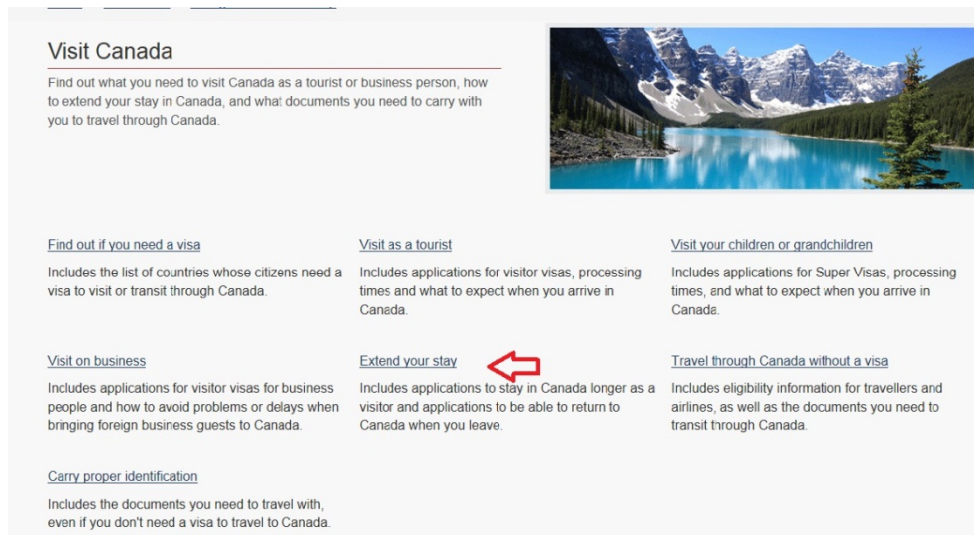
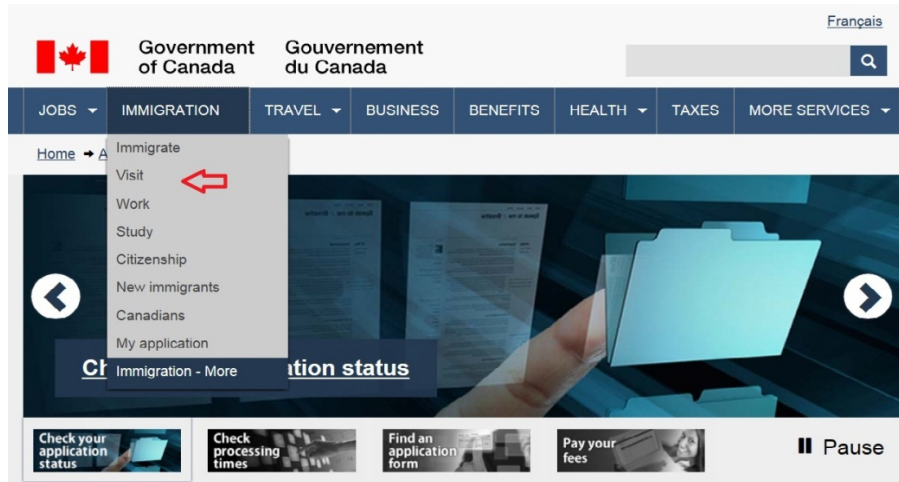


TEMPORARY RESIDENT VISA – HOW TO APPLY

<http://www.cic.gc.ca/english/visit/index.asp>

If you are from a non-waiver country then you will require a temporary resident visa to re-enter Canada as your study or work permit does not authorize re-entry.



► Applying

Check the processing times on CIC's website to help you decide whether to make an online or paper application.

<http://www.cic.gc.ca/english/information/times/temp.asp> Processing times are subject to change without notice. If you have a valid study permit or work permit you can apply for your temporary resident visa from within Canada.

*There is often confusion between a Temporary Resident Visa [TRV] and Temporary Resident Permit [TRP]. A TRV is a travel document used to enter Canada, whereas a TRP allows an applicant to overcome a ground of inadmissibility to Canada. In most cases you will be applying for the **Temporary Resident Visa**.*

Visit Canada
Find out if you need a visa
Visit as a tourist
Visit your children or grandchildren
Visit on business
Extend your stay
Apply
Transit without a visa

Extend your stay in Canada as a visitor

If you want to extend your stay in Canada, you must apply to do so. Check your temporary resident visa to make sure you apply before the expiry date. You should apply **30 days** before your status expires to:

- extend your visitor, student or work status,
- change your permit type (for example, from a student permit to a work permit) or
- change your permit condition (for example, if you are studying and you want to change schools, or if you are working and you want to change jobs).

