

Checklist for Private Visitor Temporary Resident Visa Application

(Visiting family or friends)

个人访问者临时居留签证申请审核表（探亲或访友）

Name: _____ (姓名) Passport Number: _____ (护照号)	Purpose of Visit: _____ (访问目的) Group No. if relevant: _____ (团号, 如有)		
	Yes 有?	No/ If not, why not? 没有? 如没有, 注明原因	For official use: dox present?
1	Completed "Application for a Temporary Resident Visa" (IMM 5257). Accompanying children aged 18 years old and above must complete their own application form. 填写完整的“临时居民签证申请表 (IMM5257)”。年满 18 周岁及以上的随行子女必须填写其各自的申请表格。		
2	Completed "Family Composition Information and Details of Education and Employment" form for the applicant and each accompanying family member who are aged 18 years old and above, completed in English or French AND Chinese. 申请人及每位年满 18 周岁及以上的随行家庭成员完整填写“家属表和教育及就业细节表”，请使用中英文或中法文填写。		
3	Three (3) identical photos of the applicant and each accompanying family member, colour or black and white taken against a plain white or light coloured background within the last 6 months. The frame size is 35mm X 45mm. On the back of one photo in each set, write the name in pinyin and date of birth (day/month/year) of the person appearing in the photo. 申请人及每位随行的家庭成员每人需递交三张相同的在最近六个月内拍摄的彩色或黑白照片，背景为纯白色或浅色。相片外框大小为 35 毫米 X 45 毫米。每张照片后以拼音注明此人的姓名及出生日期（日/月/年）。		
4	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 and each passport must be valid for at least six (6) months prior to travel 申请人及每位随行的家庭成员的有效护照。每本护照须包含除最后一页外的至少一整页空白页、且护照必须在行程前至少六个月有效。		
5	Two (2) self-addressed adhesive labels with the applicant's current address in Chinese characters (no envelope). 两份用中文写有申请人现住址的粘性贴纸 (无需信封)。		
6	The correct application processing fee paid in cash. Fee is non-refundable. 以现金支付正确的申请受理费。受理费不予退还。		
7	"Use of a Representative" form (IMM5476E) if someone has assisted you in making this application. 如有第三方人士帮助你准备此次申请，请填写代理人信息表 (IMM5476E)。		
8	For children less than 18 years old, Parental Letter of Consent from your non-accompanying parent(s) authorizing your travel. This letter should contain the dates of travel and your parent(s)' contact information. 18 岁以下的申请人需有其未随行父/母出具的同意其旅行的父母同意函，此函应包含申请人旅行日期及其父母联系方式等信息。		

9	<p>If you are employed, a signed original letter on company letterhead from the employer granting leave of absence and including the following information:</p> <ul style="list-style-type: none"> the applicant's name, position, current salary and date of hire; and the employer's name and address in Chinese characters as well as the telephone and fax number. <p>如果在职, 使用印有公司抬头信笺、由雇主签字的准假信原件, 并包含以下信息:</p> <ul style="list-style-type: none"> 申请人的姓名、职位、目前收入及起聘日期; 以及 用中文注明的雇主全称和地址, 以及电话和传真号码。 			
10	<p>If you are retired, a Retirement Certificate indicating the amount of the applicant's pension.</p> <p>如果退休, 说明申请人养老金的退休证明。</p>			
11	<p>If you are a student traveling 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>如果申请人为学生且于非学校假期期间旅行, 一份学校出具的确认其在读及良好表现、并同意其缺勤的信函原件。</p>			
12	<p>Original bank documents showing financial history over several months (e.g. Certificates of Deposits, bank books, etc.).</p> <p>显示过去若干月中财政历史的银行文件原件(如存款证明、存折等)。</p>			
13	<p>Evidence of assets in China (e.g. original house property certificate, vehicle registration, etc.).</p> <p>在中国的资产证明(如房产证原件、车辆登记证原件等)。</p>			
14	<p>Proof of relationship with the inviter in Canada (e.g. copy of birth certificate, copy of marriage certificate, proof of correspondence, etc.).</p> <p>与加拿大邀请人关系的证明(如出生证复印件、结婚证复印件、信函往来证明的复印件等)。</p>			
15	<p>An invitation letter stating the purpose and duration of the visit</p> <p>说明访问目的及访问期限的邀请信。</p>			
16	<p>A list showing the number of people in inviter's household.</p> <p>邀请人居所内的人员详单。</p>			
17	<p>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.).</p> <p>邀请人的公民或移民身份文件的复印件(如永久居民卡 - 请复印双面、学习许可、工作许可等)。</p>			
18	<p>Proof of inviter's 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.</p> <p>Please note that these documents may be provided directly to the Canadian Embassy in Beijing or Canadian Consulate in Shanghai as applicable by your inviter by fax (Beijing 0086-10-5139-4449 / Shanghai 0086-21-3279-2892). All documents provided by your inviter must indicate your name and date of birth in order for Embassy's office to attach these documents to the application, please note that documents that do not indicate your name and date of birth will not be considered as part of application.</p> <p>邀请人的收入及财政状况证明, 须为来自于加拿大的独立第三方性质的文件, 可靠并且易核实(例如但不局限于: 加拿大税务总局出具的税单(NOA), 显示收入情况的雇佣证明信, 缴款存根, 银行对账单, 执业专业人士出具的薪酬支付报表或财务报表)。</p> <p>请注意, 这些文件可由邀请方通过传真形式直接递交到加拿大驻华使馆/驻沪领馆(北京 0086-10-51394449/ 上海 0086-21-3279-2892)。所有邀请方提供的文件必须注明申请人的姓名和出生日期, 以便使馆能够将文件与对应的申请相匹配。请注意, 未注明申请人姓名和出生日期的文件将不会作为申请的一部分被审理。</p>			

19	If the inviter is studying in Canada, a letter of acceptance from the school. 如果邀请人在加学习，校方出具的录取信。			
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Note/注意:

All Documents in Chinese must be accompanied by an English or French translation.
 所有中文文件必须附有英文或法文的翻译件。

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.

如果申请人想在访问加拿大期间前往美国，在加拿大合法停留期限之内从美国再次进入加拿大不需要一个多次入境签证。

Please note that the processing fee is non-refundable for any application that is withdrawn or refused.
 请注意任何撤销或被拒签的申请受理费用都不予退还。

Inquiry Officer to delete as appropriate (资料审核员根据适用情况选择)

1. The applicant has confirmed that s/he has no other documents to submit
 申请人已经确认她/他不提交其他文件

OR 或者

2. The applicant has submitted the supporting documents above. I have advised him / her that failure to submit all necessary documents may result in the application being refused, but s/he has chosen to proceed with the application.
 申请人已经递交了上述文件，我已通知其不提交所有必要文件会导致被拒签，但其选择继续提交。

Application Processing Fee (申请受理费)		NAME OF TRAVEL AGENT 代理名称:	
Logistic Fee (申请递送费)		ADDRESS 地址	
Courier Fee(If any) 快递费(如选)			
Other Fees (其他费用)		TEL 电话	

*The applicant/agent understands that the documents on the right side of the file will not be returned.

* 申请人/代理已获悉所有在文件袋右边的申请材料将不会被返还。

 Name & Signature of Inquiry Officer (资料审核员签名)

 Date/日期:

 Applicant's Signature (申请人签名)

SO	
DO	
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QC	