

Temporary Resident Visa (TRV) Application Guide

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Who May Use This Guide

- Current Carleton students who have a valid study permit.
- Recent graduates who have applied successfully for a Post-Graduation Work Permit.

Most people who are not Canadians need either a Temporary Resident Visa (TRV, also called a visitor visa) or an Electronic Travel Authorization (eTA) to travel to Canada. [Learn which document you need](#) at the Immigration, Refugees, and Citizenship Canada (IRCC) website.

If you have a TRV that will expire or has expired while you are studying or working in Canada, you can apply for a new one using the information in this guide. It's important to know:

- Your study permit or your work permit is your Canadian status document. You should always apply for a new permit **before** your current permit expires, otherwise you may lose your temporary resident status and have to leave Canada. You don't lose your status in Canada if your TRV expires. However, it is a good idea to have a valid TRV at all times, in case you must travel outside of Canada. You won't be able to return from most countries to Canada without it, even if your study permit or work permit is valid.
- Foreign nationals residing in Canada who hold either a study permit or a work permit are eligible to apply for a TRV within Canada. This guide assumes applicants are applying in Canada for the TRV. Applying from outside of Canada is a very similar process, with the same documents and application form, but is not covered in this guide.
- Often a TRV expires on the same date as the holder's study or work permit. Applying for new documents while residing in Canada is a two-step process:
 1. Apply for a new study permit or work permit, which is mailed to a Canadian address.
 2. Apply for a new visa after IRCC approves the study or work permit application.

If you have travel plans, you may need to account for the [processing times](#) of both these applications. **If you leave Canada with only a valid study permit or work permit, you will have to apply for a new visa from outside of Canada before you can return.** Your permit does not authorize travel to Canada.

- TRVs reference your application to come to Canada as a student, worker or visitor with S-1, SW-1, W-1 or V-1 coding. However, your visa remains valid to its expiry date even if your status in Canada changes. All valid TRVs authorize travel to Canada. Every person requesting entry to Canada must declare the purpose of their visit each time.
- As a temporary measure that was begun in 2022 and continues until further notice, IRCC is processing V-1 coded visas for students and work permit holders in Canada with expiry dates matching passport expiry dates instead of the study permit or work permit expiry date. [This is not an error and you do not have to contact IRCC](#) if you receive a V-1 visa.
- Immigration medical exams (IMEs) are normally valid for one year only, but IRCC has a temporary policy in place until October 6, 2024. In-Canada applicants who would normally require an IME may be exempt from completing a new exam if they had a clear IME within the past five years. Find details on the [IRCC website](#).

Carleton students may contact the ISSO for additional information and support from Monday to Friday, 8:30 a.m. to 4:30 p.m.

International Student Services Office (ISSO)
Carleton University, 128 Nideyinàn
Phone: 613-520-6600
Email: immigration.advising@carleton.ca

Table of Contents

1. Apply Online for a TRV	2
2. Tips for Answering the Eligibility Questionnaire.....	5
3. Answers to Selected Questions on Application Form IMM 5257 – Application for Visitor Visa (Temporary Resident Visa).....	10
4. Resources at the Immigration, Refugees and Citizenship (IRCC) Website (www.Canada.ca)	13

1. Apply Online for a TRV

If you have a valid study permit or work permit, you may apply for a new TRV from within Canada.

If you are planning to travel, you should check IRCC’s [current processing times](#). In addition to the time needed for IRCC to process the application, you should allow for 2-3 weeks to submit your passport to IRCC by courier for insertion of the visa before you leave Canada.

Step One: Get Your Documents Ready

The application is made online in your [IRCC Secure Account](#). (The IRCC portal is for visa applications made from outside of Canada.)

If you recently renewed your study permit, the TRV application process and required documents will be similar. You may be able to use many of the same documents. Some might need to be updated if they are more than a few months old.

