

Rural and Northern Immigration Pilot: Work Permit Application Guide



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Note: Due to Covid-19, if you haven't received your Acknowledgement of Receipt (AoR) letter yet, you can submit:

- Proof of the date you submitted or sent in your permanent residence application, such as:
 - a courier receipt or letter (that you write to us) listing the date you sent your application, if you applied on paper
 - a screenshot of your account, showing the date and time you submitted, if you applied online and
- a receipt showing proof that you paid the permanent residence processing fees

1 Year Work Permit

If you applied for permanent residence under the Rural and Northern Immigration Pilot, you may also be eligible for a 1-year work permit. The work permit lets you work while your permanent residence application is being processed.

To qualify for a work permit, you must:

- have an eligible offer of employment from your employer
- have a recommendation from a participating community
- be eligible to apply for a work permit
- have received an acknowledgement of receipt letter from us

This work permit:

- is only for the Rural and Northern Immigration Pilot
- is valid for 1 year
- only lets you work for the employer who offered you the job, in the participating community

Work Permits for Spouses or Common-Law Partners

Your spouse or common-law partner can apply for an open work permit at the same time as you apply from your 1-year work permit.

Their work permit will only let them work in the same community as you.

How to Apply for the Work Permit

Note: You must **apply online** for the work permit. You can't apply on paper.

Your application must include **all** of the following:

- the acknowledgement of receipt letter from your RNIP permanent residence application
- a job offer number (see the Employer Portal for details)
- the IMM 0112 form: Recommendation from the designated Economic Development Organization – Rural and Northern Immigration Pilot
- proof of work experience
- education credentials
- language test results

Note: The application forms and process you need to follow depend on where you're applying from.

Applying From Outside Canada

Step 1: make sure you have what you need

To apply online, you'll need:

- a scanner or camera to create electronic copies of your documents, and
- a valid credit or debit card

Note: your employer must give you an offer of employment number before you start your work permit application.

Step 2: create your online account or sign in

You need an account to apply online. You can use your account to:

- pay your fees
- submit your application
- check your status

Link to create an account/sign-in: www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html

Step 3: check your country-specific application requirements

Some countries have additional visa office requirements.

If your country has additional visa office requirements, you need to follow the instructions in the document. In some cases, you need to upload a specific form as part of your online application.

Step 4: prepare your answers to get your online checklist

After you sign in to your online account:

1. Select "Apply to come to Canada."
2. Select "Visitor visa, study and/or work permit" under the "Determine your eligibility and apply online" heading.
3. You'll be asked some questions. You must answer all questions truthfully. We use your answers to create a personalized document checklist for you. To apply for a work permit, you must provide specific answers to some questions:
 - a. When asked "What would you like to do in Canada?" select "work."
 - b. When asked "How long are you planning to stay in Canada?" select "Temporary, more than 6 months."
 - c. When asked "What type of work permit do you want to apply for?" select "a work permit with a labour market impact assessment exemption."
 - d. When asked "What is the status of your job offer?" select "Temporary-at least one year."
4. Once you complete the questionnaire, you'll receive a document checklist. Follow the instructions on the screen to complete your application and pay your fees.

- a. When you see a request for a document called “Client Information,” you must upload the following documents as **1 scanned file**:
- i. your community recommendation form
 - ii. your proof of work experience
 - iii. your education credentials
 - iv. your language results
 - v. the receipt that shows you paid your permanent residence processing fees
 - vi. proof of the date you submitted or sent in your permanent residence application, such as
 1. courier receipt or letter (that you write to us) listing the date you sent your application, if you applied on paper
 2. a screenshot of your account, showing the date and time you submitted, if you applied online
 - vii. your additional visa office requirements, if applicable for your country

Note: How to prepare your documents

You can only upload 1 document in the **Optional documents section**, with a maximum file size of 4 MB. To do this,

- Reduce the size of each document before you save it
- Combine your documents as 1 scanned file
- Save the combined document as “Client Information”

Applying from Inside Canada

Step 1: make sure you have what you need

To apply online, you'll need:

- a scanner or camera to create electronic copies of your documents, and
- a valid credit or debit card

Note: your employer must give you an offer of employment number before you start your work permit application.

Step 2: create your online account or sign in

You need an account to apply online. You can use your account to:

- pay your fees
- submit your application
- check your status

Link to create an account/sign-in: www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html

Step 3: access the application tool and prepare your answers

After you sign in to your online account:

1. Select "Apply to come to Canada."
2. Select "Visitor visa, study and/or work permit" under the "Determine your eligibility and apply online" heading.
3. You'll be asked some questions. You must answer all questions truthfully. We use your answers to create a personalized document checklist for you. To apply for a work permit, you must provide specific answers to some questions:
 - a. When asked "What would you like to do in Canada?" select "work."
 - b. When asked "How long are you planning to stay in Canada?" select "Temporary, more than 6 months."
 - c. When asked "Which option best describes your work situation?" select "I'm applying for a work permit through an active pilot project or an active Public Policy for work permits announced by IRCC."
4. Once you complete the questionnaire, you'll receive a document checklist. Follow the instructions on the screen to complete your application and pay your fees.
 - a. Under the **Optional documents section**, you must upload copies of the following documents as 1 scanned file titled "Client Information":
 - i. your community recommendation form
 - ii. your proof of work experience
 - iii. your education credentials
 - iv. your language results
 - v. the receipt that shows you paid your permanent residence processing fees
 - vi. proof of the date you submitted or sent in your permanent residence application, such as
 1. courier receipt or letter (that you write to us) listing the date you sent your application, if you applied on paper

2. a screenshot of your account, showing the date and time you submitted, if you applied online
5. After you complete your application, follow the online instructions to submit it.

Note: How to prepare your documents

You can only upload 1 document in the **Optional documents section**, with a maximum file size of 4 MB. To do this,

- Reduce the size of each document before you save it
- Combine your documents as 1 scanned file
- Save the combined document as "Client Information"