



CANADIAN TEMPORARY RESIDENT VISITOR VISA (TRV)

Please read this kit carefully before submitting your application. All documents must be submitted at the same time as your application and processing fee.

The request for documentation in this application kit shall be considered a request by a visa officer under section 16 of the *Immigration and Refugee Protection Act* to produce all relevant evidence and documentation for the purpose of establishing that you are admissible to Canada and meet the requirements of the Act.

Submitting the necessary documents does not guarantee that your application will be approved; however, **failure to provide these documents will increase the likelihood of your application being refused**. If you are unable to provide the documents requested, you should provide a written explanation as to why they cannot be submitted and provide any other information you feel may be relevant. A final decision will probably be made without further communication with you.

Only documents in English or French will be accepted. All Chinese documents must be accompanied by an English or French translation.

Application kits are **free of charge** and can be downloaded from the internet address:

<http://geo.international.gc.ca/asia/china/immigration/beijing/application-kits-en.asp>

Good quality photocopies of the forms are acceptable.

WARNING

Agents and Representatives: You may prepare and submit your application yourself, or with the assistance of an individual who provides such services for free (family members, friends, non-governmental and religious organizations, etc.), or you may decide to hire an authorized representative. An authorized representative must be: immigration consultants who are members of the Canadian Society of Immigration Consultants; or lawyers who are members of a Canadian law society; or notaries who are members of the Chambre des notaires du Québec. All applications are treated equally, regardless of who prepares and submits them. You, as the applicant, are responsible for all information submitted. Please be sure to review all the information on your application form and ensure that all questions are answered truthfully before signing and dating the forms..

Agent Identification: If you are authorizing the release of your file information to an authorized representative, this person must be identified on Form IMM 5476E. Please note that all persons who assist in the preparation of applications must be identified on Form IMM5476E and on any other document in the kit where this information is requested. .

Misrepresentation Will Result in Your Application Being Refused.

If you or someone acting on your behalf directly or indirectly misrepresents facts relating to your application for a temporary resident visa:

- your application will be refused;
- the circumstances of your refusal will be entered into Canada's global immigration database; and
- you could become inadmissible to Canada for 2 years under section 40 (2) of the *Immigration and Refugee Protection Act*

All individual applicants or delegations (including official delegations) must submit the documents listed below:

1. Each applicant must provide:

1. Two signed and dated copies of the “*Application for a Temporary Resident Visa*” form completed in English or French. Original signature must be provided on each form. **Note:** Include your employer’s telephone and fax numbers in box 10;
2. One signed and dated copy of the “*Family Composition/Education and Employment*” form completed in both Chinese and either English or French. Original signature must be provided on each form;
3. Four photos (colour or black and white) **taken within the past 6 months** and including the date of birth (day/month/year) and applicant’s name clearly printed in pinyin on the back of each photo; Please follow the instructions in the document called “PHOTOGRAPH SPECIFICATIONS”;
4. Original passport or travel document including at least one blank page, and valid for at least one month from the date you intend to leave Canada;
5. Two self-addressed adhesive labels per person, including your name, address and postal code in Chinese characters;
6. Correct application processing fee. Please note that there are no fees for applicants holding Diplomatic or Service passports, but that fees are required for holders of Public Affairs and private passports. Please see the Fee Schedule for more details;
7. A completed form “Use of a Representative” (IMM 5476E) if someone has assisted you in making this application.
8. Parental Letter of Consent authorizing travel for children under the age of 18 years.

2. Please submit the following supporting documents below if you are applying:

AS A PRIVATE VISITOR (VISITING FAMILY OR FRIENDS)

From the applicant:

1. If you are employed, a signed original letter on letterhead paper from your employer granting leave of absence, and including the following information: your name, position, and current salary. It must include your employer’s name and address in Chinese characters, as well as the telephone and fax number;
2. If you are retired, a Retirement Certificate indicating your pension;
3. Funds: original bank documents showing financial history over several months.
4. Evidence of assets in China (e.g. house property certificate, vehicle registration, etc.)
5. Proof of relationship with the inviter in Canada (e.g. copy of birth certificate, copy of marriage certificate, proof of correspondence, etc.)

From the inviter(s): (For family members applying together, one copy is sufficient.)

1. An invitation letter stating the purpose of visit;
2. A list showing the number of people in your inviter’s household;
3. A copy of the inviter’s citizenship or immigration status document (e.g. IMM1000, Permanent Resident Card – copies of both sides, Study Permit, Work Permit);
4. Proof of income and financial situation in the form of independent, third-party documentation from a Canadian source which is reliable or easily verifiable
For example but not limited to:
Canada Revenue Agency Notice of Assessments [NOA], employment letters showing salary, pay stubs, banks statements, T4 or financial statements prepared by a licensed professional.
If inviter is studying, letter of acceptance from the school and/or transcripts.

