
IMMIGRATION Canada

Work Permit

Lagos 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.

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.

All documents submitted in support of your application should be **original**.

After submission of all required documents, you may be required to attend an interview.

A medical exam will be required for work exceeding six months and certain other instances.

Do not undergo a medical exam until advised by this office. Medical results may take up to 4 weeks.

Any preparations you make or expenses you incur are done entirely at your own risk.

Do not finalize travel plans unless you have received your visa from the Deputy High Commission of Canada to Nigeria in Lagos.

A parent or legal guardian will sign for a minor child.

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:
Spouse or common law partner	Open work permit - complete an application for a work permit.	Number required: <input type="text"/>
	Temporary resident visa (if not applying for an open work permit) - no separate application form is required.	Number required: <input type="text"/>
Minor Children	Open study permit - for accompanying children aged 6-18 years old - no separate application form is required.	Number required: <input type="text"/>
	Temporary resident visa (if a study permit is not required) - no separate application form is required.	Number required: <input type="text"/>

		<input type="text"/>
Dependant over 18	Study permit – 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"/>
	Temporary resident visa (if a study permit is not required) – complete an application for a temporary resident visa.	Number required: <input type="text"/>

You must submit the following items:	<input checked="" type="checkbox"/>
Two passport photographs for each applicant. Signed, dated and taken in the past six months. Write the name and birth date of the individual on the back.	<input type="checkbox"/>
Original passport for yourself and each family member requesting a visa, including children. Each passport should: <ul style="list-style-type: none"> • be accompanied with a copy of the passport bio-data page (for example: the page with the name, photo, place of birth, date of issue, etc.); • show that you are a citizen or lawfully admitted to your country of residence (for example: study permit, work permit); • have a minimum of two blank visa pages; and • Include any previous passports showing travel history. 	<input type="checkbox"/>
Curriculum vitae or resume – up to date, in English or French, for yourself and your accompanying spouse or common-law partner.	<input type="checkbox"/>
Original Police clearance certificates - obtained from C.I.D Headquarters for the applicant and any accompanying family member above 18 years of age for Nigeria. Certificates are also required for each of the countries in which they stayed more than six months since they turned 18.	<input type="checkbox"/>
Proof of employment - letter from your current employer and payslips (last 3 months). Employment letter dated within two months of the application indicating occupation, job description, position, salary, allowances, years of employment and authorized leave dates.	<input type="checkbox"/>
Self-addressed pre-paid return courier envelope to return your passports and documents.	<input type="checkbox"/>
Job offer from your employer in Canada on headed paper indicating your job title, duties, salary and dates of employment. Submit a copy of your contract if possible. If you submit your application less than one month before you are supposed to start	<input type="checkbox"/>

work , submit a letter from your employer stating that you can take up your job at a later date.	
Evidence that you meet the requirements of the job offer (e.g. employment references outlining previous jobs and job duties, copies of relevant education certificates, proof of professional qualifications).	<input type="checkbox"/>
If applicable, you must also submit:	✓
Marriage certificate and birth certificates for each family member, whether or not they are requesting a visa.	<input type="checkbox"/>
Minor applicants under 18 years of age, travelling with only one parent or without parents, need custody documents from the other parent or both parents, as applicable.	<input type="checkbox"/>
Proof of property – proof of personal property and assets, land titles, car registration, lease agreement.	<input type="checkbox"/>
Proof of business if you are self-employed. Provide business registration, tax clearance certificates, trade certificates, license and financial documents, etc. (certified business bank account statement for past 6 months).	<input type="checkbox"/>
If you would like Immigration, Refugees and Citizenship Canada (IRCC) to release information from your case file to someone other than yourself, you must authorize us by completing Authority to release personal information to a designated individual (IMM 5745).	<input type="checkbox"/>
If you have answered “yes” to any of the background information questions on the application form, provide a completed and signed Schedule 1 form (Application for Temporary Resident Visa – IMM 5257B) and include it with your application.	<input type="checkbox"/>
Nurses, Doctors and other Medical Professionals Please note that you will be required to undergo a medical examination	✓
Letter confirming eligibility for interim licensing or registration with the regulatory body in the province to which 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"/>
Original police certificate issued during the past twelve months.	<input type="checkbox"/>
Intra-Company Transferees	✓
Letter from employer explaining why your transfer is necessary and how you meet the requirements.	<input type="checkbox"/>

