



HELP GUIDE FOR OBTAINING A VALID ENTRY IN CANADA

*Un autre monde est nécessaire
ensemble il devient possible !*

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*This guide is the result of teamwork, the majority of volunteers
within the group in 2016 World Social Forum.*

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HELP GUIDE FOR OBTAINING A VALID ENTRY IN CANADA

For the participants of the WSF 2016
(March 2016)

1. Introduction :

According to information gathered by the Collectif WSF 2016, often being denied visas for technical reasons (complexity of forms, deadlines of the procedures, lack of access to embassies' services).

To address these issues, a support system was set up to help participants from countries subject to the visa requirement in their application to enter Canada approaches.

Among the tools of this device, we find this guide that has been designed specifically for people participating in the WSF 2016, in order to help them with their application to enter Canada. This guide brings together information of the [CIC](#) website for most situations. It was written in such way as to limit the need for access to the internet, if connectivity is limited.

An application for visa is a fairly **complex** procedure, which is why it is important to prepare in advance and at least **three months** before the travel date to file the application. It is also noteworthy that the file processing fees are **non-refundable** regardless of whether you receive a visa or not.

However, it is only to **observe the procedure and to provide the time needed to process your application**, knowing that the processing time for a visa up to **70 days**.

Thus, we strongly recommend that you inspect all the documents required, take the time to read the details of filling out forms and send your application as soon as possible.

Thus, in this guide you will find the precise description of the necessary steps and documents to constitute an application package, including where to find the forms in the website *Citizenship Immigration Canada* (<http://www.cic.gc.ca/francais>), how complete or fill them in correctly, where to send them, how to keep track of the file after the deposit

If you want to check your situation, the [CIC](#) website also offers the wizard « Coming to Canada » to help you assess your eligibility and get an idea about the documents required to be submitted with the application; <http://www.cic.gc.ca/ctc-vac/veniraucanada.asp>

IMPORTANT

Most travelers will need a valid entry document such as an [Electronic Travel Authorization](#)(eTA) or a [visa](#) visit Canada. This will depend on your citizenship or your situation (see [Schedule2](#)).

Note : as of March 15th, the eTA is required

Visa-exempt foreign nationals who require a visa to fly to or transit through Canada to their final destination must obtain an Electronic Travel Authorization (eTA). This requirement does not apply, among others, to U.S. citizens and travellers with a valid visa.

For more information, you can watch a short explanatory video here:

<http://www.cic.gc.ca/english/department/media/multimedia/video/visitcanada/visitcanada.asp>

A technical support team at your disposal!

The working group for services to people participating in the WSF 2016 set up a specific dispositive support to facilitate accessibility and participation of the largest number of individuals and civil society organizations.

A team of volunteers is available as of now to mentor in the visa-application process. It will be at your disposal in Montreal to support and meet the concerns of the participants by providing relevant information and to support them during the whole process, from the formation of the visa application file up to the acceptance of a response from the Embassy. This service will be free and non-discriminatory in order to meet the values of the WSF.

To benefit from this service, contact: visa@fsm2016.org

Please note that this service does not assure you a visa; the final decision is at all times in the hands of Immigration, Refugees and Citizenship Canada.

2. Forms to fill out

The participants in the World Social Forum are admissible to Canada as a **temporary visitor**. The forms for this kind of application are all available in pdf format on the [CIC](#) website. You will find links to each form below in the guide.

Note : To complete these documents, you must upgrade to Adobe Reader version 10, or later. Otherwise, you can download it for free from the following Adobe Web site; <https://get.adobe.com/fr/reader/otherversions/>

If you need additional space to answer questions of a section, make enough photocopies of the section, then answer including this/these sheet/s at your request.

1.1. **Form « Application for Temporary Resident Visa » [IMM5257]**

Link for the form: <http://www.cic.gc.ca/english/information/applications/visa.asp>

It is best to download the form and complete it on your computer. It is also possible to save it and complete it later. Know that filling your form on a computer is easier and reduces the risk of errors.

Complete all sections. If a section does not apply to you, write « not applicable » or « NA » except for your name (last name and first name[s]).

If your application is incomplete it may be returned and delayed treatment.

Start completing the form [IMM5257]

You must read and follow carefully following questions to complete the form.

1. **UCI:** it is a universal client identification number. If this is the first time you are dealing with [CIC](#), you will not have this number. Do **not write anything, leave this box blank**.
2. **I want to be served:** From the list, select the language (English or French) in which you want to be served.
3. **Visa required:** Dans In case of participation in the WSF, select the **visitor visa**.

Personal data

1. **Full name**

Indicate your **full family name exactly** as it appears on your passport (even if the name is misspelled).

Indicate all of your **names (first, second or more)** exactly as it appears on your passport, travel or identity document (even if the name is misspelled). Do not use initials.

2. **Nickname/Alias**

Check the box to indicate if you have ever used any other name, including birth name, maiden name, married name, nickname, etc.

