

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. If your passport is expiring, it is best that you renew your passport before applying for a TRV. Moreover, you must wait to have a valid PGWP before applying for your TRV. You can renew your TRV in Canada by applying online and sending your passport to Ottawa.

1. Log in to your online immigration account using GCkey or Sign-in Partner

*If you are a new user, you will need to create your account through GCKey or Sign-in Partner. 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.

https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html

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

view the applica	tions you subr	nitted			
Review, check the status or	read messages about you	ur submitted application.			
Search:	Showing 0 to 0	of 0 entries Show 5	entries		
Application type 1 A	Application number 1	Applicant name 🎼	Date submitted 4	Current status ↓↑	Messages ↓↑ A
		No data ava	ailable in table		
			d		
Search:	Showing 0 to 0	of 0 entries Show 5	entries		
Application type 11	Date Created	↓ Days left	to submit ↓↑	Date last saved ↓	1 Actio
		No data av	ailable in table	· · · · · · · · · · · · · · · · · · ·	-
Start an applicat Apply to come to Canada Includes applications for visi study permits, Express Entry Experience Canada. You will reference code if you have o	tion tor visas, work and y and International I need your personal one.	Refugees: Apply for te benefits Use this application if yo or refugee claimant who Interim Federal Health F	emporary health care bu are a protected person wants to apply for the Program.	Citizenship: Apply citizenship Use this application citizenship (citizensi citizenship records.	r for a search or proof to apply for proof of hip certificate) or to sea

Updated: October 2024

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

	Signed in as Kay Balite	Account home	Account profile Help Lo	<u>ogout</u>
Personal checklist				
Personal Reference Code				
If you have already completed the Come to Canada or the Express Ent reference code, based on the answers you provided.	ry wizard, you would have red	eived a documen	t checklist and/or a personal	
* Please enter your personal reference code to begin your applicati	on. (required)			
	•		0	
Continue Cancel			Leave this blank.	
I do not have a Personal Reference Code				
If you do not have a personal reference code, you may answer a series for Express Entry, and begin an online application.	s of questions to find out if yo	u are eligible to a	pply for a visa and/or permit, a	apply
If you begin your application after you have logged into your accound document checklist right into your account.	nt , you will not receive a pers	onal reference co	de, as the system will save you	ır
Determine your eligibility and apply online:	Choose this option.]
Visitor visa, study and/or work permit	If you do not see this o	ption, that mear	ns you have an	
Express Entry (EE)	existing/open application	on that you have	e not yet submitted.	
	Go back to the main pa	ge of your accou	unt and look under	
International Experience Canada (IEC)	existing application.	n you naveri t s		

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 an IRCC authorized panel physician (doctor) within the last 12 months?	Choose "yes" if you had a medical exam within the past 5 years,
	*this is a temporary policy until October 5, 2029. Read the <u>section "Medical Exam"</u> below.



Do you want to work in one of the following jobs?	If you intend to work in certain jobs, you may be required to undergo a medical exam – these jobs include any work that brings you in close contact with others (working with children, in healthcare services or labs) or agricultural work. The full list and more information is here: http://www.cic.gc.ca/english/information/medica l/medexams-temp.asp
Are you giving someone access to your application?	No – if you are applying only for yourself. However, if you are applying for family members then you should choose: 'Yes, both appoint a representative and grant authorization to IRCC to release information to another person'.
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.
Are you able to make a digital copy of your documents with a scanner or camera?	Yes
Will you pay your application fees online using a Visa, Mastercard, Visa/Mastercard debit?	Yes. If you don't have a credit card, you can purchase a pre-paid visa.

You should now see your Document Checklist.

INSTRUCTIONS: You need to download the Adobe Acrobat Reader application to your computer.

