

**TEMPORARY RESIDENT VISA REQUIREMENTS – CITIZENS/RESIDENCE OF PANAMA**

**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>	<u>Guatemala City</u> <a href="http://www.canadainternational.gc.ca/guatemala/visas/index.aspx?menu_id=2">http://www.canadainternational.gc.ca/guatemala/visas/index.aspx?menu_id=2</a>
<b>OFFICE SPECIFIC FORMS</b>	Temporary Resident Visa Checklist – Guatemala (complete and place on top of application)
<b>OTHER / SUPPORTING DOCUMENTS</b>	SEE CHECKLIST FOR GUATEMALA, ATTACHED  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  <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>	Ensure you have made a legible and complete copy of your entire application, including all used pages of your passport.  <b>EXIT PERMIT MAY BE REQUIRED</b> – consult appropriate local government authority

<p><b>SUBMISSION REQUIREMENTS (MAIL/IN-PERSON)</b></p>	<p><b>1. By Mail</b>  <b>ADDRESS:</b>  Canadian Embassy  Apartado 0832-2446  Estafeta World Trade Center  Panama, Republic of Panama</p> <p><b>2. In person:</b> Monday to Thursday 13:00 – 14:45  <b>Street address:</b>  Embassy of Canada  Torres de las Americas  Tower A, Piso 11  Punta Pacifica, Panama, Republic of Panama</p> <p><b>* INCLUDE PRE-PAID COURIER SLIP IN APPLICATION PACKAGE</b></p>
<p><b>FEE – METHOD OF PAYMENT / PAYABLE TO</b></p>	<p><b>\$75.00 Canadian dollars – PAID BY <u>money order</u>, PAYABLE TO: “Receiver General for Canada”</b></p> <p><u>(Only money orders accepted.)</u></p>
<p><b>INSTRUCTIONS FOR PICK-UP/RETURN OF DOCUMENTS (AS APPLICABLE)</b></p>	<p><b>RETURN OF DOCUMENTS:</b>  Returned via pre-paid courier waybill that you included in your application.</p> <p>(No P.O. Boxes).</p>
<p><b>PROCESSING TIMES</b></p>	<p>15 business 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](http://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.

<b>You must submit the following:</b>	✓
<p>Each applicant, including accompanying children must complete, date and sign their own:</p> <ul style="list-style-type: none"> <li>• <b>Application for a temporary Resident Visa made Outside of Canada (IMM 5257)</b></li> </ul> <p>Each applicant (adult or minor travelling alone) must complete their own:</p> <ul style="list-style-type: none"> <li>• <b>Family Information (IMM 5645).</b></li> </ul>	
<b>Two passport photographs</b> for each applicant. Write the name and birth date of the individual on the back.	
<b>Processing fee</b> – ensure that you have paid the correct non-refundable fee.	
<p><b>Valid passport or travel document</b> 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 <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>• Copies of bank statements or bank book covering the past three months</li> <li>• Any additional relevant documentation (pay slips, property ownership, proof of pension, investments, etc.)</li> <li>• 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>	
<b>Explain the purpose of your trip</b> - 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><b>Host Information:</b></p> <ul style="list-style-type: none"> <li>• Letter of invitation from your host in Canada</li> <li>• Evidence of the host's immigration status (e.g. photocopy of Canadian permanent resident card, passport, citizenship card)</li> <li>• Evidence of income (e.g. Notice of Assessment/T4 tax information slip)</li> <li>• Proof of employment (e.g. pay slips, employer letter)</li> <li>• Proof of existing funds available to support your visit (e.g. bank statements)</li> </ul>	
<p><b>Business travelers or trainees:</b></p> <ul style="list-style-type: none"> <li>• Letter from the company or enterprise you will represent.</li> <li>• Letter of invitation from the Canadian business contact and/or registration to courses or events.</li> </ul>	
<b>If applicable, please also submit:</b>	✓
<p><b>A letter from your employer</b> 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>	



<b>Proof of current studies</b> - a current letter and transcript from the educational institution you are attending.	
<b>If you are planning to visit a friend or 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> ].	
<b>If a minor</b> is travelling with only one parent, <b>custody documents or a letter of authorization</b> 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 <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.  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 <b>Use of a Representative form (IMM 5476)</b> .	
<b>Authority to release personal information [IMM 5475 ]</b>	
<b>A pre-paid return waybill with a courier company of your preference</b> 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**

<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:**

<b>will be met in Canada by (if applicable):</b> Family name, given name(s): _____ Complete address: _____ Telephone: _____ Relationship: _____ e.g. aunt, friend, summer camp counsellor, etc.	<b>will be travelling with (if applicable):</b> Family name, given name(s): _____ Passport number: _____ Complete address: _____ Relationship: _____ e.g. aunt, friend, teacher, etc.
--	--

<b>Signature of parent(s) or of legal guardian:</b>	
Family name, given name(s): _____ Complete address: _____ Telephone: _____ Signature: _____ Date: ____ / ____ / ____ (DD/MM/YY)	Family name, given name(s): _____ Complete address: _____ Telephone: _____ Signature: _____ Date: ____ / ____ / ____ (DD/MM/YY)

<b>If applicable, please provide copies of the following:</b>
<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