

## Inviting your family to visit Canada

If your family members or friends would like to visit Canada for vacation or for your convocation, they may be required to apply for a Temporary Resident Visa (TRV) at the Canadian Consulate, Embassy or High Commissioner, depending on their country of citizenship.

If a valid TRV is required, refer below for a list of supporting documents for application:

### 1. Photocopy of your passport

### 2. Invitation Letter written by you

Please note that the IE Office does not provide letters of invitation. You must write letter of invitation on your own (see guidelines below). The IE Office will not validate or stamp invitation letters.

### 3. Enrolment Letter from VCC International (if required)

Please complete the 'Confirmation of Enrolment' form from the International Education (IE) Office and pay \$15 at Student Accounts. This letter will state your current enrolment in your program of study.

### 4. Enrolment Letter with Convocation Date from Registrar's Office (if applicable)

If you want to invite your family to attend your upcoming convocation ceremony, you can request for a letter which includes your convocation date. You must either be in your final semester of the program or have already graduated from your program in order to request for the letter. You will need to fill out a 'Document Request form' located at the Registrar's Office. On the form, check off Confirmation of Enrolment and write down "Confirmation of Graduation letter" under 'Special Instructions'. The cost of the letter is \$10.50.

**Important note:** It is best that the individuals applying for the TRV check with the Canadian visa office to see if there are additional requirements for their application.

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## Letter of invitation

<https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/letter-invitation.html>

Sometimes, when you apply for a visa to visit Canada, we ask you to give us a letter of invitation from someone in Canada.

A letter of invitation does not guarantee that we will issue a visa. Visa officers assess **you** to decide whether you meet the terms of Canada's immigration law.

## Information for the person writing the letter of invitation

Writing a letter of invitation does not mean you are legally responsible for the visitor once he or she gets to Canada. You should still write the letter in good faith. You must tell the truth and plan to keep the promises you make in the letter.

Send your letter (notarized, if the visa office asks for that) to the person you are inviting to Canada. The person must then send this letter to the Canadian embassy or consulate outside of Canada when he or she applies for a temporary resident visa.

You **must** include this information about **the person you are inviting**:

- complete name,
- date of birth,
- address and telephone number,
- your relationship to the person,
- the purpose of the trip,
- how long the person plans to stay in Canada,
- where the person will stay, and how he or she will pay for things, and
- when the person plans to leave Canada.

You **must** include this information about **yourself**:

- complete name,
- date of birth,
- address and telephone number in Canada,
- job title,
- whether you are a Canadian citizen or permanent resident,
- a photocopy of a document proving your status in Canada, such as
  - a Canadian birth certificate, if you were born in Canada,
  - a Canadian citizenship card, if you are a naturalized citizen, or
  - a copy of your PR card or your IMM 1000 proof of landing, if you are a permanent resident,
- details of your family, such as names and dates of birth of your spouse and dependants
- the total number of people living in your household, including people you sponsored whose sponsorship is still in effect

**This information is only a guide. You must write the letter of invitation yourself. Some visa offices may ask that a notary public notarize your letter.**