Evidence of relationship between current employer and employer in Canada.	<input type="checkbox"/>
Live-In Caregivers	√
Evidence of completion of high school .	<input type="checkbox"/>
Original police certificates from every country you have lived for more than six months since the age of 18.	<input type="checkbox"/>
Contract with your employer in Canada.	<input type="checkbox"/>
Evidence of language ability in French or English.	<input type="checkbox"/>
Live-in Caregiver Questionnaire - fully completed.	<input type="checkbox"/>
Evidence that you meet the training or experience requirements of the programme (for example: education certificates and reference letters outlining your duties and dates of employment).	<input type="checkbox"/>
Truck Drivers	√
Evidence of completion of high school .	<input type="checkbox"/>
Copy of driver's license (and counterpart document D7 40, if applicable).	<input type="checkbox"/>
Original police certificate from your country of residence issued within the past 12 months.	<input type="checkbox"/>
Evidence of financial ability to support accompanying family members.	<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: <ul style="list-style-type: none"> • 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"/>
Media Crew	✓
Full details of filming including purpose, location, dates, type of production, distribution audience.	<input type="checkbox"/>
Telefilm Canada Co-op Agreement , if applicable.	<input type="checkbox"/>
Construction Workers	✓
Original police certificate from your country of residence issued within the past 12 months.	<input type="checkbox"/>
Quebec English Language Assistants Please note that you will be required to undergo a medical examination	✓
Original police certificate from your country of residence issued within the past 12 months.	<input type="checkbox"/>
Déclaration d'affectation from the Ministère de l'Éducation du Québec confirming details of your placement.	<input type="checkbox"/>
Charitable Workers	✓
Original police certificate from your country of residence issued within the past 12 months.	<input type="checkbox"/>
Charity registration number of the employer in Canada.	<input type="checkbox"/>

Application for a Work Permit in the Live-in Caregiver Program – Checklist

Complete and place this checklist on top of your application. Any document not in English or French must be accompanied by a certified translation.

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

Do not finalize travel plans unless you have received your Letter of Authorization from the Deputy High Commission of Canada to Nigeria in Lagos.

An interview may be required. You will be informed accordingly.

All documents submitted in support of your application must be **original**.

Do not undergo a medical exam until advised by this office. Medical results may take up to 4 weeks.

You must submit the following items:	✓
Live-in Caregiver Questionnaire, fully completed, dated and signed.	<input type="checkbox"/>
Original passport for yourself. Your passport should: <ul style="list-style-type: none"> • show that you are a citizen or lawfully admitted to your country of residence (e.g. study permit, work permit), • be valid for the duration of your work period as work permit cannot be issued beyond the validity of your passport, • have two blank pages and minimum 6 months validity, and • be accompanied with a photocopy of the passport bio-data page (i.e. the page with the name, photo, place of birth, date of issue, etc.). 	<input type="checkbox"/>
Reference letter from present or past employers which detail your duties.	<input type="checkbox"/>
Employer–employee contract that meets the labour standards and working conditions in the province where you will be working. The contract must adhere to the <u>requirements of the Live in Caregiver Program</u> .	<input type="checkbox"/>
Canadian Employer Income – if your employer agrees, you may include a copy of your potential employer’s Income Tax Notice of Assessment (NOA) for the past 2 years.	<input type="checkbox"/>
Proof of successful completion of : <ul style="list-style-type: none"> • a minimum of six months of full-time training in a classroom setting in a field or occupation related to the job offered in Canada, OR • One year of full-time paid employment within the last three years, including at least six months of continuous employment with one employer in a job related to 	<input type="checkbox"/>

the prospective employment in Canada.	<input type="checkbox"/>
Academic Documents – Originals and photocopies of school transcripts (beginning in secondary school), certificates and diplomas.	<input type="checkbox"/>
Original Police clearance certificates for the applicant above 18 years of age. Certificates are also required for each of the countries in which you stayed more than 6 months since you turned 18.	<input type="checkbox"/>
Self-addressed pre-paid return courier envelope to return your passports and documents whether or not you are submitting your application by courier service or the High Commission’s drop box.	<input type="checkbox"/>
If applicable, you must also submit:	✓
Certificat d’Acceptation du Québec (CAQ) if you will be working in Quebec. Note: Labour Market Impact Assessment (LMIA) for caregiver destined to the province of Quebec is valid for 3 months after the Certificat d’acceptation du Québec is issued.	<input type="checkbox"/>
Marriage Certificate if you are married, and Birth Certificates of all your children and step-children.	<input type="checkbox"/>
If you would like someone to do business with our office on your behalf, completed "Authority to release personal information" (IMM 5475).	<input type="checkbox"/>

Live-In Caregiver Questionnaire

Include with your application for a work permit.

Name:

Employment Contract:

Have you worked for this employer previously? Yes | No

How was contact established?

Please provide any name or agency involved.

