

Annex C – Temporary Resident Visa (TRV) application guidelines

Applying for an entry visa to Canada

1. **Ensure you apply first to INC-4 prior to applying for a visa to come to Canada.** Once the registration to INC-4 is approved, participants will receive an automatic message from INDICO with the UN Event pass and a confirmation letter that is to be used as a visa support letter. Please note this letter is mandatory as part of the Temporary Resident Visa (TRV) application process. **INC-4 attendees who have a registration confirmation letter are exempt from visa and biometric processing fees as described below.**
 - a) The confirmation letter will be issued with an **IRCC Special Event Code** that you must include with your application when applying for the visa for it to be tagged appropriately. Instructions on how to insert the IRCC Special Event Code are included later in this guide (Step 9).
2. Please see whether you require a visa or an electronic travel authorization (eTA) to travel to Canada. You can find this information here: [Find out if you need a visa to travel to Canada \(cic.gc.ca\)](https://cic.gc.ca). You will then be prompted to fill out a short questionnaire. For the question “what do you plan to do in Canada, you can select “Attend a meeting, conference, or trade show”.
3. Unless you are a visa-exempt visitor, you are required to apply online for your TRV. A work permit is a different process and is not needed for this conference.
4. Visa required participants must use the following method to apply for their TRV to enter Canada.

STEP 1

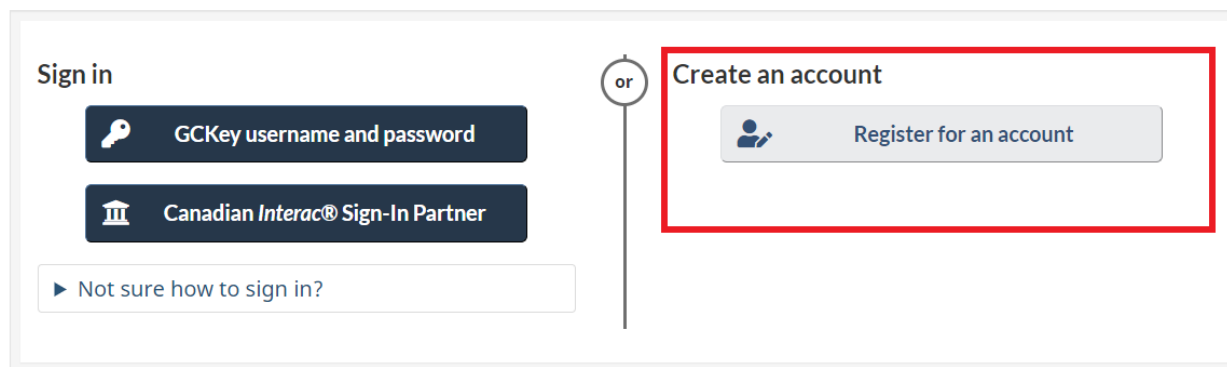
Connect to Immigration, Refugee and Citizenship Canada (IRCC) Secure Account through this link: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>

STEP 2

If you already have a GCKey account, select your preferred sign-in method under “Sign in”:

The screenshot shows the IRCC account login interface. On the left, under the heading "Sign in", there is a red rectangular box highlighting two dark blue buttons: "GCKey username and password" (with a key icon) and "Canadian Interac® Sign-In Partner" (with a bank icon). Below these buttons is a light blue link that says "▶ Not sure how to sign in?". To the right of the "Sign in" section, separated by a vertical line and a circle containing the word "or", is the "Create an account" section, which features a light blue button labeled "Register for an account" with a person icon.

If you do not have an account, select “Register for an account” under Create an account:

