



# DOCUMENT CHECKLIST

## STUDENTS APPLYING FOR A WORK PERMIT (IN CANADA APPLICANT)

This document checklist is one of the forms that you need to submit with your application. Consult the Instruction Guide (IMM 5580) 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.**

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

**I have enclosed the following items:**

### ALL STUDENT WORK PERMIT APPLICANTS MUST INCLUDE THE FOLLOWING

**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).
- 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.

### DOCUMENTS LIST

- 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 your most recent entry into Canada and any other marked pages
- PHOTOCOPIES 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)

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

### POST-GRADUATION WORK PERMIT APPLICANTS MUST ALSO INCLUDE THE FOLLOWING

Document stating you have completed all of the requirements for your program of study. This must include:

- A final transcript, and
  - A letter from the institution and/or the formal notice of graduation
- Note:** If you have completed more than one program, please upload the transcript and the letter from the institution of your choice in the appropriate fields. The other transcripts/letters of completion must be submitted in the additional documents field.
- Proof of payment

**Note:** When applying to the Post-Graduation Work Permit Program, you must pay a CDN \$100.00 open work permit holder fee **in addition** to the CDN \$155.00 work permit processing fee.

### 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