

## **ENTRY PROCEDURES INTO CANADA FOR PARTICIPANTS OF OFFICIAL CO-PRODUCTIONS**

Telefilm Canada has worked with Human Resources and Development Canada (HRDC) and the Department of Citizenship and Immigration (CIC) to simplify the process for Co-production participants to gain entry into Canada.

With respect to the *Immigration Regulations*, and administrative guidelines, you will find information and the procedures relative in hiring Foreign Workers for making a cinematographic production, at the following address:

[http://www.hrsdc.gc.ca/en/workplaceskills/foreign\\_workers/entertainment.shtml](http://www.hrsdc.gc.ca/en/workplaceskills/foreign_workers/entertainment.shtml)

You will find further information on the Foreign Workers program in the Foreign Workers Manual FW1:

<http://www.cic.gc.ca/english/resources/manuals/fw/fw01-eng.pdf>

### **Employment Procedure:**

1. The Canadian co-producer will produce a letter specifying the foreign national and whether they will be working in a creative or technical capacity on the specified official co-production, and specifying the start date and duration of work that they will do in Canada.
2. In the letter, the Canadian co-producer includes the following information:
  - Name and complete address of both co-producers
  - Title of the co-production;
  - Telefilm file number;
  - Information regarding the shooting location, date and length of stay;
  - A list of key creative and technical participants on the production;
  - A paragraph stating that a copy of the letter has been sent to Telefilm Canada which will be able to provide corroborating information on the co-production in question.

**This letter may be addressed to the foreign co-producer or the immigration authority, but must be sent to the foreign co-producer.**

A copy of this letter will be sent to Telefilm Canada. This letter, with all the information already on file with Telefilm, will serve to provide background information should Canadian authorities (at the point of entry) wish to confirm any information point they so desire regarding the entry of foreign crews.

The foreign producer should provide copies of this letter to his key creative and technical personnel seeking entry into Canada. All key creative and technical individuals would have to



supplement that letter with **a duly signed and acceptable work contract between themselves and one of the co-producers.**

All individuals, with all required documents, make their way to a Canadian point of entry or a Canadian mission abroad. Then, should there be any doubts in the mind of Canadian authorities, they could confirm the information provided to them with Telefilm Canada.

Complete information on the procedure to be followed for the Foreign Workers and the employers at these following addresses:

<http://cic.gc.ca/english/work/index.asp>

<http://cic.gc.ca/english/work/employers/index.asp>

In order to facilitate the work of producers, we have included a letter template in which one finds all the information required by Canadian Immigration authorities.

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Letter Template

[Date]

To: [Name and full address of the foreign co-producer]  
or Immigration Canada

Object: Name of the co-production  
Telefilm file number:

Mister or Madam [Name of the person who seeks entry into Canada] will come to Canada from [date] to [date] to work as [position] on the production entitled [name of the co-production]. The shooting will take place in [shooting location].

The co-producing companies are:

[Name and full address of the Canadian co-producer]

and

[Name and full address of the foreign co-producer]

Telefilm Canada will receive a copy of this letter so as to be able to provide information to Immigration Canada should it be necessary.

Should you need more information, please contact [name, address and phone number of the contact-person with the Canadian co-producer].

Sincerely,

[Name and full address of the Canadian co-producer]

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Should you have questions, do not hesitate to contact Antoinette Duré at the co-production office, in Montreal, at (514) 283-6363 or 1 (800) 567-0890.

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