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Guide 5551 - Applying to Change Conditions or Extend Your Stay in Canada



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This is not a legal document. For legal information, refer to the *Immigration and Refugee Protection Act and Regulations* or the *Citizenship Act and Regulations*, as applicable.

This publication is available in alternative formats upon request.

Overview

This guide is designed to help you determine if you are eligible to apply for an extension or change conditions of your stay in Canada as a visitor. It provides all the necessary information, instructions, and application forms for you to complete and submit.

- i** You **cannot** apply for an **initial** Temporary Resident Visa (TRV) or Electronic Travel Authorization (eTA) using this application guide. The application for an initial TRV is always made outside Canada and the TRV is issued outside of Canada. The application for an eTA must be made online. For more information, visit [Electronic Travel Authorization \(eTA\)](#). For

further information on applying for a TRV, refer to the *[Application for Visitor Visa \(Temporary Resident Visa – TRV\)](#)* or contact the Canadian consulate, embassy or high commission responsible for your area of residence.

Determining eligibility

Visitors are a class of temporary resident who are legally authorized to enter Canada temporarily to holiday, visit family, conduct business, etc. (etcetera) They are restricted in **length of stay** and are subject to various other **conditions**.

This application guide is for temporary residents who are already in Canada and wish to:

- extend their stay;
- change conditions of their stay; or
- correct problems in their status.

If your current temporary resident status is still **valid** you can apply for an extension of your stay. For any permit, you should always apply at least **30 days before** your current status expires. Your original temporary status as a visitor continues under the same conditions until your application is finalized and you have been notified of the decision.

i Note: The validity of your temporary resident status cannot exceed the validity of your passport. Therefore, you should ensure that your passport will be valid for at least the same amount of time as your requested extension.

Each member of your immediate family (spouse or common-law partner, dependent children) who wishes to remain longer in Canada must apply for permission to do so. If you all apply at the same time for an extension, each person has to submit a separate application form. All appropriate documentation and the required fee for each person must also be included.

If your status has expired or if you did not respect one of the conditions of your permit or you have worked or studied without a required permit, you have committed an offence under the *Immigration and Refugee Protection Act*. You may be subject to an admissibility hearing that could lead to removal from Canada. If your temporary resident status has expired, **do not** apply for an extension as you are not eligible. However, if you wish to stay in Canada after your status has expired you may apply for restoration of status within 90 days of your offence (loss of status) or you must leave Canada. If you wish to apply for restoration, complete the enclosed application providing full details of how you came to commit the offence. **There is no guarantee that your application will be accepted.** See the section [Restoration of Status](#).

i It is *illegal* to remain in Canada beyond the validity of your status in Canada.

It is *illegal* to work without a required work permit.

It is *illegal* to study without a required study permit.

After reading this guide, if you believe you are eligible to apply then you should proceed as instructed below:

- Gather all the necessary documents. They are listed on the *Document Checklist*.
- Calculate and pay the fees.
- Photocopy the blank forms and use one as a working copy. Keep it for your records.
- Fill in the forms carefully and completely.
- Sign and date your forms.
- Submit your application, required fees and all supporting documents online or by mail.

Processing times for your application

The Case Processing Centre will review your application to determine if it is complete. If your application is not signed, if all mandatory sections are not completed, or if the required fee is missing, your application will be returned to you and you will have to re-apply.

i Note: If your application is rejected as “incomplete”, it is considered to have never been submitted and therefore you would not benefit from ‘implied status’. If you reapply after your current status has expired, you will need to apply for restoration of status. See the section Restoration of Status.

If your application is complete, the Case Processing Centre will send you either:

- a visitor record, a new work permit or a new study permit; or
- a letter refusing your application; or
- notification that your application has been referred to a local Canada Immigration Centre for further assessment.

If your application is referred to a local office, they will contact you to obtain additional information or clarification and if required, invite you to an interview. It may take up to three months for them to contact you.

Once they receive the additional information or clarification, the local office will complete the final stages of processing. The local office will notify you by mail of their decision.

i Note: The Case Processing Centre receives large volumes of applications in the temporary resident categories each year. It is recommended that you apply at least 30 days before the expiry of your current document. However, you may want to apply in advance of this

recommended period since processing delays vary. [Check our current processing times.](#)

Parents and Grandparents

Parents and Grandparents already in Canada on a temporary resident status may apply to extend their stay through the Case Processing Centre by using this application package.

