



## **Visiting Canada: Applying for a Temporary Resident Visa**

### **Introduction:**

Entry to Canada is considered a privilege, not a right. If you want to visit Canada temporarily, you must comply with the requirements of the Canadian Government. Furthermore, if you wish to return to the USA after your temporary visit to Canada, to continue your studies at SUNY Potsdam, you must also comply with the requirements of the United States Citizenship and Immigration Services (USCIS) of the U.S. government.



### **Do you need a Temporary Resident Visa to visit Canada?**

To find out whether you need a Temporary Resident Visa to visit Canada, check the list called “Countries and Territories Whose Citizens Require Visas in Order to Enter Canada as Visitors”. This list is available at <http://www.cic.gc.ca/english/visit/visas.asp>

### **Application for a Temporary Resident Visa to visit Canada**

For further information on applying for a Temporary Resident Visa to Canada, please visit <http://www.cic.gc.ca/english/visit/apply-how.asp>. You will be able to download the “Guide” to applying for a temporary resident visa as well as download and print the actual application form.

Check the website for further information about the documentation you must submit with your application. Be prepared to submit the following:

- ✿ Application for TRV checklist (IMM 5484)
- ✿ Completed application for a Temporary Resident Visa to Canada (IMM 5257: push “validate”, print 5<sup>th</sup> page and place on top of package)
- ✿ Fee ([http://www.canadainternational.gc.ca/new\\_york/imm/fees-frais\\_ny.aspx?lang=eng](http://www.canadainternational.gc.ca/new_york/imm/fees-frais_ny.aspx?lang=eng))
- ✿ Your Valid passport which contains your non-immigrant F1 visa
- ✿ 2 photographs (For specifications see [www.cic.gc.ca/english/information/applications/photospecs.asp](http://www.cic.gc.ca/english/information/applications/photospecs.asp))
- ✿ Original I-20 (signed within the last 12 months)
- ✿ Original I-94 card
- ✿ Official transcript (available from Registrar’s office, Raymond, 3<sup>rd</sup> floor)
- ✿ Verification of enrollment (available from Registrar’s office, Raymond, 3<sup>rd</sup> floor)
- ✿ Detailed travel plans
- ✿ Proof of financial support (Financial Documents must show funding acceptable for an individual’s length of stay.)
- ✿ Family Information Form (IMM 5645)

### **In order to return to the USA after your temporary visit to Canada, you must have in your possession:**

- ✿ A valid passport
- ✿ A valid Form I-20, endorsed with an approved travel authorization signature. You must obtain such signature from an International Education staff member, Sisson Hall, before your departure to Canada. Your Form I-20 will be endorsed only if you are in valid F-1 status.



**SUBMITTING THE FEE:**

Payment must be in Canadian or U.S. dollars only. No other currency will be accepted.

- The entire fee must be submitted in one currency; do not send part of the fee in US dollars and part in Canadian dollars.
- The fees are payable when the application is submitted.
- Applications submitted without the correct fees will be returned to the applicant.
- Payment in U.S. dollars must be drawn on a bank located in the United States or The United States Postal Service.

**Fees should be made payable to the "CONSULATE GENERAL OF CANADA"**

CIC will ONLY accept:

- Money order
- Certified check

Please visit the Citizenship and Immigration Canada (CIC) website for a current fee schedule:  
[http://www.canadainternational.gc.ca/new\\_york/imm/fees-frais\\_ny.aspx?lang=eng](http://www.canadainternational.gc.ca/new_york/imm/fees-frais_ny.aspx?lang=eng)

Please note that fees are subject to change at any time.

The fee amounts listed below are the most recently published.

<b>TEMPORARY RESIDENT FEES</b>		
TEMPORARY RESIDENT VISA - SINGLE ENTRY	75 USD	75 CDN
TEMPORARY RESIDENT VISA - MULTIPLE ENTRY	150 USD	150 CDN

**MAILING INSTRUCTIONS:**

**Applications mailed to:**  
Canadian Consulate General  
Immigration Section  
1251 Avenue of the Americas  
Concourse Level  
New York, NY 10020-1175

**Standard Procedure:** The Consulate will return documents to addresses in the United States via U.S. Postal Service First Class Mail (Regular Mail).

**U.S. EXPRESS MAIL:** If you prefer U.S. Postal Service Express Mail, please enclose with your application a pre-paid

U.S. Express Mail envelope - the correct U.S. postage must be affixed (CCG will only accept regular stamps, metered stamps not acceptable). Enter a daytime telephone number on the mailing label above the recipient address. USPS has recently changed its "flat rate" policy for "Express Mail" or "Priority Mail" envelope, be sure to specify that the envelope *will be mailed from New York City. If this envelope is not provided or if it has incorrect postal charges, your documents will be returned by regular mail without further notice to you.*

**Courier Service:** Unless it is prepaid from a corporate account, we will not return your documents using ANY courier services (Fedex, UPS, DHL).

**The Consulate is not responsible for any lost or damaged documents/passports. Make copies of your entire application packet before you mail it in. Do not travel while application is being processed.**