Temporary Resident Visa (TRV)

For Post-Graudation Work Permit Holders

Document Checklist

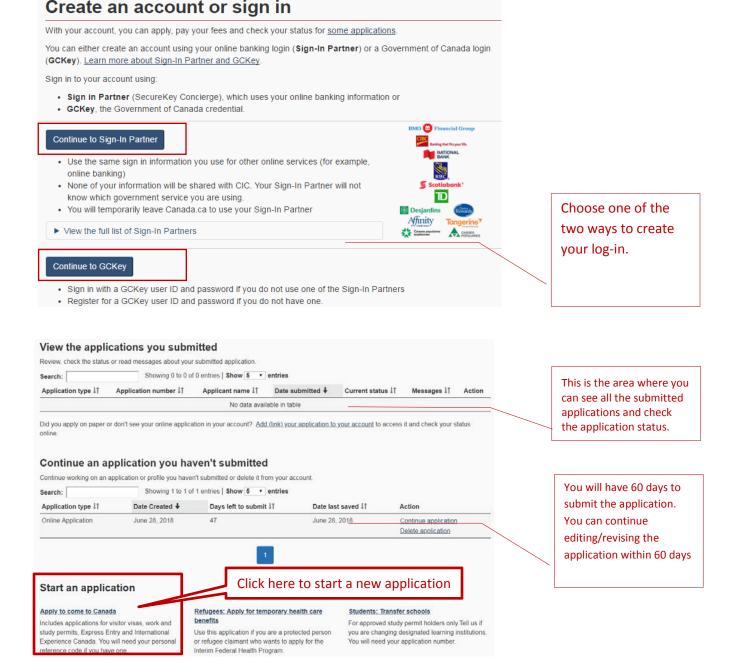
Payment
□ \$100 CAD per person
Proof of Legal Status
☐ Post-Graduation Work Permit
Proof of Identity & Travel History
 □ Passport information page that contains the passport number, the dates of issue and expiry, name and date of birth □ Passport signature page □ Temporary Resident Visa (if applicable) □ 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.

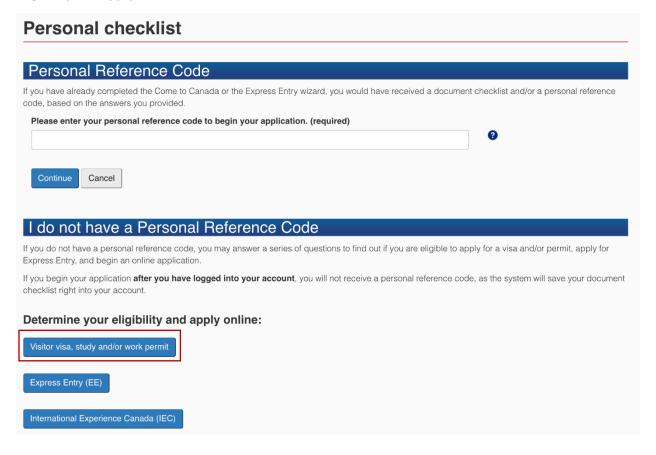
STEP 1: To start your online application, you shall create an account on <u>IRCC website</u>. Choose one of the two ways to create your log-in.



STEP 2: Select "Visitor visa, study and/or work permit"



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



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 <u>immigration status</u> 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:
 - O 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)

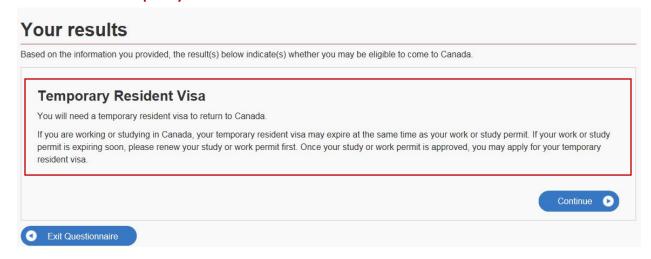
What is your <u>marital status</u>?

(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 "Temporary Resident Visa"



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 c ountries 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?

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)

Details

Not Provided

Not Provided

Application Form(s)

Document Name

Application for Visitor Visa (Temporary Resident Visa) Made
Outside of Canada (IMM5257) (required)

Outside of Canada (IMM5257) (required)

0

Upload File

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 Options Outpload File Not Provided Passport (required) Upload File Upload File

Merge all the docs in the Section of <u>Proof of Legal</u> <u>Status in the Checklist</u> into one document

Merge all the docs listed in the Section of <u>Proof of</u> <u>Identity and Travel History</u> <u>on the Checklist</u> into one document

Visa application sized Photo is required

Optional Documents

Details Document Name Instructions Options

Not Provided Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)

Outpload File Upload File

Upload File

Fees

Digital photo (required)

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

- 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 <u>Application Guide</u> 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 Gouvernement of Canada 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.

