



IMMIGRATION Canada

Applying to Change Conditions or Extend Your Stay in Canada - Worker

- Work Permit
- Restoration of Temporary Resident Status (worker)



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Forms:

- Application to Change Conditions, Extend my Stay or Remain in Canada (IMM 1249)
- Statutory Declaration of Common-law Union (IMM 5409)
- Use of a Representative (IMM 5476)
- Document Checklist (IMM 5556)
- Receipt (IMM 5401)

This application is made available free by Citizenship and Immigration Canada and is not to be sold to applicants.

Cette trousse est également disponible en français

Contact Information

Web site

For more information on the programs offered by Citizenship and Immigration Canada, visit our Web site at www.cic.gc.ca. For some types of applications you can inform us of a change of address and find out what is happening with your application through [on-line services](#) on the Web site.

Within Canada

If you are in Canada, you can also phone our **Call Centre**. An automated telephone service is available seven days a week, 24 hours a day and is easy to use if you have a touch-tone phone. You can listen to pre-recorded information on many programs, order application forms, and for some types of applications the automated service can even update you on the status of your case.

When you call, have a pen and paper ready to record the information you need. Listen carefully to the instructions and press the number for the selection you want. At any time during your call, you may press * (the star key) to repeat a message, **9** to return to the main menu, **0** to speak to an agent, or **8** to end your call. If you have a rotary phone, wait for an agent to answer your call.

If you need to speak to an agent, you must call Monday to Friday between 8 a.m. and 4 p.m. local time.

From anywhere in Canada, call

1-888-242-2100 (toll-free)

Using a text telephone?

Call our TTY service from Monday to Friday between 8 a.m. and 4 p.m. local time at: **1-888-576-8502** (toll-free).

Outside Canada

If you are outside Canada, you can contact a Canadian embassy, high commission or consulate. Consult our [Web site](#) for addresses, phone numbers and Web site addresses of our visa offices.



This is not a legal document. For legal information, refer to the *Immigration and Refugee Protection Act and Regulations* or the *Citizenship Act and Regulations*, as applicable.

This publication is available in alternative formats upon request.

Overview

This guide is designed to help you determine if you are eligible to apply for an extension of your work permit or change conditions of your stay in Canada, including applying for an initial work permit (see the section [Who may apply for a work permit from within Canada?](#)). It provides all the necessary information, instructions and application forms for you to complete and submit.

Determining Eligibility

Workers are a class of temporary resident who are legally authorized to enter Canada temporarily to work. They are restricted in **length of stay** and are subject to various other **conditions**.

This application guide is for temporary residents who are already in Canada and wish to:

- extend their stay as a worker;
- change conditions of their stay as a worker;
- change their class to include permission to work;
- correct problems in their status.

If your current temporary resident status is still **valid** you can apply for an extension of your stay providing you apply at least 30 days before the expiry date of your current status. Your original temporary status as a worker continues under the same conditions until your application is finalized and you have been notified of the decision.

Note: The validity of your work permit cannot exceed the validity of your passport. Therefore, you should ensure that your passport will be valid for at least the same amount of time as your requested extension.

It is not necessary to make a separate application for extension of temporary resident status when you apply for a work permit. The officer will issue all the necessary documentation with the one application.

Each member of your immediate family (spouse or common-law partner, dependent children) who wishes to remain longer, study or work in Canada must apply for permission to do so. If you all apply at the same time for an extension, each person will not have to submit a separate application form. Instead, fill in one form including your details and those of your immediate family. All appropriate documentation and the required fee for each person must also be included.

If you are currently working in Canada, you may wish to extend your **work permit** or change employers, or you may be a temporary resident who wishes to work. In either case you must obtain a work permit **before** you begin working. Normally a work permit is obtained outside of Canada **before** coming to Canada. Only in a few special situations, which are outlined in this guide, can an initial work permit be applied for within Canada.

If your status has expired or if you did not respect one of the conditions of your permit or you have worked or studied without a required permit, you have committed an offence under the *Immigration and Refugee Protection Act*. You may be subject to an admissibility hearing that could lead to removal from Canada. If your temporary resident status has expired, **do not** apply for an extension as you are not eligible. However, if you wish to stay in Canada after your status has expired you may apply for restoration of status within 90 days of your permit expiry date or leave Canada. If you wish to apply for restoration, complete the enclosed

application providing full details of how you came to commit the offence. **There is no guarantee that your application will be accepted.** See the section [Restoration of Status](#).

