

New Delhi Visa

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.

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.

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

Ce document est également disponible en français.

Apply online

Save time and get case updates online!

No courier fees or mail delivery time – we get your application instantly.

Avoid processing delays. Incomplete applications are returned to you. Applying online helps ensure your [application is complete](#) before you submit it.

If we need to ask for more documents, you can quickly submit them online.

Get updates on the status of your application directly in your online account.

When submitting your completed and signed application form, be sure to include the barcode page.



You must submit:

☐ **Passport:**

- You must provide an original, valid passport, as well as a photocopy of the biodata (photo) page.
- You must include all cancelled or expired passports, if applicable.
- The passport must be valid for the duration of proposed travel, as the validity of a visa cannot exceed the validity of the passport.

☐ **Minor children:**

- **Minors travelling alone** or with a person other than their parents or legal guardians must have a letter of authorization signed by both parents and legal guardians; it must also include the name of the adult who will be responsible for the children in Canada.
- **Minors travelling with only one parent** or legal guardian must have a letter of authorization from the non-accompanying parent or guardian.
- You must provide 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.
- These documents should be available for presentation at the Canadian Port of Entry.

☐ **Schedule 1:**

- If you have answered “yes” to any of the background information questions on the application form, provide a completed and signed Schedule 1 form (Application for Temporary Resident Visa – [IMM 5257 SCH1](#)) and include it with your application.

☐ **Family Information Form:**

- You must provide the Family Information Form ([IMM 5707](#)) fully completed, dated and signed.

Visiting family or friends

☐ **Proof of funds:**

- You must provide proof of financial support:
 - Income Tax Returns for the past two years
 - Copies of bank statements or bank book covering the past six (6) months.



- Any additional relevant documentation (employment letter, pay slips, proof of a pension, business registration, investments, etc.)

☐ **If you are not paying for your own trip:**

- You must provide a letter signed by the person paying and a photocopy of their passport, or other official identification with a photo and a bank certificate proving that they have sufficient funds.
- Describe how this person is related to you.
- These documents must be dated within three months of the date on which the application is submitted.

☐ **If you are employed:**

- You must provide a signed original letter on company letterhead from your employer granting leave of absence. This letter must include the following information:
 - your name and position;
 - your current salary;
 - your date of hire;
 - your employer's name, address and telephone number.

☐ **If you are retired:**

- You must provide a retirement certificate indicating the amount of your pension.

☐ **Inviter in Canada:**

- You must provide information on the inviter in Canada:
 - [Letter of invitation](#) from the inviter indicating the purpose and duration of the visit;
 - A list showing the number of people in the inviter's household;
 - A copy of the inviter's immigration status or citizenship documents;
 - Proof of inviter's income and financial situation including but not limited to Notice of Assessments (NOA), employment letters, pay stubs, bank statements (showing savings and salary deposits);
 - If the inviter is a student, a letter of acceptance or good standing from the school.
 - If visiting family, proof of relationship with the inviter in Canada (examples: copy of birth certificate, copy of marriage certificate, etc.)



Tourists

☐ Itinerary:

- You must provide detailed itinerary including proof of air ticket and hotel booking.

☐ Proof of funds:

- You must provide proof of financial support:
 - Income Tax Returns for the past two years;
 - Copies of bank statements or bank book covering the past six (6) months;
 - Any additional relevant documentation (employment letter, pay slips, proof of a pension, business registration, investments, etc.).

☐ If you are not paying for your own trip:

- You must provide a letter signed by the person paying and a photocopy of their passport, or other official identification with a photo and a bank certificate proving that they have sufficient funds.
- Describe how this person is related to you.
- These documents must be dated within three months of the date on which the application is submitted.

☐ If you are employed:

- You must provide a signed original letter on company letterhead from your employer granting leave of absence. This letter must include:
 - your name and position;
 - your current salary;
 - your date of hire;
 - your employer's name, address and telephone number.

☐ If you are retired:

- You must provide a retirement certificate indicating the amount of your pension.

