



Application Kit for a Travel Document for Permanent Resident 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 Travel Document 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 the 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 misrepresents facts relating to your application for a Travel Document:

- 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. 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.

2. 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.

3. Calculating Days Present in Canada

To meet the residency obligation, you must have been physically present in Canada for a minimum of 730 days within the past five years, starting from the day you submit your application. Any time spent in Canada before the last five years will not count towards the residency requirement. If you have not accumulated a sufficient number of days, you may add days you spent outside of Canada according to the following circumstances:

A. Absences while accompanying a Canadian citizen or a permanent resident outside Canada

Accompanying a Canadian citizen

Each day that you are accompanying a Canadian citizen outside Canada is considered a day for which you satisfy the residency obligation provided that the person you are accompanying is your spouse, common-law partner or parent (if you are a child under 22 years of age).

The total number of days that you spent accompanying a Canadian citizen may be added to the total number of days for which you otherwise satisfy the residency obligation.

Accompanying a permanent resident of Canada

Each day that you are accompanying a permanent resident outside Canada is considered a day for which you satisfy the residency obligations provided that:

- the person you are accompanying is your spouse, common-law partner or parent (if you are a child under 22 years of age); and
- the person you are accompanying is working for a Canadian business, as defined in section B.

The total number of days that you spent accompanying a permanent resident of Canada who meets the above requirements may be added to the total number of days for which you otherwise satisfy the residency obligation.

Evidence that you were absent while accompanying a Canadian citizen or permanent resident outside Canada

If you complete question 16 of the application form, you must provide supporting documents to prove that:

- the person you are accompanying is a Canadian citizen or permanent resident;
- you are the spouse, common-law partner or child of that person; and
- if applicable, the permanent resident you are accompanying is working for a Canadian business, as defined in section B.

Refer to the Document Checklist for a list of suggested supporting documents.

B. Absences while employed by a Canadian business

Acceptable employment

Each day that you are working outside Canada is considered a day for which you satisfy the residency obligation provided that your employment meets the following criteria:

- You are an employee of, or under contract to,
 - a Canadian business; or
 - the public service of Canada; or
 - of a province of Canada;
- AND, you are assigned on a full-time basis to:
 - a position outside Canada;
 - an affiliated enterprise outside Canada; or
 - a client of the Canadian business or the public service outside Canada.

Canadian business

For the purposes of meeting the residency obligations, a Canadian business is defined as:

- a corporation that is incorporated under the laws of Canada or of a province and that has an ongoing operation in Canada; **or**
- an enterprise that has an ongoing operation in Canada and is capable of generating revenue and is carried out in anticipation of profit, and in which a majority of voting or ownership interests is held by Canadian citizens, permanent residents, or Canadian businesses as defined above; **or**
- an organization or enterprise created by the laws of Canada or a province.

Evidence of acceptable employment

If you complete question 17 of the application form, you must provide supporting documents indicating that your employment outside of Canada meets the requirements of the residency obligation. Refer to the **Document Checklist** for a list of supporting documents.

C. Humanitarian and Compassionate Grounds

If you are unable to meet the residency obligation, it may still be possible to retain your status as a permanent resident of Canada. If, due to circumstances beyond your control or due to factors that have kept you living outside Canada, you are unable to meet the residency obligation, you may wish to have humanitarian and compassionate grounds considered in the assessment of your application for a travel document.

Factors that might justify a humanitarian and compassionate consideration would be those resulting in **unusual and undeserved, or disproportionate** hardships you would face if you lost your permanent resident status. If you complete question 18 of the application form, you must provide proof:

- that there are compelling humanitarian and compassionate factors in your individual circumstances that merit the retention of your permanent resident status;
- describing why you were not able to comply with the residency obligation; and
- that the extent of any hardship that the loss of residency status may cause to one or more family members who would be directly affected by this decision, taking into account the best interests of a child directly affected by the determination.

To have your application considered on humanitarian and compassionate grounds, you must complete question 18 of the application form. There are no guidelines on what supporting documents you should submit for consideration on humanitarian and compassionate grounds. You are free to make submissions on any aspect of your personal circumstances that you feel would warrant retention of your permanent residence.

The factors of your unique case will be weighed against the extent to which you did not comply with your residency obligation and a decision will be made based on the evidence provided with your application.

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 (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.

5. When Should I Apply?

To avoid disappointment, you should submit your application well in advance of your travel plans.

