

CANADIAN WORK PERMIT APPLICATION SUPPORTING DOCUMENTS

The attached Application for a Work Permit must be completed and submitted by each applicant who applies with his/her own passport. The Family Composition Form must be completed and submitted with the application. **The documents listed below must accompany the application**

After submission of a fully completed application, you may be given an appointment for a personal interview. This, however, does not guarantee issuance of a work permit. Additional documents, further interviews and a medical examination may be required. You may be refused after review of your application with no interview. **If your application is refused, your money will not be refunded.**

FALSE STATEMENTS OR THE SUBMISSION OF FRAUDULENT DOCUMENTS IN SUPPORT OF YOUR APPLICATION WILL RESULT IN IMMEDIATE REFUSAL.

Should an application be refused, it is unlikely that a further application would be approved unless the applicants personal circumstances have changed significantly.

The following **original** documents must be submitted. Failure to submit all the requested documentation may result in the refusal of your application.

All current and previous passports: Current passports must have at least two blank pages and be valid for at least six months (also include photocopy of the bio-data page)

Three recent passport-size photographs (see attached photo specifications) of each person travelling (with name of applicant indicated at the back of passport photo).

A non- refundable fee payment in Naira: Only bank drafts will be accepted - see Fee Schedule)

Confirmation: from Human Resources Skills Development Canada (HRSDC) (as applicable)

Your Contract or Work Agreement: A letter from the person or company you intend to work for.

All academic standings: Originals (also include 1 photocopy of) all school transcripts starting at secondary level, all certificates, diplomas and degrees. Certificates related to any training.

Police Certificate: obtained from C.I.D. Headquarters.

Marriage Certificate: (where applicable)

Birth certificates: Your birth certificate and birth certificates of your children (if applicable)

A recently dated letter (within two months) from your employer indicating occupation/job description, position, salary, allowances and years of employment. This includes all employers for a 3 year period immediately prior to your application submission. Letters must include the street address of employers and training facilities.

Proof of your business if you are self-employed. Business and taxation registration documents, trade certificates, license and financial documentation, etc. (certified business account for past six months plus 1 photo copy of the bank statement)

Proof of your assets: Property/ land title, motor vehicle registration, etc.

Your travel itinerary - method and destination.

Proof of adequate funds for you trip: certified personal bank statement(s) six months history (plus 1 photocopy), bank book(s), investment certificates, other proof of savings.

CAQ: (Certificat d'acceptation du Quebec) for workers who wish to work in the Province of Quebec.

INCLUDE YOUR E-MAIL ADDRESS and TELEPHONE CONTACT ON THE FORM.

Health Insurance: It is strongly recommended that workers entering Canada should purchase private health insurance for the duration of their stay.

Medical: A medical examination will be required. Do not undergo any medical examination until you advised to do so by our office.

CANADIAN VISITOR VISA APPLICATION SUPPORTING DOCUMENTS

The Application for a "Visitor Visa" must be completed and submitted by each applicant who applies with his/her own passport. The "Family Composition Form" must be completed and submitted with each application. **The documents listed below must accompany the application.**

After submission of a fully completed application, you may be given an appointment for a personal interview. This, however, does not guarantee issuance of a visitor's visa. Additional documents, further interviews and a medical examination may be required. You may be refused after review of your application with no interview. **If your application is refused, your money will not be refunded.**

FALSE STATEMENTS OR THE SUBMISSION OF FRAUDULENT DOCUMENTS IN SUPPORT OF YOUR APPLICATION WILL RESULT IN IMMEDIATE REFUSAL.

Should an application be refused, it is unlikely that a further application would be approved unless the applicant's personal circumstances have changed significantly.

The following **original** documents must be submitted. Failure to submit all the requested documentation may result in the refusal of your application.

All current and previous passports: Current passports must have at least two completely blank pages and be valid for at least six months (also include a photocopy of bio-data page)

Three recent passport-size photographs (see attached photo specifications) of each person travelling (with name of applicant indicated at the back of passport photo).

A non-refundable fee payment in Naira. (Only bank drafts will be accepted - see Fee Schedule)

Proof of adequate funds for your trip: certified personal bank statement(s) six months history, bank book(s), investment certificates, other proof of savings. You must show that sufficient funds exist to support your return travel and duration of stay in Canada. **Bank statements must be properly opened and detached. Undetached bank statements will not be considered in the course of processing the application.**

Personal Documents: documents to show you have personal ties to your homeland. Marriage certificate, birth certificates of each of your children, etc.

Proof of other assets: Property / land title, etc.

A recently dated letter (within two months) from your employer and / or your spouse's employer (if applicable) indicating occupation, job description, position, salary, allowances, years of employment and leave dates. Employment Pay slips of the last 3 months.

Proof of your business if you are self-employed. Business and taxation clearance certificates, trade certificates, license and financial documentation, etc. (certified business bank account(s) for past six months).

Your travel itinerary – method, destination and travel dates.

A letter of invitation: A letter from the person you intend to visit in Canada which states the purpose, duration and visit dates of your travel.

For Business travel: A letter from your employer indicating the purpose of your travel, your itinerary within Canada and who will cover the cost of your travel, a letter from the Canadian business confirming the nature and duration of your business travel.

VOLUNTARY INFORMATION THAT MAY ASSIST IN THE PROCESS OF YOUR APPLICATION: Proof of immigration status of Canadian host. Copy of landing document / immigrant visa, citizenship certificate, student/worker's visa /permits, residency card, etc.

INCLUDE YOUR E-MAIL ADDRESS and TELEPHONE CONTACT ON THE FORM

Applications for children under the age of 18 will only be accepted from the child's parent or court appointed legal guardian (with passport identification). The parent/ legal guardian must be able to prove that he/she would qualify for a visitor visa in his/her own right in order for the child to receive a visitor visa. In addition to the documents listed above for the parent/ legal guardian, the application for the child must include consent from both parents as well as the following additional documents:

A passport for the child: Each child travelling must have his/ her own passport;

School leave letter for the child; and

Child's birth certificate, and court-appointed legal guardianship authorisation if applicable.