



# WORK PERMIT APPLICATION GUIDE

Presented by  
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## LAND ACKNOWLEDGEMENT

- The land we are standing on today is the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis peoples. We also acknowledge that Toronto is covered by Treaty 13 signed with the Mississaugas of the Credit, and the Williams Treaty signed with multiple Mississaugas and Chippewa bands.

## Who We Are

- **Non-profit organization that serves refugees and others at risk due to their immigration status...**

## Who We Serve?

- **On average more than 5,000 people contact the Centre every year seeking assistance From around the world.**





## FCJ Refugee Centre Services

**SETTLEMENT & INTEGRATION**

- Shelter for women & children
- Refugee Housing Hub
- Women's services
- Food distribution
- English Classes
- Clinic
- Youth
- Access to Education

**IMMIGRATION SUPPORT**

- Refugee process
- Immigration orientation
- PRRA (risk assessment)
- Refugee appeal
- H&C (Humanitarian & Compassionate App.)
- Sponsorship
- Work permit
- Etc.

**ANTI-HUMAN TRAFFICKING**

- Migrants Workers Mobile Clinic
- Direct services to trafficked persons
- Migrant Women's Counter Trafficking Alliance
- Youth Alliance Against HT

**PUBLIC EDUCATION & NETWORKING**

- Webinars & training sessions
- Borderless Voices podcast
- YouTube channel
- Resources
- Country research
- Newsletter & annual reports

**FCJ REFUGEE CENTRE**

☎ 416-469-9754  
☎ 437-217-3786  
✉ info@fcjrefugeecentre.org  
🌐 fcjrefugeecentre.org  
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🐦 @RefugeeCentre  
📺 FCJ Refugee Centre

**WWW.FCJREFUGEECENTRE.ORG**

## Disclaimer

- This presentation does not contain legal advice and should not be interpreted in such a way. It contains information available to the public and is for informational purposes.

## Who is eligible to apply for a Work permit?

Only individuals engaged in specific immigration processes are eligible to apply.

- Individuals in the process of requesting refuge and who have already obtained the brown sheet (refugee applicant document) can apply.
- If an individual has received a negative decision and is currently appealing it, they can apply, but there is a processing fee. Also applies for federal court applications
- Individuals who have received a positive decision from their Humanitarian and Compassionate Grounds application are eligible to apply.
- Individuals currently applying for a PRRA (Pre-Removal Risk Assessment)
- Protected persons or convention refugees who are waiting for their permanent residence



## Who is eligible to apply for a Work permit?

You cannot apply if:

- You have a tourist visa or an ETA.
- You are without status.
- You have submitted a Humanitarian and Compassionate application and received a negative decision or no decision yet.
- You have not made a Refugee Claim.

## Your First Work Permit

- Is requested in your refugee claim forms (Schedule 12)
- Or is requested in your refugee portal

**It will arrive 2 or 3 months after IRCC has your medical exams, portal submissions, Basis of Claim, biometrics, and passport.**

# What documents do I need to gather to start my application?

1. A scanned copy of your passport.



# What documents do I need to gather to start my application?

2. A scanned copy of your medical exam with immigration.



text redacted by



## Information Sheet

Visit date: C . . . . . / . . . . . / . . . . .

### Client personal details

Family name:  
Given names:  
Gender:  
Date of birth:  
Country of birth:

### Client identity details

Identity document presented:  
Identity document number:  
Issuing country:  
Date of issue:  
Date of expiry:  
Source:

### Client visa details

IME:  Non EDE  
Upfront medical type:  Worker

### Instructions to the client

This information sheet outlines the status of the immigration health examinations that you have undertaken at an eMedical clinic.

**Note:** the status of an individual examination will not appear as "Complete" in the Exam list below until your case has been submitted to Immigration, Refugees and Citizenship Canada (IRCC). This may not occur until all results are finalised after you have left the clinic.

