



DOCUMENT CHECKLIST FOR A TEMPORARY RESIDENT VISA

This document checklist is one of the forms that you need to submit with your application.

Consult the Instruction Guide (IMM 5256) to find out if you are required to provide some or all of the forms and documents listed in this checklist.

If your documents are in a language other than English or French, check with the responsible visa office for your region to determine whether they need to be translated.

If any of the required documents listed below are missing, the processing of your application could be delayed.

Gather your documents in order of the checklist and check ☒ each item.

I have enclosed the following items:

FORMS LIST: The following CIC forms must be completed, signed and dated.

- ☐ *Application for Temporary Resident Visa (IMM 5257)*
Note: If this application form is completed on a computer it must be validated to generate a barcode. Print and place the barcode page (page 5 of 5) on the top of your application (or if applying as a group, each individual application package).
- ☐ *Family Information form.* Must be completed by those aged 18 years or older.
Note: You **must** complete the *Family Information* form (IMM 5707) listed in the application package for your region.
- ☐ *Statutory Declaration of Common-law Union (IMM 5409)*
Note: Refer to the responsible visa office for your region.
- ☐ *Use of a Representative (IMM 5476)*
Note: Complete this form **only if** you used the services of a representative, or if you are appointing or cancelling a representative.
- ☐ *Authority to Release Personal Information to a Designated Individual (IMM 5475)*
Note: Complete this form **only if** you authorize Citizenship and Immigration Canada (CIC) and the Canada Border Services Agency (CBSA) to release information from your case file to someone other than yourself.

DOCUMENT LIST

- ☐ Fee payment in an acceptable format. Please ensure to include the application processing fee and, if applicable, the biometric fee. Verify acceptable methods of payment with the Visa office or Visa Application Centre (VAC) responsible for your region.
Note: Visa offices do not accept payment receipts from Canadian banks.
- ☐ A Photocopy of the information page of your valid passport or travel document which includes:
 - The passport number;
 - The issuance and expiry dates;
 - Your photo, name, date and place of birth.**Note:** There must be one completely blank page other than the last page available in each passport. Refer to the responsible visa office for your region.
- ☐ **Two photos** meeting the requirements of the Visa application photograph specifications. On the back of two photos, write your name and date of birth.
Note: If you are required to provide biometric fingerprints and photo, you are not required to include paper photos with your application. Proof of Financial Support. You must include proof that you can support yourself and any family members accompanying you while you are in Canada.
- ☐ Proof of Financial Support. You must include proof that you can support yourself and any family members accompanying you while you are in Canada.
- ☐ Photocopy of your Marriage License/Certificate
Note: Refer to the responsible visa office for your region.
- ☐ Purpose of Travel
Note: Refer to the responsible visa office for your region.
- ☐ Photocopy of your current immigration status. If your country of residence differs from the country of citizenship listed on your passport, you must provide proof of legal status in your country of residence.
- ☐ Minors travelling alone or with one parent must provide custody documents or a letter of authorization from the other non accompanying parent or a letter of authorization signed by both parents or legal guardians.
Note: Refer to the responsible visa office for your region.
- ☐ Any additional documents required by the responsible visa office.
Note: Refer to the visa specific instructions for your region.

PARENTS AND GRANDPARENTS SUPER VISA

- ☐ A Letter of invitation from your child or grandchild residing in Canada as a permanent resident or Canadian citizen.
Note: You must also include your host child or host grandchild's family composition (dependants, including spouse, children or other relatives that are financially dependent on your host child or host grandchild).
- ☐ One of the following documents to prove that your child or grandchild meets the Low Income Cut-Off (LICO) minimum:
- Most recent copy of the Notice of Assessment. If you do not have a paper copy of your Notice of Assessment on file, you can view (and print) your tax return(s) as well as other personal tax information using the CRA's My Account online service. To register or login, visit [My Account for Individuals](#).
 - Most recent copy of the T4 or T1;
 - Original letter from employer stating title, job description and salary;
 - Employment insurance pay stubs;
 - If self-employed, a letter from an accountant confirming their annual income;
 - Proof of other sources of income (pension statement, investments, etc.).
- ☐ Evidence of the parent or grandparent relationship to the Canadian citizen or permanent resident you wish to visit (copy of birth certificate, baptismal certificate or other official document naming you as parent or grandparent).
- ☐ Proof of private medical insurance coverage for a minimum of one year with a Canadian insurance company (copy of the insurance certificate or policy).
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IMMIGRATION Canada

Temporary Resident Visa

Singapore visa office
instructions



IMM 5890 E (02-2018)

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visa

This application is made available free by
Immigration, Refugees and Citizenship
Canada and is not to be sold to applicants.

