



IMMIGRATION Canada

Application for Permanent Residence

Canadian Experience Class



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Application for Permanent Residence in
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Additional Family Information (IMM 5406)

Document Checklist (IMM 5610)

Use of a Representative (IMM 5476)

This application is made available free by
Citizenship and Immigration Canada and
is not to be sold to applicants.

This publication is available in alternative
formats upon request.

**Cette trousse est également
disponible en français**

Overview

Application package

This application package consists of:

- an instruction guide, and
- the required form(s).

The **instruction guide** is a tool that provides

- the information you must know about this application before sending it to Citizenship and Immigration Canada (CIC), and
- assistance with how to fill out the forms and the required supporting documents.

Read the instruction guide thoroughly and then fill out each of the applicable form(s).

The **form(s)** are specifically designed with questions that will assist the processing of your application.




Why you need to read this guide?

This guide provides all of the instructions necessary to complete this application. As a result of reading the guide, you should be able to:

- complete the application form, and
- determine what supporting documents need to be included.

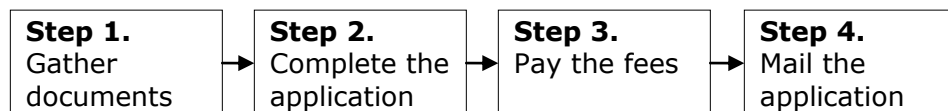
Symbols used in this guide

This guide uses the following symbols to indicate information of particular importance.

This symbol...	Tells you...
	What you must do to have your application processed.
	Important information that you need to be aware of in order to avoid delays or other problems.
	Where to get more information.
Note:	Tips that will assist you with this application.

The application process

The instructions provided in this guide follow the basic steps you will need to know to complete your application.



Before You Apply

Permanent Residence under the Canadian Experience Class

The Canadian Experience Class (CEC)

Temporary Foreign Workers and Students who graduated with a Canadian educational credential, often have the qualities to make a successful transition from temporary to permanent resident status in Canada. They are familiar with Canadian society and can contribute to the Canadian economy.

If you are a Temporary Foreign Worker or a foreign graduate working in Canada, you may apply for permanent residence by using this application package. You should have knowledge of English or French and qualifying work experience.

Who may use this application?

Applications for Permanent Residence under the Canadian Experience Class can be submitted by:


- temporary foreign workers; or
- foreign graduates with a Canadian educational credential.

In addition, applicants must have work experience in a managerial, professional, skilled trade or technical occupation.

Note: Foreign nationals such as refugee claimants in Canada and workers without status (undocumented) are not eligible to apply under this category.

Other classes

This application package is only for applicants in the Canadian Experience Class. If you think you may qualify to apply under a different class, consult the chart below.

If	Consult the guide:
You have been selected by the province of Quebec  See: " Do you intend to reside in Quebec? " for more information	Guide for Quebec Skilled Workers
You have been nominated by a province under the Provincial Nominee Program	Guide for Provincial Nominees
You are interested in immigrating to Canada as a Federal Skilled Worker	Guide for Federal Skilled Worker
You are interested in immigrating to Canada as an investor, entrepreneur or self-employed person	Guide for Business Class Applicants (Investors, Entrepreneurs, Self-Employed Classes)
A relative such as a parent, spouse or common-law partner would like to sponsor your application for permanent residence	Guide for Family Class Applicants (parents, grandparents, adopted persons or orphans) or

	<p>Guide for Family Class Applicants (spouse, common-law or conjugal partner and dependant children)</p>
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Do you intend to reside in Quebec?

Temporary Foreign Workers and foreign graduates who want to stay in Quebec do not qualify under the Canadian Experience Class. Under the *Canada-Quebec Accord on Immigration*, Quebec establishes its own immigration requirements and selects immigrants who will adapt well to living in Quebec. If you intend to come to Canada as a Quebec-selected skilled worker, you must first contact the [Ministère de l'Immigration et des Communautés culturelles \(MICC\)](http://www.micc.gouv.qc.ca/fr/index.asp) at:
<http://www.micc.gouv.qc.ca/fr/index.asp>

You may also consult our Web site for more information at:
<http://www.cic.gc.ca/english/immigrate/quebec/index.asp>

Staying informed

Selection criteria, requirements and other information for applicants can sometimes change. Please note that:

- Applications will be processed according to the rules and regulations in effect at the time of the assessment. These may change at any time.
- Our **Web site** contains the latest news, selection criteria updates and applications links. Check periodically for updated information.

What are the requirements?

All applicants must have:

- temporary resident status during their qualifying period of work experience and any period of full-time study or training in Canada,
- work experience in occupations that meet the minimum requirements for workers with Skill Type 0, or Skill Level A or B of the [National Occupation Classification \(NOC\)](#),
- must have the qualifying work and study experience needed at the time the application is made,
- knowledge of English or French (speaking, reading, listening and writing),
- not engaged in work or attended school without authorization,
- not remained in Canada after the time authorized to do so has expired,
- not been found inadmissible to Canada on grounds such as health or security.

Applicants must also have:	
Temporary Foreign Workers	<ul style="list-style-type: none"> 24 months of work experience within the last 36 months.
Graduates	<ul style="list-style-type: none"> 12 months of qualifying work experience within the last 24 months, and graduated from a recognized post-secondary educational institution and obtained the necessary Canadian educational credential.

National Occupation Classification (NOC)

The National Occupation Classification (NOC) is the official governmental classification system of occupations in the Canadian economy. It describes duties, skills, aptitudes, and work settings for occupations in the Canadian labour market.

Note: For the purpose of Canadian Experience Class applications, the "Employment Requirements" listed in the description of each occupation are not applicable.

The NOC 2006 can be accessed on-line at: <http://www5.hrsdc.gc.ca/NOC/>

Determining your NOC category

Follow these steps to determine if your work experience is in an occupation that meets the minimum requirement to apply under the Canadian Experience Class:

STEP 1. Go to the NOC Web site at <http://www5.hrsdc.gc.ca/NOC/English/NOC/2006/Welcome.aspx>

STEP 2. Click on "Search the NOC..."

STEP 3. If you have work experience in occupations that meet the minimum requirements for workers with Skill **Type 0, or Skill Level A or B** (management, professionals and skilled and technical occupations) of the [National Occupation Classification \(NOC\)](#) you are eligible to apply under the Canadian Experience Class category. Work experience in several occupations may also be used.

Language knowledge requirement

Each applicant must demonstrate that they meet the minimum language requirements according to their occupational skill level by providing evidence of their abilities in English or French (speaking, reading, listening and writing).