Your health case will be submitted to IRCC for processing once all your health examinations are completed. If you are required to complete further health examinations, you will be notified by IRCC once your case has been assessed. For further information on IRCC's health assessment process, please see our website at: <http://www.cic.gc.ca>

**Note:**

- **Once a panel clinic has submitted your health examination results to IRCC**, any further queries about your visa application and/or your health examination results should be directed to your visa officer. Staff at a panel clinic will not be able to help you with these queries.
- **If you have not yet lodged a visa application**, you must provide the health identifier on the top of this letter (i.e. UMI, UCI, IME) to IRCC. Please make sure that you attach this letter to your visa application before submitting the form to IRCC. This will facilitate processing of your visa application.

### Examinations required for this visa application

Exam	Status	Clinic
501 Medical Examination	Required	
502 Chest X-ray Examination	Required	
707 HIV test	Referred	
712 Syphilis Test (VDRL or RPR)	Referred	

Consent provided

## What documents do I need to gather to start my application?

3. A digital photo of yourself with a white background.

**Important:** Avoid the use of 'selfie' pictures for this application.



## The information you will need to start your Work Permit Application is:

- Your UCI number.
- Your employment history for the last 10 years or since you were 18 years old.
- There is a possibility you will be asked about your family information, including names, birthdates, countries of origin, and addresses.
- Details of your arrival to Canada
- Marital Status (Previous marriages or common law relationships)

## Information Gathering Tips

If you have already made a refugee claim, you can find this information in the following forms to avoid contradictions:

- Generic
- Schedule A

## Fees

If you are currently appealing to the Refugee Appeal Division, appealing to the Federal Court, applying to a PRRA, or have received a positive decision from a Humanitarian and Compassionate Grounds, you will need to pay \$255 for your Work Permit Renewal Application.

## How does the application process work? (Step by step)

The first step is to create a GCKey account on Canada's immigration webpage. This account will allow you to access the platform and start your application.

**Need help signing in  
or applying online?**

**⚠** This online service will be unavailable from **1:00 a.m. to 6:00 a.m.** Eastern time, on **Tuesday August 18, 2020**, in order to perform system maintenance.

### Option 1: GCKey

Sign in with your GCKey user ID and password.

Sign in with GCKey

### Option 2: Sign-In Partner

Sign in with your online Canadian banking information if you have an existing account with 1 of our partners.

Sign in with Sign-In Partner

## How does the application process work? (Step by step)

- Next, create a username and a password. Your password must have an uppercase letter and at least 1 number.
- If you're starting a GCKey account, you'll be given a one-time access code. Save this code to ensure access to your account.
- It is very important to keep and save this code in order to continue logging into your account.

**Welcome to GCKey**

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**Simple Secure Access**

A simple way to securely access Government of Canada online services.

One username.  
One password.

Your GCKey can be used to access multiple Government of Canada online [Enabled Services](#).

**Sign In**

Username: **(required)**

Password: **(required)**

  
[Forgot your password?](#)

Please select **Exit** to leave the GCKey service and return to the Government of Canada online service.

[Home](#) → GCKey Sign Up Step 3 of 4

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**Create Your Password**

Please keep your Password secure. For more information on how your privacy is protected, please refer to our [Personal Information Collection Statement](#).

Your Password must be between eight and sixteen characters, contain at least one upper case letter, one lower case letter and one digit, and must not contain 3 or more consecutive characters from your Username.

Create Your Password: **(required)**

Confirm Your Password: **(required)**

Please select **Continue** to proceed or click **Cancel** to end the Sign Up process.

Date modified: 2015-11-15

# How does the application process work? (Step by step)

## RECOVERY QUESTIONS:

- If you lose access or can't remember your password, these answers will help you recover them.

Your answers must contain at least three characters and contain no special characters (for example: %, #, @). Your hints must contain at least three characters and may contain letters, numbers and the following punctuation characters: apostrophe ('), comma (,), dash (-), period (.) and question mark (?).

