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# IMMIGRATION Canada

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## Temporary Resident Visa

### Colombo Visa Office Instructions

**For the following countries:**

Maldives, Sri Lanka



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**Document Checklist – Temporary Resident  
Visa**

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

**Cette trousse est également  
disponible en français**

**Application for a Temporary Resident Visa – checklist**

- This checklist should be used in conjunction with the IMM 5484 Document Checklist for a Temporary Resident Visa.
- Any document not in English or French must be accompanied by a translation.
- Failure to submit all required documentation may result in refusal or processing delays.
- False statements or submission of fraudulent documents will result in refusal.
- When submitting your completed and signed application form, be sure to include the barcode page.
- Please provide only photocopies of all documents, as we do not guarantee the return of any original documents. However, note that we reserve the right to request the original of any document provided.
- Accompanying spouse and children of all ages must submit their own application forms.

<b>All applicants should submit the following documents:</b>	✓
<b>Original, valid passport</b> , as well as a photocopy of the biodata (photo) page. Include all cancelled or expired passports, if applicable. The passport should be valid for the duration of proposed travel, as the validity of visa cannot exceed the validity of the passport.	<input type="checkbox"/>
<p><b>Minors travelling alone</b> or with a person other than their parents or legal guardians should have a letter of authorization signed by both parents and legal guardians. It should also include the name of the adult who will be responsible for the children in Canada, evidence of their status in Canada and their full contact details. The birth certificate of the child should be provided.</p> <p><b>Minors travelling with only one parent or legal guardian</b> should have a letter of authorization from the non-accompanying parent or guardian as well as a copy of the birth and marriage certificates of the child and both parents.</p> <p><b>A copy of the page of the passport or other government-issued identification document showing the name, photo and signature of each non-accompanying parent should be submitted with the application.</b></p> <p><b>These documents should be available for presentation at the Canadian Port of Entry.</b></p>	<input type="checkbox"/>
If you have answered “yes” to any of the background information questions on the application form, provide a completed and signed <b>Schedule 1</b> form (Application for Temporary Resident Visa – IMM 5257B) and include it with your application.	<input type="checkbox"/>
<b>Family Information Form (IMM 5707)</b> fully completed, dated and signed.	<input type="checkbox"/>

<b>CAN+ If you have travelled to Canada in the last ten (10) years or currently hold a valid United States non-immigrant visa</b> and can provide proof (entry stamps in passport, proof of the valid visa), no proof of financial support is needed.	<input type="checkbox"/>
<p><b>For all others, provide proof of financial support</b> to cover the expenses for the duration of your visit:</p> <ul style="list-style-type: none"> <li>• Copies of bank statements or bank book covering the past three months.</li> <li>• Any additional relevant documentation (employment letter, pay slips, proof of pension, business registration, investments, etc.)</li> </ul> <p><b>If you are not paying for your own trip:</b></p>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>• Provide a letter signed by the person paying and a photocopy of their passport, or other official identification with photo and a bank certificate proving that they have sufficient funds.</li> <li>• Describe how this person is related to you.</li> <li>• These documents must be dated within three months of the date on which the application is submitted.</li> </ul>	
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<b>Visiting family or friends:</b>	✓
<b>If you are employed:</b> A signed original letter on company letterhead from your employer granting leave of absence. This letter must include the following information: <ul style="list-style-type: none"> <li>• your name and position;</li> <li>• your current salary;</li> <li>• your date of hire;</li> <li>• your employer’s name, address and telephone number.</li> </ul>	<input type="checkbox"/>
<b>If you are a self-employed business operator:</b> Business registration documentation.	<input type="checkbox"/>
<b>If you are retired:</b> A retirement certificate indicating amount of your pension.	<input type="checkbox"/>
<b>If you are a student traveling outside of school holidays:</b> An original letter from your school confirming that you are enrolled and in good standing and that the school has approved your absence.	<input type="checkbox"/>
<b>Information on the inviter in Canada</b> <ul style="list-style-type: none"> <li>• Letter of invitation from the inviter indicating the purpose and duration of the visit;</li> <li>• A list showing the number of people in the inviter’s household;</li> <li>• A copy of the inviter’s immigration status or citizenship documents;</li> <li>• Proof of inviter’s income and financial situation including but not limited to Notice of Assessments (NOA), employment letters, pay stubs, bank statements;</li> <li>• If the inviter is a student in Canada, a letter of acceptance or good standing from the school.</li> <li>• If visiting family, proof of relationship with the inviter in Canada (examples: copy of birth certificate, copy of marriage certificate, etc.).</li> </ul>	<input type="checkbox"/>

