

## Work Authorization Summary Sheet

### Primary Immigration Category for Temporary Expatriates

Intra-Company Transfer (ICT) Work Permits – For foreign nationals transferred internally to Canada for a temporary assignment. Labor Market Impact Assessment (LMIA) Exempt.

### Validity Period & Extensions

**Initial work permit length:** 1-2 years

**Extension process:** Application to extend temporary work status should be initiated at least 6 months prior to expiration.

**Maximum period allowed in status:** 5 years for Specialized Knowledge workers and 7 years for Managers.

### Dependents

- Spouses are work authorized
- Non-married partners allowed
- Same-sex partners allowed
- Children study authorized
- 22** Maximum age for dependent children

### Steps in Immigration Process

1. Work permit application filed by the applicant at the border (for visa-exempt nationals) OR at the Canadian Consulate (for visa required nationals)
2. Provide biometrics and obtain visa stamp (for visa required nationals). Work permit is issued at the border for all applicants.

### Timing

**Estimated lead time:** 1-2 months for visa exempt nationals and 3-5 months for visa required nationals.

Step Description - Port of Entry Process	Time Estimate
Document gathering	2 weeks
Prepare application package and email to the applicant for their submission at the port of entry	2 days
Applicant travels to the port of entry to request the work permit	Immediately

### Key Criteria:

- Employee must meet minimum educational/experience requirements to qualify as either a Specialized Knowledge Worker or Manager
- Must be transferred to a branch, subsidiary or affiliate of the current employer
- Employee must have worked continuously for the current employer at least one year in the preceding 3 years in a position similar to the Canadian position

### Be Aware!

- ANY business visit to Canada should be reviewed by a consultant as Canada is extremely strict on allowable activities for business visitors.
- Criminal history, including DUI's, may make a traveler inadmissible to Canada. This will need to be assessed on a case by case basis.

Step Description – Consular Process	Time Estimate
Document gathering	2 weeks
Prepare application package	2 days
Visa application package for visa required national filed with the Canadian Consulate	1 day
Appointment is made for the applicant to provide biometrics at nearest collection facility	1-2 weeks
Consulate will process the visa request and once complete will request the original passport for visa stamping	3-5 weeks
Passport sent to the local Visa Application Center for insertion of visa in passport	1 week
Applicant travels to the port of entry to request the work permit	Immediately

### Other Common Work Authorization Categories

1. NAFTA Professionals – For U.S. and Mexican nationals
2. Global Skills Strategy - For highly skilled workers requiring expedite processing
3. Work permit exemption that allows for short-term work (15 days or 30 days) - For highly skilled workers