### **IMMIGRATION**

# Canada

### **Temporary Resident Visa**

Beijing, Shanghai and Guangzhou Visa Office Instructions

#### For the following countries:

China (People's Republic of) Korea (Democratic People's Republic of)

## Hong Kong Visa Office Instructions

#### For the following countries:

China (People's Republic of), Hong Kong SAR, Macao SAR, Mongolia, Taiwan



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**Document Checklist –** Temporary resident visa (available in Chinese)

文件核对表 - 临时居留签证

This application is made available free by Immigration, Refugees and Citizenship Canada and is not to be sold to applicants.

Cette trousse est également disponible en français

Please read this kit carefully before submitting your application. The documentation you provide with your application is necessary to establish that your entry to Canada would not be contrary to the *Immigration and Refugee Protection Act*. You must sign and date your own application. IRCC may refuse your application if you fail to provide complete, truthful, and accurate materials.

IRCC will assess your Temporary Resident Visa application based on the documents you submit. Please ensure that you submit all relevant documents as outlined in this application kit.

You must submit all documents at the same time as your application and processing fee. IRCC will only accept documents in English or French. Include an English or French translation with any Chinese documents.

**Warning:** Providing fraudulent documentation or false information is a grave offence. If you or someone acting on your behalf directly or indirectly omits or misrepresents material facts relating to your application for a Temporary Resident Visa:

- your application will be refused;
- the circumstances of your refusal will be entered into Canada's global immigration database; and
- you could become inadmissible to Canada for two to five years under section 40 (2) of the *Immigration and Refugee Protection Act.*

Failure to submit all required documentation may result in the refusal of your application or processing delays.

Note: 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 before a decision is taken.

#### **Document Checklist**

IRCC may return your application forms if any of the required documents are missing.

REQUIRED DOCUMENTS FOR ALL APPLICANTS All documents in Chinese must be accompanied by an English or French translation	✓
Completed "Application for a Temporary Resident Visa" (IMM 5257). An application form is required for each applicant, including each accompanying child. Accompanying children aged 18 years old and above must complete and sign their own application form.	
Two (2) photos of you and each accompanying family member. All photos must meet the requirements of the <u>Photo Specifications</u> . On the back of one photo in each set, write the name and date of birth of the person appearing in the photo. Applicants who need to give their biometrics do not need to submit paper photographs.	
Your valid passport and a valid passport for each accompanying family member. There must be one completely blank page other than the last page, available in each passport and each passport must be valid for at least six (6) months prior to travel.	
Copy of your national identity document (photo side only)	
<u>Fee payment</u> in an acceptable format. Please ensure to include the application processing fee and, if applicable, the <u>biometrics fee</u> .	
"Use of a Representative" form (IMM 5476E) if someone has assisted you in making this application.	
For children less than 18 years old, Parental Letter of Consent from the non-accompanying parent(s) authorizing the travel. This letter should contain the dates of travel and your parent(s)' contact information.	
Family Information Form IMM 5645, fully completed, dated and signed.	

## Applicants applying in the categories below should also submit the following documents:

ОВТА	R TRAVEL TO CANADA OR USA (FOR CLIENTS WHO HAVE PREVIOUSLY INED A VISA AND HAVE TRAVELLED TO CANADA OR THE USA IN THE PAST 10 S OR WHO ARE IN POSSESSION OF A VALID USA VISA):	✓
	Statement explaining your current purpose of travel to Canada with your application OR Letter of Invitation.  If you are employed, a signed original letter on company letterhead from the employer granting leave of absence and including the following information: the applicant's name, position, current salary and date of hire and the employer's name and address in Chinese characters as well as the telephone number.	

