



# Temporary Resident Visa (TRV) Application Guide

*Property of NAIT International Student Experience*

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Last updated on: March 13, 2025

# What is a Temporary Resident Visa?

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A Temporary Resident Visa or “TRV” is the document that allows a person from a visa-required country to enter Canada as a temporary resident, such as a student, visitor or worker. This is the counterfoil or visa sticker that IRCC places inside of the passport.

A TRV is **not the same as a Study Permit**. A Study Permit allows a foreign national to remain in Canada as a student, whereas a TRV allows a foreign national to cross the border and enter Canada as a temporary resident. Your Study Permit must remain valid while you are studying in Canada; however, your TRV only needs to be valid if you plan to leave and re-enter Canada.

A TRV is only required for people from **visa-required countries**. You can find a list of visa-required countries here: [Entry requirements by country or territory - Canada.ca](https://www.canada.ca/en/immigration-refugees-citizens/services/entry-exit/visas-immigration/entry-requirements-by-country-territory.aspx) If you are from a visa-exempt country, you may require an Electronic Travel Authorization (eTA) instead of a TRV.

Citizens of **certain visa-required countries** may be eligible to apply for an eTA instead of a TRV if travelling to Canada by air. You can find of list of eligible countries and requirements here: [Electronic travel authorization \(eTA\): Citizens from some visa-required countries - Canada.ca](https://www.canada.ca/en/immigration-refugees-citizens/services/entry-exit/visas-immigration/electronic-travel-authorization-etax.aspx)

## When to apply for a TRV?

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If you are applying for a Study Permit Extension, you will need to wait to receive the new Study Permit before you can apply for a TRV. A new TRV will not be automatically issued with your Study Permit Extension application.

Before making travel plans, it is important to check that your TRV is valid and allows for multiple entries.

IRCC recommends applying for a new TRV at least 2 months before you plan to leave Canada. However, it is important to be aware of current IRCC processing times as it may take longer to process. You can check IRCC's current processing times here: [Check processing times at IRCC - Canada.ca](https://www.canada.ca/en/immigration-refugee-citizenship/services/visit-canada/travel-document/tourist-visa/processing-times.html).

The TRV is usually issued for the same length of time as the study permit and cannot be issued past the expiry date of the passport.

# How to Create an IRCC account

To apply for a Temporary Resident Visa (TRV) online, you will need to log into your IRCC (GCKey) account. If you do not already have an account, you will need to create one with Immigration, Refugees and Citizenship Canada (IRCC). This is free and does not take a long time. To create an account, please follow the steps below.

1. Google "IRCC account" or follow the link below: [Sign in to your IRCC secure account - Canada.ca](https://www.canada.ca/en/immigration-refugees-citizenship/services/apply-for-a-visa/ircc-secure-account.html)

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?**

## 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](#)

**Don't have an account?**

Register

2. Register for the IRCC account. You will need have two options: register with GCKey or register with a Sign-In Partner. You must decide which option you would like to take. Both options will lead you to the same account.

- To register with GCKey:

- 1) Click 'Register with a GCKey'.
- 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.

- To register with a Sign-in Partner:

- 1) Click 'Register with a Partner Sign-In'.
- 2) Choose your financial institution.
- 3) If you don't see your financial institution listed, you need to register with GCKey.
- 4) Enter your banking sign-in information and click 'Continue'.
- 5) Read the Terms and Conditions of Use and click 'I Accept'.
- 6) Enter your information and follow the steps to create your account.

# How to Fill-out an Online Questionnaire

1. Log into your IRCC account 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  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  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.

**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

2. Then, click on 'Visitor visa, study and/or work permit.'

## 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)

3. Next, you will see an online questionnaire. Answer the questions on this questionnaire, follow the tips below.

## 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)

Temporarily - more than 6 months

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

Please make a selection

What is your current country or 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

You can click on underlined terms to see their definitions. For example, according to IRCC, a family member is "a spouse or common-law partner, dependent children, and their dependent children."

You can click on the blue ? symbol to receive more explanation.

Please be sure to select the correct country of residence. Answer this question truthfully, based on where you are currently living. If you are currently living in Canada, select "Canada." If you are currently living in a different country, you must select that country.

When completing the questionnaire, you may indicate "Yes, I meet an exception from submitting a provincial or territorial attestation letter". A PAL is required for some Study Permit and Study Permit Extension applications, and is **not required** for a TRV application.

Do you have a provincial or territorial attestation letter or meet an exception from submitting a provincial or territorial attestation letter? (required) ?

