



Smooth Migration  
9 – 13 Fulham High Street  
London  
SW6 3JH  
Tel 0203 291 2711

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## Canadian Visa Application Information Form

Applying for a temporary resident visa

### General Information

- We need to receive your documents **THREE (3) weeks** before applying for your visa, to ensure that you meet all the requirements. **If we do not receive your documents in advance, your booking will be cancelled without any notification.**
- **2 day services are available with prior notice, at an extra charge of £50 for the express service fee.**
- We reserve the right to move your application date to accommodate changing circumstances at the Embassy. We will do our best to finalise your visa before you depart for your vacation. Please note that the Canadian Embassy may make changes to their lodging procedures and regulations.
- Please make sure you have at least one blank page in your passport for the visa to be affixed.
- If you are married you will need to include the original unabridged marriage certificate.
- **For minors travelling with parents** we require an **ORIGINAL UNABRIDGED birth certificate**. Please also complete an application form.

**YOUR PASSPORT MUST BE VALID FOR SIX MONTHS AFTER RETURN DATE FROM YOUR VACATION.** If not the visa will **NOT** be granted by the Canadian Consulate!

**YOUR RESIDENCE VISA IN THE UK MUST BE VALID FOR THREE (3) MONTHS AFTER RETURN DATE FROM YOUR VACATION**

If not, attach a return ticket to country of origin. – You will also only receive the visa for the trip/trips you can prove to undertake before your visa expires.

**NOTE:** Your travel insurance must cover all trip dates from first date of departure until last trip's return date!

**Office address:** You can either bring in your documents to our offices near Canada Water Tube Station or post your documents to us. If you send your documents by post, we advise you to use registered mail to the following address: **Nexus Visas**

**9 – 13 Fulham High Street**

**London  
SW6 3JH**

**Payments:** Payments can be made by cheque made out to Nexus Visas or paid into our bank account: Please note that if you pay the money directly into our account you need to send us the proof of payment!

**Barclays bank**

**Name:** Nexus Visas

**Account No:** 50276219 **Sort Code:** 20 90 74

## Step 1 Who can apply

Please read through the information to see if it is applicable to your situation and make sure you provide us with **ALL** the **CORRECT, AUTHENTIC** and **ORIGINAL** documentation.

### WHO CAN APPLY?

- Canada must be your **MAIN DESTINATION**
- You need to be a holder of one of the following:
  - Working Holiday Visa
  - Ancestry Visa
  - Work Permit/Highly Skilled Migrant Visa
  - Spousal Visa
  - Any other visa that qualifies you as a resident in the UK.

Nationals of the following countries may be subject to longer processing times for both mailed or in-person applications: Afghanistan, Albania, Algeria, Argentina, Armenia, Azerbaijan, Belarus, Bosnia-Herzegovina, Burundi, Cambodia, China, Congo (DRC), Congo (Republic of), Croatia, Cuba, Cyprus (Turkish Republic of Northern), Georgia, Guatemala, Haiti, Honduras, Iran, Iraq, Kazakhstan, North Korea, Kyrgyzstan, Lebanon, Libya, Macedonia, Moldova, Palestinian passport/travel document holders, Peru, Russia, Rwanda, Saudi Arabia, Sierra Leone, Somalia, Sudan, Syria, Tadjikistan, Turkmenistan, Ukraine, Uzbekistan, Yemen, Yugoslavia (Serbia & Montenegro).

## Important

The following information and documents are important when applying for a Canadian visa:

- A fully completed, signed and dated application form. This must be opened and completed online. Please remember to **VALIDATE** the form before printing. The form should include a day-time telephone number (and fax number if possible).
- 2 recent passport-format photographs of each person applying, attached firmly to the application form
- a valid passport or travel document valid for at least one day beyond the visitor's intended departure date from Canada

Applications should also include any documentation that will indicate the applicants' degree of establishment in their countries of residence, their reasons for travelling to Canada, and their financial status. Such documentation may include, but is not limited to:

- Employment references
- Bank statements
- School references
- Marriage certificates
- Passports of family members
- Invitations
- Immigration status (if it is not endorsed in your passport or travel document)
- Proof of property-ownership
- Proof of self-employment (business registration, accountant reports, etc.)

All supporting documents must be translated into English

## Step 2 Make sure you have the following

### → LETTER OF EMPLOYMENT

- **If you are employed:** It must be an **original letter** on an **official letter headed paper**

(with the company's registration number) stating that you are currently employed.

The letter **cannot be older than one month** and **must be originally signed**.