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ramily name (as snown on	Given name(s) (a	s shown on your pa	sport or trave	i document)	/		travel document, enter all			
										your first (given) name in the
2 Have you ever used any	y other name (e.g. Nickname	maiden na	ma aliae ate 12	*No	* Yes				+	family name field and leave
Family name	other name (e.g. Nickname,	, maiden nai	ne, anas, etc., :	Given name(s)	res					the given name field blank.
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6 *Citizenship								/		the passport you will be
										using for this application.
7 Current country or terri	17						-Y	-]	using for this application.
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							YYYY-MM-DD	YYYY-MM-DD		Inform IRCC if you are
9 Country or Territory wh	nere applying: Same as curre	nt country o	r territory of residence?	*No	* Yes				1/	applying from the country
Country or	TOTAL DESCRIPTION OF THE PROPERTY OF THE PROPE		Status		Other		From	To /	$ \cdot $	you live in. If you are not a
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										applying, you must send
10 *-\V :	1						YYYY-MM-DD	YYYY-MM-DD	-	proof of your legal status in
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							the country you live in.			
				entered into the co	ommon-law relation	snip	YYYY-	MM-DD		
c) Provide the name of Family name	your current Spouse/Commo	n-law partn	er	Given name(s)						81
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										marital status and details
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Applicant Name											Date o	of Birth		
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c) Date of birth		d) Type of	relationship			*			Fro	om	То			required.
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													l	expired already.
d) Have you taken a test f	from a designa	ted testing age	ency to assess y	our proficie	ency in Englis	sh or French?	*No	*Yes				/_	٦	
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NATIONAL IDENTITY	DOCUMEN		***								2.2		, L	
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2 Document number			3 Co	untry or ter	ritory of issue	e		4	Issue date		5 Expiry date			identity card or other type of
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Are you a lawful Peril	nanent Residei	t of the United	i States with a v	alid alien re	egistration c	ard (green card)	2 1 1	09/801		-		\	L	ure optional.
2 Document number							3	Expiry date					ſ	If you are a US green card
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Canada/US	Coun	ry Code No.			Ext.		Please provid	de a valid	email a	address v	where the IRCC			
Other							can reach yo	u.						

PAGE 3 OF 5 Applicant Name Date of Birth DETAILS OF VISIT TO CANADA b) Other 1 * a) Purpose of my visit **Returning Worker** 2) The FROM date can be the date you fill out the 2 * From * To 3 * Funds available for my stay (CAD) application. The TO date Indicate how long you plan to stay should be your work permit you pian to stay YYYY-MM-DD YYYY-MM-DD

4 Name, address and relationship of any person(s) or institution(s) I will visit: expiry date. The people you will visit can be your *Employer/Friends/Relatives/University of Windsor*. 3) This field should be the 1 Relationship to me * Address in Canada amount of funds in Canadian Please provide their relationship with you and their address dollars that you can use to live in Canada. Name Address in Canada Relationship to me **EDUCATION** Please provide your * Yes * No Have you had any post secondary education (including university, college or apprenticeship training)? **UWindsor degree** If you answered "yes", give full details of your highest level of post secondary education information in the Education From Field of study School/Facility name Section, unless you have a higher degree from another 1 institution. City/Town Province/State Country or Territory YYYY **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 From * Current Activity/Occupation * Company/Employer/Facility name The 1st record under employment section is mandatory *үүүү То 1 * City/Town Country or Territory Province/State From Previous Activity/Occupation Company/Employer/Facility name То 2 City/Town Country or Territory Province/State YYYY From Previous Activity/Occupation Company/Employer/Facility name

Province/State

<u>Please provide your employment history of past 10 years regardless part time or full time, in Canada or another country</u>

Country or Territory

YYYY To

YYYY

City/Town

3

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 <u>Client Information</u> Section.

Applicant Name		Date of Birth
BACKGROUND INFORMATION		
You must complete this section if you are 18 years of age or older.		
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 tuberculo	osis? 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).		1
2 a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada?	No 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 [insert country] in [insert year]		
- I have applied for co-op work permit in [insert year]		
- I have amended my study permit in [insert year]		
- I have renewed my study permit and TRV in [insert year]		
a) Have you ever committed, been arrested for, been charged with or convicted of any criminal offence in any country or territory? b) If you answered "ves" to question 3a) above, please provide details.	No	Yes
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.	7.	
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 as a means to achieving a political or religious objective, or which has been associated with criminal activity at any time?	d violence No	Yes
Have you ever witnessed or participated in the ill treatment of prisoners or civilians, looting or desecration of religious buildings?	No 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 Scher	dule 1.	

CITIZENSHIP AND IMMIGRATION CANADA CITOYENNETÉ ET IMMIGRATION CANADA Please make sure to answer the following background

information questions truthfully.

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

details.

pplicant Name	Date of Birth
SIGNATURE	
Citizenship and Immigration Canada (CIC), or an organization at CIC' request, may want to contact you in the future to a application process (such as participation in an information forum), during the application process (including the applica- services received after arriving in Canada (including settlement, integration and citizenship). CIC will use this information to revaluation purposes. CIC will not use this information to make any decisions al	cation process itself as well as orientation or accreditation services), and on, along with the information provided by other individuals, for
Do you consent to be contacted by CIC, or an organization at CIC's request, in the future? (Y/N)	Yes
I consent to the release to Citizenship and Immigration Canada (CIC) and Canada Border Services Agency (CBSA) of all rang government authority, including police, judicial and state authorities in all countries in which I have lived may poss 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 applicat completed and provided all of the required documents as per the document checklist.	tion guide for more information and verify that you have
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 <u>Infosource website</u> 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.