

STEP-BY-STEP GUIDE: HOW TO APPLY FOR A TEMPORARY RESIDENT VISA (TRV)¹ FROM WITHIN CANADA²

How to apply	Sign in to your IRCC secure account
When to apply	Apply immediately after you have extended your study or work permits or at least three months before your planned travels
Cost	\$100 CAD
Processing time	Check the IRCC Processing time website
Application form	IMM5257(Temporary Resident Visa Made Outside of Canada form)

Please remember that this Information may change, and this guide is not a legal document. It is reviewed and updated by MacEwan International's Regulated Canadian Immigration Consultants (RCICs) and Regulated International Student Immigration Advisors (RISIAs) in compliance with the *Immigration and Refugee Protection Act* and the *Regulations* (IRPA & IRPR). Always refer to [Immigration, Refugees and Citizenship Canada](#) (IRCC) for the most up-to-date information.

Gather your required documents:

Please note:

- documents should be issued within 30 days of submitting your application
- if you are required to provide several documents in one section, you must scan all of them as one PDF document (the size limit is 4 MB)
- your documents must be in English or French, if not, provide the English or French translation with an affidavit from the translator certifying the document

Documents which are required for all students:

- Recent education transcript
 - If you are a current student requesting a credit transcript:
 - Log in to myPortal.MacEwan.ca.
 - Launch myStudentSystem.
 - Go to the Academic Records tile.
 - Click "Request Official Transcript".
 - Select: Immediate Processing, Degree Confer Date or Grade Posting.
 - Select "Send Electronically to MyCreds"
 - Click Submit
 - You will receive notification to your MacEwan Mailbox once your document is available in MyCreds. This may take up to 2 business days.
 - a. In your MyCreds account, click on "Documents" to see your transcript.
 - b. Click on "Download PDF" to download your transcript for your application.

¹ <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/visitors/what-visa.html>

² <https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/apply-new-temporary-resident-visa-within-canada.html>

- If you are a current student requesting a non-credit transcript, please contact SCE International Professional Development Programs.
- Canadian study permit or work permit
- Verification of enrollment
 - **Print or download verification of enrolment**
 - Log in to myPortal.MacEwan.ca.
 - Launch myStudentSystem.
 - In the Academic Records tile, click **Enrolment Verification**.
 - Click Term **Enrolment** Status.
 - Click on the magnifying glass icon to select term or range of terms you would like to **verify**.
 - Click Submit.
- Proof of means of financial support (an official bank statement, a letter from your parents stating that they will financially support you, etc.)
- Passport (a copy of the page with your name, date of birth, passport number, expiry date and a copy of every page that has stamps, visas, markings or signatures from Canada or other countries)
 - Your TRV will not be issued past your study permit (or work permit) expiry date. Extend your passport if it expires soon
- Digital [passport-sized photo](#)

Additional documents you might need:

- Medical Exam
- Family Information Form (IMM5707)
- Biometrics
- Client Information Letter (letter of explanation where you list all additional information you need an immigration officer to know about you)

STEP 1

Create or sign in with your GCKey or Sign-in Partner account on the [IRCC website](#).

STEP 2

Click on “Apply to come to Canada” and on “Visitor visa, study and/or work permit. Then answer the questions to generate a checklist of required application forms and documents.

View the applications you submitted
Review, check the status or read messages about your submitted application.

Search: Showing 0 to 0 of 0 entries | Show entries

Application type	Application number	Applicant name	Date submitted	Current status	Messages	Action
No data available in table						

Did you apply on paper or don't see your online application in your account? [Add \(link\) your application to your account](#) to access it and check your status online.

Continue an application you haven't submitted
Continue working on an application or profile you haven't submitted or delete it from your account.

Search: Showing 0 to 0 of 0 entries | Show entries

Application type	Date Created	Days left to submit	Date last saved	Action
No data available in table				

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

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

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.

Citizenship: Apply for a search or proof of citizenship
Use this application to apply for proof of citizenship (citizenship certificate) or to search citizenship records

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)*

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:

STEP 3 Answer the questions.

Find out if you're eligible to apply

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

Study

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

Temporarily - more than 6 months

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)* ?

