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# IMMIGRATION Canada

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## Temporary Resident Visa

### Manila Visa Office Instructions



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Document Checklist – Temporary resident  
visa

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**Cette trousse est également disponible  
en français**

## Application for a temporary resident visa – checklist

- Complete and place this checklist on top of your application.
- Any document not in English or French must be accompanied by a certified translation.
- Failure to submit all required documentation may result in the refusal of your application or processing delays.
- False statements or submission of fraudulent documents will result in immediate refusal and potentially legal action.

<b>All applicants must submit the following items:</b>	
<b>Family Information Form (IMM 5645)</b> , fully completed, dated and signed.	<input type="checkbox"/>
<b>Original passports</b> and a copy of the passport bio-data page. <ul style="list-style-type: none"> <li>• Passport should have a minimum of two blank visa pages and minimum 6 months validity. Your passport must be valid for the duration of your stay in Canada.</li> <li>• Include all previous passports, if applicable.</li> </ul> If you do not reside in your country of citizenship, please provide evidence of your status in your country of residence.	<input type="checkbox"/>
If you have answered “yes” to any of the background information questions on the application form, provide a completed and signed <b>Schedule 1</b> form (Application for Temporary Resident Visa – IMM 5257B) and include it with your application.	<input type="checkbox"/>

### In addition to the above, submit the following based on your situation or purpose of travel:

<b>CAN – Applicants with previous travel to Canada or the U.S. in the past 10 years</b>	
<b>Letter of employment, on official company letterhead</b> specifying the following: <ul style="list-style-type: none"> <li>• position, length of employment and income;</li> <li>• full address and phone numbers for the company;</li> <li>• the name and position of the person signing the letter.</li> </ul>	<input type="checkbox"/>
<b>Proof of travel to Canada</b> in the last 10 years on a visitor visa (visa coding V1 or B1) OR <b>Proof of travel to the U.S.</b> in the last 10 years on a non-immigrant visa (visa coding B1 or B2)	<input type="checkbox"/>
<b>Passports</b> showing travel history over the last 10 years.	<input type="checkbox"/>

<b>Additional Required documents for parents and grandparents super visa</b>	
<b>Letter of invitation</b> from your child or grandchild residing in Canada.	<input type="checkbox"/>
<p>One of the following documents to prove that your child or grandchild meets the <b>Low Income Cut-Off (LICO) minimum</b>:</p> <ul style="list-style-type: none"> <li>• most recent copy of the Notice of Assessment;</li> <li>• most recent copy of the T4 or T1.</li> </ul> <p><b>Note:</b> If your child or grandchild does not have a paper copy of the Notice of Assessment on file, he or she can view (and print) tax returns as well as other personal tax information using the CRA's My Account online service. To register or login, visit <a href="#">My Account</a>.</p>	<input type="checkbox"/>
<b>Proof of parental relationship</b> to your child or grandchild (copy of birth certificate or other official document naming you as parent).	<input type="checkbox"/>
<b>Proof that your child or grandchild</b> is a Canadian citizen or permanent resident.	<input type="checkbox"/>
Proof of <b>medical insurance with a minimum \$100,000 coverage</b> for one year with a Canadian insurance company (copy of insurance certificate or policy).	<input type="checkbox"/>
<b>Additional Required documents for other visitors</b>	
<p><b>Letter of employment on official company letterhead</b> specifying the following:</p> <ul style="list-style-type: none"> <li>• your position, length of employment and income;</li> <li>• the full address and phone numbers for the company and the name and position of the person signing the letter.</li> </ul> <p><b>Self-employed persons:</b> Provide proof of business income and income tax paid</p>	<input type="checkbox"/>
<p><b>Proof of sufficient funds to cover expenses for the duration of your visit.</b></p> <ul style="list-style-type: none"> <li>• A bank statement covering the last six months and showing the balance of the account;</li> <li>• Any additional relevant documentation (payslips, investments, certificates of deposit, etc.).</li> <li>• If you are not paying for your own trip, indicate how your trip will be funded. Submit supporting documentation, for example: parents' bank statements; letter from employer covering costs; spouse's employment, proof of employment and financial documents for host in Canada (employment letter, pay slips, T4/Notice of Assessment, bank statements), etc.</li> </ul>	<input type="checkbox"/>
<p><b>Explain the purpose of your trip</b> (as applicable):</p> <ul style="list-style-type: none"> <li>• details of your itinerary in Canada;</li> <li>• provisional travel arrangements (airline or hotel booking);</li> <li>• letter of invitation from the person or business you will visit;</li> <li>• registration at a conference, letter from your employer.</li> </ul>	<input type="checkbox"/>

<b>Additional Required documents for Seafarers:</b>	
Valid seafarer booklet and certificate.	<input type="checkbox"/>
POEA exit permission certificate.	<input type="checkbox"/>
Employment contract.	<input type="checkbox"/>
Letters from Canadian and local manning agencies with vessel joining details.	<input type="checkbox"/>
<b>Additional Required documents for RETURNING workers and students:</b>	
<b>Students:</b> <ul style="list-style-type: none"> <li>• Current or valid Canadian Study Permit;</li> <li>• <b>Proof of current status</b> - letter from educational institution confirming enrolment and date you are expected to resume studies.</li> </ul>	<input type="checkbox"/>
<b>Workers:</b> <ul style="list-style-type: none"> <li>• Current or valid Canadian Work Permit;</li> <li>• <b>Letter from Employer</b> stating that you are expected to return to Canada and resume employment.</li> </ul>	<input type="checkbox"/>