It is illegal to remain in Canada beyond the validity of your status in Canada.

It is illegal to work without a required work permit.

It is illegal to study without a required study permit.

Important: Applying for more than one service at the same time

You will need to indicate on the top of your application form (IMM 1249) which services you are applying for and pay a processing fee for each service. Details and instruction on how to apply for other services, such as a study permit from within Canada may be obtained by visiting our [Web site](#). For further details refer to the guide *Applying to Change Conditions or Extend Your Stay in Canada - Student (IMM 5552)* or contact the Call Centre.

After reading this guide, if you believe you are eligible to apply then you should proceed as instructed below:

- Gather all the necessary documents. They are listed on the *Document Checklist*.
- Calculate and pay the fees.
- Photocopy the blank forms and use one as a working copy. Keep it for your records.
- Fill in the forms carefully and completely.
- Sign and date your forms.
- Mail your application to the Case Processing Centre-Vegreville

New: Apply online to change conditions or extend your stay in Canada as a worker.

You may now complete and submit your application electronically.

First, you will need to create a personal **MyCIC** profile and obtain a Government of Canada *epass*.

Visit our website at: www.cic.gc.ca/english/e-services/index.asp

Processing Times for Your Application

The Case Processing Centre-Vegreville (CPC-Vegreville) will review your application to determine if it is complete. If your application is not signed or if the required fee is missing, your application will be returned to you and you will have to re-apply. If other information is missing, your application may be returned or refused.

CPC-Vegreville will send you either:

- a letter refusing your application; or
- notification that your application has been referred to a local Canada Immigration Centre for further assessment.

CPC-Vegreville completes most of the applications it receives, however, a small number are referred to a local office for further clarification. If your application is referred to a local office, they will contact you to obtain additional information or clarification. It may take up to three months for them to contact you.

Note: The Case Processing Centre receives large volumes of applications in the temporary resident categories each year. It is recommended that you apply at least 30 days before the expiry of your current document. However, you may want to apply in advance of this

recommended period since processing delays vary. Contact the Call Centre at 1-888-242-2100 or click on the link below for current processing times.

Current processing times are updated weekly on our Web site at:
www.cic.gc.ca/english/information/times/canada/process-in.asp.

Once they receive the additional information or clarification, the local office will complete the final stages of processing and if required, invite you to an interview. Once processing is complete, the local office will notify you by mail of their decision.

Status in Canada

Who receives temporary resident status?

All persons authorized to enter Canada who are **not** Canadian citizens or permanent residents are authorized to enter as temporary residents as a visitor, student or worker. When they enter Canada they are given temporary resident status for a limited period of time.

How do I know the expiry date of my temporary resident status?

1. Temporary residents travelling with passports:

When you arrived in Canada and gave your passport to the officer, they authorized your stay by placing a stamp in your passport and/or issuing an additional document. Check your passport. If you find a stamp, it should look like one of these.



June 30, 1993

For example, if the officer specified a date as shown in the above illustration, your temporary resident status would expire on June 30th, 1993.

If there is no stamp, a handwritten date or document in your passport, your temporary resident status will expire **six months** from the day you arrived in Canada.

If you were given a visitor record, study or work permit, the expiry date is marked on the document.

Note: For applicants who require a temporary resident visa (TRV) to enter Canada: A renewal of a work permit does not affect your TRV. It is your responsibility to ensure your TRV remains valid if you wish to **re-enter Canada**. After leaving, you **must** apply for and obtain a TRV **abroad** by applying to a Canadian visa office (see [Application for a Temporary Resident Visa to Visit Canada](#) - IMM 5256).

2. Temporary Residents travelling without passports:

If you did not require a passport to enter Canada, your temporary resident status will expire **six months** from the day you entered Canada **unless you were given a visitor record, study or work permit**. If you were given a document, the expiry date is marked on it.

What information do I need to apply for my renewed or initial work permit?

1. Full details of the work;
2. Proof of identity;
3. Proof of current status in Canada;
4. Proof of how you plan to provide for yourself or of the financial assistance that you will receive while in Canada, and of how your transportation costs will be paid for when you leave Canada. The proof may consist of
 - A letter from your sponsor
 - A bank statement indicating the account holder's name and the account number
 - Details about your plans to leave Canada, particularly the date and time of departure and the means of transportation.