(a) Students need these items as PDFs or photo files:

- Your passport — include all pages that have your personal information, valid visas, and entry and exit stamps.
- Your valid study permit, or the notice that your new study permit has been approved
- Proof of next term’s enrolment — In most cases, you can use a current [Certificate of Enrolment](#). If you are nearing the end of the term identified in the Certificate or if it’s the summer term and you only have a Certificate for the previous academic year, you should include a second Carleton document that shows your expected program completion date:
 - [For undergraduates] A *Statement of Student Progress* from the Registrar’s Office that states when you will complete your program, based on the credits you still need to earn. Contact the ISSO first for a referral note. Co-op students may use a *Confirmation of Student Enrollment Letter* from mySuccess that states their expected program completion date.
 - [For graduates] A letter from your department or the FGPA stating your expected program completion date.
- A transcript — Order an [unofficial transcript](#) from Carleton Central.
- Proof of financial means to study — You need bank statements or other proof that you have enough money for one year of tuition and living expenses, or until you finish your studies, whichever comes first. Please see the [ISSO’s resources for renewing your study permit](#).
- Photo — Like a passport photo. Check the specifications in the application information.

(b) PGWP holders need these documents to apply for a new TRV:

- Passport — include all pages that have your personal information, valid visas, and entry and exit stamps.
- Work Permit — or approval notice that includes the work permit document number.
- Photo — Like a passport photo. Check the specifications in the application information.

Step Two: Sign in and set up an online application

1. [Begin an online application](#) at the Government of Canada website. Use your Canadian bank sign-in information *or* a GC Key (Government of Canada account).
2. Scroll past the references to a Personal Reference Code to look for “Start an Application, then “Apply to Come to Canada”. Choose the option “Visitor visa, study or work permit”.
3. Answer the eligibility questionnaire. See Section Two for tips.

After you complete the questionnaire, the system will create your document list. Once you start an application, you have 60 days to finish it. Your work is automatically saved each time you sign-out or otherwise take a break from working on the application.

Step Three: Complete application form IMM 5257

You may see a reference to IMM 5257 as an *Application for a Temporary Resident Visa from Outside of Canada*, but the same form is used by applicants who are inside of Canada.

1. Download IMM 5257 (the PDF application form) from the document list to your computer.
 - Open the file with [Adobe Acrobat Reader](#).
 - Fill in the information on your computer. See Section Three: *Answers to Selected Questions on Application Form IMM 5257*.
2. When the form is complete, click the “Validate” button, then save the document on your computer.
3. Upload the validated form to your application list.

Step Four: Upload your documents to your application.

Each upload button accepts only one document. You may have to merge two or more documents before you upload them. [SmallPDF](#) is a website that can help you to merge multiple PDFs and compress them if the file size is too large to upload. On a Mac computer, you can drag and drop Preview thumbnail images to combine PDFs.

Two application items are identified as optional:

- Schedule 1 IMM 5257. If you answer “No” to background questions #3-6 on IMM 5257, you don’t need this form.
- Client Information. This is a line to upload a letter of explanation and any additional documents. This isn’t usually needed for a TRV application.

Step Five: Pay the fee and submit your application

When all your documents are uploaded, continue to sign the application electronically, pay the \$100 fee with a debit or credit card, and submit the application.

Step Six: Watch your email for messages from IRCC

Sometimes immigration officers ask you to provide additional documents. You must reply to them promptly or your application will probably be refused. When the officer requests a new document, a line is added to your online application for you to upload it. In addition to uploading the document, it’s very important to click on “next”, or else the document will not be submitted to IRCC.

You will be notified by email when a decision is made, and a new message will appear in your account. This message includes instructions for submitting your passport to IRCC.

Step Seven: Submit your passport

You will send your passport to the IRCC office in Ottawa so the visa can be inserted. It's not possible to do this in person.

Buy two Xpresspost envelopes from Canada Post: one to send the passport to IRCC and another addressed to yourself so they can return it to you. [Xpresspost](#) is an expedited courier service. You will receive a tracking number for each of your two envelopes. Full instructions for submitting your passport will be in your approval letter and are also on the [IRCC website](#).

If you apply in Canada and then must leave Canada before you get your new visa, it is possible to submit your passport to a visa office overseas after you are notified of approval of your application. Contact a [Visa Application Centre](#) for details.

