

TEMPORARY RESIDENT VISA (TRV)

IMPORTANT INFORMATION

- A Temporary Resident Visa (TRV) is the official document showing you meet the requirements to enter Canada. It is a sticker that is the approximate size of a passport page which has been pasted into your passport by IRCC. It is a separate document from your Study Permit, Work Permit or Visitor Record/entry stamp.
- You do not need a TRV in order to stay in Canada legally. You need a TRV if:
 - you are from a country whose citizens require a TRV to enter Canada (<http://www.cic.gc.ca/english/visit/visas-all.asp>);
 - your most recent TRV has expired or was valid for only one entry to Canada; AND
 - you plan to leave and re-enter Canada.
- Apply for a TRV at least 2-3 months **before** your planned departure from Canada if your existing TRV has expired.
- The application fee for a TRV is **\$100 CDN**.
- The application processing time varies between 5 days-2 months. See current processing times on the IRCC website: cic.gc.ca/english/information/times/temp.asp (Select 'Visiting, studying, working temporarily' then 'visitor visa (from inside Canada)').
- In most cases, you should apply to extend your study permit **before** you apply for a TRV. A TRV will not be issued for longer than the duration of your current study permit.
- A TRV will not be issued for longer than the duration of your passport. If your passport is about to expire, you may wish to renew your passport before applying for a new TRV.
- Contact an IIRSS immigration advisor for advice if you have not been a regular status, full-time student OR if you have questions.
- You can submit your application online or by mail and may apply inside or outside of Canada. This reference sheet provides information about online applications inside of Canada.

REQUIRED DOCUMENTS

- In most cases, the following documents are required to apply for a Temporary Resident Visa:
 - Passport**
Clear digital copy of your valid passport, showing all of the pages which contain your birth date, country of origin, and any with a visa, stamp or marking.
 - Study Permit**
Clear digital copy of your valid study permit.
 - Proof of enough money for tuition & living expenses**
Example: clear digital copy of your bank statements from the past four months; letter from the person or institution providing you with money along with proof of their financial means; proof of scholarship; AND/OR proof of tuition/housing payment.
 - Letter of Enrolment**
Clear digital copy of a Letter of Enrolment, no more than 30 days old, issued by the University of Winnipeg that confirms you are registered.
 - Transcript**
Clear digital copy of a recent, official transcript issued by the University of Winnipeg.
 - Digital Photo**
Must meet the required specifications. For more information please see IIRSS quick reference sheet, *IRCC Online Account & Photo Specifications*.
- Documents must be provided in one of the following digital file types: .tiff, .jpg, .png, .doc, .docx and .pdf. Please note that only one file can be uploaded per field. You can use a free, multi-page scanner at the library or Uplink computer lab to scan your documents. You can also use a single page scanner and an online PDF merge program to combine separately scanned pages into one single file.

**BOOK AN APPOINTMENT
TO MEET WITH AN IIRSS
IMMIGRATION ADVISOR:**
E: iirss@uwinnipeg.ca or
P: 204-786-9469

For example, you are asked to provide a copy of all pages of your passport that have a visa, stamp, or marking. As this will require you to show multiple pages of your passport, you should scan all pages of your passport together, as one digital file.

STEP 1: CREATE YOUR PERSONAL CHECKLIST

- Go to: www.cic.gc.ca and login to your IRCC online account (for more information please see IIRSS quick reference sheet, *IRCC Online Account & Photo Specifications*)
- Select 'Visitor visa, study and/or work permit' under the heading 'What would you like to do today?'

NOTE: If you already have an application in progress, you will need to delete it in order to begin a new application.

- Under the heading 'I do not have a Personal Reference Code' select 'visitor visa, study and/or work permit' link.
- You will be taken to a screen, 'Find Out if You're Eligible to Apply.'
- You will be asked to answer some questions by selecting options from a drop down menu. Answer these questions in accordance with your personal information:

What would you like to do today?

Apply for:

- Visitor visa, study and/or work permit
- Express Entry
- Interim Federal Health Program (IFHP)

I do not have a Personal Reference Code

If you do not have a personal reference code, you may answer a series of questions to find out if you are eligible for Express Entry, and begin an online application.

If you begin your application **after you've logged into MyCIC**, you will not receive a personal reference code, as it is right into your MyCIC account.

- Determine your eligibility and apply online for a visitor visa, study and/or work permit
- Determine your eligibility and complete an online Express Entry profile

Students have trouble with some questions. Here are a few of the tough questions and the necessary answers:

What would you like to do in Canada? Select 'Study.'