There are two ways to demonstrate your language abilities: taking a Third Party Language test or providing a written submission. For the purpose of language proficiency, your test results or written submission will be matched to the Canadian Language Benchmarks 2000/Niveaux de compétence linguistique canadiens 2006 (CLB/NCLC). CIC uses the CLB/NCLC to determine your language proficiency.

Descriptions corresponding to the CLB/NCLC 5 and 7 can be viewed on our website at Language Benchmarks 7 at <http://www.cic.gc.ca/english/immigrate/cec/bench-7.asp>

or

Canadian Language Benchmark 5 at
<http://www.cic.gc.ca/english/immigrate/cec/bench-5.asp>

Note: There is **no** *Canadian Language Benchmark/Niveaux de compétence linguistique canadien* test. The Canadian Language Benchmarks/ Niveaux de compétence linguistique canadien are **descriptions** of language abilities. CIC visa officers use these descriptions to determine your language abilities based on the written evidence you provide.

- If you have qualifying Canadian work experience at **Skill Type 0 or Skill Level A** of NOC, your test results must match the **CLB/NCLC** below (see chart):
 - 7 or higher for each of the language abilities, or
 - 6 for any one of the language abilities, 7 or higher for any other two of those abilities and 8 or higher for the remaining ability,
- If you have qualifying Canadian work experience at **Skill Level B** of NOC, your test results must match the **CLB/NCLC** below (see chart):
 - 5 or higher for each of those abilities, or
 - 4 for any one of those abilities, 5 or higher for any other two of those abilities and 6 or higher for the remaining ability.

Proof of Language Proficiency

At time of the application, **you will need to:**

- submit language test results from a designated testing agency or
- [establish your proficiency levels through a written explanation and supporting documentation.](#)



CIC strongly advises that you provide the results of a language test if English or French is not your first language. Written submissions are **only** recommended for applicants whose first language is English or French.



If you have some abilities in both English and French, decide which of the two you are more comfortable using; this will be considered your **first official language** and will be the one in which your abilities will be assessed against the minimum requirements.

Option 1

Take a language proficiency test from a designated testing agency

Steps	Action
1	Make an arrangement for testing and pay the test costs. A list of designated testing agencies can be found at: http://www.cic.gc.ca/english/immigrate/cec/language-testing.asp Language Instruction for Newcomers to Canada (LINC) is not a designated testing agency for applicants under the Canadian Experience Class.

2	Submit the assessment results with your application. Note: When submitting test results, you will have the benefit of knowing whether you meet the minimum language requirements before submitting your application.
3	Your test results must not be more than one year old at the time that you submit your application.

Note: Test results will be used as conclusive evidence of your language proficiency.

Using your test results

Once you have taken a language test from a designated testing agency, you can determine if you meet the language requirements for CEC.

International English Language Testing System (IELTS)

The CEC requirements for the **International English Language Testing System (IELTS)** are:

NOC	CLB Levels	Test results for each ability			
		Speaking	Listening	Reading	Writing
0,A	8	6.5	7.5	6.5	6.5
0, A	7	6.0	6.0	6.0	6.0
0, A, B	6	5.5	5.5	5.0	5.5
B	5	5.0	5.0	4.0	5.0
B	4	4.0	4.5	3.5	4.0

Test d'évaluation de français (TEF)

The CEC requirements for the **Test d'évaluation de français (TEF)** are:

NOC	CLB/ NCLC Bench mark Levels	Test results for each ability			
		Speaking (expression orale)	Listening (compréhension orale)	Reading (compréhension écrite)	Writing (expression écrite)
0,A	8	349	280	233	349
0, A	7	309	248	206	309
0, A, B	6	271	217	181	271
B	5	225	180	150	225
B	4	181	145	121	181

Option 2

Establish your proficiency levels through a written explanation and supporting documentation

If you believe that you can clearly demonstrate your level of proficiency through a written submission, follow the instructions in the table below.



CIC strongly advises that you only choose this option if your first language is English or French.

Steps:	Results:
<p>Your written submission must demonstrate your language proficiency in all four abilities: speaking, listening, reading and writing.</p> <p>Your written submission must clearly detail all of the following:</p> <ul style="list-style-type: none">○ Your education and training in English or French;○ Your work experience in English or French; and○ Any other contexts in which you may wish to provide details on your use of English or French (such as the language spoken in the home or in social situations). <ul style="list-style-type: none">● Gather documentation which supports the claims made in your submission and submit these documents with your immigration application. Supporting documents should include:<ul style="list-style-type: none">○ Degrees, diplomas, certificates and transcripts of all education completed in English or French;○ Documentation that supports your work experience in English or French, such as letters from employers, pay stubs, samples of your work, etc.; and○ Any other evidence that proves that you have spent considerable time speaking, listening, reading and writing an English or French speaking environment.	<ul style="list-style-type: none">● A CIC officer will review the evidence you include with your application.● Based on this evidence, the officer will make an assessment as to whether you meet the minimum language requirements for your skill level in all four abilities (speaking, listening, reading and writing).● CIC officers will not interview you to assess your proficiency levels.● Your submission must satisfy the officer that your language skills meet the benchmarks for your skill level in all four abilities. <p>Note: You will not know in advance of application whether you have satisfied the officer in meeting the minimum requirements. That is why this option is only recommended for those whose first language is English or French.</p>

Experience requirements

Experience	Applicant's requirements:
<p>Work experience as a Temporary Foreign Worker</p>	<p>You must have obtained the equivalent of 24 months of full-time or full-time equivalent (one week is 37.5 hours of work) Canadian skilled work experience at NOC Skill Type 0, or Skill Level A or B. This work experience must have been acquired in Canada (within the 36 months preceding the date the application is made*).</p> <p>You do not have to be employed at the time of the application.</p> <p>Note: Any periods of self-employment or unauthorized work cannot be included when calculating the period of work experience. You must have temporary resident status during the period of work experience.</p>
<p>Work experience as a Graduate</p>	<p>You must have obtained the equivalent of 12 months of full-time or full-time equivalent (37.5 hours a week) Canadian skilled work experience at NOC Skill Type 0, or Skill Levels A or B. This work experience must have been acquired in Canada (within the 24 months preceding the date the application is made*).</p> <p>You do not have to be in employed at the time of the application.</p> <p>Note: The experience must be acquired after you have completed the required study and obtained a Canadian credential (work performed under the Off-Campus Work Permit Program or co-op work terms do not count).</p>
<p>Education requirements for Graduates</p>	<p>You must have studied in a program of study or training with a full-time duration of at least 16 months (i.e. two academic years of at least 8 months excluding scheduled breaks, such as summer holidays, in the calculation). The definition of full-time studies is left to individual post-secondary institutions. Full-time studies could also include any period of training in the workplace that forms part of the course of study.</p> <p>You must have completed this program by studying full-time in Canada for at least 16 months and obtained:</p> <ul style="list-style-type: none"> A diploma, degree, trade or apprenticeship credential from a public, provincially recognized Canadian university, community college, CEGEP, or trade/technical school, or A diploma or trade or apprenticeship credential from a private Quebec post-secondary institution that operates under the same rules and regulations as public institutions, and receives at least 50 percent of its financing for its overall operations from

