



# IMMIGRATION Canada

## Working in Canada

## Applying for a Work Permit outside Canada



### Table of Contents

- Contact Information ..... 2
- Overview ..... 3
- Working in Canada ..... 4
- Completing the Forms ..... 8
- Paying the Fees ..... 10
- Where Do I Apply? ..... 11
- What Happens Next? ..... 11

### Appendices:

- Appendix A**  
Temporary Resident Visa Exemptions
- Appendix B**  
Photo Specifications

### Forms:

- Application for a Work Permit (IMM 1295)
- Statutory Declaration of Common-Law Union (IMM 5409)
- Use of a Representative (IMM 5476)
- Document Checklist (IMM 5488)

This application is made available free by Citizenship and Immigration Canada and is not to be sold to applicants.

**Cette trousse est également disponible en français**

## Contact Information

### Web site

For more information on the programs offered by Citizenship and Immigration Canada, visit our Web site at [www.cic.gc.ca](http://www.cic.gc.ca). For some types of applications you can inform us of a change of address and find out what is happening with your application through [on-line services](#) on the Web site.

### Within Canada

If you are in Canada, you can also phone our **Call Centre**. An automated telephone service is available seven days a week, 24 hours a day and is easy to use if you have a touch-tone phone. You can listen to pre-recorded information on many programs, order application forms, and for some types of applications the automated service can even update you on the status of your case.

When you call, have a pen and paper ready to record the information you need. Listen carefully to the instructions and press the number for the selection you want. At any time during your call, you may press \* (the star key) to repeat a message, **9** to return to the main menu, **0** to speak to an agent, or **8** to end your call. If you have a rotary phone, wait for an agent to answer your call.

If you need to speak to an agent, you must call Monday to Friday between 8 a.m. and 4 p.m. local time.

---

**From anywhere in Canada, call**

**1-888-242-2100 (toll-free)**

---

### Using a text telephone?

Call our TTY service from Monday to Friday between 8 a.m. and 4 p.m. local time at: **1-888-576-8502** (toll-free).

### Outside Canada

If you are outside Canada, you can contact a Canadian embassy, high commission or consulate. Consult our [Web site](#) for addresses, phone numbers and Web site addresses of our visa offices.



**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

---

This guide is designed for persons who wish to apply for a work permit from outside Canada to work in the country. It provides all of the necessary information, instructions and application forms to complete and submit.

This guide does not provide general information about renewing a work permit. Refer to the guide “Applying to Change Conditions or Extend Your Stay in Canada as a Worker” (IMM 5553). The guide may be obtained by visiting our [Web site](#) or by phoning the Call Centre listed in the [Contact Information](#) section of this guide.

**Note:** The Call Centre number is only accessible inside Canada.

If you want to work in Canada you must meet the necessary requirements and you may require a temporary resident visa. A temporary resident visa is an official document issued by an officer, that is placed in your passport to show that you have met the requirements for admission to Canada as a temporary resident. See [Appendix A Temporary Resident Visa Exemptions](#), for information on those who are exempt from obtaining a temporary resident visa to visit Canada. If you require a temporary resident visa, it is not necessary to make a separate application or pay a separate fee; an officer will issue it at the same time as the documentation necessary for your entry to Canada as a worker.

## Before You Apply

- Read all the instructions carefully before you begin to complete the application forms.
- Gather all of the necessary documents.
- Photocopy the blank forms and use one as a working copy. Keep the working copy for your records.
- Fill in the forms carefully and completely. Use a typewriter or print clearly, in black ink.
- Add appropriate characters for languages that do not use the Latin alphabet (for example, Chinese, Arabic, Cyrillic, Japanese, Hebrew, etc.).
- Sign and date your application forms.
- Verify acceptable methods of payment with the office where you submit your application.

# Working in Canada

---

## What is work?

Work is an activity for which wages or commission is earned, or that competes directly with activities of Canadian citizens or permanent residents in the Canadian Labour Market.

## What is a work permit?

It is a written authorization to work in Canada issued by an officer to a person who is not a Canadian citizen or a permanent resident of Canada. It is required whether or not the employer is in Canada. Usually, it is valid only for a specified job and length of time. A work permit may be issued based on labour market opinion (HRSDC confirmation) or may be issued on the basis of other requirements.

## What is an Human Resources and Skills Development Canada (HRSDC) confirmation?

An HRSDC confirmation is the opinion provided by Human Resources and Skills Development Canada (HRSDC) to the officer which enables them to determine whether the employment of the foreign worker is likely to have a positive or negative impact on the labour market in Canada. An HRSDC confirmation may be required in order for a work permit to be issued.

