



IMMIGRATION Canada

Application for Permanent Residence – Skilled Workers – Visa Office Specific Instructions

Hong Kong



Table of Contents

Appendix A - Checklist

Appendix B - Photo Specifications

Appendix C - Medical Instructions

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 **Federal Skilled Worker**, use column **F**.

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

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

	F	P	Q
1. FORMS			
See the " Complete the application " section on our Web site for specific instructions on how to complete the questions on each of the following forms.			
APPLICATION FOR PERMANENT RESIDENCE IN CANADA (IMM 0008)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that it is completed by the principal applicant.			
SCHEDULE 1: BACKGROUND DECLARATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Include a Schedule 1 form completed by:			
<ul style="list-style-type: none"> • the principal applicant • spouse or common-law partner • each dependent child over 18 years of age 			
SCHEDULE 3: ECONOMIC CLASSES – FEDERAL SKILLED WORKERS	<input type="checkbox"/>		
Completed by the principal applicant.			
SCHEDULE 4: ECONOMIC CLASSES – PROVINCIAL NOMINEES		<input type="checkbox"/>	
Completed by the principal applicant.			
SCHEDULE 4A: ECONOMIC CLASSES - PROVINCIAL NOMINEES - BUSINESS NOMINEES		<input type="checkbox"/>	
Completed by the principal applicant.			
Note: 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.			
SCHEDULE 5: DECLARATION OF INTENT TO RESIDE IN QUEBEC – ECONOMIC CLASSES			<input type="checkbox"/>
Completed by the principal applicant.			
ADDITIONAL FAMILY INFORMATION (IMM 5406)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completed by:			
<ul style="list-style-type: none"> • the principal applicant • spouse or common-law partner • each dependent child over the age of 18 years 			

		F	P	Q
	<p>USE OF A REPRESENTATIVE (IMM 5476)</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 Web/ site.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<p>ADDRESS IN CHINESE CHARACTERS</p> <p>Question 14 and 15 of the <i>Application for Permanent Residence in Canada</i> 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"> Residential and mailing addresses in the PRC must be provided in Chinese as well as English, and must include a postal code. If you have a representative, we will direct all correspondence to this person. It is your responsibility to ensure that the mailing address is reliable and that any changes are reported to us promptly. <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"/>	<input type="checkbox"/>
3.	<p>IDENTITY AND CIVIL STATUS DOCUMENTS</p> <ul style="list-style-type: none"> Birth and marriage certificate for you and your spouse or common-law partner 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. Never married certificate Absolute divorce certificate (Hong Kong residents), divorce court order with arrangements for the custody of children, annulled marriage certificate, separate certificate / court order Death certificate of any family member Citizens of the People's Republic of China (PRC) and Taiwan: <ul style="list-style-type: none"> notarized / certified family or employment (Danwei) Household Registers (HUKOU); proof of temporary residence must be provided if your permanent Hukou is not in the place where you are presently working and/or residing <p>PRC residents: A kinship certificate is not acceptable as proof of relationship. Submit original notarized certificates 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"/>	<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 Affair 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
- 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 along with an official proof of your employment.

9. PROOF OF LANGUAGE PROFICIENCY

Refer to instructions in the "**Proof of your language abilities**" section of our [Web site](#). If you are claiming proficiency at any level in English and/or French, submit one of the following:

- **Test results from an approved language-testing organization:** We strongly recommend that you submit test results if you are claiming proficiency in a language that is not your native language. You must provide the **original**. Photocopies are unacceptable. Language test results must not be older than one year upon submission.

or

- **Other evidence in writing:**
 - Your written submission detailing how you learned and how you use English and/or French;
 - Official documentation of education in English or French;
 - Official documentation of work experience in English or French.
 - Other applicable documentation.

Proof of language proficiency is required for your application to be considered complete, otherwise it will be returned to you. If your native language is English or French, you still need to provide a letter attesting to this fact.

