



Work Permit & LMIA — Document Checklist

For employer-specific (LMIA-based) and LMIA-exempt work permit applicants.

If your current permit is close to expiring or you have a past refusal, contact CHK first — timing affects which option is available to you.

How to use this: Tick each box as you gather the document. Bring the completed file to your CHK consultation so we can review it before you submit.

Applicant — identity & offer

- Valid passport and digital photo
- Job offer letter / signed employment contract (title, duties, wage, hours, location)
- LMIA number and copy (employer-specific) OR proof of LMIA-exemption (International Mobility Program, intra-company transfer, spousal open work permit, PGWP eligibility)

Applicant — qualifications & status

- Diplomas, certificates, professional licenses; résumé / CV and reference letters
- Proof of current status in Canada if applying inside (study completion letter, current permit)
- Police certificate and/or immigration medical exam, if required; proof of funds and ties as needed

Employer side (LMIA) — prepared with our LMIA service

- Business documents: registration, financials, T4 summary / payroll
- Recruitment and advertising proof; transition plan (high-wage)
- Detailed job description with wage at or above the regional median; signed contract and LMIA schedule