2. Tips for Answering the Eligibility Questionnaire

Online applications begin with a questionnaire. Your answers tell the system which forms and documents to include in your application list.

This is the simplest version of the questionnaire for a TRV. Depending on your answers to some questions (for example, questions about family members or questions related to a medical exam), you may see additional questions.

(a) Questionnaire Answers for Students

Q. What would you like to do in Canada?

A. Study

Q. How long are you planning to stay in Canada?

A. Temporarily – more than 6 months

Q. Select the Code that matches the one on your passport

A. [Pick the country from the pull-down menu]

Q. What is your current country of residence?

A. Canada

Q. Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older?

A. [Yes or No]

Q. What is your date of birth? – day, month, year

A. [This date should match what is on your passport.]

Q. Do you have a provincial attestation letter?

A. No

Q. Do you qualify for an exception?

A. Yes

Q. Which exception do you qualify for?

A. I am an applicant applying from within Canada as described under section 215(1) of the IRPR

Q. Are you a lawful permanent resident of the United States with a valid U.S. Citizenship and Immigration services (USCIS) number?

A. [Yes or No]

Q. What is your current immigration status in Canada?

A. Student

Q. What is your current marital status?

A. [Choose from the pull-down menu]

Q. What is your province of destination?

A. Ontario

At this point, you will see two options:

- Study Permit (in Canada)
- Temporary Resident Visa

Click “Continue” beside Temporary Resident Visa.

Q. Which of the following best describes your situation?

A. I have a study permit.

Q. Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months?

A. [Yes or No] If your answer is Yes, you don’t need to do a new medical exam. You will need your E-medical receipt or the reference number.

Q. A medical exam is needed before you submit your application for foreign nationals who:

- *Want to stay in Canada for more than 6 months and have live in one or more designated countries or territories for more than six months in the past year or;*
- *Intend to work in one of the following jobs:*
 - *Health sciences worker*
 - *Clinical laboratory worker*
 - *Patient attendant in nursing or geriatric homes*
 - *Medical student admitted to Canada to attend university*
 - *Medical elective and physician on short term assignment*
 - *Teacher of primary or secondary schools or other teachers of small children*
 - *Domestics worker, someone one gives in-home care to children, the elderly and the disabled*
 - *Day nursery worker*

Do you fit into one of these categories?

A. [Yes or No] Designated countries are those where there is an elevated risk of contracting a dangerous disease. [Here is the list of designated countries](#). If you have been in Canada for more than 6 months in the past year, your answer is No, unless you want to work in one of the fields listed.

Q. Do you want to work in one of the following jobs?

- Health sciences worker*
- Clinical laboratory worker*
- Patient attendant in nursing or geriatric homes*
- Medical student admitted to Canada to attend university*
- Medical elective and physician on short term assignment*
- Teacher of primary or secondary schools or other teachers of small children*
- Domestics worker, someone one gives in-home care to children, the elderly and the disabled*
- Day nursery worker*

A. [Yes or No]

Q. Do you want to submit an application for a family member?

A. [Yes or No]

Q. Are you giving someone access to your application?

A. No

Q. In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada?

A. [Yes or No]

Q. There are fees associated with this application. Will you be paying your fees or are you fee exempt?

A. Yes.

Q. Are you able to make a digital copy of your documents with a scanner or camera?

A. Yes

Q. Will you be paying your application fees online?

A. Yes

(b) Questionnaire Answers for PGWP Holders

Q. What would you like to do in Canada?

A. Work

Q. How long are you planning to stay in Canada?

A. Temporarily – more than 6 months

Q. Select the Code the matches the one on your passport

A. [Pick the country from the pull-down menu]

Q. *What is your current country of residence?*

A. Canada

Q. *Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older?*

A. [Yes or No]

Q. *What is your date of birth? – day, month, year*

A. [This date should match what is on your passport.]

Q. *Are you a lawful permanent resident of the United States with a valid U.S. Citizenship and Immigration services (USCIS) number?*

A. [Yes or No]

Q. *What is your current immigration status in Canada?*

A. Worker

The next series of questions refer to specific situations that can make someone eligible for a work permit. However, since you already have a work permit and are applying for a TRV, your answers won't affect your TRV application list.