APEC TRAVEL CARD HOLDERS	√
<ul> <li>Original APEC Travel Card</li> <li>Statement explaining your current purpose of travel to Canada with your applicatio OR letter of invitation.</li> </ul>	n
<ul> <li>If you are employed, a signed original letter on company letterhead from the employed granting leave of absence and including the following information: the applicant's name, position, current salary and date of hire and the employer's name and address in Chinese characters as well as the telephone number.</li> </ul>	
PRIVATE VISITORS (PARENT VISITING CHILD IN CANADA):	√
From you:	
<ul> <li>Completed "<u>Education and Employment</u>" form for you and each accompanying fami member aged 18 years old and above, completed in English or French AND Chinese</li> <li>Proof of relationship with the inviter in Canada (e.g. copy of birth certificate, copy of Hukou, etc.).</li> </ul>	
From your inviters:	
<ul> <li>An invitation letter stating the purpose and duration of the visit</li> <li>A list showing the number of people in inviter's household</li> <li>A copy of the inviter's citizenship or immigration status document (e.g. Permanent Resident Card – please copy both sides, Study Permit, Work Permit, etc.)</li> <li>Proof of inviter's income and financial situation in the form of independent, third-padocumentation from a Canadian source which is reliable or easily verifiable. For example, but not limited to: Canada Revenue Agency Notice of Assessments [NOA] pay stubs, and/or banks statements, etc</li> <li>If the inviter is studying in Canada, confirmation that inviter is currently enrolled in school.</li> </ul>	,
REQUIRED DOCUMENTS FOR SUPER VISA (VISITING CHILDREN OR	
GRANDCHILDREN WHO ARE CITIZENS OR PERMANENT RESIDENTS OF CANADA FO AN EXTENDED STAY) :	OR   √
From you:	
<ul> <li>Completed "Education and Employment" form for you and each accompanying family member aged 18 years old and above, completed in English or French AND Chineses.</li> <li>Satisfactory evidence of private medical insurance from a Canadian insurance company, valid for a minimum period of one year from the date of entry which:         <ul> <li>covers the applicant for health care, hospitalization and repatriation</li> <li>provides a minimum of \$100,000 coverage and</li> <li>is valid for each entry to Canada and available for review by the examining officer upon request</li> </ul> </li> <li>Proof that you have undergone a medical examination. You should take the require medical examination before submitting your Super Visa application by visiting one of the Panel Physicians for China and Mongolia. You must inform the Panel Physician to you intend to be a visitor to Canada.</li> <li>When visiting the Panel Physician, you must bring the following documents:         <ul> <li>4 photos meeting the requirements of the Photo Specifications</li> <li>your original passport and</li> <li>a photocopy of your passport biodata page.</li> </ul> </li> </ul>	d of
After the completion of your medical examination, the Panel Physician will provide youth one copy of your medical examination form. This form must be submitted together with your Super Visa application. Submission of this form does not guaran approval of your application. Do not make commitments until your Super Visa	

application has been approved. All costs for medical exams are payable by the applicant and are non-refundable	
<ul> <li>A written and signed invitation letter promising financial support for the duration of your visit</li> <li>A list showing the number of people in the inviter's household</li> <li>A copy of the inviter's citizenship or immigration status document (e.g. Permanent Resident Card – please copy both sides)</li> <li>Proof of inviter's ability to provide promised financial support in the form of independent, third party documentation from a Canadian source which is reliable or easily verifiable. For example, but not limited to: Canada Revenue Agency Notice of Assessments [NOA], employment letters showing salary, pay stubs, banks statements, Statements of Remuneration Paid or financial statements prepared by a licensed professional.</li> </ul>	
PRIVATE VISITORS (VISITING FAMILY) brother, sister, parents, grandchild, spouse or common-law partner:	√
<ul> <li>Completed "Education and Employment" form for you and each accompanying family member aged 18 years old and above, completed in English or French AND Chinese</li> <li>If you are employed, a signed original letter on company letterhead from your employer granting your leave of absence and including the following information: your name, position, current salary and date of hire and your employer's name and address in Chinese characters as well as the telephone and fax number</li> <li>If you are retired, a Retirement Certificate indicating the amount of your pension</li> <li>If you are a student traveling during periods other than school holidays, an original letter from your school confirming that you are enrolled and in good standing and that the school has approved your absence.</li> <li>Original bank documents showing financial history over several months (examples: Certificates of Deposits, bank books, etc.)</li> <li>Evidence of your assets in China (examples: original house property certificate, vehicle registration, etc.) and</li> <li>Proof of relationship with the inviter in Canada (examples: copy of birth certificate, copy of marriage certificate, proof of correspondence, etc.).</li> </ul>	
<ul> <li>An invitation letter stating the purpose and duration of the visit</li> <li>A list showing the number of people in inviter's household</li> <li>A copy of the inviter's citizenship or immigration status document (examples: Permanent Resident Card – please copy both sides, Study Permit, Work Permit, etc.)</li> </ul>	
<ul> <li>Proof of inviter's income and financial situation in the form of independent, third-party documentation from a Canadian source which is reliable or easily verifiable. For example, but not limited to: Canada Revenue Agency Notice of Assessments [NOA], employment letters showing salary, pay stubs, banks statements, Statements of Remuneration Paid or financial statements prepared by a licensed professional. If the inviter is studying in Canada, a letter of acceptance from the school.</li> </ul>	
PERSONAL OR PROFESSIONAL AFFAIRS (ATTENDING AN ACADEMIC CONFERENCE, EXPLORATORY VISITS, LEGAL MATTERS)	√

