



Canadian Consulate General

Consulat Général du Canada

## APPLICATION PROCEDURES FOR TEMPORARY RESIDENT VISA

For information about all types of temporary resident and immigration applications, fees and procedures, please visit our website: [www.hongkong.gc.ca](http://www.hongkong.gc.ca) Application forms are available from our website.

### Do I need a visa?

#### Hong Kong

Persons holding valid Hong Kong SAR or BNO (with the right of abode in Hong Kong) passports do not require a visa to visit Canada. However, a visa is required for holders of Hong Kong Certificates of Identity or Document of Identity.

#### Macao

Persons holding Portuguese passports do not require a visa to travel to Canada. Visas are required for those who hold Macao SAR passports and Macao SAR Travel Permits.

#### People's Republic of China

Citizens of the People's Republic of China require a visa to visit or transit Canada.

#### United States of America permanent residents

Persons lawfully admitted to the United States for permanent residence who are in possession of their alien registration card (Green card) or can provide other evidence of permanent residence do not require a visa to visit Canada.

#### Other Countries

If you are a citizen of another country, please visit the Citizenship and Immigration Canada website at <http://www.cic.gc.ca/english/visit/visas.asp> to see if you need a temporary resident visa to travel to Canada.

### What types of visas are there?

A **single** entry visa allows you to enter Canada only once. The visa may also be used for repeated entries into Canada from the USA within the time allowed for your stay in Canada.

A **multiple** entry visa allows you to enter Canada from any country as often as you wish during the validity of the visa. If you have never travelled to Canada before or if you are not certain that you will meet the requirements listed in this form, we suggest that you apply for a single entry visa only.

A **transit** visa is required for travel through Canada to another country **by air** by those persons who need a temporary resident visa and whose flight will stop in Canada for less than 48 hours. To obtain a transit visa you must provide specific evidence of your travel arrangements from your airline.

A **re-entry** visa (temporary resident visa) is required for study permit or work permit holders who possess a travel document from a country whose citizens require a temporary resident visa to enter Canada. If you leave Canada and do not have a valid and subsisting visa in your passport or travel document, you will need a visa in order to return. **For study permit holders**, you are required to present your valid passport, valid study permit and an updated letter of acceptance from your school confirming that you will continue your studies upon your return to Canada. **For work permit holders**, you are required to present your valid passport, valid work permit and an updated reference letter from the current employer in Canada.

*The visa validity is determined by the Visa Officer at the Consulate after an application is received.*

## How do I apply?

### **In person:**

Your original passport, application forms and supporting documentation may be submitted in the reception area of the Visa Section. Services are conducted on a first-come, first-served basis. No appointment is necessary. We are open to the public during the following hours:

Monday to Thursday	8:00 a.m. - 11:30 a.m.
Friday	Closed
Saturday, Sunday & Public Holidays	Closed

Our office is located at: 12/F., Tower One, Exchange Square ,  
8 Connaught Place  
Hong Kong

### **By mail:**

Applications may also be mailed to the **Canadian Consulate General, G.P.O. Box 11142, Hong Kong**. A properly completed application form, original passport, processing fees and supporting documents **must** be submitted at the same time. **Applications submitted without the original passport and the fees will be returned to the applicant by surface mail and no record will be kept.** Your original passport and supporting documents will be returned by registered mail. Please provide six self-addressed mailing labels with your current address. Residential and mailing addresses in PRC must be provided in Chinese as well as English, and must include a postal code.

You will be advised of the status of your application within 1 week from the date we have received your completed application.

### **Through a third party:**

Applications may be submitted by any third party on an applicant's behalf. Passports/visas /documents or instruction will be delivered to persons presenting the Temporary Resident Visa Application Receipt issued by the Consulate or to persons presenting the Form IMM5476 signed by the applicant.

### **Important:**

Applications for temporary resident visas (or visitor visas), work and study permits will only be accepted from persons who have been lawfully admitted to Hong Kong or Macao or who are present and reside in the PRC. If you do not reside in Hong Kong or Macao, you must be able to attend an interview at our office in Hong Kong if required. You will be advised if and when you are required to attend an interview. If you fail to attend the interview, your application will be refused.

