



## DOCUMENT CHECKLIST FOR A WORK PERMIT (APPLIED OUTSIDE CANADA)

This document checklist is one of the forms that you need to submit with your application.

Consult the Instruction Guide (IMM 5487) to find out if you are required to provide some or all forms and documents listed in this checklist.

If your documents are in a language other than English or French, check with the responsible visa office for your region to determine whether they need to be translated.

If any of the required documents listed below are missing, the processing of your application could be delayed.

Gather your documents in order of the checklist and check  each item.

### I have enclosed the following items:

#### FORMS LIST: The following IRCC forms must be completed, signed and dated.

- Application for Work Permit made Outside of Canada* (IMM 1295)  
**Note:** If this application form is completed on a computer it must be validated to generate a barcode page. Print and place the barcode page (page 5 of 5) on the top of your application (or if applying as a group, each individual application package).
- Family Information* form. Must be completed by those aged 18 years or older or a minor travelling alone to Canada.  
**Note:** You **must** complete the *Family Information* form (IMM 5707) listed in the application package for your region.
- Statutory Declaration of Common-law Union* (IMM 5409)  
**Note:** Refer to the responsible visa office for your region.
- Use of a Representative* (IMM 5476)  
**Note:** Complete this form **only** if you are using the services of an authorized representative, or if you are appointing or cancelling a representative.
- Authority to Release Personal Information to a Designated Individual* (IMM 5475)  
**Note:** Complete this form **only** if you authorize Immigration, Refugees and Citizenship Canada (IRCC) and the Canada Border Services Agency (CBSA) to release information from your case file to someone other than yourself.

#### DOCUMENTS LIST:

- Fee payment in an acceptable format. Include the application processing fee **and** any other applicable fees such as the biometric fee or the Open Work Permit Holder fee. Verify acceptable methods of payment with the visa office or Visa Application Centre (VAC) responsible for your region.  
**Note:** There are some applicants who are exempt from paying the work permit processing fee. If you are fee exempt, you must submit documents proving so.  
Visa offices do not accept payment receipts from Canadian banks.
- A photocopy of the information page of your valid passport or travel document which includes:
  - the passport number;
  - the issuance and expiry dates;
  - your photo, name, date and place of birth.**Note:** If you require a temporary resident visa and your work permit application is approved, you will need to provide your original passport for the visa counterfoil to be issued. Please refer to the responsible visa office for your region.
- Two photos** meeting the requirements of the Visa application photograph specifications. On the back of two photos, write your name and date of birth.  
**Note:** If you are required to provide **biometric fingerprints and photo**, you are **not** required to include paper photos with your application.

**DOCUMENTS LIST (CONTINUED):**

- Proof of current immigration status:  
If your country or territory of residence differs from the citizenship listed on your passport, you must provide proof of legal status in your country or territory of residence.
- Photocopy of your Marriage License/Certificate  
**Note:** Refer to the responsible visa office for your region.
- Proof indicating you meet the requirements of the job being offered.
- A copy of the *Labour Market Impact Assessment (LMIA)* provided by Employment and Social Development Canada (ESDC) to your employer, and a copy of your job offer from your prospective employer.

**OR**

An *Offer of Employment to a Foreign National Exempt from a Labour Market Impact Assessment (LMIA)* (either an [IMM5802] or the Offer of Employment ID number).

**Note:** If your employer is exempt from the Employer Compliance Regime, you must provide a copy of the employment contract. Find out more about this exemption. <https://www.canada.ca/en/immigration-refugees-citizenship/services/work-canada/hire-temporary-foreign/find-need-labour-market-impact-assessment/employer-compliance-exemptions.html>

- If working in Quebec provide evidence of a valid *Certificate d'acceptation du Québec (CAQ)*.
- If you are a **Provincial Nominee** and have an *Offer of Employment to a Foreign National Exempt from a Labour Market Impact Assessment (LMIA)* (either an [IMM5802] or the Offer of Employment ID number) from an employer in the province or territory that nominated you, provide a copy of the nomination letter issued by the province or territory that nominated you and a R204c) letter issued by the province or territory.
- If your nomination certificate has expired, you must include a copy of the acknowledgment letter confirming that IRCC received your application for permanent residence before the nomination expired.
- If applying for a post-graduation work permit, submit proof that you have completed all the requirements of your program of study:
- a final transcript; and
  - a letter from the institution and/or the formal notice of graduation.
- Any additional documents required by the responsible visa office.  
**Note:** Refer to the visa specific instructions for your region.