



## Instructions to Complete P2/P2-S Work Permit Applications

Read the instructions carefully to complete the application properly. All application forms, fees and documentation must be submitted at the same time.

**Applications sent by email or fax are not accepted.**

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### **WHAT IS A P2 & P2-S (how long does it last & what is needed)?**

A **P2** Work Permit is for a non-U.S. citizen entering the U.S. to perform as an artist or entertainer, individually or as part of a group, under a USCIS-recognized Reciprocal Exchange Program. The P2 can be valid for a maximum of 365 days upon the submission of proof of confirmed engagements occurring once every 60 calendar days, or proof of regular, ongoing, professional activity within the United States over the course of 365 days. Evidence of engagement/activity may be submitted by contract, letter of engagement, or other confirmation of performance, and a covering itinerary when performing for more than 1 venue.

A **P2-S** Work Permit is for essential support workers (i.e. technical crew, road managers, etc.) who are integral to the performance of the musician(s). A P2-S essential support petition must be accompanied by a primary P2 beneficiary (musician) petition.

### **HOW LONG DOES IT TAKE?**

You can choose between Regular Processing and Premium Processing:

**Regular Processing** up to **120 calendar days, although typically 90 days or less**

**Premium Processing** up to **30 calendar days**

**Add 20 calendar days** when applying for Non-Citizens or **Permanent Residents** and please review

“Information for Permanent Residents” found here: [Work Permits :: Canadian Federation of Musicians \(afm.org\)](http://WorkPermits::CanadianFederationofMusicians.afm.org)

NOTE: AFM does not have control over the decisions U.S. Immigration makes on their processing times. Therefore, USCIS processing times may increase/decrease at any time without notice. The AFM's suggested processing timelines are based upon internal, weekly observance of the average turnaround time from submission of application to receipt of approval.

### **How many people can be included on a P2 visa?**

The maximum number of applicants on any application is 25 people. A separate application is required for any additional applicants, complete with application fees and contracts.

### **HOW MUCH DOES IT COST?**

There are two (2) fees: visa processing fee to **Department of Homeland Security** & administration fee to the **AFM**:

#### **1. Department of Homeland Security & U.S. Consulate fees:**

“**DEPARTMENT OF HOMELAND SECURITY**”: Money orders must be issued by a major Canadian or American bank. Canada Post money orders are not accepted by USCIS. Please ensure that the bank does not make errors on the money order, and that it is signed by the bank.

##### **Musicians only:**

Regular Processing: 1 USD money order for **\$510**

Premium Processing: 1 USD money order for **\$510 PLUS** 1 USD money order for **\$2,805\*\***

**Musicians PLUS Technicians/Crew:** *All fees double when adding Technicians/Crew to the band.*

Regular Processing: 2 USD money orders, each for **\$510**

Premium Processing: 2 USD money orders, each for **\$510**

**PLUS** 2 USD money orders, each for **\$2,805\*\***

NOTE: If applying for **Permanent Residents (or non-Citizens)** an additional **\$250 USD** will be payable to the **US Consulate**, after the approval of the P2. This additional fee is for the mandatory, advance, US Consulate processing of such individuals. Please review “Information for Permanent Residents”.

### **USD MONEY ORDERS**

1. Some banks across the country, most notably at this time RBC, have stopped issuing USD Money Orders from personalized banking accounts. If unable to obtain a USD money order through your Canadian bank, you may consider the following:
  - i) Obtain a money order from a US-based bank - you must hold an account or have other access to a US financial institution
  - ii) If you hold or have access to a credit card issued by a United States Bank, the fees may be remitted under the USCIS form at the following link: <https://www.uscis.gov/g-1450>
  - iii) Obtain a money order from the United States Postal Service
  - iv) Inquire with a close personal or business contact who may have the ability to assist in obtaining a money order through either their Canadian or US financial institution.

**If none of the above is possible, please contact [immigration@afm.org](mailto:immigration@afm.org) or (416) 391-5161**

## **2. AFM administration fee:**

Please make out all Administration Fee cheques or money order to "AFM." AFM admin fees are in Canadian Dollars. If you do not have access to Canadian funds, please contact our office and we can assist you.

**Regular Processing:** \$125 for the first musician plus \$25 for each additional musician. If you have technicians, the first technician is \$125 and each additional technician is \$25.

**Example:** AFM Administration fee for a 4 person band is \$200 and if the band has 2 techs, it is an additional \$150. So, the total to cover the band and technicians is \$350.

**Premium Processing:** \$150 for the first musician plus \$25 for each additional musician. If you have technicians, the first technician is \$150 and each additional technician is \$25.

**Example:** AFM Administration fee for a 4 person band with premium is \$225 and if the band has 2 techs, it is an additional \$175. So, the total to cover the band and technicians with premium is \$400.