Canada

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

Save and Exit Questionnaire

Next

Important: This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an immigration officer in accordance with the Immigration and Refugee Protection Act, without regard to any outcome you attain through this questionnaire. [Read the full notice](#)

Find out if you're eligible to apply

Do you have a provincial attestation letter? *(required)* ?

No

Cancel

Update information

Find out if you're eligible to apply

Do you qualify for an exception? *(required)* ?

Yes

Cancel

Update information

Find out if you're eligible to apply

Which exception do you qualify for? *(required)* ?

I am an applicant applying within Canada as described under section 215(1) of the Immigration and Refugee f

Cancel

Update information

Find out if you're eligible to apply

Are you a lawful permanent resident of the United States with a valid U.S. Citizenship and Immigration Services (USCIS) number? *(required)* ?

Please make a selection

Save and Exit Questionnaire

Next

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Find out if you're eligible to apply

What is your current immigration status in Canada? *(required)* ?

Please make a selection

Cancel

Update Information

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Find out if you're eligible to apply

What is your marital status? *(required)* ?

Please make a selection

What is your province of destination? If visiting multiple provinces, select the one in which you will be spending most of your time. *(required)* ?

Alberta

Save and Exit Questionnaire

Next

Choose Temporary Resident Visa.

Your results

Based on the information you provided, the result(s) below indicate(s) whether you may be eligible to come to Canada.

Study Permit (in Canada)

You may be eligible to extend your stay in Canada as a student

Continue 

Temporary Resident Visa

You will need a temporary resident visa to return to Canada.

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.

Continue 

 Exit Questionnaire


Create your personal checklist


Temporary Resident Visa

You are almost there...

We are going to ask you a few more questions. Based on your answers, we will provide you with a personal checklist of all the documents you need to submit with your application.

Do not submit multiple applications for the same service in an effort to speed up your application. Doing this may result in both applications being processed and delay the finalization of your application. We do not refund processed applications.


 Exit Questionnaire


Continue 

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Find out if you're eligible to apply

Which of the following best describes your situation? *(required)*

Please make a selection 

 Save and Exit Questionnaire

Next 

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If you never had a medical exam or it has already expired (12 months), you may be required to have a medical exam performed.

Find out if you're eligible to apply

Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months? *(required)* ?

Please make a selection

Save and Exit Questionnaire Next

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If you have lived in one or more designated countries or territories for more than six months in the past year and/or if you work or are planning to work in one of the below occupations, please reply “YES.” You will need to have a medical exam performed by an IRCC authorized panel physician (doctor).

Find out if you're eligible to apply

A medical exam is needed before you submit your application for foreign nationals who:

- want to stay in Canada for more than 6 months and have lived in one or more designated countries or territories for more than six months in the past year or;
- intend to work in one of the following jobs:
 - health sciences worker
 - clinical laboratory worker
 - patient attendant in nursing or geriatric homes
 - medical student admitted to Canada to attend university
 - medical elective and physician on short term assignment
 - teacher of primary or secondary schools or other teachers of small children
 - domestics worker, someone who gives in-home care to children, the elderly and the disabled
 - day nursery worker

Do you fit into one of these categories? *(required)* ?

Please make a selection

Save and Exit Questionnaire Next

“An applicant’s closest relatives, in the context of an application to IRCC. It is defined as a spouse or common-law partner, dependent children, and their dependent children.”

Find out if you're eligible to apply

Do you want to submit an application for a family member? *(required)* ?

Please make a selection

Save and Exit Questionnaire Next

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Find out if you're eligible to apply

Are you giving someone access to your application? *(required)* ?

- Yes, I will be appointing a representative to apply on my behalf
- Yes, grant authorization for IRCC to release your application information to another person.
- Yes, both appoint a representative and grant authorization to IRCC to release information to another person.
- No

Save and Exit Questionnaire

Next

Please check this link to find out [if you need to give biometrics](#).

Find out if you're eligible to apply

In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada? *(required)*

Please make a selection

Save and Exit Questionnaire

Next

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Find out if you're eligible to apply

There are fees associated with this application. Will you be paying your fees or are you fee exempt? *(required)* ?