Status in Canada

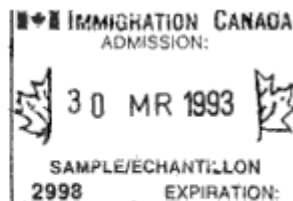
Who receives temporary resident status?

All persons authorized to enter Canada who are **not** Canadian citizens or permanent residents are authorized to enter as temporary residents as a visitor, student or worker. When they enter Canada they are given temporary resident status for a limited period of time.

How do I know the expiry date of my temporary resident status?

1. Temporary residents travelling with passports:

When you arrived in Canada and gave your passport to the officer, they authorized your stay by placing a stamp in your passport and/or issuing an additional document. Check your passport. If you find a stamp, it should look like one of these.



June 30, 1993

For example, if the officer specified a date as shown in the above illustration, your temporary resident status would expire on June 30th, 1993.

If there is no stamp, a handwritten date or document in your passport, your temporary resident status will expire **six months** from the day you arrived in Canada.

If you were given a visitor record, study or work permit, the expiry date is marked on the document.

When applying to change conditions or extend your stay in Canada, you are required to submit photocopies of passport pages clearly showing the stamp made by Canadian authorities on your most recent entry to Canada.

Note:

- **For applicants who require a Temporary Resident Visa (TRV) to enter Canada:** Applying for a change of condition or an extension of your stay does not affect your TRV (temporary resident visa). It is your responsibility to ensure your TRV (temporary resident visa) remains valid if you wish to **re-enter Canada**. After leaving, you must apply for and obtain a TRV (temporary resident visa) abroad by applying to a Canadian visa office (see *Application for Temporary Resident Visa*).
- **For applicants who require an Electronic Travel Authorization (eTA) to enter Canada:** The renewal of a study or work permit does not affect your eTA. It is your responsibility to ensure your eTA remains valid if you wish to **re-enter Canada**. While residing in Canada and holding a valid study or work permit, you may apply online for an eTA. For more information, visit *Electronic Travel Authorization*.

2. Temporary residents travelling without passports:

If you did not require a passport to enter Canada, your temporary resident status will expire **six months** from the day you entered Canada **unless you were given a visitor record, study or work permit**. If you were given a document, the expiry date is marked on it.

What information do I need to apply for an extension of my temporary status?

1. Full details on why you want to stay longer;
2. Proof of identity;
3. Proof of current status in Canada;
4. Evidence on how you will support yourself or be supported in Canada and how you will pay for transportation to leave Canada, such as:
 - Guarantor's letter
 - Bank statement indicating the account holder's name and the account number
 - Details about your plans to leave Canada, particularly the date and time of departure and the means of transportation.

May I apply more than once for an extension of my temporary resident status?

You may apply as many times as you wish, but each time that you apply, you must complete a new application and pay the fee. You must also demonstrate that your residence in Canada is still temporary.

May I leave Canada before my request for a renewed or initial work permit has been finalized?

Yes. However, if you leave temporarily and you do not have a new document to re-enter Canada, you will have to re-apply (either at the port of entry, if you have the right to do so, or at a visa office) and pay another processing fee to receive a decision.

May I leave, then re-enter Canada?

In order to return to Canada, you must be in possession of a valid passport or travel document. You also need to hold a valid study or work permit if you are returning to study or work in Canada.

If you are a citizen of a country that requires a temporary resident visa (TRV) or an eTA to travel to Canada, you will also need to be in possession of a valid entry visa or an eTA to return, unless:

- you are returning to Canada following a visit only to the United States or St-Pierre and Miquelon; and
- you return before the expiry of the period initially authorized for your entry or any extension to it, either as a visitor, student or worker.

Possession of these documents does not guarantee re-entry. All persons must establish that they meet all of the requirements of *The Immigration and Refugee Protection Act and Regulations* before being authorized to enter or re-enter Canada.

i Note:

It is possible that you will not be able to enter Canada. The final decision is always made by the officer at the port of entry.

