
IMMIGRATION

Canada

Work Permit

Hong Kong Visa Office Instructions

For the following countries:
Hong Kong SAR, Macao SAR,
Mongolia, Taiwan

Excluded:
People's Republic of China (PRC)

Residents of the PRC must use the
Beijing, Shanghai and Guangzhou Visa
Office Instructions



Contents

Document Checklist –
All Work Permits

Document Checklist –
In-Home Caregiver

Document Checklist

Failure to include all required documentation at the time of submission may result in the refusal of your application. The Visa Office will not send additional requests for items that appear on these lists.

All documents not in English or French must be accompanied by an English or French translation.

<p>REQUIRED DOCUMENTS FOR ALL APPLICANTS</p> <p>IN ADDITION TO ALL DOCUMENTS ON THE DOCUMENT CHECKLIST FOR A WORK PERMIT:</p>	√
<p>Completed <i>Family Information</i> form (IMM 5707E). Persons ages 18 years old and above must complete and sign their own form.</p>	<input type="checkbox"/>
<p>Police certificates from each country or territory where you have lived for six consecutive months or longer since reaching the age of 18.</p> <p>If you are required to obtain a Hong Kong <i>Certificate of No Criminal Activity</i>:</p> <ul style="list-style-type: none"> • Obtain the request letter from the nearest Visa Application Centre (Hong Kong, Mongolia or Taiwan) and submit the receipt from your application to the Hong Kong Police Force. 	<input type="checkbox"/>
<p>For work contracts of <u>6 months</u> or more in duration, or for persons employed in jobs that bring you into close contact with people, such as workers in the health sciences field, clinical laboratory workers, patient attendants in nursing and geriatric homes, medical electives and physicians on short-term locums, teachers of primary or secondary schools or other teachers of small children, domestics, workers who give in-home care to children, the elderly and the disabled, day nursery employees and other similar jobs:</p> <ul style="list-style-type: none"> • Proof that you have undergone a medical examination. You should take the required medical examination before submitting your application by visiting one of the Panel Physicians. You must inform the Panel Physician that you intend to be a visitor to Canada. <p>When visiting the Panel Physician, you must bring the following documents:</p> <ul style="list-style-type: none"> ○ 4 photos meeting the requirements of the Photo Specifications; ○ your original passport; and ○ a photocopy of your passport biodata page. <p>After the completion of your medical examination, the Panel Physician will provide you with one copy of your medical examination form. This form must be submitted together with your application. Submission of this form does not guarantee approval of your application. All costs for medical exams are payable by the applicant and are non-refundable.</p>	<input type="checkbox"/>

***Please note:** You may be asked during processing to provide proof of English or French language abilities.

In-Home Caregiver Document Checklist

Failure to include all required documentation at the time of submission may result in the refusal of your application. The Visa Office will not send additional requests for items that appear on these lists.

REQUIRED DOCUMENTS FOR ALL APPLICANTS	√
All documents not in English or French must be accompanied by an English or French translation.	
Completed <i>Application for a Work Permit</i> form (IMM 1295).	<input type="checkbox"/>
Completed <i>Family Information</i> form (IMM 5645E).	<input type="checkbox"/>
Your valid passport. The passport should be valid for the duration of the work contract and must contain one completely blank page, other than the last page.	<input type="checkbox"/>
Two (2) photos of you. All photos must meet the requirements of the Photo Specifications . On the back of one photo, 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"/>
A copy of your Labour Market Impact Assessment (LMIA).	<input type="checkbox"/>
If you intend to work in Quebec : <ul style="list-style-type: none"> • You must obtain and submit a copy of your <i>Certificat d'acceptation du Québec</i> (CAQ) from the Ministère de l'Immigration, de la Diversité et de l'Inclusion (MIDI). 	<input type="checkbox"/>
Copy of your birth certificate and status document (e.g. HKID and endorsement in passport) in your current country of residence (both sides).	<input type="checkbox"/>
Employment contract signed by you and your prospective employer in Canada.	<input type="checkbox"/>
Proof of Canadian employer's financial ability to hire a full-time caregiver is required. Your employer(s) must provide evidence of income for the last two years. This proof should be in the form of independent, third party documentation from a Canadian source which is reliable or easily verifiable including Canada Revenue Agency Notice of Assessments (NOA).	
Other supporting documentation may be in the form of employment letters showing salary, pay stubs, banks statements, Statements of Remuneration Paid or financial statements prepared by a licensed professional.	<input type="checkbox"/>
Note: If your employer wishes to provide these documents directly to the Consulate General of Canada, the individual must do so by email (HKONGIMMIGRATION@international.gc.ca) within 30 days of your application submission date. All documents provided by your employer must indicate your name, date of birth, and passport number in order for our office to attach these documents to your application.	
Proof of your Canadian employer's residency in Canada and proof of their status in Canada (Canadian citizenship or permanent residence status). If your prospective employer is not a citizen or a permanent resident of Canada, proof of their temporary resident status and place of residence.	<input type="checkbox"/>
Proof of completion of any training and/or work experience relevant to the job offered in Canada. You must demonstrate that you meet the requirements specified in your Labour Market Impact Assessment (LMIA).	
Proof of training and/or experience may include: <ul style="list-style-type: none"> • Six months of full-time training in a classroom setting in a field or occupation related to the job offered in Canada; • Evidence of recent (within the last three years) full-time paid employment in an occupation related to the prospective employment in Canada. 	<input type="checkbox"/>

