AMERICAN FEDERATION OF MUSICIANS
OF THE UNITED STATES AND CANADA
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AFM Cultural Exchange / Union Concurrence Processes

The following information should help you understand the process required for entry to Canada under the Canadian Temporary Foreign Worker Program

Option 1 - Cultural Exchange: Specific to U.S. Citizens who are AFM Members	
Step 1	Complete and fax the AFM Canada CE/Union Concurrence applications Part 1 and 2; contracts for your performances, AFM LPCC contract/itinerary which detail: names of the musicians, date of engagement, venue name, full address, all forms of compensation (e.g. meals, accommodations etc.), and must be signed. This information is faxed to AFM Canada.
Step 2	Once AFM Canada receives these documents, a Cultural Exchange letter will be processed for your entry within 48 hours (weekends/holidays excepted).
Step 3	When entering Canada you must carry the AFM Cultural Exchange letter, your contracts, proper identification, and fees if you are required to pay for a temporary work permit.
Note	If you are performing in a bar/restaurant or the like, you will require a Temporary Work Permit upon entry into Canada. Canadian work permits are issued at 3 month intervals. Permit fee: Individual $150.00; Group of 3 or more $450.00.

Option 2 - Union Concurrence Letters - Exempt Venues **Applicable to all foreign artist [AFM members and non-members] proceed as follows:**	
Step 1	Complete and fax to AFM Canada, the AFM CE/Union Concurrence applications Part 1 and 2. Include all contracts for your Canadian performances. Contract/tour itinerary details should include: names of the musicians, date of engagement, venue name, full address, all forms of compensation (e.g. meals, accommodations etc.), and must be signed.
Step 2	Once AFM Canada receives these documents, it will process an Exempt letter within 48 hours. The Work Permit Exemption is determined by the type of venues at which you are performing. If you are playing in theatres, concert halls, or for a private events, the venue is likely deemed work permit exempt.
Step 3	Take the AFM Exempt letter, and your contracts to the border when entering. The final decision will be made by the Canadian Border Officer as to whether you need a work permit or not. In most cases they accept the AFM Canada determination.

Option 3 - Union Concurrence Letters - Non-Exempt Venue **If you are a Foreign Artist who is NOT an AFM member proceed as follows:**	
Step 1	Complete and fax to AFM Canada, the AFM CE/Union Concurrence applications Part 1 and 2. Include all contracts for your Canadian performances. Contract/tour itinerary details should include: names of the musicians, date of engagement, venue name, full address, all forms of compensation (e.g. meals, accommodations etc.), and must be signed.
Step 2	Once AFM Canada receives these documents, it will process a Non-Exempt Union Concurrence letter in 48 hours. The type of letter is determined by the venues in which you are working. If your band is playing in restaurants, bars, nightclubs or the like – these are not exempt venues, so require a work permit. Also if you have an employer/employee relationship of 4 or more weeks you will be required to obtain a work permit.
Step 3	You submit to HRSDC/Service Canada, in all province(s) where you are working, a Foreign Worker Application, union concurrence letter, and all contracts.
Step 4	Service Canada takes varying lengths in time to process for entertainers from 48 hours up to 6-8 weeks in some cases. Once Service Canada has reached a decision, they will send the employer a Labour Market Opinion (LMO). For additional information on Service Canada procedures and requirements visit http://www.hrsdc.gc.ca/en/workplaceskills/foreign_workers/entertainment.shtml .
Step 5	If a favorable LMO is received the employer should send a copy of it to the Foreign Artists for their entry.
Step 6	When entering Canada the Foreign Artist should have the LMO, AFM union concurrence letter and all contracts.
Step 7	The Canadian Border Officer will process your Temporary Work Permit at the border. Canadian Immigration Permit fees: Individual $150.00, Group of 3 or more is $450.00,

NOTE: IN ALL OPTIONS, IF ANY MEMBER OF YOUR GROUP HAS PREVIOUS CRIMINAL HISTORY EMAIL lwhite@afm.org immediately.

CHECKLIST to send to AFM Canada:

- Mail to AFM Canada the administration fee of $40.00
- FAX/EMAIL to Susan Whitfield, swhitfield@afm.org your completed Cultural Exchange/Union Concurrence application forms and all contracts.