

- **Letter of Support**

If you depend on someone financially, that person can provide proof that they have sufficient funds to support you in Canada by writing a letter of support.

The letter includes the amount of money this person will be providing, with supporting evidence of their relationship to you. Along with the letter, proof that this person has sufficient funds can be shown by submitting as many of the following as possible:

- proof of a Canadian bank account in the name of the person providing you with money if funds have been transferred to Canada
- proof of a student/education loan from a financial institution
- bank statements for the past four months
- a bank draft in convertible currency
- proof of payment of tuition and accommodation fees
- a letter from the person or institution providing you with money
- proof of funding paid from within Canada if you have a scholarship or are in a Canadian-funded educational program

- **Itinerary, Travel**

You must provide a copy of your flight ticket or booking, if available, and/or the itinerary of your visit (proposed route of your journey.)

- **Proof of Financial Resource of Supporter**

You must provide one of the following proof of income documents for someone who intends to financially support your coming to Canada:

- a copy of your most recent statement of your annual earnings and income tax deductions. In Canada, this is called a T4 and/or T1 slip. a copy of your most recent income tax return (in Canada, this is known as a *notice of assessment* and is provided by Canada Revenue Agency)
- an original letter or proof of annotated cheque stubs from the employer confirming financial profile details
- if self-employed, a letter from an accountant confirming annual income
- proof of other sources of income (pension statement, investments, etc.)
- employment insurance payments

- **Proof of income**

Provide proof of income, such as:

- signed original letter on company letterhead from your employer which includes: your name, position, current salary and date of hire; and/or
- document issued from your employer showing your regular salary, such as a pay stub; and
- income tax returns for the last 2 years (if applicable); and/or
- proof of other sources of income (pension statement, investments, etc.)

- **Proof of Means of Financial Support**

You must prove that you can support yourself and the family members accompanying you while you are in Canada by providing as many of the following documents:

- your bank statements for the past four months
- a bank draft in convertible currency
- pay stubs
- an employment letter
- proof of assets or business
- proof of payment of tuition and accommodation fees
- tax reports, declarations or statements
- proof of a student/education loan from a financial institution
- a letter from the person or institution providing you with money
- proof of funding paid from within Canada, if you have a scholarship or are in a Canadian-funded educational program
- proof of a Canadian bank account in your name if money has been transferred to Canada

- **Passport or travel document**

You must provide a clear, legible copy of your valid passport or identity document.

If using your passport, include a copy of

- the page that shows your birth date, country of origin, etc.
- any pages with stamps, visas or markings

Your identity document must show proof of status (citizenship or residency), as well as photo identification. Your identity document must be issued by a government and include your name, photo, date of birth, document number, and the issue and expiry dates, if applicable.

- **Digital Photo**

Dimensions:

- The final frame size of the photo must be at least 35 mm x 45 mm (1 3/8" x 1 3/4").
- The photographs must show the full front view of the head, with the face in the middle of the photograph, and include the top of the shoulders.
- The size of the head, from chin to crown, must be between 31 mm (1 1/4") and 36 mm (1 7/16").
- Digital dimensions are often expressed in pixels or DPI (dots per inch). The physical dimensions in pixels must be at least 420 x 540.

Quality/Resolution:

- If an existing photo is being scanned, the minimum resolution must be 600 pixels per inch.

File Format:

- The file may be submitted in JPEG or JPEG2000 format.

File Size:

- The final size of the image should be ideally 240 kB (kilobytes), but not less than 60 kB.

Colour:

- The image must be in color (24 bits per pixel) in sRGB colour space which is the common output for most digital cameras.

- **Travel History**

You must provide information on your travel history. This can include copies of

- your previous passports and/or visas (used within the last 10 years to travel outside your country)
- entry and exit stamps
- study and/or work permits that indicate your duration outside of your country
- expired or valid visas
- boarding passes

If you are living outside your country of citizenship, please submit a copy of your immigration status document for the country where you currently reside. This could be a work permit, study permit, visa, or any other document that authorizes you to be in the country where you are living.

- **Family Information Form (IMM5707)**

<http://www.cic.gc.ca/english/pdf/kits/forms/IMM5707E.PDF>

- **Employment reference letter**

You must provide an employment reference letter (an up-to-date reference from current or past employers). If you have had more than two employers in the last two years, please provide a letter from both employers.

Reference letters must be written on company letterhead, show the company's full address and telephone and fax numbers, and be stamped with the company's official seal.

The letter should include all of the following information:

- the specific period of your employment with the company
- the positions you held during the period of employment and the time spent in each position
- full details of your main responsibilities in each position

- your total annual salary plus benefits
- the signature of your immediate supervisor or the personnel officer at the company
- a business card of the person signing

- **Invitation Letter**

You must provide a letter of invitation from the person inviting you to Canada. The letter must be written by the host and should have [specific information about the host and invitee](#).

The letter should state the purpose and length of the visit, the nature of the relationship between you and the host, the contact information of the host, etc.

If you are being invited to conduct business in Canada, a letter of invitation should be printed on the company's letterhead and include:

- the host's full name, title and business contact information
- a brief summary of the reason for the invitation, including details of the business or trade to be undertaken
- the full names of all employees from your company who are being invited by your host
- the intended duration and a detailed itinerary of the visit
- a statement specifying who will be responsible for all travel-related expenses