To help ensure that your visitor visa application is accepted and processed with minimal delays it is important that you read carefully the Visa Guidance Document and the Invitation letter the conference organizers provided you when you registered for the conference.

In your application it asks what the purpose of your trip. You are coming on business as you are attending the conference. You are not coming as a tourist.

Visa applications are frequently denied or rejected for the following reasons:

- Purpose of trip
- Lack of financial means
- No travel history
- No employment or not a registered student
- Family ties

It is important that you satisfy the immigration authorities (Visa Officer) that you can meet these requirements by providing them with supporting documentation enclosed with your application. Not providing this documentation will almost certainly not be enough for your visa application to be processed.

If your travel itinerary shows you stopping over in a country that requires a transit visa you must make sure that you research the admissibility requirements for that country and begin making arrangements for applying for a transit visa if required.

Don’t forget to check if you require biometrics as they are required before your application can be processed.

Where the application asks for the costs to come to the conference -- air travel, hotel, per diem, and the registration fee should be used.

**Visa Offices and Visa Application Centers around the World.**

**Applying for a Visa** – You have the option of applying on-line as shown in the Visa Guidance Document provided by the conference organizers when you registered. If you are having trouble signing on or attaching your supporting documents, it may be in your best interest to apply on paper. If you ever want to send an email to the visa office you sent your application to, just go to the website above and find the country and city where you applied and open that link and the visa email address will be listed.

**Apply by paper- Read the instruction guide to get all the details to apply on paper.**
- Instruction Guide [IMM 5256]

If you are applying outside of Canada, use the Document Checklist (IMM 5484) (PDF, 319.47KB) to assist you in gathering the required documents to submit your application. Some visa offices may require additional supporting documents specific to your country. For further information, check the Application for a Visitor Visa page.

Apply using a Visa Application Centre- The Visa Application Centre will assist you in making your application is properly completed and that you have all the necessary information. They will refer you to follow the check list provided in the website which is also above. They charge a fee for this service. To find out where the nearest Visa Application Centre is to you simply go on this website above and click on the country you are residing on and then click on the city across from the country. The visa office page will come up and scroll down half way and it will show the nearest VAC offices. Click on the one closest to you.

So it’s VERY important that you have all the supporting documentation that MUST accompany your visa application: (1) Letter of Invitation from the organizer, (2) Proof of Financial Stability; (3) Travel History; and (4) Proof of Established Work/School. 5) Family Ties (Reason for returning home).

Here are examples of supporting documents the Visa Officer will be looking for in terms of:

**Purpose of trip**- Put down the conference name, date, location in Vancouver, BC. The Joint AAPM | COMP Meeting admin support will reach out to registrants from the countries who require a Visa letter. Once you provide your passport information, the meetings team will send you a personalized Letter of Invitation with your name, address, date of birth, and passport information on it. Make sure you give AAPM | COMP your full name and complete address as the Visa Officer will be checking it from your application. (Make sure your passport has at least six (6) months left before its expiration date prior to your departure from the Conference.) Provide the original scanned PDF of the invitation letter (Note: To sign your name electronically just pick a handwriting font size of at least 14.)

If you are coming to the Joint AAPM | COMP Meeting also for a specific purpose on behalf of your school, University or Government Agency, I suggest that you get a personalized letter drafted on official letterhead stating something about yourself and why you are going to AAPM | COMP in Canada. This can act as a strong supporting document.

**Proof of financial means**- The Visa Officer must be satisfied that you can support yourself while you are in Canada. The officer will need to see your most recent bank statements showing you have sufficient funds to support you while in Canada.

**Travel History**- For some who have never travelled outside their home country, they will not be able to provide the Visa Officer with supporting documents that show prior travel to other countries. For those who do have some travel history, I suggest you go back in your records and pull up some recent boarding passes. If you collect travel miles you can also go onto your airline frequent flyer account, print off your travel history and add that as a supporting document with your visa application.

**Work history/ School enrollment**- The Visa Officer needs to be satisfied that you have something to come home to, like work or school. If you are neither working nor enrolled in school for the next year, the officer may deny you entry. Show that you are currently enrolled in a particular
program at University now and, if possible, for next year (2021). If you are working for an employer, ask your employer to draft a letter that states how long you have worked for the company or organization, and that they are allowing you to take time off work to come to Canada to attend the Joint AAPM | COMP Meeting. It must be an original letter on the company’s letterhead, contain your full name and address as well as the name, and contact information of the person who provided the information.

Family Ties- You need to show the visa officer just how invested you are in your country /home: married with children, Own a company, CEO of a Non-Profit Organization, etc. Anything that will satisfy the officer that you have no intentions walking away from what you have and stay in Canada.

Translation of documents
You must send the following for any document that is not in English or French, unless otherwise stated on your document checklist:

- the English or French translation; and
- an affidavit from the person who completed the translation (see below for details); and
- a certified copy of the original document.

Translations may be done by a person who is fluent in both languages (English or French and the unofficial language).

If the translation isn’t done by a member in good standing of a provincial or territorial organization of translators and interpreters in Canada, you must submit an affidavit swearing to the accuracy of the translation and the language proficiency of the translator. A certified translator will provide both a certified translation and certified copies of the original documents. This could also be a notary.

Before you submit your visa application, make sure you have attached all the supporting documentation you have.

Please begin collecting supporting documents and begin the process as soon as possible, as some Visa Offices are overwhelmed with applications and it may take longer than normal to get your visa application processed.