



IMMIGRATION Canada

Applying for a Temporary Resident Visa Outside Canada



Table of Contents

Overview	1
Before You Apply	2
Step 1. Gather Documents	5
Step 2. Complete the Application.....	6
Step 3. Pay the Fees	23
Step 4. Submit the Application	25
What Happens Next	26
How to Contact CIC	29

Appendix

Appendix A – Photo specifications

Forms

*Application for Temporary Resident Visa
Made Outside of Canada*
(IMM 5257)

Family Information
(IMM 5645)

Document Checklist
(IMM 5484)

*Schedule 1 – Application for a Temporary
Resident Visa Made Outside of Canada*
(IMM5257 – Schedule 1)

*Statutory Declaration of Common-
law Union*
(IMM 5409)

Use of a Representative
(IMM 5476)

This application is made available free of charge by Citizenship and Immigration Canada and is not to be sold to applicants.

This publication is available in alternative formats upon request.

Également disponible en français

Overview

Application package

This application package consists of:

- an instruction guide, **and**
- the required forms.

The **instruction guide** is a tool that provides:




- the information you must know about this application before sending it to Citizenship and Immigration Canada (CIC), **and**
- assistance on how to fill out the forms and the required supporting documents.

Read the instruction guide thoroughly and then fill out each applicable form.

The **forms** are specifically designed with questions that will assist the processing of your application.

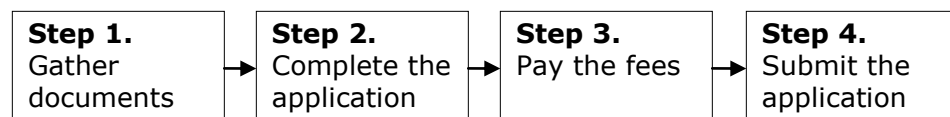
Symbols used in this guide

This guide uses the following symbols to indicate information of particular importance.

This symbol...	Tells you...
	What you must do to have your application processed.
	Important information that you need to be aware of in order to avoid delays or other problems.
	Where to get more information.
Note:	Tips that will assist you with this application.

The application process

The instructions provided in this guide follow the basic steps you will need to know to complete your application.



Before You Apply

Who may use this application?

This application guide is designed for persons who wish to apply for a temporary resident visa from outside Canada.

Note: The processing time of an application may vary from one visa office to another. Find out more about local application processing times by visiting our website at:

<http://www.cic.gc.ca/english/information/times/temp/visitors.asp>

Who are Visitors?

Visitors are persons who are not Canadian citizens or permanent residents of Canada, and are legally authorized to enter Canada to:

- visit Canada on holiday (vacation),
- visit family,
- conduct business, etc.

Visitors are restricted in **length of stay** and subject to various conditions.

Do I need a Temporary Resident Visa?

Persons who are not Canadian citizens or permanent residents of Canada may require a visa to enter Canada. The requirement for a visa also applies to temporary residents who are transiting in Canada. For more information, see our list of **Countries and territories whose citizens require visas in order to enter Canada as visitors**.

What is a Temporary Resident Visa?

A Temporary Resident Visa (TRV) is an official document issued by a Canadian visa office that is placed in your passport to show that you have met the requirements for admission to Canada as a temporary resident (either as a visitor, a student, or a worker).



You must obtain a Temporary Resident Visa (TRV) before your departure. You cannot obtain one upon arrival in Canada.

What are the requirements you must meet for a TRV?

You must show the officer that you meet the requirements of the *Immigration and Refugee Protection Act* (IRPA) and the *Immigration and Refugee Protection Regulations* and that you will be in Canada for a temporary stay.

You must also:

- satisfy an officer that you will leave Canada at the end of your stay,
- show that you have enough money to maintain yourself and your

family members in Canada and to return home,

- not intend to work or study in Canada unless authorized to do so,
- be law abiding and have no record of criminal activity,
- not be a risk to the security of Canada,
- provide any additional document requested by the officer to establish your admissibility, **and**
- be in good health (complete a medical examination if required).

Entry to Canada



Entry to Canada is a privilege, not a right. If you want to visit Canada, you must meet the necessary requirements and you may need a Temporary Resident Visa.

Family Members

Family members include a spouse, a common-law partner, dependent children, and the dependent child of a dependent child:

Term	Definition
Spouse	Refers to either of the two persons (opposite or same sex) in a legally-recognized marriage.
A common-law partner	<p>Refers to a person who is living in a conjugal relationship with another person (opposite or same sex), and has done so continuously for a period of at least one year. A conjugal relationship exists when there is a significant degree of commitment between two people. Common-law partners must attach any documents that show they are in a committed and genuine relationship, for example, evidence that they share the same home, that they support each other financially and emotionally, that they have had children together, or that they present themselves in public as a couple.</p> <p>Common-law partners who are unable to live together or appear in public together because of legal restrictions in their home country may still qualify and should be included on the application.</p> <p>Common-law partners who meet the conditions outlined above but who have been separated for reasons beyond their control (for example, civil war or armed conflict) may qualify and should be included on the application.</p>
Dependent children	<p>Refers to the children of the applicant or those of the spouse or common-law partner.</p> <p>They must:</p> <ul style="list-style-type: none">• be under the age of 22 and not have a spouse or common-law partner, or• depend substantially on the financial support of a

	<p>parent and have been continuously enrolled and in attendance as full-time students in a post-secondary institution accredited by the relevant government authority since before the age of 22 (or since marrying or entering into a common-law relationship, if this happened before the age of 22), or</p> <ul style="list-style-type: none"> depend substantially on the financial support of a parent since before the age of 22 and be unable to provide for themselves due to a medical condition.
Dependent child of a dependent child	<ul style="list-style-type: none"> Refers to children of dependent children of the applicant or those of the spouse or common-law partner.

