



# IMMIGRATION Canada

## Application for Permanent Residence

- Provincial Nominees
- Quebec Skilled Workers

## Visa Office Specific Instructions

Hong Kong



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Cette trousse est également  
disponible en français

# Appendix A Checklist

Gather documents as listed. Check (☑) each item on the checklist and attach the checklist to your documents (a paper clip will do). Place all documents in a sealed envelope. **Do not send originals** unless otherwise stated. Send notarized photocopies of all documents **except** the police certificates, which must be **originals**. If your documents are not in English or French, send a notarized (certified) translation with a copy of the originals.

If you are applying as a **Provincial Nominee**, use column **P**.

If you are applying as a **Quebec-Selected Applicant**, use column **Q**.

		P	Q
<b>1.</b>	<b>FORMS</b>		
	See the " <b>Complete the application</b> " section on our <a href="#">website</a> for specific instructions on how to complete the questions on each of the following forms.		
	<b>GENERIC APPLICATION FORM FOR CANADA (IMM 0008)</b>	<input type="checkbox"/>	<input type="checkbox"/>
	Check that it is completed by the principal applicant.		
	<b>ADDITIONAL DEPENDANTS/DECLARATION (IMM 0008DEP)</b> - This form is completed by you, the principal applicant, if you have more than five (5) family members.	<input type="checkbox"/>	<input type="checkbox"/>
	<b>SCHEDULE A: BACKGROUND/DECLARATION (IMM 5669)</b>	<input type="checkbox"/>	<input type="checkbox"/>
	Include a Schedule A form completed by: <ul style="list-style-type: none"> <li>• the principal applicant</li> <li>• spouse or common-law partner</li> <li>• each dependent child over 18 years of age</li> </ul>		
	<b>SCHEDULE 4: ECONOMIC CLASSES – PROVINCIAL NOMINEES</b>	<input type="checkbox"/>	
	Completed by the principal applicant.		
	<b>SCHEDULE 4A: ECONOMIC CLASSES - PROVINCIAL NOMINEES - BUSINESS NOMINEES</b>	<input type="checkbox"/>	
	Completed by the principal applicant.		
	Complete Schedule 4A if you are being nominated with the intention of establishing or purchasing a business, becoming a partner in a business, or working as a self-employed person.		
	<b>SCHEDULE 5: DECLARATION OF INTENT TO RESIDE IN QUEBEC – ECONOMIC CLASSES</b>		<input type="checkbox"/>
	Completed by the principal applicant.		
	<b>ORIGINAL CERTIFICAT DE SÉLECTION DU QUÉBEC (CSQ)</b>		<input type="checkbox"/>
	Copy labelled "Immigration Canada" for: <ul style="list-style-type: none"> <li>• you (the principal applicant);</li> <li>• your spouse or common-law partner; and</li> <li>• your dependent children.</li> </ul>		

