

# How to Apply for a Temporary Resident Visa (TRV) (For current study or work permit holders in Canada only)



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CONSEIL DE RÉGLEMENTATION DES  
CONSULTEURS EN IMMIGRATION DU CANADA

*Prepared by Agata Rebisz, Global Village Vancouver,  
A Regulated Canadian Immigration Consultant (RCIC #R417711) pursuant to  
section 91 of the Immigration and Refugee Protection Act*

**This is not a legal document. Information may change without notice. Always refer to Canada Immigration [www.cic.gc.ca](http://www.cic.gc.ca) for the most updated information. This document was last updated on Nov. 10, 2015**

If you are currently a temporary resident in Canada with valid status (that is, a valid study or work permit), you can now apply for a new temporary resident visa to return to Canada before you leave.

You can apply in Canada if you are:

- a legally-admitted temporary resident (student or temporary foreign worker **only**) in Canada with a Canadian residential address;
- your current temporary resident status is still valid, and your existing counterfoil has expired and/or was valid for only one entry; and
- you require a new temporary resident visa to return to Canada in the near future.

**Note: For applicants who require a temporary resident visa (TRV) to enter Canada:** The renewal of a study or work permit does not affect your TRV. It is your responsibility to ensure your TRV remains valid if you wish to **re-enter Canada**.

### When I should apply for my TRV?

You should apply at least 2 months before your planned departure from Canada Or  
AFTER you get your or extend a study/work permit

### How can I get my study TRV?

There are two options for receiving your study permit:

#### 1. Apply online

To apply online you must have access to a scanner or camera to create electronic copies of your documents for uploading and have a valid credit card for payment.

**Step1.** If applying online, login to MyCIC (<http://www.cic.gc.ca/english/e-services/mycic.asp>), click “Apply Online,” and proceed without a personal checklist code. The answers you provide in the “Come to Canada Wizard” will determine which documents you need.

**Step2.** Scan and upload all supporting documentation (see below). Supporting documents should be current and original (unless it clearly states photocopies are acceptable)

Online Checklist Item	Document Description	Tips
<b>Application form</b>	<i>Application for a Temporary Resident Visa [IMM 5257]</i> Once completed, click on the “Validate” button. This will generate a series of	* Do not print the form – simply validate, save and upload it in the space provided. * You will be prompted to electronically sign your application later in the online

	barcodes on page 5. When submitting your application, you must include this page which contains your unique barcodes.	process. When you apply online, the title of form IMM 5257 is “Application for Temporary Resident Visa Made Outside of Canada”, even though you chose your place of residence as Canada. This is not a problem. You can proceed with your Online submission.
<b>Passport or travel document</b>	Scanned copies of all relevant passport pages ((include the bio-data page plus any pages with stamps, visas or markings)	If your application is approved, CIC will email you a request for your original passport * <i>After</i> you get the request, you must mail your original passport to Ottawa with a return envelope
<b>Proof of Means of Financial Support</b>	Proof of sufficient financial support in Canada: Refer to your online checklist for examples of acceptable Documentation.	
<b>Digital photo</b>		* Refer to the photo specifications in your online checklist.
<b>Valid document confirming studies or work in Canada</b>	Copy of valid Study Permit or Work Permit	
<b>Proof of your current studies or work</b>	Current letter and original transcript from GV Vancouver attesting to your attendance.	If you work, provide proof of your current employment - a letter from your employer
<b>Fees</b>	Multiple entry (\$100) or Single entry (\$100) Visitor visa max fee for family is \$500 if all family applies at the same time and place	If you cannot or do not wish to pay online, you must obtain an original receipt form IMM 5401 in order to pay at a financial institution (only until March 2016)

## 2. Apply by mail

**Step1.** Download the required forms from at

<http://www.cic.gc.ca/english/information/applications/visa.asp>

**Step2.** Make sure your application is complete and include the necessary documents. Use the document checklist provided in the application kit provided for the country you selected.