Do family members need to apply separately?

Your family members who also wish to visit Canada must apply by filling out their own Temporary Resident Visa application form. However, you may send all family member application forms in the same envelope with only one payment receipt for the total amount. See "[Pay the fees](#)" section.

Medical requirements

You and your [family members](#) may be required to undergo a medical examination in order to come to Canada. To pass the medical examination you or your family members must not have a condition that:

- is a danger to public health or safety, **and**
- would cause excessive demand on health or social services in Canada.

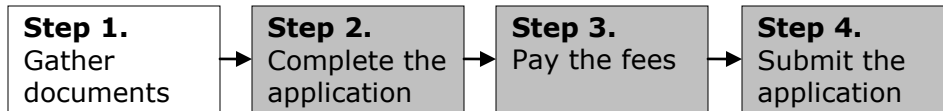
Note: Information on medical instructions **will be provided to you by the visa office.** You are not required to have a medical examination before you submit your application forms.

Can I work or study during my stay in Canada?

Visitors are not allowed to work or study in Canada unless they are authorized to do so under the *Immigration and Refugee Protection Regulations*. In many cases, a work or study permit will be required.

A temporary resident may also take a program of study up to six months duration without having to obtain a study permit.

Step 1. Gather Documents



What documents are required?

Use the *Document Checklist* (IMM 5484) which you can find in this package to assist you in gathering the required documents to submit your application.

Some visa offices may require additional supporting documents specific to your country. For further information on these requirements, visit our website under **List of countries and corresponding Canadian visa offices** at:

<http://www.cic.gc.ca/english/information/offices/apply-where.asp>



If you do not provide all the requested information or documents, the processing of your application could be delayed.

Minors travelling alone

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, preferably in English or French, 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.

Minors travelling with only one parent or legal guardian should have a letter of authorization, preferably in English or French, from the non accompanying parent or guardian.

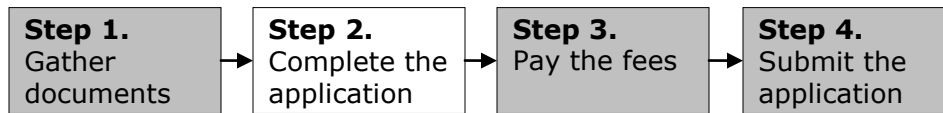
Translation of documents

If your documents are in a language other than English or French, check with the responsible visa office to determine whether they need to be translated.

Visit our website under **List of countries and corresponding Canadian visa offices** at:

<http://www.cic.gc.ca/english/information/offices/apply-where.asp>

Step 2. Complete the Application



Filling out the application

The following are the forms that must be filled out and submitted:

- *Application for Temporary Resident Visa Made Outside of Canada* (IMM 5257)
- *Family Information* (IMM 5645)
- *Document Checklist* (IMM 5484)
- *Schedule 1 – Application for a Temporary Resident Visa Made Outside of Canada* (IMM5257 – Schedule 1), if applicable
- *Statutory Declaration of Common-law Union* (IMM 5409), if applicable
- *Use of a Representative* (IMM 5476), if applicable

Note: You may be required to complete additional supporting documents upon request of a visa officer.



It is a serious offence to give false or misleading information on these forms. The information you provide on your application is subject to verification.

Be complete and accurate



Complete all sections. If a section does not apply to you, write "Not Applicable" or "NA", except for your name (last name and given name[s]). Refer to questions 1 and 2 under "**Personal Details**" section for further instructions.

If your application is incomplete it will be returned to you and this will delay the processing of your application.

If you need more space for any section, print out an additional page containing the appropriate section, complete it and submit it along with your application.

Application for Temporary Resident Visa Made Outside of Canada (IMM 5257)

Who must fill out this application form?

This form must be completed by each person applying for a Temporary Resident Visa to visit Canada.

Completing the form



You must answer all the questions on this application form unless indicated otherwise.

Download and fill out the application form on a computer.

You also have the option of saving your form and completing it later.

Note: Completing the form electronically is easier and reduces the risk of errors that can slow down the application process.

In order to help you fill out the application form, read and follow the steps below.

Question	Action
1	Type your universal client identification number (UCI), if known. Otherwise, leave it blank. If this is your first time dealing with CIC you will not have an UCI.
2	From the list, select the language (English or French) in which you would like to receive your service.
3	<p>From the list, select the type of visa you are applying for:</p> <ul style="list-style-type: none">• Single Entry: allows you to enter Canada only once during the validity of the visa. Note: This visa may also be used for repeated entries into Canada from the USA or St. Pierre and Miquelon provided you do not enter any other country. Such entries must occur within the time validated for your stay in Canada.• Multiple Entry: allows you to seek entry into Canada from any country as often as necessary during the validity of the visa.• Transit Visa: is required for persons travelling through Canada for less than 48 hours on their way to another country. Note: To obtain a transit visa you must provide specific evidence of your travel itinerary from your transportation company or travel agent.

