



Government of Canada
Embassy of Canada

Gouvernement du Canada
Ambassade du Canada

Visa Section
P.O. Box 3394
Damascus, Syria

Service des visas
B.P. 3394
Damas, Syrie

Tel. (963-11) 611-6851 Web: www.damascus.gc.ca
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CANADIAN TEMPORARY RESIDENT VISITOR VISA (TRV) APPLICATION KIT

Please read this kit carefully before submitting your application. All documents must be submitted at the same time as your application and processing fee.

The request for documentation in this application kit shall be considered a request by a visa officer under section 16 of the *Immigration and Refugee Protection Act* to produce all relevant evidence and documentation for the purpose of establishing that you are admissible to Canada and meet the requirements of the Act.

Submitting the necessary documents does not guarantee that your application will be approved; however, failure to provide these documents will increase the likelihood of your application being refused. If you are unable to provide the documents requested, you should provide a written explanation as to why they cannot be submitted and provide any other information you feel may be relevant.

Only documents in English or French will be accepted. Documents in another language must be accompanied by an English or French translation.

Application kits are free of charge and can be downloaded from the internet address: www.damascus.gc.ca.

Good quality photocopies of the forms are acceptable.

To avoid disappointment, please submit your application well in advance of your travel plans. Applications normally require 2 to 4 weeks to be fully processed. Processing times change depending on the time of the year and volume of applications received. All applications are subject to a potential interview.

Applications may be submitted by mail or in person at the Visa Section of the Canadian Embassy, Sunday to Wednesday, 8:00am to 9:30am. **Applications will not be accepted after 9:30am.**

WARNING

Agents and Representatives: You may prepare and submit your application yourself, or have it prepared by an individual who provides such services for free (family members, friends, non-governmental and religious organizations, etc.), or you may decide to hire an authorized representative to do so. An authorized representative must be either: an immigration consultant who is a member of the Canadian Society of Immigration Consultants; a lawyer who is a member of a Canadian law society; or a notary who is a member of the Chambre des notaires du Québec. All applications are treated equally, regardless of who submits them. You, as the applicant, are responsible for all information submitted. Please be sure to review all the information on your application form and ensure that all questions are answered truthfully before signing and dating the forms.

Agent Identification: If you are authorizing the release of your file information to an authorized representative, this person must be identified on Form IMM 5476E. No information will be released to a paid representative unless a completed "Use of a Representative" form (IMM 5476E) is on file.

Misrepresentation Will Result in Your Application Being Refused

If you or someone acting on your behalf directly or indirectly submits false documents or misrepresents facts relating to your application for a temporary resident visa:

- your application will be refused;
- the circumstances of your refusal will be entered into Canada's global immigration database; and
- you could become inadmissible to Canada for 2 years under section 40 (2) of the *Immigration and Refugee Protection Act*.

1. All applicants must provide the following documents:

- A signed and dated copy of the “Application for a Temporary Resident Visa” form completed in English or French. An original signature must be provided on the form;

Note: Include your employer’s telephone and fax numbers in box 10.

- One signed and dated copy of the “Family Composition/Education and Employment” form completed in both Arabic and either English or French. Original signature must be provided on each form;
- A completed “Damascus Supplementary Information” form for each person over the age of 18 years;
- Two passport-size photos (colour or black and white) taken within the past 6 months and including the date of birth (dd/mm/yyyy) and applicant’s name clearly printed on the back of each photo (see last page for instructions);
- Original passport or travel document including at least one blank page, and valid for at least one month from the date you intend to leave Canada;
- Correct application processing fee. Please note however that there are no fees for applicants holding Diplomatic or Service passports. Fees are required for private passports. The fees are listed below;
- A completed “Use of a Representative” form (IMM 5476E) if someone has assisted you in making this application;
- Parental Letter of Consent authorizing travel for children under the age of 18 years.

2. Please submit all the supporting documents listed in one of the following checklists below if you are applying as:

A VISITOR (VISITING FAMILY OR FRIENDS, AND TOURISTS)

A BUSINESS VISITOR

A RETURNING STUDENT (already holding a valid Study Permit)

A SHORT-TERM STUDENT (to study for 6 months or less)

A PERSON TRANSITING THROUGH CANADA

NOTE: If you intend to travel to the United States during your visit to Canada, you do not need a multiple-entry visa in order to re-enter Canada directly from the United States during the duration of your stay in Canada.

Please note that where a multiple entry visa is paid for but, at the discretion of the visa officer, a single-entry visa is issued, the fee difference will not be refunded. Moreover, the processing fee is non-refundable for any application that is withdrawn or refused.

