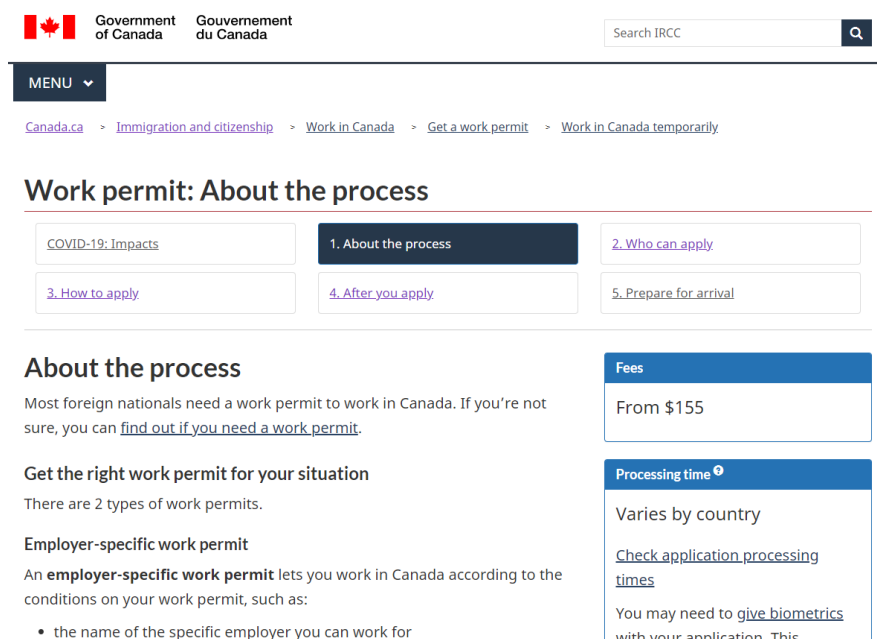


# How to Start a Temporary Study/Work Permit: Step-by-step application process with screen shots

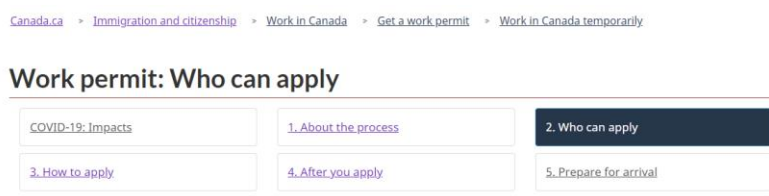
The Temporary Work Permit site can be found [here](#).

This is the Temporary Work permit website:



The screenshot shows the IRCC website header with the Government of Canada logo and a search bar. The breadcrumb trail is: [Canada.ca](#) > [Immigration and citizenship](#) > [Work in Canada](#) > [Get a work permit](#) > [Work in Canada temporarily](#). The main heading is "Work permit: About the process". Below it is a navigation bar with buttons for "COVID-19: Impacts", "1. About the process" (highlighted), "2. Who can apply", "3. How to apply", "4. After you apply", and "5. Prepare for arrival". The "About the process" section contains text about work permits for foreign nationals and a link to "find out if you need a work permit". It also lists "Employer-specific work permit" with a bullet point: "the name of the specific employer you can work for". On the right, there are two boxes: "Fees" (From \$155) and "Processing time" (Varies by country, with a link to "Check application processing times" and a note about biometrics).

Review the "Who Can Apply" page:



The screenshot shows the IRCC website breadcrumb trail: [Canada.ca](#) > [Immigration and citizenship](#) > [Work in Canada](#) > [Get a work permit](#) > [Work in Canada temporarily](#). The main heading is "Work permit: Who can apply". Below it is a navigation bar with buttons for "COVID-19: Impacts", "1. About the process", "2. Who can apply" (highlighted), "3. How to apply", "4. After you apply", and "5. Prepare for arrival".

## Eligibility requirements for all applicants

There are specific requirements you need to meet depending on where you are when you apply for your work permit.

