International Education Centre
Renewing your Temporary Resident Visa under PGWP status

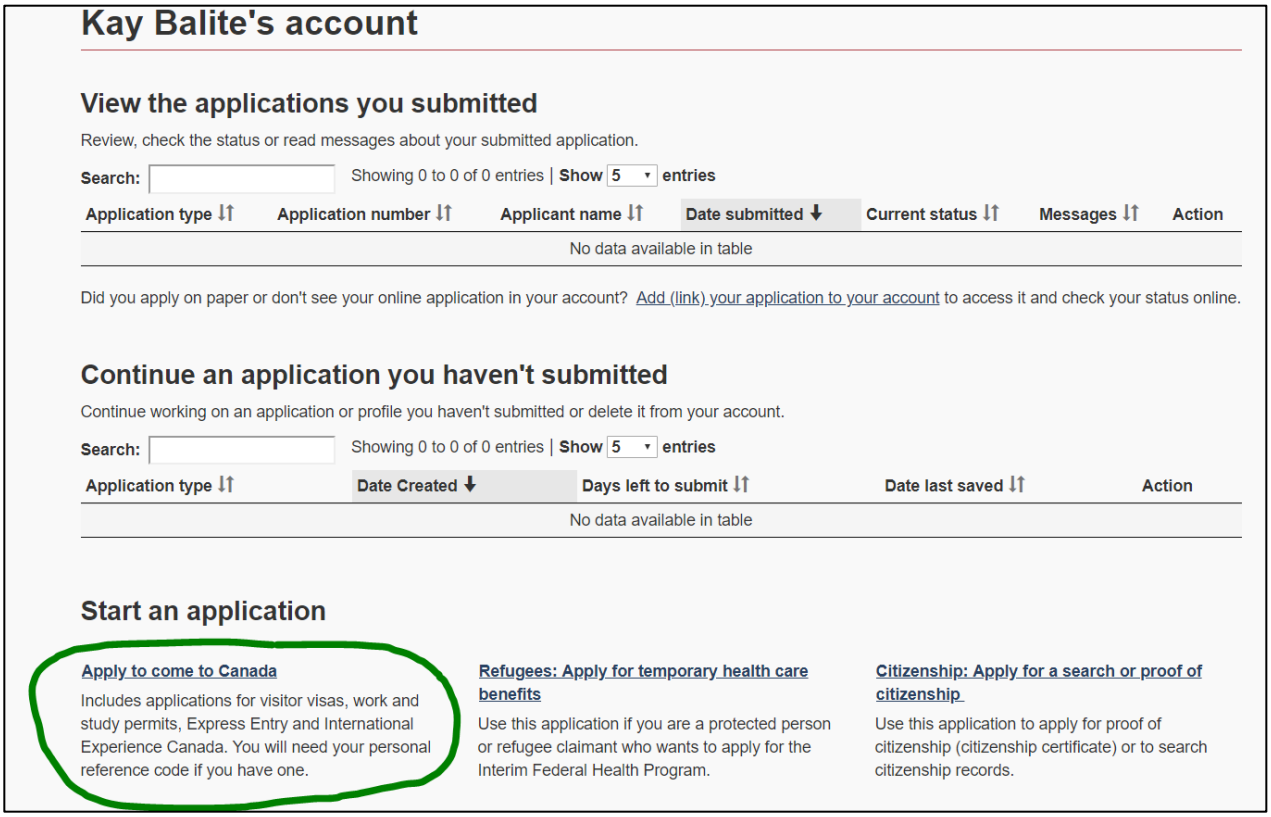
You may have to apply to renew your TRV if your will expires soon and you want to leave the country. You can now renew your TRV in Canada by applying online and sending your passport to Ottawa.

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

NOTE: *Save your username and password. Consider taking a screenshot of all your security questions and answers to avoid getting locked out of your account. Once you are locked out of your account, you will never be able to access it ever again.*

2. **Under "Start Application" complete the 'Apply to come to Canada' questionnaire:**



Even though you are already in Canada, you have to choose this option in order to Start an Application.

Kay Balite, Regulated International Student Immigration Advisor
CICC Membership # *S718279*

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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)

Choose this option.

If you do not see this option, that means you have an existing/open application that you have not yet submitted.

Go back to the main page of your account and look under "Continue an application you haven't submitted" to view your existing application.

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.
Do you want to work in one of the following jobs?	Depending on your situation – if "yes", you must complete a medical exam OR supply your e-medical sheet from the doctor.
Have you lived in a designated country or territory for more than six months in the last year?	Dependent on your situation.
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.

You should now see your **Document Checklist.**

NOTE: *Click on the Application to "Change Conditions…" and download the form. Save the PDF file on your laptop. Go to the file and right click to open. Choose "Open with Adobe Acrobat" PDF 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

Supporting Documents

Supporting Documents

Details	Document Name	Instructions	Options
Not Provided	Passport (required)	?	Upload File
Not Provided	Digital photo (required)	?	Upload File
Not Provided	Canadian Work or Study Permit (required)	?	Upload File

3. Complete the application (IMM5257) Form: Temporary Resident Visa

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 • Status • From (YYYY-MM-DD) • To (YYYY-MM-DD)	• 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 • 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 • From (YYYY-MM-DD) • To (YYYY-MM-DD)	• 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	Do not print, sign and scan the form. You only need to press "**validate"** and then save it to your desktop or on a USB and then upload it into your IRCC account.

Supporting documents to scan and upload:

- Digital photo
- Passport – all pages, except blank pages. Save multiple pages 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 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.

Fees

Fees

Application	Quantity	Price (CAD) per unit	Total (CAD)
Visitor (includes SE, ME and EXT)	1	$100	$100
Biometrics Fee	1	$85	$85

The fee shown is an estimate based on the fees in effect on the day that this Personal Reference Code is issued. The actual fees to be paid will be calculated on the date of submission.

Total Price (CAD) $185

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

Go to a Canada post office and **purchase two prepaid Xpresspost envelopes with tracking numbers**.

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
Case Processing Centre – Ottawa
P.O. Box 8780 STN T CSC
Ottawa, Ontario K1G 5A9

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