



Checklist of Documents

Business Visitors

The Canadian Visa Application Centre Mexico

Please use this Checklist as a guide for preparing your application to be submitted. The following documents are required - failing to present all documents required may result in a visa refusal.

The documents must be submitted in the order listed. Please note that visa officers may request additional documents as they consider necessary, including results of medical examinations.

- "Application for a Temporary Resident Visa" (IMM 5257), fully completed. This form is available to be completed online at cicmex.com.mx and then printed out. Alternatively if you do not have access to the internet, please ensure you complete it with black ink.
- Completed "Family Composition Information" for the applicant and each accompanying family member who are aged 18 years old and above, completed in English or French in black ink.
- Completed "Additional Information Form" for the applicant and each accompanying family member who are aged 18 years old and above, completed in English or French in black ink.
- Two (2) photographs of the applicant and each accompanying family member. All photos must meet the requirements of the Photo Specifications which are detailed on our website at cicmex.com.mx. On the back of one photo in each set, write the name and date of birth of the person appearing in the photo. You may have your pictures taken at the VAC. This service is **only** provided at the Visa Application Centre in **Mexico City**.
- The original passport and a photocopy of the passport biographical data page for the applicant and each accompanying family member. There must be one completely blank page other than the last page, available in each passport. All passports must be valid for at least one (1) month after the date you intend to leave Canada.
- Pre-paid Airway Bill from DHL for the return of your documents once your application has been considered. Available at any DHL location nationwide and at the VAC.
- For non-Mexicans currently in Mexico, original and photocopy of Mexican migratory form (tourist visa, FM2, FM3, etc.) or Exit and return permit ("Oficio de salida y regreso"). For economic dependants of someone who is also a holder of a Mexican migratory form, also include a copy of all the pages of this document.
- A payment receipt from Scotia Bank for the applicable processing fee. For the current consulate exchange rate, please consult our website at cicmex.com.mx. The fee is non-refundable.
- If you apply for a multiple entry visa, please submit a letter explaining your reasons for requesting this type of visa.
- "Use of a Representative" form (IMM 5476E), if someone has assisted you in making this application.
- If travelling with a person under the age of eighteen (18) an original and photocopy of notarized letter from the minor's parents or legal guardian(s) authorizing the applicant to travel with the minor, specifying the name of the person, the date of birth and the person's passport number.

If the principal applicant is under the age of eighteen (18) and is travelling alone, a notarized letter signed by both parents indicating both names, their address and telephone numbers, complete name of the minor, purpose and duration of the trip including date of arrival and departure, and name of the person who will be the guardian of the child. If the parents are divorced, the notarized letter has to be signed by both parents or two letters must be presented unless it is specified in the divorce decree that one of the parents has sole legal custody of the minor.

For applicants under the age of eighteen (18) travelling alone, a custodianship declaration from the Canadian custodian is required. The Custodianship Declaration can be obtained at www.cic.gc.ca/english/pdf/pub/custodian-parent.pdf.

Translation into French or English of these letters is required. Provide both a photocopy of the document and the translation in English or French.

- ❑ A letter of invitation per group from the party in Canada (original, copy or fax). The invitation letter must come from the party with whom the applicant will conduct direct business and must be in French or English. This excludes third parties who are only arranging or facilitating the business meetings. The letter must include all of the following information:
 - Inviter's full name and title, business address, telephone and fax numbers;
 - the names and titles of all members of the delegation, as well as the name(s) of their employer(s);
 - a brief summary of the reason for the invitation including details of the business or trade to be undertaken;
 - the intended duration of the visit as well as a detailed itinerary;
 - a statement specifying who will be responsible for all expenses related to the trip; and
 - where applicable, copies of agreements signed between the Canadian inviter and the Mexican enterprise.
- ❑ Business persons intending to invest in Canada must provide evidence of sufficient assets to make the proposed investment (e.g. business registration, articles of association, company tax receipts, sales contracts, balance sheets, company brochures, etc.).
- ❑ A signed original letter on company letterhead from the Mexican employer indicating that the proposed travel to Canada has been approved for the purpose indicated in the invitation. This letter must include the employer's name and address as well as telephone and fax number. The applicant's position, salary and date of hire must also be noted.
- ❑ Recent pay slips. If you receive your salary in the "Honorarios" system, last income tax payments.
- ❑ If you have your own business, submit a copy of the business registration, your "Hacienda" registration or license and proof of the last three (3) years of income tax payments.
- ❑ Evidence of assets in Mexico (e.g. copy of the house property certificate, vehicle registration, Certificates of Deposits, bank books, etc.)
- ❑ Any other document showing the ongoing or intended business relationship with the inviter.

Submission of an Application

To submit an application for a Temporary Resident Visa, Work Permit or Study Permit, you may either bring all the required documentation to the Visa Application Centre (VAC) or send it to the VAC via DHL. Please bear in mind that you must have the processing fee receipt from Scotia Bank in order to submit the application.

The fee for the services at the VAC is: 243 pesos at Scotia Bank, or at the VAC using a Visa or MasterCard credit card.

VAC Addresses:

Mexico City Visa Application Centre
 Sófocles 127
 Miguel Hidalgo
 C.P. 11591, D.F. México
 9 am to 6 pm Monday-Friday

Monterrey Visa Application Centre
 Avenida Hidalgo 400 Poniente (esquina Rayón)
 Colonia Centro
 C.P. 64000 Monterrey, Nuevo León
 9 am to 6 pm Monday-Friday

Guadalajara Visa Application Centre
 Agustín Yáñez 2537
 Zona Minerva
 C.P. 44130, Guadalajara, Jalisco
 9 am to 6 pm Monday-Friday

If you choose to appear at the VAC in person, applications may be submitted by the main applicant, or their representative with a duly completed Use of a Representative Form (IMM5476). A consent form must be signed by each applicant or their legal guardian. If the applicant is not going to appear in person, please ensure to include a signed copy of the Consent Form with the application documents.

If you choose the courier option, please ensure that you have printed the checklist for the appropriate type of travel and include it in the package. You must include as well a minimum two receipts per person in the package: one per applicant for the VAC fee, and one per applicant for the

processing fee. Note: family receipt permitted if applicable for the processing fee. The VAC fee must still be paid per person.

If any required documentation is missing your application will not be accepted for processing and will be returned to you for completion.

1 I, the applicant, confirm that I have no other documents to submit

OR

2 I, the applicant, am submitting the supporting documents indicated by a check mark in the corresponding checkboxes above. I understand that failure to submit all necessary documents may result in the application being refused, but have chosen to proceed with the application.

Printed Name of Applicant

Signature of Applicant

Date