VISA USER GUIDE

Applying for a Temporary Resident Visa (TRV) to Canada

Consult the Step by Step User Guide below on how to complete and apply for your online visa application. In order to identify that you are applying for a visa as a participant attending the 7th GEF Assembly, you must include the following with your application:

1. The GEF Confirmation Letter
2. In the Details of Visit to Canada’ section, select: ‘Other.’ For question ‘1a) Purpose of my visit,’ enter the event name and the Special Event Code (6 character code included in your Confirmation Letter) into the free text box in ‘1b) Other’.

User Guide

Upon registration with the GEF Assembly, the GEF Secretariat will issue a Confirmation Letter to be included with your online visa application. While GEF Assembly attendees who have a Confirmation Letter are exempt from visa and biometric processing fees, they must still apply for a visa and provide biometrics (if required). You must include this letter with your TRV application to qualify for the fee exemption, as described below.

Unless you are a visa-exempt visitor, you are required to apply online for your TRV.

Participants must use the following method to apply for a TRV to enter Canada:

STEP 1

It is recommend that applicants use (up-to-date) Chrome, Safari or Firefox browsers when using the IRCC portal

Sign in to your IRCC secure account through this link:

1 If you do not have a IRCC secure account, go to STEP 2. Once your account is created, go back to STEP 1 to sign in
STEP 2

If you do not have a secure account, please register for an account (GCKey). After creating your account, go back to STEP 1 to sign in.
STEP 3

After you sign in, click on “Apply to come to Canada” to start an application:

STEP 4

If you do not have a personal reference code, please click on “Visitor visa, study and/or work permit” button:
STEP 5
Follow the online questionnaire to identify yourself and to determine eligibility to apply for visa.

STEP 6
Once eligibility to apply for visa has been confirmed, please click on the “Continue” to proceed to the next process.
STEP 7

When asked whether you will be paying fees with your application or whether you meet and exemption, please select “No, I am exempt from paying fees for this application”.

STEP 8

You will need to answer a series of questions, which includes details about your travel. Please make sure to answer all required fields.

You will be prompted to upload proof/an explanation of how you meet the visa and biometric processing fees exemption when you get to the document upload page. The ‘proof’ you must upload is the Confirmation Letter received from the Secretariat which contains the Special Event Code. You must still apply for a visa and provide biometrics (if applicable) but you will not be charged any fees.

Additionally, tag your visa application (form IMM 5257) with the Special Event Code. In the ‘Details of visit to Canada’ section of the form, select: ‘Other’. For question ‘1a) Purpose of my visit,’ enter the event name and Special Event Code (6 character code included in your Confirmation Letter) into the free text box in ‘1b) Other.’
For BIOMETRICS

If you need to provide biometrics, a visa officer will issue you a Biometric Instruction Letter (BIL). You will be required to report to the nearest Visa Application Centre (VAC) to provide this information in person.

IMPORTANT:

1. You cannot make an appointment for biometrics until you receive a BIL.
2. Your visa application will not go forward without any required biometric information.

VISA APPLICATION NUMBER

Once your application has been submitted, please send an email to Alla Ljungman (aljungman@thegef.org), Susan W. Matindi Waithaka (swaithaka1@thegef.org), Seo-Jeong Yoon (syoon@thegef.org) and William Ehlers (wehlers@thegef.org) with the following information:

1. Full Name (First Name, Last Name as they appear in your passport)
2. Position Title
3. Organization
4. Country of Birth
5. Visa Application number (VAN)