

FCJ Refugee Centre: WORK PERMIT APPLICATION GUIDE

Presented by:
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AGENDA



- Introduction
- What documents do I need to gather to start my application?
- How does the application process work?
- How to create a GC-Key account?
- How to answer the questionnaires correctly?
- How to fill out the IMM5710e form (Work permit)
- How to complete, review and send my application successfully?

This document is available at our website:

<https://www.fcjrefugeecentre.org/webinar-work-permit-guide/>

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.

MAKING QUESTIONS :

Using your microphone:

- Let us know you want to ask a question clicking on the Hand icon
- Make sure you unmute your microphone

Typing your question

- Use the Question mark
- Write down your question in the box and click send





FCJ | Refugee Centre
Walking with uprooted people

FCJ Refugee Centre serves refugees and others at risk due to their immigration status, and welcomes anyone asking for advice, counsel and support.



Settlement Program

**Immigration Help &
Refugee Protection**

Anti- Human Trafficking Program

Popular Education

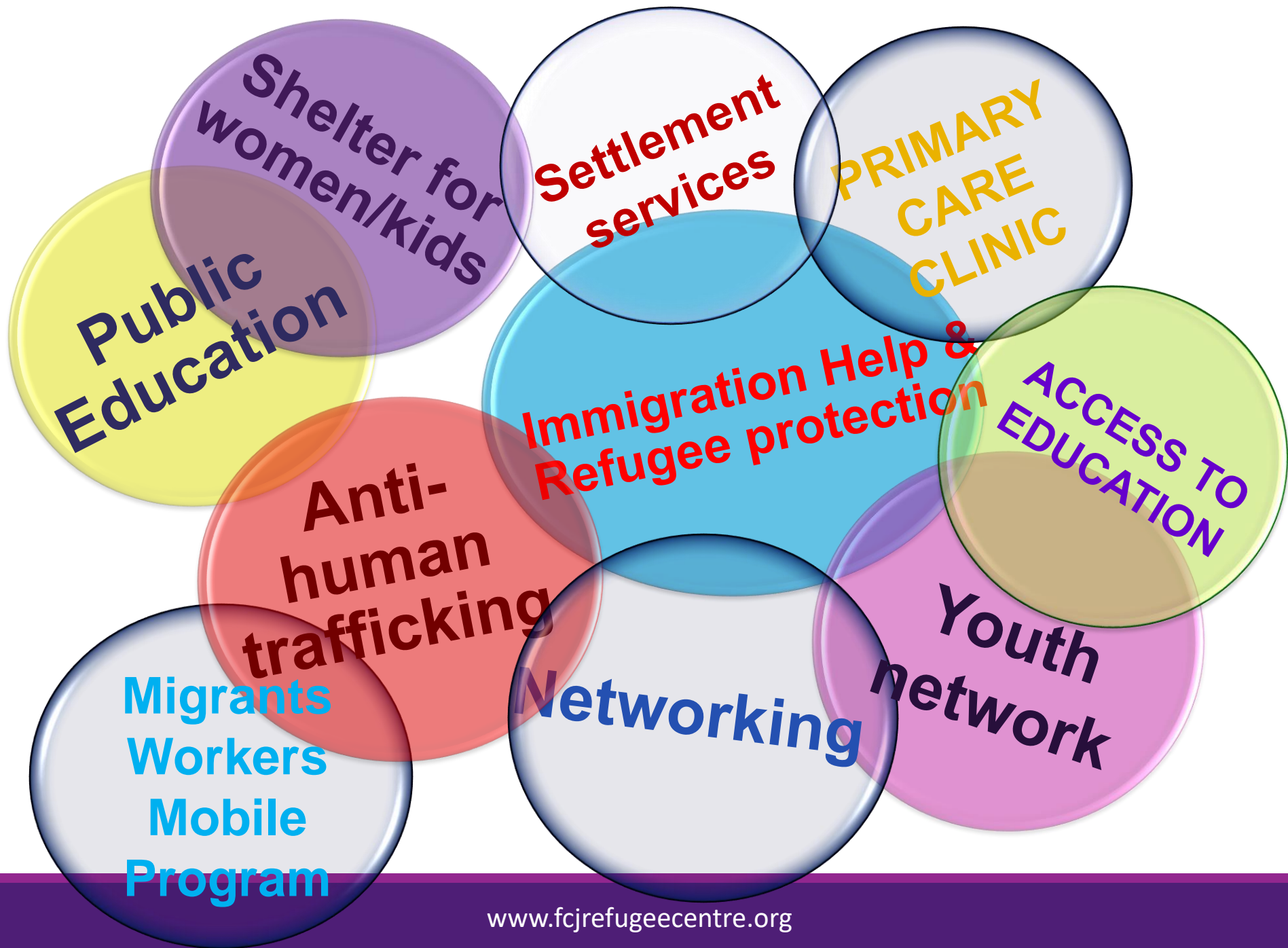
Networking

www.fcjrefugeecentre.org



Who are we?

