



DOCUMENT CHECKLIST

STUDENTS APPLYING FOR A WORK PERMIT

The documents you need to attach to your application for a **Work Permit** are detailed on this form. If any of the required documents are missing, the application form may be returned to you. **Do not submit original documents unless instructed to do so. Original documents will not be returned.**

All documents in a language other than English or French must be translated. Provide both a photocopy of the original document and the certified translation in English or French.

Put an "X" in the box when you have enclosed the item

ALL STUDENT WORK PERMIT APPLICANTS MUST INCLUDE THE FOLLOWING

- Completed **Application to Change Conditions, Extend My Stay or Remain in Canada** (IMM 1249) _____
- Completed **Document Checklist** (IMM 5583) _____
- **Photocopies** of passport pages clearly showing the passport number, the dates of issue and expiry, name and date of birth, the stamp made by the Canadian authorities on my most recent entry into Canada and any other marked pages ____
- **Photocopy** of my study permit _____
- Completed **Use of a Representative** (IMM 5476) (optional) _____

OFF-CAMPUS WORK PERMIT APPLICANTS MUST ALSO INCLUDE THE FOLLOWING

- Completed **Verification Form** (IMM 5581) _____
- Completed **Student Acknowledgement and Consent Form** (IMM 5582) _____
(Please send a copy of your completed form. The Designated Institutional Representative [DIR] must keep the original.)
- Copy 2 of the **Receipt** form or **Internet receipt**. No other form of payment is acceptable _____

Do not include your family members' applications in the same envelope as your Off-Campus Work Permit application.
If your status has expired you must first apply to restore your status as a student. Once your status is restored, you can submit your application for an Off-Campus Work Permit.

POST-GRADUATION WORK PERMIT APPLICANTS MUST ALSO INCLUDE THE FOLLOWING

- **Original** letter of employment _____
- **Original** document stating you have completed all of the requirements for your program of study. This may include:
 - A final transcript; _____
 - A letter from the institution; or _____
 - The formal notification of graduation _____
- Copy 2 of the **Receipt** form or **Internet receipt**. No other form of payment is acceptable _____

CO-OP WORK PERMIT APPLICANTS MUST ALSO INCLUDE THE FOLLOWING

- **Original** letter provided by the institution stating that your intended employment is an essential part of your program of study _____