If you checked "Yes", provide any other **family name** previously used.

If you checked "Yes", provide any other given **name** (first name, second name or more) previously used.

3. **Sex :** select your sex from the list (male, female or unknown)

4. **Date of birth**

Indicate your date of birth. If you don't know your complete date of birth, use a « * » (star sign/asterisc) to fill in the spaces for the unknown year, month or day, depending on the case.

5. Place of birth

Indicate your place of birth (city or town) and from the list, select your country of birth.

6. Citizenship

From the list, select your country of [citizenship](#). Being a citizen of a country means that you were born there, in most cases, or that the country has given you citizenship. If you have double citizenship, select the country which is shown on the passport you are using for this travel.

7. Current country of residence

From the list, select the appropriate information to indicate :

- The name of your current country of residence. Your country or residence is the country in which you are residing,
- Your immigration status in that country. Select one of the following status (citizen, permanent resident, visitor, worker, student, other, protected person, refugee claimant)
- Other : This section must be completed if you selected « Other » as a status with the dates (From - To) that correspond to the period you have been living in your current country of residence.

8. Previous countries of residence

Check the box with « **Yes** » or « **No** » to indicate that you have lived in any other country other than your country of citizenship or your current country of residence for more than six (6) months in the past five (5) years.

If you checked « **Yes** », indicate the appropriate information (country, your status and the time you were in that country)

9. Country where you present your application

Check the box with « **Yes** » or « **No** » to indicate if you present your application to your current country of residence.

If you checked « **No** », indicate the appropriate information (country, your status and the time you were in that country)

10. Marital status

a) Choose your current marital status (family situation) from the following list :

- **Single** : you have never been married and are not in a common-law relationship⁽¹⁾.
- **Common-law** : you have lived consecutively with your partner in a marital-type relationship for at least of one year.
- **Divorced** : you are officially separated and have legally ended your marriage.
- **Annulled marriage**: your marriage is legally declared as not valid. An annulment can also be a declaration by the Catholic Church that the marriage union did not have a binding force.
- **Married** : you and your spouse have had a ceremony that legally binds you to each other. Your marriage must be legally recognised in the country where it was performed and in Canada.
- **Legally separated** : you are married, but no longer living with your spouse.
- **Widowed**; your spouse has died and you have not re-married or entered into your current common-law relationship.

b) Enter the date (year, month, day) you were married or you entered into your current common-law relationship.

c) Indicate the family name(s) and given name(s) of your current spouse or common-law partner.

Note : if you are in a common-law relationship, you **must** complete the form *Official Declaration of Common-law Relationship* (IMM 5409) and attach it in your application.

11. Have you previously been married or in a common-law relationship?

¹ **Common-law relationship** ; this is a free relationship of two people, not formalized as prescribed by law and with no civil or religious recognition.

Check the appropriate box to indicate whether you have previously been married or in a common-law relationship. If you checked « **Yes** », provide the appropriate details for your spouse/ common-law partner : family name(s), given name(s), date of birth, type of relationship, dates from - to of your previous relationship (marriage or common-law relationship).

Language

1. **a)** Select your native language
- b)** If your native language is not French or English, select from the list which one you would most likely use
- c)** Indicate whether you are able to communicate in English and/or French Indiquez
- d)** Choose **Yes** or **No** to indicate whether you have evaluated your knowledge in English or in French by an approved evaluation institution.

Passport

1. **Passport number** : provide the number of your passport in a single word, without space, in a single block. Make sure there is no space between each number or letter
2. **Country of issue** : select from the list the country that issued your passport
3. **Date of issue** : select from the calendar the issue date of your passport
4. **Expiry date** : select from the calendar the expiry date of your passport

Contact information

1. **Current mailing address** : indicate your mailing address where information should be mailed. Note that all correspondence will go to this address unless you indicate your e-mail address.
2. **Residential address** : check the appropriate box to indicate whether your residential address (where you live) is the same as your mailing address. If you enter « **No** », check the appropriate boxes.
3. **Telephone number** : check the box to indicate whether your telephone number is from Canada/the United States or Other (any other country) and select from the boxes the type of telephone (residence, business or cell/mobile) and the number including your country code.
4. **Other telephone number** : if you want to indicate an additional telephone number, follow the same approach as the previous step
5. **Facsimile number** : if applicable, indicate your facsimile number including country code
6. **E-mail address** : it is important to provide this address that will be contacted by **VAC**. Indicate your e-mail address using a format similar to the following : name@provider.net

Details of visit to Canada

1. **Purpose of your visit**: for a participation at the WSF, select « other » from the following box :
World Social Forum
2. **Dates** : indicate from 9th till the 14th August 2016, the date of holding the WSF
3. **Funds available for my stay** : type the amount of funds (money) in Canadian dollars that you have available to you during your stay in Canada.
To convert the amount of your currency to Canadian dollars, using an online converter that allows you to have the exchange rate in real time.
This is a proposal of an application;
<http://www.oanda.com/lang/fr/currency/converter/>
4. **Name and address of the institution I intend to visit** :
For a WSF participant, indicate in the box :