Under <u>Application Form(s)</u>, Click on the document "Application for Visitor Visa...". After clicking it, a new webpage will open up. The webpage will say "Please Wait...". You don't have to wait. Immediately press the download button of your web browser. Save the PDF file on your laptop. Go to the folder where you saved the file. Right click on the file and 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)	0	Upload File



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	Supporting Documents		
Details	Document Name	Instructions	Options
Not Provided	Passport (required)	0	Upload File
Not Provided	Digital photo (required)	0	Upload File
Not Provided	Proof of upfront medical exam (required) 🕜	Upload File
Not Provided	Canadian Work or Study Permit (required	d)	Upload File
Not Provided	Canadian Work or Study Permit (required cuments Optional Documents	d) ()	Upload File
Not Provided Optional Doc	Canadian Work or Study Permit (required Cuments Optional Documents Document Name	i) ? Instructions Opti	Upload File
Not Provided Optional Doc OT olete/fill his form.	Canadian Work or Study Permit (required Cuments Optional Documents Document Name Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	i) ? Instructions Opti ?	Upload File

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

Questions	Answers		
1. UCI	Look for "UCI" on your Study Permit. It's an 8 or 10-digit		
	number listed on the top right side of your Study Permit.		
3. Visa Requested:	Visitor Visa		
Per	sonal Details		
7. Country/Residence			
 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 		
Conta	act Information		
1. Current mailing address			



a) Apt/Unit	a) This is your room number OR apartment number inside your apartment building.
c) Street name	b) This is the number of your house/building. Please only write the number here. This number is listed directly before your street name.
	c) Do not abbreviate words (Street, Avenue, Boulevard, Drive, etc.)
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
E	mployment
Give the details of your employment	If you do not have a job or have never been employed, please put the following information: Current Occupation: "Actively seeking for employment"
Backgr	ound 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) Choose YES. Then, list all the permits that you've been granted. For example: "I have a Study Permit, Canadian visa, PGWP, and/or have extended my Study Permit
Signature	 Type your full your name in the signature line, press the validate button, and save it to your desktop, OneDrive, or on a USB. Do not insert an e-signature. This form should not be printed, signed and scanned.



5. List of documents for review:

NOTE: please email the following documents to <u>immigration@msvu.ca</u> for review.

- imm5257e primary application form for visitor visa
- Digital photo
- Passport scan all pages except blank pages. Save multiple pages as 1 PDF file
- Proof of financial support (statement of balance from your bank)
- Work Permit
- imm5707: Family Information this may be required depending on your country of citizenship
- Letter of explanation (if necessary) upload this in the section 'Client Information'
- Medical Exam (optional)
- Post-Graduation Work Permit

Medical Exam

IMPORTANT: in-Canada applications only

IRCC created a <u>temporary public policy</u> for immigration medical exams (IMEs) <u>until October 5, 2029 only</u>. If you completed an IME within the past 5 years, submit a copy of your previous medical exam.

To qualify for this temporary policy, you must meet **all** of these conditions:

- You applied, or are applying, for either permanent residence or temporary residence.
- You already live in Canada.
- You completed your previous IME in the last 5 years.
- Your previous IME indicated a low risk or no risk to public health or public safety.

NOTE: You need to submit your proof of medical exam performed by an IRCC approved physician if you plan to work in the fields of education, childcare, medical and healthcare services, nursing homes, taking care of elderly and other vulnerable people, hospital, and agriculture, etc. Click on this link to <u>view the list of IRCC</u> approved physicians by country to book your appointment if necessary.

6. Pay the application fee with a credit card or visa/mastercard debit

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	
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 submissio				
			Total Price (CAD) \$18	



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7. Submit the application.

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

8. Wait for a response from IRCC and mail your passport within 30 days of approval

Once your application has been processed, IRCC will send you a letter under "My Messages" in your online account. Please **print the passport request letter** and mail it along with your passport

Go to a Canada Post Office and purchase <u>two prepaid</u> Xpresspost envelopes (1 big and 1 small) with <u>tracking numbers</u>.

In the bigger envelope, put in your passport, IRCC Letter Request for Passport, and the other smaller envelope you purchased. This smaller envelope will be used to return your passport with your new TRV to you.

Please mail your passport and letter to the following address and write **"TRV Application" on your envelope** (white area above the mailing label):

Temporary Resident Visa Section Case Processing Centre – Ottawa P.O. Box 8780 STN T CSC



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