Lagos Visa Office

Additional Document Checklist

Temporary Resident Visa

You must read this guide carefully before submitting your application. The documents you provide are essential to demonstrate that your entry to Canada complies with the Immigration and Refugee Protection Act (IRPA). You must complete, sign, and date your own forms. IRCC may refuse your application if you fail to provide complete, truthful, and accurate materials.

IRCC will assess your Temporary Resident Visa (TRV) application based solely on the information and documents you provide. Please ensure that you provide all relevant documents as outlined in this application kit or guide. Failure to provide all required documents may result in processing delays or refusal of your application.

All documents must be submitted at the time as your application and pay the processing fee. IRCC will only accept documents in English or French. You must include a certified translation along with any document that is not in English or French.

Warning: Providing fraudulent documents or false information is a serious offence. If you or anyone acting on your behalf directly or indirectly omits or misrepresents material facts related to your TRV application:

- your application will be refused;
- the refusal and its reasons will be recorded in Canada's global immigration database; and
- you may become inadmissible to Canada for five years under section 40(2) of the Immigration and Refugee Protection Act.

Important:

- Provide clear photocopies or scans of all required documents.
- Documents submitted through your online account will not be returned.
- Do not make final travel arrangements until you have received your visa.

Ce document est également disponible en français.

You must provide:

☐ Passport and Travel History:

- You must provide:
  - A copy of the bio-data page of your current passport (the page with your name, photo, date of birth, and passport number);
  - Copies of all pages containing visas, entry/exit stamps, or markings from your current and previous passports; and
  - Copies of all current and expired visas from any country.

☐ Proof of Immigration Status (if applicable):

- If you are not residing in your country of citizenship, you must provide proof that you are lawfully admitted to your country of residence.
- You must provide a copy of your valid immigration document (e.g., study permit, work permit, residence permit).

☐ Consent to Verification of Documents:

- You must provide a completed, signed Consent to Verification of Documents form (see end of checklist).

☐ Family Information form:

- You must provide fully completed, dated and signed Family Information form (IMM 5707).

☐ Schedule 1:

- If you have answered "yes" to any of the background information questions on the application form, you must provide a completed and signed Schedule 1 form (Application for Temporary Residence – IMM 5257 SCH1) and include it with your application.

☐ Purpose of Travel:

- You must provide:
  - A letter explaining the purpose of your trip, including your planned itinerary, destination(s), contacts in Canada, and length of stay; and
  - A provisional airline booking (no purchased tickets required or recommended).

☐ Invitation Letter:

- If you are visiting a person in Canada:
  - You must provide an invitation letter, which includes:
    - the purpose of visit;
    - dates;
    - duration of stay; and
    - host's contact information.
  - Providing the host's immigration status is optional. If the host chooses to include it, they may include a copy of one of the following:
    - Canadian passport bio-data page;
    - Canadian Citizenship Certificate;
    - Permanent Resident Card;
    - Confirmation of Permanent Residence (CoPR); or
    - Study or work permit.
- If you are travelling for business purposes:
  - You must provide:
    - An Invitation letter;
    - Hotel or accommodation confirmation; and
    - Proof of registration for the event if applicable.

☐ Proof of Financial Support:

- If you are paying for your own trip, you must provide:
  - Bank statements for the past six (6) months;
  - Any additional financial or economic documents, such as:
    - Employment letter from current employer;
    - Recent pay slips (3 months);
    - Pension account statement;

- Business registration if self-employed;
- Investment or savings statements.

- If someone else is paying for your trip, you must provide:
  - A signed letter of financial support from the person covering your trip;
  - A copy of the sponsor's passport or other official photo identification;
  - The sponsor's bank statement demonstrating sufficient funds;
  - The source of sponsor's funds including his employment letter or business registration as applicable; and
  - A description of your relationship to this person.
  - These documents must be dated within six (6) months of the date you submit your application.

If applicable, you must also submit:

☐ **Business travel:**

- If you are travelling for business, you must provide:
  - A letter from your employer indicating, the purpose of your travel, your itinerary within Canada and who will cover the cost of your travel; and
  - A letter from the Canadian business confirming duration (visit dates) and nature of your business.

☐ **Self-employed:**

- If you are self-employed, you must provide proof of business. You must provide your:
  - Business registration;
  - Tax clearance certificates;
  - Trade certificates;
  - Business license; and
  - Financial documents (example: certified business bank account statement for past 6 months).

☐ Proof of employment:

- If you are employed, you must provide:
  - Pay slips (last 3 months); and
  - An employment letter from your current employer dated within 2 months of the application. This letter must include the following:
    - Occupation;
    - Job description;
    - Position;
    - Salary;
    - Allowances;
    - Years of employment; and
    - Authorized leave dates.

☐ Proof of current studies:

- If you are currently studying, you must provide an official document confirming your registration as a student at an academic institution.

☐ Marriage Certificate and Birth Certificates:

- You must provide **Marriage Certificate and Birth Certificates** for each family member **whether or not they are** requesting a visa.

☐ Minor children travelling alone or with only one parent:

- For children travelling alone or with only one parent, you must provide the following:
  - A letter of consent signed and notarized by the non-accompanying parent(s);
  - A copy of the passport biodata page with the signature of the non-accompanying parent(s);
  - The child's birth certificate; and
  - A school leave letter (if applicable).

☐ Parents and Grandparents Super Visa:

- For Parents and Grandparents Super Visa, you must provide:
  - Proof of medical insurance, valid for at least 1 year and providing at least $100,000 coverage including hospitalization, and repatriation; and
  - Immigration Medical Exam (IME) completed either upfront or after IRCC issues instructions.
- From your host, you must provide:
  - Statement of renumeration paid or financial statements prepared by a licensed professional.

☐ Diplomatic and official passport holders:

- For diplomatic and official passport holders, you must provide:
  - An original note verbale from your Federal Ministry of Foreign Affairs or Embassy stating the purpose of your travel to Canada;
  - An invitation from your host in Canada;
  - Two passport photographs; and
  - Your original passport.

Consent to verification of documents

1. Applicant

I, (print full name) _____ consent to the release to Immigration, Refugees and Citizenship Canada (IRCC) and Canada Border Services Agency (CBSA) by the issuing authorities all information required for the purpose of verifying the documents I have submitted in support of this application.

Signature: _____

Date: _____

2. Parent or guardian (if applicable)

I, (print full name) _____ consent to the release to Immigration, Refugees and Citizenship Canada (IRCC) and Canada Border Services Agency (CBSA) by the issuing authorities all information requested for the purpose of verifying the documents I have submitted in support of this application.

Signature: _____

Date: _____