

**Temporary Resident Visa (TRV)**  
**For Post-Graduation Work Permit Holders**

**Document Checklist**

**Payment**

- ☐ \$100 CAD per person
- ☐ Biometrics fee: \$85 CAD per person (if applicable)

**Proof of Legal Status**

- ☐ Post-Graduation Work Permit

**Proof of Identity & Travel History**

- ☐ Passport information page that contains the passport number, the dates of issue and expiry, name and date of birth
- ☐ Passport signature page
- ☐ Temporary Resident Visa (if applicable)
- ☐ Canadian entry stamps
- ☐ All other marked pages

**Photograph**

- ☐ A visa application photograph (35mm x 45mm) taken within the last 6 months

**Medical Examination**

- ☐ E-Medical Receipt (if applicable)

**Letter of Explanation (optional)**

# Application Template

Before start working on your application, please make sure you have already obtained the post-graduation work permit

Once you have all the required documents, you can start filling out your online application.

**STEP 1: To start your online application, you shall create an account on [IRCC website](#). Choose one of the two ways to create your log-in.**

## Create an account or sign in

With your account, you can apply, pay your fees and check your status for [some applications](#).

You can either create an account using your online banking login (**Sign-In Partner**) or a Government of Canada login (**GCKey**). [Learn more about Sign-In Partner and GCKey](#).


Sign in to your account using:

- **Sign in Partner** (SecureKey Concierge), which uses your online banking information or
- **GCKey**, the Government of Canada credential.

Continue to Sign-In Partner

- Use the same sign in information you use for other online services (for example, online banking)
- None of your information will be shared with CIC. Your Sign-In Partner will not know which government service you are using.
- You will temporarily leave Canada.ca to use your Sign-In Partner

► View the full list of Sign-In Partners



Continue to GCKey

- Sign in with a GCKey user ID and password if you do not use one of the Sign-In Partners
- Register for a GCKey user ID and password if you do not have one.

**STEP 2: Select “Visitor visa, study and/or work permit”**

## What would you like to do today?

Apply for:

Visitor visa, study and/or work permit ?

Express Entry ?

International Experience Canada (IEC) ?

Interim Federal Health Program (IFHP) ?

**STEP 3: Input your Personal Checklist Code if you have one; if not, continue under “Determine your eligibility and apply online:”**

## Personal checklist

### Personal Reference Code

If you have already completed the Come to Canada or the Express Entry wizard, you would have received a document checklist and/or a personal reference code, based on the answers you provided.

Please enter your personal reference code to begin your application. (required)



Continue

Cancel

### I do not have a Personal Reference Code

If you do not have a personal reference code, you may answer a series of questions to find out if you are eligible to apply for a visa and/or permit, apply for Express Entry, and begin an online application.

If you begin your application **after you have logged into your account**, you will not receive a personal reference code, as the system will save your document checklist right into your account.

**Determine your eligibility and apply online:**

Visitor visa, study and/or work permit

Express Entry (EE)

International Experience Canada (IEC)

**STEP 4: Fill out the eligibility questions.**

**What would you like to do in Canada?**

**Work**

**How long are you planning to stay in Canada?**

**Temporarily - more than 6 months**

**Select the code that matches the one on your passport.**

*(Select the country code that matches the one on your passport.)*

**What is your current country/territory of residence? If you are presently in Canada, you should select Canada.**

**Canada**

**Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older?**

*(Family member is defined as a spouse or common-law partner, dependent children, and their dependent children.)*

**What is your date of birth?**

*(Same info appears on your passport)*

**Are you a lawful permanent resident of the United States with a valid alien registration card (Green Card)?**

*(Answer No, if you are not an American green card holder)*

**What is your current immigration status in Canada?**

**Worker**

**Does one of the following apply to you?**

- I am subject of a removal order that is unenforceable
- I applied for a study or work permit before entering Canada which was approved, but not issued at a port of entry; or

- I am a primary or secondary student with visitor status in Canada; or
- I am a visiting or exchange student with visitor status in Canada; or
- I am a student who has completed a program of study that is a prerequisite to my enrolment at a designated learning institution with visitor status in Canada; or
- I applied for permanent residence and was found eligible (first stage approval) under one of the following classes:
  - Spouse or Common-law Partner in Canada
  - Humanitarian and Compassionate cases
  - Protected Persons in Canada
  - Live-in Caregiver in Canada