Cette trousse est également disponible en
français

Application for a temporary resident visa – Checklist

Complete and place this checklist on top of your application.

Any document not in English or French must be accompanied by a certified translation.

Failure to submit all required documentation may result in the refusal of your application or processing delays.

Note: the submission of an application with the documents listed below does not guarantee the issuance of a visa. The visa officer may also request additional documents before a decision is taken.

You must submit the following items:	
Copy of birth certificate or baptismal certificate. Copy of marriage certificate where applicable.	<input type="checkbox"/>
Original valid passport or travel document Your passport or travel document must: <ul style="list-style-type: none">• be valid for the duration of your stay as a visa cannot be issued beyond the validity of your passport• have a minimum of two completely blank pages (excluding observation page)• be valid for at least six months Include all cancelled or expired passports , if applicable	<input type="checkbox"/>
Proof of immigration status in the country in which you are currently residing If you do not reside in your country of citizenship, please provide a copy of your permanent or temporary stay permit, work permit or study permit (include the issue and expiry date)	<input type="checkbox"/>
Details of your itinerary in Canada: provisional travel arrangements (airline and hotel booking)	<input type="checkbox"/>
CAN+ Program: Proof of previous travel or valid USA visa If you have travelled to Canada in the last ten (10) years or currently hold a valid United States of America non-immigrant visa, provide proof of this Canadian travel or valid USA visa (entry stamps in passport, proof of the valid visa).	<input type="checkbox"/>

<p>Proof of sufficient funds</p> <p>CAN+ Program</p> <p>If you have travelled to Canada in the last ten (10) years or currently hold a valid United States of America non-immigrant visa and can provide proof (entry stamps in passport, proof of the valid visa) no proof of financial support is required.</p> <p>For all others, provide proof of financial support to cover the expenses for the duration of your visit:</p> <ul style="list-style-type: none"> • Copies of bank statements or bank book covering the past four months. • Any additional relevant documentation (employment letter, pay slips, proof of pension, business registration, investments, etc.) <p>If you are not paying for your own trip:</p> <ul style="list-style-type: none"> • Provide a letter signed by the person paying and a photocopy of their passport, or other official identification with photo and a bank certificate proving that they have sufficient funds. • 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>Residents of Bangladesh: Family Information Form (IMM 5707) fully completed, dated and signed.</p>	
<p>If applicable, you must also submit:</p>	
<p>If you are visiting a friend or family:</p> <ul style="list-style-type: none"> • A letter of invitation and supporting documents from the inviter in Canada stating the purpose and duration of visit • Proof of relation to your inviter in Canada (birth certificate, marriage certificate, proof of correspondence etc) • Copy of inviter's citizenship or immigration status document (for example: Permanent Resident Card – please photocopy both sides, Study Permit, Work Permit, etc.) 	
<p>If you are applying for a Parent or Grandparent Super Visa, you need to provide:</p> <ul style="list-style-type: none"> • A letter of invitation from your child or grandchild residing in Canada indicating the number of people included in his family (spouse and children). The letter must be accompanied by a proof of citizenship or a proof of permanent resident status. • Proof of parental relationship to your child or grandchild (copy of birth certificate, baptismal certificate or other official document naming you as parent). 	

