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# IMMIGRATION Canada

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## Temporary Resident Visa

### Port of Spain Visa Office Instructions



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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**

## PORT OF SPAIN VISA OFFICE INSTRUCTIONS – TEMPORARY RESIDENT VISA (TRV)

- This document checklist is one of several forms that you need to submit with your application.
- Any documents not in English or French must be accompanied by a certified translation.
- ***A visa officer will make a decision based on the documents you submit. Additional documents will not be requested. Failure to submit relevant documents may result in the application being returned, delayed or refused.***
- False statements or submission of fraudulent documents will result in refusal of your application. In addition, you will become inadmissible from entering Canada for five (5) years.
- The submission of an application does not guarantee the issuance of a visa. Do not finalize travel plans until you have received a visa.
- For more details, check the website for the High Commission of Canada in Trinidad and Tobago ([www.canadainternational.gc.ca/trinidad\\_and\\_tobago-trinite\\_et\\_tobago](http://www.canadainternational.gc.ca/trinidad_and_tobago-trinite_et_tobago)) and IRCC website ([www.cic.gc.ca](http://www.cic.gc.ca))

### **NEW! CAN+ Facilitation Program**

This facilitation program applies only to Temporary Resident Visa applications (visitor visa). It does not apply to Study or Work Permit applications, to Transit Visas, nor to Super Visa (parents and grandparents) applications.

**If you have travelled to Canada in the last ten (10) years or hold a valid United States (US) nonimmigrant visa**, and can provide proof (Canadian entry stamp in passport, proof of the valid US visa), no proof of financial means is needed.

### **ALL APPLICANTS MUST SUBMIT THE FOLLOWING MANDATORY DOCUMENTS**

- Document Checklist for a Temporary Resident Visa* (IMM 5484)
- Forms and documents required in *Document Checklist for a Temporary Resident Visa* (IMM 5484)
- Family Information* form (IMM 5707). Must also be completed by those under 18 years of age
- Valid passport or travel document. **Note:** *Validity of a Canadian visa cannot surpass the expiry date of the passport.*

### **SUPPORTING DOCUMENTS**

The following list is not exhaustive. It is strongly recommended that you submit any additional documents that you feel may help the visa officer in reaching an informed decision on your application.

- Proof of financial means** to cover the expenses for the duration of your visit:
  - Bank statements showing the past 3-month transaction history and the average balance for the past 6 months.
  - Any additional relevant documentation (employment letter, pay slips, proof of pension, business registration, investments, etc.).
  - If you are not paying for your own trip, additional documents to prove how travel will be funded (e.g. parent's bank statement, letter from employer covering costs, spouse's employment letter, financial documents for host in Canada, etc.). Provide a recent letter signed by the person paying which describes how this person is related to you, and a photocopy of their passport or other official identification with photo.

**REMINDER:** *Applicants eligible for the CAN+ Facilitation Program (see above) are not required to submit proof of financial means.*

- Proof of current occupation/activity**, if applicable
  - If employed, proof of employment – employment letter should be current and should indicate occupation, position, salary or allowances, years of employment and contact information for your employer.

- If student, proof of current studies – letter from academic institution confirming your registration and year of studies.
- If homemaker, spouse’s employment letter from current employer – should indicate occupation, position, salary or allowances, years of employment and contact information for the employer.
- If self-employed, proof of business – business registration, trade certificate, license, financial documents, tax clearance certificates, etc.

**Evidence of previous international travel** – passport stamps and previously issued visas to all countries.

**REMINDER:** Applicants eligible for the **CAN+ Facilitation Program** (see above) must provide applicable visas and previous passports as proof that they meet eligibility requirements.

**Purpose of travel** – Description of reason(s) for visit to Canada (invitation, itinerary, reservations, etc.)

**IF APPLICABLE, YOU MUST ALSO SUBMIT:**

**Host in Canada (family, friend, company, institution, etc.)**

- Invitation letter from host
- Proof of status of host in Canada (e.g. permanent resident, Canadian citizen, etc.)
- Any additional relevant documentation (financial support, current occupation/activity, etc.).

**Minors (under 18 years of age)**

- Photocopy of your birth certificate
- If the minor is travelling alone or with only one parent or guardian:
  - custody documents indicating that the parent traveling with the child has full custody OR
  - a letter of authorization signed by the non-accompanying parent OR
  - a letter of authorization signed by both parents or legal guardians

**Note:** If a parent is deceased, provide a copy of death certificate. The letter of authorization must be accompanied by a photocopy of an ID bearing the signature of the non-accompanying parent(s) or guardian(s).
- If studying, proof of current studies – letter from academic institution confirming registration and year of studies.

**Business travel**

- Letter from employer stating purpose of travel and who will cover the cost of travel
- Letter from host company in Canada confirming duration and nature of visit
- Proof of registration at convention/conference, if applicable

**Transit visa**

**Note:** If you take a cruise that will stop at a Canadian port, whether you intend to go ashore or not, you must apply for a Temporary Resident Visa (not a transit visa).

- Travel itinerary with a stop-over in Canada of less than 48 hours
- Copy of visa for your country of destination, if applicable

**Diplomatic, Official and Special passport holders**

**Note:** Diplomatic, Official and Special passport holders are fee exempt.

- Note Verbale or Diplomatic Note from the Ministry of Foreign Affairs, Embassy, Consulate or High Commission stating the purpose of travel to Canada
- Invitation letter from host in Canada

**Additional documents that should be submitted if applicable**

- Photocopy of your Marriage License/Certificate
- Statutory Declaration of Common-Law Union (IMM 5409)