Employment History:

Please list all past employment since leaving school (include your employers contact details and address; number of hours worked per week and description of duties):

1. Employers contact details

Name:

Phone:

Address:

Hours worked per week:

Description of duties:

2. Employers contact details

Name:

Phone:

Address:

Hours worked per week:

Description of duties:



3. Employers contact details

Name:

Phone:

Address:



Hours worked per week:

Description of duties:



4. Employers contact details

Name:

Phone:

Address:

Hours worked per week:

Description of duties:

5. Employers contact details

Name:

Phone:

Address:

Hours worked per week:

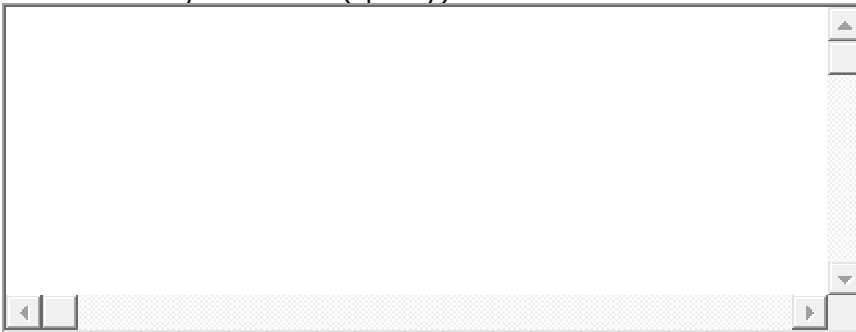
Description of duties:




Education:

Senior Secondary (date completed):

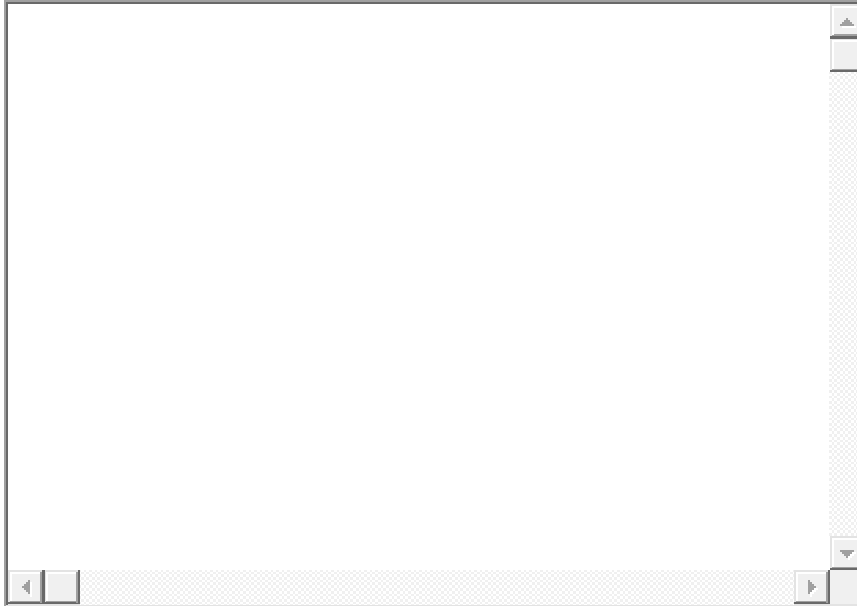
Post Secondary Education (specify):



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:

Please provide the contact details of any friends or relatives residing in Canada

Surname:



Given Name:



Address:

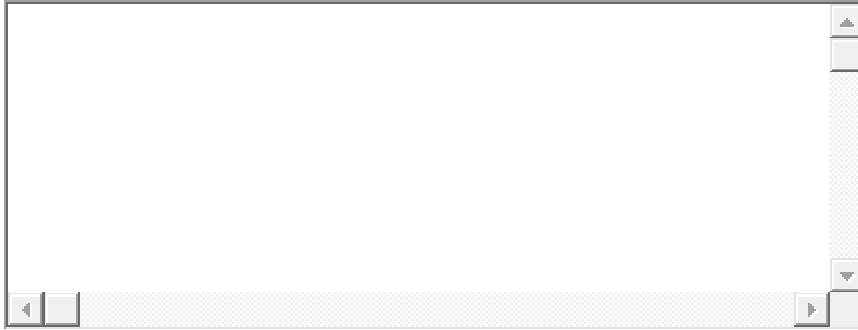


Relationship:



Canadian Experience:

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

A large, empty rectangular text input field with a thin black border. On the right side, there is a vertical scroll bar with a shaded track and a small rectangular slider. The field is currently empty, intended for the user to provide details if they answered 'Yes' to the question above.