Pretoria Visa Office

Additional Document Checklist for residents of Angola, Botswana, Eswatini, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, South Africa, Zambia, Zimbabwe

Work Permit

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.

Applicants taking up employment for six months or longer require a medical examination. Residents of Mauritius are not required to undergo a medical examination, however an examination may be required in some cases. Applicants can undergo an up-front medical examination prior to submitting the application. Applicants should contact the Panel Physician in their region. For more information refer to: https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/medical-exams.html

We recommend that you wait until you receive your letter of authorization to work in Canada before finalizing your travel arrangements.

Ce document est également disponible en français.

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?

Family member	Application type	Number required:
Spouse or common law partner	**Open work permit** – complete and application for a work permit.	
	Temporary resident visa (if not applying for a work permit) – complete an application for a temporary resident visa.	
Minor children	**Study permit** – accompanying children age 6-18 years old – complete study permit application form.	
	Temporary resident visa – (if a study permit application is not required) – complete an application for a temporary resident visa.	
Dependants over 18	**Study permit** for accompanying dependents age 18-22 – complete an application for study permit which must include a letter of acceptance from a college or university in Canada.	
	Temporary resident visa (if a study permit application is not required) – complete an application for a temporary resident visa.	

You must provide the following documents:

☐ Photographs:

- You must provide two passport photographs for each applicant taken in the past six months.

☐ Passports:

- You must provide valid passports of all persons included in the application who will travel to Canada.
    - there must be at least one entirely clear page in each passport.
    - passports must be valid for the duration of your anticipated stay in Canada as a visa cannot be issued beyond the validity of the passport.
    - copies of the bio-page of your passport and those of your accompanying dependents.

Note:

- If you are a resident and not a citizen of your country of residence, you must, provide proof of residence/immigration/visa status for all accompanying family members for your country of residence.
- The original passport will be requested once the applicable is finalized.

☐ Educational certificates:

- You must provide certified copies of your post-secondary educational certificates, if applicable

☐ Job offer:

- You must provide a job offer from your employer in Canada on company letterhead indicating your job title, duties, salary and dates of employment. Submit a copy of your contract if possible.

☐ Evidence that you meet the requirements of the job offer:

- You must provide 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).

☐ **Curriculum vitae/résumé:**

- You must provide your curriculum vitae/résumé

☐ **Additional Documentation:**

- You must provide any 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.

☐ **Marriage certificate:**

- You must provide Certified copy of marriage certificate, if applicable

☐ **Copy of your divorce decree, custody documents for accompanying children:**

- You must provide a copy of your divorce decree, custody documents for accompanying children, if applicable.

☐ **Copies of birth certificates for minor children listing both parents:**

- You must provide copies of birth certificates for minor children listing both parents, if applicable

☐ **Police certificate(s) :**

- You must provide Original police clearance certificate(s) from your country of birth and residence for all persons 18 years of age and over included in your application if your period of stay in Canada will exceed six months. Certificates must have been issued in the past 6 months. Additional police clearance certificates may be required if you or your accompanying dependents have resided in other countries for more than six months during the past five years;
- **For residents of South Africa, the only acceptable police clearance certificate is a "Clearance Certificate"** issued by the South African Police Service. Other documents, including the "Criminal Inquiry Certificate" issued by a private company, are not acceptable;
- Applications can be submitted without the police clearance certificates, but will be required before the application can be finalized and will delay the processing of your application. Please be aware that there may be varying processing delays to obtain these documents.

☐ **Parental consent statement for minor children:**

- You must provide an original notarized parental consent statement for minor children (under 18 years of age) travelling unaccompanied by their parents or official guardians. If only one parent is travelling with a child then the other must submit a notarized consent letter signed by a Notary Public. This letter must specify whether a multiple or single-entry Temporary Resident Visa is to be issued, as well as the duration required. We no longer accept certifications by a commissioner of oaths.

If you fall within one of the categories below, you must also submit the following (visit our website for additional and most updated information on employment categories):

☐ **Nurses, doctors and other Medical professionals:**

- You must provide current registration card with the Health Professions Council of South Africa (HPCSA) and Certificate of Good Standing issued by the HPCSA in the past three months;
- A detailed curriculum vitae showing full educational and employment information;
- Confirmation of eligibility for temporary registration with the relevant provincial medical council in Canada (if not confirmed in the employment offer);
- Confirmation of eligibility for temporary registration with the relevant provincial medical council in Canada (if not confirmed in the employment offer);

Note: You will be required to undergo a medical examination.

☐ **Intra-company transferees:**

- You must provide letter from your employer explaining why your transfer is necessary and how you meet the requirements of the position in Canada;
- Proof of the business relationship between your current employer and your employer in Canada.

☐ **Truck Drivers / Pilots):**

- You must provide a copy of applicable license.

☐ **Post-doctoral fellows:**

- You must provide proof of **PhD completion** (PhD degree or letter from the university).

☐ **Visiting researchers:**

- You must provide 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.

☐ **Mobilité Francophone:**

- You must provide proof of your language ability.
- Please consult Francophone Mobility work permit: How to apply - Canada.ca

☐ **Self-Employed:**

- Self-employed applicants are required to submit copy of business registration, tax returns/ assessments (personal and company returns), customer references;
- Proof of employment (i.e., Payslips, copies of personal bank statements reflecting salary/ income, tax return/assessment for the past 2 years [IRP5]).