



International Education Centre Renewing your Temporary Resident Visa

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 study permit is expiring, you must apply for a new passport and/or study permit before applying for your TRV. You can now renew your TRV in Canada by applying online and sending your passport to Ottawa. Please follow these instructions carefully:

Please follow these instructions:

- 1. Create your online immigration account using GCKey or Sign-in Partner/Log into MyCIC**
If you are a new user, you will need to create your account through GCKey or Sign-in Partner at <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>
OR www.cic.gc.ca
- 2. Under “Start Application” complete the ‘Apply to come to Canada’ questionnaire:**

Kay Balite's account

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 5 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 5 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.

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.



You have to Determine your eligibility to apply online for a Visitor/Study/Work Permit.

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)

Questions	Answers
What would you like to do in Canada?	Study
How long are you planning to stay in Canada?	Temporarily – more than 6 months
What is your current country of residence?	Canada
Have you lived in Canada as a permanent resident?	No
What is your current immigration status in Canada?	Student
Have you been accepted to a designated learning institution?	Yes
You will be directed to proceed with either “Study Permit” or “Temporary Resident Visa” – choose to continue with Temporary Resident Visa.	
<div style="border: 1px solid #ccc; padding: 10px;"> <p>Your results</p> <p>Based on the information you provided, the result(s) below indicate(s) whether you may be eligible to come to Canada.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Study Permit (in Canada)</p> <p>You may be eligible to extend your stay in Canada as a student</p> <p style="text-align: right;">Continue</p> </div> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Temporary Resident Visa</p> <p>You will need a temporary resident visa to return to Canada.</p> <p>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.</p> <p style="text-align: right;">Continue</p> </div> </div>	
Which of the following best describes your situation?	I have a study permit for a specific institution or level of education.
Have you had a medical exam performed by a CIC authorized panel physician (doctor) within the last 12 months?	Depending on your situation – if “yes”, you must supply the UMI number.



Do you want to work in one of the following jobs?	Dependent on your situation.
Have you lived in a designated country or territory for more than six months in the last year?	Dependent on your situation.
Do you want to submit an application for a family member?	No
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. If you don't have a credit card, you can purchase a pre-paid visa.

You should now see your **Document Checklist**. **Click on the Application for Visitor Visa..... to download the form. Save the PDF file on your laptop and open the PDF application form using Adobe Reader. Fill it out using a computer and not by hand/print.**

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

(Opens a new window)

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

its/forms/IMM5257E.PDF

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 study 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 • Student • The very first day you arrived in Canada (your first study permit issuance date) • Your study 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 student
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 • Estimated date of program completion: your request should be 90 days after your graduation
3. A) Funds available for my stay:	Ensure to include enough for one year ie. \$20,000
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' if you are a transfer student or have gone to college before Answer 'No' if you came to MSVU directly from high school.
Employment	Under 'Current occupation/Activity', enter MSVU information <i>Please note: It is not necessary to enter your part-time work on or off campus.</i>
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 or have extended your Study Permit, you will need to state that (i.e. I have a TRV and/or have extended my Study Permit)
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)
- proof of financial support (statement of balance from your bank)
- Study Permit
- Most recent transcript (Registrar's Office)
- Confirmation of enrolment from the Registrar's Office (current enrolment, your original letter of acceptance is not required)



- 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 CIC and mail your passport

Once your application has been processed, CIC will send you an email and direct you to your "MyCIC" account to check your messages (under "My Messages"). In your "My Messages", please **print the CIC 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 **UCI, Application Number** (found in your letter) and **“TRV Application” on your envelope** (white area above the mailing label).