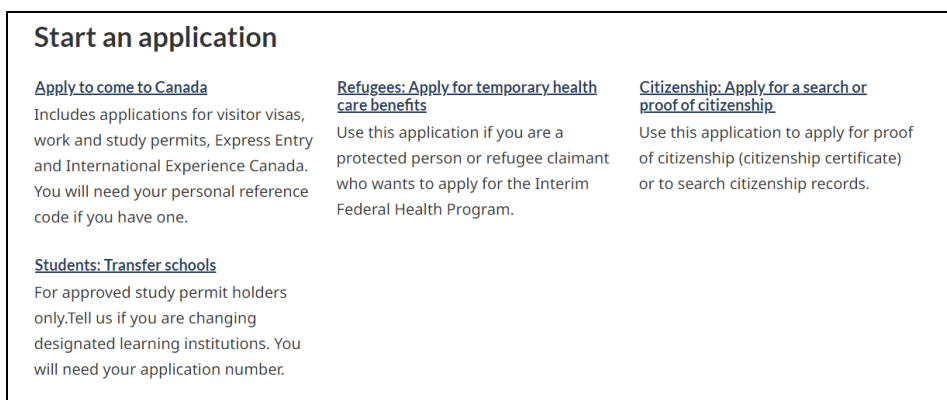


In creating a GCKey account, you will be prompted to choose security questions and answers. It is recommended that you save these answers somewhere as you will be prompted to provide these answers each time you login to the account.

You will also be prompted to do a two-factor authentication and provided with recovery codes which you should record to maintain access to your account if needed.

STEP 3

After you sign in, click on “Apply to come to Canada” to start an application and **apply for a visitor visa**:



Tip: If you do not see the “Apply to come to Canada” option, it is because you did not sign in to your [IRCC Secure Account](#) as indicated in Step 1. When you go to the IRCC website, there is indeed no “Apply to come to Canada” option. You must connect through the secure network link, where this option will be available: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>

STEP 4

Please click on “Visitor visa, study and/or work permit” button:

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 \(IEC\)](#)

STEP 5

Follow the online questionnaire to identify yourself and to determine eligibility to apply for visa.

[Home](#) > [Online Services](#)

[Start Again](#) [Print](#) [Report a Technical Issue](#) [Help](#)

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

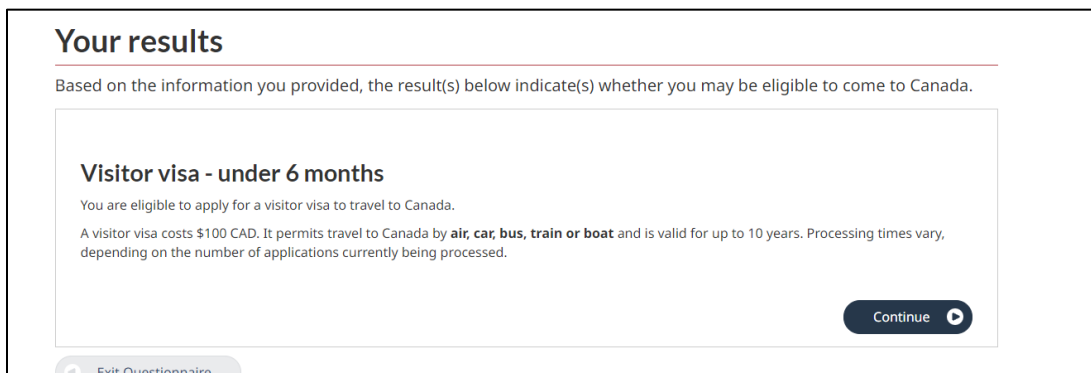
[Save and Exit Questionnaire](#) [Next](#)

Tip: For what you plan to do in Canada, your response here should be “Visit”.

Tip: The province or territory of destination is Ontario, where the event is convened.

STEP 6

Once eligibility to apply for visa has been confirmed, please click on the “Continue” to proceed to the next process.



The screenshot shows a web interface titled "Your results". Below the title, it states: "Based on the information you provided, the result(s) below indicate(s) whether you may be eligible to come to Canada." A box contains the following information:

Visitor visa - under 6 months

You are eligible to apply for a visitor visa to travel to Canada.

A visitor visa costs \$100 CAD. It permits travel to Canada by **air, car, bus, train or boat** and is valid for up to 10 years. Processing times vary, depending on the number of applications currently being processed.

At the bottom right of the box is a "Continue" button with a right arrow. At the bottom left of the entire form is a link: "Exit Questionnaire".

Following this step, you will press “continue” and proceed to answer another series of questions.