**A non-profit organization that
supports refugees and others at risk
due to their immigration status**



1. Introduction:

Due to the current situation, FCJ Refugee Center has had to make certain changes and adjustments to the service provided to the community with regard to immigration applications, for instance, Work Permit Applications.

The presentations and videos of the webinars are available at our website.

Latest webinars and presentations



Webinar | Access to Education and Fall Programs



Webinar | Housing Needs for Immigrants: Housing Search



Webinar | Refugee Hearing Preparation



Presentation | Refugee Process Updates



Webinar | Refugee Hearing Preparation Online

Who is eligible to apply for a Work permit?

Only people who are doing certain immigration processes can apply. These are:

- People who are in the process of requesting refuge and have already obtained the brown sheet (refugee applicant document).
- If the person has received a negative decision and they are appealing it, they can apply but there is a processing fee.
- Protected persons and persons who have not received a decision can make this application free of charge.
- People who are being sponsored and have included a work permit in their sponsorship application.

Who is eligible to apply for a Work permit?

- International students and their partners. It also applies for the application of the post graduate work permit (study permit after completing the program).
- If you, a dependent child or your partner already have a temporary resident permit that is valid for more than six months.

Who is eligible to apply for a Work permit?

You cannot apply if:

- You have a tourist visa or an ETA
- If you are without status.
- If you have submitted a Humanitarian and compassionate application and received a negative decision or no decision yet.
- You have not made a Refugee claim
- You have not had an eligibility interview

2. What documents do I need to gather to start my application?

The documents you will need to start your Work Permit Application are:

1. A scanned copy of your passport
2. A scanned copy of your medical exam with immigration
3. A digital photo of yourself with white background

What information do I need to start my application?

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

1. Your UCI number
2. Your employment history of the last 10 years or since you were 18 years old
3. There is a possibility to be asked about your family information: (Names, birthdates, countries of origin, addresses)

What information do I need to start my application?

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

Generic

Schedule A

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

1. A scanned copy of your passport.

Example:



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

2. A scanned copy of your medical exam with immigration

Example:



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

Identify document presented:
Identify 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, UC1, 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

Example:



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

The first step is to create a GCKey account in 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

Step by step: Creating a GCKey account

Next, create a username and a password. Your password must have an uppercase letter and at least 1 number.

It is very important to keep and save this information in order to continue login into your account

Welcome to GCKey

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?](#)

Sign In

Clear All

Sign Up

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

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.

Continue

Clear All

Cancel

Date modified: 2015-11-15

Step by step: Creating a GCKey account

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 ?

* Last name(s) **(required)** ?

* Email address **(required)** ?

* Preferred language of notification **(required)** ?

English ▾

Continue

Step by step: Starting an Application

To begin the process, first, click on "apply to come to Canada".

Then, choose the option "visitor, study or 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 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)

Step by step: Answering the eligibility questionnaire

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

Step by step: Answering the eligibility questionnaire

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: Important Information

In case you have already had your hearing and have received a negative verdict, the work permit applicant will have to pay \$ 255 for their application.

It also applies to those who have appealed the initial immigration decision.

The image shows a sample of a Canadian Work Permit application form (IMM 5669). The form is titled "CANADA" and "WORK PERMIT/PERMIS DE TRAVAIL". It includes sections for "CLIENT INFORMATION/INFORMATION DU CLIENT" and "ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE". The form is filled with placeholder text, including "Application/Demande", "UCI/UC:", "Family Name/Nom de Famille:", "Given Name(s)/Prénom(s):", "Date of Birth/Date de naissance:", "Sex/Sexe:", "Country of Birth/Pays de naissance:", "Country of Citizenship/Citoyen de:", "Travel Doc No./N° du document de voyage:", "Date issued/Délivré le:", "Expiry Date/Date d'expiration:", "Case Type/Genre de cas:", "ESDC/EDSC #:", "Employer/Employeur:", "Employment Location/Emplacement de l'emploi:", "Occupation/Profession:", and "In Force From/En vigueur le:". The form also features the Canadian flag and the coat of arms of Canada.

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”.

