
IMMIGRATION Canada

Work permit

Beirut Visa Office Instructions



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Document checklist – Work permit

Additional Form- Details of Military Service

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) - 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 - no separate application form is required	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"/>

Submit the following:	✓
Two passport photographs for each applicant, signed, dated and taken no longer than 6 months ago. Write the name and birth date of the individual on the back. Ensure that all photos meet the specifications.	<input type="checkbox"/>
Valid passport or travel document (with at least six months remaining) from each person requiring a visa. The validity of a visa cannot go beyond the validity of the passport. Include all cancelled or expired passports. If you are not a citizen of Lebanon, you must provide proof of your present immigration status.	<input type="checkbox"/>
Civil registry extract certified by the chief of the civil census registry of the relevant Mohafazat with translation.	<input type="checkbox"/>
A police certificate with translation.	<input type="checkbox"/>
Copies of birth certificates for minor children. If the minor is travelling with only one parent, custody documents or notarized permission from the other parent. If you or your dependant is the subject of a custody order, proof of sole custody or the other parent's consent must also be provided.	<input type="checkbox"/>
Marriage certificate for accompanying spouse, as applicable and Family Civil Extract , dated less than 3 months.	<input type="checkbox"/>
Copy of the signed contract between the applicant and the prospective employer and the Employment and Social Development Canada (Human Resources Development Canada) confirmation letter.	<input type="checkbox"/>
Family Information Form IMM 5707 , fully completed, dated and signed.	<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"/>
Copies of relevant education certificates .	<input type="checkbox"/>
Evidence of language ability in English or French , as required by the job offer.	<input type="checkbox"/>

MILITARY TABLE GUIDELINES

If you served in the military you **MUST** complete the Military Table adequately with the specific required information. Failure to complete the table correctly will cause delays in the processing of your application.

 **Step I:** Make sure to use the following official template, found on the website of the Embassy of Canada to Lebanon:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5256-applying-visitor-visa-temporary-resident-visa.html#5256E3>

1 Your Title/Position	2 Your Rank (Indicate dates of promotion)	3 Start Date	4 End Date	5 Mandatory or Career Service	6 Duties/Responsibilities (You must provide detailed descriptions of all task performed responsibilities and functions.)	7 During the course of your service, did you ever participate (including in a support function) in arrests, detention, or interrogations. (If YES, include details of your involvement)	8 Involvement in combat operations (include name of operation, locations, roles of unit, your role, names of cooperating units/battalions that may have participated in any joint operations if applicable, etc.).	9 Commanding Officers (Name & Rank)	10 Names and Roles of Unit(s)	11 Your Location(s)	12 # of People you Supervised

 **Step II:** Use the following guide to complete the form:

- 1 **Your Title/Position:** Were you an officer? Or a soldier?
- 2 **Your Rank:** List all ranks you were entitled while also making sure that 3 **Start Date** and 4 **End Date** are running in parallel. If any change occurred while you were occupying the same rank, kindly mention it.
** Refer to the check the “Ranks table” if you are not sure of a technical word for the translation of the ranks.
- 3 **Start Date** and 4 **End Date:** Should include ALL the dates were any change occurred in your military service (example: being promoted, being transferred to a different unit, finishing your basic training, etc...)
- 5 **Mandatory or Career Service:** Mention if your service was either mandatory or voluntarily (your career).
- 6 **Duties/Responsibilities:** You must provide detailed descriptions of all task performed: responsibilities and functions.
For the soldier (Mandatory service): The description should start from your basic training in the first cell, and end with a detailed explanation of your daily duties as well as the hours of your service the second cell.
For the officer/ soldier (Career service): The description should start from your basic training in the first cell, continue with a detailed explanation of your daily duties as well as the hours of your service in the second cell and go on depending on any change that has occurred.
- 7 **During the course of your service, did you ever participate (including in a support function) in arrests, detention or interrogations:** Answer YES or NO. If the answer is YES, include details of your involvement.
- 8 **Involvement in combat operations:** List the name of the operation, locations, roles of unit, your role, names of cooperating units/battalions that may have participated in any joint operations if applicable, etc.
- 9 **Commanding Officers:** List their ranks and names.
** Refer to the check the “Ranks table” if you are not sure of a technical word for the translation of the ranks.
- 10 **Names and Roles of Unit(s):** Refer to the “Units, departments and terms tables” if you are not sure of the technical words for the translation of the units.
- 11 **Your Location(s):** List the city and if possible the district
- 12 **# of People you Supervised:** If applicable

 **Step III:** Your completed Military Table should look like the following:

Your Title/Position	Your Rank (Indicate dates of promotion)	Start Date	End Date	Mandatory or Career Service	Duties/Responsibilities (You must provide detailed descriptions of all task performed responsibilities and functions.)	During the course of your service, did you ever participate (including in a support function) in arrests, detention, or interrogations. (If YES, include details of your involvement)	Involvement in combat operations (include name of operation, locations, roles of unit, your role, names of cooperating units/battalions that may have participated in any joint operations if applicable, etc.).	Commanding Officers	Names and Roles of Unit(s)	Your Location(s)	# of People you Supervised
Soldier	Sokier	01/01/2000	01/03/2000	Mandatory	Basic training	NO	NO	Captain John Doe	Military technical base of Werwar	Werwar	0
Soldier	Sokier	01/03/2000	01/01/2001	Mandatory	Guarding the base at the door (3hours of guard/ 6 hours of resting) – food delivering to small military entities in the Metn Area	NO	NO	Brigadier General John Doe	Regiment 5, Battalion 253, infantry	Jounieh, Sarba	0

VAC employees are available to provide assistance if required. Please do not hesitate to ask them for help.



DETAILS OF MILITARY SERVICE

You **must** include a complete military history; including reserve service, volunteer service, participation in militias and/or paramilitary groups. If more space is required please attach additional pages. Please do not use abbreviations or acronyms.

Your Title/Position	Your Rank <small>(Indicate dates of promotion)</small>	Start Date	End Date	Mandatory or Career Service	Duties/Responsibilities <small>(You must provide detailed descriptions of all task performed responsibilities and functions.)</small>	During the course of your service, did you ever participate (including in a support function) in arrests, detention, or interrogations. <small>(If YES, include details of your involvement)</small>	Involvement in combat operations <small>(include name of operation, locations, roles of unit, your role, names of cooperating units/battalions that may have participated in any joint operations if applicable, etc.).</small>	Commanding Officers <small>(Name & Rank)</small>	Names and Roles of Unit(s)	Your Location(s)	# of People you Supervised