



## ADS Application Kit for a Temporary Resident Visa Canadian Embassy, Beijing Consulate General of Canada, Shanghai

Please read this kit carefully before submitting your application. The documentation you provide with your application is necessary to establish that your entry to Canada would not be contrary to the *Immigration and Refugee Protection Act*. Failure to provide complete, truthful, and accurate materials may result in your application being refused.

All Temporary Resident Visa applications will be assessed based on the documents you submit. Please ensure that you submit all relevant documents as outlined in this application kit.

All documents must be submitted at the same time as your application and processing fee. Only documents in English or French will be accepted. All documents in Chinese must be accompanied by an English or French translation.

Application kits are free of charge and can be downloaded from the internet address: [www.beijing.gc.ca](http://www.beijing.gc.ca) or [www.shanghai.gc.ca](http://www.shanghai.gc.ca)

**Warning:** Providing fraudulent documentation or false information is a grave offence. If you or someone acting on your behalf directly or indirectly misrepresents facts relating to your application for a Temporary Resident Visa:

- your application will be refused;
- the circumstances of your refusal will be entered into Canada's global immigration database; and
- you could become inadmissible to Canada for two (2) years under section 40 (2) of the *Immigration and Refugee Protection Act*.

### 1. Requirement for a Canadian Temporary Resident Visa

You must show the officer that you meet the requirements of the Canadian *Immigration and Refugee Protection Act* and *Regulations* and that you will be in Canada for a temporary stay. You must also:

- satisfy an officer that you will leave Canada at the end of your period of authorized stay;
- prove that you have enough money to support your stay in Canada and to return home;
- have no intention to work or study in Canada unless authorized to do so;
- prove that you have no record of criminal activity (you may be asked to provide a Police Clearance Certificate) and will not be a risk to the security of Canada;
- produce any documents requested by the officer to establish your admissibility; and
- complete a medical examination, if required.

### 2. Types of Visas

A visa may be for a single entry, for multiple entries or for transit purposes.

A **single entry visa** allows you to enter Canada only once. If you intend to travel to the United States during your visit to Canada, you do not need a multiple-entry visa in order to re-enter Canada directly from the United States during the period for which you were originally admitted to Canada. A **multiple entry visa** allows you to enter Canada from any country multiple times during the validity of the visa. A **transit visa** is required for travel through Canada to another country by those persons who need a temporary resident visa and whose flight will stop in Canada for less than 48 hours.

### 3. Agents and Representatives

If you are authorizing the release of your file information to another person this person must be identified on the Use of Representative form (IMM 5476E). Please note that all persons who assist in the preparation of applications must be identified on this form.

#### **4. Required Supporting Documents**

This kit contains an application, other forms which must be completed and a Document Checklist. This Document Checklist will assist you in determining which forms and documents must be submitted and which special requirements may apply.

#### **5. How to Submit your Application**

To submit your application, please visit one of the following Visa Application Centres operating in China.

**Beijing:** 7<sup>th</sup> floor, West Area, Grand Rock Plaza, No.13 Xinzhong Xili Dongcheng District, Beijing, PRC 100027

**Shanghai:** 2<sup>nd</sup> floor, Guangdong Development Bank Building, No.555 Xujiahui Road, Shanghai, PRC 200023

**Guangzhou:** 3rd Floor, Cheng Jian Mansion, 189 Ti Yu Road West, Tianhe District, Guangzhou 510620

**Chongqing:** 3<sup>rd</sup> floor, JW Marriott Hotel, International Trade Center, 77 Qingnian Rd, Yuzhong District, Chongqing, PRC 400010

The Visa Application Centres are open from Monday to Friday (excluding Embassy holidays), from 8am to 3pm. A **fee** will be charged for the use of the Visa Application Centre. Further details are available at [www.vfs-canada.com.cn](http://www.vfs-canada.com.cn).

#### **6. When Should I Apply?**

To avoid disappointment, you should submit your application at least one month before your intended departure date.

## Document Checklist

If any of the required documents are missing, your application form may be returned to you.

REQUIRED DOCUMENTS FOR ALL APPLICANTS	✓
All documents in Chinese must be accompanied by an English or French translation	
Completed "Application for a Temporary Resident Visa" (IMM 5257). Accompanying children aged 18 years old and above must complete their own application form.	
Completed "Family Composition Information and Details of Education and Employment" form for you and each accompanying family member who are aged 18 years old and above, completed in English or French AND Chinese.	
Two (2) photos of you and each accompanying family member. All photos must meet the requirements of the Photo Specifications Appendix. On the back of one photo in each set, write the name and date of birth of the person appearing in the photo.	
Your valid passport and a valid passport for each accompanying family member. There must be one completely blank page other than the last page, available in each passport and each passport must be valid for at least six (6) months prior to travel.	
Two (2) self-addressed adhesive labels with your current address in Chinese characters (no envelope).	
The correct processing fee in the acceptable format (refer to the Fee Schedule). Fee is non-refundable.	
"Use of a Representative" form (IMM 5476E) if someone has assisted you in making this application.	
For children less than 18 years old, Parental Letter of Consent from the non-accompanying parent(s) authorizing the travel. This letter should contain the dates of travel and your parent(s)' contact information.	

**Applicants applying in the categories below should also submit the following documents:**

APPROVED DESTINATION STATUS (ADS) TOURISTS:	✓
<ul style="list-style-type: none"> <li>• If you are employed, a signed original letter on company letterhead from your employer granting your leave of absence and including the following information:               <ul style="list-style-type: none"> <li>• your name, position, salary and date of hire; and</li> <li>• your employer's name and address in Chinese characters as well as the telephone and fax number.</li> </ul> </li> <li>• If you are retired, a Retirement Certificate indicating the amount of your pension;</li> </ul>	
If you are a student traveling during periods other than school holidays, an original letter from your school confirming that you are enrolled and in good standing and that the school has approved your absence.	
Original bank documents showing financial history over several months (e.g. Certificates of Deposits, bank books, etc.).	
Evidence of assets in China (e.g. original house property certificate, vehicle registration, etc.).	
A cover letter from the Chinese Travel Agent providing: <ul style="list-style-type: none"> <li>• the name of the travellers in the group</li> <li>• the name of the tour leader accompanying the group</li> <li>• the name of the partner tour agency in Canada</li> <li>• a detailed travel itinerary.</li> </ul>	

APPROVED DESTINATION STATUS (ADS) TOUR GROUP LEADERS:	✓
A copy of your tour leader license	
A signed original letter from your employer including the following information: <ul data-bbox="154 346 527 430" style="list-style-type: none"><li>• Your job title</li><li>• Your length of employment</li></ul>	