



Guidelines for work permit steps for visa-required nationals

Provided by the Immigration and
Relocation Office

YORK 

Work permit steps for visa-required nationals

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

Steps	Details	Documents	Who is involved?
Step 1: Apply for your work permit.	<p>Visa-required nationals do NOT have the option to apply for a work permit at a port of entry.</p> <p>You can apply for a work permit only once the hiring department has provided you with the following supporting documents: "Offer of employment" number and the "Employer compliance fee" receipt.</p> <p>Once applied online and your application is approved, you will receive a port of entry (POE) letter of introduction in your account.</p>	<ul style="list-style-type: none"> • Work Permit: Online Application 	<p>Applicant</p> <p>Hiring Department/Immigration and Relocation Office</p>
Step 2: Biometrics; Medical; Visa Stamp.	<p>Biometrics You will be notified to do your biometrics (if applicable) once you have submitted your online application.</p> <p>Medical Please check here to see whether you need to schedule and undergo an upfront medical exam before entering to Canada.</p>	<ul style="list-style-type: none"> • Biometrics • Medical Exams 	<p>Applicant</p>

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	<p>Visa Stamp</p> <p>Once your online work permit is approved, you will then submit your passport(s) for a visa stamp. This means you are not required to apply for a Temporary Resident Visa (TRV).</p>		
<p>Step 3: Customs and Immigration</p>	<p>Upon entry, please present to the Immigration Officer the “port of entry (POE) letter of introduction”.</p> <p>Please present the necessary documents to the Immigration Officer.</p> <p>NOTE: The POE letter does not guarantee entry into Canada or guarantee a work permit.</p>	<ul style="list-style-type: none"> • Valid passport (please ensure that the passport is valid for the duration of the appointment). • “Port of entry (POE) letter of introduction” • York U appointment contract/invitation letter • “Offer of employment” number/ “Employer compliance fee” receipt • Support letter (if applicable) • Copy of educational credentials • Copy of CV • Proof of funds (for Visiting Scholars and other appointments that are unpaid). • Family documentation (if applicable e.g., marriage/birth certificate). 	<p>Applicant</p> <p>Canada Border Services Agency</p>