Overview

This guide is designed to help you determine if you are eligible to apply for an extension of your work permit or change conditions of your stay in Canada, including applying for an initial work permit (see the section Who may apply for a work permit from within Canada?).

Determining eligibility

Workers are a class of temporary resident who are legally authorized to enter Canada temporarily to work. They are subject to various conditions.

This application guide is for temporary residents who are already in Canada and wish to:

- extend their stay as a worker;
- change conditions of their stay as a worker;
- change their class to include permission to work; or
- correct problems in their status.

If you are currently working in Canada and want to change conditions on your work permit (e.g. change length, employer or occupation), you must apply and obtain a new work permit. You should apply before making the change. For any permit, you should always apply at least 30 days before your status expires.

Normally, a work permit must be applied for prior to coming to Canada. Only in a few special circumstances presented in this guide can an initial work permit be applied for within Canada:

- If you are a temporary resident, such as a student, who wishes to work, you must apply for and obtain a work permit before actually starting to work.
- If you are applying for another work permit, you must remain in Canada and meet the conditions of your original work permit.
- If you are applying for an extension before your work permit expires, you can keep working under the same condition of the current work permit until CIC makes a decision on your application.
If your work permit expires after you have submitted your application for an extension but before you receive a decision in your application, you can stay in Canada under implied status, meaning you will be considered in status until a decision is given to you.

**Note:** The validity of your work permit cannot exceed the validity of your passport. Therefore, you should ensure that your passport will be valid for at least the same amount of time as your requested extension.

**Loss of temporary resident status:**

You lose your temporary resident status and authorization to work if your status has expired, you did not comply with all of the conditions on your permit or you have worked or studied without a required permit. If you have lost your status, you may have committed an offence under the *Immigration and Refugee Protection Act* and could be subject to an admissibility hearing that could lead to your removal from Canada.

If your temporary resident status expired and you wish to stay in Canada, you may apply for restoration of status within 90 days of your permit expiry date or you must leave Canada. If you wish to apply for restoration, complete the enclosed application providing full details of how you came to commit the offence. **There is no guarantee that your application will be accepted.** See the section *Restoration of Status.*

It is illegal to remain in Canada beyond the validity of your status in Canada.

It is illegal to work without a required work permit.

It is illegal to study without a required study permit.

**Important:** Applying for more than one service at the same time

You may apply for a study permit by completing the IMM 5709 form. Details and instructions on how to apply for a study permit from within Canada may be obtained by visiting our web page [Applying to Change Conditions or Extend Your Stay in Canada as a Student](https://www.cic.gc.ca/english/services/immigrate/change-conditions/).

After reading this guide, if you believe you are eligible to apply then you should proceed as instructed below:

- Gather all the necessary documents. They are listed on the *Document Checklist.*
- Calculate and pay the fees.
- Fill in the forms carefully and completely.
- Sign and date your forms.
- Mail your application to the Case Processing Centre – Vegreville or
- Complete and send your application electronically (you will be required to create a MyCIC profile and to register or log in using GCKey or Sign In Partner)

**Processing times for your application**

The Case Processing Centre-Vegreville (CPC-Vegreville) will review your application to determine if it is complete. If your application is not signed or if the required fee is missing, your application will be returned to you and you will have to re-apply.

**Note:** If your application is returned as ‘incomplete’, it is considered to have never been submitted and therefore you would not benefit from ‘implied status’ or the ability to continue working until a decision is made.

If your application is complete, CPC-Vegreville will send you either:

- a new work permit; or
- a letter refusing your application; or
- notification that your application has been referred to a local Canada Immigration Centre for further assessment.

CPC-Vegreville processes most of the applications it receives, however, a small number are referred to a local office for further clarification. If your application is referred to a local office, they will contact you to
obtain additional information or clarification and even invite you to an interview. It may take up to three months for them to contact you.

Once they receive the additional information or clarification, the local office will complete the final stages of processing and if required, invite you to an interview. The local office will notify you by mail of their decision.

**Note:** The Case Processing Centre receives large volumes of applications in the temporary resident categories each year. It is recommended that you apply at least 30 days before the expiry of your current document. However, you may want to apply in advance of this recommended period since processing delays vary. Check our current processing times.

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**Status in Canada**

**Who receives temporary resident status?**

All persons coming to Canada who are **not** Canadian citizens or permanent residents can request to enter as visitor, student or worker. When they enter Canada they are given temporary resident status for a limited period of time.