The HRSDC confirmation process is started by the prospective employer who contacts HRSDC to get a job offer form. When the form is completed and submitted, HRSDC considers several factors, including the availability of Canadians and the offered wages as well as the economic benefit the foreign worker would bring. HRSDC then provides advice to the officer.

The HRSDC confirmation is typically given for a specific period of time, and the work permit will be issued to coincide with this period. Renewal of a work permit beyond the specified period will therefore likely require a new opinion from HRSDC.

## Who requires a work permit?

Anyone who is **not** a Canadian citizen or a permanent resident who wishes to work in Canada needs to be authorized to do so. Depending on the nature of the activity, in some cases the person is authorized to work by virtue of the *Immigration and Refugee Protection Act* and *Regulations* themselves. But in most cases, he or she will need to obtain a work permit from Citizenship and Immigration Canada to work legally in Canada. You may obtain further details on persons exempt from obtaining a work permit by visiting our [Web site](#) or by contacting a visa office. The requirements to obtain a work permit are outlined in the following pages of this guide.

## When should I apply?

You can apply for your work permit as soon as you receive written evidence of your job offer or contract of employment or as soon as you receive an HRSDC confirmation. In cases where a HRSDC confirmation is not required, you may apply when you have written evidence of your job offer from your employer.

## What requirements must I meet to obtain a work permit?

You must show the officer that you meet the requirements of the *Immigration and Refugee Protection Act* and *Regulations*. You must also:

- satisfy an officer that you will leave Canada at the end of your employment;
- show that you have enough money to maintain yourself and your family members in Canada;
- be law abiding and have no record of criminal activity (you may be asked to provide a police clearance certificate);
- not be a risk to the security of Canada;
- be in good health (complete a medical examination, if required);
- produce any additional documents requested by the officer to establish your admissibility.

## What documents do I need to apply for a work permit?

Complete the application form and provide the following documents listed below:

**Important:** Although the documents listed below are normally needed in support of your application, local requirements may also apply. **You must satisfy an officer that you will leave Canada.** Visit the local Web site of the visa office responsible for your area or contact their office to verify all required documents, before submitting your application.

### Proof of identity

- a valid passport or travel document that guarantees re-entry to the country that issued it;
- two photos of you and your accompanying family members (see [Appendix B Photo Specifications](#) for instructions).

### Proof of employment in Canada

- Your job offer letter or contract from your prospective employer, and the file number provided by Human Resources and Skills Development Canada (HRSDC) to locate the labour market opinion (confirmation). Your employer should be able to provide you with this file identifier,
- Evidence that you meet the requirements of the job, possibly including specific educational requirements or past work experience possibly outlined in a resume,
- Evidence of the Certificat d'acceptation du Québec (CAQ) issued by the *Ministère de l'Immigration et des communautés culturelles* (MICC), if you work in Québec or will be working in Québec. If you do not need a labour market opinion (confirmation) you will usually not need a CAQ.

### In addition, note that:

- if you are not a citizen of the country in which you are applying, you must provide proof of your present immigration status in the country of application;
- if the government that issued your passport or travel document requires a re-entry permit this must be obtained before you apply for a Canadian visa; and
- additional documents may be required

## Will I need a medical exam?

In some cases you will require a medical examination. If a medical examination is required, you will be informed by an officer who will send you instructions on how to proceed. A medical examination **may add over three months** to the processing of your application.

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

If you wish to work in health services, child care, primary or secondary education, you will need a medical examination and a satisfactory medical assessment before a work permit can be issued to you.

If you want to work in agricultural occupations, a medical examination will be required if you have lived in certain countries.

## Are there any conditions on my work permit?

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

- the type of employment in which you may work;
- the employer for whom you may work;
- where you may work;
- how long you may continue to work.

## May my spouse or common-law partner and dependent children accompany me to Canada?

Your spouse or common-law partner and children who wish to visit Canada must apply for permission to do so. As long as you all apply together it will not be necessary for each person to fill out separate application forms. List the names and other information about your family members in the appropriate space on the application. If you require more space, attach a separate piece of paper and indicate the number and letter that you are answering.

Family members are the immediate members of your family. Your spouse or common-law partner and your dependent children are your family members. A common-law partner is a person of the opposite or same sex who is currently cohabiting and has cohabited in a conjugal relationship with you for a period of at least one year.

Dependent children may be your own children or those of your spouse or common-law partner. A child must meet the requirements of **type A, B or C** below to be considered a dependent child:

### Type A

He or she is under the age of 22 and single, that is, not married and not in a common-law relationship.

