
IMMIGRATION Canada

Work Permit

Abu Dhabi Visa Office Instructions



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Document Checklist – Work Permit

**Document checklist – Work Permit
Live-in Caregiver Program**

Additional Form: Live-In Caregiver

Additional Information- To be
completed by the employer In Canada

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.**

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

Number of people travelling to Canada (principal applicant and accompanying family members):		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) - complete an application for a temporary resident visa	Number required: <input type="text"/>
Minor Children	Open study permit - for accompanying children aged 6-18 years old - complete an application for a study permit	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"/>
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"/>

Application for a Work Permit – Checklist

In addition to the [Document Checklist for a Work Permit \(IMM 5488\)](#), you must *also* provide the following documents, if applicable.

Any document not in English or French must be accompanied by a certified translation.

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.

You must submit:	√
<p>Valid passport or travel document for all temporary workers except Live-in Caregivers:</p> <ul style="list-style-type: none"> • Each person travelling, including children must have their own passport. • Passports must have at least one blank page and must be valid for at least one month from the date you intend to leave Canada. <p>NOTE: Certain applications take several weeks to process. If the processing time for your category exceeds 2 weeks and you do not wish to submit your original passport for the duration of the processing of your application, you must provide a photocopy of the complete pages of your passport.</p> <p>If you are a resident of Pakistan or Afghanistan submitting your application through visa application centres in Islamabad, Lahore or Karachi, please include a copy of your current and previous passports including the biographic information page and all pages that are not blank.</p>	<input type="checkbox"/>
<p>Gulf residence visa</p> <p>If your most recent Gulf residence visa is not affixed on your valid passport, please provide a copy.</p>	<input type="checkbox"/>
<p>For all Live-in Caregivers:</p> <ul style="list-style-type: none"> • Submit only a photocopy of the bio-data page of your passport or travel document including your residence visa in the Gulf or Yemen. Do not send your original passport. • Passports or travel documents must be valid for at least one month after you intend to leave Canada. 	<input type="checkbox"/>
<p>Submit copies of employment reference letters, on official company letterhead paper, from past and present employers indicating the following:</p> <ul style="list-style-type: none"> • your employment experience in an occupation related to your proposed occupation in Canada; • the periods of your employment; 	<input type="checkbox"/>

<ul style="list-style-type: none"> the type of employment (permanent full-time, permanent part-time, temporary full-time, or temporary part-time); a list of your responsibilities with the complete name and contact details of the person who signed the employment reference letter. 	<input type="checkbox"/>
Résumé or Curriculum Vitae (C.V.) of your work and education history.	<input type="checkbox"/>
Copies of your secondary ,post-secondary diplomas or degrees. A complete copy of your educational qualifications, diplomas, degrees and transcript of records. Any document written in a language other than English or French must be translated in English or French by a professional translator. A copy of the document must be attached with the translation.	<input type="checkbox"/>
Original police certificates for each country in which the applicant and each accompanying family member above 18 years of age stayed more than six months since they turned the age of 18.	<input type="checkbox"/>
Copies of your marriage certificate and birth certificates for all your children and step-children as applicable.	<input type="checkbox"/>
If a child under 18 years of age is travelling alone or with only one parent, letter of consent from the other or both parents is required. You must include a copy of a valid official government document which shows the name, date of birth and a clearly visible signature of the non-accompanying parent (for example: passport).	<input type="checkbox"/>
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"/>
Family Information Form IMM 5707 , fully completed, dated and signed.	<input type="checkbox"/>

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"/>
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 current employer and employer in Canada.	<input type="checkbox"/>
Truck Drivers	✓
Evidence of completion of high school .	<input type="checkbox"/>
Copy of driver's license (and counterpart document D7 40, if applicable).	<input type="checkbox"/>
Evidence of financial ability to support accompanying family members.	<input type="checkbox"/>
Provincial Nominees	✓
Provincial Nominee certificate.	<input type="checkbox"/>
Visiting Researchers	✓
Research proposal outlining the following: <ul style="list-style-type: none"> • research to be undertaken in Canada; • goals of research in relation to your academic pursuits in your own country; • how you were chosen; • 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"/>
Quebec English Language Assistants	✓
Please note that you will be required to undergo a medical examination	
Déclaration d'affectation from the Ministère de l'Éducation du Québec confirming details of your placement.	<input type="checkbox"/>
Charitable Workers	✓
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.

