



**REPUBLIC OF RWANDA  
HIGH COMMISSION IN CANADA**

***GENERAL INFORMATION AND DOCUMENTS CHECKLIST***

***IF ANY DOCUMENT IS TO BE SENT BACK TO YOU THROUGH EXPRESS MAIL. PLEASE INCLUDE A RETURN EXPRESS ENVELOPE.***

**A. MAILING ADDRESS AND CONTACT DATA**

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BE SURE THAT YOU HAVE ADDRESSED THE ENVELOPE, ATTACHED SUFFICIENT POSTAGE AND SEND TO:

**RWANDA HIGH COMMISSION**

**404-294 ALBERT STREET  
OTTAWA, ON K1P 6E6**

IF YOU ARE SENDING MORE THAN ONE APPLICATION, SEND ALL OF THEM TOGETHER IN ONE ENVELOPE. THE APPLICATIONS WILL BE PROCESSED TOGETHER.

YOU CAN CONTACT US DURING BUSINESS HOURS UNDER THE PHONE NUMBER: **+1 613-569-5420**

OR VIA E-MAIL: **ottawaconsul@minaffet.gov.rw** FOR FURTHER INFORMATION VISIT: **www.rwandaincanada.gov.rw**

**B. ABOUT THE DOCUMENTS**

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FAILURE TO PROVIDE THE NECESSARY DOCUMENTS WILL RESULT IN THE NON- PROCESSING OF YOUR APPLICATION.

THE COPIES OF YOUR DOCUMENTS (FOR EXAMPLE: PASSPORT, ID) MUST BE READABLE AND PDF FORMAT, IF THEY CONTAIN PHOTOGRAPHY, THE PERSON MUST BE VISIBLE/RECOGNIZABLE. IT MAY BE HELPFUL TO USE A SCANNER AND MAKE COLOR COPIES.

**NOTE:**

- **YOU MUST PROVIDE TRANSLATION OF ALL DOCUMENTS THAT ARE IN LANGUAGES OTHER THAN OFFICIAL LANGUAGES OF THE REPUBLIC OF RWANDA AND THOSE TRANSLATED DOCUMENTS MUST BE CERTIFIED BY COMPETENT AUTHORITIES.**

### C. DOCUMENT CHECKLIST

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SEND THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION. CHECK  EACH BOX ONCE YOU ENCLOSE THE ITEM.

<input type="checkbox"/>	LETTER OF REQUEST
<b>IDENTITY DOCUMENTS / RESIDENT PERMIT</b>	
<input type="checkbox"/>	A COPY OF YOUR NATIONAL ID AND/OR YOUR PASSPORT (RWANDA)
<input type="checkbox"/>	A COPY OF YOUR PASSPORT/ OR RESIDENT PERMIT/ OR CERTIFICATE OF NATIONALITY (CANADA)
<b>REQUIRED DOCUMENTS</b>	
<input type="checkbox"/>	A COPY OF CERTIFICATE OF SHIPMENT ISSUED BY A CORONER
<b>REQUIRED DOCUMENTS</b>	
<input type="checkbox"/>	A COPY OF A REPORT FROM FUNERAL HOME
<b>REQUIRED DOCUMENTS</b>	
<input type="checkbox"/>	DEATH CERTIFICATE

INCLUDE THIS COMPLETED DOCUMENT CHECKLIST (PAGE 2) WITH YOUR APPLICATION PACKAGE

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