

Islamabad Visa Office

Additional Document Checklist Temporary Resident Visa



Complete and place this checklist on top of your application.

This additional document checklist is one of the forms that you need to submit with your application; You must also consult the Document Checklist for a Temporary Resident Visa ([IMM 5484](#)) for documentary requirements common to all applications.

If your documents are in a language other than English or French, you must include a certified translation.

If any of the required documents listed below are missing, the processing of your application could be delayed.

False statements or submission of fraudulent documents will result in immediate refusal and possible ban from Canada for 5 years.

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 or information before making a decision.

Gather your documents in order of the checklist and check each item.

Ce document est également disponible en français.



You must submit the following items:

☐ **Family Information Form:**

- You must provide a fully completed, dated and signed **Family information** ([IMM 5645](#)) form.

☐ **Schedule 1:**

- If you have answered “yes” to any of the background information questions on the form application for a Work Permit Made Outside Canada ([IMM 1295](#)), you must provide a completed and signed **Schedule 1: Application for Temporary Residence** ([IMM 5257 SCH1](#)) and include it with your application.

☐ **National Identity Card:**

- You must provide a copy of applicant’s National Identity Card (for Afghan nationals, a copy of the *Tazkira*).

☐ **Valid passport:**

- You must provide a passport valid for at least six (6) months from the date of travel to Canada.
- You must include **all cancelled or expired passports**.

☐ **Proof of funds:**

- You must provide proof of sufficient funds to cover expenses for the duration of your visit:
 - Bank statements covering the 12 months prior to your application which show the balance of the account;
 - Any additional relevant documentation (recent pay slips, property titles, proof of pension, investments, etc.);
 - If you are not paying for your own trip, indicate how your trip will be funded. Submit supporting documentation, for example: parents’ bank statements; letter from employer covering costs; spouse’s employment, proof of employment and financial documents for host in Canada (employment letter, pay slips, T4 or Notice of Assessment, bank statements), etc.

Note: Some inviters or hosts may prefer not to provide their personal information directly to the applicant for submission to the Visa Office. In this case, please enclose a note to this effect. Please be advised that this may lead to slower processing in some cases. If you do not reside in your country of citizenship, you must provide proof of your present immigration status.



☐ **Immigration Status:**

- If you do not reside in your country of citizenship, you must provide proof of your present immigration status.

☐ **Purpose of your Trip:**

- You must clearly explain the purpose of your trip:
 - details of your itinerary in Canada;
 - provisional travel arrangements (airline or hotel booking);
 - letter of invitation from the person or business you will visit;
 - registration at a conference,
 - letter from your employer (as applicable), etc.

If applicable, you must also submit:

☐ **Employment:**

- You must provide a **letter from your employer** granting leave of absence and including:
 - your name, position and current salary;
 - your employer's name, address, telephone and fax number.
- If you are **travelling on business**, the letter should also outline:
 - the purpose of your trip;
 - include the names and addresses of the companies you will visit.
- **If you are self-employed**, you must provide evidence of your business (business registration, license and financial documents, etc.).

☐ **Company or Business Owner:**

- If you own a **company or business**, you must provide the following documents (originals):
 - Commercial registration;
 - Tax certificate;
 - Corporate bank statement for at least the last six (6) months; and
 - As much evidence as possible of on-going business and volume of activity. For example, if you own an export/import company, you must provide your license to import or export, shipment invoices or customs clearance documents.



☐ **Studies:**

- You must provide an official document confirming your registration as a student at an academic institution, as proof of studies.

☐ **Letter of invitation:**

- If you are planning to visit a friend or relative, you must provide a **letter of invitation**.