

Applying for a Canadian Visitor Visa

Persons who are planning to visit Canada should first determine if they are required to obtain a Canadian Visitor Visa to enter Canada. Please check the guide kit in ISSS to determine whether you need to obtain a Visitor Visa to enter Canada.

Canadian Consulate in New York State

You can apply for the Canadian visa either at the New York City Office of the Canadian Consulate or the Buffalo Office. Please note that the Canadian Consular Post in Buffalo serves an area in the States of New York and Pennsylvania which does not include Albany. Therefore, students outside of the service area (like Albany), receive low priority at the Buffalo office of the Canadian Consulate.

Method of Your Application

You can either submit a mail application, or an in-person application to the Canadian Consulate:

1. By Mail: Your visa application should be submitted well in advance of your planned travel so that you will have the visa before travel. Make sure you keep copies of all documents (i.e., Passport - all pages; I-94 - both sides; I-20/DS-2019 – all pages). Also, it is recommended to mail it as registered mail.
2. In Person: Check the office hours and bring the necessary documents with you.

	New York City	Buffalo
Office Location and Mailing Address	Consulate General of Canada Immigration Section 1251 Avenue of the Americas, Concourse Level New York, NY 10020-1175 http://www.dfait-maeci.gc.ca/new_york	Consulate General of Canada Immigration Regional Program Centre 3000 HSBC Center Buffalo, NY 14203-2884 http://www.dfait-maeci.gc.ca/buffalo
Open Hours (submission for temporary resident visas)	Monday to Friday, 8:00AM – 10:30AM ONLY.	Monday, Tuesday, Thursday and Friday, 8:00AM – 11:00AM. <i>Closed on Wednesday.</i>
Phone	(212) 596-1783	(716) 858-9501
Website (as of 04/12/2010)	http://www.cic.gc.ca/english/visit/index.asp	

Application Fee (Nonrefundable)

The fee per person is **\$75 (CAN)** for a single entry visa, **\$150 (CAN)** for a multiple entry visa or **\$400 (CAN)** for a family (multiple or single entry).

- Payment must be in Canadian or U.S. dollars only; NO personal or company issued checks will be accepted.
- For in-person application, only CASH (EXACT AMOUNT) is accepted, and no coins or \$100 dollar bills.
- For mailing application, CASH is not accepted. Only a CERTIFIED CHEQUE or MONEY ORDER obtained from the United States Postal Service made payable

to the **CONSULATE GENERAL OF CANADA, NEW YORK** is accepted.

Necessary U.S. Travel Documents:

Students traveling to Canada are reminded that they must have an up-to-date I-20 form (F-1 students) or DS-2019 form (J-1 students and scholars). The reverse of the I-20 form or the DS-2019 form must bear the signature of the Designated School Official in the case of F-1, or Program Sponsor in the case of J-1. The signature is valid for 12 months and the form must be signed again after the 12 months has passed. If you are a student at the University at Albany, the following people are authorized to issue and sign the I-20 form:

- Margaret Reich, Director, Int'l Student and Scholar Services, SL G40, 591-8189
- Annie Heavener, Advisor, Int'l Student and Scholar Services, SL G40, 591-8189
- Lana Sullivan, Admin. Coordinator, Int'l Student and Scholar Services, SL G40, 591-8189
- Sharon Malison, Secretary, International Student and Scholar Services, SL G40, 591-8187
- Kate Thies, Personnel Associate, Human Resources Management, UAB 300, 437-4700
- Linda Leary, Intensive English Language Program, SL G14, 437-5040 (IELP students ONLY)
- Michael DeRensis, Office of Graduate Studies, UAB-121, 442-3980
- John Pomeroy, Office of Undergraduate Admissions, UAB-102, 442-5435

Please do not wait until the last day to have your documents signed. It is recommended that you have your documents signed at least 1 week before your planned travel. Holidays and the beginning and end of the school year are particularly busy and we ask that you allow several days for the preparation of documents.

Your Visit:

When you are ready to travel, you should carry your endorsed (signed) I-20 or DS-2019 form, your passport and I-94 card, (and your Canadian Visitor Visa, only if required). The border official of Canada will check your documents before you enter Canada to see if you have the proper documents to enter Canada, and to see if you have the proper documents to re-enter the United States. If the Canadian official feels that you may not be readmitted to the United States after your visit to Canada, you will not be admitted to Canada. You should NOT surrender your I-94 when you leave the United States to enter Canada.

If your visit to Canada is for a period of less than 30 days, your United States Visa does not need to be valid. If you will be in Canada for a period of 30 days or more, you will need to have a valid U.S. Visa in order to re-enter the United States. If you need to obtain a visa for re-entry to the U.S., you must report to an U.S. Consular Post in Canada and apply for a new visa. This process may require a waiting period of more than one day.

One Final Word:

International students and scholars, more than likely, will have to attend to some important details concerning travel documents, as noted in this handout. Please do not neglect these things, otherwise your plans may be negatively affected. Should you need clarification, don't rely on advice from your friends but, rather, consult with the International Student and Scholar Services. We are here to help you with such issues. Bon voyage!