

APPLICATION FOR A WORK PERMIT – CHECKLIST

- Complete and place this checklist on top of your application.
- Consult our website for forms and instructions, including a list of countries whose nationals require a temporary resident visa at www.nigeria.gc.ca
- All forms should be completed in either English or French.
- 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 delay processing.
- False statements or submission of fraudulent documents will result in refusal and may lead to legal action against you.
- All documents submitted in support of your application should be **original**.
- After submission of all required documents you may be required to attend an interview.
- A medical exam will be required for work exceeding 6 months and certain other instances.
- Do not undergo a medical exam until advised by this office. Medical results may take up to 4 weeks.
- Any preparations you make or expenses you incur are done entirely at your own risk.
- Do not finalise travel plans unless you have received your visa from the Deputy High Commission of Canada to Nigeria in Lagos.
- A parent or legal guardian will sign for a minor child.

Number of people travelling to Canada (principal applicant + accompanying family members)			
In addition to a work permit, I am submitting applications for the following?			Number required
Spouse/common law partner	Open work permit -complete an application for a work permit		<input checked="" type="checkbox"/>
	Temporary resident visa (if not applying for an open work permit) - separate application form is required		<input type="checkbox"/>
Minor Children	Open study permit for accompanying children aged 5 -18 years old - separate application form is required		<input type="checkbox"/>
	Temporary resident visa (if a study permit is not required) - a separate application form is required		<input type="checkbox"/>
Dependent over 18	Study permit 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		<input type="checkbox"/>
	Temporary resident visa (if a study permit is not required) – complete an application for a temporary resident visa		<input type="checkbox"/>
You must submit the following items:			<input checked="" type="checkbox"/>
<u>Application form [IMM 1295E]</u>			<input type="checkbox"/>
<ul style="list-style-type: none"> • Each applicant must complete, date and sign a separate application form. Make sure you include your mailing address, a reliable daytime phone number and email address (if you agree to email communications) • List your spouse/common-law partner and ALL your children under 18 years of age on the IMM 1295E Form, whether or not they need a visa or are accompanying you. If you have more than 3 family members, fill additional copies of the IMM 1295B Form. • Each accompanying family member must complete, date and sign a separate application form (for study, work or temporary residence, as applicable to their intentions). • It is advisable to fill out the new forms electronically and submit a print-out of your computer-generated forms, including the 2D barcode page. • Answer every question. If not applicable, write N/A. 			<input type="checkbox"/>
<u>Family Information (IMM 5645).</u>			<input type="checkbox"/>
<ul style="list-style-type: none"> • Each applicant and accompanying family member must fully complete, date and sign a separate form. 			<input type="checkbox"/>



Two passport photographs for yourself and every accompanying family member, with the name printed on the back, dated and taken in the past 6 months.	<input type="checkbox"/>
Processing fee – Ensure that you have paid the correct non-refundable fee in Naira (bank draft only) made payable in Lagos to the “Canadian Deputy High Commission”. The passport number of the applicant must be printed on the back of each draft.	<input type="checkbox"/>
Original passport for yourself and each family member requesting a visa, including children. Each passport should: <ul style="list-style-type: none"> • be accompanied with a copy of the passport bio-data page (i.e. the page with the name, photo, place of birth, date of issue, etc.) • show that you are a citizen or lawfully admitted to your country of residence (e.g. study permit, work permit) • be valid for the duration of your study period as a study permit cannot be issued beyond the validity of your passport • have a minimum of two blank visa pages. • Previous passport(s) showing travel history. 	<input type="checkbox"/>
Job offer from your employer in Canada on official headed paper which indicates your job title, duties, salary and dates of employment. Submit a copy of your contract or work agreement .	<input type="checkbox"/>
Evidence that you meet the requirements of the job offer (e.g. employment references outlining previous jobs and job duties, copies of relevant education certificates, proof of professional qualifications). Originals and photocopies of all school transcripts (starting at the secondary level), certificates, diplomas, degrees, etc.	<input type="checkbox"/>
Curriculum vitae/resume – up to date, in English or French, for yourself and your accompanying spouse or common-law partner.	<input type="checkbox"/>
Original Police clearance certificates obtained from C.I.D Headquarters for the applicant and any accompanying family member above 18 years of age for Nigeria. Certificates are also required for each of the countries in which they stayed more than 6 months since they turned 18.	<input type="checkbox"/>
Proof of employment - letter from your current employer and payslips (last 3 months). Employment letter dated within 2 months of the application indicating occupation, job description, position, salary, allowances, years of employment and authorized leave dates.	<input type="checkbox"/>
Self-addressed pre-paid return courier envelope to return your passports and documents, whether or not you are submitting your application by courier service or drop box.	<input type="checkbox"/>
If applicable, you must also submit:	<input checked="" type="checkbox"/>
A copy of the Labour Market Opinion (LMO) from Service Canada/HRSDC. Most temporary foreign workers require a Labour Market Opinion in order to apply for a work permit. Your employer in Canada will obtain this for you.	<input type="checkbox"/>
Certificat d'Acceptation du Québec (CAQ) if you will be working in Quebec.	<input type="checkbox"/>
Marriage certificate and birth certificates for each family member, whether or not they are requesting a visa.	<input type="checkbox"/>
Minor applicants under 18 years of age, travelling with only one parent or without parents, need custody documents from the other parent or both parents, as applicable.	<input type="checkbox"/>
Real property – proof of personal property and assets, land titles, car registration, lease agreement	<input type="checkbox"/>
Proof of business if you are self-employed. Provide business registration, tax clearance certificates, trade certificates, license and financial documents, etc. (certified business bank account statement for past 6 months).	<input type="checkbox"/>
If you would like Citizenship and Immigration Canada (CIC) to release information from your case file to someone other than yourself, you must authorize us by completing Authority to release personal information to a designated individual (IMM 5745) .	<input type="checkbox"/>
If someone is assisting you in completing your application or you would like someone to do business with our office on your behalf, completed Use of a Representative form (IMM 5476) .	<input type="checkbox"/>
NURSES, DOCTORS AND OTHER MEDICAL PROFESSIONALS Please note that you will be required to undergo a medical examination	<input checked="" type="checkbox"/>



