



DOCUMENT CHECKLIST FOR A WORK PERMIT FOR CANDIDATES UNDER THE ATLANTIC IMMIGRATION PROGRAM (IN CANADA APPLICANT)

This document checklist is one of the forms that you need to submit with your application. Refer to the Instruction Guide (IMM 5553) to find out if you are required to provide some or all forms and documents listed in this checklist. If any of the required documents are missing, your application form may be returned or refused. **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 document and the translation in English or French.

Important: if you are also applying for study permit, you must include the fees and documents required to assess your application for that permit. Consult the appropriate guide for student requirements.

Gather your documents in order of the checklist and check each item.

I have enclosed the following items:

FORMS LIST – The following forms must be completed, signed and dated.

- Application to Change Conditions, Extend my stay or Remain in Canada as a Worker (IMM 5710)*
Note: If this application form is completed on a computer it **must** be validated to generate a barcode page. Print and place the barcode page (page 5 of 5) on the top of your application (or if applying as a group, each individual application package).
- Undertaking for an Application for a Work Permit exempted from a labour market impact assessment (LMIA) as part of the Atlantic Immigration Program (IMM 0156)*
Note: You must submit your application for permanent residence within 90 days of applying for a work permit.
- Use of a Representative (IMM 5476)*
Note: Complete this form **only** if you are using the services of an authorized representative, or if you are appointing or cancelling a representative.
- Authority to Release Personal Information to a Designated Individual (IMM 5475)*
Note: Complete this form **only** if you authorize Immigration, Refugees and Citizenship Canada (IRCC) and the Canada Border Services Agency (CBSA) to release information from your case file to someone other than yourself.
- Statutory Declaration of Common-law Union (IMM 5409), if applicable*

DOCUMENTS LIST

- Referral Letter from provincial authority
- Proof of Payment**
Note: If you are applying for an open work permit, provide proof of payment for the Open Work Permit Holder Fee.
- PHOTOCOPIES of passport pages** clearly showing each of the following:
 - the passport number;
 - the dates of issue and expiry;
 - your name and date of birth;
 - the stamp made by the Canadian authorities on your most recent entry into Canada; and
 - any other marked page.
- PHOTOCOPIES of the pages of your travel or identity document (citizenship certificates, birth certificate, alien registration cards, etc.) if you did not use a passport to enter Canada
- PHOTOCOPY of your current immigration document (if you have one)
- PHOTOCOPY of your Marriage License or Certificate (if applicable)
- If you are the dependant of another applicant, provide the Unique Client Identifier (UCI) of your family member who is the primary applicant
- Your employer must provide you with the Offer of Employment number for inclusion in your work permit application form.
- If IRCC authorized your employer to submit the Offer of Employment using the IMM 5802 form, provide a copy of the IMM 5802 and proof that your employer paid the Employer Compliance Fee.

Proof of **Official Language Proficiency**:

You must provide a **copy** of an approved language test that shows you meet the minimum language level (**for each of the four skill sets**: listening, speaking, reading and writing) of a

- Level 5 in the Canadian Language Benchmark (for English) or the Niveaux de compétence linguistique canadiens (for French) for a **NOC 0, A and B** level job offer,
- Level 4 in the Canadian Language Benchmark (for English) or the Niveaux de compétence linguistique canadiens (for French) for a **NOC C** level job offer.

Note: The test result must be less than two (2) years old on the date your application is submitted.

 Proof of **relevant work experience** (letter of employment, paystubs, etc.)

You must show that you have at least one year (which equals to 1560 hours if you were to have worked 30 hours per week in one year) of authorized, full-time (or part-time equivalent) work experience within the last five years in your main occupation: You must show that

- you performed the activities identified in the lead statement of the *National Occupational Classification* (NOC) description
- you performed a substantial number of the main duties, including all of the essential duties listed in the NOC description
- your work experience must be from paid work (volunteer work or unpaid internships do not count)
- you are not self-employed

Note: Qualifying international graduates are exempt from work experience requirements

 Proof of **Education**:

- If you are applying for a **NOC 0 or A** skill level job, you must have a Canadian post-secondary credential **or** the equivalent of a Canadian one-year post-secondary credential if obtained outside of Canada.
- If you are applying for a **NOC B or C** skill level job you must provide proof that you have obtained a minimum of a high school diploma.
- If your diploma, certificate or degree was not issued in Canada, you must also provide an Educational Credential Assessment (ECA).