

VISA APPLICATION PROCESS – RP17*

This guide will help the visa application process for the RP17. These instructions will not apply to every participant; however they should apply to most RPA attendees. The instructions on the website have precedence over this guide.

* **Note 1 – The following five countries in the Americas require an Electronic Travel Authorization (eTA): Antigua and Barbuda, Bahamas, Barbados, Chile and Mexico.**

* **Note 2 – All other countries, except US, require a visa.**

Web Page	Action
The link provided in the Aide-Mémoire will take you here: http://www.cic.gc.ca/english/visit/apply-how.asp	Apply – Visit Canada as a tourist “Apply online for a visitor visa” “Determine your eligibility and apply online”
Do you want to come to Canada, or extend your stay?	“Check your eligibility”
Find out if you're eligible to apply	Answer the 6 questions: 1. What would you like to do in Canada? (Visit) 2. How long are you planning to stay in Canada? (<i>Temporarily – less than 6 months</i>) 3. Which country issued your passport? (<i>identify country of issuance</i>) 4. What is your current country/territory of residence? (<i>identify country of residence</i>) 5. Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older? (<i>No for most delegates but could be yes depending on the situation</i>) 6. What is your date of birth? (<i>provide date of birth</i>) “Next”
	Have you lived in Canada as a permanent resident or landed immigrant? (<i>most delegates would be No</i>) “Next”
	Are you a lawful permanent resident of the United States with a valid alien registration card (Green Card)? (<i>No</i>) “Next”
	What is your marital status ? (<i>indicate single, married or separated</i>) What is your province of destination? (Quebec) “Next”

Your results	You may be eligible to come to Canada as a visitor/ tourist. "Continue"
Create your personal checklist (Visitors/Tourists - under 6 months)	"Continue"
	What is the main purpose of your visit? (Tourism)
	Do you have a job in the country where you currently live? (Yes) Do you own a business in the country where you currently live? (No) Do you depend on someone for financial support ? (No) Have you travelled to other countries in the previous 10 years? (Yes or No) "Next"
	Are you accompanying a family member that has status in Canada, or has recently been approved to come to Canada? (No) "Next"
	Have you ever committed, been arrested for, been charged with, or convicted of any criminal offence in any country? (No) "Next"
	Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months? (No) "Next"
	Do you want to submit an application for a family member ? (No) "Next"
	Are you giving someone access to your application? (No) "Next"
	There are fees associated with this application. Will you be paying your fees or are you fee exempt? (Yes or No)
	Are you able to make a digital copy of your documents with a scanner or camera? (Yes)
	Will you be paying your application fees online? To pay online, you need a Visa, MasterCard or American Express. (Yes)
Review your answers	"Continue"
Your document checklist (Visiting Canada – Your personal checklist)	You will be issued a personal reference code ex. JE6970819939 You must then follow the 9 steps listed
	Step 1 – Record your personal reference code
	Step 2 – Print this page
	Step 3 – Read the application guide

	Step 4 – Complete the application form and supporting documents Application form. Download Application for Visitor Visa (Temporary Resident Visa) Made Outside of Canada (IMM5257) .	
	Upload Supporting Documents. <ul style="list-style-type: none"> • Passport • Proof of Fee Exemption (if applicable) • Proof of Means of Financial Support • Digital photo • Purpose of Travel – other (Paste the email you received from UNISDR with the conference code here) • Family Information (IMM5645) 	
	Step 5 – Register to submit your online application. Create an account or log-in to your account.	
(You come back here once you have opened your account and you want to upload your documents) Welcome to GCKey http://www.cic.gc.ca/english/e-services/account.asp	Register to get a key (if you are a new user) “Continue to GCKey”	
	“Sign up”	Sign In with your Username and Password “Continue application”
Terms and Conditions of Use	“I accept”	
	Create you Username (example: JosephDuvalier) “Continue”	
	Create your password “Continue”	
	Create your recovery questions “Continue” You have successfully created your GCKey “Continue”	
	Terms and Conditions “I accept”	
	Create an account Enter your given name, last name, email address and preferred language “Continue”	
	Create your security questions (4)	

	<i>"Continue"</i>
Your name's account	What would you like to do today <i>"Apply for Visitor visa"</i>
	Personal Reference Code: example JE6970819939 <i>"Continue"</i>
	Step 6 - When you are logged in to your electronic credential (known as your key), you'll automatically be directed to your account.
	Step 7 - Enter your personal reference code
	Step 8 - Upload your documents, Review your application, Pay with a credit card and Submit your application.
	Step 9 - a page that confirms that your application has been submitted.