Canada Visa Application Centre (CVAC) Checklist for Mail-In Applications

You **must** ensure to follow all steps listed in the Mail-In procedure provided on the CVAC website ([http://www.vfsglobal.ca/canada/](http://www.vfsglobal.ca/canada/)) and complete the following before sending the Mail-In application to the CVAC:

1. Enclose all completed and signed forms and documents as listed in the CIC Document Checklist relevant to your visa/permit application.

2. Enclose the completed and signed CVAC Consent form (available on the CVAC website) *Please note that the CVAC is not authorized to accept your application in the absence of completed and signed CIC forms and CVAC Consent form.*

3. Enclose CVAC Service Charge payment
   And
   Enclose Proof of Payment of CIC visa/permit fees
   *Please refer to the “Services and Service Charge Schedule” page of the CVAC website for details on service charges and methods of payment.*

4. For the return of your documents:
   Enclose Courier Service Charge payment
   *Please refer to the “Services and Service Charge Schedule” page of the CVAC website to check the availability of service, associated charges and methods of payment.*

5. Enclose **THIS** duly completed and signed Checklist for Mail-in Applications. Check ✔ each box once you enclose the item in your envelope.

**DISCLAIMER:**
You must send a completed application to the CVAC: using the CIC document checklist and following the other instructions provided in the Mail-In procedure.

If you are unable to provide the correct CIC fees, correct CVAC Service Charge and/or the signed CVAC Consent form, your entire application will be returned to you **AT YOUR OWN COST** using the courier charges paid by you for the return of your documents. The Service Charges will not be refunded.

If your application is found to be incomplete (that is, missing a document/information, OTHER THAN CIC fees, CVAC Service Charge or your signed CVAC Consent form), the CVAC will send you an email informing you of deficiency (ies) in your application. You must provide all the requested documents to the CVAC **within 5 working days** from the date of receipt of the email. Or, you will be required to provide the CVAC with your **written consent** to submit the application to the Canadian Visa Office with the deficiencies. Note that this **DOES NOT** apply to applications missing CIC fees, CVAC Service Charge or signed CVAC Consent form (see above paragraph).

I hereby confirm that I have followed all steps listed in the Mail-In procedure to complete my Mail-In application and I agree to the terms and conditions of service listed on the website and the disclaimer given above. I will be responsible for any deficiency in my Mail-In application and any impact that it may have on the decision on my application.

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<tr>
<th>Name of Applicant</th>
<th>Signature of Applicant</th>
<th>Date</th>
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