	<p>government grants, subsidies or other assistance – at this time only private CEGEPs qualify, or A degree from a Canadian private provincially recognized post-secondary institution.</p> <p>Note: You must have studied in a Canadian institution located in Canada. Distance learning, including on-line programs, does not qualify.</p> <p>Exception</p> <p>If the duration of your program of study in Canada is less than 16 months but one academic year (eight months of study or more), you are only eligible for CEC if your credential is for a graduate program (e.g. Masters) and you have also attained a previous qualifying post-secondary educational credential (length of study of 8 months or more) in Canada within the two years preceding the completion of your graduate program.</p> <p>Note: You must have temporary resident status during the period of full-time study or training.</p>
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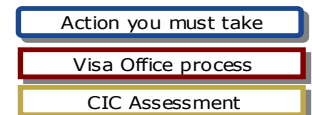
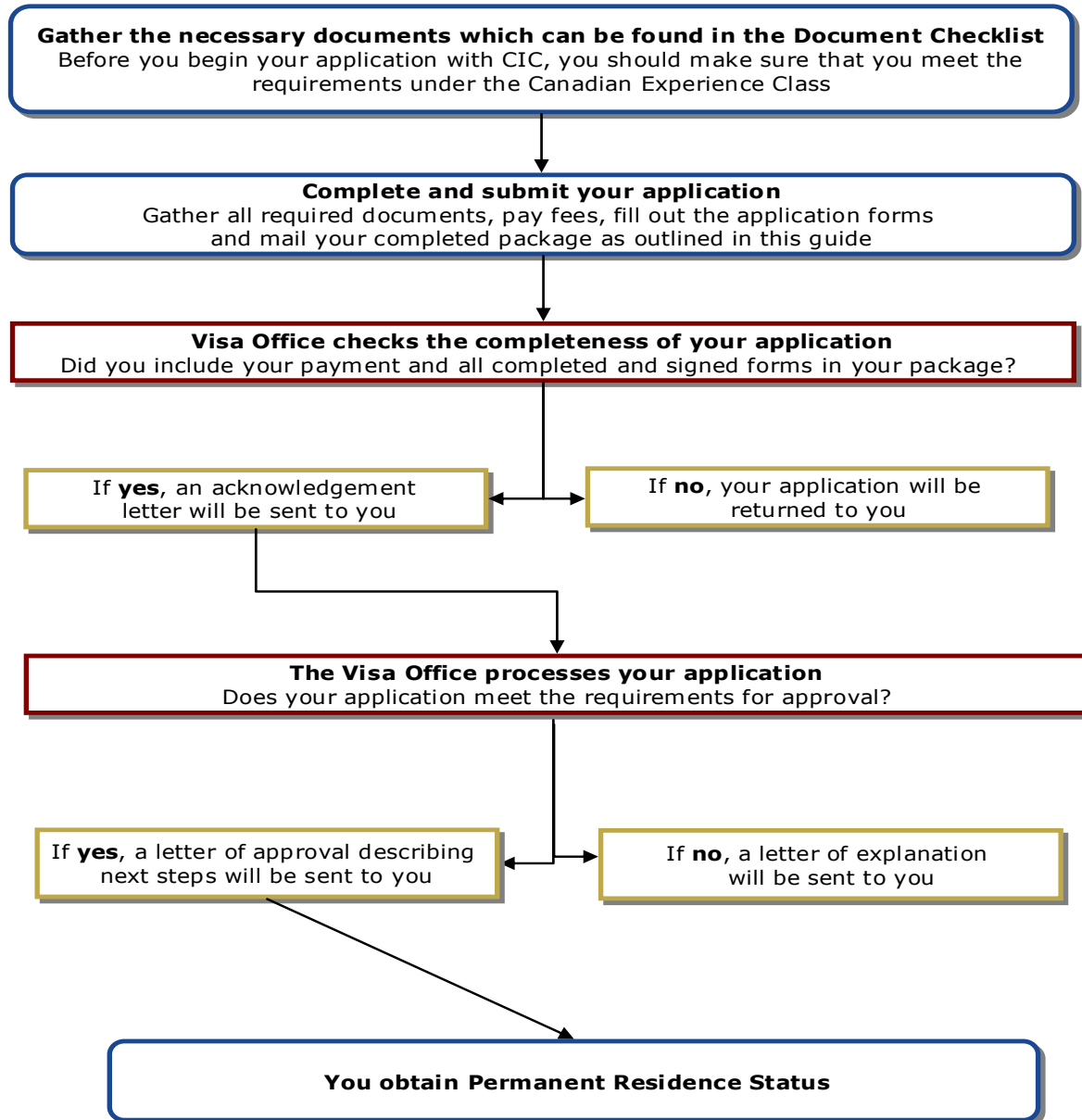
*The application is considered to have been made on the date a properly completed application package is received by the visa office.

Periods of study or training not included in calculating the education requirements:

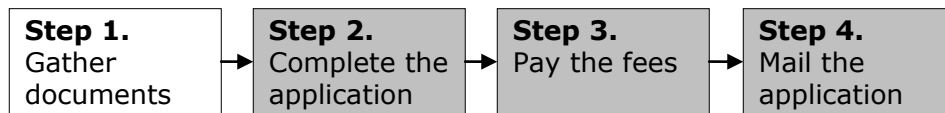
- Full-time program of study or training in English or French as a second language (ESL/FSL), or any program of study where ESL/FSL made up more than half of the hours of instruction/training;
- Studies in Canada taken under an award from the Canadian International Development Agency (CIDA);
- Studies in Canada taken under an award from the Department of Foreign Affairs and International Trade (DFAIT) programs including:
 - Canadian Commonwealth Scholarship Program
 - Government of Canada Awards Program
 - Canada-China Scholars Exchange Program
 - Equal Opportunities Scholarship Program, Canada-Chile
 - Organization of American States Fellowship Program.
- Periods of study spent outside of Canada.



The Application Process for Permanent Residence under the Canadian Experience Class category.



Step 1. Gather Documents



What documents are required?

Use the *Document Checklist* (IMM 5610) which you can find in this package to assist you gathering the necessary documentation.



If any of the required documents are missing, or photocopies are not clear, your application may be returned to you.

Medical requirements

You and your family members, whether accompanying you or not, must undergo and pass a medical examination in order to come to Canada. To pass the medical examination you or your family members must not have a condition that:

- is a danger to public health or safety
- would cause excessive demand on health or social services in Canada.

