



## 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*. Failure to provide complete, truthful, and accurate materials may 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](http://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 misrepresents 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* and that you will be in Canada for a temporary stay. You must also:

- 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 a single entry, for multiple entries or for transit purposes.

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 **multiple entry visa** allows you to enter Canada from any country multiple times during the validity of the visa. 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. Agents and Representatives

If you do not wish to prepare and submit your application yourself, you may retain the assistance of an individual who provides such services for free (family members, friends, non-governmental and religious organizations, etc.), or you may decide to hire an authorized representative. An authorized representative must be either an immigration consultant who is a member of the Canadian Society of Immigration Consultants; a lawyer who is a member of a

Canadian law society; or a notary who is a member of the *Chambre des notaires du Québec*. All applications are treated equally regardless of who prepares and submits them. Please remember that only you, as the applicant, are responsible for all information submitted. Please be sure to review all the information on your application form and ensure that all questions are answered truthfully before signing and dating the forms.

If you are authorizing the release of your file information to another person this person must be identified on the Use of Representative form (IMM 5476E). Please note that all persons who assist in the preparation of applications must be identified on this form.

#### **4. Required Supporting Documents**

This kit contains an application, other forms which must be completed and a Document Checklist. This Document Checklist will assist you in determining which forms and documents must be submitted and which special requirements may apply.

#### **5. How to Submit your Application**

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

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

**Shanghai:** 2<sup>nd</sup> 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:** 3<sup>rd</sup> 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](http://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 (refer to the Fee Schedule).

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.

#### **6. When Should I Apply?**

To avoid disappointment, you should submit your application at least one month before your intended departure date.

## Document Checklist

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

REQUIRED DOCUMENTS FOR ALL APPLICANTS	✓
<b>All documents in Chinese must be accompanied by an English or French translation</b>	
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.	
If you or your family member answered "Yes" to any of questions 3 to 7 under "Background Information," you or your family member must also submit a completed "Schedule 1" form (IMM 5257 Schedule 1), completed in English or French AND Chinese.	
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:

PRIVATE VISITORS (VISITING FAMILY OR FRIENDS):	✓
<p>From you:</p> <ul style="list-style-type: none"> <li>• 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"> <li>• your name, position, current salary and date of hire; and</li> <li>• your employer's name and address in Chinese characters as well as the telephone and fax number;</li> </ul> </li> <li>• If you are retired, a Retirement Certificate indicating the amount of your pension;</li> <li>• 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.</li> <li>• Original bank documents showing financial history over several months (e.g. Certificates of Deposits, bank books, etc.);</li> <li>• Evidence of your assets in China (e.g. original house property certificate, vehicle registration, etc.); and</li> <li>• Proof of relationship with the inviter in Canada (e.g. copy of birth certificate, copy of marriage certificate, proof of correspondence, etc.).</li> </ul>	
<p>From your inviter(s):</p> <ul style="list-style-type: none"> <li>• An invitation letter stating the purpose and duration of the visit;</li> </ul>	

<ul style="list-style-type: none"> <li>• A list showing the number of people in inviter's household;</li> <li>• 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.);</li> <li>• 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. Please note that these documents may be provided directly to the Canadian Embassy by your inviter by fax (0086-10-5139-4449). All documents provided by your inviter must indicate your name and date of birth in order for our office to attach these documents to your application. Please note that documents that do not indicate your name and date of birth will not be considered as part of the application.</li> <li>• If the inviter is studying in Canada, a letter of acceptance from the school.</li> </ul>	
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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"> <li>• inviter's full name and title, business address, telephone and fax numbers;</li> <li>• names and titles of all members of the delegation, as well as the name(s) of their employer(s);</li> <li>• a brief summary of the reason for the invitation including details of the business or trade to be undertaken;</li> <li>• the intended duration of the visit as well as a detailed itinerary;</li> <li>• a statement specifying who will be responsible for all expenses related to the trip; and</li> <li>• 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.</li> </ul>	
<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 <b>official passports</b>, 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"> <li>• the purpose of travel;</li> <li>• the employer's name and address in Chinese characters as well as telephone and fax number;</li> <li>• your position, salary and date of hire; and</li> <li>• A statement specifying who will be responsible for all expenses related to the trip.</li> </ul>	
<p>Evidence of your assets in China (e.g. original house property certificate, vehicle registration, Certificates of Deposits, bank books, etc.)</p>	
<p>Any other document showing the ongoing or intended business relationship with the inviter.</p>	

TOURISTS:	✓
<ul style="list-style-type: none"> <li>• 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"> <li>• your name, position, salary and date of hire; and</li> <li>• your employer's name and address in Chinese characters as well as the telephone and fax number.</li> </ul> </li> <li>• If you are retired, a Retirement Certificate indicating the amount of your pension;</li> </ul>	

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.	

<b>RETURNING STUDENTS (HOLDING A VALID STUDY PERMIT):</b>	✓
List of <b>all</b> schools you attended in Canada with all corresponding official transcripts.	
Copy of your valid Canadian Study Permit.	
Original document from current school in Canada confirming your future enrolment.	

<b>RETURNING WORKERS (HOLDING A VALID WORK PERMIT):</b>	✓
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.	
Notice of Assessment from the Canada Revenue Agency, Statement of Remuneration Paid and payslips for most recent year of employment in Canada.	

<b>SHORT-TERM STUDENTS (STUDYING FOR SIX MONTHS OR LESS):</b>	✓
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.	
The original and 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"> <li>• your name, position, current salary and date of hire; and</li> <li>• your employer's name and address in Chinese characters as well as telephone and fax number.</li> </ul>	
Evidence of previous travel (e.g. previous passports, etc.).	