



Application Kit for a Travel Document for Permanent Resident Canadian Consulate General, Shanghai

Please read this kit carefully before submitting your application. The documentation you provide with your application will be used to establish that your authorization to enter Canada would not be contrary to the *Immigration and Refugee Protection Act*. Failure to provide complete, truthful, and accurate materials may result in your application being refused.

All Travel Document applications will be assessed on paper. This means that a visa officer will review and make a decision on your application based on the documents you submit.

All documents must be submitted at the same time as your application and processing fee. Only documents in English or French will be accepted. All documents in Chinese must be accompanied by an English or French translation.

Application kits are free of charge and can be downloaded from the internet address: www.shanghai.gc.ca

Warning: 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 Travel Document:

- 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 two (2) years under section 40 (2) of the *Immigration and Refugee Protection Act*.

1. Agents and Representatives

You may prepare and submit your application yourself, you may attain 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 either an immigration consultant who is a member of the Canadian Society of Immigration Consultants; a lawyer who is a member of a Canadian law society; or a notary who is a member 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.

If you are authorizing the release of your file information to another person this person must be identified on the Use of Representative form (IMM 5476E). Please note that all persons who assist in the preparation of applications must be identified on this form.

2. Required Supporting Documents

This kit contains an application, other forms which must be completed and a Document Checklist. This Document Checklist will assist you in determining which forms and documents must be submitted, and which special requirements may apply.

3. Calculating Days Present in Canada

To meet the residency obligation, you must have been physically present in Canada for a minimum of 730 days within the past five years. If this is not the case, you may also count the days you spent outside of Canada in the following circumstances:

A. Accompanying a Canadian citizen or a permanent resident outside Canada

Accompanying a Canadian citizen

Each day that you are accompanying a Canadian citizen outside Canada is considered a day for which you satisfy the residency obligation provided that the person you are accompanying is your spouse, common-law partner or parent (if you are a child under 22 years of age).

The total number of days that you spend accompanying a Canadian citizen may be added to the total number of days for which you otherwise satisfy the residency obligation.

Accompanying a permanent resident

Each day that you are accompanying a permanent resident outside Canada is considered a day for which you satisfy the residency obligations provided that:

- the person you are accompanying is your spouse, common-law partner or parent (if you are a child under 22 years of age); and
- the person you are accompanying is working for a Canadian business, as defined in section B.

The total number of days that you spend accompanying a permanent resident may be added to the total number of days for which you otherwise satisfy the residency obligations.

Evidence that you are accompanying a Canadian citizen or permanent resident

You must provide supporting documents to prove that:

- the person you are accompanying is a Canadian citizen or permanent resident;
- you are the spouse, common-law partner or child of that person; and
- if applicable, the permanent resident you are accompanying is working for a Canadian business, as defined in section B.

Refer to the Document Checklist for a list of suggested supporting documents.

B. Employment outside Canada

Acceptable employment

Each day that you are working outside Canada is considered a day for which you satisfy the residency obligation provided that your employment meets the following criteria. You are an employee of, or under contract to, a Canadian business or the public service of Canada or of a province, and are assigned on a full-time basis to:

- a position outside Canada;
- an affiliated enterprise outside Canada; or
- a client of the Canadian business or the public service outside Canada.

Canadian business

For the purposes of this application, a Canadian business is defined as:

- a corporation that is incorporated under the laws of Canada or of a province and that has an ongoing operation in Canada; **or**
- an enterprise that has an ongoing operation in Canada and is capable of generating revenue and is carried out in anticipation of profit, and in which a majority of voting or ownership interests is held by Canadian citizens, permanent residents, or Canadian businesses as defined above; **or**
- an organization or enterprise created by the laws of Canada or a province.

Evidence of acceptable employment

You must provide supporting documents indicating that your employment outside of Canada meets the requirements of the residency obligation. Refer to the **Document Checklist** for a list of supporting documents.

C. Humanitarian and Compassionate Grounds

If you or a family member is unable to meet the residency obligation, it may still be possible to retain your status as a permanent resident of Canada. You will need to present evidence that, due to circumstances beyond your control or due to factors that have kept you living outside Canada, you wish to have humanitarian and compassionate grounds considered in the assessment of your application for a travel document.