- Name : Collectif of the World Social Forum 2016
- Type : participant
- Adresse : 5445, Avenue de Gaspé #408, Montréal QC H2T 3B2 Canada

Education

Check the appropriate box « **Yes** » or « **No** » to indicate whether you have completed post-secondary studies (university, college or apprenticeship certificate)

1. If you checked « **Yes** », indicate the appropriate information (Dates (year and month) during which you attended the institution, field of study, institution name, city, country)

Occupation

Provide the following information about your jobs in the last 10 years. If you are retired, provide the 10 years before retirement.

1. Activity/current occupation

Fournissez les renseignements suivants au sujet de votre activité/profession actuelle ; dates (année et mois) de début et de fin de votre emploi, le titre de votre poste ou une courte description, le nom de l'entreprise, du lieu où vous travaillez ou le nom de votre employeur.

Note : If you have no job, indicate your current occupation (e.g.: retired, unemployed, student, etc.); If you need additional space for this part, make a photocopy of the page of the form, complete this section and include it with your application.

Background information

1. Check the box to indicate if:

- a) you or a member of your family have ever had tuberculosis of the lungs or been in close contact with a person with tuberculosis within the past two years
- b) you have any physical or mental disorder that would require social or health services for reasons other than obtaining medication during your stay in Canada
- c) If you answered "**Yes**" at least once, provide details and the name of the family member, if applicable

2. Check the appropriate box if:

- a) you have remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada.
- b) you have been refused any kind of visa, admission or been ordered to leave Canada or any other country.
- c) you have already applied to enter or remain in Canada.
- d) If you checked « **Yes** » to one of the above questions, provide details.

3. Check the box « **Yes** » to indicate if you have ever committed, been arrested for, or been charged with or convicted of any criminal offence in any country.

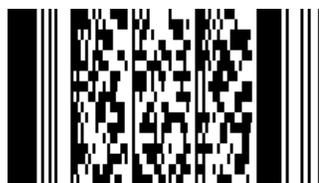
4. Check the appropriate box if :

- a) you have ever served in any military, militia, civil defence unit, or serve in a security organization or police force (including non obligatory national service, reserve or voluntary units).

- b) If you checked « **Yes** », provide your dates of service and the countries where you served.
5. Check «**Yes**» or «**No**» to indicate if you have ever been a member or associated with any political party, or other group or organization which has engaged in or advocated violence as means to achieving a political or religious objective, or which has been associated with criminal activity at any time
 6. Check « **Yes** » or « No » to indicate if you have ever witnessed or participated in the ill treatment of prisoners or civilians, looting or desecration of religious buildings

Note : If you answered « Yes » to any of the questions 3, 4, 5, and 6 of the IMM5257 form, you may be required to complete Schedule 1 – Temporary Resident Visa (IMM5257 Schedule 1) – see next point.

Once the application is completed, click on the “Validate” button located at the top or bottom of the form. This will generate a barcode* page (page 5 of 5). If this application form is completed on a computer and printed, you must place the barcode page on the top of each individual application package when submitting the application.



Exemple of bar code

Note : This barcode page will not appear if you fill out your application by hand.

If you are **18 years of age or older**, sign and date in the boxes provided at the bottom of the page. If you are **less than 18 years of age**, your form must be signed by one of your parents or a legal guardian.

Note : By signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, accurate, and factual. If you do not sign and date the application form, it will be returned to you.

1.2. **Form « Application for Temporary Resident Visa: Schedule 1 » [IMM5257]**

Link of the form : http://www.cic.gc.ca/francais/pdf/trousses/form/imm5257B_1.pdf

This form is a complement of the first "Temporary Resident Visa" [IMM5257], if you answered "Yes" to questions 3, 4, 5 and 6 on page 4 of the main form.

This form must be completed by:

- you, the principal applicant;
- your spouse or common-law partner (whether accompanying you to Canada or not), and
- your dependent children aged 18 years or older (whether accompanying you to Canada or not).
- Check the box to indicate if you are the principal applicant or the spouse, common-law partner or dependent child aged 18 or older of the principal applicant.

1.3. **Form « Family Information » [IMM5645]**

Link of form : <http://www.cic.gc.ca/english/pdf/kits/forms/imm5645e.pdf>

As a participant at the World Social Forum 2016, the type of application box is « visitor ».

This form collects information about your husband / wife or common-law partner, your parents, your children (including children of your spouse and your adopted children), as well as your brothers and sisters (including your half-brothers and half-sisters, and your brothers and sisters by marriage).

It must be completed by each person aged 18 and older.

2. Documents required with the application for a temporary visitor visa

ALL these elements are necessary : take your time to gather them.

