



BRITISH COLUMBIA  
PROVINCIAL NOMINEE PROGRAM

SKILLS IMMIGRATION  
AND  
EXPRESS ENTRY BC

**POST-NOMINATION GUIDE**

*In the event of a discrepancy between the BC PNP Skills Immigration and Express Entry BC Post-Nomination Guide and the BC PNP Skills Immigration and Express Entry BC Program Guide, the program guide shall be considered correct.*

**For more information, please contact:**

The BC Provincial Nominee Program  
450-605 Robson Street  
Vancouver, B.C. V6B 5J3  
Canada

E-mail: [PNPpostNom@gov.bc.ca](mailto:PNPpostNom@gov.bc.ca)

Website: [www.WelcomeBC.ca/PNP](http://www.WelcomeBC.ca/PNP)

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## Part 1: After Nomination

### About the BC PNP Post-Nomination Guide

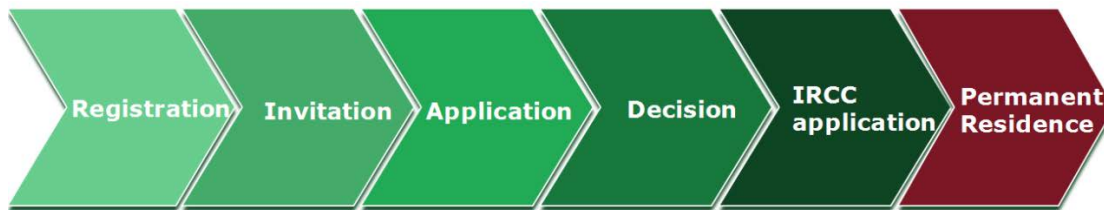
The BC Provincial Nominee Program (BC PNP) Post-Nomination Guide provides information about what happens after you are nominated as a provincial nominee by the BC PNP.

Please carefully review the information in this guide once you are nominated by the BC PNP. This guide is divided into five parts:

- Part 1 includes important information that is applicable to **all nominees**.
- Part 2 describes applying for permanent residence for Express Entry BC nominees only.
- Part 3 describes applying for permanent residence for non-Express Entry BC nominees only.
- Part 4 includes information on work permits and work permit support letters for **all nominees**.
- Part 5 includes other useful information that may be relevant for **all nominees**.

All dollar figures in this guide are expressed in Canadian dollars.

### The Post-Nomination Process



### What is the post-nomination process?

Congratulations on your nomination by the BC PNP! As a provincial nominee, you are now entitled to apply for permanent residence to Immigration, Refugees and Citizenship Canada (IRCC) under the Provincial Nominee Class.

Your BC PNP nomination is only valid for 180 days (approximately 6 months) – the expiry date is noted on your Confirmation of Nomination. **Submit your complete application for permanent residence to IRCC as soon as possible.**

At the time of nomination, if necessary, we will provide you with a work permit support letter so you can apply to IRCC to obtain or renew a work permit to start or continue working in B.C. for your employer while you wait for the decision on your permanent residence application.

If IRCC approves your application, you will be issued a permanent resident visa to live in Canada.

We highly recommend that you review the following websites for more information:

- [Provincial Nominees: How to Apply – Application Kit](#) (Please review IRCC's *Application for Permanent Residence: Guide for Provincial Nominees* under this section.)
- [Visa Office Website](#)

## Requirement to Notify the BC PNP of Changes in Your Circumstances

As a nominee, you have an ongoing obligation to report a material change in your circumstances and must comply with any conditions on your approval. If you fail to report a material change in your circumstances, the BC PNP may withdraw your nomination.

### Changes In Your Employment Status

If you have been nominated under the International Post-Graduate category of the Skills Immigration stream or the Express Entry BC stream, you do not need to notify the BC PNP of changes in your employment status unless you require a work permit support letter (see Appendix 2).

The BC PNP may consider changes in your employment after you have been nominated if your new position continues to meet the requirements for nomination and if you can demonstrate that you have the ability to economically establish in B.C.