Citizens of the United States (U.S.) do not require passports or travel documents to enter or return to Canada. Lawful permanent residents of the U.S. must apply for and obtain an eTA if they are entering Canada from the U.S. or St. Pierre and Miquelon by air. Both U.S. citizens and lawful permanent residents of the U.S. must provide documentary proof of citizenship or permanent residence such as a national identity card or an alien registration card.

Restoration of status

You may be able to restore your status as a visitor, student or worker within **90 days** of losing it, if you lost it because:

- you stayed in Canada longer than the period authorized for your stay (but not longer than 90 days).
- you changed employers, location of employment, or type of work (occupation or level of responsibility) before getting a new work permit.
- you changed the type of studies, educational institutions, location of studies, or times and periods of studies without applying to change these conditions on your study permit if they were specified on your study permit.

You may still be eligible for restoration if you continue to meet the initial requirements for your stay and have not failed to comply with other conditions imposed.

If you wish to obtain a new study or work permit and restore your temporary resident status, you must

- submit your application within 90 days of losing your status
- provide full details of all the facts and circumstances that resulted in you committing the offence
- keep meeting the requirements for your stay
- meet all the conditions listed on your permit, and
- pay the restoration fee (\$200)

Restoration applies to each family member who has lost his or her status. There is no guarantee that we will accept your application.

An officer will evaluate your request for restoration of status and if approved will process your application for a study or work permit. You will then be advised of any further action to be taken.

i Note: You may not study or work in Canada until your application for restoration has been processed.

Completing the forms

i The documentation you provide will be used to establish that your authorization to remain in Canada would not be contrary to the Act. **You must provide truthful, accurate information.** The information provided may be verified. Processing will stop immediately if you give false or misleading information. **It is an offence under section 127 of the *Immigration and Refugee Protection Act* to knowingly make a false statement on this form.**

i If you do not have a Unique Client Identifier (UCI), please leave the space empty.

Application to Change Conditions, Extend my Stay or Remain in Canada as a Visitor or Temporary Resident Permit Holder (IMM 5708)

Who must fill out this application form?

This form must be completed by each person who wants to apply for an extension of their stay, temporary resident permit or change conditions of their stay in Canada, including applying for an initial temporary resident permit. **The application must be signed and dated.**

Completing the form



You must answer all the questions on this application form unless indicated otherwise.

Download and fill out the application form on a computer.

You also have the option of saving your form and completing it later.

i Note: Completing the form electronically is easier and reduces the risk of errors that can slow down the application process.

In order to help you fill out the application form, read and follow the steps below.

Question 1

Type your Unique Client Identifier number (UCI).

Question 2

From the list, select the language (English or French) in which you would like to receive your service.

Question 3

Check the appropriate box or boxes to indicate if you are applying for:

- an extension of a temporary resident status
- an initial or extension of a temporary resident permit
- a restoration of your status as a visitor.

Personal details

Question 1

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.

i 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.

i 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".

Question 2

Nick names or Alias

Check the box to indicate if you ever used any other name. This could include your birth name, maiden name, married name, nick name, etc.

If you checked **"Yes"**, type any other **family name** that you have ever used.

If you checked **"Yes"**, type any other **given name (first, second, or more)** that you have ever used.

Question 3

From the list, select your sex (male, female or unknown).

Question 4

Indicate your date of birth. If your complete date of birth is unknown, please use "*" (star sign or asterisk) to fill in the spaces for the year, month or day, where applicable.

Question 5

Note, if your city, town, or country of birth is indicated in your passport or your travel document, please record it as it appears in the document.

Question 6

From the list, select your country of citizenship. To be a citizen of a country means that you were either born in that country (in most cases) or have been granted citizenship by that country. If you have dual citizenship, select the country that issued the passport you will be using for this trip.

Question 7

From the list, select the appropriate information to indicate your immigration status in Canada:

- Visitor
- Worker

- Student
- Other
- Protected Person
- Refugee Claimant
- Foreign National

Other: This section must be completed if you selected "Other" as a status.

Provide the dates (From-To) to indicate how long you have had this status.

For out-of-status applicants:

- Under "Status" select "Foreign National";

Question 8

Check the box to indicate whether you have lived in any country other than your country of citizenship or your current country of residence for more than six (6) months in the past five (5) years.

