



NEW VISA SUBMISSION PROCEDURES CANADIAN DEPUTY HIGH COMMISSION (CDHC)

4 Anifowoshe Street
Victoria Island
P. O. Box 54506
LAGOS, NIGERIA

Effective November 5, 2006

Drop Box:

All applications (visitor, worker or student) will be accepted via the drop box if there is a pre-paid return courier envelope. Applications must be in a sealed envelope which contains the following:

1. Bank Draft
2. Valid Passport
3. Complete & signed application (with 3 photos)
4. All required supporting documents.

The **pre-paid return courier envelope** must accompany the application documents but must **NOT/NOT** be sealed inside the envelope containing the application (or the submission will not be accepted).

Courier Service:

You may submit your complete application to the courier company. Be advised that this may add an additional 1 - 3 days delivery time (over and above our 10 working days).

Regardless of what method you use (drop box or round trip courier service), please note:

- Visitor applications will be processed and returned to the courier office within ***ten working days***.
- Student applications require 30 working days.
- If an interview is required, a notice, giving the date and time, will be included in the return courier envelope.
- **There will be no response to enquires (e-mail, in person, etc.) received within the 10 working days (30 working days for student applications).**
- All documents (including the passport) will be returned in the prepaid courier envelope.
- **You will not/not be able to request an early release of your documents.**

For emergency enquiries contact: Lagos.immigration@international.gc.ca

CANADIAN VISITOR VISA APPLICATION REQUIREMENTS

The attached "Application for a Visitor Visa" must be completed and submitted by each applicant who applies with his/her own passport. The "Family Composition Form" must be completed and submitted with the application.

After submission of a fully completed application, you may be given an appointment for a personal interview. This, however, does not guarantee issuance of a visitor's visa. Additional documents, further interviews and a medical examination may be required. You may be refused after review of your application with no interview.

FALSE STATEMENTS OR THE SUBMISSION OF FRAUDULENT DOCUMENTS IN SUPPORT OF YOUR APPLICATION WILL RESULT IN IMMEDIATE REFUSAL.

Should an application be refused, it is unlikely that a further application would be approved unless the applicant's personal circumstances have changed significantly.

The following **original** documents must be submitted. Failure to submit all the requested documentation may result in the refusal of your application.

- **All current and previous passports:** Current passports must have at least two completely blank pages and be valid for at least six months (include photocopy of bio-data page)
- **Three recent passport-size photographs** (see attached photo specifications) of each person travelling (with name of applicant indicated at the back of passport photo).
- **A non-refundable fee payment** in Naira. (Only bank drafts will be accepted - see Fee Schedule)
- **Proof of adequate funds for your trip:** certified personal bank statement(s) six months history, bank book(s), investment certificates, other proof of savings. If sponsored, provide sponsor's financial documents **in addition to your own personal financial documents.**
- **Personal Documents:** documents to show you have personal ties to your homeland. Marriage certificate, birth certificates of each of your children, etc.
- **Proof of your assets:** Property / land title, motor vehicle registration, etc.
- **A recently dated letter (within two months) from your employer and/ or your spouse's employer (if applicable)** indicating occupation, job description, position, salary, allowances, years of employment and leave dates.
- **Proof of your business if you are self-employed.** Business and taxation registration documents, trade certificates, license and financial documentation, etc. (Business account for past six months).
- **Your travel itinerary** - method and destination
- **A letter of invitation:** A letter from the person you intend to visit in Canada which states the purpose, duration and visit dates of your travel.
- **Proof of immigration status of Canadian host:** Copy of landing document/ immigrant visa, citizenship certificate, student/worker's visa /permits, residency card, etc.
- **For Business travel:** A letter from your employer indicating the purpose of your travel, your itinerary within Canada and who will cover the cost of your travel, a letter from the Canadian business confirming the nature and duration of your business travel.
- **INCLUDE YOUR E-MAIL ADDRESS and TELEPHONE CONTACT ON THE FORM**

Applications for children under the age of 19 will only be accepted from the child's parent or court appointed legal guardian (with passport identification). The parent/ legal guardian must be able to prove that he/she would qualify for a visitor visa in his/her own right in order for the child to receive a visitor visa. In addition to the documents listed above for the parent/ legal guardian, the application for the child must include consent from both parents as well as the following additional documents.

- **A passport for the child:** Each child travelling must have his/ her own passport.
- **School leave letter for the child**
- **Child's birth certificate:** And court-appointed legal guardianship authorisation if applicable.