## **IMMIGRATION**

# Canada

### Work permit

## Sydney visa office instructions

#### For the following countries:

Australia, Bora Bora, Cook Islands, Fiji, French Polynesia, Kiribati, Nauru, New Caledonia, New Zealand, Niue Island, Norfolk Island, Papua New Guinea, Pitcairn Island, Samoa (American), Samoa (Western), Solomon Islands, Tahiti, Tonga, Tuvalu, Vanuatu, Wallis



#### **Table of contents**

Document checklist - Work permit

Low skilled workers additional information form

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

Complete and place this checklist on top of your application.

Include a certified translation with any document that is not in English or French.

Failure to submit all required documentation may result in the refusal of your application or processing delays.

It is normally advisable to wait until you receive the letter of authorization to work in Canada from the Embassy before finalizing travel plans.

Number of people travelling to Canada (principal applicant and accompanying family members):

### In addition to a work permit, are you submitting applications for the following?

		Number required:
Spouse or common law partner	Open work permit - complete an application for a work permit	Number required:
	<b>Temporary resident visa</b> (if not applying for an open work permit) - complete an application for a temporary resident visa	Number required:
Minor children	<b>Open study permit</b> - for accompanying children aged 6-18 years old - no separate application form is required	Number required:
	<b>Temporary resident visa</b> (if a study permit is not required) - no separate application form is required	Number required:
Dependent over 18	<b>Study permit</b> for accompanying dependents aged 18-22-complete an application for a study permit which must include a letter of acceptance from a college or university in Canada	Number required:
	<b>Temporary resident visa</b> (if a study permit is not required) – complete an application for a temporary resident visa	Number required:

Submit the following items:	
Family Information Form IMM 5707, fully completed, dated and signed.	
Include all cancelled or expired passports, if applicable.	
If you do not reside in your country of citizenship, please provide your work permit or temporary stay permit.	
Copies of birth certificates for your minor children and your marriage certificate.	
If applicable, you must also submit	<b>√</b>
If <u>a minor is travelling with only one parent</u> , <b>custody documents or notarized permission</b> from the other parent is required.	

## Applicants applying in the categories below should also submit the following documents:

Nurses, doctors and other medical professionals  *Please note that you will be required to undergo a medical examination	<b>√</b>
<b>Letter confirming eligibility for interim licensing or registration</b> with the regulatory body in the province to which you are destined in Canada (for example: the College of Registered Nurses or the College of Physicians and Surgeons.) Clinical fellows destined to British Columbia, Ontario or Alberta do not require a letter from the regulatory body.	
Intra-company transferees	√
Letter from employer explaining why your transfer is necessary and how you meet the requirements.	
Evidence of relationship between your current employer and employer in Canada, indicating the duration of employment, your actual salary and the salary expected in Canada as well as your actual title and the title expected in Canada	
Truck drivers	√
Evidence of completion of <b>high school</b> .	

Copy of <b>driving license</b> (and counterpart document D740, if applicable).	
Original police certificate from your country of residence issued within the past 12 months.	
Low skilled project questionnaire - fully completed.	
Evidence of <b>financial ability</b> to support accompanying family members.	
Provincial nominees	√
Provincial Nominee certificate.	
Post-doctoral fellows	√
Evidence of PhD completion (PhD certificate or letter from your university).	
Visiting researchers	✓
<ul> <li>Research proposal outlining the following:</li> <li>research you will undertake in Canada,</li> <li>goals of research in relation to your academic pursuits in your own country,</li> <li>how you were chosen and</li> <li>amount and source of any funding you will receive.</li> </ul>	
Australia and Canada student exchanges	
*Please note that you will be required to undergo a medical examination	√
Letter of approval from the organization or province in Canada	
Original police certificate from your country of residence	
Media crew	√
<b>Full details of filming</b> including purpose, location, dates, type of production, distribution audience.	
Telefilm Canada Co-op Agreement, if applicable.	
Construction workers	√

<b>Original police certificate</b> from your country of residence issued within the past 12 months.	
Charitable workers	√
<b>Original police certificate</b> from your country of residence issued within the past 12 months.	
Charity registration number of the employer in Canada.	

#### Low skilled workers - Additional information

The following information will assist in the evaluation of your application for a work permit. The work permit must be issued by our office before entering Canada. The licensing, under this program may only be done with a "notice to the labor market" prepared by the agents in Canada.

#### Write in capital letters.

Your full name:
Your citizenship:
Your status in your country of residence if you are not a citizen of this country:
Will your dependants (spouse or partner, children over the age of 18) accompany you to Canada? :  yes no
Where do they currently reside?:
How will you be paying for your flight, education, and to meet your daily needs?
<b>T</b>
What is your current employment or education level (for students)?
What are your duties?
<b>▼</b>
How long have you worked there?
List and provide the dates of jobs you have held for the past 10 years:
Business name:

From :   To :   Address :	
Business name:	
From :   To :   Address :	
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Business name:	
From :   To :   Address :	
Business name:	
From:   To:   Address:	
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Under this program, applicants may work in Canada for a period of 24 months\*, after which they MUST leave Canada and stay abroad for at least four months. If you want to reapply for a work permit after the expiry of the first, which country will you reside in during these four mandatory months?

What are your long-term plans?	
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<sup>\*</sup> You made an application for a work permit. It is possible to be "designated" by a Canadian province and get permission to apply for permanent residence while continuing to work. However, the "designation" of people holding work permits is rare and cannot be guaranteed in advance. Obtaining permanent residence cannot be assured. It is not recommended to take definitive steps (sale of property, etc.) to come to Canada before your permanent residence visa is issued.