**How do I know the expiry date of my temporary resident status?**

**Temporary residents travelling with passports:**

When you arrived in Canada and gave your passport to the officer, they authorized your stay by placing a stamp in your passport and/or issuing an additional document. Check your passport. If you find a stamp, it should look like one of these.

![Sample stamp](image)

For example, if the officer specified a date as shown in the above illustration, your temporary resident status would expire on June 30th, 1993.

If there is no stamp, a handwritten date or document in your passport, your temporary resident status will expire **six months** from the day you arrived in Canada.

If you were given a visitor record, study or work permit, the expiry date is marked on the document.

**Note:** For applicants who require a temporary resident visa (TRV) to enter Canada: The renewal of a study or work permit does not affect your TRV. It is your responsibility to ensure your TRV remains valid if you wish to **leave and re-enter Canada**. If you remain in Canada with a valid study or work permit you **may** apply for a TRV to the [Case Processing Pilot – Ottawa](#) before leaving. If you decide to leave, you **must** apply for and obtain a TRV **abroad** by applying to a Canadian visa office (see [Application for a Temporary Resident Visa](#) – IMM 5256).

**Travelling outside Canada:**

If you have applied to extend your work permit and plan on traveling outside Canada while your application is in process, you can leave and come back. However, one of three things will happen when you return to Canada:
You may be allowed to come back to Canada as a visitor, if CIC has not yet decided to issue your work permit. **If this is the case, you cannot work until you get your new work permit** The officer at the port of entry may ask you to prove you have enough money to support yourself in Canada.

You may be allowed to come back to Canada as a worker, if the officer at the port of entry finds out that CIC issued your work permit while you were away.

You may be asked to apply for a new work permit at the port of entry.

**Note:** It is possible that you will not be able to enter Canada. The final decision is always made by the officer at the port of entry.

**Note:** Citizens of the U.S. do not require passports or travel documents to enter or return to Canada. Permanent residents of the U.S. do not require passports or travel documents if they are entering or returning to Canada from the U.S. or St. Pierre and Miquelon. However, both must provide documentary proof of citizenship or permanent residence such as a national identity card or an alien registration card.

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**Working in Canada**

**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 on the Canadian labour market.

**What is a work permit?**

A work permit is a written authorization to work in Canada issued by an officer to a person who is not a Canadian citizen or a permanent resident of Canada. It is required whether or not the employer is in Canada. Usually, it is valid only for an employer-specific job and length of time and is based on a Labour Market Opinion (LMO) from Service Canada.

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**Regulatory Requirements to the Temporary Foreign Worker Program**

The Immigration and Refugee Protections Regulations contain requirements that enable CIC 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:

- whether the job offer is genuine,
- past history of employers compliance to the commitments outlined in job offers to foreign workers hired in the past two years in respect to wages, working conditions and the occupation, **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.

You must not work for an ineligible employer. Check our webpage to view the current List of Ineligible Employers.

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**Cumulative duration**

A temporary foreign worker can work in Canada for a maximum period of four years. Therefore, you need to keep track of 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 or since you last worked in Canada.

If you did not work during the entire specified period on your work permit (for example you have a work permit valid for four years and you were sick or you left Canada temporarily), you would 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.

**Note:** It is your responsibility to keep track all worked performed and of any breaks in work while in Canada on a work permit. You will be required to provide documentary evidence to prove periods where you have not worked in order for that time not to count towards the four-year limit.

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**What is an Employment and Social Development Canada (ESDC) LMO?**

An LMO is a report provided by ESDC which enables an 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. An LMO may be required in order for a work permit to be issued. The LMO must be included with your work permit application. [Find out more about LMOs.](#)

**Note:** For LMO-exempt work permits are assessed by Citizenship and Immigration Canada (CIC) or Canadian Border Services Agency (CBSA). [See if you need an LMO.](#)

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**Who may apply for a work permit from within Canada?**

**Important:** The ability to apply in Canada does not guarantee acceptance. Eligibility criteria for the category of work permit must be met.

The following persons may apply for a work permit from within Canada:

- Holders of work or study permits and their family members;

  **Note:** Spouses or common-law partners of highly skilled temporary foreign workers may themselves be authorized to work without first having confirmation from Employment and Social Development Canada (ESDC). In the case of workers destined for Quebec, without having to obtain a CAQ from the Ministère de l’Immigration et des communautés culturelles (MICC). The principal foreign worker must be doing work which is at a level that falls within National Occupational Classification (NOC) Skill Levels O, A or B in order for them to qualify for a work permit. These skill levels include management and professional occupations and technical or skilled tradespersons. For further information on the program and a list of the skill levels in the NOC, refer to our [website](#).