You must report changes in your employment status to the BC PNP. This can include a change of any circumstances which were relevant to the decision to approve the application, or to the conditions imposed on an approval, such as:

- change of employer, job title, work location, or job duties
- decrease in wage or decrease in regular scheduled work hours below 30 hours per week
- loss of employment

Both **you and your employer must notify the BC PNP** in the event of any changes in your employment status.

If the change of employment is accepted, the BC PNP will issue a work permit support letter to allow you to obtain a work permit, if necessary.

Please see the [BC PNP Skills Immigration and Express Entry BC Program Guide](#) for more information on continued support of your nomination following cessation or termination of your employment.

### How to Notify the BC PNP of a Change of Employer, Job Title, Duties or Work Location

You can submit a change of employment post-nomination support request through BCPNP Online if any of the following occur:

- You have changed employers
- You have not changed employers, but your job title has changed
- You have not changed employers, but your job duties have changed
- You have not changed employers, but your work location has changed

To submit an online Change of Employment request:

1. Log on to [BCPNP Online](#) and select *My Dashboard*
2. Select *View* on the applicable case
3. Select *Post-Nomination Support*
4. Select *Change of Employment*

5. Upload the required documents & submit your request
  - a. See [Appendix 3](#) for the list of documents you will be required to upload

You can cancel your request at any time via BCPNP Online's *MyDashboard*.

## How to Notify the BC PNP of Other Employment Status or Immigration Status Changes

You must notify the BC PNP, by e-mail, as soon as possible if any of the following occur:

- You have been terminated, laid off or have otherwise stopped working for your supporting employer
- You have been demoted, gone on extended leave, or the business has closed or changed ownership
- Your regular working hours have decreased below 30 hours per week
- Your annual wage has decreased
- Your immigration status has changed
- You have had a work permit application refused
- There has been any other material change in your employment or immigration circumstances

To notify the BC PNP of these changes, send an e-mail to [PNPPostNom@gov.bc.ca](mailto:PNPPostNom@gov.bc.ca) with the following information:

- your full name
- your date of birth (DD MMM YYYY) e.g. 01 JAN 1981
- your provincial nominee file number
- description of your circumstances including any supporting documentation

You may be asked to submit the relevant documents based on the reported change.

All attachments submitted through BCPNP Online or through email must be a PDF or JPG file and under 3MB in size.

## BC PNP Withdrawal of Your Nomination

You must abide by the Conditions of Nomination document included in your nomination package. The BC PNP may withdraw your nomination if you fail to continue to meet the conditions of your nomination.

Please refer to the [BC PNP Skills Immigration and Express Entry BC Program Guide](#) for more information.

## Part 2: Applying for Permanent Residence – Express Entry BC Nominees

Although the BC PNP may nominate you for permanent residence under the Provincial Nominee Class, the federal government (IRCC) has the final decision-making authority and discretion on your permanent residence application.

Under IRCC's Express Entry system, a nomination by the BC PNP will provide you with 600 additional points in the Comprehensive Ranking System (CRS) which will normally allow you to rank high enough to be invited to apply for permanent residence.

As a provincial nominee nominated under the Express Entry British Columbia (EEBC) stream, you must wait for IRCC to invite you to apply (called a "round") via your MyCIC account. IRCC states that these draws will be made on a regular basis.

Once you are invited to apply, you will get a message in your MyCIC account telling you:

- which federal program you are invited under
- what to do next

If you are invited to apply for permanent residence, you may need to show proof of the information you provided to IRCC in your Express Entry profile. IRCC may refuse your application if the information in your profile is different from what you submitted in your application for permanent residence.

You must update your MyCIC profile if there is a change in your (or that of your spouse or partner's) immigration and/or employment status, qualifications, or any other relevant information, as indicated as a part of your Express Entry profile.

Once IRCC has issued you an invitation to apply, you will have 60 days to fill out your application for permanent residence and submit all supporting documents, as indicated on your Express Entry profile.

Ensuring you have all required documents ready will make it easier to apply within 60 days. If IRCC determines that you are eligible, they will notify you and tell you what to do next.

If you fail to submit your permanent residence application within 60 days, your Express Entry profile will be deleted. If your BC PNP nomination has not yet expired, you may create a new Express Entry profile and submit a post-nomination request through BCPNP Online with your new Express Entry profile number.