PERSONAL DETAILS	
1	<p>Full name</p> <p>Type your family name (surname) as it appears on your passport, travel or identity document (even if the name is misspelled). Do not use initials.</p> <p>Note: If you do not have a family name on your passport, travel or identity document, enter all your given name(s) here and leave the given name field blank.</p>
	<p>Type all of your given name(s) (first, second, or more) as it appears on your passport, travel or identity document (even if the name is misspelled). Do not use initials.</p> <p>Note: If you do not have a given name on your passport, travel or identity document, leave this field blank. Do not enter "*", "Not applicable" or "NA".</p>
2	<p>Nick names/Alias</p> <p>Check the box to indicate if you ever used any other name. This could include your birth name, maiden name, married name, nick name, etc.</p> <p>If you checked "Yes", type any other family name that you have ever used.</p>
	<p>If you checked "Yes", type any other given name (first, second, or more) that you have ever used.</p>
3	From the list, select your sex (male, female or unknown).
4	Indicate your date of birth. If your complete date of birth is unknown, please use "*" (star sign/asterisk) to fill in the spaces for the year, month or day, where applicable.
5	Type your city or town of birth.
	From the list, select your country of birth.
6	From the list, select your country of citizenship. To be a citizen of a country means that you were either born in that country (in most cases) or have been granted citizenship by that country. If you have dual citizenship, select the country that issued the passport you will be using for this trip.
7	<p>From the list, select the appropriate information to indicate:</p> <ul style="list-style-type: none"> The name of your country of residence. Your country of residence is the country in which you are living, provided that you have been lawfully admitted to that country. Your immigration status in that country (indicate one of the following): <ul style="list-style-type: none"> Citizen Permanent resident Visitor

	<ul style="list-style-type: none"> ○ Worker ○ Student ○ Other ○ Protected Person ○ Refugee Claimant <ul style="list-style-type: none"> • Other: This section must be completed if you selected "Other" as a status • The dates (From – To) you have been living in your country of residence.
8	<p>Check the box to indicate whether you have lived in any country other than your country of citizenship or your current country of residence for more than six (6) months in the past five (5) years.</p> <p>If you checked "Yes", from the list select the appropriate information to indicate the following:</p> <ul style="list-style-type: none"> • The name of the country you lived in, • Your immigration status for the time you were in that country: <ul style="list-style-type: none"> ○ Citizen ○ Permanent resident ○ Visitor ○ Worker ○ Student ○ Other ○ Protected Person ○ Refugee Claimant • Other: This section must be completed if you selected 'Other' as a status, • The dates (From – To) you were living in that country.
9	<p>Check the box to indicate if you are applying from your current country of residence.</p> <p>If you checked "No", select the appropriate information from the list to indicate:</p> <ul style="list-style-type: none"> • The name of the country where you are applying from, • Your immigration status in that country by choosing one of the following: <ul style="list-style-type: none"> ○ Citizen ○ Permanent resident ○ Visitor

	<ul style="list-style-type: none"> ○ Worker ○ Student ○ Other ○ Protected Person ○ Refugee Claimant <ul style="list-style-type: none"> • Other: This section must be completed if you selected "Other" as a status, • The dates (From – To) that you have been living in that country. <p>Note: If you are not a citizen of the country where you are making your application, you must provide proof of your legal status when you submit your application.</p>
10	<p>a) From the list, choose your current marital status:</p> <ul style="list-style-type: none"> • Annulled Marriage: This is a marriage that is legally declared invalid. An annulment can also be a declaration by the Catholic Church that the marital union did not have a binding force. • Common-Law: This means that you have lived continuously with your partner in a marital-type relationship for a minimum of one year. • Divorced: This means that you are officially separated and have legally ended your marriage. • Legally Separated: This means that you are married, but no longer living with your spouse. • Married: This means that you and your spouse have had a ceremony that legally binds you to each other. Your marriage must be legally recognized in the country where it was performed and in Canada. • Single: This means that you have never been married and are not in a common-law relationship. • Widowed: This means that your spouse has died and that you have not re-married or entered into a common-law relationship. <p>b) Enter the date (year, month and day) you were married or you entered into your current common-law relationship.</p> <p>c) Type the family name(s) and given name(s) of your current spouse or common-law partner.</p> <p>Note: If you are in a common-law union, you must also complete the <i>Statutory Declaration of Common-law Union</i> (IMM 5409) form and include it with your application.</p>