Please make a selection

Please make a selection

Yes, I have a provincial or territorial attestation letter

Yes, I meet an exception from submitting a provincial or territorial attestation letter

Next

4. Once you answer all questions on the questionnaire, IRCC will inform you what application you may start. Please click 'Continue' beside the '**Temporary Resident Visa**' option.

## 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

5. Answer the remaining questions. Read all the questions carefully. Not all students will have the same answers, but we have shared some tips below.

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

*\*Not all doctors are IRCC authorized panel physicians, you can click on blue ? symbol to see the list of IRCC authorized panel 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 living in Canada consecutively for the last 12 months or more, you can answer 'No.'*

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

No

Please make a selection

Yes

No

Important: This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered to be for permanent residence.

*\*This question is asking about biometrics for the purpose of coming to Canada. Any biometrics you may have given to visit the United States, for employment purposes, etc. are not relevant.*

7. Once you complete all of the questions, you will be given an option to double-check your information.

## Review your answers

Please review your results and modify your answers if required.

What would you like to do in Canada?

Work

How long are you planning to stay in Canada?

Temporarily - more than 6 months

Select the code that matches the one on your passport

If you notice a mistake, you can click on the 'pencil' symbol to change your answer.



8. Once you finish checking your answers, IRCC will give you some tips for making a successful application online. Please read them carefully as many problems can be avoided by following these tips.

## Submitting your application

On the screen, you will be asked to upload the documents for your application. Please do not use your browser's navigation buttons, "Back" and "Forward", as they will not work properly within this application.

You must be logged into your own account to submit an application. You cannot use another person's account.

### ✓ Step 1: Use your account

If you select the exit button, your information will be saved and you will return to your account home page.

### ✓ Step 2: Save your application

You can continue your application at any time by logging into your account and selecting the e-Application link under the In-Progress section.

Please note that you have 60 days to submit your online application. The number of days remaining to submit your application appears in your account home page. If your application is not submitted within 60 days, it will automatically be deleted.

### ✓ Step 3: Upload your documents

Here are some guidelines for your documents:

- Your form(s) and document(s) must be in an electronic format.
- You do not need to sign your application form by hand if you submit your application form online. You will be asked to provide a digital signature once you are ready to transmit your documents.
- One file will be allowed per document type. For example, if you are asked to provide multiple pages of your passport, you must scan and save all pages as one file.
- You will be required to upload every requested form and document. You will not be able to proceed to the next steps until you upload every form/document.
- A "help" feature provides you with more information about each form/document. The help text will appear below the list of documents.
- The maximum size for each file is 4 MB (four megabytes). We accept these file formats:
  - PDF (Portable Document)
  - JPG, TIFF, or PNG (Image)
  - DOC or DOCX (Microsoft Word Document).

If your file is bigger than 4 MB, you should reduce the size. Here are some tips for making reducing your file size.

#### PDF format

- Recreate the PDF with Adobe Distiller set to "lowest file size."
- Ensure that all images in the PDF are set to 96 DPI (dots per inch).
- Remove all unnecessary images.

#### JPG format

- Scan your document at a lower DPI (dots per inch).
- Remove all empty space around the image.
- Shrink the image.
- Reduce the JPG image quality.

#### TIFF and PNG format

- Scan your document at a lower DPI (dots per inch).
- Crop the image to remove any empty space around the image.
- Shrink the image.
- Save the file as a JPG format instead.

#### DOC and DOCX format

- Remove unnecessary images, formatting and macros. Save the file as a recent Word version.
- Reduce the file size of the images before they are inserted in the document.
- If it is still too large, save the file as a PDF format.

9. Finally, you will be directed to your document checklist. Not all students will have the same items on their checklists; however, all documents listed under “Application form(s)” and “Supporting Documents” are required. Please click on the blue ? symbol next to each document name to see an explanation from IRCC. We have also shared some tips below:

## Application Form(s)

Application Form(s)			
Details	Document name	Instructions	Options
Not provided	1 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	2 Recent Education Transcript (required)	?	Upload file
Not provided	Canadian Work or Study Permit (required)	?	Upload file
Not provided	3 Proof of Next Terms Enrolment (required)	?	Upload file
Not provided	4 Proof of Provincial or Territorial Attestation Letter (PAL or TAL) Exception (required)	?	Upload file
Not provided	Passport (required)	?	Upload file
Not provided	5 Proof of Means of Financial Support (required)	?	Upload file
Not provided	6 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	7 Client Information	?	Upload file


**Box 1:** If you cannot see the form on IRCC’s webpage, try downloading it to your computer. Then, open the form from where you save it on your computer using Adobe Reader, not through the webpage. For more technology trouble-shooting tips, see: [I can’t open my application form in PDF format. What can I do? \(canada.ca\)](#)