If you checked "**Yes**", from the list select the appropriate information to indicate the following:

- The name of the country you lived in,
- Your immigration status for the time you were in that country:
 - Citizen
 - Permanent resident
 - Visitor
 - Worker
 - Student
 - Other
 - Protected Person
 - Refugee Claimant
 - Foreign National
- Other: This section must be completed if you selected 'Other' as a status,
- The dates (From – To) you were living in that country.

Question 9

1. From the list, choose your current marital status:
 - **Annulled Marriage:** This is a marriage that is legally declared invalid. An annulment can also be a declaration by the Catholic Church that the marital union did not have a binding force.
 - **Common-Law:** This means that you have lived continuously with your partner in a marital-type relationship for a minimum of one year.
 - **Divorced:** This means that you are officially separated and have legally ended your marriage.

- **Legally Separated:** This means that you are married, but no longer living with your spouse.
 - **Married:** This means that you and your spouse have had a ceremony that legally binds you to each other. Your marriage must be legally recognized in the country where it was performed and in Canada.
 - **Single:** This means that you have never been married and are not in a common-law relationship.
 - **Widowed:** This means that your spouse has died and that you have not re-married or entered into a common-law relationship.
2. Enter the date (year, month and day) you were married or you entered into your current common-law relationship.
 3. Type the family name(s) and given name(s) of your current spouse or common-law partner.
 4. Check “**Yes**” or “**No**” to indicate if your spouse or common-law partner is a Canadian citizen or a permanent resident.

i Note: If you are in a common-law union, you **must** also complete the *Statutory Declaration of Common-law Union* (IMM 5409) form and include it with your application. If you are married, you **must** provide a photocopy of your Marriage license or certificate with your application.

Question 10

Check the box to indicate whether you have previously been married or in a common-law relationship. If you checked “**Yes**”, provide the:

- Family name(s),
- Given name(s),
- Type of relationship:
 - Common-law, **or**
 - Married.
- Dates (From – To) for which you were in the relationship with your previous spouse/common-law partner.

Language

Question 1

1. a) From the list, select your first (native) language. This is the language that you learned at home during your childhood and which you still understand.

i Note: If your native language does not appear in this list, select “other”.

b) If your native language is not English or French, select from the list which one you use mostly:

- Both
- English
- French
- Neither

2. From the list, select English, French or both as your language of communication:

- English
- French
- Both
- Neither

3. Check Yes or No to indicate if you have taken a test from a designated testing agency to assess your proficiency in English or French.

Note: You are not required to provide evidence of language proficiency to submit your application. However, language testing may be requested at a later date to further assess your application.

Passport

Question 1

Type your valid passport or travel document number exactly as indicated on the document. Make sure there is no space between each number or letter.

Question 2

From the list, select the name of the country that issued your passport or travel document.

Question 3

Enter the date your passport or travel document was issued.

Question 4

Enter the date your passport or travel document will expire.

Contact information

Question 1

Indicate your current mailing address (where information should be mailed) by typing the following information:

- Post Office Box (P.O. Box) number, if applicable. If you do not indicate post office box number, the Street number must be provided.

- Apartment (Apt.) or Unit, if applicable
- Street number (No.), if applicable. This must be provided if you did not type in a P.O. Box number
- Street name, if applicable. **Do not** abbreviate words (Street, Avenue, Boulevard, Drive, etc.) except for directions (NW, SE, W, etc.)
- City or Town
- Province
- Postal code

i Note: All correspondence will go to this address unless you indicate your e-mail address.

If you wish to have a representative who can conduct business on your behalf, you **must** provide their email and mailing address in this section **and** on the *Use of a Representative* (IMM 5476) form.

Question 2

Check the box to indicate whether your residential address (where you live) is the same as your mailing address. If “**No**”, type the following information:

- Apartment (Apt.) or Unit, if applicable
- Street Number (No.)
- Street Name. **Do not** abbreviate words (Street, Avenue, Boulevard, Drive, etc.) except for directions (NW, SE, W, etc.)
- City or Town
- Country
- Province
- Postal Code

Question 3

Check the appropriate box to indicate if the telephone number is from Canada, the United States (US) or Other (any other country).

From the list, select the type of telephone:

- Residence (home)
- Cellular (cell or mobile)
- Business (work)

Type your telephone number including the country code, area or regional codes, etc.

If you have an extension number, write it after your phone number under “Ext.”