11	<p>Check the box to indicate whether you have previously been married or in a common-law relationship. If you checked "Yes", provide the:</p> <ul style="list-style-type: none"> • Family name(s), • Given name(s), • Type of relationship: <ul style="list-style-type: none"> ○ Common-law, or ○ Married. • Dates (From – To) for which you were in the relationship with your previous spouse/common-law partner.
PASSPORT	
1	Type your passport, travel or identity document number. Make sure there is no space between each number and/or letter.
2	From the list, select the name of the country that issued your passport, travel or identity document.
3	Enter the date your passport, travel or identity document was issued.
4	Enter the date your passport, travel or identity document will expire.
CONTACT INFORMATION	
1	<p>Indicate your current mailing address (where information should be mailed) by typing the following information:</p> <ul style="list-style-type: none"> • Post Office Box (P.O. Box) number, if applicable. If you do not indicate post office box, the Street number must be provided. • Apartment (Apt.) or Unit, if applicable • Street number (No.), if applicable. This must be provided if you did not type in a P.O. Box • Street name, if applicable • City or Town • From the list, select the Country of your current mailing address. • Province or State • Postal code/zip code • District, if applicable. <p>Note: All correspondence will go to this address unless you indicate your e-mail address.</p> <p>If you wish to have a representative who can conduct business on your behalf, you must provide their email and mailing address(es) in this section and on the <i>Use of a Representative</i> (IMM 5476) form.</p>

	For more information read the " Use of a Representative " section in this guide.
2	<p>Check the box to indicate whether your residential address (where you live) is the same as your mailing address. If "No", type the following information:</p> <ul style="list-style-type: none"> • Apartment (Apt.) or Unit, if applicable • Street Number (No.) • Street Name • City or Town • Country • Province or State • Postal Code/zip code • District, if applicable.
3	<p>Check the appropriate box to indicate if the telephone number is from Canada/the United States (US) or Other (any other country).</p> <p>From the list, select the type of telephone :</p> <ul style="list-style-type: none"> • Residence (home) • Cellular (cell/mobile) • Business (work) <p>Type your telephone number including the country code, area/regional codes, etc.</p> <p>If you have an extension number, write it after your phone number under "Ext."</p>
4	<p>Check the appropriate box to indicate if your additional telephone number is from Canada/the United States or Other (any other country).</p> <p>From the list, select the type of telephone :</p> <ul style="list-style-type: none"> • Residence (home) • Cellular (cell/mobile) • Business (work) <p>Type your telephone number including the country code, area/regional codes, etc.</p> <p>If you have an extension number, write it after your phone number under "Ext."</p>
5	<p>Check the appropriate box to indicate if the facsimile (fax) number is from Canada and United States or Other (any other country).</p> <p>If applicable, type your facsimile (fax) number, including country code,</p>

	area/regional codes, etc.								
6	<p>If applicable, type your e-mail address using a format similar to the following: name@provider.net</p> <p>Note: By indicating your e-mail address, you are hereby authorizing transmission of correspondence including file and personal information to be sent electronically to you at the address provided.</p>								
DETAILS OF VISIT TO CANADA									
1	<p>a) From the list, indicate the purpose of your visit to Canada:</p> <ul style="list-style-type: none"> • Business • Tourism (includes family visit) • Other (may include medical visits, transit, etc.) <p>Note: If you selected "other" in question 1a), provide details in 1b)</p> <p>b) Provide details.</p>								
2	Enter the dates (From – To) that you plan to stay in Canada.								
3	Type the amount of funds (money) in Canadian dollars that you have available to you during your stay in Canada.								
4	<p>Type the following information about the person(s) or institution(s), including schools you intend to visit during your stay in Canada:</p> <ul style="list-style-type: none"> • Name (includes the name of a person or a name of an institution) • Relationship you have with them (friend, family, co-worker, etc.) • Their address in Canada (street number, street name, city or town and postal code). 								
EDUCATION									
	<p>Check the box to indicate if you have any post secondary education (including university, college or apprenticeship training).</p> <p>The following table provides examples of post secondary education:</p> <table border="1"> <thead> <tr> <th>Post secondary education</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Trade/Apprenticeship</td><td>Training completed in a specific trade, such as carpentry or auto mechanics.</td></tr> <tr> <td>Non-university certificate/diploma</td><td>Training in a profession that requires formal education but not at the university level (for example, dental technician or engineering technician).</td></tr> <tr> <td>Bachelor's degree</td><td>Academic degree awarded by a college or university to those who completed an undergraduate curriculum; also called a</td></tr> </tbody> </table>	Post secondary education	Description	Trade/Apprenticeship	Training completed in a specific trade, such as carpentry or auto mechanics.	Non-university certificate/diploma	Training in a profession that requires formal education but not at the university level (for example, dental technician or engineering technician).	Bachelor's degree	Academic degree awarded by a college or university to those who completed an undergraduate curriculum; also called a
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		baccalaureate. Examples include a Bachelor of Arts, Science or Education.
	Master's degree	Academic degree awarded by a graduate school of a college or university. You must have completed a Bachelor's degree before a Master's degree can be earned.
	PhD	Highest university degree, usually based on at least three years of graduate studies and a thesis. Normally, you must have completed a Master's degree before a PhD can be earned.
	<p>If you checked "Yes", provide full details of your highest level of post secondary education:</p> <ul style="list-style-type: none"> • Enter the dates (year and month) you attended the institution, • Field(s) of study (mechanics, social sciences, medicine, etc.), • School or Facility name, • City or Town, • From the list, select the country, and • Province or State. 	
EMPLOYMENT		
Provide the following information about your employment for the last 10 years. If you are retired, provide the 10 years before your retirement.		
1	Current Activity/Occupation Provide details about your current Activity/Occupation : <ul style="list-style-type: none"> • Enter the dates (year and month) you have been working at your occupation, • The activity/occupation or a brief description of your position. If you do not work, describe what you are currently doing (retired, not working, going to school, etc.), • Indicate the name of the company or employer or facility where you work, • City or Town, • Country, • Province/State, if applicable. 	
2	Previous Activity/Occupation Provide details of your previous Activity/Occupation for the past 10 years. If you are retired, provide the 10 years before your retirement: Note: If you need more space, print out an additional page of the form, complete this section and submit it with your application.	