Examples of “excessive demand” include ongoing hospitalization or institutional care for a physical or mental illness.

Instructions

Information on medical instructions **will be provided to you**. When you receive your assessment notice you will also receive medical forms for yourself (and any accompanying dependants if applicable), instructions and how to access a list of doctors in your area who are authorized to conduct immigration medical examinations (see below). You are not required to have a medical examination before you submit your application forms.

Exam validity

The medical examination results are valid for 12 months from the date of the first medical examination. If you are not admitted as a permanent resident during this time, you must undergo another complete medical examination.

Authorized doctors

Your own doctor cannot do the medical examination. You must see a physician on Canada’s list of **Designated Medical Practitioners** at <http://www.cic.gc.ca/dmp-md/medical.aspx>.

Note that the physician is only responsible for conducting a medical examination; he or she cannot give you any advice on the immigration process.

Police certificates

You and your family members who are 18 years of age and older and are not permanent residents or Canadian citizens have to provide:

- a valid police certificate, or
- police clearance, or
- record of no information.

These documents are to be provided for each country **other than Canada**, in which you have lived for six consecutive months or longer since reaching the age of 18.

Note: If you or your family members were under 18 years of age (16 years of age in certain jurisdictions) for the entire time you lived in a particular country, you do not need to provide a police certificate for that country.

The certificate must have been issued no more than three months prior to submitting your application. If the original certificate is neither in English nor in French, submit both; the certificate and the original copy of a translation prepared by an accredited translator.

It is **your** responsibility to contact the police or relevant authorities. When doing so, you may have to:

- pay a fee for the service, and
- provide information or documentation such as:
 - photographs,
 - fingerprints,
 - your addresses and periods of residence in the country or territory.

We will also do our own background checks to determine if there are grounds under which you and your dependants may be inadmissible to Canada.

Please consult our [Web site](#) for specific and up-to-date information on how to obtain police certificates from any country.

Translation of documents

Any document that is not in English or French **must be accompanied** by:

- the English or French translation; **and**
- an affidavit from the person who completed the translation; **and**
- a **certified** copy of the original document.

Note: An affidavit is a document on which the translator has sworn, in the presence of a commissioner authorized to administer oaths in the country in which the translator is living, that the contents of their translation are a true translation and representation of the contents of the original document.



Translations by family members are not acceptable.

Certified copies or notarized documents

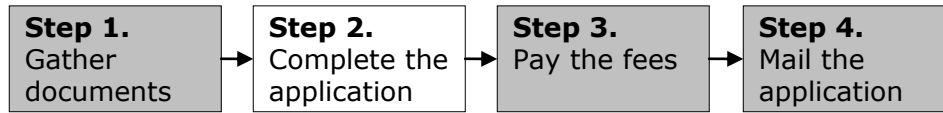
To have a copy certified, an authorized person must compare the original document to the photocopy and must print the following on the photocopy:

- “I certify that this is a true copy of the original document”
- the name of the original document
- the date of the certification
- his or her name
- his or her official position or title
- his or her signature

Who can certify copies?

People authorized to certify copies include the following:	
In Canada: <ul style="list-style-type: none">• a commissioner of oaths• a notary public• a justice of the peace	Outside Canada: <ul style="list-style-type: none">• a judge• a magistrate• a notary public• an officer of a court of justice• a commissioner authorized to administer oaths in the country in which the person is living

Step 2. Complete the Applications



Filling out the application Follow the step-by-step instructions below to complete the application forms.

The following are the forms that must be filled out and submitted:

- *Application for Permanent Residence in Canada* (IMM 0008- Generic);
- *Schedule 1: Background / Declaration* (IMM 0008 – Schedule 1);
- *Schedule 8: Economic Classes – Canadian Experience Class* (IMM 0008- Schedule 8)
- *Additional Family Information* (IMM 5406);
- *Use of a Representative* (IMM 5476), if applicable.



It is a serious offence to give false or misleading information on these forms. The information you provide on your application may be subject to verification.



Be complete and accurate

Complete all sections. If any section is not applicable to you, write “N/A” (“Not applicable”). If your application is incomplete it will be returned to you and this will delay the processing. **Do not leave any blanks.**

Note: If you need more space for any section, use an extra sheet of paper and indicate the number and/or letter of the section you are completing and submit it along with your application.

Application for Permanent Residence in Canada (IMM 0008-Generic)

Who needs to fill out this application form?

This form must be completed by:

- You, the principal applicant.

Note: Page two of the form asks for details of dependent family members. There is space for three family members on the form. If you have more than three family members, photocopy this page before you start filling in the application so that you have enough space to include everyone.

Family members

Family members include spouse, common-law partners and dependent children:

Term	Definition
Spouse	Refers to either of the two persons of opposite or the same sex in a legally recognized marriage.
A common-law partner	<p>Refers to a person who is living in a conjugal relationship with another person either of the opposite sex or same sex, and has done so for a period of at least one year. A conjugal relationship exists when there is a significant degree of commitment between two people. Common-law partners must attach any documents that show they are in a committed and genuine relationship, for example evidence that they share the same home, that they support each other financially and emotionally, that they have had children together, or that they present themselves in public as a couple.</p> <p>Common-law partners who are unable to live together or appear in public together because of legal or cultural restrictions in their home country may still qualify and should be included on the application.</p> <p>Common-law partners that meet the conditions outlined above but who have been separated for reasons beyond their control (for example, civil war or armed conflict).</p>
Dependent children	<p>May be the children of the principal applicant or those of his or her spouse or common-law partner.</p> <p>They must:</p> <ul style="list-style-type: none"> • be under the age of 22 and not have a spouse or common-law partner; or, • depend substantially on the financial support of a parent and have been continuously enrolled and in attendance as full-time students in a post-secondary institution accredited by the relevant government authority since before the age of 22 (or since marrying or entering into a common-law relationship, if this happened before the age of 22); or, • depend substantially on the financial support of a parent since before the age of 22 and be unable to provide for themselves due to a medical condition.