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

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

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 your Documents

Once you get to this page, you will be able to upload the scanned documents as well as the work permit application form:

| Application Form(s) | | | |
|---|--|--------------|-----------------------------|
| Application Form(s) | | | |
| | | Instructions | Options |
| Extend my Stay or Remain in Canada as a Worker (IMM5710) (required) | | ? | Upload File |

| Supporting Documents | | | |
|----------------------|--|--------------|-----------------------------|
| Supporting Documents | | | |
| Details | Document Name | Instructions | Options |
| Not Provided | Passport (required) | ? | Upload File |
| Not Provided | Proof of upfront medical exam (required) | ? | Upload File |
| Not Provided | Digital photo (required) | ? | Upload File |

| 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 |

How to begin a new application if I already have a GCKey account?

In case of having a GCKey account already (For Instance, if you applied for a Work Permit recently), you will not have to create security questions when login in, but you will be taken to this page automatically.

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 | Continue application Delete application |

Step by Step: How to begin a new application if I already have a GCKey account?

On this page you will be able to: see your past applications, continue with your current application in case there was a missing document to be uploaded, or to 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 | Continue application Delete application |

Step by step: Starting a new application if I already have a GCKey Account

To begin a new application, scroll down the page and click on the option “Apply to come to Canada”.

Then, choose “visitor, study or 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 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 an 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)

Step by step: Uploading your documents

Once you get to 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) | | ? | Upload File |

| Supporting Documents | | | |
|----------------------|--|--------------|-----------------------------|
| Supporting Documents | | | |
| Details | Document Name | Instructions | Options |
| Not Provided | Passport (required) | ? | Upload File |
| Not Provided | Proof of upfront medical exam (required) | ? | Upload File |
| Not Provided | Digital photo (required) | ? | Upload File |

| 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 |

Step by step: How do I upload a document?

In order to upload a document, click on “choose file” and once you have chosen your document, click on “Upload file” to upload it to the platform



The screenshot shows the 'Application Form(s)' page on the Government of Canada website. The header includes the Canadian flag, the text 'Government of Canada' and 'Gouvernement du Canada', and a menu icon. Below the header, there is a breadcrumb trail: 'Home → Online Services'. The main heading is 'Upload a file'. Under this heading, the text 'Document Name - Passport (required) ?' is displayed. Below this, there is a button labeled 'Choose File' which is circled in red, followed by the text 'No file chosen'. Below the 'Choose File' button, there are two buttons: 'Upload File' (circled in green) and 'Cancel'. At the bottom of the form, there is a blue box containing an important notice: '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](#)'.

Form IMM5710 / E

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

1. Full Name
2. Date and Place of Birth
3. Countries you have resided in the last 5 years
4. Date and place of entry to Canada
5. Passport information
6. Marital Status
7. Address, phone, and email
8. Academic and Professional History

IMM5710: Personal Information

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.

| | | | | | |
|---|--|--|--|--|--|
| <div>Validate</div> | | | | <div>Clear Form</div> | |
| 1 UCI 1111111111 | | 2 * I want service in English | | | OFFICE USE ONLY Validated Yes |
| 3 I am applying for one or more of the following: <div><input type="checkbox"/> * Apply for a work permit with the same employer <input type="checkbox"/> * Restore my status as a worker <input checked="" type="checkbox"/> * Apply for a work permit for the first time or with a new employer <input type="checkbox"/> * Get a new temporary resident permit (for inadmissible applicants only)</div> | | | | | |
| PERSONAL DETAILS | | | | | |
| 1 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 | | | | | |
| 2 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) | | | | | |
| *3 Sex M Male | | 4 Date of birth 1942 11 27 * YYYY * MM * DD | | 5 Place of birth * City/Town Cali * Country or Territory Colombia | |

IMM5710: Country of Residence / Marital Status

| | | | | | |
|--|--|------------------|---|------------|---|
| 7 | Current country or territory of residence: | | | | |
| | Country or Territory | Status | Other | From | To |
| * | Canada | Refugee Claimant | | YYYY-MM-DD | YYYY-MM-DD |
| 8 | a) Previous countries or territories of residence: During the past five years have you lived in any country or territory other than your country of citizenship or your current country or territory of residence (indicated above) for more than six months? | | | | <input checked="" type="checkbox"/> * No <input type="checkbox"/> * Yes |
| | b) If you answered "yes" to question 8a), please provide details | | | | |
| | Country or Territory | Status | Other | From | To |
| | | | | YYYY-MM-DD | YYYY-MM-DD |
| | | | | YYYY-MM-DD | YYYY-MM-DD |
| 9 | * a) Your current marital status Married <input type="checkbox"/> | | b) (If you are married or in a common-law relationship) Provide the date on which you were married or entered into the common-law relationship | | *Date 2000-01-01 YYYY-MM-DD |
| | c) Provide the name of your current Spouse/Common-law partner | | | | |
| | *Family name Guzman | | Given name(s) Mary Jane | | |
| | d) If you are married or in a common-law relationship, is your spouse or common-law partner a Canadian citizen or permanent resident? | | | | <input checked="" type="checkbox"/> *No <input type="checkbox"/> *Yes |
| FOR OFFICE USE ONLY - DO NOT WRITE IN THIS SPACE | | | | | |