### **Enquiries:**

All enquiries must be in writing and sent by fax, mail or email. Our fax number is : ( 852 ) 2847-7493 and email is [hkong-im-enquiry@international.gc.ca](mailto:hkong-im-enquiry@international.gc.ca) . Information will not be released to 3<sup>rd</sup> parties unless they are authorized to receive such information.

## How long will it take to assess my application?

Same day service is provided if the application is submitted in person with all the required supporting documents and presents no particular complexity. However, we cannot guarantee a decision on the same day that you apply. Each case is considered on its own merits - if further documents or information are required, processing can take several days - and even several weeks - depending on the circumstances. To avoid disappointment, please submit your application well in advance of your travel plans.

## What are the basic requirements for a temporary resident visa?

To receive a temporary resident visa you must satisfy a visa officer that you meet all of the following requirements:

- you will be in Canada for a temporary stay only and you will leave Canada at the end of the temporary period authorised for your stay;
- you will be able to return to your country or be admitted to another country after your visit;
- you have enough money to maintain yourself and your dependents in Canada and to return home;
- you are in good health;
- you are law abiding and have no record of criminal activity;
- you will not be a risk to the security of Canada;
- you do not plan to work or study in Canada.

***It is your responsibility to satisfy the Visa Officer that you meet all Canadian immigration requirements.***

## Business visitors

If you intend to invite a businessperson to Canada, you should provide that person with the following documents, to be submitted with their application:

- A formal letter of invitation that includes your full name and title, business address, contact telephone and facsimile numbers, the name and title of the person you are inviting, the intended duration of the visit, a brief summary of the reasons for extending the invitation, and a statement concerning who will pay for the trip expenses;
- Copies of any additional documents that outline the business to be conducted during the visit. These may include, but would not be limited to:
  - contracts, purchase orders, bills of lading, or service agreements
  - contact names, titles, addresses, and phone and facsimile numbers for third parties with whom you have arranged meetings on behalf of the person you are inviting
  - if you are a temporary resident of Canada, a notarized copy of your immigration status document.

In addition, if you have not within the past 2 years invited any Chinese business visitors, please provide a copy of your Canadian business registration document, and a copy of the Summary of your most recent Corporate Notice of Assessment form from Revenue Canada.

If you intend to travel to Canada for business reasons, as a result of an invitation by a Canadian business, the following provisions apply:

- A formal letter of invitation that includes your invitor's full name and title, business address, contact telephone and facsimile numbers, your own name and title, the intended duration of the visit, a brief summary of the reasons for the visit, and a statement concerning who will pay for the trip expenses;
- Copies of any additional documents that outline the business to be conducted during the visit. These may include, but would not be limited to:
  - contracts, purchase orders, bills of lading, or service agreements
  - contact names, titles, addresses, and phone and facsimile numbers for third parties with whom you have arranged meetings
  - if your invitor is a temporary resident of Canada, a notarized copy of your invitor's immigration status document.

## What documents should I provide to obtain a temporary resident visa?

- complete **all** the following forms:
  - Application for a temporary resident visa made outside of Canada (IMM5257)
  - Family composition Information for applicant
  - Family composition information for spouse of applicant (please write 'N/A' if you are single)
  - Education , employment and residency history for applicant only
  - Misrepresentation is a criminal offence
  - Use of a representative (please complete 'N/A' if you are not appointing a representative.)
  - Statutory declaration of Common-Law Union (please include this form to your application as appropriate)
- two photographs, for **each** family member requiring a visa. (**please refer to attached photograph specifications**)
- your spouse and children under 18 years old do not need to complete a separate application form but the spouse must complete a separate family composition form
- children 18 years and over must complete their own application form
- original passport, travel document or identity document that guarantees re-entry into the country that issued it
- a passport with at least one clear (blank) page, valid for one month following your planned departure date from Canada. The plastic layer on the photo page must be intact.
- the non-refundable processing fee
- a letter from your employer granting a leave of absence which must including your name, position and current salary. This letter should be on letterhead paper and must include your employer's name and address in English and Chinese characters, as well as telephone and fax number.

