



Checklist of Documents

Business Visitors

The Canadian Visa Application Centre Mexico

Please use this Checklist as a guide for preparing your application to be submitted. The following documents will make the review of your application and the final decision of the visa officer easier. Submit the documents that are applicable to your case. Some documents are optional.

The documents must be submitted in the order listed. Please note that visa officers may request additional documents as they consider necessary.

- Completed "Application for a Temporary Resident Visa" (IMM 5257) for **every applicant** (regardless of age). **Must be completed in English or French. Write your name as it appears on your passport.**
- Completed "Family Information" form for **every applicant** (regardless of age). **These forms must be completed in English or French.**
- "Application for a Temporary Resident Visa- Schedule 1" **These forms must be completed in English or French.** This form is needed only if the visa officer requests it after you have submitted your application.
- VAC Consent Form** completed and signed in order to submit your application through the VAC.
- Two (2) photographs of the applicant and each accompanying family member. All photos must meet the requirements of the "Photo Specifications" which are detailed on our website at cicmex.com.mx. On the back of one photo in each set, write the name and date of birth of the person appearing in the photo. You may have your pictures taken at the VAC. This service is **only** provided at the Visa Application Centre in **Mexico City**.
- The original valid passport and a photocopy of the passport's biographical data page of the applicant and each accompanying family member. There must be one completely blank page other than the last page, available in each passport. All passports must be valid for at least one (1) month after the date you intend to leave Canada.
- Pre-paid Air Waybill from DHL for the return of your documents once your application has been reviewed. Available at any DHL location nationwide and at the VAC.
- For non-Mexicans currently in Mexico, original and photocopy of Mexican migratory form (tourist visa, FM2, FM3, etc.) or Exit and return permit ("Oficio de salida y regreso"). For economic dependants of someone who is also a holder of a Mexican migratory form, also include a copy of all the pages of this document.
- A payment receipt from Scotia Bank for the applicable processing fee, based on the embassy's exchange rate. The original payment receipt must be submitted. Please consult the fees in our website at cicmex.com.mx. The fees are non-refundable.
- A payment receipt for the VAC fee. The fees are non-refundable.
- "Additional Document Checklist – IMM 5484"
- If you apply for a multiple entry visa, you may submit a letter (in English or French) explaining your reasons for requesting this type of visa. This document is optional.
- "Use of a Representative" form (IMM 5476E), if someone has assisted you in making this application.
- "Statutory Declaration of Common-law Union-IMM5409", if applicable.
- Children under 18 years of age travelling alone must provide an authorization for travel signed by both parents or legal guardian. If the child is the subject of a custody order or is travelling with one parent, proof of custody or an authorization from other parent must be provided. This authorization should also be available for presentation at the Canadian Port of Entry. Use this link to obtain the required authorization form (available in English and French only): <http://www.canadainternational.gc.ca/mexico-mexique/assets/pdfs/ChildApp-en.pdf>
Provide the original and a photocopy of the form.
- Proof of previous travel outside Mexico such as old passports with travel stamps and/or a list of destinations and dates. If applicable.
- A letter of invitation per group from the party in Canada (original, copy or fax). The invitation letter must come from the party with whom the applicant will conduct direct business and must be in

French or English. This excludes third parties who are only arranging or facilitating the business meetings. The letter must include all of the following information:

- Inviter's full name and title, business address, telephone and fax numbers;
 - the names and titles of all members of the delegation, as well as the name(s) of their employer(s);
 - a brief summary of the reason for the invitation including details of the business or trade to be undertaken;
 - the intended duration of the visit as well as a detailed itinerary;
 - a statement specifying who will be responsible for all expenses related to the trip; and
 - where applicable, copies of agreements signed between the Canadian inviter and the Mexican enterprise.
- Business persons intending to invest in Canada must provide evidence of sufficient assets to make the proposed investment (e.g. business registration, articles of association, company tax receipts, sales contracts, balance sheets, company brochures, etc.).
 - A signed original letter on company letterhead from the Mexican employer indicating that the proposed travel to Canada has been approved for the purpose indicated in the invitation. This letter must include the employer's name and address as well as telephone and fax number. The applicant's position, salary and date of hire must also be noted.
 - If you are employed, submit recent pay slips or if you receive your salary in the "Honorarios" system, last income tax payments. (Last three months)
 - If you have your own business, submit a copy of the business registration, your "Hacienda" registration or license and proof of the last three (3) years of income tax payments.
 - Evidence of assets in Mexico (e.g. copy of the house property certificate, vehicle registration, Certificates of Deposits, bank books, etc.)
 - Any other document showing the ongoing or intended business relationship with the inviter.

Note: You may include translation in English or French of the letters submitted.

Submission of an Application

To submit an application for a Temporary Resident Visa, Work Permit or Study Permit, you may either bring all the required documentation to the Visa Application Centre (VAC) by yourself or through a third person or send it to the VAC via courier. DHL offers a special rate.

If you choose to appear at the VAC in person, applications may be submitted by the main applicant, a third person, or their representative with a duly completed Use of a Representative Form (IMM5476). A consent form must be signed by each applicant or their legal guardian. If the applicant is not going to appear in person, please ensure to include a signed copy of the Consent Form with the application documents.

If you choose to send your documents by courier, please ensure that you have printed the VAC Consent and the checklist for the appropriate type of travel and include them in the package. You must include as well a minimum of two receipts per person in the package: one receipt per applicant for the VAC fee, and one receipt for the processing fee. Note: The family fee may be submitted if applicable.

If any minimum required documents are missing in order to present your application, it could be returned to you for completion.

I, the applicant, confirm that I have no other documents to submit

OR

I, the applicant, am submitting the supporting documents indicated by a check mark in the corresponding checkboxes above. I understand that failure to submit all necessary documents may result in the application being refused, but have chosen to proceed with the application.

Printed Name of Applicant

Signature of Applicant

Date