- **If you are a student:** A letter from your university or college must state that you are currently enrolled as a student. The letter must be an originally signed letter. The letter cannot be older than one month; from the date we are lodging your application.
- **If you do not have enough money in your account: Sponsors:** We will need a letter from a family member/spouse that they will be sponsoring you for the trip, their original bank statement with name and address on, payslips and their letter of employment and the original passport with valid residency permit. **Please note that a friend or partner is not allowed to sponsor you.** In case of a married couple, an original unabridged marriage certificate is also required, as well as the original passport – **IF YOU ARE ON A SPOUSAL VISA, PLEASE INCLUDE YOUR HUSBAND / WIFE'S PASSPORT.** (If your sponsor does not have any payslips, please see heading: *Payslips*)
- **If you are 18 years or younger:** The applicant will need to have a letter from their school stating that he or she is currently a student. The letter needs to be an original signed letter and the letter needs to have a current date on it. An **original birth certificate** will need to be included in the application as well as a **sponsoring letter** from the parent stating that he/she will be sponsoring the minor.
- **If you are a carer:** If you are working for someone as a carer you will need a typed letter from that person, originally signed with a recent date on it stating that you are working as a carer. Need to include your contract, signed by both parties. If you don't receive any payslips the letter needs to state your salary. **We will also need a copy of the passport of the person you are caring for. Your national insurance card.**

## → TRAVEL INSURANCE

Your insurance document must have the person(s) names on who are insured and also state the period for which they are insured

- **If you want to apply for a visa that is only valid for your trip:** You can take out single trip insurance, covering only the trip.
- **If you want to apply for a multiple entry visa:** You must take out annual multi-trip insurance.
- **If you already have insurance:** Make sure it covers the dates of your trip. If applying for a six (6) month visa, have at least six months left after returning from your trip.
- **If you do not have *Insure and Go* insurance:** Please attach the policy stating what you are covered for. Please make sure that your insurance covers you for medical and repatriation expenses.
- **If you plan more than one trip:** The insurance must cover from the start of the first trip up to the end of the second, third etc. trips if taking out single trip insurance

## → BANK STATEMENT

- Not older than one month
- Must be a **Current Account** – no other account will be accepted
- Must be original
- Must display your name and surname
- Must have physical address on
- Must have a balance of at least £40 per day for spending in Canada in your account!

**It can under no circumstances be overdrawn.**

**If you do not have an original recent statement:** Submit an older original statement which has your name, address and account number on. Also submit a printout of your recent balance with your account number on. **Please note that the two statements must have matching account numbers.**

**If you have no bank account or statement:** Bring another document displaying your address, for example a utility bill and signed traveller's cheques of £40 for everyday that you are

spending in Canada. **(THE TRAVELLER'S CHEQUES MUST BE ORIGINAL, NO COPIES!).**

### → 3 MONTHS' PAYSLEIPS (Most recent 3)

- If you are paid weekly, you have to submit the last 6 week's payslips.
- **If you do not have payslips:** Your employer must state on your letter of employment that you do not receive any payslips and how much you earn per month or week.
- **If you have only one or two payslips:** You can bring your bank statement showing that the money gets transferred into your account weekly/monthly.

### → TRAVEL TICKETS OR E-BOOKING CONFIRMATION

E.g. Plane

- Must have dates of departure and return
- Names of ALL passengers, not only the lead passenger
- Return tickets

### → ACCOMMODATION CONFIRMATION OR E-BOOKING CONFIRMATION

- Dates of arrival/departure
- Names of guests
- Name and address of Hotel

**If staying with friends or family that is PERMANENT RESIDENTS in Canada:**

- You shall need an original letter of invitation from them – typed out and signed with dates of travel included.
- You shall need a copy of the hosts passport and/or Canadian Residency permit.

**If staying with friends or family that is PERMANENT RESIDENTS in London but own property in Canadian:**

- A utility bill for property in Canada and a utility bill for property owned in London. Please note that Canadian embassy may request proof of ownership of property in Canada.
- Letter of invitation – typed out and signed with dates of travel included.

**Your name must be on the booking confirmation. If you are a group, all travellers' names must be on the booking confirmation.**

### → 2 COLOUR PASSPORT Photo's

It must be full colour on a WHITE background. **No glasses, hats or hair hiding your face.** Please see the passport photograph information form.

**Please make sure you have filled out the following documents:**  
**One completed application form**  
**Smooth Group contact form**

## **Step 4** **Additional Points**

Multiple-entry visas cannot be valid longer than the validity of a passport and are valid for a maximum period of five years. Where a multiple-entry visa is issued in a passport with a validity of less than five years, the visa will normally be valid for a maximum period of up to one month less than the expiry date of the passport.

If, while visiting Canada, a person also visits the continental United States (with a United States visa) and then returns to Canada within the period of stay granted on his/her initial arrival in Canada, that person does not require a visa in order to re-enter Canada; a single-entry visa will be sufficient.

Persons under 18 years of age who are not accompanied by their parents or legal guardian(s), or by just one parent or legal guardian, should have a letter from the non-accompanying parent(s) or legal guardian(s), giving them permission to travel alone or with a representative or relative. Children traveling by themselves must have their own passports; they cannot use the passport of their parents even if their details are endorsed in that passport.

Canadian citizens do not require visas and are free to travel to Canada at any time as long as they have proof of their Canadian citizenship.

If a visa cannot be issued, the particulars of the application may be endorsed in the passport.

**We need to receive your documents a WEEK before applying for your visa to ensure that you meet all the requirements.**

**Kind Regards**

**Smooth Migration**