



# IMMIGRATION Canada

## Working in Canada

### Applying for a Work Permit Outside Canada



[www.cic.gc.ca](http://www.cic.gc.ca)

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(IMM 1295)

*Family information*  
(IMM 5645)

*Document Checklist*  
(IMM 5488)

*Schedule 1 – Application for a Temporary Resident Visa Made Outside of Canada*  
(IMM5257 – Schedule 1)

*Statutory Declaration of Common-Law Union*  
(IMM 5409)

*Use of a Representative*  
(IMM 5476)

This application is made available free of charge by Citizenship and Immigration Canada and is not to be sold to applicants.

This publication is available in alternative formats upon request.

**Également disponible en français**

## Overview

### Application package

This application package consists of:

- an instruction guide **and**
- the required forms.

The **instruction guide** is a tool that provides:




- the information you must know about this application before sending it to Citizenship and Immigration Canada (CIC) **and**
- assistance on how to fill out the forms and the required supporting documents.

Read the instruction guide thoroughly and then fill out each of applicable form.

The **forms** are specifically designed with questions that will assist the processing of your application.

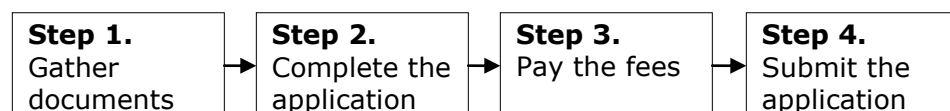
### Symbols used in this guide

This guide uses the following symbols to indicate information of particular importance.

This symbol...	Tells you...
	What you <b>must</b> do to have your application processed.
	Important information that you need to be aware of in order to avoid delays or other problems.
	Where to get more information.
<b>Note:</b>	Tips that will assist you with this application.

### The application process

The instructions provided in this guide follow the basic steps you will need to know to complete your application.



## Before You Apply

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### Who may use this application?

This application guide is designed for persons who wish to apply for a work permit from outside Canada.

**Note:** The processing time of an application may vary from one visa office to another. Find out more about local application processing times by visiting our [website](http://www.cic.gc.ca/english/information/times/temp/workers.asp) at:

<http://www.cic.gc.ca/english/information/times/temp/workers.asp>

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### What is work?

Work is an activity for which wages or commission is earned, or that competes directly with activities of Canadian citizens or permanent residents in the Canadian labour market.

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### What is a work permit?

This is the official document issued by an officer that allows a person who is neither a Canadian citizen nor a permanent resident to work in Canada.

This document is required whether or not the employer is in Canada. Usually, it is valid only for a specific job and length of time. A work permit may also be issued on the basis of a Labour Market Opinion (LMO) issued by Human Resources and Skills Development Canada (HRSDC) or other requirements.

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### Regulatory changes to the Temporary Foreign Worker Program

Beginning April 1, 2011, changes to the Temporary Foreign Worker Program come into effect. These changes will help us to better protect your rights when you come to work in Canada by ensuring that employers respect the terms of their offers of employment.

In a work permit application, the employers will be evaluated on:

- rigorous criteria to ensure the job offer is authentic or real (Genuineness),
- past history of compliance to the commitments outlined in job offers to foreign workers hired in the past two years (Substantially the Same), and
- compliance with Federal-Provincial/Territorial Laws.

In cases where the employer is found to have not complied with previous commitments to foreign workers, the employer may be deemed ineligible to hire a foreign worker for two years.

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## Cumulative duration

Starting on April 1, 2011, you will be able to work in Canada for a maximum period of four years. Therefore, you will need to start counting **the time you work in Canada as of April 1, 2011.** However, there are some **exceptions** to this rule if:

- **the work** you intend to do in Canada **creates or maintains significant social, cultural or economic benefits** or **opportunities for Canadian citizens** or permanent residents,
- **the work** you intend to do in Canada relates to an **international agreement between Canada and one or more countries** (including seasonal **agricultural workers**),
- your work is **done while you are authorized to study,**
- **48 months have passed since you accumulated 4 years of work in Canada.**

If you **do not work during the entire specified period** on your work permit (for example you have a work permit valid for four years and you are sick or you leave temporarily Canada), you may **need to submit proof of time not worked when you apply for another work permit later on and you are close to the four-year maximum.** Examples of proof documents include but are not limited to:

- **passport entry and exit stamps,**
- **Record of Employment from Service Canada,**
- **receipt of severance pay,**
- **letter from a foreign educational institution where you attended school,**
- **travel receipts (tickets, boarding passes),**
- **proof of receipt of maternity/parental benefits,**
- **letter from physician confirming you were on medical leave,**
- **any other document that demonstrates that you were not working in Canada while on a work permit.**

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## What is a labour market opinion?

A Labour Market Opinion (LMO) is the opinion provided by Human Resources and Skills Development Canada (HRSDC)/Service Canada to the officer which enables the officer to determine whether the employment of the foreign worker is likely to have a **positive or negative impact on the labour market in Canada.** A LMO may be required in order for a work permit to be issued.

The LMO process **begins by the prospective employer contacting HRSDC/Service Canada to get a job offer form.** Once the form is completed and submitted, HRSDC/Service Canada considers several factors, including the **availability of Canadians** and the **offered wages** as well as the **economic benefit** the foreign worker would bring to Canada. HRSDC/Service Canada then **provides the opinion to the officer.**

The LMO is typically given for a **specific period** of time, and the **work permit issued will coincide with that period**. **Renewal of a work permit beyond the specified period will likely require a new LMO.**



Effective April 1, 2011, HRSDC/SC will add the following evaluations to the Labour Market Opinion (LMO) process:

- assessment of the **genuineness** of the offer of employment **and**
- whether or not, over the **past two years**, employers who have **hired foreign workers, provided wages, working conditions and employment in an occupation that were substantially the same as** those listed in the offer of employment.

**Note:** For **LMO-exempt work permits**, **these assessments** will be completed by Citizenship and Immigration Canada (**CIC**) or the Canadian Border Services Agency (**CBSA**).

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**Who requires a work permit?**

A person who is **not** a Canadian citizen or a permanent resident who wishes to work in Canada requires a work permit. Depending on the nature of the activity, a person may be exempted **from requiring a work permit** by virtue of the *Immigration and Refugee Protection Act* and the *Immigration and Refugee Protection Regulations*. But in most cases, **he or she will need to obtain a work permit** from Citizenship and Immigration Canada to work legally **in Canada**.

Further details on persons exempted from a work permit may be obtained by visiting our **website** at:

<http://www.cic.gc.ca/english/work/apply-who-nopermit.asp>

You may also contact a Canadian visa office.

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**When should I apply?**

You should apply as soon as you **receive written evidence** of your job offer or contract of employment and your **Labour Market Opinion (LMO)** from HRSDC/Service Canada. In **cases where an LMO is not required, you may apply once you receive written evidence** of your job offer from the employer.