Select a Recovery Question: **(required)**

What is the first musical instrument I ever played? ▾

My Recovery Answer: **(required)**

Flauta dulce

My Memorable Person: **(required)**

Mi madre

My Memorable Person Hint:

Mom

My Memorable Date (YYYY-MM-DD): **(required)**

2015-10-09

My Memorable Date Hint:

Arrival to CA

Please select **Continue** to proceed or click **Cancel** to end the Sign Up process.

Continue

## Create an account

Fill in all the required information and then choose the "Continue" button to create your account. We need this information to confirm who you are and to make sure:

- your information is available to you only; and
- your identity is validated on your return visits.

## Create an account

Enter the following information as it appears on your passport. Use the "help" buttons to get details on where you can find this information. All fields are mandatory.

Given Name <sup>?</sup>

\* Last name(s) **(required)** <sup>?</sup>

\* Email address **(required)** <sup>?</sup>

\* Preferred language of notification **(required)** <sup>?</sup>

English ▾

Continue

# How to begin a new application?

If you already have a GCKey account, for example, if you recently applied for a Work Permit, you won't need to create security questions when logging in. Instead, you'll be taken to this page automatically:

- View your past applications
- Resume your current application in case a document is missing and needs to be uploaded
- Start a new application

## View the applications you submitted

Review, check the status or read messages about your submitted application.

Search:  Showing 0 to 0 of 0 entries | Show  entries

Application type ↑↓	Application number ↑↓	Applicant name ↑↓	Date submitted ↓	Current status ↑↓	Messages ↑↓	Action
No data available in table						

Did you apply on paper or don't see your online application in your account? [Add \(link\) your application to your account](#) to access it and check your status online.

## Continue an application you haven't submitted

Continue working on an application or profile you haven't submitted or delete it from your account.

Search:  Showing 1 to 1 of 1 entries | Show  entries

Application type ↑↓	Date Created ↓	Days left to submit ↑↓	Date last saved ↑↓	Action
Online Application	August 15, 2020	57	August 15, 2020	<a href="#">Continue application</a> <a href="#">Delete application</a>

# How does the application process work? (Step by step)

To begin the process,

- First, click on "Apply to come to Canada."
- Then, choose the option "WORK PERMIT."

## Start an application

### Apply to come to Canada

Includes applications for visitor visas, work and study permits, Express Entry and International Experience Canada. You will need your personal reference code if you have one.

### Refugees: Apply for temporary health care benefits

Use this application if you are a protected person or refugee claimant who wants to apply for the Interim Federal Health Program.

### Citizenship: Apply for a search or proof of citizenship

Use this application to apply for proof of citizenship (citizenship certificate) or to search citizenship records.

### Students: Transfer schools

For approved study permit holders only. Tell us if you are changing designated learning institutions. You will need your application number.

## I do not have a Personal Reference Code

If you do not have a personal reference code, you may answer a series of questions to find out if you are eligible to apply for a visa and/or permit, apply for Express Entry, and begin an online application.

If you begin your application **after you have logged into your account**, you will not receive a personal reference code, as the system will save your document checklist right into your account.

## Determine your eligibility and apply online:

Visitor visa, study and/or work permit

Express Entry (EE)

International Experience Canada (IEC)

## How does the application process work? (Step by step)

- Next, provide the following information: birthdate, country of origin, country from where you are applying.
- And specify your immigration status

### Find out if you're eligible to apply

What would you like to do in Canada? *(required)* ?

Work

How long are you planning to stay in Canada? *(required)*

Temporarily - more than 6 months

Select the code that matches the one on your passport. *(required)* ?

Please make a selection

What is your current country/territory of residence? If you are presently in Canada, you should select Canada. *(required)* ?

