



Columbia College  
Vancouver, Canada

TEMPORARY RESIDENT VISA RENEWAL

# APPLICATION GUIDE

Property of Columbia College Student Services Department

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## I. HOW TO CREATE A MYCIC ACCOUNT

1. Google “MyCIC Account” or go to the link below:

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

### Sign in to your IRCC secure account

Your account lets you start an application, submit and pay for your application, get messages related to your application, check the status of your application and update your information.

**Need help signing in or applying online?**

**⚠** This online service will be unavailable from **1:00 a.m. to 6:00 a.m.** Eastern time, on **Tuesday February 11, 2020**, in order to perform system maintenance.

**⚠** As of November 8, 2019, you can't use **CHOICE Rewards MasterCard** to sign in. [Find out what to do to regain access to your application](#) if your Sign-In Partner was removed.

#### Option 1: GCKey

Sign in with your GCKey user ID and password.

**Sign in with GCKey**

#### Option 2: Sign-In Partner

Sign in with your online Canadian banking information if you have an existing account with 1 of our partners.

**Sign in with Sign-In Partner**

[View the full list of Sign-In Partners](#)

2. Register for the account. Decide which option you would like to take. Both options will lead you to the same account.

#### OPTION 1: REGISTER WITH GCKEY

- i. Click Register with a GCKey.
- ii. Click Sign Up.
- iii. Read the Terms and Conditions of Use and click I Accept.
- iv. Create a username. Click Continue.
- v. Create a password. Click Continue.
- vi. Create your security questions and responses. Click Continue.
- vii. Click Continue to get to the Sign Up Complete page.
- viii. Read the Terms and Conditions. Click I Accept.
- ix. Enter your information and follow the steps to create your account.

#### OPTION 2: REGISTER WITH A SIGN-IN PARTNER

- i. Click Register with a Partner Sign-In.
- ii. Choose your financial institution.
- iii. If you don't see your financial institution listed, you need to register with GCKey.
- iv. Enter your banking sign-in information and click Continue.
- v. Read the Terms and Conditions of Use and click I Accept.
- vi. Enter your information and follow the steps to create your account.



## I. HOW TO FILL-UP THE ONLINE QUESTIONNAIRE

1. Once you have logged into your MyCIC Account, scroll down on the dashboard and click on “Apply to come to Canada”.

### View the applications you submitted

Review, check the status or read messages about your submitted application.

Search:  Showing 0 to 0 of 0 entries | Show **5** entries

Application type ↑↓	Application number ↑↓	Applicant name ↑↓	Date submitted ↓	Current status ↑↓	Messages ↑↓	Action
No data available in table						

Did you apply on paper or don't see your online application in your account? [Add \(link\) your application to your account](#) to access it and check your status online.

### Continue an application you haven't submitted

Continue working on an application or profile you haven't submitted or delete it from your account.

Search:  Showing 0 to 0 of 0 entries | Show **5** entries

Application type ↑↓	Date Created ↓	Days left to submit ↑↓	Date last saved ↑↓	Action
No data available in table				

### 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.

**Students: Transfer schools**

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

**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.

2. If you do not have a Personal Reference Code, click on “Visitor visa, study and/or work permit”.

### 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)



3. Start filling up the online questionnaire by following the tips below:

**! Get the right application form**

You won't get the right application form, unless you provide these answers in the online tool:

- For the first question "What would you like to do in Canada?", select
  - "Study" if you have a valid study permit or
  - "Work" if you have a valid work permit
- When asked "What is your current country/territory of residence?", select "Canada."
- Answer the questions on the next pages about your work or studies.
- You may be given the option to extend your current study or work permit or apply for a "Temporary Resident Visa." Make sure you select "Temporary Resident Visa."

The application form listed in your document checklist will be called **Application for Visitor Visa (Temporary Resident Visa) Made Outside of Canada (IMM5257)**. This is the form you need to fill out, even when you apply from inside Canada.

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

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

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)* ?  
Canada

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

Check the Estimated Completion date on your Study Permit Extension Letter.

"Family member" is defined as a spouse or common-law partner, dependent children, and their dependent children.



4. Click "Next". You will have to answer more questions to finish the questionnaire. Some of the tricky questions are answered below. **NOTE:** Read all the questions carefully. Not all students will have the same questions.

### Your results

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

#### Study Permit (in Canada)

You may be eligible to extend your stay in Canada as a student

Continue

#### Temporary Resident Visa

You will need a temporary resident visa to return to Canada.

If you are working or studying in Canada, your temporary resident visa may expire at the same time as your work or study permit. If your work or study permit is expiring soon, please renew your study or work permit first. Once your study or work permit is approved, you may apply for your temporary resident visa.

Continue

Click "Continue" in the Temporary Resident Visa Option.

**Which of the following best describes your situation? (required)**

Please make a selection

- Please make a selection
- I have a study permit for a specific Institution or level of education
- I have a study permit**
- I have a work permit restricted to a specific employer or type of work
- I have an open work permit

Select this option.



Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months? *(required)* ?

Please make a selection

Please make a selection

Yes

No

If you have been in Canada for more than a year, then the answer is most likely to be “No”.

**NOTE:** Not all family doctors are IRCC authorized panel physicians.

**TIP:** Click the blue question mark beside it to see the list of physicians.

Have you lived in a designated country or territory for more than six months in the last year? *(required)* ?

Please make a selection

Please make a selection

Yes

No

Canada is not a designated country. If you have been in Canada since last year, then the answer is most likely to be “No”.

**TIP:** Click the blue question mark beside it to see a list of designated country.

In the past 10 years, have you given your fingerprints and photo (biometrics) for an application to come to Canada?

Please make a selection

Please make a selection

Yes

No

It is only asking for immigration applications to come to Canada. This is different from fingerprints to go to the USA or any employment requirements.



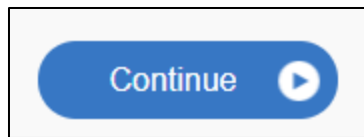
- Once you have completed the questionnaire, you will be directed to the “Review your answers” page. **NOTE:** You can modify any of your answers by selecting the pencil icon on the right.

## Review your answers

Please review your results and modify your answers if required.

What would you like to do in Canada?	Study
How long are you planning to stay in Canada?	Temporarily - more than 6 months
Select the code that matches the one on your passport.	IND (India)
What is your current country/territory of residence? If you are presently in Canada, you should select Canada.	Canada
Do you have a <u>family member</u> who is a Canadian <u>citizen</u> or <u>permanent resident</u> and is 18 years or older?	No

- Scroll down and click “Continue”. Do the same thing for the next page.







7. You will be redirected to your Document Checklist page.

**TIP:** Click the blue question mark under Instructions column to know more information on what is being asked.

Application Form(s)			
Application Form(s)			
Details	Document Name	Instructions	Options
Not Provided	Application for Visitor Visa (Temporary Resident Visa) Made Outside of Canada (IMM5257) (required)	?	Upload File

Supporting Documents			
Supporting Documents			
Details	Document Name	Instructions	Options
Not Provided	Recent Education Transcript (required)	?	Upload File
Not Provided	Proof of Next Terms Enrolment (required)	?	Upload File
Not Provided	Canadian Work or Study Permit (required)	?	Upload File
Not Provided	Passport (required)	?	Upload File
Not Provided	Proof of Means of Financial Support (required)	?	Upload File
Not Provided	Digital photo (required)	?	Upload File

Optional Documents			
Optional Documents			
Details	Document Name	Instructions	Options
Not Provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	Upload File
Not Provided	Client Information	?	Upload File

1. If you cannot see the form through the webpage, download the Application Form and save it to your computer. Open it from the file location where you saved it, **not** through the webpage.

2. Request for these two documents from Main Reception Office.

3. Click on the blue question mark to know what documents you can provide. It says “provide as many documents as you can”, meaning, you may provide more than one document. However, you must merge them into one PDF file in order to successfully upload it.

4. Click the blue question mark to know the specific dimensions.

5. It is an “optional document”, meaning it is not mandatory for you to submit anything here.

However, if you would like to provide more information about your application that you have not already provided, you can attach a letter of explanation to your application.

You can also attach any medical documentation or Authorized Leave approval letters here.

**8. Once you have uploaded all the files, submit and pay for the fees.**



## II. HOW TO FILL-UP THE GOVERNMENT APPLICATION FORM

1. Click on the “Application to Change Conditions, Extend my Stay or Remain in Canada as a Student (IMM5709)”.

### Your document checklist

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#### Your documents

This is the list of documents you need to submit in order to apply. You cannot proceed until each file has been uploaded. Select the question mark button to learn more about each document.

[Are you having difficulty downloading a form?](#)

Versions of application forms for study permits and work permits dated November 2013 (11-2013), or later, and applications for temporary resident visas dated March 2014 (03-2014), or later, can only be uploaded to the IRCC Portal.

**Note:** You are responsible for ensuring that the documents you submit are correct. Carefully review the documents you have attached to this application. A decision concerning your application will be made based upon the information you submit. You will not be able to make changes to your application once it has been submitted. Please ensure that you scan and attach all relevant documents to your online submission. Any documents received by mail related to this application will not be considered.

#### Application Form(s)

Application Form(s)			
Details	Document Name	Instructions	Options
Not Provided	Application for Visitor Visa (Temporary Resident Visa) Made Outside of Canada (IMM5257) (required)	?	<div style="background-color: #0056b3; color: white; padding: 5px; display: inline-block;">Upload File</div>

2. If you cannot see the form through the webpage, download the Application Form and save it to your computer. Open it from the file location where you saved it, **not** through the webpage.

For more information, please click “Are you having difficulty downloading a form?”.

[Are you having difficulty downloading a form?](#)

3. Fill-up the application form by following the tips provided in the next pages.

For more information, please read the instruction guide available here:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5256-applying-visitor-visa-temporary-resident-visa.html>



Government of Canada / Gouvernement du Canada

PROTECTED WHEN COMPLETED - B  
PAGE 1 OF 5

### APPLICATION FOR VISITOR VISA (TEMPORARY RESIDENT VISA)

If you need more space for any section, print out an additional page containing the appropriate section, complete and submit it with your application.

Validate Clear Form

1 UCI 2 \* I want service in 3 \* Visa requested OFFICE USE ONLY Validated

#### PERSONAL DETAILS

1 Full name  
\*Family name (as shown on your passport or travel document) Given name(s) (as shown on your passport or travel document)

2 Have you ever used any other name (e.g. Nickname, maiden name, alias, etc.)?  \* No  \* Yes  
Family name Given name(s)

3 \*Sex 4 \* Date of birth 5 Place of birth  
City/Town \* Country or Territory

Unique Client Identifier (UCI) is written on your Study Permit. It is typically a 10-digit number. Do not include hyphens.

**Full name**

Type your **family name (surname)** as it appears on your passport or travel document (even if the name is misspelled). Do not use initials.

**Note:** If you do not have a family name on your passport or travel document, enter all your given names here and leave the given name field blank.

Type all of your **given names (first, second, or more)** as they appear on your passport or travel document (even if the name is misspelled). Do not use initials.

**Note:** If you do not have a given name on your passport or travel document, leave this field blank. Do not enter "\*", "Not applicable" or "NA".

7 Current country or territory of residence:

Country or Territory	Status	Other	From	To
* Canada	* Student		YYYY-MM-DD	YYYY-MM-DD

8 a) Previous countries or territories of residence: During the past five years have you lived in any country or territory other than your country of citizenship or your current country or territory of residence (indicated above) for more than six months?  \* No  \* Yes

b) If you answered "yes" to question 8a), please provide details

Country or Territory	Status	Other	From	To
			YYYY-MM-DD	YYYY-MM-DD
			YYYY-MM-DD	YYYY-MM-DD

Fill this up **only** if:

- You lived in **other** countries other than your country of citizenship and current country of residence, **and**
- You lived there more for more than 6 months during the past 5 years.

