



DOCUMENT CHECKLIST FOR A TEMPORARY RESIDENT VISA - IN CANADA APPLICANT

This document checklist is one of the forms that you must submit with your application. If any of the required documents listed below are missing, your application may be returned.

Put an "X" in the box when you have enclosed the item

I have enclosed the following items:

- Completed *Application for Temporary Resident Visa* (IMM 5257) _____
Note: If this application form is completed electronically, place the barcode page (page 5 of 5) on the top of each individual application package.
- Completed *Family Information* (IMM 5645) _____
- Completed *Schedule 1 – Application for Temporary Resident Visa* (IMM 5257 - Schedule 1), if applicable _____
- *Statutory Declaration of Common-law Union* (IMM 5409), if applicable _____
- *Use of a Representative* (IMM 5476), if applicable _____
- Fee payment receipt in an acceptable format:
 - internet (print your receipt) **or** _____
 - at a financial institution in Canada (stamped receipt - IMM 5401) _____
- Valid passport (there must be one blank page other than the last page available in each passport) _____
- **Two photos** meeting the requirements of *Appendix A - Photo Specifications*. On the back of the photos, write your name and date of birth _____
- Photocopy of your current immigration document demonstrating your legal status in Canada (e.g. study or work permit) _____
- If you are currently studying in Canada, proof of your current studies - a current letter and original transcript from the educational institution you are attending, attesting to your attendance _____
- If you are currently working in Canada, proof of your current employment - a letter from your employer _____

Note: This list is non-exhaustive. You may be required to provide additional documents at a later date.

Mail the application:

<p>Regular mail:</p> <p>CPP - Ottawa P.O. Box 9640 Ottawa ON K1G 6T2</p>	<p>Courier:</p> <p>CPP - Ottawa Temporary Resident Visa Section 365 Laurier Avenue West Ottawa ON K1A 1L1</p>
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