### Type B

He or she married or entered into a common-law relationship before the age of 22 and, since becoming a spouse or a common-law partner, has

- been continuously enrolled and in attendance as a full-time student in a post-secondary institution accredited by the relevant government authority; and
- depended substantially on the financial support of a parent.

**or**

He or she is 22 years of age or older and, since before the age of 22, has

- been continuously enrolled and in attendance as a full-time student in a post-secondary institution accredited by the relevant government authority; and
- depended substantially on the financial support of a parent.

### Type C

He or she is 22 years of age or older, has depended substantially on the financial support of a parent since before the age of 22 and is unable to provide for him/herself due to a medical condition.

Your spouse or common-law partner and children must meet all the requirements for temporary residents to Canada. They must satisfy an officer that they are genuine temporary residents who will be in Canada for a temporary stay. They may be required to provide evidence that they are law abiding and have no criminal record. If your family member applies for a Temporary Resident Visa, they must also meet all the conditions to obtain a visa.

Include them on your application by providing their names and other information in the appropriate space on the application form.

**Important:** You may be required to provide a marriage certificate and birth certificates for any accompanying family members. If you are in a common-law relationship and your common-law partner will accompany you to Canada, you may be required to complete the enclosed form *Statutory Declaration of Common-Law Union* (IMM 5409). Also provide evidence outlined on the form to support your relationship.

If your family members wish to follow you to Canada at a later date, they must make a separate application for admission.

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

In order to work while in Canada, your spouse or common-law partner and your dependent children must apply for their own work permit and must meet the same standards, including the labour market opinion (confirmation), that regularly apply to a work permit issuance. They may, however apply for their work permit from **within** Canada. This guide does not provide general information about obtaining a work permit for your spouse or common-law partner or your dependent children. For more details including definitions, responsibilities, and conditions of eligibility refer to the guide “Applying to Change Conditions or Extend Your Stay in Canada as a Worker (IMM 5553)”. The guide may be obtained by visiting our [Web site](#) or, once in Canada, you may contact the [Call Centre](#).

## May I leave, then re-enter Canada?

In order to return to Canada, you must be in possession of a valid passport or travel document. You also need to hold a valid work permit if you are returning to work in Canada.

If you are a citizen of a country that requires a temporary resident visa to travel to Canada, you will also need to be in possession of a valid entry visa to return, unless:

- you are returning to Canada following a visit only to the United States or St.-Pierre and Miquelon; and
- you return before the expiry of the period initially authorized for your entry or any extension to it, either as a visitor, student or worker.

Possession of these documents does not guarantee re-entry. All persons must establish that they meet all of the requirements of the *Immigration and Refugee Protection Act and Regulations* before being authorized to enter or re-enter Canada.

**Note:** Citizens of the United States do not require passports or travel documents to enter or return to Canada. Permanent residents of the United States do not require passports or travel documents if they are entering or returning to Canada from the U.S. or St. Pierre and Miquelon. However, both must provide documentary proof of citizenship or permanent residence, such as a national identity card or an alien registration card.

# Completing the Forms

---

The documentation provided by you will be used to establish that your authorization to enter Canada would not be contrary to the *Act*. Failure to provide complete, truthful and accurate material will result in your application being assessed based on the documentation submitted, which may result in your application being refused.

As most of the form is self-explanatory, supplementary instructions have only been provided when necessary. Follow the instructions carefully. **Your application will be returned to you if it is not properly completed, or if all of the necessary documents have not been submitted.** Attach a separate sheet of paper if you need more space and indicate the letter or number of the question you are answering.

## ***Application for a Work Permit (IMM 1295)***

1. Print all names as they appear on your passport or identity document. Do not use initials.
2. Provide your current mailing address. All correspondence will be sent to this address. If you wish to authorize a Canadian representative to receive correspondence concerning your application, indicate their address in this box and on the form *Use of a Representative* (IMM 5476).
3. Provide your residential address if different from your mailing address.
4. Print your date of birth in the space provided.
5. Indicate your place of birth including the city, province or state and country.
6. Indicate your country of citizenship. If you are a citizen of more than one country enter the names of all countries.
8. Indicate your present marital status by placing an "X" in the appropriate box. Only select one box.
9. Provide the information requested for each family member. Print all names as they appear on the passport or identity document. Do not use initials. Indicate if they will be accompanying you to Canada. If you have more than three family members, photocopy the first page of the application before you start completing it. Make enough copies to fill in details about all your family members.
11. Provide the title of your present job. Briefly describe your position.
12. Indicate how long you have held your present job.
13. Print the address of your present employer. Indicate what type of business it is. (for example, bakery)
14. Print the name and address of your prospective employer in Canada. You must include the original copy of your offer of employment.
15. Indicate what your job will be in Canada. Give the job title and a brief description of your position.
16. Provide the amount your salary will be in Canada in Canadian dollars.
19. Each question in this section must be answered for each applicant. Place an "X" in the yes or no box. If you answer "yes" to any of the questions from 19 c) to g), give the name of the person with an explanation in the space marked "related information".
22. You must sign and date the application. Failure to do so will result in your application being returned to you.



