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Guide 5487 - Applying for a Work Permit outside Canada

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This is not a legal document. For legal information, refer to the *Immigration and Refugee Protection Act and Regulations* or the *Citizenship Act and Regulations*, as applicable.

This publication is available in alternative formats upon request.

Overview

Application package

This application package has:

- an instruction guide, **and**
- the forms you need to fill out.

The **instruction guide**:

- has information you must know before you submit your application **and**
- explains how to fill out the forms and gather your supporting documents.

Read the instruction guide completely and then fill out each of the applicable forms.

The **forms** are designed with questions that will help the processing of your application.

Symbols used in this guide

This guide uses these symbols to draw your attention to important information:



What you **must** do to have your application processed.



Important information that you need to know to avoid delays or other problems.



Where to get more information.

Note:

Tips that will help you with this application.

Before you apply

Who can use this application guide?

This application guide will help you apply for a work permit from outside Canada.

What is work?

Work is an activity for which wages are paid or commission is earned. An unpaid activity can also be “work” if it competes directly with activities of citizens or permanent residents in the Canadian labour market.

What is a work permit?

A work permit is a written authorization that is:

- issued by an officer that allows a person who is not a Canadian citizen or a permanent resident to work in Canada;
- needed if you want to work in Canada, even if your employer is not in Canada;
- usually valid only for a specific employer, job and length of time;
- issued based on a Labour Market Impact Assessment (LMIA) from Employment and Social Development Canada (ESDC), or an Offer of employment from an LMIA-exempt employer.

Employer Compliance Regime

The Immigration and Refugee Protection Regulations (IRPR) have requirements that allow us to protect your rights when you work in Canada by making sure that your employer respects the terms of their offer of employment.

For a work permit application, we will evaluate your employer on:

- whether or not the offer of employment is genuine;
- their compliance history (within the past six years) with the commitments listed in their offer of employment with respect to:
 - wages;
 - working conditions; and
 - the job;
- whether or not they follow Federal-Provincial or Territorial Laws; and
- whether or not they are banned from hiring a foreign national as per the IRPR.

Employers who have not complied with past commitments to foreign workers may be banned from hiring any foreign workers for a specific length of time. The length of the ban is noted on the public list of employers who have been found non-compliant.

You must not work for an ineligible employer. Check the current [List of employers who have been found non-compliant](#).

Note: If your employer is a mission, foreign government, international organization or a bridge or tunnel authority, they may be exempt from the Employer Compliance Regime. Find out more about this [exemption](#).

What is a Labour Market Impact Assessment (LMIA)?

An LMIA is a document from Employment and Social Development Canada (ESDC) that gives the employer permission to hire a temporary worker.

ESDC will assess the employer's LMIA application to determine what impact hiring a temporary foreign worker would have on Canada's job market. ESDC will issue a positive or negative LMIA letter to the employer. Your employer should give you a copy of this letter to include with your application for a work permit.

The LMIA is usually given for a specific period of time and the work permit issued will match that period. If you want to renew your work permit beyond this period, you will likely need a new LMIA. [Find out more about the LMIA.](#)

i Note: LMIA-exempt work permits have different conditions that are reviewed by IRCC or CBSA. [Find out if you need an LMIA.](#)

Offers of Employment from a specific employer for LMIA-exempt foreign workers

If you do not need an LMIA to work in Canada, your employer must submit an offer of employment to us through the [Employer Portal](#). Your employer must give you an *Offer of Employment number* and pay the Employer compliance fee before you start your work permit application. The *Offer of Employment number* starts with the letter "A" and is followed by seven numbers.

If your employer does not need to pay the employer compliance fee, they must upload proof of their fee exemption in the Employer Portal.

Do I need a work permit?

You need a work permit if you are not a Canadian citizen or a permanent resident and you want to work temporarily in Canada.

Depending on the nature of the activity, you may be exempt from a work permit. In most cases, you will need one to work legally in Canada.

Find out if you need [a work permit](#).

You can also find information in the [Help Centre](#).

When should I apply?

You should apply as soon as you have:

- a written job offer or employment contract **and**
- your LMIA decision letter that your employer received from ESDC.

If you do not need an LMIA, you may apply when you get your *Offer of employment number* from the employer.

Am I eligible?

You must show the officer that you are eligible under Canada's Immigration law and that you will be in Canada for a temporary stay. You must:

- satisfy an officer that you will leave Canada at the end of your employment;
 - be law-abiding and have no record of criminal activity (you may be asked to give us a Police Clearance Certificate);
 - not be a danger to the security of Canada;
 - be in good health and complete a medical exam, if needed;
 - not intend to engage in employment with an employer on the [List of Ineligible Employers](#);
 - not plan to work with an employer who, on a regular basis, offers striptease, erotic dance, escort services or erotic massages; and
 - provide any other documents the officer needs to establish your admissibility.
-

Are there any conditions on my work permit?

An officer may impose, change or cancel conditions when issuing a work permit. These may include any of the following:

- the type of employment;
 - the employer you can work for;
 - where you can work;
 - how long you can continue to work; and
 - the times or periods of work.
-

Do I need a Temporary Resident Visa (TRV) or an Electronic Travel Authorization (eTA)?

If you want to work in Canada, you may need a TRV or an eTA.

A TRV is an official document issued by an officer that is placed in your passport to show that you meet the general requirements for admission to Canada as a temporary resident. An eTA is a paperless document that is electronically linked to your passport. It also shows that you are eligible to enter Canada as a temporary resident.

If you need a TRV or an eTA, you do not have to fill out a separate application or pay more fees. It will be issued by the officer at the same time as the documents you need for your entry to Canada as a worker.

