

Inviting Friends or Family to Canada

You can invite your family or friends to visit you as long as you have legal status in Canada. If the person you are inviting needs a Temporary Resident Visa (TRV) to visit Canada, they must apply for it in their home country or at a Canadian Embassy, Consulate or High Commission serving their area. For a list of Visa Application Centres please visit the IRCC website: <http://www.cic.gc.ca/english/information/offices/index.asp>.

Before you begin:

Make sure that you have collected all the supporting documents:

- Confirmation of Enrolment Letter from OC. You may request this using the webpage: www.okanagan.bc.ca/intedconfirmation, OR using the Okanagan College iCent app, available for FREE download on 'Google Play' or 'App Store' – may take up to 10 business days processing time
- Official Okanagan College transcript (order online through your myOkanagan account for \$10).
- If you are currently working full-time on a post-graduation work permit, you can submit a letter from your employer.
- Copy of your study permit OR work permit – if you are working full-time. Some visa offices may require you to notarize any copied documents.
- Proof of residence, especially if the person you're inviting will be staying with you e.g. copy of your lease, or a credit card or phone bill with your current address.

The following documents *may* be required:

- Proof of funds, if you are sponsoring their travel
- Marriage certificate, if you are inviting your spouse
- Birth certificate, if you are inviting your child

The person you are inviting may be required to provide the following:

- Proof of funds, if they are sponsoring their own travel
- Proof of economic and social ties to their home country i.e. proof that they plan to return to their country after their visit.

Economic ties include bank statements, investments, letters, business ownership or proof of property.

Social ties include evidence that family members/organizations back home depend on them for financial support/social support.

Please note: you may be required to provide additional supporting documents. Remember to verify all supporting documents on the IRCC website. All documents need to be in English or French.

Application Steps

Step 1: Request your Confirmation of Enrolment Letter and Transcript

Complete and submit your Confirmation of Enrolment Letter request from the International Education Office (E110). You can order your official transcript directly from your MyOkanagan account.

Step 2: Write an invitation letter – see next page

You will need to write a letter to the visa officer explaining that you are inviting your family member or friend to Canada. For a sample invitation letter please see the next page. Please note that Okanagan College cannot write this letter for you.

Step 3: Send your documents to the person you are inviting

Once you have written your invitation letter and received your Confirmation of Enrolment Letter and transcript, you can send these documents plus any additional supporting documents to the person you are inviting. If you are inviting more than one person you may have to submit separate documents for each person. You can verify this information with the

visa office processing your friend or family's application. You friend or family member will now have to apply for a TRV at a Canadian visa office serving their country.

This document is for demonstration purposes only. Visit <http://www.cic.gc.ca/english/visit/letter.asp> for more information about inviting people to visit you in Canada.

Sample Invitation Letter

[Today's Date]

The Canadian Embassy, Immigration Section
[Address line1]
[City]
[Country]
[Postal Code, if applicable]

Dear Visa Officer,

Re: Letter of Invitation for my [person's relationship to you], [Name] .

I am writing this letter of support for my [person's relationship to you], [Name] for [his/her/their] Temporary Resident Visa application for Canada. The purpose of [his/her/their] trip will be [purpose] at [place]. [Name] will stay at [address of their residence in Canada] for a total of [number of days] arriving on [dd/month/yyyy] and leaving Canada on [dd/month/yyyy]. The cost of [Name]'s trip will be covered by [Name].

[Name]'s personal details are as follows:

Date of birth: [dd/month/yyyy]
Address in [country of residence]: [Address line1]
[City]
[Country]
[Postal Code, if applicable]
Telephone: [(+country code) – (area code) – (number)]
Email address: [name@email provider.domain]

I am a [student/worker] at [name of institution] in [city, province] where I am a [position/program/department]. I am currently in possession of a [permit/document name] and have enclosed a copy of it with this letter.

My personal details are as follows:

Date of birth: [dd/month/yyyy]
Address in [country of residence]: [Address line1]
[Address line1]
[City]
[Postal Code]
Telephone: [(+1) – xxx-xxxx]
Email address: [name@email provider.domain]

Please do not hesitate to contact me, should you require any further information.

Yours faithfully,

[Your signature]
[Your Name]
Enclosure