Letter confirming eligibility for interim licensing/registration with the regulatory body in the province to which you are destined in Canada (e.g. 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.	<input type="checkbox"/>
Original police certificate issued during the past twelve months	<input type="checkbox"/>
INTRA-COMPANY TRANSFEREES	✓
Letter from employer explaining why your transfer is necessary and how you meet the requirements	<input type="checkbox"/>
Evidence of relationship between current employer and employer in Canada	<input type="checkbox"/>
LIVE-IN CAREGIVERS	✓
Academic documents – originals and 1 photocopy of: results and transcripts from secondary education up to SS3. WAEC/SSCE/NECO results; if applicable - post secondary transcripts; all certificates and or diplomas. You must provide evidence of all current and past education including the street name address of ALL previous educational institutions you attended. Include NYSC certificate if applicable.	<input type="checkbox"/>
Original police certificate(s) from every country you have lived for more than six months since the age of 18	<input type="checkbox"/>
Contract with your employer in Canada	<input type="checkbox"/>
Evidence of language ability in French or English	<input type="checkbox"/>
Live-in Caregiver Questionnaire - fully completed.	<input type="checkbox"/>
Evidence that you meet the training or experience requirements of the programme (e.g. education certificates and/or reference letters outlining your duties and dates of employment). You must include the original document and 1 photocopy of each document.	<input type="checkbox"/>
TRUCK DRIVERS	✓
Evidence of high school completion	<input type="checkbox"/>
Copy of driving licence (and counterpart document D740, if applicable)	<input type="checkbox"/>
Original police certificate from your country of residence issued within the past 12 months	<input type="checkbox"/>
LSP questionnaire - fully completed	<input type="checkbox"/>
Evidence of financial ability to support accompanying family members	<input type="checkbox"/>
PROVINCIAL NOMINEES	✓
Provincial Nominee certificate	<input type="checkbox"/>
POST-DOCTORAL FELLOWS	✓
Evidence of PhD completion (PhD certificate or letter from your university)	<input type="checkbox"/>
VISITING RESEARCHERS	✓

Research proposal outlining research to be undertaken in Canada, goals of research in relation to your academic pursuits in your own country, how you were chosen, amount and source of any funding you will receive.	<input type="checkbox"/>
MEDIA CREW	<input checked="" type="checkbox"/>
Full details of filming including purpose, location, dates, type of production, distribution audience	<input type="checkbox"/>
CONSTRUCTION WORKERS	<input checked="" type="checkbox"/>
Original police certificate from your country of residence issued within the past 12 months.	<input type="checkbox"/>
QUEBEC ENGLISH LANGUAGE ASSISTANTS Please note that you will be required to undergo a medical examination	<input checked="" type="checkbox"/>
Original police certificate from your country of residence issued within the past 12 months	<input type="checkbox"/>
Déclaration d'affectation from the <i>Ministère de l'Éducation du Québec</i> confirming details of your placement	<input type="checkbox"/>
CHARITABLE WORKERS	<input checked="" type="checkbox"/>
Original police certificate from your country of residence issued within the past 12 months	<input type="checkbox"/>
Charity registration number of the employer in Canada	<input type="checkbox"/>