Tips on some of the questions asked:

- When asked for your main purpose of visit, you should select “other”.
- You will also be prompted to answer whether you depend on someone for financial support. For delegates receiving support through the INC Secretariat, please select yes. You will be prompted at a later stage to provide the letter of financial support from the Secretariat.
- You will also be asked if you have travelled to other countries in the last ten years. If you answer “yes” please provide supporting documents as per the list of Recommended Documents > Travel History > 

Step 7

When asked whether you will be paying **fees** with your application or whether you meet an exemption, please select “**No, I am exempt from paying fees for this application**”. Note that you must still obtain a visa and provide biometrics (if applicable), but you will not be charged any fees.

In case you receive a letter requesting the payment of visa fees, please **DO NOT** pay and immediately inform the INC Secretariat at unep-incplastic.secretariat@un.org.

The screenshot shows the Government of Canada's online services portal. At the top, there is a navigation bar with the Government of Canada logo and the text "Government of Canada" and "Gouvernement du Canada". Below this is a "MENU" dropdown. The main content area is titled "Find out if you're eligible to apply". It contains a form with a question: "There are fees associated with this application. Will you be paying your fees or are you fee exempt? (required)". The form has two options: "Yes, I will be paying my application fees" and "No, I am exempt from paying fees for this application". A "Next" button is visible. Below the form, there is an important notice: "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". At the bottom, there is a footer with links to "Contact us", "News", "Prime Minister", "Departments and agencies", "Treaties, laws and regulations", "About government", "Public service and military", "Government-wide reporting", and "Open government".

STEP 8

You will need to answer a series of questions, which includes details about your travel. Please make sure to answer all required fields.

STEP 9

You will be prompted to complete the “Application for Visitor Visa (Temporary Resident Visa) Made Outside of Canada (IMM5257)” form. To do this, please make sure you have a free copy of the most recent version of Adobe (a free version of Adobe can be found here: [Download Adobe Acrobat Reader: Free PDF viewer](#)) and download the form onto your computer as instructed below *before* filling out the form.

Recommended steps below:

For PC users:

- Right-click on the “Application for Visitor Visa (Temporary Resident Visa) Made Outside of Canada (IMM5257)” form link.
- Select “Save target as” or “Save link as”.
- Choose the location on your computer where you would like to save the file.
- Select “Save”.
- Use Windows Explorer to get to the location where you saved the file.
- Right click on the PDF file.
- Select “Open with”.
- Select “Choose program”.
- Select “Adobe Acrobat Reader”.

- Make sure to check the box that says, “Always use this program to open these files”.
- Select “OK”.

For MAC users:

- Press the Control (Ctrl) key and click on the “*Application for Visitor Visa (Temporary Resident Visa) Made Outside of Canada (IMM5257)*” link
- When the option menu appears, choose “Download link to disk” or “Download linked file”.
- Choose the location on your computer where you would like to store the file. Your computer will start the download once you have selected a location.
- Use [Spotlight or Finder to look for and open the downloaded file](#).

Complete the form by answering all required questions, ensuring that under the ‘**Details of visit to Canada**’ section of the form under “a) Purpose of my visit”, select “Other” from the dropdown menu. In the free text box “b) Other”, **TYPE the Special Event Code (6-digit) that is provided in the email with the confirmation of your registration to INC-4**. Under “Name, address and relationship of any person(s) or institution(s) I will visit” please use the name of the INC-4 venue for the name and the address of the venue. **All details are demonstrated in the image below:**

DETAILS OF VISIT TO CANADA			
1	*a) Purpose of my visit other		*b) Other *** Enter the 6 digit Special Event Code ***
2	Indicate how long you plan to stay	*From 2024-04-20 YYYY-MM-DD	*To 2024-05-01 YYYY-MM-DD
3	*Funds available for my stay (CAD)		
4	Name, address and relationship of any person(s) or institution(s) I will visit:		
	* Name Shaw Centre		
1	Relationship to me	* Address in Canada 55 Colonel By Drive, Ottawa, ON, K1N 9J2	
	Name		
2	Relationship to me	Address in Canada	

Please do not forget to correctly enter the Special Event Code for INC-4 in your E-application.

Without the Special Event code for INC-4 included in your application, further delays may be experienced. This special event code will ensure that delegates are considered for coordinated visa application processing.

STEP 10

Once your application is completed, click on the “Validate” button located at the top or bottom of the form.

Once the form is validated, save the form again to record the information you have just completed. You will not be able to upload your form unless it has been completed, validated, and saved. You may now upload your form.