Find out if you need a [TRV](#) or an [eTA](#).

Applying for a post-graduation work permit from outside Canada

If you graduated from a Canadian post-secondary institution and are applying for a post-graduation work permit from outside Canada, you must indicate this on your Application form for a work permit made from outside Canada (IMM 1295):

In the section “**Details of intended work in Canada**”:

- Question 1: Choose “Open Work Permit”
- Question 2a (Name of employer): Write “Post Graduate Work Permit”

You must submit your application within 90 days from either the date your final marks are issued or when you receive a formal written notification of graduation (whichever comes first). Make sure you submit proof that you have completed all the requirements of your program of study (final transcript or a letter from the institution or formal notice of graduation).

Your study permit must continue to be valid when you submit your application.

[See if you're eligible for a Post-graduation work permit.](#)

 Important information:

Family members

Your family members include your spouse or common-law partner, your dependent children and any children that are their dependent children.

Spouse

Refers to either of the two persons (opposite or same sex) in a marriage legally recognized in the country in which it took place, as well as in Canada.



Proxy, telephone, fax, internet and similar forms of marriage where one or both parties were not physically present are no longer considered as valid spousal relationships under the Immigration and Refugee Protection Regulations. For more information, consult [Operational Bulletin 613](#).

Common-law partner

Refers to a person who is living in a conjugal relationship with another person (opposite or same sex), and has done so continuously for a period of at least one year. A conjugal relationship exists when there is a significant degree of commitment between two people.

This can be shown with evidence that the couple share the same home, support each other financially and emotionally, have children together, or present themselves in public as a couple.

Common-law partners who have been in a conjugal relationship for at least one year but are unable to live together or appear in public together because of legal restrictions in their home country or who have been separated for reasons beyond their control (for example, civil war or armed conflict) may still qualify and should be included on the application.

Dependent children

Your child or the child of your spouse or common-law partner can be considered a dependent child if that child meets the requirements below on the day we receive your complete application:

- They're **under 22 years old**, and
- They don't have a spouse or common-law partner

Children 22 years old or older qualify as dependants if they meet **both** of these requirements:

- They have depended on their parents for financial support since before the age of 22, and
- They are unable to financially support themselves because of a mental or physical condition

Dependants must continue to meet these requirements until they enter Canada.

If we received your permanent residence application on or before October 23, 2017, a previous [definition of dependent children](#) may apply.

Not sure if your child is a dependant? [Check if your child qualifies by answering a few questions.](#)

Dependent child of a dependent child

Refers to children of dependent children of the applicant and those of the spouse or common-law partner, if applicable.

Do I have to apply separately for my family members?

Family members must complete their own application forms. However, you may submit your applications together online or at a Visa Application Centre (VAC) and use one payment receipt for the total amount.

Your spouse or common-law partner and children must meet all of the requirements for temporary residence in Canada.

May my spouse or common-law partner and children work in Canada?

To work in Canada, your spouse or common-law partner and your dependent children must apply for their own work permits. Each person must meet the requirements to get a work permit, including the LMIA requirement.

They may, however apply for their work permit from **within** Canada. Find more details in the [Help Centre](#).

May my children attend school?

Your children may attend school in Canada. You must apply for their study permit at the same time as your own. If your children plan to join you at a later date, they must apply for a study permit before coming to Canada.

Are there medical requirements?

If you plan to visit or study for six months or less:

You usually do not need a medical exam.

If you plan to visit or study for more than six months:

You will need a medical exam if you:

- have lived temporarily for six or more months in a row
 - in any of these [countries or territories](#)
 - in the one year immediately before the date you want to enter Canada. (**This applies even if you are a citizen of a country that does not need a visa to enter Canada.**)

You and your [family members](#) may need a medical exam to come to Canada. Find out more by checking the [Medical examination requirements for temporary residents](#).

You may either:

- have an upfront medical exam by contacting a Panel Physician; or
- wait until your application is reviewed and medical instructions are given to you by the visa office.

Get the [instructions](#) to complete the medical exam.

When medical results are submitted up front, routine cases benefit from faster processing since we do not have to ask for them at a later date. This is done at your own cost and does not influence the final decision on your application. If you have an upfront medical exam, you must submit proof that

you completed the medical exam with your application. Failure to do so may result in processing delays.

The officer's decision is based on the type of job you will have and where you have lived in the past year.

If you want to work in health services, child care, primary or secondary education, you will need a medical exam and a satisfactory medical assessment before we can issue you a work permit.

If you want to work in agricultural occupations, you will need a medical exam if you have lived in certain countries.

Note: A medical exam **may add over three months** to the processing of your application.

Step 1. Gather documents

What documents do I need?

Use the [Document Checklist \(IMM 5488\) \(PDF \(Portable Document Format\), 316.89KB \(Kilobyte\)\)](#) to help you gather the supporting documents needed to apply for a work permit.

Some migration offices may need more supporting documents specific to your country. For more information, check the [List of countries and corresponding Canadian migration offices](#).

Warning: Important information: If you do not send all the requested information or documents, the processing of your application could be delayed.

1. Proof of identity

- A valid passport or travel document that guarantees you re-entry to the country that issued it **and**
- Two (2) photos of yourself and accompanying family members that meet the [Visa application photograph specifications](#).

Note: if you need to give biometric information (biometric fingerprints and a biometric photo), do not include paper photos. Find out if you need to give [biometrics](#).