Question 4

Check the appropriate box to indicate if your additional telephone number is from Canada, the United States or Other (any other country).

From the list, select the type of telephone:

- Residence (home)
- Cellular (cell or mobile)
- Business (work)

Type your telephone number including the country code, area or regional codes, etc.

If you have an extension number, write it after your phone number under “Ext.”

Question 5

Check the appropriate box to indicate if the facsimile (fax) number is from Canada and United States or Other (any other country).

If applicable, type your facsimile (fax) number, including country code, area or regional codes, etc.

Question 6

If applicable, type your e-mail address using a format similar to the following: name@provider.net

i Note: Please ensure this email address is checked regularly. Any emails sent to you by CIC will end in “@cic.gc.ca”, or “@canada.ca”, or “@international.gc.ca”. Please add these to your “safe senders” list in your email program and check the junk mail folder in case important emails get filtered. If CIC is advised that the email address you provided is not functional or no longer exists, we will communicate with you by mail. By indicating your e-mail address, you are hereby authorizing transmission of correspondence including file and personal information to be sent electronically to you at the address provided.

Coming into Canada

Question 1

Provide the date and the place where you first entered in Canada

Question 2

1. Indicate the purpose of your original visit:

- Business
- Tourism
- Study
- Work

- Other (medical visit, transit, etc.)
2. If you choose "Other" in question 1a), provide details.

Question 3

Provide the date and the place of your recent entry to Canada

Question 4

Provide the document number of your most recent Visitor Record, study or work permit.

Details of visit to Canada

Question 1

1. From the list, indicate the reason why you want to extend your stay:
- Business
 - Tourism
 - Short-Term Studies
 - Returning Student
 - Returning Worker
 - Super Visa: For Parents or Grandparents (applies only to those who entered Canada with a Super Visa)
 - Family Visit
 - Other (medical visits, transit, etc.)
2. If you choose "Other", provide details

Question 2

Indicate how long you plan to stay using the From — To fields.

Question 3

Indicate the amount of funds (money) that you have available for your stay.

Question 4

Type the following information about the persons or institutions, including schools you intend to visit during the extension of your stay:

- Name (includes the name of a person or a name of an institution)
- Relationship you have with them (friend, family, co-worker, etc.)
- Their address in Canada (street number, street name, city or town and postal code).

Education

Check the box to indicate if you have any post secondary education (including university, college or apprenticeship training).

The following table provides examples of post secondary education:

Trade or Apprenticeship

Training completed in a specific trade, such as carpentry or auto mechanics.

Non-university certificate or diploma

Training in a profession that requires formal education but not at the university level (for example, dental technician or engineering technician).

Bachelor's degree

Academic degree awarded by a college or university to those who completed an undergraduate curriculum; also called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.

Master's degree

Academic degree awarded by a graduate school of a college or university. You must have completed a Bachelor's degree before a Master's degree can be earned.

PhD

Highest university degree, usually based on at least three years of graduate studies and a thesis. Normally, you must have completed a Master's degree before a PhD can be earned.

If you checked "**Yes**", provide full details of your highest level of post secondary education:

- Enter the dates (year and month) you attended the institution,
- Field(s) of study (mechanics, social sciences, medicine, etc.),
- School or Facility name,
- City or Town,
- From the list, select the country, **and**
- Province or State.

Employment (Work or Occupation)

Provide the following information about your employment for the last 10 years. If you are retired, provide the 10 years before your retirement.

Question 1

Current Activity or Occupation

Provide details about your **current Activity or Occupation**:

- Enter the dates (year and month) you have been working at your occupation,
- The activity or occupation or a brief description of your position. If you do not work, describe what you are currently doing (retired, not working, going to school, etc.),
- Indicate the name of the company or employer or facility where you work,
- City or Town,
- Country,
- Province or State, if applicable.

Question 2

Previous Activity or Occupation

Provide details of your **previous Activity or Occupation** for the past 10 years. If you are retired, provide the 10 years before your retirement:

i Note: If you need more space, print out an additional page of the form, complete this section and submit it with your application.

Background information

All questions in this section must be answered or the application will be considered incomplete and will be returned.