How long are you planning to stay in Canada? Select 'Temporarily- More than 6 months.'

Which country issued your passport? Select your country of citizenship (home country).

What is your current country of residence? Select 'Canada.'

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older? Select 'No', unless you have a spouse/partner, child, or grandchild who is a citizen or permanent resident.

What is your date of birth? Select the date you were born (birthday).

Are you a lawful permanent resident of the United States with a valid alien registration card? Select 'No', unless you have permanent resident status in the US.

What is your current immigration status in Canada? Select 'Student.'

What is your province of destination? Select 'Manitoba'

Temporary Resident Visa

You will need a temporary resident visa to return to Canada.

If you are working or studying in Canada, your temporary resident visa may expire at the same time as your work or study permit. If your work or study permit is expiring soon, please renew your study or work permit first. Once your study or work permit is approved, you may apply for your temporary resident visa.

Continue

- Select 'Continue.'
- Select 'Continue' in the box labelled 'Temporary Resident Visa'
- Select 'Continue'.
- Continue to answer the questions according to your personal information:

Students have trouble with some of these questions. Here are a few of the tough questions and the necessary answers:

Which of the following best describes your situation? If your Study Permit was issued after June 1, 2014, select 'I have a study permit for a specific institution or level of study'.

Have you had a medical exam performed by a IRCC authorized panel physician (doctor) within the last 12 months? Select 'No.'*

Have you lived in a designated country or territory for more than six months in the last year? Select 'No'* if you have been living in Canada for at least 6 months.

Do you want to work in one of the following jobs? (Jobs are listed) Select 'No.'*

Do you want to submit an application for a family member? Select 'No' (unless you would like to submit an application for a work permit, study permit, or visitor extension for a family member (spouse, partner, child or grandchild) who is currently in Canada).

Are you giving someone access to your application? Select 'No.'

There are fees associated with this application. Will you be paying your fees or are you fee exempt? Select 'Yes, I will be paying my fees.'

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

Will you be paying your application fees online? To pay online, you need a Visa, MasterCard or American Express. Select 'Yes.'

*If you think that you may need to provide a different answer to these questions, please contact an IIRSS immigration advisor. The suggested answers reflect what most students would need to answer, as most students applying for a TRV have been in Canada for longer than one year and do not plan to work in an occupation where the public health must be protected (i.e. in the medical field or working with children, the elderly or persons with disabilities).

- Once you have answered all of the questions, you can make changes to any answer. Simply select the pencil beside the information that you wish to change.
- Select 'Continue.'
- Scroll down and select 'Continue.'



STEP 2: COMPLETE APPLICATION FORMS

- Your personal checklist includes a link to the application forms as well as the supporting documents you should submit.

Application for Visitor Visa (Temporary Resident Visa) Made Outside of Canada (IMM5257)

Details	Document Name	Instructions	Options
Not Provided	Application for Visitor Visa (Temporary Resident Visa) Made Outside of Canada (IMM5257) (required)		Upload File

- You must use the form linked with this checklist.
- If using a Firefox or Chrome browser, the application form must be downloaded to your computer, saved and manually opened in order to view the form. Internet Explorer works best to view the form. If you are having trouble on your own computer, you may wish to use a computer in the IIRSS lounge as these computers will open the application form.
- For assistance completing this form, make an appointment with an IIRSS immigration advisor

1. UCI: Enter your Client ID number (found in the upper right corner of your study permit)
3. Select 'Visitor Visa'

Personal Details

1. Family Name: enter your name as it appears on your study permit
7. Under 'Country', select 'Canada'
Under 'Status' select 'Student'
Under 'From' enter the date you first entered Canada as a student
Under 'To' enter the expiry date of your current Study Permit.
8. Select 'No' unless you have lived somewhere other than Canada and your country of citizenship in the last five years.
9. Select 'Yes'
10. A) Select current marital status
B), C) Complete if you have a spouse/partner
11. Select 'No' unless you have previously in a marriage/partnership

Languages

1. A) Select your first language/mother tongue

Passport

2. Enter country of citizenship

Contact Information

1. Enter you current mailing address
P.O Box: Leave blank
Apt/Unit: If you live in an apartment, enter the number of the apartment here.
2. Residential address: select 'Yes' if you live in the place where you can receive mail.
4. Alternate Telephone No.: Leave blank. You do not need to enter more than one phone number.
5. Fax No: Leave blank

APPLICATION FOR VISITOR VISA (TEMPORARY RESIDENT VISA)

If you need more space for any section, print out an additional page containing the appropriate section, complete and submit it with your application.

