

TEMPORARY RESIDENT VISA REQUIREMENTS – CITIZENS/RESIDENCE OF TRINIDAD & TOBAGO

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>High Commission of Canada, Port of Spain http://www.canadainternational.gc.ca/trinidad_and_tobago-trinite_et_tobago/visas/index.aspx?menu_id=2</p> <p>Also responsible for visitor applications from: Anguilla, British Virgin Islands, Dominica, Grenada, Guyana, Montserrat, Suriname, French Guyana, Guadeloupe, Marie-Galante, Martinique, Saba, St. Barthelémy, St. Eustatius, St. Maarten, St. Martin</p>
OFFICE SPECIFIC FORMS	<p>Temporary Resident Visa Checklist - Trinidad and Tobago (complete and place on top of your application)</p>
OTHER / SUPPORTING DOCUMENTS	<p>SEE ATTACHED TRINIDAD & TOBAGO CHECKLIST.</p> <p>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</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	<p>See Visa Application Photograph Specifications</p>
POLICE CERTIFICATES	<p>If required, Embassy will contact you</p>
INTERVIEW	<p>If required, Embassy will contact you</p>
OTHER	<p>EXIT PERMIT MAY BE REQUIRED – consult appropriate local government authority</p>

INSTRUCTIONS FOR PICK-UP/RETURN OF DOCUMENTS (AS APPLICABLE)	Pick-up of Documents (Drop box): Usually 5 business days after submission, between 2:00 p.m. and 3:00 p.m., Monday to Thursday.
PROCESSING TIMES	By mail or courier – 10 business days Drop box – 5 business days



APPLICATION FOR A TEMPORARY RESIDENT VISA – CHECKLIST

- Complete and place this checklist on top of your application.
- Consult our website for forms and instructions, including a list of countries whose nationals require a visa: www.trinidadandtobago.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 delay processing.
- False statements or submission of fraudulent documents will result in immediate refusal.
- 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 or undergo a medical exam.
- Any preparations you make or expenses you incur are done entirely at your own risk.
- Do not finalise travel plans unless you have received your visa from the High Commission of Canada in Port of Spain, Trinidad and Tobago.

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 over the age of 18 years must complete their own:</p> <ul style="list-style-type: none"> • Family Information (IMM 5645) 	
<p>Two passport photographs for yourself and each family member requesting a visa, with the name printed on the back, dated and taken in the past 6 months.</p>	
<p>Processing fee. Ensure that you have paid the correct non-refundable fee.</p>	
<p>Original passport for yourself and each family member requesting a visa. Each passport should:</p> <ul style="list-style-type: none"> • show that you are a citizen or lawfully admitted to your country of residence (e.g. study permit, work permit); • have a minimum of two blank visa pages; • be accompanied by a copy of the passport bio-data page (i.e. the page with the name, photo, place of birth, date of issue, etc.). 	
<p>Explain the purpose of your trip - 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>If you are planning to visit a friend/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.</p> <p>In addition, your host in Canada may, if they wish, submit documents to support your application, including the following: Immigration status of host in Canada, such as photocopy of the host's Canadian permanent resident card, passport, or citizenship card.*</p> <p><i>*Note: Some inviters or hosts may prefer not to provide their personal information directly to the applicant for submission to this 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>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 six 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>	



Real Property – proof of personal property, land titles, car registration, lease agreement, etc.	
Seminars, Trade Shows, Conferences – invitations, registration and hotel confirmation.	
Self-addressed pre-paid return courier envelope to return your documents if you have submitted your application by courier.	
If applicable, please also submit:	✓
<p>Schedule 1 - Application for a Temporary Resident Visa Made Outside of Canada [IMM 5257 - Schedule 1] must be completed, dated and signed if one of these options applies to you:</p> <ul style="list-style-type: none"> You are a citizen of Afghanistan, Bosnia-Herzegovina, Iran, Iraq, Kosovo, Lebanon, Libya, Macedonia, Montenegro, Pakistan, Rwanda, Kingdom of Saudi Arabia, Serbia, Somalia, Sudan, Syria, Yemen. You are holder of a travel document issued by the Palestinian Authority. <p>When filling out the form Application for a temporary Resident Visa made Outside of Canada (IMM 5257), you answered "Yes" to any one of questions 3 to 7 in the section "Background Information".</p>	
Previous passport(s) showing travel history.	
For Business Travel: a letter from your employer indicating the purpose of your travel, your itinerary within Canada and who will cover the cost of your travel, a letter from the Canadian business confirming duration (visit dates) and nature of your business.	
Proof of Business if you are self employed. Provide business registration, tax clearance certificates, trade certificates, license and financial documents etc. (certified business bank account statement for past 6 months)	
Proof of employment - letter from your current employer and payslips (last 3 months). Employment letter dated within 2 months of the application indicating occupation, job description, position, salary, allowances, years of employment and authorized leave dates.	
Proof of employment for spouse – must be provided if you are unemployed and are applying or intend to travel without your spouse.	
Proof of current studies - a current letter and transcript from the educational institution you are attending.	
Marriage Certificate and Birth Certificates for each family member applying for a visa. If you are in a common-law relationship, please complete Form IMM5409 Statutory Declaration of Common-Law Union .	
Notarized consent from parent(s) and custody document (if applicable) – for minor children travelling with only one parent or without both parents. Please include photocopy of signature identification and indicate whether consent is granted for a single or a multiple entry visa to be issued.	
Children must each have their own passport. They must also have a school leave letter, if applicable.	
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) .	
Diplomatic / Official Passport Holders:	✓
Original Note Verbale/Diplomatic Note from your Ministry of Foreign Affairs or Embassy stating the purpose of your travel to Canada, and an invitation from your host in Canada, IMM5257 Application Form, Application Form Annex 1 , three passport photographs and your original passport .	

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>