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**What requirements must I meet to obtain a work permit?**

You must show the officer that you meet the requirements of the *Immigration and Refugee Protection Act* (IRPA) and the *Immigration and Refugee Protection Regulations* and that you will be in Canada for a temporary stay. You must also:

- satisfy an officer that you will **leave Canada at the end** of your employment,
- show that you have **enough money during your stay in Canada** to take care of yourself and your family members and to return home,
- be **law-abiding and have no record of criminal activity** (you may be

asked to provide a Police Clearance Certificate),

- not be a **danger to the security** of Canada,
- be **in good health and complete a medical examination**, if required,
- **not intend to engage in employment with an employer on the List of Ineligible Employers** found on CIC's **website** at: <http://www.cic.gc.ca/english/work/list.asp>.
- **not have worked in Canada for one or more periods totalling four years after April 1, 2011** (with certain exceptions),
- provide any additional documents requested by the officer to establish your admissibility.

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**Are there any conditions on my work permit?**

An officer may **impose, vary or cancel conditions** on your work permit. These may include one or more of the following:

- the type of employment in which you may work
- the employer for whom you may work
- the location where you may work
- how long you may continue to work

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**Do I need a Temporary Resident Visa?**

If you want to work in Canada, you may require a temporary resident visa. A temporary resident visa is an official document issued by an officer that is placed in your passport to show that you have **met the general requirements** for admission to Canada as a temporary resident.

**When you arrive at the point of entry in Canada, an officer will make the final determination.**

See **Appendix A - Temporary Resident Visa Exemptions** for information on those who are exempt from obtaining a temporary resident visa to visit Canada.

If you submit a **work permit application and you require a temporary resident visa**, it is **not necessary to make a separate application** or pay a separate fee; an officer will issue it at the same time as the documentation necessary for your entry to Canada as a worker.

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**Entry to Canada**



Entry to Canada is **a privilege, not a right**. If you want to visit Canada, you must meet the necessary requirements and you may need a Temporary Resident Visa.

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**Family members**

Family members include a spouse, a common-law partner, dependent children, and the dependent child of a dependent child:

Term	Definition
Spouse	Refers to either of the two persons (opposite or same sex)

	in a legally-recognized marriage.
<b>A common-law partner</b>	<p>Refers to a person who is living in a conjugal relationship with another person (opposite or same sex), and has done so continuously for a period of at least one year. A conjugal relationship exists when there is a significant <b>degree of commitment</b> between two people. Common-law partners must attach any documents that show they are in a committed and <b>genuine relationship</b>, for example, <b>evidence that they share the same home</b>, that they <b>support each other financially and emotionally</b>, that they have <b>had children together</b>, or that <b>they present themselves in public as a couple</b>.</p> <p>Common-law partners who are unable to live together or appear in public together because of legal restrictions in their home country may still qualify and should be included on the application.</p> <p>Common-law partners that meet the conditions outlined above but who have been separated for reasons beyond their control (for example, civil war or armed conflict) may qualify and should be included on the application.</p>
<b>Dependent children</b>	<p>Refers to the children of the principal applicant or of the principal applicant's spouse or common-law partner.</p> <p>They must:</p> <ul style="list-style-type: none"> <li>• be <b>under the age of 22</b> and <b>not have a spouse</b> or common-law partner; or</li> <li>• depend substantially on the financial support of a parent and have been continuously enrolled and in attendance <b>as full-time students in a post-secondary institution</b> accredited by the relevant government authority since before <b>the age of 22</b> (or <b>since marrying</b> or entering into a common-law relationship, if this happened <b>before the age of 22</b>); or,</li> <li>• depend substantially on the financial support of a parent <b>since before the age of 22</b> and be unable to provide for themselves <b>due to a medical condition</b>.</li> </ul>
<b>Dependent child of a dependent child</b>	Refers to children of dependent children of the principal applicant or those of his or her spouse or common-law partner.

**Do family members need to apply separately?**

Your family members who also wish to visit Canada must apply by filling out their own temporary residence form (Temporary Resident Visa, study permit or work permit). However, you may send all family member application forms in the same envelope with only one payment receipt for the total amount. See the **"Pay the Fee"** section.

Your spouse or common-law partner and children must meet all the requirements for temporary residents to Canada.

If your family members wish **to follow you to Canada at a later date**, they

must complete a separate application for admission.

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**May my spouse or common-law partner and children work in Canada?**

In order to work in Canada, **your spouse or common-law partner** and **your dependent children** must apply for their own work permit and must meet the same standards, including the **LMO requirement**, if applicable, that regularly applies to the issuance of work permits.

They may, however apply for their work permit from **within** Canada. This guide does not provide general information about obtaining a work permit for your spouse or common-law partner or your dependent children. For more details including definitions, responsibilities, and conditions of eligibility, refer to our **website** at:

<http://www.cic.gc.ca/english/work/apply-who.asp>

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**May my children attend school?**

Your accompanying children may attend school in Canada. You **must apply for their study permit** at the same time as your application. If they intend to join you later, they must **obtain a study permit before coming to Canada.**

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**Medical requirements**

You and your **family members** may be required to undergo a medical examination in order to come to Canada. To pass the medical examination you or your family members must not have a condition that:

- is a danger to public health or safety **and**
- would cause excessive demand on health or social services in Canada.

Information on medical instructions **will be provided to you by the visa office.** You are not required to have a medical examination before you submit your application forms.

The officer's decision is based on the type of job you will have and where you lived in the past year.

If you wish to work in health services, child care, primary or secondary education, you will need a medical examination and a satisfactory medical assessment before a work permit can be issued to you.

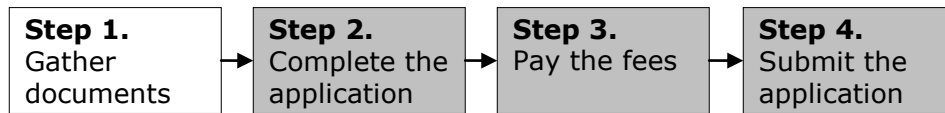
If you want to work in agricultural occupations, a medical examination will be required **if you have lived in certain countries.**

**Note:** A **medical examination may add over three months** to the processing of your application.

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## Step 1. Gather Documents



### What documents are required?

Use the *Document Checklist* (IMM 5488) provided with this package to assist you in gathering the required documents to submit your application.

Some visa offices may require additional supporting documents specific to your country. For further information on these requirements, visit our website under **List of countries and corresponding Canadian visa offices** at:

<http://www.cic.gc.ca/english/information/offices/apply-where.asp>



If you do not provide all the requested information or documents, the processing of your application could be delayed.

