

Checklist for Work Permit - Intra-Company Transferee (INT)
工作许可申请审核表- 跨国企业内部人员调派

Name: _____ Passport Number: _____ Group No. if applicable: _____		<table border="1"> <tr> <td>PO/SO</td> <td>/</td> </tr> <tr> <td>DO</td> <td></td> </tr> <tr> <td>PDF</td> <td></td> </tr> <tr> <td>QC</td> <td></td> </tr> <tr> <td>IRCC</td> <td></td> </tr> </table>		PO/SO	/	DO		PDF		QC		IRCC	
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DO													
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Comments:		Yes/ 有?	No/ If not, why not? 没有? 如没 有, 注明原因	For official use: dox present?									
1	Completed "Application For Work Permit Made Outside Of Canada" form (IMM 1295) for each applicant. Print the same including the barcodes generated on the last page. 每位申请人完整填写并打印包含生成条形码的“加拿大境外提交工作许可”申请表 (IMM1295)。												
2	Completed "Family Information" form (IMM 5707) in English or French AND Chinese for each applicant aged 18 years old and above (or aged below 18 years old with individual submission for this visa category). 每位年满 18 周岁及以上 (或未满 18 周岁但独立申请此类别) 的申请人完整填写“家庭信息表” (IMM 5707), 请使用中英文或中法文填写。												
3	Two (2) identical photos of each applicant colour or black and white taken against a plain white or light coloured background within the last 6 months. The frame size is 35mm X 45mm. On the back of each photo, write the name in pinyin and date of birth (day/month/year) of the person appearing in the photo. 每位申请人需递交两张相同的在最近六个月内拍摄的彩色或黑白照片, 背景为纯白色或浅色。相片外框大小为 35 毫米 X 45 毫米。每张照片后以拼音注明此人的姓名及出生日期 (日/月/年)。												
4	A valid passport for each applicant. There must be one completely blank page other than the last page, available in each passport and each passport must be valid for at least six (6) months prior to travel. 每位申请人的有效护照。每本护照须包含除最后一页外的至少一整页空白页、且护照必须在行程前至少六个月有效。												
5	"Use of a Representative" form (IMM5476E) if someone has assisted you in making and submit this application. 如有第三方人士帮助你准备并递交此次申请, 请填写代理人信息表 (IMM5476E)。												
6	Completed and signed VAC Consent Form 完整填写并签名的中心服务同意书												
7	Copy of your national identity document (photo side) 申请人本人中国身份证复印件(照片面)												
8	The application processing fee is non-refundable. 申请受理费不予退还。												
9	A notarized copy of applicant's No Criminal Activity Certificate. You must obtain a police certificate from each country or territory where you have lived for six consecutive months or longer since reaching the age of 18. 无犯罪记录证明的公证件。申请人年满 18 岁后, 若在中国以外某国家或地区曾连续居住六个月或以上、均必须从此国/地区获取警方无犯罪记录证明。												
10	Detailed letter of invitation outlining exact duties in Canada and specifying why applicant is required. 概述申请人在加具体职责以及详述为何需要此申请人的邀请信。												
11	Description and supporting evidence of relationship between enterprise in Canada and enterprise in the PRC. 加拿大企业与中国企业之间关系的说明及相关证明。												

12	A copy of the employment contract signed by the applicant and the employer in Canada OR an original letter of offer with a detailed description of expected duties and length of employment. 申请人和加方雇主签署的雇佣合同副本，或一份包含未来工作职责详述及雇佣期限的工作机会函原件。			
13	An original letter of employment from applicant's current employer in China granting leave of absence, and including the following information: applicant's name, position and current salary. This letter must include employer's name and address in Chinese characters as well as telephone and fax number. 在中国的现任雇主出具的准假雇佣信原件，并包括以下信息：申请人的姓名、职务和目前收入。此信必须包含用中文注明的雇主全称、地址，以及电话和传真号码。			
14	Offer Employment No. (a 7 digit number prefaced with the letter A) under "Details of Intended Work in Canada" in page 3 of "Application for a Temporary Resident Visa (IMM 1295)". 请于"临时居民访问签证申请表 (IMM1295)"第三页的"Details of Intended Work in Canada"处提供以 A 开头的 7 位数 Employment 号码。			
15	Proof of inviter's business' establishment in Canada including Notices of Assessment (issued by Canada Revenue Agency) for past two years, Articles of Incorporation, business licence and balance sheet. 邀请方公司在加情况证明，包括最近两年的税单（加拿大税务局出具）、公司章程，营业执照以及资产负债表。			
16	A notarized copy of any college diploma, undergraduate degree or graduate degree granted, relevant to the position in Canada. 与在加职位相关的所有已获得的学院学历、大学学位或硕士学位的公证件。			

Note/注意:

-All Documents in Chinese must be accompanied by an English or French translation.

所有中文文件必须附有英文或法文的翻译件。

-Please note that the processing fee is non-refundable for any application that is withdrawn or refused.

请注意任何撤销或被拒签的申请受理费不予退还。

-The applicant/agent understands that the documents on the right side of the file will not be returned.

申请人/代理已获悉所有在文件袋右边的申请材料将不会被返还。

1. The applicant has confirmed that s/he has no other documents to submit. 申请人已经确认她/他不提交其他文件。		
2. The applicant has submitted the supporting documents above. I have advised him/her that failure to submit all necessary documents may result in the application being refused, but she has chosen to proceed with the application. 申请人已经递交了上述文件，我已通知其不提交所有必要文件会导致被拒签，但其选择继续提交申请。		
Visa Fee 签证费 _____ Logistic Fee 递送费 _____ Courier Fee 快递费 _____ Other Fees 其他费用 _____	Signature of Applicant/ Representative 申请人签名或代办人签名: _____ Date 日期: _____ TEL 电话: _____	