



## Application Kit for a Work Permit Canadian Consulate General, Shanghai

Please read this kit carefully before submitting your application. The documentation you provide with your application will be used to establish that your authorization to enter Canada would not be contrary to the *Immigration and Refugee Protection Act*. Failure to provide complete, truthful, and accurate materials may result in your application being refused.

All Work Permit applications will be assessed on paper. This means that a visa officer will review and make a decision on your application based on the documents you submit.

All documents must be submitted at the same time as your application and processing fee. Only documents in English or French will be accepted. All documents in Chinese must be accompanied by an English or French translation.

Application kits are free of charge and can be downloaded from the internet address: [www.shanghai.gc.ca](http://www.shanghai.gc.ca)

**Warning:** Misrepresentation will result in your application being refused. If you or someone acting on your behalf directly or indirectly misrepresents facts relating to your application for a Work Permit:

- your application will be refused;
- the circumstances of your refusal will be entered into Canada's global immigration database; and
- you could become inadmissible to Canada for two (2) years under section 40 (2) of the *Immigration and Refugee Protection Act*.

### 1. Agents and Representatives

You may prepare and submit your application yourself, you may attain the assistance of an individual who provides such services for free (family members, friends, non-governmental and religious organizations, etc.), or you may decide to hire an authorized representative. An authorized representative must be either an immigration consultant who is a member of the Canadian Society of Immigration Consultants; a lawyer who is a member of a Canadian law society; or a notary who is a member of the *Chambre des notaires du Québec*. All applications are treated equally regardless of who prepares and submits them. You, as the applicant, are responsible for all information submitted. Please be sure to review all the information on your application form and ensure that all questions are answered truthfully before signing and dating the forms.

If you are authorizing the release of your file information to another person this person must be identified on the Use of Representative form (IMM 5476E). Please note that all persons who assist in the preparation of applications must be identified on this form.

### 2. Required Supporting Documents

This kit contains an application, other forms which must be completed and a Document Checklist. This Document Checklist will assist you in determining which forms and documents must be submitted, and which special requirements may apply.

### 3. What is work?

Work is an activity for which wages are paid or commission is earned, or that is in direct competition with the activities of Canadian citizens or permanent residents in the Canadian labour market.

### 4. 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. Usually, it is valid only for a specified job and length of time. A work permit may be

issued based on a labour market opinion (HRSDC confirmation) or may be issued on the basis of other requirements.

## **5. What is a Human Resources and Social Development Canada (HRSDC) confirmation?**

An HRSDC confirmation is the opinion provided by Human Resources and Social 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.

Please consult [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca) for more information.

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.

## **6. Who requires a work permit?**

Anyone who is **not** a Canadian citizen or a permanent resident who wishes to work in Canada must be authorized to do so. In most cases, the applicant 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 [www.cic.gc.ca](http://www.cic.gc.ca). The requirements to obtain a work permit are outlined in this guide.

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

You must satisfy the officer that you meet the requirements of the *Immigration and Refugee Protection Act and Regulations*. To that end, you must satisfy a visa officer that you are admissible to Canada and that you will leave Canada at the end of their authorised stay. In addition, you must satisfy a visa officer that you have obtained a Service Canada confirmation, if required, and that you are able to meet the requirements of your Canadian job offer.

## **8. Recruitment fees**

Please be aware that workers destined to Canada under the “Pilot Project for Occupations Requiring Lower Levels of Formal Training (NOC C and D)” are prohibited from paying a recruitment fee, a placement fee or for their transportation costs to Canada. Such payments are solely the responsibility of the employer. Payment of these fees by employees contravenes conditions outlined on the HRSDC confirmation rendering it invalid. This may lead to refusal of the application for a Work Permit.

Payment of recruitment fees and placement fees by employees are also illegal according to some provincial laws in Canada, such as the Alberta Fair Trading Act and the British Columbia Employment Standards Act.

If you have paid a fee to a recruiter located in China or in Canada, it is your responsibility to inform your Canadian employer. You and your employer must ensure the conditions of the HRSDC confirmation and all provincial laws have been respected.

## **9. Visits by Family Members**

Family members may accompany you to Canada or join you at a later date. Family members include spouses, common-law partners and dependent children (this does not apply to applicants applying to Caregiver category).

Your family members will have to satisfy a visa officer that they are admissible to Canada and that they will leave Canada at the end of their authorised stay.