**FROM:** Issue date written on your current Study permit

**TO:** Expiry date written on your current Study permit



5	* For this trip, will you use a passport issued by the Ministry of Foreign Affairs in Taiwan that includes your personal identification number?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
6	* For this trip, will you use a National Israeli passport?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

**NATIONAL IDENTITY DOCUMENT**

1	Do you have a national identity document?				<input type="checkbox"/> * No	<input type="checkbox"/> * Yes	
2	Document number	3	Country or territory of issue	4	Issue date	5	Expiry date
					YYYY-MM-DD		YYYY-MM-DD

If the boxes are colour grey, this means that Questions 5 & 6 are not applicable to you since they are not clickable.

Only certain countries have compulsory National Identity Documents. If your country does not have one, click 'NO'.

<b>1 Current mailing address</b>						
P.O. box	Apt/Unit	Street no.	* Street name			
* City/Town		* Country or Territory Canada		* Province	* Postal code	
<b>2 Residential address</b> Same as mailing address? <input type="checkbox"/> * No <input type="checkbox"/> * Yes						
Apt/Unit	Street no.	Street name				
City/Town		* Country or Territory Canada		Province	Postal code	

This is the address where your passport with new Canadian visa will be mailed. Ensure that it is correct. **NOTE:** PO boxes are locked compartments within a Post Office. If you do not have one, do not answer this box.

If your mailing address is also the address where you currently live, click 'YES'.

**DETAILS OF VISIT TO CANADA**

<b>1</b> * a) Purpose of my visit Returning Student			b) Other		
<b>2</b> Indicate how long you plan to stay		* From YYYY-MM-DD	* To YYYY-MM-DD	<b>3</b> * Funds available for my stay (CAD)	
<b>4</b> Name, address and relationship of any person(s) or institution(s) I will visit:					
* Name COLUMBIA COLLEGE					
<b>1</b> Relationship to me CURRENT DLI			* Address in Canada 438 TERMINAL AVENUE, VANCOUVER, BC V6A 0C1		
Name					
<b>2</b> Relationship to me			Address in Canada		

**FROM:** Today's date  
**TO:** This is written in your Study Permit Extension Letter as "Estimated Completion Date".

**FUNDS AVAILABLE:** If you are paying for your expenses in Canada, write your current bank account balance. If your parents or other financial supporters are paying for it, write their current bank account balance.



**EDUCATION**

Have you had any <u>post secondary</u> education (including university, college or apprenticeship training)? <input type="checkbox"/> * No <input checked="" type="checkbox"/> * Yes			
If you answered "yes", give full details of your highest level of <u>post secondary</u> education.			
1	From *YYYY *MM	*Field and level of study	*School/Facility name COLUMBIA COLLEGE
	To YYYY MM	*City/Town VANCOUVER	Country or Territory Canada <input type="text"/>
			*Province/State <input type="text"/>

**NOTE:** Post secondary education means any level of education beyond high school/secondary. An example is College education.

**FROM:** Month and date when you first attended classes in Columbia College.  
**TO:** This is written in your Study Permit Extension Letter as "Estimated Completion Date".

**EMPLOYMENT**

Give details of your employment for the past 10 years, including if you have held any government positions (such as civil servant, judge, police officer, mayor, Member of Parliament, hospital administrator, employee of a security organization). Do not leave gaps. If retired, not working or studying, please indicate. If you are retired, please provide the 10 years before your retirement.			
1	From *YYYY *MM	* Current Activity/Occupation	* Company/Employer/Facility name
	To YYYY MM	* City/Town	* Country or Territory <input type="text"/> Province/State <input type="text"/>
2	From YYYY MM	Previous Activity/Occupation	Company/Employer/Facility name
	To YYYY MM	City/Town	Country or Territory <input type="text"/> Province/State <input type="text"/>
3	From YYYY MM	Previous Activity/Occupation	Company/Employer/Facility name
	To YYYY MM	City/Town	Country or Territory <input type="text"/> Province/State <input type="text"/>

**NOTES:**

1. It is asking for your employment for the past TEN (10) years.
2. Start from your current employment.
3. There are only 3 fields written on the form. If you have more than 3 employers, create an additional document on Word. Then, upload it in "Client Information Section" under Optional Documents.