*(Answer truthfully based on your situation)*

Are you a spouse, common-law partner or dependent child of a person who:

- Holds a Work Permit for a job in National Occupation Classification O, A, B;
- Holds a study permit and is a full-time student at a university, community college, CÉGEP or other authorized educational institution;
- Holds a Temporary Resident Permit that is valid for six months or more;
- Applied for Permanent Residence to an office in Canada and was determined to be eligible for Permanent Resident status (first stage approval)
- Is subject of a removal order that is unenforceable.

*(Answer truthfully based on your situation)*

Are you a spouse, common-law partner or dependent child of a person who is:

- a foreign government officer in Canada on an exchange agreement
- a military personnel assigned to Canada
- a participant in professional sports activities or events
- an employee of a foreign news company
- a religious worker

*(Answer truthfully based on your situation)*

Have you been told by an Immigration, Refugees and Citizenship Canada office that you are approved in principle for permanent residence in Canada?

*(Answer truthfully based on your situation)*

Have you submitted a permanent resident application in Canada?

*(Answer truthfully based on your situation)*

Do you have a written job offer?

*(Answer truthfully based on your situation)*

What is your marital status?

*(Select appropriate option based on your situation)*

What is your province of destination? If visiting multiple provinces, select the one in which you will be spending most of your time.

**Ontario**

## STEP 5: Select the category of the application you would like to apply: Study Permit (in Canada)

### Your results

Based on the information you provided, the result(s) below indicate(s) whether you may be eligible to come to Canada.

#### Temporary Resident Visa

You will need a temporary resident visa to return to Canada.

If you are working or studying in Canada, your temporary resident visa may expire at the same time as your work or study permit. If your work or study permit is expiring soon, please renew your study or work permit first. Once your study or work permit is approved, you may apply for your temporary resident visa.

Continue 

 Exit Questionnaire

## STEP 6: Complete the eligibility questions

Which of the following best describes your situation?

**I have an open work permit**

Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months?

*(This is not a regular family doctor exam. You probably have done this exam when you applied for study permit)*

Have you lived in a designated country or territory for more than six months in the last year?

*(Canada is not a designated country. You may need medical exam if have lived or travelled for six months in certain countries or territories in the year before you come to Canada. The list of designated countries can be found at <http://www.cic.gc.ca/english/information/medical/dcl.asp>)*

Do you want to work in one of the following jobs?

- health sciences worker
- clinical laboratory worker
- patient attendant in nursing or geriatric homes
- medical student admitted to Canada to attend university
- medical elective and physician on short term assignment
- teacher of primary or secondary schools or other teachers of small children
- domestics worker, someone who gives in-home care to children, the elderly and the disabled
- day nursery worker

*(If you want to work in one of these areas, you may have to take a medical exam before submitting your application.)*

Do you want to submit an application for a **family member**?

**(NO. Each family member must submit their own TRV application)**

Are you giving someone access to your application?

*(If you grant access to other people, Refugees and Citizenship Canada to release your application information to that person.)*

There are fees associated with this application. Will you be paying your fees or are you fee exempt?

**Yes, I will be paying my application fees.**

Are you able to make a digital copy of your documents with a scanner or camera?

**Yes**

Will you be paying your application fees online? To pay online, you can use a credit card (Visa, MasterCard, American Express, JCB, China Union Pay) or a debit card (Visa Debit, Debit MasterCard or Interac).

**Yes**

**STEP 7: Read the instructions on how to prepare and submit your application form and supporting documents before uploading the documents.**

## Your documents

This is the list of documents you need to submit in order to apply. You cannot proceed until each file has been uploaded. Select the question mark button to learn more about each document.

[Are you having difficulty downloading a form?](#)

Versions of application forms for study permits and work permits dated November 2013 (11-2013), or later, and applications for temporary resident visas dated March 2014 (03-2014), or later, can only be uploaded to the IRCC Portal.