**Box 2:** You can self-generate copy of your unofficial transcripts via your MyNAIT Portal > Self-Service > Academic Records

**Box 3:** You can self-generate a Confirmation of Enrollment letter via your MyNAIT Portal > Self Service > Manage Classes

**Box 4:** A Provincial Attestation Letter (PAL) is required for some Study Permit and Study Permit Extension applications. This is **not required** for a TRV application. You will need to include the following documents as proof of PAL exception (*be sure to merge all documents into one PDF*):

- Letter of explanation, written by you, stating that you are exempt from providing a PAL because you are applying for a TRV and not a Study Permit, and as per the IRCC webpage a PAL is only required for some Study Permit applications. You can find more information about IRCC's PAL requirements here: [Study permit: Get the right documents Provincial attestation letter or territorial attestation letter - Canada.ca](#)
- A copy of your valid Study Permit

**Box 5:** You can click on the blue  symbol to see what financial documents you can provide. It says “provide as many documents as you can”, which means you may provide more than one document. However, you must merge them into one PDF file in order to successfully upload it.

**Box 6:** You can click on the blue  symbol to see specific dimensions. You are encouraged to print these dimensions and take them with you to your photographer.

**Box 7:** While it is not mandatory to include a document here, you can use this space to upload a Letter of Explanation. You may include a Letter of Explanation if there is anything about your studies or time in Canada you wish to explain to IRCC. You might also want to include medical documentation or an approved Authorized Leave form here, if applicable.

**10.** Once all the files are uploaded, you can submit the application and pay the fees.

# How to Fill out IMM5257 Application Form

1. Go to your document checklist and click on "Application for Visitor Visa (Temporary Resident Visa) Made Outside of Canada (IMM5257)". *This is the form that must be used, even if you are applying from inside of Canada.*

## 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)	?	<a href="#">Upload file</a>

## Supporting documents

### Supporting documents

Details	Document name	Instructions	Options
Not provided	Recent Education Transcript (required)	?	<a href="#">Upload file</a>
Not provided	Canadian Work or Study Permit (required)	?	<a href="#">Upload file</a>
Not provided	Proof of Next Terms Enrolment (required)	?	<a href="#">Upload file</a>
Not provided	Proof of Provincial or Territorial Attestation Letter (PAL or TAL) Exception (required)	?	<a href="#">Upload file</a>
Not provided	Passport (required)	?	<a href="#">Upload file</a>
Not provided	Proof of Means of Financial Support (required)	?	<a href="#">Upload file</a>
Not provided	Digital photo (required)	?	<a href="#">Upload file</a>

## Optional documents

### Optional documents

Details	Document name	Instructions	Options
Not provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 5257)	?	<a href="#">Upload file</a>
Not provided	Client Information	?	<a href="#">Upload file</a>

If you cannot see the form on IRCC's webpage, try downloading it to your computer. Then, open the form from where you saved it on your computer using Adobe Reader, not through the webpage. For more technology trouble-shooting tips, see: [I can't open my application form in PDF format. What can I do? \(canada.ca\)](#)

2. Visit this IRCC webpage to access IMM5257 completion guide under "Step 2. Complete the application" subheading: [Guide 5256 - Applying for a visitor visa \(temporary resident visa\) - paper application - Canada.ca](#)

Read all the questions carefully. Not all students will have the same answers, but we have shared some tips below:

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

Select the option "Visitor Visa" from the drop-down menu.

7 Current country or territory of residence:				
Country or Territory	Status	Other	From	To
* Canada	* Student		* YYYY-MM-DD	* YYYY-MM-DD

If the box is grey, this means that it is not applicable to you, and you don't need to write anything in that box.

Under 'From', enter the issue date exactly as printed on your Study Permit.

Under 'To', enter the expiry date exactly as printed in your Study Permit.

#### DETAILS OF VISIT TO CANADA

1 * a) Purpose of my visit Returning Student		b) Other	
2 Indicate how long you plan to stay	* From YYYY-MM-DD	* To YYYY-MM-DD	3 * Funds available for my stay (CAD)
4 Name, address and relationship of any person(s) or Institution(s) I will visit:			
* Name Northern Alberta Institute of Technology (NAIT)			
1 Relationship to me	* Address in Canada 11762 - 106 Street Edmonton, AB, Canada, T5G 2R1		
Name			
2 Relationship to me	Address in Canada		

Select the purpose of your visit. If you are a Study Permit holder and will continue your studies, you may indicate the purpose as "Returning Student"

Enter the dates as they appear on your valid Study Permit

Current students can add NAIT's details under "Name, address and relationship of any person(s) or institution(s) you will visit"

#### EDUCATION

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

Students should include details of their **highest level of post-secondary education**, even if this is not your most recent.