Canada

Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older? *(required)*

No

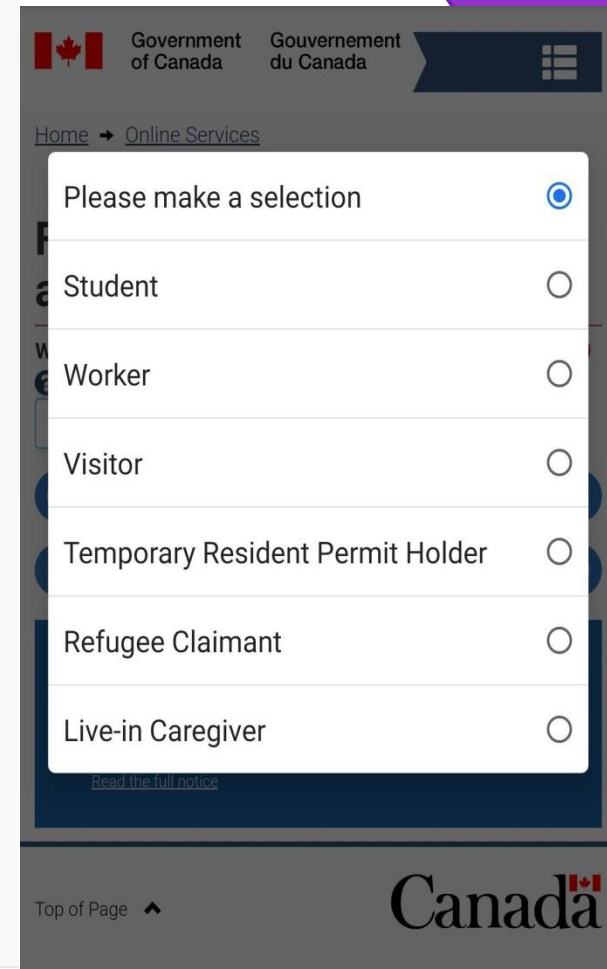
What is your date of birth? *(required)* ?

Select year

Select month

Select day

Save and Exit Questionnaire



Government of Canada / Gouvernement du Canada

Home → Online Services

Please make a selection

Student

Worker

Visitor

Temporary Resident Permit Holder

Refugee Claimant

Live-in Caregiver

Read the full notice

Top of Page

Canada



## How does the application process work? (Step by step)

- If you are a refugee claimant, please specify if:
- You are waiting for your hearing
- You already had your hearing and your case was accepted
- You already had your hearing and your case was refused

### Find out if you're eligible to apply

Which of the following situations applies to your refugee claim? *(required)* ?

- My refugee claim has been sent to the Refugee Division and no final decision has been made.
- I have been found to be a Convention Refugee or a Protected Person.
- A decision was made and I have been found not to be a Convention Refugee or a Protected Person.
- I am awaiting a judicial review in federal court.
- I am awaiting removal.

◀ Save and Exit Questionnaire

Next ▶

## Step by step: Answering the eligibility questionnaire

You will be asked if you are giving someone access to your application. It is important to say "No."

You will be asked if you have had a medical exam with immigration during the past 12 months. If you have, answer "YES," even if it was more than 12 months ago

### Find out if you're eligible to apply

Are you giving someone access to your application? *(required)*



- Yes, I will be appointing a representative to apply on my behalf
- Yes, grant authorization for IRCC to release your application information to another person.
- Yes, both appoint a representative and grant authorization to IRCC to release information to another person.
- No

Save and Exit Questionnaire

Next

### Find out if you're eligible to apply

Have you had a medical exam performed by an IRCC authorized panel physician (doctor) within the last 12 months?

*(required)* ?

