



# DOCUMENT CHECKLIST

## WORKER (IN CANADA APPLICANT)

This document checklist is one of the forms that you need to submit with your application. Refer to the Instruction Guide (IMM 5553) to find out if you are required to provide some or all forms and documents listed in this checklist. If any of the required documents are missing, your application form may be returned or refused. **Do not submit original documents unless instructed to do so. Original documents will not be returned.**

**All documents in a language other than English or French must be translated. Provide both a photocopy of the document and the translation in English or French.**

**Important:** if you are also applying for study permit, you **must** include the fees and documents required to assess your application for that permit. Consult the appropriate guide for student requirements.

Gather your documents in order of the checklist and check  each item.

### I have enclosed the following items:

#### FORMS LIST: The following forms must be completed, signed and dated.

- Application to Change Conditions, Extend my stay or Remain in Canada as a Worker (IMM 5710)*  
**Note:** If this application form is completed on a computer it **must** be validated to generate a barcode page. Print and place the barcode page (page 5 of 5) on the top of your application (or if applying as a group, each individual application package).
- Use of a Representative (IMM 5476)*  
**Note:** Complete this form **only** if you are using the services of an authorized representative, or if you are appointing or cancelling a representative.
- Authority to Release Personal Information to a Designated Individual (IMM 5475)*  
**Note:** Complete this form **only** 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 (IMM 5409), if applicable*

#### DOCUMENTS LIST

- Proof of Payment**  
**Note:** If you are applying for an open work permit, provide proof of payment for the Open Work Permit Holder Fee.
- PHOTOCOPIES of passport pages** clearly showing each of the following:
  - the passport number;
  - the dates of issue and expiry;
  - your name and date of birth;
  - the stamp made by the Canadian authorities on your most recent entry into Canada; and
  - any other marked page.
- PHOTOCOPIES of your travel or identity document (citizenship certificates, birth certificate, alien registration cards, etc.) if you did not use a passport to enter Canada
- PHOTOCOPY of your current immigration document (if you have one)
- PHOTOCOPY of your Marriage License or Certificate (if applicable)
- If you are the dependant of another applicant, provide the Unique Client Identifier (UCI) of your family member who is the primary applicant
- If your employer obtained a Labour Market Impact Assessment (LMIA) form Employment and Social Development Canada (ESDC), provide a copy of the LMIA and a copy of your job offer letter from your prospective employer.
- If your employer is exempt from obtaining an LMIA from ESDC, your employer must provide you with the Offer of Employment number for inclusion in your work permit application form.

If IRCC authorized your employer to submit the Offer of Employment using the IMM 5802 form, provide a copy of the IMM 5802 and proof that your employer paid the Employer Compliance Fee.

**Note:** If your employer is exempt from the Employer Compliance Regime, you must provide a copy of the employment contract. Find out more about this [exemption](#).

**DOCUMENTS LIST (CONTINUED)**

- If you are a live-in caregiver, provide a PHOTOCOPY of your signed employment contract between you and your employer.
- If working in the province of Quebec, provide a *Certificat d'acceptation du Québec (CAQ)* issued by the *Ministère de l'Immigration, de la Diversité et de l'Inclusion (MIDI)*
- If you are a participant in the International Experience Canada (IEC) program, provide proof of health insurance covering the intended extension to your length of stay in Canada.

**IF YOU ARE A STUDENT**

- Proof of your academic standing: letter from the institutional registrar and/or photocopies of transcripts from your last two periods of study

**IF YOU ARE A PROVINCIAL NOMINEE**

- Letter from the provincial government that confirms the province has nominated you for permanent residence
- If your nomination has expired, a copy of the acknowledgement letter confirming that IRCC received your permanent residence application before the nomination expired
- Offer of employment from an employer based in that province (not applicable if applying for a bridging open work permit)
- Statement from the province that identifies the job and employer (not applicable if applying for a bridging open work permit) and states that:
  - you are urgently needed by your employer who has offered you a job in that province or territory
  - the job offer is genuine and will create economic benefits or opportunities,
  - the employment is not part-time or seasonal, and
  - the wages and working conditions of the employment would be sufficient to attract and retain Canadian citizens.

**Note:** If you submitted an application for permanent residence provide proof that your application has been received or approved in principle.

