



## 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.

You need different forms depending on how you are applying and where you are applying from. Please refer to the specific instructions from the responsible [visa office](#) for your region to ensure you submit a complete application.


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:

	<b>FORMS LIST: The following IRCC forms must be completed, signed and dated.</b>	<input checked="" type="checkbox"/>
1	<i>Application for Work Permit made Outside of Canada</i> (IMM 1295) <b>Note:</b> If this application form is completed on a computer it <b>must</b> be validated to generate a <a href="#">barcode page</a> . If you apply on paper, 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).	<input type="checkbox"/>
2	<i>Family Information</i> (IMM 5707) <b>Note:</b> Must be completed by those aged 18 years or older or a minor travelling alone to Canada.	<input type="checkbox"/>
3	<i>Statutory Declaration of Common-law Union</i> (IMM 5409), if applicable <b>Note:</b> Refer to the responsible visa office for your region.	<input type="checkbox"/>
4	<i>Use of a Representative</i> (IMM 5476), if applicable <b>Note:</b> Complete this form <b>only if</b> you are using the services of an authorized representative, or if you are appointing or cancelling a representative.	<input type="checkbox"/>
5	<i>Authority to Release Personal Information to a Designated Individual</i> (IMM 5475), if applicable <b>Note:</b> Complete this form <b>only if</b> 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.	<input type="checkbox"/>
	<b>DOCUMENTS LIST:</b>	<input checked="" type="checkbox"/>
1	<a href="#">Fee payment</a> in an acceptable format. Include the application processing fee <b>and</b> 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. <b>Note:</b> 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.	<input type="checkbox"/>
2	A photocopy of the information page of your valid passport or travel document which includes: <ul style="list-style-type: none"><li>the passport number;</li><li>the issuance and expiry dates;</li><li>your photo, name, date and place of birth.</li></ul> <b>Note:</b> 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.	<input type="checkbox"/>
3	<b>Two photos</b> meeting the requirements of the <a href="#">Visa application photograph specifications</a> . On the back of two photos, write your name and date of birth. <b>Note:</b> If you are required to provide <a href="#">biometric fingerprints and photo</a> , you are <b>not</b> required to include paper photos with your application.	<input type="checkbox"/>

	<b>DOCUMENTS LIST: (CONTINUED)</b>	<input checked="" type="checkbox"/>
4	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.	<input type="checkbox"/>
5	Photocopy of your Marriage license or Certificate, if applicable <b>Note:</b> Refer to the responsible visa office for your region.	<input type="checkbox"/>
6	Proof indicating you meet the requirements of the job being offered.	<input type="checkbox"/>
7	If your employer obtained a <a href="#">Labour Market Impact Assessment (LMIA)</a> from Employment and Social Development Canada (ESDC), provide a copy of the LMIA <b>AND</b> a copy of your employment contract from your prospective employer.	<input type="checkbox"/>
8	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.  <b>Note:</b> If your employer is exempt from the Employer Compliance Regime, you must provide a copy of the employment contract. Find out more about this <a href="#">exemption</a> .	<input type="checkbox"/>
9	If working in the province of Québec with an LMIA, provide evidence of a valid <i>Québec Acceptance Certificate</i> (CAQ) issued by the Québec Ministère de l'Immigration, de la Francisation et de l'Intégration (MIFI).	<input type="checkbox"/>
10	If you are a <b>Provincial Nominee</b> and have an offer of employment to a Foreign National exempt from an LMIA (either a form [IMM 5802] or the offer of employment ID number) from an employer in the province or territory that nominated you, provide a copy of the confirmation of nomination issued by the province or territory that nominated you and a <a href="#">R204c) letter</a> 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.	<input type="checkbox"/>
11	If applying for a post-graduation work permit, submit proof that you have completed all the requirements of your program of study: <ul style="list-style-type: none"> <li>• a final transcript; and</li> <li>• a letter from the institution and/or the formal notice of graduation.</li> </ul>	<input type="checkbox"/>
12	Any additional documents required by the responsible visa office. <b>Note:</b> Refer to the responsible visa office for your region.	<input type="checkbox"/>