**Note:** You are responsible for ensuring that the documents you submit are correct. Carefully review the documents you have attached to this application. A decision concerning your application will be made based upon the information you submit. You will not be able to make changes to your application once it has been submitted. Please ensure that you scan and attach all relevant documents to your online submission. Any documents received by mail related to this application will not be considered.

### Application Form(s)

Application Form(s)			
Details	Document Name	Instructions	Options
Not Provided	Application for Visitor Visa (Temporary Resident Visa) Made Outside of Canada (IMM5257) (required)	?	<a href="#">Upload File</a>

Please download this form to your computer and complete it with Acrobat Reader.

A template is provided below for your reference

### Supporting Documents

Supporting Documents			
Details	Document Name	Instructions	Options
Not Provided	Canadian Work or Study Permit (required)	?	<a href="#">Upload File</a>
Not Provided	Passport (required)	?	<a href="#">Upload File</a>
Not Provided	Digital photo (required)	?	<a href="#">Upload File</a>

Merge all the docs in the Section of **Proof of Legal Status in the Checklist** into one document

Merge all the docs listed in the Section of **Proof of Identity and Travel History on the Checklist** into one document

Visa application sized Photo is required

### Optional Documents

Optional Documents			
Details	Document Name	Instructions	Options
Not Provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	<a href="#">Upload File</a>
Not Provided	Client Information	?	<a href="#">Upload File</a>

Client information can be used for letter of explanation and any other non-mandatory supporting documents

### Fees

Fees			
Application	Quantity	Price (CAD) per unit	Total (CAD)
Visitor (includes SE, ME and EXT)	1	\$100	\$100

- Medical exam and Family information form may be required depending on your situation.
- If you want to renew the TRV for your family members inside Canada, each family member must submit their own TRV application separately.

# IMM5257 Form

The template below is designed for current University of Windsor students who have a valid study permit to use as a reference.

\* Please use the [Application Guide](#) to complete your application

\* Please make sure to provide truthful and complete information on the forms. The information you provide on your application may be subject to verification.



Government of Canada  
Gouvernement du Canada

PROTECTED WHEN COMPLETED - B  
PAGE 1 OF 5

## APPLICATION FOR VISITOR VISA (TEMPORARY RESIDENT VISA)

If you need more space for any section, print out an additional page containing the appropriate section, complete and submit it with your application.

1 UCI UCI can be found on your study permit	2 * I want service in English	3 * Visa requested Visitor Visa	OFFICE USE ONLY Validated
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### PERSONAL DETAILS

1 Full name *Family name (as shown on your passport or travel document)		Given name(s) (as shown on your passport or travel document)	
2 Have you ever used any other name (e.g. Nickname, maiden name, alias, etc.) ? Family name		<input type="checkbox"/> * No <input type="checkbox"/> * Yes Given name(s)	
3 *Sex	4 * Date of birth YYYY MM DD	5 Place of birth * City/Town * Country or Territory	
6 *Citizenship			
7 Current country or territory of residence:			
Country or Territory	Status	Other	From To
Canada	Worker		Work permit Start Date YYYY-MM-DD Work permit Expiry date YYYY-MM-DD
8 Previous countries or territory of residence: During the past five years have you lived in any country or territory other than your country of citizenship or your current country or territory of residence (indicated above) for more than six months? <input type="checkbox"/> * No <input type="checkbox"/> * Yes			
Country or Territory	Status	Other	From To
			YYYY-MM-DD YYYY-MM-DD
			YYYY-MM-DD YYYY-MM-DD
9 Country or Territory where applying: Same as current country or territory of residence? <input type="checkbox"/> * No <input type="checkbox"/> * Yes			
Country or Territory	Status	Other	From To
			YYYY-MM-DD YYYY-MM-DD
10 * a) Your current marital status		b) (If you are married or in a common-law relationship) Provide the date on which you were married or entered into the common-law relationship	
		Date YYYY-MM-DD	
c) Provide the name of your current Spouse/Common-law partner Family name		Given name(s)	

Same as your passport. If you do not have a last (family) name on your passport or travel document, enter all your first (given) name in the family name field and leave the given name field blank.

If you have dual citizenship, select the country that issued the passport you will be using for this application.

If you have lived in any country other than your country of citizenship or Canada for more than six (6) months in the past five (5) years, please provide the details as required.

