



APPLICATION FOR A WORK PERMIT – CHECKLIST

- Use this checklist in lieu of IMM 5488 (02-2011) E
- Consult our website for forms and instructions: <http://www.canadainternational.gc.ca/india-inde/index.aspx?lang=eng>
- Any document not in English or French must be accompanied by a translation.
- 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 immediate refusal and potentially legal action.
- When submitting your completed and signed application form, be sure to include the last page (page 5 of 5) that will contain your data in barcodes in 02 copies.

You must submit the following:



- Application for a Work Permit made Outside of Canada (IMM 1295) **Note:** *If this application form is completed electronically, place the barcode page (page 5 of 5) on the top of each individual application package.*

- Family Information from (IMM 5645).

- Add any required supplementary forms:

~ Application for Temporary Resident Visa made Outside of Canada (IMM 5257 – Schedule 1), if applicable

~ Statutory Declaration of Common-law Union (IMM 5409), if applicable

~ Use of Representative (IMM 5476), if applicable. To be completed if someone is assisting you in completing your application or if you would like someone to do business with our office on your behalf.

Two [passport photographs](#) for each applicant. Write the name and birth date of the individual on the back.

Processing fee – ensure that you have paid the correct non-refundable fee.

Passport in good condition with at least six months validity. Please note that the Canadian High Commission does not accept additional pages inserted into passports. If you do not have a blank page to which a visa can be affixed, a new passport must be obtained before submitting your application. Include **all cancelled or expired passports**, if applicable.

If possible, a 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.

Additional Supporting Documents to be submitted:



For all Work Permit applications:

- Valid Labour Market Opinion (LMO)

- Certificat d'acceptation du Quebec (CAQ) for cases destined to Quebec

- Offer of employment or contract for job in Canada stating duration of employment, nature of work to be performed and salary to be paid.

- Evidence that you meet the requirements of the job offered:

~ Proof of Education: Certificate/Diploma/Degrees including mark sheets.

~ 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. Letter(s) of reference must outline the duration and specific nature of your employment, including your exact duties on the job. **Note:** Contact name, address and phone numbers should be provided.

- Proof of personal funds, including income tax returns for the past two years, bank statements/ books from the past three months. Property documents/other proof of income or investments.

Note: If applying without LMO; specify under which exemption the application is made and provide the title of your proposed position and its National Occupational Classification (NOC) code. See <http://www5.hrsdc.gc.ca/NOC/English/NOC/2006/Welcome.aspx>

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

For Live – In Caregivers:

- Proof of caregiver training course and/or 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.	
• Valid Labour Market Opinion (LMO)	
• Live-in Caregiver Program (LCP) contract	
• Applicant's educational diplomas, school certificates or transcripts listing the courses taken.	
• Proof of English/French language proficiency,	
• Proof of financial ability of your employer to hire a full time caregiver: <ul style="list-style-type: none">~ 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) <p>*Note: Some hosts/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.</p>	
Other Information:	✓
• Please provide only photocopies of all documents, as we do not guarantee the return of any original documents. However, note that we reserve the right to request the original of any document provided. • English or French translations must accompany any documents not originally in English or French. • Accompanying spouse and children of all age must submit their own application form.	