Applying for a Temporary Resident Visa
(Application Instructions for Students Applying from WITHIN Canada Only)

When should I apply for a new temporary resident visa (TRV)?

If you are from a country whose citizens require a temporary resident visa (TRV) to enter Canada, you may need to apply for a new TRV if you are travelling to another country (except the U.S.) and need to re-enter Canada. For a list of countries/territories whose citizens require a TRV, visit http://www.cic.gc.ca/english/visit/visas.asp. Apply at least two months in advance of your planned travel.

If your visit is solely to the U.S., you may re-enter Canada without a TRV as long as you have a valid passport and a valid study permit. Carry a current SFU confirmation of enrollment letter (download from http://go.sfu.ca) and a printout of 190(3)(f) of the Immigration and Refugee Protection Regulations (http://laws-lois.justice.gc.ca/eng/regulations/sor-2002-227/page-46.html#h-100) that mentions this TRV exemption.

Most travelers entering Canada will need an Electronic Travel Authorization (eTA) or a TRV. Visit http://www.cic.gc.ca/english/visit/eta.asp

Where can I apply for a TRV?

If you are currently a temporary resident in Canada with valid status (i.e.: valid study or work permit), you may apply for a new temporary resident visa within Canada, using either an online or paper application. To do so, you must meet the following requirements:

- be a legally admitted temporary resident (student or temporary foreign worker only) in Canada with a Canadian address,
- your current temporary resident status is still valid, and your existing TRV is expired and/or was valid for only one entry, and
- you require a new temporary resident visa to return to Canada in the near future.

If this does not apply to you, you can only apply for a temporary resident visa at the Canadian visa office currently serving your country of citizenship; please visit the visa office’s website for full instructions on how to apply. Processing times vary.

How can I apply for a new TRV?

1. Apply online


   **Step 2.** Apply online at http://www.cic.gc.ca/english/e-services/index.asp after creating a GCKey or Sign-in Partner login ID, and registering with MyCIC. Enter your Personal Checklist Code when prompted.

Scan and upload all required documents (see below). Supporting documents should be current and original (unless it clearly states photocopies are acceptable). Refer to your online checklist for acceptable file formats. We strongly recommend that you keep copies of all forms and supporting documents submitted.

<table>
<thead>
<tr>
<th>Online Checklist Item</th>
<th>Document Description</th>
<th>Tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application form</td>
<td>1) Application for a Temporary Resident Visa [IMM 5257] → Once completed, click on the “Validate” button. This will generate an extra page (with barcodes) which you must include.</td>
<td>Complete electronically, validate, save and upload in the space provided; DO NOT print. You will be prompted later to sign electronically.</td>
</tr>
<tr>
<td>Recent Education Transcript</td>
<td>Official current transcripts which include your last two terms → SFU transcripts may be requested online through SIS</td>
<td>* Open and check your official transcript. * If you have attended a different institution in the last two terms, you must include official transcripts from that institution as well.</td>
</tr>
<tr>
<td>Canadian Work or Study Permit</td>
<td>Provide photocopies of your immigration document(s) e.g. study permit, work permit, etc.</td>
<td>A TRV will not be issued past your study permit expiry date.</td>
</tr>
<tr>
<td>Proof of Means of Financial Support</td>
<td>Proof of sufficient financial support in Canada, totaling at least $10,000 CAD → Refer to your online checklist for examples of acceptable proof.</td>
<td>* Graduate students may request a letter from their department should they wish to include proof of financial support (i.e. TAship or RAship).</td>
</tr>
<tr>
<td>Passport or Travel document</td>
<td>Scanned copies of all relevant passport pages</td>
<td>* Include all pages with photos, signatures, entry stamps and any other markings.</td>
</tr>
<tr>
<td>Digital Photo</td>
<td>Official current SFU confirmation of enrollment (COE) letter → Print the COE from your SIS account</td>
<td>* If you have already enrolled in courses for next term, use your COE for next term. * If not, use your COE for the current term.</td>
</tr>
<tr>
<td>Non-refundable Processing Fee</td>
<td>The current fee for a TRV is $100. You must pay online using a credit card.</td>
<td>IRCC accepts Visa, MasterCard and American Express.</td>
</tr>
</tbody>
</table>

Some of the above documents may not appear in your online checklist; however, we recommend providing all of them to minimize delays or problems in processing your application.

**Step 3.** After you submit your online application, you will receive a message in your MyCIC account confirming that your application was received. Once your application has been processed, you will receive another message with instructions on how to send your passport to IRCC for the visa to be issued. Do not mail your passport before IRCC requests that you do so.

