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# IMMIGRATION Canada

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## Work Permit

Beijing, Guangzhou and  
Shanghai

Visa Office Instructions



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(available in Chinese)  
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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**

Please read this kit carefully before submitting your application. The documentation you provide with your application is necessary to establish that your entry to Canada would not be contrary to the *Immigration and Refugee Protection Act*. IRCC may refuse your application if you fail to provide complete, truthful, and accurate materials.

IRCC will assess your Work Permit application based on the documents you submit. Please ensure that you submit all relevant documents as outlined in this application kit.

You must submit all documents at the same time as your application and processing fee. IRCC will only accept documents in English or French. Include an English or French translation with all Chinese documents.

Warning: Providing fraudulent documentation or false information is a grave offence. If you or someone acting on your behalf directly or indirectly misrepresents facts relating to your application for a Work Permit:

- your application will be refused;
- the circumstances of your refusal will be entered into Canada's global immigration database; and
- you could become inadmissible to Canada for two to five (2-5) years under section 40 (2) of the *Immigration and Refugee Protection Act*.

## **Recruitment fees**

Please be aware that workers destined to Canada under the "Pilot Project for Occupations Requiring Lower Levels of Formal Training (NOC C and D)" are prohibited from paying a recruitment fee, a placement fee or for their transportation costs to Canada. Such payments are solely the responsibility of the employer. Payment of these fees by employees contravenes conditions outlined on the Employment and Social Development Canada (ESDC) confirmation rendering it invalid. This may lead to refusal of the application for a Work Permit.

Payment of recruitment fees and placement fees by employees are also illegal according to some provincial laws in Canada, including in Alberta, British Columbia and Manitoba.

If you have paid a fee to a recruiter located in China or in Canada, it is your responsibility to inform your Canadian employer. You and your employer must ensure the conditions of the ESDC confirmation and all provincial laws have been respected.

## Document Checklist

IRCC may return your application if any of the required documents are missing.

### REQUIRED DOCUMENTS FOR ALL APPLICANTS

Include an English or French translation with all Chinese documents.

Completed <a href="#">"Application for a Work Permit"</a> form (IMM 1295).	<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"/>
<a href="#">"Education, Employment and Travel"</a> form for the applicant, completed in English or French AND Chinese.	<input type="checkbox"/>
Your valid passport and a valid passport for each accompanying family member. There must be one completely blank page other than the last page, available in each passport and each passport must be valid for at least six (6) months prior to travel.	<input type="checkbox"/>
Two (2) photos of you and each accompanying family member. All photos must meet the requirements of the <a href="#">Photo Specifications</a> . On the back of one photo in each set, write the name and date of birth of the person appearing in the photo. Applicants who need to give their biometrics do not need to submit paper photographs.	<input type="checkbox"/>
Copy of your national identity document (photo side only)	<input type="checkbox"/>
A notarized copy of your No Criminal Activity Certificate. You must obtain a police certificate from each country or territory where you have lived for six consecutive months or longer since reaching the age of 18.	<input type="checkbox"/>
A copy of the employment contract signed by the applicant and the employer in Canada OR an original letter of offer with a detailed description of expected duties and length of employment.	<input type="checkbox"/>
A copy of your Labour Market Impact Assessment (LMIA);  OR documentation explaining that you are applying to a Labour Market Impact Assessment exempt occupation. Please specify which exemption you are applying under or which occupation that permits you to apply concurrently for a Labour market Impact Assessment and a Work Permit;  OR to a Provincial/Territorial Nominee Program (PNP) letter.	<input type="checkbox"/>
A copy of your letter of employment and evidence of experience, if applicable.	<input type="checkbox"/>
Evidence of a Certificat d'acceptation du Québec (CAQ) from the Ministère de l'Immigration, de la Diversité et de l'Inclusion (MIDI), if you intend to work in Quebec.	<input type="checkbox"/>

If the Labour Market Impact Assessment provided by ESDC indicates the need for membership in a professional association in Canada, please provide proof of this membership.	<input type="checkbox"/>
A copy of your occupational and professional certificates (example: Occupational Qualification Certificate), if relevant to employment in Canada.	<input type="checkbox"/>
If you are applying for an open work permit you will be required to pay an additional open work permit fee	<input type="checkbox"/>

