



## Application Kit for a Temporary Resident Visa Canadian Embassy, Mexico

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 Temporary Resident Visa 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. Some documents in Spanish will have to be accompanied by an English or French translation, such as a job reference letter describing your position in your company; invitation letter from Canadian company/relative/friend; custodianship/guardianship letter allowing the minor travel to Canada. Please note our office reserves the right to request a translation into English or French of any other document during the assessment of your application.

Application kits are free of charge and can be downloaded from the internet address: [www.mexico.gc.ca](http://www.mexico.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 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 two (2) years under section 40 (2) of the *Immigration and Refugee Protection Act*.

### 1. Requirement for a Canadian Temporary Resident Visa

The documents you provide must satisfy the officer that you meet the requirements of the *Immigration and Refugee Protection Act and Regulations*. Some of these requirements include satisfying an officer that:

- your stay in Canada will be for a temporary period and that you will leave Canada at the end of your authorized period of stay;
- you have enough money to support yourself and your family members in Canada and to return home;
- you do not intend to work or study in Canada unless authorized to do so;
- you are law abiding and have no record of criminal activity;
- you will not be a risk to the security of Canada;
- you have produced any additional documents requested by the officer to establish your admissibility;
- you are in good health.

### 2. Types of Visas

A visa may be for a single entry, for multiple entries or for transit purposes.

A **single entry visa** allows you to enter Canada only once. 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. A **multiple entry visa** allows you to enter Canada from any country multiple times during the validity of the visa. A **transit visa** is required for travel through Canada to another country by those persons who need a temporary resident visa and whose flight will stop in Canada for less than 48 hours.

## 2. 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.

## 3. 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.

## 4. How to Submit your Application

You may **drop off** your application in the drop off box for Temporary Resident applications, at the Canadian Embassy, from Monday to Friday from 08.00 to 13.00.

You may also submit your application **by mail** to the following address:

Visa Section of the Canadian Embassy  
Schiller 529  
Col. Bosque de Chapultepec  
Del. Miguel Hidalgo  
CP 11580  
México D.F.

The processing fee must be submitted in the acceptable format (refer to the Fee Schedule).

Please include a pre-paid air-waybill to return your passport with your documents and ensure with the courier service that they provide collection services.

## 5. When Should I Apply?

We are currently processing applications in 10 working days. However, to avoid disappointment, you should submit your application well in advance (30 days) before your intended departure date.

## Document Checklist

Please indicate in the boxes which documents you have enclosed and attach the Document Checklist to your application.

<p><b>REQUIRED DOCUMENTS FOR ALL APPLICANTS</b></p> <p>If any of the required documents are missing or if the fee is incorrect, your application form will be returned.</p> <p>When specified, Spanish documents must be accompanied by an English or French translation.</p>	✓
<p>Completed "Application for a Temporary Resident Visa" (IMM 5257).</p>	
<p>Completed "Family Composition Information and Additional information form for the applicant and each accompanying family member who are aged 18 years old and above, <b>completed in English or French.</b></p>	
<p>Two (2) photos of the applicant and each accompanying family member. 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.</p>	
<p>The original and a photocopy of a valid passport for the applicant and each accompanying family member. There must be one completely blank page other than the last page, available in each passport. All passports must be valid for at least one (1) month after the date you intend to leave Canada.</p>	
<p>Pre-paid Airway Bill</p> <p>Please make sure that you have:</p> <ul style="list-style-type: none"> <li>• Completed the information in "Receiver", with your mailing address</li> <li>• Completed the information in "Sender", with the Canadian Embassy's mailing address (refer to point 4 of the Application kit)</li> <li>• Paid the recollection fee (if applicable, check this with the courier company)</li> </ul>	
<p>For non-Mexicans currently in Mexico, original and photocopy of Mexican migratory form (tourist visa, FM2, FM3, etc.) or Exit and return permit ("Oficio de salida y regreso"). For economic dependants of someone who is also a holder of a Mexican migratory form, also include a copy of all the pages of this document.</p>	
<p>The correct processing fee in the acceptable format (refer to the Fee Schedule). Fee is non-refundable.</p>	
<p>"Use of a Representative" form (IMM 5476E), if someone has assisted you in making this application.</p>	
<p>If travelling with a person under the age of eighteen (18) an original and photocopy of notarized letter from the minor's parents or legal guardian(s) authorizing the applicant to travel with the minor, specifying the name of the person, the date of birth and the person's passport number.</p> <p>If the principal applicant is under the age of eighteen (18) and is travelling alone, a notarized letter signed by both parents indicating both names, their address and telephone numbers, complete name of the minor, purpose and duration of the trip including date of arrival and departure, and name of the person who will be the guardian of the child. If the parents are divorced, the notarized letter has to be signed by both parents or two letters must be presented unless it is specified in the divorce decree that one of the parents has sole legal custody of the minor.</p> <p>For applicants under the age of eighteen (18) travelling alone, a custodianship declaration from the Canadian custodian. The Custodianship Declaration can be obtained at <a href="http://www.cic.gc.ca/english/pdf/pub/custodian-parent.pdf">www.cic.gc.ca/english/pdf/pub/custodian-parent.pdf</a>.</p> <p><b>*Translation into French or English of these letters is required.</b></p>	

