

## **Entry Procedures into Canada for participants on official co-productions**

Over the last few months, we have worked with Human Resources and Development Canada (HRDC) and more closely with the Department of Citizenship and Immigration (CIC) to allow Telefilm Canada to stop providing “immigration letters” to Canadian producers.

With respect to the *Immigration Regulations*, and administrative guidelines, together we have developed the following procedure which will facilitate the entry of foreign creative and technical crews to Canada. Notification of the new procedure was included in the *Guide to Specific Occupations and Categories, Chapter FW7*, the manual used by immigration and visa officers.

### **Procedure:**

1. The Canadian co-producer will produce a letter specifying the foreign national and whether they will be working in a creative or technical capacity on the specified official co-production, and specifying the start date and duration of work that they will do in Canada.
2. In the letter, the Canadian co-producer includes the following information:
  - **Name and complete address of both co-producers**
  - **Title of the co-production;**
  - **Telefilm file number;**
  - **Information regarding the shooting location, date and length of stay;**
  - **A list of key creative and technical participants on the production;**
  - **A paragraph stating that a copy of the letter has been sent to Telefilm Canada which will be able to provide corroborating information on the co-production in question.**

**This letter may be addressed to the foreign co-producer or the immigration authority, but must be sent to the foreign co-producer.**

A copy of this letter will be sent to Telefilm Canada. This letter, with all the information already on file with Telefilm, will serve to provide background information should Canadian authorities (at the point of entry) wish to confirm any information point they so desire regarding the entry of foreign crews.

The foreign producer should provide copies of this letter to his key creative and technical personnel to seek entry into Canada. All key creative and technical individuals would have to supplement that letter with **a duly signed and acceptable work contract between him/her and one of the co-producers.**

All individuals, with all required documents, make their way to a Canadian point of entry or a Canadian mission abroad. Then, should there be any doubts in the mind of Canadian authorities, they could confirm the information provided to them with Telefilm Canada.

The new entry requirements can be consulted at this Internet address:  
<http://www.cic.gc.ca/manuals-guides/english/FW-e/FWE07.pdf>

We feel this procedure will very likely satisfy the Canadian producers and that they will gain a flexibility that they did not enjoy previously. The Canadian producers will not have to wait for Telefilm resources to undertake the writing of "immigration letters". They will have more control over one more uncertainty pertaining to the making of a cinematographic or television production.

In order to facilitate the work of producers, we have included a letter template in which one finds all the information required by Canadian Immigration authorities.

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## Letter Template

[Date]

To: [Name and full address of the foreign co-producer]  
or Immigration Canada

Object: Name of the co-production  
Telefilm file number:

Mister or Madam [Name of the person who seeks entry into Canada] will come to Canada from [date] to [date] to work as [position] on the production entitled [name of the co-production]. The shooting will take place in [shooting location].

The co-producing companies are:

[Name and full address of the Canadian co-producer]

and

[Name and full address of the foreign co-producer]

Telefilm Canada will receive a copy of this letter so as to be able to provide information to Immigration Canada should it be necessary.

Should you need more information, please contact [name, address and phone number of the contact-person with the Canadian co-producer].

Sincerely,

[Name and full address of the Canadian co-producer]

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Should you have questions, do not hesitate to contact Nicole Prud'homme or Antoinette Duré at the co-production office, in Montreal, at (514) 283-6363 or 1 (800) 567-0890.