



DOCUMENT CHECKLIST WORKER (IN CANADA APPLICANT)

This document checklist is one of the forms that you need to submit with your application. Refer to the Instruction Guide ([IMM 5553](#)) to find out if you are required to provide some or all forms and documents listed in this checklist. 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 study permit, you **must** include the fees and documents required to assess your application for that permit. Consult the appropriate guide for student requirements.

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

I have enclosed the following items:

	FORMS LIST: The following Immigration, Refugees and Citizenship Canada (IRCC) forms must be completed, signed and dated.	<input checked="" type="checkbox"/>
1.	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 it must be validated to generate a barcode page. Print and place the barcode page (page 5 of 5) on the top of your application (or if applying as a group, each individual application package).	<input type="checkbox"/>
2.	Use of a Representative (IMM 5476) Note: Complete this form only if you are using the services of an authorized representative, or if you are appointing or cancelling a representative.	<input type="checkbox"/>
3.	Authority to Release Personal Information to a Designated Individual (IMM 5475) Note: Complete this form only if you authorize IRCC and the Canada Border Services Agency (CBSA) to release information from your case file to someone other than yourself.	<input type="checkbox"/>
4.	Statutory Declaration of Common-law Union (IMM 5409) , if applicable	<input type="checkbox"/>
	DOCUMENTS LIST:	<input checked="" type="checkbox"/>
1.	Proof of Payment , if applicable Note: If you are applying for an open work permit, provide proof of payment for the open work permit holder fee.	<input type="checkbox"/>
2.	PHOTOCOPIES of passport pages clearly showing <u>each of the following</u> : <ul style="list-style-type: none">the passport number;the dates of issue and expiry;your name and date of birth;the stamp made by the Canadian authorities on your most recent entry into Canada; and any other marked page.	<input type="checkbox"/>
3.	PHOTOCOPIES of your travel or identity document (citizenship certificates, birth certificate, alien registration cards, etc.) if you did not use a passport to enter Canada	<input type="checkbox"/>
4.	PHOTOCOPY of your current immigration document (if you have one)	<input type="checkbox"/>
5.	PHOTOCOPY of your Marriage license or Certificate (if applicable)	<input type="checkbox"/>
6.	If you are the dependent of another applicant, provide the Unique Client Identifier (UCI) number of your family member who is the principal applicant.	<input type="checkbox"/>
7.	If your employer obtained a Labour Market Impact Assessment (LMIA) from Employment and Social Development Canada (ESDC), provide a copy of the LMIA and a copy of your employment contract from your prospective employer.	<input type="checkbox"/>

8.	<p>If your employer is exempt from obtaining an LMIA from ESDC, your employer must provide you with the offer of employment number for inclusion in your work permit application form.</p> <p>If IRCC authorized your employer to submit the offer of employment using the IMM 5802 form, provide a copy of the IMM 5802 and proof that the employer compliance fee has been paid.</p> <p>Note: If your employer is exempt from the Employer Compliance Regime, you must provide a copy of the employment contract. Find out more about this exemption.</p>	<input type="checkbox"/>
9.	<p>If you are working in the province of Québec with an LMIA, provide a Québec Acceptance Certificate (CAQ) issued by the Québec Ministère de l'Immigration, de la Francisation et de l'Intégration Québec (MIFI)</p>	<input type="checkbox"/>
10.	<p>If you do not submit a medical exam, there may be restrictions on your work permit. To find out if you need a medical exam, please visit: Medical exams for visitors, students and workers.</p> <p>If you need to remove the medical restrictions from your work permit:</p> <ul style="list-style-type: none"> • complete 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. <p>and</p> <ul style="list-style-type: none"> • apply for a work permit from inside Canada. 	<input type="checkbox"/>
11.	<p>Proof indicating you meet the requirements of the job being offered, including LMIA-exemption requirements.</p> <p>For example, the requirements for the job may be proof of education, work experience, mandatory certification(s) for the occupation in your intended province/territory of work, language ability, proof of the relationship between the Canadian and foreign country businesses (intra-company transferee), proof of reciprocity, proof that your work creates significant economic benefits, etc.</p>	<input type="checkbox"/>
	<p>IF YOU ARE AN INTERNATIONAL EXPERIENCE CANADA (IEC) PARTICIPANT</p> <p>Note: Check the specific situations for extending or changing conditions on your IEC work permit to see which documents apply to you.</p>	<input checked="" type="checkbox"/>
1.	<p>If your job has been extended, you want to change employers, the expiry date on your work permit is wrong or you got a new passport, include a letter of explanation telling us:</p> <ul style="list-style-type: none"> • that you're an IEC participant • you're applying to extend your participation • you're fee exempt • the reason why you're applying to extend 	<input type="checkbox"/>
2.	<p>If you need to remove medical restrictions from your work permit:</p> <ul style="list-style-type: none"> • Include a letter of explanation asking to have the medical conditions removed from your work permit. • Pay the open work permit holder fee (see Pay your fees) (if you are a Working Holiday participant). 	<input type="checkbox"/>
3.	<p>Provide proof of health insurance covering the intended extension to your length of stay in Canada</p>	<input type="checkbox"/>
	<p>IF YOU ARE A GRADUATE OF A POST-SECONDARY SCHOOL</p>	
1.	<p>For information to determine if you are eligible for a post-graduation work permit (PGWP), on how to apply, and required documentation see Work in Canada after you graduate: How to apply.</p>	
	<p>IF YOU ARE A STUDENT</p>	<input checked="" type="checkbox"/>
1.	<p>Proof of your academic standing: letter from the institutional registrar and/or photocopies of transcripts from your last two periods of study.</p>	<input type="checkbox"/>
	<p>IF YOU ARE A PROVINCIAL NOMINEE</p>	<input checked="" type="checkbox"/>
1.	<p>Confirmation of nomination letter from the provincial or territorial government</p>	<input type="checkbox"/>
2.	<p>If your nomination has expired, a copy of the acknowledgement letter confirming that IRCC received your application for permanent residence before the nomination expired</p>	<input type="checkbox"/>
3.	<p>LMIA-exempt offer of employment from an employer based in the province or territory which has nominated you (not applicable if applying for a bridging open work permit)</p>	<input type="checkbox"/>
4.	<p>Letter from the province or territory that identifies the job and employer (not applicable if applying for a bridging open work permit) and states that:</p> <ul style="list-style-type: none"> • you are urgently needed by your employer who has offered you a job in that province or territory, • the job offer is genuine and will create economic benefits or opportunities, • the employment is not part-time or seasonal, and • the wages and working conditions of the employment would be sufficient to attract and retain Canadian citizens or permanent residents. <p>Note: If you submitted an application for permanent residence provide proof that your application has been received or approved in principle</p>	<input type="checkbox"/>
	<p>IF YOU ARE A QUÉBEC SELECTION CERTIFICATE (CSQ) HOLDER</p>	<input checked="" type="checkbox"/>
1.	<p>Please refer to the instructions International Mobility Program Plus: Open work permits for Quebec Selection Certificate holders outside Quebec and A permanent resident applicant with a Certificat de sélection du Québec needs a work permit</p>	<input type="checkbox"/>

