



**Visa Section**

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**APPLICATION KIT – Temporary Resident Visa  
Canadian Embassy, Manila**

Application kits are free of charge and can be downloaded from the internet address: [www.philippines.gc.ca](http://www.philippines.gc.ca)

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 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 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. You may be contacted by our office if an interview or additional information is required.

**Warning:** Misrepresentation will result in your application being refused. If you or someone acting on your behalf directly or indirectly submits false documents or misrepresents facts relating to your visa application:

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

**How To Apply**

To submit your application, please contact the call centre. Once a schedule has been arranged, your completed application will be picked up by a courier at your address and will be delivered to our office for processing. The courier service is available all over the Philippines. Please note that an incomplete application will be returned at your expense. Once your application has been processed, the result will be returned to you with your passport and documents via courier.

**Call Centre Numbers:**

PLDT / Smart / Touchcard	1 (909) 101-8888
Bayantel	1 (903) 101-8888
Globe / Innove / Touchmobile	1 (900) 101-8888

Customer Service Representatives are available to assist you Mondays to Saturdays from 8am to 6pm. These numbers are only available to callers within the Philippines through touchtone phones with NDD access or through your telephone service provider’s operator-assisted connection. All landline calls are charged a toll call charge costing P32.00 (pesos) per minute excluding VAT and applicable NDD charges for calls made outside Metro Manila. Additional rates may apply for calls made through payphones, prepaid phone cards or mobile phones. Kindly check with your provider for details.

To obtain information on Temporary Resident Visa requirements, you may call this free enquiry line: (632) 845-9200. Client service representatives are available Monday to Friday from 8am to 5pm and Saturday from 8am to 12nn. Note that this line is for Visa information ONLY.

**DOCUMENT CHECKLIST – Each applicant must provide:**

- Completed “Application for a Temporary Resident Visa” (IMM5257). If you and your spouse or common-law partner and/or dependent children apply together, it is not necessary for each person to fill out separate application forms. Only your accompanying children who are aged 18 years old and above must complete their own application forms.

- Completed “Personal Information form”, available from the website of the Canadian Embassy of Manila at: [www.philippines.gc.ca](http://www.philippines.gc.ca). A separate form should be completed by your spouse or common-law partner if accompanying.
- Two (2) photos for each person, meeting the requirements of the Appendix below – Photo Specifications. On the back of one photo (and only one) in each set, write the name and date of birth of the person appearing in the photo.
- The correct processing fee. Fees must be paid by manager’s cheque, certified cheque, postal money order or bank draft payable to the “Canadian Embassy, Manila”. Cheques and PMOs should be valid for at least 6 months upon submission of your application. Cash will NOT be accepted and processing fee is non-refundable.
- Current passport (valid for six months after the date of intended entry to Canada), and old passports showing previous travel. If the laminate on the biopage is disturbed around the photo, a new passport is required. In order to save valuable time, please obtain a new passport prior to submitting your application.

**Note:** To ensure timely processing and facilitate your travel, **we strongly recommend that you submit** the new red-coloured passports currently being issued by the Philippines authorities as they are in compliance with the machine-readable passport requirement of the International Civil Aviation Organization.

- Original proof of funds showing history, such as current and previous savings passbooks, time deposits, original business registration forms, and income tax returns. If you have an ATM account, please provide a history of transaction within the last 6 months.
- Original proof of assets
- Original employment certification confirming your position, salary, and duration of approved leave, if employed, or original certificate of enrolment, if student.
- Children under 16 years of age travelling without their parents require a letter of permission to travel, from the non-accompanying parent(s) and a letter from their custodian in Canada, as well as a travel clearance certificate from the Department of Social Welfare and Development (DSWD). If the child is the subject of a custody order, proof of custody and the other parent's consent must also be provided.
- Photocopy of your valid return ticket (if you have one)
- Use of Representative (IMM 5476), if applicable

**If you are going to visit family or friends, you need to provide your own proof of income and funds to demonstrate your financial situation in the Philippines. You may also provide the following:**

- A letter of invitation from your relative or friend that includes their full name, address, telephone and fax numbers, your name and relationship to the inviter, the intended duration of the visit, and a statement concerning who will pay for the trip expenses.
- A copy of citizenship or immigration status document of the person inviting you (to demonstrate that they are legally in Canada).
- For the person who will pay for your trip, you may supply financial supporting documents to prove that they can afford to support this visit, including reliable and verifiable information from a third party source of your host's income, employment letter and proof of funds.