From you:	
<ul> <li>Completed "Education and Employment" form for you and each accompanying family member aged 18 years old and above, completed in English or French AND Chinese</li> <li>If you are employed, a signed original letter on company letterhead from your employer granting your leave of absence and including the following information:         <ul> <li>your name, position, current salary and date of hire and</li> <li>your employer's name and address in Chinese characters as well as email, website address, telephone and fax number</li> </ul> </li> <li>If you or your company intends to invest in Canada you must provide evidence of sufficient assets to make the proposed investment (examples: business registration, articles of association, company tax receipts, sales contracts, balance sheets, company brochures, etc.).</li> <li>Original bank documents showing financial history over several months (examples: certificates of deposits, bank books, etc.)</li> <li>Evidence of your assets in China (examples: original property certificate, vehicle registration, etc.)</li> </ul>	
From your inviters:	
<ul> <li>An invitation letter or conference registration stating the purpose and duration of the visit.</li> </ul>	
BUSINESS (COMPANY TO COMPANY INTERNATIONAL BUSINESS ACTIVITIES, OR TRADE SHOWS)	√
Completed "Education and Employment" form for you and each accompanying family member aged 18 years old and above, completed in English or French AND Chinese	
<ul> <li>If you are engaging in Company to Company business activities: A letter of invitation from the party in Canada. The invitation letter must come from the party with whom you will conduct direct business. This excludes third parties who are only arranging or facilitating the business meetings. The letter must include all of the following information:         <ul> <li>inviter's full name and title, business address, email, website address, telephone and fax numbers</li> <li>names and titles of all members of the delegation, as well as the names of their employers a brief summary of the reason for the invitation including details of the business or trade to be undertaken</li> <li>the intended duration of the visit as well as a detailed itinerary</li> <li>a statement specifying who will be responsible for all expenses related to the trip</li> </ul> </li> </ul>	
If you are attending a trade show or other business conference: A letter from the conference	
organizer confirming your registration.  If you are travelling on official passports, an official note per delegation from the Chinese Ministry of Foreign Affairs supporting the intended visit.	
A signed original letter on company letterhead from your Chinese employer indicating that the proposed travel to Canada has been approved. This letter must include:	
<ul> <li>the purpose of travel</li> <li>the employer's name and address in Chinese characters as well as e-mail, website address, telephone and fax number</li> <li>your position, salary and date of hire and</li> </ul>	