IMM5710: Language and Passport information

PERSONAL DETAILS (CONTINUED)

| | | | | | |
|--|------------|----------------------|------------------|-------------------------------------|----|
| 10 a) Have you previously been married or in a common-law relationship? <input checked="" type="checkbox"/> * No <input type="checkbox"/> * Yes | | | | PERSONAL DETAILS (CONTINUED) | |
| b) Provide the following details for your previous Spouse/Common-law partner: | | | | | |
| Family name | | Given name(s) | | | |
| <input type="text"/> | | <input type="text"/> | | | |
| c) Type of relationship | d) From | To | e) Date of Birth | | |
| <input type="text"/> | YYYY-MM-DD | YYYY-MM-DD | YYYY | MM | DD |

LANGUAGE(S)

| | | |
|--|--|--|
| 1 * a) Native language/Mother Tongue | * b) Are you able to communicate in English and/or French? | c) In which language are you most at ease? |
| Spanish <input type="text"/> | English <input type="text"/> | <input type="text"/> |
| d) Have you taken a test from a designated testing agency to assess your proficiency in English or French? <input checked="" type="checkbox"/> * No <input type="checkbox"/> * Yes | | |

PASSPORT

| | | | |
|---|--|--------------------------|--------------------------|
| 1 * Passport number | 2 * Country or territory of issue | 3 * Issue date | 4 * Expiry date |
| AR101010 | COL (Colombia) | 2010-01-01 YYYY-MM-DD | 2020-08-20 YYYY-MM-DD |
| 5 * For this trip, will you use a passport issued by the Ministry of Foreign Affairs in Taiwan that includes your personal identification number? <input type="checkbox"/> No <input type="checkbox"/> Yes | | | |
| 6 * For this trip, will you use a National Israeli passport? <input type="checkbox"/> No <input type="checkbox"/> Yes | | | |

NATIONAL IDENTITY DOCUMENT

| | | | |
|--|--|---------------------|----------------------|
| 1 Do you have a national identity document? <input checked="" type="checkbox"/> No <input type="checkbox"/> * Yes | | | |
| 2 Document number | 3 Country or Territory of issue | 4 Issue date | 5 Expiry date |
| <input type="text"/> | <input type="text"/> | YYYY-MM-DD | YYYY-MM-DD |

Form IMM5710 : Passport information

When providing your passport information, it is very important to make sure the “Issued” and “Expiry” date are correct.

In case your passport expired while you were in Canada, write down the date of the day you are applying. Ex: Aug 20, 2020, and write down a letter explaining your passport has expired.

This letter can be uploaded in the option “Supporting documents” that we will show shortly.

IMM5710: Address, Phone Number and Email Address

CONTACT INFORMATION




If submitting your application by mail:

- All correspondence will go to this address unless you indicate your e-mail address below.
- Indicating an e-mail address will authorize all correspondence, including file and personal information, to be sent to the e-mail address you specify.
- If you wish to authorize the release of information from your application to a representative, indicate their e-mail and mailing address(es) in this section and on the IMM5476 form.




| | | | | | |
|---|----------------------|----------------------------------|--|------------------|--------------------------|
| 1 Current mailing address | | | | | |
| P.O. box | Apt/Unit | Street no. 123 | * Street name Yonge Street | | |
| * City/Town Toronto | | * Country or Territory Canada | | * Province ON | * Postal code M4K 4B3 |
| 2 Residential address Same as mailing address? <input type="checkbox"/> * No <input checked="" type="checkbox"/> * Yes | | | | | |
| Apt/Unit | Street no. | Street name | | | |
| | | | | | |
| City/Town | Country or Territory | | Province | Postal code | |
| | | | | | |
| 3 Telephone no. <input checked="" type="checkbox"/> Canada/US <input type="checkbox"/> Other | | | 4 Alternate Telephone no. <input type="checkbox"/> Canada/US <input type="checkbox"/> Other | | |
| *Type Cellular | | | Type | | |
| Country Code 1 | | | Country Code | | |
| *No. (647) 321 — 4567 | | | No. | | |
| Ext. | | | Ext. | | |
| 5 Fax no. | | | 6 E-mail address | | |
| <input type="checkbox"/> Canada/US | | | Jimihendrix@gmail.com | | |
| Country Code No. | | | | | |
| <input type="checkbox"/> Other | | | | | |

