

HOW TO INVITE A FAMILY MEMBER TO VISIT

- If a family member wishes to visit you in Canada, they may be required to apply for a Temporary Resident Visa (TRV) or Electronic Travel Authorization (eTA) in order to enter Canada. To find out whether your family member is from a country whose citizens are required to obtain a TRV or eTA before they can enter Canada, please visit CIC's website at: <http://www.cic.gc.ca/english/visit/visas-all.asp>.
- A TRV will only be issued to your family member if they convince the immigration officer evaluating their application that they are coming to Canada for a temporary purpose. Your family member may submit documentation with their application to help show this, such as proof that they have a return airline ticket, sufficient funds to support themselves for the duration of their visit, and/or a confirmation of employment, to name a few examples. Your family member should consult the instructions for the visa office in their country of residence/citizenship for more information on required documents.
- You can also provide your family member with documentation that they can include with their TRV application that may assist them in showing that they are coming to Canada for a legitimate and temporary purpose. Such documents may include the following:
 - Graduation Letter/Enrolment Letter(*see below*);
 - Letter of Invitation(*see below*);
 - Copy of the picture page of your passport ; and
 - Copy of your Study Permit.

GRADUATION & ENROLMENT LETTERS

- **Graduation Letters** confirm whether you are expected to graduate at an upcoming convocation ceremony and what type of program of study you will complete. Request a Graduation Letter if your family member wishes to come to Canada to attend your Convocation.
 - Undergraduate and Graduate students can request a Graduation Letter from Student Central after an application to graduate is made and approved- cost \$20;
 - Students in PACE should contact their program office for more information on how to obtain a Graduation Letter.
- **Enrolment Letters** confirm whether you are a current student at The University of Winnipeg and include information about your registration, academic status and the expected completion date for your studies. Request an Enrolment Letter if your family member wishes to come to Canada to visit you (other than to attend Convocation).
 - Undergraduate and Graduate students can request Enrolment Letters at Student Central- cost \$10;
 - Students in PACE and ELP should contact their respective program offices for more information on how to obtain a Letter of Enrolment.

WRITING A LETTER OF INVITATION

- Writing a letter of invitation is the responsibility of each student. The University of Winnipeg does not write letters of invitation. The University can only provide a Graduation Letter or Enrolment Letter to confirm your current student status. Some visa offices may request that you provide a **notarized** letter of invitation.
- How to write a letter of invitation:

It is recommended that you include this information about **the person you are inviting**:

- Complete name;
- Date of birth;
- Address and telephone number;
- Your relationship to the person ;
- The purpose of the trip ;
- How long the person plans to stay in Canada ;
- Where the person will stay, and how they will pay for things ; and
- When the person plans to leave Canada.

It is recommended that you include this information about **yourself**:

- Complete name ;
- Date of birth ;
- Address and telephone number in Canada ;
- That you are a temporary resident of Canada, studying on a Study Permit ;
- Where you are a student and what type of program you are pursuing;
- Details of your family, such as names and dates of birth of your spouse and dependents (if applicable);
and
- The total number of people living in your household.

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 supporting a family member's application for a Temporary Resident Visa through providing a letter of invitation 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 immigration advisor 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 in good standing with the Immigration Consultants of Canada Regulatory Council 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 January, 2019.