

# Temporary Resident Visa (TRV)

Temporary Resident Visa (TRV), is also known as a visitor visa. It is an official document in your passport, issued by a Canadian visa office to show that you have met the requirements for admission to Canada as a temporary resident. If you're from a visa-required country, you will need a Temporary Resident Visa (TRV) to enter Canada

If your Temporary Resident Visa (TRV) has expired and you have received your new/extended study permit from IRCC, you are eligible to apply for a new TRV inside Canada.

Find out if you need a visa or Electronic Travel Authorization eTA to travel to Canada  
<http://www.cic.gc.ca/english/visit/visas.asp>

## BIOMETRICS

In most cases, you now need to give your fingerprints and photo (biometrics) after you apply. Find out [where biometrics fits in the application process](#).

## Note:

If you are traveling outside Canada, you need to have a valid TRV to enter Canada.

## EXCEPTION:

If you are traveling only to the United State, you can travel without valid TRV. You need to have a valid study permit and hold a valid status in Canada to return from United State.

## HOW DO I APPLY TO EXTEND TEMPORARY RESIDENT VISA

<b>WHEN TO APPLY:</b>	Apply after you receive your study permit extension from IRCC
<b>COST:</b>	\$100
<b>PROCESSING TIME:</b>	<a href="http://www.cic.gc.ca/english/information/times/temp.asp">http://www.cic.gc.ca/english/information/times/temp.asp</a> (Updated weekly)
<b>IRCC GUIDE:</b>	<a href="https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5256-applying-visitor-visa-temporary-resident-visa.html">https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5256-applying-visitor-visa-temporary-resident-visa.html</a>

## GENERAL SUPPORTING DOCUMENTS FOR ONLINE APPLICATION:

REQUIREMENTS VARY; ADDITIONAL DOCUMENTS MAY BE REQUIRED

- ✓ **Confirmation of Enrolment from Royal Roads**  
(<https://www.royalroads.ca/current-students/registration-records-services/confirmation-enrolment-letters>)
- ✓ **Recent Education Transcript from Royal Roads**  
(<https://myadmin.royalroads.ca/>)
- ✓ **Copy of your passport** (including the bio-data page, plus any pages with stamps, visas or markings)
- ✓ **Passport-style digital photo** (if applying online)
- ✓ **Proof of Financial Support**  
(<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/prepare/get-documents.html#doc3>)
- ✓ **Canadian Study Permit**

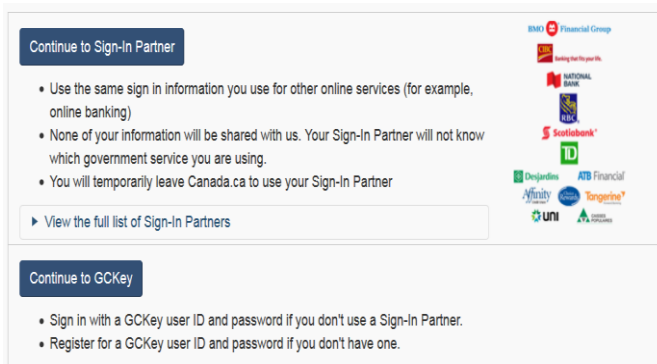
## Optional Documents (if applicable)

- ✓ **Proof of Medical Exam**
- ✓ **SCHEDULE 1 - APPLICATION FOR A TEMPORARY RESIDENT VISA MADE OUTSIDE CANADA (IMM 5257) (OPTIONAL)**
- ✓ **CLIENT INFORMATION (OPTIONAL)**

## APPLYING FOR A TEMPORARY RESIDENT VISA ONLINE (IN CANADA)

### STEP 1: CREATE/LOG IN TO YOUR ACCOUNT:

<http://www.cic.gc.ca/english/e-services/account.asp>



**Continue to Sign-In Partner**

- Use the same sign in information you use for other online services (for example, online banking)
- None of your information will be shared with us. Your Sign-In Partner will not know which government service you are using.
- You will temporarily leave Canada.ca to use your Sign-In Partner

View the full list of Sign-In Partners

**Continue to GCKey**

- Sign in with a GCKey user ID and password if you don't use a Sign-In Partner.
- Register for a GCKey user ID and password if you don't have one.

You can create and sign in to an account using:

- your online banking login (Sign-In Partner)
- a Government of Canada login (GCKey)

What's the difference?

- Sign-in Partner (SecureKey Concierge) uses your online banking information
- GCKey is the Government of Canada Credential

### STEP 2: START AN APPLICATION

Click on 'Apply to come to Canada'

#### Start an application

##### Apply to come to Canada

Includes applications for visitor visas, work and study permits, Express Entry and International Experience Canada. You will need your personal reference code if you have one.

##### Refugees: Apply for temporary health care benefits

Use this application if you are a protected person or refugee claimant who wants to apply for the Interim Federal Health Program.

##### Students: Transfer schools

For approved study permit holders only. Tell us if you are changing designated learning institutions. You will need your application number.