Yes, I will be paying my application fees.

Save and Exit Questionnaire

Next

Find out if you're eligible to apply

Are you able to make a digital copy of your documents with a scanner or camera? *(required)* ?

Yes.

Save and Exit Questionnaire

Next

Find out if you're eligible to apply

Will you be paying your application fees online? To pay online, you can use a credit card (Visa, MasterCard, American Express, JCB, China Union Pay) or a debit card (Visa Debit, Debit MasterCard or Interac). *(required)* ?

Yes

Save and Exit Questionnaire

Next

Review your answers. If you have questions, book an appointment with an International Student Specialist at MacEwan International - international@macewan.ca.

STEP 4 Review your document checklist.

Application Form(s)			
Application Form(s)			
Details	Document Name	Instructions	Options
Not Provided	Application for Visitor Visa (Temporary Resident Visa) Made Outside of Canada (IMM5257) (required)	?	Upload File

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

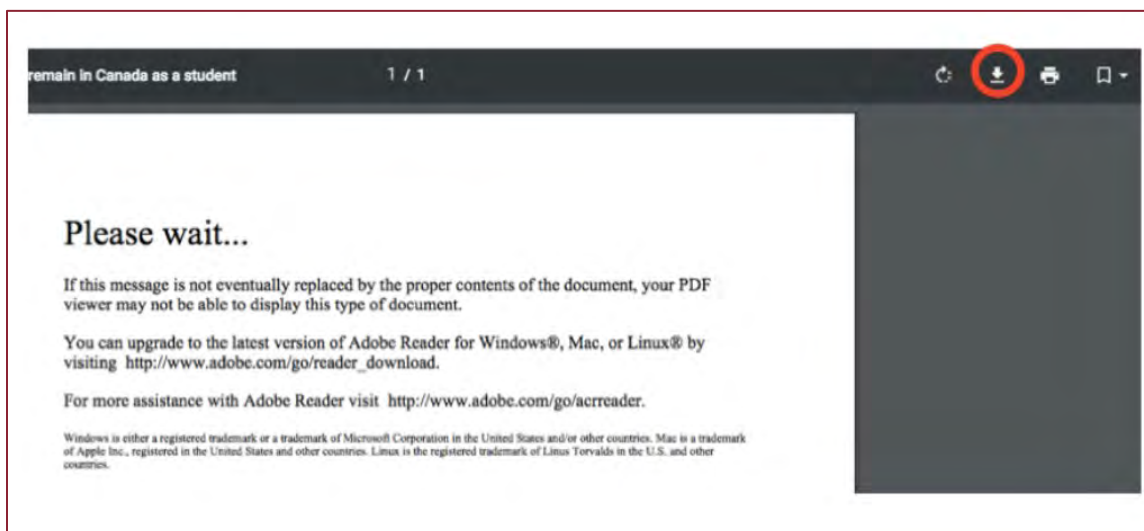
Optional Documents			
Optional Documents			
Details	Document Name	Instructions	Options
Not Provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	Upload File
Not Provided	Client Information	?	Upload File

Fees			
Fees			
Application	Quantity	Price (CAD) per unit	Total (CAD)
Visitor (includes SE, ME and EXT)	1	\$100	\$100
Biometrics Fee	1	\$85	\$85

STEP 5 Download an application form and save it as a PDF file in the folder on your computer.

Make sure you have AdobeReader (<https://get.adobe.com/reader/>) installed on your computer. Click on the “Application for Visitor Visa (Temporary Resident Visa) Made Outside of Canada (IMM5257) form. You will see a note “Opens a new window” and a small watch/cursor will appear. Please wait, the form is being downloaded. If you receive a message “Please wait” when you are downloading a form:

- Click on the download arrow at the top right to save the file onto your computer
- If you do not see the arrow, move your cursor to the top of the screen and it will appear
- Go to the folder where you saved this form and right click the mouse to open it with Adobe Reader



STEP 6 Fill out your IMM5257 application form.

