

Visitor/Tourist/Business/Transit (Temporary Resident Visa - TRV)

This document contains all the instructions you need to submit your application (PER APPLICANT) at the Canada Visa Application Centre in Port Louis. You are advised to read everything carefully.

After checking that you have all documents and forms required, our office will send your application to the Canada High Commission (immigration and visa office) in Pretoria for processing.

First, find out if you need a visa: <http://www.cic.gc.ca/english/visit/visas.asp>

Check if you need to do Biometrics (not for Mauritian citizens):

<http://www.cic.gc.ca/english/visit/biometrics.asp>

HOW TO APPLY

To submit your application at the Canada Visa Application Centre, you have to provide the following:

1. Application forms
2. Your personal documents
3. Documents from host
4. Fees

1. Application forms

You need to fill in **all** the required forms on a computer, print them and then bring them along with all the required documents. The forms are available on the **Citizenship and Immigration Canada** website:

<http://www.cic.gc.ca/english/information/applications/visa.asp?countrySelect=MU>

On the website,

- Go to *Apply on Paper*
- *Download application package*
- Save all forms on computer
- Fill them on computer, Print all forms and sign where required

Application Forms to fill in and submit

IMM 5257 (Application for Temporary Resident Visa)	<i>*page 3: Employment section, the applicant has to state <u>without leaving any gap all that he/she has done since the past 10 years until now (working/studying/unemployed/infant not at school/vacation)</u>. Start from Current activity to oldest</i>
IMM 5484 (Documents checklist)	
IMM 5707 (Family Information)	
CVAC Consent Form	http://www.vfsglobal.ca/Canada/Mauritius/English/pdf/Mauritius_consent_form.pdf

Forms to be filled ONLY IF APPLICABLE

IMM 5409	if living in common law (union de fait/ concubinage)
IMM 5476 (Use of a Representative)	if being assisted by a travel agency or any other representative

GENERATE THE BARCODE PAGE IN THE APPLICATION FORM "IMM 5257"

- You can fill it out and save it using a computer. You will need **Adobe Reader 10** or higher. You must also turn JavaScript on.
- Trouble downloading? Right-click the link and select "Save Target As..."

To make sure you submit **all the pages** of the form with your application package, follow these steps.

- a. Click the "Validate" button at the top or bottom of the form.
Note: Validating the form before printing makes sure that you have answered all the questions. This will help you to avoid delays in processing your application.
- b. A last page with barcodes will automatically be created.
- c. Print, sign and date the form.
- d. For best results:
 - print on white, bond-quality, non-glossy paper and
 - use a laser printer.

How to proceed if there is not enough space in Employment section of form IMM5257?

First of all, you need to make sure that you input whole history (work/study/unemployment/retirement/vacation/holidays) from 2006 to present without leaving any gap. Start from Current activity to oldest.

Step 1: Fill in lines 1, 2 & 3 starting from Current activity to previous activities.

Step 2: complete and validate your form to generate the barcode page

Step 3: Print all the pages of your form

Step 4: In your form, go back to Employment section, remove only lines 2 & 3 of Employment section. Do not remove line 1 (current activity)

Step 5: Input additional information in lines 2 & 3.

Step 6: Print only this page, without validating your form again (additional pages do not appear in barcode)

Note: Steps 5 and 6 have to be done until you reach history of 2006

2. Personal documents of applicant

Valid passport + not more than one expired passport (expired passport not needful if applicant has well filled in the Schedule 1 form)
Copy of bio page of actual passport (1 st page with photo and bio information)
Copy of birth certificate
Depending on your situation: Letter from employer for holidays / Letter from school or university / Proof of self-employment
Proof of funds available for stay - <u>Original bank statement(s)</u> of past 6 months, include current month, or deposit book(s) of applicant that show accumulated savings (must also show funds available for stay asked in application form)
2 passport photos (http://www.cic.gc.ca/english/information/applications/photospecs.asp) - At the back write name and date of birth
Copy of marriage certificate / copy of death certificate of spouse
Proposed flight itinerary (No paid booking, No paid reservation)
If staying in hotel, provide Hotel reservation
Medical tests: Not compulsory (obligatory) when submitting application because the High Commission will inform you during the process whether you will need to perform medical test. If you wish to do the medical test when submitting your application, please visit the following website for all information: http://www.cic.gc.ca/english/information/medical/
An <u>Original Notarized</u> parental consent statement / letter for minor children under 18 years of age travelling unaccompanied by their parents or official guardians. If only one parent is travelling with a child then the other must submit an Original notarized consent letter notarised by a Notary Public (not a commissioner of oaths) giving details of the child's intended stay in Canada.
For special urgent case (visiting someone who is very ill): Letter from hospital/ doctor stating the urgency (signed) + letter from applicant explaining the purpose of his urgent visit (signed)
For business visit paid by company: Original letter from company, on letterhead (signed)

Definition of dependent child

http://www.cic.gc.ca/english/helpcentre/glossary.asp#dependent_child

3. Documents from host

Letter of invitation describing purpose of visit- must be signed (http://www.cic.gc.ca/search-recherche/index-eng.aspx?search=basic&query=letter+of+invitation&s=0&l=e)
Proof of their status (permanent residence / citizenship / work permit / study permit)
Proof of employment
Proof of funds (if supporting applicant financially)
Copy of Birth / marriage certificates / children (if need to prove family relationship)

SUPER VISA: additional documents you will need: <http://www.cic.gc.ca/english/visit/supervisa.asp>

Parents and grandparents of Canadian citizens and permanent residents may be eligible to apply for the parent and grandparent super visa. This visa is valid for up to 10 years and will let you visit your family in Canada for up to two years without renewing your status.