- Documents checklist
- Passport or travel document
- History of travel
- Digital photos
- Biometrics
- Evidence of sufficient financial resources
- Evidence of accommodation during your stay in Canada
- Letter of invitation for WSF2016
- Document of transport
- Evidence of residence
- Evidence of payment of visa fees

In addition, they must be provided in **French or English**. If you have a document in another language, please provide a **certified copy** of the original document accompanied by a **affidavit translation** in English or French.

2.1. **Document checklist [IMM 5484]**

Link of the form : <http://www.cic.gc.ca/english/pdf/kits/forms/imm5484e.pdf>

Document checklist is one of the pieces that you need to submit with your application.

2.2. **Passport or travel document**

You must provide a clear and legible copy of your passport or travel document.

Passport :

If you use your passport, please include a copy:

- of the page that shows your date of birth, your home country, etc. ;
- of all pages where there are stamps, previous visas or inscriptions.

Note : the passport must be valid at least 6 months before your trip, and it must have at least two blank pages.

If your passport is still valid but contains no blank page, you must either obtain a new passport or make a request to add pages to your current passport (for some countries).

Travel document :

A travel document can only be used by people who can not get a passport.
Your travel document must have been issued by a State.

It should include your name, date of birth, proof of your status (citizenship or residence), a photo ID, the document number and dates of issue and expiry, if any

2.3. History of the travel :

You must provide information about the history of all your previous travels, as well as any valid US visa.
Make copies of :

- your passport and/or visa earlier used to travel abroad in the last ten years;
- Input and output buffers;
- study and/or work permit stating the duration of your stay abroad;
- expired or valid visa;

Note :

**If you currently have a valid U.S. visa, please provide a clear and legible scanned copy of your visa
If the study and/or work permit expires soon, it would be better to have a certificate of renewal procedures.**

If you reside outside your country of citizenship, please submit a copy of your proof of immigration status for the country where you currently reside. It can be a work permit, a study permit, visa or other document authorizing you find yourself in the country where you live.

2.4. Digital photographs

You must provide two digital photographs complying with the specifications below.

It's important that;

- The face must be square to the camera with a neutral expression, neither frowning nor smiling, with the mouth closed.
- If the photographs do not meet the specifications, you will have to provide new photographs before your application can be processed.



Requirements :

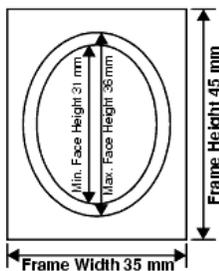
- Please include with your application two photographs of yourself.
- Photographs must be printed on quality photographic paper.
- Write your name and birth date on the back of the photos.

Specifications

- The photographs must be identical and taken within the **last six months**. They may be either black and white or colour.
- The photographs must be clear, well defined and taken against a plain white or light-coloured background.
- If the photographs 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 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.

Photograph and head size specifications

Photograph specifications are very strict and must be adhered to make sure they comply with the requested format.



- The frame size must be at least 35 mm x 45 mm (1 3/8" x 1 3/4").
- The photographs must show the full front view of the head, with the face in the middle of the photograph, 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.

More information:

<http://www.cic.gc.ca/english/information/applications/photospecs-cit.asp>

2.5. **Biometrics**

Biometrics is a method to easily identify you through your fingerprints and your photograph.

Countries concerned and the biometric collection service points.

Nationals of some countries (see Schedule 3) are required to provide this data. If you're one of those countries, you must come in person to one of the biometric collection service points (in a VAC). For information on these centers, see the bottom of this web page; <http://www.cic.gc.ca/english/visit/biometrics.asp>

Biometrics fee:

You must pay a fee of \$ CAN 85 per person.

If several members of a family have a visitor visa at the same time, the biometrics fee will be a maximum of \$ CAN 170 for the whole family.

For information on payment methods accepted by the Canadian visa offices, visit; <http://www.cic.gc.ca/english/information/fees/index.asp>

To better understand the process of biometrics:

Fingerprint and photograph is a safe, fast and easy process that requires about five minutes. An operator will take a digital photograph of your face and ask you to put your fingers on a glass screen so that your fingerprints are scanned.

You will learn more on how to provide your fingerprints and photograph by watching the following video; <http://www.cic.gc.ca/english/departement/media/multimedia/video/biometrics/biometrics.asp>

2.6. Evidence of sufficient financial resources

This is to provide documents proving that you have sufficient funds to support yourself and any accompanying dependants during your stay in Canada (the amount estimated by the IOM for a stay of 6 days in Montreal is a minimum of \$ 3,000 per person)

That evidence may include :

- cash, certified cheque, bank draft or money order in an amount large enough to cover all reasonable expenses to be incurred during the stay in Canada.

