



**University at Buffalo**  
*The State University of New York*

Office of International Education  
International Student and Scholar Services

**APPLYING FOR A CANADIAN VISITOR VISA**  
**Information for International Students, Scholars and Employees**

**How to Apply for a Canadian “Temporary Resident Visa”**

Many students and scholars are required to obtain visitor visas, called “Temporary Resident Visas” (“TRV”), from the Canadian Consulate prior to traveling to Canada. To find out if you need a Canadian visa, please visit [www.cic.gc.ca/english/visit/visas.asp](http://www.cic.gc.ca/english/visit/visas.asp)

To apply for a Canadian Temporary Resident Visa, submit the following to the Canadian Consulate (by mail or in person):

- Completed **Application for Temporary Resident Visa** (*Form IMM5257, attached*).  
*The application form must be legible and must be completed in block letters or typed*  
**Note:** A fillable form is available at:  
[http://www.cic.gc.ca/english/pdf/kits/forms/imm5257b\(pilot\).pdf](http://www.cic.gc.ca/english/pdf/kits/forms/imm5257b(pilot).pdf)
- Completed **Supplementary Information form** (*attached, use only if you answered “yes” to Question #15, sections b-e on the Application for Temporary Resident Visa*)
- Completed **Schedule 1** (*attached*)
- **Certification Letter from ISSS** (showing full-time enrollment at UB)
- Two (2) recent **passport size photographs**. The photographs must have been taken within the last six months
- Your **original, valid passport** or recognized travel document
- Your **original I-94** card
- Your **original I-20** (or, if in J status, **original DS-2019**, or, if in H status, **original I-797**)
- Any other documents which will satisfy the officer that you are entering Canada for a *temporary purpose* (e.g. letter of invitation from a relative or a friend in Canada, bank statements, proof that you are enrolled in full-time classes, etc.)
- **If the purpose of your trip to Canada is to apply for a visa at a U.S. Consulate in Canada, supply the appointment / interview confirmation letter.** \*\*\* *Please also see the ISSS handout, “Applying for a U.S. Visa at a U.S. Consulate in Canada” for other important information regarding this procedure.* \*\*\*
- **If applying by mail**, enclose a self-addressed envelope large enough to accommodate your passport and supporting documents. Please note that the Canadian Consulate will return documents **ONLY via the U.S. Postal Service** and will not accept responsibility for lost or stolen documents. For this reason, ISSS recommends applying in person for your Canadian visa.

- Non-refundable **application processing fee:**

**Single Entry Temporary Resident Visa**

**US \$75 Can. \$75**

The single entry visitor visa allows you to enter Canada only ONCE from ANY country. The single entry visa may also be used for repeated entries into Canada from the U.S. Such entries must occur between the validity dates on the visa stamp in your passport.

**Multiple Entry Temporary Resident Visa**

**US \$150 Can. \$150**

The multiple entry visitor visa allows you to enter Canada from any country an unlimited number of times during the validity dates of the visa. This visa is often used by individuals traveling to their home countries via the Toronto airport. If applying for a multiple entry visa, you must also provide a detailed explanation of why it is required.

***Payment should be made by certified check or money order. Cash is accepted ONLY if you are applying IN PERSON. Do not send cash in the mail. Fees may be remitted in either U.S. or Canadian funds. Money orders and certified checks should be made payable to the “Canadian Consulate General.”***

***Since fees are subject to change and your application cannot be processed if the wrong fee amount is submitted. Therefore, BEFORE you apply for your visa, we urge you to confirm the fee amount at***

***[http://www.canadainternational.gc.ca/buffalo/imm/fees\\_frais\\_usd.aspx?lang=eng](http://www.canadainternational.gc.ca/buffalo/imm/fees_frais_usd.aspx?lang=eng)***

### **Address of Canadian Consulate**

The mailing address of the Canadian Consulate General in Buffalo is:

Canadian Consulate General  
Immigration Regional Program Center  
3000 HSBC Center  
Buffalo, New York 14203-2884

The Canadian Consulate is on the 30<sup>th</sup> floor of the HSBC building, which is located at the intersection of Main Street and Seneca Street.

Fax: 716-858-9591 (no telephone support available; fax only for inquiries)  
Hours: Monday – Friday; 8:00 a.m. – 11:00 a.m. (**Note:** The Canadian Consulate is closed to walk-ins on Wednesdays.)  
Website: <http://www.canadainternational.gc.ca/buffalo/>

### **Visa Processing Times**

- Most applications will be processed and returned within 48 hours. **However, any applicant may be subject to background checks and waiting periods as designated by the visa officer.**

- There is a **mandatory waiting period of 10 business days** for citizens of certain countries. For an up-to-date list, please visit:  
[www.canadainternational.gc.ca/detroit/imm/visa\\_temp.aspx?lang=eng#MANDATORY](http://www.canadainternational.gc.ca/detroit/imm/visa_temp.aspx?lang=eng#MANDATORY)
- Please be advised that the Canadian Consulate General may change its procedures. For the most up-to-date information, you may visit their website:  
[http://www.canadainternational.gc.ca/detroit/imm/visa\\_temp.aspx](http://www.canadainternational.gc.ca/detroit/imm/visa_temp.aspx)

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