Question	Action
General Application Information	
Category under which you are applying Check the "Canadian Experience Class" box.	
Number of family members Write the total number of family members included in your application. This includes yourself and any family members regardless of whether they are accompanying you to Canada or not.	
Preferred Language Correspondence: Check the box to indicate in which language between French and English you prefer to receive your correspondence. Interview: Indicate which language you would prefer to use if you are selected for an interview.	
Personal details	
1	The following questions must be answered by the Principal Applicant. Write your full last name (surname/family name) as it appears on your passport or on the official documents that you will use to obtain your passport. Write all of your given names (first, second or more) as they appear on your passport or official documents. Do not use initials.
2	Check the box to indicate if you are a male or a female.
3	Write your complete date of birth.
4	Write your place of birth, including the town or city, and country.
5	Write what is your country of citizenship. If you are a citizen of more than one country, give details on a separate sheet of paper. Write your country of residence.
6	Write what is your first language. Your first language is the language learned at home in childhood and still understood by the individual.
6A	Check the box to indicate which of Canada's official languages (French or English) you use most frequently. If you do not use French or English, check the "Neither" box. One of Canada's objectives with respect to immigration is to support and assist the development of minority language communities in Canada. Note: This question is not used for selection purposes.
7	Write your height, either in centimetres or in foot and inches.
8	Write the color of your eyes.
9	Check the box to indicate what your marital status is. If you have ever been married or in a common-law relationship, indicate the date on which you were married or the date you began your common-law relationship.
10	Check the box to indicate if you have ever been married or in a common-law relationship in the past. If you check " no ", go to the next question. If you check " yes ", write: <ul style="list-style-type: none"> • the name of your previous spouse or common-law partner; • his or her date of birth; • the type of relationship (check one box); • the period of your relationship.

Question	Action														
11	Check the box to indicate if you can communicate in English or in French.														
12	<p>Education</p> <ul style="list-style-type: none"> • Write the number of years of formal education you have; • Check the box to indicate your highest level of completed education. <p>If you have not completed secondary school, check the “No secondary” box.</p> <table border="1"> <thead> <tr> <th>Type of education</th> <th>This level of education is...</th> </tr> </thead> <tbody> <tr> <td>Secondary education</td> <td>the level of schooling after elementary and before college, university, or other formal training. Also called high school.</td> </tr> <tr> <td>Trade/Apprenticeship</td> <td>completed training in an occupation, such as carpentry or auto mechanics.</td> </tr> <tr> <td>Non-university certificate/diploma</td> <td>training in a profession that requires formal education but not at the university level (for example, dental technician or engineering technician).</td> </tr> <tr> <td>Bachelor’s degree</td> <td>an academic degree awarded by a college or university to those who complete the undergraduate curriculum; also called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.</td> </tr> <tr> <td>Master’s degree</td> <td>an academic degree awarded by the graduate school of a college or university. You must have completed a Bachelor’s degree before a Master’s degree can be earned.</td> </tr> <tr> <td>PhD</td> <td>the highest university degree, usually based on at least three years graduate study and a dissertation. Normally, you must have completed a Master’s degree before a PhD can be earned.</td> </tr> </tbody> </table>	Type of education	This level of education is...	Secondary education	the level of schooling after elementary and before college, university, or other formal training. Also called high school.	Trade/Apprenticeship	completed training in an occupation, such as carpentry or auto mechanics.	Non-university certificate/diploma	training in a profession that requires formal education but not at the university level (for example, dental technician or engineering technician).	Bachelor’s degree	an academic degree awarded by a college or university to those who complete the undergraduate curriculum; also called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.	Master’s degree	an academic degree awarded by the graduate school of a college or university. You must have completed a Bachelor’s degree before a Master’s degree can be earned.	PhD	the highest university degree, usually based on at least three years graduate study and a dissertation. Normally, you must have completed a Master’s degree before a PhD can be earned.
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PhD	the highest university degree, usually based on at least three years graduate study and a dissertation. Normally, you must have completed a Master’s degree before a PhD can be earned.														
13	Write your current occupation.														
14	<p>Write your mailing address, complete with the postal code. This is the address we will use to mail correspondence regarding your application.</p> <p>Write your address in English and, if applicable, also in your own native script. Attach another page if necessary.</p>														
15	Write your residential address, complete with the postal code.														
16	<p>Write your contact numbers, including your:</p> <ul style="list-style-type: none"> • home phone number; and • any other phone number you may have. 														
17	Write your e-mail address (if applicable).														
18	<p>Write you passport details, including the:</p> <ul style="list-style-type: none"> • passport number • country of issuance, and • expiry date. 														

Question	Action
19	Write your identification card number if applicable. Identification cards are cards issued by a foreign national, provincial, municipal or other government, as well as cards issued by a recognized international agency such as the Red Cross, can be used to identify yourself. If you have such a card, print the number in the space provided. Photocopy both sides of the card and attach the photocopy to your application. If you do not have an identity card, print "N/A".
20	Write the name of the city or town and the name of the province where you intend to live in Canada.

Details of family members

Provide personal details about your **family members**, whether they are accompanying you to Canada or not (for more information on family members, including age requirements, refer to [family members](#)).

Also provide details on family members whose location is unknown (including those missing or presumed dead).

Important



You must list all family members, whether they wish to be considered in your application for permanent residence at this time or not. Also list family members whose location is unknown (including those missing or presumed dead). You will **not** be able to sponsor family members at a later date if they are not listed on your application."

Section	Action
Given names	Write all of your family member's given names (first, second or more) as they appear on his or her passport or official documents. Do not use initials.
Date of birth	If you do not know the exact date of birth, indicate the age your family members are today.
Country of citizenship	If your family member is a citizen of more than one country, give details on a separate page.
Relationship to you	Indicate whether the family member is your spouse, common-law partner, daughter, son, etc.
Will accompany you to Canada	Tell us if your family member will come to Canada with you.
Native language	Write your family member's native language (the language he/she learned at home in childhood and still understand) Check the box to indicate which of Canada's official languages (French or English) your family member use most frequently. If he/she does not use French or English, check the "Neither" box. One of Canada's objectives with respect to immigration is to support and assist the development of minority language communities in Canada. Note: This question is not used for selection purposes.


Question	Action														
Education	Indicate the level of education your family member has successfully completed. Use the categories listed in Question 12.														
Photos	<p>Follow these steps:</p> <table border="1"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Take the Photo Specifications sheet (Appendix A - Photo Specifications) to a photographer.</td> </tr> <tr> <td>2</td> <td>Ask the photographer to provide you with four photos of yourself and each family member.</td> </tr> <tr> <td>3</td> <td>On the back of one photo for each person, write the name of the person appearing in the photo and his or her height and eye colour.</td> </tr> <tr> <td>4</td> <td>Enclose the photos of each person in an envelope and seal the envelope.</td> </tr> <tr> <td>5</td> <td>Write your name and date of birth on the outside of the envelope.</td> </tr> <tr> <td>6</td> <td>Staple the envelope to your application form. Be careful not to staple or bend the photos.</td> </tr> </tbody> </table>	Step	Action	1	Take the Photo Specifications sheet (Appendix A - Photo Specifications) to a photographer.	2	Ask the photographer to provide you with four photos of yourself and each family member.	3	On the back of one photo for each person , write the name of the person appearing in the photo and his or her height and eye colour.	4	Enclose the photos of each person in an envelope and seal the envelope.	5	Write your name and date of birth on the outside of the envelope.	6	Staple the envelope to your application form. Be careful not to staple or bend the photos.
Step	Action														
1	Take the Photo Specifications sheet (Appendix A - Photo Specifications) to a photographer.														
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5	Write your name and date of birth on the outside of the envelope.														
6	Staple the envelope to your application form. Be careful not to staple or bend the photos.														