STEP 11

You will then be prompted to provide various supporting documents, including proof of how you meet the fee exemption. The 'proof' you must upload is the registration confirmation letter received from the Secretariat which contains the **Special Event Code** assigned by Canadian authorities. A list of potential documents required can be found here: [How to apply for a visitor visa - Canada.ca](https://www.canada.ca/en/immigration-refugees-citizenship/services/visas-immigration/apply-visa.html). Additional documents may be requested and are assessed on a case-by-case basis.

Reference guide for supporting documents (*Note: please still refer to the instructions provided in your application for documents listed below. List of required documents varies on a case-by-case basis*)

- *Travel History*: This can include copies of your previous passport and/or visa within the last ten years; entry and exit stamps; study and/or work permit; expired or valid visas; boarding passes.
- *Passport*
- *Invitation Letter* – include the invitation letter you received from the INC Secretariat
- *Proof of Fee Exemption* – include the invitation letter you received from the INC Secretariat
- *Proof of Financial Resources of Supporter*: this can be done through providing the letter from the INC Secretariat providing the financial support.
- *Proof of Means of Financial Support*: provide as many of the following documents as you can.
 - bank statements over the past 4 months;
 - bank draft in convertible currency;
 - pay stubs;
 - an employment letter;
 - proof of assets or business;
 - proof of payment of tuition and accommodation fees;
 - tax reports, declarations or statements; and/or
 - a letter from the institution providing you with the money.
- *Family Information Form*: IMM 5645 E: FAMILY INFORMATION (canada.ca)
- *Digital Photo* (details of the requirements are provided in the instructions)

Tip: If you are experiencing technical issues uploading documents or submitting your application, here are some tips that may help you:

- Avoid the use of mobile devices (tablets and smartphones) to access our online services and forms,
- Avoid accessing our online services from a favorite link or bookmark and delete any previously saved favorite links and/or bookmarks as our pages are updated regularly,
- Make sure that you are not using any special characters on our online forms (£, \$, !, ?, %, etc.),
- Make sure that you are using the most recent version of a supported browser such as **Edge, Safari, Chrome or Firefox**,

- please consult our [Help Centre](#) for more information on how to download or upgrade your internet browser, and
- To prevent possible errors, please clear your cache and cookies before every new attempt. To do this, follow these steps:
 - close your browser (log out of all existing sessions),
 - reopen your browser and [clear your browser cache](#),
 - close your browser again, and
 - reopen your browser.
- Sometimes, our online services may not be available during our system maintenance or in the event of a general outage. We also recommend trying again later.

For more information, please consult the following link: [What do I do if I have technical problems when applying online? \(canada.ca\)](#)

STEP 12

Once your application has been submitted, please share with us your **Visa Application number** by completing the form through the [Visa Assistance Portal](#). The visa application number starts with a V and is followed by 9 digits (ex. V123456789).

The information shared through the [Visa Assistance Portal](#) will be shared with the competent authorities of the host country.

For BIOMETRICS

If you need to provide biometrics, you will be issued a Biometric Instruction Letter (BIL) after you submit your Temporary Resident Visa application and are required to report to a [Visa Application Centre](#) to provide this information **in person**. **In most cases, biometrics are only required from individuals once every ten years** so if you have already provided biometrics to Canada in that period, please note that you may be exempt from this step.

Please note that if you are approved for a visa, we encourage you to submit your passport to the same Visa Application Centre where you provided your biometrics. Should you submit your passport to another Visa Application Centre, you may be subject to additional transmission fees. More information about these fees can be found by clicking on the service charges tab here: [Apply for a Visa | vfsglobal](#)

IMPORTANT:

- 1: You cannot make an appointment for biometrics until you receive a BIL.
- 2: The processing of your visa application will not begin until biometrics are provided.
- 3: **Once you receive your BIL, you will have 30 days to get your biometrics done.**

Additional information may still be requested from you after you have provided your biometrics so, please continue to check the status of your application.

Where to submit your passport for your online temporary resident application.

If your visa has been approved, you will receive a passport request letter or email. At this point, **you will have 30 days to submit your passport to any visa application centre** in the world regardless of your country of origin.

More information can be found here: [Where to submit your passport for your online temporary resident application - Canada.ca](#)