Dear International Invitee,

Immigration, Refugees and Citizenship Canada (IRCC) is sharing the following information for international invitees seeking entry into Canada to attend an event registered with IRCC.

We encourage you to familiarize yourself with the information below before submitting an application to IRCC.

Application Types

Most foreign nationals need a temporary resident visa (TRV) or an Electronic Travel Authorization to travel to 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.

Submit an Application

For more information about the TRV and eTA application processes, see: Visit Canada.

Submit a TRV Application

If you need a visa, apply online through the IRCC Secure Network.

IRCC Secure Network
You are invited to apply through the IRCC Secure Network because you meet at least one of the following criteria: ☑ The organizer of your event is located outside Canada without a Canadian address.
How to Apply
1. Apply for your visitor visa through your IRCC secure 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" under the "Don't have an account?" section. • Once you are signed in you will be prompted to answer a series of questions to determine your eligibility to apply for a visa. If you are eligible to apply for a visa, you will be prompted to the complete the visa application form (IMM 5257). **Please take note of the following item when completing your visa application 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,**' enter the special event code into the free text box in '**1b) Other**'.
Biometrics
2. If you are required to complete biometrics you will be issued a Biometrics Instructions Letter (BIL). Please schedule your appointment as soon as you receive your BIL. You must complete your biometrics before IRCC can start to process your application. For information on whether or not you must provide biometrics, please refer to our fast 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* (VAC) 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.

Paper Application (IMM 5257)
You are invited to 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 Codes

Events registered with IRCC are issued a unique special event code to help track and monitor visa processing. Applicants **should** tag their applications with the event's special event code, which can be found in the letter of invitation provided by the event organizer.

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.

Visa Processing Times

The [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 maybe 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 that international invitees are 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. Thank you for reading the abovementioned messages.