Schedule 1- Background/Declaration (IMM 0008-Schedule 1)

Who must fill out this application form? **This form must be completed by:**

- you, the principal applicant;
- your spouse or common-law partner (whether accompanying you to Canada or not); **and**
- your dependent children aged 18 or over (whether accompanying you to Canada or not).

Question	Action
1	Write your full last name (surname/family name) as it appears on your passport or on the official documents that you will use to obtain your passport. Write all of your given names (first, second or more) as they appear on your passport or official documents. Do not use initials.
2	Write your name in your native language or script (if applicable). For example: Arabic, Cyrillic, Chinese, Korean, Japanese characters or Chinese commercial/telegraphic code.
3	Write any other name(s) used in the past, or is known by a name other than the one you listed above. Other names can include: <ul style="list-style-type: none"> • previous married name, • aliases • birth name, • nicknames, • community names, etc.
4	Write your date of birth.
5	Write what is your current country of residence.
6	Write your status in that country.
7	Write personal details on your father including his: <ul style="list-style-type: none"> • last name (surname/family name) • given name(s) • date of Birth • town or city of birth • country of birth • date of death (if applicable)
8	Write personal details on your mother including her: <ul style="list-style-type: none"> • last name (surname/family name) • given name(s) • date of Birth • town or city of birth • country of birth • date of death (if applicable).
9	Answer each question of the section by checking the appropriate box. If you answered " yes " to one or more than one question, write details to explain what happen. If you need more space, you can attach a separate sheet of paper.

<p>10</p>	<p>Education</p> <p>Write the number of years of formal education you have. And, In addition, write the details about your educational institutions, including:</p> <ul style="list-style-type: none"> • the name of the institution, • the city and country, and • the type of certificate or diploma issued. <p>If no diploma was issued, write "N/A".</p>
<p>11</p>	<p>Provide the details of your personal history since the age of 18.</p> <p>Start with the most recent information. Under "Activity", write your occupation or job title if you were working. If you were not working, provide information on what you were doing (for example: unemployed, studying, travelling, in detention, etc.).</p> <p>Note: Please ensure that you do not leave any gaps.</p> <p> Failure to account for all time periods will result in a delay in the processing of your application.</p>
<p>12</p>	<p>Write the names of all membership or association with organizations you are or were a member of, including:</p> <ul style="list-style-type: none"> • political organizations; • social organizations; • youth or student organizations; • trade unions; and • professional organizations. <p>If you were not a member of an association or organization, do not write "not applicable". Rather, write: "I have never been a member of an organization or association".</p> <p>Note: Do not use abbreviations. Write the city and country where you were a member.</p>
<p>13</p>	<p>Write any government positions you have held in the past such as:</p> <ul style="list-style-type: none"> • Civil servant; • Judge; • Police officer; • Etc. <p>Include:</p> <ul style="list-style-type: none"> • the name of the country and the level of jurisdiction (examples: national, regional or municipal); • the name of the department or the branch you worked for; and • activities and/or positions that you held. <p>Note: Do not use abbreviations.</p>
<p>14</p>	<p>Write details about your military service (if applicable). Provide the details of military service for each of the countries whose armed forces you served in. If you were not in any military service, write N/A.</p>
<p>15</p>	<p>Write the residential addresses where you have lived since your 18th birthday, complete with the postal code. Do not use P.O. box numbers.</p>

Authority to disclose personal information



Read the statements carefully. Sign and date in the boxes provided. By signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, truthful, and correct. If you do not sign, the application will be returned to you.


Note: The bottom section of schedule 1 does not need to be completed at the moment.

Schedule 8: Economic Classes – Canadian Experience Class (IMM 0008-Schedule 8)

Who needs to fill out this application form?

This form must be completed by:

- You, as the principal applicant.

Question	Action
1	<p>Write your full last name (surname/family name) as it appears on your passport or on the official documents that you will use to obtain your passport.</p> <p>Write all of your given names (first, second or more) as they appear on your passport or official documents. Do not use initials.</p>
2	Write your date of birth.
3	<p>Check the box to indicate if you have previously completed a program of study that led you to obtain a Canadian credential that was granted by a Canadian post-secondary institution.</p> <p style="text-align: center;"> See: "Experience requirements"</p>
4	Check the box to indicate if you have previously worked full-time or full-time equivalent of in part-time work and if so, indicate the period of time.
5	Check the appropriate box to indicate what will be your official language in Canada and have you taken an approved test to assess your proficiency in this language.
6	<p>Post-secondary Education in Canada</p> <p>Write the details about your post-secondary education in Canada:</p> <ul style="list-style-type: none"> • period of time you attended the institution, • the name of the institution, • the city and Province/Territory, • the type of credential granted, and • whether the studies were full-time or part-time as defined by the post-secondary institution <p>If no credential was issued, write "N/A".</p> <p>Write details of any period of study which included English as a Second Language (ESL) or French as a Second Language (FSL) component including the number of hours per week.</p>

	<p>Write details of any period or study spent outside of Canada in the completion of a Canadian education credential</p> <p>Write details of any period or study when you were receiving a Government of Canada award under the following programs:</p> <ul style="list-style-type: none"> • All awards from the Canadian International Development Agency (CIDA), and • The following awards from the Department of Foreign Affairs and International Trade (DFAIT): <ul style="list-style-type: none"> ○ Canadian Commonwealth Scholarship Program – Student Exchange Program (only) ○ Government of Canada Awards Program – Student Exchange Program (only) ○ Canada-China Scholars Exchange Program ○ Equal Opportunities Scholarship Program, Canada-Chile ○ Organization of American States Fellowships Program.
<p>7</p>	<p>Write details of your work experience in Canada.</p> <p>List your occupations within the 3 years preceding the date your application is made starting with your current occupation.</p> <p>Give details for each occupation of the appropriate National Occupational Classification code (NOC) including:</p> <ul style="list-style-type: none"> • the name of your employer(s) • a description of your main duties, and • the number of hours you worked per week <p>List only occupations that fall in Skill Type 0 or Skill Levels A or B of the NOC.</p> <p> See: "Determining your NOC category"</p> <p>Indicate whether or not you were self-employed during any of the above listed periods.</p>

Additional family information (IMM 5406)

Who needs to fill out this application form?