- Successful graduates from a program at a Canadian university, community, college, CÉGEP, or publicly funded trade/technical school (or from a Canadian private institution authorized by provincial statute to confer degrees) who wish to work for a maximum of one or two years in employment related to their course of study. The maximum length will depend on the length and location of their
studies, and the location of their employer. Graduates must submit an application for a work permit within 90 days of the issuance of your final marks. Their study permit must be valid upon submission of their application for a work permit. For further details refer to the Foreign Workers Manual (see post-graduation employment) located on our Web site or contact the Call Centre;

- Persons currently working in Canada, who are not business visitors and who don’t require a work permit, who are applying for secondary employment in Canada;
- Holders of temporary resident permits (TRPs) valid for a minimum of 6 months and their family members;
- Refugee claimants and persons subject to an unenforceable removal order;
- In-Canada permanent resident applicants and their family members who are members of the following classes, determined eligible for permanent resident (PR) status: live-in-caregiver, spouse or common-law partner, protected persons, and humanitarian and compassionate considerations (H&C);
- Persons whose work permits were authorized by a visa office abroad, where the permit was not issued at a port of entry;
- Mexican citizens who have been admitted to Canada as visitors may apply for a work permit under any North American Free Trade Agreement (NAFTA) category. U.S. citizens admitted as visitors may apply in Canada under the Professional or Intra-company Transferee NAFTA categories only. These provisions are in accordance with reciprocal arrangements.

What information/documentation do I require?

In addition to the requirements for all temporary residents, you must provide:

- Your job offer letter or contract from your prospective employer, and the file number provided by Employment and Social Development Canada (ESDC) to locate the ESDC confirmation (your employer should be able to provide you with this file identifier);
- evidence that you meet the requirements of the job, possibly including specific educational requirements and a valid Canadian provincial/territorial trade certificate;
- a copy of the Certificat d’acceptation du Québec (CAQ) issued by the Ministère de l’Immigration et des communautés culturelles (MICC) if you work in Québec or will be working in Québec. If you do not need an ESDC confirmation you will usually not need a CAQ;
- If you are a live-in caregiver, you will require an employment contract between you and your employer in order to renew your work permit. If you are a live-in caregiver and you wish to change your employer, you must sign an employment contract with your new employer and submit a copy with your application for renewal of your work permit. Your employer must send you a copy of the contract to be included with your application for renewal. An employment contract should provide a detailed job description and indicate the working conditions, wages, etc., which must all conform to provincial labour standards;
- If you are a refugee claimant you will need to prove that you cannot support yourself without recourse to social assistance (welfare). For example, 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 is was issued by the provincial social services department.

Are there any conditions on my work permit?

An officer may impose, vary or cancel conditions when issuing a 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;
- where you may work;
- how long you may continue to work.

When is a medical examination required?
If you are requesting a work permit to allow you to work in the field of health services or with children, you will have to complete and pass a medical exam. Examples of occupations in health services include hospital staff, clinical laboratory workers, patient attendants in nursing and geriatric homes, and medical students admitted to attend Canadian universities. Find out more by checking the Medical examination requirements for temporary residents.

If you want to work in agricultural occupations, a medical examination will be needed if you have visited or lived in a designated country for more than six months during the past year. Check the list of designated countries.

Note: Medical exams should be done at least two months before the current expiry of your permit and intended future employment, to avoid processing delays and/or the return or refusal of your application due to incomplete information.

Medical instructions

You may either:

- undergo an upfront medical examination by contacting a Panel Physician; or
- wait until your application is reviewed and medical instructions are provided to you by the immigration office.

Get the instructions to complete the medical examination.

Note: When medical results are submitted up-front, routine cases benefit from faster processing since we do not have to request them at a later date. If you choose to have an upfront medical exam, you must submit proof that you completed the medical examination with your application. Failure to do so may result in processing delays.

Restoration of status

You may seek restoration within 90 days after your status as a visitor, student or worker has been lost, because you failed to comply with one or more of the following conditions:

- You remained in Canada longer than the period authorized for your stay (but not longer than 90 days).
- You changed employers or type of work before obtaining a new work permit.
- You changed the type of studies, educational institution, location of studies, or times and periods of studies without applying to change these conditions on your study permit if they were specified on your study permit.

You may still be eligible for restoration if you continue to meet the initial requirements for your stay and have not failed to comply with other conditions imposed.

You may wish to complete an application to apply for restoration of temporary resident status and for a new study or work permit. There is no guarantee that your application will be accepted. On your application you must provide full details of all the facts and circumstances that resulted in you committing the offence.

