



PORT OF ENTRY INSTRUCTIONS

REVIEW THESE INSTRUCTIONS CAREFULLY. THIS IS AN INTERNAL DOCUMENT. DO NOT PROVIDE TO IMMIGRATION.

Please double-check your entry package to ensure that the documents listed on the cover letter have been included. Read everything carefully to ensure that you are familiar with the information that is being provided and that it is correct. Print out all the pages and carry the application with you when travelling to Canada.

Dress professionally and act courteously. While it is expected that the process will go smoothly, try to stay calm if you have trouble. If the officer does not agree with the request or has questions, do not argue but do ask for clarification. You may contact me with questions or if you need assistance.

Before You Travel

Effective October 1, 2022, Canada has dropped all COVID-19 related travel and entry requirements: <https://travel.gc.ca/travel-covid>. However, the requirements can change with little or no warning. Be sure you check the IRCC website for the most up-to-date information.

The Canadian Border Services Agency recommends that travelers download and use the ArriveCAN app for a faster customs and immigration process. You can submit your customs and immigration declaration using the app, however, it is no longer mandatory as it was during COVID-19 restrictions. More information can be found at: <https://www.canada.ca/en/border-services-agency/services/arrivecan.html>

Travelling to and Entering Canada

When you arrive in Canada, inform the Border Services Officer at the initial screening point that you have been approved for a work permit. You will be directed to secondary processing where your work permit will be issued.

Please note that secondary processing can take up to 2 hours depending on how busy the immigration office is at the time your flight lands.

Review Your Documents

You will be issued a work permit. Prior to leaving the office, please review it to make sure your personal information is correct (and matches your passport) and that the expiry date reflects the duration approved by the visa office. *If anything is not correct, please ask the officer to correct it. It is difficult to make a correction to a document later.*

Please send a copy of your work permit to jinnendra.n@tredence.com; prathik.raj@tredence.com; catherine@confluencelaw.ca at your earliest convenience.

If your travel plans change and you do not use this application, let me know right away. Your paperwork may need to be updated to be valid for your next trip into Canada.

Extensions

It is your responsibility to ensure that your work status remains valid and to contact your HR department, your manager, or myself if an extension is required. This should be done six (6) months in advance.

My contact information is below. Please contact me with any questions.