Inform IRCC if you are applying from the country you live in. If you are not a citizen of where you are applying, you **must** send proof of your legal status in the country you live in.

Please provide your current marital status and details required

FOR OFFICE USE ONLY - DO NOT WRITE IN THIS SPACE

This form is made available by Citizenship and Immigration Canada and is not to be sold to applicants.

(DISPONIBLE EN FRANÇAIS - IMM 5257 F)

Canada



Applicant Name	Date of Birth
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**PERSONAL DETAILS (CONTINUED)**

<b>11 a) Have you previously been married or in a common-law relationship?</b> <input type="checkbox"/> * No <input type="checkbox"/> * Yes _____ b) Provide the following details for your previous Spouse/Common-law Partner: <table style="width: 100%;"> <tr> <td style="width: 40%;">Family name</td> <td style="width: 60%;">Given name(s)</td> </tr> </table>				Family name	Given name(s)
Family name	Given name(s)				
c) Date of birth	d) Type of relationship	From	To		
YYYY MM DD		YYYY-MM-DD	YYYY-MM-DD		

Please indicate whether you have previously been married or in a common-law relationship and the details required.

<b>LANGUAGE(S)</b>	
1 *a) Native language/Mother Tongue	*b) Are you able to communicate in English and/or French? <input type="checkbox"/> No <input type="checkbox"/> Yes _____ c) In which language are you most at ease? _____
d) Have you taken a test from a designated testing agency to assess your proficiency in English or French? <input type="checkbox"/> *No <input type="checkbox"/> *Yes _____	

✓ If you had taken a language proficiency test, even it is expired already.

<b>PASSPORT</b>			
1 * Passport number	2 * Country or territory of issue	3 * Issue date	4 * Expiry date
		YYYY-MM-DD	YYYY-MM-DD

Please provide your valid passport information as what appears on your passport.

<b>NATIONAL IDENTITY DOCUMENT</b>				
1 Do you have a national identity document? <input type="checkbox"/> * No <input type="checkbox"/> * Yes _____				
2 Document number	3 Country or territory of issue	4 Issue date	5 Expiry date	
		YYYY-MM-DD	YYYY-MM-DD	

If your country has national identity card or other type of document, please provide the appropriate information. The start and expiry dates are optional.

<b>US PR CARD</b>	
1 Are you a lawful Permanent Resident of the United States with a valid alien registration card (green card)? <input type="checkbox"/> * No <input type="checkbox"/> * Yes _____	
2 Document number	3 Expiry date
	YYYY-MM-DD

If you are a US green card holder, please provide the detailed information as required. Otherwise, please check no.

<b>CONTACT INFORMATION</b>					
<b>If submitting your application by mail:</b> - All correspondence will go to this address unless you indicate your e-mail address below. - Indicating an e-mail address will authorize all correspondence, including file and personal information, to be sent to the e-mail address you specify. - If you wish to authorize the release of information from your application to a representative, indicate their e-mail and mailing address(es) in this section and on the IMM5476 form.					
1 <b>Current mailing address</b>					
P.O. box	Apt/Unit	Street no.	* Street name		
* City/Town		* Country or Territory	Province/State	Postal code	District
2 <b>Residential address</b> Same as mailing address? <input type="checkbox"/> * No <input type="checkbox"/> * Yes _____					
Apt/Unit	Street no.	Street name		City/Town	
Country or Territory		Province/State	Postal code	District	
3 <b>Telephone no.</b> <input type="checkbox"/> Canada/US <input type="checkbox"/> Other					
Type	Country Code	No.	Ext.		
4 <b>Alternate Telephone no.</b> <input type="checkbox"/> Canada/US <input type="checkbox"/> Other					
Type	Country Code	No.	Ext.		
5 <b>Fax no.</b> <input type="checkbox"/> Canada/US <input type="checkbox"/> Other					
Type	Country Code	No.	Ext.		
6 <b>E-mail address</b>					
Please provide a valid email address where the IRCC can reach you.					

Please provide the accurate mailing addresses

If your current residential address is the same with your mailing address, check the box of YES, and leave address fields blank.