If you wish to obtain a new study or work permit and restore your temporary resident status, you must pay the permit fee in addition to the restoration fee.

Restoration applies to each family member who has lost his or her status.

An officer will evaluate your request for restoration of status and if approved will process your application for a study or work permit. You will then be advised of any further action to be taken.

Note: You may not study or work in Canada until your application for restoration has been processed.
Completing the forms

The documentation you provide will be used to establish that your authorization to remain in Canada would not be contrary to the Act. You must provide truthful, accurate information. The information provided may be verified. Processing will stop immediately if you give false or misleading information. It is an offence under section 127 of the Immigration and Refugee Protection Act to knowingly make a false statement on this form.

Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM 5710)

Who must fill out this application form?

This form must be completed by each person who wants to apply for an extension of their work permit or change conditions of their stay in Canada, including applying for an initial work permit.

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.

Question 1  Type your Unique Client Identifier number (UCI).

Note: The UCI or Client ID can be found on your study or work permit under the section “Country of Citizenship”.

Question 2  From the list, select the language (English or French) in which you would like to receive your service.

Question 3  Check the appropriate box or boxes to indicate if you are applying for:

- An extension of a work permit with the same employer
- A work permit with a new employer
- Restoration of your status as a worker
- An initial or an extension of a temporary resident permit

Personal details

Question 1  Full name

Type your family name (surname) as it appears on your passport, travel or identity document (even if the name is misspelled). Do not use initials.

Note: 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.

Type all of your given name(s) (first, second, or more) as it appears on your passport, travel or identity document (even if the name is misspelled). Do not use
Note: If you do not have a given name on your passport, travel or identity document, leave this field blank. Do not enter “*”, “Not applicable” or “NA”.

Question 2 Nick names / Alias

Check the box to indicate if you ever used any other name. This could include your birth name, maiden name, married name, nick name, etc.

If you checked “Yes”, type any other family name that you have ever used.

If you checked “Yes”, type any other given name (first, second, or more) that you have ever used.

Question 3 From the list, select your sex (male, female or unknown).

Question 4 Indicate your date of birth. If your complete date of birth is unknown, please use “*” (star sign/asterisk) to fill in the spaces for the year, month or day, where applicable.

Question 5 Type your city or town of birth.

From the list, select your country of birth.

Question 6 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.

Question 7 From the list, select the appropriate information to indicate your immigration status in Canada:

- Visitor
- Worker
- Student
- Protected Person
- Refugee Claimant
- Other

Other: This section must be completed if you selected “Other” as a status.

Provide the dates (From-To) to indicate how long you have had this status.

For out-of-status applicants:

- Under “Status” select “Other”;
- Under “Other” type in “Out of status, restoration”;
- Leave the “From” and “To” boxes blank.

Question 8 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.

If you checked “Yes”, from the list select the appropriate information to indicate the following:

- The name of the country you lived in,
- Your immigration status for the time you were in that country:
  - Citizen
  - Permanent resident
  - Visitor
  - Worker
Question 9

1. From the list, choose your current marital status:
   - **Annulled Marriage:** 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.
   - **Common-Law:** This means that you have lived continuously with your partner in a marital-type relationship for a minimum of one year.
   - **Divorced:** This means that you are officially separated and have legally ended your marriage.
   - **Legally Separated:** This means that you are married, but no longer living with your spouse.
   - **Married:** 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.
   - **Single:** This means that you have never been married and are not in a common-law relationship.
   - **Widowed:** This means that your spouse has died and that you have not re-married or entered into a common-law relationship.

2. Enter the date (year, month and day) you were married or you entered into your current common-law relationship.

3. Type the family name(s) and given name(s) of your current spouse or common-law partner.
   **Note:** If you are in a common-law union, you must also complete the Statutory Declaration of Common-law Union (IMM 5409) form and include it with your application.

4. Check “Yes” or “No” to indicate if your spouse or common-law partner is a Canadian citizen or a permanent resident.

Question 10

Check the box to indicate whether you have previously been married or in a common-law relationship. If you checked “Yes”, provide the:

- Family name(s),
- Given name(s),
- Type of relationship:
  - Common-law, or
  - Married.
- Dates (From – To) for which you were in the relationship with your previous spouse/common-law partner.

Language

Question 1

1. From the list, select your first (native) language. This is the language that you learned at home during your childhood and which you still understand.
   **Note:** If your native language does not appear in this list, select “other”.
2. If your native language is not English or French, select from the list which one you use mostly:

- English
- French
- Neither

### Passport

**Question 1** Type your passport, travel or identity document number. Make sure there is no space between each number and/or letter.

