

FCJ Refugee Centre

WORK PERMIT APPLICATIONS ONLINE TROUBLESHOOTING ISSUES

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/Study permit)
- How to complete, review and send my application successfully?

This presentation and document guide is available at:

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.



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

FCJ REFUGEE CENTRE

Walking With Uprooted People

- We are a non-profit organization which serves refugees and others at risk due to their immigration status
- We welcome anyone asking for advice, counsel and support regarding these issues
- We address systemic issues that newly arrived refugee claimants and persons with precarious immigrations status face in Canada including: lack of resources, marginalization, and discrimination.

SERVICES/PROGRAMS

IMMIGRATION HELP AND REFUGEE PROTECTION

- Transitional shelter for women and kids
- Housing support
- Women's programs: art class, Entrepreneur Skills, etc.
- Food distribution program
- Virtual community cooking class
- English and Conversation
- Primary Care and Mental Health Clinic
- Youth Program

- Immigration and refugee orientation
- Refugee Process
- Refugee Hearing preparation
- PRRA
- Refugee Appeal
- H&C
- Sponsorships
- Work/Student permit
- Etc.

SETTLEMENT AND INTEGRATION:

- Direct services to trafficked persons
- Supporting migrant workers through our Migrant Workers Mobile Program

ANTI-HUMAN TRAFFICKING PROGRAM

- Webinars and training sessions
- Borderless voices podcast
- Youtube channel videos
- Resources: presentations & documents
- Country research
- Seasonal Newsletter and annual reports

PUBLIC EDUCATION AND NETWORKING

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 and Study Permit Applications.

LATEST WEBINARS AND PRESENTATIONS



Webinar | Refugee Hearing Preparation



Webinar | Getting Ready for your Refugee Hearing



Webinar | How to do a Work Permit Online



Webinar | Access to Education and Fall Programs



Webinar | Housing Needs for Immigrants: Housing Search

Who is eligible to apply for a Work permit?

- 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
- International students and their partners. It also applies for the application of the post graduate work permit (study permit after completing the program)
- If a person has received a positive decision for a Humanitarian and Compassionate Grounds application.

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
- You have not made a Refugee claim
- You have not had an eligibility interview

What is it needed to start a work permit application?

The documents needed to start a Work Permit Application:

- A scanned copy of passport
- A scanned copy of your medical exam with immigration
- A digital photo with white background


The Information needed to start a Work Permit Application:

- UCI number
- Employment history of the last 10 years or until you were 18 years old
- There is a possibility to be asked about family information: (Names, birthdates, countries of origin, addresses)
- For refugee claimants this information is already in the following forms to avoid contradictions:
 - Generic
 - Schedule A

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?](#)

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.

Date modified: 2015-11-15

Step by step: Creating a GCKey account

RECOVERY QUESTIONS:

These will be used in case you lose your password and during the verification steps of the application.

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

For Refugee Claimants:

- Waiting for hearing
- Protected Person
- Rejected Claim

For positive Humanitarian and Compassionate Application:

- Choose that you have not been found to be a protected person
- Always include the copy of the positive decision notice

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: Work Permit FEES

Refused refugee claimants or refugee appellants: \$ 255 for their application..

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

Step by Step: 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 or study 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

IMM5710 / E FORM

This form is filled with personal information and important dates. You will be asked questions about:

1. Full name
2. Date and place of birth
3. Countries of Residence
4. Date of entry to Canada
5. Passport Information
6. Marital Status
7. Address, phone number, and email.
8. Professional and Academic 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.

Validate

Clear Form

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: <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)		

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		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
Married				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)				
[REDACTED]			[REDACTED]				
c) Type of relationship		d) From	To	e) Date of Birth			
[REDACTED]		YYYY-MM-DD	YYYY-MM-DD	YYYY	MM	DD	

LANGUAGE(S)

1 * a) Native language/Mother Tongue Spanish		* b) Are you able to communicate in English and/or French? English		c) In which language are you most at ease? [REDACTED]	
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 AR101010		2 * Country or territory of issue COL (Colombia)		3 * Issue date 2010-01-01 YYYY-MM-DD		4 * Expiry date 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 [REDACTED]		3 Country or Territory of issue [REDACTED]			4 Issue date YYYY-MM-DD		5 Expiry date 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. Example: Aug 20, 2020, and write down a letter explaining your passport has expired. For Study Permits add 5 years.

This letter can be uploaded in the option “Supporting documents”.

IMM5710: Address, Phone Number and Email Address

CONTACT INFORMATION

<p>If submitting your application by mail:</p> <ul style="list-style-type: none"> - 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	Country Code 1	*No. (647)	No. 321	Ext. — 4567	
5 Fax no. <input type="checkbox"/> Canada/US <input type="checkbox"/> Other			6 E-mail address Jimihendrix@gmail.com		
Country Code No.			Ext.		

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:	
	Job title	Brief description of duties

IMM5710: Employment and Education History

EDUCATION

Have you had any post secondary education (including university, college or apprenticeship training)? * No * 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	
	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	
	To	* City/Town	* Country or Territory	*Province/State
	2020 08 *YYYY *MM	Toronto	Canada	ON

IMM5710 Form: Employment History

- The IMM 5710 work permit application asks for your work history of the last 10 years but only provides 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?

*No *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?

*No *Yes

c) If you answered "yes" to question 1a) or 1b), please provide details and the name of the family member (if applicable).

2

a) Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada?

*No *Yes

b) Have you ever been refused a visa or permit, denied entry or ordered to leave Canada or any other country or territory?

*No *Yes

c) Have you previously applied to enter or remain in Canada?

*No *Yes

*d) If you answered "yes" to question 2a), 2b) or 2c), please provide details.