BACKGROUND INFORMATION	
1	<p>Check the box to indicate if:</p> <ul style="list-style-type: none"> a) you or any of your family member(s) have ever had tuberculosis of the lungs or been in close contact with a person with tuberculosis within the past two years. b) you have any physical or mental disorder that would require social and/or health services other than medication during your stay in Canada. c) If you checked "Yes" to any of the above questions, provide details and the name of the family member, if applicable. <p>Note: Refer to the Family Members definition in this guide.</p>
2	<p>Check the box to indicate if you have ever:</p> <ul style="list-style-type: none"> a) applied for any Canadian visa(s) either as a Permanent Resident, Temporary Resident (Visitor, Student, or Worker), or a Temporary Resident Permit. b) been refused any kind of visa to travel to Canada. c) been refused admission or been asked to leave Canada or any other country. d) If you checked "Yes" to one of the above questions, provide details.
3	<p>Check the box to indicate if you have ever:</p> <ul style="list-style-type: none"> • committed, • been arrested for, or • been charged with any criminal offence in any country. <p>If you checked "Yes", you may be required to complete <i>Schedule 1 – Application for a Temporary Resident Visa Made Outside of Canada (IMM 5257 – Schedule 1)</i>.</p>
4	<ul style="list-style-type: none"> a) Check the box to indicate if you have ever served in any military, militia, civil defence unit or the police. b) If you checked "Yes" to question 4 (a), provide your dates of service and the countries where you served. <p>If you checked "Yes" you may be required to complete <i>Schedule 1 – Application for a Temporary Resident Visa Made Outside of Canada (IMM 5257 – Schedule 1)</i>.</p>
5	<p>Check the box to indicate if you have ever been employed by a government in a security-related capacity.</p>

	<p>If you checked "Yes" you may be required to complete <i>Schedule 1 – Application for a Temporary Resident Visa Made Outside of Canada (IMM 5257 – Schedule 1)</i></p>				
6	<p>Check the box to indicate if you have ever held a position of authority in any government or judiciary or political party (for example, civil servant, police officer, hospital administrator, elections official, managing director, judge, counsellor, member of parliament, mayor, etc.).</p> <p>If you checked "Yes" you may be required to complete <i>Schedule 1 – Application for a Temporary Resident Visa Made Outside of Canada (IMM 5257 – Schedule 1)</i>.</p>				
7	<p>Check the box to indicate if you have ever been involved in the commission of a war crime or crime against humanity, such as:</p> <ul style="list-style-type: none"> • willful killing, • torture, • attacks upon civilians or prisoners of war, • enslavement of civilians or prisoners of war, • starvation of civilians or prisoners of war, or • other inhumane acts committed against civilians or prisoner of war, or • deportation of civilians. <p>If you checked "Yes", you may be required to complete <i>Schedule 1 – Application for a Temporary Resident Visa Made Outside of Canada (IMM5257 – Schedule 1)</i>.</p>				
	<p>Refer to the following table in order to complete your form properly.</p> <table border="1"> <thead> <tr> <th>Step</th><th>Action</th></tr> </thead> <tbody> <tr> <td>1</td><td> <p>Once the application is completed, click on the "Validate" button located at the top or bottom of the form and print your application form. This will generate a barcode* page (page 5 of 5). When submitting your application, to ensure your encoded data is captured, you must include the last page (page 5 of 5) which contains your unique barcodes.</p> <p>*See image below:</p>  <p>Note: This barcode page will not appear if you fill out your application by hand.</p> </td></tr> </tbody> </table>	Step	Action	1	<p>Once the application is completed, click on the "Validate" button located at the top or bottom of the form and print your application form. This will generate a barcode* page (page 5 of 5). When submitting your application, to ensure your encoded data is captured, you must include the last page (page 5 of 5) which contains your unique barcodes.</p> <p>*See image below:</p>  <p>Note: This barcode page will not appear if you fill out your application by hand.</p>
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	<p>2 If you are 18 years of age or older, sign and date in the boxes provided at the bottom of the page.</p> <p>If you are less than 18 years of age, your form must be signed by one of your parents or a legal guardian.</p>	
<p>Note: By signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, accurate, and factual. If you do not sign and date the application form, it will be returned to you.</p>		

Family Information (IMM 5645)

Who needs to complete this form?

This form must be completed by each person, 18 years of age or older, applying for a Temporary Resident Visa, a study or work permit to come to Canada.

Section A

Write the personal details about:

- yourself,
- your spouse or common-law partner, if applicable,
- your mother,
- your father.

Include: full name, relationship, date of birth, marital status (married, single, widowed, common-law, divorced, separated, annulled marriage), present address and occupation (job), and whether they will come with you to Canada by checking "Yes" or "No".

