Immigration, Refugees and Citizenship Canada / Immigration, Réfugiés et Citoyenneté Canada
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Archived: June 2, 2025 10:13:38 AM
From: Immigration Representatives / Représentants immigration (IRCC)
Sent: Tue, 28 Jan 2025 19:00:28
To:
Cc: Immigration Representatives / Représentants immigration (IRCC)
Subject: TR: Question re: Changes to Location on Work Permit - REP-2025-0115- Due 10-Feb-25
Importance: Normal
Sensitivity: None

Good day,

[redacted] **Immigration Representatives Mailbox**

Please note that this mailbox is intended for general guidance and does not provide responses to case-specific inquiries but have provided the following information as guidance.. If you have case specific questions about a file, you are encouraged to submit the IRCC Web form.

Please see our response to your question.

Question:
We have received a work permit from a visiting researcher hosted by our University with an incorrect location of work "Gatineau" listed in the "ADDITIONAL INFORMATION" section. The offer of employment made by our institution in the employer portal has listed the location of employment correctly as "OTTAWA".

The visitor arrived at the Ottawa Airport where the work permit was issued with an incorrect location of employment.

Could you advise on the correct way for the work permit holder to remedy the error on the location of employment, on the work permit.

Could this process be used to correct the error?
How do I correct an error on my immigration document?
If there is an error on your immigration document:

- [redacted] Permanent Residence [redacted] Valid Temporary [redacted] Documents form, and
- [redacted] to the Operations Support Centre in [redacted]

An amendment will only be made if your document does not match the personal information in your entry passport.

Proposed Response:

If a condition on the study or work permit does not apply to the student or if they believe that the condition was input in error, the study permit holder should request an amendment to their conditions. To do this, the student should:

- [redacted] to [redacted] Permanent [redacted] Vali[redacted] Temporary [redacted] Documents form.
- [redacted] the [redacted] with the [redacted] documents, to the [redacted] Support Centre i[redacted]

We trust that this information will assist you.

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[redacted]

The Immigration Representatives Mailbox

De :
Envoyé : 13 janvier 2025 13:48
À : Immigration Representatives / Représentants immigration (IRCC) <IRCC.ImmigrationRepresentatives-Representantsimmigration.[redacted]
Objet : Question re: Changes to Location on Work Permit

Hello,

We have received a work permit from a visiting researcher hosted by our University with an incorrect location of work "Gatineau" listed in the "ADDITIONAL INFORMATION" section. The offer of employment made by our institution in the employer portal has listed the location of employment correctly as "OTTAWA".

The visitor arrived at the Ottawa Airport where the work permit was issued with an incorrect location of employment.

Could you advise on the correct way for the work permit holder to remedy the error on the location of employment, on the work permit.

Could this process be used to correct the error?
How do I correct an error on my immigration document?
If there is an error on your immigration document:

- [redacted] Request to [redacted] Permanent Residence [redacted] Valid Temporary Resident Documents form, and
- [redacted] to the Operations Support Centre [redacted]

An amendment will only be made if your document does not match the personal information in your entry passport.

Thank you,

Please note that any immigration information and support provided is for information purposes only, and does not establish a client-representative relationship.