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If you are retired, a Retirement Certificate indicating the amount of your pension	
If you are a student traveling during periods other than school holidays, an original letter from your school confirming that you are enrolled and in good standing and that the school has approved your absence.	
Original bank documents showing financial history over several months (examples: Certificates of Deposits, bank books, etc.)	
Evidence of assets in China (examples: original house property certificate, vehicle registration, etc.)	
Evidence of any previous travel (examples: previous passports, etc.)	
Name and address of all agents who assisted you in planning your trip (both in China and Canada, if applicable)	
Detailed travel itinerary	
RETURNING STUDENTS (HOLDING A VALID STUDY PERMIT):	√
Official transcripts from the schools that you have attended in Canada for the past two years. Transcripts must clearly indicate the name of the educational institution in Canada at which you have been studying	
RETURNING WORKERS (HOLDING A VALID WORK PERMIT)	√
Signed letter from your employer in Canada confirming ongoing employment. This letter must include the employers name and address as well as telephone and fax number. Your position, salary and date of hire must also be noted.	
SHORT-TERM STUDENTS (STUDYING FOR SIX MONTHS OR LESS)	√
SHORT-TERM STUDENTS (STUDYING FOR SIX MONTHS OR LESS)  Completed "Education and Employment" form for you and each accompanying family member aged 18 years old and above, completed in English or French AND Chinese	<b>√</b>
Completed "Education and Employment" form for you and each accompanying family	
Completed " <u>Education and Employment</u> " form for you and each accompanying family member aged 18 years old and above, completed in English or French AND Chinese  Signed original parental employment letters issued by the employer on company letterhead	
Completed "Education and Employment" form for you and each accompanying family member aged 18 years old and above, completed in English or French AND Chinese  Signed original parental employment letters issued by the employer on company letterhead indicating position, salary and date of hire of your parents  Original bank documents showing financial history over several months (examples:	
Completed "Education and Employment" form for you and each accompanying family member aged 18 years old and above, completed in English or French AND Chinese  Signed original parental employment letters issued by the employer on company letterhead indicating position, salary and date of hire of your parents  Original bank documents showing financial history over several months (examples: Certificates of Deposit, bank books, etc.)  For organized study groups, an invitation letter with details of the program, list of	
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Completed "Education and Employment" form for you and each accompanying family member aged 18 years old and above, completed in English or French AND Chinese  Signed original parental employment letters issued by the employer on company letterhead indicating position, salary and date of hire of your parents  Original bank documents showing financial history over several months (examples: Certificates of Deposit, bank books, etc.)  For organized study groups, an invitation letter with details of the program, list of participants and an indication of who will be paying the associated fees and expenses  One (1) copy of the Letter of Acceptance from the Admissions or Registrar's Office of a Canadian school showing the exact amount of tuition fees you are required to pay, the anticipated start and end dates and the latest date you may register  A notarized copy of the highest diploma you have obtained	
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<ul> <li>your name, position, current salary and date of hire and</li> <li>your employer's name and address in Chinese characters as well as telephone and fax number</li> </ul>	
Evidence of previous travel (examples: previous passports, etc.)	

#### 临时居民访问签证申请

请在递交申请之前仔细阅读此份表格。所有申请文件将用以证明你被获准进入加拿大符合移民及难 民保护法之要求。申请人必须亲自在自己的申请表格上签字并注明日期。未能提供完整、真实及准 确的文件有可能导致你的申请被拒签。

加拿大公民身份和移民部将根据申请人递交的文件审理其临时居民访问签证申请,请确保递交此申请表格中提到的所有相关文件。

所有文件必须与你的申请表及申请受理费同时递交。只有英文或法文的文件可以被加拿大公民身份 和移民部接受。所有中文文件必须附有英文或法文翻译件。

**警告**:提供不实文件或虚假信息是严重过失行为。如果你或代表你的某人直接或间接的歪曲了与你的临时居民访问签证申请相关的事实:

- 你的申请将被拒绝;
- 与此拒签相关的信息将被录入加拿大的全球移民数据库;并且
- 根据加拿大移民及难民保护法第40章第2节,你可能在今后两年至五年内不能被获准进入加拿大。

未能递交所有所需文件有可能导致你的申请被拒签,或导致申请受理时间延长。

请注意: 递交申请及上述所需文件并非申请获签的保证,签证官作出决定之前有可能要求递交额外文件。

### 文件核对表

若缺失任何必需文件,你的申请有可能被退回。

所有申请人必需的文件 所有中文文件必须附有英文或法文翻译件	<b>√</b>
填写完整的"临时居民访问签证申请表"( <u>IMM 5257</u> )。每名申请人及每名随行子女均需一份申请表格。年满 18 周岁及以上的随行子女须填写并签署其各自的申请表格。	
申请人及每位随行家庭成员每人递交两张照片。所有照片需符合照片要求细则中的所有要求。每张照片后注明此人的姓名及出生日期。需要提交生物识别信息的申请人无需递交照片。	
申请人及每位随行家庭成员的有效护照。每本护照须包含除最后一页外的至少一整页空白页、且护照必须在行程前至少六个月内有效。	
申请人本人的中国身份证复印件(照片页即可)	
正确方式支付的费用,包括申请受理费和生物识别费(若适用)	
如有第三方人士帮助你准备此次申请,请填写"代理人信息表"( <u>IMM 5476E)</u>	
18周岁以下的申请人,请递交未随行父/母出具的同意其旅行的父母同意函,此函应包含申请人旅行日期及其父母联系方式等信息。	
家庭信息表 IMM5645,完整填写,标注日期并签名	