[Validate](#)
[Clear Form](#)

1 UCI 122854658	2 *I want service in English	3 * Visa requested Visitor Visa	OFFICE USE ONLY Validated
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PERSONAL DETAILS

1 Full name *Family name (as shown on your passport or travel document) All		Given name(s) (as shown on your passport or travel document) Mohammed	
2 Have you ever used any other name (e.g. Nickname, maiden name, alias, etc.)? Family name		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Given name(s)	
3 *Sex Male	4 * Date of birth 1990 01 01 YYYY MM DD	5 Place of birth *City/Town: Casablanca *Country: Morocco	
6 *Citizenship Morocco			
7 Current country of residence:			
Country Canada	Status Student	Other	From: 2011-02-01 To: 2018-07-12 YYYY-MM-DD YYYY-MM-DD
8 Previous countries of residence: During the past five years have you lived in any country other than your country of citizenship or your current country of residence (indicated above) for more than six months? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Country	Status	Other	From: YYYY-MM-DD To: YYYY-MM-DD
9 Country where applying: Same as current country of residence? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Country	Status	Other	From: YYYY-MM-DD To: YYYY-MM-DD
10 * a) Your current marital status Single		b) (If you are married or in a common-law relationship) Provide the date on which you were married or entered into the common-law relationship	

LANGUAGE(S)

1 *a) Native language/Mother Tongue Arabic, Morocco	*b) Are you able to communicate in English and/or French? English	c) In which language are you most at ease?
d) Have you taken a test from a designated testing agency to assess your proficiency in English or French? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		

PASSPORT

1 * Passport number EJ700174	2 * Country of issue MAR (Morocco)	3 * Issue date 2017-05-01 YYYY-MM-DD	4 * Expiry date 2019-11-01 YYYY-MM-DD
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CONTACT INFORMATION

If submitting your application by mail:
- All correspondence will go to this address unless you indicate your e-mail address below.
- Indicating an e-mail address will authorize all correspondence, including file and personal information, to be sent to the e-mail address you specify.
- If you wish to authorize the release of information from your application to a representative, indicate their e-mail and mailing address(es) in this section and on the IMM5476 form.

1 Current mailing address					
P.O. box	Apt/Unit 123	Street no. 456	* Street name Balmoral Street		
* City/Town Winnipeg	* Country Canada	* Province/State MB	* Postal code RJR 0N7	District	
2 Residential address Same as mailing address? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes					
Apt/Unit	Street no.	Street name	City/Town		
Country	Province/State	Postal code	District		
3 Telephone no. <input checked="" type="checkbox"/> Canada/US <input type="checkbox"/> Other			4 Alternate Telephone no. <input type="checkbox"/> Canada/US <input type="checkbox"/> Other		
* Type Cellular	Country Code 1	* No. (204) 555-5555	Ext.	Type	Country Code No. Ext.
5 Fax no. <input type="checkbox"/> Canada/US <input type="checkbox"/> Other			6 E-mail address student@email.com		

Details of Visit to Canada

1. A) Select 'Returning student'
2. Under 'From' enter tomorrow's date
Under 'To' enter the expiry date of your current Study Permit
3. Enter the amount of money that you are showing in 'Proof of Financial Means'
4. Box 1: complete as follows:
Under 'Name' enter 'University of Winnipeg'
Under 'Relationship to me' enter 'University'
Under 'Address in Canada' enter '515 Portage Ave; Winnipeg, MB'
Box 2: Leave blank

Education

If you have completed a post-secondary degree (bachelors, certificate, etc.), select 'Yes' and complete box 1 with details about your highest level of education

Employment *All students must complete this section!

- List all of your education AND employment in the last 10 years, inside and outside of Canada.
- Start with your current activity/occupation (student)
- Include part-time work, specifying 'part-time' in the description of activity/occupation.
- Any additional information that cannot fit in the three boxes provided can be placed into a word document and uploaded under the 'Letter of Explanation' section of the online application.
- If you have had periods of time when you have neither been studying nor working, you must indicate that you were 'unemployed/waiting for school to start' or 'unemployed/looking for work'.