IMM5710: Date of Arrival to Canada

COMING INTO CANADA

| | | | | |
|---|---|---|------------------------------------|---------------------------------|
| 1 | Date and place of your original entry to Canada |  | * Date 2016-01-01 YYYY-MM-DD | * Place Toronto Airport |
| 2 | *a) The original purpose for coming to Canada Other |  | | *b) Other Refugee Protection |
| 3 | Date and place of your most recent entry to Canada (if not the same as original entry) |  | Date YYYY-MM-DD | Place |
| 4 | If applicable, provide the document number of the most recent Visitor Record, Study Permit, Work Permit or Temporary Resident Permit issued to you. | | | Document Number |

DETAILS OF INTENDED WORK IN CANADA

| | | | | |
|---|---|-----------|---|----------|
| 1 | *a) What type of work permit are you applying for? Open Work Permit | |  | b) Other |
| 2 | Details of my prospective employer (attach original offer of employment) | | | |
| a) Name of Employer (If you are employed by a foreign employer who has been awarded a contract to provide services to a Canadian entity, please identify the foreign employer here) | | | | |
| b) Complete Address of Employer (Canadian or Foreign): | | | | |
| 3 | Intended location of employment in Canada? | | | |
| | Province | City/Town | Address | |
| |  | |  | |
| 4 | My occupation in Canada will be: | | Brief description of duties | |
| | Job title | | | |

IMM5710: Employment and Education History

EDUCATION

| | | | | |
|---|----------------------|---------------------------|-----------------------|----------------|
| Have you had any post secondary education (including university, college or apprenticeship training)? <input type="checkbox"/> * No <input checked="" type="checkbox"/> * Yes | | | | |
| If you answered "yes", give full details of your highest level of post secondary education. | | | | |
| 1 | From | *Field and level of study | *School/Facility name | |
| | 2011 01 *YYYY *MM | College | Instituto SENA | |
| 1 | To | *City/Town | *Country or Territory | Province/State |
| | 2013 01 *YYYY *MM | Cali | Colombia | |

EMPLOYMENT

| | | | | |
|--|----------------------|-------------------------------|----------------------------------|-----------------|
| Give details of your employment for the past 10 years, including if you have held any government positions (such as civil servant, judge, police officer, mayor, member of parliament, hospital administrator) | | | | |
| 1 | From | * Current Activity/Occupation | * Company/Employer/Facility name | |
| | 2018 01 *YYYY *MM | Music Teacher | Music Company Inc | |
| 1 | To | *City/Town | *Country or Territory | *Province/State |
| | 2020 08 *YYYY *MM | Toronto | Canada | ON |

IMM 5710 (06-2019) E
APPLICATION TO CHANGE CONDITIONS,
EXTEND MY STAY OR REMAIN IN CANADA AS A WORKER

IMMIGRATION, REFUGEES AND CITIZENSHIP CANADA
IMMIGRATION, RÉFUGIÉS ET CITOYENNETÉ CANADA

IMM5710 Form: Employment History

- This form will ask you for your employment, along with periods of unemployment for the last 10 years or when you turned 18. Unfortunately, it only offers 3 entry points
- In case you have had more than three different jobs within the last 10 years, you must create a word document mentioning the missing employment information details: occupation, company name, city, country and duration of your work.
- This can be sent in the same document of the passport expiry explanation, in case yours expired.
- You must include the unemployment time periods in the table.

IMM5710: Background Information

BACKGROUND INFORMATION

You must complete this section if you are 18 years of age or older.

Clear Section

| | | | |
|---|--|---|--|
| 1 | a) Within the past two years, have you or a family member ever had tuberculosis of the lungs or been in close contact with a person with tuberculosis? | <input checked="" type="checkbox"/> *No | <input type="checkbox"/> *Yes |
| | b) Do you have any physical or mental disorder that would require social and/or health services, other than medication, during a stay in Canada? | <input checked="" type="checkbox"/> *No | <input type="checkbox"/> *Yes |
| | c) If you answered "yes" to question 1a) or 1b), please provide details and the name of the family member (if applicable). | | |
| | <div></div> | | |
| 2 | a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada? | <input checked="" type="checkbox"/> *No | <input type="checkbox"/> *Yes |
| | b) Have you ever been refused a visa or permit, denied entry or ordered to leave Canada or any other country or territory? | <input type="checkbox"/> *No | <input checked="" type="checkbox"/> *Yes |
| | c) Have you previously applied to enter or remain in Canada? | <input checked="" type="checkbox"/> *No | <input type="checkbox"/> *Yes |
| | *d) If you answered "yes" to question 2a), 2b) or 2c), please provide details. | | |
| | <div>I applied for an student visa in North Korea in 2014 but it was refused for economic reasons.</div> | | |

IMM5710: Signature

the application process (such as participation in an information forum), during the application process (including the application process itself as well as orientation or accreditation services), and services received after arriving in Canada (including settlement, integration and citizenship). IRCC will use this information, along with the information provided by other individuals, for research, performance measurement or evaluation purposes. IRCC will not use this information to make any decisions about you personally.