#### 各类别内的申请人还应相应递交以下文件:

曾经去过加拿大/美国(在过往十年中曾获得过签证并且访问过加拿大或美国的人士、或目前持有效美国签证的人士):	<b>√</b>
<ul> <li>连同申请递交此次访加目的的说明或递交邀请函</li> <li>如果在职,使用印有公司抬头信笺、由雇主签字的准假信原件,并包含以下信息:申请人的姓名、职位、目前收入及起聘日期;以及用中文注明的雇主全称和地址,以及电话号码。</li> </ul>	
APEC 旅行卡持有者	<b>√</b>

• APEC 旅行卡原件 连同申请递交此次访加目的的说明或递交邀请函 如果在职,使用印有公司抬头信笺、由雇主签字的准假信原件,并包含以下信息:申 请人的姓名、职位、目前收入及起聘日期;以及用中文注明的雇主全称和地址,以及 电话和传真号码. 个人访问(探访在加子女):  $\checkmark$ 申请人需递交: • 申请人及每位年满18 周岁及以上的随行家庭成员完整填写"教育和就业细节表",请使 用中英文或中法文填写。 • 与加拿大邀请人关系的证明(如出生证复印件,户口复印件等). 邀请人(方)需递交: 说明访问目的及访问期限的邀请信; 邀请人居所内的人员详单: • 邀请人的公民或移民身份文件的复印件(如永久居民卡 - 请复印双面,学习许可, 工作许可等): 邀请人的收入及财政状况证明,须为来自于加拿大的独立第三方性质的文件、可靠且 易核实。例如但不局限于:加拿大税务总局出具的税单(NOA),工资单,及/或银行对 • 如果邀请人在加拿大上学,请提供校方出具的接受函. 超级签证的所需文件(探访身为加拿大公民或永久居民的子女或孙子女,并长期逗留)  $\checkmark$ 申请人需递交: 申请人及每位年满 18 周岁及以上的随行家庭成员完整填写"教育和就业细节表",请 使用中英文或中法文填写。 与加拿大邀请人关系的证明(如出生证复印件、关系证明复印件). 自入境之日起至少 一年内有效的来自于加拿大保险公司的个人医疗保险的充分证明: 。 涵盖申请人的医疗费用、住院费用和医疗转运费用; 。 提供至少十万加元的保险; 并且 。 每次入加均有效,在评估官员需要时可供审查。 • 你已经进行体检的证明。请在递交你的超级签证申请前前往此网站列表中的在中国和 蒙古国的指定体检医师处进行体检,请务必告知体检医师你将前往加拿大进行临时访 问。 前往体检医师处进行体检时,请务必携带以下文件: 。 4 张符合照片要求细则的照片: 。 你本人的护照原件,以及 。 你本人护照信息页的复印件. 体检结束后,体检医师将提供给你一份体检表格的副本。此表格必须连同你的超级签