If you are **worker**, it is important to provide all of these documents;

- o bank statements last six months
- o payslips last six months
- o a letter of employment or work certificate
- o a mission order from your employer proving your participation in the WSF 2016 on behalf of your organization, if held
- o evidence of the existence of assets or a business, if applicable

If you are **student**, it is important to provide all of these documents;

- o evidence of a student/education loan from a financial institution
- o a letter from the person or institution that pays you money
- o school certificate - certificate of attendance
- o for adult children, student or not, over 18 years, dependent on their parents and filing a separate application from those of parents resources of the parents (original + photocopies)

Your financial profile lists all bank (bank statements and deposit books) and investments accounts. The official letter issued from your financial institution must be printed on letterhead paper. It must state your name, contact information of the financial institution (postal address, phone number and email), the numbers of your bank accounts, the opening date of each of them, and their respective balance statement for the past 6 months.

OR

- Verbal or written statements, which can be confirmed, that satisfy an officer that sufficient financial support from friends and/or family is available and has been arranged to adequately cover all reasonable expenses to be incurred during the stay in Canada.

Note : Participants of the WSF crowdfunding platform that managed to reach their financial goal will have access to a certificate signed on behalf of the Collective of the 2016 World Social Forum.

For more information on the crowdfunding campaign WSF, see Schedule 5

2.7. **Proof of accommodation during your stay in Canada**

You must provide a document certifying the **confirmation of the reservation** of your accommodation **for your entire stay**.

This room is also another evidence that proves that you have a part of the necessary funds to support yourself.

This document may include;

- a official confirmation of a reservation at a hotel or other lodging facility in Montreal
- a letter of invitation from a relative or friend in Canada who provides information on the place of residence and how s/he will pay her/his expenses. For more information on this letter;

<http://www.cic.gc.ca/english/visit/letter.asp>

Note :

The Collective of the WSF 2016 encourages you to arrange in advance your accomodation in Montreal. Reserve as of now! The prices keep going up and the rooms fill up fast. The WSF 2016 will take place in the middle of Montreal's touristic season and the available prices are only guaranteed for a limited time!

A housing bureau has been set up online, regrouping over 50 hotels and university residences. For more information; (<https://fsm2016.org/participer/>)

2.8. **Letter of invitation for the WSF2016**

A letter of invitation to the World Social Forum 2016 can be issued to all persons listed on our website.

To request such a letter, please download and complete the Request form, available here: <https://fsm2016.org/en/participer/soutien-visa/>

Our team will study your request with the greatest interest and will contact you within a maximal delay of 20 days. Notice that the letter will not be delivered if the form is not complete.

Registration for WSF 2016:

It is preferable that you register before you request a letter of invitation to the WSF 2016.

Individual pre-registration campaign was launched on 1 December 2015 with a discounted rate of C\$ 20 until the end of March 2016. As of April 1st, registration continues with the opening of the activities with a tariff of C\$ 40.

Persons wishing to make a registration and do not have the opportunity to make the payment online, are invited to make a request for registration;

<https://fsm2016.org/en/participer/sinscrire/>

REGISTRATION REQUEST

You will be called later to complete an additional form (personal information, motivation, experience ...) to be approved by a specific team.

A WSF registration to our site also allows you to have an account on our social network WSF that brings together all registrants. It is a platform for exchange and sharing with everyone involved in the WSF process.

Please note that no message will be send to you after you registered. However, be assured that your inscription has been made. In a 5 days delay you will receive an e-mail that will contain a link for the completion of you WSF 2016 account (please make sure that you have written the good e-mail address when you registered).

If you have not received an answer within the deadlines, assure you as a first step that your mail box accepts the WSF's mails (check your spams). If you have not received the confirmation of you registration, contact us via: info@fsm2016.org

2.9. **Title of transport**

You must provide a copy of your **round trip** flight reservation.

Note : It is not necessary to have purchased an airline ticket for a visa. The reservation may be sufficient.

2.10. **Evidence of residence**

If you do not stay in your country of [citizenship](#), provide a copy of your proof of immigration status in the country in which you currently stay. It could be :

- a work permit
- a study permit
- a visa
- any other document authorizing you to stay in the country where you live.

2.11. **Evidence of visa fee payment**

The deposit slip, when received or when you have demonstrated receipt that you have made the visa fee payment, and biometrics if necessary.

Note : The instructions for the fee payment depends on the country where the application is made.

For more information; <http://www.cic.gc.ca/english/information/fees/index.asp>

Next steps

Step 1

eTA
or
Visa

Step 2

online
or
VAC

Step 3

Gather all
documents
required

Step 4

Verify the
application

Step 5

Submit
online or take
an
appointment
at the VAC

90 days

Step 1

eTA or Visa?

Check visa requirements concerning your country.

A complete list of countries and territories whose citizens need an eTA / Visa to visit Canada is available on [Schedule 2](#)

Step 2

Online or VAC?

Find out if you can file your application online or you must go to a [VAC](#).

