

## IF YOU NEED A TRV (VISITOR VISA)

You must:

- Have a valid travel document (such as a passport)
- Be in good health
- Have no criminal or immigration-related convictions
- Convince an immigration officer that you have ties—such as a job, home, financial assets or family—that will take you back to your home country
- Convince an immigration officer that you will leave Canada at the end of your visit
- Have enough money for your stay
- Have a letter of invitation

FMA will provide your letter of invitation. Please send:

1. Name as it appears on passport
  2. Company/Organization
  3. Date of Birth
  4. Passport Country of Issuance
  5. Passport Number
  6. Street Address
  7. City:
  8. State/Province:
  9. ZIP/Postal Code
  10. Country
  11. Hotel/other housing reservation confirmation (Please send a copy of your hotel confirmation with your invitation letter request)
- to [bsn-orleans@usf.edu](mailto:bsn-orleans@usf.edu).

**Please Note: You must be registered for the conference to receive a letter of invitation. If you have not registered, [please click here](#). You must also provide your hotel reservation information and confirmation number.**

Invitation letters are typically issued within 24 – 48 hours of request (Monday – Friday).



Dear International Invitee,

**Immigration, Refugees and Citizenship Canada (IRCC)** provides the following information for international invitees seeking entry into Canada to attend the **2025 FMA Annual Meeting** registered with their agency.

FMA encourages you to familiarize yourself with the information below before submitting a visa application to attend the **2025 FMA Annual Meeting**.

### Application Types

Most foreign nationals need a temporary resident visa (TRV) or an Electronic Travel Authorization (eTA) to travel to Canada. For information about the TRV and eTA application processes, see: [Visit Canada](#). To find out if you need a TRV or eTA to travel to Canada, see: [Find out if you need a visa to travel to Canada](#)

### Visa Processing Times

If you require a visa to travel to Canada, you must verify visa [processing times](#) for your region and apply for your visa accordingly. Please note processing times for visa applications posted online are historical, meaning they're measured based on how long it took to process 80% of applications in the past 6 - 8 weeks. As a result, processing times may be different than those posted online at the time of application submission. Participants are strongly encouraged to apply **as early as possible** ahead of their departure date in order to allow sufficient time for their application to be processed and if approved, subsequent visa issuance in their passport.

It is important for international invitees to be familiar with the TRV and eTA application processes. Understanding the different processes will contribute to ensuring that invitees to events in Canada have a smooth application experience.

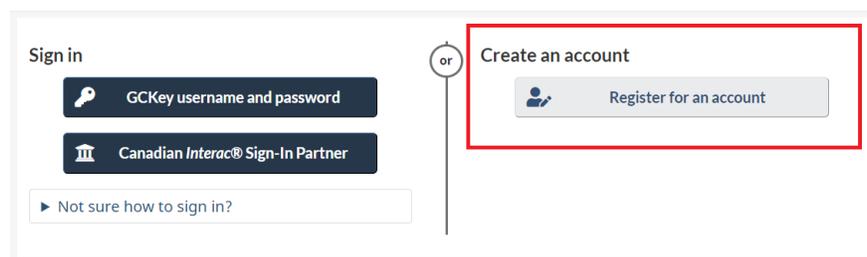
### Submit a TRV Application

Participants may be automatically directed to apply via the [IRCC Portal](#). **However, all participants applying for a visa to attend a registered event should apply for their visa via the IRCC Secure Network by clicking on this link: [IRCC Secure Network](#).**

#### How to Apply

Apply for your visitor visa through your [IRCC Secure Network account](#) :

If you already have an account, you will be prompted to either sign in using your GCKey user ID and password, or through a Sign-in partner. If you don't already have an account you can create one by clicking "**Register for an account**" under the "Create an account" section:



Once you are signed in, start an application by clicking **“Apply to come to Canada”**. Under the section **“I do not have a Personal Reference Code”**, select **“Visitor visa, study and/or work permit”**. You will then be prompted to answer a series of questions to determine your eligibility to apply for a visa.

Once you have been found eligible to apply for a visa, you will need to answer another series of questions. For the question **“What is the main purpose of your visit”**, if you are coming to Canada for a conference or meeting, select **“Other”**:

What is the main purpose of your visit? (required) ?

Other

Please make a selection

To visit family and/or friends

To conduct business

Tourism

To attend an interview as part of the provincial nominee program

Other

If you are eligible to apply for a visa, you will be prompted to complete the visa application form (IMM 5257):

| Application Form(s) |  |              |             |
|---------------------|--|--------------|-------------|
| Application Form(s) |  |              |             |
| Details             | Document name  | Instructions | Options     |
| Not provided        | Application for Visitor Visa (Temporary Resident Visa) Made Outside of Canada (IMM5257) (required) | ?            | Upload file |

For **PC users**, follow the following steps to open the form:

- Right-click on the “Application for Visitor Visa (Temporary Resident Visa) Made Outside of Canada (IMM5257)” form link.
- Select “Save target as” or “Save link as”.
- Choose the location on your computer where you would like to save the file.
- Select “Save”.
- Use Windows Explorer to get to the location where you saved the file.
- Right click on the PDF file.
- Select “Open with”.
- Select “Choose program”.
- Select “Adobe Acrobat Reader”.
- Make sure to check the box that says, “Always use this program to open these files”.
- Select “OK”.
- Complete the form

For **MAC users**, follow the following steps to open the form:

- Find the link of the file you want to save (you may need to go back to the previous page to find it).
- Press the Control (Ctrl) key and click on the link

- When the option menu appears, choose “Download link to disk” or “Download linked file”.
- Choose the location on your computer where you would like to store the file. Your computer will start the download once you have selected a location.
- Complete the form.

