



**CANADIAN ENTRY REQUIREMENTS  
FOR THE PARTICIPANTS AT THE 39 SESSION OF THE ICAO ASSEMBLY  
(Montréal, 27 September – 7 October 2016)**

In preparation for the 39th Session of the ICAO Assembly, Immigration, Refugees and Citizenship Canada (IRCC) 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 IRCC website: <http://www.cic.gc.ca/english/visit/visas-all.asp#visa>.
- b) It is recommended to submit the visa application at least **four weeks prior to departure**. A processing times tool is available at: <http://www.cic.gc.ca/english/information/times/index.asp>.
- c) **It is NOT possible to obtain a visa upon arrival in Canada, at the point of entry.**

**2. 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](http://www.cic.gc.ca/english/information/applications/visa.asp).
- b) An application for a Temporary Resident Visa can be submitted to a Canadian Visa Office abroad through an **Online Application**, following the link above, or through a **Visa Application Centre (VAC)**.
- c) To determine where to submit the application, see [www.cic.gc.ca/english/information/offices/apply-where.asp](http://www.cic.gc.ca/english/information/offices/apply-where.asp).
- d) 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 39/1 – 15/86 of 18 December 2015.
- e) In order to facilitate the issuance of visas, applications and envelopes should be marked **“ICAO”**.

**3. 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, title (including entity/authority or place of work), date of birth, nationality 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.

**4. Electronic Travel Authorization (eTA):**

As of 15 March 2016, many visa-exempt visitors travelling to Canada by air are expected to have an Electronic Travel Authorization (eTA). It is recommended that the application for eTA be made **well in advance** of flying to Canada. More information on eTA is available at the following IRCC website: <http://www.cic.gc.ca/english/visit/eta.asp>.

**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