

CA Canada Work Permit – Document Checklist

A. Personal Documents (Applicant)

1. **Valid Passport** (Clear copies of all pages with stamps and visas)
2. **Recent Passport-Size Photos** (As per IRCC specifications)
3. **National Identity Card / CNIC**
4. **Birth Certificate** (translated if not in English or French)
5. **Marriage Certificate** (if applicable)
6. **Children's Birth Certificates** (if applying with dependents)
7. **Police Clearance Certificate** (from each country lived in >6 months over last 10 years)
8. **Medical Examination Report** (from IRCC-approved panel physician) – *Required before visa stamping for certain jobs/countries*

B. Educational & Professional Documents

1. **Educational Certificates** (Degree, Diploma, Transcripts)
2. **Experience Letters** (for all relevant jobs mentioned in the resume)
3. **Updated Resume/CV** (in Canadian format)
4. **Trade/Skill Certifications** (if applicable – e.g., Red Seal, ITA, etc.)
5. **Professional Licenses or Memberships** (if required for the occupation)

C. Language Proficiency

1. **IELTS – General Training Test Result** (optional for LMIA-based visas but preferred)
 - Not mandatory for every work permit but beneficial for processing, especially if applying for permanent residence later.

D. Employment-Related Documents

(Usually provided by the Canadian employer)

1. **Job Offer Letter** (Official signed letter with job title, duties, salary, duration)
2. **Labour Market Impact Assessment (LMIA)** – Positive decision letter (if applicable)
3. **LMIA Number** – Needed for work permit application
4. **Employment Contract**
5. **Employer's Business Documents** (Optional but sometimes requested – registration, tax filings)

E. Financial & Travel Documents

1. **Bank Statement** (past 3–6 months showing financial stability)
2. **Bank Maintenance Certificate**
3. **Travel History** (previous visas, stamps, refusals if any)
4. **Flight Itinerary** (tentative only – *not mandatory but helpful*)
5. **Accommodation/Temporary Housing Plan** (optional)

F. Supporting Documents (if accompanied by dependents)

1. **Marriage Certificate**
2. **Children's Birth Certificates**
3. **School Admission Letters** (if children are school-aged)
4. **Proof of Funds for Dependents**

Additional Documents (If Applicable)

- **Refusal Letters** (for any previous Canada visa denials)
- **Intent to Return** statement (to show ties to home country – especially for temporary workers)
- **Cover Letter** or **Statement of Purpose** (helpful in explaining employment plan and background)

Notes:

- All documents not in English or French must be translated by a **certified translator**.
- Some visa offices may request additional forms (IMM 1295, IMM 5645, etc.).
- **Biometrics** are mandatory for most applicants.
- Medical and police clearance are typically required before final decision.
- Processing time varies by country and occupation (typically 8–20 weeks).