

**GUIDELINES FOR URGENT PROCESSING
OF SAUDI DOCTORS' WORK PERMIT RENEWALS, INCLUDING EXTENSION
APPLICATIONS FOR ACCOMPANYING FAMILY MEMBERS (if applicable)**

The Urgent processing criteria includes a Medical doctor who is...

Actively involved in the treatment of patients and is

- **Changing employer; or**
- **Relocating to another province; or**
- **Renewing his/her medical licence.**

NB: A doctor who teaches, but who is NOT actively involved in the treatment of patients, does not qualify for urgent processing.

WORKERS

Application to Extend Stay in Canada as a Worker

Extension applications must be made **2 months** prior to the expiry date of the current work permit. The work permit extension application package is available on this link:

<http://www.cic.gc.ca/english/information/applications/extend-worker.asp>

The following application and supporting documents are required to apply **by paper**:

1. Document checklist (IMM 5556) <http://www.cic.gc.ca/english/pdf/kits/forms/IMM5556E.pdf>
2. Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM 5710). **The application must be completed on a computer and validated to generate a barcode page. Then printed and signed.** <http://www.cic.gc.ca/english/pdf/kits/forms/IMM5710E.pdf>

DETAILS OF INTENDED WORK IN CANADA

1 *What type of work permit are you applying for?
Exemption from Labour Market Impact Assessment

2 Details of my prospective employer (attach original offer of employment)
*a) Name of Employer (If you are employed by a foreign employer who has been awarded a contract to provide services to a Canadian entity, please identify the foreign employer here)
*b) Complete Address of Employer (Canadian or Foreign):

3 Intended location of employment in Canada?
*Province *City/Town *Address
Question 2.B: What is the complete address of your employer (Canadian or Foreign)?

4 My occupation in Canada will be:
*Job title *Brief description of duties

5 Duration of expected employment *From *To
YYYY-MM-DD YYYY-MM-DD

6 *Labour Market Impact Assessment (LMIA) No. or Offer of Employment (LMIA Exempt) No.

3. **NEW** Offer of Employment from the University including the **NEW LMIA-E ID number**;
4. Copy of passport bio-data page including most recent entry stamp to Canada (if applicable);
5. Copy of the current work permit;

6. **An explanation letter:** in the explanation letter, the doctor would need to indicate that he/she is actively treating patients and that the licensing authority in the Province is required to receive a copy of the new WP secure document to enable them to issue the doctor's a new medical licence to permit him/her to continue training and treat patients.
8. Recently dated Financial Sponsorship Certificate (from the Cultural Bureau);
9. Proof of payment (\$155): <http://www.cic.gc.ca/english/information/fees/index.asp>

IN THE CASE OF ACCOMPANYING FAMILY MEMBERS:

VISITORS

Application to Extend Stay in Canada as a Visitor

The application package is available on this link: <http://www.cic.gc.ca/english/information/applications/visitor.asp>

The following application and supporting documents are required to apply by paper:

1. Document checklist (IMM 5558);
<https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5558e.pdf>
2. Application to change conditions, extend stay or remain in Canada as a visitor (IMM 5708). The application must be completed on a computer and validated to generate a barcode page. Printed than signed; <https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5708e.pdf>
3. Copy of passport bio-data page including most recent entry stamp to Canada;
4. Copy of visitor record (if applicable);
5. Marriage certificate (if applicable);
6. Financial sponsorship certificate (from the Bureau); and
7. Proof of payment (\$100.00 per application): <http://www.cic.gc.ca/english/information/fees/index.asp>

STUDENTS

Application to Extend Stay in Canada as a Student

The application package is available on this link: <http://www.cic.gc.ca/english/information/applications/extend-student.asp>

The following application and supporting documents are required to apply by paper:

1. Document checklist (form IMM 5555);
<https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5555e.pdf>
2. Application to change condition, extend my stay in Canada as a student (IMM 5709). The application must be completed on a computer and validated to generate a barcode page. Printed than signed;
<https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5709e.pdf>
3. Copy of passport bio-data page including most recent entry stamp to Canada;
4. Copy of immigration document (study permit or visitor record);
5. Letter from school (elementary /secondary school level), acceptance letter or a letter of enrolment (post secondary level);
6. Proof of financial support (i.e. financial sponsorship certificate from the Saudi Cultural Bureau);
7. Proof of payment (\$150.00 per application) : <http://www.cic.gc.ca/english/information/fees/index.asp>

Mailing Instructions:

Completed SIGNED application(s) (and supporting documents) must be sent in one envelope to CPC-Edmonton via **Canada Post XpressPost Courier** to the following address:

**Case Processing Centre in Edmonton
Immigration Refugees and Citizenship Canada
Expedited Work Permit Processing
c/o TL/CSU Station 009
9700 Jasper Avenue NW, Suite 55
Edmonton, AB T5J 4C3**

Important: In order to ensure urgent processing for all family members, all forms need to be submitted in the same envelope. **Applicant(s) must keep a record of the courier tracking number.**

Also, the words ‘URGENT PROCESSING’ should be written on the courier envelope itself.

Lastly, all applicants should feel free to send drafts of their applications to Rana and Brian in the Saudi Cultural Bureau Legal Office for review and comment before submitting to CPC-E:

Rana Basbous: rbasbous@moe.gov.sa
Brian McAsey: bmcasey@moe.gov.sa