



Application Kit for a Temporary Resident Visa Canadian Embassy, Beijing

Please read this kit carefully before submitting your application. The documentation you provide with your application is necessary to establish that your entry to Canada would not be contrary to the *Immigration and Refugee Protection Act*. You must sign and date your own application. Failure to provide complete, truthful, and accurate materials will result in your application being refused.

All Temporary Resident Visa applications will be assessed based on the documents you submit. Please ensure that you submit all relevant documents as outlined in this application kit.

All documents must be submitted at the same time as your application and processing fee. Only documents in English or French will be accepted. All documents in Chinese must be accompanied by an English or French translation.

Application kits are free of charge and can be downloaded from this internet address: www.beijing.gc.ca

Warning: Providing fraudulent documentation or false information is a grave offence. If you or someone acting on your behalf directly or indirectly omits or misrepresents material 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

You must show the officer that you meet the requirements of the Canadian *Immigration and Refugee Protection Act* and *Regulations*. Among other things, you must:

- satisfy an officer that you will leave Canada at the end of your period of authorized stay;
- prove that you have enough money to support your stay in Canada and to return home;
- have no intention to work or study in Canada unless authorized to do so;
- prove that you have no record of criminal activity (you may be asked to provide a Police Clearance Certificate) and will not be a risk to the security of Canada;
- produce any documents requested by the officer to establish your admissibility; and
- complete a medical examination, if required.

2. Types of Visas

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

You are encouraged to apply for a multiple entry visa if you might travel to Canada more than once. A **multiple entry visa** allows you to enter Canada from any country multiple times during the validity of the visa, and is normally valid to the validity of your passport, to a maximum of ten (10) years. 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 **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.

3. Required Supporting Documents

This kit contains 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

To submit your application, please visit one of the following Visa Application Centres operating in China.

Beijing: 7th floor, West Area, Grand Rock Plaza, No.13 Xinzhong Xili Dongcheng District, Beijing, PRC 100027

Shanghai: 2nd floor, Guangdong Development Bank Building, No.555 Xujiahui Road, Shanghai, PRC 200023

Guangzhou: 3rd Floor, Cheng Jian Mansion, 189 Ti Yu Road West, Tianhe District, Guangzhou 510620

Chongqing: 3rd floor, JW Marriott Hotel, International Trade Center, 77 Qingnian Rd, Yuzhong District, Chongqing, PRC 400010

The Visa Application Centres are open from Monday to Friday (excluding Embassy holidays), from 8am to 3pm. A **fee** will be charged for the use of the Visa Application Centre. Further details are available at www.vfs-canada.com.cn.

You may also submit your application **by mail** to the Visa Section of the Canadian Embassy, 19 Dongzhimenwai Dajie, Chaoyang District, Beijing, PRC 100600. The processing fee must be submitted in the acceptable format.

You may submit your application **in person** by booking an appointment first. To book an appointment, you must visit the Embassy in person with your passport between 11am and 12pm, Monday to Thursday. Appointments are not transferable to other person. You will then be given an appointment to submit your application in person and pay fees using Union Pay. There is a minimum period waiting period of two weeks for an appointment.

5. Can my inviter send private or confidential documents separately?

Private or confidential documents from your inviter may be provided directly to the Canadian Embassy as email attachments to beijing-immigration@international.gc.ca.

All documents provided by your inviter must indicate your name, date of birth and passport number in order for our office to attach these documents to your application. Please note that documents that do not indicate your name, date of birth and passport number will not be considered as part of the application.

Documents submitted by your inviter will only be considered while the application is in process. Your inviter should not email or fax any documents prior to the submission of the application. Documents that are submitted prior to submission of an application will not be kept and will not be considered. Furthermore, documents that are received after a decision is made will also not be considered. Visa applications are often finalized within one day after they are submitted. Your inviter may wish to consider our fast processing standards when deciding whether to send documents separately.

6. How Should I Pay?

For applications submitted through the Visa Application Centre (VAC):

- You should pay in Chinese Yuan (RMB). The VAC only accepts cash. Please note that in addition to the processing visa fee, a fee of CNY 250 is charged to use the Visa Application Centre.

For applications submitted in person at the Canadian Embassy:

- The Canadian Embassy only accepts China UnionPay debit card.

