

# Temporary Resident Visa (TRV)

Updated September 2019

The information in this tip sheet is to apply for your TRV while on Study Permit in Canada. Before submitting this application, IRCC requires that you **renew your study permit first**.

## IMPORTANT NOTES:

- Once your visa application has been successfully processed, IRCC will contact you to mail-in your passport to stamp the visa counterfoil in your passport. See *Step 10* on how to mail your passport to IRCC.
- If your spouse or common-law partner has work or student status; your spouse/partner will be required to submit a separate online application (you cannot include them with you when you apply)
- If you and all your dependent family members including minor children with visitor status need to apply for TRVs, we recommend you submit a paper application for the whole family (see an advisor for more details if this applies to you).

To apply for your TRV online, follow these steps:

## Step 1- Create an online account on IRCC website

OR

Google search "**IRCC login**" then click on the first link: "**Sign in to your IRCC secure account**"

- Select: "**Continue to GC Key**" or "**Continue to Sign-In Partner**" (if you already have an account)
- Don't have an account? – select **Register** and then choose either **GC Key** or **Sign in Partner** option
- Select: "**Sign Up**" (for **GC Key** only); follow instructions.

**NOTE:** Save the Username, Password, Account Recovery Questions and Security Questions as you will require these later on to access your account.

- Select: "**I accept**" after reading the terms and conditions.

## Step 2 - Login to your account

At the bottom of the page under "**Start an Application**"; click "**Apply to Come to Canada**"

*If you did not answer the assessment questions previously, **you do not have a Personal Reference Code, scroll down.***

*And click on "**Apply for Visitor Visa, Study and/or Work Permit**" and answering all assessment questions.*

## Step 3 - Answer eligibility questions (10 – 15 minutes)

Consider the following when you do:

- Even though you are applying for a visa; select "**Study**" or "**Work**" (depending on what your status is Student or Worker at the time of application) to answer "**What would you like to do in Canada?**"
- If you are asked "**Have you lived in a designated country or territory for more than six months in the last year?**" you should select "**NO**" if you have not been outside Canada for 6 months in the past year
- You should answer "**NO**" to the question "**Do you want to submit an application for a family member?**" since your spouse/partner is required to apply for their TRV independently if applying online (the option to apply together as a family requires you to submit a paper application)
- You will also be asked "**In the past 10 years, have you given you fingerprints and photo (biometrics) for an application to come to Canada?**", if you have never provided your biometrics for an IRCC application in the past 10 years, select "No"



#### **Step 4 - Complete application form IMM5257**

- **UCI number:** “Unique client Identifier”, also known as “**Client ID**”. It is usually an **8-10 digit number** that appears on your Study Permit
- **Employment Section:** Because you are a full-time student in Canada, you can write “student” as your **current activity**.
- **Details of Visit to Canada:** select “**returning student**” or “**returning worker**” (depending on your status) for “**Purpose of my visit**”. The length of time will be from the date you complete the form (current date) till the expiry date on your study or work permit.
- **Background Information:**
  - **2(c): Have you previously applied to enter or remain in Canada?** - Click **YES**, as you have entered Canada before on your previous TRV/Study Permit. Write the dates for each document you applied for in the available box.
- **Signature box:** You can type your name in the box or leave blank

#### **Step 5 - Validate the form**

Click “Validate”

#### **Step 6 - Save form and upload to document checklist**

If you saved your document on one of the International Services Centre computers, **make sure you email a copy of the form to yourself as an attachment for future access** before deleting the file from the computer!

#### **Step 7 - Prepare your supporting documents**

- **Official Transcript:** You can obtain the transcript at Student Connect (1<sup>st</sup> floor Administration Building). Ask for an “official transcript”
- Scanned copy of current study permit
- Letter of Enrollment
  - Found in Bear Tracks under “Academics: Verification of Enrollment” (***NOTE: grad students ALSO need to get a letter from FGSR indicating their expected completion date***)
- Proof of Financial Means
  - Bank statements for past 4 months
  - Letter of support from family (if needed)
  - Other proof of income (e.g. Dept. funding letter)
- Passport-style Digital Photo

- Scanned Copy of Passport (the page that shows your birth date and country of origin and all pages that contain a stamp or Visa)
- Letter of Explanation - if needed
  - To explain to the IRCC what you are requesting or additional information you want to be considered in your application

#### **Step 8 - Pay fees**

- You can only pay the \$100 Temporary Resident Visa fees online with a credit or debit card
- If you have never provided biometrics to IRCC in the past 10 years, you will be required to pay an additional \$85 which is the biometrics fee

#### **Step 9 - Processing times**

- [Check online for weekly updates on processing times](#)

#### **Step 10 - MAILING INSTRUCTIONS**

##### **IRCC Instructions for passport submission**

- Recommended that you purchase two prepaid Canada Post Xpresspost envelopes (Regional if you live in Ontario/Quebec; National for other provinces/territories), one letter-sized (318 x 241 mm) and the second standard-sized (260 x 159 mm), at any Canada Post retail outlet.
- Complete the mailing label on the standard-sized envelope showing your full mailing address in the “Deliver To” field.
- Make a note of tracking numbers for both envelopes.
- Enclose the standard-sized envelope in the letter-sized envelope along with your passport and a copy of our request letter showing your application number.
- If you do not submit a return prepaid Xpresspost envelope or if you provide a return prepaid envelope from any other private courier, we will return your passport by regular mail. Please note that our office is not responsible for any items lost in the mail.”

##### **Address the letter-size envelope to:**

Temporary Resident Visa Section  
CPP - Ottawa (e-Application)  
PO Box 9640  
Ottawa, ON, K1G 6T2