
IMMIGRATION Canada

Work Permit

Riyadh Visa Office Instructions



Table of Contents

Document Checklist – Work Permit

Document Checklist – Work Permit for Live-in Caregiver Program

Supplementary Form – Work Permit (all work Permit applicants)

Additional Form – Live-in Caregiver Program

Additional Information – To Be Completed By the Employer in Canada (Live-In Caregiver Program).

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

Embassy of Canada in Riyadh, Saudi Arabia

Thank you for your interest in working in Canada. Please read the following carefully before submitting your application.

You are responsible for completing the application properly and for providing the complete documentation requested. Doing so increases your chances of receiving a favourable decision within our estimated processing times.

- Any document not in English or French must be accompanied by a certified translation
- Please provide only photocopies of all documents unless specified, as we do not return any documents. However, note that we reserve the right to request the original of any document provided.
- Each individual, including children, must submit their own application forms.
- False statements or submission of fraudulent documents will result in refusal.
- You may provide additional documentation to satisfy the Migration Officer that you meet the requirements for issuance of a Work Permit.
- Please print double-sided whenever possible.

ALL applicants must submit the following:	✓
<p>Application for Work Permit Made Outside of Canada (IMM1295) form, fully completed, dated and signed.</p> <p>Note: This form must be completed on a computer and it must be validated to generate a barcode. Print the barcode page and place it on the top of your application.</p>	
<p>Family information (IMM 5707) form, fully completed, dated and signed. You must answer every question. If not applicable, write N/A.</p>	
<p>Schedule 1 (IMM 5257B) form, fully completed, dated and signed <i>only</i> if you have answered “Yes” to any of the background information questions on the application form or if you would like to show your travel history.</p>	
<p>This checklist</p>	
<p>Two photos, meeting the photograph specifications. Write the name and date of birth on the back of each photo and staple them to the application form without marking the face.</p> <p>Note: If you are required to provide biometric fingerprints and photo with your application, you do NOT need to include paper photos with your application.</p>	

<p>Valid passport or travel document: You must include your original passport or travel document and a copy of the photo page (bio-data page) with the application.</p> <ul style="list-style-type: none"> • The passport you intend to travel with MUST be submitted with the application. • The passport must be valid for a minimum of six months upon arrival at the Canadian Port of Entry. • The visa validity will not be longer than the validity of your passport, even for multiple-entry visas. • We do not accept passports including more than one person. One passport per person is required. Children must each have their own passport. • You may also submit any previous passports you have used in order to show your previous travel history. 	
<p>Proof of fee payment. Fees can be paid online or at the Visa Application Centre. If paying online, print the receipt and attach it to your application below the barcode page. Please ensure to include the application processing fee and, if applicable, the biometric fee.</p>	
<p>Job offer in Canada. Provide the signed and dated contract between you and your prospective employer in Canada, indicating your job title, duties, salary and dates of employment. (Unless you are applying for an open work permit)</p>	
<p>Positive Labour Market Impact Assessment (LMIA) issued by Employment and Social Development Canada (ESDC). Most temporary foreign workers require a Labour Market Impact Assessment in order to apply for a work permit. Your employer in Canada will obtain this for you.</p>	
<p>Secondary or post-secondary diplomas or degrees. A complete copy of your educational qualifications, diplomas, degrees and transcript of records.</p>	
<p>Copy of employment reference letters from past and present employers indicating your employment experience in an occupation related to your proposed occupation in Canada. The employment reference letters must be on letterhead paper and indicate the periods of your employment, the type of employment (permanent full-time, permanent part-time, temporary full-time or temporary part-time), a list of your responsibilities, the salary with the complete name and contact details of the person who signed the employment reference letter.</p>	
<p>If you are applying for Work Permit exempt from a Labour Market Impact Assessment (LMIA) :</p>	√
<p>Offer of Employment to a Foreign National Exempt from a Labour Market Impact Assessment (LMIA). Submit the offer of employment ID number or IMM 5802 form.</p>	
<p>Proof that the employer in Canada paid the compliance fee.</p>	

If you are applying as a Nurse, Medical resident, fellow or self-funded researcher:	√
Proof of government, Academic Institution or corporate financial support.	
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.) **Please note that you will undergo an Immigration medical examination. If you completed your exam prior to submitting your application, please provide the eMedical information sheet printout.	
If you are applying as Caregiver:	√
Signed and dated contract between you and your prospective employer in Canada, which indicates your job title, duties, salary and dates of employment. Contract must meet the labour standards and working conditions in the province.	
Positive Labour Market Impact Assessment (LMIA) issued by Employment and Social Development Canada (ESDC). Your employer in Canada will obtain this for you.	
Employment letters from present and past employers, which indicate your job title, duties, salary and dates of employment.	
Secondary and post-secondary diplomas or degrees. All your educational qualifications, diplomas, degrees and transcript of records.	
Canadian Employer Income – Please include a copy of your potential employers Income Tax Notice of Assessment (NOA) and/or Income Tax Return Information (RC143) for the past two years. **Do not submit T1 or T4 statements. Note: <i>Some employers may prefer not to provide their personal information directly to the applicant for submission to the Visa Office. In this case, please enclose a note to this effect. Please be advised that this may lead to slower processing in some cases.</i>	
Original Police clearance certificates. Certificates are required for each of the countries in which you stayed more than 6 months since you turned 18. For more information, visit the Immigration, Refugee and Citizenship Canada web site.	
**Please note that you will undergo a medical examination. If you completed your exam prior to submitting your application, please provide the eMedical information sheet printout.	
If you are applying as an Intra-Company Transferee:	√
Letter from employer explaining why your transfer is necessary and how you meet the requirements.	
Evidence of relationship between current employer and employer in Canada.	

If you are applying as Provincial Nominee:	√
Copy of the nomination letter from the provincial or territorial government that confirms that you have been nominated for permanent residence by the province.	
If you are applying as visiting researcher:	√
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.	
If you are applying under the Post-Graduation Work Permit Program:	√
Copy of your latest Study Permit.	
Written confirmation from your educational institution that you have met the requirements for completing your academic program.	
If you are applying under Open Work Permit Program for the spouse or common law partner of a skilled worker or international student :	√
Copy of your spouse or common law partner's latest Study or Work Permit.	
If your spouse or common law partner is employed in Canada, provide letter of employment.	
Non-Saudi citizens should also submit:	√
Proof of present immigration status: copy of Saudi Residence Permit/Iqama	
If you will be working in the Province of Quebec:	√
MIDI's (le ministère de l'immigration, de la diversité et de l'inclusion) letter of approval of your application for a ' <i>Certificat d'acceptation du Québec</i> ' (CAQ).	
If Applicable:	√
Use of Representative (IMM5476) form, if you used the services of a representative to prepare your application.	
Authority to Release Personal Information to a Designated Individual (IMM 5475) form, if 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.	
Statutory Declaration of Common-law Union (IMM5409) form, if this applies to your family situation.	