

# CANADA VISA REQUIREMENTS

## BUSINESS/MEETINGS/TOURISM

- **Visa Application Form** (*IMM 5257e*, write N/A if not applicable)
- **Family Information Form** (*IMM 5707e*)
- **Original valid passport** (6 months valid) and **old passport** with **valid US visa** (*if applicable*).
  - your previous passports and/or visas (used within the last 10 years to travel outside your country), entry and exit stamps, expired or valid visas
- **Passport picture size** (5x7cm) (colored with white background)
- **Hotel booking confirmation** (we can provide)
- **Roundtrip airline ticket reservation** (we can provide)
- **Detailed Itinerary**

### For Employee's:

- **Certificate of Employment (COE)** (w/ approved leave of absence with designation, date hired, compensation, address and office landline, number and email address) (Signature of employer, your manager or human resources contact should print their name and sign the letter)
- **Original Bank Certificate** (must include account type, current balance, account opening date, 6 months average daily balance) (must be addressed to the Embassy)
- **Bank Account Statements** (at least 6 months of account details including balances)
- **Income Tax Return**
- **Photocopy of Company ID (back-to-back)**
- **Photocopy of PRC/IBP ID** (*if professional*)

### For Company's Sponsorship:

- **Invitation Letter** (Signed invitation letter (on proper letterhead) of the host company or organization in Canada. The invitation letter must contain the following: Name and contact details such as email and phone number of the signatory (inviting person), name and passport number of the applicant, nature and duration of the visit/business, guarantee to cover all expenses during the stay (*if applicable*). The invitation letter must be signed by persons authorized to do so according to the commercial register.
- **Letter from the employer** (Letter of the Philippine company introducing the businessperson, purpose and duration of the visit(s), financial cover of the visit, short company profile, etc.).
- **Guarantee Letter** (*must be notarized*).
- **Original Bank Certificate** (must be addressed to the Embassy).
- **Bank Statements** (showing account activity for the past six months).
- **Income Tax Return**
- **Registration for an event** (*if attending an event*)

### Note:

- Please be advised all documents should be printed in A4 paper.
- Additional required documents may be asked to the applicant depending on the category of visa applying for.
- Please send us an email at [documentations@inflightmenuph.com](mailto:documentations@inflightmenuph.com) for queries and/or information in submitting the requirements.