<ul style="list-style-type: none"> • One of the following document to prove that your child or grandchild meets the Low Income Cut-Off (LICO) minimum: <ul style="list-style-type: none"> ◦ Most recent copy of Notice of Assessment. If your child or grandchild does not have a paper copy of the Notice of Assessment on file, he or she can view (and print) tax returns as well as other personal tax information using the Canada Revenue Agency's My Account online service. To register or login, visit My Account. ◦ Most recent copy of T4 or T1 ◦ Original letter from employer stating title, job description, hiring date and salary • Proof that you have private medical insurance valid for a minimum of one year from a Canadian insurance company and that: <ul style="list-style-type: none"> ◦ 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 <p>*Some inviters may prefer not to provide their personal information directly to the applicant for submission to the Visa Office. In this case, the inviter may send their information directly to this office via fax (+65 6854 5874) or email Singapore-im-enquiry@international.gc.ca providing your name and date of birth as they appear in your passport.</p>	
<p>Employment Information</p> <p>CAN+ Program</p> <p>If you have travelled to Canada in the last ten (10) years or currently hold a valid United States of America non-immigrant visa and can provide proof (entry stamps in passport, proof of the valid visa) no employment information is required.</p> <p>For all others, provide proof of employment information.</p> <p>If you are employed, a signed original letter on company letterhead from the employer granting leave of absence and including:</p> <ul style="list-style-type: none"> • the applicant's name, position, current salary and date of hire • the employer's name and address as well as the telephone and fax number <p>If you are self-employed, evidence of your business (business registration indicating your shares in the business, business license and financial documents, for example: profit and loss statement, balance sheet, etc.)</p>	
<p>If you are a student, an original letter from your school confirming that the school has approved your absence and indicating when you are required to return.</p>	
<p>If you are a domestic helper or worker travelling with your employer, please provide:</p> <ul style="list-style-type: none"> • copy of your work permit • copy of employer's identity card or passport 	

<ul style="list-style-type: none"> • proof of employer's employment or business • letter from your employer specifying that s/he will be responsible for all expenses related to the trip and will ensure your return to your place of employment • letter from your employer providing an explanation for your visit (for example: ages of employer's children, elderly or disabled care, etc; attach medical letter as applicable) • Details of your itinerary showing your name and the name of your employer and their family members travelling together 	
<p>If you are travelling on business, you must provide two letters:</p> <ul style="list-style-type: none"> • a signed original letter on company letterhead from the employer indicating that the proposed travel to Canada has been approved. This letter must include: <ul style="list-style-type: none"> ◦ the purpose of travel; ◦ applicant's name, position, salary and date of hire; and ◦ a statement specifying who will be responsible for all expenses related to the trip • a letter of invitation 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. 	
<p>If you are attending a conference, you must provide two letters:</p> <ul style="list-style-type: none"> • a signed original letter on company letterhead from the employer indicating that the proposed travel to Canada has been approved. This letter must include: <ul style="list-style-type: none"> ◦ the purpose of travel; ◦ applicant's name, position, salary and date of hire; and ◦ a statement specifying who will be responsible for all expenses related to the trip • a letter of invitation from the party in Canada. The invitation letter must come from the party inviting the applicant to the conference. 	
<p>Returning student with valid study permit:</p> <ul style="list-style-type: none"> • a copy of the transcript of record for the program in which you are enrolled • Copy of valid Canadian Study Permit • A letter from the current school in Canada confirming your future enrolment 	
<p>Short term, one term and summer school student:</p> <ul style="list-style-type: none"> • Letter of Acceptance from the Admissions or Registrar's Office of a Canadian school showing the exact amount of tuition fees the applicant is required to pay, the anticipated start and end dates, and the latest date by which the applicant may register 	

<p>Returning worker holding a valid work permit:</p> <ul style="list-style-type: none"> • Signed letter from your employer in Canada confirming ongoing employment. This letter must include the employer's name and address as well as telephone and email address. Your position, salary and date of hire must also be noted. • Copy of valid Canadian Work Permit • Notice of Assessment from the Canada Revenue Agency, Statement of Remuneration Paid, and pay slips for most recent year of employment in Canada 	
<p>If you are applying for a transit visa:</p> <ul style="list-style-type: none"> • Copy of your air ticket and travel itinerary. Indicate the number of times you will be entering Canada and the dates and times for each entry and exit. • A valid visa for country of final destination • A letter of invitation from the inviter in the country of destination or a letter of intent stating the purpose of your trip 	
<p>Diplomatic and official passport holders:</p>	
<p>Note verbale from your Federal or State office stating the purpose of your travel to Canada, an invitation from your host in Canada, and your original passport.</p>	
<p>Note on medical examinations: You may be required to undergo an immigration medical examination in order to come to Canada. Instructions on completing the examination will be provided to you by the visa office. You are not required to complete the examination before you submit your application forms.</p>	

Signature :

Name :

Date :