	Document	Description
1	Proof of identity	<ul style="list-style-type: none"> <li>A valid passport or travel document that guarantees you re-entry to the country that issued it <b>and</b></li> <li>Two (2) photos of yourself and accompanying family members (according to <b>Appendix B – Photo specifications</b>).</li> </ul>
2	Proof of employment in Canada	<ul style="list-style-type: none"> <li>Your <b>job offer letter or</b> contract from your prospective employer, and <b>the file number</b> provided by HRSDC to locate the Labour Market Opinion (<b>LMO</b>). Your employer should be able to provide you with this file identifier.</li> <li><b>Evidence</b> that you meet the requirements of the job. Proof may include educational requirements or past work experience outlined in a resume.</li> <li>Evidence of a <b>Certificat d'acceptation du Québec (CAQ)</b> from the <i>Ministère de l'Immigration et des communautés culturelles</i> (MICC), if you intend to work in Quebec or will be working in Québec. If you do not need a Labour Market Opinion (LMO) you will usually not need a CAQ.</li> </ul> <p><b>Note:</b> It is your responsibility to keep track of any breaks in work while in Canada on a work permit. <b>You will be required to provide documentary evidence to prove periods</b> where you have not worked in order for that time not to count towards the four-year limit.</p>

	Document	Description
3	Proof of relationship	<ul style="list-style-type: none"> <li>You may be required to provide a <b>marriage certificate</b> and <b>birth certificates for any accompanying family members</b>.</li> <li>If you are in a common-law relationship and your common-law partner will accompany you to Canada, you <b>must complete the enclosed form <i>Statutory Declaration of Common-Law Union</i> (IMM 5409)</b>. Also provide evidence outlined on the form to support your relationship.</li> </ul>
4	Other documents	<ul style="list-style-type: none"> <li>If you are not a citizen of the country in which you are applying, you must provide proof of your present immigration status in the country of application.</li> <li>If the government that issued your passport or travel document requires a re-entry permit this must be obtained before you apply for a Canadian visa.</li> <li>Additional documents may be required.</li> </ul>

### Do you intend to work in Quebec?

In order to work in Quebec, you must obtain a *Certificat d'acceptation du Quebec* (CAQ) issued by the Ministère de l'immigration et des communautés culturelles (MICC) before requesting a work permit from any Canadian visa office.

**The employer must first contact the Human Resources and Skills Development Canada (HRSDC) but also the MICC to get permission to hire you.** Once the approval is received, you may apply for the CAQ in the province Quebec.

Please refer to the **MICC** website for appropriate contact information and for the latest updates on the process and documents required for Quebec.

**Website:** <http://www.immigration-quebec.gouv.qc.ca/en/index.html>

### Translation of documents

If your documents are in a language other than English or French, check with the responsible visa office to determine whether they need to be translated.

Visit our website under **List of countries and corresponding Canadian visa offices** at:

<http://www.cic.gc.ca/english/information/offices/apply-where.asp>

### **Certified copies or notarized documents**

To have a photocopy of a document certified, an authorized person must compare the original document to the photocopy and must print the following on the photocopy:

- "I certify that this is a true copy of the original document",
- the name of the original document,
- the date of the certification,
- his or her name,
- his or her official position or title, **and**
- his or her signature.

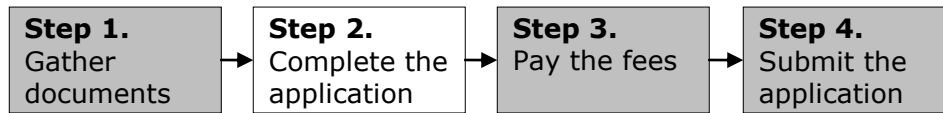
### **Who can certify copies of your documents?**

Persons authorized to certify copies of your documents	
In Canada: <ul style="list-style-type: none"><li>• a commissioner of oaths</li><li>• a notary public</li><li>• a justice of the peace</li></ul>	Outside Canada: <ul style="list-style-type: none"><li>• a judge</li><li>• a magistrate</li><li>• a notary public</li><li>• an officer of a court of justice</li><li>• a commissioner authorized to administer oaths in the country in which the person is living</li></ul>



Family members cannot certify copies of your documents.

## Step 2. Complete the application



### Filling out the application

The following are the forms that must be filled out and submitted:

- *Application For Work Permit Made Outside of Canada* (IMM 1295)
- *Family Information* (IMM 5645)
- *Document Checklist* (IMM 5488)
- *Schedule 1 – Application for a Temporary Resident Visa Made Outside of Canada* (IMM 5257 – Schedule 1), if applicable
- *Statutory Declaration of Common-law Union* (IMM 5409), if applicable
- *Use of a Representative* (IMM 5476), if applicable



It is a serious offence to give false or misleading information on these forms. The information you provide on your application is subject to verification.

### Be complete and accurate



Complete all sections. If a section does not apply to you, write “Not Applicable” or “NA”, except for your name (last name and given name[s]). Refer to questions 1 and 2 under “**Personal Details**” section for further instructions.

If your application is incomplete it may be returned to you and this will delay the processing of your application.

**If you need more space for any section, print out an additional page containing the appropriate section, complete it and submit it along with your application.**

# ***Application for Work Permit Made Outside of Canada (IMM 1295)***

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## **Who must fill out this application form?**

Each person requiring a work permit must complete this form.

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## **Completing the form**



You must answer all the questions on this application form unless indicated otherwise.

Download and fill out the application form on a computer.

You also have the option of saving your form and completing it later.

**Note:** Completing the form electronically is easier and reduces the risk of errors that can slow down the application process.

In order to help you fill out the application form, read and follow the steps below.

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Question	Action
<b>1</b>	Type your universal client identification number (UCI) or client identification number, if known. Otherwise, leave it blank. If this is your first time dealing with CIC you will not have a client identification number or UCI.
<b>2</b>	From the list, select the language (English or French) in which you would like to receive service.
<b>PERSONAL DETAILS</b>	
<b>1</b>	<p><b>Full name</b></p> <p>Type your <b>family name (surname)</b> as it appears on your passport, travel or identity document (even if the name is misspelled). Do not use initials.</p> <p><b>Note:</b> If you do not have a family name on your passport, travel or identity document, enter all your given name(s) here and leave the given name field blank.</p> <p>Type all of your <b>given name (s) (first, second, or more)</b> as it appears on your passport, travel or identity document (even if the name is misspelled). Do not use initials.</p> <p><b>Note:</b> If you do not have a given name on your passport, travel or identity document, leave this field blank. <b>Do not enter</b> "*", "Not applicable" or "NA".</p>
<b>2</b>	<p><b>Nick names/ Alias</b></p> <p>Check the box to indicate if you ever used any other name. This could include your birth name, maiden name, married name, nickname, etc.</p> <p>If you checked "<b>Yes</b>", type any other <b>family name</b> that you have ever used.</p>

