



## DOCUMENT CHECKLIST WORKER

The documents you need to attach to your application are detailed on this form. 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 visitor or student services, you **must** also include the fees and documents required to assess your application for these services. Consult the appropriate guide for visitor, worker or student requirements.

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

**I have enclosed the following items:**

### ALL APPLICANTS

- ☒ Completed *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 and printed, place the barcode page (page 5 of 5) on the top of each individual application package.
- ☒ Completed *Document Checklist* (IMM 5556)
- ☒ Stamped *Receipt* (IMM 5401) *Online payment Receipt*
- ☒ *Use of a Representative* (IMM 5476), if applicable
- ☐ Statutory Declaration of Common-law Union, if applicable
- ☐ PHOTOCOPY of your Marriage Certificate, if applicable

**In addition to the above-noted documents, you must also include any other information required for the service you are requesting.**

### WORK PERMIT

For each person included in the application:

- ☒ PHOTOCOPIES of passport pages clearly showing the passport number, the dates of issue and expiry, name and date of birth, the stamp made by Canadian authorities on your most recent entry into Canada and any other marked pages.
- ☐ PHOTOCOPIES of your travel or identity document (citizenship certificates, birth certificates, alien registration cards, etc.) if you did not use a passport to enter Canada.
- ☒ PHOTOCOPY of your current immigration document, if you have one.
- ☐ Offer of Employment to a Foreign National Exempt from a Labour Market Impact Assessment (LMIA) IMM 5802 with proof of payment by the employer (receipt number). Your employer should provide it to you.
- ☐ If Live-in caregiver, provide a photocopy of your employment contract between you and your employer.
- ☐ *Certificat d'acceptation du Québec (CAQ)*, as applicable, if working in the province of Quebec.
- ☐ A copy of the Labour Market Impact Assessment (LMIA) provided by Employment and Social Development Canada (ESDC), if applicable, AND a copy of your job offer letter from your prospective employer.
- ☐ PHOTOCOPY of your valid return ticket, if you have one.
- ☐ Optional: proof of completion of the upfront medical examination from the Panel Physician

If Student:

- ☐ Proof of academic standing at institution(s): letter from institutional registrar and/or photocopies of transcript from your last two periods of study.

If Provincial Nominee:

- ☐ PHOTOCOPY of the nomination letter and a statement from the nominating province or territory that it supports the issuance of the work permit.
- ☐ If your nomination has expired, provide a copy of the acknowledgement letter confirming that CIC received your permanent resident application before the nomination expired.

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

**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.

AND 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.

#### **RESTORATION OF TEMPORARY RESIDENT STATUS**

For each person included in the application:

- ☐ PHOTOCOPIES of passport pages clearly showing the passport number, the dates of issue and expiry, name and date of birth, the stamp made by Canadian authorities on your most recent entry into Canada and any other marked pages.
- ☐ PHOTOCOPY of your current immigration document, if you have one.
- ☐ Documents related to your loss of status.

Send your completed application to the Case Processing Centre.  
See the instruction guide (IMM 5553) for the complete address.





## USE OF A REPRESENTATIVE

You do not need to hire an immigration representative, it is your choice. No one can guarantee the approval of your application. All the forms and information that you need to apply are available free at [www.cic.gc.ca](http://www.cic.gc.ca).

A representative is someone who has provided advice or guidance to you prior to submitting your application, following the submission of your application, and/or someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada (CIC) and the Canada Border Services Agency (CBSA). You may have **one** representative only. If you appoint an additional representative, the previous representative will no longer be authorized to conduct business on your behalf and receive information on your case file.

- I am:
- ☒ appointing a representative. **Complete Sections A, B and D.**
  - ☐ cancelling the appointment of a representative. **Complete Section A, C and D.**

### SECTION A: APPLICANT INFORMATION

1. Your full name

Family name (Surname)

SUBALA

Given name(s)

Jocelyn Sabiniano

2. Your date of birth

(YYYY-MM-DD)  
1970-04-25

3. If you have already submitted your application:

Name of office where the application was submitted

Location of office

Type of application

(permanent residence, extension of study permit, etc.)

4. Your Citizenship and Immigration Canada Identification number (if known)

Client Identification (ID) or

Unique Client Identifier (UCI) number

52245298

### SECTION B: APPOINTMENT OF REPRESENTATIVE

- I authorize the following individual to serve as my representative and to conduct business on my behalf with Citizenship and Immigration Canada and Canada Border Services Agency. **Note:** If an immigration representative is being paid or compensated by someone other than the applicant, then the representative is still considered to be a compensated representative.
- I authorize Citizenship and Immigration Canada and Canada Border Services Agency to release information from my case file and that of my dependent children under 18 years of age to my representative. This authorization is in accordance with the *Privacy Act*.
- I am aware that any information which would be subject to exemption, if I had the right of access under the *Privacy Act* or the *Access to Information Act*, will likely not be released.

5. Your representative's full name

Family name (Surname)

CANDA

Given name(s)

Zara

6. Your representative: (choose one)

is UNCOMPENSATED and is a:

- ☐ family member or friend
- ☐ member of a non-governmental or religious organization
- ☒ member of the Immigration Consultants of Canada Regulatory Council (ICCRC), a Canadian provincial or territorial law society, or the *Chambre des notaires du Québec*
- ☐ other

is or will be COMPENSATED and is a member in good standing of:

- ☒ the Immigration Consultants of Canada Regulatory Council (ICCRC)

► Membership ID number

R508910

- ☐ a Canadian provincial or territorial law society

► Which province or territory?