**Applicants applying in the categories below should also submit the following documents:**

PRIVATE VISITORS (VISITING FAMILY OR FRIENDS):	✓
<p>From the applicant:</p> <ul style="list-style-type: none"> <li>• If you are employed, a signed original letter on company letterhead from your employer granting your leave of absence and including the following information: your name, position, your tenure, and current salary. It must include your employer's name and address as well as the telephone and fax number;</li> <li>• Recent pay slips. If you receive your salary in the "Honorarios" system, last income tax payments.</li> <li>• If you are an economic dependant and do not work, submit proof of employment and support of the person who supports you. If the person who supports you is in Mexico with a migratory form (FM2, FM3) submit a copy of his/her passport and copy of the migratory form.</li> <li>• If you have your own business, submit a copy of the business registration, your "Hacienda" registration or license and proof of the last three (3) years of income tax payments.</li> <li>• Original bank documents showing financial history of the last 6 months (e.g. Certificates of Deposits, bank books, certified account listings, etc.);</li> <li>• Evidence of assets in Mexico (e.g. original house property certificate, vehicle registration, etc.); and</li> <li>• Proof of relationship with the inviter in Canada (e.g. copy of birth certificate, copy of marriage certificate, proof of correspondence, etc.).</li> </ul>	
<p>From the inviter(s):</p> <ul style="list-style-type: none"> <li>• An invitation letter stating the purpose and duration of the visit (<b>translation into English or French of this letter is required</b>)</li> <li>• A list showing the number of people in inviter's household;</li> <li>• A copy of the inviter's citizenship or immigration status document (e.g. Permanent Resident Card – please copy both sides, Study Permit, Work Permit, etc.);</li> <li>• In order to establish your ability to support the applicant in Canada you might want to submit a proof of your 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, Statements of Remuneration Paid or financial statements prepared by a licensed professional; and</li> <li>• If the inviter is studying in Canada, a copy of the letter of acceptance from the school.</li> </ul>	

BUSINESS PERSONS:	✓
<p>A letter of invitation per group from the party in Canada (original, copy or fax). The invitation letter must come from the party with whom the applicant will conduct direct business and must be in French or English. This excludes third parties who are only arranging or facilitating the business meetings. The letter must include all of the following information:</p> <ul style="list-style-type: none"> <li>• Inviter's full name and title, business address, telephone and fax numbers;</li> <li>• the names and titles of all members of the delegation, as well as the name(s) of their employer(s);</li> <li>• a brief summary of the reason for the invitation including details of the business or trade to be undertaken;</li> <li>• the intended duration of the visit as well as a detailed itinerary;</li> <li>• a statement specifying who will be responsible for all expenses related to the trip; and</li> <li>• where applicable, copies of agreements signed between the Canadian inviter and the Mexican enterprise.</li> </ul>	
<p>Business persons intending to invest in Canada must 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.).</p>	
<p>For applicants travelling <b>with diplomatic or official passports</b>, an official note (per group) supporting the intended visit.</p>	
<p>A signed original letter on company letterhead from the Mexican 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 as well as telephone and fax number. The applicant's position, salary and date of hire must also be noted.</p>	
<p>Recent pay slips. If you receive your salary in the "Honorarios" system, last income tax payments.</p>	
<p>If you have your own business, submit a copy of the business registration, your "Hacienda" registration or license and proof of the last three (3) years of income tax payments.</p>	
<p>Evidence of assets in Mexico (e.g. original house property certificate, vehicle registration, Certificates of Deposits, bank books, etc.)</p>	
<p>Any other document showing the ongoing or intended business relationship with the inviter.</p>	

