



Government  
of Canada

Gouvernement  
du Canada

[Home \(/c2c/exit.do?logout=true&uri=http://www.cic.gc.ca/english/index.asp\)](http://www.cic.gc.ca/english/index.asp)

→ [Online Services \(/c2c/exit.do?logout=true&uri=http://www.cic.gc.ca/english/index.asp\)](http://www.cic.gc.ca/english/index.asp)

# Your document checklist

---

## Visiting Canada – Your personal checklist

Based on your answers, you may be eligible to come to Canada as a visitor.

To apply online, you will need this personal reference code: **NH0309634691**

### Step 1:

**Record your personal reference code.** This code will expire on Thursday April 22 2021 9:31:38 AM GMT. It is valid only for this application. When you apply online, you will need to enter your personal reference code. We will use this code to retrieve the list of documents you need to submit with your application.

### Step 2:

**Print this page.** You will need this information to apply.

### Step 3:

**Read the application guide**  
(<https://www.cic.gc.ca/english/information/applications/index.asp>).

### Step 4:

Gather these documents and complete the application forms:

**Are you having difficulty downloading a form?**  
(<https://www.cic.gc.ca/english/information/applications/additional.asp>).

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 your account.

### Notice - If you're applying as a visitor, worker or student during the COVID-19 outbreak:

Because of COVID-19, you may be exempt from giving biometrics if you're **in Canada**.

**You may not have to pay the biometric fee** when you submit your application, even if the system tells you to.

Find out more about [biometrics fees during the COVID-19 outbreak \(https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/biometrics.html\)](https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/biometrics.html).

### Application Form(s)

Application for Visitor Visa (Temporary Resident Visa) Made Outside of Canada (IMM5257)  
(<http://www.cic.gc.ca/english/pdf/kits/forms/IMM5257E.PDF>)

## Supporting Documents

Travel History ?

Passport ?

Proof of Means of Financial Support ?

Digital photo ?

Purpose of Travel - Other ?

Family Information (IMM5645) (<http://www.cic.gc.ca/english/pdf/kits/forms/IMM5645E.PDF>) ?

## Fees

Fees			
Application	Quantity	Price (CAD) per unit	Total (CAD)
Visitor (includes SE, ME and EXT)	1	\$100	\$100
Biometrics Fee	1	\$85	\$85

The fee shown is an estimate based on the fees in effect on the day that this Personal Reference Code is issued. The actual fees to be paid will be calculated on the date of submission.

**Total Price (CAD)      \$185**

All documents must be provided in either English or French. If you have a document in another language, please provide a copy of the document in the original language with an English or French translation.

Register / log in to submit your online application.

**Step 5:** To apply online, you'll need an electronic "key" for secure access.

- Register to get a key (<https://www.cic.gc.ca/english/e-services/mycic.asp>), if you are a new user.
- Sign in to your account (<https://www.cic.gc.ca/english/e-services/mycic.asp>), if you are a returning user.

**Step 6:**

When you are logged in to your electronic credential (known as your key), you'll automatically be directed to your account.

If you are a first time user, you will need to create an account. Returning users will be directed straight to their account.

Once you are signed in, select "Visitor visa, study and/or work permit" to continue.

Enter your **personal reference code**

**Step 7:** After you select "Visitor visa, study and/or work permit", you will be asked to enter your personal reference code.

A personal reference code is located at the top of this personal checklist and looks like this: **QK4350881372**.

## Step 8:

Once you have entered your personal reference code, you will be guided through the following steps to complete your application:

- Upload your documents
- Review your application
- Pay with a credit card
- Submit your application

## Step 9:

After you submit your payment, you will see a page that confirms that your application has been submitted. It will have more information on next steps. Shortly after you submit, you will also receive a confirmation message in your account.

## Step 10:

**Give your biometrics.** Once you have submitted your application, you will receive a biometric instruction letter through your MyCIC account. Read this letter, print a copy and bring it, along with your passport or other travel documents, to a visa application centre (VAC) to give your biometrics.

Find out more about biometrics (<https://www.cic.gc.ca/english/visit/biometrics.asp>).

Find your closest VAC (<https://www.cic.gc.ca/english/information/offices/vac.asp>).

**Notice - If you're applying as a visitor, worker or student during the COVID-19 outbreak:**

Because of COVID-19, you may be exempt from giving biometrics if you're **in Canada**. Find out more about [biometrics fees during the COVID-19 outbreak](https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/biometrics.html) (<https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/biometrics.html>).

**Important:** This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an immigration officer in accordance with the Immigration and Refugee Protection Act, without regard to any outcome you attain through this questionnaire. *Read the full notice* ([/eapp/exit.do?logout=true&uri=https://www.cic.gc.ca/english/notices.asp](https://www.cic.gc.ca/english/notices.asp))