
IMMIGRATION Canada

Temporary Resident Visa

Singapore visa office instructions



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**Document checklist – Temporary resident
visa**

This application is made available free by
Citizenship and Immigration Canada and is
not to be sold to applicants.

**Cette trousse est également disponible en
français**

Application for a temporary resident visa – Checklist

Complete and place this checklist on top of your application.

Any document not in English or French must be accompanied by a certified translation.

Failure to submit all required documentation may result in the refusal of your application or processing delays.

Note: the submission of an application with the documents listed below does not guarantee the issuance of a visa. The visa officer may also request additional documents before a decision is taken.

You must submit the following items:	
Copy of birth certificate or baptismal certificate. Copy of marriage certificate where applicable.	<input type="checkbox"/>
<p>Original valid passport or travel document Your passport or travel document must:</p> <ul style="list-style-type: none"> • be valid for the duration of your stay as a visa cannot be issued beyond the validity of your passport • have a minimum of two completely blank pages (excluding observation page) • be valid for at least six months <p>Include all cancelled or expired passports, if applicable</p>	<input type="checkbox"/>
<p>Proof of immigration status in the country in which you are currently residing If you do not reside in your country of citizenship, please provide a copy of your permanent or temporary stay permit, work permit or study permit (include the issue and expiry date)</p>	<input type="checkbox"/>
<p>Details of your itinerary in Canada: provisional travel arrangements (airline and hotel booking)</p>	<input type="checkbox"/>
<p>Proof of sufficient funds to cover expenses for the duration of your visit:</p> <ul style="list-style-type: none"> • Bank documents (for example: fixed deposits, bank statements showing financial history and the account balance over the last six months) • Evidence of assets in country residence (for example: property ownership, proof of pension, investments, etc.) • If you are not paying for your own trip, indicate how your trip will be funded and submit supporting documentation (for example: parents' bank documents, letter from employer covering costs, etc.) 	<input type="checkbox"/>

Residents of Bangladesh: Family Information Form (IMM 5645) fully completed, dated and signed.	<input type="checkbox"/>
If applicable, you must also submit:	
<p>If you are visiting a friend or family:</p> <ul style="list-style-type: none"> • A letter of invitation and supporting documents from the inviter in Canada stating the purpose and duration of visit • Proof of relation to your inviter in Canada (birth certificate, marriage certificate, proof of correspondence etc) • Copy of inviter’s citizenship or immigration status document (for example: Permanent Resident Card – please photocopy both sides, Study Permit, Work Permit, etc.) 	<input type="checkbox"/>
<p>If you are applying for a Parent or Grandparent Super Visa, you need to provide:</p> <ul style="list-style-type: none"> • A letter of invitation from your child or grandchild residing in Canada indicating the number of people included in his family (spouse and children). The letter must be accompanied by a proof of citizenship or a proof of permanent resident status. • Proof of parental relationship to your child or grandchild (copy of birth certificate, baptismal certificate or other official document naming you as parent). • One of the following document to prove that your child or grandchild meets the Low Income Cut-Off (LICO) minimum: <ul style="list-style-type: none"> ○ Most recent copy of Notice of Assessment. If your child or grandchild does not have a paper copy of the Notice of Assessment on file, he or she can view (and print) tax returns as well as other personal tax information using the Canada Revenue Agency’s My Account online service. To register or login, visit My Account. ○ Most recent copy of T4 or T1 ○ Original letter from employer stating title, job description, hiring date and salary • Proof that you have private medical insurance valid for a minimum of one year from a Canadian insurance company and that: <ul style="list-style-type: none"> ○ Covers health care, hospitalization and repatriation; ○ Provides a minimum coverage of \$100,000; and ○ is valid for each entry to Canada and available for review by a port of entry officer <p>*Some inviters may prefer not to provide their personal information directly to the applicant for submission to the Visa Office. In this case, the inviter may send their information directly to this office via fax (+65 6854 5874) or email Singapore-im-enquiry@international.gc.ca providing your name and date of birth as they appear in your passport.</p>	<input type="checkbox"/>
<p>If you are employed, a signed original letter on company letterhead from the employer granting leave of absence and including:</p> <ul style="list-style-type: none"> • the applicant’s name, position, current salary and date of hire 	<input type="checkbox"/>

<ul style="list-style-type: none"> the employer’s name and address as well as the telephone and fax number <p>If you are self-employed, evidence of your business (business registration indicating your shares in the business, business license and financial documents, for example: profit and loss statement, balance sheet, etc.)</p>	
<p>If you are a student, an original letter from your school confirming that the school has approved your absence and indicating when you are required to return.</p>	<input type="checkbox"/>
<p>If you are a domestic helper or worker travelling with your employer, please provide:</p> <ul style="list-style-type: none"> copy of your work permit copy of employer’s identity card or passport proof of employer’s employment or business letter from your employer specifying that s/he will be responsible for all expenses related to the trip and will ensure your return to your place of employment letter from your employer providing an explanation for your visit (for example: ages of employer’s children, elderly or disabled care, etc; attach medical letter as applicable) Details of your itinerary showing your name and the name of your employer and their family members travelling together 	<input type="checkbox"/>
<p>If you are travelling on business, you must provide two letters:</p> <ul style="list-style-type: none"> a signed original letter on company letterhead from the employer indicating that the proposed travel to Canada has been approved. This letter must include: <ul style="list-style-type: none"> the purpose of travel; applicant’s name, position, salary and date of hire; and a statement specifying who will be responsible for all expenses related to the trip a letter of invitation from the party in Canada. The invitation letter must come from the party with whom the applicant will conduct direct business. This excludes third parties who are only arranging or facilitating the business meetings. 	<input type="checkbox"/>
<p>If you are attending a conference, you must provide two letters:</p> <ul style="list-style-type: none"> a signed original letter on company letterhead from the employer indicating that the proposed travel to Canada has been approved. This letter must include: <ul style="list-style-type: none"> the purpose of travel; applicant’s name, position, salary and date of hire; and a statement specifying who will be responsible for all expenses related to the trip a letter of invitation from the party in Canada. The invitation letter must come from the party inviting the applicant to the conference. 	<input type="checkbox"/>

<p>Returning student with valid study permit:</p> <ul style="list-style-type: none"> • a copy of the transcript of record for the program in which you are enrolled • Copy of valid Canadian Study Permit • A letter from the current school in Canada confirming your future enrolment 	<input type="checkbox"/>
<p>Short term, one term and summer school student:</p> <ul style="list-style-type: none"> • Letter of Acceptance from the Admissions or Registrar’s Office of a Canadian school showing the exact amount of tuition fees the applicant is required to pay, the anticipated start and end dates, and the latest date by which the applicant may register 	<input type="checkbox"/>
<p>Returning worker holding a valid work permit:</p> <ul style="list-style-type: none"> • Signed letter from your employer in Canada confirming ongoing employment. This letter must include the employer’s name and address as well as telephone and email address. Your position, salary and date of hire must also be noted. • Copy of valid Canadian Work Permit • Notice of Assessment from the Canada Revenue Agency, Statement of Remuneration Paid, and pay slips for most recent year of employment in Canada 	<input type="checkbox"/>
<p>If you are applying for a transit visa:</p> <ul style="list-style-type: none"> • Copy of your air ticket and travel itinerary. Indicate the number of times you will be entering Canada and the dates and times for each entry and exit. • A valid visa for country of final destination • A letter of invitation from the inviter in the country of destination or a letter of intent stating the purpose of your trip 	<input type="checkbox"/>
<p>Diplomatic and official passport holders:</p>	
<p>Note verbale from your Federal or State office stating the purpose of your travel to Canada, an invitation from your host in Canada, and your original passport.</p>	<input type="checkbox"/>
<p>Note on medical examinations: You may be required to undergo an immigration medical examination in order to come to Canada. Instructions on completing the examination will be provided to you by the visa office. You are not required to complete the examination before you submit your application forms.</p>	<input type="checkbox"/>