

Inviting Friends or Family to Canada

You can invite your family or friends to visit you if you have legal status (e.g., valid study permit, maintained status, etc.) in Canada. If the person you are inviting needs a Temporary Resident Visa (TRV) to visit Canada, they must apply for it in their home country or at a Canadian Embassy, Consulate or High Commission serving their area. For a list of Visa Application Centers, please visit the IRCC webpage: <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/contact-ircc/offices/find-visa-application-centre.html>.

Before you begin:

Make sure that you have collected all the supporting documents:

- Verification of Enrolment from Okanagan College – request using the webpage: <https://forms.office.com/r/WKsGHEA6HH> OR using the Okanagan College [iCent app](#), available for free download on Google Play or App Store - may take 10 to 15 business days
Note: Once you've completed your study program, a Verification of Enrolment cannot be issued; in this case, you would receive program completion documents (i.e., degree/diploma/certificate Credential and final Official Transcript), which you may provide to your family/friends.
- Official Okanagan College transcript (order online through your myOkanagan account).
- Valid study permit copy. Some visa offices may require you to notarize any copied documents.
- Proof of residence, especially if family will stay with you, e.g. lease copy or a phone bill with your current address.
- If you are currently working full-time on a post-graduation work permit, an employment letter from your employer.
- Your invitation letter (see next page for template). Some visa offices may require you to notarize the invitation letter.

The following documents *may* be required:

- Marriage certificate, if you are inviting your spouse
- Birth certificate, if you are inviting your parents or your child

The person you are inviting may be required to provide the following:

- Proof of funds, if they are sponsoring their own travel
- Proof of economic and social ties to their home country i.e., proof that they plan to return to their country after their visit (learn more at the [IRCC webpage](#)).

Economic ties include bank statements, investments, letters, business ownership or proof of property.

Social ties include evidence that family members/organizations back home depend on you for financial support/social support.

Note: You may be required to provide additional supporting documents. Remember to verify all supporting documents on the IRCC website. All documents need to be in English or French.

Application Steps

Step 1: Request your Verification of Enrolment and Transcript

Submit your Verification of Enrolment request using the webpage <https://forms.office.com/r/WKsGHEA6HH>. You can order your official transcript directly from your MyOkanagan account.

Step 2: Write an invitation letter – see next page

You will need to write a letter to the visa officer explaining that you are inviting your family member or friend to Canada. For a sample invitation letter please see the next page. Please note that Okanagan College (OC) cannot write this letter for you, and OC does **not** provide any specific letter to invite your family member or friend to Canada.

Step 3: Send your documents to the person you are inviting

Once you have written your invitation letter and received your Verification of Enrolment and transcript, you can send these documents plus any additional supporting documents to the person you are inviting. If you are inviting more than one person, you may have to submit separate documents for each person. You can verify this information with the visa office processing your friend or family's application. Your friend or family member will now have to apply for a TRV at a Canadian Visa Office serving their country.

This document is for demonstration purposes only. Visit <https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/letter-invitation.html> for more information about inviting people to visit you in Canada.

Sample Invitation Letter

[Today's Date]

The Canadian Embassy, Immigration Section

[Address line1]

[City] [Country]

[Postal Code, if applicable]

Dear Visa Officer,

Re: Letter of Invitation for my [person's relationship to you], [Name] .

I am writing this letter of support for my [person's relationship to you], [Name] for [his/her/their] Temporary Resident Visa application for Canada. The purpose of [his/her/their] trip will be [purpose] at [place]. [Name] will stay at [address of their residence in Canada] for a total of [number of days] arriving on [dd/month/yyyy] and leaving Canada on [dd/month/yyyy]. The cost of [Name]'s trip will be covered by [Name].

[Name]'s personal details are as follows:

Date of birth: [dd/month/yyyy]

Address in [country of residence]: [Address line1], [City] [Country]

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

Email address: [name@email provider.domain]

I am a [student/worker] at [name of institution] in [city, province] where I am a [position/program/department]. I am currently in possession of a [study permit/document name] and have enclosed a copy of it with this letter.

My personal details are as follows:

Date of birth: [dd/month/yyyy]

Address in [country of residence]: [Address line1] [City]

Telephone: [(+1) – xxx-xxxx]

Email address: [name@email provider.domain]

[Note: *If you're inviting your family/friend for your upcoming convocation ceremony, include the OC webpage link <https://www.okanagan.bc.ca/graduation/convocation-and-commencement-ceremonies> as well as a screenshot of ceremonies info on the same webpage, in your invitation letter and explain the same. Also, mention in your invitation that the program completion date is stated in the Verification of Enrolment.*]

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

Yours faithfully,

[Your signature]

[Your name]