AS A BUSINESS PERSON

1. One (original or faxed) letter of invitation per delegation from the party in Canada. The invitation letter must come from the party with whom the applicant will conduct direct business. This excludes third parties who are only arranging or facilitating the business meetings. The letter must include all of the following information:
 - a) Inviter's full name and title, business address, contact telephone and fax numbers;
 - b) the names and titles of all members of the delegation, as well as the name(s) of their employer(s);
 - c) a brief summary of the reason for extending the invitation, and details of the business or trade to be undertaken;
 - d) the intended duration of the visit, as well as a detailed itinerary;
 - e) a statement specifying who will be responsible for all expenses related to the trip; and
 - f) where applicable, copies of contracts and/or agreements signed between the Canadian inviter and the Chinese enterprise as well as proof of trade between the businesses.
 - g) Business persons intending to invest in Canada must also provide evidence of sufficient assets to make the proposed investment (e.g. business registration, articles of association, company tax receipts, sales contracts, balance sheets, company brochures, etc.)
2. For applicants travelling with official passports, an official note per delegation from the Chinese Ministry of Foreign Affairs supporting the intended visit;
3. For applicants travelling on private passports, a signed original letter on letterhead paper from the Chinese employer indicating that the proposed travel to Canada has been approved for the purpose indicated in the invitation. This letter must include the employer's name and address in Chinese characters as well as telephone and fax number. The applicant's position, salary and date of hire must also be noted;
4. A completed "Business Delegation Additional Information" form.
5. Any other document showing the ongoing or intended business relationship with the inviter.

AS A TOURIST

1. If you are employed, a signed original letter on letterhead paper from your employer granting leave of absence, and including the following information: your name, position, and current salary. It must include your employer's name and address in Chinese characters, as well as the telephone and fax number;
2. If you are a student traveling during periods other than school holidays, an original letter from your school confirming that you are enrolled and in good standing, and that the school has approved your absence is required;
3. Travel itinerary;
4. Funds: original bank documents showing financial history over several months;
5. Evidence of assets in China (e.g. house property certificate, vehicle registration, etc.);
6. Evidence of any previous travel;
7. Name and address of all agents who assisted you in planning your trip (both in PRC and/or Canada, if applicable).

AS A RETURNING STUDENT (HOLDING A VALID STUDY PERMIT)

1. List of **ALL** schools attended in Canada with **ALL** corresponding **official** transcripts and proof of enrolment;
2. Copy of Canadian Study Permit.
3. Original document confirming your enrolment in the next semester.

AS A RETURNING WORKER (HOLDING A VALID WORK PERMIT)

1. Signed letter from employer in Canada confirming ongoing employment. This letter must include the employer's name and address as well as telephone and fax number. The applicant's position, salary and date of hire must also be noted.
2. Copy of Canadian Work Permit.
3. Notice of Assessment issued by the Canada Revenue Agency, and/or T4 and payslips for most recent year of employment in Canada.

AS A SHORT-TERM STUDENT (IN STUDY FOR 6 MONTHS OR LESS)

1. Signed original parental employment letters issued by the employer on company letterhead indicating position, salary and date of hire;
2. Bank statements showing current savings with at least 12 months history;
3. Letter of acceptance;
4. For organized study groups, invitation letter with details of the program, list of participants and an indication of who will be paying associated fees and expenses.
5. One original letter of acceptance from the Canadian school you are going to attend. The letter should include following information:
 - a. How long you are going to attend the courses;
 - b. The subjects of the courses you are going to attend;
 - c. How much the tuition fee is and if you have paid it already.
6. Notarized copy of the highest diploma you have obtained.

AS A PERSON TRANSITING THROUGH CANADA

1. A copy of your air ticket and/or travel itinerary. Please indicate the number of times you will be entering Canada, and the date(s) and time(s) for each entry and exit;
2. A valid visa for country of final destination, if applicable;
3. A letter of invitation from the inviter in the country of destination, or a letter of intent stating the purpose of your trip;
4. A letter from your employer granting a leave of absence and including the following information: your name, position and current salary. This letter must be on letterhead paper and must include your employer's name and address in Chinese characters, as well as telephone and fax number;
5. Evidence of previous travel.

NOTE: If you intend to travel to the United States during your visit to Canada, you do not need a multiple-entry visa in order to re-enter Canada directly from the United States during the period for which you were originally admitted to Canada.

Please note that where a multiple entry visa is paid for but, at the discretion of the visa officer, a single-entry visa is issued, the fee difference will not be refunded. Moreover, the processing fee is non-refundable for any application that is withdrawn or refused.

3. Processing Time

To avoid disappointment, please submit your application well in advance of your travel plans. For information regarding processing times, please consult our web site. Note, processing times change depending on the time of the year and volumes of applications received.

4. Status Requests

We do not respond to any status inquiries within processing times.

Internet: <http://geo.international.gc.ca/asia/china>