

INSTRUCTIONS – Overall Application

Application for a Work Permit

Please refer to each section and general requirements carefully and follow information and instructions below.

APPLICATION CHECKLIST (internal)

Canadian Forms (*Mandatory*)

- IMM1295 (02-2019)E** Application for Work Permit Made Outside of Canada
- IMM 5475 (09-2015)E** Authority to Release Personal Information to a Designated Individual
- IMM5488 (02-2018)E** Document Checklist for a Work Permit (applied outside Canada)
- IMM 5707 (05-2018)E** Family Information
- IMM5409E Statutory Declaration of Common-Law Union (if applicable only)

Official Documents from Canadian Government and Employer (*Mandatory*)

- Labour Market Impact Assessment (copy)
- Work Contract (copy)

Official Documents from Applicant/Third Party (*Mandatory*)

- Passport** - including all pages of travel stamps/visa (copy)
- Medical Clearance Certificate**
(should have been e-transferred from clinic to embassy - if not, provide copy)
- Police Clearance Certificate** (copy/translated)
- Marriage Certificate** (copy/translated)
If applicable

Documents from applicant and jobready today (*Mandatory*)

- Applicant Personal letter*** (addressed to Canadian Immigration)
explaining why going to Canada, can perform duties of job and why will return to Vietnam
- General Letter of Training** - jobready today

All other supporting documents from Applicant , Third party or jobready today (*preferred*)

- Minimum 5 x personal "Vietnam" photos*** of applicant (included as part of Applicant Personal Letter) (photos should be scanned into word document with a description of each) eg: family, wife, partner, children, friends, sport club or other social groups, church/temple, working in Vietnam or internationally, Agricultural participation (leisure or work), anything else that shows "why" applicant has good connection to Vietnam and will return
- Resume or CV**
Must include same personal details (e.g. Address) as Application Form and must include all jobs and JOB DESCRIPTIONS and DUTIES/SKILLS learned or acquired.
- Education/Course Certificates** (if available/translated)
- Reference/Confirmation Letters*** (if available/translated)
Either professional e.g. Current/previous employer/training group/teacher or personal or Personal e.g. Sports Coach/Team member, Church Official, Government Official, organisation where applicant undertook voluntary work etc.
- Property Ownership** (copy/translated)
If applicable
- Business Ownership** (copy/translated)
If applicable
- Bank book, bank statements or Bank letter confirming funds** (copy/translated)
Must show balance and preferably, showing last 3-6 months transactions
- National ID Card** (copy/translated)
- Household Registration** (copy/translated)

****NOTES for Checklist**

The main criteria applicants will be assessed will be if Canada Immigration thinks they will return to Vietnam.

Therefore, we need to show plenty of proof or evidence to support this.

Reasons or proof of “why” candidates will return to Vietnam – examples of what we can provide:

WHY WILL CANDIDATES RETURN TO VIETNAM?	
Reasons or Proof	How do we show Canadian Immigration?
Family	<p>Applicant Personal Letter - Photos</p> <p>This letter will explain how applicants are in good families and talk about the support families have for each other. Examples given of what applicant will do in future for their family, after they return from Canada e.g. New skills and experience, start business, further study, better job, go another country for work, financial independence etc Must say why they wanted to train with jobready today, why they train with Suleco, and how they were happy when offered a job in Canada and what they will do to make sure they succeed in Canada, and what they will do when they return to Vietnam.</p>
Relationship (including any children)	<p>Marriage Certificate - Statutory Declaration of Common-Law Union - Applicant Personal Letter - Photos</p> <p>Applicants that are married can show Marriage Certificate and it would good to have a letter addressed to Canada Immigration from their husband/wife confirming they support their partner working in Canada and plans for future upon their return etc. Also, must mention sense of duty and responsibility for children if applicable. For Common-Law Partnered applicants, the same . For applicants that are single, they can write in their personal letter that they want to start a family when they return to Vietnam and having better experience and more money when they return to Vietnam will make it easier</p>
Previous International Work	<p>Visa (passport) - Resume/CV - Letter of reference(employer) - Suleco Certificate of Completion (or letter) - Applicant Personal Letter</p> <p>Having worked overseas and returned to Vietnam is excellent - many ways to show this</p>
Ties to Vietnam	<p>Land Ownership - Business registration - Sporting Club Memberships - Letters of Reference (e.g. Church, community group) - Applicant Personal Letter</p> <p>The more documents, letters, or other paper evidence we can provide the better - even showing someone has been in sport team for several years, or gym membership, or voluntary work in the community, participating at Church/temple etc...all/any of these will help.</p>
Other	<p>All other documents correctly done.</p> <p>Must be able to tell Canada Immigration that they have trained and have experience, are prepared for Canada and want to work hard for 2 years so they can return home and have a better life for themselves and their families.</p>