

**Checklist for Work Permit – Researcher (RSH)**  
**工作许可申请审核表- 访问学者**

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	
PO/SO	/												
DO													
PDF													
QC													
IRCC													
<b>Comments:</b>		<b>Yes/有?</b>	<b>No/ If not, why not? 没有? 如没有, 注明原因</b>	<b>For official use: dox present?</b>									
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	<p>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.</p> <p>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。</p>			
11	<p>Original and one copy of detailed letter of invitation specifying:</p> <ul style="list-style-type: none"> <li>• position that applicant will occupy;</li> <li>• expected duration of employment;</li> <li>• remuneration or funding provided by inviter (if any);</li> <li>• the nature of research to be undertaken;</li> <li>• details of how applicant's research will be supervised;</li> <li>• details regarding the project's Canadian funding;</li> <li>• details of how and why the applicant was chosen.</li> </ul> <p>详述以下要点的邀请信原件及一份副本:</p> <ul style="list-style-type: none"> <li>• 申请人将从事的职位;</li> <li>• 预期雇佣期限;</li> <li>• 邀请方资助金额(如有);</li> <li>• 将进行的研究的性质;</li> <li>• 详述申请人的研究将如何被监督;</li> <li>• 该项目加方资助的详情;</li> <li>• 申请人通过何种形式以及因何种原因被选中。</li> </ul>			
12	<p>A one-page research proposal outlining:</p> <ul style="list-style-type: none"> <li>• brief description of research to be undertaken in Canada;</li> <li>• the goals of research and its relationship to applicant's academic pursuits in China;</li> <li>• how applicant was chosen;</li> </ul> <ul style="list-style-type: none"> <li>• what funding applicant will be receiving.</li> </ul> <p>.一篇涵盖以下内容的研究概述:</p> <ul style="list-style-type: none"> <li>• 将在加进行的研究项目的概述;</li> <li>• 研究目标以及此研究与申请人在中国学术工作的关系;</li> <li>• 申请人如何被选中;</li> <li>• 申请人将接受何种资助。</li> </ul>			
13	<p>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.</p> <p>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。</p>			
14	<p>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)".</p> <p>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。</p>			
15	<p>All original occupational and professional certificates (e.g. Occupational Qualification Certificate), if relevant to employment in Canada.</p> <p>与在加工作相关所有职业和专业证书原件(如职业资格证书)。</p>			
16	<p>If you are receiving any funding from a school in Canada or other organisation, provide the original letter containing details of the funding you are to receive during each year of proposed course of study + one (1) copy.</p> <p>如果申请人接受某加拿大学校或其它组织的资助，请提供详细说明申请人在预期学习期间每一年将获得资助的 信函原件及一份副本。</p>			
17	<p>A notarized copy of any college diploma, undergraduate degree or graduate degree granted.</p> <p>所有获得过的学院学历、大学学位或硕士学位的公证件。</p>			

**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_____	Signature of Applicant/ Representative 申请人签名或代办人签名:_____	
Logistic Fee 递送费_____	Date 日期: _____	
Courier Fee 快递费_____	TEL 电话:_____	
Other Fees 其他费用_____		