**Question 2** From the list, select the name of the country that issued your passport, travel or identity document.

**Question 3** Enter the date your passport, travel or identity document was issued.

**Question 4** Enter the date your passport, travel or identity document will expire.

### Contact information

**Question 1** Indicate your current mailing address (where information should be mailed) by typing the following information:

- Post Office Box (P.O. Box) number, if applicable. If you do not indicate post office box, the Street number must be provided.
- Apartment (Apt.) or Unit, if applicable
- Street number (No.), if applicable. This must be provided if you did not type in a P.O. Box
- Street name, if applicable
- City or Town
- Province
- Postal code

**Note:** All correspondence will go to this address unless you indicate your e-mail address.

If you wish to have a representative who can conduct business on your behalf, you must provide their email and mailing address in this section and on the Use of a Representative (IMM 5476) form.

For more information read the "Use of a Representative" section in this guide.

**Question 2** Check the box to indicate whether your residential address (where you live) is the same as your mailing address. If "No", type the following information:

- Apartment (Apt.) or Unit, if applicable
- Street Number (No.)
- Street Name
- City or Town
- Country
- Province
- Postal Code

**Question 3** Check the appropriate box to indicate if the telephone number is from Canada/the United States (US) or Other (any other country).

From the list, select the type of telephone:
• Residence (home)
• Cellular (cell/mobile)
• Business (work)

Type your telephone number including the country code, area/regional codes, etc.

If you have an extension number, write it after your phone number under “Ext.”

**Question 4**

Check the appropriate box to indicate if your additional telephone number is from Canada/the United States or Other (any other country).

From the list, select the type of telephone:

• Residence (home)
• Cellular (cell/mobile)
• Business (work)

Type your telephone number including the country code, area/regional codes, etc.

If you have an extension number, write it after your phone number under “Ext.”

**Question 5**

Check the appropriate box to indicate if the facsimile (fax) number is from Canada and United States or Other (any other country).

If applicable, type your facsimile (fax) number, including country code, area/regional codes, etc.

**Question 6**

If applicable, type your e-mail address using a format similar to the following: name@provider.net

**Note:** 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.

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**Coming into Canada**

**Question 1**
Provide the date and the place where you first entered in Canada

**Question 2**
1. Indicate the purpose of your original visit:

• Business
• Tourism
• Study
• Work
• Other (medical visit, transit, etc.)

2. If you choose "Other" in question 1a), provide details.

**Question 3**
Provide the date and the place of your recent entry to Canada

**Question 4**
Provide the document number of your most recent Visitor Record, study or work permit.

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**Details of intended work in Canada**

**Question 1**
1. Indicate the type of work permit you want:

• Open work permit
• Seasonal Agricultural Work Program
• Live-in Caregiver Program
2. If you choose “Other” in question 1a), provide details.

**Question 2**
1. Write the name of the Employer whether foreign or Canadian:
2. Write the complete address of the Employer whether foreign or Canadian

**Question 3** Provide the location of your employment in Canada:
- Province
- City/Town
- Address

**Question 4** Provide the following details about your employment:
- Job title
- Description of duties (role and responsibilities).

**Question 5** Provide the dates of your expected employment in the format provided (From – To).

**Question 6** Provide your Labour Market Opinion (LMO) number

**Question 7** If you received a Certificat d’acceptation du Quebec (CAQ) provide:
- Certificate number
- Expiry date

**Question 8** Check “Yes” or “No” to indicate if you have been issued a certificate under the Provincial Nominee Program.

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**Education**

Check the box to indicate if you have any post secondary education (including university, college or apprenticeship training).

The following table provides examples of post secondary education:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade / Apprenticeship</td>
<td>Training completed in a specific trade, such as carpentry or auto mechanics.</td>
</tr>
<tr>
<td>Non-university certificate / diploma</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>Bachelor’s degree</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>Master’s degree</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>PhD</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>

If you checked “Yes”, provide full details of your highest level of post secondary education:
- Enter the dates (year and month) you attended the institution,
- Field(s) of study (mechanics, social sciences, medicine, etc.),
- School or Facility name,
Employment (Work/Occupation)

Provide the following information about your employment for the last 10 years. If you are retired, provide the 10 years before your retirement.

Question 1  Current Activity / Occupation

Provide details about your current Activity / Occupation:

- Enter the dates (year and month) you have been working at your occupation,
- 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.),
- Indicate the name of the company or employer or facility where you work,
- City or Town,
- Country,
- Province/State, if applicable.