To add a new Express Entry profile to an existing nomination:

1. Log on to [BCPNP Online](#) and select *MyDashboard*
2. Select *View* on the applicable case
3. Select *Post-Nomination Support*
4. Select *Nomination Extension*
5. Upload the required documents & submit your request
  - a. See [Appendix 3](#) for the list of documents you will be required to upload

You can cancel your request at any time via BCPNP Online's *MyDashboard*.

We will then verify your nomination with IRCC and you will be eligible for the next IRCC draw. If you are unable to apply within 60 days, you may decline the Invitation To Apply (ITA) from IRCC and await the next ITA.

**Please note:** Failure to apply for permanent residence within 180 days (approximately six months) of nomination may require you to register and apply again to the BC PNP for a new nomination.



## Compiling documents for your permanent residence application to IRCC

When you receive your invitation to apply for permanent residence, IRCC will send you a personalized document checklist of the supporting documents you will need to upload with your application.

IRCC requires that all information in the document checklist be provided at the time of application. Failure to provide this information may lead to your application being returned to you without a decision on admissibility for permanent residence.

Please note that even though your Express Entry application is completed online, you must print, **sign** and upload your application form as a supporting document for your permanent resident application. If you have a spouse, your spouse must also sign these forms.

Please consult the ["How to Apply" section of IRCC's website](#) for more details.

## Obtaining Police Certificates

When you apply to become a permanent resident, you and your accompanying family members must include a police certificate. A police certificate is a copy of your criminal record or a statement that you do not have a criminal record.

In general, you and all the people in your family who are 18 or older need to get a police certificate. You must get one from each country or territory where you have spent six or more months since the age of 18.

For more information on obtaining police certificates, please refer to [IRCC's website](#).

## Medical Screening

All persons applying for permanent residence must pass a medical examination. Your dependants must also pass a medical examination whether or not they will accompany or immigrate with you to Canada.

Please DO NOT schedule a medical examination prior to receiving instructions and forms from IRCC requesting you to do so. Once you have received the medical instructions and forms from the visa office, please arrange to complete your medical as soon as possible.

For more information on obtaining medical screening, please refer to [IRCC's website](#).

## IRCC processing fees

You must pay these fees online through your MyCIC account using a credit card.

Application fees must be exact, and must include the necessary fees for you and your dependants (if applicable).

Please consult the [Immigration, Refugees and Citizenship Canada Fee Schedule](#) for details.

## Extension of Nomination (Express Entry BC nominees)

If you applied for permanent residence to IRCC before the expiry of your BC PNP nomination and you have received a letter from IRCC that your application for permanent residence is being returned because it is incomplete (R10 rejection letter), you will need to create a new IRCC Express Entry profile and obtain a new job seeker validation code in order to request a nomination extension from the BC PNP.

The BC PNP will only provide a nomination extension if you are able to demonstrate that you submitted your application for permanent residence to IRCC before the nomination expiry date listed on the Confirmation of Nomination, or in other extenuating circumstances on a case-by-case basis.

### How to Request an Extension of your Express Entry BC Nomination

To submit a nomination extension request:

1. Log on to [BCPNP Online](#) and select *MyDashboard*
2. Select *View* on the applicable case
3. Select *Post-Nomination Support*
4. Select *Nomination Extension*
5. Upload the required documents & submit your request
6. See [Appendix 3](#) for the list of documents you will be required to upload

You can cancel your request at any time via BCPNP Online's *MyDashboard*.

When you create your new IRCC Express Entry profile, do **not** select that you have a BC PNP nomination as this creates a short timeline for the BC PNP to confirm your nomination and may result in your IRCC Express Entry profile being deleted again.

**Please note:** if IRCC has made a decision to refuse your permanent residence application, you will not be eligible for a nomination extension even if the date on your BC PNP nomination is not yet expired. Once IRCC has concluded the processing of your permanent residence application, your BC PNP nomination is closed.