Yes

Save and Exit Questionnaire

Next

# Step by step: Uploading Documents

Once you reach this page, you will be able to upload the scanned documents as well as the Work Permit application form (IMM5710):

## Application Form(s)

Application Form(s)		Instructions	Options
Extend my Stay or Remain in Canada as a Worker (IMM5710) (required)	?		<a href="#">Upload File</a>

## Supporting Documents

Supporting Documents			
Details	Document Name	Instructions	Options
Not Provided	Passport (required)	?	<a href="#">Upload File</a>
Not Provided	Proof of upfront medical exam (required)	?	<a href="#">Upload File</a>
Not Provided	Digital photo (required)	?	<a href="#">Upload File</a>

## Optional Documents

Optional Documents	
Details	Document Name
Not Provided	Schedule 1 - Application for a Temporary Resident Visa Made Outside Canada (IMM 525)
Not Provided	Client Information

# Form IMM5710 / E

This form is completed with personal information, ID documents, and your professional history. It will ask the following:

- Full Name
- Date and Place of Birth
- Countries you have resided in the last 5 years
- Date and place of entry to Canada
- Passport information
- Marital Status
- Address, phone, and email
- Academic and Professional History

## APPLICATION TO CHANGE CONDITIONS, EXTEND MY STAY OR REMAIN IN CANADA AS A WORKER

If you need more space for any section, print out an additional page containing the appropriate section, complete and submit it with your application.

<a href="#">Validate</a>		<a href="#">Clear Form</a>	
<b>1</b> UCI 1111111111	<b>2</b> * I want service in English	<b>OFFICE USE ONLY</b> Validated <b>Yes</b>	
<b>3</b> I am applying for one or more of the following:			
<input type="checkbox"/> * Apply for a work permit with the same employer		<input checked="" type="checkbox"/> * Apply for a work permit for the first time or with a new employer	
<input type="checkbox"/> * Restore my status as a worker		<input type="checkbox"/> * Get a new temporary resident permit (for inadmissible applicants only)	
<b>PERSONAL DETAILS</b>			
<b>1</b> Full name			
* Family name (as shown on your passport or travel document) Hendrix		Given name(s) (as shown on your passport or travel document) Jimi	
<b>2</b> a) Have you ever used any other name (e.g. Nickname, maiden name, alias, etc.)? <input checked="" type="checkbox"/> * No <input type="checkbox"/> * Yes			
b) If you answered "yes" to question 2a), please provide the name (e.g. Nickname, maiden name, alias, etc.)			
Family name		Given name(s)	
<b>*3</b> Sex M Male	<b>4</b> Date of birth 1942 11 27 *YYYY *MM *DD	<b>5</b> Place of birth *City/Town Cali	* Country or Territory Colombia

## Form IMM5710 : Passport information

- When providing your passport information, it is very important to ensure the "Issued" and "Expiry" dates are correct.
- If your passport expired while you were in Canada, write down the date of the day you are applying. Example: Aug 20, 2020, and include a letter explaining that your passport has expired. This letter can be uploaded in the "Supporting Documents" option, which we will show shortly.

## IMM5710 Form: Employment History

- The form will request your employment history, including periods of unemployment for the last 10 years or since you turned 18.
- Unfortunately, it offers only 3 entry points.
- If you have had more than three different jobs within the last 10 years, create a Word document with missing employment information details: **occupation, company name, city, country, and duration of your work.**
- This document can be sent in the same file as the passport expiry explanation, in case yours has expired.
- Ensure to include the unemployment time periods in the table.

## Step by step: Uploading Documents

In order to upload a document, click on "Choose File," and once you have selected your document, click on "Upload File" to upload it to the platform.



[Home](#) → [Online Services](#)

### Upload a file

Document Name - Passport *(required)* ?