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 Travel Document" (IMM 5524). If your spouse or common-law partner and/or children require a Travel Document or a Temporary Resident Visa, they will need to complete their own application using the appropriate application form.	
Completed "Family Composition Information and Details of Education and Employment" form for the applicant, completed in English or French AND Chinese.	
Two (2) photos. 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. There must be one completely blank page other than the last page, available in the passport and the 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.	
Evidence of your permanent resident status in Canada, such as: <ul style="list-style-type: none"> • A Record of Landing or Confirmation of Permanent Residence. If the document was lost, stolen or destroyed, the completed "Solemn Declaration" attached to this kit; if it was lost or stolen, a police report documenting the circumstances should also be provided; and/or • An expired permanent resident card. If your card was lost, stolen, destroyed or never received, the completed "Solemn Declaration" attached to this kit; if it was lost or stolen, a police report documenting the circumstances should also be provided. 	
All of your old passports for the past five (5) years. If you do not have your old passports, please provide an explanation. For lost or stolen passports, please submit a police report documenting the circumstances.	
If you complete question 16 of the application form and were accompanying your Canadian citizen or permanent resident spouse, common-law partner or parent (for children under the age of 22), please submit the following: <ul style="list-style-type: none"> • All passports for the Canadian citizen/permanent resident for the past five (5) years • marriage licence, if applicable • child's birth certificate and/or adoption or guardianship document, if applicable • documents indicating the status of the person you were accompanying If you were accompanying a permanent resident spouse, common-law partner or parent, they must have been employed by a Canadian business at the time of accompanying you abroad. If this is the case, please also provide the documents indicated in the next section of the checklist.	

<p>If you complete question 17 of the application and were working outside Canada for a Canadian business, or if you complete question 16 and you were accompanying a permanent resident abroad who was working for a Canadian business, please provide:</p> <ul style="list-style-type: none"> • A letter of declaration from the Canadian employer that states: <ul style="list-style-type: none"> • the position and title of the signing officer; • the business is incorporated under the laws of Canada or a Canadian province; • the business has an ongoing business operation in Canada; • the nature of the business and the length of time in operation in Canada; and • the details of the assignment or contract abroad (such as duration of the assignment, confirmation that the employment is full-time, etc). • A copy of the contract of employment, including start date, length of contract, salary and position • Supporting documentary evidence that the employer is operating in Canada (such as copy of articles of incorporation, corporate annual reports, corporate Canadian Income Tax Notice of Assessments, any agreement or arrangement between the Canadian business and the business abroad concerning assignment to that business, etc.) • Supporting documentary evidence that you have performed full-time duties in China for your Canadian employer (such as photo of your office location and of your working station, payslips, sale agreements, etc.) • Original Notices of Assessment for all years the person has worked for the Canadian business. 	
<p>If you complete question 18 of the application and wish for your application to be considered on humanitarian and compassionate grounds, enclose documentation that supports your request to retain your permanent residence. Refer to the Humanitarian and Compassionate section of this application kit for further information. All documents in Chinese must be accompanied by an English or French translation.</p>	
<p>If a child under 16 years of age is travelling alone, he/she must carry written information about the person who will be responsible for them.</p> <p>If a child under 16 years of age is travelling with only one parent, a letter of permission to travel is required from the non-accompanying parent or a proof of custody. Children travelling without their custodial parent(s) require a letter of permission to travel from the non-accompanying parent(s).</p>	



APPLICATION FOR A TRAVEL DOCUMENT (PERMANENT RESIDENT ABROAD)

All individuals, regardless of age, must complete their own application form. Parents or legal guardians must complete and sign application forms for children under the age of 14.

Use an extra sheet of paper if you need more space to answer a question. Print your name at the top of the sheet and indicate the question number.

