Annex C – Visa application guide

Applying for an entry visa to Canada

1. Please see whether you require a visa or an eTA to travel to Canada. You can find this information here: Find out if you need a visa to travel to Canada (cic.gc.ca)

2. Once the registration to INC-4 is duly approved, participants will receive an automatic message from INDICO with the UN Event pass and a confirmation letter that is to be used as a visa support letter. Please note this letter is mandatory as part of the Temporary Resident Visa (TRV) application process. INC-4 attendees who have a registration confirmation letter are exempt from visa and biometric processing fees as described below.

3. The confirmation letter will be issued with an IRCC Special Event Code that you must include for application when applying for the visa for it to be tagged appropriately.

4. Unless you are a visa-exempt visitor, you are required to apply online for your TRV.

5. Participants must use the following method to apply for the visa to enter Canada.

STEP 1
Connect to Immigration, Refugee and Citizenship Canada (IRCC) secure network through this link: https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html

STEP 2
If you do not have one, please register for an account (GCKey):

Option 1: GCKey
Sign in with your GCKey user ID and password.

Sign in with GCKey
Welcome to GCKey

Sign In
Username (required)
Password (required)

Simple Secure Access
A simple way to securely access Government of Canada online services. One username. One password.

Sign Up
Your GCKey can be used to access multiple Government of Canada online services.

Forgot your username? • Forgot your password?

STEP 3

After you sign in, click on “Apply to come to Canada” to start an application:
Secretariat of the INC on Plastic Pollution

STEP 4

Please click on “Visitor visa, study and/or work permit” button:

![Personal checklist]

**Personal checklist**

**Personal Reference Code**

If you have already completed the Come to Canada or the Express Entry wizard, you would have received a document checklist and/or a personal reference code, based on the answers you provided.

* Please enter your personal reference code to begin your application. *(required)*

Continue  Cancel

I do not have a Personal Reference Code

If you do not have a personal reference code, you may answer a series of questions to find out if you are eligible to apply for a visa and/or permit, apply for Express Entry, and begin an online application.

If you begin your application after you have logged into your account, you will not receive a personal reference code, as the system will save your document checklist right into your account.

**Determine your eligibility and apply online:**

- Visitor visa, study and/or work permit
- Express Entry (EI)
- International Experience Canada (IEC)

STEP 5

Follow the online questionnaire to identify yourself and to determine eligibility to apply for visa.

![Find out if you're eligible to apply]

**Find out if you're eligible to apply**

What would you like to do in Canada? *(required)*

Please make a selection

How long are you planning to stay in Canada? *(required)*

Please make a selection

Select the code that matches the one on your passport. *(required)*

Please make a selection

What is your current country/territory of residence? If you are presently in Canada, you should select Canada. *(required)*

Please make a selection

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older? *(required)*

Please make a selection

What is your date of birth? *(required)*

Select year  Select month  Select day

Save and Exit Questionnaire  Next
STEP 6

Once eligibility to apply for visa has been confirmed, please click on the “Continue” to proceed to the next process.

Step 7

When asked whether you will be paying fees with your application or whether you meet and exemption, please select “No, I am exempt from paying fees for this application”. Note that you must still obtain a visa and provide biometrics (if applicable) but you will not be charged any fees.

STEP 8

You will need to answer series of questions, which includes details about your travel. Please make sure to answer all required fields.
STEP 9

You will be prompted to complete the “Application for Visitor Visa (Temporary Resident Visa) Made Outside of Canada (IMM5257)” form. Under the ‘Details of visit to Canada’ section of the form, select “Other” from the “Purpose of my visit” dropdown and in the free text box, type “INC-4” and the Special Event Code (6-digit code found on the visa letter):

You will then be prompted to provide various supporting documents, including proof of how you meet the fee exemption. The ‘proof’ you must upload is the registration confirmation letter received from the Secretariat which contains the Special Event Code assigned by Canadian authorities.

STEP 10

Once your application has been submitted, please use the Secretariat portal for visa information made available upon confirmation of your registration to provide the INC Secretariat your visa application number and some personal data to assist in speeding up the process.

Please provide your Full Name (as in passport) and Visa Application number.

For BIOMETRICS

If you need to provide biometrics, you will be issued a Biometric Instruction Letter (BIL) after you submit your Temporary Resident Visa application and are required to report to the nearest Visa Application Centre to provide this information in person. Biometrics are only required from individuals once every ten years so if you have already provided biometrics to Canada in that period, please note that you will be exempt from this step.

IMPORTANT:
1: You cannot make an appointment for biometrics until you receive a BIL.
2: The processing of your visa application will not begin until biometrics are provided.