3. Please ensure that you have the proper amount to pay your application fees.

If you apply in person the fee is payable in cash, certified cheque or money order payable to the “Receiver General for Canada”. Mail in applications must be paid by certified cheque. You must pay the **exact** amount in one of the following currencies when you submit your application:

Temporary Resident Visa Fees:	CDN	USD	SYP
Single entry - each person	75	70	3,500
Multiple entry - each person	150	135	7,000
Family Rate	400	360	18,750

VISITOR (VISITING FAMILY OR FRIENDS, AND TOURISTS) DOCUMENT CHECKLIST

From the applicant:

- If you are employed, a letter from employer granting leave of absence, and including the following information: your name, position, and current salary. This letter must include your employer's name and address as well as the telephone and fax number;
- If you are a student traveling during periods other than school holidays, a letter from your school confirming that you are enrolled and in good standing, and that the school has approved your absence;
- If you are retired, a Retirement Certificate indicating your pension;
- Original evidence of funds showing history (include a bank book to show historical ownership of funds);
- Evidence of assets in your country of residence (e.g. property deeds, vehicle registration, etc.);
- Travel itinerary;
- Evidence of any previous travel;
- Proof of relationship with the host in Canada (e.g. copy of birth certificate, copy of marriage certificate, proof of correspondence, etc.) **OR** For tourists: name and address of all persons who assisted you in planning your trip (both in your country of residence and/or Canada, if applicable).

From the host(s) for those visiting family or friends:

- An invitation letter stating the purpose of visit;
- A copy of the inviter's citizenship or immigration status document (e.g. IMM1000, Permanent Resident Card – copies of both sides, Study Permit, Work Permit);
- Financial documents:
 - Most recent Notice of Assessment issued by the Canada Revenue Agency;
 - If employed, employment letter showing salary for the inviter and the inviter's spouse;
 - If studying, letter of acceptance from the school attended and transcripts;
 - Proof of funds (bank statement).

BUSINESS VISITOR CHECKLIST

- One (original or faxed) letter of invitation per delegation from the party in Canada. The invitation letter must come from the party with whom the applicant will conduct direct business. This excludes third parties who are only arranging or facilitating the business meetings. The letter must include all of the following information:
 1. Inviter's full name and title, business address, contact telephone and fax numbers;
 2. The names and titles of all members of the delegation, as well as the name(s) of their employer(s);
 3. A brief summary of the reason for extending the invitation, and details of the business or trade to be undertaken;
 4. The intended duration of the visit, as well as a detailed itinerary;
 5. A statement specifying who will be responsible for all expenses related to the trip; and where applicable, copies of contracts and/or agreements signed between the Canadian inviter and the enterprise from the applicant's country as well as proof of trade between the businesses. Business persons intending to invest in Canada must also provide evidence of sufficient assets to make the proposed investment (e.g. business registration, articles of association, company tax receipts, sales contracts, balance sheets, company brochures, etc.)
 - For applicants travelling with official passports, an official note per delegation from your country's Ministry of Foreign Affairs supporting the intended visit;
 - For applicants travelling on private passports, a letter from your employer indicating that the proposed travel to Canada has been approved for the purpose indicated in the invitation. This letter must include the employer's name and address as well as telephone and fax number. The applicant's position, salary and date of hire must also be noted.
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RETURNING STUDENT CHECKLIST (already holding a Study Permit)

- List of ALL schools attended in Canada with ALL corresponding official transcripts and proof of enrolment;
- Copy of Canadian Study Permit.

Note: Your study permit must remain valid until after the date on which you intend to return to Canada

SHORT-TERM STUDENT CHECKLIST (to study for 6 months or less)

- Original employment letters issued on company letterhead indicating position, salary and date of hire;
 - Bank statements showing current savings with at least 12 months history;
 - Letter of acceptance;
 - For organized study groups, invitation letter with details of the program, list of participants and an indication of who will be paying associated fees and expenses.
-

PERSON TRANSITING THROUGH CANADA CHECKLIST

- A copy of your air ticket and/or travel itinerary. Please indicate the number of times you will be entering Canada, and the date(s) and time(s) for each entry and exit;
- A valid visa for country of final destination, if applicable;
- A letter of invitation from the inviter in the country of destination, or a letter of intent stating the purpose of your trip;
- A letter from your employer granting a leave of absence and including the following information: your name, position and current salary. This letter must be on letterhead paper and must include your employer's name as well as telephone and fax number;
- Evidence of previous travel.



