



June 29, 2023

UCI: «Formatted\_UCI»

Application: «Application\_Num»

«Application\_Num»

«Given\_Name» «Family\_Name»  
«PA\_Unit» - «PA\_StreetNum» «PA\_StreetAddr»  
«PA\_StreetAddr2»  
PO Box «PA\_POBox»  
«PA\_CityTown», «PA\_ProvinceState» «PA\_PostalCode»

Hi,

This is about the work permit application that you submitted under the [Insert Home Child Care Provider (HCCP) Pilot or Home Support Worker (HSW) Pilot].

You applied for permanent residence (PR) under the Gaining experience category (with less than 12 months of eligible work experience). You have passed the first stage eligibility on your permanent resident application. You must now gain the experience required for a final decision on your permanent resident application.

While processing your work permit application for the Pilot, it was determined that you already hold a valid work permit.

If you want to continue your application under the Pilot, to obtain your occupation-restricted open work permit under the Pilot, you must take the steps below.

In order to continue the processing of your application we need more information from you. **You must provide all of the required information within 30 calendar days from the date of this letter.** Failure to respond within the allotted timeframe would lead to refusal of your work permit application.

## How to get your occupation-restricted open work permit

To continue your permanent resident application under the Pilot, you must upload a response with the following information:

**Subject line:** Caregiver pilots facilitation - overseas applicants - Gaining experience category – Will continue my APR



**Response 1:** I want to continue my application for permanent residence under the Gaining experience category. I am requesting an examination and the issuance of my work permit from within Canada. My work permit application number is [include your work permit application number, it is indicated at the top right of this letter: W#####].

I entered Canada on [insert DATE] as a [insert status: visitor/student/worker].

My correct contact information in Canada is:

- Telephone: [insert your phone number]
- Mailing Address: [insert your mailing address, if different from your residential address]
- Residential Address: [insert the address where you currently live]

I attest that my circumstances remain the same and I still meet the requirements of the work permit for the pilot I applied for.

## What to do if you want to withdraw your work permit and permanent residence applications

If you're no longer interested in immigrating to Canada under this pilot and want to withdraw both permanent and temporary residence applications (and any temporary residence applications you submitted for your family members as part of the pilot), please upload a response with the following information:

**Subject line:** Caregiver pilots facilitation - overseas applicants - Gaining experience category - Withdrawal

### Response 2:

I wish to withdraw my (and my family members') applications for permanent and temporary residence under the caregiver pilot and I understand that I am not eligible for a refund of my fees except the open work permit holder fee (\$100) and the right of permanent resident fee (if I had paid it).

## How to send us your response

You must submit your response via:

- 1) Your [IRCC Secure Account](#) (if you had already created one before the date of this letter)\* or
- 2) The [IRCC web form \[see Note box below\]](#) or
- 3) By mail to:



**CPC Edmonton  
9700 Jasper Avenue NW, Suite 55  
Edmonton, AB T5J 4C3**

\*The IRCC Secure Account can be used only if you had previously [linked your application](#) (before receiving this letter). If not, you need to use the web form or mail. If you want to be able to use this method for any future requests, you should link your application as soon as possible.

**Note:**

1. Click on the [IRCC web form](#) link and select “Yes” to the question asking if you’ve submitted an application.
2. Select “No” the following question asking if your application is being processed by an office OUTSIDE Canada.
3. Select “In-Canada Permanent Residence” from the available options under “\*Type of application/enquiry”.
4. a) If you applied under the **Home Support Worker Pilot**, select the option for “Caregiver: Caring for people with high medical needs class” from the available options under “Type of application/enquiry (continued)”  
**OR**
4. b) If you applied under the **Home Child Care Provider Pilot**, select the option for “Caregiver: Caring for Children class” from the available options under “Type of application/enquiry (continued)”
5. Enter your response in the section called “\*Your enquiry (required)”
6. Complete the web form by filling in the remaining required fields.

You must answer within 30 calendar days from the date of this letter. **NO OTHER REMINDER WILL BE SENT TO YOU.** If you are unable to submit all of the requested information, you must inform us within 30 calendar days of the date of this letter.

**Failure to inform us will result in the refusal of your work permit application for non-compliance.** If you’re already working in Canada as a caregiver on a different work permit and we don’t receive a response to this request, you will still have until **[insert date of first eligibility letter + 3 years]** to provide proof that you meet the work experience requirement under this pilot before we make a final decision on your permanent residence application.

Also, remember that passports for yourself and your family members must be valid for the duration of your stay in Canada.

Thank you for your interest in Canada.

**Officer G  
Case Processing Centre Edmonton**



## Link your paper application to your online account

For some paper applications, you can get detailed application status and your mail online. You can do this by linking an application to an online account. Through your account, you will be able to see the **most up-to-date information about your application**. Find out how:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account/link-paper-online.html>.

## When should I contact IRCC?

You must notify Immigration, Refugees and Citizenship Canada (IRCC) of any changes to your application. Examples of changes include:

- Changes in your personal circumstances, such as birth or adoption of a child, death of a family member, a marriage or a divorce. Please indicate in your written statement whether your new spouse or child is in Canada, their status in Canada, and whether or not they are to be added to your application. If your spouse or child is a Canadian citizen or permanent resident, please provide a copy of their document which details their status in Canada;
- Change of contact information (e-mail, mailing address, telephone number);
- Appointment or change of immigration representative or designated individual;
- Decision to withdraw your application.

Changes to your address should be made through our online service at

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/change-address.html>.

## How do I check the status of my application?

For instant email updates and more detailed, up-to-date case status, create an online account. Find more details in the section “Link your paper application to your online account” above.

You may use your Unique Client Identifier (UCI) number located at the top left of this correspondence to check the status of your application on the IRCC website:

[www.canada.ca/en/immigration-refugees-citizenship/services/application/check-status.html](http://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-status.html).

## How long will it take to process my application?



Processing times vary. You can consult the processing times by visiting the IRCC website at <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html>.

Please note that, given the high volume of inquiries submitted to this office and Canadian visa offices abroad, status updates on cases are not normally provided unless the processing time for a file is longer than the service standards outlined in the IRCC website.