Applicants applying in the categories below should also submit the following documents:

### **LIVE-IN CAREGIVER / CAREGIVER PROGRAM**

<p><b>If you have not worked in Canada under the Live-in Caregiver Program</b> and your employer's Labour Market Impact Assessment application was received by Service Canada after November 30, 2014:</p> <ul style="list-style-type: none"> <li>• you must apply for a regular work permit under the Caregiver Program</li> </ul>	<input type="checkbox"/>
<p><b>If you have not worked in Canada under the Live-in Caregiver Program</b> and your employer's Labour Market Impact Assessment (LMIA) application was received by Service Canada <b>on or before November 30, 2014:</b></p> <ul style="list-style-type: none"> <li>• you may apply for a Live-in Caregiver Program (LCP) work permit (instructions are on this page)</li> </ul>	<input type="checkbox"/>
<p><b>If you already have a LCP work permit</b> and you want to extend it or change jobs to work with another employer who agrees to a live-in arrangement:</p> <ul style="list-style-type: none"> <li>• you may apply for a Live-in Caregiver Program (LCP) work permit.</li> </ul>	<input type="checkbox"/>
<p><b>If you choose to live out of your employer's home</b>, you will be leaving the Live-in Caregiver Program:</p> <ul style="list-style-type: none"> <li>• You will need to apply for a regular work permit. Your current or future employer will need a new Labour Market Impact Assessment (LMIA) before you apply.</li> <li>• The work you do on a live-out basis may count towards the work requirement in order to apply through either the Caring for Children or Caring for People with High Medical Needs pathway.</li> </ul>	<input type="checkbox"/>

## VISITING SCHOLAR OR POST-DOCTORAL FELLOW

A copy of the Offer of Employment form that your employer sent to Citizenship and Immigration Canada. The form must include the receipt number of the employer compliance fee your employer paid. This will appear in box 3 of the completed form.	<input type="checkbox"/>
<p>A one-page research proposal outlining:</p> <ul style="list-style-type: none"> <li>• brief description of research to be undertaken in Canada;</li> <li>• the goals of research and its relationship to applicant's academic pursuits in China</li> <li>• how applicant was chosen;</li> <li>• what funding applicant will be receiving.</li> </ul>	<input type="checkbox"/>
If you are receiving any funding from a school in Canada or other organization, provide the original letter containing details of the funding you are to receive during each year of proposed course of study and one (1) copy.	<input type="checkbox"/>
A notarized copy of any college diploma, undergraduate degree or graduate degree granted.	<input type="checkbox"/>
<p>Original and one copy of detailed letter of invitation specifying:</p> <ul style="list-style-type: none"> <li>• position that applicant will occupy;</li> <li>• expected duration of employment;</li> <li>• remuneration or funding provided by inviter (if any);</li> <li>• the nature of research to be undertaken;</li> <li>• details of how applicant's research will be supervised;</li> <li>• details regarding the project's Canadian funding;</li> <li>• details of how and why the applicant was chosen.</li> </ul>	<input type="checkbox"/>

## INTRA-COMPANY TRANSFEREE

A copy of the Offer of Employment form that your employer sent to Citizenship and Immigration Canada. The form must include the receipt number of the employer compliance fee your employer paid. This will appear in box 3 of the completed form.	<input type="checkbox"/>
A notarized copy of any college diploma, undergraduate degree or graduate degree granted, relevant to the position in Canada.	<input type="checkbox"/>
Detailed letter of invitation outlining exact duties in Canada and specifying why applicant is required.	<input type="checkbox"/>
Proof of inviter's business' establishment in Canada including Notices of Assessment (issued by Canada Revenue Agency) for past two years, Articles of Incorporation, business licence and balance sheet	<input type="checkbox"/>

Description and supporting evidence of relationship between enterprise in Canada and enterprise in the PRC	<input type="checkbox"/>
A copy of the letter of employment from your current employer granting leave of absence, and including the following information: applicant's name, position and current salary. This letter must include employer's name and address in Chinese characters as well as telephone and fax number.	<input type="checkbox"/>