## Part 3: Applying for Permanent Residence – Non-Express Entry BC Nominees

Once you have been approved as a provincial nominee under a Skills Immigration (**non**-Express Entry BC) category, you and your dependants, if applicable, may then apply for permanent residence to Immigration, Refugees and Citizenship Canada (IRCC) under the Provincial Nominee Class.

IRCC will assess that you meet federal security and [admissibility requirements](#) to be issued permanent residence in Canada, including medical and security checks. IRCC may review additional information related to your application and ensure you continue to meet the conditions of your nomination.

**Important:** Although the BC PNP may nominate you for permanent residence under the Provincial Nominee Class, the federal government (IRCC) has the final decision-making authority and discretion on your permanent residence application.

If IRCC approves your application, you will be [issued a permanent resident visa to live and work in Canada](#).

### Compiling documents for your permanent residence application to IRCC

Please follow carefully IRCC's [Application for Permanent Residence: Guide for Provincial Nominees](#). This guide will list all of the documents you need to submit.

Please remember:

- do not staple your application package together
- do not separate sections with plastic page protectors, binders or envelopes
- do remove transcripts from envelopes (if applicable)
- you and your spouse, if applicable, must both sign the application form

Assemble your application package in the order listed on this [IRCC checklist](#).

Please note that you only have to provide the documents listed under the “PNC” column of the checklist.

Ensure all required documents are together when you submit your application to the visa office. However, if you are just initiating the process of getting your police certificates, it is best to send your application to the Centralized Intake Office (CIO) without them so as not to delay the process. Include a note that says you will send police certificates when you receive them.

If your documents are not in English or in French, send a certified translation with a copy of the originals.

For more information, we highly recommend that you review the following websites:

- [Provincial Nominees: How to Apply – Application Kit](#) (Please review IRCC's *Application for Permanent Residence: Guide for Provincial Nominees* under this section.)
- [Visa Office Website](#)

Provincial nominees approved under a **non**-Express Entry BC category must submit their applications for permanent residence to the Centralized Intake Office (CIO):

By Regular Mail:

Immigration, Refugees and Citizenship Canada  
Provincial Nominee Program  
Centralized Intake Office  
P.O. BOX 1450  
Sydney, NS B1P 6K5  
Canada

By Courier:

Immigration, Refugees and Citizenship Canada  
Provincial Nominee Program  
Centralized Intake Office  
49 Dorchester Street  
Sydney, NS B1P 5Z2  
Canada

If the application has been properly completed and all required supporting documents have been provided, then the CIO will notify you of this and provide you with an IRCC file number.

For more information on applying for permanent residence including processing times, please visit [IRCC's website](#).

Please follow the instructions specific to provincial nominees when compiling your application package. These instructions are found on [IRCC's website](#).

## Obtaining Police Certificates

When you apply to become a permanent resident or a Canadian citizen, you and your family members must include a police certificate. A police certificate is a copy of your criminal record or a statement that you do not have a criminal record.

In general, you and all the people in your family who are 18 or older need to obtain a police certificate. You must get one from each country or territory where you have spent six or more months since the age of 18.

In order to avoid delaying the processing of your application for permanent residence, we encourage you to begin the process of obtaining your police certificate immediately and to submit your application for permanent residence even if the police certificate has not yet been issued.

When you send your police certificate to IRCC, quote your full name, date of birth, and file number (beginning with an "E" or "EP").

For more information on obtaining police certificates, please refer to [IRCC's website](#).

## Medical Screening

All persons applying for permanent residence must pass a medical examination. Your dependants must also pass a medical examination whether or not they will accompany or immigrate with you to Canada.

Please DO NOT schedule a medical examination prior to receiving instructions and forms from IRCC requesting you to do so. Once you have received the medical instructions and forms from the visa office, please arrange to complete your medical as soon as possible.

For more information on obtaining medical screening, please refer to [IRCC's website](#).

## IRCC Processing Fees

All [IRCC processing fees](#) must be included with your application. If you do not include the correct fee with your application, it will be returned to you. You must complete and include the [fee payment form \[IMM 5620\]](#) along with your application for permanent residence.

