
IMMIGRATION Canada

Work Permit

Manila Visa Office Instructions



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Document checklist – Work Permit

Additional required documents:
depending on Work Permit category

**Supplementary information form for
employer**

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**

Document Checklist – 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.
- False statements or submission of fraudulent documents will result in immediate refusal and potential legal action.
- Any preparations you make or expenses you incur are done entirely at your own risk.
- Do not finalize travel plans unless you have received an approval of your application from Immigration, Refugees and Citizenship Canada.

Type of Work Permit: Select category

With Labour Market Impact Assessment (LMIA)	Labour Market Impact Assessment (LMIA) Exempt
<input type="checkbox"/> Lower skilled occupation <input type="checkbox"/> Higher skilled occupation <input type="checkbox"/> In-home caregiver	<input type="checkbox"/> Provincial Nominee or Selected by a Province <input type="checkbox"/> Intra-company Transferee <input type="checkbox"/> International Agreements <input type="checkbox"/> Open Work Permit – Spouse of eligible Temporary Workers or Students in Canada <input type="checkbox"/> Other LMIA exemption. Please specify the exemption basis

All applicants must submit the following items:	
Family Information Form (IMM 5707) fully completed, dated and signed.	<input type="checkbox"/>
<p>Original passports and a copy of the passport bio-data page.</p> <ul style="list-style-type: none"> • Passport should have a minimum of two blank visa pages and minimum 6 months validity. Your passport should be valid for the duration of your contract. Work permit cannot be issued beyond the validity of your passport. • Include all previous passports, if applicable. • If you do not require a temporary resident visa (TRV), submit a photocopy of the bio-data page. Original passport is not required. • If you do not reside in your country of citizenship, provide evidence of your status in your country of residence. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Labour Market Impact Assessment (LMIA) provided by Employment and Social Development Canada (ESDC). Important: The LMIA must be valid on the date the application is received at the embassy. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Offer of Employment to a Foreign National Exempt from a Labour Market Impact Assessment (LMIA) (offer of employment ID number or IMM 5802) with proof of payment by the employer (receipt number). Your employer should provide it to you; AND • Evidence of exemption from the requirement to obtain a Labour Market Impact Assessment (LMIA). <p>NOTE: The above is not required if you are applying for an Open work permit.</p>	<input type="checkbox"/>
<p>Police Certificates:</p> <ul style="list-style-type: none"> • Required for applicants 18 years old or over. • Required for all countries where you have resided for six (6) consecutive months or longer, in the past 10 years, since the age of 18. <p>Philippines: NBI certificate (Original Copy) issued within the last 3 months and marked with dry seal and your thumbprint (Personal Copy not acceptable).</p> <p>If any of the following remarks appear on the NBI certificate – NO CRIMINAL RECORD, NO PENDING CASE or RECORD AS STATED, please submit:</p> <ul style="list-style-type: none"> • A written explanation from the NBI regarding this remark; • All court documents for the criminal charges. Provide complete copies of the decision or the resolution of the case. (Note: certifications from the clerks of court are not acceptable); and • Your own explanation of the incident leading to the charges. 	<input type="checkbox"/>

<p>Republic of Korea: Criminal and Investigation History record (including lapsed or latent records) is required. Original and notarized translation, if applicable, is required.</p> <p>Details of each conviction or record on your Korean police certificate and court records:</p> <ul style="list-style-type: none"> Your written statement detailing the events of each entry on your Police record. A copy of the Prosecutor's Report for each charge appearing on your police record. This report should include the relevant statutes under which an offense was noted, the criminal facts of the case and the disposition of the case. <p>Please submit the original language documents and a notarized translation in English or French.</p> <p>IMPORTANT NOTE: If submitting an online application, scan and upload your Police Certificate.</p>	
<p>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.</p>	<input type="checkbox"/>

Additional Required Documents depending on Work Permit category:

With Labour Market Impact Assessment (LMIA)	
<p>Labour Market Impact Assessment (LMIA) provided by Employment and Social Development Canada (ESDC). Important: The LMIA must be valid on the date the application is received at the embassy.</p>	<input type="checkbox"/>
<p>Copy of the job offer letter from your prospective employer.</p>	<input type="checkbox"/>
<p>Evidence that you meet the requirements of the job offer and your work experience and employment history:</p> <ul style="list-style-type: none"> Letters from current and past employers specifying your position, duties, earnings. Payslips, evidence of contributions to social insurance regimes (e.g. SSS); proof of payroll deposits. Proof of education: Copies of relevant education certificates, school transcripts, diplomas, degrees. Proof of professional qualifications. Proof of English or French language proficiency, if applicable, e.g. IELTS. 	<input type="checkbox"/>
Provincial Nominee or Selected by a province	
<p>Copy of the nomination letter issued by the province or territory that nominated you.</p> <ul style="list-style-type: none"> If it has expired, you must also provide a copy of the acknowledgement letter confirming that IRCC received your application for permanent residence before the nomination expired. 	<input type="checkbox"/>
<p>Letter issued by the province or territory stating that you are urgently required by the employer who has provided the job offer.</p>	<input type="checkbox"/>

Intra-Company Transferee

Letter from your employer and documentary evidence of the following:

- Periods of employment, including the dates and responsibilities for each position you have occupied;
- Confirmation that you are working in an executive or managerial capacity or a position involving specialized knowledge;
- Explanation of how you meet the requirements of an Intra-Company transferee, including evidence of the relationship with the Canadian entity.