<b>Tourists:</b>	✓
<b>Detailed itinerary</b> including proof of air ticket and hotel booking.	<input type="checkbox"/>
<b>If you are employed:</b> A signed original letter on company letterhead from your employer granting leave of absence. This letter must include the following information: <ul style="list-style-type: none"> <li>• your name and position;</li> <li>• your current salary;</li> <li>• your date of hire;</li> </ul>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>• your employer’s name, address and telephone number.</li> </ul>	
<p><b>If you are a self-employed business operator:</b> Business registration documentation.</p>	<input type="checkbox"/>
<p><b>If you are retired:</b> A retirement certificate indicating amount of your pension.</p>	<input type="checkbox"/>
<p><b>If you are a student traveling outside of school holidays:</b> An original letter from your school confirming that you are enrolled and in good standing and that the school has approved your absence.</p>	<input type="checkbox"/>
<p><b>Proof of previous travel</b> (previous passports)</p>	<input type="checkbox"/>

<p><b>Super Visa (if you are visiting children or grandchildren who are citizens or permanent residents of Canada for an extended stay of up to 2 years):</b></p>	✓
<p><b>Required Documents from the applicant:</b></p> <p><b>Evidence of private medical insurance</b></p> <ul style="list-style-type: none"> <li>• From a <b>CANADIAN</b> insurance company;</li> <li>• Valid for a minimum of 1 year from the date of entry;</li> <li>• Provides minimum \$100,000 coverage.</li> </ul> <p><b>Proof of having undergone a medical examination from one of the panel physicians for Sri Lanka and Maldives.</b></p> <p>You must inform the panel physician that you intend to be a visitor to Canada. When visiting the panel physician you will be required to bring the following documents:</p> <ul style="list-style-type: none"> <li>• 5 photos meeting the photograph specifications;</li> <li>• photo identification;</li> <li>• a photocopy of your passport bio-data page.</li> </ul> <p>After the completion of your medical examination, the panel physician will provide you with one copy of your medical examination form. Submit this form with your super visa application.</p>	<input type="checkbox"/>
<p><b>Required documents from your inviter:</b></p> <ul style="list-style-type: none"> <li>• A written and signed invitation letter promising financial support for the duration of your visit;</li> <li>• A list showing the number of people in the inviter’s household;</li> <li>• A copy of the inviter’s citizenship or immigration status document;</li> <li>• A copy of the inviter’s birth certificate to establish relationship.</li> </ul> <p><b>Proof of the inviter’s ability to provide promised financial support</b> including but not limited to:</p> <ul style="list-style-type: none"> <li>• Notice of Assessment (NOA) for the past three tax years;</li> <li>• employment letter identifying salary;</li> <li>• pay stubs, bank statements, etc.</li> </ul>	<input type="checkbox"/>