If a person is deceased, indicate this under "Present address", and write the city and the date they died.

If not currently employed, please indicate whether that person is retired, studying, etc.

You must answer all questions. If a section does not apply to you, write "Not applicable" or "N/A".

Note: If you do not have a spouse or a common-law partner, read "Note 1", then sign and date the declaration at the end of Section A.

Section B

Write the personal details about your children. It is very important that you list all of your children even if they are already permanent residents or citizens of Canada. This includes:

- married children,
- adopted children,
- children of your spouse (step-children) or common-law partner,
- any of your children who have been adopted by others,
- any of your children who are in the custody of an ex-spouse, former common-law partner or other guardian.

Write full name, relationship, date of birth, marital status (married, single, widowed, common-law, divorced, separated, annulled marriage), present address and occupation (job), and whether they will come with you to Canada by checking "Yes" or "No".

If a person is deceased, indicate this under "Present address", and write the city and the date they died.

If not currently employed, please indicate whether that person is retired, studying, etc.

You must answer all questions. If a section does not apply to you, write "Not applicable" or "N/A".

Note: If you do not have children, read "Note 2", then sign and date the declaration at the end of Section B.

Section C

Write the personal details about your:

- brother(s),
- sister(s),
- half-brother(s) and half-sister(s),
- step-brother(s) and step-sister(s).

Write full name, relationship, date of birth, marital status (married, single, widowed, common-law, divorced, separated, annulled marriage), present address and occupation (job), and whether they will come with you to Canada by checking "Yes" or "No".

If a person is deceased, indicate this under "Present address", and write the city and the date they died.

If not currently employed, please indicate whether that person is retired, studying, etc.

You must answer all questions. If a section does not apply to you, write "Not applicable" or "N/A".

Section D

Signature

Sign and date in the boxes provided at the bottom of the page.

Note: By signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, accurate and factual. If you do not sign or date the form, your application will be returned to you.

Use of a Representative (IMM 5476)

Who may use this form?

Complete this form **only** if you:

- used the services of a representative to help you prepare or submit your application; or
- are appointing a representative; or
- are cancelling a representative's appointment.

If you have dependent children aged 18 years or older, they are required to complete their own copy of this form if a representative is also conducting business on their behalf.

What is a representative?

A **representative** is someone who has provided advice, consultation, or guidance to you at any stage of the immigration application process, or in an immigration proceeding. If someone represented or advised you to help you submit your application, then that person is your representative. A representative is also someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada (CIC) and the Canada Border Services Agency (CBSA).

When you appoint a representative:

- you also authorize CIC and CBSA to share information from your case file to this person;
- your application will not be given special attention nor can you expect faster processing or a more favourable outcome;
- the representative is authorized to represent you only on immigration matters related to the application you submit with this form;
- you can appoint only **one** representative for each application you submit;
- you are not obliged to hire a representative. We treat everyone equally, whether they use the service of a representative or not.



You must notify us if your representative's contact information changes or if you cancel the appointment of a representative.

Types of representatives

Family, friends, and non-profit groups often help applicants who feel the need for support and advice on immigration matters. You can appoint a representative who **does not** charge fees or receive any other compensation for providing immigration advice or services to represent you before CIC or the CBSA.

There are two types of representatives:

Uncompensated representatives include:

- friends and family members who do not, and will not, charge a fee or receive any other consideration for their advice and services;

- organizations that do not, and will not, charge a fee or receive any other consideration for providing immigration advice or assistance (such as a non-governmental or religious organization);
- consultants, lawyers and Quebec notaries, and students-at-law under their supervision, who do not, and will not, charge a fee or receive any other consideration to represent you.

Compensated representatives:

Compensated representatives charge a fee or receive some other form of consideration in exchange for the advice and representation that they provide. If you want us to conduct business with a compensated representative then they must be authorized by CIC.

It is important to know that anyone who represents or advises you for payment — or offers to do so — in connection with immigration proceedings or applications is breaking the law *unless* they are an authorized representative or they have a specific agreement or arrangement with the Government of Canada that allows them to represent or advise you. This applies to advice or consultation which happens before or after an immigration application is made or a proceeding begins.

Authorized representatives are:

- immigration consultants who are members in good standing of the Immigration Consultants of Canada Regulatory Council (ICCRC);
- lawyers and paralegals who are members in good standing of a Canadian provincial or territorial law society, and students-at-law under their supervision;
- notaries who are members in good standing of the *Chambre des notaires du Québec*, and students-at-law under their supervision.

If you appoint a compensated representative who is not a member of one of these designated bodies, your application will be returned. **For more information** on using a representative, visit our website at:
<http://www.cic.gc.ca/english/information/representative/index.asp>.

Question	Action
General Application Information	
	Check one box to indicate if you are appointing or cancelling the appointment of a representative.
Section A- Applicant Information	
1	Write your last name (surname) and given name(s).
2	Write your date of birth.
3	If you have already submitted your application write: <ul style="list-style-type: none"> • the name of office where the application was submitted; • location of office; • type of application you are sending.
4	Write your Citizenship and Immigration Canada Identification (ID) or Unique Client Identifier (UCI) number (if known).

