



THE INFORMATION ON THIS FORM AND ALL APPLICATION FORMS ARE FREE OF CHARGE

TEMPORARY RESIDENT VISAS

Visa issuance is based on compliance with Canada's *Immigration and Refugee Protection Act* (A) and *Regulations* (R). Applicants for Canadian temporary resident visas must satisfy a visa officer that they meet the requirements for visa issuance (R179), which includes that:

- they will leave Canada at the end of the period authorized for their stay (R183);
- they are in good health (a medical examination may be required) (A38, R30);
- they are admissible, do not have a criminal record and are not a security risk (A34-37, A40-42);
- they have sufficient funds to cover travel costs and support themselves in Canada (A39);
- they will not work or study in Canada unless authorized to do so (R183).

HOW TO APPLY

An application for a Canadian Temporary Resident Visa consists of 1) REQUIRED DOCUMENTS, 2) REQUIRED NON-REFUNDABLE PROCESSING FEES, and 3) SUPPORTING DOCUMENTS. Please refer to the checklists below.

Persons in Vietnam may submit an application in person or by mail to the Canadian Visa Application Centres (CANVAC) operated by IOM (<http://www.iom.int.vn/canada>):

Canadian Visa Application Center - IOM in Ho Chi Minh City

PDD Building, 8th Floor
162 Pasteur, District 1
Ho Chi Minh City, Vietnam

Tel: +84(8)3829-6377 or 3829-6376
Email: hochiminh@iom.int

Canadian Visa Application Center - IOM in Hanoi

DMC Tower, 7th Floor
535 Kim Ma Street, Ba Dinh District
Hanoi, Vietnam

Tel.: +84(4)3736-6258
Email: hanoi@iom.int

Please note that in Vietnam the CANVAC/IOM offices are responsible only for receiving applications and returning documentation to the applicant. Applications are approved or refused only by visa officers at the Consulate General of Canada in Ho Chi Minh City (<http://geo.international.gc.ca/asia/vietnam>).

IMPORTANT REMINDERS

- Unsigned or incomplete applications will not be approved.
- Only application forms completed in English or French will be accepted for processing, and all documents must be translated to English or French and attached to the original or to a notarized copy.
- Completion of forms and payment of the processing fee does not guarantee approval of an application.
- The Consulate General of Canada reserves the right to ask for a personal interview or for any document relevant to an application.
- The Government of Canada may choose to verify any document submitted by contacting its author or its issuing authority.
- If you intend to visit Canada for six months or longer a visa officer may direct you to undergo a medical examination. The results of the initial medical examination normally take four to six weeks to arrive at the Consulate General.
- Be truthful. Any direct or indirect misrepresentation that could induce an error in the administration of the *Immigration and Refugee Protection Act* may result in refusal of an application. This includes not declaring previous visa applications and not declaring family members.

AFTER YOU APPLY

Applicants who submit their applications through CANVAC/IOM may be able to schedule their own interviews (if required by a visa officer) and/or receive case status updates by mobile phone text message (SMS). The Consulate General of Canada does not offer these services except subject to their availability by CANVAC/IOM.

All case status requests should be made in writing. Case-specific enquiries for status may be made using the contact information available at the following web site: <http://www.cic.gc.ca/english/information/offices/missions/ho-chi-minh.asp>. The Consulate General of Canada does not receive status enquiries by phone.

All visitors are encouraged to apply at least four to six weeks prior to their intended departure date and are encouraged NOT to purchase non-refundable tickets before receiving a visa. The Consulate General of Canada makes best efforts to process applications promptly but does not guarantee that all applications will be decided within these normal processing times.