Question 2  Previous Activity / Occupation

Provide details of your previous Activity / Occupation for the past 10 years. If you are retired, provide the 10 years before your retirement:

Note: If you need more space, print out an additional page of the form, complete this section and submit it with your application.

Background information

Question 1  Check the box to indicate if:

1. 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.
2. you have any physical or mental disorder that would require social and/or health services other than medication during your stay in Canada.
3. If you checked “Yes” to any of the above questions, provide details and the name of the family member, if applicable.

Note: Refer to the Family Members definition in this guide.

Question 2  Check the box to indicate if you have ever:

1. remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada?
2. been refused any kind of visa, admission or been ordered to leave Canada or any other country?
3. If you checked “Yes” to one of the above questions, provide details.

Question 3  1. Check the box to indicate if you have ever:

- committed,
- been arrested for, or
- been charged with or convicted of any criminal offence in any country.
Question 4
1. Check the box to indicate if you have ever served in any military, militia, civil defence unit, or serve in a security organization or police force (including non obligatory national service, reserve or voluntary units).
2. If you checked “Yes,” provide your dates of service and the countries where you served.

Question 5
Check “Yes” or “No” to indicate if you have ever been a member or associated with any political party, or other group or organization which has engaged in or advocated violence as means to achieving a political or religious objective, or which has been associated with criminal activity at any time.

Question 6
Check “Yes” or “No” to indicate if you have ever witnessed or participated in the ill treatment of prisoners or civilians, looting or desecration of religious buildings.

Refer to the following table in order to complete your form properly.

1. 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 barcode* page (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.

*See image below:

2. If you are 18 years of age or older, sign and date in the boxes provided at the bottom of the page.

If you are less than 18 years of age, your form must be signed by one of your parents or a legal guardian.

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 and date the application form, it will be returned to you.

Use of a Representative (IMM 5476)

Who may use this form?
Complete this form only if you:
- used the services of a representative to help you prepare or submit your application; or
- are appointing a representative; or
- are cancelling a representative’s appointment.

If you have dependent children aged 18 years or older, they are required to complete their own copy of this form if a representative is also conducting business on their behalf.

Your spouse or common-law partner does not have to complete a separate request and must sign in the box provided under question 10.
What is a representative?

A representative is someone who has provided advice, consultation, or guidance to you at any stage of the immigration application process, or in an immigration proceeding. If someone represented or advised you to help you submit your application, then that person is your representative. A representative is also someone who has your permission to conduct business on your behalf of Citizenship and Immigration Canada (CIC) and the Canada Border Services Agency (CBSA).

When you appoint a representative:

- you also authorize CIC and CBSA to share information from your case file with this person;
- your application will not be given special attention nor can you expect faster processing or a more favourable outcome;
- the representative is authorized to represent you only on immigration matters related to the application you submit with this form;
- you can appoint only one (1) representative for each application you submit;
- you are not obliged to hire a representative. We treat everyone equally, whether they use the service of a representative or not.

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

Types of representatives

Family, friends, and non-profit groups often help applicants who feel the need for support and advice on immigration matters. You can appoint a representative who does not charge fees or receive any other compensation for providing immigration advice or services to represent you before CIC or the CBSA.

There are two (2) types of representatives.

Uncompensated representatives include:

- friends and family members who do not, and will not, charge a fee or receive any other consideration for their advice and services;
- organizations that do not, and will not, charge a fee or receive any other consideration for providing immigration advice or assistance (such as a non-governmental or religious organization);
- consultants, lawyers and Quebec notaries, and students-at-law under their supervision, who do not, and will not, charge a fee or receive any other consideration to represent you.

Compensated representatives:

Compensated representatives charge a fee or receive some other form of consideration in exchange for the advice and representation that they provide. If you want us to conduct business with a compensated representative then they must be authorized by CIC.

It is important to know that anyone who represents or advises you for payment — or offers to do so — in connection with immigration proceedings or applications is breaking the law unless they are an authorized representative or they have a specific agreement or arrangement with the Government of Canada that allows them to represent or advise you. This applies to advice or consultation which happens before or after an immigration application is made or a proceeding begins.

Authorized representatives are:

- immigration consultants who are members in good standing of the Immigration Consultants of Canada Regulatory Council (ICCRC);
- lawyers and paralegals 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 compensated 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.

**General Application Information**

- Check one box to indicate if you are appointing or cancelling the appointment of a representative.
- Check both boxes and complete all sections if you are cancelling a representative and appointing a new one at the same time.