May I leave Canada before my request for a renewed or initial work permit has been finalized?

Yes. However, if you leave temporarily and your study or work permit has not been renewed before you seek to re-enter Canada and you do not have your new document, you will have to re-apply (either at the port of entry if you have the right to do so, or at a visa office outside Canada) and pay another processing fee.

May I leave, then re-enter Canada?

In order to return to Canada, you must be in possession of a valid passport or travel document. You also need to hold a valid study or work permit if you are returning to study or work in Canada.

If you are a citizen of a country that requires a temporary resident visa (TRV) to travel to Canada, you will also need to be in possession of a valid entry visa to return, unless:

- you are returning to Canada following a visit only to the United States or St-Pierre and Miquelon; and
- you return before the expiry of the period initially authorized for your entry or any extension to it, either as a visitor, student or worker.

Possession of these documents does not guarantee re-entry. All persons must establish that they meet all of the requirements of *The Immigration and Refugee Protection Act and Regulations* before being authorized to enter or re-enter Canada.

Note: Citizens of the U.S. do not require passports or travel documents to enter or return to Canada. Permanent residents of the U.S. do not require passports or travel documents if they are entering or returning to Canada from the U.S. or St. Pierre and Miquelon. However, both must provide documentary proof of citizenship or permanent residence such as a national identity card or an alien registration card.

Working in Canada

What is work?

Work is an activity for which wages or commission is earned, or that competes directly with activities of Canadian citizens or permanent residents in the Canadian Labour Market.

What is a work permit?

A written authorization to work in Canada issued by an officer to a person who is not a Canadian citizen or a permanent resident of Canada. It is required whether or not the employer is in Canada. Usually, it is valid only for a specified job and length of time. A work permit may be issued based on labour market opinion (HRSDC confirmation) or may be issued on the basis of other requirements.

What is a Human Resources and Social Development Canada (HRSDC) confirmation?

An HRSDC confirmation may be required for a work permit to be issued.

An HRSDC confirmation is the opinion provided by Human Resources and Social Development Canada (HRSDC) to the officer which enables them to determine whether the employment of the foreign worker is likely to have a positive or negative impact on the labour market in Canada. An HRSDC confirmation may be required in order for a work permit to be issued.

The HRSDC confirmation process is started by the prospective employer who contacts HRSDC to get a job offer form. When the form is completed and submitted, HRSDC considers several factors, including the availability of Canadians and the offered wages as well as the benefit the foreign worker would bring. HRSDC then provides advice to the officer.

The HRSDC confirmation is typically given for a specific period of time, and the work permit will be issued to coincide with this period. Renewal of a work permit beyond the specified period will therefore likely require a new opinion from HRSDC.

Who may apply for a work permit from within Canada?

Important: The ability to apply in Canada does not guarantee acceptance. Eligibility criteria for the category of work permit must be met.

The following persons may apply for a work permit from within Canada:

- Holders of work or study permits and their family members;

Note: Spouses or common-law partners of highly skilled temporary foreign workers, may themselves be authorized to work without first having a confirmed job offer by Human Resources and Social Development Canada (HRSDC confirmation). In the case of workers destined for Quebec, without having to obtain a CAQ from the Ministère de l'Immigration et des communautés culturelles (MICC). The principal foreign worker must be doing work which is at a level that falls within National Occupational Classification (NOC) Skill Levels O, A or B in order for them to qualify for a work permit. These skill levels include management and professional occupations and technical or skilled tradespersons. For further information on the program and a list of the skill levels in the NOC, refer to our [Web site](#).