**Note: Some AFM Locals charge work dues on travelling engagements, as provided for under the AFM Bylaws (Article 5, Section 56 [b] & [c]).**

## **SUBMITTING THE P2 APPLICATION PACKAGE**

Complete application packages should be submitted by courier or Xpresspost, Attn: Artist Immigration Department American Federation of Musicians, #202 - 150 Ferrand Drive, Toronto, ON M3C 3E5. The package may also be dropped off in person. **The AFM does not accept applications by email or fax.**

If you would like our office to review your application before you submit it, you can book an in person, teams, or phone appointment [here](#) or by emailing [immigration@afm.org](mailto:immigration@afm.org).

Please refer to the P2 Application Checklist found here: [Work Permits :: Canadian Federation of Musicians \(afm.org\)](#) for guidance and to ensure that the application package is complete before submitting it. **Read over the application forms carefully and fill them out completely.** If more space is required to complete an answer when filling out the forms, use a separate sheet of paper. Answer all questions by typing (preferred) or printing in the space provided.

### **The application package should be submitted in the following order:**

1. Fees
2. Part 1 (only 1 required per application)
3. Part 2
4. Part 3
5. Part 4
6. Passports
7. Memberships
8. Repeat steps 3-7 for each musician
9. Itinerary
10. Contracts in chronological order
11. Part 2 (technicians/crew)
12. Part 3 (technicians/crew)
13. Technician Passports

14. Repeat Steps 11-13 for each technician
15. Technician Support Letters
16. Part 5

**DO NOT SUBMIT DOUBLE-SIDED DOCUMENTS & DO NOT STAPLE PAGES.**

## **PART 1 – Band Information**

**Every application must include Part 1. Only one, Part 1 is required per application.**

**REQUESTED DATE OF ENTRY:** The date of entry should not be more than two (2) days prior to the first performance (or rehearsal) unless there is a valid reason, such as necessary driving time. This does **not** include vacationing (see below for more information if planning to vacation).

**VACATIONS BEFORE OR AFTER YOUR P2:** We are unable to request additional time at the beginning or end of your P2 visa for vacations. If you are planning to vacation at the start or end of your P2, **you must request such approval from the Border Officer when activating your P2 visa at an airport, land/sea crossing, or Consulate.** The maximum vacation time permitted would be 10 days, before or after touring, which can be split into 5 days prior to the start of the P2 and 5 days after the expiry of the P2.

**REQUESTED DATE OF EXIT:** The date of exit is the day immediately after the last scheduled performance, being the final time returning to Canada, after all performances under the present tour are completed. Therefore, the day after the last engagement should be noted, unless there is a reasonable explanation for requiring more time (such as necessary driving time or business-related meetings). This is also the date when U.S. Immigration will expect you to leave the United States.

**INCOME:** Calculate the guaranteed or estimated income **before expenses**. If you are being paid below AFM scale wages, please contact the AFM Artist Immigration department before applying. Union bare minimum scale is: \$150 for the Leader and \$100 for the side musicians. For example, a 3-piece band should make no less than \$350USD. In self-contained groups, the Leader fee can be waived. Touring grants, per diems, accommodations and meals may be taken into consideration in respect of the recommended minimum scales. Recordings are covered under a variety of agreements. If you are recording and would like more information on minimum compensation, please contact Liana White [lwhite@afm.org](mailto:lwhite@afm.org).

**WORK DAYS:** Please calculate the number of days that you will be **doing business** in the United States throughout the year. Do not calculate the length of the P2 visa. Work days include recordings, performances, rehearsals, music industry meetings, interviews with entertainment media, auditions, competitions and songwriting sessions.

**Primary Contact** for this Application: This is the only person that will be contacted by the AFM office regarding your file.

**Approval Notice mailing address:** Please ensure that this address is correct and that apartment numbers are included when applicable. Errors may delay your receipt of Approval Notice.

## **PART 2 – Personal Information for Musician or Essential Support Worker**

Each musician and each essential support worker must complete Part 2 of the application package. Part 2 asks for the individual's name, gender identification as it appears on their passport, date of birth, contact information, passport and citizenship information; all information must align with the information on your passport. Also, disclosure/declaration if the musician/crew has ever been denied entry into the United States in the past.

## PASSPORT INFORMATION

The Passport Number can be found on the top right corner of your passport biometric page (photo page).

The expiry date can be found at the bottom of your passport photo page.

**NOTE: A photocopy of each individual's passport photo page must be included in your application package.**



**Income:** This should be your anticipated income prior to expenses.

## U.S. Visa and/or Work Permit History

USCIS requires all applicants to declare if they have ever held a P2 or P2-S Work Permit, a Student & Exchange Visitor Visa (SEVIS#), Employment Authorization (EAD #), or a J1/J2 Exchange Visa. Please indicate all applicable classification numbers on Part 1 of the application if you have held any of these classifications of U.S. permits/visas previously.