		P	Q
	<p><b>ADDITIONAL FAMILY INFORMATION (IMM 5406)</b></p> <p>Completed by:</p> <ul style="list-style-type: none"> <li>• the principal applicant</li> <li>• spouse or common-law partner</li> <li>• each dependent child over the age of 18 years</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<p><b>USE OF A REPRESENTATIVE (IMM 5476)</b></p> <p>Complete and include this form in your application if you have a representative. Be advised that, if and for as long as you have appointed a person to represent you, we will communicate only with that person or firm. Any processing enquiries must be made through that representative. Any such enquiries that you send directly to this office will neither be answered nor acknowledged. For more information on how we handle enquiries, visit our website.</p>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<p><b>ADDRESS IN CHINESE CHARACTERS</b></p> <p><b>Question 14 and 15 of the <i>Application for Permanent Residence in Canada</i></b>            The mailing address you provide must be the residence or business address of a person or a firm. A post office box number is not acceptable.</p> <ul style="list-style-type: none"> <li>• Residential and mailing addresses in the PRC must be provided in Chinese as well as English, and must include a postal code.</li> <li>• If you have a representative, we will direct all correspondence to this person.</li> <li>• It is your responsibility to ensure that the mailing address is reliable and that any changes are reported to us promptly.</li> </ul> <p>You will bear the consequences of failure by postal authorities to complete delivery and any breakdown in mail forwarding arrangements, including failure by your representative to pass on information to you in a timely manner. These consequences could extend from significant delays in the processing of your application and to refusal for non-compliance with our instructions.</p>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<p><b>IDENTITY AND CIVIL STATUS DOCUMENTS</b></p> <ul style="list-style-type: none"> <li>• Birth and marriage certificate for you and your spouse or common-law partner</li> <li>• Proof of relationship with your common-law partner including notarized (certified) declaration of your common-law relationship. Also provide evidence of your history of cohabitation, mutual commitment, continuous financial supports, etc.</li> <li>• Never married certificate</li> <li>• Absolute divorce certificate (Hong Kong residents), divorce court order with arrangements for the custody of children, annulled marriage certificate, separate certificate / court order</li> <li>• Death certificate of any family member</li> <li>• Citizens of the People's Republic of China (PRC) and Taiwan:               <ul style="list-style-type: none"> <li>• notarized / certified family or employment (Danwei)</li> <li>• Household Registers (HUKOU);</li> <li>• proof of temporary residence must be provided if your permanent Hukou is not in the place where you are presently working and/or residing</li> </ul> </li> </ul> <p><b>PRC residents:</b>            A kinship certificate is <b>not</b> acceptable as proof of relationship.            Submit <b>original notarized certificates</b> of the above documents and photocopies of the original documents issued by the PRC Offices administered by the Civil Administration. For example, submit a marriage certificate issued by the PRC People's Government Office in your town or province of residence along with an English or French translation.</p>	<input type="checkbox"/>	<input type="checkbox"/>

**4. CHILDREN'S INFORMATION (If applicable)**

- Children's birth certificates (which name their parents)
- Adoption certificate for your adopted dependent children and a notarized (certified) copy of the adoption certificate issued by the District Court in Hong Kong or the Ministry of Civil Affairs of the PRC
- Proof of custody for children under the age of 18
- For any child accompanying you to Canada whose other parent is not accompanying you to Canada, written consent of that parent to your removing the child from his/her country of residence
- If the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements
- Proof of marital status if child is 16 years old or over and married
- Never married certificate for any child aged 22 or above
- Death certificate
- Proof of continuous full-time studies of all dependent children aged 22 or over, including:
  - complete school records since attaining age 22 including transcripts, testimonials, registration of admission, school fee payments receipts, attendance records indicating the total numbers of hours of classes per week, examination results, principal certification stating the name of the programme, school projects, assignments and graduation thesis for post-secondary education, the Hong Kong Advanced Level Examination (HKAL) for Hong Kong students, the National College Entrance Examination results (NCEE) for PRC students, etc.
  - proof of continuous financial support by parents since reaching age 22.

**PRC applicants:**

Submit **original** notarized certificates of the above documents and include photocopies of original documents accompanied by an English or French translation. We may verify the education status of your children with the Government Authority or other issuing authority when required. You must provide complete names and addresses of the education institutes in both English and Chinese and their contact numbers.

**5. TRAVEL DOCUMENTS AND PASSPORTS**

- Ordinary passports or travel documents for you and all family members accompanying you to Canada. Include only copies of pages showing the passport number, date of issue and expiry, your photo, name, date and place of birth.
- If you visited Canada, include a photocopy of the passport pages showing the Canadian visas, immigration stamps and the duration of each visit.
- If you live in a country different from your nationality include a photocopy of your visa for the country where you currently live. Note that all prospective immigrants must hold a valid regular passport; diplomatic, official, service or public affairs passports are not valid for immigration to Canada.
- If you are not a citizen of Hong Kong, Macao, or the PRC: provide proof of legal admittance to these countries of at least one year.

**6. PROOF OF RELATIONSHIP IN CANADA (IF APPLICABLE)**

- Proof of relationship to any close relative in Canada, such as birth, marriage or adoption certificates. Note: A kinship certificate is not acceptable as proof of relationship.
- Proof of that person's status in Canada; photocopy of the Record of Landing (IMM 1000) or Permanent Resident Card of your relative or proof of Canadian citizenship such as photocopy of pages of a Canadian passport or Canadian citizenship card.
- Proof of the person's current resident status in Canada.
- Proof of the person's employment in Canada such as tax receipts.