Please note:

- personal cheques are NOT accepted
- application fees must be exact, and must include the necessary fees for you and your dependants (if applicable)

## Extension of Nomination (non-Express Entry BC nominees)

The BC PNP will only provide a nomination extension if you are able to demonstrate that you submitted your application for permanent residence to IRCC before the nomination expiry date listed on the Confirmation of Nomination, or in other extenuating circumstances on a case-by-case basis.

### How to Request an Extension of your non-Express Entry BC Nomination

To submit a Nomination Extension request:

1. Log on to [BCPNP Online](#) and select *MyDashboard*
2. Select *View* on the applicable case
3. Select *Post-Nomination Support*
4. Select *Nomination Extension*
5. Upload the required documents & submit your request
  - a. See [Appendix 3](#) for the list of documents you will be required to upload

You can cancel your request at any time via BCPNP Online's *MyDashboard*.

**Please note:** if IRCC has made a decision to refuse your permanent residence application, you will not be eligible for an extension of nomination even if the date on your BC PNP nomination was not yet expired at the time of your permanent residence application, or appears to still be valid.

Once IRCC has concluded processing of your permanent residence application, your BC PNP nomination is closed.

## Part 4: Work Permit Support After Nomination

### Work Permits

You must maintain legal immigration status while in Canada, and you must have a valid work permit to work in B.C.

IRCC and the Canada Border Services Agency (CBSA) are responsible for issuing work permits.

**A BC PNP nomination by itself does not authorize you to work in B.C.**

### Work Permit Support Letters

If you have been nominated, the BC PNP may issue you a work permit support letter that allows you to apply for a work permit from the federal government without the need for a Labour Market Impact Assessment (LMIA).

**The BC PNP cannot apply for a work permit on your behalf.**

Please note:

- work permit support letters are only issued to individuals who have been approved as nominees by the BC PNP
- the nominee is responsible for applying for a work permit from the federal government
- the nominee is expected to obtain and/or maintain a work permit following nomination
- your employer may need to pay a \$230 [Employer Compliance Fee](#) to IRCC before you can submit your work permit application

At the time of nomination, the BC PNP may automatically include a work permit support letter in your nomination package if:

- you do not already have a valid work permit
- OR**
- your current work permit will expire in the near future

**Following nomination, and in response to a written request from you through BCPNP Online**, the BC PNP may only issue a work permit support letter if **all** of the following are met:

- you have been nominated by the BC PNP
- your work permit will expire within 180 days
- you submitted an application for permanent residence to IRCC as a BC PNP nominee before the nomination expiry date
  - note: if you have not yet submitted an application for permanent residence as a nominee and your BC PNP nomination expiry date has not passed, you may request a work permit support letter.
- you continue to meet the conditions of nomination

If you require a work permit, you must apply to IRCC for your own work permit.

## How to Request a Work Permit Support Letter from the BC PNP

To request a work permit support letter from the BC PNP, please ensure you meet **all** of the criteria described on the previous page.

To submit a Work Permit Support Letter request:

1. Log on to [BCPNP Online](#) and select *MyDashboard*
2. Select *View* on the applicable case
3. Select *Post-Nomination Support*
4. Select *Work Permit Support Letter*
5. Upload the required documents & submit your request
  - a. See [Appendix 3](#) for the list of documents you will be required to upload

You can cancel your work permit support letter request at any time via BCPNP Online's *MyDashboard*.

**We strongly encourage you to submit your request early to allow us enough time to process.** Please refer to the [Processing Times](#) page of the BC PNP website for more information.

More information on work permits:

- Applying for a work permit, including application forms:  
[www.CIC.gc.ca/english/information/applications/work.asp](http://www.CIC.gc.ca/english/information/applications/work.asp)
- Extending your work permit, including application forms:  
[www.CIC.gc.ca/english/information/applications/extend-worker.asp](http://www.CIC.gc.ca/english/information/applications/extend-worker.asp)
- Current processing times for work permit extension applications sent to IRCC:  
[www.IRCC.gc.ca/english/information/times/temp.asp](http://www.IRCC.gc.ca/english/information/times/temp.asp)

## Employer Compliance Fee

Unless your employer has already completed a Labour Market Impact Assessment (LMIA) for your position, **you will need an offer of employment number for your work permit application.** In order to obtain this number, your employer must use [IRCC's Employer Portal](#) to:

- submit the [offer of employment](#) information and;
- pay the Canadian government's [\\$230 employer compliance fee](#) or upload proof of their fee exemption.

