



## Temporary Resident Visa (TRV) Application Guide

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. Some people only need their valid passport. [Find out which document you need](#) at the Immigration, Refugees and Citizenship Canada (IRCC) website.

If you have a TRV and it expires while you are studying in Canada, you can apply for a new one using the information in this Guide. It's important to know:

- Your study permit is your Canadian status document. You should always apply for a new one **before** your current permit expires, otherwise you lose your temporary resident status. 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 have to travel because you need it to return to Canada. It is usually easiest to apply for a new TRV in Canada shortly after you renew your study permit.
- In most cases, a student's study permit and TRV expire on the same date. Applying for new documents while residing in Canada is a two-step process:
  1. Apply for a new study permit, which is mailed to your Canadian address.
  2. Apply for a new visa after you receive your new study permit.

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, you will have to apply for a new visa from outside of Canada before you can return.**

- TRVs reference the status of a temporary resident (student, worker or visitor), but Canada does not have different categories of temporary resident visas. You can continue to use a valid visa even if your status in Canada changes.

Carleton students may contact the ISSO for personal advice and support.

International Student Services Office (ISSO)  
Carleton University, 128 University Centre  
Phone: 613-520-6600  
Email: [immigration.advising@cunet.carleton.ca](mailto:immigration.advising@cunet.carleton.ca)  
Hours: Monday to Friday, 8:30 a.m. to 4:30 p.m.

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## 1. Apply Online for a TRV from Inside of Canada

You can apply for a new TRV at any time, as long as you have a valid study permit. Your new TRV will usually have the same expiry date as your study permit.

If you are planning to travel, you should check IRCC's [current processing times](#). In addition to the time needed for processing, you should allow for 2-3 weeks to submit your passport and have it returned to you before you leave 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 2 months old.

### Step One: Get Your Documents Ready

The application is made online, and you will 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 work permit) – In most cases, you will be issued a TRV with the same expiry date as your study permit.
- 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, 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.
  - [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. See the ISSO's [Study Permit Renewal Guide](#) for details.
- Photo — Like a passport photo. Check the specifications in the application information.

### Step Two: Sign in and set up your 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 Three for tips.

After you finish 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 leave or sign out of your account.

### 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 Two: *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. 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 the background questions on IMM 5257, you don’t need this form.
- Client Information – This is where you can upload your 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.

### Step Seven: Submit your passport

You must send your passport to the IRCC office in Ottawa so the visa can be inserted. You will 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 on the [IRCC website](#).

## 2. 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. only upload the latest version to your online application.

### Page One

#### *UCI = Unique Client Identifier*

This is your identity number with IRCC. You can find it on your study 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*

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

### Page Two

#### *National Identity Document*

Not all countries have a National ID. If yours does, provide the information.

### *Contact Information*

- Mailing address in Canada — Where you can receive mail. This could be the same as your residential address, or it might be a mailbox, or someone else's residence.
- Residential address — This is where you are living now.

### Page Three

#### *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*

Current activity/occupation should be student.

### Page Four — Background Information (for students who are at least 18 years old)

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 students must answer “Yes” to part(c) of Question #2:

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

Yes. Your explanation might be: “ I got a study permit in [Year]”. But if you’ve come as a visitor before, or had a study permit extension or work permit, include those things too.

#### 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...*

Answer Yes. If you answer No, then you can’t apply.

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

Type in your name and the date. You don’t need to sign with a pen.

### 3. 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, those about family members), you may see additional questions.

#### Questionnaire Part One

*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 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.

## Questionnaire Part Two

*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 will need to find your E-medical receipt. It has your photo and a barcode on it.

*Q Have you lived in a designated country or territory for more than six months in the last year?*

A [Yes or No.] Designated countries are those where there is a risk of contracting a dangerous disease. [Here is a link to the list of designated countries](#). If you have been in Canada for more than 6 months, the answer is 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



#### 4. Information 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, 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>