Factors that might justify such a consideration would be those resulting hardships you would face if you lost your permanent resident status, and that would be **unusual** and **undeserved**, or **disproportionate**. You must provide proof:

- that there are compelling humanitarian and compassionate factors in your individual circumstances that merit the retention of your permanent resident status;
- describing why you were not able to comply with the residency obligation; and
- that the extent of any hardship that the loss of residency status may cause to one or more family members who would be directly affected by this decision, taking into account the best interests of a child directly affected by the determination.

To have your application considered on humanitarian and compassionate grounds, you must complete question 18 of the application form. There are no guidelines on what supporting documents you should submit for consideration on humanitarian and compassionate grounds. You are free to make submissions on any aspect of your personal circumstances that you feel would warrant retention of your permanent residence.

The factors of your unique case will be weighed against the extent to which you did not comply with your residency obligation and make a decision based on the evidence in your file.

4. How to Submit your Application

To submit your application, please visit one of the Visa Application Centres operating in China.

Beijing: 7th floor, West Area, Grand Rock Plaza, No.13 Xinzhong Xili Dongcheng District, Beijing, PRC 100027

Shanghai: 2nd floor, Guangdong Development Bank Building, No.555 Xujiahui Road, Shanghai, PRC 200023

Guangzhou: 3rd floor, No.10 Qiaoguang Street, Guangzhou, PRC 510620

Chongqing: 3rd floor, JW Marriott Hotel, International Trade Center, 77 Qingnian Rd, Yuzhong District, Chongqing, PRC 400010

The Visa Application Centres are open from Monday to Friday (excluding Embassy holidays), from 8am to 3pm. A **fee** will be charged for the use of the Visa Application Centre. Further details are available at www.vfs-canada.com.cn.

You may also submit your application **by mail** to the Visa Section of the Canadian Embassy, 19 Dongzhimenwai Dajie, Chaoyang District, Beijing, PRC 100600. The processing fee must be submitted in the acceptable format (refer to the Fee Schedule).

You may submit your application **in person** by booking an appointment first. To book an appointment, you must visit the Consulate in person with your passport between 10:45am to 11:45am, Monday to Thursday. Appointments are not transferable to another person. You will then be given an appointment to submit your application in person and pay fees using a bank draft. The bank drafts should be made payable to:

加拿大驻沪总领事馆

There is a minimum waiting period of one week for an appointment.

5. When Should I Apply?

To avoid disappointment, you should submit your application well in advance of your travel plans.

Document Checklist

Please indicate in the boxes which documents you have enclosed and attach the Document Checklist to your application. If any of the required documents are missing, your application form will be returned to you.

REQUIRED DOCUMENTS FOR ALL APPLICANTS All documents in Chinese must be accompanied by an English or French translation	✓
Completed "Application for a Travel Document" (IMM 5524). If your spouse or common-law partner and/or children are planning to accompany you, they will need to complete their own application using the appropriate application form.	
Completed "Family Composition Information and Details of Education and Employment" form for the applicant, completed in English or French AND Chinese.	
Three (3) photos. All photos must meet the requirements of the Photo Specifications Appendix. On the back of one photo in each set, write the name and date of birth of the person appearing in the photo.	
A valid passport. There must be one completely blank page other than the last page, available in each passport and must be valid for at least one (1) month after the date you intend to leave Canada.	
Two (2) self-addressed adhesive labels with your current address in Chinese characters (no envelope).	
The correct processing fee in the acceptable format (refer to the Fee Schedule). Fee is non-refundable.	
"Use of a Representative" form (IMM 5476E), if someone has assisted you in making this application.	
Evidence of your permanent resident status in Canada, such as: <ul style="list-style-type: none"> • A Record of Landing or Confirmation of Permanent Residence or, if the document was lost or stolen, a police report documenting the circumstances of the loss and the completed "Solemn Declaration" • An expired permanent resident card or, if your card was stolen, police report documenting the circumstances of the loss and the completed "Solemn Declaration". 	
All old passports showing previous travel within the last 5 years (or since becoming a permanent resident of Canada). If you do not have your old passports with you, please provide an explanation. For lost passports, please submit a police report documenting the circumstances of the loss.	
If you were living outside of Canada accompanying a Canadian citizen or permanent resident, please submit the following: <ul style="list-style-type: none"> • passport of the person you are accompanying showing previous travel within the last 5 years • marriage licence • child's birth certificate and/or adoption or guardianship document • school and/or employment records • passports or other travel documents • documents indicating the status of the person you are accompanying • documents indicating that the person you are accompanying working for a Canadian business, as defined in section B. 	