Section B- Appointment of Representative	
5	Write your representative's full name If your representative is a member of the Immigration Consultants of Canada Regulatory Council (ICCRC), a law society or the <i>Chambre des notaires du Québec</i> , print his or her name as it appears on the organization's membership list.
6	Check one box to indicate if your representative is unpaid or paid. If your representative is paid write the membership ID number of: <ul style="list-style-type: none"> the Immigration Consultants of Canada Regulatory Council (ICCRC); or a Canadian provincial or territorial law society; or the <i>Chambre des notaires du Québec</i>.
7	Write your representative's contact information. Note: By indicating your representative's e-mail address, you are hereby authorizing CIC to transmit your file and personal information to this specific e-mail address.
8	Your representative must sign and date the declaration in order to accept responsibility for conducting business on your behalf.
Section C- Cancel the Appointment of a Representative	
9	Fill in this section if you wish to cancel the appointment of a representative. Write the representative's full name.
Section D- Your Declaration	
10	By signing, you authorize CIC to complete your request for yourself and your dependent children under 18 years of age. If your spouse or common-law partner is included in this request, he or she must sign in the box provided.

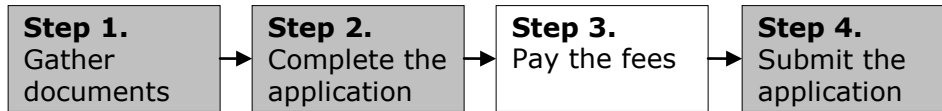
Release of information to other individuals

To authorize CIC to release information from your case file to someone other than a representative, you will need to complete the form *Authority to Release Personal Information to a Designated Individual* (IMM 5475) which is available:

- on our website at www.cic.gc.ca/english/information/applications/release-info.asp; **or**
- from Canadian embassies, high commissions and consulates abroad.

The person you designate will be able to obtain information on your case file, such as the status of your application. However, they will **not** be able to conduct business on your behalf with CIC.

Step 3. Pay the Fees



Fees

Use the table below to calculate the total amount of fees to be paid (all fees are in Canadian dollars). The fees must be included with your application.

Note: You may be required to pay fees in local currency.

Calculating your fees

Services*	Number of persons	Amount per person	Amount due
*Temporary Resident Visa – single entry		x \$75	
*Temporary Resident Visa – multiple entry		x \$150	
*Temporary Resident Visa – family rate		\$400	
Transit Visa	NO FEE		
*Subject to change at any time			
Total payment:			

Make sure that you are eligible before you pay, **and** gather all the documents requested before you submit the application.

The processing fee will not be refunded, regardless of the final decision. For example, being found ineligible for a temporary resident visa is part of the processing; the fees will not be refunded. If you apply again, you will have to pay another processing fee.

Payment method options

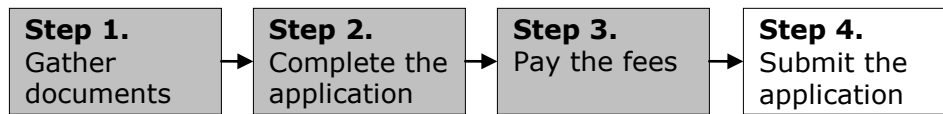
Check the [website](#) of the visa office responsible for the country or region where you live for more information on fees and acceptable methods of payment. For a list of visa offices, see:

<http://www.cic.gc.ca/english/information/offices/apply-where.asp>.

**Incorrect
fee payment**

Payment issue	CIC will ...
No fee included	<ul style="list-style-type: none">• return your application. <p>Note: Processing of your application will only begin after you return your application with requested fees.</p>
Insufficient fees included	<ul style="list-style-type: none">• inform you on how much and how to pay <p>Note: Processing of your application will only continue after you provide the correct fees.</p>
Overpayment of more than 5 Canadian dollars	<ul style="list-style-type: none">• start processing your application, and• send you a refund as soon as possible. <p>Note: In this case, you do not have to request a refund, it will be issued automatically.</p>

Step 4. Submit the Application



Where do I apply?

You must submit your application to the Canadian visa office or Visa Application Center (VAC) responsible for your area. Consult the relevant visa office or its website regarding accepted methods of submitting applications (for example, general mail, in person, by courier etc.) at:

<http://www.cic.gc.ca/english/information/offices/apply-where.asp>

Submit the document checklist

Make sure you complete the *Document Checklist* (IMM 5484) and include it with your application forms and supporting documents.

Sign the form



The application must be signed and dated before it is submitted.

If you are:

- **18 years of age or older**, sign and date in the boxes provided,
- **less than 18 years** of age, your form must be signed by one of your parents or legal guardian.

Note: If your application is not signed and dated, it will be returned to you.

Submit the application form

When submitting your application, to **ensure** your encoded data is captured, you must include the last page which contains your unique barcodes. See the image below:



Note: This page is only available when you complete your application electronically (on a computer).

What Happens Next

The application process

Submission

Completion check

Once you have submitted your application, CIC will check to determine that:

- all required application forms have been properly completed and submitted,
- the application processing fee has been paid, **and**
- all requested supporting documentation has been provided.

If your application package is incomplete:

- **CIC will return it to you,**
- no file will be created, **and**
- no record will be kept until a complete application has been submitted.

