

Applying for a Canadian Visa

- ➔ Plan ahead for processing time. Processing time usually is usually about one month but it can take up to **3 months**.
You cannot get a Canadian visa in person while in the US. You must submit an application either online or by mail only.
- ➔ The fee for a visa application is \$100. Each application will be considered for both a single and a multiple entry visa. (as of 2/2014)
- ➔ Go to the Government of Canada website – Apply-Visit Canada as a Tourist (<http://www.cic.gc.ca/english/visit/apply-how.asp>)
 - ✓ Check that visitors to Canada from your country need a Temporary Resident Visa
 - ✓ Check to see if visitors to Canada from your country need to provide biometrics to obtain a visa.
 - ✓ Begin your application. You need to choose to apply **on paper** or **online**. Most students choose to submit an online application. To apply online, you will need a credit card and the ability to create electronic copies of your supporting documents, using a scanner or camera.
 - Click APPLY ONLINE at the bottom of the page.
 - Click Determine your eligibility and apply online.

Follow the steps below to begin your application:

Step 1: Find out if you are eligible to apply

You will need about 10-15 minutes to answer questions about your eligibility for a visa.

Step 2: Begin your application and gather your supporting documents

If you are eligible to apply for temporary residence in Canada (visitor visa) you will receive a list of documents you will need to submit with your application. This is your **personal document checklist**.

- ➔ Print your document checklist for your reference.
- ➔ Prepare the necessary documents
 - Download the forms required in your personal checklist
 - Complete the forms
 - Scan the completed forms
 - Have them ready to upload to your application.

Step 3: Submit your application

You will receive a **personal checklist code**, shown on your document checklist. **Your personal checklist code will be valid for 60 days. Do not lose this number.** You will need it to submit your application online.

- ➔ Create a MyCIC account using your personal checklist code.
- ➔ Follow the steps on your personal document checklist to submit your online application. Be sure to follow the instructions on what size of document you can upload. You may need to save your document with a lower resolution.
- ➔ You will receive a confirmation by email that the Canadian Citizenship and Immigration Office has received your application.

Step 4: Wait for instructions to mail in your passport

Processing time varies, but you will receive an email from the Canadian Citizenship and Immigration Office to instruct you to send your passport by mail to the Canadian Consulate. Currently, passports should be sent to:

Immigration Section
Consulate General of Canada in Los Angeles
550 South Hope Street, 9th Floor
Los Angeles, CA 90071

- Include a self-addressed United States Postal Service/USPS Express Mail flat rate envelope with the correct postage stamp affixed. Keep a record of the tracking number on the USPS Express Mail label so that you can track delivery of the envelope at www.USPS.com.

- If you do not provide an acceptable return envelope, the visa office will mail your passports and original documents via regular mail with no tracking number

VACs: The Canadian government offers a fee-based service to help with the visa application process. A Visa Application Centre (VAC) can answer questions and make sure that applications are complete. The service costs approximately \$35 and is optional.

Students from countries that are required to provide biometrics must apply for their visitor visa through a VAC. For more information go to:
<http://www.cic.gc.ca/english/information/offices/vac.asp>