Find out how to [extend your visitor visa](#).

Implied status


If you apply to extend your permit, and your visitor visa expires while you are waiting for a decision, you still have temporary resident (visitor) status. This is known as implied status.

Working or studying in Canada

Most visitors to Canada cannot work or study in Canada without a permit.

You must apply for a work or study permit before you come to Canada. If you are visiting Canada and you want to work or study, you must leave Canada and apply from **your home country**. In some cases, you are allowed to work or study without a permit. For more information, see:

- [Study in Canada](#)
- [Work in Canada](#)

Getting a visitor visa from within Canada 

If you are currently a temporary resident in Canada with a valid status (i.e. study or work permit), you can [apply for a new visitor visa to return to Canada before you leave](#).

When to Apply

You should apply to extend your temporary resident visa well in advance of any anticipated travel outside of Canada. Otherwise your application may not be finalized in time and you may be unable to re-enter Canada. You can check current processing times to assist you in determining when to apply.

Processing

To make sure your application is not delayed:

- **pay your fee a few days before you mail your application** (financial institutions and credit card companies may need up to five business days to validate your payment),
- **apply at least two months before** you plan to leave Canada and 
- **fill out the new [2D barcode form](#) online** (if you fill out the application by hand, it will take longer to process).

How to Apply:

- Online <http://www.cic.gc.ca/ctc-vac/cometocanada.asp>
- Paper application sent to Case Processing Centre in Ottawa, Ontario
 CPP – Ottawa
 Temporary Resident Visa Section
 365 Laurier Avenue West
 Ottawa, ON K1A 1L1

Apply for a new temporary resident visa from within Canada

If you are a temporary resident in Canada with valid status (that is, you have a valid study permit or work permit), you can apply for a new temporary resident visa to return to Canada before you leave.

You can apply in Canada if:

- you are a legally admitted
 - student or
 - temporary foreign worker
- in Canada with a Canadian residential address,
- your current temporary resident status is still valid, and your existing visa counterfoil is expired or was valid for only one entry, and
- you need a new temporary resident visa to return to Canada in the near future.

If this does not apply to you, see our general instructions on [how to apply](#).

If this does apply to you, follow these steps.

1. Decide how you will apply
You can apply online or on paper.

Apply online

You must have:

- access to a scanner or camera to make electronic copies of your documents to upload, and
- a valid credit card to pay with.

[Determine your eligibility and apply online.](#)

Note: If you provide an email address on your application, please ensure you check it regularly for automated emails from CIC regarding your case. Some spam filters block these emails, and clients are requested to ensure emails from CIC are not blocked. If you are unsure whether emails from CIC are being sent, please check your myCIC account on a regular basis.

Apply on paper

Please follow steps 2 to 4 below:

- ▶ 2. Get the application package

1. Online Application Procedure

If you are considering applying online, you should complete the online eligibility questionnaire in order to ensure that you are eligible to apply online. <http://onlineservices-servicesenligne.cic.gc.ca/eapp/eapp.do>

Also note that for an online application you must have a valid credit card (Visa, MasterCard or American Express) and also be able to scan and upload the required documents.

Government of Canada / Gouvernement du Canada

Home → All services → Immigration & citizenship

Do you want to come to Canada, or extend your stay?

Please note the new fees for the Temporary Residents Program and adult citizenship applications.

Step 1: Find out if you are eligible to apply

Do you want to work, study, visit, travel through or live permanently in Canada?

Answer a few questions to find out what immigration programs you can apply for. Each immigration program has different application and eligibility requirements. You will need about 10-15 minutes to complete the questionnaire.

You may be asked questions about your:

- nationality
- age
- language ability
- family members
- education
- work experience
- income and/or net worth
- details on any job offer

Based on your answers, we will tell you what programs you are eligible to apply for.

Step 2: Fill out your application and gather your supporting documents

If you are eligible to apply for permanent residence, we will provide you the steps you need to submit an application.

If you are eligible to apply for temporary residence in Canada (visitor visas, study and work permits) we will ask you a few more questions and we will give you a list of documents you will need to submit with your application. This is your document checklist.

Print your document checklist for your reference.

Once you have your documents and application form ready, you can submit your application to CIC. Some applicants may need to get a medical exam and/or police check before submitting their application.

Step 3: Submit your application

Submitting an application online

For some programs, you can submit your application online. To apply online, you will need a credit card and the ability to create electronic copies of your supporting documents, using a scanner or camera.

You will receive a personal checklist code, shown on your document checklist. Your personal checklist code will be valid for 60 days. Do not lose this number. You will need it to submit your application online.