This form must be completed by:

- You, as the principal applicant
- Your spouse or common-law partner (whether accompanying you to Canada or not), and
- Your dependent children aged 18 or over (whether accompanying you to Canada or not)

SECTION A

Write the personal details for:

- yourself
- your spouse or common-law partner (if applicable)
- your mother
- your father.

Note: If you do not have a spouse or a common-law partner, sign the declaration.

SECTION B

Write personal details about your children. It is very important that you list on this form any other children (even if they are already permanent residents or Canadian citizens) that you, your spouse or common-law partner or your dependent children might have, who are not included in your application for Permanent Residence. This includes:

- married children,
- adopted children,
- step-children,
- any of your children who have been adopted by others,
- any of your children who are in the custody of an ex-spouse, common-law partner or other guardian.

You must answer all questions. If any sections do not apply to you, answer "N/A".

SECTION C

Write personal details about your:

- brother(s),
- sister(s),
- half-brother(s) and half-sister(s),
- step-brother(s) and step-sister(s).

SECTION D



Sign and date the declaration

Use of a Representative (IMM 5476)

Who may use this form?

Complete this form **only** if you are appointing a representative.

If you have dependent children aged 18 years or older, they are required to complete their own copy of this form if a representative is also conducting business on their behalf.

What is a representative?

A **representative** is someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada.

When you appoint a representative:

- you authorize CIC to share information from your case file to this person;
- your application will not be given special attention nor can you expect faster processing or a more favourable outcome;
- they are authorized to represent you only on matters related to the application you submit with this form; and
- you can appoint only **one** representative for each application you submit.

You are not obliged to hire a representative. We treat everyone equally, whether they use the service of a representative or not.



You must notify us if your representative's contact information changes or if you cancel the appointment of a representative.

Types of representatives

There are two types of representatives.

Unpaid representatives can be:

- friends and family members who do not charge a fee for their advice and services;
- organizations that do not charge a fee for providing immigration advice or assistance (such as a non-governmental or religious organization);
- consultants, lawyers and Quebec notaries who do not, and will not, charge a fee to represent you.

Paid representatives:

If you want us to conduct business with a representative who is, or will be charging a fee to represent you, they must be authorized. Authorized representatives are:

- immigration consultants who are members in good standing of the Canadian Society of Immigration Consultants (CSIC);
- lawyers who are members in good standing of a Canadian provincial or territorial law society and students-at-law under their supervision;
- notaries who are members in good standing of the *Chambre des notaires du Québec* and students-at-law under their supervision.

If you appoint a paid representative who is not a member of one of these designated bodies, your application will be returned. For more information on using a representative, visit our Web site: www.cic.gc.ca.

Question	Action
General Application Information	
	Check one box to indicate if you are appointing or cancelling the appointment of a representative.
Section A- Applicant Information	
1	Write your last name (surname) and given name(s).
2	Write your date of birth.
3	If you have already submitted your application write: <ul style="list-style-type: none"> • the name of office where the application was submitted; • location; • type of application you are sending.
4	Write your Citizenship and Immigration Canada Identification number (if known)
Section B- Appointment of Representative	
5	Write your representative's full name. If your representative is a member of CSIC, a law society or the <i>Chambre des notaires du Québec</i> , print his or her name as it appears on the organization's membership list.
6	Check one box to indicate if your representative is unpaid or paid. If your representative is paid write the membership ID number.
7	Write your representative's contact information.
8	Your representative must sign to accept responsibility for conducting business on your behalf.
Section C- Cancel the Appointment of a Representative	
9	Fill in this section if you wish to cancel the appointment of a representative. Write the representative's full name
Section D- Your Declaration	
10	By signing, you authorize CIC to complete your request for yourself and your dependent children under 18 years of age. If your spouse or common-law partner is included in this request, he or she must sign in the box provided.

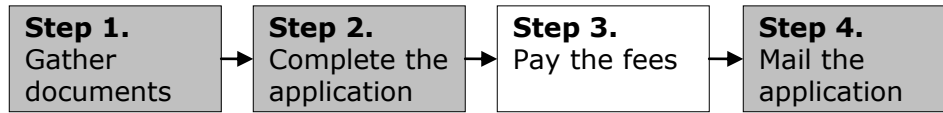
Release of information to other individuals

To authorize CIC to release information from your case file to someone other than a representative, you will need to complete the form *Authority to Release Personal Information to a Designated Individual* (IMM 5475) which is available:

- on our Web site at www.cic.gc.ca/english/information/applications/release-info.asp; **or**
- from Canadian embassies, high commissions and consulates abroad.

The person you designate will be able to obtain information on your case file, such as the status of your application. However, they will **not** be able to conduct business on your behalf with CIC.

Step 3. Pay the Fee



Calculating your fees

Use the table below to calculate the total amount of fees to be paid. There are two (2) types of fees:

1. The **processing fee** which **must be** included with your application and

Processing Fee	Number of persons	Amount per person	Amount Due
Principal applicant	1	x \$550	\$ 550
Each family member age 22 or older		x \$550	
Each family member under age 22 who is married or in a common-law relationship		x \$550	
Each family member under age 22 who is unmarried and not in a common-law relationship		x \$150	
Total Payment:			

2. The **Right of Permanent Residence Fee**, which will be requested by the Visa Office at a **later stage** if your application is approved.

Right of Permanent Residence Fee	Number of persons	Amount per person	Amount Due
Principal applicant	1	x \$490	\$ 490
Spouse or common-law partner		x \$490	
Total Payment:			

Note: Dependent children are exempt from paying the right of Permanent Residence fee.

Incorrect fee payment



Incorrect fee payments may delay processing your application.

Payment issue	CIC will...
No fee included	return your application. Note: Processing of your application will only start after you return your application with the correct fees.
Insufficient fees included	inform you of how much to pay and how to pay. Note: Processing of your application will only start after you provide the correct fees.
Overpayment	<ul style="list-style-type: none">• start processing your application and• send you a refund as soon as possible. Note: You do not have to request a refund, it will be done automatically.

Payment method options

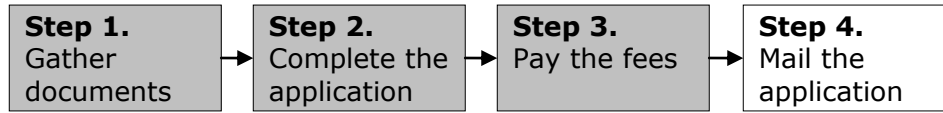
You may pay by **certified cheque, bank draft or money order** made payable to the "Canadian Consulate General." **Do not enclose cash.**

Additional fees

You must also pay for the following for yourself and your family members (if applicable):

- medical examinations
- police certificates
- language assessments

Step 4. Mail the Applications



Where to mail the application?

Mail your completed application in a stamped envelope to the address shown below.

