

## Phase V MCT (13) Course

### **Tips for filling up of Canada Visa Form**

Dear Participant of Canada group,

This is regarding filling up the Visa Forms for Canada visit.

Although the relevant website contains all the information required for Visa formalities, it is requested to kindly go through the following portions of the website carefully:

#### **1. Photo specifications:**

##### **Requirements**

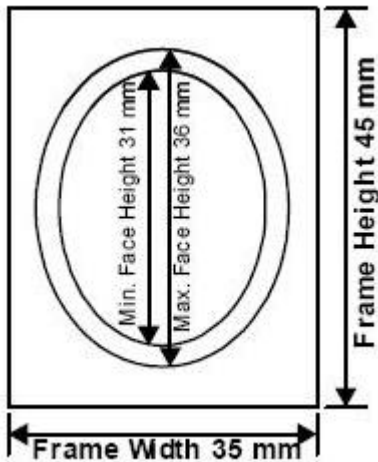
Provide **two photos** of yourself with your application.

Your photos must comply with the specifications below. If the photos do not meet the specifications, you will have to provide new photos before your application can be processed.

##### **Specifications**

- The photos must be identical and taken within the last six months. They may be either black and white or colour.
- The photos must be clear, well defined and taken against a plain white or light-coloured background.
- If the photos are digital, they must not be altered in any way.
- Your face must be square to the camera with a neutral expression, neither frowning nor smiling, and with your mouth closed.
- You may wear non-tinted or tinted prescription glasses as long as your eyes are clearly visible. Make sure that the frame does not cover any part of your eyes. Sunglasses are not acceptable.
- A hairpiece or other cosmetic accessory is acceptable if it does not disguise your normal appearance.
- If you must wear a head covering for religious reasons, make sure your full facial features are not obscured.
- **Write your Name and Date of Birth on the back of your photographs**

Frame Height 45 mm Frame Width 35 mm **The frame size must be 35 mm X 45 mm (1 3/8" X 1 3/8")**.  
Min. Face Height 31 mm



The photos must show the full front view of the head, with the face in the middle of the photo, and include the top of the shoulders. The size of the head, from chin to crown, must be between 31 mm (1 1/4") and 36 mm (1 7/16"). **Crown** means the top of the head, or (if obscured by hair or a head covering), where the top of the head or skull would be if it could be seen.

**To avoid delays, make sure your photos meet these specifications.**

## 2. Application Forms for Visa:

Please open the website and click on the link on left hand side: "Download Forms/Checklist"

### (A) "Application for temporary resident Visa made outside of Canada"

- Open the form "Application for temporary resident Visa made outside of Canada" (Form IMM 5257) on your PC which is in pdf format but can be filled online and saved on a computer.
- Please fill all the particulars in CAPITAL letters.
- At the end, check whether you have filled the form with all relevant entries.
- Click on the "Validate" button at the top or bottom of the form.
- A fifth page with barcodes and a signature line will automatically be created.
- Print, sign and date the form. Take at least 3 complete printouts of this form and sign in Black ink.
- Please save this completed form along with barcode on your PC.

#### **Printing Tips**

- Print on white, bond-quality and non-glossy paper
- Use of a laser printer is recommended

Contact information for Canada to be filled in Visa form.

S. No.	Details	
1	Purpose of my visit	Study Tour
2	Indicate how long you plan to stay	Two weeks (7-18 April 2014)
3.	Name, address and relationship of any person(s) or instruction(s) i will visit:	
	a)	Name
	b)	Relationship to me
	c)	Address in Canada
		<b>Jorma Neuvonen</b> (Director, Special Projects) Faculty Faculty of Forestry, University of British Columbia 2618-2424 Main Mall, Vancouver, BC, V6T 1Z4 Canada Tel: +1 604-822-2807 Fax: +1 604-822-8645 email: jorma.neuvonen@ubc.ca
		Funds available
		2500 Canadian dollars

(B) “Application for Family information”

- Open the form “Application for Family information” (Form IMM 5645) on your PC which is in pdf format but can be filled online.
- Please fill all the particulars in CAPITAL letters.
- At the end, check whether you have filled the form with all relevant entries.
- Please save this completed form on your PC.
- Take at least 2 complete printouts of this form and sign in Black ink.

(C) “Application for Use of Representative”

- Open the form “Application for Use of Representative” (Form IMM 5476) on your PC which is in pdf format but can be filled online.
- Please fill only Column 1, 2 and 10 and leave all other columns and sections blank.
- Blank sections will be filled up by IGNFA.
- Please save this completed form on your PC.
- Take atleast 2complete printouts of this form and sign in Black ink.

(D) Schedule 1: “Application for temporary resident Visa made outside of Canada”

- Open the form “Schedule 1: Application for temporary resident Visa made outside of Canada” on your PC which is in pdf format but can be filled online.
- Please fill all the particulars in CAPITAL letters.
- At the end, check whether you have filled the form with all relevant entries.
- Please save this completed form on your PC.
- Take atleast 2 complete printouts of this form and sign in Black ink.

**Submission to IGNEFA:**

Please fill in each of the Forms carefully. After signature, take print outs and send the following to IGNEFA:

- (i) A signed copy of all the 4 Forms along with 2 photographs (as per specifications and your Name and Date of Birth on the back of photographs).
- (ii) The page containing Bar Code which would be generated after online submission of the “Application for temporary resident Visa made outside of Canada’ would be required in two copies after signature.
- (iii) A spare set of 2 photographs and all these 4 blank forms (duly signed at the prescribed space in each form). These might be useful in case any information remains incomplete or wrongly filled and therefore can be filled by IGNEFA before forwarding to Embassy.

With regards,

Dr. Mohit Gera  
Professor (IST)