Space reserved for applicant's photo

Date of receipt stamp at post

I want service in: English French

PART I - PERSONAL INFORMATION

1. **Your full name** (as it appears on your Record of Landing (IMM 1000) or Confirmation of Permanent Residence (IMM 5292) or Permanent Resident Card)

Family name

Given name(s)

Other names (for example, maiden name, son/daughter of, other family name, other given name)

2. **Your sex** Female Male

3. **Your date of birth** Day Month Year

4. **Your place of birth**
Town/City
State/province
Country

5. **Country of citizenship**

6. **Passport number**

Expiry date Day Month Year

7. **Your marital status (choose one)**
 Single Widowed Engaged Separated
 Married Divorced Other

8. **Date and place you became a permanent resident of Canada**
Date Day Month Year
City
Province

9. **The number on your Record of Landing, Confirmation of Permanent Residence or Permanent Resident Card**

10. **When were you last physically present in Canada?**
Date Day Month Year

11. **When do you intend to return to Canada?**
Date Day Month Year

12a. Your permanent address in Canada

Street and no.		
City	Province	
Country	Postal code	
Telephone number	Area code ()	Number

12b. Your current address outside of Canada

12c. Your mailing address outside Canada (if different from above)

If we need to reach you while we process your application:

Your telephone number Country code Area code Number

Your e-mail address (if available)

13. Answer Yes or No:

	Yes	No
a. Were there any terms and conditions applied to you at the time you were granted permanent residence or landed in Canada?	<input type="checkbox"/>	<input type="checkbox"/>
b. Have you ever lost your status as a permanent resident of Canada?	<input type="checkbox"/>	<input type="checkbox"/>
c. Have you ever submitted an appeal to the Immigration Appeal Division of the Immigration and Refugee Board against a decision on the residency obligation?	<input type="checkbox"/>	<input type="checkbox"/>
d. Have you ever been issued a Returning Resident Permit or a Travel Document?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "YES" to any of the questions above, provide details below. Use an extra sheet of paper if you need more space.

14. Your activities and employment

Give details of what you have been doing during the past five years. Include jobs held, periods of unemployment, time spent studying, etc. **If you became a permanent resident less than five years ago:** list your activities and employment from the time you became a permanent resident to present.

From		To		Activity/Employment	Name of company, school, etc.	City/Town, Province/State, Country
M	Y	M	Y			

PART II - RESIDENCY OBLIGATION

Refer to the guide for more information on meeting the residency obligation and on acceptable supporting documents.

15. Time spent in Canada

When were you physically present in Canada? List all periods you spent in Canada during the past five years. **If you became a permanent resident less than five years ago:** list time spent in Canada from the time you became a permanent resident to present.

From		To		Address	City/Town, Province	Total number of days
M	Y	M	Y			
TOTAL						

If the total number of days is **equal to or greater than 730 days**, skip to the **Declaration**.
 If the total number of days is **less than 730 days**, answer the following questions.

16. Absence while accompanying a Canadian citizen or a permanent resident outside Canada

Have you accompanied a Canadian citizen or permanent resident while outside Canada?

No

Yes ► Name of person you accompanied
Family name Given name(s)

Relationship to you ► Spouse Common-law partner Parent
 (Provide proof of the person's relationship to you)

He or she is a ► Canadian citizen. (Provide proof of his or her Canadian citizenship)

► Permanent resident of Canada who is employed outside of Canada on a full-time basis by a Canadian business, or by the federal or provincial public service in Canada.
 (Provide proof of the person's status in Canada and proof of employment)

List the periods when you were outside of Canada and accompanying the person above during the past five years.

If you became a permanent resident less than five years ago: list the periods from the time you became a permanent resident to present.

From		To		Address	City/Town, Country	Total number of days
M	Y	M	Y			
TOTAL						

17. Absences while employed by a Canadian business

Have you been employed outside of Canada on a full-time basis by a Canadian business or by the public service of Canada or of a province of Canada?

No Yes ► (provide proof of this employment)

List the periods when you have been outside of Canada and employed on a full-time basis by a Canadian business or by the public service of Canada or of a province of Canada during the past five years. **If you became a permanent resident less than five years ago:** list the periods from the time you became a permanent resident to present.

From		To		Address	City/Town, Province	Total number of days
M	Y	M	Y			
TOTAL						

Calculation

Total number of days from question 15

Total number of days from question 16

Total number of days from question 17

GRAND TOTAL

If your grand total is **equal to or greater than 730 days**, skip to the **Declaration**.

If your grand total is **less than 730 days** and you have been a permanent resident for five years or more, answer question 18.

Note: If your grand total is **less than 730 days** and you have been a permanent resident for **less than five years**, you may wish to answer question 18. The visa office will consider your answer to this question if it is apparent that you will not meet the residency obligation.

18. Humanitarian and Compassionate Grounds

If the visa office determines that you do not meet the residency obligation, are there humanitarian and compassionate considerations that would justify the retention of your permanent resident status? If applicable, also include humanitarian and compassionate considerations relating to the best interests of a child who may be directly affected by this residency determination. Use an extra sheet of paper if you need more space.

