



DOCUMENT CHECKLIST - WORKER

The documents you need to attach to your application are detailed on this form. If any of the required documents are missing, your 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 document and the translation in English or French.

Important: If you are also applying for visitor or student services, you **must** also include the fees and documents required to assess your application for these services. Consult the appropriate guide for visitor, worker or student requirements.

I have enclosed the following items:

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

ALL APPLICANTS

- Completed "**Application to Change Conditions, Extend My Stay or Remain in Canada**" (IMM 1249) _____
- Completed **Document Checklist** (IMM 5556) _____
- Stamped **Receipt** (IMM 5401) _____
- **Use of a Representative** (IMM 5476) (if applicable) _____
- **Statutory Declaration of Common-law Union** (if applicable) _____
- **Photocopy of your Marriage Certificate** (if applicable) _____

In addition to the above noted documents, you must also include any other information required for the service you are requesting.

WORK PERMIT

For each person included in the application:

- PHOTOCOPIES of passport pages clearly showing the passport number, the dates of issue and expiry, name and date of birth, the stamp made by Canadian authorities on your most recent entry into Canada and any other marked pages _____
- PHOTOCOPIES of your travel or identity document (citizenship certificates, birth certificates, alien registration cards etc.) if you did not use a passport to enter Canada _____
- PHOTOCOPY of your current immigration document (if you have one) _____
- Job offer letter from the employer giving job title, wages and working conditions and the file number provided by HRSDC, as specified (if applicable) _____
- Proof of means of support, as specified _____
- If Live-in caregiver, provide a photocopy of your employment contract between you and your employer _____
- "Certificat d'acceptation du Québec" (CAQ), as applicable, if working in the province of Quebec _____
- A photocopy of your HRSDC confirmation (if applicable) _____
- PHOTOCOPY of your valid return ticket (if you have one) _____

If Student:

- Proof of academic standing at institution(s): letter from institutional registrar and/or photocopies of transcript from your last two periods of study _____

If Refugee Claimant:

- Proof that you cannot support yourself without recourse to social assistance (welfare) _____

If you are currently receiving social assistance, attach a letter from the provincial social services department indicating you are receiving money or attach a cheque stub if it indicates clearly that it was issued by the provincial social services department.

- Proof that your Personal Information Form has been submitted to the Immigration and Refugee Board (IRB) _____

Acceptable evidence is a photocopy of a Notice to Appear or Notice to Appear for a Preliminary Conference issued by the IRB (Not the Notice to Appear issued by a senior immigration office, which is not acceptable evidence). Also acceptable is a copy of your completed form which was submitted to the IRB, which has been date stamped as received.

If Refused Refugee Claimants applying to the Federal Court:

- Proof that you cannot support yourself without recourse to social assistance (welfare) _____
If you are currently receiving social assistance, attach a letter from the provincial social services department indicating you are receiving money or attach a cheque stub if it indicates clearly that it was issued by the provincial social services department.
- Proof that you filed for a review of your case by the courts _____

RESTORATION OF TEMPORARY RESIDENT STATUS

For each person included in the application:

- PHOTOCOPIES of passport pages clearly showing the passport number, the dates of issue and expiry, name and date of birth, the stamp made by Canadian authorities on your most recent entry into Canada and any other marked pages _____
- PHOTOCOPY of your current immigration document (if you have one) _____
- Documents related to your loss of status _____