Any document not in English or French must be accompanied by a certified translation.

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

Do not finalize travel plans unless you have received your Letter of Authorization from the Embassy. Any preparations you make are done entirely at your own risk.

After submission of all required documents, you may be required to attend an interview.

Do not undergo a medical exam until advised by the Visa Section.

You must submit the following items:	✓
<p>Application Form (IMM 1295B); Supplementary Application Form and Live-in Caregiver Additional Form fully completed, dated and signed.</p> <ul style="list-style-type: none"> • Answer every question. If not applicable, write N/A. • List your spouse or common-law partner and ALL your children under 18 years of age on the IMM 1295 form, even if they do not need a visa or are not accompanying you. If you have more than three family members, fill additional copies of the IMM 1295 form. • Make sure you include your mailing address, reliable a phone number and email address (if you agree to email communications). 	<input type="checkbox"/>
<p>Two photographs meeting the photograph specifications. The photograph should have your name printed on the back, and be dated and taken in the past six months.</p>	<input type="checkbox"/>
<p>Photocopy of the bio-data page of your passport or travel document including your residence visa in the Gulf or Yemen. Do not send your original passport.</p>	<input type="checkbox"/>
<p>Reference letter from present or past employers which detail your duties.</p>	<input type="checkbox"/>
<p>Employer–employee contract that meets the labour standards and working conditions in the province where you will be working.</p>	<input type="checkbox"/>
<p>Canadian Employer Income – you may include a copy of your potential employers Income Tax Notice of Assessment (NOA) for the past two years.* Do not submit T1 or T4 statements. *Note: Some employers may prefer not to provide their personal information directly to the applicant for submission to the Visa Office. In this case, enclose a note to this effect. Please be advised that this may lead to slower processing in some cases.</p>	<input type="checkbox"/>

<p>Proof of successful completion of:</p> <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"/>
<p>Copies of your secondary ,post-secondary diplomas or degrees. A complete copy of your educational qualifications, diplomas, degrees and transcript of records. Any document written in a language other than English or French must be translated in English or French by a professional translator. A copy of the document must be attached with the translation.</p>	<input type="checkbox"/>
<p>Original Police clearance certificates for the applicant above 18 years of age. Certificates are also required for each of the countries in which you stayed more than 6 months since you turned 18.</p>	<input type="checkbox"/>
<p>Your marriage certificate and birth certificates for all your children or step-children.</p>	<input type="checkbox"/>

Additional form for Live-in Caregivers

Family Name:

First Name:

Date of Birth:

Phone:

E-mail:

1. On what basis are you submitting your application?

- Educational Background
- Caregiver Course
- Employment Experience

2. Details of your secondary and post-secondary education:

*** Use additional sheets if necessary**

School Name, Address & Phone number:

From: (dd/mm/yyyy) | To: (dd/mm/yyyy)

Field of Study:

Diploma/Certificate:

School Name, Address & Phone number:

From: (dd/mm/yyyy) | To: (dd/mm/yyyy)

Field of Study:

Diploma or Certificate:

School Name, Address & Phone number:

From: (dd/mm/yyyy) | To: (dd/mm/yyyy)

Field of Study:

Diploma/Certificate:

3. If you have a degree in Nursing, are you licensed?

Yes PRC#: | No

4. Please provide the name, address and phone number where you attended caregiver training (if applicable)

School Name:

Address:

Phone:

E-mail address:

5. What was the exact duration of your caregiver training?

From: (dd/mm/yyyy) | To: (dd/mm/yyyy)

6. What TIME and days of the week did you attend your classes?

Day	From (AM)	To (AM)	From (PM)	To (PM)
Saturday:	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>
Sunday:	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>
Monday:	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>
Tuesday:	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>
Wednesday:	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>
Thursday:	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>
Friday:	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>	# <input type="text"/>

7. Did you do any on-the-job training or a practicum? If yes, please indicate the exact duration and time of the week of your on-the-job training or practicum.

