



# International Student Guide: Renew your Temporary Resident Visa

You may have to renew your TRV if your visa has expired and you want to leave and re-enter the country. **If your passport or study permit will expire** soon, you must apply for a new passport and/or study permit **before** applying for your TRV.

*There are two steps to renew your TRV in Canada – first, you submit an online application, then you mail your passport to the visa office in Ottawa.*

Follow these instructions:

1. **Create your MyCIC account using GCKey or Sign-in Partner/Log into MyCIC**  
<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>

2. **Complete the questionnaire**

Scroll down to “**Start an Application**”, and choose “**Apply to come to Canada**”. You should not have a personal reference code at this time, so scroll down to “**I do not have a Personal Reference Code**”, and click on:

**Visitor, study and/or work permit**

Answer the questions according to your situation – the first are mostly personal information. However, you must input these answers to access the correct application.

Determine your Eligibility	Answers
What would you like to do in Canada?	<b>Study</b>
How long are you planning to stay in Canada?	Temporarily – more than 6 months
What is your current country of residence?	Canada
What is your current immigration status in Canada?	Student

**You will be directed to proceed with either “Study Permit” or “Temporary Resident Visa” – choose to continue with Temporary Resident Visa.**



## 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 ▶

## Continue with the questionnaire

Personal Checklist	Answers
Which of the following best describes your situation?	I have a study permit
Have you had a medical exam performed by a CIC authorized panel physician (doctor) within the last 12 months?	Depending on your situation – if “yes”, you must supply the UMI number.
Have lived in one or more <u>designated countries or territories</u> for more than 6 months in the last year?	No
Do you want to work in one of the following jobs?	Depending on your situation – if “yes”, you must supply your medical test results.
Do you want to submit an application for a family member?	No
Are you giving someone access to your application?	No
There are fees associated with this application. Will you be paying your fees or are you fee exempt?	Yes, I will be paying my application fees.
Do you have the ability to create a digital image of your documents (through scanning or taking a picture) and will you pay your application fees online using a visa, MasterCard or American Express?	Yes. If you don't have a credit card, you can purchase a pre-paid visa.

You should now see your **Document Checklist**. The form to complete is **IMM5257**.

You may see “Optional Documents” – these are not mandatory.

The fee for a Temporary Resident Visa (TRV) is \$100.



Last updated February 13, 2019  
Visit [www.cic.gc.ca](http://www.cic.gc.ca) for most up-to-date information.  
Caroline Lodge, RCIC # R509102

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	Canadian Work or Study Permit (required)	?	Upload File
Not Provided	Proof of Next Terms Enrolment (required)	?	Upload File
Not Provided	Family Information Form (IMM5707) (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

### 3. Fill in the online application form and gather supporting documentation

#### Completing the application (IMM5257) Form:

1. UCI	Client ID (8-digit number listed in the box directly above the expiry date of your study or work permit)
3. Visa requested	Visitor visa
Personal Details	
7. Current Country of Residence – Canada <ul style="list-style-type: none"> <li>Status</li> <li>From (YYYY-MM-DD)</li> <li>To (YYYY-MM-DD)</li> </ul>	<ul style="list-style-type: none"> <li>Student</li> <li>The very first day you arrived in Canada (your first study permit issuance date)</li> <li>Your study permit expiry date</li> </ul>
Contact Information	
1. Current mailing address	The address where your document will be mailed – it can be the same or different from your resident address
2. Resident address, same as mailing address?	If your mailing address is where you live, answer 'Yes'.
Coming into Canada	
1. Date & place of your original entry to Canada	Date & place of your very first entry to Canada. Note: place is where your passport was stamped ie. Toronto
2. The original purpose of coming to Canada	Study
3. Date & place of your most recent entry to Canada (if not the same as original entry)	If you have recently travelled outside of Canada, this is the date and place of your most recent return to Canada.
4. If applicable, provide the document number...	Black number starting with only one letter listed under the large red number at the top right of your study permit
Details of Visit to Canada	
1. Purpose of my visit	Study
2. Indicate how long you plan to stay <ul style="list-style-type: none"> <li>From (YYYY-MM-DD)</li> <li>To (YYYY-MM-DD)</li> </ul>	<ul style="list-style-type: none"> <li>Date of completing the application</li> <li>Estimated date of program completion: your request should be 90 days after your graduation</li> </ul>
3. a) Funds available for my stay: b) My expenses will be paid by:	Ensure to include enough for one year ie. \$20,000 Parents, scholarship



4. Name, address and relationship to institution	Give NSCC campus information
<b>Education</b>	
Have you had any post-secondary education (including university, college or apprenticeship training)?	Answer 'Yes' if you are a transfer student or have gone to college before Answer 'No' if you came to NSCC directly from high school.
<b>Employment</b>	
'Current occupation/Activity'	Your current activity is "Student". Enter information first, then include past employment. <i>Please note: It is not necessary to enter your part-time work on or off campus.</i>
<b>Background Information</b>	
2. A) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada? B) Have you ever refused any kind of visa, admission, or been ordered to leave Canada or any other country?	a) If you have studied or worked without a valid study or work permit, you will need to provide details and explanation.  b) If you were ever refused any visa, admission to Canada or any other country please indicate and briefly explain.
<b>Signature</b>	You don't need to print and sign the form – instead, click " <b>Validate</b> " and then save this version (the last page should be a bar code). This is the version that you will upload online.

### Scan and upload the supporting documents:

- digital photo (420x540 pixels)
- passport pages (only pages with stamps, visas, photos) saved as one single PDF document (less than 4MB)
- study permit
- confirmation of enrolment letter from NSCC Registrar's Office
- proof of financial support (statement of balance from your bank)
- others as indicated in your Document Checklist

### 4. Pay the application fee (\$100.00) with a credit card (VISA, MasterCard, American Express).

Please make sure you see the official receipt on the screen.

### 5. Submit the application.

Once your application has been successfully transmitted, you will see a confirmation of application submission under "My Messages".

### 7. Wait for a response from IRCC and mail your passport

Once your application has been processed, IRCC will send you an email and direct you to your "MyCIC" account to check your messages (under "My Messages").



- In your "My Messages", **print the IRCC letter** to be mailed with your passport
- **Purchase two prepaid Xpresspost envelopes**—National envelopes at any Canada Post retail outlet.
- **On the large envelope** – write your address as "Sender/From", and this address as "Recipient/Receiver/To"

**Case Processing Pilot Office --Ottawa (CPP-O),  
P. O. Box 9640 (365 Laurier Avenue West)  
Ottawa, ON, K1G 6T2**

- **On the small envelope** – write your address as "Recipient/Receiver/To"
- **Enclose one envelope in the other envelope along with your passport and IRCC letter.** IRCC will use the small envelope to return your passport and new TRV to you.

