

Document checklist for work permit

1. **Original, valid passport**, and a photocopy of the bio data (photo) page.
 - Include all cancelled or expired passports, if applicable. Last page of passport and any pages, which has stamp on it
2. **Copy of driver's license**: For Truck drivers
3. **Digital photograph**: taken within last 6 months, either colour or black and white, and with white or light colour background.
4. **Proof of current immigration status**: If your country or territory of residence differs from the citizenship listed on your passport, you must provide proof of legal status in your country or territory of residence.
5. **A copy of the Labour Market Impact Assessment (LMIA)**
6. **A copy of your job offer from your prospective Canadian employer**
7. **If you are a Provincial Nominee and have LMIA exempt job offer** provide a copy of the nomination letter issued by the province or territory that nominated you and a R204c) letter issued by the province or territory.
8. **Proof of funds**: including income tax returns for the past two years, bank statements or books from the past three months. Property documents or other proof of income or investments.
9. **Proof of employment - Proof indicating you meet the requirements of the job being offered**: Copies of appointment letters and relieving letters from your current and previous employers, copies of salary slips (last 6 months) and form 16; bank statements of last 6 month. Letters of reference dated within 2 months of the application must outline the duration and specific nature of your employment, position, salary, including your exact duties on the job.
Note: Contact name, address and phone numbers should be provided.
10. **Photocopy of Marriage certificate** if applicable
11. **Educational documents** including 10th, 12th and diplomas or degrees (including all mark sheets)
12. **Résumé or Curriculum Vitae (C.V.) of your work and education history**.
13. **IELTS test**: results taken within the last 24 months
14. **Biometrics** is required. You can only book appointment once your application is submitted. you can book an appointment on the link below:
<https://www.vfsglobal.ca/canada/nepal/schedule-an-appointment.html>
If done already, please provide Biometrics Validity letter
15. **Medical**: Upfront Medical required. Book an appointment at link below
<https://secure.cic.gc.ca/pp-md/pp-list.aspx>
16. **Police clearance**: for each country in which the applicant stayed more than six months since they turned the age of 18. Please go to link below to book an appointment
<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/police-certificates/how.html>

17. **Any past refusals:** Provide previous refusal letters

Additional documents can be requested as per needs of the case/application