2. Proof of employment in Canada

- For LMIA-exempt work permits: The *Offer of Employment number* (begins with the letter "A" and is followed by seven numbers). Your employer should give this to you,

OR

If you need an LMIA to work: A copy of Labour Market Impact Assessment (LMIA) from ESDC (your employer should give this to you), AND a copy of an employment contract from your future employer.

- o Proof that you are eligible for the job (for example: a valid Canadian provincial or territorial trade certificate, educational requirements or past work experience outlined in a resume).
- o A copy of the Certificat d'acceptation du Québec (CAQ) from the *Ministère de l'Immigration, de la Diversité et de l'Inclusion (MIDI)*, if you plan to work in Quebec or will be working in Quebec. If you do not need an LMIA you will usually not need a CAQ.

3. Proof of relationship

- o You may need to provide a marriage certificate and birth certificates for any accompanying family members.
- o If you are in a common-law relationship and your common-law partner will come with you to Canada, you **must** fill out the *Statutory Declaration of Common-Law Union (IMM 5409)*. Send proof listed on the form to support your relationship.

4. Other documents

- o If you are not a citizen of the country where you are applying, you must send proof of your present immigration status in that country.
- o If the government that issued your passport or travel document requires a re-entry permit, you must receive it before you apply for a work permit.
- o You may need to give us more documents.

Do you plan to work in Quebec?

In general, to work in Quebec, you need a *Certificat d'acceptation du Québec (CAQ)* issued by the Ministère de l'Immigration, de la Diversité et de l'Inclusion (MIDI) before applying for a work permit from any Canadian migration office.

Your employer must contact:

- Employment and Social Development Canada (ESDC), and
- the MIDI to get permission to hire you.

Your employer will ask you to sign the application for a CAQ and will send it to the MIDI on your behalf.

Please refer to the [MIDI \(Ministère de l'Immigration, de la Diversité et de l'Inclusion\) website](#) (available in French only) for contact information and for the latest updates on the process and documents needed for Quebec.

Translation of documents

You **must** send the following for any document that is not in English or French, unless otherwise stated on your document checklist:

- the English or French translation; **and**
- an affidavit from the person who completed the translation (see below for details); **and**
- a **certified** copy of the original document.

Translations may be done by a person who is fluent in both languages (English or French and the unofficial language).

If the translation isn't done by a member in good standing of a provincial or territorial organization of translators and interpreters in Canada, you must submit an affidavit swearing to the accuracy of the translation and the language proficiency of the translator. A certified translator will provide both a certified translation and certified copies of the original documents.

The affidavit must be sworn in the presence of:

In Canada:


- a notary public
- a commissioner of oaths
- a commissioner of taking affidavits


Authority to certify varies by province and territory. Consult your local provincial or territorial authorities.

Outside of Canada:

- a notary public

Authority to administer oaths varies by country. Consult your local authorities.

 **Important information:** Translations must not be done by the applicants themselves nor by members of the applicant's family. This includes a parent, guardian, sibling, spouse, common-law partner, conjugal partner, grandparent, child, aunt, uncle, niece, nephew and first cousin.

 **Note:** An affidavit is a document on which the translator has sworn, in the presence of a person authorized to administer oaths in the country where the translator is living, that the contents of their translation are a true translation and representation of the contents of the original document. Translators who are certified in Canada don't need to supply an affidavit.

Certified true copies

To have a photocopy of a document certified, an authorized person must (as described below) compare the original document to the photocopy and must print the following on the photocopy:

- “I certify that this is a true copy of the original document”,
 - the name of the original document,
 - the date of the certification,
 - his or her name,
 - his or her official position or title, **and**
 - his or her signature.
-

Who can certify copies?

Persons authorized to certify copies include the following:

In Canada:

- a notary public
- a commissioner of oaths
- a commissioner of taking affidavits

Authority to certify varies by province and territory. Check with your local provincial or territorial authorities.

Outside Canada:

- a notary public

Authority to certify international documents varies by country. Check with your local authorities.

Applicants themselves or members of their family may not certify copies of your documents. This includes a parent, guardian, sibling, spouse, common-law partner, conjugal partner, grandparent, child, aunt, uncle, niece, nephew and first cousin.

Step 2. Fill out the application

You must fill out and submit these forms:

- [Application For Work Permit Made Outside of Canada \(IMM 1295\) \(PDF \(Portable Document Format\), 465.84KB \(Kilobyte\)\)](#)
- [Document Checklist \(IMM 5488\) \(PDF \(Portable Document Format\), 316.89KB \(Kilobyte\)\)](#)
- [Family Information \(IMM 5645 or IMM 5707\)](#)
- [Statutory Declaration of Common-law Union \(IMM 5409\) \(PDF \(Portable Document Format\), 636.51KB \(Kilobyte\)\)](#), if it applies to you

- [Use of a Representative \(IMM 5476\) \(PDF \(Portable Document Format\), 648.31KB \(Kilobyte\)\)](#), if it applies to you
- [Authority to release personal information to a designated individual \(IMM 5475\) \(PDF \(Portable Document Format\), 593.57KB \(Kilobyte\)\)](#), if it applies to you

Note: A migration officer may ask you for more supporting documents.

! Important information: It is a serious offence to give false or misleading information on these forms. The information on your application may be verified.

Be complete and accurate



Important information

Fill out all sections. If a section does not apply to you, write “Not Applicable” or “NA”. Do not do this for the name fields (your last name and given names). Instead, see questions 1 and 2 under the “[Personal Details](#)” section for instructions. **You must sign and date the application.**

If your application is incomplete it may be rejected or sent back to you and this will delay processing.

If you need more space for any section, print another page with the correct section. Complete and submit this page with your application.

Application for Work Permit Made Outside of Canada (IMM 1295)

Who must fill out this application form?

