

You may have to apply to renew your TRV if your visa has expired and you want to leave the country. Please note that if your passport or work permit is expiring, you must apply for a new passport and/or work permit before applying for your TRV. You can renew your TRV in Canada by applying online and sending your passport to Ottawa. Please follow these instructions carefully:

1. Create your online immigration account using GKey or Sign-in Partner/Log into MyIRCC

If you are a new user, you will need to create your account through GKey or Sign-in Partner at www.IRCC.gc.ca/english/e-services/myIRCC.asp. Your Client ID (8-digit number from your study permit or work permit) is required to complete the registration. **DO NOT use your passport number to register!**

2. Complete the ‘Come to Canada’ questionnaire: <http://www.IRCC.gc.ca/ctc-vac/cometocanada.asp>

Click on “Apply Online” to complete the questionnaire and *save your personal checklist code*.

| Questions | Answers |
|--|--|
| What would you like to do in Canada? | Work |
| How long are you planning to stay in Canada? | Temporarily – more than 6 months |
| What is your current country of residence? | Canada |
| What is your current immigration status in Canada? | Worker |
| Which of the following best describes your situation? | I have an open work permit |
| Have you had a medical exam performed by a IRCC authorized panel physician (doctor) within the last 12 months? | Depending on your situation – if “yes”, you must supply the UMI number. |
| Are you staying in Canada for more than 6 months and have lived in one or more <u>designated countries or territories</u> for more than six months in the last year? | No |
| Do you want to work in one of the following jobs? | Depending on your situation – if “yes”, you must supply your medical test results. |
| Are you giving someone access to your application? | No |
| There are fees associated with this application. Will you be paying your fees or are you fee exempt? | Yes, I will be paying my application fees. |
| Do you have the ability to create a digital image of your documents (through scanning or taking a picture) and will you pay your application fees online using a visa, MasterCard or American Express? | Yes |
| Will you pay your application fees online using a visa, MasterCard or American Express? | Yes. If you don’t have a credit card, you can purchase a pre-paid visa. |

3. Fill in the online application form and gather supporting documentation

Completing the application (IMM5257) Form:

| | |
|--|--|
| UCI | Client ID (8 or 10-digit number listed on the top right side of your work permit. Or look for “UCI” on the permit |
| 3. Visa Requested: | Visitor Visa |
| Personal Details | |
| 7. Current Country of Residence <ul style="list-style-type: none"> Status From (YYYY-MM-DD) To (YYYY-MM-DD) | <ul style="list-style-type: none"> Canada Worker The very first day you arrived in Canada (your first study permit issuance date) Your work permit expiry date |
| Contact Information | |
| 1. Current mailing address <ul style="list-style-type: none"> Apt/Unit | ‘Apt/Unit’ - This is your apartment number if you have one |
| 2. Resident address, same as mailing address? | If your mailing address is where you live, answer ‘Yes’. |
| Details of Visit to Canada | |
| 1. Purpose of my visit | Returning worker |
| 2. Indicate how long you plan to stay <ul style="list-style-type: none"> From (YYYY-MM-DD) To (YYYY-MM-DD) | <ul style="list-style-type: none"> Date of completing the application Your work permit expiry date |
| 3. A) Funds available for my stay: | Ensure to include enough for your first 2 months ie. \$5,000 |
| 4. Name, address and relationship to institution | Give MSVU information. Address: 166 Bedford Highway |
| Education | |
| Have you had any post-secondary education (including university, college or apprenticeship training)? | Answer ‘Yes’ and type in your MSVU information |
| Employment | If you do not have a job or have never been employed, please put the following information: Current Occupation: “Actively seeking for employment” |
| Background Information | |
| 2. A) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada? B) Have you ever refused any kind of visa, admission, or been ordered to leave Canada or any other country? C) Have you previously applied to enter or remain in Canada? | a) If you have studied or worked without a valid study or work permit, you will need to provide details and explanation. b) If you were ever refused any visa, admission to Canada or any other country please indicate and briefly explain. c) If you applied for a Temporary Resident Visa (TRV) to enter Canada, you will need to state that (i.e. I switched my status from student to worker and I have a TRV) |
| Signature | This form cannot be printed, signed and scanned. You only need to validate and save it to your desktop or on a USB and then upload. |



Supporting documents to scan and upload:

- digital photo (420x540 pixels)
- passport pages (only pages with stamps, visas, photos) saved as 1 PDF document (less than 4MB)
- Work Permit
- Itinerary (optional)
- IMM 5707: Family Information –this may be required depending on your country of citizenship

4. Pay the application fee (\$100.00) with a credit card (VISA, MasterCard, American Express).

Please make sure you see the official receipt on the screen. Otherwise you need to try again or use the different credit card.

5. Submit the application.

Once your application has been successfully transmitted, you will see a confirmation of application submission under “My Messages”.

7. Wait for a Response from IRCC and mail your passport

Once your application has been processed, IRCC will send you an email and direct you to your "MyIRCC" account to check your messages (under "My Messages"). In your "My Messages", please **print the IRCC letter** to be mailed with your passport

Purchase two prepaid Xpresspost envelopes—National envelopes at any Canada Post retail outlet. **Enclose one envelope in the other envelope along with your passport and IRCC letter.** This second envelope will be used to return your passport and new TRV to you.

Please mail your passport and letter to the following address:

Temporary Resident Visa Section
CPP - Ottawa (e-Application)
PO Box 9640
Ottawa, ON, K1G 6T2

And write your **Client ID, Application Number** (found in your letter) and **“TRV Application” on your envelope** (white area above the mailing label).

