

## 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 Canadian High Commission (IRCC Office) in Pretoria for processing.

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

**Find out if you need to do Biometrics:** <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**
5. **Biometrics (if applicable)**

#### 1. **Application forms**

You need to fill in **all** the required forms on a computer where applicable, print them and then bring them along with all the required documents. You must use a windows operating system running on Adobe Reader 10 or higher with JavaScript option on.

#### **Application Forms to fill in and submit – MANDATORY:**

<b>IMM 5257 Form (Application for Temporary Resident Visa)</b> <a href="https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5257e.pdf">https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5257e.pdf</a>
<b>IMM 5257_1 (Schedule 1 Form)</b> <a href="https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5257b_1.pdf">https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5257b_1.pdf</a>
<b>IMM 5484 Form (Document checklist)</b> <a href="https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5484e.pdf">https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5484e.pdf</a>
<b>IMM 5707 Form (Family Information)</b> <a href="https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5707e.pdf">https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5707e.pdf</a>
<b>Consent to verification of documents Form</b> (can be printed and filled handwritten as well) <a href="http://www.cic.gc.ca/english/pdf/kits/forms/imm5971e.PDF">http://www.cic.gc.ca/english/pdf/kits/forms/imm5971e.PDF</a>
<b>CVAC Consent Form</b> (can be printed and filled handwritten as well) <a href="http://www.vfsglobal.ca/Canada/Mauritius/English/pdf/IOM-CVAC-Consent-form-English.pdf">http://www.vfsglobal.ca/Canada/Mauritius/English/pdf/IOM-CVAC-Consent-form-English.pdf</a>

**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 represented by a travel agency or any other representative

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

- Click the "Validate" button at the top or bottom of the form.
- A last page with barcodes will automatically be created.
- Print, sign and date the form.

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 2009 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 2009

**2. Personal documents of applicant**

Valid passport + expired passport. Your passport should be valid for at least six months from the date of travel to Canada. The validity of a visa cannot go beyond the validity of the passport. If there are not at least 2 blank pages, you will have to obtain a new passport (no additional sheets).

Copy of bio page of actual passport (1<sup>st</sup> page with photo and bio information)

Copy of birth certificate / Copy of marriage certificate or copy of death certificate of spouse if applicable

Depending on your situation: Letter from employer for holidays / Letter from school or university / Proof of self-Employment

Proof of funds available for stay - Bank statement(s) for the last 3 months, including current month, or deposit book(s) of applicant showing accumulated savings (It should reflect the funds available for stay asked in application form)

Any additional financial relevant document such as employment letter, pay slips, proof of pension, business registration, investments, etc.

If you are not paying for your own trip:

Provide a letter signed by the person paying and a photocopy of their passport, or other official identification with photo. Describe how this person is related to you.

These documents must be dated within three months of the date on which the application is submitted.

<p>2 passport photos (<a href="http://www.cic.gc.ca/english/information/applications/photospecs.asp">http://www.cic.gc.ca/english/information/applications/photospecs.asp</a>)</p> <p>- At the back write name and date of birth. (If you are giving biometrics, you don't need to submit 2 passport photos)</p>
<p>If you do not reside in your country of citizenship, please provide a copy your work permit or temporary stay permit.</p>
<p>Proposed flight itinerary (No paid booking, No paid reservation)</p>
<p>If staying in hotel, provide Hotel reservation</p>
<p>Medical tests: <b>Not compulsory (obligatory)</b> 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:</p> <p><a href="http://www.cic.gc.ca/english/information/medical/">http://www.cic.gc.ca/english/information/medical/</a></p>
<p>An original notarized parental consent statement 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 a notarized consent letter signed by a Notary Public. This letter must specify whether a multiple or single-entry Temporary Resident Visa is to be issued, as well as the duration required.</p> <p><a href="http://www.cic.gc.ca/english/visit/minors.asp">http://www.cic.gc.ca/english/visit/minors.asp</a></p>
<p>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)</p>
<p>For Business trip, please provide:</p> <ul style="list-style-type: none"> <li>- Business registration</li> <li>- Financial documents: for example : income tax statements, accounting documents, end of year financial report, bank statements</li> <li>- Official invitation from your business contacts in Canada inviting you with all required information such as names, addresses, telephone and fax numbers, purpose and length of trip, and funding arrangements</li> </ul>
<p>For a conference, training or official visit, please provide:</p> <ul style="list-style-type: none"> <li>- Mission order (government), Verbal Note</li> <li>- Letter from your employer confirming your trip, stamped, signed and dated within the current month with a detailed reason for travel, length of stay, and the position of the traveler</li> <li>- Official invitation from your Canadian contacts, including the names of the travelers and their positions,</li> <li>- Proof of registration for a conference</li> <li>- Proof of financial support for travel expenses, transportation and expenses during your stay in Canada.</li> </ul>

