

Douglas College Designated Learning Institution (DLI) #:

019360973702

**Visiting Canada: Letter of Invitation for Family Members
(If coming from a country that requires a Temporary Resident Visa (TRV) to enter Canada)**

REQUIRED DOCUMENTS	DETAILS
Photocopy of your passport	Photocopy of your passport containing your passport's number and expiry date
Confirmation of your status in Canada	Currently enrolled in classes at Douglas College 1) Provide a photocopy of your study permit , a current verification of enrolment letter from your Douglas College MyAccount, and an official transcript . OR Completed degree requirements 2) Provide a photocopy of your post-graduation work permit , and/or study permit , as well as an official program completion letter . One of your immigration documents must be valid for the duration of your visitors' intended stay in Canada.
Personal letter of invitation from you	See below for detailed instructions.

INFORMATION RE: PERSONAL LETTER OF INVITATION

The letter of invitation will be necessary for those whose citizenship requires them to apply for a Temporary Resident Visa (TRV) but can also be used by visa-exempt visitors when entering Canada. We recommend you prepare this documentation for anyone that is coming to visit you. A letter of invitation does not guarantee that a visa will be issued.

Note: The following information is only a guide. You must write the letter of invitation yourself. Some visa offices may require that your letter be notarized by a Notary Public. Check with the visa office that is processing the application to find out if you need to do this.

By writing a letter of invitation, you are not legally responsible for the visitor once they get to Canada, but you should provide the letter in good faith. You must give truthful information and intend to keep the promises you made in the letter.

Send your letter (notarized if necessary) to the person you are inviting to Canada. They must then submit this letter to the Canadian Embassy or Consulate outside of Canada when they apply for their Temporary Resident Visa.

Your letter **must include** the following information about **the person you are inviting**:

*If you are inviting more than one person, please include details for each person.

- Complete name
- Date of birth
- Address and telephone
- Your relationship to the person
- The purpose of the trip
- How long the person plans to stay
- Where the person will stay, and how he or she will pay for things
- When the person plans to leave Canada

Your letter **must include** the following information about **yourself**:

- Complete name
- Date of birth
- Address and telephone number in Canada
- Status in Canada (include UCI/Client ID and expiration date of current study or post-graduation work permit)

SAMPLE INVITATION LETTER – EXAMPLE ONLY

Make to update all italicized sections of the letter based with details pertaining to YOUR situation.

Revised October 6, 2022

This is not a legal document.

Although we strive to keep this information as up-to-date as possible, information may have changed. Please see www.cic.gc.ca to read the appropriate guidelines and instructions for preparing your application.

(Today's Date)

The Canadian Embassy, Immigration Section

(Address here of Canadian Embassy to which you are applying)

Street

City, Province, Country

Postal Code (if applicable)

Dear Visa Officer,

Re: Letter of Invitation for my (mother / father / brother / sister / grandparent), (their full name)

I am writing this letter of support for my (mother / father / brother / sister / grandparent) for (his / her / their) Temporary Resident Visa application to Canada. The purpose of (his / her / their) trip will be to (attend my graduation ceremony at Douglas College in New Westminster, British Columbia) OR (visit me while I am studying at Douglas College in New Westminster, British Columbia). (Name) will stay at (address of where they will stay in Canada... Your house? A hotel? Your relative's house?) for a total of (#) days. They plan to arrive in Canada on (date of arrival) and stay until (date of departure). The cost of their trip will be covered by (name of person paying for trip expenses).

(Name)'s personal details are as follows:

Date of birth: (dd/month/yyyy)

Address in (current country of residence): (Address line 1)

(City) (Country)

(Postal Code, if applicable)

Telephone: ((+country code) – (area code) – (number))

Email address: ([name@emailprovider.com](mailto:email@provider.com))

I am an international student at Douglas College in New Westminster, British Columbia. I have a valid study permit and have enclosed a copy of it with this letter. My UCI is XXXX-XXXX and the expiration date of my study permit is dd/mm/yyyy.

Date of birth: (dd/month/yyyy)

Address in (current country of residence): (Address line 1)

(City) (Country)

(Postal Code, if applicable)

Telephone: ((+country code) – (area code) – (number))

Email address: ([name@emailprovider.com](mailto:email@provider.com))

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

Yours faithfully,

(Your signature)

(Your name)

Revised October 6, 2022

This is not a legal document.

Although we strive to keep this information as up-to-date as possible, information may have changed. Please see www.cic.gc.ca to read the appropriate guidelines and instructions for preparing your application.