Q. *Does one of the following apply to you: I am the subject of a removal order that is unenforceable, etc.?*

A. [Yes or No]

Q. *Are you the spouse, common-law partner or dependent child of a person who: holds a work permit or is applying for a work permit, etc.?*

A. [Yes or No]

Q. *Are you the spouse, common-law partner or dependent child of a person who is: a foreign government officer in Canada on an exchange agreement, etc.?*

A. [Yes or No]

Q. *Are you the spouse, common-law partner of an accredited diplomat, etc.?*

A. [Yes or No]

Q. *Have you been told by an IRCC office that you are approved in principle for permanent residence in Canada?*

A. [Yes or No]

Q. *Have you submitted a permanent resident application in Canada?*

A. [Yes or No]

Q. *Do you have a written job offer?*

A. [Yes or No]

Q. *Does this situation apply to you? You have an employer-specific work permit, etc.*

A. No

Q. *What is your current marital status?*

A. [Choose from the pull-down menu]

Q. *What is your province of destination?*

A. Ontario

At this point, you will see the option to apply for a Temporary Resident Visa. Depending on the answers you selected, it's possible you may find you are eligible for another kind of work permit as well. Click "Continue" beside Temporary Resident Visa.

Q. *Which of the following best describes your situation?*

A. I have an open work permit.

Q. *Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months?*

A. [Yes or No] If your answer is Yes, you don't need to do a new medical exam. You will need your E-medical receipt or the reference number.

Q. *A medical exam is needed before you submit your application for foreign nationals who:*

- *Want to stay in Canada for more than 6 months and have live in one or more designated countries or territories for more than six months in the past year or;*
- *Intend to work in one of the following jobs:*
 - *Health sciences worker*
 - *Clinical laboratory worker*
 - *Patient attendant in nursing or geriatric homes*
 - *Medical student admitted to Canada to attend university*
 - *Medical elective and physician on short term assignment*
 - *Teacher of primary or secondary schools or other teachers of small children*
 - *Domestics worker, someone one gives in-home care to children, the elderly and the disabled*
 - *Day nursery worker*

Do you fit into one of these categories?

A. [Yes or No] Designated countries are those where there is an elevated risk of contracting a dangerous disease. [Here is a list of designated countries](#). If you have been in Canada for more than 6 months in the past year, your answer is No, unless you want to work in one of the fields listed.

Q. *Do you want to work in one of the following jobs?*

- *Health sciences worker*
- *Clinical laboratory worker*
- *Patient attendant in nursing or geriatric homes*

- *Medical student admitted to Canada to attend university*
- *Medical elective and physician on short term assignment*
- *Teacher of primary or secondary schools or other teachers of small children*
- *Domestics worker, someone one gives in-home care to children, the elderly and the disabled*
- *Day nursery worker*

A. [Yes or No]

Q. Do you want to submit an application for a family member?

A. [Yes or No]

Q. Are you giving someone access to your application?

A. No

Q. In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada?

A. [Yes or No]

Q. There are fees associated with this application. Will you be paying your fees or are you fee exempt?

A. Yes.

Q. Are you able to make a digital copy of your documents with a scanner or camera?

A. Yes

Q. Will you be paying your application fees online?

A. Yes

3. Answers to Selected Questions on Application Form IMM 5257 – Application for Visitor Visa (Temporary Resident Visa)

General Notes

- Boxes that have an asterisk (*) must be completed. Other fields may be left blank, if they don't apply to you.
- IRCC updates this form from time to time. The date is found in the lower left-hand corner. An online application will accept only the latest version of the form.

Page One

UCI = Unique Client Identifier

This is your identity number with IRCC. You can find it on your study permit or work permit. Your UCI remains the same for your lifetime, even if your passport number, name, or other personal information changes.