Yes (fill out table below) | No

* Use additional sheets if necessary

School Name:

From: (dd/mm/yyyy) | To: (dd/mm/yyyy)

Days of the week:

Start and end times:

School Name:

From: (dd/mm/yyyy) | To: (dd/mm/yyyy)

Days of the week:

Start and end times:

School Name:

From: (dd/mm/yyyy) | To: (dd/mm/yyyy)

Days of the week:

Start and end times:

8. Employment details for the last 10 years, including self-employment:

* Use additional sheets if necessary

Name of employer:

From: (dd/mm/yyyy) | To: (dd/mm/yyyy)

Address:

Phone:

Your position:

Monthly salary and currency:

Name of employer:

From: (dd/mm/yyyy) | To: (dd/mm/yyyy)

Address:

Phone:

Your position:

Monthly salary and currency:

Name of employer:

From: (dd/mm/yyyy) | To: (dd/mm/yyyy)

Address:

Phone:

Your position:

Monthly salary and currency:

**9. Did you use an agency or third party for this application?
Did you pay fees to a recruiting company?**

Yes (fill out table below) | No

Name of Agency:

Address:

Phone:

Fees you paid:

Currency:

10. Travel Information: Do you have any previous overseas travel in last 10 years?

Yes (fill out table below) | No

* Use additional sheets if necessary

From (DD/MM/YYYY)	To (DD/MM/YYYY)	Country
# <input style="width: 80%; height: 20px;" type="text"/>	# <input style="width: 80%; height: 20px;" type="text"/>	# <input style="width: 90%; height: 20px;" type="text"/>
# <input style="width: 80%; height: 20px;" type="text"/>	# <input style="width: 80%; height: 20px;" type="text"/>	# <input style="width: 90%; height: 20px;" type="text"/>
# <input style="width: 80%; height: 20px;" type="text"/>	# <input style="width: 80%; height: 20px;" type="text"/>	# <input style="width: 90%; height: 20px;" type="text"/>

11. Are you related to your prospective employer in Canada?

Yes Relationship | No

12. Did you use an agency/third party for this application?

Name of Agency:

Address:

Phone:

13 Did you pay fees to a recruiting company?

Name of Agency:

Address:

Phone:

Fees:

Currency:

I declare that I have answered all questions in this application fully and truthfully.

Print Name:

Signature of Applicant

Date:

(dd/mm/yyyy)

Additional information to be completed by the employer in Canada

Live-in Caregiver - Family Name:

Live-in Caregiver - First Name:

File number at Canadian Embassy in Saudi Arabia if available: (file number starts with "W")

1 - Complete name of employer in Canada: Name of Employer

2- Complete residential address of employer (Number - Street - Apartment - City - Province - Postal Code)

Address:

Home Telephone:

Work Telephone:

Mobile:

3- What is the purpose for hiring a Live-in Caregiver?

- Child Care
- Elderly Care
- Person with special needs or disability

Important: For persons with special needs or disability, please explain on a separate sheet and provide a letter from a medical doctor justifying the need of a Live-in Caregiver.

4- Are you related to the Caregiver: No
 Yes

If yes please specify:

5- Will the Caregiver have their own bedroom? No
 Yes

If yes please specify:

6- Household members residing at workplace of Live-in Caregiver

(For students, specify if primary, secondary, college, etc. Use separate sheet if necessary.):

Relationship with
employer

Family Name

First Name

Age

Occupation

Relationship with
employer

Family Name

First Name

Age

Occupation

Relationship with
employer

Family Name

First Name

Age

Occupation

Relationship with
employer

Family Name

First Name

Age

Occupation

Relationship with employer

Family Name

First Name

Age

Occupation

7- In order to demonstrate that the terms and conditions of the contract are consistent with provincial employment standards, the following information is required from the principal employer and from any other person who will also contribute to paying the Live-in Caregiver's wages:

a) Employment letter stating position, duration, category of employment (permanent / temporary; full time / part time), and annual salary. With a copy of the most recent pay stub.

b) Original scanned copy of the Canadian income tax report - Notice of Assessment, for the past two years.

* If employer is not employed, they may submit factual evidence of the regular income they receive, whether it is from a pension or any other source.

* The employer may provide any other relevant documentation or information to justify and support the Live-in Caregiver application.

The information provided is complete and correct:

Signature of employer:

Date:

Note: The employer may choose to submit the information directly to the Embassy of Canada in Riyadh by e-mail. All documents provided must clearly show the employer's name, as well as the Caregiver's name and date of birth in order for our office to attach these documents to the proper application. If that information is not provided, the documentation received will not be considered in the application.

The documentation provided will be protected according to the Privacy Act of Canada and will not be shared with anyone – including the Live-in Caregiver – without the employer's written consent.

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