
IMMIGRATION Canada

Work permit

Nairobi visa office instructions

For the following countries:

Djibouti, Eritrea, Ethiopia,
Kenya, Somalia, South Sudan



Table of contents

Document checklist – Work permit

Consent to verification of documents

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 submit 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.

Travel plans are done at your own risk until you receive the letter of authorization to work in Canada from the High Commission.

False statements or submission of fraudulent documents will result in immediate refusal

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	<input type="text"/>
	Temporary resident visa (if not applying for an open work permit) - complete an application for a temporary resident visa	<input type="text"/>
Minor Children	Open study permit - for accompanying children aged 6-18 years old - no separate application form is required	<input type="text"/>
	Temporary resident visa (if a study permit is not required) - no separate application form is required	<input type="text"/>
Dependent over 18	Study permit 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	<input type="text"/>
	Temporary resident visa (if a study permit is not required) - complete an application for a temporary resident visa	<input type="text"/>

Submit the following items:	✓
Two passport photographs for each applicant. Signed, dated and taken in the past six months.	<input type="checkbox"/>
Valid passport from each person requiring a temporary resident visa. Your passport should be valid for at least six months from the date of travel to Canada. Include all cancelled or expired passports , if applicable. If you do not reside in your country of citizenship, please provide your work permit or temporary stay permit.	<input type="checkbox"/>
A photocopy of the bio-data page of each applicant's passport.	<input type="checkbox"/>
Copies of birth certificates for minor children and marriage certificate as applicable.	<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.	<input type="checkbox"/>
Evidence that you meet the requirements of the job offer (example: employment references outlining previous jobs and job duties, copies of relevant education certificates, proof of professional qualifications).	<input type="checkbox"/>
Other documents (family, financial, employment, property ties) in order to satisfy the officer that you will return to your country of residence after your visit.	<input type="checkbox"/>
Self-addressed pre-paid return courier envelope to return your passport and documents.	<input type="checkbox"/>
Consent to verification of documents	<input type="checkbox"/>
Family Information Form IMM 5707 , fully completed, dated and signed.	<input type="checkbox"/>
Completed and signed Schedule 1 form (Application for Temporary Resident Visa – IMM 5257B).	<input type="checkbox"/>
If applicable, you must also submit:	✓
If a minor is travelling with only one parent, custody documents or notarized permission from the other parent is required.	<input type="checkbox"/>

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

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"/>
Evidence that you meet the training or experience requirements of the program (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 driving license (and counterpart document D740, 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 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"/>
League for the Exchange of Commonwealth Teachers Please note that you will be required to undergo a medical examination	✓

Letter from the League for the Exchange of Commonwealth Teachers confirming your placement details	<input type="checkbox"/>
Charitable workers	<input checked="" type="checkbox"/>
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"/>

Consent to verification of documents

1. Applicant

I, (print full name) _____ consent to the release to Citizenship and Immigration, Refugees and Citizenship Canada (IRCC) and Canada Border Services Agency (CBSA) by the issuing authorities all information required for the purpose of verifying the documents I have submitted in support of this application.

Signature: _____

Date: _____

2. Parent or Guardian (if applicable)

I, (print full name) _____ consent to the release to Citizenship and Immigration, Refugees and Citizenship Canada (IRCC) and Canada Border Services Agency (CBSA) by the issuing authorities all information required for the purpose of verifying the documents I have submitted in support of this application.

Signature: _____

Date: _____