

# 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 7<sup>th</sup> 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<sup>1</sup> through this link:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>

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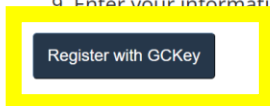
<sup>1</sup> If you do not have a IRCC secure account, go to **STEP 2**. Once your account is created, go back to **STEP 1** to sign in

## 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.

### To register with GCKey

1. Click Register with a GCKey below.
2. Click Sign Up.
3. Read the Terms and Conditions of Use and click I Accept.
4. Create a username. Click Continue.
5. Create a password. Click Continue.
6. Create your security questions and responses. Click Continue.
7. Click Continue to get to the Sign Up Complete page.
8. Read the Terms and Conditions. Click I Accept.
9. Enter your information and follow the steps to create your account.



Home → Sign In / Sign Up

## Welcome to GCKey

### Sign In

Username: **(required)**

Password: **(required)**

[Forgot your username?](#) • [Forgot your password?](#)

[Sign In](#) [Clear All](#)

### Simple Secure Access

A simple way to securely access Government of Canada online services.

One username.  
One password.

[Sign Up](#)

Your GCKey can be used to access multiple Government of Canada online [Enabled Services](#).

## STEP 3

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

### Start an application

#### [Apply to come to Canada](#)

Includes applications for visitor visas, work and study permits, Express Entry and International Experience Canada. You will need your personal reference code if you have one.

#### [Refugees: Apply for temporary health care benefits](#)

Use this application if you are a protected person or refugee claimant who wants to apply for the Interim Federal Health Program.

#### [Citizenship: Apply for a search or proof of citizenship](#)

Use this application to apply for proof of citizenship (citizenship certificate) or to search citizenship records.

#### [Students: Transfer schools](#)

For approved study permit holders only. Tell us if you are changing designated learning institutions. You will need your application number.

## STEP 4

If you do not have a personal reference code, please click on “**Visitor visa, study and/or work permit**” button:

### Personal checklist

#### Personal Reference Code

If you have already completed the Come to Canada or the Express Entry wizard, you would have received a document checklist and/or a personal reference code, based on the answers you provided.

**Please enter your personal reference code to begin your application. (required)**



Continue

Cancel

#### I do not have a Personal Reference Code

If you do not have a personal reference code, you may answer a series of questions to find out if you are eligible to apply for a visa and/or permit, apply for Express Entry, and begin an online application.

If you begin your application **after you have logged into your account**, you will not receive a personal reference code, as the system will save your document checklist right into your account.

Determine your eligibility and apply online:

Visitor visa, study and/or work permit

Express Entry (EE)

International Experience Canada (IEC)

## STEP 5

Follow the online questionnaire to identify yourself and to determine eligibility to apply for visa.

[Home](#) > [Online Services](#)

[Start Again](#) [Print](#) [Report a Technical Issue](#) [Help](#)

### Find out if you're eligible to apply

What would you like to do in Canada? (required) ?

Please make a selection

How long are you planning to stay in Canada? (required)

Please make a selection

Select the code that matches the one on your passport. (required) ?

Please make a selection

What is your current country/territory of residence? If you are presently in Canada, you should select Canada. (required) ?

Please make a selection

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older? (required)

Please make a selection

What is your date of birth? (required) ?

Select year Select month Select day

[Save and Exit Questionnaire](#)

[Next](#)

## STEP 6

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

### Your results

Based on the information you provided, the result(s) below indicate(s) whether you may be eligible to come to Canada.

#### Visitor visa - under 6 months

You are eligible to apply for a visitor visa to travel to Canada.

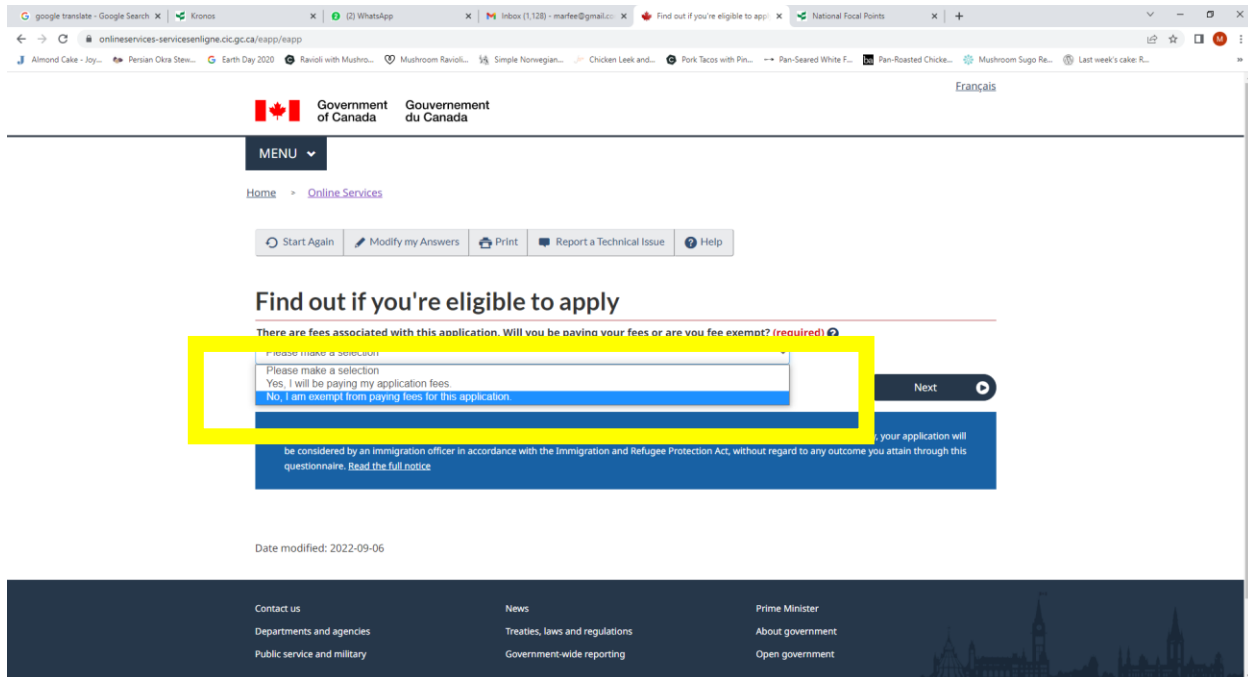
A visitor visa costs \$100 CAD. It permits travel to Canada by **air, car, bus, train or boat** and is valid for up to 10 years. Processing times vary, depending on the number of applications currently being processed.

[Continue](#)

[Exit Questionnaire](#)

## 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"**.



The screenshot shows the Government of Canada's online services portal. The page title is "Find out if you're eligible to apply". The main question is "There are fees associated with this application. Will you be paying your fees or are you fee exempt? (required)". Below the question, there are two radio button options: "Yes, I will be paying my application fees" and "No, I am exempt from paying fees for this application". The "No" option is selected and highlighted in blue. A yellow box highlights the question and options area. Below the options, there is a "Next" button. At the bottom of the page, there is a footer with links for "Contact us", "News", "Prime Minister", "Departments and agencies", "Treaties, laws and regulations", "About government", "Public service and military", "Government-wide reporting", and "Open government".

## 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](mailto:aljungman@thegef.org)), Susan W. Matindi Waithaka ([swaithaka1@thegef.org](mailto:swaithaka1@thegef.org)), Seo-Jeong Yoon ([syoon@thegef.org](mailto:syoon@thegef.org)) and William Ehlers ([wehlers@thegef.org](mailto: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)**
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