## ***Use of a Representative (IMM 5476)***

**Complete this form if you are appointing a representative.**

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

A **representative** is someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada. When you appoint a representative, you also authorize CIC to share information from your case file to this person.

You are not obliged to hire a representative. We treat everyone equally, whether they use the services of a representative or not. If you choose to hire a representative, your application will not be given special attention nor can you expect faster processing or a more favourable outcome.

The representative you appoint is authorized to represent you only on matters related to the application you submit with this form. You can appoint only **one** representative for each application you submit.

**There are two types of representatives:**

### **Unpaid representatives**

- friends and family members who do not charge a fee for their advice and services
- organizations that do not charge a fee for providing immigration advice or assistance (such as a non-governmental or religious organization)
- consultants, lawyers and Québec notaries who do not, and will not, charge a fee to represent you

### **Paid representatives**

If you want us to conduct business with a representative who is, or will be charging a fee to represent you, he or she must be authorized. Authorized representatives are:

- immigration consultants who are members in good standing of the Canadian Society of Immigration Consultants (CSIC)
- lawyers who are members in good standing of a Canadian provincial or territorial law society and students-at-law under their supervision
- notaries who are members in good standing of the *Chambre des notaires du Québec* and students-at-law under their supervision

If you appoint a paid representative who is not a member of one of these designated bodies, your application will be returned. For more information on using a representative, visit our [Web site](#).

### **Section B.**

#### **5. Your representative's full name**

If your representative is a member of CSIC, a law society or the *Chambre des notaires du Québec*, print his or her name as it appears on the organization's membership list.

#### **8. Your representative's declaration**

Your representative must sign to accept responsibility for conducting business on your behalf.

### **Section D.**

#### **10. Your declaration**

By signing, you authorize us to complete your request for yourself and your dependent children under 18 years of age. If your spouse or common-law partner is included in this request, he or she must sign in the box provided.

## Release of information to other individuals

To authorize CIC to release information from your case file to someone other than a representative, you will need to complete form *Authority to Release Personal Information to a Designated Individual* (IMM 5475) which is available on our Web site at [www.cic.gc.ca/english/information/applications/release-info.asp](http://www.cic.gc.ca/english/information/applications/release-info.asp) and from Canadian embassies, high commissions and consulates abroad.

The person you designate will be able to obtain information on your case file, such as the status of your application. However, he or she will **not** be able to conduct business on your behalf with CIC.

**You must notify us if your representative's contact information changes or if you cancel the appointment of a representative.**

# Paying the Fees

---

## Required Fees

You **must** pay a processing fee when you submit an application for a work permit.

Use this chart to calculate the required fees (all fees are in Canadian dollars).

**Note:** You may be required to pay fees in local currency.

Services	Number of Persons	Amount per Person	Amount Due
Work Permit*		x \$150	
Work Permit-Group of performing artists (3 or more persons)*		x \$450	
*Subject to change at any time			<b>Total \$</b>

Make sure that you are eligible to apply before you pay your fees and that you provide all the information requested before you submit your application. **The processing fee will not be refunded**, regardless of the final decision on your application. For example, a determination that you are not eligible for a work permit is considered as “processing” and the fee will not be refunded. If you apply again, you will have to pay another processing fee.

## Paying the fees

Contact the Web site of the visa office responsible your area, for information on fees and methods of payments. Visa offices cannot accept fee payment receipts from banks in Canada.

**Note:** Personal cheques are **not** acceptable methods of payment.

# Where do I Apply?

---

You must submit your application to the Canadian visa office responsible for your area, for processing. Consult the relevant visa office or its [Web site](#) regarding accepted methods of submitting applications (for example, general mail, in person, by courier etc.).

**Note:** If you are from the United States, Greenland or St. Pierre and Miquelon, you can apply at a Canadian port of entry.