*Please note that the host may wish to provide the above information on a voluntary basis. The application will be assessed based on the documentation and financial resources provided.*

**If you are going on a business visit, you may provide:**

- A letter of invitation from the company you intend to visit including full name and title, business address, telephone and fax numbers, your own name and title, the intended duration of the visit, a brief summary of the reasons for the visit and a statement concerning who will pay for the trip.
- Copies of any additional documents that outline the business to be conducted during the visit. These may include business correspondence and proof of previous business conducted (contracts, shipments, orders, invoices, etc.)
- Contact names, titles, and addresses, phone and fax numbers for third parties with whom you have arranged meetings.

# Appendix – Photo Specifications

## TAKE THIS WITH YOU TO THE PHOTOGRAPHER

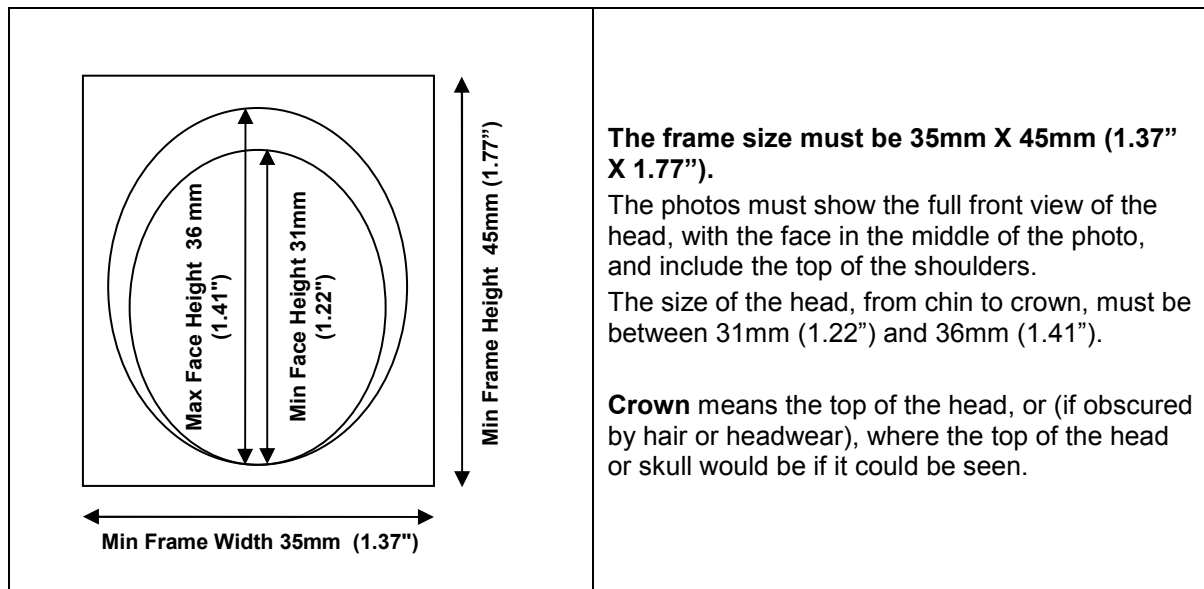
### Requirements

Provide two photos of you and each accompanying family member with your application.

Your photos must comply with the specifications below. If the photos do not meet the specifications, you will have to provide new photos before your application can be processed.

### Specifications

- The photos must be identical and taken within the last six months. They may be either black and white or colour.
- The photos must be clear, well defined and taken against a plain white or light-coloured background.
- If the photos are digital, they must not be altered in any way.
- Your face must be square to the camera with a neutral expression, neither frowning nor smiling, and with your mouth closed.
- You may wear non-tinted or tinted prescription glasses as long as your eyes are clearly visible. Make sure that the frame does not cover any part of your eyes. Sunglasses are not acceptable.
- A hairpiece or other cosmetic accessory is acceptable if it does not disguise your normal appearance.
- If you must wear a head covering for religious reasons, make sure your full facial features are not obscured.



**To avoid delays, make sure your photos meet these specifications.**