

TEMPORARY RESIDENT VISA REQUIREMENTS – CITIZENS/RESIDENCE OF MEXICO

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>Canadian Embassy, Mexico City</u> (http://www.canadainternational.gc.ca/mexico-mexique/visas/index.aspx?lang=eng&menu_id=5&menu=L)</p> <p><u>Visa Application Centres</u> (http://www.canadainternational.gc.ca/mexico-mexique/visas/index.aspx?lang=eng&menu_id=5&menu=L)</p>
OFFICE SPECIFIC FORMS	Emergency Processing Request Form, if applicable (place this document on top of your application)
OTHER / SUPPORTING DOCUMENTS	<p><i>SEE CHECKLIST OF DOCUMENTS – TOURISTS: THE CANADIAN VISA APPLICATION CENTRE MEXICO</i>, attached. Use this as a guide – DO NOT include this checklist with applications submitted <u>directly to the Embassy</u>.</p> <ul style="list-style-type: none"> • All documents listed on Document Checklist (IMM 5484) • Pre-paid airway bill (return registered mail) • Any document not in English, French or Spanish must be accompanied by: <ul style="list-style-type: none"> • the English or French translation; • a certified copy of the original document; and • an affidavit from the person who completed the translation. <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>Embassy encourages submission of application through the Visa Application Centres (VAC) – see attached information</p> <p>Emergency processing available in exceptional circumstances – submit all urgent applications to the VAC. See http://www.cicmex.com.mx/en-MX/selfservice for instructions</p> <p>EXIT PERMIT MAY BE REQUIRED – consult appropriate local government authority</p>

<p>SUBMISSION REQUIREMENTS (MAIL/IN-PERSON)</p>	<p>SUBMIT AT LEAST 6 WEEKS PRIOR TO TRAVEL</p> <p>APPLICATIONS SUBMITTED TO THE EMBASSY:</p> <ol style="list-style-type: none"> 1. Courier or Registered Mail (Preferred method) <ul style="list-style-type: none"> • Direct application package to the <u>Immigration and Visa Section of the Canadian Embassy</u> 2. In Person: Monday to Thursday from 8:00 to 12:00 hrs 3. By Mail <p>* YOU MUST INCLUDE A PRE-PAID AIR-WAYBILL to return your passport with your documents <u>AND</u> ensure the courier company provides collection services.</p> <p><u>ADDRESS:</u> Embassy of Canada – Immigration and Visa Section MIGUEL DE CERVANTES SAAVEDRA 193 COL. GRANADA 11520 MEXICO, D.F</p> <p>Fax: 5724 – 7983 Immigration Tel.: (52-55) 5387-9325</p> <p><u>NOTE: APPLICATIONS CAN ALSO BE SUBMITTED THROUGH THE VAC.</u> For instructions, refer to the VAC website: http://www.cicmex.com.mx/en-MX/selfservice/login</p>
<p>FEE – METHOD OF PAYMENT / PAYABLE TO</p>	<p><u>APPLICATIONS SUBMITTED TO EMBASSY:</u></p> <p>CDN \$75.00 – PAID BY <u>certified cheque</u> or <u>money order</u> payable to "The Receiver General for Canada"</p> <ul style="list-style-type: none"> • <u>Money orders</u> must contain name and complete address of the Canadian bank. • Do not write on back of <u>cheque</u>. <p>OR</p> <p>PESOS \$905 – PAID BY <u>certified cheque</u> or "<u>Cheques de Caja</u>" payable to "Embajada de Canadá"</p> <ul style="list-style-type: none"> • Do not write on the back of the <u>cheque</u>. • <u>Certified cheques</u> and "<u>cheques de caja</u>" must have 2 signatures and the 2 code numbers of the bank officers. • <u>Banamex issued certified cheque</u> – only 1 signature and code number of the bank officer required. • <u>Bancomer or Banamex issued "cheques de caja"</u> – only 1 signature and code number from the bank officer required <p><u>NOTE: FOR APPLICATIONS SUBMITTED TO VAC, ADDITIONAL FEES APPLY.</u> CONSULT VAC WEBSITE FOR DETAILS ON FEES</p>
<p>PROCESSING TIMES</p>	<p>10-15 business days</p>



Checklist of Documents

Tourists

The Canadian Visa Application Centre- Mexico

Please use this Checklist as a guide for preparing your application to be submitted. The following documents are required - failing to present all documents required may result in a visa refusal.

The documents must be submitted in the order listed. Please note that visa officers may request additional documents as they consider necessary.

