenship card) • Evidence of income (e.g. Notice of Assessment/T4 tax information slip) • Proof of employment (e.g. pay slips, employer letter) • Proof of existing funds available to support your visit (e.g. bank statements) 	
<p>Business travelers or trainees:</p> <ul style="list-style-type: none"> • Letter from the company or enterprise you will represent. • Letter of invitation from the Canadian business contact and/or registration to courses or events. 	
If applicable, please also submit:	✓
<p>A letter from your employer granting leave of absence and including: your name, position and current salary. This letter must include your employer's name, address, telephone and fax number. If you are travelling on business, the letter should also outline the purpose of your trip, and include the names and addresses of the companies you will visit. If you are self-employed, please provide evidence of your business (business registration, license and financial documents, tax declarations etc.).</p>	



Proof of current studies - a current letter and transcript from the educational institution you are attending.	
If you are planning to visit a friend or relative, please provide a letter of invitation. For more information about the content of the letter of invitation, please see [http://www.cic.gc.ca/english/visit/letter.asp].	
If a minor is travelling with only one parent, custody documents or a letter of authorization from the other non accompanying parent is required. 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 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. If a minor child intends to study in Canada for a period less than six months, he / she must also submit the letter of acceptance from the institution where he / she will study.	
If someone is assisting you in completing your application or you would like someone to do business with our office on your behalf, completed Use of a Representative form (IMM 5476) .	
Authority to release personal information [IMM 5475]	
A pre-paid return waybill with a courier company of your preference to deliver back your passport and documents – in the absence of such a pre-paid waybill your documents will be returned by the courier selected by the Embassy, to be paid by the applicant on receipt.	

AUTHORIZATION FOR A MINOR CHILD TO TRAVEL TO CANADA

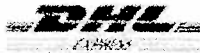
I authorize	
Family name: _____	Given name(s): _____
Date of birth: ____ / ____ / ____ (DD/MM/YY)	
Complete address: _____	
Telephone: _____ (country code/regional code/ number)	
to travel to Canada from ____ / ____ / ____ (DD/MM/YY) to ____ / ____ / ____ (DD/MM/YY).	

The child:

<p>will be met in Canada by (if applicable):</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>will be travelling with (if applicable):</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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Signature of parent(s) or of legal guardian:	
<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>

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



Reclame el seguro por pérdida de la factura

<http://www.dhl.com>

Mensaje para el remitente de Envío para Guatemala

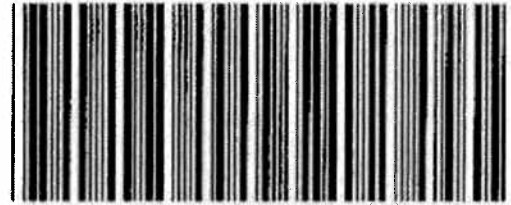
GUIA AEREA

(Paq. no pagado)

6 6 3 9 9 7 6 3 2 4

1. Número de cuenta y seguro del envío

Cobrar al: <input type="checkbox"/> Remitente <input type="checkbox"/> Destinatario <input type="checkbox"/> Tercero		<input type="checkbox"/> Seguro
Incluir seguro de envío por: <input checked="" type="checkbox"/> Seguro del Emisor <input type="checkbox"/> Seguro del Destinatario		<input type="checkbox"/> Seguro de Daño
Seguro del Envío ver al Reverso:		No incluir el costo de pago extra de envío en el costo de envío.
<input type="checkbox"/> Si sólo seguro lo necesito		



6639976324

2. Enviado por (remitente)

No. de cuenta	Nombre del remitente
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9647000003

(Repetir la información de la factura aparecen los 12 primeros caracteres)

Nombre de la compañía
EMPRESA DE CAMISA EN GUATEMALA

Dirección: CALLE 107A EDIFICIO PLAZA A
NIVEL 10 CALLE 8-94
ZONA 10
C.A. TINTAL
GUATEMALA

Código postal: Teléfono/Fax/Correo electrónico (requerido): 2012-333-6140

3. Detalles del envío

No. de cajas	Peso total	Dimensiones	
		Peso	Longitud
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0

3. Para (Destinatario)

Nombre de la Compañía

NOMBRE COMPLETO

Dirección de entrega: DHL no entrega en apartados postales

CLIENTE RETIRA OFICINAS DE
DHL COSTA RICA ZONA INDUSTRIAL
DE PAVAS.