<b>Business (company to company international business activities, trade shows, attending conferences):</b>	✓
<p><b>Company to company international business activities:</b></p> <p><b>Invitation letter</b> must come from the party in Canada with whom you will conduct direct business. This letter must include:</p> <ul style="list-style-type: none"> <li>• the company name;</li> <li>• full name of the inviter and title;</li> <li>• business address, email, website address, telephone and fax numbers;</li> <li>• a brief summary of the reasons for the invitation including: <ul style="list-style-type: none"> <li>○ details of the business activities;</li> <li>○ duration of trip;</li> <li>○ statement specifying who will be responsible for all expenses related to the trip.</li> </ul> </li> </ul> <p><b>Letter from your employer, confirming the following:</b></p> <ul style="list-style-type: none"> <li>• your employment and title;</li> <li>• the purpose of your trip;</li> <li>• the full name of the company;</li> <li>• company contact, address, telephone and fax number.</li> </ul>	<input type="checkbox"/>
<p><b>If you are attending a trade show or other business conference:</b></p> <ul style="list-style-type: none"> <li>• A letter from the conference organizer confirming your registration;</li> <li>• Letter from your employer, confirming: <ul style="list-style-type: none"> <li>○ your employment and title;</li> <li>○ the purpose of your trip;</li> <li>○ who is covering the expenses;</li> <li>○ the full name of the company;</li> <li>○ company contact, address, telephone and email.</li> </ul> </li> </ul>	<input type="checkbox"/>
If you are travelling on an <b>official passport</b> , an official note from the Ministry of Foreign Affairs (Sri Lanka or Republic of Maldives) supporting the intended visit.	<input type="checkbox"/>
Bank documents showing financial history over several months. Supporting evidence of employment such as employment letters and pay stubs.	<input type="checkbox"/>
<b>Returning students to Canada (holding a valid study permit):</b>	✓
<p>Proof of good standing at the school where you are studying, such as:</p> <ul style="list-style-type: none"> <li>• Transcripts showing academic performance;</li> <li>• Tuition receipts</li> <li>• Letter of good standing and anticipated return.</li> </ul>	<input type="checkbox"/>
<b>Returning workers to Canada (holding a valid work permit):</b>	✓
<p>Signed letter from your employer in Canada confirming ongoing employment. This letter must include:</p> <ul style="list-style-type: none"> <li>• your employer's name and address;</li> <li>• your employer's telephone and fax number;</li> <li>• your position;</li> <li>• your salary;</li> <li>• your date of hire.</li> </ul>	<input type="checkbox"/>
Supporting evidence of this employment such as pay stubs and bank statements.	<input type="checkbox"/>

<b>Seamen:</b>	✓
Copy of Seamen's Book.	<input type="checkbox"/>
Employment contract, agreement or a letter from the foreign shipping company or employer with contact information.	<input type="checkbox"/>
Invitation letter from the Canadian shipping agent.	<input type="checkbox"/>
Reference letter from the local shipping agent in Sri Lanka or Maldives.	<input type="checkbox"/>
<b>Religious workers:</b>	✓
Invitation letter from Host organization in Canada.	<input type="checkbox"/>
Letters of reference from organizations in Sri Lanka or Maldives.	<input type="checkbox"/>
Supporting evidence of religious work or training.	<input type="checkbox"/>
Evidence of host's ability to cover the costs of travel and stay, for example, the organization's income tax returns for the past two years.	<input type="checkbox"/>
Bank documents showing financial history for the past 3 months.	<input type="checkbox"/>
<b>Short-term studies (6 months or less):</b>	✓
A copy of the Letter of Acceptance from the Admissions or Registrar's Office of a Canadian school showing the exact amount of tuition fees you are required to pay, the anticipated start and end dates and the latest date you may register. Tuition receipts if paid.	<input type="checkbox"/>
A copy of the highest diploma you have obtained.	<input type="checkbox"/>
For organized study groups, an invitation letter with details of the program, list of participants and an indication of who will be paying the associated fees and expenses.	<input type="checkbox"/>
Signed original parental employment letters issued by the employer on company letterhead indicating position, salary and date of hire for each parent.	<input type="checkbox"/>
Original bank documents showing financial history over several months (for example: Certificates of Deposit, bank books, etc.).	<input type="checkbox"/>
<b>Persons transiting through Canada:</b>	✓
<b>If you are taking a cruise that stops at a Canadian port, you need a Temporary Resident Visa (TRV), not a transit visa. The TRV is required whether you intend to go ashore or not.</b>	<input type="checkbox"/>
<b>If your air travel stop-over (transit) in Canada is less than 48 hours, provide a copy of your air ticket and travel itinerary.</b> Please indicate the number of times you will be entering Canada, and the dates and times for each entry and exit.	<input type="checkbox"/>
A valid visa for country of final destination, if applicable.	<input type="checkbox"/>
A letter of invitation from the inviter in the country of destination or a letter of intent stating the purpose of your trip.	<input type="checkbox"/>

<p>If you are employed, a letter from your employer on company letterhead granting your leave of absence and including the following information:</p> <ul style="list-style-type: none"><li>• your name,</li><li>• position,</li><li>• current salary, and</li><li>• date of hire.</li></ul>	<input type="checkbox"/>
<p>If you are a self-employed business operator: Business registration documentation.</p>	<input type="checkbox"/>