

GUIDELINES TO APPLY FOR A CANADIAN VISITOR VISA (TEMPORARY RESIDENT VISA - TRV)

Countries needing a valid visa to enter Canada:

Antigua & Barbuda, Argentina, Belize, Bolivia, Brazil (unless having held a Canadian temporary visa in the past 10 years, or if currently hold a valid U.S. non-immigrant visa), Colombia, Costa Rica, Cuba, Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Nicaragua, Panama, Paraguay, Peru, Saint Kitts & Nevis, Saint Lucia, Saint Vincent & the Grenadines, Suriname, Uruguay, Trinidad and Tobago, Venezuela.

If your country is included on this list please continue to the second point.

1. You can submit a Canadian visa application:

- a) **Online** (please see section 3), or
- b) **On paper** (section 2) at a [Visa Application Center \(VAC\)](#). We recommend you to present your application on paper as the VAC will guide you through the process and as ParlAmericas we will be capable of monitoring its advancement and supporting you if needed.

2. Submit a Canadian visa application on paper at a Visa Application Center:

Visa application centres are designated offices that provide administrative support in the visa application process. They can provide guidance and answer your questions in your local language and make sure that applications are complete. They also transmit application documents and passports to the visa office securely, and return passport and decision documents securely. VACs collect biometrics (fingerprints and photograph) if needed. Please follow the following instructions to submit your visa application via the Visa application centre:

a) Find your local Visa Application Centre:

Please access the link below and select your country's name. The website will redirect you to your local VAC website, where you can find their coordinates (contact details at the bottom of the page) and the visa application guidelines:

<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/contact-ircc/offices/find-visa-application-centre.html>

NOTE: Parliamentarians or accompanying persons can appoint a representative to deposit their application on their behalf. To do so please complete the [Use of a Representative form](#). All application forms must be signed by the applicant (parliamentarian or accompanying person).

**This document was prepared by ParlAmericas based on information available at the Immigration and Citizenship Canada Website and it doesn't intend to replace official information issued by Canadian authorities. If you have any questions please contact your local Visa Application Centre.*

<http://www.cic.gc.ca/english/information/applications/visa.asp? qa=2.238723968.1843499304.1529506603-1449228004.1521211979>

b) Complete your application:

In order to apply for a Visitor Visa (Temporary Residence Visa) you must complete the following forms:

- **Application Form (IMM 5257)**
- **Schedule 1 – Application for Temporary Resident Visa (IMM 5257– Schedule 1)**
- **Family Information Form (IMM 5707)**
- **Document Checklist for a Temporary Resident Visa form (IMM 5484)**
- **Use of a Representative (IMM 5476)** – if applicable

Please note that these forms are only available in English and French. However, Visa Application Centers provide orientation in your country's language. ParlAmericas staff can also provide support and guide you in the filling process.

c) Gather the requested supporting documents:

All documents indicated in the Document Checklist for a Temporary Resident Visa form should be gathered and submitted at the same time as your visas application (original documents will not be returned). ***Please note that any document not in English or French must be accompanied by a certified translation (please contact your local Visa Application Centre for more details regarding translations).*** The following documents should be included:

- **Visa application as well as the other forms** mentioned in the previous section.
- **Your valid passport accompanied by a photocopy of the information page**, which includes the passport number, the issuance and expiry dates, your photo and your biographic data.
- You must also **include your previous passports** (cancelled or expired), **if applicable**, to demonstrate previous travel history.
- **ParlAmericas invitation letter** to attend the Plenary Assembly meeting, including the event's code **18PARL**, that will allow immigration authorities to link your application to the Plenary Assembly.
- Two **photos** meeting the [requirements](#)
- **Filled VFS Global privacy policy** (if you want to request guidance from your local Visa Application Center): <http://www.vfsglobal.ca/canada/colombia/english/pdf/VFS-Consent-Form-English-Latest.pdf> you can find the format for your country at the local VAC website (see point 3.1.)
- Proof of **financial support** to cover the expenses for the duration of your visit: **please attach the invitation letter** from ParlAmericas and if applicable **a proof that your parliament will cover some expenses** (it could be a letter from your Parliament's president mentioning the support provided). **Please note** that if you have travelled to Canada in the last ten (10) years or currently hold a valid United States non-immigrant visa and can provide proof (entry stamps in passport, proof of the valid visa), *no proof of financial support is needed.*
- In the case of **accompanying persons**, please provide a letter signed by the invited participant and a photocopy of their passport as well as a bank certificate proving that they have sufficient funds. Describe in the letter how this person is related to you (this document must be dated within three months of the application date).