- If you are the spouse or the common law partner of an open work permit holder i.e. post graduate work permit, working holiday work permit, bridging open work permit under federal skilled worker class, federal skilled trades class or caregiver class (caring for children class or caring for people with high medical needs class), please provide:
  - a letter from the primary foreign worker's current employer confirming employment or a copy of their employment offer or contract;
  - a copy of the primary foreign worker's last three pay stubs; and
  - a copy of the primary foreign worker's open work permit

**IF YOU ARE A SPOUSE OR COMMON LAW PARTNER OF AN OPEN WORK PERMIT HOLDER OR A SKILLED WORKER**

- If you are the spouse or the common law partner of an open work permit holder i.e. post graduate work permit, working holiday work permit, bridging open work permit under federal skilled worker class, federal skilled trades class or caregiver class (caring for children class or caring for people with high medical needs class), please provide:
  - a letter or a copy of the offer of employment or contract from the primary foreign worker's current employer confirming employment in an occupation under the National Occupational Classification (NOC) skill type 0, A or B, for federal skilled trades class NOC B;
  - a copy of the primary foreign worker's last three pay stubs; and
  - a copy of the primary foreign worker's open work permit
- If you are a spouse or common law partner of an open work permit holder i.e. Canadian experience class or provincial nominee class (irrespective of the NOC skill type of the principal applicant's occupation), please provide:
  - a copy of the primary foreign worker's open work permit
- If you are the spouse or common law partner of a skilled worker who holds a work permit or is authorized to work without a work permit under R186, please provide:
  - A letter or a copy of the offer of employment or contract from the primary foreign worker's current employer confirming employment in an occupation under the National Occupational Classification (NOC) skill type 0, A or B.
  - A copy of the primary foreign worker's work permit.
  - Evidence that the primary foreign worker physically resides or plans to reside in Canada while working.

**IF YOU ARE THE SPOUSE OR COMMON LAW PARTNER OF A FULL-TIME STUDENT**

- If you are the spouse or common law partner of a student who holds a study permit, please provide:
  - Evidence such as a valid enrollment letter showing the student is engaged in full-time studies at a Canadian:
    - Public post-secondary institution (i.e. university, college, CEGEP, trade or technical school)
    - Private post-secondary institution that operates under the same rules and regulations as a public post-secondary institution in Quebec
    - Private or public secondary or post-secondary institution (in Quebec) offering a vocational program
    - Private institution authorized by provincial statute to confer degrees
  - A copy of the student's study permit

**IF YOU ARE A REFUGEE CLAIMANT**

- Proof that you cannot support yourself without recourse to social assistance (welfare)

If you are currently receiving social assistance, attach a letter from the provincial social services department indicating you are receiving money or attach a cheque stub if it indicates clearly that it was issued by the provincial social services department.

AND

- Proof that your refugee claim was referred to the Immigration and Refugee board (IRB)

Either of the following is considered acceptable evidence:

- A PHOTOCOPY of your Refugee Protection Claimant Document, or
- A PHOTOCOPY of your Notice to Appear at the IRB or Confirmation of Referral document.

**Note:** If you are a national of a Designated Country of Origin, you are not eligible for a work permit until 180 days have passed since your refugee claim was referred to the IRB. (You will also become eligible if the IRB approves your refugee claim.)

**IF YOUR REFUGEE CLAIM WAS REFUSED**

- Proof that you cannot support yourself without recourse to social assistance (welfare)

If you are currently receiving social assistance, attach a letter from the provincial social services department indicating you are receiving money or attach a cheque stub if it indicates clearly that it was issued by the provincial social services department.

- Proof that you have filed an application with the Federal Court of Canada for leave and for Judicial Review of the IRB decision with respect to your refugee claim

**SUBMIT ONE OF THE FOLLOWING (AS APPLICABLE):**

- Proof that you are appealing the rejection of your refugee claim at the Refugee Appeal Division of the Immigration and Refugee Board (IRB)
- Proof that at least 12 months (or 36 months, if you are a national of a Designated Country of Origin) have passed since the IRB rejected your refugee claim. A copy of your IRB Notice of Decision is acceptable proof that the required amount of time has passed
- Proof that you are unable to leave Canada because you are not able to obtain a travel document.

Examples of acceptable proof:

- A notification you received informing you that your application for a passport has been rejected;
- Confirmation from the Canada Border Services Agency (CBSA) that their efforts to obtain a travel document for you have been unsuccessful

**IF YOU ARE SEEKING AN OPEN WORK PERMIT FOR VULNERABLE WORKERS**

- Proof that you are experiencing abuse or are at risk of abuse in the context of your employment in Canada.

Examples of evidence of abuse or risk of abuse may include, but are not limited to, the following:

- a description of the abuse or risk of abuse faced by the migrant worker
- a letter, statement or report from an abuse support organization, medical doctor/healthcare professional or other such entity.
- a sworn statement (affidavit) by the applicant
- a copy of an official complaint form filed with an enforcement agency
  - For example, a police or a Canada Border Services Agency report, copy of an official complaint completed by the migrant worker and submitted to a provincial enforcement agency such as an Employment Standards Branch.
- supporting or additional material, such as victim impact statements, hard copies of email messages, photos showing injuries or working conditions, witness testimonies