Background Information

- 2b) Answer 'Yes' if you were refused/denied when you previously applied for a study permit, visa, US visa, or a visa/permit for any other country
- c) All students should answer 'Yes'.
- d) Write, 'Yes, I have been previously issued a study permit'. If you answered 'yes' to 2b), also provide details of refusal.

Signature

Leave signature field blank and select today's date

Validate

1. Click the 'Validate' button, found at the bottom or top of the form. Any part not completed correctly will be highlighted in red.
2. Once you have corrected all of the errors, click 'Validate' again. You should receive confirmation that everything has been completed correctly.
3. Save and upload the form with your other documents.

Validate

Family Information Form (IMM5707) (Not always required; complete only if requested)

1. Download form onto your computer (follow tips for IMM5709 if you have trouble);
2. Type answers into the form.
3. Print form.
4. After printing, sign section C to certify information is correct. If you do not have a spouse/partner, you must you must sign Section A. If you do not have children, you must sign section B.
5. Scan and upload form.

****All students are strongly encouraged to meet with an IIRSS immigration advisor to review their application forms prior to submission.**

DETAILS OF VISIT TO CANADA

1) * a) Purpose of my visit Returning Student		b) Other	
2) Indicate how long you plan to stay	* From 2017-08-05 YYYYMM-DD	* To 2018-07-12 YYYYMM-DD	3) * Funds available for my stay (CAD) \$3,000
4) Name, address and relationship of any person(s) or institution(s) I will visit:			
* Name University of Winnipeg			
1) Relationship to me University	* Address in Canada 515 Portage Ave; Winnipeg, MB		

IMM 5257 (03-2017) E
APPLICATION FOR VISITOR VISA (TEMPORARY RESIDENT VISA)

CITIZENSHIP AND IMMIGRATION CANADA
CITOYENNETÉ ET IMMIGRATION CANADA

Applicant Name A.I. M.	Date of Birth 1990-01-01
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DETAILS OF VISIT TO CANADA (CONTINUED)

2) Name	
Relationship to me	Address in Canada

EDUCATION

Have you had any post secondary education (including university, college or apprenticeship training)? No Yes
If you answered 'yes', give full details of your highest level of post secondary education.

1) From YYYY MM	Field of study	School/Facility name
To YYYY MM	City/Town	Country
		Province/State

EMPLOYMENT

Give details of your employment for the past 10 years, including if you have held any government positions (such as civil servant, judge, police officer, mayor, Member of Parliament, hospital administrator, employee of a security organization). Do not leave gaps. If retired, not working or studying, please indicate. If you are retired, please provide the 10 years before your retirement.

1) From 2014 05 *YYYY *MM	* Current Activity/Occupation Student	* Company/Employer/Facility name University of Winnipeg
To 2018 08 *YYYY *MM	* City/Town Winnipeg	* Country Canada
		* Province/State
2) From 2017 01 *YYYY *MM	* Previous Activity/Occupation Dishwasher (part-time)	* Company/Employer/Facility name Stellas Restaurant
To 2017 08 *YYYY *MM	* City/Town Winnipeg	* Country Canada
		* Province/State
3) From 2007 01 *YYYY *MM	* Previous Activity/Occupation Student	* Company/Employer/Facility name Casablanca International School
To 2014 04 *YYYY *MM	* City/Town Casablanca	* Country Morocco
		* Province/State

QUITTING BEFORE FINISHING: If you cannot complete your application, log out. Your personal checklist and any uploaded documents will save automatically. When you log back on to your online account with the same User Id and Password, you will be taken directly to the screen where you left.

In all cases, save your application form and any documents you plan to submit on your computer. You cannot download documents from your MyCIC Account after being uploaded, so you should make sure to keep a copy of all documents and forms you submit.

STEP 3: UPLOAD APPLICATION FORMS & SUPPORTING DOCUMENTS

Supporting Documents (See instructions on page 1)

- Recent Education Transcript
- Proof of Next Terms Enrolment (Letter of Enrolment)
- Canadian Work or Study Permit
- Passport
- Proof of Means of Financial Support (Proof of enough money for tuition & living expenses)

- Digital Photo

Optional Documents

- Schedule 1

This is a form that requires you to list information such as any affiliations with organizations, any military or government service and previous travel. You must complete this form if you have previously served in the military/army or government office.

- Letter of Explanation

To explain special circumstances or situations or include additional documentation, such as previous education/employment information.