**Section A – Applicant Information**

**Question 1** Write your last name (surname or family name) and given name(s).

**Question 2** Write your date of birth.

**Question 3** If you have already submitted your application, write:

- the name of office where the application was submitted;
- location of office;
- type of application you are sending.

**Question 4** Write your Citizenship and Immigration Canada Identification (ID) or Unique Client Identifier (UCI) number (if known).

**Section B – Appointment of Representative**

**Question 5** Write your representative’s full name.

If your representative is a member of the Immigration Consultants of Canada Regulatory Council (ICCRC), a law society or the Chambre des notaires du Québec, print his or her name as it appears on the organization’s membership list.

**Question 6** Check one box to indicate if your representative is unpaid or paid.

If your representative is paid, write the membership ID number of:

- the Immigration Consultants of Canada Regulatory Council (ICCRC); or
- a Canadian provincial or territorial law society; or
- the Chambre des notaires du Québec.

**Question 7** Write your representative’s contact information.

**Note:** By indicating your representative’s e-mail address, you are hereby authorizing CIC to transmit your file and personal information to this specific e-mail address.

**Question 8** To accept responsibility for conducting business on your behalf, your representative must:

- sign the declaration
- date the declaration, and
- include the Party ID, only if it is known.

**Section C – Cancel the Appointment of a Representative**

**Question 9** Fill in this section if you wish to cancel the appointment of a representative. Write the representative’s full name.

**Section D – Your Declaration**

**Question 10** By signing, you authorize CIC to complete your request for yourself and your dependent children under 18 years of age.
If your spouse or common-law partner is included in this request, he or she must sign in the box provided.

**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) (PDF, 1.75 MB). The form is also available from Canadian embassies, high commissions and consulates abroad.

The person you designate will be able to obtain information on your case file, such as the status of your application. However, they will **not** be able to conduct business on your behalf with CIC.

**Paying the fees**

**Required fees**

You must pay a **Processing Fee** for each service that you require and **all fees must be submitted** with your application. If you apply for more than one service on a single application you must add up the fees for each service and submit the total of the fees with your application.

For information including eligibility, fees and required documents for studying in Canada, refer to the guide *Applying to Change Conditions or Extend Your Stay in Canada - Student* (IMM 5552) or contact the **Call Centre**.

You may submit an application for any of or a combination of the following services:

- To extend your stay in Canada as a worker;
- To request an initial work permit;
- To restore your status as worker (restoration of temporary resident status due to **loss** of status).

**Note:** If you are a Refugee Claimant **for whom no final decision** has been made, or you have found to be a Convention Refugee or a Protected Person, you need not pay the processing fee for work permits, study permits, or temporary resident permits.

If a decision has been made and you have not been found to be a Convention Refugee or a Protected Person, **but are awaiting an appeal** in federal court, you are required to pay the processing fee as a decision has been made on your initial application.

Use this chart to calculate the fees required for the service(s) you are requesting

**Note:** It is not necessary to make a separate application for an extension of temporary resident status when you apply for a work or study permit. The officer will issue all the necessary documentation with the one application.

<table>
<thead>
<tr>
<th>Services</th>
<th>Number of Persons</th>
<th>Amount per Person</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extension or Initial Work Permit</td>
<td></td>
<td>x $150</td>
<td></td>
</tr>
<tr>
<td>Work Permit - Group of performing artists (three or more persons)</td>
<td></td>
<td>x $450</td>
<td></td>
</tr>
<tr>
<td>Restoration of Temporary Resident Status (due to <strong>loss</strong> of status as a worker)</td>
<td></td>
<td>x $200</td>
<td></td>
</tr>
<tr>
<td>Other service - <strong>you</strong> - specify:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other service - <strong>family members</strong> (work or study permit)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Make sure that you are eligible before you pay your fees and that you provide all the information requested before you submit the application. **The processing fee will not be refunded**, regardless of the final decision once the Case Processing Centre has started processing the application. For example, if your work permit has expired and you incorrectly apply for an extension of work permit, no refund for the extension will be provided and you will be asked to provide a second fee for the restoration.

**Note:** If you are out of status and you are applying for a work permit, you must pay the permit fee as well as the restoration fee when applying. Restoration applies to each member who has lost his or her status.

A determination that you are not eligible is considered as “processing” and the fee will not be refunded. If you apply again, you will have to pay another processing fee.

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**Paying the fees**

You have the option of paying your fees through the Internet or at a financial institution.

**Payment of fees on the Internet**

To use this option, you need:

- a credit card;
- access to a computer with a printer;
- a valid email address; and
- follow these steps below.