- Successful graduates from a program at a Canadian university, community, college, CÉGEP, or publicly funded trade/technical school (or from a Canadian private institution authorized by provincial statute to confer degrees) who wish to work for a maximum of one or two years in employment related to their course of study. The maximum length will depend on the length and location of their studies, and the location of their employer. Graduates must submit an application for a work permit within **90** days of the issuance of your final marks. Their study permit must be valid upon submission of their application for a work permit. For further details refer to the Foreign Workers Manual (see post-graduation employment) located on our [Web site](#) or contact the [Call Centre](#) listed under the Contact Information section;
- Persons who don't require a work permit who are applying for secondary employment in Canada, who have been working for at least three consecutive months in Canada and are not business visitors. Family members of these persons may apply before three months have passed if they satisfy an officer that the principal worker will work for at least three months;
- Holders of temporary resident permits (TRPs) valid for a minimum of 6 months and their family members;
- Refugee claimants and persons subject to an unenforceable removal order;
- In-Canada permanent resident applicants and their family members who are members of the following classes, determined eligible for permanent resident (PR) status: live-in-caregiver, spouse or common-law partner, protected persons, and humanitarian and compassionate considerations (H&C);
- Persons whose work permits were authorized by a visa office abroad, where the permit was not issued at a port of entry;
- Mexican citizens who have been admitted to Canada as visitors may apply for a work permit under any North American Free Trade Agreement (NAFTA) category. U.S. citizens admitted as visitors may apply in Canada under the Professional or Intra-company Transferee NAFTA categories only. These provisions are in accordance with reciprocal arrangements.

What information/documentation do I require?

In addition to the requirements for all temporary residents, you must provide:

- Your job offer letter or contract from your prospective employer, and the file number provided by Human Resources and Social Development Canada (HRSDC) to locate the HRSDC confirmation (your employer should be able to provide you with this file identifier);
- evidence that you meet the requirements of the job, possibly including specific educational requirements;
- a copy of the Certificat d'acceptation du Québec (CAQ) issued by the Ministère de l'Immigration et des communautés culturelles (MICC) if you work in Québec or will be working in Québec. If you do not need an HRSDC confirmation you will usually not need a CAQ;
- If you are a live-in caregiver, you will require an employment contract between you and your employer in order to renew your work permit. If you are a live-in caregiver and you wish to change your employer, you must sign an employment contract with your new employer and submit a copy with your application for renewal of your work permit. Your employer must send you a copy of the contract to be included with your application for renewal. An employment contract should provide a detailed job description and indicate the working conditions, wages, etc., which must all conform to provincial labour standards;

- If you are a Refugee Claimant you will need to prove that you cannot support yourself without recourse to social assistance (welfare). **For example**, if you are currently receiving social assistance, attach a letter from the provincial social services department indicating you are receiving money or attach a cheque stub if it indicates clearly that it was issued by the provincial social services department.

Are there any conditions on my work permit?

An officer may impose, vary or cancel conditions when issuing a work permit. These may include one or more of the following:

- the type of employment in which you may work;
- the employer for whom you may work;
- where you may work;
- how long you may continue to work.

When is a medical examination required?

If you are requesting a work permit to allow you to work in the field of health services or with children, you must complete and pass an immigration medical before you submit your application for a work permit. Examples of occupations in health services include hospital staff, clinical laboratory workers, patient attendants in nursing and geriatric homes, and medical students admitted to attend Canadian universities.

If you want to work in agricultural occupations, a medical examination will be needed if you have visited more than six months or resided for six months, in a designated country. A list of designated countries can be obtained on our [Web site](#).

For a complete list of occupations requiring immigration medical examinations, refer to our [Web site](#).

You must make your appointment with a Designated Medical Practitioners (DMP). Visit our [Web site](#) for the list of DMPs or contact the Call Centre Agent to find the DMP nearest to you.

Note: After you have your medical examination it may take up to four weeks for the DMP to provide Citizenship and Immigration with your results. Therefore, you should allow a month to pass before submitting your application to ensure your results have been received. Medical exams should be done at least two months before the current expiry of your permit and intended future employment, to avoid processing delays and/or the return or refusal of your application due to incomplete information.

You must submit proof that you underwent a medical examination (copy of fees paid receipt) with your application. Failure to do so may result in processing delays or your application being returned or refused.

A medical examination and assessment will require some time and **may add over three months** to the processing of your application, if not submitted up front. The officer's decision is based on the type of job you will have and where you lived in the past year.

About the medical examination

The examination includes a chest x-ray and radiologist's report for everyone aged 11 years and over.

Bring the following items with you when you go for your examination:

- passports for yourself and your dependent children, plus a photocopy of the bio-data page of each passport (this is the page that shows your birth date, country of origin, etc.);
- immigration client identification numbers, if known;
- eye glasses or contact lenses, if you or your dependent children wear them;
- previous medical reports, if any; and

- four recent photos for yourself and your dependent children.

Tell the doctor about all past and present medical problems and conditions and provide any available documentation, such as physician's reports, treatment or prescriptions.

