



APPLICATION FOR A TEMPORARY RESIDENT VISA

CHECKLIST FOR VISITORS, BUSINESS VISITORS, SEAMEN & RELIGIOUS WORKERS

- Consult our website for forms and instructions: <http://www.canadainternational.gc.ca/india-inde/index.aspx?lang=eng>
- Any document not in English or French must be accompanied by a translation.
- 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.
- When submitting your completed and signed application form, be sure to include the last page (page 5 of 5) that will contain your data in barcodes in 02 copies.

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| You must submit the following: | ✓ |
| <ul style="list-style-type: none"> • Application for a Temporary Resident Visa made Outside of Canada (IMM 5257) • Family Information from (IMM 5645). • Add any required supplementary forms. | |
| Two passport photographs for each applicant. Write the name and birth date of the individual on the back. | |
| Processing fee – ensure that you have paid the correct non-refundable fee. | |
| Valid passport from each person requiring a visa. The validity of a visa cannot go beyond the validity of the passport. Include all cancelled or expired passports , if applicable. | |
| <p>Use of a Representative form (IMM 5476) if someone is assisting you in completing your application or you would like someone to do business with our office on your behalf.</p> <p>Proof of Employment such as:</p> <ul style="list-style-type: none"> • Letter from employer confirming salary and length of employment and/ or employment contract. • Leave granting letter from employer • Salary statements. • Business licenses and/or registration. <p>Proof of Personal Funds such as:</p> <ul style="list-style-type: none"> • Income Tax Returns from the past two years and/or bank statements from the past six months. <p>NEW: In order to ensure timely processing you must include a one page summary of the financial information you are submitting.</p> <p style="text-align: center;"><i>DO NOT SUBMIT ADDITIONAL DOCUMENTS UNLESS REQUESTED.</i></p> | |
| If applicable, please also submit: | ✓ |
| <p>For business visitors:</p> <ul style="list-style-type: none"> • Letter of invitation from the Canadian Business. • Proof of ongoing business activities between the Canadian company and applicants such as contracts, shipping orders, invoices and/ or bills of lading. | |
| <p>For visits to Family and/or Friends* :</p> <ul style="list-style-type: none"> • Letter of invitation and/or statutory declaration (affidavit) of support. See http://www.cic.gc.ca/english/visit/letter.asp for more information on the letter of invitation. • Proof of immigration status of inviter (copy of Canadian permanent resident card, passport, citizenship card or work/study permit). • Financial documentation of the inviter (Notice of Assessment, T4, proof of employment, bank statement). <p>*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.</p> | |
| <p>For Tourist visitors:</p> <ul style="list-style-type: none"> • Detailed itinerary including proof of air ticket and hotel booking. | |
| <p>For Seamen:</p> <ul style="list-style-type: none"> • Copy of Seaman’s Book. • Cover letter from employing company that includes local phone number and address. | |
| <p>For Religious Workers:</p> <p>Invitation letter from host organization.</p> <ul style="list-style-type: none"> • Relevant educational, training and employment documentation. | |
| <p>Minor children traveling with one parent:</p> <p>Notarized consent for minor to travel and passport copy from non-accompanying parent.</p> | |