Do you consent to be contacted by IRCC, or an organization at IRCC's request, in the future? (Y/N) ☐ No ☒ Yes

I consent to the release to Immigration, Refugees and Citizenship Canada (IRCC) and Canada Border Services Agency (CBSA) of all records and information for the purpose of processing my request that any government authority, including police, judicial and state authorities in all countries in which I have lived may possess about me. This information will be used to evaluate my suitability for admission to Canada or to remain in Canada pursuant to Canadian legislation.

I declare that I have answered all questions in this application fully and truthfully.

Signature of Applicant or Parent/Legal Guardian's for a person under 18 years of age.

Date: YYYY-MM-DD

2020-08-20



IMPORTANT NOTE:

This application must be signed and dated before it is submitted by mail.

Do not forget to include photos, fees (if applicable) and any other documents required. Review the application guide for more information and verify that you have completed and provided all of the required documents as per the document checklist.

DISCLOSURE

Information provided to IRCC is collected under the authority of the Immigration and Refugee Protection Act (IRPA) to determine admissibility to Canada. Information provided may be shared with other Canadian government institutions such as, but not limited to, the Canada Border Services Agency (CBSA), the Royal Canadian Mounted Police (RCMP), the Canadian Security Intelligence Service (CSIS), the Department of Foreign Affairs, Trade and Development (DFATD), Employment and Social Development Canada (ESDC), the Canada Revenue Agency (CRA), provincial and territorial governments and foreign governments in accordance with subsection 8(2) of the Privacy Act. Information may be disclosed to or validated with foreign governments, law enforcement bodies and detaining authorities with respect to the administration and enforcement of immigration legislation where such sharing of information may not put the individual and or his/her family at risk. Information may also be systematically validated by other Canadian government institutions for the purposes of validating status and identity to administer their programs.

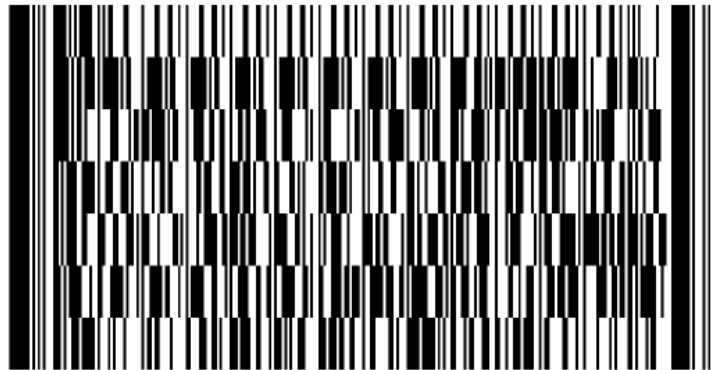
Where biometrics are provided as part of an application, the fingerprints collected will be stored and shared with the RCMP. The fingerprint record may also be disclosed to law enforcement agencies in Canada in accordance with subsection 13.11(1) of the Immigration and Refugee Protection Regulations. The information may be used to establish or verify the identity of a person in order to prevent, investigate or prosecute an offence under any law of Canada or a province. This information may also be used to establish or verify the identity of an individual whose identity cannot reasonably be otherwise established or verified because of physical or mental condition. Canada may also share immigration information related to biometric records with foreign governments with whom Canada has an agreement or arrangement.

Depending on the type of application made, the information you provided will be stored in one or more Personal Information Banks (PIB) pursuant to section 10(1) of Canada's Privacy Act. Individuals also have a right to protection and access to their personal information stored in each corresponding PIB under the Access to Information Act. Further details on the PIBs pertaining to IRCC's line of business and services and the Government of Canada's access to information and privacy programs are available at the [Infosource website](https://www.infosource.ca) and through the IRCC Call Centre. Info Source is also available at public libraries across Canada.

