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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)
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