



# Checklist of Documents

## Short-Term Students

### 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](http://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](http://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](http://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](http://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.

- ❑ For dependent children, signed original parental employment letters issued by the employer on company letterhead indicating position, salary and date of hire for each parent. Translation into French or English is required for this letter.
- ❑ Original bank documents showing financial history of the last 6 months (e.g. Certificates of Deposit, bank books, certificate account listings, etc.).
- ❑ 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 3 years of income tax payments.
- ❑ For organized study groups, an invitation letter with details of the program, list of participants and an indication of who will be paying the associated fees and expenses.
- ❑ The original and one (1) copy of the Letter of Acceptance from the Admissions/Registrar's Office of a Canadian school showing the exact amount of tuition fees you are required to pay, the anticipated start and end dates and the latest date you may register.
- ❑ A Custodianship Declaration if you are under 18 years of age (for schools in Alberta, Manitoba, Ontario, Prince Edward Island, Québec and Saskatchewan) or under 19 years of age (for schools in British Columbia, New Brunswick, Newfoundland, Nova Scotia, North West Territories, Nunavut and the Yukon). The Custodianship Declaration can be obtained at [www.cic.gc.ca/english/pdf/pub/custodian-parent.pdf](http://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.

### 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**