

Documents Checklist for Work Permit Application (Outside Canada)

Applicant

- ❖ Proof of Fee Payment for Processing Fees
- ❖ Passport data page and other stamped pages
- ❖ National Identity Card if applicable
- ❖ Photocopy of your current immigration status in your country of residence if it differs from the country of citizenship listed on your international passport.
- ❖ Marriage certificate
- ❖ If you are the dependent of another application, provide the UCI number of your family member who is the principal applicant.
- ❖ Proof you meet the requirements of the job being offered
- ❖ If your employer obtained an LMIA from ESDC, a copy of the LMIA and a copy of the Employment Contract from your prospective employer must be provided.
- ❖ If your employer is exempt from obtaining an LMIA from ESDC, your employer must provide you with the offer of employment number for inclusion in your work permit application form.
- ❖ If IRCC authorized your employer to submit the offer of employment using the IMM 5802 form, provide a copy of the IMM 5802 and proof that the employer compliance fee has been paid.

Note: If your employer is exempt from the Employer Compliance Regime, you must provide a copy of the employment contract.

- ❖ If you are working in the province of Quebec with an LMIA, provide a CAQ issued by the Quebec Ministère de l'immigration, de la Francisation et de l'intégration Quebec (MIFI).
- ❖ Letter of Explanation to the IRCC Immigration Officer explaining intent to /purpose of Work Permit Application/Extension, planned activities during work permit duration, planned accommodation and planned return to home country upon successful completion. Use this opportunity also to explain strong ties you have to your home country and why you must return at the end of your trip.
- ❖ Proof of **strong ties to your home country compelling you to return at the end of your stay in Canada** (see examples on page 3).
- ❖ Digital Photo
- ❖ Family photograph(s)
- ❖ Medical exam: You may need a medical exam if any of these situations apply to you:
 - You plan to stay in Canada for more than 6 months.
 - You recently spent time in certain countries.
 - You plan to work in certain jobs where public health must be protected.
 - Upfront Medicals from an IRCC-approved institution/panel physician may be required.
- ❖ Affidavit of Oath

❖ **Applicable Forms**

- ❖ If you are applying for PGWP: Please see Document Checklist IMM Form attached
- ❖ If you are a Provincial Nominee: Please see Document Checklist IMM Form attached

General Guidelines for Proof of Funds

1. Recommended Minimum Amounts

A reasonable budget is:

- **Solo traveler: \$5,500 to \$6,500 CAD for a one-week stay**
- **Couple: \$7,000 to \$9,000 CAD for a one-week stay**
- **Family of four: \$11,000 to \$15,000 CAD for a one-week stay**

2. Additional Considerations

- **If staying with family/sponsors** – The host should provide a notarized **invitation letter** with financial proof (bank statements, income proof, etc.).
- **If paying for hotel/accommodation** – Add funds to cover hotel costs (at least **\$200–\$350 CAD per night** for budget hotels).
- **Travel / Health insurance** for the person travelling
- **Return flight** – Confirm that you have enough to book your return ticket (approx. additional **\$800–\$2,000 CAD**, depending on country).

3. Proof of Financial Support [Sponsor & Applicant]

To avoid refusal due to **insufficient funds**, submit:

- ✓ **Recent bank statements (last 6 months)**
- ✓ **Employment letter (confirming salary and job stability)**
- ✓ **Payslips, tax returns, investment statements**
- ✓ **Business registration & financial documents (if self-employed)**
- ✓ **Property ownership (if applicable)**

4. Students

To avoid refusal due to **insufficient funds**, see: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/get-documents/financial-support.html>

Demonstrating Strong Ties to Return to Home Country

1. Economic Ties (Employment & Business)

- **Employment Verification Letter** – Confirming position, salary, length of employment, and approved leave.
- **Pay Stubs & Tax Returns** – Recent pay slips and tax documents showing ongoing income.
- **Business Ownership Documents** – Business registration, licenses, financial statements, and tax returns.
- **Employer's Letter Stating Need for Return** – A letter confirming the applicant's return is expected.

2. Financial Ties

- **Bank Statements** – Showing sufficient funds and financial stability.
- **Property Ownership Documents** – Title deeds, mortgage statements, or rental agreements.
- **Investments & Assets** – Stock holdings, retirement savings, or fixed deposits proving financial commitments.

3. Family Ties

- **Marriage Certificate** – If leaving a spouse behind.
- **Birth Certificates of Children/Dependents** – Showing responsibility for family members.
- **Caregiver Responsibilities** – Documents proving care for elderly parents or dependents.

4. Social & Community Ties

- **Membership in Organizations** – Religious groups, professional associations, or community groups.
- **Educational Enrollment** – Proof of ongoing studies, if applicable.
- **Letters from Community Leaders** – Confirming active participation and ties to local society.

5. Previous Travel History

- **Previous Visas & Stamps** – Showing compliance with past travel regulations.
- **Return Tickets** – A booked itinerary indicating intent to return.