**Steps**

1. Go to the [CIC website](https://cis.ca).
2. Select Pay your fees.
3. Select Pay my fees online.

Once you have paid the fees you must:

- print the official receipt;
- fill out by hand the “Payer Information” section;
- attach the bottom portion (copy 2) of this receipt to your completed application.

**Payment of fees at a financial institution**

Fees can be paid at a financial institution in Canada and a receipt obtained which is sent to the Case Processing Centre. No other form of payment is acceptable. The receipt to be used is attached. Payment can be made at most financial institutions in Canada. Check with financial institutions in your area.

**Follow these steps to make your payment:**

1. Fill out one receipt form (IMM 5401) for yourself and other members of your family if you are applying at the same time. An original receipt must be used; **a photocopy is not acceptable**. You may obtain an original receipt form (IMM 5401) by ordering through our [website](https://cis.ca).
2. Insert the ‘Total’ on the bottom portion of the receipt.
   - Do not complete the top two portions of the receipt; these will be completed by the financial institution.
3. Complete the ‘Payer Information’ sections on the reverse of the receipt.
4. Bring the receipt and your payment to the financial institution. **Do not** make payment using the automated teller machines.
5. The financial institution will let you know what form of payment it considers acceptable.
6. The financial institution will accept your payment, then stamp and insert the amount paid in the upper two portions of the receipt. You will receive the top two portions of the receipt. Make sure you are given these and that they have been stamped and completed before you leave the financial institution.

If there is no local financial institution which will accept payment, you may pay the fees by mail. Contact a Call Centre agent for instructions.

**Note:** Do not present your application to the financial institution, only your receipt.

After you have paid the fees retain the top portion of the receipt for your records. Attach the middle portion to your completed application and mail it to the Case Processing Centre.

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**Incorrect payments**

If you have sent insufficient fees or incorrect form of payment, we will return your application with instructions. You must then pay the additional fees and mail everything back to us. This will delay the processing of your application. If you have overpaid, we will refund the overpayment. We will issue a cheque as soon as possible.

**Refunds**

To obtain a refund, you need to send a written request to withdraw your application to the processing centre at CPC Vegreville, 6212-55th Avenue, Vegrevile, Alberta, T9C 1W5.

The processing fee is only refundable if we receive your request before processing has begun. Once we have started to process your application, there will be no refunds regardless of the final decision. We will issue the refund to the person indicated on the “Payer Information” section of the receipt. If there is no name indicated on the receipt, we will send the refund to you.

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**Mailing your application**

**Mailing instructions**

- Put the completed forms, supporting documents and fee payment receipt in a 23 cm x 30.5 cm (9” x 12”’) envelope. **Do not include a prepaid envelope with your application.**

**Note:** If you are applying as a family, send all the documents to the Case Processing Centre address in Vegreville.

- Address the envelope as follows:
  - **Extensions** including:
    - work permit extension,
    - open work permit extension

  **Note:** an “extension” is when you are submitting an application for the same employer with whom you currently hold a valid work permit

  **Send your application to:**
  Citizenship and Immigration - Work Permit
  CPC-Vegreville
  6212 - 55th Avenue, Unit 202
  Vegreville, AB
  T9C 1X6

  - Work permits for **new employers** including:
    - work permit,
    - student work permit,
Note: an “new employer” is any employer with whom you do not currently have a valid work permit.

Send your application to:
Citizenship and Immigration - Work Permit
CPC-Vegreville
6212 - 55th Avenue, Unit 555
Vegreville, AB
T9C 1X6

- Write your name and address at the top left-hand corner of the envelope.
- Have the post office weigh your envelope to ensure you put sufficient postage on it.
- Mail the envelope.

Submit the application form

When submitting your application, to ensure your encoded data is captured, you must include the last page which contains your unique barcodes. See the image below:

<table>
<thead>
<tr>
<th>Barcode Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Image]</td>
</tr>
</tbody>
</table>

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

What happens next?

If you need to take any further action regarding your application, CIC will inform you in writing.

If your application for a work permit is approved, an immigration document will be sent to you. If your application is refused, you can only stay in Canada until the expiry date of your current temporary resident status.

If you applied for restoration of your temporary resident status, you will receive a letter advising you of the decision and instructions to follow.

If your application is referred to a local office, you will be notified of this and will subsequently be contacted by this office.

If you move before your application has been processed, you must advise us of your new address by contacting the Call Centre.

Advise the Call Centre if you change your telephone or fax numbers or if you want to change the school you want to attend, or the employment you wish to take, after you have mailed your application.

How-to video
Find out if you are eligible

Living in Canada tool

Date Modified: 2013-10-15