Question 1

Check the box to indicate if:

1. you or any of your family members have ever had tuberculosis of the lungs or been in close contact with a person with tuberculosis within the past two years.
2. you have any physical or mental disorder that would require social and/or health services other than medication during your stay in Canada.
3. If you checked “**Yes**” to any of the above questions, provide details and the name of the family member, if applicable.

Question 2

Check the box to indicate if you have ever:

1. remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada?
2. been refused any kind of visa, admission or been ordered to leave Canada or any other country?
3. If you checked “**Yes**” to one of the above questions, provide details.

Question 3

1. Check the box to indicate if you have ever:
 - o committed,
 - o been arrested for, **or**
 - o been charged with or convicted of any criminal offence in any country.
2. If you checked “Yes,” provide details.

Question 4

1. Check the box to indicate if you have ever served in any military, militia, civil defence unit, or serve in a security organization or police force (including non obligatory national service, reserve or voluntary units).
2. If you checked “**Yes**,” provide your dates of service and the countries where you served.

Question 5

Check “**Yes**” or “**No**” to indicate if you have ever been a member or associated with any political party, or other group or organization which has engaged in or advocated violence as means to achieving a political or religious objective, or which has been associated with criminal activity at any time.

Question 6

Check “**Yes**” or “**No**” to indicate if you have ever witnessed or participated in the ill treatment of prisoners or civilians, looting or desecration of religious buildings.

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. If this application form is completed on a computer and printed, you must place the barcode page on the top of your application (or, if applying as a group, each individual application package).



Note



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.

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. If you do not sign and date the application form, it will be returned to you.

Use of a Representative (IMM 5476)

Who may use this form?

Fill out this form **only** if you:

- are appointing a representative;
- need to update contact information for your previously appointed representative; **or**
- are cancelling a representative's appointment.

If you have dependent children aged 18 years or older, they must fill out their own copy of this form if a representative is also conducting business on their behalf.

Who is a representative?

A **representative** is someone who:

- you have appointed by completing the IMM 5476 form;
- gives advice, consultation, or guidance to you at any stage of the application process; and
- has your consent to conduct business on your behalf with IRCC and the Canada Border Services Agency (CBSA).

You are not obliged to hire a representative. We treat everyone equally, whether they use the service of a representative or not.

For more information, see: [Use of a Representative](#).

Paying the fees

Required fees

You must pay a Processing Fee for each service that you require and all fees must be submitted with your application. If you apply for more than one service on a single application, you must add up the fees for each service and submit the total of the fees with your application. For information including eligibility, fees and required documents for working or studying in Canada, refer to the guides:

- [Applying to Change Conditions or Extend Your Stay in Canada - Worker \(IMM 5553\)](#)
- [Applying to Change Conditions or Extend Your Stay in Canada - Student \(IMM 5552\)](#)

You can also consult the [Help Centre](#).

You may submit an application for any of, or a combination of the following services:

- Extension of temporary resident status
- Restoration of temporary resident status (due to **loss** of status as a visitor, student, worker)

Note: It is not necessary to make a separate application for an extension of temporary resident status when you apply for a work or study permit. The officer will issue all the necessary documentation with one application.

Use this chart to calculate the fees required for the service you are requesting. If you or your family members are applying for other services, you can pay the fees all together.

Application	\$CAN
Extend your stay as a visitor – per person	\$100
Restore your status as a visitor Visa fee not needed	\$200

Make sure that you are eligible before you pay your fees and that you provide all the information requested before you submit the application. **The processing fee will not be refunded**, regardless of the final decision once the Case Processing Centre has started processing the application. For example, if your temporary resident status has expired and you incorrectly apply for an extension of temporary resident status, no refund for the extension will be provided and you will be asked to provide a second fee for the restoration. A determination that you are not eligible for the extension of temporary resident status is considered as “processing” and the fee will not be refunded. If you apply again, you will have to pay another processing fee.

How to pay the fees for your application

To pay your fees for your application you'll need:

- a valid email address;
- access to a printer (you'll need to print the receipt), **and**
- a credit card or Canadian debit card.

Visit the link below and follow these instructions to pay:

- Go to [Online Payment](#).
- Follow the online instructions.
 - **At the end**, click on the button to print the IRCC official receipt with barcode. Print two copies.
- **Attach a copy** of this receipt to your completed application.
 - Keep the second copy of the receipt for your records.

