CANADIAN VISA AND ENTRY REQUIREMENTS

Delegates from ICAO Member States and international organizations travelling to Canada must ensure that they have obtained either a Temporary Resident Visa (TRV) or an electronic Travel Authorization (eTA). To this end, the following procedures must be observed by the applicants:

1. Canadian visa requirements

a) States and territories, of which the citizens need a Temporary Resident Visa (TRV) to enter Canada, are listed at the following IRCC website: Check if you need a visa or eTA to travel to Canada

b) It is highly recommended to submit the visa application **at least six (6) weeks prior to departure.** A processing times tool is available at: Check our current processing times.

c) Citizens of some States and territories who need a TRV to enter Canada are also required to give their **biometrics**, more information on which is available at the following link: Biometrics. **However, the following individuals are normally exempt from biometric requirement and processing fees:** (i) Heads of State and Heads of Government; and (ii) designated officials of Member States **who qualify for or hold a diplomatic or official visa**.

2. Temporary Resident Visa applications

a) Except for visa-exempt visitors, all applications for a TRV must be submitted to IRCC through an online application, available at the following link: Visitor visa (temporary resident visa).

b) Passports should only be submitted to the relevant Visa Application Centre (VAC), on-site or by courier, when notified that the visa is ready to be issued. Applicants are responsible for the payment of VAC service fees in all cases, and for arranging for the return of their documents.

c) In specific cases where participants are unable to apply online, they may do so through a Visa Application Centre (VAC). Additional instructions can be found at the following link: Guide 5256 - Applying for a visitor visa (temporary resident visa) - paper application. In order to facilitate the issuance of visas, applications and envelopes should be marked "ICAO".

d) In addition to the requested personal information and other required documents, individuals should clearly indicate that they are coming at the invitation of ICAO and include all relevant supporting documentation, such as their ICAO visa-support letter, event registration confirmation, etc.

3. ICAO visa-support letter

a) A visa-support letter, addressed to the appropriate Canadian Visa Office, can be obtained from ICAO.

b) Requests for visa-support letters must be submitted to the ICAO Secretariat (VisaSupport@icao.int), in the form of an official letter from government authorities of Member States or Heads of international organizations, and should contain the personal data of the delegate(s), i.e. full name, title (including entity/authority or place of work), date of birth, nationality and passport number. Requests will be assessed and, if approved, a visa-support letter will be provided.

c) The IRCC code for meetings should be provided whenever available.

d) A copy of the visa-support letter provided by the ICAO Legal Affairs and External Relations Bureau should be attached to the online or paper visa application submitted to IRCC, in compliance with existing immigration requirements.

4. Electronic Travel Authorization

In the absence of a TRV, visa-exempt visitors travelling to Canada by air must have an eTA. It is recommended that applications for the eTA be submitted well in advance. For more information on the eTA, the following link should be consulted: Electronic travel authorization (eTA): Who can apply.

5. Arriving in Canada

In order to facilitate entry formalities upon arrival in Canada, it is suggested that participants carry a copy of the document notifying that they are participants at an ICAO meeting, and that they identify themselves as such to the Canadian Immigration authorities.

6. It is NOT possible to obtain a visa upon arrival in Canada, at the point of entry.

- END -

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