



Citizenship and Immigration Canada

[Home](#) > [Work](#) > [Extend work permit](#)

Extend your work permit — Live-in Caregivers

You are responsible for making sure that your live-in caregiver work permit is extended before the expiry date. For more information, refer to the following:

- [Extend your work permit.](#)

If your employment situation changes and you wish to work for a new employer, you will first need to apply for a new work permit.

- [Changing jobs](#)

If you quit or lose your job, additional support may be available.

- [Quitting your job](#)
- [Losing your job](#)

You may be eligible to apply for permanent residence in Canada after you have gained enough work experience as a live-in caregiver. For more information, refer to the following:

- [Becoming a permanent resident of Canada.](#)

If you want to travel or leave Canada permanently, refer to the following:

- [Leaving Canada \(permanently or for vacation\).](#)

Extend your work permit

The work permit you receive when you enter Canada may allow you to work in Canada for up to four years plus three months. The date when your work permit expires is on the work permit. For more information, refer to the following:

- [How do I know the expiry date of my temporary resident status?](#)

You should apply to extend your work permit **at least 30 days before the expiry date**. Your temporary status as a worker will continue under the same conditions until your application is processed, and you have been notified of the decision. Follow these steps to apply to extend your work permit:

▼ 1. Determine how you will apply

There are two ways you can apply:

Apply online

To apply online you must have access to a scanner or camera to create electronic copies of your documents for uploading and have a valid credit card for payment. [Determine your eligibility and apply online.](#)

Apply on paper

Please follow steps 2 to 4 below.

▼ 2. Get the application package

The application guide includes all the forms you need to fill out to renew your work permit. You can:

- [download and print the application guide](#);

Read the guide carefully before you complete the application form. The fee for processing your form is not refundable, so make sure you are eligible to extend your live-in caregiver work permit before you apply.

Read the instructions in the application guide and be sure to provide the required documents. If information or documents are missing, your application may be delayed.

▼ 3. Pay your application fees

The fee is CAN\$150.

To pay your fees online, you must:

- have a [PDF Reader](#);
- have a printer;
- have a valid email address;
- pay with a Visa®, MasterCard® or American Express® credit card;
- print the "receipt of payment" page and include it with your application; and
- [pay your fees online](#) when you are ready.

To pay your fees at a financial institution in Canada, you must do the following:

- Obtain an original payment receipt form (IMM 5401). [Order it online](#) or contact the [Call Centre](#).
- Fill the form and bring it with you when you go to pay your fees.
- Include the completed payment receipt form (IMM 5401) with your application.

For more detailed instructions, read the [Paying the fees](#) section of the application guide.

▼ 4. Submit your application

To submit your application, you must mail your application and all required documents to the [address provided in the application guide](#).

You must:

- be sure to include in your application your file number, your full name, your date of birth, and keep a copy of your entire application;
- send your application to change the conditions of your work permit; and
- send a letter of explanation, **at least** 30 days before the expiry date of your work permit, to the address below:

Case Processing Centre
Unit 202
Vegreville, Alberta
T9C 1X5

If you are looking for work and your work permit is about to expire, you may apply for a bridge extension, which is a short-term temporary work permit given to live-in caregivers who are between jobs and have not yet found a new employer. The extension is usually for a period of two months. Be sure to indicate clearly on your form that you are applying specifically for a "bridge extension."

This application may be submitted at any time and will allow you to remain in Canada legally, but does not authorize you to work for a new employer.

If your work permit has expired before you have submitted an application to extend it, you must [apply for a new work permit](#) to restore your status within 90 days of the expiry date. With your new work permit application, you may have to submit [a copy of a positive Labour Market Opinion \(LMO\)](#), a document your new future employer must obtain before he can hire you. The restoration of your status through a new work permit requires that you pay the \$150 application fee.

It is illegal to work in Canada without a valid work permit. If you do not extend your work permit or apply for a new work permit, you will be without status and you will have to leave Canada.

Changing jobs

You can change jobs for personal or other reasons. You will not be deported for looking for another place to work.

Your [HRSDC/Service Canada \(SC\) centre](#) may have information about available live-in caregiver positions. You may also wish to use the national [Job Bank](#) to help in your search for a new employer.

Before you leave your present job, you must request these documents from your employer:

- a record of any overtime hours you worked; and
- a record of employment (ROE). The ROE indicates:
 - your reason for leaving
 - hours worked
 - gross earnings
 - any money paid or payable at the time you left your job.

Only your employer can get and complete the ROE. Your employer is legally responsible to give you an ROE and cannot refuse to do so. If you have difficulty getting your ROE, contact your local [HRSDC/SC](#) centre and ask officials to contact your employer.

Keep your ROE in a safe place. It is your work record and can serve as proof that you have worked the necessary time to [apply for permanent resident status](#).

