

General List of Documents

Disclaimer: This checklist is provided for informational purposes only and should be used at your own discretion. It does not constitute legal advice or a substitute for consultation with a licensed immigration professional.

(These may vary based on personal circumstances)

1. Travel and Identity Documents

Clear **colour copy of your passport**, including the bio-data page, all visas, and entry/exit stamps

Recent **digital photo** (must meet IRCC TRV photo requirements)

2. Letter of Invitation from the Canadian Host

Issued by the event organizer or host organization

Must include event details, your role, and the organizer's full contact information

[More info here](#)

3. Proof of Employment or Business Activity

Letter from employer on official letterhead stating:

- Your job title, start date, salary, and approved leave of absence
- Employer's contact details and signature

Recent pay slips (last 2–3 months)

If self-employed: **business registration/license** or proof of ownership

4. Proof of Funds

Bank statements for the last 6 months (must show account holder name and contact details of the bank)

Savings account or fixed deposit certificates

Sponsorship letter + sponsor's bank statements (if applicable)

5. Travel Itinerary and Event Documentation

Round-trip flight booking

Accommodation confirmation (hotel or host)

Event materials:

- Registration confirmation or receipt
- Event program, agenda, or brochure
- Speaking invitation (if applicable)

6. Proof of Ties to Home Country

Property ownership documents (title deed, lease)

Marriage certificate (showing spouse resides at home)

Children's birth certificates or documents showing dependents remain in home country

Letter explaining your ties and reasons for returning after the visit

7. Explanation Letter (Purpose of Travel)

Include a signed letter detailing:

The **purpose of your visit**

Event details (name, date, location)

Planned duration of stay and **where you will stay**

Any **complicating factors** (e.g., previous visa refusals, inadmissibility, need for rehabilitation, etc.)

Required IRCC Forms

IMM 5257 – Application for Temporary Resident Visa

IMM 5645 – Family Information Form

IMM 5476 – Use of a Representative (if applicable)

IMM 5475 – Authority to Release Personal Information (optional)