		F	P	Q
10.	<p>ARRANGED EMPLOYMENT (IF APPLICABLE)</p> <ul style="list-style-type: none"> If you are currently working in Canada under a work permit, provide: <ul style="list-style-type: none"> a photocopy of the permit, and a letter from your employer indicating that you will be employed indeterminately upon receiving permanent resident status. If you have a permanent job offer confirmed by Human Resources and Skills Development Canada (HRSDC), attach a photocopy of the HRSDC/Service Canada confirmation letter (Arranged Employment Opinion) which was sent to your employer. 	<input type="checkbox"/>		
11.	<p>CERTIFICAT DE SELECTION DU QUEBEC (CSQ)</p> <p>If you have been selected by the province of Quebec, provide original valid CSQ(s) issued by the <i>Ministère des Relations avec les citoyens et de l'Immigration</i> (MRCI) for you and your family members.</p>			<input type="checkbox"/>
12.	<p>NON-ACCOMPANYING FAMILY MEMBERS DECLARATION (IF APPLICABLE)</p> <p>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.</p> <p>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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	<p>SETTLEMENT FUNDS</p> <p>Refer to the "Proof of Funds" section of our Web site for exact figures and instructions.</p> <p>Provide proof of unencumbered and readily transferable funds in a convertible currency available for settlement in Canada (for you and your family members):</p> <ul style="list-style-type: none"> current bank certification letter; or evidence of savings balance; or fixed or time deposit statements. 	<input type="checkbox"/>		
14.	<p>POLICE CERTIFICATES AND CLEARANCES</p> <p>Please consult our Web site at: 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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

15. FEE PAYMENT



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

If you are applying as...	Then you must...
a federal skilled worker	pay the processing fees to the CIO in Canadian funds . Fees are payable by credit card (Visa, MasterCard, American Express) or to the " Receiver General for Canada " by: <ul style="list-style-type: none"> • certified cheque, • bank draft, or • money order. Do not enclose cash. Note: Refer to the Payment Instructions in this section for the Right of Permanent Residence Fee.
a Provincial Nominee, or a Quebec - Selected Skilled Worker	refer to the Payment Instructions in this section to pay the processing fees and the Right of Permanent Residence Fee.

Payment Instructions

Consult the Fees section of our [Web site](#) or the Guide for Skilled Worker Applicants to calculate your fees.

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:

- credit card - MasterCard, Visa or Diner's Club
- financial instruments such as cashier's cheque, certified cheque, bank draft or money order 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).

16. 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

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 Web site 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 your application

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 Web site at: 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.

Payment authorization statement

Read the authorization statement carefully before signing.

<p>I have attached a:</p> <p><input type="checkbox"/> cashier's cheque <input type="checkbox"/> certified cheque <input type="checkbox"/> bank draft <input type="checkbox"/> money order</p> <p>for total application processing fee and/or right of permanent residence fee for the amount of:</p> <p>HK\$ _____ or CDN\$ _____</p> <p>OR</p> <p>I wish to pay my fees by:</p> <p><input type="checkbox"/> Diner's Club <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa</p> <p>Card #: _____ Expiry date: _____ Name of cardholder _____</p> <p>I have calculated my total payable fees to be HK\$ _____ I authorize the Canadian Consulate General to charge this amount or, if I have miscalculated the amount, the correct amount payable to my credit card. The Consulate will notify me if I have miscalculated the payable fees after charging my credit card.</p> <p>Signature: _____ Date: _____</p>

Appendix B

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 this guide.

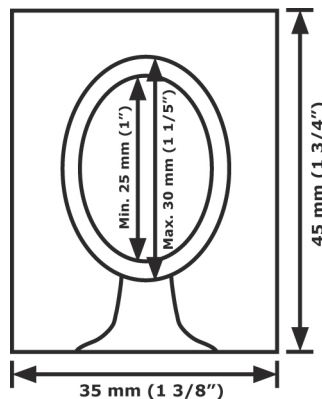
Notes to the photographer

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

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.