证申请一并递交。递交此表格并不确保你的申请获签,只有当超级签证申请获得批准时才意味着申请最终成功。所有体检费用由申请人承担并且不予以退还。

超级签证的所需文件(探访身为加拿大公民或永久居民的子女或孙子女,并长期逗留)	✓
邀请人(方)需递交:	
<ul> <li>一份承诺为申请人的访问和逗留提供财政支持的书面签字邀请信;</li> <li>邀请人居所内的人员详单;</li> <li>邀请人的公民或移民身份文件的复印件(如永久居民卡 - 请复印双面);</li> <li>邀请人有能力提供所承诺财政支持的证明,须为来自于加拿大的独立第三方性质的文件、可靠且易核实。例如但不局限于:加拿大税务总局出具的税单(NOA),显示收入情况的雇佣证明信,工资单,银行对账单,执业专业人士出具的薪酬支付报表或财务报表。</li> </ul>	
个人访问(探亲和—兄弟,姐妹,父母,孙子/孙女以及配偶和同居伴侣	√
申请人需递交:	
<ul> <li>申请人及每位年满 18 周岁及以上的随行家庭成员完整填写"教育和就业细节表",请使用中英文或中法文填写。</li> <li>如果在职,使用印有公司抬头信笺、由雇主签字的准假信原件,并包含以下信息:申请人的姓名、职位、目前收入及起聘日期,以及用中文注明的雇主全称和地址,以及电话和传真号码;</li> <li>如果退休,说明申请人养老金的退休证明;</li> <li>如果申请人为学生且于非学校假期期间旅行,一份学校出具的确认其在读及良好表现、并同意其缺勤的信函原件;</li> <li>显示过去若干月中财政历史的银行文件原件(如存款证明、存折等);</li> <li>在中国的资产证明(如房产证原件、车辆登记证原件等);以及</li> <li>与加拿大邀请人关系的证明(如出生证复印件、结婚证复印件、信函往来证明的复印件等)。</li> </ul>	
邀请人(方)需递交:  • 说明访问目的及访问期限的邀请信; • 邀请人居所内的人员详单; • 邀请人的公民或移民身份文件的复印件(如永久居民卡-请复印双面、学习许可、工作许可等) • 邀请人的收入及财政状况证明,须为来自于加拿大的独立第三方性质的文件、可靠且易核实。例如但不局限于:加拿大税务总局出具的税单(NOA),显示收入情况的雇佣证明信,工资单,银行对账单,执业专业人士出具的薪酬支付报表或财务报表。如果邀请人在加拿大上学,请提供校方出具的接受函。	
个人或专业事宜(参加学术会议、考察访问,法律事宜)	√
申请人需递交:	
<ul> <li>申请人及每位年满 18 周岁及以上的随行家庭成员完整填写"教育和就业细节表",请使用中英文或中法文填写。</li> <li>如果在职,使用印有公司抬头信笺、由雇主签字的准假信原件,并包含以下信息:</li> </ul>	

<ul> <li>申请人的姓名、职位、目前收入及起聘日期;以及</li> <li>用中文注明的雇主全称和地址,以及电子邮件、网址、电话和传真号码;</li> <li>如果申请人或其公司计划在加拿大投资,必须提供具备充足资产以进行预期投资的证明(如公司注册证明、公司章程、公司缴税凭据、销售合同、资产负债表、公司手册,等)。</li> <li>显示过去若干月中财政历史的银行文件原件(如存款证明、存折等);</li> <li>在中国的资产证明(如房产证原件、车辆登记证原件等)</li> </ul>	
邀请人(方)需递交	
• 说明访问目的及访问期限的邀请函或会议注册函.	
商务访问(公司间的国际商务活动、或贸易会展)	√
申请人及每位年满 18 周岁及以上的随行家庭成员完整填写"教育和就业细节表",请使用中英文或中法文填写。	
若你从事公司间的商务活动:请递交来自于加方的邀请信。邀请信必须由与申请人进行直接业务往来的一方出具,而非来自于只协助安排商务会议的第三方。邀请信必须包含所有以下信息:	
<ul> <li>邀请人的全称及职务、公司地址、电子邮件、网址、电话和传真号码;</li> <li>团组所有成员的姓名及职务、以及各自雇主全称;邀请缘由的简述、其中包含将要进行的商务或贸易详情;</li> <li>预期访问期限及详细行程安排;</li> <li>说明此次旅行所有相关费用支付责任的声明</li> </ul>	
若你参加贸易会展或其他商务会议:请递交会议组织方出具的注册确认函。	
如果持公务护照申请,请递交中国外交部就团组此次访问出具的照会。	
<ul> <li>一份由中方雇主使用公司抬头信笺签发的准假信原件,此信函必须包含:</li> <li>旅行目的;</li> <li>用中文注明的雇主全称和地址、以及电子邮件、网址、电话和传真号码;</li> <li>申请人的职务、收入和起聘日期;以及</li> <li>说明此次旅行所有相关费用支付责任的声明。</li> </ul>	
旅游目的地国地位(ADS)旅游者	√
申请人及每位年满 18 周岁及以上的随行家庭成员完整填写"教育和就业细节表",请使用中英文或中法文填写。	
如果在职,使用印有公司抬头信笺的由雇主签字的准假信原件、并包含以下信息:	
<ul><li>● 申请人的姓名、职位、收入和起聘日期;以及</li></ul>	

