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

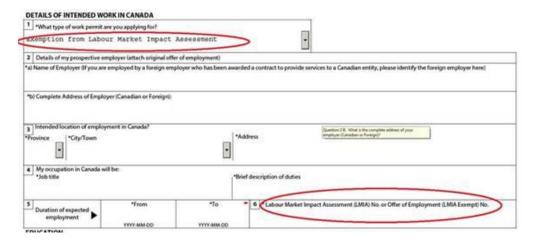
Application to Extend Stay in Canada as a Worker

Extension applications must be made <u>2 months</u> 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



- 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:

- Document checklist (IMM 5558);
 https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5558e.pdf
- 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);
- 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:

<u>Completed SIGNED</u> 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