

CANADA: INTRA COMPANY TRANSFER WORK PERMIT PROCESS MAP

STEP 8: ENTRY TO CANADA

Principal applicant (and any dependents) may now enter Canada. The actual work permit will be issued at the port of entry, upon presentation of the approval letter (issued with the visa). Applicant can start work after this step.

STEP 7: ISSUANCE OF VISA & APPROVAL LETTER

Once the passport is endorsed, a work permit approval letter will also be issued.

STEP 6: REQUEST FOR PASSPORT

Once approved, the passport will be requested for visa endorsement which must be submitted within 30 days.
Processing time: 2 weeks

STEP 5: BIOMETRICS

Within 24 hours, the applicant will receive a request to submit biometrics which must be completed within 30 days. Biometrics are required for those over 14 years of age. The application will only resume processing once these have been submitted.



STEP 1: INITIATION

Client initiates the case with FGI. FGI assesses work permit category and sends document checklist to the client. Client sends the documents listed on the checklist to FGI.

STEP 2: PREPARATION OF APPLICATION FORMS

Once all documentation is received, FGI will proceed with case preparation. After FGI completes the case, the submission package will be sent to candidate in country of residence for submission.
Estimated Turnaround: 5 business days

STEP 3: MEDICAL EXAMINATION

Certain individuals will be required to undergo medical examination for the immigration procedure.

STEP 4: CONSULAR WORK PERMIT & TRV APPLICATION

Work permit and temporary resident visa (TRV) applications for non-visa exempt nationals must be submitted to the Canadian Consulate in the country of residence.
Estimated processing time: Varies by country of submission

Please note that the processing time under GSS is 2 weeks, though due to the pandemic, current processing time is approx. 2 months.