	If you checked <b>"Yes"</b> , type any other <b>given name (first, second, or more)</b> that you have ever used.
<b>3</b>	From the list, select your sex (male, female or unknown).
<b>4</b>	Indicate your date of birth. If your complete date of birth is unknown, please use <b>"*"</b> (star sign/asterisk) to fill in the spaces for the year, month or day, where applicable.
<b>5</b>	Type your city or town of birth.
	From the list, select your country of birth.
<b>6</b>	From the list, select your country of citizenship. To be a citizen of a country means that you were either born in that country (in most cases) or have been granted citizenship by that country. If you have dual citizenship, select the country that issued the passport you will be using for this trip.
<b>7</b>	<p>From the list, select the appropriate information to indicate:</p> <ul style="list-style-type: none"> <li>The name of your country of residence. Your country of residence is the country in which you are living, provided that you have been lawfully admitted to that country.</li> <li>Your immigration status in that country (indicate one of the following): <ul style="list-style-type: none"> <li>Citizen</li> <li>Permanent Resident</li> <li>Visitor</li> <li>Worker</li> <li>Student</li> <li>Other</li> </ul> </li> <li>Other: This section must be completed if you selected "Other" as a status</li> <li>The dates (From – To) you have been living in your country of residence.</li> </ul>
<b>8</b>	<p>Check the box to indicate whether you have lived in any country other than your country of citizenship or your current country of residence for more than six (6) months in the past five (5) years.</p> <p>If you checked <b>"Yes"</b>, from the list select the appropriate information to indicate the following:</p> <ul style="list-style-type: none"> <li>The name of the country you lived in</li> <li>Your immigration status for the time you were in that country: <ul style="list-style-type: none"> <li>Citizen</li> <li>Permanent Resident</li> <li>Visitor</li> <li>Worker</li> <li>Student</li> <li>Other</li> </ul> </li> <li>Other: This section must be completed if you selected "Other" as a status,</li> <li>The dates (From –To) you were living in that country.</li> </ul>

<p><b>9</b></p>	<p>Check the box to indicate if you are applying from your current country of residence.</p> <p>If you checked “<b>No</b>”, select the appropriate information from the list to indicate:</p> <ul style="list-style-type: none"> <li>• The name of the country where you are applying from,</li> <li>• Your immigration status in that country by choosing one of the following: <ul style="list-style-type: none"> <li>○ Citizen</li> <li>○ Permanent resident</li> <li>○ Visitor</li> <li>○ Worker</li> <li>○ Student</li> <li>○ Other</li> </ul> </li> <li>• Other: This section must be completed if you selected “other” as a status,</li> <li>• The dates (From – To) that you have been living in that country.</li> </ul> <p><b>Note:</b> If you are not a citizen of the country where you are making your application, you <b>must</b> provide proof of your legal status when you submit your application.</p>
<p><b>10</b></p>	<p>a) From the list, choose your current marital status:</p> <ul style="list-style-type: none"> <li>• <b>Annulled Marriage:</b> This is a marriage that is legally declared invalid. An annulment can also be a declaration by the Catholic Church that the marital union did not have a binding force.</li> <li>• <b>Common-Law:</b> This means that you have lived continuously with your partner in a marital-type relationship for a minimum of one year.</li> <li>• <b>Divorced:</b> This means that you are officially separated and have legally ended your marriage.</li> <li>• <b>Legally Separated:</b> This means that you are married, but no longer living with your spouse.</li> <li>• <b>Married:</b> This means that you and your spouse have had a ceremony that legally binds you to each other. Your marriage must be legally recognized in the country where it was performed and in Canada.</li> <li>• <b>Single:</b> This means that you have never been married and are not in a common-law relationship.</li> <li>• <b>Widowed:</b> This means that your spouse has died and that you have not re-married or entered into a common-law relationship.</li> </ul> <p>b) Enter the date (year, month and day) you were married or you entered into your current common-law relationship.</p> <p>c) Type the family name(s) and given name(s) of your current spouse or common-law partner.</p> <p><b>Note:</b> If you are in a common-law union, you <b>must</b> also complete the <i>Statutory Declaration of Common-Law Union</i> (IMM 5409) and include it with your application.</p>

<b>11</b>	<p>Check the box to indicate whether you have previously been married or in a common-law relationship. If you checked <b>"Yes"</b>, provide the:</p> <ul style="list-style-type: none"> <li>• Family name(s),</li> <li>• Given name(s),</li> <li>• Type of relationship: <ul style="list-style-type: none"> <li>○ Common-law, <b>or</b></li> <li>○ Married.</li> </ul> </li> <li>• Dates (From–To) for which you were in the relationship with your previous spouse/common-law partner.</li> </ul>
<b>LANGUAGE(S)</b>	
<b>1</b>	<p>a) From the list, select your native language (mother tongue).</p> <p>b) If your native language is not English or French, select from the list which one you would most likely use:</p> <ul style="list-style-type: none"> <li>• English</li> <li>• French</li> <li>• Neither</li> </ul>
<b>PASSPORT</b>	
<b>1</b>	Type your passport, travel or identity document number. Make sure there is no space between each number and/or letter.
<b>2</b>	From the list, select the name of the country that issued your passport, travel or identity document.
<b>3</b>	Enter the date your passport, travel or identity document was issued.
<b>4</b>	Enter the date your passport or identity document will expire.
<b>CONTACT INFORMATION</b>	
<b>1</b>	<p>Indicate your current mailing address (where information should be mailed) by typing the following information:</p> <p style="padding-left: 40px;">Post Office Box (P.O. Box) number if applicable. If you do not indicate post office box, the Street number must be provided.</p> <ul style="list-style-type: none"> <li>• Apartment (Apt.) or Unit, if applicable</li> <li>• Street number (No.), if applicable. This must be provided if you did not type in a P.O. Box</li> <li>• Street name, if applicable</li> <li>• City or Town</li> <li>• From the list, select the Country of your current mailing address.</li> <li>• Province or State</li> <li>• Postal code/zip code</li> <li>• District, if applicable</li> </ul>





	<p><b>Note:</b> All correspondence will go to this address unless you indicate your e-mail address.</p> <p>If you wish to have a representative who can conduct business on your behalf, you <b>must</b> provide their address in this section <b>and</b> on the <i>Use of a representative</i> (IMM 5476) form.</p> <p>For more information read the "<b>Use of a Representative</b>" section in this guide.</p>
<b>2</b>	<p>Check the box to indicate whether your residential address (where you live) is the same as your mailing address. If "<b>No</b>", type the following information:</p> <ul style="list-style-type: none"> <li>• Apartment (Apt.) or Unit, if applicable</li> <li>• Street Number (No.)</li> <li>• Street Name</li> <li>• City or Town</li> <li>• Country</li> <li>• Province or State</li> <li>• Postal Code/zip code</li> <li>• District, if applicable</li> </ul>
<b>3</b>	<p>Check the appropriate box to indicate if the telephone number is from "Canada and United States (US)" or "Other" (any other country).</p> <p>From the list, select the type of telephone :</p> <ul style="list-style-type: none"> <li>• Residence (home)</li> <li>• Cellular (cell/mobile)</li> <li>• Business (work)</li> </ul> <p>Type your telephone number including the country code, area/regional codes, etc.</p> <p>If you have an extension, write it after your phone number under "Ext.".</p>
<b>4</b>	<p>Check the appropriate box to indicate if your additional telephone number is from "Canada and United States" or "Other" (any other country).</p> <p>From the list, select the type of telephone :</p> <ul style="list-style-type: none"> <li>• Residence (home)</li> <li>• Cellular (cell/mobile)</li> <li>• Business (work)</li> </ul> <p>Type your telephone number including the country code, area/regional codes, etc.</p> <p>If you have an extension, write it after your phone number under "Ext.".</p>
<b>5</b>	<p>Check the appropriate box to indicate if the facsimile (fax) number is from "Canada and United States" or "Other" (any other country).</p> <p>If applicable, type your facsimile (fax) number, including country code, area/regional codes, etc.</p>