For Parents and Grandparents Super Visa, please provide the following in addition to the requirements:

- Evidence of the parent or grandparent relationship to the Canadian citizen or permanent resident you wish to visit (e.g., birth certificate, baptismal certificate or other official document naming you as parent);
- Proof from your child or grandchild that he or she meets the Low Income Cut-Off (LICO); and
- Proof that you have private medical insurance valid for a minimum of one year from a Canadian insurance company and that:
 - Covers health care, hospitalization and repatriation;
 - Provides a minimum coverage of \$100,000; and is valid for each entry to Canada and available for review by a port of entry officer

Note: processing times for Super visa can take longer, depending only upon the visa office.

TRANSIT VISA: Travel through Canada without visiting.

If you belong to a country or territory whose citizens require a visa to enter Canada you will need a transit visa if you plan to travel through Canada without stopping or visiting. There is no visa fee for a transit visa if you will transit for less than 48 hours. For further details please see the **CIC Help Centre**.

<http://www.cic.gc.ca/english/visit/visas.asp>

<http://www.cic.gc.ca/english/helpcentre/answer.asp?q=754&t=16>

4. Fees per applicant

1. Fee to process your application at Immigration Office: Bank draft of CAD \$100 addressed to THE RECEIVER GENERAL FOR CANADA
2. CVAC service charge for Application Handling: to pay in cash and exact amount, no cheque no card (fee include Airway forth & back) Rs. 2,886 (including VAT)
BIOMETRIC fee (if applicable): Bank draft of CAD \$85 addressed to THE RECEIVER GENERAL FOR CANADA
Additional charge for extra service (photocopy/IT kiosk/printing/assistance)

IMPORTANT NOTES

IRCC have requested that VACs are **not to** accept any CDs, musical greeting cards, supporting documentation with a metallic base, device or wires along with applications. While paper clips and staples are allowed, documents with any metal, especially wires, will not be accepted at the VACs.

The Canada Visa Application Centre is not responsible for processing times or for any additional documents which the High Commission might ask you during the process of your application.

Processing Times (only indicative)

Processing times are only indicative and can take more weeks than mentioned. Processing times depend only upon the Canada High Commission. For all information regarding processing times during the process of your application you will need to contact the High Commission directly. Visa processing times (working days):

<http://www.cic.gc.ca/english/information/times/temp/visitors.asp>

Visa office in Pretoria, South Africa

Responsible for Temporary Resident Applications from:

(Includes visitors, students, temporary workers and permanent resident travel documents)

Angola, Botswana, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, South Africa, Swaziland, Zimbabwe

<http://www.cic.gc.ca/english/information/offices/missions/pretoria.asp>

Le CRDV est autorisé à offrir une gamme complète de services de soutien administratif, tels que : la réception des demandes de visa, la perception des frais et la remise des passeports aux demandeurs dans des enveloppes scellées et sécurisées.

La décision de délivrer ou de refuser un visa est prise exclusivement par les agents d'immigration de Citoyenneté et Immigration Canada (CIC). Toutes les demandes seront évaluées selon les critères et les règlements du Canada en matière d'immigration. Le CRDV n'a aucun rôle ni influence sur le résultat de la demande et n'offrira aucun conseil ni commentaire.

Il n'existe pas de processus d'appel officiel si votre demande de visa est refusée.

Vous pouvez présenter une nouvelle demande seulement si votre situation a changé considérablement ou que vous avez de nouveaux renseignements importants à présenter.

<http://vfsglobal.ca/canada/mauritius/disclaimer.html>

The CVAC is authorized to perform administrative functions related to processing of temporary resident visa, permit and travel document applications.

CVAC is **not** responsible for the decision to provide or refuse visas/permits. The decision belongs only to the Citizenship and Immigration Canada (CIC). CVAC cannot intervene.

There is no formal appeal process if your application for a visa is refused.

Should you wish to re-apply, you should do so only if your situation has changed substantively or you have significant new information to submit.

<http://vfsglobal.ca/canada/mauritius/English/disclaimer.html>

For your information, kindly note the opening days and hours:

Monday to Friday

9:00 to 13:00

14:00 to 16:00

Office closed 13:00 to 14:00

We do not take appointments

Submission process around 30-40 minutes (barcode scanning, enrolment on system, etc.)

Contact us - E-mail: info.canmauiom@vfshelpline.com / Telephone: +2302130585

Website: <http://www.vfsglobal.ca/canada/mauritius>