The doctor is responsible only for conducting the medical examination; he or she cannot answer questions or provide advice about the immigration process. The doctor cannot provide you with the results of the medical examination; however, he or she will tell you if you have a health-related problem.

Restoration of Status

You may seek restoration within **90 days** after your status as a visitor, student or worker has been lost, if you have only failed to comply with one or more of the following conditions:

- You lost status because you remained in Canada longer than the period authorized for your stay (but not longer than 90 days);
- You changed employers, type of work, or location of work without applying to change these conditions if they were specified on your work permit;
- You changed the type of studies, educational institution, location of studies, or times and periods of studies without applying to change these conditions on your study permit if they were specified on your study permit;
- You continue to meet the initial requirements for your stay and have not failed to comply with any other conditions imposed.

You have committed an offence under the *Immigration and Refugee Protection Act* if you have not abided by the conditions that were imposed when your entry was authorized or when your work or study permit was issued. You may voluntarily leave Canada or you may be subject to an admissibility hearing that could lead to removal from Canada. Your temporary resident status in Canada will have been lost, and (if applicable) your student and/or work permit will have ceased to be valid.

You may wish to complete an application to apply for restoration of temporary resident status and for a new work permit. There is no guarantee that your application will be accepted. On your application you must provide full details of all the facts and circumstances that resulted in you committing the offence.

If you apply for a work permit, you **must** pay the permit fee as well as the restoration fee when applying. Restoration applies to each member who has lost his or her status.

An officer will evaluate your request for restoration of status and if approved will process your application for a work permit. You will then be advised of any further action to be taken.

Completing the Forms

The documentation you provide will be used to establish that your authorization to remain in Canada would not be contrary to the *Act*. **You must provide truthful, accurate information.** The information provided may be verified. Processing will stop immediately if you give false or misleading information. **It is an offence under section 127 of the *Immigration and Refugee Protection Act* to knowingly make a false statement on this form.**

Application to Change Conditions, Extend My Stay, or Remain in Canada (IMM 1249)

As most of the form is self-explanatory we have only provided supplementary instructions where required. If you need more space, attach a separate sheet of paper and indicate the letter and/or number of the question you are answering. **Your application may be returned or refused if it is not properly completed, or if all of the necessary documents have not been submitted.** Type or print clearly in black or blue ink. If you know your client ID number, print it in the space provided.

Each member of your immediate family (spouse or common-law partner, dependent children) who wishes to remain longer, study or work in Canada must apply for permission to do so. If you all apply at the same time for an extension, each person will **not** have to submit separate application form. Instead, fill in one form including your details and those of your immediate family. All appropriate documentation and the required fee for each person must also be included.

“I am applying for”:

If you require only one service, tick the box that corresponds to the service you are requesting. For example, tick box “C” if you are applying for a renewal of your work permit. If you require more than one service and you are using only one application, tick the boxes that correspond to each of the services you require. For example:, if you are applying for a renewal of your work permit and for a new study permit, tick boxes “C” and “B” and include the required documentation and fees.

A – Personal Information

Surname (Family name) and given name(s)

Print all names as they appear on your passport or identity document. Do not use initials.

Other names

Print all names you have ever used, including different spellings of your name. Explain what these names are, e.g., ‘Maggie’ (nickname), ‘Smith’ (birth name/maiden name), ‘Leroux’ (former married name).

Citizenship

If you are a citizen of more than one country, enter the names of all countries.

Passport number

If you did not use a passport to enter Canada, indicate the type and number of other travel or identity documents you used to enter Canada. **Passports and travel documents must be valid for the duration of your stay.**

Country of last permanent residence

Regardless of the time you may have resided in a country, if your status was of a temporary nature (foreign student, guest worker, etc.) it is not your country of last permanent residence. If your country of last permanent residence is the country where you were born, put an “x” in the box “since birth”. Otherwise put an “x” in “since” and print the year that you moved to that country.

Languages

Write your native language (the language you learned at home in childhood and still understand). Check the box to indicate which of Canada's official languages (French or English) you use most frequently. If you do not use French or English, check the "Neither" box.

One of Canada's objectives with respect to immigration is to support and assist the development of minority language communities in Canada.

Note: This question is not used for selection purposes.

Addresses

Provide your current mailing address in Canada. All correspondence will be sent to this address.

