



DOCUMENT CHECKLIST FOR A TEMPORARY RESIDENT VISA - IN CANADA APPLICANT

This document checklist is one of the forms that you must submit with your application.
If any of the required documents listed below are missing, your application may be returned.

Gather your documents in order of the checklist and check each item.

I have enclosed the following items:

- Completed *Application for Temporary Resident Visa* (IMM 5257)
Note: If this application form is completed electronically, place the barcode page (page 5 of 5) on the top of each individual application package.
- Completed *Family Information* (IMM 5645)
- Completed *Schedule 1 – Application for Temporary Resident Visa* (IMM 5257 - Schedule 1), if applicable
- Statutory Declaration of Common-law Union* (IMM 5409), if applicable
- Use of a Representative* (IMM 5476), if applicable
- Fee payment receipt. Consult the “Pay the fee” section of the instruction guide for the acceptable methods of payment
- Valid passport (there must be one blank page other than the last page available in each passport)
- Two photos** meeting the requirements of *Appendix A - Photo Specifications*. On the back of the photos, write your name and date of birth
- PHOTOCOPY of your current immigration document demonstrating your legal status in Canada (e.g.study or work permit)
- An additional empty prepaid 24 x 32 cm Xpresspost -National envelope from any Canada Post retail outlet that we will use to return your passport and other documents to you
- If you are currently studying in Canada, proof of your current studies - a current letter and original transcript from the educational institution you are attending, attesting to your attendance
- If you are currently working in Canada, proof of your current employment - a letter from your employer

Note: This list is non-exhaustive. You may be required to provide additional documents at a later date.

MAILING THE APPLICATION

<p><u>Regular mail:</u> CPC Ottawa (Case processing centre – Ottawa) P.O. Box 9640 Ottawa ON K1G 6T2</p>	<p><u>Courier:</u> CPC Ottawa (Case processing centre – Ottawa) Temporary Resident Visa Section 365 Laurier Avenue West Ottawa ON K1A 1L1</p>
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