**If you are applying for an extension, please indicate on your application.**

### WHAT IS AN EXTENSION?

An extension allows a musician(s)/crew to remain in the United States without having to leave the United States then reenter to trigger a new P2. A musician or band is eligible for an extension if they meet the following criteria:

1. The requested extension period begins the day following the expiration of their current P2/P2-S; and
2. The work is for the same engager, or is the same type of work that was approved under the previous P2/S; and
3. The musician(s)/crew will be in the United States at the time of the application. AFM recommends that when possible, the applicant remain in the United States until the extension has been approved.

Apply as you normally would for a P2, but also include: a copy of the current/previous approval notice and a print-out of your "most recent I-94," obtained at this website: <https://i94.cbp.dhs.gov/i94>.

**The costs of a P2 extension are the same as the costs for a new P2.**

## Membership Verification

All musicians must be members in good standing of the AFM. Prior to submitting the application package, each musician's dues **must be paid up through to the end of the quarter in which the P2 will expire**. Verification of Membership must be submitted with your application (e.g. email from the Local, copy of front/back of membership card). Essential support personnel (technicians/crew) are not required to be AFM members. **The AFM is not responsible for verifying membership on any musician's behalf.**

## PART 3 – Travelling Information

Each musician/essential support worker must complete Part 3. It is necessary to know when and how each individual will be entering the United States prior to the first engagement. In addition, although the U.S. systems are now electronically linked, a port of entry (land/sea) or U.S. pre-flight inspection unit (airport) must still be named on the application. I-94 Departure Records (physical cards) are no longer issued upon clearance into the US. An admission stamp will be placed in your passport. After entry to the US, each musician and crew MUST obtain their I-94 record through the USCIS online portal <https://i94.cbp.dhs.gov>.

After the very first entry under any newly issued P2, persons may enter at any land/sea port or airport for all subsequent trips to/from the U.S. during the approved validity period of the P2.

**PRE-FLIGHT INSPECTION:** Please advise of or send the flight itinerary, so that we may determine the airport through which customs will be cleared. If, at the time of application, a travel itinerary has not yet been booked, please indicate the anticipated travel itinerary. Typically, when flying from a Canadian airport in a big city, the Canadian airport is the entry point that should be noted. **Example: Pearson International Airport, Toronto, Ontario Canada.** Only in rare instances, the entry point is the US destination airport.

**PORT OF ENTRY:** If entering the U.S. by land or sea, indicate the United States port location. This is the location at which the I-94 Departure Record will be issued. **Example: AMBASSADOR BRIDGE – Detroit, MI**

**U.S. CONSULATE in Canada or Abroad:** Pre-authorized entry is required for non-Citizens and Permanent Residents. The Consulate to be named on the application would be the Consulate nearest to the individual's place of residence. Please review "Information for Permanent Residents".

### **Policy of Indemnity**

This section details AFM's role as the USCIS/DHS Authorized Petitioner of all P2/P2-S Petitions. It is important for all musicians/essential support and their representatives to thoroughly read all terms and conditions regarding the processing of the P2/P2-S. The authorized individual for the band (leader, manager, etc.) **must sign one copy** on behalf of the band.

**AFM REQUIRES musician/band contact information:** (a) in the event additional information is needed to complete the application; (b) if any problems arise; (c) for when the P2/P2-S is approved, a contact name and valid address is needed to send the notification(s) to.

*AFM strives to submit all petitions to USCIS within 3 business days of receipt. Processing will take longer if the application package is missing pertinent information, or if work or other details are not clearly communicated.*

### **PART 4 – Musician/Technician Listing**

**only required when applying for 2 or more musicians or essential support personnel**

This page identifies everyone in the band/crew and role of each person. Names must be those which appear on the individuals' passports. *See example below:*

<b>MUSICIAN NAME</b>	<b>INSTRUMENT PLAYED/VOCALIST</b>
Joseph Cord Choir	Guitar/Bass
Sophia Singh	Drums
<b>TECHNICIAN/SUPPORT STAFF NAME</b>	<b>TECHNICAL SUPPORT DESCRIPTION i.e. LIGHT/AUDIO/VIDEO/TOUR MANAGER</b>
Lindsay Lights	Audio – Sound Technician

### **PART 5 – Technician Employment Verification**

**only required for applications with essential support/technical crew**

Part 5 is to be completed by the band's leader or authorized representative. State the band name under 'Band Known As'. State the name(s) of the essential support worker(s)/technician(s) and indicate the number of years they have been with the band. Also provide a signature and contact information.

**In addition to Part 5,** a letter is required, which must be on band/management letterhead, written and signed by the leader or authorized representative, outlining each essential support (crew) person's history with the band, their professional skills, and the reasons why they are the best and only candidate(s) for the job.

