
IMMIGRATION Canada

Work permit

Kingston Visa Office Instructions



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Cette trousse est également disponible en français

Application for a work permit – Checklist

Complete and place this checklist *along with a copy of Document Checklist for a Work Permit (IMM 5488)* on top of your application.

You must 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.

Do not finalize travel plans unless you have received the High Commission’s approval.

In addition to a study 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) - 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 items:	✓
Family Information Form [IMM 5707], fully completed, dated and signed. You must answer every question. If not applicable, write N/A.	<input type="checkbox"/>
Include all cancelled or expired passports , if applicable.	<input type="checkbox"/>
If you do not reside in your country of citizenship, please provide your work permit or temporary stay permit.	<input type="checkbox"/>
Original Police Certificates: <ul style="list-style-type: none"> • You must provide a <u>police certificate</u> from your country of residence if you have not done so in the previous 12 months. • If you or any accompanying family member has criminal convictions, you must provide an original police certificate from that country where you were convicted and provide a personal explanation of events leading to the convictions. • You must also provide an original police certificate from any country you have lived in longer than 6 months in the previous 10 years. 	<input type="checkbox"/>
Evidence of your current financial status in country of residence. <ul style="list-style-type: none"> • A letter from your employer (with employer's address and phone number) indicating your job title, date hired, salary, name of supervisor, as well as the period of leave authorized. • A bank statement covering the last three months and showing the balance of the account. Printouts of online statements are not acceptable. • Any additional relevant documentation (pay slips, property titles, investments, etc.) • If you are not paying for your own trip, indicate how your trip will be funded. Submit supporting documentation, for example: parents' bank statements; letter from employer covering costs; spouse's employment, proof of employment and financial documents for host in Canada (employment letter, pay slips, T4 or Notice of Assessment, bank statements), etc. 	<input type="checkbox"/>
Job offer from your employer in Canada on headed paper indicating your job title, duties, salary and dates of employment. Submit a copy of your contract if possible.	<input type="checkbox"/>
Up-to- date curriculum vitae or résumé for yourself and your accompanying spouse or common-law partner.	<input type="checkbox"/>
Copies of Birth Certificates for minor children and Marriage Certificate or Statutory Declaration of Common-law Union [IMM 5409] for spouse, as applicable.	<input type="checkbox"/>
If a minor is travelling with only one parent , custody documents or written authorization from the other parent is required. A copy the passport or national identity document bearing the signature of any non-accompanying parents or guardians must be provided along with the signed authorization.	<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	<input type="checkbox"/>

Temporary Resident Visa – IMM 5257B) and include it with your application.	
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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 (e.g. the College of Registered Nurses or the College of Physicians and Surgeons). Doctors destined to Saskatchewan, British Columbia, Ontario or Alberta do not require a letter from the College of Surgeons and Physicians in those provinces.	<input type="checkbox"/>
Intra-company transferees	✓
Confirmation that the foreign national is currently employed by a multi-national enterprise outside Canada, and seeking entry to work in a parent, subsidiary, branch, or affiliate of that enterprise in Canada.	<input type="checkbox"/>
Confirmation that the foreign national has been employed (via payroll or by contract) continuously (full-time, not accumulated part-time) by the enterprise outside Canada, in a similar full-time position, for at least one year within the three-year period immediately preceding the date of initial application.	<input type="checkbox"/>
Outline of the applicant’s position in an executive or managerial capacity or one involving specialized knowledge (i.e. position, title, place in the organization, job description).	<input type="checkbox"/>
In the case of “specialized knowledge”, evidence that the person has such knowledge and that the position in Canada requires such knowledge.	<input type="checkbox"/>
Outline of the position in Canada (namely, position, title, place in the organization, job description).	<input type="checkbox"/>
Indication of intended duration of stay.	<input type="checkbox"/>
Description of the relationship between the enterprise in Canada and the enterprise in the foreign country (the officer may request tangible proof to establish the relationship between the Canadian and foreign organization wishing to make the transfer).	<input type="checkbox"/>
Caregivers	✓
Please note that you will be required to undergo a medical examination.	
Proof of having completed the equivalent of Canadian secondary school.	<input type="checkbox"/>
A copy of the mandatory signed employment contract which sets out the terms and conditions of employment signed by the employer and applicant	<input type="checkbox"/>

Evidence of ability to speak, read and understand either English or French at a level sufficient to communicate effectively in an unsupervised situation.	<input type="checkbox"/>
Proof of six months of full-time training in a classroom setting or one year of full-time paid employment related to the job in question within the last three years, including at least six months of continuous employment with one employer.	<input type="checkbox"/>
Truck drivers	✓
Evidence of completion of high school.	<input type="checkbox"/>
Copy of driver's licence (and counterpart document D740, if applicable).	<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	✓
A copy of the nomination letter from the provincial or territorial government that confirms that you have been nominated for permanent residence by the province.	<input type="checkbox"/>
A statement from the province that it has determined that all factors required for the issuance of a work permit under paragraph 204(c) as per its agreement with Canada have been met, identifying the occupation and employer information.	<input type="checkbox"/>
Post-doctoral fellows	✓
Evidence of doctorate completion or evidence that this will be completed shortly.	<input type="checkbox"/>
Letter of acceptance from Canadian institution and details of the post-doctoral fellowship.	
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"/>
Charitable workers	✓
Canada Revenue Agency charity registration number of the employer in Canada.	<input type="checkbox"/>
Performing artists	✓
<p>Provide evidence that you are an established performing artist, for example:</p> <ul style="list-style-type: none"> • Copies of previous recordings; • Performance contracts; • Newspaper clippings or marketing material that was used for promotional purposes; • A letter of introduction from your record label or management company. 	<input type="checkbox"/>
<p>Job offer from your employer in Canada on headed paper which should describe the following details:</p> <ul style="list-style-type: none"> • What service as a performing artist will you provide? Give details of the performance. • Where willl this service be provided? Give details of the locations, tour stops, if these have been finalized. • When will you be performing? Provide dates of performances. • If possible, submit a copy of your contract. 	<input type="checkbox"/>

Low skilled workers - Additional information

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 :

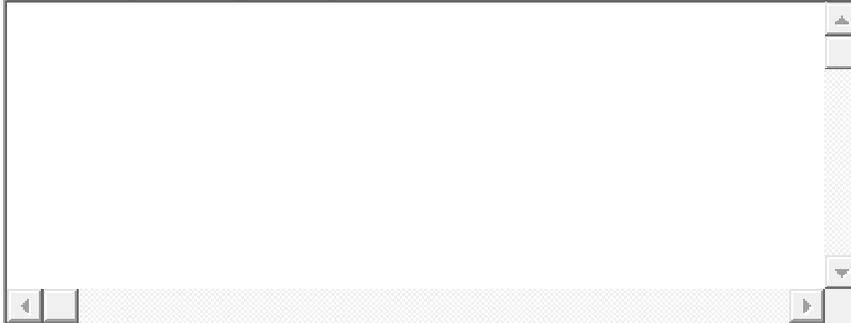
Business name:

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.