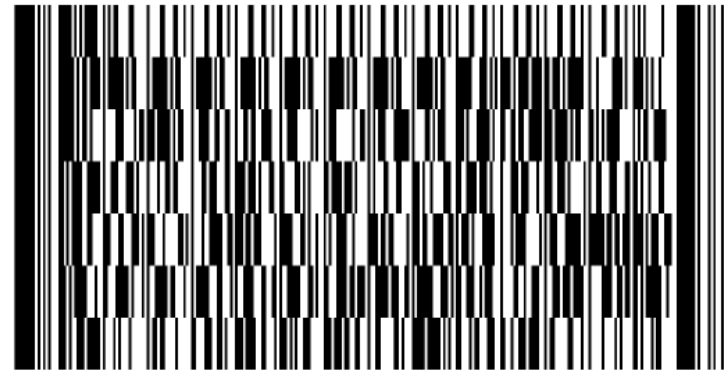
Validate

IMM5710: Bar Code Confirmation

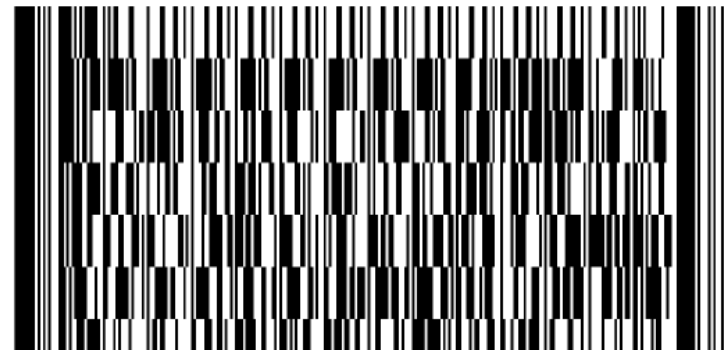
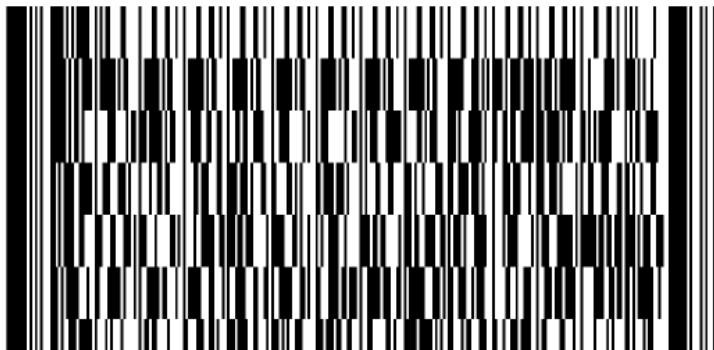
**APPLICATION TO CHANGE CONDITIONS,
EXTEND MY STAY OR REMAIN IN CANADA AS A WORKER**



IMM5710_06-2018_1



IMM5710_06-2018_2



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) | ? | 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) | ? | Update Information |
| Uploaded - not submitted to IRCC Uploaded Filename: medical exam.jpg | Proof of upfront medical exam (required) | ? | Update Information |
| Uploaded - not submitted to IRCC Uploaded Filename: foto.jpg | Digital photo (required) | ? | 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

How to apply on paper?

You can send an open work permit application through traditional mail. The immediate benefit for people applying through paper is that the processing fee for rejected refugee claimants is only \$155 instead of \$255

However, this process normally takes more time than the online application and COVID-19 complications and can cause further delays.

How to apply on paper?

The following forms are required:

- The same IMM5710 work permit form
- IMM5556 Document Checklist Worker (In Canada Applicant)
- The forms can be found here:
<https://www.canada.ca/en/immigration-refugees-citizenship/services/work-canada/permit/temporary/apply-paper.html>

How to apply on paper?

The Document Checklist, similar to the online application, gives us a list of necessary documents and forms:

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.
- ☐ *Statutory Declaration of Common-law Union (IMM 5409), if applicable*

DOCUMENTS LIST

- ☒ **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 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)

How to apply on paper?

Documents:

- Payment Fee Receipt
- Copies of Passport used to enter Canada
- Copies of a valid migrant document in Canada. Example: Refugee Claimant ID , or Work Permit
- Copy of marriage certificate (Depending on the type of application)
- If you received a negative decision for your refugee claim and you are appealing, evidence that you sent an appeal application

How to make a payment?

Enter the IRCC page and go to the right side of the page

Most requested

- [Sign in or create an account to apply online](#)
- [Check your application status](#)
- [Check application processing times](#)
- [Find an application form](#)
- [Pay your fees](#)
- [Find out if you need an eTA or a visa to visit Canada](#)
- [Have questions? Find answers in the Help Centre](#)

How to make a payment?

Choose the following options:

Pay your fees

⚠ COVID-19: safety measures

[Find out if you're affected by coronavirus/COVID-19.](#)

You can pay your fees in different ways depending on the fee type and where you are paying from. Answer the questions below to get payment instructions.

How to pay your fees

* Where are you paying from? (required)

Canada

* What type of application are you submitting? (required)

Temporary residence

* What are you paying for? (required)

Work permit (including extensions)

Get payment instructions

How to make a payment?

Go to the lower part of the page and click here



Pay online and apply on paper

You can only use this option if submitting a **paper application**.