But regardless of where you apply or which type of work permit you apply for, you must

- prove to an officer that you will leave Canada when your work permit expires;
- show that you have enough money to take care of yourself and your family members during your stay in Canada and to return home;
- obey the law and have no record of criminal activity (we may ask you to give us a [police clearance certificate](#));
- not be a danger to Canada's security;
- be in good health and have a medical exam, if needed;
- not plan to work for an employer listed with the status "ineligible" on the list of [employers who failed to comply with the conditions](#);
- not plan to work for an employer who, on a regular basis, offers striptease, erotic dance, escort services or erotic massages; and

Here is a direct link to the "[How to Apply](#)" page.

- you're applying for an open work permit
  - you must also have a valid job offer while travel restrictions are in place,
- or
- your employer has completed all of the [required steps](#) for your employer-specific work permit

You may need to take a medical exam before you come to Canada. Find out [if you need one](#).

#### Seasonal Agricultural Worker Program

If you'll be working in the Seasonal Agricultural Worker Program, you're not eligible to apply for a work permit at a POE.

#### **i** Biometrics

Most applicants aren't eligible to give their biometrics at a POE.

To give your biometrics at a POE, you must meet 2 requirements:

- start and finish your application at the same POE
- be eligible to apply for a work permit at a POE

Eligible applicants can give their biometrics at these [POE locations](#).

Next: [How to apply](#) →

Once there select **Outside Canada** in the drop down menu, and push the "Get the application to work in Canada" button:

#### Work permit: How to apply

|                                   |                                      |  |
|-----------------------------------|--------------------------------------|--|
| <a href="#">COVID-19: Impacts</a> | <a href="#">1. About the process</a> | <a href="#">2. Who can apply</a>       |
| <b>3. How to apply</b>            | <a href="#">4. After you apply</a>   | <a href="#">5. Prepare for arrival</a> |

#### How to apply

Due to COVID-19, most applicants now need to apply online for a work permit. Answer a few questions to find out how to apply.

#### **⚠ COVID-19: Changes to biometrics requirement for in-Canada temporary residence applicants**

As a temporary measure, if you're in Canada and applying to work, study or stay temporarily in Canada, you do not need to give your biometrics. [Learn more about the exemption](#).

Where are you applying from?

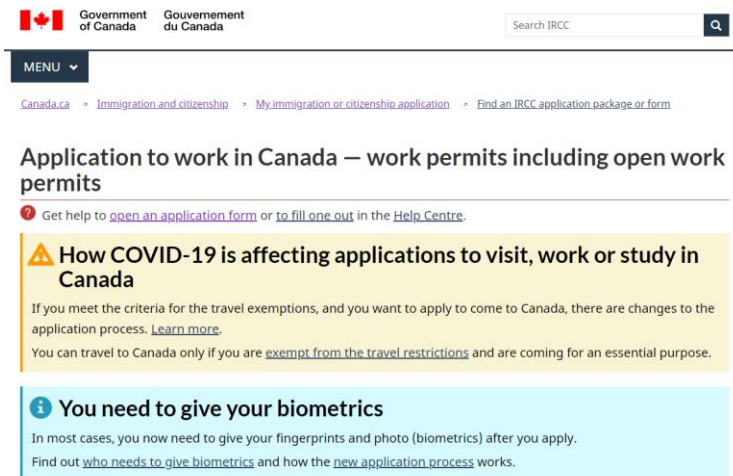
**Outside Canada**

To get the forms you need, tell us how you're applying and where you're applying from.

**Get the application to work in Canada**

Next: [After you apply](#) →

## That will take you to this screen:



Government of Canada / Gouvernement du Canada

Search IRCC

MENU

Canada.ca > Immigration and citizenship > My immigration or citizenship application > Find an IRCC application package or form

### Application to work in Canada – work permits including open work permits

Get help to [open an application form](#) or to [fill one out](#) in the [Help Centre](#).

**How COVID-19 is affecting applications to visit, work or study in Canada**

If you meet the criteria for the travel exemptions, and you want to apply to come to Canada, there are changes to the application process. [Learn more](#).