Each person who needs a work permit must fill out this form.

Fill out the form



Note

You must answer all the questions on this form unless instructed otherwise.

Download and fill out the form on a computer.

You also have the option to save your form and fill it out later.

Note: Filling out the form on a computer is easier and reduces mistakes that can slow down the application process.

Read and follow the questions below to help you fill out the form.

Question 1

Type your universal client identification number (UCI (universal client identification)), if known. Otherwise, leave it blank. If this is your first time dealing with IRCC (Immigration, Refugees and Citizenship Canada) you will not have a UCI (universal client identification).

Question 2

Choose your preferred language of service (English or French).

Personal Details

Question 1

Full name

Type your **family name (surname) exactly** as shown on your passport or travel document (even if the name is misspelled). Do not use initials.

i Note: If you do not have a family name on your passport or travel document, enter all your given names here and leave the given name field blank.

Type all of your **given names (first, second, or more)** exactly as shown on your passport or travel document (even if the name is misspelled). Do not use initials.

i Note: If you do not have a given name on your passport or travel document, leave this field blank. **Do not enter** “*”, “Not applicable” or “NA”.

Question 2

Nick names or Alias

Check the box to tell us if you have ever used any other name. This could include your birth name, maiden name, married name, nick name, etc.

If you checked “**Yes**”, type any other **family name** that you have ever used.

If you checked “**Yes**”, type any other **given name (first, second, or more) that you have ever used**.

Question 3

Choose your sex (male, female or unknown).

Question 4

Enter your date of birth. If your entire date of birth is unknown, please use '*' (star sign or asterisk) to fill in the spaces for the year, month or day, where applicable.

Question 5

Note, if your city, town, or country or territory of birth is indicated in your passport or your travel document, please record it as it appears in the document.

Question 6

Choose your country of citizenship. To be a citizen of a country means that you were either born in that country (in most cases) or have been granted citizenship by that country. If you are a citizen of more than one country, choose the country that issued the passport you will be using for this trip.

Question 7

Choose the correct information:

- The name of the country or territory you live in, if you have been lawfully admitted to that country or territory.
- Your immigration status in that country or territory (choose one of the following):
 - Citizen
 - Permanent resident
 - Visitor
 - Worker
 - Student
 - Other
 - Protected Person
 - Refugee Claimant
- Other: You must fill out this section if you chose "Other" as a status.
- The dates (From – To) you have been living in your country or territory of residence.

Question 8

Check the box to tell us if during the past five years, you have lived in any other country or territory other than your country of citizenship or your current country or territory of residence (indicated above) for more than six months?

If you checked "Yes", choose the correct information:

- The name of the country or territory you lived in,
- Your immigration status for the time you were in that country or territory:
 - Citizen
 - Permanent resident
 - Visitor

- Worker
- Student
- Other
- Protected Person
- Refugee Claimant
- Other: You must fill out this section if you chose “Other” as a status.
- The dates (From – To) you were living in that country or territory.

Question 9

Check the box to tell us if you are applying from the country or territory you live in.

If you checked “No”, choose the correct information:

- The name of the country or territory where you are applying from,
- Your immigration status in that country or territory by choosing one of the following:
 - Citizen
 - Permanent resident
 - Visitor
 - Worker
 - Student
 - Other
 - Protected Person
 - Refugee Claimant
- Other: You must fill out this section if you chose “Other” as a status.
- The dates (From – To) that you have been living in that country or territory.

If you are not a citizen of the country or territory where you are applying, you **must** send proof of your legal status in the country or territory you live in when you submit your application.

Question 10

a. Choose your current marital status:

Annulled Marriage

This is a marriage that is legally declared invalid. An annulment can also be a declaration by the Catholic Church that the marital union did not have a binding force.

Common-Law

This means that you have lived continuously with your partner in a marital-type relationship for a minimum of one year.

Divorced

This means that you are officially separated and have legally ended your marriage.

Legally Separated

This means that you are married, but are no longer living with your spouse.

Married

This means that you and your spouse have had a ceremony that legally binds you to each other. Your marriage must be legally recognized in the country where it was performed and in Canada.

Single

This means that you have never been married and are not in a common-law relationship.

Widowed

This means that your spouse has died and that you have not re-married or entered into a common-law relationship.

- b. Enter the date (year, month and day) you were married or you entered into your current common-law relationship.
- c. Type the family names and given names of your current spouse or common-law partner.

If you are in a common-law union, you **must** also fill out the *Statutory Declaration of Common-law Union* (IMM 5409) form and include it with your application. If you are married, you **must** send a photocopy of your marriage licence or certificate with your application.

Question 11

Check the box to tell us if you have ever been married or in a common-law relationship. If you checked “**Yes**”, enter:

- All family names,
- All given names,
- Date of birth,
- Type of relationship:
 - Common-law, **or**
 - Married.
- Dates (From – To) for which you were in the relationship with your former spouse or common-law partner.

Languages

Question 1

- a. Choose your native language (mother tongue).
- b. If your native language is not English or French, choose the language you would most likely use.
 - Both

- o English
 - o French
 - o Neither
- c. Choose English, French or both as your language of communication:
- o English
 - o French
 - o Both
 - o Neither
- d. Check **Yes** or **No** to tell us if you have taken a test from a designated testing agency to test your abilities in English or French.

Passport

Question 1

Type your valid passport or travel document number exactly as shown on the document. Make sure there is no space between each number or letter.

Question 2

Choose the name of the country or territory that issued your passport or travel document.

Question 3

Enter the date your passport or travel document was issued.

