**ENTRY PROCEDURES INTO CANADA FOR PARTICIPANTS OF Audiovisual Treaty COPRODUCTIONS  
UNDER AN AUDIOVISUAL TREATY IN FORCE WITH CANADA**

Telefilm Canada is offering this information as a guide, but official procedures are the responsibility of Immigration, Refugees, and Citizenship Canada (IRCC) and Employment and Social Development Canada (ESDC).

In most cases, Canadian employers hiring temporary foreign workers must get a Labour Market Impact Assessment (LMIA) from ESDC/Service Canada. The foreign national also requires a work permit from IRCC in order to work in Canada.

However, foreign workers entering Canada to take up employment under the terms of an **audiovisual coproduction** **treaty** between Canada and any foreign country typically do not require an LMIA when applying for their work permit under the [T11 LMIA exemption code](https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/foreign-workers/exemption-codes/canada-international-non-trade-agreements-r204-t11.html) of IRCC’s International Mobility Program. In very limited circumstances, a foreign worker may even be eligible for a [work permit exemption.](https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/foreign-workers/work-without-permit.html)

**Note to Employers:**

Employers of foreign nationals applying for an employer-specific LMIA-exempt work permit must pay an employer compliance fee of $230 and electronically submit an offer of employment information directly to IRCC via the [Employer Portal](https://www.canada.ca/en/immigration-refugees-citizenship/corporate/partners-service-providers/employer-portal.html).

The $230 fee must be paid and the [Offer of Employment](http://www.cic.gc.ca/english/pdf/kits/forms/IMM5802E.pdf) must be submitted by the employer **before** a foreign national makes an application for an employer-specific LMIA-exempt work permit. The employer should provide the offer of employment ID number to the foreign national for inclusion in their work permit application form. If employers do not meet these requirements when hiring foreign nationals under employer-specific LMIA-exemptions, officers have the authority to refuse the work permit application.

For more information on hiring temporary foreign workers through the International Mobility Program, please refer to the following link:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/work-canada/hire-foreign-worker/temporary/international-mobility-program.html>

**DETAILED ENTRY PROCEDURE**

**Step 1:**

Employers need to pay an employer compliance fee ($230); complete; and submit an Offer of Employment to Immigration, Refugees, and Citizenship Canada (IRCC) through the [Employer Portal](https://www.canada.ca/en/immigration-refugees-citizenship/corporate/partners-service-providers/employer-portal.html) before a foreign worker can apply for a work permit.

**Step 2:**

The Canadian coproducer will have to give the foreign worker entering Canada the following information/documents:

* the Offer of Employment ID number (The number starts with the letter “A” and is followed by seven numbers)
* a signed letter addressed to the foreign coproducer or the immigration authority (see Telefilm template letter and explanations in the Annex);
* a duly signed and acceptable work contract between the foreign worker and one of the coproducers.

**Step 3: Entering Canada**

* Foreign nationals must submit their complete work permit application to IRCC. Certain applicants who are not required to obtain a visa may be eligible to apply for a work permit at a Canadian port of entry. Applicants are encouraged to read the [instruction guide](https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5487-applying-work-permit-outside-canada.html) and other resources available on the [IRCC website](https://www.canada.ca/en/immigration-refugees-citizenship/services/work-canada/permit/temporary/apply.html) to get familiar with the work permit application process.
* Foreign nationals may need a temporary resident visa (TRV) or an electronic Travel Authorization (eTA).
  + If they need a TRV or an eTA, they do not have to fill out a separate application or pay more fees. It will be issued by the officer at the same time as the documents they need for their entry to Canada as a worker.
* Foreign nationals may need to provide their [biometric information](http://www.cic.gc.ca/english/visit/biometrics.asp) (fingerprints and photo) at a biometric collection service point. They can give their biometrics after they
  + pay for and submit their work permit application and biometric fees, and
  + get a biometric instruction letter which will direct the applicant to a list of biometric collection service points.

**Useful links:**

Check application processing times: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html>

Find out if you need an Electronic Travel Authorization (eTA) or a visa to visit Canada: <http://www.cic.gc.ca/english/visit/visas.asp>

Updated: January 2019

**ANNEX**

In order to facilitate the work of producers, we have included a letter template containing all the information to support a foreign worker’s work permit application.

**The present document is to be used for illustration purposes only.** Telefilm Canada, its officers, directors, agents or employees shall not be held responsible in any manner whatsoever for the use of this document by any person. Telefilm Canada and Immigration, Refugees, and Citizenship Canada (IRCC) reserve the right, at any time, to request modifications to the present document.

**You can use our template or create your own letter. Please make sure you include the following information:**

1. Title of the audiovisual treaty coproduction project;
2. Telefilm file number at the coproduction department;
3. The name of the foreign worker and whether they will be working in a creative or technical capacity on the audiovisual coproduction;
4. Reference to, or a copy of, the specific audiovisual coproduction treaty that would cover the foreign worker’s entry/work;
5. The start date, duration, and nature of work that they will do in Canada;
6. Name, contact information and complete address of both coproducers (Canadian and foreign);
7. Information regarding the intended shooting location(s);

The letter should be signed and dated by the Canadian coproducer or their authorized representative.

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[Name and full address of the foreign coproducer]*

**Name of coproduction**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telefilm file number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Under the provisions of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,  *[Name of the audiovisual coproduction treaty]*  Mr./Ms./Madam \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will come to Canada on |
| *[Name of the person who seeks entry into Canada]* |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to work as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *[arrival date] [position]* |
| on the production entitled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, |
| *[name of the audiovisual treaty coproduction]* |
| expected to take place in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *[shooting location] [start date]* |
|  |

to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

|  |
| --- |
| *[end date]*  Mr./Ms./Madam \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s duties include: |
| *[Name of the person who seeks entry into Canada]* |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A coproducing contract has been signed between:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*[Name and full address of the Canadian coproducer]*

**and**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*[Name and full address of the foreign coproducer]*

For more information, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ . \_\_\_\_\_

*[name, address and phone number of the Canadian coproducer or contact-person]*

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*[Name and full address of the Canadian coproducer]*