 **Do not exit without printing the receipt! The printed receipt is your proof of payment!**

The only acceptable form of payment is online payment. If you send any other form of payment, IRCC will return your application.



You can submit an IMM 5401 payment receipt with your application **only** if it was date-stamped by a Canadian financial institution before April 1st, 2016.

Note

Incorrect fee payment

Incorrect fee payments may delay processing.

Payment issue – No fee included

We will return your application.

Note: We will start processing of your application after you return your application with the fees.

Payment issue – Not enough fees included

We will return your application and tell you of how much to pay.

Note: We will start processing your application once you return your application with the correct fees.

Payment issue – Overpayment

We will:

- start processing your application, and
- send you a refund.

Note: You do not have to ask for a refund, it will be done automatically.

Payment issue – required biometric fee not included

We will:

- tell you the fee amount and how to pay it.

Note: We will continue processing of your application after you send the missing fees.

Refunds

To obtain a refund, you need to send a written request to withdraw your application to the [Case Processing Centre](#).

The **processing fee** is only refundable if we receive your request **before** processing has begun. Once we have started to process your application, there will be no refunds **regardless of the final decision**. We will issue the refund to the person indicated on the “Payer Information” section of the receipt. If there is no name indicated on the receipt, we will send the refund to you.

Submitting your application

You can submit your application online or by mail.

Online Instructions

To [apply online](#), you must have:

- Access to a scanner or camera to create electronic copies of your documents to upload, and
- A valid credit card to pay with

You will be required to create an **account** profile and to register or log in using GCKey or Sign In Partner.

Mailing instructions

- Put the completed forms, supporting documents and fee payment receipt in a 23 cm x 30.5 cm (9" x 12") envelope. **Do not include a prepaid envelope with your application.**

i Note: If you are applying as a family, send all the documents to the Case Processing Centre address in Vegreville in one envelope.

- Address the envelope as follows:
CPC (Case Processing Centre)-Vegreville
Visitor and Temporary Resident Permit
6212 – 55th Avenue, Unit 303
Vegreville AB (Alberta)
T9C 1W1
 - Write your name and address at the top left-hand corner of the envelope.
 - Have the post office weigh your envelope to ensure you put sufficient postage on it.
 - Mail the envelope.
-

What happens next?

If you need to take any further action regarding your application, we will inform you in writing.

If the extension of your status as a visitor or temporary resident permit holder is granted, an immigration document will be sent to you. If your application is refused, you can only stay in Canada until the expiry date of your current temporary resident status.

If you applied for restoration of your temporary resident status, you will receive a letter advising you of the decision and instructions to follow.

If your application is rejected as “incomplete”, it is considered to have never been submitted and therefore you will have to re-apply. If your application is referred to a local office, you will be notified of this and will subsequently be contacted by this office.

There are certain things you can do to help ensure that your application is processed as fast as possible:

- Ensure that all the documentation and information requested is provided with your application
- Tell us if your contact information changes, including:
 - Mailing address
 - Telephone numbers
 - Facsimile number (fax)
 - E-mail address

Checking application status

You may [Contact Us](#) or go online to see the current status of your application:

1. Click on [Check application status](#), and
2. follow the instructions provided.

To obtain details on how to remove your application status information from the Internet, visit the [“Frequently Asked Questions”](#) (FAQ) section.

Appendix A

"X" in the sex field on an immigration document

In the future, we will be introducing an "X" in the sex field. [Sign up for email updates on changing your sex to X \(unspecified\)](#). Until this becomes available, you may request a supporting document, free of charge that will state that your sex is unspecified.

You can request the supporting document once your application has been approved and you've received your immigration document.

[Find out how to request a supporting document with X.](#)

⚠ Important:

If your passport or travel document has a sex other than male (M) or female (F):

- On your application forms, identify the sex you would like displayed (M or F) until the X can be issued.
- The sex chosen (M or F) on your application will be the sex printed on your document.

How-to video



[Save Time: Send a Complete Application](#)

Find out if you are eligible



[Come to Canada](#)

Living in Canada tool



[Learn about what it's like to live in Canada and which resources are available to you to help you settle here](#)

Please select all that apply:

- Something is broken
- It has a spelling or grammar mistake
- The information is wrong
- The information is outdated
- I can't find what I'm looking for

Date modified:

2018-01-05