

## Inviting friends and family from another country to visit you in Canada

If your family members or friends would like to visit Canada for vacation or to attend your Convocation Ceremony, they may be required to apply for a Temporary Resident Visa (TRV) at the Canadian Consulate, Embassy or High Commissioner, depending on their country of citizenship.

If a valid TRV is required, your family will probably need the following supporting documents from you for their TRV application:

1. **A photocopy of your passport and/or valid study permit,**
2. **An Invitation Letter written by you,**
  - You must write the letter of invitation on your own.
  - A [sample letter](#) and [guidelines from IRCC](#) are available below to help you.
  - NLC does not provide letters of invitation.
  - NLC does not stamp or validate invitation letters.

**Important** - it is best that the individuals applying for the TRV check with the Canadian visa office to see if there are additional requirements for their application.

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### Guidelines for writing your Invitation Letter

Immigration, Refugees and Citizenship Canada has provided information and guidelines for writing a letter of invitation. If you have questions or need assistance, please contact IRCC or an immigration specialist; NLC cannot provide immigration advising.

The following information is from: <https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/letter-invitation.html>

#### Letter of Invitation

Sometimes when you apply for a visa to visit Canada you are asked to provide a letter of invitation from someone in Canada. A letter of invitation does not guarantee that you will be issued a visa. Visa officers assess **you** to determine whether you meet the terms of Canada's immigration law.

#### Information for the person writing the letter of invitation

Writing a letter of invitation does not mean you are legally responsible for the visitor once he or

she gets into Canada. You should still write the letter in good faith. You must tell the truth and plan to keep the promises you make in the letter.

Send your letter (notarized, if the visa office asks for that) to the person you are inviting to Canada. The person must then send this letter to the Canadian embassy or consulate outside of Canada when he or she applies for a temporary resident visa.

You **must** include this information **about the person you are inviting**:

- complete name
- date of birth
- address and telephone number
- your relationship to the person
- the purpose of the trip
- how long the person plans to stay in Canada
- where the person will stay, and how he or she will pay for things
- when the person plans to leave Canada

You **must** include this information **about yourself**:

- complete name
- date of birth
- address and telephone number in Canada
- job title
- whether you are a Canadian citizen or permanent resident
- a photocopy of a document proving your status in Canada, such as:
  - a Canadian citizenship card if you are a naturalized citizen
  - a copy of your PR card or your IMM 100 proof of landing if you are a permanent resident
  - a copy of your valid study permit if you are an international student attending school in Canada
- details of your family, such as names and dates of birth of your spouse and dependents
- the total number of people living in your household, including people you sponsored whose sponsorship is still in effect

**This information is only a guide. You must write the letter of invitation yourself. Some visa offices may ask that a notary public notarize your letter. If you have questions or need assistance, please contact IRCC or an immigration specialist. NLC cannot provide immigration advising.**

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## Sample Invitation Letter

Below is a SAMPLE letter of invitation. You should adjust it to your own needs and circumstances. Immigration regulations are subject to change, so make sure to check the IRCC website prior to finalizing your letter of invitation.

### ***SAMPLE Letter of Invitation for parents to attend convocation***

[Today's Date]

[Your Address]

[Your Telephone number]

[Your email address]

RE: Letter of Invitation for my *[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 (*dd/month/yyyy*). I am a student at Northern Lights College and have a valid Study Permit. A copy of my study permit and enrolment verification letter is attached.

I am writing this letter of invitation on behalf of my parents (*mother, father*):

- Mr. (*indicate complete name*) born on (*dd/month/yyyy*) and
- Mrs. (*indicate complete name*) born on (*dd/month/yyyy*),
- Address:
- Telephone number:

My parents are applying for a Temporary Resident Visa so that they can visit me from \_\_\_\_\_ to \_\_\_\_\_ (*indicate dates of expected visit*). I am graduating from the (*name of program*) on (*indicate the date of your convocation*) and it is very important for me and them, that they attend my Convocation ceremony.

My parents will stay with me at the address above and they will be responsible for their own financial support for the duration of their visit.

If you have any questions regarding this invitation letter then please do not hesitate to contact me. Otherwise, I thank you for your attention and your help in issuing my parents their Temporary Resident Visas.

Sincerely,

(Your signature)

(Print your name)

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