

CA Canada Work Permit – Step-by-Step Process (General Guide)

Step 1: Initial Consultation and Onboarding

1. **Initial Discussion** Consultant and Client review eligibility, work streams (LMIA-based, LMIA-exempt), and job market readiness.
2. **Service Agreement** Terms and deliverables are agreed upon in writing for transparency.
3. **Initial Payment** Client pays **50% of the consultancy charges** to start the process.

Step 2: Profile & Document Compilation

Client Responsibilities:

- Submit original and **authentic documents**, including: Updated CV (Canadian format), Educational Certificates, Work Experience Letters, Passport Copy, IELTS (if applicable), Police Clearance Certificate, FBR NTN/tax documents (if applicable)

Consultant Responsibilities:

- Review profile for eligibility under available programs.
- Assist with: CV formatting, Reference Letter Templates, Guidance on Police Clearance and Medicals. Identify applicable **LMIA stream** or exemption category.

Step 3: Job Placement / Employer Match (if LMIA-based)

Consultant Responsibilities:

- Assist in securing employment with a **verified Canadian employer**.
- Coordinate **Labor Market Impact Assessment (LMIA)** application (if required).
- Employer submits LMIA via Service Canada (processing time: 4–8 weeks).

Client Responsibilities:

- Cooperate with job matching, interviews, and documentation.
- Provide proof of qualifications, experience, and references.

Step 4: LMIA Approval & Work Permit Preparation

If LMIA is Approved: Consultant prepares a full **work permit application file** based on the LMIA letter. If LMIA-exempt (e.g., spouse of student, international mobility programs): proceed to file Directly.

Visa File Includes: LMIA or Offer Letter (if exempt), Job contract, Client's supporting documents (experience, education), Proof of financials (bank statements, affidavit), Resume, photographs, police clearance, Medicals (panel physician if required)

Step 5: Work Permit Filing (IRCC Submission)

Consultant Responsibilities:

- Submit application via **IRCC online portal** or VAC (Visa Application Centre).
- Book and guide on **biometrics** and medical exams.
- Track application progress via **GCKey or IRCC portal**.

Client Responsibilities: Attend **biometrics appointment** and medical exam if required.

- Respond to any **additional document requests** from IRCC.

Step 6: Decision & Travel Support

- If **Work Permit Approved**: Consultant assists with flight booking, accommodation, and pre-departure guidance. Provide info on port of entry documentation.
- If **Refused**: Reapplication or refund policy depends on case and agreement terms.

! Refund Policy (Suggested)

- **Before LMIA Submission**: Partial refund after deducting admin charges.
- **After LMIA/Work Permit Filing**: **No refund** once visa file is submitted to IRCC.

Responsibilities Summary

Client Responsibilities:

1. Submit accurate and attested documents.
2. Cooperate with job placement/interviews.
3. Attend medicals, biometrics, and provide real data.
4. Pay remaining consultancy fees after LMIA approval or job offer.

Consultant Responsibilities:

1. Match with eligible Canadian employers (if job assistance is included).
2. Manage LMIA coordination and visa file preparation.
3. File IRCC application and track processing.
4. Provide post-approval travel assistance.

Payment Breakdown Example

Step	Amount Due
Initial Payment (Before Step 2)	50% of total fee
Final Payment (After LMIA or Job Offer)	Remaining 50%
Visa Fee (CAD \$155)	Paid by Client
Biometrics Fee (CAD \$85)	Paid by Client
Application Fees & Job Matching (if any)	Included or as agreed