(506) ANOTE SU TELÉFONO AQUÍ

Código postal: País: COSTA RICA

Persona a contactar: Teléfono/Fax/Correo electrónico (requerido)

4. Detalles del envío

Descripción del contenido y cantidad:

6. Sólo envíos por aduana (WPX)

Adjuntar el original y tres copias de la factura proforma o Comercial
Número de Licencia de Exportación (si aplica): No. ICA/GST del Remitente

Valor declarado para aduana: Código aduanero (requerido para el p...)

TIPO DE EXPORTACIÓN PERMANENTE REPARACIONES/REPOSICIÓN O...

Impuestos/derechos de destino (si se deja en blanco se destinaron los impo...)

Exportación Remitente Otro (especificar en el espacio de comentarios)

7. Autorización y firma del remitente

Yo autorizo y convengo en que esta guía de envío sea emitida por DHL y que DHL y sus socios asuman la responsabilidad de DHL. También se puede aplicar el Seguro por el Reverso. También se puede aplicar el seguro de pérdida por robo de la mercancía por robo de la mercancía.

Firma: Fecha: / /

Lleve las secciones de la 1 a la 6. Si usará los servicios de DHL, por favor marcálos.



[Home](#)

Frequently Asked Questions

1. **I am a Costa Rican citizen. Do I have to apply or send my temporary resident visa application only to the Canadian Embassy in San Jose, Costa Rica?**

Costa Rican citizens, besides being able to apply at the Canadian Embassy in San Jose, can also apply or send their applications to the [Canadian Visa Office in Guatemala](#).

2. **Can citizens of other countries who are temporary or permanent residents of Costa Rica apply for their visa in San Jose, Costa Rica?**

Citizens of any nationality can apply at any Visa Office of the Government of Canada abroad. We always recommend presenting complete documentation in order for us to evaluate the case in the best possible manner.

3. **Should I apply in person?**

We offer a visa service for people who visit the Canadian Embassy in San Jose, Costa Rica. Applicants can apply in person during our [established schedule](#) or, if they qualify for it, they can use the 'drop box'.

Applicants who wish to apply without visiting the Embassy can send their applications directly to the Regional Immigration Office located in the Canadian Embassy in [Guatemala](#).

NOTICE: For those visiting our Embassy, we recommend bringing originals and photocopies of documents, so that these can be compared and verified. Originals are not accepted with the application.

Those who choose to send their documents to Guatemala directly are advised to include copies and original documents that do not need to be returned.

4. **Can I pay in cash?**

No. Unfortunately, we do not accept cash under any circumstance. We only accept international bank drafts to the name of EMBAJADA DE CANADA. For more information please review our instructions on the [fees](#) page.

5. **What is an international bank draft?**

A bank draft is an international check. In cases where it is bought in US dollars (currency of the United States of America), it needs to be bought from a local bank, and be payable through a US bank.

6. **Can several applications be paid with a single bank draft?**

You can pay a maximum of 8 individual applications with a single bank draft.

7. **Will documents be returned to me?**

All documents attached to your application, or given to the Canadian Embassy as part of your application, will NOT be returned to you. Make sure to bring photocopies and do not attach documents that you will need later.

8. **How much do I need to pay for sending my documents via DHL?**

Once you are contacted by DHL, you will have to pay an amount for the reception of your documents. For further information, please call DHL at 209-6000 and give them the tracking number that will be given to you at the Canadian Embassy in San Jose.

9. **In case my application is denied, will I get my money back?**

No. Unfortunately, you are paying for the evaluation process of your application, independently of the final decision regarding your case.

10. **In case of denial, can I re-apply? If so, when and how?**

The applicant is free to apply as many times as desired. However, with the purpose of reconsidering your application, we **recommend** that you present additional information to show a significant change in the causes of the denial of your visa.

If none of these questions address your doubts or needs, we invite you to visit us in person in our Visa Section, 2nd floor, Canadian Embassy, San Jose, during the hours we are open to the public.

Remember that no information of any type will be given over the telephone. THANK YOU.

Date Modified: 2008-11-19