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d) Visit your local Canada Visa Application Centre (CVAC):

Present, in person using a representative, your application forms (as per checklist) and passport to your local Visa Application Center. **Please note that visa fees will be levied.** Once you have submitted your application you will obtain a receipt. This receipt contains a unique tracking number which you will need to track the progress of your application online. Please share this number with ParlAmericas if you want us to help you monitor the process.

Pick up the passport from the Visa Centre once you are notified with the status. Depending on your local VAC services, you could use a courier service (please be advised your response would arrive in approximately 2 working days, depending on your destination city) or delegate a representative to pick up your passport (please send a signed Letter of Authorization).

3. Submit a Canadian visa application online:

a) In order to apply online you must have access to a scanner to create electronic copies of your documents to upload. This service is only available in English and French.

b) You should apply online following the instruction presented in this link:

[Apply online for a visa](#)

a. Before starting your application, you will be asked to respond to a series of questions. Please take in consideration the following suggestions to answer some of the requested questions:

- What would you like to do in Canada? Visit*
- What is your province of destination? British Columbia*
- What is the main purpose of your visit? Other*
- Are you giving someone access to your application? No*
- There are fees associated with this application. Will you be paying your fees or are you fee exempt? No, I am exempt from paying fees for this application*

b. Once you finish the questionnaire, the website will give you a personal reference code, please take note of this number and send it to ParlAmericas if you would like us to help you monitor the application process. You will need this number to submit your online application.

c. Fill the Application for Visitor Visa (Temporary Resident Visa) and the Schedule 1.

d. Gather the requested supporting documents:

- i. Family Information Form*
- ii. Travel History: This can include copies of your previous passports and/or visas (used within the last 10 years to travel outside your country). If you hold a valid visa from the United States, provide a clear, scanned copy of your visa.*

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- iii. Passport: you must provide a copy of the page that shows your birth date and country of origin, and any pages with stamps, visas or markings.
 - iv. Invitation Letter: letter sent by ParlAmericas to you Parliament Speaker or President.
 - v. Proof of Fee Exemption: letter sent by ParlAmericas to you Parliament Speaker or President (it includes a fee exemption code)
 - vi. Proof of Means of Financial Support: you must prove that you can support yourself and the accompany person who will be with you while you are in Canada. Provide as many of these documents as you can, including: bank statements for the past four months, bank draft in convertible currency, pay stubs, proof of assets or business, tax reports, declarations or statements.
 - vii. Digital photo: the final frame **size of the photo must be at least 35mm x 45mm**. The photographs must show a full front view of the head and tops of shoulders, with the face in the middle of the photograph. The size of the head, from chin to crown, must be between 31mm and 36mm. The file must be submitted in JPEG or JPEG2000 format.
- e. Create an account and get an electronic "key" by accessing this link (please follow the steps indicated in the website): <https://clegc-gckey.gc.ca/j/eng/l/?ReqID=s2d58b865bdef937282d6a543d558c152437cfa83e>
 - f. Once you have created your account and signed in, select "Visitor visa, study and/or work permit" to continue. After you select "Visitor visa, study and/or work permit", you will be asked to enter your personal reference code.
 - g. Once you have entered your personal reference code, you will be guided through the following steps to complete your application:
 - i. Upload your documents
 - ii. Review your application
 - iii. Submit your application
 - h. After you submit your application, you will see a page that confirms that your application has been submitted. Please save that page as a PDF and send it to ParlAmericas so we can help you monitoring the application process.

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