**7. EDUCATION/TRAINING/QUALIFICATIONS**

For you and your spouse or common-law partner:

- **Post-secondary education documents:** vocational or technical certificates or diplomas
- **CADGEDC credentials report(s) for college or university documents (PRC residents):**
  - **original** CADGEDC credentials report(s) to certify completion and authenticity of graduation degree, diploma, or certificate issued by the college or university and the evaluation committee in China (see section [CADGEDC Credentials Reports](#) at the end of the checklist).
  - notarial certificate of each degree, diploma, or certificate issued by the college or university and the evaluation committee in China.
- **College or university documents (residents HKSAR, Macao and other countries):** certification of completion and the graduation degree, diploma, or certificate issued by the college or university and the evaluation committee;
- **Transcripts: original** transcripts of all degrees must be submitted in university-sealed envelopes.
- **Professional qualifications certificates:** notarized professional qualification certificates should be submitted if available. (e.g. Engineer, Computer Programmer, Accountant, Economist, Translator/Interpreter, Architect etc.)
- **Proof of previous study in Canada (if applicable):** documentary proof of completion of a program of full-time study of at least two years' duration at a post-secondary institution in Canada, after the age of 17 together with photocopies of the student authorizations/study permits issued to you

**8. WORK EXPERIENCE**

For you and your spouse or common-law partner:

- notarized employment contracts from your present and past employers, accompanied by an English or French translation
- **Original** and up-to-date letters of reference from your past and current employers. Letters must be written on company letterhead and show the company's full address, telephone and fax numbers, and be stamped with the company's official seal.
- **If you and/or your accompanying spouse or common-law partner has engaged in full-time work in Canada, with appropriate authorization, for a period of at least one year in the past 10 years, provide**
  - copies of letter(s) of reference from your past Canadian employer(s), and the employment authorization. Letters must be written on company letterhead and show the company's full address, telephone and fax numbers, and be stamped with the company's official seal.

**Letters must include all of the following information:**

- the specific period of your employment with the company
- the positions you have held during the period of employment and the time spent in each position
- full details of your main responsibilities in each position
- your total annual salary plus benefits
- the signature of your immediate supervisor or the personnel officer of the company
- a business card of the person signing

**If you cannot provide a reference or employment contract from your current employer, provide a written explanation (i.e. employment contracts, work descriptions, performance appraisals describing job duties) along with an official proof of your employment.**

**9. CERTIFICAT DE SELECTION DU QUEBEC (CSQ)**

If you have been selected by the province of Quebec, provide **original** valid CSQ(s) issued by the *Ministère des Relations avec les citoyens et de l'Immigration* (MRCI) for you and your family members.

**10. NON-ACCOMPANYING FAMILY MEMBERS DECLARATION (IF APPLICABLE)**



Any non-accompanying family member is required to successfully meet immigration medical and criminal standards at the same time as you do. Non-accompanying family members retain eligibility to be sponsored by you as members of the Family Class once you have settled in Canada for as long as they remain your spouse, dependent child or common-law partner.

If you have a spouse, common-law partner or dependent children and you do not intend to include them in your application for permanent residence, submit with your application a notarized statutory declaration stating your intention to proceed to Canada without your family members, and confirming that you understand that your family members must meet immigration requirements in their own right if they wish to join you in Canada.

**11. POLICE CERTIFICATES AND CLEARANCES**  

Please consult our [website](http://www.cic.gc.ca/english/information/security/police-cert/index.asp) at: [www.cic.gc.ca/english/information/security/police-cert/index.asp](http://www.cic.gc.ca/english/information/security/police-cert/index.asp) for specific and up-to-date information on how to obtain police certificates from any country.

**Note:** For applications received at the CIO prior to June 26, 2010, you must submit police certificates with your complete application and supporting documents to the visa office within the **120 day deadline** set out by the CIO.

If your application is received at the CIO on or after June 26, 2010, you are strongly encouraged to submit your police certificates with your application to the CIO. If you are unable to obtain all the necessary police certificates, you may still send your application to the CIO without them. However, please note that if your application is placed into processing you must be ready to submit them to the visa office when requested.

**12. FEE PAYMENT**  

Follow these instructions to pay the fees. If you do not, we will return your application. Processing fees are **not** refundable.

**Payment Instructions**

Payment must be in Canadian or Hong Kong dollars. No other currency will be accepted. Please note that cash and personal cheques will **NOT** be accepted.