If you are a citizen or permanent resident of the United States, Greenland or St. Pierre and Miquelon you can apply for a work permit at a port of entry, but you must produce the confirmation of your offer of employment (detailed job offer) and have any other documentation required by the officer to make his or her decision when you arrive at the port of entry.

Eligibility to apply at a port of entry does not overcome the need for the labour market opinion (HRSDC confirmation) and the officer at the port of entry may be unable to issue your work permit if your prospective employer has not made the necessary contact with Human Resources and Skills Development Canada (HRSDC).

# What Happens Next?

---

Your application will be reviewed to ensure it has been completed correctly and contains all of the required documents for processing. After reviewing your application, an officer will decide if an interview is necessary. If so, you will be informed of the time and place.

If your application is refused, you will be informed in writing.

If your application is approved, you will receive a letter confirming the approval. This letter is not your work permit. When you arrive in Canada you must show this letter to a Canadian officer at the port of entry. The officer at the port of entry will determine whether you may enter Canada and how long you may stay. You must leave Canada on or before the date set by the officer or have your status extended by an officer in Canada.

If you move or change your address, telephone or fax number before your application has been processed, you must advise us of this new information by contacting the visa office where you submitted your application.

# Appendix A

## Temporary Resident Visa Exemptions

---

**\*Persons who do not require a visa to visit Canada include:**

\* Subject to change at any time

- citizens of Andorra, Antigua and Barbuda, Australia, Austria, Bahamas, Barbados, Belgium, Botswana, Brunei Darussalam, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Republic of Germany, Greece, Iceland, Ireland, Israel (National Passport holders only), Italy, Japan, Latvia, Liechtenstein, Luxembourg, Malta, Mexico, Monaco, Namibia, Netherlands, New Zealand, Norway, Papua New Guinea, Portugal, Republic of Korea, St. Kitts and Nevis, St. Lucia, St. Vincent, San Marino, Singapore, Solomon Islands, Spain, Swaziland, Sweden, Slovenia, Switzerland, United States, and Western Samoa;
- persons lawfully admitted to the United States for permanent residence who are in possession of their alien registration card or can provide other evidence of permanent residence;
- British citizens and British Overseas Citizens who are re-admissible to the United Kingdom;
- citizens of British dependent territories who derive their citizenship through birth, descent, registration or naturalization in one of the British dependent territories of Anguilla, Bermuda, British Virgin Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Pitcairn, St. Helena or the Turks and Caicos Islands;
- persons holding a British National (Overseas) Passport issued by the Government of the United Kingdom to persons born, naturalized or registered in Hong Kong;
- persons holding a valid and subsisting Special Administrative Region passport issued by the Government of the Hong Kong Special Administrative Region of the People's Republic of China; and
- persons holding passports or travel documents issued by the Holy See.

# Appendix B

## Photo Specifications

---

TAKE THIS SHEET WITH YOU TO THE PHOTOGRAPHER

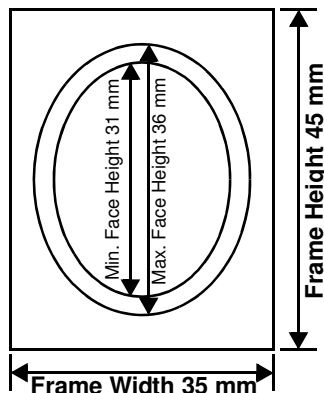
### Requirements

Provide **two photos** of you and each accompanying family member with your application.

Your photos must comply with the specifications below. If the photos do not meet the specifications, you will have to provide new photos before your application can be processed.

### Specifications

- The photos must be identical and taken within the last six months. They may be either black and white or colour.
- The photos must be clear, well defined and taken against a plain white or light-coloured background.
- If the photos are digital, they must not be altered in any way.
- Your face must be square to the camera with a neutral expression, neither frowning nor smiling, and with your mouth closed.
- You may wear non-tinted or tinted prescription glasses as long as your eyes are clearly visible. Make sure that the frame does not cover any part of your eyes. Sunglasses are not acceptable.
- A hairpiece or other cosmetic accessory is acceptable if it does not disguise your normal appearance.
- If you must wear a head covering for religious reasons, make sure your full facial features are not obscured.



**The frame size must be 35 mm X 45 mm (1 3/8" X 1 3/4").**

The photos must show the full front view of the head, with the face in the middle of the photo, and include the top of the shoulders.

The size of the head, from chin to crown, must be between 31 mm (1 1/4") and 36 mm (1 7/16").

**Crown** means the top of the head, or (if obscured by hair or a head covering), where the top of the head or skull would be if it could be seen.

**To avoid delays, make sure your photos meet these specifications.**