

TEMPORARY RESIDENT VISA REQUIREMENTS – CITIZENS/RESIDENCE OF VENEZUELA

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>Caracas http://www.canadainternational.gc.ca/venezuela/visas/index.aspx?menu_id=2 (Responsible for visitor applications from Aruba, Bonaire, Curacao, Venezuela)</p>
OFFICE SPECIFIC FORMS	<p>Supplementary Temporary Resident Visa Checklist - Venezuela (complete and place on top of application)</p> <p>NOTE: if submitting in person, <u>only</u> online application form IMM5257 (09-2010) producing legible barcode is acceptable</p>
OTHER / SUPPORTING DOCUMENTS	<p>SEE SUPPLEMENTARY CHECKLIST FOR VENEZUELA, ATTACHED</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	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)	<p>1. By Mail: *INCLUDE A PRE-PAID SELF-ADDRESSED ENVELOPE for return of documents</p> <p>2. Drop Box: Monday to Thursday, 7:30am - 11:30am, 1:00pm - 4:00pm; Friday, 7:30am - 12:00pm. <u>BOX LOCATION:</u> inside the visa section entrance (on Avenida Francisco de Miranda).</p> <p>Submit document package in a sealed, legal-size (8.5 x 14 inch) envelope with</p> <ul style="list-style-type: none"> • “VISA SECTION” printed on the <u>front</u> of the envelope; and • the following information printed in the <u>top-left corner</u>: <ul style="list-style-type: none"> • your name • mailing address, • email address and • contact telephone number <p>*You will be issued a receipt/ticket which you must later present in order to pick up your documents.</p>

	<p>3. In Person: At the visa section reception window, Monday to Thursday from 7:45am to 9:00am</p> <ul style="list-style-type: none"> • ONLY the online application form IMM5257 (09-2010) producing legible barcode on the last page is accepted for in-person submissions. • Access to this service may be limited depending on the volume of applications received. <p>ADDRESS: Embassy of Canada Av. Francisco de Miranda c/Av. Sur Altamira Caracas 1060-A, Venezuela</p> <p>Immigration Tel.: (58-212) 600-3048</p>
FEE – METHOD OF PAYMENT / PAYABLE TO	<p>Bs F \$305 – PAID BY <u>certified check</u> PAYABLE TO “Embajada de Canadá” RIF: G-20004422-5.</p> <p>CAD - \$75.00 – PAID BY <u>certified cheque</u> PAYABLE TO “Receiver General for Canada” or “Receveur General du Canada”</p> <p><u>Checks will be accepted from the following banks:</u></p> <ul style="list-style-type: none"> - Banco Exterior - Banco Mercantil - Banco Plaza - Banco Provincial - Banco Venezolano de Credito - BNC
INSTRUCTIONS FOR PICK-UP/RETURN OF DOCUMENTS (AS APPLICABLE)	<p><u>DROP BOX SUBMISSIONS:</u> You will be issued a receipt/ticket which you must later present in order to pick up your documents.</p>
PROCESSING TIMES	<p><u>Drop Box:</u></p> <ul style="list-style-type: none"> - online application form IMM5257 (09-2010) producing legible barcode on the last page: 1 week; - Form IMM5257 (09-2010) with illegible barcode or any other form: 28 days <p><u>In person:</u></p> <ul style="list-style-type: none"> - online application form IMM5257 (09-2010) producing legible barcode on the last page: 1 week <p>(NOTE: NO OTHER FORM IS ACCEPTABLE VIA THE IN PERSON SERVICE)</p> <p><u>By mail:</u></p> <ul style="list-style-type: none"> - online application form IMM5257 (09-2010) producing legible barcode on the last page: 14 days; - form IMM5257 (09-2010) with illegible barcode or any other form: 28 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: www.venezuela.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 and potentially legal action.
- After submission of all required documents, you may be required to attend an interview or undergo a medical examination.
- Any preparations you make or expenses you incur are done entirely at your own risk.
- Do not finalize travel plans unless you have received your visa from the Embassy of Canada to Venezuela.

You must submit the following:	<input checked="" type="checkbox"/>
Each applicant, including accompanying children must complete, date and sign their own: <ul style="list-style-type: none"> • Application for a temporary Resident Visa made Outside of Canada (IMM 5257) 	
Each applicant (adult or minor travelling alone) must complete their own: <ul style="list-style-type: none"> • Family Information (IMM 5645). 	<input type="checkbox"/>
Two passport photographs for each applicant taken within the last 6 months. Write the name and birth date of the individual on the back.	<input type="checkbox"/>
Processing fee – The processing fee is subject to change at any time. Fees paid in Bolivares Fuertes must be made using a certified cheque issued to “ Embajada de Canada ”; fees paid in Canadian Dollars must be made using a certified cheque issued to “ Receiver General for Canada ” or “ Receveur General du Canada ”. Note that this fee is for the processing of your application and not for the issuance of a visa. If your application is refused or withdrawn, the fee will not be refunded. If a multiple entry visa fee is paid but a single entry visa is issued, the difference will not be refunded.	<input type="checkbox"/>
Valid passport from each person requiring a visa. The passport must be valid for at least 6 months from the date of your intended entry to Canada. 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.	<input type="checkbox"/>
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 four months • Any additional relevant documentation (pay slips, original property ownership deeds, 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>	<input type="checkbox"/>
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).	<input type="checkbox"/>
If applicable, please also submit:	<input type="checkbox"/>
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, 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, tax clearance certificates, trade certificates, license and financial documents including a certified business bank account statement for the past 6 months, etc.).	<input type="checkbox"/>
Proof of current studies - a current letter and transcript from the educational institution you are attending, and a copy of your student ID card.	<input type="checkbox"/>
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] .	<input type="checkbox"/>



Government of Canada Gouvernement du Canada

If a minor is travelling with only one parent, custody documents or a letter of authorization 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 letter of authorization 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.	<input type="checkbox"/>
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) .	<input type="checkbox"/>

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> <ul style="list-style-type: none"> <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
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