**You may follow the template provided in the next page.**



**SAMPLE TEMPLATE FOR ADDITIONAL EMPLOYMENT (IMM 5257)**

Applicant: [Your full name]

Date of Birth:

**Addendum on Employment**

**IMM 5257, Page 3**

4	FROM	PREVIOUS ACTIVITY/OCCUPATION	COMPANY/EMPLOYER/FACILITY NAME	
	TO	CITY/TOWN	COUNTRY/TERRITORY	PROV/STATE
5	FROM	PREVIOUS ACTIVITY/OCCUPATION	COMPANY/EMPLOYER/FACILITY NAME	
	TO	CITY/TOWN	COUNTRY/TERRITORY	PROV/STATE
6	FROM	PREVIOUS ACTIVITY/OCCUPATION	COMPANY/EMPLOYER/FACILITY NAME	
	TO	CITY/TOWN	COUNTRY/TERRITORY	PROV/STATE
7	FROM	PREVIOUS ACTIVITY/OCCUPATION	COMPANY/EMPLOYER/FACILITY NAME	
	TO	CITY/TOWN	COUNTRY/TERRITORY	PROV/STATE
8	FROM	PREVIOUS ACTIVITY/OCCUPATION	COMPANY/EMPLOYER/FACILITY NAME	
	TO	CITY/TOWN	COUNTRY/TERRITORY	PROV/STATE
9	FROM	PREVIOUS ACTIVITY/OCCUPATION	COMPANY/EMPLOYER/FACILITY NAME	
	TO	CITY/TOWN	COUNTRY/TERRITORY	PROV/STATE
10	FROM	PREVIOUS ACTIVITY/OCCUPATION	COMPANY/EMPLOYER/FACILITY NAME	
	TO	CITY/TOWN	COUNTRY/TERRITORY	PROV/STATE



**BACKGROUND INFORMATION**

Clear Section

You must complete this section if you are 18 years of age or older.

<b>1</b>	a) Within the past two years, have you or a family member ever had tuberculosis of the lungs or been in close contact with a person with tuberculosis?	<input type="checkbox"/> *No	<input type="checkbox"/> *Yes
	b) Do you have any physical or mental disorder that would require social and/or health services, other than medication, during a stay in Canada?	<input type="checkbox"/> *No	<input type="checkbox"/> *Yes
	c) If you answered "yes" to question 1a) or 1b), please provide details.		
<b>2</b>	a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada?	<input type="checkbox"/> *No	<input type="checkbox"/> *Yes
	b) Have you ever been refused a visa or permit, denied entry or ordered to leave Canada or any other country or territory?	<input type="checkbox"/> *No	<input type="checkbox"/> *Yes
	c) Have you previously applied to enter or remain in Canada?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
	*d) If you answered "yes" to question 2a), 2b) or 2c), please provide details.		
I HAVE INITIALLY APPLIED FOR A STUDY PERMIT TO COME TO CANADA AS AN INTERNATIONAL STUDENT. IT WAS APPROVED ON [DATE].			

Complete the Background Information Section.

If you had any previous visa refusals, click "YES" on **2(b)** and explain in the box below.

Click "YES" on **2(c)** and follow the template written on the box below.



**TO COMPLETE YOUR FORM**

1. 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) - see image below.



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

2. If you are 18 years of age or older, you must sign and date in the boxes provided at the bottom of the page.
3. 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.

**NOTE:** If you are applying online, do **not** print out your application form to sign it.

4. **Upload it in your MyCIC Account.**