Note: If you wish to authorize a Canadian representative to receive correspondence concerning your application, indicate their address in this box and on the form *Use of a Representative (IMM 5476)*.

Telephone number for messages

If you have access to a telephone where a message can be left for you, print the number here.

B – My Family Members

You must give information about your family members. Family members are your spouse or common-law partner, your own dependent children or those of your spouse or common-law partner and the dependent children of dependent children. A common-law partner is a person of the opposite or same sex who is currently cohabiting and has cohabited in a conjugal relationship with you for a period of at least one year.

Your family member will be considered your dependent child if that child:

- A. is under the age of 22 and single, i.e. not married and not in a common-law relationship; **or**
 - B. married or entered into a common-law relationship before the age of 22 and, since becoming a **spouse or a common-law partner, has:**
 - been continuously enrolled and in attendance as a full-time student in a post-secondary institution accredited by the relevant government authority **and**
 - depended substantially on the financial support of a parent; **or**
- is 22 years of age or older and, since before the age of 22, has
- been continuously enrolled and in attendance as a full-time student in a post-secondary institution accredited by the relevant government authority **and**
 - depended substantially on the financial support of a parent; **or**
- C. is 22 years of age or older, has depended substantially on the financial support of a parent since before the age of 22 and is unable to provide for him/herself due to a medical condition.

Children included in the application must meet the definition of “dependent children” both at the time the application is made and, without taking into account whether they have attained 22 years of age, at the time the visa is issued to them.

Include them on your application by providing their names and other information in the appropriate space on the application form. Indicate if your family members are currently in Canada.

Important: In order to benefit from provisions outlined in the *Immigration and Refugee Protection Act and Regulations* for spouses or common-law partners of workers or students, you must provide proof of your relationship and status in Canada. You must provide a marriage certificate and birth certificates for any accompanying family members. If you are in a common-law relationship and your common-law spouse will accompany you to Canada, you must complete the enclosed form, *Statutory Declaration of Common-Law Union (IMM 5409)*. Also provide evidence outlined on the form to support your relationship.

For each family member print:

Surname (Family name) and given name(s)

Print all names as they appear on the passport or identity document. Do not use initials.

Relationship

Print the person’s relationship to you - husband, wife, son or daughter.

Passport and expiry date

If it was not a passport which was used to enter Canada, indicate the type and number of other travel or identity documents used. Passports and travel documents must be valid.

Languages

Write you native language (the language you learned at home in childhood and still understand).

Check the box to indicate which of Canada's official languages (French or English) you use most frequently. If you do not use French or English, check the "Neither" box.

One of Canada's objectives with respect to immigration is to support and assist the development of minority language communities in Canada.

Note: This question is not used for selection purposes.

C – Coming Into Canada

This information will assist us in retrieving your previous records.

D – My Request

Box 10

You must explain why you wish an extension and/or a change conditions for yourself or your family members.

If you are a temporary resident permit (TRP) holder you must inform us of any change to your personal circumstances. You must also inform us if any of the reasons you were originally issued a permit change after it is issued. For example, if you applied unsuccessfully for an immigrant visa to live with a family member (sponsor) in Canada, are you still living with your sponsor? Or, have you been convicted of a new offence since you first received your permit?

If your temporary resident status has expired and you wish consideration for restoration, explain the reasons for this.

Box 11

Provide details of how you will support yourself and your family members while in Canada and how you will pay for transportation to leave Canada.

Provide specifics on ‘Other’ sources of support (employment income/employer).

If a relative or friend will provide support include their name, address and the relationship to you.

E – Additional Information

Box 12

If you or your family members remained beyond the validity of your status, attended school without permission or worked without permission, give **full details** and circumstances concerning the situation(s).

Box 13

Indicate if you or any of your family members in Canada have ever been convicted of, or charged with a crime or offence in any country. If convicted, indicate whether a pardon has been granted.

Box 14

Indicate if you or any of your family members have suffered from any serious mental or physical illness. If so, provide full details.

G – Declaration Of Applicant

You must sign and date the application. Failure to do so will result in it being returned to you.

We suggest that you retain photocopies of your application and supporting documentation for your records.

Use of a Representative (IMM 5476)

Complete this form if you are appointing a representative.

If you have dependent children aged 18 years or older, they are required to complete their own copy of this form if a representative is also conducting business on their behalf.

