

VISA Application Checklist

Assemble **COPIES** of all your documents as listed below. Check each applicable item on the checklist and attach the checklist to your application form.

1 COMPLETED AND SIGNED APPLICATION FORM (IMM5257)	9
<p>-You must staple 2 recent passport-sized photos of each person included in the application, with name and date of birth written on the back. Men must not wear any head covering.</p> <p>Please ensure you include a telephone and/or fax number on the application so we can contact you if necessary.</p> <p>- You, your spouse, and your children who are less than 18 years old may be included in the same application.</p> <p>- Separate application needs to be filled for each child over 18 years old.</p>	
2 SUPPLEMENTARY INFORMATION FORM	9
<p>Complete the supplementary information form.</p>	
3 FEE PAYMENT	9
<p>Please refer to Cost Recovery Instructions</p> <p>* FEES ARE NON-REFUNDABLE REGARDLESS OF THE OUTCOME OF THE APPLICATION.</p>	
4 VALID PASSPORT OR TRAVEL DOCUMENTS.	9
<p>You must include your original passport or travel document with your application. Alternatively, if you can not leave your passport with us for the 15 days processing period, you must submit a photocopy of all pages in your passport, including blanks.</p> <p>* PLEASE NOTE THAT THE VISA VALIDITY WILL NOT BE LONGER THAN THE VALIDITY OF YOUR PASSPORT.</p>	
5 PROOF OF FUNDS	9
<p>Documentary proof of sufficient funds (e.g. bank statements showing transactions for several months / fixed deposit certificates, etc).</p>	
6 EMPLOYMENT LETTER	9
<p>A letter from your employer stating position, salary, length of service & dates of contract.</p>	
7 BUSINESS / TRADE LICENCE	9
<p>If you are <u>self-employed</u>, a copy of your business/trade licence is required.</p>	
8 INVITATION FROM RELATIVES OR FRIENDS	9
<p>If you are visiting friends or relatives in Canada, a letter, e-mail or fax of invitation must be submitted together with proof of their status in Canada (i.e. copy of their immigrant visa (IMM 1000).</p> <p>* PLEASE NOTE: DO <u>NOT</u> HAVE RELATIVES OR FRIENDS SEND THE INVITATION DIRECTLY TO THE EMBASSY.</p>	

9 BUSINESS INVITATION

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If you are travelling to Canada for business purposes, a letter or fax of invitation from the Canadian firm(s) you will visit must be submitted together with the other required documents.

*** PLEASE NOTE: DO NOT HAVE FIRM(S) SEND THE INVITATION DIRECTLY TO THE EMBASSY.**

10 CHILDREN LESS THAN 18 YEARS

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- A letter of consent from both parents if children are travelling without their parents.
- A letter of consent from the other parent if travelling with one parent.

NOTES

- Applications submitted in person are usually processed within 15 days, unless additional information is requested.
- Applications submitted by courier or mail are usually processed within 15 days from the date we receive the application.
- Personal servants accompanying their employers to Canada may be issued a visitor visa to perform his/her regular duties with his/her employer while the employer visits Canada for no longer than eighty nine days, and must meet normal visitor criteria. Servants who will be with their employers in Canada for ninety days or more must apply for a "Work Permit" and must meet the conditions of the Government of Canada's "Live-in-Caregiver Program".
- * Please ensure that **your application is complete and that all required documents are provided.** Incomplete applications will be **returned unprocessed.**
- * **The embassy reserves the right to request a personal interview or any other document it deems necessary. Moreover, the submission of an application with all the required documents does not ensure that a visa will be issued. Visa issuance is at the total discretion of the embassy.**