

## **IMPORTANT INFORMATION FOR INTERNATIONAL SPECIAL EVENTS AND MEETING ORGANIZERS IN CANADA**

### **What travel documents will delegates require to travel to Canada?**

As a rule, all visitors to Canada require a temporary resident visa (TRV), except citizens of countries where an exemption has been granted. Visit <http://www.cic.gc.ca/english/visit/visas.html> for a list of countries that do not require a visa to visit Canada. Organizers must inform their delegates of these visa requirements and the importance of applying as early as possible.

Most participants will also need a **valid passport** or an appropriate travel document to enter Canada. Exceptions are made for the following people:

- citizens of the United States;
- permanent residents of the United States who enter directly from that country;
- members of the armed forces of countries designated under the *Visiting Forces Act* who are visiting on official duty; and
- members of flight crews who have an airline flight crew licence or a crew member certificate issued in accordance with International Civil Aviation Organization specifications.

### **How much does it cost to apply for a visa?**

Each applicant for a temporary resident visa must pay a \$75 non-refundable application processing fee for a single-entry visa.

### **How do delegates apply for a visa?**

To find out how to apply for a temporary resident visa, please visit CIC's website at <http://www.cic.gc.ca/english/applications/visa.html>. All applicants for a temporary resident visa must satisfy CIC that they are genuine visitors and that they will be participating in the event or meeting. The applicants must demonstrate that they:

- are in good health (in some cases, a medical exam may be required);
- do not have a criminal record;
- do not pose a threat to Canada's security;
- have a valid passport or travel document;
- have enough money to support themselves and their dependants while in Canada; and
- will leave Canada voluntarily at the end of their stay.

A visa officer makes decisions on a case-by-case basis, and the burden of proof lies with the applicant. While the majority of visa applications are accepted, CIC cannot guarantee that every applicant will receive a visa. Applicants may be required to attend an interview with a visa officer before a final decision is made.

### **How long will it take for a visa application to be processed?**

You must inform your delegates of visa requirements and of the need to apply **early**. To allow adequate time for processing, applications for temporary resident visas must be filed at a visa office abroad well in advance of the intended visit. In some instances, the visa office may not be in the applicant's country. A list of visa offices abroad can be found at <http://www.cic.gc.ca/english/offices/missions.html>

### **How can delegates check the status of their visa application?**

If delegates wish to find out the status of their temporary resident visa application, they may contact the nearest Canadian visa office:

<http://www.cic.gc.ca/english/offices/missions.html>.

Delegates may also verify the status of an application on-line, by visiting

<http://www.cic.gc.ca/english/e-services/index.html>.

### **What if a delegate's application for a visa is refused?**

The final decision to grant a visa lies with the visa officer. Once an application has been refused, we cannot overturn the officer's decision. If a visa application is refused, fees are not refunded, as they cover the administrative costs of processing the application.

### **Will my delegates require a work permit?**

Individuals who come to work at the event, such as translators, organizers, clerks or media representatives, must contact visa offices abroad to determine whether they will require a work permit. For more information, please visit:

<http://www.cic.gc.ca/english/work/index.html>.