**IMPORTANT:** Tag your visa application (Form IMM 5257) with the special event code. In the ‘**Details of Visit to Canada**’ section, select: ‘**Other**’ for question ‘**1a) Purpose of my visit**’ and enter the special event code into the free text box in ‘**1b) Other**’:

| DETAILS OF VISIT TO CANADA        |   |                                   |   |
|-----------------------------------|---|-----------------------------------|---|
| 1                                 | <table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;">           * a) Purpose of my visit<br/>           Other         </td> <td style="width: 50%; vertical-align: top;">           *b) Other<br/>           Insert Special Event Code here         </td> </tr> </table> | * a) Purpose of my visit<br>Other | *b) Other<br>Insert Special Event Code here |
| * a) Purpose of my visit<br>Other | *b) Other<br>Insert Special Event Code here   |                                   |   |

Once your application is completed, click on the “Validate” button located at the top or bottom of the form.

**APPLICATION FOR VISITOR VISA (TEMPORARY RESIDENT VISA)**

If you need more space for any section, print out an additional page containing the appropriate section, complete and submit it with your application.

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Validate

Clear Form

**IMPORTANT:** Once the form is validated, ***save the form again*** to record the information you have just completed. You will not be able to upload your form unless it has been completed, validated, and saved.

Upload the file containing your completed and saved application from your computer onto your IRCC account application page:

Application Form(s)

| Application Form(s) |  |              |  |
|---------------------|--|--------------|--|
| Details             | Document name  | Instructions | Options  |
| Not provided        | Application for Visitor Visa (Temporary Resident Visa) Made Outside of Canada (IMM5257) (required) | ?            | <div style="border: 1px solid red; padding: 2px 10px; background-color: #4a7ebb; color: white; display: inline-block;">Upload file</div> |

## Biometrics

If you are required to complete biometrics, you will be issued a Biometrics Instructions Letter (BIL) after submitting your application. You may then schedule an appointment at any **Visa Application Centre (VAC)** to complete your biometrics.

To find your closest VAC, see: [Find a visa application centre - Canada.ca](https://www.canada.ca/en/immigration-refugee-citizenship/services/visit-canada/find-visa-application-centre.html)

**IMPORTANT:** To prevent possible delays, please schedule your appointment as soon as you receive your BIL.

You must complete your biometrics before IRCC can start to process your application.

**IMPORTANT:** Some delegates will not need to complete biometrics. If you qualify for an exemption, you will not receive a BIL and IRCC can start to process your application.

To find out if you need to give biometrics, see: [Find out if you need to give biometrics \(canada.ca\)](#)

For information about biometrics, please refer to our [Facts about Biometrics](#).

### Passport

Check your application status by visiting: [Check your application status – Immigration and citizenship - Canada.ca](#)

If your visa application is approved you will receive a letter instructing you to submit your passport to the closest [Visa Application Centre](#) through mail or courier.

**Note you will not be able to enter Canada without having your visa affixed to your passport.**

### Need Help?

Refer to the [guide](#) for information on how to complete your application (IMM 5257).

For further assistance, see the [Help Centre](#) or complete the [web form](#).

- [Determining your eligibility](#)
- [Completing an application form](#)
- [Submitting an application](#)
- [Applying online](#)
- [Are you having difficulty downloading a form?](#)
- [After I click the Validate button on my application form, nothing happens and I don't see the barcodes. Why?](#)

### Paper Application (IMM 5257)

You may submit a paper application **only** if you meet one of the following criteria:

- You cannot apply online because of a disability.
- You are travelling with an identity or travel document that was issued to a refugee, a stateless person, or a non-citizen.

### How to Apply

1. Read the [instruction guide](#) for details on how to apply by paper.
2. Select your country/territory from the [drop down menu](#) for instructions on how to prepare and submit your application to your local visa office.

### Submit an eTA Application

If you need an eTA, apply on the official [Government of Canada website](#).

### How to Apply

1. Use the [online form](#) to apply for your eTA.
2. Pay the appropriate fee.

3. Receive an email from IRCC about your eTA application.
4. If there are any issues with your application, you will receive an email from IRCC requesting additional information.

#### Need Help?

Refer to the guides in the '[Help with the form or other eTA questions](#)' drop down for information on how to complete your eTA application.

For further assistance, use the [eTA Help Guide](#), or see the [Help Centre](#).

### **Special Event Code**

The **2025 FMA Annual Meeting** has been registered with IRCC therefore has been issued a unique **Special Event Code "25FMAA"** to help track and coordinate visa processing. Applicants **must** tag their applications with this Special Event Code, this code has also been included in the **Letter of Invitation** provided by the conference organizing team.

TRV applications are considered on a case-by-case basis based on the information presented by the applicant. The onus is on the applicant to demonstrate they meet the requirements for a TRV. While a Special Event Code has been assigned to the event, it **does not offer** any advantage to the applicant in terms of a positive visa outcome. The applicant must meet all eligibility criteria to receive a visa.