**Note: Any other documents can be submitted such as family, financial, employment, property ties, etc. in order to satisfy a visa officer that you will return to your country of residence after your visit.**

### **CAN+ Program**

Applicants who have travelled to Canada in the past ten years or who currently hold a valid non-immigrant visa for the United States of America must provide evidence of previous travel to Canada or evidence of their valid USA visa but do not need to provide evidence of financial support when submitting their Canadian temporary resident visa application.

### **CAN+ Program Eligibility:**

If you have travelled to Canada in the last ten (10) years or currently hold a valid United States non-immigrant visa and can provide proof (entry stamps in passport, proof of the valid visa)

### **Definition of dependent child**

[http://www.cic.gc.ca/english/helpcentre/glossary.asp#dependent\\_child](http://www.cic.gc.ca/english/helpcentre/glossary.asp#dependent_child)

### 3. Documents from host

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Letter of invitation describing purpose of visit- must be signed ( <a href="http://www.cic.gc.ca/english/visit/letter.asp">http://www.cic.gc.ca/english/visit/letter.asp</a> )
Proof of their status (permanent residence / citizenship / work permit / study permit)
Proof of employment (if applicable)
Proof of funds (if supporting applicant financially). These documents must be dated within three months of the date on which the application is submitted.
Copy of Birth / marriage certificates / children (if need to prove family relationship)

**If applying for a 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
- Original Mauritius Police Clearance Certificate and Medical test upon request by the IRCC office.

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

**If applying for a 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/helpcentre/answer.asp?q=754&t=16>

### 4. Fees per applicant:

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Fees per application for **Application with biometrics:**

- Visa fee of \$100 CAD equivalent in Rs. 2,581 per applicant
- Biometric fees of \$85 CAD equivalent in Rs. 2,194 per applicant
- GC Fee Collection & Remittance of \$5.16 CAD equivalent in Rs. 133 per applicant

Fees per application for **Application without biometrics:**

- Visa fee of \$100 CAD equivalent in Rs. 2,581 per applicant
- GC Fee Collection & Remittance of \$5.16 CAD equivalent in Rs. 133 per applicant
- Service fee of Rs. 2,919: To pay in cash and exact amount.

Determine if you need to give biometrics or not:

<https://www.canada.ca/en/immigration-refugees-citizenship/campaigns/biometrics/facts.html>

Determine if you are eligible to pay the biometrics family rate:

<http://www.cic.gc.ca/english/information/fees/result.asp?countrySelect=MU&lob=trv>

## 5. **Schedule a biometric appointment:**

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### **Step 1:**

Book an appointment on our website:

<https://www.vfsglobal.ca/Canada/Mauritius/English/biometrics.html>

### **Step 2:**

Appear at the Visa Application Centre in person with your biometric appointment letter 15 minutes before your appointment.

A planned visit with a preferred time slot at the Visa Application Centre guarantees prompt service thus eliminating longer waiting time resulting in inconvenience.

Biometrics will be collected using a quick, discreet and non-intrusive process that captures a facial image with a digital camera and a 10-digit fingerprint scan with an electronic fingerprint capture device. Temporary resident visa, study and work permit applicants study and work permit applicants only need to give biometrics once every 10 years; and those who already provided biometrics also benefit from this initiative.

## **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.

## **Processing Times (only indicative)**

Processing times are only indicative and can take more weeks than mentioned. Processing times depend only upon the Canadian High Commission. Visa processing times (working days): \_

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

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.

## **IRCC 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](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 Immigration, Réfugiés et Citoyenneté Canada (IRCC). 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](http://vfsglobal.ca/canada/mauritius/English/disclaimer.html)

#### VAC opening days and hours:

Monday to Friday as from 09:00 to 13:00 and 14:00 to 16:00

Office is closed as from 13:00 to 14:00

Contact us - E-mail: [info.canmauiom@vfshelpline.com](mailto:info.canmauiom@vfshelpline.com) / Telephone: +2302130585

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

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