

HOW TO INVITE FAMILY AND FRIENDS TO VISIT CANADA

If your family or friends want to visit you in Cape Breton for either your convocation or just a vacation, they may need to apply for a Visitor Visa. This application can be completed at the Canadian Embassy, Consulate, Visa Office or High Commission Office closest to where they live.

You can help your family or friends with their application by sending them the following documents they can use with their TRV application:

If you are currently studying at CBU:

- 1) Photocopy of your passport
- 2) Photocopy of your study permit
- 3) CBU Confirmation of Enrolment letter (dated within the last month)
- 4) Invitation letter written by you

If you are inviting them to your graduation:

- 1) Confirmation that you have completed the requirement for your program letter **OR**
- 2) Confirmation of Enrolment letter
- 3) Transcript (printed from your online account)
- 5) Letter of Invitation written by you

If you have already graduated:

- 1) Photocopy of your Post Graduation Work Permit
- 2) Letter from your employer stating where you work, how long you have been employed, and your salary
- 3) Invitation letter written by you

NOTE: The International Student Office no longer provides letters of invitation; you must write the letter yourself. The following guidelines, taken from the Immigration, Refugees and Citizenship Canada website will help and if you have any questions please feel free to ask us.

Your invitation letter must include the following information about your family member or friend and you should write a letter for each individual if you are inviting more than one person.

About the person being invited:

- 1) Complete name
- 2) Date of birth
- 3) Address and phone number at home
- 4) Your relationship to this person
- 5) The purpose of the trip (if it is for convocation you must include the date you will graduate)
- 6) How long the person you are inviting intends to stay (include approximate arrival and leave time)
- 7) Where they will stay and how they will finance their trip

About you:

- 1) Complete name
- 2) Date of birth
- 3) Address and phone number in Canada
- 4) Where you work (if you have a job)
- 5) Your status in Canada (Student/Worker, Permanent Resident, Refugee)

NOTE: It may help to have your letter notarized by a Notary Public or witnessed by a lawyer who can verify the identity of your documents. As a member CBU Students' Union (not in the MBA program) you are eligible for one free visit with a lawyer and you can contact CBUSU (upstairs from the CBU Bookstore) for information on how to book an appointment.

SAMPLE

[Your Address]

[Your Telephone number]

[Your email address]

Letter of Invitation for (indicate name of [parents, mother or father or other]

Dear Sir/Madam,

My name is (indicate your complete name) and my date of birth is (indicate your date of birth). I am a student at Cape Breton University and have a valid Study Permit, a copy of which is attached for your easy reference.

I provide this letter of invitation on behalf of my parents (mother, father, other), Mr. (indicate complete name) and Mrs. (indicate complete name), born on (indicate date of birth of father) and (indicate date of birth of mother), respectively, and who live at: (indicate address of parents, etc. **and** telephone number).

My parents (or other) are applying for a Temporary Resident Visa so that they may visit with me for a few days/week/weeks/month from _____ to _____ (indicate dates of expected visit to Cape Breton) as I am graduating on (indicate the date of your convocation) and it is very important to me and to them that they be in attendance so that we may celebrate this special moment together (or indicate other PURPOSE).

My parents (or other) will stay with me at the above indicated address and they will be responsible for their own financial support for the duration of their visit. Specifically, they will be bringing with them funds in the amount of (indicate approximate amount of funds in Canadian Dollars) as proven by the attached bank account statement(s) (or other document(s) proving adequate funds).

If you have any questions regarding this invitation letter then please do not hesitate to contact me.

Otherwise, I thank you for your attention to and cooperation in issuing my parents (or other) their Temporary Resident Visas as soon as possible.

Best regards,

(Your signature)