



**CANADIAN ENTRY VISA FOR THE PARTICIPANTS AT THE 38TH SESSION OF THE ICAO ASSEMBLY
(Montréal, 24 September – 4 October 2013)**

In preparation for the 38th Session of the ICAO Assembly, Citizenship and Immigration Canada (CIC) has issued instructions in the form of an operational bulletin to all its visa offices abroad advising them to expedite the processing of visas for the Assembly participants, including delegates, alternates and advisers, as well as observers. 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 to enter Canada, are listed at the following CIC website: www.cic.gc.ca/english/visit/visas-all.asp.
- b) It is recommended to submit the visa application at least four weeks prior to departure.
- c) **It is NOT possible to obtain a visa upon arrival in Canada, at the point of entry.**

2. Where to apply for a visa

- a) An application for a Temporary Resident Visa can be submitted to a **Canadian Visa Office** of Canadian missions abroad, the nearest **Visa Application Centre (VAC)**, or through an **Online Application** (www.cic.gc.ca).
- b) CIC now has 78 service points for visa applications in 54 States. To determine where to submit the application, see www.cic.gc.ca/english/information/offices/apply-where.asp.

3. Visa applications

- a) The Temporary Resident Visa application forms, as well as the Document Checklist which forms part of the Application Kit, can be found at: www.cic.gc.ca/english/information/applications/visa.asp.
- b) In addition to the requested personal information and other required documents, individuals should indicate that they are coming at the invitation of ICAO and include a copy of State letter SA 38/1 – 12/65 of 7 December 2012.
- c) In order to facilitate the issuance of visas, applications and envelopes should be marked “**ICAO**”.

4. ICAO letter of support to visa applications

- a) A letter of support can be requested from ICAO to be addressed to the appropriate Canadian Visa Office.
- b) Such requests should contain the personal data of the Assembly participants, i.e. full name, nationality, title (including entity/authority or place of work), date of birth and passport number.
- c) A copy of the visa-support letter provided by ICAO must be attached to the visa application to be submitted to the Canadian Visa Office or VAC, in compliance with existing immigration requirements.

5. Arriving in Canada

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

Issued under the authority of the Secretary General