To apply online;

Make sure first that you are eligible to make this request. To verify this, you just need to answer a few questions on the next page of the CIC;

<http://www.cic.gc.ca/english/e-services/mycic.asp>

Are you eligible?

A personal reference code will be assigned to your request, store and print the final page summarizing your personal checklist: you need to apply.

Are you not eligible? ([Schedule 4](#))

Find the site of your VAC, in order to check the specifics of your country;

<https://www.vfsglobal.ca/Canada/French/index.html>

On the page dedicated to your country, click on the « Contact Us » section, located in the left menu which indicates the address, email and telephone number.

Ask to be given the checklist, if not all the necessary information.

Preprocessing times;

Check afterwards the application processing times according to the country;

<http://www.cic.gc.ca/english/information/times/index.asp>

Step 3

Gather all the documents in the support file

This guide was developed in November 2015. It is important to check that there were no updates on the CIC website and that the visa application forms have not been changed.

Step 4

Verify your file

- Check out your file, piece by piece, without forgetting anything; your file contains the forms and all supporting documents and translated if necessary in French.

You can check your file based on the list of the contents of this guide.

- Make sure that all forms are completed and signed. An application that is not signed nor dated, is considered incomplete and invalid request. According to the form that you fill out, your signature may be required in several locations.
- Review the information provided: information incomplete, inaccurate or inconsistent on a visa application form, questions unanswered or unclear and vague could also result in the denial of your request.
- For your personal files, it is best to make a copy of all forms and documents you send.

Step 5

Place your file

Note : It is important to have a minimum period of **three months** prior to your trip to avoid unpleasant surprises last minutes.

Submit your application to a Visa Application Centre:

- You must file your application **in person**.
- Contact the VAC by phone and take an appointment
- After having filed the request, take all the elements on your appointment for submitting your application.
- Do not fold the documents.

Submit your application online:

Elements required to apply online

You will need :

- access to a scanner or a camera to make electronic copies of documents to be uploaded
- a way to upload documents
- a valid credit card to pay
- create an MyCIC account used for all requests made online (for applying, paying your fees, checking your application status).

Present the application

Create an account and follow all the steps indicated in the following page;

<http://www.cic.gc.ca/english/e-services/mycic.asp>

3. Useful links

Find your nearest Canadian embassy or consulate

http://travel.gc.ca/assistance/embassies-consulates?_ga=1.70211984.1076131099.1452869662

Visit Canada

<http://www.cic.gc.ca/english/visit/index.asp>

SCHEDULES

Schedule 1 - Glossary

ETA	Electronic Travel Authorization Required for most countries for which there is no need to apply for a visa from 1 March 2016
CIC	Citizenship and Immigration Canada The decision to issue or refuse a visa is made solely by immigration officers of Citizenship and Immigration Canada (CIC) that represent the Canadian government. They have the duty to analyze the visa applicants records based on the criteria and regulations of Canada regarding immigration.
VAC	Visa Application Centre Visa Applications Centres (VAC) provide services to applicants; <ul style="list-style-type: none"> • answer questions in local languages, and ensure that applications are complete • transmit the application documents and passports to the visa office securely • return passports and decision documents securely • provide a tracking service • schedule interviews and take photographs as well as provide photocopies to be included in the application (for a fee) • provide access to a computer to apply online. • collect biometrics (fingerprints and photograph) <p>To find your VAC; http://www.cic.gc.ca/english/information/offices/vac.asp</p>
UCI	Unique Client Identifier C'est la première question du formulaire « Demande de Visa de Résident Temporaire » [IMM5257]. This number appears on official documents that you receive from Citizenship and Immigration Canada (CIC). The client identifier has four digits followed by a hyphen and four more digits (example: 0000-0000). When you apply for the first time with CIC you will not have any UCI. If you are filling out a form that asks for your UCI, do not write anything, leave this box blank . This is the first question on the form « Application for Temporary Resident Visa » [IMM5257].
Visa	A official stamp issued by a visa office outside Canada and endorsed in the applicant's passport to demonstrate that this person meets the requirements to enter Canada as a temporary resident (visitor, student or worker). This stamp is a specially designed adhesive sticker on which foreign consular offices print information. Canadian visas include: <ul style="list-style-type: none"> • temporary resident visas (sometimes called visitor visas); • permanent resident visas.
Citizenship	Be a citizen of a country means that you either were born in that country, in most cases, or that you were granted citizenship in that country. If you have dual citizenship, select the country that issued the passport you use for this trip.
PRV	Permanent Resident Visa Document issued to a foreign national by a CIC visa office abroad. It allows the foreign national to travel to Canada to become a permanent resident.
Temporary Resident Visa Related term: Tourist Visa TRV	A official stamp issued by a visa office outside Canada endorsed in the applicant's passport in order to show that this person meets the requirements to enter Canada as a temporary resident (visitor, student or worker). This stamp is a adhesive sticker created specifically for this purpose and on which foreign consular offices print information relating to visas. Informally they are known as visitor or tourist visa, temporary resident visa (TRV) that is to say, they are for a short period, they may be issued for a single entry or multiple entries to Canada.
Visitor Visa Related term: Tourist Visa	Informal term for a Temporary Resident Visa: TRV