☐ If you are a student travelling outside of school holidays:

- You must provide an original letter from your school confirming that you are enrolled and in good standing and the school has approved your absence.

☐ Proof of previous travel:

- You must provide your previous passports as proof of travel.



Business (company-to-company international business activities, trade shows, attending conferences)

☐ Company to company international business activities:

- You must provide an **invitation letter** from the party in Canada with whom you will conduct direct business. This letter must include:
 - the company name;
 - full name of the inviter and title;
 - business address, email, website address, telephone and fax numbers;
 - a brief summary of the reasons for the invitation including:
 - details of the business activities;
 - duration of the trip;
 - statement specifying who will be responsible for all expenses related to the trip.
- Also provide a **letter from your employer**, confirming the following:
 - your employment and title;
 - the purpose of your trip;
 - the full name of the company;
 - company contact, address, telephone and fax number.

☐ Trade show or other business conference:

- You must provide a **letter from the conference organizer** confirming your registration;
- Also provide a **letter from your employer**, confirming:
 - your employment and title;
 - the purpose of your trip;
 - who is covering the expenses;
 - the full name of the company;
 - company contact, address, telephone and email.

☐ Official passport:

- If you are travelling on an official passport, you must provide an official note from the Indian Ministry of External Affairs supporting the intended visit.

☐ Bank documents:

- You must provide bank documents showing financial history over several months, along with supporting evidence of employment, such as income tax returns and pay stubs.



Returning workers holding a valid work permit

☐ Letter from employer:

- You must provide a signed letter from your employer in Canada confirming ongoing employment. This letter must include:
 - Your employer's name and address;
 - Your employer's telephone and fax number;
 - Your position;
 - Your salary;
 - Your date of hire.

☐ Employment:

- You must provide supporting evidence of this employment such as pay stubs and bank statement.

Returning students holding a valid study permit

☐ Good standing:

- You must provide a proof of good standing at the school where you are studying, such as:
 - Transcripts showing academic performance;
 - Tuition receipts;
 - Letter of good standing and anticipated return.

Short-term studies (6 months or less)

☐ Letter of Acceptance:

- You must provide 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.

☐ Diploma:

- You must provide copy of the highest diploma you have obtained.



☐ **Organized study groups:**

- For organized study groups, you must provide an invitation letter with details of the program, list of participants and an indication of who will be paying the associated fees and expenses.

☐ **Parental employment:**

- You must provide a signed original parental employment letters issued by the employer on company letterhead indicating position, salary and date of hire for each parent.

☐ **Bank Information:**

- You must provide original bank documents showing financial history over several months (for example: Certificates of Deposit, bank books, etc.).

Religious workers

☐ **Invitation Letter:**

- You must provide an invitation letter from Host organization in Canada.

☐ **Letters of Reference:**

- You must provide letters of reference from organizations in India.

☐ **Religious Work:**

- You must provide supporting evidence of religious work or training.

☐ **Income Tax:**

- You must provide income tax returns for the past two years.

☐ **Bank Information:**

- You must provide bank documents showing financial history for the past 6 months.



Seamen

☐ **Seamen's Book:**

- You must provide a copy of your Seamen's Book.

☐ **Contract:**

- You must provide your employment contract, agreement or a letter from the foreign shipping company or employer with contact information.

☐ **Invitation Letter:**

- You must provide an invitation letter from the Canadian shipping agent.

☐ **Reference letter:**

- You must provide a reference letter from the local Indian shipping agent.

Persons transiting through Canada

☐ **Travel Itinerary:**

- You must provide a copy of your air ticket and travel itinerary.
- Please indicate the number of times you will be entering Canada, and the dates and times for each entry and exit.

☐ **Valid Visa:**

- You must provide a valid visa for the country of your final destination, if applicable.

☐ **Invitation Letter:**

- You must provide a letter of invitation from the inviter in the country of destination or a letter of intent stating the purpose of your trip.

☐ **Employment:**

- If you are employed, you must provide a letter from your employer on company letterhead granting your leave of absence and including the following information:
 - your name,
 - position,
 - current salary, and
 - date of hire.