Steps to apply for work permit with client:

1. Print off work permit application for client to fill out, go over the information with the client ( I have attached a copy of the pdf work permit application as it is difficult to find online, I recommend saving it). I sometimes refer the client to another agency that has experts in filling these applications out as I don’t always have time to complete it with the client.
2. Send Rhea and Sharon a request for funding for the work permit cost which should be a total of 255.00 dollars.
3. When request is approved complete online payment for the work permit with a John Howard Agency credit card. This is the link to the payment site <https://eservices.cic.gc.ca/epay/order.do?category=17> you will select the following options **Open work permit holder and Work permit (including extensions) – per person**

You will have to create an account for the client on the Canada website, I suggest you practice as I have had difficulties. Once payment is complete you will need 3 copies of the receipt to print off. One for your supervisor to get reimbursed through Rhea, a second for your client file and a third copy to give to the client as it needs to be mailed with the work permit application. I have also attached a copy of one of my receipts so you know what they will look like.

1. Then you will complete the JHS work permit letter ( I have also attached a copy/example ) this will also be given to the client to be sent with the work permit.
2. Lastly you or the client will mail the work permit off. I have looked up where you address the work permit to and it is below. Generally I mail them out because our office has free stamps and then I can inform Sharon on the exact day it went.

<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/contact-ircc/offices/case-processing-centre-edmonton-alberta.html>

**Send your work permit (new employer) application to:**  
Case Processing Centre in Edmonton  
Immigration, Refugees and Citizenship Canada  
c/o Work permits/New employer, Station 555  
9700 Jasper Avenue NW, Suite 55  
Edmonton, AB T5J 4C3