Application items	Document Description	Tips
<b>Documents checklist</b>	Document Checklist [IMM 5484] also [IMM 5721]	Place this document on top of your application package. * You may complete form by hand.
<b>Application forms</b>	<b>-Application for a Temporary Resident Visa [IMM 5257]</b> Once completed, click on the “Validate” button. This will generate a series of barcodes on page 5. When submitting your application, you must include this page	If this application form is completed electronically, place the barcode page (page 5 of 5) on the top of each individual application package.

	which contains your unique barcodes. <b>-Family Information [IMM 5645]</b> <b>-Schedule 1 – Application for Temporary Resident Visa [IMM 5257 – Schedule 1]</b>	
<b>Passport or travel document</b>	Valid passport (there must be at least one blank page)	Submit your original passport and a return envelope <i>with</i> your application.
<b>Digital photo</b>	Two photos meeting the requirements of <b>Appendix A - Photo Specifications</b>	On the back of the photos, make sure to write your name and date of birth
<b>Valid document confirming studies or work in Canada</b>	Photocopy of your current immigration document demonstrating your legal status in Canada	Provide a copy of your student or work permit
<b>Proof of your current studies or work</b>	Current letter and original transcript from GV Vancouver attesting to your attendance	If you work, provide proof of your current employment - a letter from your employer
<b>Fees</b>	<b>Multiple entry</b> (\$100) or <b>Single entry</b> (\$100). Financial institutions and credit card companies may need up to 5 days to validate your payment; They cannot process an application before the payment is validated.	If you cannot or do not wish to pay online, you must obtain an original receipt form IMM 5401 in order to pay at a financial institution

You may **also** be required to provide the following:

- **Proof of means of financial support** (current students applying online)
- **Family information form [IMM5645]** (all applicants applying by paper and some applying online)

**Financial institutions and credit card companies may need up to five days to validate your payment.** They cannot process an application before the payment is validated. You may want to pay your application fee a few days before you send the complete application to speed up the process.

**If you do not have enough time to apply for a new TRV** before leaving Canada, you may apply at a visa office outside Canada while traveling. However, document requirements at visa offices vary. Read the document requirements carefully for the individual visa office where you will apply.

Temporary residents currently in Canada with valid student or temporary foreign worker status **must** submit their application for a new temporary resident visa to the [Case Processing Pilot Office in Ottawa \(CPP-O\)](#), or visa office that serves their country of nationality. **Mailing instructions:**

- Buy two prepaid 24 x 32 cm Xpresspost–National envelopes at any Canada Post retail outlet.
- Put one envelope in the other envelope. CIC will use the second envelope to return your passport and other documents to you.
- If you do not send a second prepaid Xpresspost envelope, CIC will return your passport by regular mail. Our office is not responsible for items lost in the mail.
- They will only return your passport through regular mail or a prepaid Xpresspost envelope. (If you include a prepaid envelope from a private courier company, CIC will not use it.)
- You cannot apply through the CPC-O office if you do not live in Canada.

Courier:  
CPP - Ottawa  
Temporary Resident Visa Section  
365 Laurier Avenue West  
Ottawa ON, K1A 1L1

**How much it costs?**

It depends on whether you apply for a multiple entry (\$100) or single entry (\$100) TRV.

**How long will it take to receive my TRV?**

For updated processing times, please visit the CIC website at:  
<http://www.cic.gc.ca/english/information/times/temp.asp>

***Need more advice or help with your application?***

*Please email our Regulated Canadian Immigration Consultant, Agata Rebisz, located at **Global Village Vancouver**, 888 Cambie Street, and arrange for consultation in person or by phone, skype or email. [arebisz@gvenglish.com](mailto:arebisz@gvenglish.com)*

*The consultation charge is **CND \$70.00 + 5% GST tax per 30 minutes (minimum charge).***

*A rebate of up to **CND \$125** will be applied to the registration fee if the client enrolls in courses at **GV Vancouver**.*



*Agata Rebisz is a member in good standing of Immigration Consultants of Canada Regulatory Council (RCIC #R417711) pursuant to section 91 of the Immigration and Refugee Protection Act.*