- proof of funds available to support yourself and your dependents during your stay and proof that your stay in Canada will be temporary, such as:
- tax returns, Employer's Return of Remuneration, or other documents showing your income
  - bank books or bank certificates showing history of your savings over the past 2 years
  - property deeds or stock certificates showing your assets
  - business registration/licence for business that you own with certification of registered capital including name of shareholder(s), tax returns/receipts showing profits tax paid and the latest financial statements
  - if travelling on business, a letter from your employer describing your proposed activities in Canada
  - an invitation letter from person(s) you will visit in Canada and if the person(s) is/are your family member(s) or relative(s), the latest Notice of Assessment from Canada Customs and Revenue Agency showing the total income of the person(s)
  - previous travel documents showing travel abroad
  - any documents that will support your application

### **How long can I stay in Canada?**

When you arrive in Canada, the immigration officer at the port of entry will determine whether you may enter Canada and how long you may stay. You must leave Canada on or before the date set by the immigration officer. Generally, you are allowed to stay in Canada for a maximum of six months.

Under special circumstances you may be allowed to extend your visit. This is only possible if you apply at a Canada Immigration Centre before the end of your authorized stay. See <http://www.cic.gc.ca/english/information/applications/visitor.asp> for more information.

### **I am a domestic helper. Can I accompany my employer to Canada?**

Domestic helpers may apply for entry to Canada as a temporary resident for the purpose of accompanying their employers or joining their employers in Canada if the following criteria are met:

- the employer is visiting Canada (not residing in Canada) AND
- the domestic helper will only be performing his or her regular duties for the employer AND
- the total length of stay will not exceed 183 days AND
- the domestic helper satisfies normal temporary resident requirements.

Documents which establish that all of the above criteria are met should be included with the temporary resident visa application, or, if the domestic helper does not require a temporary resident visa, be available for presentation to the immigration officer at the airport or border. Examples of such documents are the employment contract, proof of the employer's status in Hong Kong/Canada, a travel itinerary, and Hong Kong employment visa valid for at least the duration of the visit to Canada (for domestic helpers who are not citizens or permanent residents of Hong Kong). Please note that only a single entry visa will be issued to a domestic helper who requests a temporary resident visa meeting the above criteria.

If any of the above criteria are not met, the domestic helper must apply for and obtain a work permit before entering Canada.

The employer is the person who signed the employment contract and any members of the employer's family who regularly reside in the employer's household.

If the employer spends or will spend more than 183 days in any given 12 month period in Canada, the employer is considered to be residing in Canada.

Employers who are permanent residents of Canada, who are emigrating to Canada or who are returning to Canada to resume permanent residence are not temporary resident and consequently their domestic helpers may not accompany them without first obtaining a work permit.

To obtain a work permit for a domestic helper, the employer must first obtain a job offer confirmation from the Human Resources and Skills Development Canada . It is unlikely that the Human Resources and Skills Development Canada would approve an offer of employment before the employer has taken up residence in Canada and made reasonable efforts to hire a Canadian citizen or permanent resident for the position.

In addition to obtaining a confirmed offer of employment, domestic helpers who require work permit must satisfy the criteria of the Live-in Caregiver Program. Information is available on our website at [www.hongkong.gc.ca](http://www.hongkong.gc.ca)

**Required Documents for domestic helper accompanying employer to visit Canada:**

- complete **all** the following forms:
  - Application for a temporary resident visa made outside of Canada (IMM5257)
  - Family composition Information for applicant
  - Family composition information for spouse of applicant (please write 'N/A' if you are single)
  - Education , employment and residency history for applicant only
  - Misrepresentation is a criminal offence
  - Use of a representative (please complete 'N/A' if you are not appointing a representative.)
  - Statutory declaration of Common-Law Union (please include this form to your application as appropriate)
- two photographs, (**please refer to attached photograph specifications**)
- original employment contract and original passport
- copy of employer's passport(s)
- supporting letter from employer stating the purpose and duration of stay
- please indicate whether the domestic helper will accompany employer to enter Canada or to join employer in Canada
- valid legal status to remain in HK for time period exceeding duration of absence

**What to do in special situations of children travelling to Canada?**

Minors travelling without their parents or one of their parents require a notarized letter of permission to travel from the non-accompanying parent(s).

Divorced parents with shared custody rights should carry legal documents establishing this status and the other parent's notarized letter of consent.

Unaccompanied children should carry a notarized letter of permission from their parent(s) or legal guardian(s) and must have information on the person in Canada who will be responsible for them.

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**Please note that applications and procedures may change without prior notice.**

**Applicants are encouraged to check our website at [www.hongkong.gc.ca](http://www.hongkong.gc.ca) for the most recent forms and procedures.**