



THE INFORMATION ON THIS FORM AND ALL APPLICATION FORMS ARE FREE OF CHARGE

WORK PERMITS

Permit and visa issuance is based on compliance with Canada's *Immigration and Refugee Protection Act* (A) and *Regulations* (R). Applicants for Canadian work permits must satisfy a visa officer that they meet the requirements for issuance (R200), which includes that:

- they will leave Canada at the end of the period authorized for their stay (R183, R200);
- they are in good health (a medical examination may be required) (A38, R30);
- they are admissible, do not have a criminal record and are not a security risk (A34-37, A40-42);
- they have been offered genuine employment as described in the *Regulations* (R112, R203-208);
- they are able to perform the work sought (R200).

NOTE: It is self-evident that moderate official language ability (English or French) is an inherent qualification for working in Canada. While the job itself may not require the applicant to have any language ability, living in Canada does. Demonstrated moderate language ability will not only allow the applicant to better understand their duties by allowing them to communicate with employers or coworkers, but it will also protect the applicant, who will be able to communicate better with authorities and understand more fully issues of workplace safety (safe practices at work, emergency instructions, etc.) as well as workers' rights. More than a basic understanding is needed.

HOW TO APPLY

An application for a Canadian Work Permit consists of 1) REQUIRED DOCUMENTS, REQUIRED NON-REFUNDABLE PROCESSING FEES, and 3) SUPPORTING DOCUMENTS. Please refer to the checklists below.

Persons in Vietnam may submit an application in person or by mail to the Canadian Visa Application Centres (CANVAC) operated by IOM (<http://www.iom.int.vn/canada>):

Canadian Visa Application Center - IOM in Ho Chi Minh City

PDD Building, 8th Floor
162 Pasteur, District 1
Ho Chi Minh City, Vietnam

Tel: +84(8)3829-6377 or 3829-6376
Email: hochiminh@iom.int

Canadian Visa Application Center - IOM in Hanoi

DMC Tower, 7th Floor
535 Kim Ma Street, Ba Dinh District
Hanoi, Vietnam

Tel.: +84(4)3736-6258
Email: hanoi@iom.int

Please note that in Vietnam the CANVAC/IOM offices are responsible only for receiving applications and returning documentation to the applicant. Applications are approved or refused only by visa officers at the Consulate General of Canada in Ho Chi Minh City (<http://geo.international.gc.ca/asia/vietnam>).

IMPORTANT REMINDERS

- Unsigned or incomplete applications will not be approved.
- Only application forms completed in English or French will be accepted for processing, and all documents must be translated to English or French and attached to the original or to a notarized copy.
- Completion of forms and payment of the processing fee does not guarantee approval of an application.
- The Consulate General of Canada reserves the right to ask for a personal interview or for any document relevant to an application.
- The Government of Canada may choose to verify any document submitted by contacting its author or its issuing authority.
- If you intend to visit Canada for six months or longer a visa officer may direct you to undergo a medical examination. The results of the initial medical examination normally take four to six weeks to arrive at the Consulate General.
- If you plan to work in the province of Quebec, you may have to submit a certificate of acceptance issued by the Quebec government.
- Be truthful. Any direct or indirect misrepresentation that could induce an error in the administration of the *Immigration and Refugee Protection Act* may result in refusal of an application. This includes not declaring previous visa applications and not declaring family members.

AFTER YOU APPLY

Applicants who submit their applications through CANVAC/IOM may be able to schedule their own interviews (if required by a visa officer) and/or receive case status updates by mobile phone text message (SMS). The Consulate General of Canada does not offer these services except subject to their availability by CANVAC/IOM.

All case status requests should be made in writing. Case-specific enquiries for status may be made using the contact information available at the following web site: <http://www.cic.gc.ca/english/information/offices/missions/ho-chi-minh.asp>. The Consulate General of Canada does not receive status enquiries by phone.

