Work Permit

Visa Office
Instructions for:

Bengaluru, Chandigarh, New Delhi

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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

- This checklist should be used in conjunction with the IMM 5488 Document Checklist for a Work Permit
- Any document not in English or French must be accompanied by a translation
- Failure to submit all required documentation may result in refusal or processing delays
- False statements or submission of fraudulent documents will result in refusal
- When submitting your completed and signed application form, be sure to include the barcode page.
- Accompanying spouse and children of all ages must submit their own application forms

Apply online

Save time and get case updates online!

- No courier fees or mail delivery time – we get your application instantly.
- Avoid processing delays. Incomplete applications are returned to you. Applying online helps ensure your application is complete before you submit it.
- If we need to ask for more documents, you can quickly submit them online.
- Get updates on the status of your application directly in your online account

### You must submit the following:

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<tr>
<th><strong>Original, valid passport</strong> and a photocopy of the biodata (photo) page. Include all cancelled or expired passports, if applicable.</th>
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<td>Your passport should be valid for the duration of work in Canada, as the validity of a work permit cannot exceed the validity of the passport.</td>
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### Additional Supporting Documents to be submitted:

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<th><strong>For all Work Permit applications:</strong></th>
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<td>Evidence that you meet the requirements of the job offered:</td>
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<td>- Proof of Education: Certificate, Diploma or Degrees including mark sheets;</td>
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<td>- Proof of work experience: Copies of appointment letters and relieving letters from your current and previous employers, copies of salary slips and form 16; bank statements. Letters of reference must outline the duration and specific nature of your employment, including your exact duties on the job. <strong>Note:</strong> Contact name, address and phone numbers should be provided.</td>
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Proof of personal funds, including income tax returns for the past two years, bank statements or books from the past three months. Property documents or other proof of income or investments.

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 temporary Resident Visa – IMM 5257B) and include it with your application.

Copies of marriage certificate and children’s birth certificates for accompanying dependents.

Family Information Form (IMM 5707) fully completed, signed and dated.

For Live – In Caregivers:

Proof of caregiver training course and proof of one year experience related to the work of a caregiver. If providing proof of caregiver training course, also provide evidence that the training was offered as part of a formal education program at an educational institution accredited by the appropriate local education authorities.

Live-in Caregiver Program (LCP) contract

Applicant’s educational diplomas, school certificates or transcripts listing the courses taken.

Proof of English or French language proficiency

Proof of financial ability of your employer to hire a full time caregiver:

- Latest Notice of Assessment (NOA) of Canadian employer and spouse. Note that affidavits are not acceptable.
- Employer’s family composition (number of individuals in the employer’s household).

*Note: Some hosts or sponsors may prefer not to provide their personal information directly to the applicant for submission to the Visa Office. In this case, please enclose a note to this effect. Please be advised that this may lead to slower processing in some cases.