

**TEMPORARY RESIDENT VISA REQUIREMENTS – CITIZENS/RESIDENCE OF DOMINICAN REPUBLIC**

**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>	Santo Domingo <a href="http://www.canadainternational.gc.ca/dominican_republic-republique_dominicaine/visas/index.aspx?menu_id=2">http://www.canadainternational.gc.ca/dominican_republic-republique_dominicaine/visas/index.aspx?menu_id=2</a>
<b>OFFICE SPECIFIC FORMS</b>	Temporary Resident Visa Checklist – Dominican Republic (complete and place on top of your application).
<b>OTHER / SUPPORTING DOCUMENTS</b>	SEE DOMINICAN REPUBLIC CHECKLIST, ATTACHED  <u>TIPS:</u> <b><u>Originals of certain documents are required:</u></b> processing fee, photos, Job Letter and Bank letters and/or Statements, and notarized consent letters for minors. For other supporting documents, copies are acceptable.  <b><u>If you are financially dependent on someone else</u></b> (your host in Canada, your spouse, or another family member), you should <b>provide a letter from that person</b> confirming they will cover the costs of your visit and explaining your relationship: <b>submit proof of that person’s financial situation</b> , such as proof of their employment income by way of income tax forms, current paystubs and bank statements.  <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>	<p><b>1. By Mail or Courier:</b> <b>*INCLUDE A PREPAID RETURN ENVELOPE IN APPLICATION PACKAGE</b> (DHL, UPS or FedEx) – the Embassy does not return passports by regular mail.</p> <p><b>Address:</b> Embassy of Canada Immigration Section P.O. Box 2054 Santo Domingo Dominican Republic</p> <p><b>2. In Person:</b> Monday, Tuesday, Wednesday, Thursday, 9:00 a.m. - 11:00 a.m.</p> <p><b>Office location:</b> Av. Winston Churchill 1099 Torre Citigroup en Acrópolis Center, piso 18 Ensanche Piantini, Santo Domingo Dominican Republic</p> <p>Immigration Tel .: (809) 262-3100</p>
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**FEE – METHOD  
OF PAYMENT /  
PAYABLE TO**

**CAD: \$75.00  
UDF: \$75.00**

Payment can only be made using 1) bank draft or certified cheque; OR 2) direct deposit.

1. **Bank draft/certified cheque:**

- Print **your name** on the back of the bank draft or certified cheque.
- **Your payment must accompany your application.**
- Please ensure that the bank **does not** forward your bank draft or certified cheque to this office.

**If you are paying in Canadian dollars**, the bank draft/ certified cheque should be addressed to the: **“Receiver General for Canada”**.

**If you are paying in US dollars**, the bank draft/certified cheque should be made payable to the: **“Embassy of Canada”**.

**\*\*You must include a certified cheque in US or Canadian funds in your mailed application.**

- Embassy cannot accept cash, money orders, or any other currency.
- The cheque can be issued by any Dominican bank, **but it must be supported by a US or Canadian Bank.**

2. **Direct deposit:**

To the bank account of the **Embassy of Canada** located at the following address:

**Scotia Bank**  
Av. Winston Churchill 1099  
Torre Citigroup en Acrópolis Center,  
Ground level Ensanche Piantini,  
Santo Domingo, República Dominicana

- Deposit can be made in cash in **US Dollars** or its equivalent in **Pesos Dominicanos (RD\$)** at the exchange rate of the day.
- Presentation of the original stamped deposit slip from Scotiabank Maximo Gomez is mandatory when submitting application.
- Reason for the payment to be mentioned on the transfer order: family name, given name(s) and date of birth of the principal applicant.
- The receipt must be legible and show the date of the transfer. Please keep a copy for your own files before sending the original receipt to the embassy with your application or letter.
- Ensure that all transfer fees have been paid and that they will not be deducted from the amount payable to the Embassy. The transfer must be annotated **“free of charge to the beneficiary”**.

**Other instructions:**

- A receipt will be issued for each payment received. Please keep the receipt as proof of payment.

<b>PROCESSING TIMES &amp; INSTRUCTIONS FOR PICK- UP/RETURN OF DOCUMENTS (AS APPLICABLE)</b>	Not available
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### 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.dominicanrepublic.gc.ca](http://www.dominicanrepublic.gc.ca)
- 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
- **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 and potentially legal action.
- 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

You <b>MUST</b> submit the following:	✓
<p><b>Application Form IMM5257</b> fully <b>completed without punctuation or accents on any letter</b>, 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 your email address (if you agree to e-mail communications).</li> <li><input type="checkbox"/> Add any required supplementary forms.</li> </ul>	
<p><b>Family Information (IMM 5645)</b> fully completed dated and signed. You must answer every question. If not applicable, write N/A. (List your spouse/common-law partner and <b>ALL</b> your children even if they do not need a visa or are not accompanying you.)</p>	
<p><b>Processing fee</b> – ensure that you have paid the correct non-refundable fee.</p>	
<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>	
<p><b>Valid passport</b> from each person requiring a visa. The validity of a visa cannot go beyond the validity of the passport.</p> <p>Include <b>all cancelled or expired passports</b>, if applicable.</p> <p>If you do not reside in your country of citizenship, please provide your work permit/temporary stay permit.</p>	
<p><b>Proof of sufficient funds</b> to cover expenses for the duration of your visit.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copies of bank statements or bank book covering the past three months</li> <li><input type="checkbox"/> Any additional relevant documentation (pay slips, property ownership, proof of pension, investments, etc.)</li> <li><input type="checkbox"/> 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.</li> </ul> <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>	
<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. 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 etc.).</p>	
<p><b>Explain the purpose of your trip</b> - details of your itinerary in Canada, provisional travel arrangements (airline or hotel booking), letter of invitation from the person or business you will visit, registration at a conference, letter from your employer (as applicable).</p>	
<p><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></p>	



<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> <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> <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 current studies</b> - a current letter and transcript from the educational institution you are attending.</p>	
<p><b>Seminars, Trade Shows, Conferences</b> – please provide an invitation letter and a confirmation of registration.</p>	
<p>If a minor is travelling with only one parent, <b>custody documents or a letter of authorization</b> from the other non accompanying parent is required.</p> <p>Minors (under 18 years of age) travelling alone or with a person other than their parents or legal guardians should have a <b>letter of authorization</b> 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.</p>	
<p>If someone is assisting you in completing your application or you would like someone to do business with our office on your behalf, completed <b>Use of a Representative form (IMM 5476)</b>.</p>	

**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>

**If applicable, please provide copies of the following:**

- Child's adoption deed/guardianship papers
- Custody decree if parents separated/divorced
- Death certificate if one of the child's parents is deceased