



THOMPSON RIVERS
UNIVERSITY

APPLYING FOR TEMPORARY RESIDENT VISA

Via Ottawa, Ontario

GUIDE FOR COMPLETING APPLICATION FOR TRV

<http://www.cic.gc.ca/English/pdf/kits/guides/5256E.PDF>

REQUIRED DOCUMENTS:

1. <http://www.cic.gc.ca/english/pdf/kits/forms/IMM5257E.PDF> Application completed and signed.
2. <http://www.cic.gc.ca/english/pdf/kits/forms/IMM5721E.pdf> Document Checklist.
3. <http://www.cic.gc.ca/english/pdf/kits/forms/IMM5645E.PDF> Family Information form.
4. http://www.cic.gc.ca/english/pdf/kits/forms/IMM5257B_1.PDF Schedule 1 form (only if you answer 'yes' to questions 3-7 on the application form).
5. Your valid, original passport.
6. Proof of funds.
7. Two (2) photographs, 35mm x 45mm (1.37" x 1.77"), for each family member requiring a visa ([PHOTO SPECIFICATIONS](#)).
8. The correct processing fee (Single Entry \$75; Multiple Entry \$150). Obtain a pink receipt form from your International Student Advisor so you can pay at any bank.
9. A photocopy of your current study permit.
10. Originals of your most recent transcript.
11. Proof of current enrolment and transcripts (Visa Letter from International Admissions office, OM1412).

Please note, each individual applicant must submit a completed temporary resident visa application form.

PROCESSING TIMES:

Please refer to the following link <http://www.cic.gc.ca/english/information/times/international/13-temp-visitors.asp> for processing times.



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SUBMITTING YOUR APPLICATION:

Submit the application forms and necessary documents.

When you have completed the application forms:

- make sure you sign and date them, and
- that all required documents and fees are included in the envelope.

MAILING INSTRUCTIONS:

You should purchase two prepaid 24 x 32 cm Xpresspost - National envelopes at any Canada Post retail outlet.

Enclose one envelope in the other envelope. This second envelope will be used to return your passport and other applicable documents to you. Add the documents you wish to send to us in support of your application.

Complete the mailing label on the return envelope showing your full mailing address in the "Deliver To" field and to the following Post Office box address (below) in the "Return Address" field.

Make a note of the tracking number for each envelope.

If you choose not to submit a second prepaid Xpresspost envelope, your passport will be returned by regular mail. Please note that the CIC office does not take any responsibility for items lost in the mail. If you choose to use another courier, please note that we will return your passport through regular mail.

You cannot apply at this office if your residential address is not in Canada.

**CPP – Ottawa
Temporary Resident Visa Section
365 Laurier Avenue West
Ottawa, ON K1A 1L1**

Updated: June 15, 2012/LK

This is not a legal document. It is produced to help you simplify the process of TRV. Please refer to the Canadian Consulate General office in the Detroit website for the most accurate and updated information. (http://www.canadainternational.gc.ca/detroit/imm/visa_temp.aspx?lang=eng)