2. Apply by mail

   **Step 1.** Download the required forms from http://www.cic.gc.ca/english/information/applications/visa.asp

   **Step 2.** Complete the forms, and mail them along with the necessary supporting documents (see below) to the address below. We strongly recommend that you keep copies of all forms and supporting documents sent.

The information in this document has been reviewed and endorsed by a Regulated Canadian Immigration Consultant (RCIC) pursuant to section 91 of the Immigration and Refugee Protection Act. This is not a legal document and information may change without notice. Always refer to the IRCC website for updated information: www.cic.gc.ca. This document was last updated on July 3, 2018.
Temporary Resident Visa Section
Case Processing Centre – Ottawa
PO BOX 8780 STN T CSC
Ottawa ON K1G 5A9

Purchase **two prepaid 24 x 32 cm Xpresspost** at any Canada Post retail outlet. One envelope will include all the application forms, supporting documents, and the additional envelope. The enclosed second envelope will be used to return your passport to you. Complete the mailing label on the return envelope showing your full mailing address in the “Deliver To” field and the CPP-O office address (see above) in the “Return Address” field. Make a note of the tracking number for each envelope. The CPP-O office will not return packages by courier. If you do not include a pre-paid return Canada Post Xpresspost envelope, your passport will be returned to you by regular mail.

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<td>Document Checklist</td>
<td>Document Checklist – Applicants in Canada (IMM 5721)</td>
<td>* Place this document on top of your application package</td>
</tr>
</tbody>
</table>
| Application forms | 1) Application for a Temporary Resident Visa [IMM 5257]  
Once completed, click on the “Validate” button prior to printing; this will generate a series of barcodes on page 5. Include this page in your application Print, sign and date the application (by hand)  
2) Family Information Form [IMM 5707] | * Complete electronically (not by hand)  
* Type all names in English and your native language on the Family Information form |
| Two passport-sized photographs | Photographs must meet exact specifications stated in the guide. Write your name and date of birth on the back of each photo. | |
| Non-refundable Processing Fee | The current fee for a TRV is $100 CAD.  
Pay online using a credit card via IRCC’s e-Payment tool [https://eservices.cic.gc.ca/epay/welcome.do](https://eservices.cic.gc.ca/epay/welcome.do) Print the payment receipt and include it in your application. | * Pay your fee a few days before sending the completed application as your payment may take a few days to clear. |
| Valid original passport | You are required to send your passport, which must be valid for at least 6 months. | * Remove your study permit before mailing |
| Photocopies of current immigration document(s) | Provide photocopies of your immigration document(s) e.g. study permit, work permit, etc.  
*Note: A TRV will not be issued past your study permit’s expiry date. | |
| Documents from Post-Secondary Institution(s) | 1) Official current SFU confirmation of enrollment (COE) letter  
Download and print the COE from your Student Information System account  
2) Official current transcripts which include your last two terms of studies  
SFU transcripts may be requested online through the Student Information System | * Open/check your official transcript.  
* If you have attended a different institution in the last two terms, you must include official transcripts from that institution as well. |

Other documents as per your situation may be required (e.g. marriage certificate, family members’ documentation, letter from academic advisor, etc.).

**How long will the Case Processing Centre in Ottawa (CPC-O) take to process my TRV by mail?**

Check the IRCC website at: [http://www.cic.gc.ca/english/information/times/temp.asp](http://www.cic.gc.ca/english/information/times/temp.asp). Note that the processing time listed for online applications does not include the time it takes to issue the visa after IRCC requests your passport (see Step 3 on previous page). Processing times vary and may increase during peak travel times such as summer or as holidays approach.

**What if my TRV has expired and I need to leave Canada in less than 4 weeks?**

You may be able to apply in your home country if you have all the required documents. Check the website of the relevant visa office for application information specific to that office. Please note that in the event your application is refused in your home country, you would not be able to return to Canada. Consult with an International Student Advisor for further details.

**Does it matter if my TRV expires while I am in Canada?**

No. Your study permit gives you legal status in Canada. The TRV is a document that only allows you to enter Canada. As long as your study permit remains valid, you can legally stay in Canada and study.

**How do I find out about the status of my application being processed at the Case Processing Centre in Ottawa (CPC-O)?**

To enquire about your case status, you may contact the Case Processing Centre in Ottawa (CPC-O) by email or fax. Further details may be found at: [http://www.cic.gc.ca/english/information/offices/canada/ottawa.asp](http://www.cic.gc.ca/english/information/offices/canada/ottawa.asp)

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