

**THIRTEENTH AIR NAVIGATION CONFERENCE (AN-Conf/13)
(Montréal, 9-19 October 2018)**

PROCESSING VISA APPLICATIONS

Submission of Applications

Canada does not have a visa office in every country so it is important that delegates visit the website of the Canadian [visa office](#) responsible for processing their visa application. Information is available on the website on how to submit a visa application and the documentation required.

[Processing times for visa applications](#) vary depending on the visa office and the time of the year. Participants are encouraged to apply approximately **12 weeks** in advance of their departure date to ensure they receive the visa in time.

Electronic Applications (e-Apps).	Submission at a Visa Application Centre (VAC) (<i>In person or by mail</i>)
<ul style="list-style-type: none"> <input type="checkbox"/> This system allows clients to submit applications online. <input type="checkbox"/> Delegates that choose to apply on-line will not have to submit their passport until requested to do so by a visa officer. <input type="checkbox"/> The visa office will send the applicant instructions on how and where to send their passports to finalize the visa process. 	<ul style="list-style-type: none"> <input type="checkbox"/> VACs are commercial service providers authorized by Canada to provide specific services to applicants. <input type="checkbox"/> VACs provide a number of services to clients, including help applicants fill out forms, answer questions and ensure that applications are complete. <input type="checkbox"/> Reduces unnecessary delays or refusals due to incomplete applications. <input type="checkbox"/> VACs serve as a collection point for applicants required to provide a biometric. <input type="checkbox"/> VACs send applications to visa offices and transmit decisions to applicants in a secure and confidential manner. <input type="checkbox"/> VACs do not process visa applications and have no decision-making authority.

NEW – Biometrics (Global Expansion)

Depending on your nationality, you may be required to give your biometrics as soon as this summer 2018:

Starting July 31, 2018 the biometric requirement becomes mandatory for nationals of Europe, Middle East and Africa, and

Starting December 31, 2018 the biometric requirement becomes mandatory for nationals of Asia, Asia Pacific and the Americas.

For additional information on whether or not you require a biometric, please refer to our [fast facts about Biometrics](#).

Electronic Travel Authorization (eTA)

As of November 10, 2016, visa-exempt foreign nationals are expected to have an [Electronic Travel Authorization \(eTA\)](#) to fly to or transit through Canada. [Exceptions](#) include U.S. citizens, and travelers with a valid Canadian visa. Canadian citizens, including dual citizens, and Canadian permanent residents are not eligible to apply for an eTA.

If you have any questions on the importation of goods related to your event please contact the [International Events and Conventions Services Program](#) (IECSP) at the [Canada Border Services Agency](#) (CBSA).

We hope you will find this information useful and look forward to working with you.

Special Events Unit- NHQ
Immigration, Refugees and Citizenship Canada