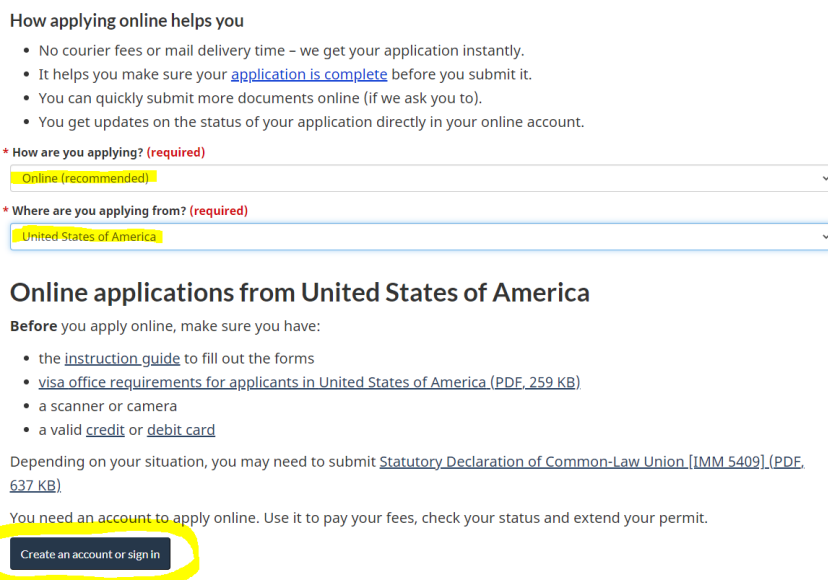
You can travel to Canada only if you are [exempt from the travel restrictions](#) and are coming for an essential purpose.

**You need to give your biometrics**

In most cases, you now need to give your fingerprints and photo (biometrics) after you apply. Find out [who needs to give biometrics](#) and how the [new application process](#) works.

Scroll to the bottom of that page. Once there select Online and your country in the drop-down menus. It is best to do the application online as it is faster and there is less room for error.

Then push the “Create an Account or Sign in” button:



How applying online helps you

- No courier fees or mail delivery time – we get your application instantly.
- It helps you make sure your [application is complete](#) before you submit it.
- You can quickly submit more documents online (if we ask you to).
- You get updates on the status of your application directly in your online account.

\* How are you applying? (required)

Online (recommended)

\* Where are you applying from? (required)

United States of America

### Online applications from United States of America

Before you apply online, make sure you have:

- the [instruction guide](#) to fill out the forms
- [visa office requirements for applicants in United States of America \(PDF, 259 KB\)](#)
- a scanner or camera
- a valid [credit](#) or [debit card](#)


Depending on your situation, you may need to submit [Statutory Declaration of Common-Law Union \[IMM 5409\] \(PDF, 637 KB\)](#)

You need an [account](#) to apply online. Use it to pay your fees, check your status and extend your permit.

Create an account or sign in

## That will take you to this page:


Français


 Government of Canada / Gouvernement du Canada

MENU ▾

[Canada.ca](#) > [Immigration and citizenship](#) > [My immigration or citizenship application](#)


### Sign in to your IRCC secure account


 A recent cyberattack has affected a small number of IRCC accounts accessed through GCKey. We locked these accounts to protect them from unauthorized access. We sent an email to **affected users** to explain what to do next. **If you get an email from us, follow the steps to reactivate your account.**

Verify the following in the email **before** clicking on any links:

- The email is in both English and French.
- The **From** email address is [IRCC.COMMDoNotReply-NePasRepondreCOMM.IRCC@cic.gc.ca](mailto:IRCC.COMMDoNotReply-NePasRepondreCOMM.IRCC@cic.gc.ca).
- The **Subject** is "Security incident on your GCKey account / Incident de sécurité sur votre compte CléGC".
- **All** links in the email point to gc.ca pages.

Take extra precautions to protect your security, including monitoring your account for suspicious activity and updating your account with a unique password.