<b>6</b>	<p>If applicable, type your e-mail address using a format similar to the following: name@provider.net</p> <p><b>Note:</b> By indicating your e-mail address, you are hereby authorizing transmission of correspondence including file and personal information to be sent electronically to you at the address provided.</p>
<b>DETAILS OF INTENDED WORK IN CANADA</b>	
<b>1</b>	<p>From the list, select the type of work permit you are applying for:</p> <ul style="list-style-type: none"> <li>• International Experience Canada Program</li> <li>• Live-in Caregiver Program</li> <li>• Open Work Permit</li> <li>• Other</li> <li>• Seasonal Agricultural Work Program</li> </ul>
<b>2</b>	<p>a) Write the name of employer. Attach <b>original</b> offer of employment.</p> <p>b) Write the complete address of your employer:</p> <ul style="list-style-type: none"> <li>• Province</li> <li>• City/Town</li> <li>• Address</li> </ul> <p><b>Note:</b> If you are employed by a foreign employer who provides services to a Canadian entity, indicate the name and foreign address of this employer.</p>
<b>3</b>	<p>Indicate the address of the location where you will work in Canada:</p> <ul style="list-style-type: none"> <li>• Province</li> <li>• City/Town</li> <li>• Address</li> </ul>
<b>4</b>	<p>Provide the following information about your intended work in Canada:</p> <ul style="list-style-type: none"> <li>• Job Title</li> <li>• Brief description of duties</li> </ul>
<b>5</b>	<p>Type the expected start and end dates of your work in Canada (<b>From–To</b>).</p> <p><b>Note:</b> YYYY-MM-DD</p>
<b>6</b>	<p>Write the 7-digit number of your valid Labour Market Opinion (LMO).</p>
<b>LIVE-IN CAREGIVER PROGRAM</b>	
<b>1</b>	<p>If you are applying for a work permit under the Live-in Caregiver Program, check all the boxes that apply to the type of care you will provide:</p> <ul style="list-style-type: none"> <li>• Child care</li> <li>• Disabled</li> <li>• Elderly</li> <li>• Other</li> </ul>
<b>2</b>	<p>Write the number of persons requiring care.</p>

EDUCATION													
	<p>Check the box to indicate if you have any post secondary education (including university, college or apprenticeship training).</p> <p>The following table provides examples of post secondary education:</p> <table border="1"> <thead> <tr> <th>Post secondary education</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><b>Trade/Apprenticeship</b></td> <td>Training completed in a specific trade, such as carpentry or auto mechanics.</td> </tr> <tr> <td><b>Non-university certificate/diploma</b></td> <td>Training in a profession that requires formal education but not at the university level (for example, dental technician or engineering technician).</td> </tr> <tr> <td><b>Bachelor's degree</b></td> <td>Academic degree awarded by a college or university to those who completed an undergraduate curriculum; also called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.</td> </tr> <tr> <td><b>Master's degree</b></td> <td>Academic degree awarded by a graduate school of a college or university. You must have completed a Bachelor's degree before a Master's degree can be earned.</td> </tr> <tr> <td><b>PhD</b></td> <td>Highest university degree usually based on at least three years of graduate studies and a thesis. Normally, you must have completed a Master's degree before a PhD can be earned.</td> </tr> </tbody> </table> <p>If you checked "<b>Yes</b>", provide full details of your highest level of post secondary education:</p> <ul style="list-style-type: none"> <li>• Enter the dates (year and month) you attended the institution</li> <li>• Field(s) of study (mechanics, social sciences, medicine, etc.)</li> <li>• School or Facility name</li> <li>• City or Town</li> <li>• From the list, select the country <b>and</b></li> <li>• Province or State</li> </ul>	Post secondary education	Description	<b>Trade/Apprenticeship</b>	Training completed in a specific trade, such as carpentry or auto mechanics.	<b>Non-university certificate/diploma</b>	Training in a profession that requires formal education but not at the university level (for example, dental technician or engineering technician).	<b>Bachelor's degree</b>	Academic degree awarded by a college or university to those who completed an undergraduate curriculum; also called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.	<b>Master's degree</b>	Academic degree awarded by a graduate school of a college or university. You must have completed a Bachelor's degree before a Master's degree can be earned.	<b>PhD</b>	Highest university degree usually based on at least three years of graduate studies and a thesis. Normally, you must have completed a Master's degree before a PhD can be earned.
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EMPLOYMENT													
Provide the following information about your employment for the last 10 years. If you are retired, provide the 10 years before your retirement.													
<b>1</b>	<p><b>Current Activity/Occupation</b></p> <p>Provide details about your <b>current Activity/Occupation</b>:</p> <ul style="list-style-type: none"> <li>• Enter the dates (year and month) you have been working at your current occupation,</li> </ul>												

	<ul style="list-style-type: none"> <li>• The activity/occupation or a brief description of your position. If you do not work, describe what you are currently doing (retired, not working, going to school, etc.),</li> <li>• Indicate the name of the company or employer or facility where you work,</li> <li>• City or Town,</li> <li>• Country,</li> <li>• Province/State, if applicable.</li> </ul>
<b>2</b>	<p><b>Previous Activity/Occupation</b></p> <p>Provide details of your <b>previous Activity/Occupation</b> for the past 10 years. If you are retired, provide the 10 years before your retirement.</p> <p><b>Note:</b> If you need more space, print out an additional page of the form, complete this section and submit it with your application.</p>
<b>BACKGROUND INFORMATION</b>	
<b>1</b>	<p>Check the box to indicate if:</p> <ul style="list-style-type: none"> <li>a) you or any of your family member(s) have ever had tuberculosis of the lungs or been in close contact with a person with tuberculosis within the past two years.</li> <li>b) you have any physical or mental disorder that would require social and/or health services other than medication during your stay in Canada.</li> <li>c) if you checked "<b>Yes</b>" to any of the above questions, provide details and the name of the family member, if applicable.</li> </ul> <p><b>Note:</b> Refer to the <b>Family Members</b> definition in this guide.</p>
<b>2</b>	<p>Check the box to indicate if you have ever:</p> <ul style="list-style-type: none"> <li>a) applied for any Canadian visa(s) either as a Permanent Resident, Temporary Resident (Visitor, Student, or Worker), or a Temporary Resident Permit.</li> <li>b) been refused any kind of visa to travel to Canada.</li> <li>c) been refused admission or been asked to leave Canada or any other country.</li> <li>d) if you checked "<b>Yes</b>" to one of the above questions, provide details.</li> </ul>
<b>3</b>	<p>Check the box to indicate if you have ever:</p> <ul style="list-style-type: none"> <li>• committed,</li> <li>• been arrested for, <b>or</b></li> <li>• been charged with any criminal offence in any country.</li> </ul> <p>If you checked "<b>Yes</b>", you <b>may be required</b> to complete <i>Schedule 1 – Application for a Temporary Resident Visa Made Outside of Canada (IMM 5257 – Schedule 1)</i>.</p>