Letter from the Canadian employer and documentary evidence of the following:

- Confirmation of the relationship with the foreign entity, including explanation of how this meet the requirements of Intra-Company transferee;
- Details of the position in Canada including the title, the job description and your position in the company structure.

For **specialized knowledge** positions, please submit: documentation evidencing your specialized knowledge; confirmation that the position in Canada requires this specialized knowledge.

International Agreements

Provide the specific category of the international agreement under which you are applying:

Agreement: _____ Category: _____

Documentary evidence of meeting the category and criteria of the [international agreement](#).

Open Work Permit- spouse of highly-skilled foreign worker or international student

Fee of \$100 CAD for open work permit applicants.

Proof of relationship to family member in Canada (eligible worker or student), eg. Marriage certificate, family register, documentary evidence of common law relationship (if applicable).

Proof of income of your family member's employment and income, e.g., Notice of Assessment, T4 slip, letter of employment, payslips, proof of payroll deposits.

Copy of your family member's valid work or study permit, as applicable.

Other LMIA exemption	
Specify the LMIA exemption basis: _____	<input type="checkbox"/>
Provide evidence to explain why the job offer is exempt from the LMIA.	
In-home caregivers	
Labour Market Impact Assessment Important: The LMIA must be valid on the date the application is received at the embassy.	<input type="checkbox"/>
Signed employment contract	<input type="checkbox"/>
Evidence that you meet the requirements of the job offer. Evidence of your work experience and employment history: <ul style="list-style-type: none"> • Letters from current and past employers specifying your position, duties and earnings; • Payslips, evidence of contributions to social insurance regimes (e.g. SSS), proof of payroll deposits; • Proof of education: copies of relevant education certificates, school transcripts, diplomas, degrees; • Proof of professional qualifications Proof of English or French language proficiency, if applicable (e.g. IELTS).	<input type="checkbox"/>
Fully completed Supplementary Information Form for Employer (form provided below)	<input type="checkbox"/>
Documents from your employer in Canada: <ul style="list-style-type: none"> • Notices of Assessment for the last 3 years for your employer and spouse, including the most recent tax year • Recent letters of employment for your employer and spouse indicating salary and hours of work • Letter from your employer clearly explaining the need for care, the person to be cared for, how care needs are currently met, supported by documentary evidence. <p>** NOTE: If your employer wishes to provide these documents directly to our office, they may email them to MANILIMMIGRATION@international.gc.ca. The documents must be sent to us within one week of submitting your work permit application and should not be sent before you submit your application. Please send all documents in ONE EMAIL with the following subject line: "In-home caregiver employer documents – (your name)". The email must include your name (the applicant), date of birth and passport number. Otherwise, we will not be able to match the information to your work permit application.</p>	<input type="checkbox"/>

SUPPLEMENTARY INFORMATION FORM FOR EMPLOYER
 (PLEASE USE ADDITIONAL SHEETS, IF NECESSARY)

Name of Applicant:

Employer Information:

1. Are you related to your prospective caregiver?

Yes Indicate relationship: _____ No

2. What is the purpose of hiring a caregiver?

Child care Elderly care* Age of client _____ Date of birth __/__/____ Disabled* Other
DD/MM/YYYY

*Elderly care or disabled: Please provide medical certificates for the intended client.

3. Did you use an agency or third party for this application? Yes (complete table below) No

Name of Agency	Address	Contact Number

4. Have you sponsored any of your family members for immigration in the past?

Yes (complete table below) No

Name and current address	Relation to you	Date of Birth DD/MM/YYYY	Date landed DD/MM/YYYY
1			
2			
3			

5. Have you hired a caregiver in the past? Yes (complete table below) No

Name	Relation to you	Date of birth DD/MM/YYYY	Start of employment DD/MM/YYYY	End of employment DD/MM/YYYY	Reason for termination of service
1					
2					

Please note that a decision on your prospective employee's application will be made based on the information submitted and the application may be refused if an officer is not satisfied that the prospective applicant meets the requirements of the Immigration and Refugee Protection Regulations.

I declare that I have answered all questions truthfully.

 Printed Name and Signature of Employer

 Date