### STEP 3: PERSONAL CHECKLIST

#### Personal checklist

##### Personal Reference Code

If you have already completed the Come to Canada or the Express Entry wizard, you would have received a document checklist and/or a personal reference code, based on the answers you provided.

\*Please enter your personal reference code to begin your application. (required)

Continue Cancel

##### 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 to apply for a visa and/or permit, apply for Express Entry, and begin an online application.

If you begin your application after you have logged into your account, you will not receive a personal reference code, as the system will save your document checklist right into your account.

Determine your eligibility and apply online:

Visitor visa, study and/or work permit

Express Entry (EE)

International Experience Canada (IEC)

If you have already completed the Come to Canada or the Express Entry wizard, you would have received a document checklist and/or a **personal reference code**, based on the answers you provided. Move to **STEP 5**

If you don't have a personal reference code, please click on **VISITOR VISA, STUDY and/or WORK PERMIT**

# Temporary Resident Visa (TRV)

## STEP 4: FIND OUT IF YOU'RE ELIGIBLE TO APPLY

### Find out if you're eligible to apply

What would you like to do in Canada? *(required)* 

Please make a selection

How long are you planning to stay in Canada? *(required)*

Please make a selection

Select the code that matches the one on your passport. *(required)* 

Please make a selection

What is your current country/territory of residence? If you are presently in Canada, you should select Canada. *(required)* 

Please make a selection

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older? *(required)*

Please make a selection

What is your date of birth? *(required)* 

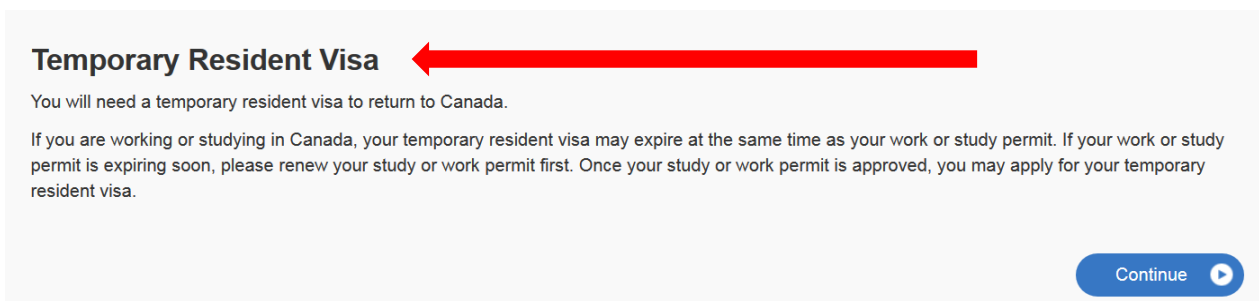
Select year  Select month  Select day

### TIPS TO COMPLETE THE ELIGIBILITY QUESTIONNAIRE:

The following table provides guidance on the IRCC Eligibility Questionnaire when applying for your Temporary Resident Visa extension. The questionnaire will generate your document checklist and personal reference code. Note: This guide does not include all the eligibility questionnaire questions. Please use your own discretion in answering any questions not included in this guide.

### Some points to consider when completing your application online:

- ✓ You cannot skip questions or sections.
- ✓ Use the “Modify my Answers” link to change your answers, if necessary.
- ✓ If you don’t understand a question, **click the question mark** for more information
- ✓ Check the **Glossary**. Clicking on the blue, underlined words will give you the definition.
- ✓ You can log out at any point by clicking on “Exit” and return to complete your application. **You have 60 days to complete it.** Your unsubmitted application will expire after 60 days and you will need to begin a new application.

Questions	Answers
What would you like to do in Canada?	Study
How long are you planning to stay in Canada?	Temporarily – more than 6 months
What is your current country of residence?	Canada
What is your current immigration status in Canada?	Student
*IN THE TEMPORARY RESIDENT VISA section click <u>CONTINUE</u> *	
 <p><b>Temporary Resident Visa</b></p> <p>You will need a temporary resident visa to return to Canada.</p> <p>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.</p> <p><input type="button" value="Continue"/></p>	
Which of the following best describes your situation? <i>(required)</i>	I have a study permit

## STEP 5: GATHER ALL YOUR SUPPORTING DOCUMENTS IN ELECTRONIC FORMAT (A PDF, TIFF, JPG OR DOC FILE). THE MAXIMUM SIZE OF EACH FILE IS 4 MB.

Application Form(s)			
Application Form(s)			
Details	Document Name	Instructions	Options
Not Provided	Application for Visitor Visa (Temporary Resident Visa) Made Outside of Canada (MM5257) (required)	?	Upload File

Supporting Documents			
Supporting Documents			
Details	Document Name	Instructions	Options
Not Provided	Passport (required)	?	Upload File
Not Provided	Digital photo (required)	?	Upload File
Not Provided	Proof of upfront medical exam (required)	?	Upload File
Not Provided	Recent Education Transcript (required)	?	Upload File
Not Provided	Canadian Work or Study Permit (required)	?	Upload File
Not Provided	Proof of Next Terms Enrolment (required)	?	Upload File
Not Provided	Proof of Means of Financial Support (required)	?	Upload File

Click here to download the application form. Please make sure you fill the application form and upload the file.