<p><b>4</b></p>	<p>a) Check the box to indicate if you have ever served in any military, militia, civil defence unit or the police.</p> <p>b) If you checked "<b>Yes</b>" to question 4 (a), provide your dates of service and the countries where you served.</p> <p>If you checked "<b>Yes</b>" you <b>may be required</b> to complete  <i>Schedule 1 – Application for a Temporary Resident Visa Made Outside of Canada (IMM 5257 – Schedule 1).</i></p>				
<p><b>5</b></p>	<p>Check the box to indicate if you have ever been employed by a government in a security-related capacity.</p> <p>If you checked "<b>Yes</b>" you <b>may be required</b> to complete  <i>Schedule 1 – Application for a Temporary Resident Visa Made Outside of Canada (IMM 5257 – Schedule 1).</i></p>				
<p><b>6</b></p>	<p>Check the box to indicate if you have ever held a position of authority in any government or judiciary or political party (for example, civil servant, police officer, hospital administrator, elections official, managing director, judge, counsellor, member of parliament, mayor, etc.).</p> <p>If you checked "<b>Yes</b>" you <b>may be required</b> to complete  <i>Schedule 1 – Application for a Temporary Resident Visa Made Outside of Canada (IMM 5257 – Schedule 1).</i></p>				
<p><b>7</b></p>	<p>Check the box to indicate if you have ever been involved in the commission of a war crime or crime against humanity, such as:</p> <ul style="list-style-type: none"> <li>• willful killing,</li> <li>• torture,</li> <li>• attacks upon civilians or prisoners of war,</li> <li>• enslavement of civilians or prisoners of war,</li> <li>• starvation of civilians or prisoners of war,</li> <li>• other inhumane acts committed against civilians or prisoner of war, <b>or</b></li> <li>• deportation of civilians.</li> </ul> <p>If you checked "<b>Yes</b>", you <b>may be required</b> to complete  <i>Schedule 1 – Application for a Temporary Resident Visa Made Outside of Canada (IMM 5257 – Schedule 1).</i></p>				
	<p>Refer to the following table in order to complete your form properly.</p> <table border="1" data-bbox="318 1436 1313 1766"> <thead> <tr> <th data-bbox="318 1436 436 1478">Step</th> <th data-bbox="436 1436 1313 1478">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="318 1478 436 1766"> <p><b>1</b></p> </td> <td data-bbox="436 1478 1313 1766"> <p>Once the application is completed, click on the "Validate" button located at the top or bottom of the form and print your application form. This will generate a <b>barcode* page</b> (page 5 of 5). When submitting your application, to ensure your encoded data is captured, you must include the last page (page 5 of 5) which contains your unique barcodes.</p> <p>*See image below:</p> </td> </tr> </tbody> </table>	Step	Action	<p><b>1</b></p>	<p>Once the application is completed, click on the "Validate" button located at the top or bottom of the form and print your application form. This will generate a <b>barcode* page</b> (page 5 of 5). When submitting your application, to ensure your encoded data is captured, you must include the last page (page 5 of 5) which contains your unique barcodes.</p> <p>*See image below:</p>
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		 <p><b>Note:</b> This barcode page will not appear if you fill out your application by hand.</p>
	<p><b>2</b></p>	<p>If you are <b>18 years of age or older</b>, sign and date in the boxes provided at the bottom of the page.</p> <p>If you are <b>less than 18 years of age</b>, your form must be signed by one of your parents or a legal guardian.</p> <p><b>Note:</b> By signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, accurate, and factual. If you do not sign and date the application form, it will be returned to you.</p>



## Family Information (IMM 5645)

### Who needs to complete this application form?

This form must be completed by each person, 18 years of age or older, applying for a Temporary Resident Visa, a study or work permit to come to Canada.

#### Section A

Write the personal details about:

- yourself,
- your spouse or common-law partner, if applicable,
- your mother,
- your father.

Include: full name, relationship, date of birth, marital status (married, single, widowed, common-law, divorced, separated, annulled marriage), present address and occupation (job), and whether they will come with you to Canada by checking "Yes" or "No".

If a person is deceased, indicate this under "Present address", and write the city and the date they died.

If not currently employed, please indicate whether that person is retired, studying, etc.

You must answer all questions. If a section does not apply to you, write "Not applicable" or "N/A".

**Note:** If you do not have a spouse or a common-law partner, read "Note 1", then sign and date the declaration at the end of Section A.

#### Section B

Write the personal details about your children. It is very important that you list all of your children even if they are already permanent residents or citizens of Canada. This includes:

- married children,
- adopted children,
- children of your spouse (step-children) or common-law partner,
- any of your children who have been adopted by others,
- any of your children who are in the custody of an ex-spouse, former common-law partner or other guardian.

Write full name, relationship, date of birth, marital status (married, single, widowed, common-law, divorced, separated, annulled marriage), present address and occupation (job), and whether they will come with you to Canada by checking "Yes" or "No".

If not currently employed, please indicate whether that person is retired, studying, etc.

If a person is deceased, indicate this under "Present address", and write the city and the date they died.

If not currently employed, please indicate whether you are retired, studying, etc.

You must answer all questions. If a section does not apply to you, write "Not applicable" or "N/A".

**Note:** If you do not have children, read "Note 2", then sign and date the declaration at the end of Section B.

### Section C

Write the personal details about your:

- brother(s),
- sister(s),
- half-brother(s) and half-sister(s),
- step-brother(s) and step-sister(s).

Write full name, relationship, date of birth, marital status (married, single, widowed, common-law, divorced, separated, annulled marriage), present address and occupation (job), and whether they will come with you to Canada by checking "Yes" or "No".

If a person is deceased, indicate this under "Present address", and write the city and the date they died.

If not currently employed, please indicate whether that person is retired, student, etc.

You must answer all questions. If a section does not apply to you, write "Not applicable" or "N/A".

### Section D

#### Signature

Sign and date in the boxes provided at the bottom of the page.

**Note:** By signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, accurate and factual. If you do not sign or date the form, your application will be returned to you.



## ***Use of a Representative (IMM 5476)***

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**Who may use this form?** Complete this form **only** if you are appointing a representative.

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**Who is a representative?** A **representative** is someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada.

When you appoint a representative:

- you authorize CIC to share information from your case file to this person,
- your application will not be given special attention nor can you expect faster processing or a favourable outcome,
- they are authorized to represent you only on matters related to the application you submit with this form, **and**
- you can appoint only **one** representative for each application you submit.

**Note:** You are not obliged to hire a representative. CIC treats everyone equally, whether they use the service of a representative or not.



You must notify us if your representative's contact information changes or if you cancel the appointment of a representative.

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**Types of representatives**

**There are two types of representatives.**

**Unpaid representatives can be:**

- friends and family members who do not charge a fee for their advice and services,
- organizations that do not charge a fee for providing immigration advice or assistance (such as a non-governmental or religious organization),
- consultants, lawyers and Quebec notaries who do not, and will not, charge a fee to represent you.