Applicant Name	Date of Birth
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**DETAILS OF VISIT TO CANADA**

1 * a) Purpose of my visit <b>Returning Worker</b>	b) Other		
2 Indicate how long you plan to stay ▶	* From YYYY-MM-DD	* To YYYY-MM-DD	3 * Funds available for my stay (CAD)
4 Name, address and relationship of any person(s) or institution(s) I will visit:			
* Name <b>The people you will visit can be your <u>Employer/ Friends/ Relatives/ University of Windsor.</u></b>			
1 Relationship to me <b>Please provide their relationship with you and their address</b>		* Address in Canada	
Name			
2 Relationship to me		Address in Canada	

2) The FROM date can be the date you fill out the application. The TO date should be your work permit expiry date.

3) This field should be the amount of funds in Canadian dollars that you can use to live in Canada.

**EDUCATION**

Have you had any post secondary education (including university, college or apprenticeship training)? <input type="checkbox"/> * No <input type="checkbox"/> * Yes			
If you answered "yes", give full details of your highest level of post secondary education.			
1	From YYYY MM	Field of study	School/Facility name
	To YYYY MM	City/Town	Country or Territory
			Province/State

Please provide your UWindsor degree information in the Education Section, unless you have a higher degree from another institution.

**EMPLOYMENT**

Give details of your employment for the past 10 years, including if you have held any government positions (such as civil servant, judge, police officer, mayor, Member of Parliament, hospital administrator, employee of a security organization). Do not leave gaps. If retired, not working or studying, please indicate. If you are retired, please provide the 10 years before your retirement.				
1	From * YYYY * MM	* Current Activity/Occupation <b>The 1<sup>st</sup> record under employment section is mandatory</b>	* Company/Employer/Facility name	
	To YYYY MM	* City/Town	* Country or Territory	Province/State
2	From YYYY MM	Previous Activity/Occupation	Company/Employer/Facility name	
	To YYYY MM	City/Town	Country or Territory	Province/State
3	From YYYY MM	Previous Activity/Occupation	Company/Employer/Facility name	
	To YYYY MM	City/Town	Country or Territory	Province/State

**Please provide your employment history of past 10 years regardless part time or full time, in Canada or another country**

If you are not currently working, you can provide "Looking for jobs" in the field of Current Activity and "N/A" under the Facility name.

If you are working, please provide your current employment information in the first employment record section

If you have more than 3 employment experience, you can list the additional employment information in a word document and upload it to the Client Information Section.

Applicant Name

Date of Birth

**BACKGROUND INFORMATION****You must complete this section if you are 18 years of age or older.**

1 a) Within the past two years, have you or a family member ever had tuberculosis of the lungs or been in close contact with a person with tuberculosis? ☐ No ☐ Yes

b) Do you have any physical or mental disorder that would require social and/or health services, other than medication, during a stay in Canada? ☐ No ☐ Yes

c) If you answered "yes" to question 1a) or 1b), please provide details and the name of the family member (if applicable).

Please make sure to answer the following background information questions truthfully.

If you checked "Yes" to one of the above questions, provide details.

2 a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada? ☐ No ☐ Yes

b) Have you ever been refused a visa or permit, denied entry or ordered to leave Canada or any other country or territory? ☐ No ☐ Yes

c) Have you previously applied to enter or remain in Canada? ☐ No ☒ Yes

d) If you answered "yes" to question 2a), 2b), or 2C please provide details.

You should list all the Canadian permits and visas you have applied. For example:

- I have applied for study permit and TRV from China in 2015.
- I have applied for co-op work permit in 2015
- I have amended my study permit in 2016
- I have renewed my study permit and TRV in 2017

3 a) Have you ever committed, been arrested for, been charged with or convicted of any criminal offence in any country or territory? ☐ No ☐ Yes

b) If you answered "yes" to question 3a) above, please provide details.

4 a) Did you serve in any military, militia, or civil defence unit or serve in a security organization or police force (including non obligatory national service, reserve or volunteer units)? ☐ No ☐ Yes

b) If you answered yes to question 4a), please provide dates of service and countries or territories where you served.

