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# IMMIGRATION Canada

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## Work permit

### Sydney visa office instructions

#### For the following countries:

Australia, Cook Islands, Fiji,  
French Polynesia, Kiribati, Nauru, New Caledonia,  
New Zealand, Niue Island, Norfolk Island,  
Papua New Guinea, Pitcairn Island,  
Samoa (American), Samoa (Western),  
Solomon Islands, Tonga, Tuvalu,  
Vanuatu, Wallis and Futuna



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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

Failure to submit all required documentation may result in the refusal of your application or processing delays.

False statements or submission of fraudulent documents will result in refusal and may lead to legal action against you.

You must include a certified translation with any documents that are not in English or French. Provide both a photocopy of the original document and the translation in English or French. Unless otherwise indicated, submit only photocopies of the documents requested. IRCC will not return the documents you provide with your application.

We do not offer pre-assessment or counselling services. Submit your completed application with all your supporting documents and the appropriate fees and a Migration Officer will assess it.

An interview may be required. You will be informed accordingly.

Do not finalize travel arrangements until you have received a positive decision on your work permit application.

<b>REQUIRED DOCUMENTS FOR ALL APPLICANTS:</b>	✓
All documentation listed in the Generic Document Checklist for a Work Permit (IMM 5488)	<input type="checkbox"/>
<b>Family Information Form</b> (IMM 5707), fully completed, dated and signed. You must answer every question. If not applicable, write N/A.	<input type="checkbox"/>
If you have answered “yes” to any of the background information questions on the application form, provide a completed and signed <b>Schedule 1</b> form (Application for Temporary Resident Visa – IMM 5257B) and include it with your application.	<input type="checkbox"/>
Any documents needed to demonstrate that you meet the requirements of the <b>Labour Market Impact Assessment</b> (LMIA) or LMIA-exempt Offer of Employment. For example: proof of professional qualifications, certificates / diplomas / degrees, first aid course, language testing, food safety course, etc.	<input type="checkbox"/>
<p><b>Police certificates:</b> If you are 18 years of age or over and the duration of your stay in Canada will be more than six months, please provide police certificates:</p> <ul style="list-style-type: none"> <li>• from your current country of residence, if you have resided there for six months or more (NOTE: the police certificate must be issued within six months before you apply); and</li> <li>• from the country where you have spent most of your adult life since the age of 18 (NOTE: the police certificate must be issued after you last lived in that country).</li> <li>• How to get a police certificate: <a href="https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/police-certificates/how.html">https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/police-certificates/how.html</a></li> </ul>	<input type="checkbox"/>

**Applicants applying under the categories below must submit additional documents:**

<b>Nurses, Doctors, Other Medical Professionals</b>	✓
Please note that you will be required to undergo a medical examination. You may wait for us to send you instructions or you may do the <b>medical upfront</b> by following the instructions found here: <a href="http://www.cic.gc.ca/english/information/medical/medexams-temp.asp">http://www.cic.gc.ca/english/information/medical/medexams-temp.asp</a>	<input type="checkbox"/>
<b>Licensing</b> – Evidence you meet any applicable professional licensing requirements for your province of destination.	<input type="checkbox"/>
<b>Exchange Teachers</b>	✓
Please note that you will be required to undergo a medical examination. You may wait for us to send you instructions or you may do the <b>medical upfront</b> by following the instructions found here: <a href="http://www.cic.gc.ca/english/information/medical/medexams-temp.asp">http://www.cic.gc.ca/english/information/medical/medexams-temp.asp</a>	<input type="checkbox"/>
<b>Intra-company transferees</b>	✓
<b>Letter from employer</b> explaining why your transfer is necessary and how you meet the requirements, including the intended duration of employment with the company in Canada as well as how long you’ve been employed with the company outside Canada, your current salary and the salary expected in Canada as well as your current title and duties and the title and duties expected in Canada.	<input type="checkbox"/>
<b>Evidence of relationship</b> between your current employer and employer in Canada, as well as of them both currently operating/office start up.	<input type="checkbox"/>
<b>Visiting researchers</b>	✓
<b>Research proposal</b> outlining the research you will undertake 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.	<input type="checkbox"/>
<b>Media crew</b>	✓
<b>Full details of filming</b> including purpose, location, dates, type of production, distribution audience.	<input type="checkbox"/>
<b>Telefilm Canada Co-op Agreement</b> , if applicable.	<input type="checkbox"/>
<b>Camp Counsellors</b>	✓
Your <b>Curriculum Vitae / resume</b> including previous experience relevant to the duties of the offered position in Canada (e.g. working with children, outdoor experience/leadership etc.)	<input type="checkbox"/>
If you are under 18 years of age, a <b>letter of authorization</b> from your parents / guardians consenting to your stay in Canada as well as a copy of the page of the passport or other government-issued identification document showing the name, photo and signature of your parents / guardians.	<input type="checkbox"/>

<b>Charitable workers</b>	✓
Your <b>Curriculum Vitae / resume</b> including previous volunteer experience	<input type="checkbox"/>
<b>Charity registration number</b> of the employer in Canada.	<input type="checkbox"/>
<b>University and college co-operative education inter-institutional work placements</b>	✓
Letter from home university and the Canadian university confirming the formal work placement	<input type="checkbox"/>