



**APPLICATION FOR A WORK PERMIT – CHECKLIST**

- Please complete and place this checklist on top of your application
- Write “WORK PERMIT” on the outside of the envelope which contains your application
- Consult our website for details on any of the items listed below [www.UnitedKingdom.gc.ca](http://www.UnitedKingdom.gc.ca)
- 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	✓
<b>Open work permit</b> for spouse/common-law partner (completion of separate application form required)		
<b>Open study permit(s)</b> for accompanying child(ren) (aged 6-18 years old) (no separate application form required)		
<b>Study permit(s)</b> 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)		
<b>Temporary resident visa(s)</b> for spouse/common-law partner (who is not applying for an open work permit) or dependent children who do not require a study permit (completion of separate application form required for each person travelling to Canada)		
<i>Please check our website for a list of countries whose nationals require a temporary resident visa</i>		
<b>You must submit the following items:</b>		✓
<b>Application form IMM 1295B</b> – fully completed and signed. Include your mailing address, e-mail address and a daytime phone number on which you can be contacted.		
<b>Family Information Form IMM 5645</b> - must be completed by each person 18 years of age or older		
<b>Processing fee</b> – ensure that you have paid the correct fee*		
<b>IF YOU DO NOT REQUIRE A TEMPORARY RESIDENT VISA</b> : Photocopy of passport ID page from applicant (and each accompanying family member who does not require a temporary resident visa)		
<b>IF YOU REQUIRE A TEMPORARY RESIDENT VISA</b> : Original passport from applicant (and each accompanying family member who requires a temporary resident visa) ( <i>Please check our website for a list of countries whose nationals require a temporary resident visa</i> )		
<i>*** Ensure that all passports are valid for the duration of your trip as a study permit cannot be issued beyond the validity of your passport</i>		
<b>2 passport photographs</b> for yourself and every accompanying family member. Please write name and date of birth on the back of each photo*		
<b>Job offer from your employer in Canada</b> on headed paper which indicates your job title, duties, salary and dates of employment. Submit a copy of your contract if possible		
<b>Up-to-date curriculum vitae/résumé</b> for yourself and your accompanying spouse or common-law partner		
<b>Evidence that you meet the requirements of the job offer</b> (e.g. employment references outlining previous jobs and job duties, copies of relevant education certificates, proof of professional qualifications)		
<b>An original Police Certificate</b> for everyone requiring a Work Permit. Further information available here: <a href="http://www.cic.gc.ca/english/information/security/police-cert/index.asp">www.cic.gc.ca/english/information/security/police-cert/index.asp</a> If you have any criminal convictions, please provide a personal explanation. UK residents should provide an ACPO police certificate: <a href="http://www.acpo.police.uk/certificates.asp">www.acpo.police.uk/certificates.asp</a>		
<b>Misrepresentation declaration*</b>		
<b>Self Addressed Envelope</b> (no stamp is required) *		
<b>If applicable, please also submit:</b>		✓
<b>Labour market opinion (LMO)</b> from Service Canada		
<b>Certificat d'Acceptation du Québec (CAQ)</b> if you will be working in Quebec		
<b>Schedule 1 (IMM 5257)</b> for citizens of certain countries*		
If any accompanying family member has a criminal conviction, they must also provide an <b>original police certificate and a personal explanation</b> of events leading to the conviction(s)		
If a minor is travelling with only one parent, <b>original custody documents or notarised permission</b> from the other parent is required		
<b>Notarised common-law declaration and supporting documentation</b> showing that you have been in a common-law relationship with your accompanying partner for at least one year		

\*see [www.UnitedKingdom.gc.ca](http://www.UnitedKingdom.gc.ca) for details



<b>NURSES, DOCTORS AND OTHER MEDICAL PROFESSIONALS</b>	√
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	
<b>INTRA-COMPANY TRANSFEREES</b>	√
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	
<b>LIVE-IN CAREGIVERS</b>	√
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	
Live-in Caregiver questionnaire - 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 full-time 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.	
<b>TRUCK DRIVERS</b>	√
Evidence of high school completion	
Copy of driving licence (and counterpart document D740, if applicable)	
LSP questionnaire - fully completed	
Evidence of financial ability to support accompanying family members	
<b>PROVINCIAL NOMINEES</b>	√
Provincial Nominee certificate	
<b>POST-DOCTORAL FELLOWS</b>	√
Evidence of PhD completion (PhD certificate or letter from your university)	
<b>VISITING RESEARCHERS</b>	√
Research proposal outlining research to be undertaken in Canada, goals of research in relation to you academic pursuits in your own country, how you were chosen, amount and source of any funding you will receive	
<b>QUEBEC ENGLISH LANGUAGE ASSISTANTS</b>	√
Please note that you will be required to undergo a medical examination	
Original police certificate from your country of residence issued within the past 12 months	
Déclaration d'affectation from the Ministère de l'Éducation du Québec confirming details of your placement	
<b>LEAGUE FOR THE EXCHANGE OF COMMONWEALTH TEACHERS</b>	√
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	
<b>CHARITABLE WORKERS</b>	√
Charity registration number of the employer in Canada	