**Note:** If you see a "Please wait..." message

- Download an IRCC form
- Click on the **download arrow** at the top right to save the file onto your computer.
- Open the form with Adobe Reader. If you don't see the download arrow/option, move your cursor to the top part of the screen and it will appear.
- You must upload every requested form and document. You will not be able to proceed to the next steps until you upload every form and document requested.

## APPLICATION FORM FAQ

The information in the form fields below is for example purposes only. Ensure you enter your personal information on your application

### What is a UCI?

- UCI stands for "unique client identifier", and is also known as "Client ID."
- It is the **8 or 10 digit** number that is found **on your study permit** in the following format: xx-xxxx-xxxx

### For the visa requested section?

- Choose 'Visitor Visa'

### How do I fill current country or territory of residence?

- Country or Territory should be CANADA  
*(if you are outside Canada please mention the country you are currently applying from)*
- Your status should be **STUDENT** (if you have a valid Study Permit)
- The **"from"** date should be the date your original study permit was issued.
- The **"to"** date should be the expiry date of your current study permit.

**Note:** If you have received the Post-Graduation Work Permit, your status will be 'WORKER'

### Do you have a National Identity Document?

- If you have National Identify Document say YES and provide more information
- If you don't, say NO

### How do I fill out my mailing address?

- A “street no.” is the location of a building on a street. Some “street names” may also contain numbers.

### How should I complete the details of visit to Canada section?

- **For purpose of my visit:** Choose Returning Student
- **Indicate how long you plan to stay:** Study Permit start and end date

### How to answer name address and relations of any person(s) or institution I will visit:

- **Name:** Royal Roads University
- **Relationship to me:** Student
- **Address in Canada:** 2005 Sooke Road, Victoria, BC V9B 5Y2

**Note: If you have received a Post-Graduation Work Permit, your purpose of visit will be RETURNING WORKER and the length of stay will be the PGWP start and end date.**

### How do I complete the education section?

- Your “Education” should only detail any postsecondary education that you have COMPLETED (i.e. you have finished and graduated from the program).
- If your current Royal Roads University studies are your only postsecondary studies since completion of high school, leave the section blank.

### How do I complete the employment section?

- Your “Current Activity/Occupation” should be as follows:
  - ✓ The dates of your Current Activity/Occupation should be a student “from” the beginning of your studies at Royal Roads University, “to” the current date.
  - ✓ Don’t forget to include any activity or occupations in the last 10 years under “Previous Activity/Occupation” – start by listing the most recent activity or occupation first. Activity/Occupation includes both work and schooling.

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)				
1	From	* Current Activity/Occupation	* Company/Employer/Facility name	
	*YYYY *MM	Student	Royal Roads University	
	To	* City/Town	Country or Territory	*Province/State
	YYYY MM	Victoria	Canada	BC

### How do I sign the form if applying online?

If you’re applying online; you should upload the form without signing it. After uploading all your documents, you will later be asked to sign your application by typing your name.

### TO COMPLETE YOUR FORM

- After you finish your application, click on the “**Validate**” button located at the top or bottom of the form. This will generate a barcode page at the end of the application.



## STEP 6: UPLOADING DOCUMENTS

- Upload the application form and all the supporting documents.
- If necessary, merge multiple supporting documents into one file and upload the file.
- After you upload all the documents, click on submit/continue button.
- Pay the application fee.

## STEP 7: RECEIVED THE CONFIRMATION ON TRV

- Please do not send your passport or documents before you receive an email confirmation/message from IRCC
- First, IRCC will send you a confirmation email/message on your online application
- IRCC requests you to **mail your passport, confirmation letter from IRCC and two Xpress post**. Check your IRCC [account](#).
- If you have any question, please book an appointment with the immigration advisor on campus for further help.

## IRCC EMAIL:

- Please ensure your email address is checked regularly. Any emails sent to you by CIC will end in “@cic.gc.ca”, or “@canada.ca”, or “@international.gc.ca”.
- Please add these to your “safe senders” list in your email program and check the junk mail folder in case important emails get filtered.
- If IRCC is advised that the email address you provided is not functional or no longer exists, IRCC will communicate with you by mail.
- If you include an email address in your application, check it regularly for messages about your case. Some spam filters block these emails. If you aren’t sure you’re getting IRCC emails, check [your account](#) on a regular basis.

### CONTACT A ROYAL ROADS IMMIGRATION ADVISOR

Do you have a question?

- Please email Student Engagement: [international.support@royalroads.ca](mailto:international.support@royalroads.ca)
- To book an Immigration Advising appointment, use our online booking system: <http://libcal.royalroads.ca/appointments/>

### CONTACT [IRCC](#)

- By phone: Call the IRCC Call Centre (1-888-242-2100), from within Canada only
- Web Form: <http://www.cic.gc.ca/english/contacts/web-form.asp>
- TTY: 1-888-576-8502 (8 am to 4 pm your local time)  
Call the TTY service if you: are deaf, hard of hearing or have speech impairment or use a text telephone