<p>Original records of education. Your level of education must meet the requirements specified in your Labour Market Impact Assessment (LMIA).</p> <p>For education undertaken in the Philippines:</p> <ul style="list-style-type: none"> If your position requires completion of studies equivalent to a Canadian secondary school diploma, you are required to provide proof of your successful completion of high school plus at least two years of post-secondary education during which a minimum of 72 credits were obtained. 	<input type="checkbox"/>
<p>Letters of reference from your present and past employers. Employment letters must detail the duties you performed and must contain the full name, address and contact phone number of your employers.</p> <p>Also include:</p> <ul style="list-style-type: none"> all official documents and visas or endorsements (if applicable) that substantiate your periods of employment; and the employment contracts listing your duties, dates of employment, and position. for employment in the Philippines: proof of employer contributions to the Social Security System (SSS) 	<input type="checkbox"/>
<p>Police certificates from each country or territory where you have lived for six consecutive months or longer since reaching the age of 18.</p> <p>If you are required to obtain a Hong Kong <i>Certificate of No Criminal Activity</i>: Obtain the request letter from the nearest Visa Application Centre (Hong Kong, Mongolia or Taiwan) and submit the receipt from your application to the Hong Kong Police Force.</p> <p>If you are a national of the Philippines:</p> <ul style="list-style-type: none"> an NBI certificate (Original Copy) issued within the last 3 months and marked with a dry seal and your thumbprint (Personal Copy not acceptable). <p>If the remarks “NO CRIMINAL RECORD”, “NO PENDING CASE”, or “RECORD AS STATED” appear on the NBI certificate, submit:</p> <ul style="list-style-type: none"> A written explanation from the NBI regarding this remark; All court documents concerning the criminal charges. (Provide complete copies of the decision or the resolution of the case. Certifications from the clerks of court are not acceptable); and Your own explanation of the incident leading to the charges. 	<input type="checkbox"/>
<p>Proof that you have undergone a medical examination. You should take the required medical examination before submitting your application by visiting one of the Panel Physicians. You must inform the Panel Physician that you intend to be a visitor to Canada.</p> <p>When visiting the Panel Physician, you must bring the following documents:</p> <ul style="list-style-type: none"> 4 photos meeting the requirements of the Photo Specifications; your original passport; and a photocopy of your passport bio data page. <p>After the completion of your medical examination, the Panel Physician will provide you with one copy of your medical examination form. This form must be submitted together with your application. Submission of this form does not guarantee approval of your application. All costs for medical exams are payable by the applicant and are non-refundable.</p>	<input type="checkbox"/>
<p><i>Use of a Representative</i> form (IMM 5476E) if someone has assisted you in making this application.</p> <p>A representative is someone who has provided advice, consultation, or guidance to you <u>at any stage</u> of the immigration application process, or in an immigration proceeding. If someone represented or advised you to help you submit your application, then that person is your representative. For more information, consult Guide 5561 – Instructions – Use of a Representative.</p> <p>If you fail to disclose your representative, your application will be refused and you may become inadmissible to Canada for a period of 5 years.</p>	<input type="checkbox"/>

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Declaration

Include this checklist with your application and complete the following:

I, (name) _____, have reviewed the document checklist and wish to submit my application. I acknowledge that failure to include any item listed in the checklist may result in my application being considered incomplete, resulting in the refusal of my application. I acknowledge and understand that all application fees are non-refundable.

Signature:

Date: