



Visa Section

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APPLICATION KIT – Work Permit

Canadian Embassy, Manila

Application kits are free of charge and can be downloaded from the internet address: www.philippines.gc.ca

Please read this kit carefully before submitting your application. All documents must be submitted at the same time as your application and processing fee. 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 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. You may be contacted by our office if an interview or additional information is required.

Warning: Misrepresentation will result in your application being refused. If you or someone acting on your behalf directly or indirectly submits false documents or misrepresents facts relating to your visa application:

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

How to Apply

To submit your application, please contact the call centre. Once a schedule has been arranged, your completed application will be picked up by a courier at your address and will be delivered to our office for processing. The courier service is available all over the Philippines. Please note that an incomplete application will be returned at your expense. If you are using an agency to assist you with your application, please ensure that you have a properly completed Use of Representative Form (IMM5476). Once your application has been processed, the result will be returned to you with your passport and documents via courier.

Call Centre Numbers:

PLDT / Smart / Touchcard	1 (909) 101-8888
Bayantel	1 (903) 101-8888
Globe / Innove / Touchmobile	1 (900) 101-8888

Customer Service Representatives are available to assist you Mondays to Saturdays from 8am to 6pm. These numbers are only available to callers within the Philippines through touchtone phones with NDD access or through your telephone service provider’s operator-assisted connection. All landline calls are charged a toll call charge costing P32.00 (pesos) per minute excluding VAT and applicable NDD charges for calls made outside Metro Manila. Additional rates may apply for calls made through payphones, prepaid phone cards or mobile phones. Kindly check with your provider for details.

To obtain information on Temporary Resident Visa requirements, you may call this free enquiry line: (632) 845-9200. Client service representatives are available from M-F (8am-5pm) and Sat (8am-12nn). Note that this line is for Visa information ONLY.

DOCUMENT CHECKLIST - Each applicant must provide:

- 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 each need to complete the appropriate application form. Note that school-age children must apply for a Study Permit.
- Completed “Personal Information form”, available from the website of the Canadian Embassy of Manila at: www.philippines.gc.ca. A separate form should be completed by your spouse or common-law partner if accompanying.
- Two (2) photos for each person, meeting the requirements of the Appendix below – Photo Specifications. On the back of one photo (and only one) in each set, write the name and date of birth of the person appearing in the photo.
- The correct processing fee. Fees must be paid by manager’s cheque, certified cheque, postal money order or bank draft payable to the “Canadian Embassy, Manila.” Cheques and PMOs should be valid at least 6 months upon submission of your application. Cash will NOT be accepted and processing fee is non-refundable.
- Current passport (valid for six months after the date of intended entry to Canada) + **a photocopy of the biodata page of your current passport**, and old passports showing previous travel. If the laminate on the biopage is disturbed around the photo, a new passport is required.

Note: To ensure timely processing and facilitate your travel, **we strongly recommend that you submit** the new red-coloured passports currently being issued by the Philippines authorities as they are in compliance with the machine-readable passport requirement of the International Civil Aviation Organization.

- Your job offer letter or contract from your prospective employer
- The Labour Market Opinion provided by Human Resources & Skills Development Canada (HRSDC) **OR** documentation explaining that you are applying to a Labour Market Opinion exempt occupation **OR** an occupation that permits you to apply concurrently for a Labour Market Opinion and a Work Permit.

Note: Any LMOs issued before May 19, 2009 with an opinion expiry date of more than six months will be considered to have expired.

The Labour Market Opinion must be valid at the date the application is received by the embassy. An application received after the Opinion expiry date has passed is incomplete and will be returned to the applicant.

- Proof indicating you meet the requirements of the job being offered such as:
 - Letters of reference and work certificates from past and present employers
 - Detailed description of your current job
 - Certificates of related vocational or professional training (if applicable)
 - Original or certified true copies of transcript and diplomas from educational institutions you have attended.
- An NBI certificate (Original Copy) issued within the last 3 months and marked with dry seal and your thumbprint (Personal Copy not acceptable). If any of the following remarks appear on the NBI certificate – **NO CRIMINAL RECORD, NO PENDING CASE** or **RECORD AS STATED**:
 - A written explanation from the NBI regarding this remark:
 - All court documents to the criminal charges. (** Please provide complete copies of the decision or the resolution of the case. Note that certifications from the clerks of court are not acceptable); and
 - Your own explanation of the incident leading to the charges.
- “Use of a Representative” (IMM5476) form or “Authority to release personal information” (IMM5475) form, if applicable.
- If working in Québec, provide evidence of a valid “Certificat d’acceptation du Québec” (CAQ).

IMPORTANT REMINDER

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 Labour Market Opinion (LMO) 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 the Philippines or in Canada, it is your responsibility to inform your Canadian employer. You and your employer must ensure the conditions of the Labour Market Opinion and all provincial laws have been respected.

Appendix – Photo Specifications

TAKE THIS WITH YOU TO THE PHOTOGRAPHER

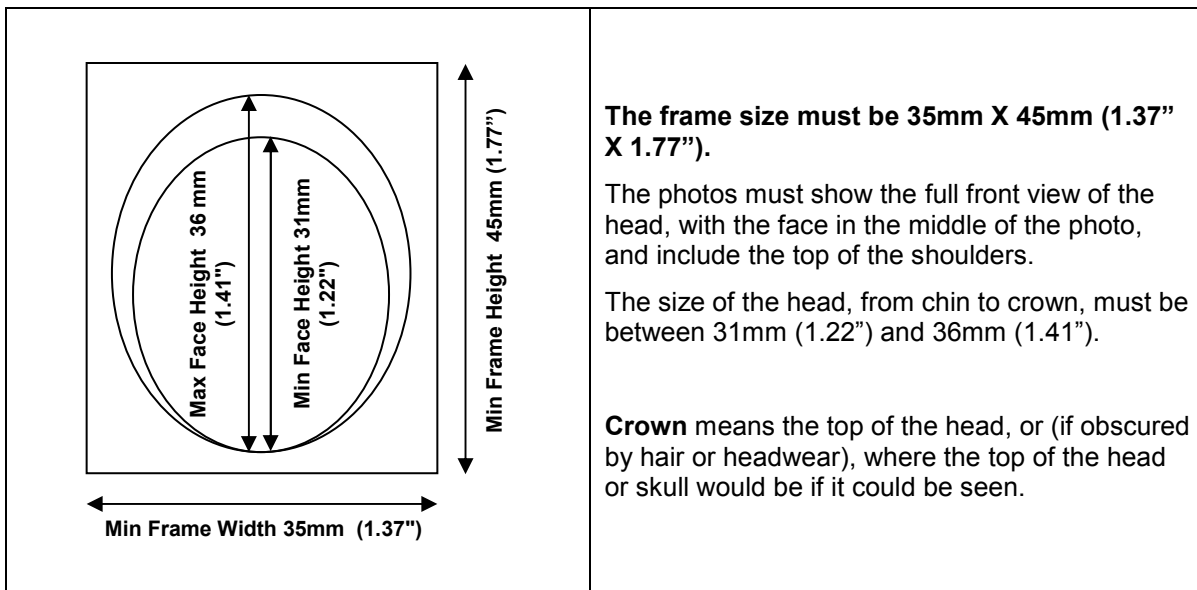
Requirements

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.



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