STANDARD VISA APPLICATION PROCESSING TIMES

October through February: 10 working days
March through September: 20 working days

DOCUMENT CHECKLISTS FOR TEMPORARY RESIDENT VISA APPLICANTS

An application consists of:

- 1) **REQUIRED DOCUMENTS**
- 2) **REQUIRED NON-REFUNDABLE PROCESSING FEES**
- 3) **SUPPORTING DOCUMENTS**

1) REQUIRED DOCUMENTS (all forms must be fully completed and signed)

- "Application for a Temporary Resident Visa" IMM 5257; applicants must list all family members on the form (including spouse or common-law partner and all children under 22) even if they will not accompany the applicant
- "Additional Family Information" IMM 5406 forms for each principal applicant and any accompanying person over 18 years of age
- "Visitor Questionnaire for Family Visit / Business Visit" for the principal applicant
- "Use of a Representative" IMM 5476 form if someone has assisted you in the preparation of the application
- "Statutory Declaration of Common-law Union" (IMM 5409) (if applicable)
- **Contact number** where the principal applicant can be reached during working hours
- **Valid passport for each applicant** (there must be one completely blank visa page available in each passport and the passport must be valid for the duration of the intended stay in Canada)
- **Two (2) identical passport-sized photos of each applicant** taken within the last six months; **the photos must comply with specifications found on the following web site** (<http://www.cic.gc.ca/english/information/applications/photospecs.asp>)

2) REQUIRED NON-REFUNDABLE PROCESSING FEES

Single entry	: 75 CAD or 70 USD
Multiple entry	: 150 CAD or 140 USD
Maximum fee per family	: 400 CAD or 370 USD

NOTE: fees are subject to change without notice and are not refundable even if the application is refused or withdrawn

Two methods of payment:

- Cash: US dollars (USD) ONLY at the Canadian Visa Application Centres – IOM
- OR
- Bank draft: in Canadian dollars (CAD) ONLY payable to “The Receiver General for Canada”

3) SUPPORTING DOCUMENTS

All applicants: official civil status documents (household registration book, birth certificate, marriage/divorce certificate)

All applicants: information concerning the purpose of travel - such as a letter of invitation that includes the inviter's full name, address, email address, contact telephone and facsimile numbers and an explanation of their relationship to the applicant

All applicants: information about the applicant's financial resources:

- **employees** should submit original confirmation of employment from their employer stating salary, length of employment, and leave entitlement, as well as: Social Insurance Book; Labour Book; labour contract; pay slip; personal bank statement (if receiving salary by money transfer)
- **business owners** should submit a copy of the business license and business income tax receipts for the past two (2) years
- **students** still enrolled in school in Vietnam should submit a copy of their student card and most recent transcript as well as evidence of financial resources for their parents
- all applicants may submit evidence of other assets and financial status (property / house / vehicle ownership; bank statement)

An applicant who will be accompanied by their child under 16 years of age: notarized letter of consent from the other parent permitting the child to travel

An applicant under 18 years of age who will be travelling without his or her parent/guardian: notarized custody arrangement signed by the child's parent/guardian AND by the person who will have custody of the child during the stay in Canada: www.cic.gc.ca/english/pdf/pub/custodian-parent.pdf

In addition, for family visits: information about the financial resources of the inviter and the inviter's spouse in Canada:

- a copy of the inviter's Canadian citizenship or immigration status document (PR card, etc.)
- a letter from the inviter in Canada indicating financial responsibility for the visit, their relationship to the applicant and the number of persons living in the inviter's household
- original or notarized personal income tax Notice of Assessment (T451/ Income Tax Return Information-Regular or RC143) for the past two (2) years for the inviter and his or her spouse; if the spouse does not work or is unable to submit these documents, attach a letter of explanation
- recent bank statement of the inviter and his or her spouse
- recent employment confirmation for the inviter and his or her spouse
- if visiting a sick relative, include a recent letter from the hospital or doctor detailing the health situation and prognosis of the sick relative in Canada

In addition, for business visitors:

- a letter of confirmation for the trip from the applicant's employer / company
- a letter of invitation from an inviter in Canada that indicates the purpose of the trip and states who will assume financial responsibility

In addition, for returning students:

- the most recent original transcript from the school in Canada
- a Study Permit valid for at least six months from the intended date of return to school
- a letter from the school in Canada confirming registration for the upcoming course

For diplomatic or official passports: a diplomatic note must be attached

APPLICATIONS MAY BE REFUSED IF THEY ARE NOT SUBMITTED ACCORDING TO THESE INSTRUCTIONS OR IF THEY DO NOT INCLUDE SUFFICIENT SUPPORTING DOCUMENTATION TO SATISFY A VISA OFFICER THAT THE APPLICANT MEETS THE REQUIREMENTS FOR VISA ISSUANCE.