## 10. Working in Québec

If you plan to work in Québec, you may also be required to submit an application for a *Certificat d'acceptation du Québec* (CAQ). Your employer should provide you with an application form. A work permit cannot be issued to you until we receive a copy of the CAQ.

## 11. How to Submit your Application

To submit your application, please visit one of the Visa Application Centres operating in China.

**Beijing:** 7<sup>th</sup> floor, West Area, Grand Rock Plaza, No.13 Xinzhong Xili Dongcheng District, Beijing, PRC 100027

**Shanghai:** 2<sup>nd</sup> floor, Guangdong Development Bank Building, No.555 Xujiahui Road, Shanghai, PRC 200023

**Guangzhou:** 3<sup>rd</sup> floor, No.10 Qiaoguang Street, Guangzhou, PRC 510620

**Chongqing:** 3<sup>rd</sup> floor, JW Marriott Hotel, International Trade Center, 77 Qingnian Rd, Yuzhong District, Chongqing, PRC 400010

The Visa Application Centres are open from Monday to Friday (excluding Embassy holidays), from 8am to 3pm. A **fee** will be charged for the use of the Visa Application Centre. Further details are available at [www.vfs-canada.com.cn](http://www.vfs-canada.com.cn).

You may also submit your application **by mail** to the Visa Section of the Canadian Embassy, 19 Dongzhimenwai Dajie, Chaoyang District, Beijing, PRC 100600. The processing fee must be submitted in the acceptable format (refer to the Fee Schedule).

## 12. When Should I Apply?

To avoid disappointment, you should submit your application well in advance of your travel plans. A medical examination is usually required. Medical instructions are issued after an initial review of your application. The medical examination must take place at the earliest possible date to ensure timely processing of your application.

## Document Checklist

Please indicate in the boxes which documents you have enclosed and attach the Document Checklist to your application. If any of the required documents are missing, your application form will be returned to you.

REQUIRED DOCUMENTS FOR ALL APPLICANTS	✓
All documents in Chinese must be accompanied by an English or French translation	✓
Completed "Application for a Work Permit" (IMM 1295). If your spouse or common-law partner and/or children are planning to accompany you, they will need to complete their own application using the appropriate application form.	
Completed "Family Composition Information and Details of Education and Employment" form for the applicant, completed in English or French AND Chinese.	
Two (2) photos. All photos must meet the requirements of the Photo Specifications Appendix. On the back of one photo in each set, write the name and date of birth of the person appearing in the photo.	
A valid passport. There must be one completely blank page other than the last page, available in each passport and must be valid for at least one (1) month after the date you intend to leave Canada.	
Two (2) self-addressed adhesive labels with your current address in Chinese characters (no envelope).	
The correct processing fee in the acceptable format (refer to the Fee Schedule). Fee is non-refundable.	
"Use of a Representative" form (IMM 5476E), if someone has assisted you in making this application.	
A notarized copy of your No Criminal Activity Certificate	
The employment contract signed by the applicant and the employer in Canada <b>OR</b> an original letter of offer with a detailed description of expected duties and length of employment.	
The Labour Market Opinion provided by HRSDC <b>OR</b> Documentation explaining that you are applying to a Labour Market Opinion exempt occupation, specifying which exemption you are applying under <b>OR</b> an occupation that permits you to apply concurrently for a Labour market Opinion and a Work Permit.	
If the Labour Market Opinion provided by HRSDC indicates the need for membership in a professional association in Canada, please provide proof of this membership.	
An original letter of employment from your current employer in China granting leave of absence, and including the following information: applicant's name, position and current salary. This letter must include employer's name and address in Chinese characters as well as telephone and fax number.	
All original occupational and professional certificates (eg. Occupational Qualification Certificate), if relevant to employment in Canada.	
If working in Québec, evidence of a valid <i>Certificat d'acceptation du Québec</i> (CAQ).	
If you were nominated by a Provincial government, provide a copy of the official letter.	

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

LIVE-IN CAREGIVER:	✓
A notarized copy of your Senior Middle School Graduation Certificate	

Letters of reference from present and past employers which details your duties.	
Proof of successful completion of a minimum of six months of full-time training in a classroom setting in a field or occupation related to the job offered in Canada, OR One year of full-time paid employment within the last three years, including at least six months of continuous employment with one employer in a job related to the prospective employment in Canada.	
Original hukou, marriage and divorce certificates, if applicable	
Certificates for all English and/or French studies undertaken	
Proof of Canadian employer's financial ability to hire a full-time live-in caregiver. This refers to employer & spouse's income (for the last two years), if applicable. These should be in the form of independent, third-party documentation from a Canadian source which is reliable or easily verifiable (for example but not limited to: Canada Revenue Agency Notice of Assessments [NOA], employment letter showing salary, pay stubs or financial statements prepared by a licensed professional).	

<b>VISITING SCHOLAR OR POST-DOCTORAL FELLOW:</b>	✓
A one-page research proposal outlining: <ul style="list-style-type: none"> <li>• brief description of research to be undertaken in Canada;</li> <li>• the goals of research and its relationship to applicant's academic pursuits in China</li> <li>• how applicant was chosen;</li> <li>• what funding applicant will be receiving.</li> </ul>	
If you are receiving any funding from a school in Canada or other organisation, provide the original letter containing details of the funding you are to receive during each year of proposed course of study.	
A notarized copy of any college diploma, undergraduate degree or graduate degree granted.	
Original and one copy of detailed letter of invitation specifying: <ul style="list-style-type: none"> <li>• position that applicant will occupy;</li> <li>• expected duration of employment;</li> <li>• remuneration or funding provided by inviter (if any);</li> <li>• the nature of research to be undertaken;</li> <li>• details of how applicant's research will be supervised;</li> <li>• details regarding the project's Canadian funding;</li> <li>• details of how and why the applicant was chosen.</li> </ul>	

<b>INTRA-COMPANY TRANSFEREE:</b>	✓
A notarized copy of any college diploma, undergraduate degree or graduate degree granted, relevant to the position in Canada.	
Detailed letter of invitation outlining exact duties in Canada and specifying why applicant is required.	
Proof of inviter's business' establishment in Canada including Notices of Assessment (issued by Canada Revenue Agency) for past two years, Articles of Incorporation, business licence and balance sheet	
Description and supporting evidence of relationship between enterprise in Canada and enterprise in the PRC	

**FAMILY COMPOSITION INFORMATION**

家属表

**APPLICANT**

PLEASE COMPLETE ALL ITEMS IN BOTH ENGLISH OR FRENCH AND CHINESE CHARACTERS

所有内容请用中文及英文，或中文及法文填写

RELATIONSHIP 关系	NAME 姓名	DATE & PLACE OF BIRTH 出生日期及地点	PRESENT ADDRESS 现行地址	PRESENT OCCUPATION 现行职业
Visa Applicant 签证申请人		dd mm yyyy		
Spouse 申请人配偶		dd mm yyyy		
Mother 申请人之母亲		dd mm yyyy		
Father 申请人之父亲		dd mm yyyy		

CHILDREN:(INCLUDING ALL SONS AND DAUGHTERS PLUS ADOPTED AND STEP CHILDREN REGARDLESS OF AGE OR PLACE OF RESIDENCE)

申请人之子女 (包括所有子女及收养、继养之子女, 无论年龄大小或居住地在何处均须填写)

NAME 姓名	RELATION & SEX 关系及性别	MARITAL STATUS 婚姻状况	DATE & PLACE OF BIRTH 出生日期及地点 dd / mm / yyyy	PRESENT ADDRESS 现行地址	PRESENT OCCUPATION 现行职业

BROTHERS AND SISTERS: (INCLUDING HALF AND STEP BROTHERS AND SISTERS)

申请人之兄弟姊妹 (包括同父异母及同母异父之兄弟姊妹)

NAME 姓名	RELATION & SEX 关系及性别	MARITAL STATUS 婚姻状况	DATE & PLACE OF BIRTH 出生日期及地点 dd / mm / yyyy	PRESENT ADDRESS 现行地址	PRESENT OCCUPATION 现行职业

**DETAILS OF EDUCATION AND EMPLOYMENT**

教育和就业细节表

**APPLICANT**

PLEASE COMPLETE ALL ITEMS IN BOTH ENGLISH OR FRENCH AND CHINESE CHARACTERS

所有内容请用中文及英文，或中文及法文填写

DATE 日期		NAME & ADDRESS OF SCHOOL 学校的名称及地址	DIPLOMA/ DEGREE 学历/学位	TYPE OF COURSE 课程类别
FROM 从	TO 到			
FROM 从	TO 到	NAME & ADDRESS OF WORK UNIT/COMPANY 单位/公司的名称及地址	POSITION 职位	TYPE OF BUSINESS 业务类别

Is this your first time travelling outside of China? If no, please provide a summary of your travel history for the past five years including countries travelled to and dates of travel.