Acceptable methods of payment are:

- bank draft payable to "Canadian Consulate General"
- EPS direct debit (local bank cards only) for payments made in person only.

**Note 1:** If payment is made by financial instruments in Hong Kong dollars, the payee bank must be located in Hong Kong. Payment in Canadian dollars must be drawn on a bank located in Canada.

**Note 2:** Financial instruments issued from PRC branches of the Bank of China will **NOT** be accepted (financial instruments from Hong Kong branches of the Bank of China will be accepted).

**13. PHOTO REQUIREMENTS**  

Supply **six (6) photos** for each member of your family and yourself. Follow the instructions provided in section **How to Complete the Forms** of the application guide and in **Appendix B: Photo Specifications**.

On the **back of each photograph**, write the name and of birth of the person who appears in the photo as well as the date the photo was taken.

# CADGEDC Credentials Reports

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Before we can assess your education qualifications and verify your diploma, bachelor, master or doctorate degree and transcripts, you must submit a copy of your documents (degree with graduation certificate and transcripts) and appropriate fees to the China Academic Degree and Graduate Education Development Center (CADGEDC) in Beijing. Only your highest level degree with graduation certificate and transcript requires verification.

It is your responsibility to submit this request to CADGEDC directly with appropriate fees. CADGEDC's contact information, application forms, processing fees and further information on the application process are available on the CADGEDC website [www.cdgedc.edu.cn](http://www.cdgedc.edu.cn).

We require **two original** credentials reports. Submit the original report you receive from CADGEDC in your permanent residence application. Have CADGEDC send a second report directly to our Hong Kong office.

## **Mailing to the Visa Office**

If your application is incomplete or lacks the supporting documents listed above, **it will be returned to you for completion.** Assemble all your documents, place them in a sealed envelope and send them to:

**Consulate General of Canada  
Immigration Section  
G.P.O. Box 11142  
Hong Kong**

For more information on procedures and processing times, visit our website at: [www.hongkong.gc.ca](http://www.hongkong.gc.ca).

## **WARNING: Misrepresentation is a criminal offence**

If you or someone acting on your behalf directly or indirectly misrepresents or withholds material facts relating to your application for permanent resident in Canada:

- your application will be refused
- you will be deemed inadmissible to Canada for a period of two years;
- the circumstances of your refusal will be entered into Canada's global immigration database, and will be available to immigration officers deciding on any subsequent visa applications you may make;
- the circumstances of your misrepresentation may be communicated to authorities in your home country and/or Canada to determine whether criminal proceedings should be initiated against you and or any other person(s) who assisted in the misrepresentation.

We check routinely with issuing authorities, home government departments and other reliable sources to verify whether information provided and documents submitted are genuine.

There is no excuse or justification for misrepresentation. If a document we require is not available to you, attach a written explanation when you submit your application and, if possible, other documents or information that might substantiate the issue in question. Misrepresenting or withholding material facts relating to your application for permanent residence in Canada is a criminal offence. On several recent occasions, persons who submitted or assisted in the submission of fraudulent documents to this office have been apprehended, convicted and sent to jail.

# Appendix B

## Photo Specifications

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### 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 this guide.

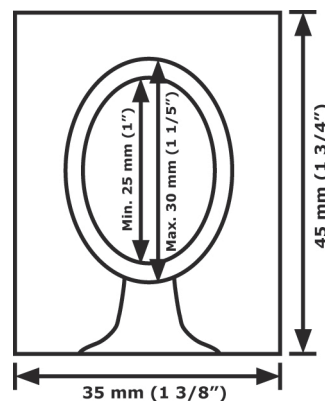
### Notes to the photographer

#### 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.



# Appendix C

## Medical Instructions

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Everyone included in your application must undergo a medical examination, whether accompanying you to Canada or not. Instructions for medical examinations will be forwarded to you after your application has been received.

You should note that medical examinations are undertaken entirely at your own risk and expense. The completion of the medical examination in no way guarantees that permanent residence visas will be issued to you and your family members. Should you be refused a visa, the cost of the medical examination will not be refunded.

If your application for immigration to Canada is successful, your permanent residence visa will be valid for 12 months from the date you began the medical examination. If you have family members living or studying overseas, they will also need to complete a medical examination before a visa can be issued.