

# Inviting Family Members

Updated March 2020

## Who are you inviting?

- Dependent family members (example: spouse or children)
- Other family members (example: parents, siblings) – who will not depend on you financially.

## How long will they stay?

When inviting family members you need to determine the length of time for their visit and include proof of funds for the entire duration of their visit/stay along with evidence of the ties to their home country which require them to return at the end of their visit/stay.

## Is a visa required?

If your family member is a citizen of a country or territory which requires a visa to enter Canada, your family member will submit an application for a temporary resident visa (TRV) to the nearest Canadian visa office or online.

[View the list of countries and territories requiring a visa](#)

## Applying Online?

[Visit Apply Visitor Visa](#)

Under “Apply online” click on “Apply for a visitor visa”

## Applying by Paper?

1. Look for the IRCC visa post that is responsible for their country of residence or where they have been legally accepted.

[Visa offices outside Canada](#)

2. Refer to the relevant document checklist and list of additional documents required which you can find at: [Visitor visa: How to apply](#)

3. Under “Apply on paper” click on “Download the application package” then select your family member’s country of residence from the drop down list

## Considerations When Applying:

### ONLINE and/or by PAPER:

- Complete the application for TRV form - IMM 5257 for each applicant, including children
- Select “Visitor Visa” on the IMM 5257 form
- Provide complete, truthful & accurate information and documents
- Pay required processing fee (refer to accepted payment methods)
- Only documents written in English or French are accepted. Documents in any other language need to be officially translated
- Apply 60 days before your expected travel date
- Length of issued visa can range from 6 months up to maximum of 10 years (depends on officer’s assessment)
- Valid passport (with at least one blank page, valid for at least 6 months before travel)
- Optional: Use of representative form (IMM5476)
- Complete and sign the “Family Information Form” for applicants who are 18 years old and above ONLY

### By PAPER ONLY:

- When filling out the application for TRV form - IMM 5257 for each applicant ONLY have applicants aged 18 years and above sign

## Do you have enough money to support them?

IRCC guidelines for determining minimum financial resources for one year are:

Student Living Expenses .....	\$10,000
+ expenses for the first dependent .....	\$ 4,000
+ each additional dependent .....	\$ 3,000
+ student’s tuition fees .....	+ _____
<b>Total</b>	<b>_____</b>

## International Student Services



**Note:** This is a minimum amount. It is recommended that you present more in order to improve your chances of being approved. It is important to show that the applicant has sufficient financial resources to come, stay and leave Canada at the end of their authorized stay.

### From Inviter (YOU)

- Invitation letter (refer to template available at the International Services enter)  
[Learn more information about Letters of Invitation](#)
- Proof of relationship with the people you're inviting (e.g., birth certificate, marriage certificate, correspondence, etc.)
- Photocopy of immigration status (study permit, post graduate work permit)
- Your proof of funds if YOU will be fully or partially supporting them financially
- One of more of the following:
  - **Study Permit holders:**
    - Confirmation of current & upcoming enrollment when possible (from Bear Tracks),
    - Transcript (from Administration Building),
    - Letter confirming your graduation (from the Convocation & Ceremonies Office or your faculty) if applicable
  - **Work Permit holders:** Letter from your employer if applicable

**Important Note: When your family members apply it is important to highlight evidence of ties to country of residence/citizenship.**

Questions to consider:

*Is the person employed? What is their salary? Did employer grant leave? Do they have family in their country? How is the overall economic and/or political climate in country of residence? Do they own property? Do they have any financial obligations? Are there other responsibilities and obligations? Can they show travel history?*

### Proof of ties may include:

- If employed, employment letter on company letterhead. Signed, granting leave of absence-must have applicants name, position, current salary ,date of hire, employer's name, address, telephone and fax number
- If retired - show proof
- If student - show proof of enrollment, in good standing and proof school approves your travel

- Original bank documents (4 months transaction record), certificates of deposit bank books etc.)
- Evidence of assets (land title, vehicle registration etc.)
- If taking care of someone? have family member write a letter confirming that you will return to care for them
- If applicable, submit travel history summary (make a list of all countries visited in last 10 years; attaching flight itineraries, copy of entry/exit stamps on passport, visas, etc.)

### Does your family member wish to work or study in Canada?

**Work Permit** – The spouse of a full-time international student is eligible for an open work permit. The work permit will be restricted from certain fields (health services, child care, education) unless they had an immigration medical examination. The work permit application is normally submitted in Canada.

**Study Permit** – If admitted to a program of study, your spouse can apply for this before or after arrival

[Learn more](#)

[View latest processing times](#)

### Disclaimer

*This tip sheet contains general information considered to be accurate at the time of publication. If you have any questions about your situation please discuss this in person with the International Student Advisor and/or with an external authorized representative. Please note the requirements relating to students' immigration status in Canada are complex and change frequently. For the most up to date immigration information, please visit the following websites:*

[Immigration, Refugees and Citizenship Canada](#)

[Canada Border Services Agency](#)