Question 4

Enter the date your passport or travel document will expire.

National Identity Document

Question 1

Check the box to tell us if you have a national identity document.

Question 2

If you checked “**Yes**”, type the document number exactly as shown on your national identify document.

Question 3

Choose the name of the country or territory that issued your national identity document.

Question 4

Enter the date your national identity document was issued.

Question 5

Enter the date your national identity document will expire.

Contact Information

Question 1

Type your current mailing address (where information should be mailed). Make sure you include the following information:

- Post Office Box (P.O. Box) number, if you have one. If you do not have a post office box number, you must type the street number.
- Apartment (Apt.) or Unit,
- Street number (No.). If you did not type in a P.O. Box number, you must type the street number,
- Street name. Do not abbreviate words (Street, Avenue, Boulevard, Drive, etc.) except for directions (NW, SE, W, etc.)
- City or Town
- From the list, choose the country or territory of your current mailing address.
- Province or State
- Postal code or zip code
- District, if it applies to you.

All correspondence will go to this address unless you give us your e-mail address.

If you wish to have a representative who can conduct business on your behalf, you **must** give us their email and mailing addresses in this section **and** fill out the *Use of a Representative (IMM 5476)* form.

Question 2

Check the box to tell us if the address you live at is the same as your mailing address. If “**No**”, type the following information:

- Apartment (Apt.) or Unit, if it applies to you
- Street Number (No.)
- Street Name. Do not abbreviate words (Street, Avenue, Boulevard, Drive etc.) except for directions (NW, SE, W, etc.)
- City or Town
- Country or territory
- Province or State
- Postal Code or zip code
- District, if it applies to you.

Question 3

Check the correct box to tell us if the telephone number is from Canada, the United States (US) or Other (any other country).

Choose the type of telephone:

- Residence (home)
- Cellular (cell or mobile)
- Business (work)

Type your telephone number including the country code, area or regional codes, etc.

If you have an extension number, write it after your phone number under “Ext.”

Question 4

Check the correct box to tell us if your other telephone number is from Canada, the United States or Other (any other country).

Choose the type of telephone:

- Residence (home)
- Cellular (cell or mobile)
- Business (work)

Type your telephone number including the country code, area or regional codes, etc.

If you have an extension number, write it after your phone number under “Ext.”

Question 5

Check the correct box to tell us if the facsimile (fax) number is from Canada, the United States or Other (any other country).

If you have one, type your facsimile (fax) number, including country code, area or regional codes, etc.

Question 6

If you have one, type your e-mail address using a format similar to the following: name@provider.net

i Note: Make sure you check your email regularly. Any emails sent to you by IRCC will end in:

- “@cic.gc.ca”
- “@canada.ca” or
- “@international.gc.ca”.

Please add these to your “safe senders” list in your email program and check the junk mail folder in case important emails get filtered. If we find that your email address does not work or no longer exists, we will communicate with you by mail. By giving us your e-mail address, you are hereby authorizing us to send your correspondence, including file and personal information electronically to this address.

i Note: If you need a Temporary Resident Visa (TRV) and your work permit application is approved, you must give us your original passport so we can issue the visa counterfoil.

Details of Intended Work in Canada

Question 1

Choose the type of work permit you are applying for:

- Exemption from Labour Market Impact Assessment
- Labour Market Impact Assessment Stream
- Open Work Permit
- Other
- Seasonal Agricultural Work Program

If you choose “Open Work Permit”, information about your employer is not needed at this time.

If you are applying for a post-graduation work permit from outside Canada, choose “Open Work Permit” and write “post-graduation work permit” in question 2a. Leave the following questions blank: 2b, 3, 4, 5 and 6.

i Note: If you are applying to work for a foreign mission or international organization recognized under the Foreign Missions and International Organizations Act (FMIOA), a foreign government or a bridge or tunnel authority), chose “other”. Your employer is required to provide you with an employment contract or an employment letter, stating:

- name of employer
- address of employer
- occupation title
- salary
- duration of work (start and end date)
- hours of work and
- any other pertinent details.

Your employer is not required to submit an Offer of Employment through the Employer Portal and consequently you are not required to provide a Labour Market Impact Assessment (LMIA) number or Offer of Employment (LMIA exempt) number.

Question 2

a) If you need an LMIA to get a work permit, type the name of the employer as shown on the LMIA. Attach **original** employment contract and LMIA.

If you do not need an LMIA to get a work permit, type the name of the employer who gave you the *Offer of employment number*.

If you are applying for a post-graduation work permit, write “post-graduation work permit” as the employer name.

b) Enter the complete address of your employer:

- Province
- City or Town
- Address

Question 3

Enter the address where you will work in Canada:

- Province
- City or Town
- Address

Question 4

Type the following information about the work you plan to do in Canada:

- Job Title
- Brief description of duties

Question 5

Type the expected start and end dates of your work in Canada (**From–To**).

i Note: use format YYYY-MM-DD

Question 6

Type the seven-digit number of your valid Labour Market Impact Assessment (LMIA) or the alpha numeric combination of the Offer of Employment (LMIA Exempt) number. This number begins with the letter “A” and is followed by seven numbers.

Education

Check the box to tell us if you have any post-secondary education (including university, college or apprenticeship training).

Examples of post-secondary education:

Trade or Apprenticeship

Training completed in a specific trade, such as carpentry or auto mechanics.

Non-university certificate or diploma

Training in a profession that requires formal education but not at the university level (for example, dental technician or engineering technician).

Bachelor's degree

Academic degree awarded by a college or university to those who finished an undergraduate curriculum; also called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.

