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# IMMIGRATION Canada

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## Work permit

### Accra visa office Instructions



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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.

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.

A medical exam will be required for work in excess of six months. Do not undergo a medical exam until advised by this office.

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

Number of people travelling to Canada (principal applicant and accompanying family members):

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

		Number required:
<b>Spouse or common law partner</b>	<b>Open work permit</b> - completion of separate application form required	Number required: <input type="text"/>
	<b>Temporary resident visa</b> (if not applying for an open work permit) - completion of separate application form required	Number required: <input type="text"/>
<b>Minor Children</b>	<b>Open study permit</b> - for accompanying children aged 6-18 years old - no separate application form required	Number required: <input type="text"/>
	<b>Temporary resident visa</b> (if a study permit is not required) - a separate application form is required	Number required: <input type="text"/>
<b>Dependent over 18</b>	<b>Study permit</b> for accompanying dependents aged 18-22- complete an application for a study permit which must include a letter of acceptance from a college or university in Canada	Number required: <input type="text"/>
	<b>Temporary resident visa</b> (if a study permit is not required) – no separate application form required. <b>Please check our website for a list of countries whose nationals require a temporary resident visa</b>	Number required: <input type="text"/>

<b>You must submit the following items:</b>	✓
<b>Two passport photographs</b> for each applicant. Signed, dated and taken in the past six months.	<input type="checkbox"/>
<p><b>Original passport</b> for yourself and each family member requesting a visa. Each passport should:</p> <ul style="list-style-type: none"> <li>• show you are a citizen or lawfully admitted to your country of residence (for example: study permit, work permit);</li> <li>• be valid for the duration of your stay. A visa cannot be issued beyond the validity of your passport;</li> <li>• have two blank pages and minimum six months validity;</li> <li>• be accompanied by a copy of the passport bio-data page (the page with the name, photo, place of birth, date of issue, etc.).</li> </ul>	<input type="checkbox"/>
<b>Curriculum vitae or résumé:</b> up to date, for yourself and your accompanying spouse or common-law partner.	<input type="checkbox"/>
<b>Evidence that you meet the requirements of the job offer</b> (for example: employment references outlining previous jobs and job duties, copies of relevant education certificates, proof of professional qualifications).	<input type="checkbox"/>
<b>Original Police clearance certificates</b> obtained from the judicial authorities of your country for the applicant and any accompanying family member above 18 years of age. Include a certificate for each of the countries in which the individual has stayed more than 6 months since the age of 18.	<input type="checkbox"/>
<b>Proof of employment:</b> letter from your current employer and pay slips (last 3 months). Employment letter dated within two months of the application indicating occupation, job description, position, salary, allowances, and years of employment and authorized leave dates.	<input type="checkbox"/>
If a <b>minor child is travelling</b> with only one parent or without their parents, custody documents or notarized permission from the other parent or both parents, as applicable.	<input type="checkbox"/>
<b>Family Information Form IMM 5707</b> , fully completed, dated and signed.	<input type="checkbox"/>
<b>If applicable, you must also submit:</b>	✓
If you have answered "yes" to any of the background information questions on the application form, provide a completed and signed <b>Schedule 1</b> form (Application for Temporary Resident Visa – IMM 5257B) and include it with your application.	<input type="checkbox"/>

If a minor is travelling with only one parent, <b>custody documents or notarized permission</b> from the other parent is required.	<input type="checkbox"/>
<b>Marriage certificate and birth certificates</b> for each family member, whether or not they are requesting a visa.	<input type="checkbox"/>
<b>Previous passports showing travel history.</b> If not available, provide a list of your international travels during the past five years.	<input type="checkbox"/>
<b>Proof of business</b> if you are self-employed. For example, business registration, tax clearance certificates, trade certificates, license and financial documents, and certified business bank account statement for past six months.	<input type="checkbox"/>
<b>Health insurance</b> is strongly recommended for workers entering Canada. You should purchase private health insurance for the duration of your stay if not provided through your employer.	<input type="checkbox"/>

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

<b>Nurses, doctors and other medical professionals</b> <b>*Note: you will be required to undergo a medical examination</b>	✓
<b>Letter confirming eligibility for interim licensing or registration</b> with the regulatory body in the province where you are destined in Canada (for example: 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.	<input type="checkbox"/>
<b>Intra-company transferees</b>	✓
Letter from employer explaining why your transfer is necessary and how you meet the requirements.	<input type="checkbox"/>
Evidence of relationship between your current employer and employer in Canada.	<input type="checkbox"/>
<b>Live-in caregivers</b>	✓
<b>Academic documents</b> – Originals and photocopies of school transcripts (beginning in secondary school), certificates or diplomas, beginning with "0" level or JSSC.	<input type="checkbox"/>
<b>Original police certificates</b> from every country you have lived for more than six months since the age of 18.	<input type="checkbox"/>