请在递交申请之前仔细阅读此份申请表格。所有申请文件将用以证明你获准进入加拿大符合 *移民及难民保护法* 之要求。未能提供完整、真实及准确的文件有可能导致你的申请被拒签。

工作许可申请将基于申请人递交的文件进行审理。请确保你递交在申请表格中提及的所有相关文件。

所有文件必须与你的申请表及申请受理费同时递交。只有英文或法文的文件可以被接受。所有中文文件必须附有英文或法文翻译件。

警告：提供不实文件或虚假信息是严重过失行为。如果你或代表你的某人直接或间接的歪曲了与你的工作许可申请相关的事实：

- 你的申请将被拒绝；
- 与此拒签相关的信息将被录入加拿大的全球移民数据库；并且
- 依据加拿大 *移民及难民保护法* 第 40 章第 2 节，你可能在今后两年至五年内不能被获准进入加拿大。

## 招聘费用

请注意，属于“试验项目-需要低等级正规培训的职业”（NOC C 和 D）前往加拿大的劳务人员，禁止支付招聘费用、安置费用或其前往加拿大的交通费用。这些费用完全由雇主承担。雇员支付此类费用与加拿大就业和社会发展部 (ESDC) 确认函之规定相违背、并会导致此确认函无效，相应的工作许可申请也可能被拒签。

加拿大部分省的法律规定：雇员支付招聘费用和安置费用是非法的，如阿尔伯塔省、不列颠哥伦比亚省和曼尼托巴省。

如果你已向在中国或在加拿大的某招聘方支付了费用，你有责任将此情况通知你的加方雇主。你和你的雇主必须确认此行为符合 ESDC 确认函之规定并且不与任何省级法律相违背。

## 文件核对表

若缺失任何必需文件，你的申请有可能被退回

### 所有申请人必须递交的文件

所有中文文件必须附有英文或法文翻译件

申请人完整填写“ <a href="#">工作许可申请</a> ”表格 (IMM 1295).	<input type="checkbox"/>
家庭成员信息表 [IMM 5707] 需要您填写完整，并填写日期和签名。请务必回答所有问题，如有问题不适用于您个人情况，请标注 N/A。	<input type="checkbox"/>
申请人的“ <a href="#">教育就业细节表</a> ”需要以英文或法文，以及中文填写完整。	<input type="checkbox"/>
申请人及每位随行家庭成员的有效护照。护照须包含除最后一页外的至少一整页空白页、且必须在行程前至少六个月内有效。	<input type="checkbox"/>
申请人及每位随行家庭成员每人递交两张照片。所有照片需符合 <a href="#">照片要求细则</a> 中的所有要求。每张照片后注明此人的姓名及出生日期。需要提交生物识别信息的申请人无需递交照片。	<input type="checkbox"/>
申请人中国身份证复印件（照片页即可）	<input type="checkbox"/>
警方无犯罪记录证明的公证件。年满 18 岁后若在某国家或地区曾连续居住六个月或以上、则必须从此国家或地区获取警方无犯罪记录证明。	<input type="checkbox"/>
申请人和加方雇主签署的雇佣合同副本，或一份包含未来工作职责详述及雇佣期限的工作机会函原件	<input type="checkbox"/>
申请人的劳动力市场影响力评估 (LMIA) 副本； 或递交文件说明申请人所申请职业免于递交劳动力市场影响力评估、并详述理由，或说明此职业允许劳动力市场影响力评估和工作许同时申请， 或 提供省级/地区级提名项目 (PNP) 信函	<input type="checkbox"/>
申请人工作证明信副本，以及工作经验证明、如适用	<input type="checkbox"/>
如果申请人打算在魁北克工作，请递交来自魁北克移民部魁北克同等学历认证服务 (MIDI) 的魁北克省接收函 (CAQ)	<input type="checkbox"/>