### **PART 6 – Side Musician(s) Employment Verification**

**only applicable when the musician or band is being hired to tour by more than one Canadian band with U.S. shows; and/or a U.S.-based band, and/or as a session/side musician, and/or as an opening act**

**An individual musician performing with more than 1 US-based or Canadian band on US visas, during an overlapping period of time, must apply for and obtain their own, individual P2.** Each band (leader or authorized representative) must complete Part 6 for the individual musician and submit this form along with copies of all contracts. An itinerary reflecting all of the musician’s performances with all bands must be submitted. Part 6 should also be completed when a Canadian is engaged as a side musician with 1 or more U.S-based band(s).

For completion by band leader or band’s representative: state the band name under ‘Band Known As’. State the names of each side musician. Indicate how much the musician(s) will be paid for each performance. It is imperative to provide a signature and contact information.

Contracts or other written evidence of work in the U.S. must be provided in addition to the Part 6.

The example below illustrates the validity period of the P2 Work Permit that a musician must obtain when performing with two or more bands in the United States.

<b>Band “A”</b> P2 valid from April 18, 2023 to June 20, 2023	<b>Band “B”</b> P2 valid from June 1, 2023 to January 2, 2024
<b>Side Musician</b> Must obtain a P2 that is valid from April 18, 2023 to January 2, 2024	

### **ADDITIONAL DOCUMENTATION**

In addition to the AFM P2/P2-S application forms, copy of passport photo pages, proof of AFM membership and the applicable fees are required. The application package must contain the following:

#### **Contracts for All U.S. Engagements**

Provide evidence of ongoing professional activity in the U.S. by way of fully-executed contracts, letters of invitation, or personal service/professional development agreements (on letterhead and **signed**) covering every engagement in the United States. The following information must be on the document(s):

- Venue name and full address
- Date(s) of engagement(s)
- All musician’s names
- Employer/purchaser contact information and signature
- Compensation: either a guaranteed fee **OR** a percentage of the door (*if a percentage of the door, provide venue capacity, ticket price and the percentage that the band will receive*)

AFM encourages the use of the AFM Travelling Engagement Contract (Form T2C), although AFM will accept U.S. engager contracts as long as the document contains all of the information listed above. Also, when not using the T2C, Schedule 1 of the T2C should be added as an Addendum which must be initialled by both parties. When contracting under the T2C additional contract protections are provided. Contact Liana White for more information [lwhite@afm.org](mailto:lwhite@afm.org).

When applying for a year-long visa, and if traveling regularly between the United States and Canada for engagements the musician(s) should have work every 60 days (or many professional engagements throughout the year if longer gaps). If remaining in the United States for the year-long duration of the visa, the musician(s) should be working on a weekly basis and earning enough money to support yourself.

USCIS regulations mandate that all contracts and itineraries be submitted in English. Electronic signatures on contracts are acceptable, but digital signatures are not.

#### **Itinerary**

If performing at more than one venue in the United States, a signed itinerary listing all engagements, in chronological order, is required. If some performance dates are unconfirmed at the time of applying, but regular musical activity in the United States can be established, contact the AFM office for more information.

## **OTHER IMPORTANT CONSIDERATIONS**

### **Medical Insurance**

AFM offers Emergency Medical Travel Insurance at preferred rates through Hub Insurance or RBC exclusive for members and their families. Please contact Cathy Lee, Membership Services Manager for more information, [cathylee@afm.org](mailto:cathylee@afm.org).

### **Withholding Tax**

In accordance with U.S. tax laws, the engager may be directed by the I.R.S. to withhold a portion (30%) of the earnings as income tax. When subjected to *Directed Withholding* by the US engager, ask for confirmation/evidence that they have withheld money as tax. Some or all of this money may be recovered by filing a U.S. tax return. Alternately, the engager may ask the musician(s) to fill out a form to avoid immediate withholding.

For general information about tax withholding, visit: [Artists From Abroad :: Tax Requirements](#). Also, contact the engager to inquire about their tax withholding policy.

When performing multiple engagements in the United States, it is recommended to obtain a U.S. Central Withholding Agreement (CWA) in advance of the first performance. Contact CWA Management for more information: <http://www.cwamanagement.com/>

### **Entering U.S. with Instruments/Gear & Merch**

When entering the U.S. with instruments and gear, it is recommended to apply for an ATA Carnet.

Learn more about the ATA Carnet from the Canadian Chamber of Commerce: [ATA Carnet - Canadian Chamber of Commerce](#). In the absence of a Carnet, prepare a manifest (list) of all instruments and gear, including serial numbers and make/model of instruments. If the instrument was purchased outside of Canada, bring the original receipt or include the following on the manifest: the city, state/province, and country of where the instrument was purchased.

See the "P2 is Approved" document for more information on Merch: [Work Permits :: Canadian Federation of Musicians \(afm.org\)](#)