APPLICATION FOR A TEMPORARY RESIDENT VISA MADE OUTSIDE OF CANADA DEMANDE DE VISA DE RÉSIDENT TEMPORAIRE PRÉSENTÉE À L'EXTERIEUR DU CANADA

I want service in: Je veux être servi(e) en : English Français

File - Référence

1 Single entry visa(s) requested Multiple entry visa(s) requested Transit visa(s) requested

2 APPLICANT SPOUSE OR COMMON-LAW PARTNER AND CHILDREN. Fields for Family name, First name, Second name, Relationship, Sex, Date of birth, Place of birth, Citizenship, Passport no., Passport expiry date, Marital status, Will accompany you to Canada?

3 The purpose of my visit to Canada is - Objet de ma visite au Canada. Options: Tourism, Business, Other.

4 Indicate how long you plan to stay in Canada. From To

5 Funds available for my stay in Canada. Je dispose, pour mon séjour au Canada, de

6 My current mailing address. All correspondence will go to this address unless you indicate your e-mail address below...

7 My residential address (if different from your mailing address)

E-mail Telephone number Fax number

DO NOT WRITE IN THIS SPACE ESPACE RÉSERVÉ

EDUCATION AND EMPLOYMENT HISTORY

4. What is the highest level of study you have reached?

5. What is your profession and specialization (if any)?

6. Were you ever a member of any political party, other group, or organization?
Please specify the organization, dates and positions held.

Dates (dd/mm/yyyy)		Position	Organization
From	To		

7. Have you ever held a position in any government or state enterprise? (E.g. mayor, Member of Parliament, counselor, judge, managing director, etc). When and where?

Dates (dd/mm/yyyy)		Position	Organization
From	To		

8. Have you ever been employed by a government or political party in a position of responsibility or supervision? (e.g. hospital administrator, police officer, elections official, etc)

Dates (dd/mm/yyyy)		Position	Organization
From	To		

MILITARY SERVICE

Note: All immigration applicants must submit official military service completion or exemption certificates.

9. Did you serve in any militia, army, defense, or police unit (including obligatory national service, reserve or volunteer units)? Please circle your answer.

Yes No (explain) _____

10. Where were you stationed? (Please provide dates, ranks, units and locations)

Dates (dd/mm/yyyy)		Rank	Unit	Location
From	To			

11. What were your duties most of the time? (eg. infantryman, artillery, military policeman, radio operator, driver, other) Please describe in detail.

12. What training did you receive?

13. Under what circumstances did your service end? (E.g. completed service, deserted, invalidated out, medical problems, etc)

14. Did you ever participate in any form of combat? Please circle your answer.

Yes No

15. If **yes**, describe details and include specific dates and locations.

Use a separate sheet.

16. Have you ever witnessed or participated in ill treatment of prisoners or civilians, looting or desecration of religious buildings? If yes, describe the circumstances.

You must now read and sign the following declaration.

I (please print your full name) _____

DECLARE THAT ALL OF THE ABOVE STATEMENTS ARE TRUE, COMPLETE AND CORRECT, AND I MAKE THIS STATEMENT KNOWING THAT IT HAS THE SAME EFFECT AS APPEARING IN A COURT OF LAW.

Signature

Date

USE OF A REPRESENTATIVE

A representative is someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada (CIC) and Canada Border Services Agency (CBSA). You may have **one** representative only. If you appoint an additional representative, the previous representative will no longer be authorized to conduct business on your behalf and receive information on your case file.

Your dependent children aged 18 years or older must complete their own copy of this form if they have a representative.

- I am: appointing a representative. Complete Sections A, B and D.
 cancelling the appointment of a representative. Complete Section A, C and D.

SECTION A: APPLICANT INFORMATION

1. **Your full name**

Family name (Surname)

Given name(s)

2. **Your date of birth**

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

3. **If you have already submitted your application:**

Name of office where the application was submitted

Location of office

Type of application (permanent residence, extension of study permit, etc.)

4. **Your Citizenship and Immigration Canada Identification number (if known)**

Client Identification (ID) or Unique Client Identifier (UCI) number

SECTION B: APPOINTMENT OF REPRESENTATIVE

- I authorize the following individual to serve as my representative and to conduct business on my behalf with Citizenship and Immigration Canada and Canada Border Services Agency.
- I authorize Citizenship and Immigration Canada and Canada Border Services Agency to release information from my case file and that of my dependent children under 18 years of age to my representative. This authorization is in accordance with the *Privacy Act*.
- I am aware that any information which would be subject to exemption, if I had the right of access under the *Privacy Act* or the *Access to Information Act*, will likely not be released.