Declaration

- I certify that the information given on this form and in any documents attached is correct, complete and accurate.
- If this form pertains to a child under the age of 14, I certify that I am one of the child's parents or guardians.
- I understand the foregoing statements, having asked for and obtained an explanation on every point that was not clear to me.
- I further understand that the information provided by me may be verified and hereby consent to such verification activities.
- I also understand that it is a serious offence to provide false or misleading information and that the provision of false or misleading information may result in loss of my permanent resident status and may be grounds for my prosecution or removal from Canada.

Signature

Date

Day	Month	Year

Signature of parent or guardian (if applicant is under the age of 14)

Date

Day	Month	Year

The information you provide on this form is collected under the authority of the *Immigration and Refugee Protection Act* and will be used in determining whether you meet the terms and conditions of your permanent residency according to the requirements of the Act. It will be retained in a Personal Information Bank CIC PPU 068 *Determination of Permanent Resident Status* identified in **Infosource**. It may be shared with other organizations in accordance with the consistent use of information under the *Privacy Act*. Under the *Privacy Act* and the *Access to Information Act* individuals have the right to protection of and access to their personal information. Details on these matters are available at infosource.gc.ca and through the Citizenship and Immigration Call Centre. **Infosource is also available in Canadian public libraries.**



Family Composition and Details of Education/Employment 家属表及教育和就业细节表

APPLICANT

Please complete all items in both English or French AND Chinese characters

所有内容请用中文及英文，或中文及法文填写

RELATIONSHIP 关系	NAME 姓名	DATE & PLACE OF BIRTH 出生日期及地点	PRESENT ADDRESS 现行地址	PRESENT OCCUPATION 现行职业
Visa Applicant 签证申请人		DD MM YYYY		
Spouse 申请人配偶		DD MM YYYY		
Mother 申请人之母亲		DD MM YYYY		
Father 申请人之父亲		DD MM YYYY		

Children: (Including all sons and daughters plus adopted and step children regardless of age or place of residence)

申请人之子女 (包括所有子女及收养、继养之子女，无论年龄大小或居住地在何处均须填写)

NAME 姓名	RELATION & SEX 关系及性别	MARITAL STATUS 婚姻状况	DATE & PLACE OF BIRTH 出生日期及地点 DD / MM / YYYY	PRESENT ADDRESS 现行地址	PRESENT OCCUPATION 现行职业

Brothers and Sisters: (Including half and step brothers and sisters)

申请人之兄弟姊妹 (包括同父异母及同母异父之兄弟姊妹)

NAME 姓名	RELATION & SEX 关系及性别	MARITAL STATUS 婚姻状况	DATE OF BIRTH 出生日期 DD / MM / YYYY	PRESENT ADDRESS 现行地址	PRESENT OCCUPATION 现行职业

APPLICANT

Please complete all items in both English or French AND Chinese characters

所有内容请用中文及英文，或中文及法文填写

DATE 日期		NAME & ADDRESS OF SCHOOL 学校的名称及地址	DIPLOMA/ DEGREE 学历/学位	TYPE OF COURSE 课程类别
FROM 从	TO 到			

FROM 从	TO 到	NAME & ADDRESS OF WORK UNIT/COMPANY 单位/公司的名称及地址	POSITION 职位	TYPE OF BUSINESS 业务类别

Is this your first time travelling outside of China? If no, please provide a summary of your travel history for the past five years including countries travelled to and dates of travel.

此次是否是你的第一次出境旅行？若不是，请提供过去五年中所有出境旅行概况、包括目的地国家及旅行起始日期。

If you are a member of a business delegation, can you confirm the identity and stated profession of those travelling with you? If no, please provide an explanation:

如果你是某商务团组之成员，你是否能确认与你同行人士的身份及职业？若不能，请提供解释：

I hereby certify that all information listed on this form is true and complete. I understand that if this information is found to be untrue or incomplete my application will be refused.