TOURISTS:	✓
<p>If you are employed, a signed original letter on company letterhead from your employer granting your leave of absence and including the following information: your name, position, and current salary. It must include your employer's name and address as well as the telephone and fax number. <b>A translation into English or French of this document is required.</b></p>	
<p>If you are a student travelling 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.</p>	
<p>Detailed travel itinerary.</p>	
<p>Original bank documents showing financial history of the last 6 months (e.g. Certificates of Deposits, bank books, certified account listings, etc.).</p>	
<p>Recent pay slips. If you receive your salary in the "Honorarios" system, last income tax payments.</p>	
<p>If you have your own business, submit a copy of the business registration, your "Hacienda" registration or license and proof of the last 3 years of income tax payments.</p>	
<p>Evidence of assets in Mexico (e.g. original house property certificate, vehicle registration, etc.).</p>	
<p>Evidence of any previous travel (e.g. previous passports, etc.).</p>	
<p>Name and address of all agents who assisted you in planning your trip (both in Mexico and Canada, if applicable).</p>	

RETURNING STUDENTS (HOLDING A VALID STUDY PERMIT):	✓
List of <b>all</b> schools attended in Canada with <b>all</b> corresponding <b>official</b> transcripts.	
Copy of valid Canadian Study Permit.	
Original document from current school in Canada confirming your future enrolment.	

RETURNING WORKERS (HOLDING A VALID WORK PERMIT):	✓
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.	
Copy of valid Canadian Work Permit.	
Notice of Assessment from the Canada Revenue Agency, Statement of Remuneration Paid and payslips for most recent year of employment in Canada.	

SHORT-TERM STUDENTS (STUDYING FOR SIX MONTHS OR LESS):	✓
Signed original parental employment letters issued by the employer on company letterhead indicating position, salary and date of hire for each parent. Translation into French or English is required for this letter.	
Original bank documents showing financial history of the last 6 months (e.g. Certificates of Deposit, bank books, certificate account listings, etc.).	
Recent pay slips. If you receive your salary in the “Honorarios” system, last income tax payments.	
If you have your own business, submit a copy of the business registration, your “Hacienda” registration or license and proof of the last 3 years of income tax payments.	
For organized study groups, an invitation letter with details of the program, list of participants and an indication of who will be paying the associated fees and expenses.	
The original and one (1) copy of the Letter of Acceptance from the Admissions/Registrar’s Office of a Canadian school showing the exact amount of tuition fees you are required to pay, the anticipated start and end dates and the latest date you may register.	
A Custodianship Declaration if you are under 18 years of age (for schools in Alberta, Manitoba, Ontario, Prince Edward Island, Québec and Saskatchewan) or under 19 years of age (for schools in British Columbia, New Brunswick, Newfoundland, Nova Scotia, North West Territories, Nunavut and the Yukon). The Custodianship Declaration can be obtained at <a href="http://www.cic.gc.ca/english/pdf/pub/custodian-parent.pdf">www.cic.gc.ca/english/pdf/pub/custodian-parent.pdf</a> . <b>*A translation into English or French is required for these documents.</b>	

PERSONS TRANSITING THROUGH CANADA:	✓
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.	
A valid visa for country of final destination, if applicable.	
A letter of invitation from the inviter in the country of destination or a letter of intent stating the purpose of your trip. <b>A translation into English or French is required for this letter.</b>	
If you are employed, a letter from your employer granting your leave of absence and including the following information: your name, position and current salary. This letter must be on company letterhead and must include your employer's name and address as well as telephone and fax number.	
Recent pay slips. If you receive your salary in the "Honorarios" system, last income tax payments.	
If you have your own business, submit a copy of the business registration, your "Hacienda" registration or license and proof of the last 3 years of income tax payments.	
Evidence of previous travel (e.g. previous passports, etc.).	