

TEMPORARY RESIDENT VISA REQUIREMENTS – CITIZENS/RESIDENCE OF CUBA

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	Havana http://www.canadainternational.gc.ca/cuba/visas/index.aspx?menu_id=2
OFFICE SPECIFIC FORMS	Supplementary Temporary Resident Visa Checklist – Cuba (complete and place on top of application)
OTHER / SUPPORTING DOCUMENTS	SEE ATTACHED CUBA CHECKLIST You MUST INCLUDE evidence of: a) significant ties to your country of residence; and b) funds available for your return trip and stay in Canada <u>MINORS - under 18 years old</u> <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. See attached Authorization for a Minor Child to Travel to Canada.
PHOTO REQUIREMENTS	See Visa Application Photograph Specifications
POLICE CERTIFICATES	If required, Embassy will contact you
INTERVIEW	If required, Embassy will contact you
OTHER	EXIT PERMIT MAY BE REQUIRED – consult appropriate local government authority
SUBMISSION REQUIREMENTS (MAIL/IN-PERSON)	1. In person: <u>BY APPOINTMENT</u> Monday, Tuesday, Thursday, Friday 8:30 a.m. to 10:30 a.m. To make an appointment for a Temporary Residence Visa call: (+53-7) 204-7097 (Monday/ Wednesday/ Friday from 8:30am to 12:00) 2. Drop box: Monday to Friday 8:30 a.m. to 12:30 p.m. and 1:30 to 5:00 p.m. <u>ADDRESS:</u> Embassy of Canada – Visa Office Calle 30 No. 518 (esq. 7ma) Miramar (Playa) Ciudad de la Habana Cuba Telephone: (+53-7) 204-2516 (general)

<p>FEE – METHOD OF PAYMENT / PAYABLE TO</p>	<p>CUC: \$75 CAN: \$75.00</p> <p><u>PAYMENT OPTIONS:</u></p> <ol style="list-style-type: none"> Cuban Convertible Pesos (CUC) at three branches of Banco Metropolitano in Havana. The bank charges a \$1.00 CUC fee for this service. <u>Two bank receipts</u> must be submitted with your application; Canadian dollars in cash at the Immigration Receptionist window. Only the <u>exact fee</u> is accepted as the cashier cannot give change; Canadian dollars by a certified cheque or money order, drawn on a bank in Canada, PAYABLE TO the “Receiver General for Canada”. <p><u>Other instructions:</u></p> <ul style="list-style-type: none"> • Payment (or evidence of) must be attached to the application form. • A receipt will be issued for each payment received. Please keep the receipt as proof of payment. • Ensure that your certified cheque is <u>not older than 30 days</u> when it reaches our office. <p><u>Bank Locations:</u></p> <p>Banco Metropolitano, Oficina Central, 5ta. Ave. Y 112, Miramar, Ciudad de La Habana, Telephone: (537) 204- 3869. Open Monday-Saturday, 8:30am-3:00pm.</p> <p>Banco Metropolitano, Sucursal 9073, Línea y M, Vedado, Ciudad de La Habana, Telephone (537) 832-2006, (537) 55-3116, (537) 55-3117, (537) 834-4241, Open Monday-Saturday, 8:30am-3:00pm.</p> <p>Banco Metropolitano, Sucursal 9074, Montserrate y San Jose, Habana Vieja, Ciudad de La Habana, Telephone: (537) 863-3953. Open Monday-Saturday, 8:30am-3:00pm.</p>
<p>PROCESSING TIMES & INSTRUCTIONS FOR PICK-UP/RETURN OF DOCUMENTS (AS APPLICABLE)</p>	<p><u>In person in Havana:</u> Up to 3 weeks (not including the waiting period for an appointment, which can be up to one month)</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: cuba.gc.ca.
- Failure to submit all required documentation may result in the refusal of your application or processing delays.
- False statements or submission of fraudulent documents will result in immediate refusal.

You must submit the following:	✓
Each applicant must complete, date and sign their own Application Form IMM 5257 and Family Information Form . Answer every question. If not applicable, write N/A.	
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 processing fee.	
Valid passport from each person requiring a visa. The validity of a visa cannot go beyond the validity of the passport. Include all cancelled or expired passports , if applicable. If you do not reside in your country of citizenship, please provide your work permit/temporary stay permit.	
A photocopy of the bio-data page of each applicant's passport	
Proof of sufficient funds to cover expenses for the duration of your visit. <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 inviters or hosts 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>	
Copies of Birth Certificates or national ID cards of the immediate members of your family (children and spouse), whether or not they are travelling.	
Marriage Certificate or <u>Statutory Declaration of Common-law Union</u> (IMM 5409) for accompanying spouse, as applicable.	
Explain the purpose of your trip - details of your itinerary in Canada, provisional travel arrangements (airline or hotel booking), letter of invitation (does not need to be certified at the Cuban Embassy or Consulate in Canada) from the person or business you will visit, registration at a conference, letter from your employer (as applicable).	
If applicable, please also submit:	✓
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, who is paying for the trip, why this person has been chosen to travel, and if the applicant works for a joint venture. In addition to the Cuban Employment Letter (ACOREC, CUBALSE, etc.), please submit a similar letter from the associated company 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, etc.).	
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 notarised permission from the other parent is required.	
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 (IMM 5476).	



Government
of Canada

Gouvernement
du Canada

Canada

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>
--	--

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>

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