



## **WORK PERMIT CHECKLIST**

### **Use of Representative**

As a federal government department, the Immigration and Visa section is bound by the Privacy Act not to discuss the details of any case with anyone except the applicant and certain authorized persons. Before the High Commission or Consulate General authorities can release information, the applicant must provide us with specific written permission to do so. Only a Canadian citizen or permanent resident or temporary resident in Canada can obtain this information.

### **Required Documents For All Visa Categories**

Please note that the following essentials must be met by all applicants submitting their applications for visa.

- **Passport 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

If possible, a passport should be valid for the duration of study in Canada, as the validity of a study permit cannot exceed the validity of the passport

- **Relevant Fee**

Fully completed application form appropriate to the type of visa requested with two original passport-size photographs [NB: digital photographs not acceptable]

### **Other Information**

- Children under 18 travelling without one or both parents or without a legal guardian must provide a notarized authorization for travel signed by both parents or by the parent or legal guardian not travelling. This authorization should be available for presentation at the Canadian Port of Entry
- 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
- Please ensure you complete the portion of the application form for spouse or common-law partner and children - regardless of whether they are accompanying or not
- Children 18 years of age and older must submit their own application form
- Passports must be valid for at least 6 months. **Note: A temporary resident visa may not be issued beyond the validity of your current passport.**

**Note: English or French translations must accompany any documents not originally in English or French**



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### For all Temporary Resident Visa applicants (Work Permit, IT Worker & Live – in Caregiver)

- Work Permit application form with two recent, original passport sized photos (2 inches x 1.5 to 2 inches in size)
- Personal Information Form
- Use of a Representative form (IMM 5476) [if applicable]
- Current Passport
- HRSDC confirmation
- 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
  - Salary to be paid in Canada
- Proof of Education: Certificate/Diploma/ Degrees including mark sheets
- Proof of work experience: Copies of appointment letters and relieving letter 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 that the contact name, address, and phone number should be provided
- Proof of personal funds
  - Income Tax Returns for the past two years
  - Bank Statements/bank books
  - Property documents/other proof of income or investments

Note: above mentioned documents are common for all visa Categories

### IT WORKER

- Educational documents related to your IT / Computer studies, including marks sheets
- Copies of appointment letters and relieving letter from your current and previous employers; copies of salary slips and form 16; bank statements
- Copies of marriage certificate and children's birth certificates for accompanying dependents

### LIVE – IN - CAREGIVER

- Proof of caregiver training course and/or proof of one year experience related to the work of a caregiver
- Valid Labour Market Opinion (LMO)
- Live-In Caregiver Program (LCP) Contract
- Applicant's educational diplomas, school certificates or transcripts listing the courses taken
- Financial confirmation as to the ability of your employer to be able to hire a full-time live-in-caregiver:
  - This should be in the form of independent, third-party documentation from a Canadian source which is reliable and easily verifiable (Notice of Assessment (NOA) of Canadian employer and spouse). Note that affidavits are not acceptable
  - Information regarding the number of persons in the employer's household (LCP Contract) and evidence of their financial ability, including documentary evidence of their income, liquid assets as well as their financial obligation (Mortgages, loans, etc.)

Note: English or French translations must accompany any documents not originally in English or French