Master's degree

Academic degree awarded by a graduate school of a college or university. You must have completed a Bachelor's degree before a Master's degree can be earned.

PhD

Highest university degree usually based on at least three years of graduate studies and a thesis. Normally, you must have finished a Master's degree before a PhD can be earned.

If you checked "**Yes**", give us full details of your highest level of post-secondary education:

- Enter the dates (year and month) you attended the institution
- Field(s) of study (mechanics, social sciences, medicine, etc. (et cetera))
- School or Facility name
- City or Town
- Country or territory (choose from the list) **and**
- Province or State.

Employment (Work or job)

Enter the following information about your employment for the past 10 years. If you are retired, give information about the 10 years before your retirement.

Question 1

Current activity or job

Give details about your **current activity or job**:

- dates (year and month) you have been working at your current job,
- activity or job, or a brief description of your position. If you do not work, describe what you are currently doing (retired, not working, going to school, etc. (et cetera)),
- name of the company, employer or facility where you work,
- City or Town,
- Country or territory,

- Province or State, if it applies to you

Question 2

Previous activity or job

Give details of your **previous activity or job** for the past 10 years. If you are retired, include the details about the 10 years before your retirement.

If you need more space, print out another page of the form, fill in this section and submit it with your application.

Background Information

You must answer all questions in this section or your application will be considered incomplete and will be sent back to you.

Question 1

Check the box to tell us if:

- a. you or any of your family members have ever had tuberculosis of the lungs or have been in close contact with a person with tuberculosis within the past two years.
- b. you have any physical or mental disorder that would require social or health services other than medication during your stay in Canada.
- c. If you checked “**Yes**” to any of the above questions, provide details and the name of the family member, if it applies to you.

i Note: See the Family Members definition in this guide.

Question 2

Check the box to tell us if you have ever:

- a. stayed beyond the validity of your status, attended school without authorization or worked without authorization in Canada.
- b. been refused any kind of visa, admission or been ordered to leave Canada or any other country.
- c. applied to enter or stay in Canada.
- d. If you checked “**Yes**” to one of the above questions, provide details.

Question 3

Check the box to tell us if you have ever:

- committed,
- been arrested for, **or**

- been charged with or convicted of any criminal offence in any country.

If you checked “yes”, give details.

Question 4

- a. Check the box to tell us if you have ever served in any military, militia, civil defence unit, served in a security organization or police force (including non-obligatory national service, reserve or voluntary units).
- b. If you checked “**Yes**”, write your dates of service and the countries where you served.

Question 5

Check “**Yes**” or “**No**” to tell us if you have ever been a member or associated with any political party, or other group or organization which has engaged in or advocated violence as means to achieving a political or religious objective, or which has been associated with criminal activity at any time.

Question 6

Check “**Yes**” or “**No**” to tell us if you have ever witnessed or taken part in the ill treatment of prisoners or civilians, looting or desecration of religious buildings.

To complete your form:

1. Once you have filled out the form, click on the “Validate” button located at the top or bottom of the form. This will generate a **barcode page** (page 5 of 5) - see image below. If you filled out the form on a computer and print it, place the barcode page on the top of your application (or, if applying as a group, each individual application package).



Note: This barcode page will not appear if you fill out your application by hand.

2. If you are **18 years of age or older**, you must sign and date the boxes at the bottom of the page.

If you are **less than 18 years** of age, one of your parents or a legal guardian must sign your form.

i Note: By signing, you certify that you fully understand the questions asked, and that the information you have given is complete, accurate, and factual. If you do not sign and date the application form, it will be sent back to you.

Family Information (IMM 5645 or IMM 5707)

Who needs to fill out this form?

This form must be filled out by each person, 18 years of age or older, applying for a Temporary Resident Visa, a study or work permit outside Canada.

Which form needs to be filled out?

You must complete the *Family Information* form (IMM 5645 or IMM 5707) listed in the [application package](#) for your country.

Section A

Write the personal details about:

- yourself,
 - If you are married and you were physically present at the marriage, choose “married – physically present” in the marital status box.
 - If you are married and you were not physically present at the marriage, choose “married – not physically present” in the marital status box.
- your spouse or common-law partner, if it applies to you,
 - If you are married and your spouse was physically present at the marriage, choose “married – physically present” in the marital status box.
 - If you are married and your spouse was not physically present at the marriage, choose “married – not physically present” in the marital status box.
- your mother,
- your father.

Include: full name, relationship, date of birth, marital status (married, single, widowed, common-law, divorced, separated, annulled marriage), present address and occupation (job), and if they will come with you to Canada by checking “Yes” or “No”.

If a person is deceased, write “deceased” under “Present address”, and write the city and the date they died.

If not currently employed, please indicate if that person is retired, studying, etc. (et cetera)

You must answer all questions. If a section does not apply to you, write “Not applicable” or “N/A”.

i Note: If you do not have a spouse or a common-law partner, read “Note 1”, then sign and date the declaration at the end of Section A.

Section B

Write the personal details about your children. It is very important that you list all of your children even if they are already permanent residents or citizens of Canada. This includes:

- married children;
- adopted children;
- children of your spouse (step-children) or common-law partner;
- any of your children who have been adopted by others; and
- any of your children who are in the custody of an ex-spouse, former common-law partner or other guardian.

Write full name, relationship, date of birth, marital status (married, single, widowed, common-law, divorced, separated, annulled marriage), present address and job, and if they will come with you to Canada by checking “Yes” or “No”.

If a person is deceased, indicate this under “Present address”, and write the city and the date they died.

If not currently employed, please indicate if that person is retired, studying, etc. (et cetera)

You must answer all questions. If a section does not apply to you, write “Not applicable” or “N/A”.

i Note: If you do not have children, read “Note 2”, then sign and date the declaration at the end of Section B.

Section C (IMM 5645 only)

Write the personal details about your:

- brothers,
- sisters,
- half-brothers and half-sisters,
- step-brothers and step-sisters.

Write full name, relationship, date of birth, marital status (married, single, widowed, common-law, divorced, separated, annulled marriage), present address and job, and if they will come with you to Canada by checking “Yes” or “No”.

If a person is deceased, write this under “Present address”, and write the city and the date they died.

If not currently employed, please indicate if that person is retired, studying, etc. (et cetera)

You must answer all questions. If a section does not apply to you, write “Not applicable” or “N/A”.

Section C (IMM 5707) or D (IMM 5645)

Signature

Sign and date the boxes at the bottom of the page.

i Note: By signing, you certify that you fully understand the questions asked, and that the information you have given is complete, accurate and factual. If you do not sign or date the form, your application will be sent back to you.

Use of a Representative (IMM 5476)

Who may use this form?

Fill out this form **only** if you:

- are appointing a representative;
- need to update contact information for your previously appointed representative; **or**
- are cancelling a representative’s appointment.

If you have dependent children aged 18 years or older, they must fill out their own copy of this form if a representative is also conducting business on their behalf.

Who is a representative?

A **representative** is someone who:

- you have appointed by completing the IMM 5476 form;
- gives advice, consultation, or guidance to you at any stage of the application process; and
- has your consent to conduct business on your behalf with IRCC and the Canada Border Services Agency (CBSA).

You are not obliged to hire a representative. We treat everyone equally, whether they use the service of a representative or not.

For more information, see: [Use of a Representative](#).

Step 3. Pay the Fees

Fees

There may be three separate fees to pay:

- an application processing fee;
- an open work permit holder fee;
- a biometric fee.

Find out if you need to give [biometrics](#).

Use the table below to calculate the total amount of fees you need to pay (all fees are in Canadian dollars). You **must** pay your processing fees and include the payment receipt with your application. If you or your family members need to give biometric information, the biometric fee should be paid at the same time and in the same way as the processing fee.

Note: You may need to pay the fees in local currency.

Your fees

| Application | \$CAN | Biometrics |
|--|-------|------------|
| Work Permit (including extensions) – per person | \$155 | \$85 |
| Work Permit (including extensions) – Group of performing artists (3 or more) | \$465 | \$255 |
| Open Work Permit Holder ¹ | \$100 | |

Fees can change at any time.

¹ If you are applying for an Open Work Permit, you must pay the \$100 Open Work Permit Holder fee in addition to the Work Permit fee of \$155.

Open Work Permit Holder fee is refunded if the application is refused.

Note: Make sure you are eligible for the services you are requesting before you pay the fees.

The processing and biometric fees will not be refunded, no matter the final decision. For example, being found ineligible for a study permit is part of the processing and the fees will not be refunded. If you apply again, you will have to pay another application processing fee and if it applies

to you, another biometric fee.

How to pay the fees for your application

To pay your fees for your application you'll need:

- a valid email address;
- access to a printer (you'll need to print the receipt), **and**
- a credit card or Canadian debit card.

Visit the link below and follow these instructions to pay:

- Go to [Online Payment](#).
- Follow the online instructions.
 - **At the end**, click on the button to print the IRCC official receipt with barcode. Print two copies.
- **Attach a copy** of this receipt to your completed application.
 - Keep the second copy of the receipt for your records.

 **Do not exit without printing the receipt! The printed receipt is your proof of payment!**

If you cannot pay your fees online:

Visit the [Pay your fees](#) page to learn about the methods of payment accepted by Canadian migration offices.

Incorrect fee payment

Incorrect fee payments may delay processing.

Payment issue – No fee included

We will return your application.

Note: We will start processing of your application after you return your application with the fees.

Payment issue – Not enough fees included

We will return your application and tell you of how much to pay.

Note: We will start processing your application once you return your application with the correct fees.

Payment issue – Overpayment

We will:

- start processing your application, and
- send you a refund.

Note: You do not have to ask for a refund, it will be done automatically.

Payment issue – required biometric fee not included

We will:

- tell you the fee amount and how to pay it.

Note: We will continue processing of your application after you send the missing fees.

Step 4. Submit the Application

Where do I apply?

You may send your application to a [Visa Application Center \(VAC\)](#) that serves your area or [apply online](#).

Are there biometric requirements?

You and your [family members](#) may need to appear in person to have your fingerprints and photograph (biometric information) taken at a biometric [collection service point](#).

All family members who need their fingerprints and photograph taken and who are applying together should go to the same biometric collection service point.

Find out if you need to give [biometrics](#).

You must **not** have your biometric fingerprints and photo taken before you submit your application. You can have your biometrics collected:

- **after** you
 - submit your application;
 - pay your application and biometric fees; and
 - get a biometric instruction letter which will direct you to a list of points of service you may choose from;

or

- **at the same time** as you are submitting your application in person at a Visa Application Centre (VAC).



Important information

If I need to give my biometric fingerprints and photo, where do I go?

If you need to give biometric information you must give your fingerprints and photograph at a biometric collection service point. These include:

- Visa Application Centres (VAC);
- US Application Service Centres (ASCs) in the United States; **and**
- IRCC offices outside Canada in a country where there is no VAC or ASC.

If you use the services of a VAC to submit your application, you must give your biometric information at the same VAC.

Consult the list of [biometric collection service points](#).

i Note: If you need to give biometric fingerprints and photo, you do not need to include paper photos with your application.

