



Step by Step Instructions for Applying for a Canadian Visa

School District #22 (Vernon)
International Student Program

1. Visas can expire while you are in Canada. Your Visa does not need to be valid for the duration of your stay. It only needs to be valid when you enter Canada. If you do not plan to leave *and return* to Canada, you do not need a Visa. If you are planning to return home for an extended period of time, consider applying for your Visa at home through the Canadian mission there.
2. Collect the necessary documents.
 - a. Completed copy of the application form
 - b. Completed copy of the document checklist
 - c. Fee payment in acceptable format (see attached)
 - d. Your passport (valid for a minimum of one year)
 - e. Two passport style photos
 - f. Photocopy of your current Study Permit
 - g. Proof of funds (a bank statement showing a suitable balance)
 - h. Proof of admission from SD #22
3. Complete the application form in detail. If you are unsure about how to complete the application form, call the International Office.
4. Pay the application fee of \$75 for a single Visa or \$150 for multiple entry Visa. See attached for ways of making payments.
5. Collect all the documents, the application form, the receipt and mail it to the following address:

**Canadian Consulate General
Immigration Section
1501 4th Avenue, Suite 600
Seattle, WA 98101-4328**

It is recommended that you send it by courier so you can track the application's arrival.

Please note that you must include a self-addressed return envelope in order for the Consulate to return your passport to you. You do not require any postage – they will do that for you.