Canada

Government Gouvernement
of Canada du Canada

Citizenship and Immigration Canada

Working in Canada – Your personal checklist

Based on your answers, you may be eligible to come to Canada as a worker.

To apply online, you will need this personal checklist code: **CU8562356120**

Step 1:   **Record your personal checklist code.** This code will expire on Tuesday July 16 2013 4:37:40 PM EDT. It is valid only for this application. When you return to the CIC site to apply online, you will need to enter your personal checklist code. We will use this code to retrieve the list of documents you need to submit with your application.

Step 2:   **Print** this page. You will need this information to apply.

Step 3:   **Read the application guide.** Application guides can be found at: http://www.cic.gc.ca/english/information/applications/index.asp

Step 4:   Gather these documents and complete the application forms:

Are you having difficulty downloading a form?

Application forms for study permits, work permits and temporary resident visas are being updated on May 4, 2013. If you are submitting your application online after May 4, 2013, please go back into your application to download and complete the new application form. **Forms downloaded before May 4th will not upload to MyCIC**.

Application Form(s)

Application for Work Permit Made Outside of Canada (IMM1295)

Supporting Documents

Offer of employment

IEC Conditional Acceptance Letter

CV/Resume

Passport or travel document

Digital Photo

Police Certificate

Family Information Form (IMM5707)

Fee

Application	Quantity	Price (CAD) per unit	Total (CAD)
Work Permit	1	$0	$0
		Total Price (CAD)	$0

All documents must be provided in either English or French. If you have a document in another language, please provide a copy of the document in the original language with an English or French translation.

Step 5: Register / log in to submit your online application.

To apply online, you'll need an electronic "key" for secure access.

- Register to get a key if you are a new user. Register here: http://www.cic.gc.ca/english/e-services/mycic.asp
- Login to your account if you are a returning user. Login here: http://www.cic.gc.ca/english/e-services/mycic.asp

Step 6: When you are logged in to your electronic credential (known as your key), you'll be automatically directed to CIC's online services called MyCIC.

You will be prompted to register enrol for an account if you are a first time user. Returning users will be directed straight to their account.

Once you are logged into MyCIC, then select "Apply Online" to continue.

Step 7: Enter your **personal checklist code**

After you select "Apply Online", you will be asked to enter your personal checklist code.

A personal checklist code is located at the top of this personal checklist and looks like this: **QK4350881372**.

Step 8: Once you have entered your personal checklist code, you will be guided through the following steps to complete your application:

- Upload your documents
- Review your application
- Pay with a credit card
- Submit your application

Step 9: After you submit your payment, you will see a page that confirms that your application has been submitted. It will have more information on next steps. Shortly after you submit, you will also receive a confirmation message in your MyCIC account.

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