

## Canadian Visa application process

Please note: Visa information is up to date at time of publishing, but subject to change at any time. Please consult the relevant authorities website for the most up dated information.

Date of issue: 29 August 2018

\*\*\*\*\*  
Applicants may lodge visa applications (Visitor, Worker, Student) directly with VFS at their offices in Pretoria.

All nationals, citizens of Africa (RSA included), Europe, the Middle East are required to enroll their biometrics at the Visa Application Centre when submitting their application, or following the submission of an online application. All applicants are encouraged to schedule an appointment.

Please contact the Canadian High Commission's website or [www.cic.gc.ca](http://www.cic.gc.ca) for more information

Applicants are advised by the High Commission to complete the visa application form online. As it makes it easy for the form to be validated.

Complete online and print the Instruction Guide [IMM 5256]

All temporary resident visa applications should be accompanied by an original passport. The Pretoria visa office is no longer accepting copies of passports to be submitted with a TRV application.

The Online Visa fee payment option is available on <https://eservices.cic.gc.ca/epay/>

Foreign nationals are expected to have an Electronic Travel Authorization (eTA) to fly to or transit through Canada. The online application is available at [www.Canada.ca/eTA](http://www.Canada.ca/eTA)

### **Application Kit**

*The new application form can now be completed on the computer and saved.*

If you need more space for any section, print out the page of the appropriate section and fill it out. Include it with your application form. Before you print the application form, click on a validate button. They are found at the top and the bottom of the application form. When submitting your completed and signed application form, be sure to include the last page (page 5 of 5) that will contain your data in barcodes

- Gather documents - Checklist



- Complete the application electronically and print - you may be required to complete additional supporting documents upon request of a visa officer. Forms (including the barcoded sheets) are to be printed on white, bond quality, non glossy paper.
- Pay the fees - There are two types of fees. An application processing fee and a biometric fee. Find out if you are required to provide biometrics. Use the table to calculate the total amount of fees to be paid (all fees are in Canadian dollars). The processing fees must be included with your application. If you or your family members are required to provide biometric information, the biometric fee should be paid at the same time and the same way as the processing fee in order to avoid delays in processing your application.
- Submit the application to the Visa Application Centre. click here: [Visa Application Center \(VAC\)](#) that serves your area or apply online.

In order to collect the passport the messenger/courier/visa service company must have a letter of authorisation or a completed "Use of a Representative Form"

**Processing times:**

**NB: There are major delays in the issuing of visas, due to a backlog at the High Commission SA offices.**

03 to 29 working days for Business visas and Tourist visas

Some applicants may be required to appear for an interview at the High Commission - processing times for such applications may be significantly longer. Applications without fee will not be accepted.

Visitor Visas: The fee changes will apply only to fees paid in South African Rand.

The fee for a single entry visa and multiple entry visa will now be the same (\$100CAD or R1000).

Clients may request either single entry or multiple entry visa but the fee is the same.

The discretion on whether to issue a single or multiple entry visa remains that of the officer.

Temporary Resident Visitor visa (including super visa) (Single or Multiple entry) CAD100 / R1000

Work permit CAD155/ R1550

Study permit CAD150/ R1500

Call the Canadian High Commission in Pretoria for the current Rand fee or visit their website

[www.southafrica.gc.ca](http://www.southafrica.gc.ca). Fees are charged per person rather than per passport. For children, the full fee must be paid for each child even if the child is on the parent's passport.

Fees must be paid in exact amounts in Rand. No other form of payment will be accepted. Fees are NOT REFUNDABLE if the application is refused by the High Commission or if the application is withdrawn by the applicant. The fees in Rands are updated periodically according to the exchange rate. Consult the Visa Centre for an update on fees just before paying, for the up-to-date information.

**VFS - Service Charges for Application Processing and additional services:**

Value Added Service

(Including VAT) Amount in ZAR)

Service charge for application handling (per applicant) \$ 39.31 ZAR 393.10

Tel. 021-855 0421 Fax.021-855 3381 [info@heldertrav.com](mailto:info@heldertrav.com)

PO Box 5645 Somerset West



Self service computer terminal for form filing (per applicant)    \$ 13.91 ZAR 139.10

Assistance with filling in forms on self service computer  
terminals (per applicant)    \$ 26.66 ZAR 266.60

Photocopy Services Per Page    \$ 0.20 ZAR 2.00

Photography Services Per Person (4 Photos)    \$ 8.22 ZAR 82.20

Secure transmission of passport to Embassy (per passport)    \$ 34.18 ZAR 341.80

Though fees are listed in Canadian Dollars, the CVAC will only accept payments in ZAR.