**How COVID-19 is affecting applications to visit, work or study in Canada**

If you meet the criteria for the travel exemptions, and you want to apply to come to Canada, there are changes to the application process. [Learn more.](#)

## Since you have not applied for a work permit in the past you will need to scroll to the bottom of the page and select the “Register” button:

Your account lets you start an application, submit and pay for your application, get messages related to your application, check the status of your application and update your information.

**Option 1: GCKey**

Sign in with your GCKey user ID and password.

[Sign in with GCKey](#)

Need help signing in or applying online?

**Option 2: Sign-In Partner**

Sign in with your online Canadian banking information if you have an existing account with 1 of our partners.

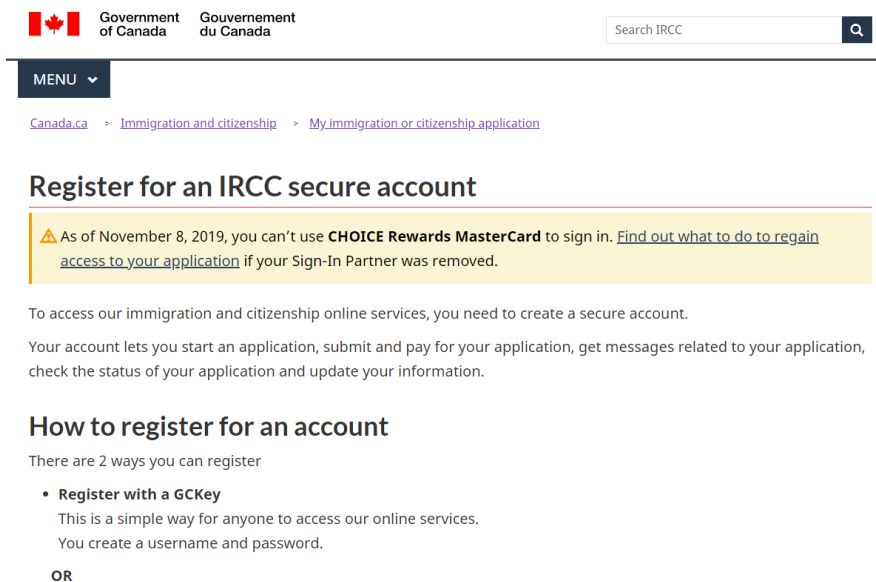
[Sign in with Sign-In Partner](#)

[View the full list of Sign-In Partners](#)

Don't have an account?

[Register](#)

## That will take you to this page:



The screenshot shows the top of a web page for the Government of Canada. It includes the Canadian flag, the text 'Government of Canada' and 'Gouvernement du Canada', a search bar with the text 'Search IRCC', and a 'MENU' dropdown. Below the header is a breadcrumb trail: 'Canada.ca > Immigration and citizenship > My immigration or citizenship application'. The main heading is 'Register for an IRCC secure account'. A yellow warning box contains the text: 'As of November 8, 2019, you can't use CHOICE Rewards MasterCard to sign in. Find out what to do to regain access to your application if your Sign-In Partner was removed.' Below this, it states: 'To access our immigration and citizenship online services, you need to create a secure account. Your account lets you start an application, submit and pay for your application, get messages related to your application, check the status of your application and update your information.' The next section is 'How to register for an account' with the text 'There are 2 ways you can register'. A list item 'Register with a GCKey' is followed by the text: 'This is a simple way for anyone to access our online services. You create a username and password.' Below this is the word 'OR'.

## Click to register with a GC Key:

- **Register with a Sign-In Partner**  
Use your online Canadian banking information to register for an account. You must have an online bank account with 1 of our Sign-In Partners.

### Register with GCKey

A GCKey lets you securely access the Government of Canada's online services.

