
IMMIGRATION

Canada

Work permit

Bucharest visa office instructions



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This application is made available free by Immigration, Refugees and Citizenship Canada and is not to be sold to applicants.

**Cette trousse est également
disponible en français**

Application for a work permit – Checklist

Complete and place this checklist on top of your application.

Include a certified translation with any document that is not in English or French.

Failure to submit all required documentation may result in the refusal of your application or processing delays.

It is normally advisable to wait until you receive the letter of authorization to work in Canada from the Embassy before finalizing travel plans.

Number of people travelling to Canada (principal applicant and accompanying family members):

In addition to a work permit, are you submitting applications for the following?

		Number required:
Spouse or common law partner	Open work permit - complete an application for a work permit	Number required: <input type="text"/>
	Temporary resident visa (if not applying for an open work permit) - no separate application form is required	Number required: <input type="text"/>
Minor Children	Open study permit - for accompanying children aged 6-18 years old - no separate application form is required	Number required: <input type="text"/>
	Temporary resident visa (if a study permit is not required) - no separate application form is required	Number required: <input type="text"/>
Dependent over 18	Study permit for accompanying dependents aged 18-22- complete an application for a study permit which must include a letter of acceptance from a college or university in Canada	Number required: <input type="text"/>
	Temporary resident visa (if a study permit is not required) - complete an application for a temporary resident visa	Number required: <input type="text"/>

You must submit the following:	✓
Two passport photographs for each applicant, signed, dated and taken in the past six months. Write the name and birth date of the individual on the back.	<input type="checkbox"/>
Original passport for yourself and each family member requesting a visa , showing that you have been lawfully admitted to your country of residence (for example: study permit, work permit). Ensure that all passports are valid for the duration of your trip as a visa cannot be issued beyond the validity of your passport. Citizens of Romania and Bulgaria: in place of a physical passport, you may submit a photocopy of the identification pages of your passports (stating name, date and place of birth, date and place of issue, expiry date) for each person included in the application.	<input type="checkbox"/>
Family Information Form [IMM 5707], fully completed, dated and signed. You must answer every question. If not applicable, write N/A.	<input type="checkbox"/>
Original Police clearance certificates and personal explanation of events leading to any convictions for yourself and any accompanying family member over the age of 18.	<input type="checkbox"/>
Indicate preferred choice for return of your passport and documents: if by courier, include a pre-paid return waybill with your application. If you do not include a waybill, the embassy will select a courier to return your documents and you will be responsible for any fees or charges incurred.	<input type="checkbox"/>
Job offer from your employer in Canada on headed paper, which indicates your job title, duties, salary and dates of employment. Submit a copy of your contract if possible. If you submit your application less than one month before you are supposed to start work , submit a letter from your employer stating that you can take up your job at a later date.	<input type="checkbox"/>
Evidence that you meet the requirements of the job offer, for example: <ul style="list-style-type: none"> • Employment references outlining previous jobs and job duties; • Copies of relevant education certificates; • Proof of professional qualifications and licenses; • Apprenticeship papers. 	<input type="checkbox"/>
If applicable, you must also submit:	✓
If you have answered "yes" to any of the background information questions on the application form, provide a completed and signed Schedule 1 form (Application for Temporary Resident Visa – IMM 5257B) and include it with your application.	<input type="checkbox"/>

If a minor is travelling with only one parent, custody documents or notarized permission from the other parent is required.	<input type="checkbox"/>
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Applicants applying in the categories below should also submit the following documents:

Nurses, doctors and other medical professionals Please note that you will be required to undergo a medical examination	✓
Letter confirming eligibility for interim licensing or registration with the regulatory body in the province to which you are destined in Canada (for example: the College of Registered Nurses or the College of Physicians and Surgeons.) Clinical fellows destined to British Columbia, Ontario or Alberta do not require a letter from the regulatory body.	<input type="checkbox"/>
Original police certificate issued during the past 12 months.	<input type="checkbox"/>
Intra-company transferees	✓
Letter from employer explaining why your transfer is necessary and how you meet the requirements.	<input type="checkbox"/>
Evidence of relationship between your current employer and employer in Canada.	<input type="checkbox"/>
Live-in caregivers	✓
Evidence of completion of high school	<input type="checkbox"/>
Original police certificates from every country you have lived for more than six months since the age of 18.	<input type="checkbox"/>
Contract with your employer in Canada.	<input type="checkbox"/>
Evidence of language ability in French or English.	<input type="checkbox"/>
Evidence that you meet the training or experience requirements of the program (for example: education certificates or reference letters outlining your duties and dates of employment).	<input type="checkbox"/>
Truck drivers	✓

Evidence of completion of high school .	<input type="checkbox"/>
Copy of driving license (and counterpart document D740, if applicable).	<input type="checkbox"/>
Original police certificate from your country of residence issued within the past 12 months.	<input type="checkbox"/>
Low skilled workers questionnaire - fully completed.	<input type="checkbox"/>
Evidence of financial ability to support accompanying family members.	<input type="checkbox"/>
Provincial nominees	✓
Provincial nominee certificate.	<input type="checkbox"/>
Post-doctoral fellows	✓
Evidence of PhD completion (PhD certificate or letter from your university).	<input type="checkbox"/>
Visiting researchers	✓
Research proposal outlining the following: <ul style="list-style-type: none"> • research you will undertake in Canada, • goals of research in relation to your academic pursuits in your own country, • how you were chosen and • amount and source of any funding you will receive. 	<input type="checkbox"/>
Media crew	✓
Full details of filming including purpose, location, dates, type of production, distribution audience.	<input type="checkbox"/>
Telefilm Canada Co-op Agreement , if applicable.	<input type="checkbox"/>
Construction workers	✓
Original police certificate from your country of residence issued within the past 12 months.	<input type="checkbox"/>
Quebec English language assistants	✓