如果 ESDC 劳动力市场影响力评估中要求加拿大某专业社团的成员资质，请提供 有关此资质的证明。



与在加工作相关的所有职业和专业证书复印件(如职业资格证书)	<input type="checkbox"/>
如果申请开放式工作许可，申请人还需要递交额外的开放式工作许可费用。	<input type="checkbox"/>

各类别内的申请人还应相应递交以下文件：

### 住家护理员/护理员

<p>如果申请人没有作为住家护理员在加拿大工作过，并且加拿大服务局在 2014 年 11 月 30 日之后收到申请人雇主的劳动力市场影响力评估申请：</p> <ul style="list-style-type: none"> <li>• 申请人必须申请常规工作许可的护理员类别</li> </ul>	<input type="checkbox"/>
<p>如果申请人没有作为住家护理员在加拿大工作过，并且加拿大服务局在 2014 年 11 月 30 日或之前收到申请人雇主的劳动力市场影响力评估 (LMIA) 申请：</p> <ul style="list-style-type: none"> <li>• 申请人可以申请住家护理员 (LCP) 工作许可(此页有说明)</li> </ul>	<input type="checkbox"/>
<p>如果申请人已有 LCP 工作许可，希望延期或与另一位雇主就护理达成协议并要更换工作：</p> <ul style="list-style-type: none"> <li>• 申请人可以申请住家护理员 (LCP) 工作许可。</li> </ul>	<input type="checkbox"/>
<p>如果申请人选择不住在雇主家里，将不符合住家护理员类别：</p> <ul style="list-style-type: none"> <li>• 申请人将需要申请常规工作许可，申请人申请前、其目前或未来雇主将需要申请新的劳动力市场影响力评估 (LMIA)。</li> <li>• 申请人不留宿式工作经历可用于申请照顾儿童 或 照顾医疗特殊需要者 类别</li> </ul>	<input type="checkbox"/>

### 访问学者和博士后

<p>申请人雇主将工作机会表格副本寄往加拿大公民身份和移民部，此表格必须包含雇主已经缴纳的雇主合规费单据号码，填写在表格第 3 栏中。</p>	<input type="checkbox"/>
<p>一页包含以下内容的研究计划书：</p> <ul style="list-style-type: none"> <li>• 将在加进行的研究概述；</li> <li>• 研究目标以及此研究与申请人在中国学术工作的关系；</li> <li>• 申请人如何被选中；</li> </ul>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>• 申请人将接受何种资助。</li> </ul>	
如果申请人接受某加拿大大学或其它组织的资助，请提供详细说明申请人在预期学习期间每年将获得资助的 信函原件及一份副本。	<input type="checkbox"/>
所有获得过的学院学历、大学学位或硕士学位的公证件	<input type="checkbox"/>
<p>详述以下要点的邀请信原件及一份副本：</p> <ul style="list-style-type: none"> <li>• 申请人将从事的职位；</li> <li>• 预期雇佣期限；</li> <li>• 邀请方资助金额(如适用)；</li> <li>• 将进行的研究的性质；</li> <li>• 详述申请人的研究将如何被监管；</li> <li>• 该项目加方资助的详情；</li> <li>• 申请人通过何种形式以及因何种原因被选中。</li> </ul>	<input type="checkbox"/>

### 跨国企业内部人员调动

申请人雇主将工作机会表格副本寄往加拿大公民身份和移民部，此表格必须包含雇主已经缴纳的雇主合规费单据号码，填写在表格第 3 栏中。	<input type="checkbox"/>
与在加职位相关的所有已获得的学院学历、大学学位或硕士学位的公证件	<input type="checkbox"/>
概述申请人在加具体职责以及详述为何需要此申请人的邀请信	<input type="checkbox"/>
邀请方公司在加情况证明，包括最近两年的税单(加拿大税务总局出具)、公司章程，营业执照及资产负债表	<input type="checkbox"/>
加拿大企业与中国企业之间关系的说明及相关证明	<input type="checkbox"/>
申请人现任雇主出具的准假雇佣信副本、包含以下信息：申请人的姓名、职务和目前收入。此信必须包含 用中文注明的雇主全称、地址，以及电话和传真号码。	<input type="checkbox"/>