**Paid representatives:**

If you want us to conduct business with a representative who is, or will be charging a fee to represent you, they must be authorized. Authorized representatives are:

- immigration consultants who are members in good standing of the Canadian Society of Immigration Consultants (CSIC),

- lawyers who are members in good standing of a Canadian provincial or territorial law society and students-at-law under their supervision,
- notaries who are members in good standing of the *Chambre des notaires du Québec* and students-at-law under their supervision.

If you appoint a paid representative who is not a member of one of these designated bodies, your application will be returned. **For more information** on using a representative, visit our [website](http://www.cic.gc.ca/english/information/representative/index.asp) at:

<http://www.cic.gc.ca/english/information/representative/index.asp>

Question	Action
<b>General Application Information</b>	
	Check one box to indicate if you are appointing or cancelling the appointment of a representative.
<b>Section A – Applicant Information</b>	
<b>1</b>	Write your last name (surname or family name) and given name(s).
<b>2</b>	Write your date of birth.
<b>3</b>	If you have already submitted your application write: <ul style="list-style-type: none"> <li>• the name of office where the application was submitted,</li> <li>• location,</li> <li>• type of application you are sending.</li> </ul>
<b>4</b>	Write your Citizenship and Immigration Canada Identification number (if known).
<b>Section B – Appointment of Representative</b>	
<b>5</b>	Write your representative's full name.  If your representative is a member of CSIC, a law society or the <i>Chambre des notaires du Québec</i> , print his or her name as it appears on the organization's membership list.
<b>6</b>	Check one box to indicate if your representative is unpaid or paid.  If your representative is paid write the membership ID number.
<b>7</b>	Write your representative's contact information.
<b>8</b>	Your representative must sign to accept responsibility for conducting business on your behalf.

Section C – Cancel the Appointment of a Representative	
9	Fill out this section if you wish to cancel the appointment of a representative. Write the representative's full name.
Section D - Your Declaration	
10	<p>By signing, you authorize CIC to complete your request for yourself and your dependent children less than 18 years of age.</p> <p>If your spouse or common-law partner is included in this request, he or she must sign in the box provided.</p>

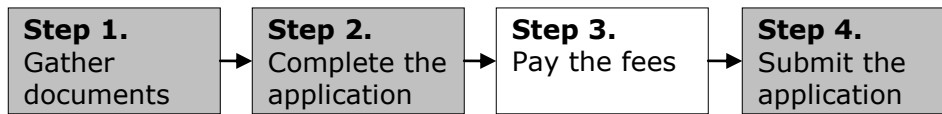
**Release of information to other individuals**

To authorize CIC to release information from your case file to someone other than a representative, you will need to complete the form *Authority to Release Personal Information to a Designated Individual* (IMM 5475) which is available at Canadian embassies, high commissions and consulates, or on our [website](http://www.cic.gc.ca/english/information/applications/release-info.asp) at:

[www.cic.gc.ca/english/information/applications/release-info.asp](http://www.cic.gc.ca/english/information/applications/release-info.asp)

The person you designate will only be able to obtain information on your case file, such as the status of your application and **not** act on your behalf with CIC.

## Step 3. Pay the Fees



### Fees

Use the table below to calculate the total amount of fees to be paid (all fees are in Canadian dollars). The fees must be included with your application.

**Note:** You may be required to pay the fees in local currency.

### Calculating your fees

Services*	Number of persons	Amount per person	Amount Due
*Work Permit		x \$150	
*Work Permit – Group of performing artists (3 persons or more)		\$450	
*Subject to change at any time			
Total			\$

Make sure that you are eligible to apply before you pay the fees **and** gather all the required documents before you submit the application.

**The processing fee will not be refunded, regardless of the final decision.** For example, being found ineligible for a work permit is part of the processing; the fees will not be refunded. If you apply again, you will have to pay new fees.

### Payment method options

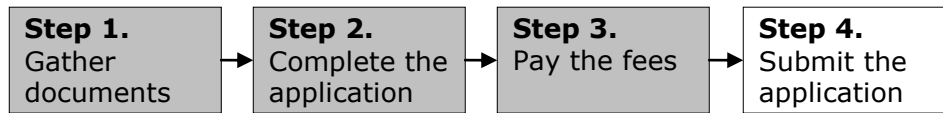
Visit the [website](#) of the visa office responsible for the country or region where you live for information on fees and acceptable methods of payment. For a list of visa offices, see:

<http://www.cic.gc.ca/english/information/offices/apply-where.asp>

**Incorrect fee payment**

<b>Payment issue</b>	<b>CIC will ...</b>
No fee included	<ul style="list-style-type: none"><li>• return your application.</li></ul> <p><b>Note:</b> Processing of your application will only begin after you return your application with requested fees.</p>
Insufficient fees included	<ul style="list-style-type: none"><li>• inform you on how much and how to pay</li></ul> <p><b>Note:</b> Processing of your application will only continue after you provide the correct fees.</p>
Overpayment of more than 5 Canadian dollars	<ul style="list-style-type: none"><li>• start processing your application <b>and</b></li><li>• send you a refund as soon as possible.</li></ul> <p><b>Note:</b> In this case, you do not have to request a refund, it will be issued automatically.</p>

## Step 4. Submit the Application



### Where do I apply?

You must submit the application to the Canadian visa office or Visa Application Center (VAC) responsible for your area, for processing. Consult the relevant visa office or its [website](#) regarding accepted methods of submitting applications (for example, general mail, in person, by courier, etc.) at :

<http://www.cic.gc.ca/english/information/offices/apply-where.asp>

### Send the document checklist

Make sure you complete the *Document Checklist* (IMM 5488) and include it with your application forms and supporting documents.

### Sign the form



The application must be signed and dated before it is submitted.

If you are:

- **18 years of age or older**, sign and date in the boxes provided,
- **less than 18 years** of age, your form must be signed by one of your parents or legal guardian.

**Note:** If your application is not signed and dated, it will be returned to you.

### Submit the application form

To ensure capture of your encoded data in our database you **must include** the last page of the form (page 5 of 5), which contains your unique barcodes, when you submit a temporary resident application. See image below:



**Note:** The barcode page is only available when you complete your application electronically (on a computer).

## What Happens Next

### The application process

#### Submission

##### Completion check

Once you have submitted your application, we will check to determine that:

- all required application forms have been properly completed and submitted,
- the application processing fee has been paid, **and**
- all requested supporting documentation has been provided.

If your application package is incomplete:

- CIC will return it to you,
- no file will be created, **and**
- no record will be kept until a complete application has been submitted.

#### Processing

##### Review for decision

Your application will undergo a detailed review by an Officer. The Officer will assess all the information and documentation you have provided, and determine if an interview is necessary. If so, he will send you a letter specifying date, time and place of the interview.

If your application is refused, your **passport and documents** will be returned to you with an explanation of why your application was refused.