<b>Contract</b> with your employer in Canada.	<input type="checkbox"/>
Evidence of <b>language ability</b> in French or English.	<input type="checkbox"/>
<b>Live-in Caregiver Questionnaire</b> , fully completed.	<input type="checkbox"/>
Evidence that you meet the <b>training or experience</b> requirements of the program (for example: education certificates or reference letters outlining your duties and dates of employment).	<input type="checkbox"/>
<b>Provincial nominees</b>	✓
<b>Provincial nominee</b> certificate.	<input type="checkbox"/>
<b>Post-doctoral fellows</b>	✓
<b>Evidence of PhD completion</b> (PhD certificate or letter from your university).	<input type="checkbox"/>
<b>Visiting researchers</b>	✓
<b>Research proposal</b> outlining the following: <ul style="list-style-type: none"> <li>• research you will undertake in Canada;</li> <li>• goals of research in relation to your academic pursuits in your own country;</li> <li>• how you were chosen and</li> <li>• amount and source of any funding you will receive.</li> </ul>	<input type="checkbox"/>

## Live-in caregiver questionnaire

Include the completed questionnaire with your application for a work permit.

Name:

### Employment contract:

Have you worked for this employer previously? Yes  | No

How did you establish contact with your employer?

List any individuals or agencies involved in establishing contact with your employer:

### Employment history:

List all past employment since leaving school (include your employer's contact details and address; number of hours worked per week and description of duties):

#### 1. Employer's contact details

Name:

Phone:

Address:

Hours worked per week:

Description of duties:

## 2. Employer's contact details

Name:

Phone:

Address:

Hours worked per week:

Description of duties:



### 3. Employer's contact details

Name:

Phone:

Address:



Hours worked per week:

Description of duties:



### 4. Employer's contact details

Name:



Phone:

Address:

Hours worked per week:

Description of duties:

### 5. Employer's contact details

Name:

Phone:

Address:

Hours worked per week:

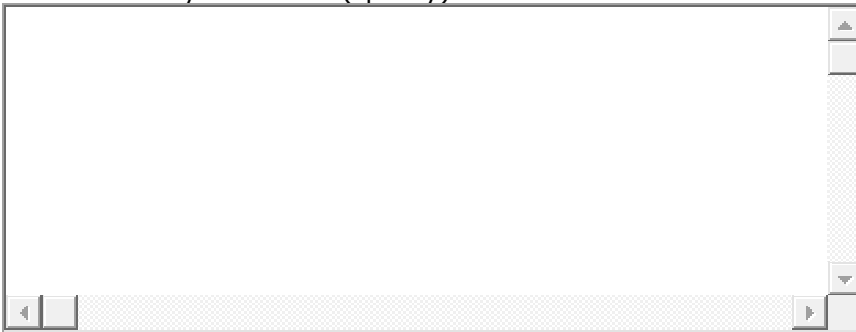
Description of duties:



**Education:**

Senior Secondary (date completed):

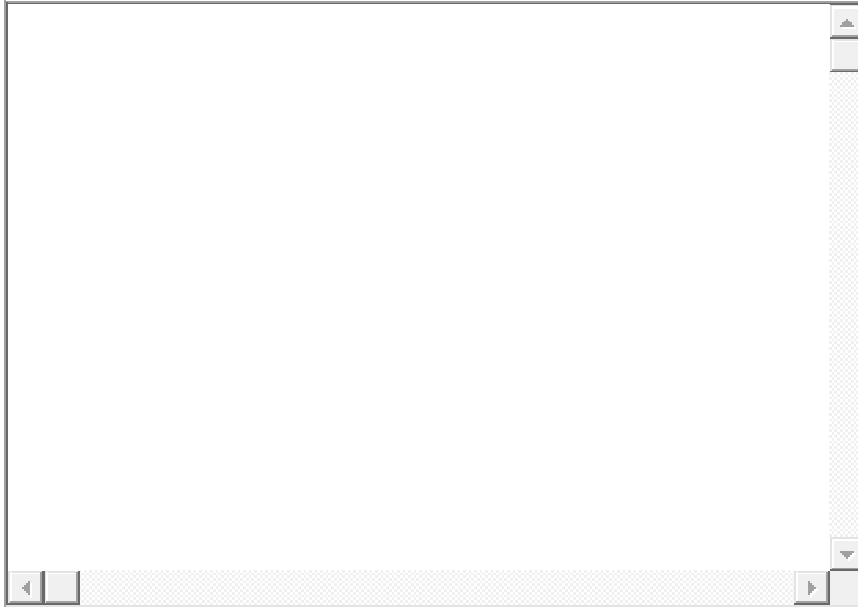
Post Secondary Education (specify):



Certificates and diplomas (beginning with "0" level or JSSC):



Full details of classroom training as a caregiver: (if applicable please include dates, hours of study and copies of certificates and transcripts)



Do you speak, read and write:

English fluently  | well  | with difficulty  | not at all   
French fluently  | well  | with difficulty  | not at all

**Canadian contacts:**

Provide the contact details of any friends or relatives residing in Canada:

Surname:

Given name:

Address:

Relationship:

**Canadian experience:**

Have you previously visited, worked or studied in Canada? Yes  | No   
If so, provide details: