



It is necessary to maintain a valid work permit and apply for the extension before the expiry date of your initial or current work permit. Please note that the typical processing times for work permit extensions ranges between 65 and 70 days. Please ensure that you initiate the process minimally 4 months in advance of your work permit end date.

In an effort to facilitate your immigration extension process, I will provide you with an overview of the expectations. If you have any questions regarding process or status of your application, please do not hesitate to contact me:

Ms. Pam Trupish
Director, Immigration Services
University of Manitoba

Telephone (204) 474-8399
email: pam_trupish@umanitoba.ca

Employer's Responsibilities

The employer is required to obtain Human Resources and Skills Development Canada (HRSDC) approval by applying for a Labour Market Opinion. Typically, HRSDC approval is provided to the employer within 30 working days. On your behalf, your Department will be required to complete a Labour Market Opinion application and forward it to Pam Trupish. Once approved, you will be provided with a copy of the approved Labour Market Opinion.

Employee's Responsibilities

Do not begin to apply for a work permit extension until you have received:

1. An original (tenured or probationary) or an updated letter of offer (term).
2. HRSDC labour market opinion validation

The foreign worker/employee will then apply for a temporary work permit extension. Please see: <http://www.cic.gc.ca/english/information/applications/extend-worker.asp>

Please see attached a document checklist outlining the requirements for your extension:
<http://www.cic.gc.ca/english/pdf/kits/forms/IMM5556E.PDF>

Implied Status: Citizenship and Immigration allows persons to continue work under the conditions of an expired work permit, **as long as they have applied and it is received in Vegreville BEFORE the original work permit expiry date.** The conditions of the original work permit must not have changed.

Spouses: Spouses (wife, husband or common-law partner) who come to Canada with a foreign worker are eligible to receive their own “open” work permit if they want to work in Canada. Spousal work permit extensions must be requested during the primary work permit holder’s application for work permit extension. The same work permit processing fee will also apply to the spouse.

Temporary Resident Visa: 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. The cost for a TRV for a single entry to Canada is \$75 and a multiple entry TVA is \$150. You should consider a **multiple entry visa to allow flexibility of travel**. Should your TRV expire you must apply for an extension. <http://www.cic.gc.ca/english/information/applications/visa.asp>

Medical Examinations: Generally are not required as part of the work permit extension process.

Fees: A processing fee in the amount of \$150 per work permit must be paid at the time of submission of the application for a work permit. Please contact your nearest visa office for information on fees and methods of payment.

Where to Apply: Applications for work permit extensions are processed in Canada through the Vegreville, Alberta processing office:

**Citizenship and Immigration - Work Permit
CPC-Vegreville
6212 - 55th Avenue, Unit 202
Vegreville AB
T9C 1X6**

PLEASE SEND YOUR WORK PERMIT EXTENSION APPLICATION BY COURIER OR EXPRESSPOST TO ENSURE ITS ARRIVAL as this will serve as verification should you wish to remain and be paid under “implied status”. This is an important document, so please DO NOT send as general mail. General mail will not assure arrival and therefore, remaining and being paid under implied status is not an option.

Once approved, your new work permit extension will be forwarded to you by mail.

Changing your Permit: Once in Canada, you need to apply to change your permit if:

- your job type changes (ie. Postdoctoral Fellow to a Research Associate);
- your work will take longer than planned; or
- you change jobs or employers.

Please refer to <http://www.cic.gc.ca/english/applications/visitor.html> for information and application forms.

Travel to the United States: If, during your time in Canada on a temporary work permit, you anticipate the need to travel to the United States for work purposes (research, conference, meetings, etc) and require you to have a U.S. Visa, please consider obtaining one prior to arriving to Canada. Applying for a U.S. Visa while in Canada can only be administered through a personal visit to Calgary, Alberta. Immigration confirms that applying for a Visa through a third country is normally questioned and may result in unnecessary complications. Please visit http://travel.state.gov/visa/temp/temp_1305.html for further information.