You have two choices:

1. Purchase a 24 x 32 cm prepaid National Xpresspost envelope (not Xpresspost - USA) at any Canada Post retail outlet.

Send the completed application package to:

(Your Name) (Your Address) (Your Postal Code)	Affix sufficient postage <input type="checkbox"/>
Canadian Consulate / CEC P.O. Box 660 Fort Erie, Ontario L2A 6R6	

Mail received at this post office box will be delivered daily to the Consulate in Buffalo. You may use the tracking service to determine if and when your mail reaches the Fort Erie box.

2. Purchase a 24 x 32 cm prepaid National Xpresspost USA envelope at any Canada Post retail outlet.

Send the completed application package to:

(Your Name) (Your Address) (Your Postal Code)	Affix sufficient postage <input type="checkbox"/>
Canadian Consulate General Immigration Regional Program Centre 1 HSBC Center, Suite 3000 Buffalo, NY 14203-2884 U.S.A.	

You may use the tracking service to determine if and when your mail reaches the Buffalo office.

If you left Canada, you will have to apply at the Canadian Visa Office that serves your area.

List of Canadian Visa Offices:

<http://www.cic.gc.ca/english/information/offices/missions.asp>

Send the document checklist

Make sure you use the document checklist and include it with your application.



Sign the form

The application must be signed and dated before it is mailed. If your application is not signed and dated, it will be returned to you.

What Happens Next

The application process

Submission

Completion check: Once you have submitted your application, we will check to determine that all required application forms have been properly completed and submitted, the application processing fee has been paid, and that all requested supporting documentation has been provided.

If your application package does not meet these requirements, we will return it to you. No file will be created or record kept until a complete application has been submitted.

Acknowledgment of receipt: If your application is complete, we will begin to process it. You will be sent a letter that:

- notifies you of this fact and provides you with your visa office file number
- sets out some basic instructions for contact with the visa office
- gives you a brief outline of future processing steps

Processing

Review for decision

Your application will undergo a detailed review by a Visa Officer. The Officer will consider all the information and documentation you have provided, and will assess it against current selection standards.

Factors that facilitate processing

There are certain things you can do to help ensure that your application is processed as promptly as possible:

- make sure that all the documentation and information requested is **provided at the time the application is made (submitted)**.
- make sure that you notify the visa office promptly of any and all changes to your mailing address, family situation, or any other information that is important to your application, such as additional education or work experience.
- refrain from making unnecessary inquiries to the visa office regarding the status of your case.

Factors that may delay processing

The following factors may delay the processing of your application:

- unclear photocopies of documents
- documents not accompanied by a certified English or French translation
- verification of information and documents provided
- a medical condition that may require additional tests or consultations
- a criminal or security problem
- family situations such as impending divorce, or custody or

- maintenance issues completion of legal adoption
 - consultation is required with other offices in Canada and abroad
-

Permanent resident status

If your application is successful, you and your family members will receive status as permanent residents of Canada. Some conditions will apply:

- You will remain a permanent resident until you become a Canadian citizen, as long as you spend at least two years of each five year period in Canada.
 - You may leave and re-enter Canada as often as you wish.
-

Rights

As permanent residents, you and your family members will have the right to:

- live, study and work in Canada for as long as you remain permanent residents
 - access most social benefits accorded to Canadian citizens (see "[Limitations](#)")
 - apply for Canadian citizenship, and once granted, apply for a Canadian passport (once you have been a legal permanent resident for three of the four previous years)
-

Limitations

There are a few limitations on permanent residents:

- You cannot vote in certain elections.
 - You may be ineligible for certain jobs requiring high-level security clearances.
 - If you or any of your family members commit a serious crime, you or your family members risk being deported from Canada.
-

Obligations

As permanent residents, you will also have the same legal obligations as Canadians, such as paying taxes and respecting all federal, provincial, and municipal laws.

The Permanent Resident Card

All new permanent residents will be issued a card as part of the process. Cards will be mailed to your home address soon after you become a permanent resident. For more information on the Permanent Resident Card, visit our [Web site](#).



Current processing times

Processing times are not yet available for the Canadian Experience Class, as we do not have sufficient numbers to make an estimate.

Checking application status on-line

You can check the status of your application on-line by doing the following:

1. Log on to our Web site at www.cic.gc.ca;
 2. Go to *Check My Application Status* in the *I need to...* section on the right-hand side of the page.
-

Protecting your information

Your personal information is

- only available to CIC employees who need to see it in order to provide the services to you, **and**
- not disclosed to anyone else without your written consent, unless authorized by law.



You can obtain additional information on the protection of your data by visiting the "[Frequently Asked Questions](#)" (FAQ) on our Web site.

Quality Assurance Program

Our quality assurance program randomly selects applications for a special review. If selected you will be asked to attend an interview with a Citizenship and Immigration official so that we can:

- verify the documentation you submitted is accurate;
- verify that your application has been completed properly.

You will be notified in writing should your application be selected.

How to Contact CIC

The table below shows the three ways you can contact CIC.

Web site	www.cic.gc.ca OR http://www.canadainternational.gc.ca/buffalo/
Within Canada	Contact the Canadian visa office in Buffalo: e-mail: buffalo-im-enquiry@international.gc.ca Fax number: (716) 852-2477 Address: Consulate General of Canada Immigration Regional Program Centre 1 HSBC Center, Suite 3000 Buffalo, New York 14203-2884 USA

National Call Centre Agents can help you with questions about Citizenship and Immigration Canada (CIC) services and programs. They can not give you information about the status of your immigration application. You must contact the Visa Office directly either by letter, fax, or e-mail.

The *Privacy Act* prevents us from providing detailed information about an individual's file. Call Centre agents can help you with questions about **in-Canada** processes for citizenship and immigration programs and services.

Note: Agents cannot make decisions on applications that are being processed by Case Processing Centres or CIC offices, nor can they assist in processing applications more quickly.



This is not a legal document. For legal information, refer to the *Immigration and Refugee Protection Act* and Regulations or the *Citizenship Act* and Regulations, as applicable.

Appendix A - Photo Specifications

Notes to the applicant

TAKE THIS WITH YOU TO THE PHOTOGRAPHER

- Immigration photos are **not** the same as passport photos.
- Make sure that you provide the correct number of photos specified in the *Checklist*.

Notes to the photographer

The photos must:

- show a full front view of the person's head and shoulders showing full face centered in the middle of the photograph;
- have a **plain white background**;
- be identical (black and white or colour) produced from the same untouched negative, or exposed simultaneously by a split-image or multi-lens camera.

The photos must:

- measure between 25 mm and 30 mm (1" and 1 1/5") from chin to crown;
- have a 35 mm x 45 mm (1 3/8" x 1 3/4") finished size.