	IF YOU ARE A FAMILY MEMBER OF A WORK PERMIT HOLDER (OPEN OR EMPLOYER SPECIFIC) OR OF A PRINCIPAL APPLICANT AUTHORIZED TO WORK WITHOUT A WORK PERMIT	<input checked="" type="checkbox"/>
1.	For information on required documentation for family members see Changes to open work permit eligibility for spouses, common-law partners and dependant children of work permit holders	<input type="checkbox"/>
	IF YOU ARE THE SPOUSE OR COMMON LAW PARTNER OF A FULL-TIME STUDENT	<input checked="" type="checkbox"/>
1.	For information on required documentation for spouses or common-law partners see Help your spouse or common-law partner work in Canada.	<input type="checkbox"/>
	IF YOU ARE A REFUGEE CLAIMANT	<input checked="" type="checkbox"/>
1.	<p>Proof that you cannot support yourself without recourse to social assistance (welfare)</p> <p>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.</p> <p>AND</p> <p>Proof that your refugee claim was referred to the Immigration and Refugee board (IRB)</p> <p>Either of the following is considered acceptable evidence:</p> <ul style="list-style-type: none"> • A PHOTOCOPY of your Refugee Protection Claimant Document, or • A PHOTOCOPY of your Notice to Appear at the IRB or Confirmation of Referral document. 	<input type="checkbox"/>
	IF YOUR REFUGEE CLAIM WAS REFUSED	<input checked="" type="checkbox"/>
1.	<p>Proof that you cannot support yourself without recourse to social assistance (welfare)</p> <p>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.</p> <p>AND submit one of the following (as applicable):</p> <ul style="list-style-type: none"> • 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 • Proof that you are appealing the rejection of your refugee claim at the Refugee Appeal Division of the IRB 	<input type="checkbox"/>
	IF YOU ARE UNDER AN UNENFORCEABLE REMOVAL ORDER SUBMIT ONE OF THE FOLLOWING (AS APPLICABLE):	<input checked="" type="checkbox"/>
1.	<p>Proof that you are unable to leave Canada because you are not able to obtain a travel document.</p> <p>Examples of acceptable proof:</p> <ul style="list-style-type: none"> • 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 	<input type="checkbox"/>
2.	<p>Proof that you (as applicable):</p> <ul style="list-style-type: none"> • Have submitted a pre-removal risk assessment (PRRA) that is pending a decision • Have been granted a stay by the Federal Court • Are a citizen in a country for which the Minister has imposed a temporary stay of removal • Are completing your term of imprisonment in Canada, including any time on parole 	<input type="checkbox"/>
	IF YOU ARE SEEKING AN OPEN WORK PERMIT FOR VULNERABLE WORKERS AND YOU ARE EXPERIENCING ABUSE OR AT RISK OF ABUSE IN THE CONTEXT OF YOUR EMPLOYMENT IN CANADA	<input checked="" type="checkbox"/>
1.	A letter of explanation that describes your situation and the abuse you are facing or are at risk of facing.	<input type="checkbox"/>
2.	<p>Proof that you are experiencing abuse or are at risk of abuse in the context of your employment in Canada.</p> <p>Noting that none of the following examples are required, evidence of abuse or risk of abuse may include, but is not limited to:</p> <ul style="list-style-type: none"> • a description of the abuse or risk of abuse faced by the migrant worker • a letter, statement or report from an abuse support organization, medical doctor/healthcare professional or other such entity. • a sworn statement (affidavit) by the applicant • a copy of an official complaint form filed with an enforcement agency <ul style="list-style-type: none"> o For example, a police or a Canada Border Services Agency (CBSA) report, copy of an official complaint completed by the migrant worker and submitted to a provincial enforcement agency such as an Employment Standards Branch • supporting or additional material, such as victim impact statements, hard copies of email messages, photos showing injuries or working conditions, witness testimonies, copies of text messages, letter of resignation (if applicable), letter of termination of contract, etc. 	<input type="checkbox"/>