

# Process

## PLANNING

- Attend a TRV renewal workshop

## PREPARATION (3 months prior to travel date)

- Gather all your supporting documents
- Create a MYCIC account
- Use the template to prepare your application forms
- Scan all supporting documents
- Have your application reviewed (Recommended)

## APPLICATION STATUS

- Check application processing time on IRCC website
- Check your application status on MYCIC account
- If your application is approved, submit the passport to the CPC-Ottawa or the closest Visa Application Centre (VAC) within 30 days
- If your application is refused or additional documents are required, please contact the ISC immediately



## Application Template and Tutorial

1. Visit the U Windsor Blackboard
2. Select "Organization"
3. Select "International Student Centre"
4. Click "Immigration and Visas"
5. Select "Temporary Resident Visa"

## Application Review

1. Visit mySuccess
2. Click "Student"
3. Login with your UWin ID and password
4. Select "International and Exchange"
5. Click "Appointments"
6. Select "Book by Appointment Provider"
7. Select "Amal Jammali" or "Romi Saraswat"
8. Choose the date and time you would like to meet

## Contact Information

**Amal Jammali**, RCIC  
**Romi Saraswat**, RISIA  
International Student Advisors  
University of Windsor  
E: intladvisors@uwindsor.ca

# Temporary Resident Visa (TRV)

Depending on citizenship, some international students may require a Temporary Resident Visa (TRV) in addition to their study permits to enter/return to Canada. To check if you need a TRV, please visit the IRCC website.

It is important to know when your TRV expires because it can affect your travel plans. If your study permit and TRV expire at the same time, you should extend your study permit first before renewing your TRV.





# Document Checklist

## PAYMENT

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

## PROOF OF NEXT TERM ENROLLMENT

- Enrollment certificate\*
  - Shows the registration of next academic semester, **OR**
  - states that the student is eligible to resume his/her study
- Enrollment Letter/Confirmation of Enrollment (for ELIP students ONLY)
- Letter of Acceptance (if you haven't started the academic program yet)

*\*If you are enrolled in an undergraduate or graduate program, you can obtain your enrollment certificate from [ask.uwindsor.ca](mailto:ask.uwindsor.ca). You must ask for an enrollment certificate with the program completion date written on it. **DO NOT** use the enrollment certificate from UWinsite.*

## PROOF OF LEGAL STATUS

- Study Permit\*

\* Make sure the study permit is valid and renewed first before you apply for the TRV

## PROOF OF RECENT EDUCATION

- Transcript from UWinsite Student Portal
- Transcript from CELD (for ELIP students ONLY)

## PROOF OF IDENTITY AND 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
- Scan **ALL** other marked pages in passport

## PROOF OF FINANCIAL SUPPORT

- Canadian bank summary in your name
- Proof of a student/education loan from a financial institution
- Your bank statements for the past four months
- A bank draft in convertible currency;
- Proof of payment of tuition and accommodation fees
- A letter from the person or institution providing you with money
- Proof of funding paid from within Canada if you have a scholarship

## 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)