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If you are a member of a business delegation, can you confirm the identity and stated profession of those travelling with you? If no, please provide an explanation: \_\_\_\_\_

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I hereby certify that all information listed on this form is true and complete. I understand that if this information is found to be untrue or incomplete my application will be refused.

我谨声明，本表中所填各项内容均真实详尽。我明白：所列内容如被发现不实或不详，我的申请将被拒签。

Date

(日期)

Print Name in Pinyin

Signature of Applicant in Chinese (申请人签字)

# PHOTOGRAPH SPECIFICATIONS

## 照片要求细则

**TAKE THIS WITH YOU TO THE PHOTOGRAPHER**  
携带此要求前去照相

### Requirements:

#### 要求:

You must provide 2 photos with your application for a Temporary Resident Visa, Study Permit, or Work Permit. It is imperative that your photos be compliant with the following specifications otherwise they will be rejected. You will be required to provide new photos before your application can be processed.

申请临时居民访问签证、学习许可或工作许可需要递交3张照片。照片必须符合下列要求，否则将不被接受。我们会在审理你的申请前要求你递交新的照片。

**To avoid delays, please ensure that the photos provided with your application meet these requirements.**

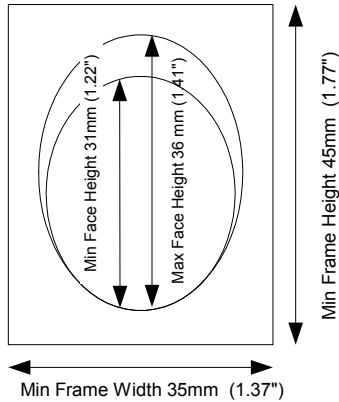
请确保你递交的照片符合这些要求以避免延误申请审理。

### Photograph specifications:

#### 照片要求细则:

- Two identical photos, black and white or colour, taken within the last 6 months. 最近6个月内拍摄的3张同样的照片，黑白或彩色均可。
- Must be clear and well defined, taken against a plain white or light coloured background. 照片必须清晰并轮廓分明，背景为纯白色或浅色。
- Digital photos must not be altered in any way. 数码相片不能做任何修改。
- The face must be square to the camera with a neutral expression, neither frowning nor smiling, with the mouth closed. 脸部须正对相机，保持正常表情，不要皱眉或微笑，且嘴部合拢。
- Tinted prescription glasses may be worn as long as the eyes are clearly visible and the frame is not covering any part of the eyes. Sunglasses are not acceptable. 可以佩戴带色彩的有度数的眼睛，只要申请人双眼清晰可见且镜框不遮挡眼睛的任何部分。不要佩戴太阳镜。
- False hairpieces or other cosmetic devices are acceptable if they do not disguise the natural appearance of the bearer. 可以佩戴假发或其它装饰品，只要它们不影响申请人的本来面貌。
- Photos in which the applicant is wearing a hat or head covering worn for religious reasons are acceptable if the full facial features are not obscured. 只要脸部特征能全部体现，则申请人可以配戴帽子或出于宗教原因将头部盘裹。

**Photo and Head Size  
Specification**  
照片和头部大小要求



- The frame size must be 35mm X 45mm (1.37" X 1.77"). 相片外沿大小必须为35毫米 X 45毫米 (1.37寸 X 1.77寸)。
- 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. 必须在照片中体现整个头部的正面，脸部在照片中间，且要包括肩部上端。
- Size of the head, chin to crown\*, must be between 31mm (1.22") and 36mm (1.41"). 头部的大小，即从下巴到头顶\*的长度，必须在 31毫米 (1.22寸) 至36毫米 (1.41寸) 之间。

\* Crown: top of the head, or (if obscured by hair or headwear), where the top of the head/skull would be if it could be seen. \* 头顶：头部的最上端，或（如果受头发或头饰的影响），可见到的头部/脑壳最上端。

**Photos which do not meet these specifications will not be accepted.**  
不符合这些要求的照片将不被接受。