

Manila Visa Office

Additional Document Checklist Temporary Resident Visa



This additional document checklist is one of the forms that you need to submit with your application.

If your documents are in a language other than English or French, you must include a certified translation.

If any of the required documents listed below are missing, the processing of your application could be delayed.

False statements or submission of fraudulent documents will result in immediate refusal and possible ban from Canada for 5 years.

Gather your documents in order of the checklist and check each item.

Ce document est également disponible en français.

You must submit the following:

☐ **Passport and immigration status:**

- You must provide a copy of any previous passport issued within the past 10 years, if available.
- If you do not reside in your country of citizenship, please provide evidence of your status in your country of residence.

☐ **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.



☐ **Travel History:**

- If you and all individuals with whom you are travelling have travelled to Canada in the last ten (10) years and/or currently hold a valid United States nonimmigrant visa and can provide proof (entry stamps in passport, copy of the visa, etc.), no proof of funds or financial support is needed.

☐ **Proof of funds:**

- If you are not exempt from providing proof of funds, you must provide proof of sufficient funds to cover expenses for the duration of your visit, such as:
 - o A bank statement covering the last six months and showing the balance of the account;
 - o Any additional relevant documentation (pay slips, investments, certificates of deposit, etc.).
- If you are not paying for your trip, you must indicate how your trip will be funded by submitting supporting documentation, such as:
 - o Parents' bank statements;
 - o Letter from your employer stating he is covering the costs;
 - o Spouse's employment;
 - o Proof of employment or financial documents from the host in Canada (employment letter, pay slips, T4/Notice of Assessment, bank statements), etc.

☐ **Employed:**

- If you are employed, you must provide Letter of employment on official company letterhead specifying the following:
 - o your position, length of employment and income;
 - o the full address and phone numbers for the company;
 - o the name and position of the person signing the letter.

☐ **Self-employed:**

- If you are self-employed, you must provide proof of business income and income tax paid.



☐ **Purpose of your trip (as applicable):**

- You must explain the purpose of your trip by providing:
 - o Details of your itinerary in Canada;
 - o Provisional travel arrangements (airline or hotel booking);
 - o Letter of invitation from the person or business you will visit;
 - o Registration at a conference, letter from your employer.

☐ **Minor children:**

- Minors travelling without both parents must provide a birth certificate.

☐ **Government, Military or Police Service Employment:**

- If you have ever been employed for any duration since your 18th birthday for the government, police or military, a completed [IMM 0149](#), [IMM 0150](#), or [IMM 5546](#) as appropriate.
- If you have ever been employed with the Philippines National Police or Philippines Armed Forces, please also include a copy of your Personal Service Record.

☐ **Police certificate:**

- If you have ever been accused of a crime, arrested for a crime, or on trial for a crime, even if the charges were dropped or you were acquitted of the crime, provide a copy of a police certificate issued within the past 6 months from the jurisdiction in which the criminal proceedings occurred.
- You can find additional information at the following website:
<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/police-certificates/how.html>



If applicable, you must also submit:

☐ **Seafarers:**

- If you are employed as a seafarer, you must provide:
 - o A valid seafarer booklet and certificate;
 - o POEA exit permission certificate.
 - o An Employment contract; and
 - o Letters from Canadian and local manning agencies with details on the joining vessel.

☐ **Students returning to Canada:**

- Students returning to Canada must provide:
 - o A current or valid Canadian Study Permit;
 - o **Proof of current status** – letter from educational institution confirming enrolment and date you are expected to resume studies.

☐ **Workers returning to Canada:**

- Workers returning to Canada must provide:
 - o Current or valid Canadian Work Permit;
 - o Letter from Employer stating that you are expected to return to Canada and resume employment.