When you are ready to apply, the next step is to create a MyCIC account. This is where you will enter your personal checklist code. The steps to apply are outlined on your document checklist.

If you are returning and already have a personal checklist code, find out how you can [continue your application online](#).

Submitting an application on paper

For some programs, or if you don't have a credit card or the ability to create electronic copies for your supporting documents, you must submit an application on paper. The instructions on how to apply will be on your document checklist.

[Start my application](#)

Important: This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an immigration officer in accordance with the Immigration and Refugee Protection Act, without regard to any outcome you attain through this questionnaire. [Read the full notice.](#)

Date Modified: 2014-02-03

[Feedback](#) [Share this page](#)

Find Out if You're Eligible to Apply

* All fields are mandatory

What would you like to do in Canada? ?

Please make a selection

How long are you planning to stay in Canada?

Please make a selection

What is the country of nationality of your passport? ?

Please make a selection

What is your current country of residence?

If you are presently in Canada, you should select Canada. ?

Please make a selection

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older?

Please make a selection


What is your date of birth? ?

Select Day Select Month Select year

Exit Questionnaire

Next

Work your way through the questionnaire; if you are uncertain as to how to answer a question click on the ? icon for an explanation. When you reach the *Your Results* page scroll down until you see the *continue* button for Visitors (in Canada). Continue through the questionnaire process. When asked to *Review Your Answers* make sure that you have answered everything correctly. If

you need to modify your answers click on the  symbol. When you reach the *Checklist of Required Documents*, page follow the required steps.

Visiting Canada – Your personal checklist

Based on your answers, you may be eligible to come to Canada as a visitor.

To apply online, you will need this personal checklist code: **CV7084749739**

Step 1: **Record your personal checklist code.** This code will expire on Tuesday April 29 2014 10:16:18 PM GMT. It is valid only for this application. When you return to the CIC site to apply online, you will need to enter your personal checklist code. We will use this code to retrieve the list of documents you need to submit with your application.

Step 2: **Print this page.** You will need this information to apply.

Step 3: **Read the application guide.** Application guides can be found at: <http://www.cic.gc.ca/english/information/applications/index.asp>

Step 4: Gather these documents and complete the application forms:
[Are you having difficulty downloading a form?](#)
Versions of application forms for study permits, work permits and temporary resident visas dated July 2013 (07-2013) or after can only be uploaded to MyCIC.

Step 5: Register / log in to submit your online application.
To apply online, you'll need an electronic "key" for secure access.

- [Register to get a key](#) if you are a new user. Register here: <http://www.cic.gc.ca/english/e-services/mycic.asp>
- [Login to your account](#) if you are a returning user. Login here: <http://www.cic.gc.ca/english/e-services/mycic.asp>

Step 6: When you are logged in to your electronic credential (known as your key), you'll be automatically directed to CIC's online services called MyCIC.
You will be prompted to register enrol for an account if you are a first time user. Returning users will be directed straight to their account.
Once you are logged into MyCIC, then select "Visitor visa, study and/or work permit" to continue.

Step 7: Enter your **personal checklist code**
After you select "Visitor visa, study and/or work permit", you will be asked to enter your personal checklist code. A personal checklist code is located at the top of this personal checklist and looks like this: **QK4350881372**.

Step 8: Once you have entered your personal checklist code, you will be guided through the following steps to complete your application:

- Upload your documents
- Review your application
- Pay with a credit card
- Submit your application

Step 9: After you submit your payment, you will see a page that confirms that your application has been submitted. It will have more information on next steps. Shortly after you submit, you will also receive a confirmation message in your MyCIC account.

Important: This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an immigration officer in accordance with the Immigration and Refugee Protection Act, without regard to any outcome you attain through this questionnaire. [Read full notice](#)

If you decide to submit your application online, and this is the first time that you are doing so, you will be prompted to create a MyCIC account. If you have already created a MyCIC account, you can go ahead and login.

How to Create a MyCIC account

1. Register using a Sign-in Partner (SecureKey Concierge) or by using a GCKey.	
Sign-in Partner	GCKey
<ul style="list-style-type: none"> • Allows you to log into the site using your online banking or credit card information. Currently this option is only available to those who bank with: BMO Financial, Scotiabank, TD Canada Trust, ING Direct, and Choice Rewards MasterCard. 	<ul style="list-style-type: none"> • Create a User ID, Password and a series of recovery questions with answers and hints • Save this information in a secure location
2. When creating your MyCIC account you MUST answer "YES" to the question "Do you have a client ID or UCI?" Your client ID/UCI is the 8 digit number located in the upper right hand portion of your study permit.	