A **representative** is someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada. When you appoint a representative, you also authorize CIC to share information from your case file to this person.

You are not obliged to hire a representative. We treat everyone equally, whether they use the services of a representative or not. If you choose to hire a representative, your application will not be given special attention nor can you expect faster processing or a more favourable outcome.

The representative you appoint is authorized to represent you only on matters related to the application you submit with this form. You can appoint only **one** representative for each application you submit.

There are two types of representatives:

Unpaid representatives

- friends and family members who do not charge a fee for their advice and services;

- organizations that do not charge a fee for providing immigration advice or assistance (such as a non-governmental or religious organization);
- consultants, lawyers and Québec notaries who do not, and will not, charge a fee to represent you.

Paid representatives

If you want us to conduct business with a representative who is, or will be charging a fee to represent you, he or she must be authorized. Authorized representatives are:

- immigration consultants who are members in good standing of the Canadian Society of Immigration Consultants (CSIC);
- lawyers who are members in good standing of a Canadian provincial or territorial law society and students-at-law under their supervision;
- notaries who are members in good standing of the *Chambre des notaires du Québec* and students-at-law under their supervision.

If you appoint a paid representative who is not a member of one of these designated bodies, your application will be returned. **For more information** on using a representative, visit our [Web site](#).

Section B.

5. Your representative's full name

If your representative is a member of CSIC, a law society or the *Chambre des notaires du Québec*, print his or her name as it appears on the organization's membership list.

8. Your representative's declaration

Your representative must sign to accept responsibility for conducting business on your behalf.

Section D.

10. Your declaration

By signing, you authorize us to complete your request for yourself and your dependent children under 18 years of age. If your spouse or common-law partner is included in this request, he or she must sign in the box provided.

Release of information to other individuals

To authorize CIC to release information from your case file to someone other than a representative, you will need to complete the form *Authority to Release Personal Information to a Designated Individual* (IMM 5475) which is available on our Web site at www.cic.gc.ca/english/information/applications/release-info.asp and from Canadian embassies, high commissions and consulates abroad.

The person you designate will be able to obtain information on your case file, such as the status of your application. However, he or she will **not** be able to conduct business on your behalf with CIC.

You must notify us if your representative's contact information changes or if you cancel the appointment of a representative.

Paying the Fees

Required Fees

You must pay a **Processing Fee** for each service that you require and **all fees must be submitted** with your application. If you apply for more than one service on a single application you must add up the fees for each service and submit the total of the fees with your application. For information including eligibility, fees and required documents for studying in Canada, refer to the guide [Applying to Change Conditions or Extend Your Stay in Canada - Student](#) (IMM 5552) or contact the **Call Centre**.

You may submit an application for any of or a combination of the following services:

- To extend your stay in Canada as a worker;
- To request an initial work permit;
- To restore your status as worker (restoration of temporary resident status due to **loss** of status).

Note: If you are a Refugee Claimant **for whom no final decision** has been made, or you have found to be a Convention Refugee or a Protected Person, you need not pay the processing fee for work permits, study permits, or temporary resident permits.

If a decision has been made and you have not been found to be a Convention Refugee or a Protected Person, **but are awaiting an appeal** in federal court, you are required to pay the processing fee as a decision has been made on your initial application.

Use this chart to calculate the fees required for the service(s) you are requesting.

Note: It is not necessary to make a separate application for an extension of temporary resident status when you apply for a work or study permit. The officer will issue all the necessary documentation with the one application.

	SERVICES	Number of Persons	Amount per person	Amount Due
	Extension or Initial Work Permit		x \$150	
	Work Permit – Group of performing artists (three or more persons)		x \$450	
	Restoration of Temporary Resident Status (due to loss of status as a worker)		x \$200	
	Other service - you - specify:			
	Other service - family members - (work or study permit) specify:			
Total				\$

Make sure that you are eligible before you pay your fees and that you provide all the information requested before you submit the application. **The processing fee will not be refunded**, regardless of the final decision once the Case Processing Centre has started processing the application. For example, if your work permit has expired and you incorrectly apply for an extension of work permit, no refund for the extension will be provided and you will be asked to provide a second fee for the restoration.

Note: If you are out of status and you are applying for a work permit, you must pay the permit fee as well as the restoration fee when applying. Restoration applies to each member who has lost his or her status.

A determination that you are not eligible is considered as “processing” and the fee will not be refunded. If you apply again, you will have to pay another processing fee.