Schedule 2 - Type of entry document to present for a valid entry

Countries and territories whose citizens need an eTA to go to Canada

Andorra
Antigua and Barbuda
Australia
Austria
Bahamas
Barbados
Belgium
Brunei Darussalam
Chile
Cyprus

British citizens
British citizens abroad eligible for United Kingdom
British citizens abroad who obtained their citizenship by birth on British soil, by descent, naturalization or registration in one of the British territories from beyond sea: (Anguilla, Bermuda, Gibraltar, Pitcairn Islands, Cayman Islands, Falkland Islands, Turks and Caicos Islands, British Virgin Islands, Montserrat, St. Helena)

Croatia
Denmark
Spain
Estonia
Finland

France
Greece
Hungary
Ireland
Iceland
Italy
Japan
Latvia, Republic of
Liechtenstein
Lithuania
Luxembourg
Malta
Monaco
Norway
New Zealand
Papua New Guinea
Netherlands
Poland
Portugal
Federal Republic of Germany
Czech republic
Republic of Korea
San Marino
Samoa
Singapore
Slovakia

Slovenia
Solomon Islands
Sweden
Switzerland

Other foreign nationals who need an eTA to travel to Canada

Starting March 15, 2016, the following foreign nationals will need an eTA before boarding on a flight to Canada:

- people who have been lawfully admitted to the United States as permanent residents (permanent residents of the United States);
- holders of a passport or travel document issued by the Vatican City;
- holders of an Israeli national passport;
- holders of passports issued by the Special Administrative Region of Hong Kong of the People's Republic of China;
- Holders of a British subject passports issued by the United Kingdom to British nationals (overseas) by birth, registration or naturalization in Hong Kong;
- holders of a British subject passports issued by the UK marked that the holder has the right of abode in the UK;
- holders of ordinary passports issued by the Ministry of Foreign Affairs in Taiwan that includes the number of person's personal identification. Note: Taiwanese citizens holding a passport issued by the Ministry of Foreign Affairs in Taiwan that does not include their personal identification number must obtain a visa to come to Canada.

Persons exempted from the eTA requirement

The following foreign national will be exempt from the eTA requirement :

- Nationals of the United States;
- Citizens of France who are residents of St. Pierre and Miquelon who seek to enter Canada directly from St. Pierre and Miquelon;
- Visitors, students and workers, who seek to re-enter Canada after solely visiting either the United States or St. Pierre and Miquelon, providing that they return to Canada by the end of the period initially authorized for their stay or any extension to it;
- Foreign nationals who are passengers on a flight stopping in Canada for the sole purpose of refuelling, provided that they are in one of the following situations:
 - their flight is bound to United States and they possess valid american documents to enter the U.S.;
 - their flight originated from the United States and they have lawfully admitted to the U.S.;

Countries and whose nationals need a visa to go to Canada

Afghanistan
Albania
Algeria
Angola
Saudi Arabia
Argentina
Armenia
Azerbaijan
Bahrain
Bangladesh
Belarus
Belize
Benin
Bhutan
Burma (Myanmar)
Bolivia
Bosnia and Herzegovina
Botswana
Brazil
Bulgaria
Burkina Faso
Burundi
Cambodia
Cameroon, Republic of
Cape Verde
Central African Republic
Chad
China, People's Republic of
Colombia
Comoros
Congo, Democratic Republic of the
Congo, Republic of the
Costa Rica, Republic of
Ivory Coast
Cuba
Djibouti
Dominican Republic
East Timor
Egypt
El Salvador
Ecuador
Equatorial Guinea
Eritrea
Ethiopia
Fiji
Gabon
Gambia
Georgia
Ghana
Grenade
Guatemala
Guinea
Guinea-Bissau

Guyana
Haiti

Honduras
India
Indonesia
Iran
Iraq
Israel - holders of a valid « travel document in lieu of national passport »
Jamaica
Jordan
Kazakhstan
Kenya
Kyrgyzstan
Kiribati
Kosovo
Kuwait
Laos
Lesotho
Lebanon
Liberia
Libya
Macao Special Administrative Region
Macedonia
Madagascar
Malaysia
Malawi
Maldives Islands
Mali
Marshall Islands
Maurice
Mauritania
Mexico
Micronesia, Federated States of
Moldova
Mongolia
Montenegro
Morocco
Mozambique
Namibia
Nauru
Nepal
Nicaragua
Niger
Nigeria
North Korea
Oman
Pakistan
Palau

Palestinian Authority
Panama
Paraguay
Peru
Philippines
Qatar
Romania
Russia
Rwanda
Saint Kitts and Nevis
Saint Vincent and the Grenadines
St. Lucia