No file chosen

**Important:** This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an immigration officer in accordance with the Immigration and Refugee Protection Act, without regard to any outcome you attain through this questionnaire. [Read the full notice](#)

# Step by step: Review of uploaded documents

## Application Form(s)

Application Form(s)  
Jimi Hendrix

Details	Document Name	Instructions	Options
Uploaded - not submitted to IRCC Uploaded Filename: imm5710e completa.pdf	Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710) (required)	?	<input type="button" value="Update Information"/>

## Supporting Documents

Supporting Documents  
Jimi Hendrix

Details	Document Name	Instructions	Options
Uploaded - not submitted to IRCC Uploaded Filename: passport 1 (1).jpg	Passport (required)	?	<input type="button" value="Update Information"/>
Uploaded - not submitted to IRCC Uploaded Filename: medical exam.jpg	Proof of upfront medical exam (required)	?	<input type="button" value="Update Information"/>
Uploaded - not submitted to IRCC Uploaded Filename: foto.jpg	Digital photo (required)	?	<input type="button" value="Update Information"/>

# Step by step: Sending/ Submitting your application

## Fees

Fees			
Application	Quantity	Price (CAD) per unit	Total (CAD)
Work Permit	1	\$0	\$0
Open Work Permit Holder Fee	1	\$0	\$0

The fee shown is an estimate based on the fees in effect on the day that this Personal Reference Code is issued. The actual fees to be paid will be calculated on the date of submission.

**Total Price (CAD)    \$0**

[Can I save my application and return to complete it later?](#)

[How do I upload my documents?](#)

[My documents are too large to upload. How do I reduce the file size?](#)

[Exit Questionnaire](#) [Next](#)

**Important:** This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an immigration officer in accordance with the Immigration and Refugee Protection Act, without regard to any outcome you attain through this questionnaire. [Read the full notice](#)

# Step by step: Sending/ Submitting your application

**\* Please select (required)**

I agree

**Signature**

I agree that by submitting this application, I am electronically signing the application.

I, **Given name(s)**  **\* Last name(s) (required)** , solemnly declare that the information I have provided is true and that the documents I am submitting in support of my application are genuine and have not been altered in any way.

**Security Question**

**\* Casa unidad (required)**

[← Exit Questionnaire](#) [Sign →](#)



# Step by step: Sending/ Submitting your application

Please select (required)

I agree

Signature

I agree that by submitting this application, I am electronically signing the application.

I, **Sebastian Garcia**, solemnly declare that the information I have provided is true and that the documents I am submitting in support of my application are genuine and have not been altered in any way.

Your application has not yet been submitted. Your application will be submitted once your payment is processed.

**Make sure you have your payment information ready.** If you don't have your payment information, save your application, and continue when you have it. You will have 2 hours to pay and submit your application. You will see a fee summary before paying your fees.

Your account will **sign you out after 20 minutes**. If your session times out while you are paying your client's fees, your client's application will still be submitted. Sign back in to your account to see your client's acknowledgement of receipt letter. It may take a few hours for the letter to be sent to your account.

Transmit

Exit Questionnaire



## When to apply for a replacement of work permit:

- If you applied for a work permit, received an approval email (with a PDF attachment), and never received the physical document, you should apply to replace the document.
  - This is not a new work permit application.
  - The replacement application is done by paper.
  - The IRCC will ask for a \$30 fee.

# Troubleshooting

## What happens if I lost my medical exam?

- You can use your refugee claimant ID (Brown Paper) paired with an explanation letter clarifying that your claimant id would not have been issued without the completion of the medical exam.

## What if I am being requested the biometric fee again?

- As a refugee claimant, you are exempted from biometric fees. If needed, you can draft a letter of explanation instead of paying 85 dollars.

## I cannot upload the work application form

- Please check if the information in the form matches the information in the questionnaire and it is validated.
- Additionally, please check that the form used matches the most recent version. Download it straight from your Gckey account and compare the dates at the bottom right of the application.




**FCJ Refugee Centre**

*Walking With Uprooted People*

# Thank you

## Contact Us

 416-469-9754

 [info@fcjrefugeecentre.org](mailto:info@fcjrefugeecentre.org)

 [www.fcjrefugeecentre.org](http://www.fcjrefugeecentre.org)

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