Ensure your employer gives you the offer of employment number before you apply for your work permit application or your application may be refused. The offer of employment number starts with an "A" and is followed by 7 numbers.

If your employer has previously created an account in the Canadian government's Employer Portal, they can use the same account to register the new offer of employment.

For more information on the employer compliance fee, please refer to [IRCC's website](#).

## Bridging Open Work Permits

IRCC may issue a Bridging Open Work Permit (BOWP) under **very limited** conditions:

- you applied for permanent residence (and received confirmation that your application has been accepted and is being processed by IRCC)
- your current work permit expires in 4 months or less
- you have valid status on your work permit
- you are currently in Canada

**Important:** If you have recently been nominated and not yet applied for permanent residence **or** you have applied for permanent residence and not yet received confirmation that your permanent residence application has been accepted and is being processed by IRCC, **your BOWP application will be refused, and the following outcomes may result:**

- you will not receive a refund of the work permit fee
- you will need to obtain proof that your employer has paid the [employer compliance fee](#)
- if you have been working under implied status, you must stop working

Given these consequences, the BC PNP strongly recommends that you carefully review – and ensure that you meet – the BOWP requirements before applying for a BOWP.



## Part 5: Useful Information

### Useful Websites for New Immigrants

Settlement Services: <http://www.cic.gc.ca/english/newcomers/map/services.asp>

IRCC's interactive map will help you to search for immigrant services in your area. Settlement service providers can help you navigate many of the common challenges facing newcomers to Canada, free of charge.

Welcome BC: <http://www.welcomebc.ca>

Contains general information on living and working in British Columbia, including information on the job market and economic opportunities, information on communities within the province, health care, housing, education, and arts and recreation.

WorkBC: <https://www.workbc.ca/>

WorkBC helps people find jobs, explore career options and improve their skills. WorkBC offers a comprehensive database of B.C. job postings, career tools and live chat for help with using the website and finding information.

Medical Services Plan (MSP) of BC: <http://www.health.gov.bc.ca/insurance/bcresidents.html>

MSP provides British Columbians with coverage for medically required services, laboratory services and diagnostic procedures. MSP is a prepaid plan and account holders are billed for premiums a month in advance.

PharmaCare subsidizes eligible prescription drugs and designated medical supplies, protecting British Columbians from high drug costs. PharmaCare provides financial assistance to British Columbians under Fair PharmaCare and other specialty plans.

BC Health Guide: <http://www.bchealthguide.org/>

The BC HealthGuide Program provides reliable health information and online advice, and contains useful links to medically-approved resources that can be used to help you stay healthy and work with your doctor and other health professionals to manage your health concerns.

Employment Standards Branch (ESB): <http://www.labour.gov.bc.ca/esb/>

The Employment Standards Branch administers the *Employment Standards Act and Regulation*, which set minimum standards of wages and working conditions in most workplaces.

Eligibility for Canadian Employment Insurance: <http://www.servicecanada.gc.ca/eng/sc/ei/index.shtml>

Employment Insurance (EI) provides temporary income support during periods of unemployment. Temporary Foreign Workers must meet the same eligibility requirements as Canadian citizens and permanent residents.

Pre-Arrival Services: <http://www.cic.gc.ca/english/newcomers/before-services.asp>

Get help before arriving in Canada with online and in-person services that you and your family can access as soon as you are selected to immigrate to Canada. These services are provided free of charge by settlement service providers while you are still overseas.