For Applications submitted by mail:

> Postal Money Order (PMO) in Chinese Yuan (RMB)

- must be in the exact amount – DO NOT submit either more or less than the required fee, and

- must be made payable to the "Immigration Section of the Canadian Embassy".
- DO NOT use a password when purchasing your Chinese PMO.
- Your name (in Chinese characters and in pinyin) and date of birth (dd/mm/yyyy) must be clearly marked on the PMO.
- A clear photocopy of your PMO receipt must be enclosed with your application as proof of fee payment.
- DO NOT submit any fee other than the fee for a Temporary Resident Visa. Visa Application Centre fee and courier fee are NOT required for mail in applications.
- Make sure that your PMO is valid for at least 40 days from the date you submit the application.
- If we need to return your application, the PMO will not be cashed in. For refund, please contact the local post office.
- Do not use online banking to purchase your PMO.

> Canadian Dollars (CAD) international certified cheques, international bank drafts and international postal money orders must be:

- in the exact amount – DO NOT submit either more or less than the required fee,
- made payable to "the Receiver General for Canada",
- valid for one year, and
- negotiable through a specified Canadian Bank branch.

DO NOT SEND CASH BY MAIL.

7. When Should I Apply?

To avoid disappointment, you should submit your application at least one month before your intended departure date, or two months if applying by mail.

Document Checklist

If any of the required documents are missing, your application form may be returned to you.

REQUIRED DOCUMENTS FOR ALL APPLICANTS	✓
All documents in Chinese must be accompanied by an English or French translation	
Completed "Application for a Temporary Resident Visa" (IMM 5257). An application form is required for each applicant, including each accompanying child. Accompanying children aged 18 years old and above must complete and sign their own application form.	
Completed "Family Information" form (IMM 5645) for you and each accompanying family member aged 18 years old and above, completed in English or French AND Chinese.	
Completed "Education and Employment" form for you and each accompanying family member aged 18 years old and above, completed in English or French AND Chinese.	
Two (2) photos of you 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.	
Your valid passport and a valid passport for 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.	
Two (2) self-addressed adhesive labels with your current address in Chinese characters (no envelope).	
The correct processing fee in the acceptable format (refer to the Fee Schedule). Fee is non-refundable.	
"Use of a Representative" form (IMM 5476E) if someone has assisted you in making this application.	
For children less than 18 years old, Parental Letter of Consent from the non-accompanying parent(s) authorizing the travel. This letter should contain the dates of travel and your parent(s)' contact information.	

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

REQUIRED DOCUMENTS FOR SUPER VISA (VISITING CHILDREN OR GRANDCHILDREN WHO ARE CITIZENS OR PERMANENT RESIDENTS OF CANADA FOR AN EXTENDED STAY):	✓
<p>From you:</p> <ul style="list-style-type: none"> • Proof of relationship with the inviter in Canada (e.g. copy of birth certificate, copy of relationship certificate). • Satisfactory evidence of private medical insurance from a Canadian insurance company, valid for a minimum period of one year from the date of entry which: <ul style="list-style-type: none"> ○ covers the applicant for health care, hospitalization and repatriation; ○ provides a minimum of \$100,000 coverage; and ○ is valid for each entry to Canada and available for review by the examining officer upon request 	

<p>➤ <i>If you are otherwise eligible for a visa, you will be asked by the visa office to complete a medical examination.</i></p>	
<p>From your inviter(s):</p> <ul style="list-style-type: none"> • An written and signed invitation letter promising financial support for the duration of your visit; • A list showing the number of people in the inviter's household; • A copy of the inviter's citizenship or immigration status document (e.g. Permanent Resident Card – please copy both sides); • Proof of inviter's ability to provide promised financial support 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>PRIVATE VISITORS (VISITING FAMILY OR FRIENDS):</p>	<p>✓</p>
<p>From you:</p> <ul style="list-style-type: none"> • If you are employed, a signed original letter on company letterhead from your employer granting your leave of absence and including the following information: <ul style="list-style-type: none"> • your name, position, current salary and date of hire; and • your employer's name and address in Chinese characters as well as the telephone and fax number; • If you are retired, a Retirement Certificate indicating the amount of your pension; • 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. • Original bank documents showing financial history over several months (e.g. Certificates of Deposits, bank books, etc.); • Evidence of your assets in China (e.g. original house property certificate, vehicle registration, etc.); and • Proof of relationship with the inviter in Canada (e.g. copy of birth certificate, copy of marriage certificate, proof of correspondence, etc.). 	
<p>From your inviter(s):</p> <ul style="list-style-type: none"> • An invitation letter stating the purpose and duration of the visit; • A list showing the number of people in inviter's household; • 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.); • 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. If the inviter is studying in Canada, a letter of acceptance from the school. 	

