



Government
of Canada

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Work permit

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After you apply

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If you're outside Canada

Your fingerprints and photo (biometrics)

Book your biometrics collection appointment as soon as you can to avoid processing delays. [Find out how to give biometrics.](#)

How we process your application

We'll check your application to make sure you have all the necessary documents, including biometrics.

If it's incomplete, we'll return your application without processing it.

An officer will also check

Processing time

[Varies by country.](#)

- the list of employers who failed to comply with the conditions to make sure that the employer can hire you, and
- that you qualify for a work permit

We may also ask you to


- go to an interview with our officials in your country, or
- send more information or documents

Our online application system uses coordinated universal time (UTC). If we ask you to upload documents in your account, you must submit them before midnight UTC on the date the officer gives you. Make sure you know the difference between your local time and UTC.

You might need a medical exam to enter Canada. If you do, an officer will tell you and will send you instructions on what to do. A medical exam can add over 3 months to the time it takes us to process your application.



There's a new way to check your application status

Use the application status tracker  to get updates about your application. To create an account you need your

- unique client identifier (UCI)
- application number

If your work permit application is approved

You'll get an approval letter that says you're allowed to work in Canada. This letter is called the port of entry letter of introduction.

You should bring this letter with you when you travel to Canada and present it at the port of entry. This letter is not your work permit.

You'll only get your work permit at the port of entry the day you arrive in Canada.

The work permit will outline

- the type of work you can do
- the employer you can work for
- where you can work
- how long you can work

If you're in Canada

How we process your application

We'll check your application to make sure you have provided all the necessary documents, including biometrics if required.

If it's incomplete, we'll return your application without processing it.

An officer will also check

- the list of employers who failed to comply with the conditions to make sure that the employer can hire you, and
- that you qualify for a work permit

Depending on the type of work you'll be doing, you might need a medical exam. If you do, an officer will tell you and will send you instructions on what to do. A medical exam can add over 3 months to the time it takes us to process your application.

We may also ask you to send more information.

▼ If you're a visitor who applied for a work permit in Canada before August 28, 2024

You can ask to be allowed to work **while we process your application**.

Who's eligible

You must have

- been physically present in Canada when you applied
 - You must stay in Canada while we process your application. If you leave while your application is being processed, you won't be eligible under this public policy.

- been a visitor with valid status **when you applied** for the work permit
- applied for an employer-specific work permit between August 24, 2020, and August 28, 2024
- held a work permit that was valid in the 12 months before you applied for a new work permit

How to get authorization to work while you wait

Follow these steps.

Step 1: Contact us

After you apply, fill out the IRCC web form.

When you fill out the **Your enquiry** section, you must **copy the text** below.

▼ Message to request interim authorization to work

Priority Code VISIT2WORK2020: I am requesting consideration under the **Temporary Public Policy to Exempt Certain Visitors in Canada from Immigration Requirements during the Coronavirus (COVID-19) Pandemic** and ask that the applicable exemptions be granted until a decision is made on my work permit application or it is withdrawn.

My previous work permit number [U#####] expired on [Date].

I have submitted my application for a work permit online. OR I have submitted my application on paper and the postal/courier tracking number is NUMBER.

I intend to work for [employer NAME] / [occupation] as specified in the aforementioned work permit application.

I understand that providing false, misleading or incorrect information is a violation of the Immigration and Refugee Protection Act and may result in enforcement measures against me.

Make sure you fill out the sections in square brackets, including the

- dates
- work permit number (begins with a “U”)
- name of your employer
- title of your job

If you applied on paper and don’t know your application number, include your courier tracking number. This will ensure we can find your application.

If you have other questions, you need to fill out an [IRCC Web form](#).

Step 2: Wait for us to contact you

You must wait for us to email you to let you know that you can start working. This may take up to 30 **business** days (6 weeks).

If you're in Canada and your application is approved

▼ If you were eligible to apply for a work permit from within Canada

If you were eligible to apply from within Canada, you filled out the form called Application to Change Conditions, Extend My Stay or Remain in Canada as a Worker (IMM 5710). In that case, we'll mail the work permit to the Canadian address you gave us.

If your mailing address changes before we send you our decision, you must follow the instructions to tell us your new address.

Working while you wait for your work permit to arrive

We'll send you a note in your online account letting you know your work permit has been approved. You can start working as soon as you receive this note.

You don't have to wait until you get your work permit in the mail to start working.

You should get your work permit in the mail within **6 weeks** of getting your decision letter. If you don't, contact us.

The work permit will outline

- the type of work you can do
- the employer you can work for
- where you can work
- how long you can work

▼ **If you followed the instructions to apply for a work permit from outside Canada**



In Canada work permit applicants: new rules about applying at a port of entry

Most foreign nationals **already in Canada** can no longer apply for a work permit at a port of entry. You must apply online for

- your initial work permit
- your work permit extension

If you're outside of Canada, you may still be eligible to apply for a work permit when you arrive at a port of entry.

If you're in Canada and leave as a worker on maintained status, you'll lose your ability to work when you return. This means you can't work until your application is approved.

In this case, you filled out the form called Application for Work Permit Made Outside of Canada [IMM 1295].

If your application is approved, you'll get an approval letter that says you're allowed to work in Canada. This letter is called the **port of entry letter of introduction**. It is not a work permit.

If you're in Canada when you get your POE letter of introduction, you must leave the country to activate your work permit. You may not be able to activate your work permit if you re-enter from the U.S. or Saint-Pierre-et-Miquelon.

The work permit you receive at the port of entry will outline

- the type of work you can do
- the employer you can work for
- where you can work
- how long you can work

Help us improve our services

We're looking for people to try out our products. [Find out how you can participate.](#)

Prepare for arrival ➡

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