São Tomé and Príncipe
Senegal
Serbia
Seychelles
Sierra Leone
Somalia
Sudan
South Sudan
Sri Lanka
Suriname
Swaziland
Syria
Tajikistan
Taiwan
Tanzania
Thailand
Togo
Tonga
Trinidad and Tobago
Tunisia
Turkmenistan
Turkey
Tuvalu
Uganda
Uzbekistan
Ukraine
United Arab Emirates
Uruguay
Vanuatu
Venezuela
Vietnam
Yemen
Zambia
Zimbabwe

Schedule 3 - List of countries whose nationals must provide biometrics

1. Afghanistan
2. Albania
3. Algeria
4. Bangladesh
5. Burma / Myanmar
6. Cambodia
7. Colombia
8. Democratic Republic of Congo
9. Egypt
10. Eritrea
11. Haiti
12. Iran
13. Iraq
14. Jamaica
15. Jordan
16. Laos
17. Lebanon
18. Libya
19. Nigeria
20. Pakistan
21. Palestinian Authority
22. Saudi Arabia
23. Somalia
24. South Sudan
25. Sri Lanka
26. Sudan
27. Syria
28. Tunisia
29. Vietnam
30. Yemen

Schedule 4 – List of Canadian Visa Office outside Canada

1- Africa:

Country or territory of citizenship		VAC
Burkina Faso Cameroon Cape Verde Ivory Coast Gabon Gambia Guinea-Bissau Mali Mauritania	Niger Central African Republic Democratic Republic of Congo Republic of Congo Senegal Chad	Dakar, Senegal
South Africa Angola Botswana Lesotho Madagascar Malawi	Maurice Mozambique Namibie Swaziland Zimbabwe	Pretoria, South Africa
Benin Ghana Equatorial Guinea Liberia Nigeria Sao Tome and Principe	Sierra Leone Togo St. Helena Tristan da Cunha Ascension	Accra, Ghana
Egypt		Cairo, Egypt
Algeria Libya Tunisia Canary Islands		Tunis, Tunisia
Morocco Western Sahara		Rabat, Morocco
Burundi Comoros Rwanda Seychelles Tanzania Zambia	Djibouti Eritrea Ethiopia Kenya Somalia Southern Sudan	Nairobi, Kenya
Uganda Tanzania		Daresalam, Tanzania

Countries served by visa offices outside Canada: **the application processing time may be longer**

2- Latin America

Country or territory of citizenship	VAC
Argentina Chile*	Buenos Aires
Belize* Guatemala	Guatemala City
Bolivia*	La Paz
Brazil	Rio de Janeiro Brasilia Sao Paulo
Colombia	Bogotá Medellín
Costa Rica*	San José
Cuba	Havana
Ecuador*	Quito
Guyana*	Georgetown
Haiti	Pétion city
Honduras*	Tegucigalpa
Jamaica	Kingston Montego Bay
Martinique* St. Lucia* Saint Kits and Nevis* Saint Vincent and the Grenadines* Suriname* Trinidad and Tobago	Port of Spain (Trinidad and Tobago)
Mexico	Mexico Monterrey Guadalajara
Nicaragua*	Managua
Panama*	Panama City
Paraguay*	Asunción
Peru	Lima
Dominique Republic*	Santo Domingo
Salvador*	San Salvador
Uruguay*	Montevideo
Venezuela*	Caracas

* Countries served by visa offices outside Canada: **the application processing time may be longer**

Schedule 5 – Crowdfunding Campaign WSF

The World Social Forum 2016 collective set up an alternative financing mechanism to facilitate the access and the participation of a large number of individuals and organizations of the global civil society at the WSF 2016.

A crowdfunding platform developed in partnership with Ulule (<https://fr.ulule.com/about/faq/>), allows any person or group of people around the world to present a participation project for the WSF 2016. A contrib-actor solidarity community that like your project and want to see it come about can support it financially through the platform.

DEADLINE TO PRESENT A PARTICIPATION PROJECT ONLINE: Saturday April 30th, 2016

For a better understanding of the procedure:

<https://fsm2016.org/en/participer/soutien-financier-pour-participer/>

Role of the crowdfunding team

- Answer questions
- Facilitate with English, French and Spanish translation
- Conduct a communication campaign for the projects received that starts the 15th of March and ends June 1st.

Role of the Ulule team

- Help with the project conception and its setting online on the platform.
- Answer technical questions about the usage of the platform

IMPORTANT: it is the project's leader's responsibility to promote its project within its own networks and to build and lead a contrib-actors solidarity community who wish to see your dream come true!

Please note that the WSF's crowdfunding team developed a campaign specific document of frequently asked questions. You can download it here:

https://fsm2016.org/wp-content/uploads/2015/11/FAQ_sociofinancement_EN.pdf

To contact the team: sociofinancement@fsm2016.org