
IMMIGRATION Canada

Work Permit

Pretoria Visa Office Instructions

For the following countries:

Angola, Botswana, Lesotho, Madagascar,
Malawi, Mauritius, Mozambique, Namibia,
South Africa, Swaziland, Zimbabwe



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Document Checklist – Work Permit

**Document Checklist – Work Permit in
the Live-in Caregiver Program**

This application is made available free by
Immigration, Refugees and Citizenship
Canada and is not to be sold to
applicants.

**Cette trousse est également disponible
en français**

Application for a Work Permit – Checklist

Complete and place this checklist on top of your application.

You must include a certified translation with any document that is not in English or French.

Failure to submit all required documentation may result in the refusal of your application or processing delays.

Applicants taking up employment for six months or longer require a medical examination. Residents of Mauritius are not required to undergo a medical examination, however an examination may be required in some cases. Applicants can undergo an up-front medical examination prior to submitting the application. Applicants should contact the Panel Physician in their region. For more information refer to:

<http://www.cic.gc.ca/english/information/medical/index.asp>

It is advisable to wait until you receive the letter of authorization to work in Canada from the Visa Section before finalizing travel plans.

In addition to a work permit, are you submitting applications for the following?

		Number required
Spouse or common law partner	Open work permit – complete and application for a work permit.	<input type="text"/>
	Temporary resident visa (if not applying for a work permit) – complete an application for a temporary resident visa.	<input type="text"/>
Minor Children	Open study permit – accompanying children age 6-18 years old – complete study permit application form.	<input type="text"/>
	Temporary resident visa – (if study permit not required) – complete an application for a temporary resident visa.	<input type="text"/>
Dependant over 18	Study permit for accompanying dependents age 18-22 – complete an application for study permit which must include a letter of acceptance from a college or university in Canada.	<input type="text"/>
	Temporary resident visa (if study permit is not required) – complete an application for a temporary resident visa.	<input type="text"/>

You must submit the following items:

<p>A properly completed and signed Application Form.</p> <ul style="list-style-type: none"> • Please read carefully all questions on the form. Failure to answer the form fully and truthfully may lead to refusal of your application. • The additional family information form must be completed by the principal applicant spouse and any accompanying dependants 18 years of age or over. • If an accompanying spouse is applying for a work permit, the spouse is required to complete an Application Form (IMM 1295) and Additional Family Information Form (IMM 5406). 	<input type="checkbox"/>
<p>Two passport photographs for each applicant taken in the past six months.</p>	<input type="checkbox"/>
<p>Valid passports of all persons included in the application who will travel to Canada. Note:</p> <ul style="list-style-type: none"> • the original passports will be requested once the application is finalised; • there must be at least one entirely clear page in each passport; • passports must be valid for the duration of your anticipated stay in Canada as a visa cannot be issued beyond the validity of the passport; • if you are a resident and not a citizen of your country of residence, you must, provide proof of residence/immigration/visa status for all accompanying family members for your country of residence. 	<input type="checkbox"/>
<p>Copies of the bio-page of your passport and those of your accompanying dependents.</p>	<input type="checkbox"/>
<p>Family Information Form IMM 5707, fully completed, dated and signed.</p>	<input type="checkbox"/>
<p>Certified copies of your post-secondary educational certificates.</p>	<input type="checkbox"/>
<p>Approved labour market impact assessment (LMIA), if applicable.</p>	<input type="checkbox"/>
<p>Labour market impact assessment exemption (LMIAE) number, if applicable.</p>	<input type="checkbox"/>
<p>Job offer from your employer in Canada on company letterhead indicating your job title, duties, salary and dates of employment. Submit a copy of your contract if possible.</p>	<input type="checkbox"/>
<p>Evidence that you meet the requirements of the job offer (example: employment references outlining previous jobs and job duties, copies of relevant education certificates, proof of professional qualifications).</p>	<input type="checkbox"/>
<p>Other documents (family, financial, employment, property ties) in order to satisfy the officer that you will return to your country of residence after your visit.</p>	<input type="checkbox"/>

<p>Complete curriculum vitae/résumé.</p>	<input type="checkbox"/>
<p>Certified copy of marriage certificate and copies of birth certificates for minor children listing both parents, if applicable.</p>	<input type="checkbox"/>
<p>Copy of your divorce decree, custody documents for accompanying children, if applicable.</p>	<input type="checkbox"/>
<p>Original police clearance certificate(s) from your country of birth and residence for all persons 18 years of age and over included in your application if your period of stay in Canada will exceed six months. Certificates must have been issued in the past 6 months. Additional police clearance certificates may be required if you or your accompanying dependents have resided in other countries for more than six months during the past five years.</p> <p>For residents of South Africa, the only acceptable police clearance certificate is a "Clearance Certificate" issued by the South African Police Service. Other documents, including the "Criminal Inquiry Certificate" issued by a private company, are not acceptable.</p> <p>Applications can be submitted without the police clearance certificates, but will be required before the application can be finalized and will delay the processing of your application. Note that South African Police certificates take up to six or eight weeks to obtain. FBI certificates required for applicants who have resided in the United States take 10-12 weeks to obtain.</p>	<input type="checkbox"/>
<p>An original notarized parental consent statement for minor children (under 18 years of age) travelling unaccompanied by their parents or official guardians. If only one parent is travelling with a child then the other must submit a notarized consent letter signed by a Notary Public. This letter must specify whether a multiple or single-entry Temporary Resident Visa is to be issued, as well as the duration required. We no longer accept certifications by a commissioner of oaths.</p>	<input type="checkbox"/>
<p>Physicians are required to submit the following:</p> <p>A detailed curriculum vitae showing full educational and employment information. Confirmation of eligibility for temporary registration with the relevant provincial medical council in Canada (if this is not confirmed in the employment offer). Current registration card with the Health Professions Council of South Africa (HPCSA) and Certificate of Good Standing issued by the HPCSA.</p>	<input type="checkbox"/>

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

Physicians and Medical professionals	
<i>Note medical examinations are required.</i>	
Current registration card with the Health Professions Council of South Africa (HPCSA) and Certificate of Good Standing issued by the HPCSA in the past three months.	<input type="checkbox"/>
A detailed curriculum vitae showing full educational and employment information.	<input type="checkbox"/>
Confirmation of eligibility for temporary registration with the relevant provincial medical council in Canada (if this is not confirmed in the employment offer).	<input type="checkbox"/>
Intra-company transferees	
Letter from employer explaining why your transfer is necessary and how you meet the requirements.	<input checked="" type="checkbox"/>
Evidence of relationship between current employer and employer in Canada.	<input type="checkbox"/>
Truck Drivers / Pilots	
Copy of applicable license.	<input type="checkbox"/>
Provincial nominees	
Provincial nominee certificate.	<input type="checkbox"/>
Post-doctoral fellows	
Evidence of PhD completion (PhD certificate or letter from your university).	<input type="checkbox"/>
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.	<input type="checkbox"/>

Mobilité Francophone

Test d'évaluation de français (TEF)

Farmers/Agricultural workers

Self-employed applicants are required to submit copy of business registration, tax returns/assessments (personal and company returns), customer references.

Proof of employment i.e. Payslips, copies of personal bank statements reflecting salary/income, tax return/assessment for the past 2 years (IRP5).