Upload your documents

- Documents must be provided in one of the following digital file types: .tiff, .jpg, .png, .doc, .docx and .pdf.
- Maximum file size is 4 MB.
- Please note that only one file can be uploaded per field (please see page 1 for more information).
- You must upload every requested form and document. You will not be able to proceed to the next steps until all documents are uploaded.
- Save your files on your computer and upload each individual file by clicking the 'Upload' button beside each document. When the document has been successfully uploaded you will see the green text 'Provided' under the 'Details' section.

STEP 4: SIGN APPLICATION, SUBMIT, AND PAY FEE

- Click the 'Continue' button on the bottom right hand corner of the screen. Follow the instructions provided to electronically sign your application. It is recommended that you take a digital screen shot to show the documents that you are submitting as well as a screen shot when you receive the confirmation that your application has been submitted. Retain these pictures for your records until receiving a decision on your application.
- You will be asked to pay your fees (\$100) using a credit card (Master Card, Visa, or American Express) or Visa debit/Interac Online. Follow the instructions provided.
- You can check the application processing times online at the IRCC website: <http://www.cic.gc.ca/english/information/times/temp.asp> (Select 'Visiting, studying, working temporarily' then 'visitor visa (from inside Canada)').

DO NOT submit your original passport prior to receiving instructions from IRCC to do so. If you submit your passport early, it will be returned to you at your own cost and you will have to re-send it at a later date.

STEP 5: SUMIT PASSPORT TO IRCC

- After the first part of your application has been processed, you will receive a message in your IRCC online account which contains a digital letter from IRCC instructing you to submit your passport. If you have set up your online account with your personal email information, you may receive an email telling you that you have a message and asking you to login to your online account. Please note that some students have reported not receiving notifications through their personal email accounts. Therefore, it is important for you to check your IRCC online account weekly.
- You have 30 days from the date of the letter to submit your passport or your TRV application could be refused.
- To submit your passport, follow these instructions:
 - Print the letter than you received from IRCC. *You will place this letter in the envelope with your passport.*
 - Purchase two prepaid Canada Post Xpresspost-National envelopes, one letter-sized (318 x 241 mm) and the second standard-sized (260 x 159 mm), at any Canada Post retail outlet.
 - Write down the tracking numbers for both envelopes and keep them in a safe place.
 - Complete the mailing label on the standard-sized envelope 'Small' (envelope #1) showing your full mailing address in the "To" box and the CPP-Ottawa address in the "From" box. This will be the envelope used by IRCC to mail your passport to you after processing is complete. It will look like this:



Back of standard-sized 'Small' envelope (#1)

FROM: NO PHONE NUMBER
 CPP - Ottawa
 PO Box 9640
 Ottawa, ON, K1G 6T2

TO: Your Phone Number
 Your full name
 Your street address
 The city where you live, Your Postal Code

- Complete the mailing label on the letter-sized 'Large' envelope (envelope #2), showing your full mailing address in the "From" box and the CPP-Ottawa address in the "To" box. It will look like this:

Back of letter-sized 'Large' envelope (#2)

FROM:	Your Phone Number
	Your full name
	Your street address
	The city where you live, Your Postal Code

TO:	NO PHONE NUMBER
	CPP - Ottawa
	PO Box 9640
	Ottawa, ON, K1G 6T2



- Inside the letter-sized 'Large' envelope (envelope #2) put: a) the **printed letter from IRCC**; b) **envelope #1**; c) your **passport**.
- Bring envelope #2 to the nearest Canada Post outlet to mail. You can track the location of your envelopes by going to the Canada Post website (www.canadapost.ca) and entering your tracking number.
- You will likely receive your passport containing a new TRV within 1-2 weeks.

*This document does not constitute legal advice, and should not be relied upon as a source of legal advice. It is a reference sheet designed to provide information on Citizenship and Immigration Canada's online application process for applying for a Temporary Resident Visa from within Canada and describes existing requirements under the Immigration and Refugee Protection Act and the regulations made under that Act in general terms. It is recommended that students contact Immigration, Refugees, and Citizenship Canada (IRCC) or the IIRSS Staff member responsible for immigration to review their specific case. IRCC Regulations, policies, and procedures may change without notice. For the most current information, please visit the IRCC Website at www.cic.gc.ca or contact the Call Centre at **1.888.242.2100**. This document was approved by a Regulated Canadian Immigration Consultant with the intention to be used in conjunction with personalized immigration advising by students currently registered at The University of Winnipeg. For appointments with an IIRSS immigration advisor, contact IIRSS: (204) 786-9469 iirss@uwinnipeg.ca – Revised May, 2019.*