5 Are you, or have you ever been a member or associated with any political party, or other group or organization which has engaged in or advocated violence as a means to achieving a political or religious objective, or which has been associated with criminal activity at any time? ☐ No ☐ Yes

6 Have you ever witnessed or participated in the ill treatment of prisoners or civilians, looting or desecration of religious buildings? ☐ No ☐ Yes

**If you answered "yes" to any of questions 3 to 6 above, or upon request of a visa officer, you MAY BE REQUIRED to fill out IMM 5257 Schedule 1.**

Applicant Name

Date of Birth

**SIGNATURE**

Citizenship and Immigration Canada (CIC), or an organization at CIC's request, may want to contact you in the future to ask you about any services you received from CIC prior to the application process (such as participation in an information forum), during the application process (including the application process itself as well as orientation or accreditation services), and services received after arriving in Canada (including settlement, integration and citizenship). CIC will use this information, along with the information provided by other individuals, for research, performance measurement or evaluation purposes. CIC will not use this information to make any decisions about you personally.

Do you consent to be contacted by CIC, or an organization at CIC's request, in the future? (Y/N)

☐ No

☒ Yes

I consent to the release to Citizenship and Immigration Canada (CIC) and Canada Border Services Agency (CBSA) of all records and information for the purpose of processing my request that any government authority, including police, judicial and state authorities in all countries in which I have lived may possess about me. This information will be used to evaluate my suitability for admission to Canada or to remain in Canada pursuant to Canadian legislation.

I declare that I have answered all questions in this application fully and truthfully.

Leave the signature field blank for online applications

The date you fill out the application

Signature of Applicant or Parent/Legal Guardian's for a person under 18 years of age.

Date: YYYY-MM-DD

**IMPORTANT NOTE:**

**This application must be signed and dated before it is submitted by mail.**

Do not forget to include photos, fees (if applicable) and any other documents required. Review the application guide for more information and verify that you have completed and provided all of the required documents as per the document checklist.

**DISCLOSURE**

Information provided to IRCC is collected under the authority of the Immigration and Refugee Protection Act (IRPA) to determine admissibility to Canada. Information provided may be shared with other Canadian government institutions such as, but not limited to, the Canada Border Services Agency (CBSA), the Royal Canadian Mounted Police (RCMP), the Canadian Security Intelligence Service (CSIS), the Department of Foreign Affairs, Trade and Development (DFATD), Employment and Social Development Canada (ESDC), the Canada Revenue Agency (CRA), provincial and territorial governments and foreign governments in accordance with subsection 8(2) of the Privacy Act. Information may be disclosed to or validated with foreign governments, law enforcement bodies and detaining authorities with respect to the administration and enforcement of immigration legislation where such sharing of information may not put the individual and or his/her family at risk. Information may also be systematically validated by other Canadian government institutions for the purposes of validating status and identity to administer their programs.

Where biometrics are provided as part of an application, the fingerprints collected will be stored and shared with the RCMP. The fingerprint record may also be disclosed to law enforcement agencies in Canada in accordance with subsection 13.11(1) of the Immigration and Refugee Protection Regulations. The information may be used to establish or verify the identity of a person in order to prevent, investigate or prosecute an offence under any law of Canada or a province. This information may also be used to establish or verify the identity of an individual whose identity cannot reasonably be otherwise established or verified because of physical or mental condition. Canada may also share immigration information related to biometric records with foreign governments with whom Canada has an agreement or arrangement.

Depending on the type of application made, the information you provided will be stored in one or more Personal Information Banks (PIB) pursuant to section 10(1) of Canada's Privacy Act. Individuals also have a right to protection and access to their personal information stored in each corresponding PIB under the Access to Information Act. Further details on the PIBs pertaining to IRCC's line of business and services and the Government of Canada's access to information and privacy programs are available at the [Infosource website](#) and through the IRCC Call Centre. Info Source is also available at public libraries across Canada.

**VALIDATE**

Make sure to "Validate" your application before you save it. (You can also validate as many times as needed).

After you filled out the application form:

- Make sure you upload all the required form and supporting documents to the application site correctly.
- Once you paid and submitted the application, you should download a copy of the application confirmation for your future reference.
- [The processing time can be found on IRCC website.](#)
- Once your application is approved, you should submit your passport within 30 days.