<p>If you are working outside Canada for a Canadian business, or if you have been accompanying your spouse abroad and your spouse is a permanent resident abroad working for a Canadian business, please provide:</p> <ul style="list-style-type: none"> • Letter of declaration from your Canadian employer (name) that states the position and title of the signing officer and that the business is incorporated under the laws of Canada or a particular province, that the business has an ongoing business operation in Canada, the nature of the business, length of time in operation in Canada, number of employees in Canada, details of assignment or contract abroad, such as duration of the assignment, confirmation that the employee is a full-time employee of the Canadian business working abroad on a full-time basis as a term of employment, • Copy of your contract of employment, including start date, length of contract, salary, position, • Supporting documentary evidence that your employer is operating in Canada, such as copy of articles of incorporation, corporate annual reports, corporate Canadian Income Tax Notice of Assessments, a copy of any agreement or arrangement between the Canadian business and the business abroad, concerning assignment to that business, • Supporting documentary evidence that you have performed full-time duties in China for your Canadian employer, such as photo of your office location and of your working station, payslips, sale agreements, etc. 	
<p>To be considered on humanitarian and compassionate grounds, enclose supporting documents that support your request to retain your permanent residence. Refer to the Residency Obligation section for more information. All documents in Chinese must be accompanied by an English or French translation.</p>	
<p>Documents indicating consent for children to travel as unaccompanied minors.</p> <p>Children under 16 years of age who are travelling alone must carry written information about the person who will be responsible for them. If a child included in this application is the subject of a custody order or is travelling with one of his or her parents, you must provide a proof of custody or the other parent's consent for the trip. Children traveling without their custodial parent(s) require a letter of permission to travel from the non-accompanying parent(s).</p>	

FAMILY COMPOSITION INFORMATION

家属表

APPLICANT

PLEASE COMPLETE ALL ITEMS IN BOTH ENGLISH OR FRENCH AND CHINESE CHARACTERS

所有内容请用中文及英文，或中文及法文填写

RELATIONSHIP 关系	NAME 姓名	DATE & PLACE OF BIRTH 出生日期及地点	PRESENT ADDRESS 现行地址	PRESENT OCCUPATION 现行职业
Visa Applicant 签证申请人		dd mm yyyy		
Spouse 申请人配偶		dd mm yyyy		
Mother 申请人之母亲		dd mm yyyy		
Father 申请人之父亲		dd mm yyyy		

CHILDREN:(INCLUDING ALL SONS AND DAUGHTERS PLUS ADOPTED AND STEP CHILDREN REGARDLESS OF AGE OR PLACE OF RESIDENCE)

申请人之子女 (包括所有子女及收养、继养之子女, 无论年龄大小或居住地在何处均须填写)

NAME 姓名	RELATION & SEX 关系及性别	MARITAL STATUS 婚姻状况	DATE & PLACE OF BIRTH 出生日期及地点 dd / mm / yyyy	PRESENT ADDRESS 现行地址	PRESENT OCCUPATION 现行职业

BROTHERS AND SISTERS: (INCLUDING HALF AND STEP BROTHERS AND SISTERS)

申请人之兄弟姊妹 (包括同父异母及同母异父之兄弟姊妹)

NAME 姓名	RELATION & SEX 关系及性别	MARITAL STATUS 婚姻状况	DATE & PLACE OF BIRTH 出生日期及地点 dd / mm / yyyy	PRESENT ADDRESS 现行地址	PRESENT OCCUPATION 现行职业

DETAILS OF EDUCATION AND EMPLOYMENT

教育和就业细节表

APPLICANT

PLEASE COMPLETE ALL ITEMS IN BOTH ENGLISH OR FRENCH AND CHINESE CHARACTERS

所有内容请用中文及英文，或中文及法文填写

DATE 日期		NAME & ADDRESS OF SCHOOL 学校的名称及地址	DIPLOMA/ DEGREE 学历/学位	TYPE OF COURSE 课程类别
FROM 从	TO 到			
FROM 从	TO 到	NAME & ADDRESS OF WORK UNIT/COMPANY 单位/公司的名称及地址	POSITION 职位	TYPE OF BUSINESS 业务类别

Is this your first time travelling outside of China? If no, please provide a summary of your travel history for the past five years including countries travelled to and dates of travel.

