
IMMIGRATION Canada

Work Permit

Port of Spain Visa Office Instructions



IMM 5924 E (09-2018)

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Document Checklist – Work Permit

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Cette trousse est également disponible en français

PORT OF SPAIN VISA OFFICE INSTRUCTIONS – WORK PERMIT

- This document checklist is one of several documents that you need to submit with your application.
- Any documents not in English or French must be accompanied by a certified translation.
- **A visa officer will make a decision based on the documents you submit. Additional documents will not be requested. Failure to submit relevant documents may result in your application being returned, delayed or refused.**
- False statements or submission of fraudulent documents will result in refusal of your application. In addition, you will become inadmissible from entering Canada for five (5) years.
- The submission of an application does not guarantee the issuance of a work permit/visa. Do not finalize travel plans until you have received a visa.
- For more details, check the website for the High Commission of Canada in Trinidad and Tobago (www.canadainternational.gc.ca/trinidad_and_tobago-trinite_et_tobago) and IRCC website (www.cic.gc.ca)

ALL APPLICANTS MUST SUBMIT THE FOLLOWING MANDATORY DOCUMENTS

- Document Checklist for a Work Permit (IMM 5488)
- Forms and documents required in Document Checklist for a Work Permit (IMM 5488)
- Valid passport or travel document. **Note:** Validity of a Canadian visa cannot surpass the expiry date of the passport.

SUPPORTING DOCUMENTS

The following list is not exhaustive. It is strongly recommended that you submit any additional documents that you feel may help the visa officer in reaching an informed decision on your application.

- Copy of letter of offer or employment contract from the Canadian employer, indicating the job title, salary and employment conditions
- Resume/Curriculum vitae
- Evidence that you meet the requirements of the job (e.g. valid Canadian provincial or territorial trade certificate, educational requirements, past work experience)
- Letter(s) of recommendation from current or past employer(s).

IF APPLICABLE, YOU MUST ALSO SUBMIT:

Police certificates/Good conduct certificates/Judicial record extracts

- Police certificates from all countries (except Canada) where you spent 6 months or more in a row since the age of 18.

Spouse or common-law partner of a Skilled Worker or Student

- Copy of valid work/study permit of spouse or common-law partner

Nurses, Doctors and Other Medical Professionals

Note: 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 your province/territory of destination in Canada (e.g. College of Registered Nurses or the College of Physicians and Surgeons.)

Intra-Company Transferees

- Letter from employer explaining why your transfer is necessary and how you meet requirements
- Evidence of relationship between current employer and employer in Canada

Post-Doctoral Fellows and Visiting Researchers

- Evidence of PhD completion
- Research proposal outlining 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

Additional documents that should be submitted, if applicable

- Photocopy of your Marriage License/Certificate
- Statutory Declaration of Common-Law Union* (IMM 5409)