Service charge payments for applications in person at the Canada Visa Application Centre, can be made by a cash deposit with your passport number as reference/ Debit or Credit Card along with submission of application (if not eligible for Biometrics)

Bank: Nedbank

Account Name: VFS Visa Processing (SA) Pty Ltd

Account Number: 1049565797

Branch code: 198765

#### **Requirements:**

NB! please read all the questions on the application form carefully and answer them fully and truthfully. Failure to do this could result in a refusal.

- Applicable completed application form
- Valid passport (there must be one completely blank page other than the last page, available in each passport).
- 2 recent passport sized photographs Click here for specification on the back of the two photos, write your name and date of birth.
- Photocopy of your current immigration document, if applicable (e.g. study permit, work permit or temporary resident permit).
- Proof of financial support.
- Photocopy of your valid return ticket and/or travel itinerary/ if applicable.
- Minor travelling alone or with one parent: custody documents or a letter of authorization from the other non-accompanying parent or a letter of authorization signed by both parents or legal guardians, if applicable.
- Any additional documents required by the responsible visa office.
- Optional: proof of completion of the upfront medical examination from the Panel Physician.
- Business persons travelling to Canada must include a letter from the company in SA detailing the nature of the business to be conducted and listing business contacts in Canada, as well as a letter from your business contacts in Canada confirming your visit and the nature thereof.
- Persons attending a conference in Canada must provide a copy of their letter of invitation (or conference registration) from Canada. Letter from their company in SA confirming attendance and evidence of financial support.
- Scholars travelling outside of official school holidays must provide a letter from the school granting permission to be out of school.
- Persons convicted of a criminal offence in SA should obtain a SA police clearance certificate and submit a written account of the circumstances of the crime.
- SA citizens are encouraged to travel on the regular SA passport.



- Applicants are required to submit notarized copies or official documents i.e. birth, marriage and degree certificates. Do not send originals of these documents UNLESS requested to do so.
- Other Requirements    Other Requirements, medical examinations and interviews
- The High Commission reserves the right to require other documentation in support of an application  
Persons visiting Canada for more than 6 months must pass a medical examination by a Canadian designated Medical Practitioner. Medical processing takes about 6-8 weeks. The High Commission reserves the right to require other applicants regardless of their length of stay in Canada to pass a medical examination. Processing will take significantly longer if a medical exam is required.  
While most applicants will not require an interview the High Commission reserves the right to require an interview in Pretoria prior to making a final decision on a case.

The High Commission will deal directly with the passenger in non straight forward cases  
Visas are also required by SA passport holders even if they are onboard a ship and do not disembark, if the ship travels via Canada. SA passport holders are required to obtain a Temporary Resident Visa, failure to do so will result in them being denied boarding on the ship.

Office Hours    09h00-12h00 - Mon - Fri (Submissions at the High Commission)  
08h00-16h00: Mon - Fri (VFS) (Submission)  
10h00-16h00: Mon - Fri (VFS) (Passport Collection)  
08h00-10h00: Mon - Fri (VFS) (Travel Agent Submission)

**Contact Details Canadian High Commission (Pretoria)**

NB - The High Commission offices in Cape Town and Johannesburg do not provide any visa services.  
Telephone No :        (012) 422-3090 (Mission)  
Fax No                :        (012) 422-3053 (Mission)  
Email address :        pretoria-im-enquiry@international.gc.ca / pret@international.gc.ca  
Street Address :        1103 Arcadia Street, Cnr Arcadia & Hilda Street, Hatfield 0083  
Postal Address :        Private Bag X13 Hatfield 0028  
Website Address:        www.southafrica.gc.ca

**VFS: Canada Visa Application Centre in Pretoria**

Telephone No :        (012) 425 3002  
Email address :        info.cansa@vfshelpline.com  
Street Address :        Cherry Lane Office Park, 1st Floor, 114 Fehrsen Street, Nieuw Muckleneuk Brooklyn, Pretoria  
Website Address:        www.vfsglobal.ca/Canada/South Africa

\*\*\*\*\*