If you are a member of a business delegation, can you confirm the identity and stated profession of those travelling with you? If no, please provide an explanation: _____

I hereby certify that all information listed on this form is true and complete. I understand that if this information is found to be untrue or incomplete my application will be refused.

我谨声明，本表中所填各项内容均真实详尽。我明白：所列内容如被发现不实或不详，我的申请将被拒签。

Date (日期)

Print Name in Pinyin

Signature of Applicant in Chinese (申请人签字)

PHOTOGRAPH SPECIFICATIONS

照片要求细则

TAKE THIS WITH YOU TO THE PHOTOGRAPHER
携带此要求前去照相

Requirements: 要求:

You must provide 3 photos with your application for a Temporary Resident Visa, Study Permit, or Work Permit. It is imperative that your photos be compliant with the following specifications otherwise they will be rejected. You will be required to provide new photos before your application can be processed.

申请临时居民访问签证、学习许可或工作许可需要递交3张照片。照片必须符合下列要求，否则将不被接受。我们会在审理你的申请前要求你递交新的照片。

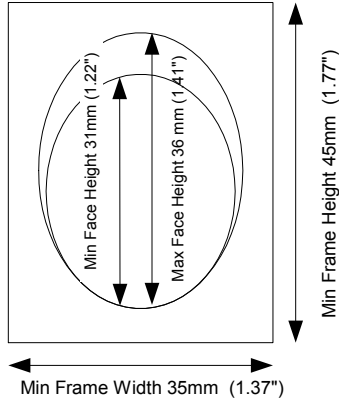
To avoid delays, please ensure that the photos provided with your application meet these requirements.

请确保你递交的照片符合这些要求以避免延误申请审理。

Photograph specifications: 照片要求细则:

- Three identical photos, black and white or colour, taken within the last 6 months. 最近6个月内拍摄的3张同样的照片，黑白或彩色均可。
- Must be clear and well defined, taken against a plain white or light coloured background. 照片必须清晰并轮廓分明，背景为纯白色或浅色。
- Digital photos must not be altered in any way. 数码相片不能做任何修改。
- The face must be square to the camera with a neutral expression, neither frowning nor smiling, with the mouth closed. 脸部须正对相机，保持正常表情，不要皱眉或微笑，且嘴部合拢。
- Tinted prescription glasses may be worn as long as the eyes are clearly visible and the frame is not covering any part of the eyes. Sunglasses are not acceptable. 可以佩戴带色彩的有度数的眼睛，只要申请人双眼清晰可见且镜框不遮挡眼睛的任何部分。不要佩戴太阳镜。
- False hairpieces or other cosmetic devices are acceptable if they do not disguise the natural appearance of the bearer. 可以佩戴假发或其它装饰品，只要它们不影响申请人的本来面貌。
- Photos in which the applicant is wearing a hat or head covering worn for religious reasons are acceptable if the full facial features are not obscured. 只要脸部特征能全部体现，则申请人可以配戴帽子或出于宗教原因将头部盘裹。

**Photo and Head Size
Specification**
照片和头部大小要求



- The frame size must be 35mm X 45mm (1.37" X 1.77"). 相片外沿大小必须为35毫米 X 45毫米 (1.37寸 X 1.77寸)。
- Must show the full front view of the head, with the face in the middle of the photo and include the top of the shoulders. 必须在照片中体现整个头部的正面，脸部在照片中间，且要包括肩部上端。
- Size of the head, chin to crown*, must be between 31mm (1.22") and 36mm (1.41"). 头部的大小，即从下巴到头顶*的长度，必须在 31毫米 (1.22寸) 至36毫米 (1.41寸) 之间。

* Crown: top of the head, or (if obscured by hair or headwear), where the top of the head/skull would be if it could be seen. * 头顶：头部的最上端，或（如果受头发或头饰的影响），可见到的头部/脑壳最上端。

Photos which do not meet these specifications will not be accepted.
不符合这些要求的照片将不被接受。