Visa Requested

Visitor Visa

Current country of residence – Canada

(a) Students

- *Status* – Student
- *From:* (Date of start of studies, according to first study permit) *to* (Expiry date of current Study Permit)

(b) PGWP Holders

- *Status* – Worker
- *From:* (Issue date of PGWP) *to* (Expiry date of PGWP)

Page Two

National Identity Document

Not all countries have a National ID. If country of nationality does issue this document, provide the information.

Contact Information

- Mailing address in Canada — Where you can receive mail. This should be somewhere where mail that you receive will be safe. It doesn't have to be the same as the place you live.
- Residential address — This is where you are living now.

Page Three – Students

Purpose of my visit

Pick “Returning Student” from the pull-down menu.

Indicate how long you plan to stay

From: [Tomorrow's date] To: [Study Permit Expiry Date]

Funds available for my stay

You can use the same figures you used for a recent study permit application, or whatever amount reasonable represents your expenses for the length of time indicated in the previous question. You will have to provide bank statements or other proof that you have this much money available.

Institution I will visit

- Name: Carleton University
- Relationship to me: School
- Address: 1125 Colonel By Drive, Ottawa, ON K1S 5B6

Have you had any post-secondary education?

Include information about your studies at Carleton, assuming this is your highest level of post-secondary studies to date.

Employment

Your current activity/occupation should be student at Carleton University

Page Three – PGWP Holders

Purpose of my visit

Pick “Returning Worker” from the pull-down menu.

Indicate how long you plan to stay

From: [Tomorrow’s date] To: [Work permit expiry date]

Funds available for my stay

You do not have to provide proof of financial resources for this application. However, you should put something reasonable in answer to this question. Options might be: your current bank balance, or, if you are working 6 months salary.

Name, address and relationship of any person(s) or Institution(s) I will visit

If you are employed, enter your employer information. If not, enter your personal information.

Have you had any post-secondary education?

Enter information about your studies at Carleton, assuming this is your highest level of post-secondary studies to date.

Employment

Your current activity/occupation can be your current job or if unemployed, “job seeker”. If the latter, enter “none” for the employer name.

Page Four — Background Information

Answer Yes or No to questions about:

- Your exposure to tuberculosis
- Any physical or mental disorder, if you might use services in Canada
- Your immigration history, especially in Canada
- Your criminal history
- Your history in the police or the military
- Your exposure to war crimes.

Most students answer “No” to most of these questions, but please read them carefully. Answering incorrectly is misrepresentation, which can make you inadmissible to Canada. Note that all applicants must answer “Yes” to part(c) of Question #2:

(c) Have you previously applied to enter or remain in Canada?

Yes. Enter brief information applications to come as a visitor, student or worker. The type of application and the month and year are usually sufficient.

Page Five – Signature and Declaration

Do you consent to be contacted by IRCC or an organization at IRCC's request, in the future?

Check Yes or No. If you answer Yes, you may get an email in the future from IRCC asking you to answer a survey.

I consent to the release to IRCC and Canada Border Services Agency of all records and information for the purposes of processing my request...

I declare that I have answered all questions in this application fully and truthfully.

This is a mandatory declaration.

Type in your name and the date, indicating that you agree to these statements. You don't need to sign the form with a pen. You will sign the application electronically after you pay the application fee.

[Resources at the Immigration, Refugees and Citizenship \(IRCC\) Website \(www.Canada.ca\)](http://www.Canada.ca)

Visitor visas for workers and students: How to apply from inside Canada -

<https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/apply-new-temporary-resident-visa-within-canada.html>

Online Application: Sign in or Create an Account — <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>

IRCC Web Form — <http://www.cic.gc.ca/english/contacts/web-form.asp>

Use this form to:

- Ask about an application that is taking longer than published processing time
- Update an application or add new information
- Change contact information
- Report a technical problem

IRCC Call Centre — 1-888-242-2100. Speak to an agent Monday to Friday from 8 a.m. to 4 p.m. in all Canadian time zones.

Check Application Processing Times — <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html>

IRCC Help Centre (Frequently Asked Questions) — <http://www.cic.gc.ca/english/helpcentre/index-featured-can.asp>