Applying for a work permit for your new job

Before you begin working for someone else, you must [apply for a new work permit](#) **at least 30 days** before the expiry date of your work permit.

You can only work for the employer whose name is on your work permit. Your work permit could be cancelled if you work for anyone other than the person named on your work permit. You cannot even work for someone else just to try things out.

Do not allow your work permit to expire without having applied for a new one. You may not remain in Canada after your work permit expires unless you have applied for a new work permit or have been approved to stay in Canada through another immigration process.

With your [application for a new work permit](#), you must submit:

- [a copy of a positive LMO](#), a document your new future employer must obtain before he can hire you; and
- [a signed employment contract with your new employer](#).

If you are changing jobs and your new future employer has not yet sent you the required documentation, you must:

- send your [application to renew your work permit](#); and
- send a letter of explanation at least **30 days** before the expiry date of your work permit to the address below:

Case Processing Centre
Unit 202
Vegreville, Alberta
T9C 1X5

Your temporary status as a worker will continue under the same conditions until your application is processed and you have been notified of the decision.

Quitting your job

Before quitting your job (unless there are problems of [abuse](#)), you should try to solve your work problems by talking about them with your employer. You and your employer can revise your contract once in a while to be sure it works for both of you.

Talk with your employer before taking any action to quit your job. If you decide to quit, give your employer enough time to find a replacement for you.

Check your contract to find out how much time you have agreed to give your employer. However, if you are in a situation where there is [abuse](#), you should leave right away.

If you feel that you have been a victim of abuse in your workplace, you may be eligible for emergency processing of a new live-in caregiver work permit to help you transition to a new employer as quickly as possible. Contact the [CIC Call Centre](#) to confirm the eligibility and application requirements for emergency processing of live-in caregiver work permits.

- a record of any overtime hours you worked; and
- an [ROE](#). The ROE indicates:
 - your reason for leaving
 - hours worked
 - gross earnings
 - any money paid or payable at the time you left your job.

Only your employer can get and complete the [ROE](#). Your employer is legally responsible to give you an [ROE](#) and cannot refuse to do so. If you have difficulty getting your [ROE](#), contact your local [HRSDC/SC](#) centre and ask officials to contact your employer.

Keep your [ROE](#) in a safe place. It is your work record and can serve as proof that you have worked the necessary time to [apply for permanent resident status](#).

For more information on finding a new live-in caregiver position and obtaining a new work permit, refer to:

- [Changing jobs](#)

Situations of abuse

If you feel that you've been a victim of abuse in your workplace, you may be eligible for emergency processing of a new live-in caregiver work permit to help you transition to a new employer as quickly as possible.

Contact the [CIC Call Centre](#) to confirm the eligibility and application requirements for emergency processing of live-in caregiver work permits.

Losing your job

If you lose your job and need to apply for Employment Insurance benefits, contact the [HRSDC/SC](#) centre nearest you. You will need your [ROE](#) to collect these benefits.

If you have not yet received your [ROE](#), you can still apply for EI. Your employer is legally responsible to give you an [ROE](#) and cannot refuse to do so. If you have difficulty getting your [ROE](#), contact your local [HRSDC/SC](#) centre and ask officials to contact your employer.

Keep your [ROE](#) in a safe place. It is your work record and can serve as proof that you have worked the necessary time to [apply for permanent resident status](#).

You will be expected to find a new employer as soon as possible. For more information on finding a new employer and obtaining a new work permit, see:

- [Changing jobs](#)

Periods of unemployment will delay the date on which you can apply for permanent resident status.

Need Help?

We may have the perfect answer for you

Top questions

- › [Do I need to extend my work permit while my permanent residence application is being processed?](#)
- › [I want to stay longer in Canada as a live-in caregiver. What documents do I need?](#)
- › [How can I find a new live in caregiver position?](#)
- › [My employer is moving to another province or territory. Do I need a new work permit or Labour Market Opinion?](#)
- › [How many hours of work experience do I need as a live-in caregiver to apply for permanent residence?](#)

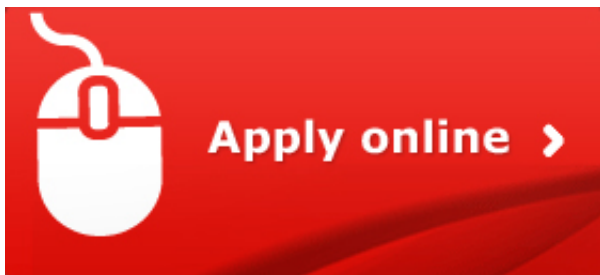
What else do you need help with?

Search

Application form

- › [Apply to extend your stay as a worker](#)

Apply online



Date Modified: 2013-04-22