



CANADA VISA CHECKLIST

- - A covering letter from the Applicant.
 - The Applicants valid passport and a valid passport for each accompanying family member. There must be one completely blank page other than the last page, available in each passport and each passport must be valid for at least six (6) months prior to travel.
 - Proof of previous travel (previous passports).
 - The applicant can be apply online at: <http://www.cic.gc.ca/english/visit/apply-how.asp>
 - Application for a Temporary Resident Visa made Outside of Canada (IMM 5257). Each applicant 18 and over must complete and sign their own application form. Those applicants under age 18 must have a parent or guardian complete and sign an individual application form on their behalf. After filling up the visa form you need to click on the Validate Button, a Bar Code is generated which is mandatory for two original bar code print outs pages to be submitted along with the visa form. Photocopy of the bar code is not acceptable.
 - Please note if an applicant does not have any given name or surname in the passport. Request you to please enter the name mentioned in the passport at the family name filed in the application form & leave the given name blank. Please do not put NA in the name field.
 - Family Information from (IMM 5707).
 - Two (2) photos of you and each accompanying family member. All photos must meet the requirements of the [Photo Specifications Appendix](#) . On the back of one photo in each set, write the name and date of birth of the person appearing in the photo. Applicants who need to give their biometrics do not need to submit paper photographs.
 - The correct processing fee. Fee is nonrefundable. If you need to give your biometrics, the \$85 CAD biometric fee covers the VAC service charge.
 - "Use of a Representative" form (IMM 5476E) if someone has assisted the applicant in making the application.
 - For children less than 18 years old, a Parental Letter of Consent from the non-accompanying parent authorizing the travel. This letter should contain the dates of travel and your parent's contact information, as well as a copy of the non-accompanying parent's bio-data page with signature and back page.
 - If you are employed:-
 - A signed original letter on company letterhead from your employer granting leave of absence. This letter must include the following information: the applicant's name, position, current salary, date of hire and the employer's name, address and telephone number.



- If you are retired:-
 - A retirement certificate indicating the amount of your pension.
- If you are a student traveling outside of school holidays:-
 - An original letter from your school confirming that you are enrolled and in good standing and that the school has approved your absence.
- Income tax returns for the past two years.
- Bank documents showing financial history for the past 6 months.
- Evidence of your assets in India.
- Detailed itinerary including proof of air ticket and hotel booking.

If you are Visiting Family or Friends (recommended documents):-

- Information from the inviter in Canada:-
- Letter of invitation from the inviter indicating the purpose and duration of the visit.
- A list showing the number of people in the inviter's household.
- A copy of the inviter's immigration status of citizenship documents.
- Proof of the inviter's income and financial situation including but not limited to Notice of Assessments (NOA), employment letters, pay stubs, bank statements.
- If the inviter is a student, a letter of acceptance or good standing from the school.
- The submission and collection of your visa application and passport from VFS can be done either by the applicant himself/herself or through any authorized person who bears an original authorization letter signed by the applicant and a photo ID.