BUSINESS PERSONS:	✓
<p>A letter of invitation from the party in Canada. The invitation letter must come from the party with whom you will conduct direct business. 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"> • inviter's full name and title, business address, telephone and fax numbers; • names and titles of all members of the delegation, as well as the name(s) of their employer(s); • a brief summary of the reason for the invitation including details of the business or trade to be undertaken; • the intended duration of the visit as well as a detailed itinerary; • a statement specifying who will be responsible for all expenses related to the trip; and • where applicable, copies of contracts and/or agreements signed between the Canadian inviter and the Chinese enterprise as well as proof of trade between the businesses. 	
<p>If you or your company intends to invest in Canada you 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>If you are travelling on official passports, an official note per delegation from the Chinese Ministry of Foreign Affairs supporting the intended visit.</p>	
<p>A signed original letter on company letterhead from your Chinese employer indicating that the proposed travel to Canada has been approved. This letter must include:</p> <ul style="list-style-type: none"> • the purpose of travel; • the employer's name and address in Chinese characters as well as telephone and fax number; • your position, salary and date of hire; and • A statement specifying who will be responsible for all expenses related to the trip. 	
<p>Evidence of your assets in China (e.g. original house property certificate, vehicle registration, Certificates of Deposits, bank books, etc.)</p>	
<p>Evidence of your ongoing or intended business relationship with the inviter (for example, correspondence, contracts, bills of sale etc.)</p>	

APPROVED DESTINATION STATUS (ADS) TOURISTS:	✓
<ul style="list-style-type: none"> • If you are employed, a signed original letter on company letterhead from your employer granting your leave of absence and including the following information: <ul style="list-style-type: none"> • your name, position, salary and date of hire; and • your employer's name and address in Chinese characters as well as the telephone and fax number. • If you are retired, a Retirement Certificate indicating the amount of your pension; 	
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.	
Original bank documents showing financial history over several months (e.g. Certificates of Deposits, bank books, etc.).	
Evidence of assets in China (e.g. original house property certificate, vehicle registration, etc.).	
A cover letter from the Chinese Travel Agent providing: <ul style="list-style-type: none"> • the name of the travellers in the group • the name of the tour leader accompanying the group • the name of the partner tour agency in Canada • a detailed travel itinerary. 	

APPROVED DESTINATION STATUS (ADS) TOUR GROUP LEADERS:	✓
A copy of your tour leader license	
A signed original letter from your employer including the following information: <ul style="list-style-type: none"> • Your job title • Your length of employment 	

TOURISTS (GROUPS OF FOUR OR LESS):	✓
<ul style="list-style-type: none"> • If you are employed, a signed original letter on company letterhead from your employer granting your leave of absence and including the following information: <ul style="list-style-type: none"> • your name, position, salary and date of hire; and • your employer's name and address in Chinese characters as well as the telephone and fax number. • If you are retired, a Retirement Certificate indicating the amount of your pension; 	
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.	
Original bank documents showing financial history over several months (e.g. Certificates of Deposits, bank books, etc.).	
Evidence of assets in China (e.g. original house property certificate, vehicle registration, etc.).	
Evidence of any previous travel (e.g. previous passports, etc.).	

Name and address of all agents who assisted you in planning your trip (both in China and Canada, if applicable).	
Detailed travel itinerary.	

RETURNING STUDENTS (HOLDING A VALID STUDY PERMIT):	✓
Official transcripts from the schools that you have attended in Canada for the past two years. Transcripts must clearly indicate the name of the educational institution in Canada at which you have been studying.	
Copy of your valid Canadian Study Permit.	
Copy of a letter from your current school in Canada confirming your future enrolment.	

RETURNING WORKERS (HOLDING A VALID WORK PERMIT):	✓
Signed letter from your employer in Canada confirming ongoing employment. This letter must include the employer's name and address as well as telephone and fax number. Your position, salary and date of hire must also be noted.	
Copy of your valid Canadian Work Permit.	

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 of your parents.	
Original bank documents showing financial history over several months (e.g. Certificates of Deposit, bank books, etc.).	
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.	
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 notarized copy of the highest diploma you have obtained.	

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.	

<p>If you are employed, a letter from your employer on company letterhead granting your leave of absence and including the following information:</p> <ul style="list-style-type: none">• your name, position, current salary and date of hire; and• your employer's name and address in Chinese characters as well as telephone and fax number.	
Evidence of previous travel (e.g. previous passports, etc.).	