
IMMIGRATION Canada

Work Permit

Singapore Visa Office Instructions



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Document Checklist – Work Permit

**Document Checklist – Work Permit in
the 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

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.

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

If a medical examination is required, you will be informed by an officer who will send you instructions on how to proceed. The officer's decision is based on the type of job you will have and where you lived in the past year. Do not undergo a medical exam until advised by this office. Medical results may take up to 4 weeks.

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

You must submit the following items:	
Proof of immigration status in the country in which you are currently residing. If you do not reside in your country of citizenship, please provide a copy of your permanent or temporary stay permit, work permit or study permit (include the issue and expiry date).	<input type="checkbox"/>
<p>If you are employed, a signed original letter on company letterhead from the employer granting leave of absence and including:</p> <ul style="list-style-type: none"> • the applicant's name, position, current salary and date of hire. • the employer's name and address as well as the telephone and email. <p>If you are self-employed, evidence of your business (business registration indicating your shares in the business, business license and financial documents, example: profit and loss statement, balance sheet, etc.)</p>	<input type="checkbox"/>
Photocopies of relevant education certificates , proof of professional qualifications. Photocopies of all school transcripts (starting at the secondary level) certificates, diplomas, degrees etc.	<input type="checkbox"/>
Any other document needed to demonstrate that you meet the requirements of the Labour Market Impact Assessment (LMIA). For example: Language testing, food safety course, first aid course etc.	<input type="checkbox"/>
Original police certificate: You must obtain a police certificate for each country or territory where you have lived for six consecutive months or longer since reaching the age of 18. Further instructions will be provided for applicants who require a 'Certificate of No Criminal Conviction' from the local authorities in Singapore .	<input type="checkbox"/>

Minor children who are travelling alone require notarized permission to travel from the non-accompanying parents and must carry written information about the person who will be responsible for them. If the children are the subject of a custody order or are travelling with one of their parents, proof of custody or notarized permission from the other non-accompanying parent is required.	<input type="checkbox"/>
Residents of Bangladesh: Family Information Form (IMM 5707) fully completed, signed and dated.	<input type="checkbox"/>

Applicants applying under the categories below must submit additional 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 (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"/>
LMIA Exempt Work Permit	
Letter from employer explaining how you meet the requirements of the exemption and any other documentary evidence required.	<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"/>

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 High Commission of Canada in Singapore.

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 four weeks.

You must submit the following items:	
Proof of immigration status in the country in which you are currently residing. If you do not reside in your country of citizenship, please provide a copy of your permanent or temporary stay permit, work permit or study permit (include the issue and expiry date).	<input type="checkbox"/>
Reference letter from present or past employers which detail your duties.	<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 the prospective employment in Canada. 	<input type="checkbox"/>
Proof that you speak English or French	<input type="checkbox"/>
Academic Documents – Originals and photocopies of school transcripts (beginning in secondary school), certificates or 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	
Marriage Certificate if you are married, and Birth Certificates of all your children or step-children.	<input type="checkbox"/>