If your application is approved, your passport and documents will be returned to you with a **letter of introduction** confirming the approval.

A **letter of introduction** is not a guarantee of entry into Canada.

**Note:** If we suspect that fraudulent documents were submitted, they will not be returned.

### Arrival in Canada

If there has been a change in circumstances between the dates of your application for a work permit and your arrival in Canada, or if subsequent information is given which was **not originally available** to the visa office, you may be **refused** entry.

An officer at the port of entry will decide if you still meet the requirements for admission when you arrive and how long you may stay. You will be issued a work permit at this time.

You must leave Canada on or before the date set by the officer or you must apply for an extension of your status in Canada.

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**Factors that may facilitate processing**

There are certain things you can do to help ensure that your application is processed as fast as possible:

- make sure that all the documentation and information requested are **provided with your application**,
  - advise the visa office, where you submitted your application, of any change to your contact information. This includes:
    - mailing address
    - telephone number
    - facsimile number (fax)
    - e-mail address
- 

**Factors that may delay processing**

The following factors may **delay** the processing of your application:

- unclear photocopies of documents,
  - verification of information and documents provided,
  - a medical condition that may require additional tests or consultations,
  - a criminal or security problem,
  - if consultation is required with other officers in Canada and abroad.
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**Current processing times**



Canadian visa offices receive large volumes of applications in the temporary residence categories, therefore processing delays can vary substantially. Current processing times can be found on our **website** at:

<http://www.cic.gc.ca/english/information/times/temp/workers.asp>

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**Protecting your information**

Your personal information is:

- Only available to Citizenship and Immigration Canada (CIC) and Canadian Border Services Agency (CBSA) employees who need to see it in order to provide the services to you, **and**
- Not disclosed to anyone else without your written content, unless authorized by the provisions of the *Privacy Act*.





You can obtain additional information on the protection of your data by consulting the **Frequently Asked Questions** (FAQ) on our **website** at:

<http://www.cic.gc.ca/english/department/atip/faq.asp>

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### **Quality Assurance Program**

Our Quality Assurance Program randomly selects applications for a special review. If selected you will be asked to attend an interview with a Citizenship and Immigration official so that we can verify that :

- the documentation you submitted is accurate,
- your application has been completed properly.

**Note:** You will be notified in writing should your application be selected.

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### **Online services**

For more information on the programs offers by Citizenship and Immigration Canada, visit our website at: [www.cic.gc.ca](http://www.cic.gc.ca).

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## How to Contact CIC

The table below shows the ways you can contact CIC.

<b>Website</b>	<a href="http://www.cic.gc.ca">www.cic.gc.ca</a>
<b>Outside Canada</b>	<p>Contact a visa office at a Canadian:</p> <ul style="list-style-type: none"><li>• Embassy,</li><li>• High Commission, <b>or</b></li><li>• Consulate.</li></ul> <p>Consult the local phone pages or the Citizenship and Immigration website for addresses, phone numbers and <b>website</b> links at :</p> <p><a href="http://www.cic.gc.ca/english/information/offices/apply-where.asp">http://www.cic.gc.ca/english/information/offices/apply-where.asp</a></p>



**This is not a legal document.** For legal information, refer to the *Immigration and Refugee Protection Act (IRPA)* and the *Immigration and Refugee Protection Regulations* or the *Citizenship Act* and *Citizenship Regulations*, as applicable.

## Appendix A – Temporary Resident Visa Exemptions

### Persons who do not require a visa to visit Canada include:

- citizens of Andorra, Antigua and Barbuda, Australia, Austria, Bahamas, Barbados, Belgium, Botswana, Brunei, Croatia, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel (National Passport holders only), Italy, Japan, Korea (Republic of), Latvia (Republic of), Lithuania, Liechtenstein, Luxembourg, Malta, Monaco, Namibia, Netherlands, New Zealand, Norway, Papua New Guinea, Poland, Portugal, St. Kitts and Nevis, St. Lucia, St. Vincent, San Marino, Singapore, Slovakia, Solomon Islands, Spain, Swaziland, Sweden, Slovenia, Switzerland, United States, and Western Samoa;
- persons lawfully admitted to the United States for permanent residence who are in possession of their alien registration card (Green card) or can provide other evidence of permanent residence;
- British citizens and British Overseas Citizens who are re-admissible to the United Kingdom;
- citizens of British dependent territories who derive their citizenship through birth, descent, registration or naturalization in one of the British dependent territories of Anguilla, Bermuda, British Virgin Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Pitcairn, St. Helena or the Turks and Caicos Islands;
- persons holding a British National (Overseas) Passport issued by the Government of the United Kingdom to persons born, naturalized or registered in Hong Kong;
- persons holding a valid and subsisting Special Administrative Region passport issued by the Government of the Hong Kong Special Administrative Region of the People's Republic of China;
- persons holding passports or travel documents issued by the Holy See;
- persons holding an ordinary passport issued by the Ministry of Foreign Affairs in Taiwan that includes their personal identification number.



The list of countries that are exempt from requesting a visa to visit Canada is subject to change at any time. To obtain an **updated list of Visitor Visa exemptions**, consult our **website** at:

<http://www.cic.gc.ca/english/visit/visas.asp#exemptions>

## Appendix B – Photo Specifications

**TAKE THIS INFORMATION SHEET WITH YOU TO THE PHOTOGRAPHER**

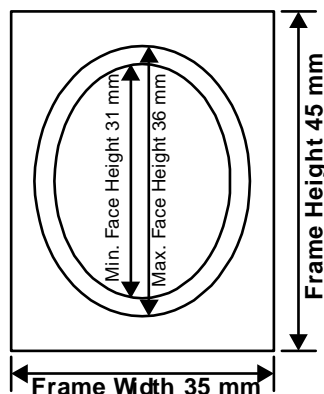
### Requirements

Provide **two photos** of yourself with your application.

Your photos must comply with the specifications below. If the photos do not meet the specifications, you will have to provide new photos before your application can be processed.

### Specifications

- The photos must be identical and taken within the last six months. They may be either black and white or colour.
- The photos must be clear, well defined and taken against a plain white or light-coloured background.
- If the photos are digital, they must not be altered in any way.
- Your face must be square to the camera with a neutral expression, neither frowning nor smiling, and with your mouth closed.
- You may wear non-tinted or tinted prescription glasses as long as your eyes are clearly visible. Make sure that the frame does not cover any part of your eyes. Sunglasses are not acceptable.
- A hairpiece or other cosmetic accessory is acceptable if it does not disguise your normal appearance.
- If you must wear a head covering for religious reasons, make sure your full facial features are not obscured.



**The frame size must be 35 mm X 45 mm (1 3/8" X 1 3/4").**

The photos must show the full front view of the head, with the face in the middle of the photo, and include the top of the shoulders.

The size of the head, from chin to crown, must be between 31 mm (1 1/4") and 36 mm (1 7/16").

**Crown** means the top of the head, or (if obscured by hair or a head covering), where the top of the head or skull would be if it could be seen.

**To avoid delays, make sure your photos meet these specifications.**