

# Guidelines for work permit steps for visa-exempt nationals

Provided by the Immigration and Relocation Office

---

YORK 



# Work permit steps for visa-exempt nationals

Guidelines and information provided by  
York University's Immigration and Relocation Office.

| Steps                                                                                     | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Documents                                                                                                                                                                          | Who Is involved?                                          |
|-------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| <b>Step 1: Apply for your work permit.</b>                                                | <p>Visa-exempt nationals may apply for a work permit at a port of entry.</p> <p>We <b>strongly</b> advise to apply for a work permit online before you travel to Canada.</p> <p>Once you apply online and your application is approved, you will receive a <a href="#">port of entry (POE) letter of introduction</a> in your account.</p> <p><b>NOTE:</b> Please contact our office in advance for further guidance on whether you should apply online or at POE.</p> | <ul style="list-style-type: none"> <li>• <a href="#">Work Permit: Online Application</a></li> </ul>                                                                                | <p>Applicant</p> <p>Immigration and Relocation Office</p> |
| <b>Step 2: Obtain a valid electronic Travel Authorization (eTA); Biometrics; Medical.</b> | <p><b>eTA</b></p> <p>Unless a U.S. citizen/permanent resident, visa-exempt nationals (including dependants), you must hold a valid eTA.</p> <p><b>Online:</b> an eTA will <b>automatically</b> be linked to all respective passports.</p> <p><b>POE:</b> you must obtain an eTA <b>before</b> coming to Canada.</p> <p><b>Biometrics</b></p> <p><b>Online:</b> You will be notified to do your biometrics (if applicable) once you have</p>                            | <ul style="list-style-type: none"> <li>• <a href="#">Electronic Travel Authorization</a></li> <li>• <a href="#">Biometrics</a></li> <li>• <a href="#">Medical Exams</a></li> </ul> | <p>Applicant</p>                                          |

**Created:** December 2022

**Updated:** February 2023

|                                            |                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                       |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
|                                            | <p>submitted your online application.</p> <p><b>POE:</b> You may have to do your biometrics at a POE.</p> <p><b>Medical</b><br/>Please check <a href="#">here</a> to see whether you need to schedule and undergo an upfront medical exam before travelling to Canada.</p>                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                       |
| <b>Step 3:<br/>Customs and Immigration</b> | <p><b>POE:</b> Please state that you wish to apply for a work permit.</p> <p>OR</p> <p><b>Online:</b> Please present to the Immigration Officer the “port of Entry (POE) letter of introduction”.</p> <p><b>NOTE:</b> The POE letter does not guarantee entry into Canada or guarantee a work permit.</p> | <ul style="list-style-type: none"> <li>• Valid passport (please ensure that the passport is valid for the duration of the appointment).</li> <li>• “Port of entry (POE) letter of introduction” (if applicable).</li> <li>• Valid eTA (unless a US citizen/permanent resident)</li> <li>• York U appointment contract/invitation letter</li> <li>• “Offer of employment” number/ “Employer compliance fee” receipt</li> <li>• Support letter (if applicable)</li> <li>• Copy of educational credentials</li> <li>• Copy of CV</li> <li>• Proof of funds (for Visiting Scholars and other appointments that are unpaid).</li> <li>• Family documentation (if applicable e.g., marriage/birth certificate).</li> </ul> | <p>Applicant</p> <p>Canada Border Services Agency</p> |