How to pay your fees

You have the option of paying your fees on our Web site or at a financial institution.

Option 1. Payment of fees on our Web site

To use this option, you need:

- a credit card;
- access to a computer with a printer;
- a valid email address; and
- follow these steps below.

Step	Action
1	Log on to our Web site at www.cic.gc.ca .
2	Select " <i>I Need To...</i> " on the right hand side of the page.
3	Click on <i>Pay My Application Fees</i> .
4	Click on <i>Pay fees online</i> .

Once you have paid the fees you must:

- print the official receipt;
- fill out by hand the "Payer Information" section;
- attach the bottom portion (copy 2) of this receipt to your completed application.

Option 2. Payment of fees at a financial institution

STEP 1. Fill in the total

Enter the "Amount payable" you have calculated at the bottom of the *Receipt* (IMM 5401).

Photocopies of the receipt are not accepted. If you need an original receipt, you can order it from our [Web site](#) or contact the Call Centre.

STEP 2. Complete the "Payer Information" sections on the back of the receipt

If you already know the Client ID assigned to you, enter the number in the box provided. If you do not know your Client ID, leave that box empty.

STEP 3. Go to a financial institution and make the payment

Bring the receipt with you. A financial institution representative will tell you which forms of payment are acceptable. There is no charge for the service.

STEP 4. Send your receipt

Attach the middle portion (Copy 2) of the receipt to your completed application. Keep the top portion (Copy 1) for your files.

Do not include any other type of payment with your application.

If there is no local financial institution which will accept payment, you may pay the fees by mail. Contact a Call Centre agent for instructions.

Note: Do **not** present your application to the financial institution, only your receipt.

Mailing Your Application

Mailing Instructions

- Put the completed forms, supporting documents and fee payment receipt in a 23 cm x 30.5 cm (9" x 12") envelope. **Do not include a prepaid envelope with your application.**

Note: If you are applying as a family, send all the documents in the same envelope to the Case Processing Centre in Vegreville.

- Address the envelope as follows:

Type of Work permit application	Send your application to:
<p>Extensions including:</p> <ul style="list-style-type: none"> work permit extension student work permit extension open work permit extension <p>Note: an "extension" is when you are submitting an application for the same employer with whom you currently hold a valid work permit</p>	<p>Citizenship and Immigration - Work Permit CPC-Vegreville 6212 - 55th Avenue, Unit 202 Vegreville AB T9C 1X6</p>
<p>Work permits for new employers including:</p> <ul style="list-style-type: none"> work permit student work permit initial open work permit <p>Note: a "new employer" is any employer with whom you do not currently have a valid work permit</p>	<p>Citizenship and Immigration - Work Permit CPC-Vegreville 6212 - 55th Avenue, Unit 555 Vegreville AB T9C 1X6</p>

- Write your name and address at the top left-hand corner of the envelope.
- Have the post office weigh your envelope to ensure you put sufficient postage on it.
- Mail the envelope.

Incorrect payments

If you have sent insufficient fees or incorrect form of payment, we will return your application with instructions. You must then pay the additional fees and mail everything back to us. This will delay the processing of your application. If you have overpaid, we will refund the overpayment. We will issue a cheque as soon as possible.

Refunds

To obtain a refund, you need to send a written request to withdraw your application to the processing centre at CPC Vegreville, 6212 - 55th Avenue, Vegreville AB T9C 1W5.

The **processing fee** is only refundable if we receive your request **before** processing has begun. Once we have started to process your application, there will be no refunds **regardless of the final decision.**

We will issue the refund to the person indicated on the “Payer Information” section of the receipt. If there is no name indicated on the receipt, we will send the refund to you.

What Happens Next?

You will receive a letter regarding your case and you will be informed if you need to take any further action.

If your application for a work permit has been approved, an immigration document will be sent to you. If your application is refused, you can only stay in Canada until the expiry date of your current temporary resident status.

If you applied for restoration of temporary resident status you will receive a letter advising you of the decision and instructions to follow.

If your application has been referred to a local office you will be notified of this and will subsequently be contacted by this office.

If you move before your application has been processed, you must advise us of your new address by contacting the [Call Centre](#).

Advise the Call Centre if you change your telephone or fax numbers or if you want to change the school you want to attend, or the employment you wish to take, after you have mailed your application.