



Guide to obtaining an Immigration, Refugees and Citizenship Canada (IRCC) international attendee code

As the largest gathering of academics in the humanities and social sciences, Congress attracts many attendees and guest speakers from around the world. Before planning their trip to Canada, **and registering for Congress 2025**, international attendees should ensure that they have all the appropriate travel documents and should enquire for themselves whether a visa is required for entry to Canada prior to registering. The passport an attendee holds determines whether or not they require a visa to enter Canada.

Attendees are solely responsible for visa application, travel, and accommodation arrangements.

Immigration, Refugees and Citizenship Canada provides a list of countries for which visa restrictions apply, and all other pertinent information attendees may require before making any travel plans. International attendees must give themselves plenty of time, as the application process may take several months. Note that visa-exempt foreign nationals (excluding U.S. citizens) must still acquire an Electronic Travel Authorization (eTA). This can be done online via the Immigration, Refugees and Citizenship Canada website.

The Congress registration confirmation email, which attendees receive from the Federation, is automatically generated and does not constitute a letter of invitation to attend Congress for visa purposes. The Federation does not issue letters of invitation and cannot verify the status of attendees' visa applications or expedite the visa application process.

The Federation can provide registered attendees a Special Event Code from Immigration, Refugees and Citizenship Canada. This is only available to those who register for Congress and an association conference. This is not available for those registering with the Community Pass. The following is a guide to receiving this code.

Step-by-step process

1. Initial contact and visa support inquiry

International attendees may contact directly with questions about visa support or may be referred to this email by their association.



Upon registering for Congress, a unique Special Event Code will be provided to international attendees to help strengthen their visa applications.

Note: The Federation does not issue invitation letters. Attendees should request these directly from their association.

2. Attendee registration and submission of required information

After registering for Congress, attendees need to send to congress@federationhss.ca the following information by **April 3, 2025**:

- Registration ID
- Full name (as it will appear on the visa application)
- Passport country of issuance
- Visa application number

3. Issuing the Special Event code and important reminders

After the attendees complete their registration, they must email the required information to Congress@federationhss.ca. Once received, the Federation will issue their unique IRCC Special Event Code.

Important information

- This code is for the registered attendee's exclusive use and is not transferrable. If an attendee plans to bring a companion, they must also register for Congress to receive their own unique code.
- The registered attendee's information will be shared with Immigration, Refugees and Citizenship Canada (IRCC) to verify their application.
- The Federation cannot inquire about the status of an attendee's visa application or expedite the process. All application, travel, and accommodation arrangements are the attendee's responsibility.

4. Deadlines, refund policy, and submission to IRCC

Deadline for registration and required information

The deadline for international attendees to register for Congress and provide the necessary information to the Federation is April 3, 2025. This allows time for the Federation to submit all participant information to IRCC.



On April 4, 2025, the Federation will send the complete list of attendees using the code and their provided details to IRCC. This list will verify all applications associated with Congress 2025.

Refund/cancellation policy

- Cancellation before April 22: If an attendee's visa is denied, they may request a registration cancellation before April 22. A refund will be issued, minus a \$60 administrative fee.
- Cancellation after April 22: After this date, no cancellations or refunds will be possible in the event of visa denial or delays.