IMM5257: “Application for Visitor Visa (Temporary Resident Visa) Made Outside of Canada” form truthfully. Help with commonly asked questions on the form:

What is a UCI?	Unique Client Identifier or Client ID. Has this format: 0000-0000 or 00-0000-0000
What visa I am applying for	Select: Visitor Visa
Example of how to write an address	<p>a) Address: 10700 104 Avenue NW Street No.: 10700 Street Name: 104 Avenue</p> <p>b) Address: App 2020, 10500 Jasper Avenue NW Apt/Unit: 2020 Street No.: 10500 Street Name: Jasper Avenue NW</p>
Details of Visit to Canada	<p>If you are a study permit holder, you are “returning student”</p> <p>If you are a work permit holder, you are “returning worker”</p>
Indicate how long you plan to stay	<p>From: the date you submit application</p> <p>To: type the expiry date of your current study or work permit</p>

Funds available for my stay	The amount should match the total amount of funds you are showing as proof
Background information: have you ever applied to remain in Canada	Say yes, and list the year of your first application submission and, if applicable, extension, refusal, denial, etc.
If you need help, please book an appointment with MacEwan international student specialist.	

For your reference:



Document number (F) UCI (XXXX-XXXX)

KNOW YOUR EXPIRY DATE!

Statements needed to prove you can work to Service Canada

You may also require a valid entrance document

CANADA
DD186 487 276
F [REDACTED]

Application/Demande: [REDACTED]
UCI/UC: [REDACTED]

STUDY PERMIT/PERMIS D'ÉTUDES
CLIENT INFORMATION/INFORMATION DU CLIENT

Family Name/Nom de Famille: [REDACTED]
Given Name(s)/Prénom(s): [REDACTED]
Date of Birth/Date de naissance: [REDACTED] (YYYYMMDD - AAAA/YYMM)
Sex/Sexe: FEMALE
Country of Birth/Pays de naissance: VENEZUELA
Country of Citizenship/Citoyen de: VENEZUELA
Travel Doc No./N° du document de voyage: [REDACTED] PASSPORT

ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE

Date Issued/Déjà émis le: 2015/05/02 (YYYYMMDD - AAAA/YYMM)
Expiry Date/Date d'expiration: 2016/07/30 (YYYYMMDD - AAAA/YYMM)
Case Type/Genre de cas: 30
Institution Name/Nom de l'institution: DESIGNATED LEARNING INST.
Field of Study/Domaine d'études: ANY DESIGNATED POST-SECONDARY INSTITUTION
In Force From/En vigueur le: 2015/05/02 (YYYYMMDD - AAAA/YYMM)

Conditions:
1. MUST LEAVE CANADA BY 2016/07/30
2. NOT VALID FOR EMPLOYMENT IN BUSINESSES RELATED TO THE SEX TRADE SUCH AS STRIP CLUBS, MASSAGE PARLOURS OR ESCORT SERVICES.

Remarks/Observations:
MUST ACTIVELY PURSUE STUDIES AT A DESIGNATED LEARNING INSTITUTION. MAY ACCEPT EMPLOYMENT ON OR OFF CAMPUS IF MEETING ELIGIBILITY CRITERIA AS PER R186(F), (V) OR (W). MUST CEASE WORKING IF NO LONGER MEETING THESE CRITERIA.

THIS DOES NOT AUTHORIZE RE-ENTRY/CECI N'AUTORISE PAS LA RÉ-ENTRÉE

STEP 7

Validate your application form IMM5257 and upload it.

STEP 8

Upload your application documents.

Make sure you merge all the pages of each required document into one PDF document and upload it.

STEP 9

Pay the applicable fees and submit your application.

Once you submit your application you will see a “Congratulations!” notice on the page. After that you will receive an “acknowledgement of receipt” email into your IRCC account.

AFTER YOU APPLY

When the decision is made on your TRV application, you will receive an email from IRCC with the instructions on how to mail your passport.

1. Purchase two Canada Post Xpresspost prepaid 24 x 32 cm Xpresspost-National envelopes at any Canada Post location. (e.g., MacEwan University, 10700 104th Avenue, Edmonton, AB, T5J 2P2).
2. Put one envelope with your address inside the other so that the IRCC can return your passport securely.
 - a) [Detailed mailing instructions for online application](#)

You should monitor your email account for your application update or check your application status at: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-status.html>