Processing

Review for decision

Your application will undergo a detailed review by an officer. The officer will consider all the information and documentation you have provided, and will assess it and will decide if an interview is necessary. If so, you will be informed of the interview date, time and place.

If your application is refused, your passport and documents will be returned to you with an explanation of why your application was refused.

Note: If we suspect that fraudulent documents were submitted, they will not be returned.

If your application is approved, your passport and documents will be returned to you with the requested visa.

Arrival in Canada

A valid Temporary Resident Visa is not a guarantee of entry into Canada. An officer at the port of entry will decide if you still meet the requirements for admission when you arrive.

If there has been a change in circumstances between the date of your application for a visa and your arrival in Canada, or if subsequent information is given which was not originally available to the visa office,

you may be refused entry.

When you arrive in Canada, the officer at the port of entry will determine whether you may enter Canada and how long you may stay. You must leave Canada on or before the date set by the officer or have your status extended by an officer in Canada. **The stamp placed in your passport by a Canadian official is valid for six (6) months unless otherwise amended by an officer.**

Factors that can facilitate processing

There are certain things you can do to help ensure that your application is processed as fast as possible:

- make sure that all the documentation and information requested are **provided with your application**,
 - advise the visa office, where you submitted your application, of any change to your contact information. This includes:
 - mailing address
 - telephone number
 - facsimile number (fax)
 - e-mail address
-

Factors that may delay processing

The following factors may **delay** the processing of your application:

- unclear photocopies of documents,
 - verification of information and documents provided,
 - a medical condition that may require additional tests or consultations,
 - a criminal or security problem,
 - If consultation is required with other offices in Canada and abroad.
-

Current processing times



Canadian visa offices receive large volumes of applications in the temporary residence categories, therefore processing times may vary from visa office to another. Processing times can be found on our **website** at:

<http://www.cic.gc.ca/english/information/times/temp/visitors.asp>

Protecting your information

Your personal information is:

- only available to Citizenship and Immigration Canada(CIC) and Canadian Border Services Agency (CBSA) employees who need to see it in order to provide the services to you, **and**
- not disclosed to anyone else without your written consent, unless authorized by the provisions of the *Privacy Act*.



You can obtain additional information on the protection of your data by consulting the **Frequently Asked Questions** (FAQ) on our website at:

<http://www.cic.gc.ca/english/department/atip/faq.asp>

Quality Assurance Program

Our Quality Assurance Program randomly selects applications for a special review. If selected you will be asked to attend an interview with a Citizenship and Immigration official so that we can verify that :

- the documentation you submitted is accurate,
- your application has been completed properly.

Note: You will be notified in writing should your application be selected.

Online services

For more information on the programs offered by Citizenship and Immigration Canada, visit our website at www.cic.gc.ca.

How to Contact CIC

The table below shows the ways you can contact CIC.

Website	www.cic.gc.ca
Outside Canada	<p>Contact a visa office at a Canadian:</p> <ul style="list-style-type: none">• Embassy,• High Commission, or• Consulate. <p>Consult the local phone pages or the Citizenship and Immigration website for addresses, phone numbers and website links at :</p> <p>http://www.cic.gc.ca/english/information/offices/apply-where.asp</p>



This is not a legal document. For legal information, refer to the *Immigration and Refugee Protection Act (IRPA)* and the *Immigration and Refugee Protection Regulations* or the *Citizenship Act* and *Citizenship Regulations*, as applicable.

Appendix A - Photo Specifications

TAKE THIS INFORMATION SHEET WITH YOU TO THE PHOTOGRAPHER

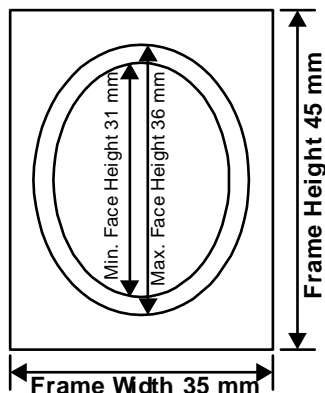
Requirements

Provide **two photos** of yourself with your application.

Your photos must comply with the specifications below. If the photos do not meet the specifications, you will have to provide new photos before your application can be processed.

Specifications

- The photos must be identical and taken within the last six months. They may be either black and white or colour.
- The photos must be clear, well defined and taken against a plain white or light-coloured background.
- If the photos are digital, they must not be altered in any way.
- Your face must be square to the camera with a neutral expression, neither frowning nor smiling, and with your mouth closed.
- You may wear non-tinted or tinted prescription glasses as long as your eyes are clearly visible. Make sure that the frame does not cover any part of your eyes. Sunglasses are not acceptable.
- A hairpiece or other cosmetic accessory is acceptable if it does not disguise your normal appearance.
- If you must wear a head covering for religious reasons, make sure your full facial features are not obscured.



The frame size must be 35 mm X 45 mm (1 3/8" X 1 3/4").

The photos must show the full front view of the head, with the face in the middle of the photo, and include the top of the shoulders.

The size of the head, from chin to crown, must be between 31 mm (1 1/4") and 36 mm (1 7/16").

Crown means the top of the head, or (if obscured by hair or a head covering), where the top of the head or skull would be if it could be seen.

To avoid delays, make sure your photos meet these specifications.