I applied for an student visa in North Korea in 2014 but it was refused for economic reasons.

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



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.

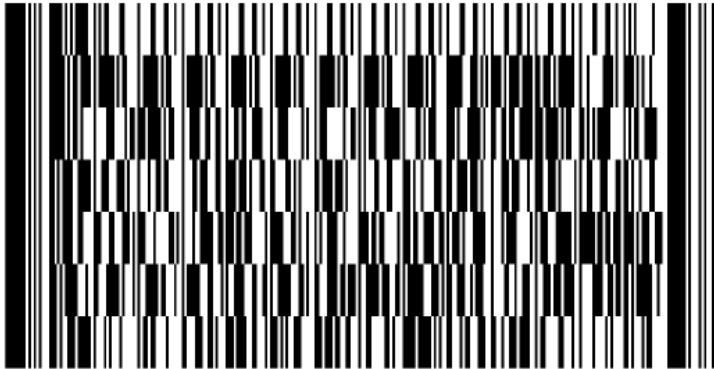
Where biometrics are provided as part of an application, the fingerprints collected will be stored and shared with the RCMP. The fingerprint record may also be disclosed to law enforcement agencies in Canada in accordance with subsection 13.11(1) of the Immigration and Refugee Protection Regulations. 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](#) and through the IRCC Call Centre. Info Source is also available at public libraries across Canada.

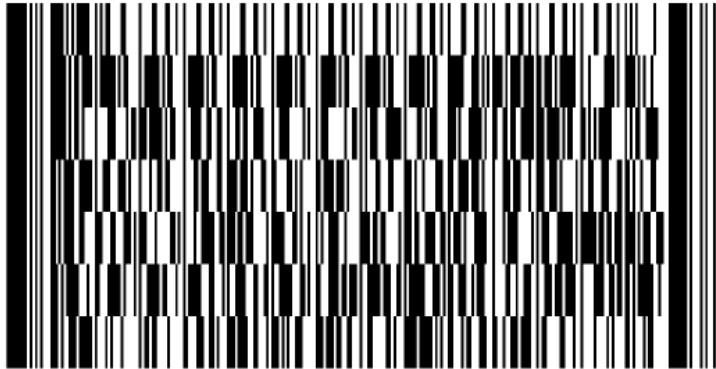
Validate

IMM5710: Bar Code Confirmation

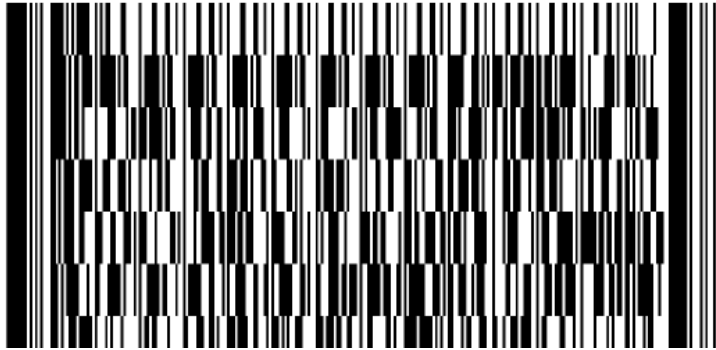
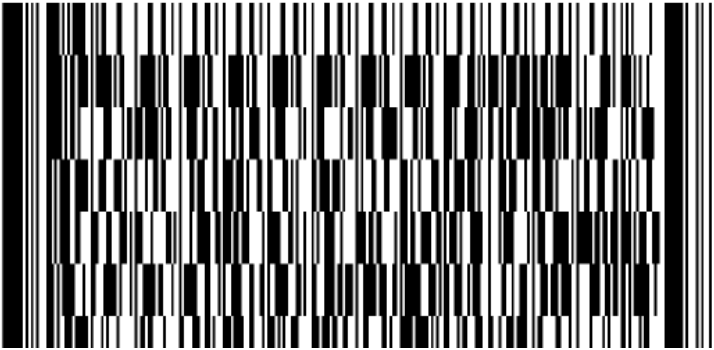
**APPLICATION TO CHANGE CONDITIONS,
EXTEND MY STAY OR REMAIN IN CANADA AS A WORKER**



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 or study 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. Additionally, regarding study permits, it is highly encouraged to apply online unless there is a disability issue.

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:

- Payment Fee Receipt
- Copies of Passport used to enter Canada
- Copy 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 are receiving Ontario Works, a copy of the monthly statements
- 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?

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

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 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



Go to the lower part of the page and click here

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) **1**

Canada

* What type of application are you submitting? (required) **2**

Temporary residence

* What are you paying for? (required) **3**

Work permit (including extensions)

Get payment instructions **4**

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)

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

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

[▶ Report a problem or mistake on this page](#)
Version 4.28.0-b6 Date: 2020-04-30 15:11

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  [Privacy](#) - [Terms](#)

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 to send the 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

For the most recent and updated forms ALWAYS
visit:

<https://www.cic.gc.ca/>

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. Or send a copy of the Refugee Claimant ID

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 is recommended to switch internet browsers or wait.

Troubleshooting

What happens if I do **not** have a valid copy of my passport or I entered Canada without a passport?

If this is the case, you can use national identity document (i.e. a voter id from some countries) if it was submitted to Immigration when you entered Canada.

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 as “implied status”. The temporary foreign worker will have implied status until a decision is rendered by CIC."

Troubleshooting

You can find the cited official government statement in this following Government of Canada hyperlink:

<https://www.canada.ca/en/employment-social-development/services/sin/reports/code-of-practice/section-3.html>

Questions

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

Connect with us



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437-217 3786



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THANK YOU!



Count on us...
WE ARE OPEN

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