Send the document checklist

Make sure you fill out the [Document Checklist \(IMM 5488\) \(PDF \(Portable Document Format\), 316.89KB \(Kilobyte\)\)](#) and include it with your application package.

What Happens Next

The application process

Submission

Completion check

Once you have submitted your application, we will check to make sure that:

- you have properly completed and submitted all of the required application forms;
- you have paid the application processing fee; **and**
- you have sent all requested supporting documentation.

If your application package is incomplete:

- **we will return it to you;**
- we will not create a file; **and**
- we will not keep a record until you have submitted a complete application.

Note: To avoid processing delays, pay your biometric fees at the same time as your application processing fees, using the same method of payment.

Processing

Review for decision

An officer will review your application and assess all the information and documents you have given. If the officer decides that an interview is needed, you will get a letter specifying the date, time and place.

If your application is refused:

- we will send you any original documents, including your passport (if you submitted it with your application); and
- we will send you an explanation about the refusal of your application.

If your application is approved:

- we will send you any original documents, including your passport (if you submitted it with your application); and
- we will send you a **letter of introduction** confirming the approval of your work permit application.

Note: If we suspect that you have submitted false documents, they will not be returned.

Arrival in Canada

If there has been a change in circumstances between the date of your application for a work permit and your arrival in Canada, or if more information becomes available to the migration office, you may be refused entry.

A **letter of introduction** does not guarantee entry into Canada.

An officer at the port of entry will decide if you are still eligible for admission when you arrive and how long you may stay. You will be issued a work permit at this time.

You must leave Canada on or before the date set by the officer or you must apply for an extension of your status in Canada.

Note: If you gave biometric information as part of your application, when you arrive at the Canadian port of entry, the officer:

- will check your travel documents and compare you to the photo taken at the time of your application, **and**

- may ask you to proceed to a secondary inspection line where your fingerprints will be compared with the fingerprints that were taken at the time of your application.

What you can do to help processing

There are certain things you can do to help make sure your application is processed as fast as possible:

- make sure you **send all documents and information we have asked for** with your application
- tell us if your contact information changes, including:
 - mailing address
 - telephone numbers
 - facsimile number (fax)
 - e-mail address

Things that delay processing

The following **may delay** processing:

- missing signature on application forms
- unclear photocopies of documents
- documents not sent with a certified English or French translation
- verification of your information and documents
- a medical condition that may need more tests or consultations
- a criminal or security problem
- consultation is needed with other offices in Canada and abroad

Current processing times



For more information

You can check current processing times on the [Application processing times](#) webpage.

Protecting your information

Your personal information, including biometric fingerprints and photograph, if given:

- may be shared with other Canadian government institutions as well as foreign governments as permitted under the provisions of the *Privacy Act*, **and**
- will be available to IRCC and CBSA employees who need to see it in order to provide the services to you, **and**
- will not be disclosed to anyone else except as permitted under the provisions of the Privacy Act.

You can find more information about the protection of your data by visiting the [Help Centre](#).



Find out more about the protection of your [biometric](#) information.

For more information

Quality Assurance Program

Our quality assurance program randomly chooses applications for a special review. If chosen, we will ask you to attend an interview with an IRCC official to:

- verify that the documentation and any other information you submitted is accurate,
- verify that your application has been completed properly.

Note: We will notify you in writing if your application is chosen.

Online services

For more information about the programs offered by IRCC, visit [Immigration and Citizenship](#).

Need help?

If you need help, you can find answers to your questions by visiting the [Help Centre](#).

Temporary Resident Visa application photograph specifications

Send two photos meeting the [Visa application photograph specifications](#). On the back of two photos, write your name and date of birth.

i Note: If you need to give biometric fingerprints and photo, you do not need to include paper photos with your application

Appendix A

"X" in the sex field on an immigration document

In the future, we will be introducing an "X" in the sex field. [Sign up for email updates on changing your sex to X \(unspecified\)](#). Until this becomes available, you may request a supporting document, free of charge that will state that your sex is unspecified.

You can request the supporting document once your application has been approved and you've received your immigration document.

[Find out how to request a supporting document with X.](#)

⚠ Important:

If your passport or travel document has a sex other than male (M) or female (F):

- On your application forms, identify the sex you would like displayed (M or F) until the X can be issued.
- The sex chosen (M or F) on your application will be the sex printed on your document.

How-to video



Save Time: Send a Complete Application

Find out if you are eligible

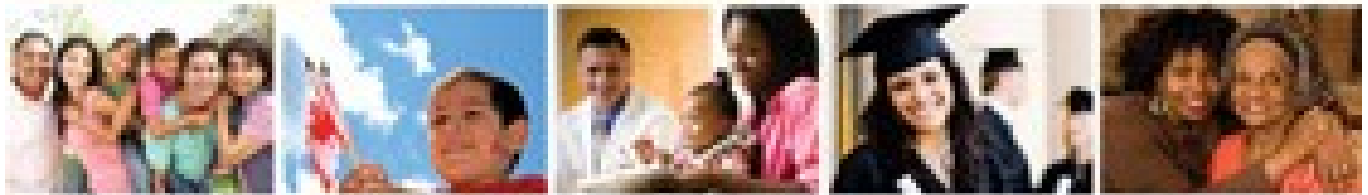


Come to Canada

Living in Canada tool



Living in Canada



[Learn about what it's like to live in Canada and which resources are available to you to help you settle here](#)

Please select all that apply:

- Something is broken
- It has a spelling or grammar mistake
- The information is wrong
- The information is outdated
- I can't find what I'm looking for

Date modified:

2018-04-12