



Visa Section
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CANADIAN TEMPORARY RESIDENT VISA REQUIREMENTS

Citizens of Poland, Latvia, Lithuania and Belarus require a temporary resident visa in order to visit Canada. If you are a citizen of another country, please visit www.cic.gc.ca to find out if you need a visa to visit Canada.

All visitors arriving in Canada must have a passport valid for the full length of the intended visit to Canada plus six months, and sufficient funds to support themselves throughout their stay and to pay for their return. Persons admitted to Canada as tourists may not work without authorisation while in Canada. It is important to note that temporary residence visas are approved only when a visa officer is satisfied that the applicant will leave Canada at the end of his/her approved stay and will not work while in Canada.

Applications for temporary resident visas may be submitted in person or through a travel agency approved by the Embassy. All applicants should understand that an interview with a visa officer may be required as part of the application process.

We accept applications in person from Monday to Friday (**except Wednesday**) between 8:15 am and 11:00 am. Applications submitted in person are usually finalised on the same day unless additional information is required.

To apply for a temporary resident visa you must:

Complete an application form and attach two passport-sized photographs for each person included in the application. Married or common law couples travelling together, and parents travelling with children under 18 years of age, need submit only one application. You will also need to submit the processing fee (see below).

In addition, we recommend that you submit the following additional documentation as may be applicable to your circumstances:

If you have been invited by your son or daughter, you should also provide us with proof of his or her status in Canada (citizen, permanent resident, worker, student). You should also provide evidence that your son or daughter can support you while in Canada such as a copy of your child's T4 slip or Canada Revenue Agency Notice of Assessment.

If you have been invited by a Canadian company or organization, relations other than your children, friends or are simply travelling as a tourist, please submit the following if applicable:

- an invitation from the host (business or person). This invitation does not need to be notarized. Your host should not fax or mail the invitation to the Embassy but, rather, should send it directly to you so that you can attach the original document to your visa application form. Please note that an invitation does not guarantee that a visa will be issued. The invitation should specify your relationship to the host/business, the reason and planned duration of the visit. For private/family visits, the host may wish to attach

- evidence of his/her ability to support the visit such as a letter from his/her employer.
- a letter on company letterhead from your employer or business identifying you and the position you hold, as well as providing details of your salary and the purpose of your trip to Canada (if this is a business visit);
- for private or family visits, a letter or certificate from your employer confirming leave for the duration of your stay in Canada, and stating the type of leave you are taking and a recent bank statement indicating clearly your current bank balance. If you are not working and are supported by a spouse, please provide this information for your spouse.
- for self-employed applicants, official proof of your private business including a valid business license and documentary evidence of business income in the form of tax office certificates.
- your trip itinerary, with details of your hotel and travel reservations (if visiting as a tourist without family in Canada)

If there are special circumstances about your visit of which you think a visa officer should be aware, write a letter of explanation and include it with your application.

1. **If you are a student**, you should submit evidence of your school enrollment such as certification of level and duration of your course of studies and index (even if travelling during school holidays). Students travelling during the school year should submit permission from the school for the duration of their planned absence.
2. **If you are a child under 16 years of age**, you should submit a birth certificate (**full version**). If you are travelling alone or with only one parent or a guardian, you are also required to provide notarized consent to travel from the non-accompanying parent or parents. Please note that all children, regardless of age, require an individual passport. Unless specifically invited, children under 16 need **not** visit the Embassy.
3. **If you are travelling to Canada in order to study for a period of six months or less**, you do not require a study permit. You should provide evidence of acceptance to your course of study, information regarding tuition and other costs involved, evidence that you meet the academic and any other requirements in order to take up the desired course and proof of sufficient funds to pay for your tuition, support and departure from Canada.

Processing fees: The Canadian Government charges a fee for processing applications for temporary resident visas. The fee must be paid when the application is submitted, and is not refundable, whatever the outcome of the application. The fee for a single entry temporary resident visa is 75 Canadian dollars per person. For a multiple entry visa, the fee is 150 Canadian dollars per person. The fee may be paid in Canadian dollars or Polish zloty. Payment by credit card or by personal cheque will not be accepted.

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