2

c) Have you previously applied to enter or remain in Canada? ☐ No ☒ Yes

\*d) If you answered "yes" to question 2a), 2b) or 2c), please provide details.

I applied and was approved for a Study Permit and a Temporary Resident Visa in ~~2014~~ 2014, application S ~~123456789~~

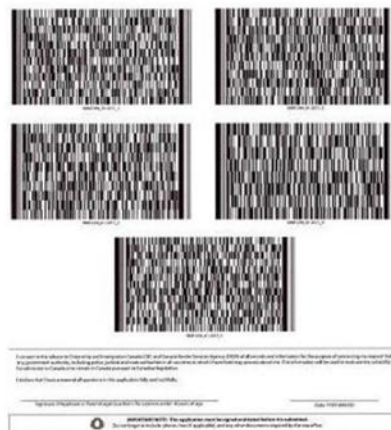
Under "Background Information," question 2, click 'Yes' if you have ever applied or been approved for a Canadian visa, study permit, work permit or any other immigration document. Provide details (permit/visa type, dates, outcome (approved/refused) and application numbers) about ALL previous applications in the comment box.

3. Once you complete all the fields, click 'Validate' at bottom of the form. If you are applying online, you do NOT need to print the form, you will be asked to provide a digital signature once you are ready to submit all the documents on your document checklist.

Depending on the type of application made, the information you provided will be stored in one or more Personal Information Banks (PIB) pursuant to section 10(1) of Canada's Privacy Act. Individuals also have a right to protection and access to their personal information stored in each corresponding PIB under the Access to Information Act. Further details on the PIBs pertaining to IRCC's line of business and services and the Government of Canada's access to information and privacy programs are available at the [InfoSource website](#) and through the IRCC Call Centre. Info Source is also available at public libraries across Canada.

Validate

4. If you have provided all the information, when you click on "Validate" a new page with bar codes will appear at the end of the document. It will look like this:



If you are missing information in the form, the fields you need to fill out will be outlined in red with a description of what is missing. It could look like this:

DETAILS OF VISIT TO CANADA			
1	* a) Purpose of my visit		b) Other
2	Indicate how long you plan to stay ▶	* From YYYY-MM-DD	* To YYYY-MM-DD
3	* Funds available for my stay (CAD)		
4	Name, address and relationship of any person(s) or Institution(s) I will visit:		
	* Name		

Once you fix the fields outlined in red, try to “Validate” the form again, so the bar codes appear at the end of the document.

5. Upload your validated IMM5257 form to your document checklist.



# How to Write a Letter of Explanation

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In some cases, you may include a Letter of Explanation in your TRV application. A Letter of Explanation can be used when there is something about your studies or time in Canada that you wish to explain to IRCC, and/or provide additional documents to help the immigration officer better understand your situation. For example, students may include a Letter of Explanation to explain any gaps in studies or authorized leaves, part-time studies, changes in programs or schools, taking a longer time to complete your program, missing documents, and any other unique situation you wish to elaborate on to address potential concerns of the IRCC officer.

When writing your Letter of Explanation, keep in mind the following:

- The letter must be written in either English or French.
- Be clear and comprehensive.
- The letter should be as short and concise as possible, while still providing IRCC with the necessary and relevant information.
- Maintain a formal, polite and respectful tone in the letter. Avoid using abbreviations or slang.
- **It is your responsibility to ensure all information provided is accurate and truthful.**

Refer to the following sample of how you can structure your Letter of Explanation, and what information you may wish to include:

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[Your full name, as per your passport] [Date]  
[Your UCI number, *if applicable*]  
[Your current address]  
[Your current phone number]  
[Your email address]

## Explanation Letter – [Reason for providing the letter]

Dear Officer,

[Indicate what type of application you are applying for, a summary of your background as an international student, and why are you providing the letter of explanation. If there is more than one reason for including a letter of explanation, you may provide subheadings for each topic. You may also include steps you have taken to resolve the issue and ensure it does not happen again.]

[Indicate what supporting documentation you are including, *if applicable*]

- *Supporting document name*
- *Supporting document name*

[Thank the officer for considering your explanation]

Sincerely,

[Your signature]

[Your full name]

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Remember, the Letter of Explanation, along with any supporting documents, will need to be uploaded under **Optional Documents – Client Information** in your portal.



We want to hear from you! Did you find this application guide to be helpful? How can we make it better or easier to use? Contact us through [my.nait.ca/contact](https://my.nait.ca/contact) – 'International' category.