► Membership ID number

- ☐ the *Chambre des notaires du Québec*

► Membership ID number



**7. Your representative's contact information**

Name of firm or organization (if applicable)			
Mailing address 21585-1424 Commercial Drive			
Vancouver, BC			
Postal code/ZIP V5L 3X9			
Telephone number	Country code (1)	Area code (604)	Number 339-5249
Fax number	Country code (1)	Area code (604)	Number 620-5022
E-mail address (if applicable) cz4imm@gmail.com			

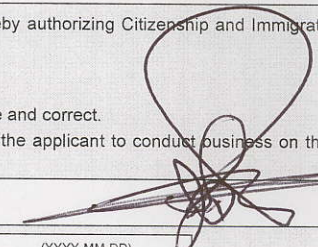
By indicating your representative's e-mail address, you are hereby authorizing Citizenship and Immigration Canada to transmit your file and personal information to this specific e-mail address.

**8. Your representative's declaration:**

- I declare that the information in Section B is truthful, complete and correct.
- I understand and accept that I am the person appointed by the applicant to conduct business on the applicant or sponsor's behalf with Citizenship and Immigration Canada and Canada Border Services Agency.

Signature of representative

Date


(YYYY-MM-DD) 2015-02-21

Party ID (if known) R508310
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**SECTION C: CANCEL THE APPOINTMENT OF A REPRESENTATIVE**

I withdraw my authorization for this person to serve as my representative, to receive information on my case file and to conduct business on my behalf with Citizenship and Immigration Canada and Canada Border Services Agency.

**9. Your representative's full name**

Family name (Surname)

Given name(s)

Name of firm or organization (if applicable)
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**SECTION D: YOUR DECLARATION****10.**

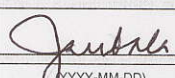
- I declare that I have fully and truthfully answered all questions on this form and any attached application (if applicable).
- I also declare that I have read and understood all the statements on this form, having asked and obtained an explanation for every point that was not clear to me.

Signature of applicant

Date

Signature of spouse or common-law partner (if applicable)
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Date


(YYYY-MM-DD) 2015-02-21
(YYYY-MM-DD)

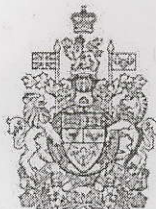
**Warning!** It is a serious offence to give false or misleading information on this form.

The information you provide on this form is collected under the authority of the *Immigration and Refugee Protection Act* and will be used in assessing your application according to the requirements of the Act. It will be retained in a Personal Information Bank identified in **Infosource**. The information may be shared with other organizations such as the Canada Border Services Agency (CBSA), the Royal Canadian Mounted Police (RCMP), the Canadian Security and Intelligence Service (CSIS), where there is an agreement or arrangement with a foreign government, in accordance with subsection 8(2) of the *Privacy Act*. Pursuant to the *Immigration and Refugee Protection Regulations*, the information may also be shared with a regulatory body that is responsible for governing or investigating the conduct of representatives, such as a provincial and territorial law society, the *Chambre des Notaires du Québec* and the Immigration Consultants of Canada Regulatory Council (ICCRC). Under the *Privacy Act* and the *Access to Information Act* individuals have the right to protection of and access to their personal information. Details on these matters are available at [infosource.gc.ca](http://infosource.gc.ca) and through the Citizenship and Immigration Call Centre. **Infosource is also available in Canadian public libraries.**









CANADA

DD179 686 080

U508567834

JOCELYN SUBALA  
8995 COOK CRESCENT  
RICHMOND BC V6Y 1X1  
CANADA

Application/Demande: W300463466

UCI/IUC: 52245298

WORK PERMIT/PERMIS DE TRAVAIL

CLIENT INFORMATION/INFORMATION DU CLIENT

Family Name/Nom de Famille: SUBALA  
Given Name(s)/Prénom(s): JOCELYN  
Date of Birth/Date de naissance: 1970/04/25 (yyyy/mm/dd - aaaa/mm/jj)  
Sex/Sexe: FEMALE  
Country of Birth/Pays de naissance: PHILIPPINES  
Country of Citizenship/Citoyen de: PHILIPPINES  
Travel Doc No./N° du document de voyage: EB4231192 PASSPORT

ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE

Date Issued/Délivré le: 2013/06/20 (yyyy/mm/dd - aaaa/mm/jj)  
Expiry Date/Date d'expiration: 2015/03/22 (yyyy/mm/dd - aaaa/mm/jj)  
Case Type/Genre de cas: 27  
HRSDC/RHDCC #:  
Employer/Employeur:  
Employment Location/Emplacement de l'emploi: UNKNOWN  
Occupation/Profession: ANY  
In Force From/En vigueur le: 2013/06/20 (yyyy/mm/dd - aaaa/mm/jj)

Conditions:

1. UNLESS AUTHORIZED, PROHIBITED FROM ATTENDING ANY EDUCATIONAL INSTITUTION AND TAKING ANY ACADEMIC, PROFESSIONAL OR VOCATIONAL TRAINING COURSE.
2. NOT VALID FOR EMPLOYMENT IN BUSINESSES RELATED TO THE SEX TRADE SUCH AS STRIP CLUBS, MASSAGE PARLOURS OR ESCORT SERVICES.

Remarks/Observations:

TEMPORARY RESIDENT STATUS MAINTAINED AS PER R183(6). APPLICATION FOR PERMANENT RESIDENT STATUS HAS RECEIVED INITIAL APPROVAL. EMPLOYER: ANY EMPLOYER. RG/QRC  
REPRINT OF DOCUMENT NO. U508452922 ISSUED ON 2013/03/22

\*\*\*THIS DOES NOT AUTHORIZE RE-ENTRY/CECI N'AUTORISE PAS LA RÉ-ENTRÉE\*\*\*