## BC PNP & IRCC Contact Information

Contact Information for IRCC	
Website	<a href="http://www.CIC.gc.ca">www.CIC.gc.ca</a>
Express Entry website	<a href="http://www.canada.ca/ExpressEntry">www.canada.ca/ExpressEntry</a>
IRCC On-Line Services	<a href="http://www.CIC.gc.ca/english/helpcentre/index-featured-can.asp">http://www.CIC.gc.ca/english/helpcentre/index-featured-can.asp</a>
General information (within Canada)	1-888-242-2100
General information (outside of Canada)	Contact your local visa office
IRCC Application Status Update Requests	<a href="https://secure.cic.gc.ca/enquiries-renseignements/case-cas-eng.aspx?mission=sydney">https://secure.cic.gc.ca/enquiries-renseignements/case-cas-eng.aspx?mission=sydney</a>

**Please note:** The BC PNP does not have any information from IRCC regarding the status of your application for permanent residence.

Contact Information for the BC PNP	
Website	<a href="http://www.WelcomeBC.ca/PNP">www.WelcomeBC.ca/PNP</a>
General information	(604) 775-2227
Email	<a href="mailto:PNPPostNom@gov.bc.ca">PNPPostNom@gov.bc.ca</a>
Fax	(604) 660-4092
<b>Please remember to include your BC PNP file number in all correspondence with our office.</b>	

Ensure your contact information (i.e. new telephone number, address, etc.) is kept up to date by logging in to your dashboard in BCPNP Online, going to *My Profile*, and clicking on *Edit My Profile*.

## Using a Representative

Some people choose to use a representative to provide immigration advice or to assist with the process.

You are not required to use a representative – such as an immigration consultant or lawyer – to register and/or apply to the BC PNP or to IRCC.

You can add an authorized representative or update information about your representative at any stage of the process by clicking on the *My Representative* tab of your BCPNP Online profile.

Learn more about [using a representative on IRCC's website here](#).

## Beware of immigration fraud and scams

We encourage you to protect yourself from immigration fraud and scams. Learn more about [protecting yourself from fraud](#).

## Appendix 1: Employment Standards Information for Foreign Workers

The [Employment Standards Branch](#) provides important information for foreign workers. This website contains useful information regarding rights that are covered by the Employment Standards Act and Regulation, including a [Working in B.C.](#) information sheet as well as a Temporary Foreign Worker Factsheet (copied below). This temporary foreign workers factsheet is also available in [Chinese \(traditional\)](#), [Tagalog](#), [French](#), [Japanese](#), [Punjabi](#), [Korean](#), and [Spanish](#).



This factsheet has been prepared for general information purposes. It is not a legal document. Please refer to the *Employment Standards Act* and Regulation for purposes of interpretation and application of the law.

July 2016

# Temporary Foreign Workers

Temporary foreign workers are covered by the *Employment Standards Act* and Regulation. These provisions include overtime pay, statutory holidays and holiday pay, annual vacations and vacation pay, and minimum wage.

### No charge for hiring

No one can charge a fee to a person to:

- help that person find a job; or
- provide information about prospective jobs.

A temporary foreign worker cannot be required to pay for immigration assistance as a condition of being placed in a job.

A temporary foreign worker cannot be required to post a bond or pay a deposit to ensure they will finish a work term or employment contract, or to pay a penalty if they do not.

A temporary foreign worker cannot be required to pay back any costs the employer paid to an employment agency or anyone else to recruit the worker.

### Deductions from wages

An employer may only deduct wages as required by law (e.g. income tax, Canada Pension Plan contributions, Employment Insurance premiums, union dues).

An employer cannot require an employee to pay any portion of a business cost, including:

An employer may not refuse to continue to employ a person who files an Employment Standards complaint, or otherwise discriminate against a person with respect to their employment.

- costs of bringing a temporary foreign worker to Canada; or
- costs incurred due to theft, damage, breakage, poor quality of work, failure to pay by a customer, etc.

An employer may deduct advances and overpayments from wages if the employee gives written authorization.

### Payment of wages

Wages must be paid in Canadian currency by cheque, draft, money order or direct deposit to an employee's bank account. An employer cannot provide goods or services in lieu of wages.

Employers must pay the wage rate specified on the Labour Market Opinion. If a lesser rate is paid, the difference is recoverable as wages.

### If employment ends

An employer may terminate an employee upon giving the required notice or pay in lieu of notice.

An employer or an employment agency cannot force a temporary foreign worker to return to his or her country of origin if the employer terminates an employment contract before the work permit expires or if the temporary foreign worker finds a job with another employer. Only the Government of Canada has the legal authority to remove a person from Canada.

