
IMMIGRATION Canada

Work Permit

Visa Office Instructions for:

Bengaluru, Chandigarh,
New Delhi



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Document Checklist – Work Permit

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

- This checklist should be used in conjunction with the IMM 5488 Document Checklist for a Work Permit
- Any document not in English or French must be accompanied by a translation
- Failure to submit all required documentation may result in refusal or processing delays
- False statements or submission of fraudulent documents will result in refusal
- When submitting your completed and signed application form, be sure to include the barcode page.
- Accompanying spouse and children of all ages must submit their own application forms

Apply online

Save time and get case updates online!

- No courier fees or mail delivery time – we get your application instantly.
- Avoid processing delays. Incomplete applications are returned to you. Applying online helps ensure your [application is complete](#) before you submit it.
- If we need to ask for more documents, you can quickly submit them online.
- Get updates on the status of your application directly in your online account

You must submit the following:	✓
Original, valid passport and a photocopy of the biodata (photo) page. Include all cancelled or expired passports, if applicable. Your passport should be valid for the duration of work in Canada, as the validity of a work permit cannot exceed the validity of the passport.	<input type="checkbox"/>
Additional Supporting Documents to be submitted:	✓
For all Work Permit applications: Evidence that you meet the requirements of the job offered: <ul style="list-style-type: none">• Proof of Education: Certificate, Diploma or Degrees including mark sheets;• Proof of work experience: Copies of appointment letters and relieving letters from your current and previous employers, copies of salary slips and form 16; bank statements. Letters of reference must outline the duration and specific nature of your employment, including your exact duties on the job. Note: Contact name, address and phone numbers should be provided.	<input type="checkbox"/>

Proof of personal funds , including income tax returns for the past two years, bank statements or books from the past three months. Property documents or other proof of income or investments.	<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"/>
Copies of marriage certificate and children's birth certificates for accompanying dependents.	<input type="checkbox"/>
Family Information Form (IMM 5707) fully completed, signed and dated.	<input type="checkbox"/>
For Live – In Caregivers:	✓
Proof of caregiver training course and proof of one year experience related to the work of a caregiver. If providing proof of caregiver training course, also provide evidence that the training was offered as part of a formal education program at an educational institution accredited by the appropriate local education authorities.	<input type="checkbox"/>
Live-in Caregiver Program (LCP) contract	<input type="checkbox"/>
Applicant's educational diplomas, school certificates or transcripts listing the courses taken.	<input type="checkbox"/>
Proof of English or French language proficiency	<input type="checkbox"/>
<p>Proof of financial ability of your employer to hire a full time caregiver:</p> <ul style="list-style-type: none"> • Latest Notice of Assessment (NOA) of Canadian employer and spouse. Note that affidavits are not acceptable. • Employer's family composition (number of individuals in the employer's household). <p>*Note: Some hosts or sponsors may prefer not to provide their personal information directly to the applicant for submission to the Visa Office. In this case, please enclose a note to this effect. Please be advised that this may lead to slower processing in some cases.</p>	<input type="checkbox"/>