3. Continue with the enrolment procedure.

4. Obtain a personal checklist code. Record this information for future use.

Uploading Your Documents

You will be prompted to upload the completed application form IMM 5257 as well as the other required documents.

From your Humber SRS account you will need to request a Confirmation of Enrolment Letter as well as a transcript. Please allow sufficient time for these documents to be mailed to the address listed on your SRS account. Upload your passport or travel documents, e.g., passport pages, entry visa, stamps made by Immigration Canada or the Canada Border Services Agency, study permit and any work permits. Scan these items into one document, not a separate page for each of them. Make sure that you upload all of the required documents. If your application is incomplete your request may be denied.

To upload your documents you will need to scan the information and save it in the specified file formats. Acceptable formats for saving your information are: PDF, JPG, TIFF/PNG or DOC/DOCX. If you have problems scanning your information please go to one of the computer labs for assistance. The file size cannot be larger than 4 MB.

Payment

There is a \$100 charge for a temporary resident visa. If you cannot pay your fees by credit card, you cannot apply online and you should submit a paper application instead.

Completing Form IMM 5257: Application for Visitor Visa (Temporary Resident Visa)

- When completing the application you will need to have your passport and current study permit handy.
- The form is a fillable PDF form which means you can type your answers; do not fill it by hand.
- There are a series of drop-down boxes throughout the form; use those boxes rather than creating your own answers.

Some areas that cause confusion are:

Question	Response
UCI	Client ID or UCI (Unique Client Identifier) found on study permit
Visa requested	Multiple or single
Family name	If you do not have a family name on your passport enter your given name(s) in this box and leave the given name box blank
Current country of residence date "to"	Expiry date of your study permit
Native language	Your first language
Document number	Appears on your study permit
Purpose of my visit	Returning student
Name, address and relationship of any person(s) or institution(s) I will visit	Humber and full address of Humber. Your relationship is student.
Education	Answer "yes"; type in Humber's information unless you already have a degree or diploma; under "field and level of study" answer both portions of this question
Employment	If you have never been employed, type in that you are a student and include Humber's information; if you are, or have been employed in the past include that information here including any employment in your home country
Background Information	You must respond to ALL of these questions

2. Paper Application Procedure

- Complete application form IMM 5257
- Collect documents
- Complete form **IMM 5721: Document Checklist – For a Temporary Resident Visa – In Canada Applicant**. Ensure that you include ALL of the relevant documents listed in that form in your application. Submit original copies of transcripts and confirmation of enrolment letters. Also include: stamped or internet receipt showing payment has been made, and your passport or travel documents, e.g., passport pages, entry visa, stamps made by Citizenship and Immigration Canada or the Canada Border Services Agency, study permit and any work permits.
- Review application, validate and sign form
- Pay the processing fee
- Make a copy of your entire application package to keep for your records
- Submit application

Use Canada Post's XpressPost service or that of another courier company so that you have proof that you mailed your application and can track whether it was delivered. The application package is to be sent to:

CPP – Ottawa
Temporary Resident Visa Section
365 Laurier Avenue West
Ottawa, ON K1A 1L1

Mailing instructions

- Buy two prepaid 24 x 32 cm Xpresspost–National envelopes at any Canada Post retail outlet.
- Put one envelope in the other envelope. We will use the second envelope to return your passport and other documents to you.
- Add the documents you are sending that support your application.
- Put your full mailing address in the "Deliver To" field and the [Case Processing Centre–Ottawa](#) post office box address in the "Return Address" field.
- Note the tracking number for each envelope.
- If you do not send a second prepaid Xpresspost envelope, we will return your passport by regular mail. Our office is not responsible for items lost in the mail.
- We will only return your passport through regular mail or a prepaid Xpresspost envelope. (If you include a prepaid envelope from a private courier company, we will not use it.)
- You cannot apply through the CPC-O office if you do not live in Canada.

Send your package to:

[Case Processing Centre–Ottawa Office](#)

*This handout was prepared by Humber College in collaboration with Aisling Bondy, Barrister & Solicitor of Bondy Immigration Law [www.bondyimmigration.com] and Asiya Hirji of Mamann Sandaluk & Kingwell [www.migrationlaw.com]. **This handout is for informational purposes only and does not constitute legal advice.** Immigration laws and procedures change frequently, and so the requirements and procedure for applying for your work permit may have changed since this handout was prepared. This handout was prepared on March 17, 2014. This handout is intended for students of Humber College; the information contained herein may not be applicable to students at other academic institutions.*