- Completed "Application for a Temporary Resident Visa" (IMM 5257) for **every applicant** (regardless of age). **Must be completed in English or French. Write your name as it appears on your passport.**
- Completed "Family Information" form for **every applicant** (regardless of age). **These forms must be completed in English or French.**
- If requested by the Embassy you will have to also complete "Application for a Temporary Resident Visa- Schedule 1" **These forms must be completed in English or French.**
- Two (2) photographs of the applicant and each accompanying family member. All photos must meet the requirements of the "Photo Specifications" which are detailed on our website at **cicmex.com.mx**. On the back of one photo in each set, write the name and date of birth of the person appearing in the photo. You may have your pictures taken at the VAC. This service is **only** provided at the Visa Application Centre in **Mexico City**.
- The original valid passport and a photocopy of the passport's biographical data page for the applicant and each accompanying family member. There must be one completely blank page other than the last page, available in each passport. All passports must be valid for at least one (1) month after the date you intend to leave Canada.
- Pre-paid Air Waybill from DHL for the return of your documents once your application has been reviewed. Available at any DHL location nationwide and at the VAC.
- For non-Mexicans currently in Mexico, original and photocopy of Mexican migratory form (tourist visa, FM2, FM3, etc.) or Exit and return permit ("Oficio de salida y regreso"). For economic dependants of someone who is also a holder of a Mexican migratory form, also include a copy of all the pages of this document.
- A payment receipt from Scotia Bank for the applicable processing fee. For the current embassy exchange rate, please consult our website at **cicmex.com.mx**. The original payment receipt must be submitted. The fee is non-refundable.
- "Additional Document Checklist – IMM 5484"
- If you apply for a multiple entry visa, please submit a letter (in English or French) explaining your reasons for requesting this type of visa.
- "Use of a Representative" form (IMM 5476E), if someone has assisted you in making this application.
- "Statutory Declaration of Common-law Union-IMM5409", if applicable.
- Children under 18 years of age travelling alone must provide an authorization for travel signed by both parents or legal guardian. If the child is the subject of a custody order or is travelling with one parent, proof of custody or an authorization from other parent must be provided. This authorization should also be available for presentation at the Canadian Port of Entry. Use this link to obtain the required authorization form (available in English and French only): <http://www.canadainternational.gc.ca/mexico-mexique/assets/pdfs/ChildApp-en.pdf>
A photocopy of the child's birth certificate and a photocopy of the passport (or an identity document with signature) for each parent or for the legal guardian **MUST** be attached, along with a letter of invitation if applicable.
Provide the original and a photocopy of the form.
- Proof of previous travel outside Mexico such as old passports with travel stamps and/or a list of destinations and dates.
- If you are employed, a signed original letter on company letterhead from your employer granting your leave of absence and including the following information: your name, position, and current salary. It must include your employer's name and address as well as the telephone and fax number. A translation into English or French of this document is required.

- If you are a student travelling during periods other than school holidays, an original letter from your school confirming that you are enrolled and in good standing and that the school has approved your absence.
- Detailed travel itinerary.
- Original bank documents showing financial history of the last 6 months (e.g. Certificates of Deposits, bank books, certified account listings, etc.).
- Recent pay slips. If you receive your salary in the "Honorarios" system, last income tax payments. (Latest three months)
- If you have your own business, submit a copy of the business registration, your "Hacienda" registration or license and proof of the last 3 years of income tax payments.
- Evidence of assets in Mexico (e.g. copy of the house property certificate, vehicle registration, etc.).
- Name and address of all agents who assisted you in planning your trip (both in Mexico and Canada, if applicable).

Note: Include translation in English or French of the letters submitted.

Submission of an Application

To submit an application for a Temporary Resident Visa, Work Permit or Study Permit, you may either bring all the required documentation to the Visa Application Centre (VAC) or send it to the VAC via DHL. Please bear in mind that you must have the processing fee receipt from Scotia Bank in order to submit the application.

The fee for the services at the VAC is: 243 pesos at Scotia Bank, or at the VAC using a Visa or MasterCard credit card.

VAC Addresses:

Mexico City Visa Application Centre
 Sófocles 127
 Miguel Hidalgo
 C.P. 11591, D.F. México
 9 am to 6 pm Monday-Friday

Monterrey Visa Application Centre
 Avenida Hidalgo 400 Poniente (esquina Rayón)
 Colonia Centro
 C.P. 64000 Monterrey, Nuevo León
 9 am to 6 pm Monday-Friday

Guadalajara Visa Application Centre
 Agustín Yáñez 2537
 Zona Minerva
 C.P. 44130, Guadalajara, Jalisco
 9 am to 6 pm Monday-Friday

If you choose to appear at the VAC in person, applications may be submitted by the main applicant, or their representative with a duly completed Use of a Representative Form (IMM5476). A consent form must be signed by each applicant or their legal guardian. If the applicant is not going to appear in person, please ensure to include a signed copy of the Consent Form with the application documents.

If you choose the courier option, please ensure that you have printed the checklist for the appropriate type of travel and include it in the package. You must include as well a minimum two receipts per person in the package: one per applicant for the VAC fee, and one per applicant for the processing fee. Note: family receipt permitted if applicable for the processing fee. The VAC fee must still be paid per person.

If any required documentation is missing your application will not be accepted for processing and will be returned to you for completion.

1 I, the applicant, confirm that I have no other documents to submit

OR

2 I, the applicant, am submitting the supporting documents indicated by a check mark in the corresponding checkboxes above. I understand that failure to submit all necessary documents may result in the application being refused, but have chosen to proceed with the application.

Printed Name of Applicant

Signature of Applicant

Date

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>

<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>

Citizens of Mexico require a visa to travel to Canada. This visa requirement applies to everyone who wants to transit, visit, do business, study, or work on a temporary basis.

The Canadian Embassy in Mexico has made arrangements to open Visa Application Centres (VAC) in Mexico City, Monterrey and Guadalajara. The VACs are aimed at making the Canadian visa process more convenient for applicants in Mexico.

All temporary resident applicants (visitors, students and temporary workers) are encouraged to use the VAC services.

The VACs provide the following services:

- Receive temporary resident applications (visitors, students, temporary workers)
- Review applications for completeness
- Answer general enquiries
- Supply temporary resident application forms (visitors, students, temporary workers)
- Fee payment by bank deposit: <http://www.canadainternational.gc.ca/mexico-mexique/imm/vac%20fees-frais%20cdv.aspx>
- Allow applicants who use the VAC service to track their application electronically
- Offer extended office hours for submitting applications
- Provide on-site client service to assist applicants in submitting their applications

Further details on using the VAC are available at <http://www.cicmex.com.mx/en-MX/selfservice>

Note: The VACs are only responsible for receiving and reviewing applications for completeness. All visa applications are assessed by visa officers at the Canadian Embassy in Mexico.