• 用中文注明的雇主全称和地址,以及电话和传真号码;	
如果退休,说明申请人养老金的退休证明;	
若申请人为学生且于非学校假期期间旅行,一份学校出具的确认其在读及良好表现、并同意 其缺勤的信函原件	
显示过去若干月中财政历史的银行文件原件(如存款证明、存折等)	
在中国的资产证明(如房产证原件、车辆登记证原件等);	
一封由中国旅行社出具、包含以下信息的附信:	
<ul> <li>团组中所有游客的姓名</li> <li>随团导游的姓名</li> <li>加拿大合作旅游机构的名称</li> <li>详细行程安排</li> </ul>	
旅游目的地国地位(ADS)团组领队	√
导游证复印件	
由雇主签字并包含以下信息的信函原件:	
<ul><li>● 你的职务名称</li><li>● 你的雇佣期限</li></ul>	
旅游	√
申请人及每位年满 18 周岁及以上的随行家庭成员完整填写" <u>教育和就业细节表</u> ",请使用中英文或中法文填写。	
如果在职,使用印有公司抬头信笺的由雇主签字的准假信原件、并包含以下信息:	
<ul><li>申请人的姓名、职位、收入和起聘日期;以及</li><li>用中文注明的雇主全称和地址,以及电话和传真号码</li></ul>	
如果退休,说明申请人养老金的退休证明	
若申请人为学生且于非学校假期期间旅行,一份学校出具的确认其在读及良好表现、并同意 其缺勤的信函原件	
显示过去若干月中财政历史的银行文件(如存款证明、存折等)	
在中国的财产证明(如房产证原件、车辆登记证原件等)	
所有过往旅行的证明(如已用护照等)	
协助申请人安排此次行程的所有中介的全称和地址(无论在中国或加拿大,如适用)	

详细行程安排	
留学生返回加拿大(持有效的学习许可)	√
过去两年中就读过的加拿大学校出具的官方成绩单,成绩单必须清晰显示出你在加就读的教育机构的名称	
劳工返回加拿大(持有效的工作许可)	√
加方雇主签字的现存雇佣关系的确认函。此函须包含雇主的姓名和地址、以及电话和传真号码;还须包含申请人的职务、收入和起聘日期	
短期学习学生(课程不超过六个月)	√
申请人及每位年满 18 周岁及以上的随行家庭成员完整填写" <u>教育和就业细节表</u> ",请使用中英文或中法文填写。	
申请人父母各自的雇主使用印有公司抬头信笺出具的雇佣证明信原件,注明父亲或母亲的职务、收入和起聘日期。	
显示过去若干月中财政历史的银行文件原件(如存款证明、存折等)。	
学生团组需要递交包含项目详情及团组成员名单的邀请信,并说明相关费用的支付责任。	
加拿大学校录取/登记办公室的录取通知书复印件,说明申请人需缴纳的准确学费金额、预期学习起止时间及最迟可注册时间。	
你曾获得的最高学历的公证件	
过境加拿大	√
申请人及每位年满 18 周岁及以上的随行家庭成员完整填写" <u>教育和就业细节表</u> ",请使用中英文或中法文填写。	
机票和行程安排的复印件。请注明你将进入加拿大的次数、及每次出入境的日期。	
最终目的地国家的有效签证,如适用。	
如果在职,使用印有公司抬头信笺的由雇主签字的准假信、并包含以下信息:	
<ul><li>申请人的姓名、职位、目前收入和起聘日期;以及</li><li>用中文注明的雇主全称和地址,以及电话和传真号码。</li></ul>	
过往旅行的证明(如已用护照等)	