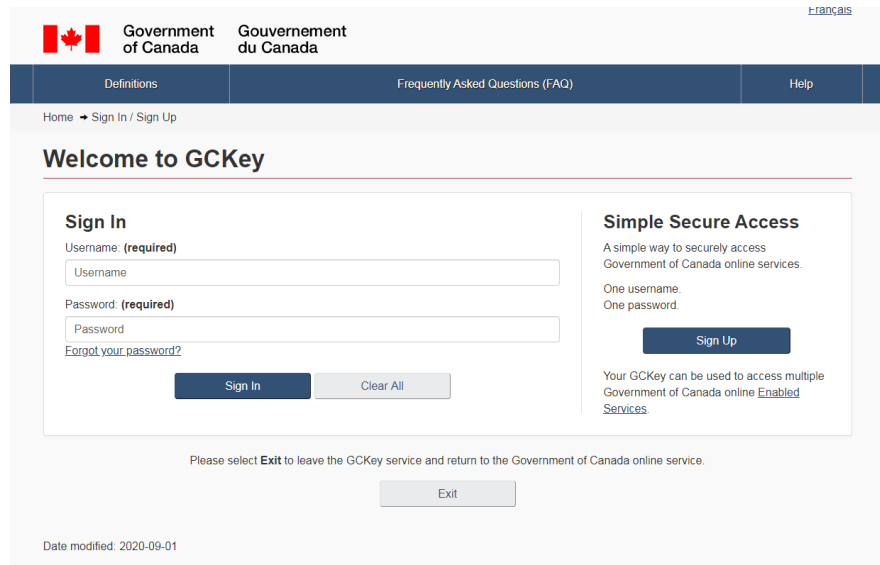
It includes a username and password that you choose. You must also create security questions. These steps keep your data secure and let you recover your account.

### To register with GCKey

1. Click Register with a GCKey below.
2. Click Sign Up.
3. Read the Terms and Conditions of Use and click I Accept.
4. Create a username. Click Continue.
5. Create a password. Click Continue.
6. Create your security questions and responses. Click Continue.
7. Click Continue to get to the Sign Up Complete page.
8. Read the Terms and Conditions. Click I Accept.
9. Enter your information and follow the steps to create your account.

Register with GCKey

That will take you to this page, where you begin to set up your account and register:



The screenshot shows the GCKey sign-in page. At the top, there is a header with the Government of Canada logo and the text "Government of Canada" and "Gouvernement du Canada". Below the header, there are navigation links for "Definitions", "Frequently Asked Questions (FAQ)", and "Help". The main content area is titled "Welcome to GCKey" and contains two main sections: "Sign In" and "Simple Secure Access".

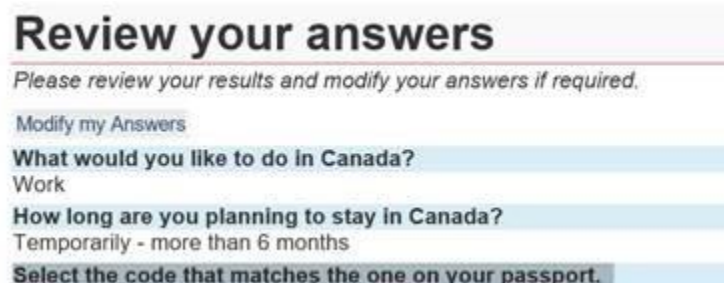
**Sign In**  
Username: (required)  
  
Password: (required)  
  
[Forgot your password?](#)

**Simple Secure Access**  
A simple way to securely access Government of Canada online services.  
One username.  
One password.  
  
Your GCKey can be used to access multiple Government of Canada online [Enabled Services](#).

Please select **Exit** to leave the GCKey service and return to the Government of Canada online service.

Date modified: 2020-09-01

Once you have created your account, you should fill out the first questions as wanting to work temporarily in Canada - this will take you to apply for a work permit. (If you choose: work permanently, you will get the express entry option, this is not the correct application).



The screenshot shows the "Review your answers" page. The title "Review your answers" is prominently displayed at the top. Below the title, there is a sub-header "Please review your results and modify your answers if required." followed by a link "Modify my Answers". The page lists three questions with their corresponding answers:

- What would you like to do in Canada?**  
Work
- How long are you planning to stay in Canada?**  
Temporarily - more than 6 months
- Select the code that matches the one on your passport.**