Please note that you will be required to undergo a medical examination	
Original police certificate from your country of residence issued within the past 12 months.	<input type="checkbox"/>
Déclaration d'affectation from the Ministère de l'Éducation du Québec confirming details of your placement.	<input type="checkbox"/>
Charitable workers	<input checked="" type="checkbox"/>
Original police certificate from your country of residence issued within the past 12 months.	<input type="checkbox"/>
Charity registration number of the employer in Canada.	<input type="checkbox"/>

Application for a work permit in the live-in caregiver program - checklist

Complete and place this checklist on top of your application.

Include a certified translation with any documents that are not in English or French.

Failure to submit all required documentation may result in refusal of your application and/or processing delays.

Do not finalize travel plans unless you have received a positive determination on your application from the Canadian Embassy of Bucharest.

Submit the following items:	✓
Two passport photographs for yourself and every accompanying family member. Signed, dated and taken in the past six months.	<input type="checkbox"/>
Original passport for yourself and each family member requesting a visa, showing that you have been lawfully admitted to your country of residence (for example: study permit, work permit). Ensure that all passports are valid for the duration of your trip as a visa cannot be issued beyond the validity of your passport, and have two blank pages and minimum six months validity.	<input type="checkbox"/>
Employer-employee contract that satisfies the work conditions of the province where you will be working.	<input type="checkbox"/>
Reference letter from present or past employers which detail your duties.	<input type="checkbox"/>
Proof of successful completion of: <ul style="list-style-type: none"> • A minimum of six months of full-time training in a classroom setting in a field or occupation related to the job offered in Canada, OR • One year of full-time paid employment within the last three years, including at least six months of continuous employment with one employer in a job related to the prospective employment in Canada. 	<input type="checkbox"/>
Academic documents - Originals and photocopies of school transcripts (beginning in secondary school), certificates or diplomas.	<input type="checkbox"/>
Original Police clearance certificates and personal explanation of events leading to any convictions for yourself and any accompanying family member over the age of 18.	<input type="checkbox"/>
Indicate preferred choice for return of your passport and documents: if by courier, include a pre-paid return waybill with your application. If you do not include a waybill, the embassy will select a courier to return your documents and you will be responsible for any	<input type="checkbox"/>

fees or charges incurred.	
If applicable, you must also submit:	√
If you have answered "yes" to any of the background information questions on the application form, provide a completed and signed Schedule 1 form (Application for Temporary Resident Visa – IMM 5257B) and include it with your application.	<input type="checkbox"/>
Custodianship documents for children under the age of 18 travelling with only one parent or without parents, custody documents and notarized permission from the not accompanying parent.	<input type="checkbox"/>

Low skilled workers questionnaire

The following information will assist in the evaluation of your application for a work permit. The work permit must be issued by our office before entering Canada. The licensing, under this program may only be done with a "notice to the labor market" prepared by the agents in Canada.

Write in capital letters.

Your full name:

Your citizenship:

Your status in your country of residence if you are not a citizen of this country:

Will your dependants (spouse or partner, children over the age of 18) accompany you to Canada? :

yes no

Where do they currently reside?

How will you be paying for your flight, education, and to meet your daily needs?

What is your current employment or education level (for students)?

What are your duties?

How long have you worked there?

List and provide the dates of jobs you have held for the past 10 years:

Business name:

From : | To :

Address :



Business name:

From : | To :

Address :



Business name:

From : | To :

Address :



Business name:

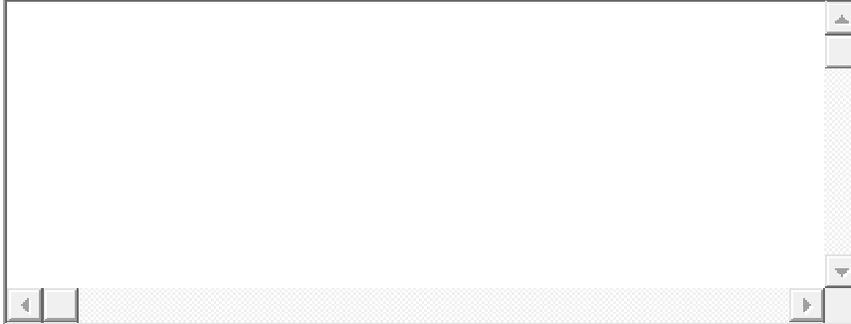
From : | To :

Address:



Under this program, applicants may work in Canada for a period of 24 months*, after which they MUST leave Canada and stay abroad for at least four months. If you want to reapply for a work permit after the expiry of the first, which country will you reside in during these four mandatory months?

What are your long-term plans?



* You made an application for a work permit. It is possible to be "designated" by a Canadian province and get permission to apply for permanent residence while continuing to work. However, the "designation" of people holding work permits is rare and cannot be guaranteed in advance. Obtaining permanent residence cannot be assured. It is not recommended to take definitive steps (sale of property, etc.) to come to Canada before your permanent residence visa is issued.