



APPLICATION FOR A WORK PERMIT – CHECKLIST

- Please **review** this checklist carefully, **complete** it and **place** it on top of your application
- Consult our website for details on any of the items listed below www.canada.org.uk
- Any document not in English or French must be accompanied by a certified translation
- Failure to submit all the required documentation may result in refusal of your application and/or processing delays
- Do not finalise travel plans unless you have received your Letter of Authorisation from the High Commission
- Forms (in *italics* below) can be downloaded from our website

Number of people travelling to Canada (principal applicant and accompanying family members)		
In addition to a work permit, I am submitting applications for the following:	Number required	√
Open work permit for spouse/common-law partner (completion of separate application form required)		
Open study permit(s) for accompanying child(ren) (aged 6-18 years old) (no separate application form required)		
Study permit(s) for accompanying dependent(s) aged 18-22. A letter of acceptance from a college or university in Canada must also be submitted (completion of separate application form required)		
Temporary resident visa(s) for spouse/common-law partner (who is not applying for an open work permit) or dependent(s) aged 18+ who do(es) not require a study permit (completion of separate application form required)		
Temporary resident visa(s) for accompanying child(ren) who are not applying for open study permits (no separate application form required)		
Please check our website for a list of countries whose citizens require temporary resident visas		
You <u>MUST</u> submit the following items. Failure to do so will result in delays to the processing of your application.		√
<i>Application forms including IMM 1295B</i> – fully completed and signed. Include a daytime phone number on which you can be contacted		
Processing fee – ensure that you have paid the correct fee*		
Photocopy of passport ID page for you and all accompanying family members		
Please note: Applicants and/or accompanying family members who require a temporary resident visa to enter Canada must also submit original passport(s) . See website for a list of countries whose citizens require temporary resident visas.		
*** Ensure that all passports are valid for the duration of your trip as a work permit cannot be issued beyond the validity of your passport.		
2 passport photographs for yourself and every accompanying family member. Signed, dated and taken in the past 6 months.* Staple the photographs to the application form		
Job offer from your employer in Canada on headed paper which indicates your job title, duties, salary and dates of employment. Submit a copy of your contract if possible		
Up-to-date curriculum vitae/résumé for yourself and your accompanying spouse or common-law partner		
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)		
An original police certificate (or UK Disclosure) issued during the past 12 months for you, your spouse/common-law partner and any dependent(s) aged 18+		
Self Addressed Envelope *		
If applicable, please also submit:		√
Labour market opinion from Service Canada or evidence that your employer has applied for one		
Certificat d'Acceptation du Québec (CAQ) if you will be working in Quebec		
<i>Supplementary information forms</i> for citizens of certain countries*		
A personal explanation of events leading to conviction(s) if you or any accompanying family member has criminal conviction(s)		
Custody documents or notarised permission from the other parent if a minor is travelling with only one birth parent		
Notarised common-law declaration and supporting documentation showing that you have been in a common-law relationship with your accompanying partner for at least one year		

*see www.canada.org.uk for details



MEDICAL PROFESSIONALS e.g. DOCTORS, NURSES, PHYSIOTHERAPISTS, CLINICAL FELLOWS Please note that you will be required to undergo a medical examination	√
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	
INTRA-COMPANY TRANSFEREES	√
Letter from employer explaining why your transfer is necessary and how you meet the requirements	
Evidence of relationship between current employer and employer in Canada	
LIVE-IN CAREGIVERS	√
Evidence of high school completion	
Original police certificate(s) from every country you have lived for more than six months since the age of 18	
Contract with your employer in Canada	
Evidence of language ability	
<i>Live-in Caregiver questionnaire</i> - fully completed	
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)	
Evidence that your employer in Canada can afford to employ a fulltime live-in caregiver . This may be submitted by your employer and must include a recent Notice of Assessment (and/or T4), bank statements, employment letter stating job title, duties, salary and dates of employment. Employers must be able to demonstrate that after all their living expenses have been paid sufficient funds are available to pay caregiver's salary	
TRUCK DRIVERS	√
Copy of driving licence (and counterpart document D740, if applicable)	
<i>Low Skill Program questionnaire</i> - fully completed	
Evidence of financial ability to support any accompanying family members	
PROVINCIAL NOMINEES	√
Provincial Nominee certificate	
POST-DOCTORAL FELLOWS	√
Evidence of PhD completion (PhD certificate or letter from your university)	
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	
MEDIA CREW	√
Full details of filming including purpose, location, dates, type of production, distribution audience	
Telefilm Canada Co-op Agreement , if applicable	
QUEBEC ENGLISH LANGUAGE ASSISTANTS Please note that you will be required to undergo a medical examination	√
Déclaration d'affectation from the Ministère de l'Éducation du Québec confirming details of your placement	
LEAGUE FOR THE EXCHANGE OF COMMONWEALTH TEACHERS Please note that you will be required to undergo a medical examination	√
Letter from the League for the Exchange of Commonwealth Teachers confirming your placement details	
CHARITABLE WORKERS	√
Charity registration number of the employer in Canada	