All temporary workers are encouraged to apply at least twelve weeks prior to their intended departure date and are encouraged NOT to purchase non-refundable tickets before receiving a visa. The Consulate General of Canada makes best efforts to process applications promptly but does not guarantee that all applications will be decided within these normal processing times.

STANDARD WORK PERMIT APPLICATION PROCESSING TIMES

October through February: 60 working days
March through September: 120 working days

DOCUMENT CHECKLISTS FOR WORK PERMIT APPLICANTS

An application consists of:

- 1) **REQUIRED DOCUMENTS**
- 2) **REQUIRED NON-REFUNDABLE PROCESSING FEES**
- 3) **SUPPORTING DOCUMENTS**

1) **REQUIRED DOCUMENTS** (all forms must be fully completed and signed)

- **"Application for a Work Permit"** IMM 1295; applicants must list all family members on the form (including spouse or common-law partner and all children under 22) even if they will not accompany the applicant
- **"Additional Family Information"** IMM 5406 forms for each principal applicant and any accompanying person over 18 years of age
- **"Temporary Resident Questionnaire"** for the principal applicant
- **"Use of a Representative"** IMM 5476 form if someone has assisted you in the preparation of the application
- **"Statutory Declaration of Common-law Union"** (IMM 5409) (if applicable)
- If working in Quebec, a valid **"Certificat d'acceptation du Québec" (CAQ)** or documented exemption
- **Contact number** where the principal applicant or guardian can be reached during working hours
- **Valid passport for each applicant** (there must be one completely blank visa page available in each passport and the passport must be valid for the duration of the intended stay in Canada)
- **Two (2) identical passport-sized photos for each applicant** taken within the last six months; **the photos must comply with specifications found on the following web site** <http://www.cic.gc.ca/english/information/applications/photospecs.asp>

2) **REQUIRED NON-REFUNDABLE PROCESSING FEES**

Work Permit : 150 CAD or 140 USD

NOTE: fees are subject to change without notice and are not refundable even if the application is refused or withdrawn

Two methods of payment:

- Cash: US dollars (USD) ONLY at the Canadian Visa Application Centres – IOM
OR
- Bank draft: in Canadian dollars (CAD) ONLY payable to “The Receiver General for Canada”

3) **SUPPORTING DOCUMENTS**

All applicants: official civil status documents (household registration book, birth certificate, marriage/divorce certificate)

All applicants: information about the intended employment in Canada, including a detailed job offer specifying the job duties and duration of work, a Labour Market Opinion (LMO) or a letter describing how the employment is exempt from the requirement for LMO, and evidence of the applicant's qualifications including letters of reference from current and past employers and certified true copies of transcripts or diplomas from the educational institutions attended

All applicants: a statement or standardized test results (IELTS or TEF) describing the applicant's ability to speak, read, write and understand one of Canada's official languages (English or French) as appropriate for the community in which he or she will live

All accompanying family members: if a spouse or children are to accompany the applicant to Canada, a copy of the marriage certificate and birth certificate(s), as well as a budget detailing how the applicant will support the family financially in Canada

An applicant who will be accompanied by their child under 16 years of age: notarized letter of consent from the other parent permitting the child to travel

All applicants 18 years of age or over: judicial / police record issued by the Justice Department of the province of residence in Vietnam.

For diplomatic or official passports: a diplomatic note must be attached

APPLICATIONS MAY BE REFUSED IF THEY ARE NOT SUBMITTED ACCORDING TO THESE INSTRUCTIONS OR IF THEY DO NOT INCLUDE SUFFICIENT SUPPORTING DOCUMENTATION TO SATISFY A VISA OFFICER THAT THE APPLICANT MEETS THE REQUIREMENTS FOR ISSUANCE.

APPLICATIONS SHOULD BE SUBMITTED AT LEAST 12 WEEKS PRIOR TO THE DATE OF EXPECTED DEPARTURE.