5. **Your representative's full name**

Family name (Surname)

Given name(s)

6. **Your representative: (choose one)**

is UNPAID and is a:

family member or friend

member of a non-governmental or religious organization

member of the Canadian Society of Immigration Consultants, a Canadian provincial or territorial law society, or the *Chambre des notaires du Québec*.

other

is or will be PAID and is a member in good standing of:

the Canadian Society of Immigration Consultants (CSIC)

▶ Membership ID number

a Canadian provincial or territorial law society

▶ Which province or territory?

▶ Membership ID number

the *Chambre des notaires du Québec*

▶ Membership ID number

7. Your representative's contact information

Name of firm or organization (if applicable)			
Mailing address			
Postal code/ZIP			
Telephone number	Country code	Area code	Number
	()	()	
Fax number	Country code	Area code	Number
	()	()	
E-mail address (if applicable)			

8. Your representative's declaration:

- I declare that the information in Section B is truthful, complete and correct.
- I understand and accept that I am the person appointed by the applicant to conduct business on the applicant or sponsor's behalf with Citizenship and Immigration Canada and Canada Border Services Agency.

Signature of representative

Date

Day	Month	Year

SECTION C: CANCEL THE APPOINTMENT OF A REPRESENTATIVE

I withdraw my authorization for this person to serve as my representative, to receive information on my case file and to conduct business on my behalf with Citizenship and Immigration Canada and Canada Border Services Agency.

9. Your representative's full name

Family name (Surname)

Given name(s)

Name of firm or organization
(if applicable)
SECTION D: YOUR DECLARATION**10.**

- I declare that the information I have given is truthful, complete and correct.
- I understand all the foregoing statements, having asked for and obtained an explanation for every point that was not clear to me.

Signature of applicant

Date

Day	Month	Year

Signature of spouse or common-law partner
(if applicable)

Date

Day	Month	Year

Warning! It is a serious offence to give false or misleading information on this form.

The information you provide on this form is collected under the authority of the *Immigration and Refugee Protection Act* and will be used in assessing your application according to the requirements of the Act. It will be retained in a Personal Information Bank identified in *Infosource*. It may be shared with other organizations in accordance with the consistent use of information under the *Privacy Act*. Under the *Privacy Act* and the *Access to Information Act* individuals have the right to protection of and access to their personal information. Details on these matters are available at infosource.gc.ca and through the Citizenship and Immigration Call Centre. *Infosource* is also available in Canadian public libraries.

Photo Specifications

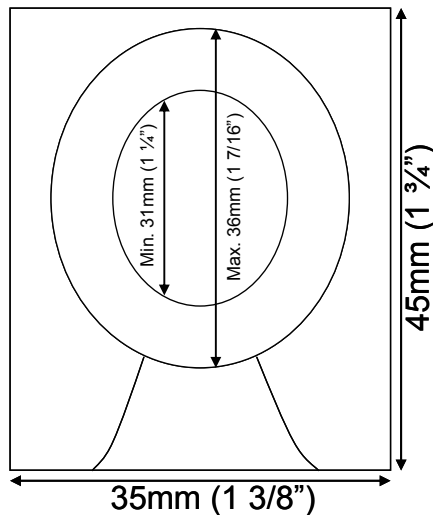
TAKE THIS SHEET WITH YOU TO THE PHOTOGRAPHER

Requirements

- Provide **two photos** of you and each accompanying family member with your application.
- Immigration photographs are not the same as passport photographs

Specifications

- The photos must be identical and taken within the last six months. They may be either black and white or colour.
- The photos must be clear, well defined and taken against a **plain white or light coloured background**.
- If the photos are digital, they must not be altered in any way.
- Your face must be square to the camera with a neutral expression, neither frowning nor smiling, and with your mouth closed.
- You may wear non-tinted or tinted prescription glasses as long as your eyes are clearly visible. Make sure that the frame does not cover any part of your eyes. Sunglasses are not acceptable.
- A hairpiece or other cosmetic accessory is acceptable if it does not disguise your normal appearance.
- If you must wear a head covering for religious reasons, make sure your full facial features are not obscured.



The frame size must be 35 mm x 45 mm (1 3/8" x 1 3/4")

The photos must show the full front view of the head, with the face in the middle of the photo, and include the top of the shoulders.

The size of the head, from chin to crown, must be between 31mm (1 1/4") and 36 mm (1 7/16").

Crown means the top of the head, or (if obscured by hair or a head covering), where the top of the head or skull would be if it could be seen.

TO AVOID DELAYS, MAKE SURE YOUR PHOTOS MEET THESE SPECIFICATIONS.