*Continued ...*

### Complaints

Temporary foreign workers with language difficulties are not required to use the Self-Help Kit before filing an Employment Standards complaint.

## Appendix 2: Special Instructions for International Post-Graduates Requesting a Work Permit Support Letter

Those nominated in the International Post-Graduate category under the Skills Immigration stream or the Express Entry BC stream **must submit the job offer form** in order to obtain a work permit support letter.

To request a work permit support letter from the BC PNP, please ensure you meet **all** of the criteria described below:

- you have been nominated by the BC PNP
- your work permit will expire within 180 days
- you submitted an application for permanent residence to IRCC as a BC PNP nominee before the nomination expiry date
  - Note: if you have not yet submitted an application for permanent residence as a nominee and your BC PNP nomination expiry date has not passed, you may request a work permit support letter.
- you continue to meet the conditions of nomination

To submit your post-nomination request for a work permit support letter, send an email to [PNPPostNom@gov.bc.ca](mailto:PNPPostNom@gov.bc.ca) with the following information:

- your full name
- your date of birth (DD MMM YYYY) e.g. 01 JAN 1981
- your provincial nominee file number
- description of your circumstances including any supporting documentation (job offer form)

**For time-sensitive work permit support letter requests, we strongly encourage you to submit your request early to allow us enough time to process.** Please refer to the [Processing Times](#) page of the BC PNP website for more information.

You must apply to IRCC for your own work permit.

## Appendix 3: Required Documents for Post-Nomination Requests

### Change of Employment

1. copy of your offer of employment (signed and dated by nominee and employer)
2. detailed job description
3. job offer form (pages 1 and 3 of this form must be completed)
4. if the offer of employment requires a driver's license, a copy of a valid B.C. driver's license (front and back)
5. copy of the company's valid B.C. business license
6. copy of the company's certificate of incorporation
7. copy of Canadian immigration records (e.g. work/study/visitor permit/record or application)
8. if your Confirmation of Nomination has expired, proof of permanent residence application submission to IRCC (i.e. verification that you have submitted your application for permanent residence to IRCC before the nomination expiry date, such as confirmation email/letter from IRCC showing that your application for permanent residence was received by IRCC, or the first page of the IRCC application for permanent residence including the date stamp, or mail/courier receipt).

### Nomination Extension (Express Entry BC categories)

1. copy of Canadian immigration records (e.g. work/study/visitor permit/record or application)
2. proof of permanent residence application submission to IRCC (i.e. verification that you have submitted your application for permanent residence to IRCC before the nomination expiry date, such as confirmation email/letter from IRCC showing that your application for permanent residence was received by IRCC, or the first page of the IRCC application for permanent residence including the date stamp, or mail/courier receipt).
3. confirmation/verification that your permanent residence application has been returned or refused (i.e. IRCC R10 rejection letter), if applicable
4. IRCC candidacy letter – which includes the new Express Entry profile number and Job Seeker Validation Code (IMM5786)
5. copies of your wage statements for the last two pay periods

### Nomination Extension (non-Express Entry BC categories)

1. copy of Canadian immigration records (e.g. work/study/visitor permit/record or application)
2. proof of PR application submission to IRCC (i.e. verification that you have submitted your application for permanent residence to IRCC before the nomination expiry date, such as confirmation email/letter from IRCC showing that your application for permanent residence was received by IRCC, or the first page of the IRCC application for permanent residence including the date stamp, or mail/courier receipt).
3. confirmation/verification that your permanent residence application has been returned or refused (i.e. IRCC R10 rejection letter), if applicable
4. copies of your wage statements for the last two pay periods

### Work Permit Support Letter

1. copy of Canadian immigration records (e.g. a copy of your current work permit)
2. proof of permanent residence application submission to IRCC (i.e. verification that you have submitted your application for permanent residence to IRCC before the nomination expiry date, such as the first page of the IRCC application for permanent residence including the date stamp)
3. copies of your wage statements for the last two pay periods

**All attachments submitted through BCPNP Online or through email must be a PDF or JPG file and under 3MB in size.**

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