If you are applying online, payment is **only** allowed when you submit your application through your account.

To pay your fees online you will need:

- [PDF Reader software](#),
- a printer,
- a [credit](#) or [debit](#) card, and
- a valid email address.

When you finish, you must:

- print a receipt of your payment
- include it with your paper application

Pay my fees online



How to make a payment?

Go to the lower part of the page,
select “Temporary Residence” and
confirm

Option 2: Choose your fees from a list

With this option, you select your application type to see the list of related fees. Then you enter how many of each fee you want to pay for.

* Select your application type (required) **1**

Temporary residence ▼

On the next page, you can choose the fee you want to pay using the "Quantity" column before continuing to our payment partner to complete your payment.

Continue **2**

How to make a payment?

Go to the workers section and select 1 work permit

| Workers | | |
|---|--------------------------------|----------|
| Work permit (including extensions) - per person | <input type="text" value="1"/> | \$155.00 |
| Work permit (including extensions) - per group (3 or more performing artists) | <input type="text"/> | \$465.00 |
| Maximum fee for a group of 3 or more performing artists applying at the same time and place | | |

How to make a payment?

Go to the lower part of the page and confirm

| Underpayments | | |
|--|----------------------|---------|
| Partial payment for a work permit If you already paid \$100 | <input type="text"/> | \$55.00 |
| Partial payment for a study permit If you already paid \$100 | <input type="text"/> | \$50.00 |

Previous

Submit

Clear

► Report a problem or mistake on this page

Version 4.28.0-b6 Date: 2020-04-30 15:11

How to make a payment?

Confirm the cost

Pay your application fees online

[Manage Account](#) | [View all receipts](#) | [FAQ](#)


Summary of fees

All prices are in Canadian dollars.

| Fee | Quantity | Price (\$CAN) | Total Amount (C\$) |
|---|----------|---------------|--------------------|
| Temporary residence | | | |
| Work permit (including extensions) – per person | 1 | \$155.00 | \$155.00 |
| Total amount for all applications: | | | \$155.00 |

THIS IS NOT A RECEIPT

☐ I'm not a robot


reCAPTCHA
[Privacy](#) • [Terms](#)

Login and Pay

Make a change

Quit

How to make a payment?

It is recommended to use a credit card or a VISA debit card to process your payment easily

Where do I send my paper application:

To renew a work permit:

Case Processing Centre in Edmonton
Immigration Refugees and Citizenship Canada
c/o Work permits/Same employer, Station 202
9700 Jasper Avenue NW, Suite 55
Edmonton, AB T5J 4C3

Where do I send my paper application?

For people seeking asylum and are asking for their first work permit:

Case Processing Centre in Edmonton
Immigration Refugees and Citizenship Canada
c/o Initial Work permits for asylum claimants,
Station 888

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

Troubleshooting

What happens if I lost my medical exam?

If it's a work permit renewal, you can use an older exam. If it's for a first work permit, you will need to draft a letter explaining that you lost the document but you must also disclose when you took the medical exam, where you took them, and who administered the exam.

Troubleshooting

I can't go in my GC-Key account, I am being returned to the landing page despite using the correct login information. What can I do?

This most likely means that the website has too many visitors at the moment. It recommended to switch internet browsers or wait.

Troubleshooting

What happens if my employer is causing issues with my expired work permit? Or what happens if I am looking for work while I wait for my new permit?

Use the following paragraph from the Canadian government stating that you have implied status until there is a decision made regarding the application.

Troubleshooting

“Social Insurance Number Code of Practice Section 3 - Employers' Responsibilities declares that applicants can continue to work legally because they applied to renew their permit before it expired. Section 6, “What is implied status?”, states the following official rules regarding this matter:

"If a temporary resident applies for renewal of their work or study permit and their permit expires before a decision is made, paragraph 186(u) and section 189 of the Immigration and Refugee Protection Regulations provides them the right to continue working or studying under the same conditions, pending a determination of their application for renewal, as long as they remain in Canada. This is referred to as “implied status”. The temporary foreign worker will have implied status until a decision is rendered by CIC."

Troubleshooting

This information can be found here:

<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/visitors/IMPLIED-STATUS-extending-stay.html>



**NAVIGATING THE REFUGEE PROCESS
AND REFUGEE HEARING ORIENTATION
WEBINAR**

**OCTOBER 29
10:30 AM**

Registration

<https://www.fcjrefugeecentre.org/2020/10/refugeehearing/>

FCJREFUGEECENTRE.ORG

Questions

edgar.v.medina@fcjrefugeecentre.org

- This presentation will be available at our website
- We provide webinars every Thursday at 10:30 am

Connect with us



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