我谨声明，本表中所填各项内容均真实详尽。我明白：所列内容如被发现不实或不详，我的申请将被拒签。

Date (日期)

Print Name in Pinyin (印刷体拼音姓名)

Signature of Applicant in Chinese (申请人签字)

Photograph Specifications

TAKE THIS WITH YOU TO THE PHOTOGRAPHER
See Chinese version below

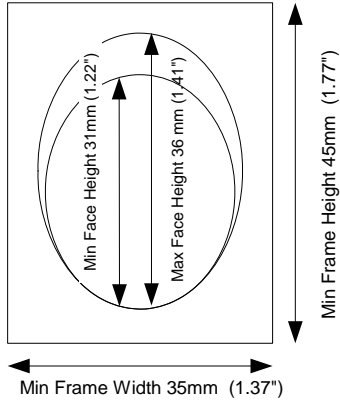
Requirements:

You must provide two (2) photos with your application. It is imperative that your photos be compliant with the following specifications otherwise they will be rejected. You will be required to provide new photos before your application can be processed.

To avoid delays, please ensure that the photos provided with your application meet these requirements.

Photograph specifications:

- Two (2) identical photos, black and white or colour, taken within the last 6 months.
- Must be clear and well defined, taken against a plain white or light coloured background. Digital photos must not be altered in any way.
- The face must be square to the camera with a neutral expression, neither frowning nor smiling, with the mouth closed.
- Tinted prescription glasses may be worn as long as the eyes are clearly visible and the frame is not covering any part of the eyes. Sunglasses are not acceptable.
- False hairpieces or other cosmetic devices are acceptable if they do not disguise the natural appearance of the bearer.
- Photos in which the applicant is wearing a hat or head covering worn for religious reasons are acceptable if the full facial features are not obscured.

Photo and Head Size Specification	
 <p>The diagram shows a rectangular photo frame with a width of 35mm (1.37") and a height of 45mm (1.77"). Inside the frame, an oval represents the head. The minimum face height is 31mm (1.22") and the maximum face height is 36mm (1.41").</p>	<ul style="list-style-type: none">• The frame size must be 35mm X 45mm (1.37" X 1.77").• Must show the full front view of the head, with the face in the middle of the photo and include the top of the shoulders.• Size of the head, chin to crown*, must be between 31mm (1.22") and 36mm (1.41") <p>* Crown: top of the head, or (if obscured by hair or headwear), where the top of the head/skull would be if it could be seen.</p>

Photos which do not meet these specifications will not be accepted.

照片要求细则

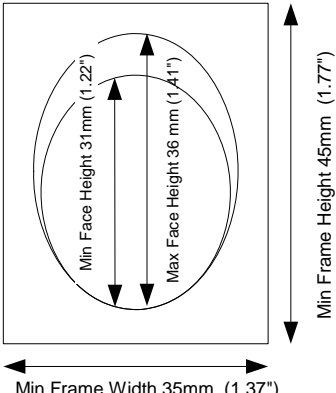
要求：

申请临时居民访问签证、学习许可或工作许可需要递交2张照片。照片必须符合下列要求，否则将不被接受。我们会在审理你的申请前要求你递交新的照片。

请确保你递交的照片符合这些要求以避免延误申请审理。

照片要求细则：

- 最近6个月内拍摄的2张同样的照片，黑白或彩色均可。
- 照片必须清晰并轮廓分明，背景为纯白色或浅色。
- 数码相片不能做任何修改。
- 脸部须正对相机，保持正常表情，不要皱眉或微笑，且嘴部合拢。
- 可以佩戴带色彩的有度数的眼镜，只要申请人双眼清晰可见且镜框不遮挡眼睛的任何部分。不要佩戴太阳镜。
- 可以佩戴假发或其它装饰品，只要它们不影响申请人的本来面貌。
- 只要脸部特征能全部体现，则申请人可以佩戴帽子或出于宗教原因将头部盘裹。

照片和头部大小要求	
 <p>Min Face Height 31mm (1.22")</p> <p>Max Face Height 36mm (1.41")</p> <p>Min Frame Width 35mm (1.37")</p> <p>Min Frame Height 45mm (1.77")</p>	<ul style="list-style-type: none">• 相片外沿大小必须为35毫米 X 45毫米 (1.37寸 X 1.77寸)。• 必须在照片中体现整个头部的正面，脸部在照片中间，且要包括肩部上端。• 头部的大小，即从下巴到头顶*的长度，必须在 31毫米 (1.22寸) 至36毫米 (1.41寸) 之间。 <p>* 头顶：头部的最上端，或（如果受头发或头饰的影响），可见到的头部/脑壳最上端。</p>

不符合这些要求的照片将不被接受。