



IMMIGRATION Canada

Application for Permanent Residence

- Provincial Nominees
- Quebec Skilled Workers

Visa Office Specific Instructions

Rome



Table of Contents

Appendix A - Checklist

Appendix B - Photo Specifications

Appendix C - Medical Instructions

**Cette trousse est également
disponible en français**

Appendix A Checklist

This document is available in **PDF format only**. The checklist is one of the forms you will need to mail with your application. Make sure you print this document and attach it when completed to your application.

Assemble all your documents as listed. Check (☑) each applicable item on the checklist and attach the checklist to your documents (a paper clip will do). Place all the documents in a sealed envelope. **Do not send originals**. Send photocopies of all documents, **except** the police certificates and the *Certificat de sélection du Québec* (CSQ) labelled "Immigration Canada copy" (if applicable), which must be **originals**. If your documents are not in English or French, send a notarized 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
1.	FORMS		
	See the " Complete the application " section on our website for specific instructions on how to complete the questions on each of the following forms. If you were born in Switzerland or in a country that is not a member of the European Union, attach a photocopy of your completed application forms.		
	GENERIC APPLICATION FORM FOR CANADA (IMM 0008)	<input type="checkbox"/>	<input type="checkbox"/>
	Check that it is completed by the principal applicant.		
	ADDITIONAL DEPENDANTS/DECLARATION (IMM 0008DEP) - This form is completed by you, the principal applicant, if you have more than five (5) family members.	<input type="checkbox"/>	<input type="checkbox"/>
	SCHEDULE A: BACKGROUND/DECLARATION (IMM 5669)	<input type="checkbox"/>	<input type="checkbox"/>
	Include a Schedule A 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 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.		
	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.		

<p>ORIGINAL CERTIFICAT DE SÉLECTION DU QUÉBEC (CSQ)</p> <p>Copy labelled "Immigration Canada" for:</p> <ul style="list-style-type: none"> • you (the principal applicant); • your spouse or common-law partner; and • your dependent children. <p>ADDITIONAL FAMILY INFORMATION (IMM 5406)</p> <p>Completed by:</p> <ul style="list-style-type: none"> • the principal applicant • spouse or common-law partner • each dependent child over the age of 18 years <p>USE OF A REPRESENTATIVE (IMM 5476)</p> <p>Complete and include this form in your application if you have a representative.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p>
<p>2. IDENTITY AND CIVIL STATUS DOCUMENTS</p> <ul style="list-style-type: none"> • National identity card, birth, marriage, final divorce, annulment or separation certificates for you and your spouse or common-law partner • Death certificate for former spouse if applicable • Citizenship certificate, permanent resident card or permanent resident visa (formerly called "immigrant visa") for any family members who are Canadian citizens or permanent residents of Canada 	<p><input type="checkbox"/> <input type="checkbox"/></p>
<p>3. CHILDREN'S INFORMATION (IF APPLICABLE)</p> <ul style="list-style-type: none"> • Children's birth certificates (which name their parents) • Proof of legal registration of adoption for adopted dependent children • Proof of custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court • If the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements • Proof of continuous full-time studies of all dependent children aged 22 or over, including: <ul style="list-style-type: none"> • complete school records/transcripts since attaining age 22; • letters from the schools indicating the number of hours of classes attended per day, and the number of days attended per week; • proof of full financial support by parents since reaching age 22. 	<p><input type="checkbox"/> <input type="checkbox"/></p>
<p>4. TRAVEL DOCUMENTS AND PASSPORTS</p> <ul style="list-style-type: none"> • Passports or travel documents for you, your spouse or common-law partner and your dependent children. Include only copies of pages showing: <ul style="list-style-type: none"> • the passport number, • date of issue and expiry, • your photo, name, date and place of birth. • If you live in a country different from your nationality, include a photocopy of your visa for the country where you currently live. • You must hold a valid regular passport; diplomatic, official, service or public affairs passports are not valid for immigration to Canada. 	<p><input type="checkbox"/> <input type="checkbox"/></p>

5. PROOF OF RELATIONSHIP IN CANADA (IF APPLICABLE)

- Proof of relationship to your close relative in Canada, such as birth, marriage or adoption certificates.
- **If your close relative is a permanent resident of Canada:** photocopy of his or her Record of Landing (IMM 1000), Confirmation of Permanent Residence or Permanent Resident Card.
- **If your close relative is a Canadian citizen:** proof of Canadian citizenship, such as a photocopy of pages of a Canadian passport or Canadian citizenship card.

6. EDUCATION/TRAINING/QUALIFICATIONS

For you, your spouse or common-law partner:

- **Post-secondary education documents:** vocational or technical certificates or diplomas;
- **College or university documents:** 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 qualifications certificates should be submitted if available. (e.g., Engineer, Computer Programmer, Accountant, Economist, Translator/Interpreter, Architect etc.)

7. 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.

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 and duties 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 from your current employer, provide a written explanation (i.e. employment contracts, work descriptions, performance appraisals describing job duties).

8. NON-ACCOMPANYING FAMILY MEMBERS DECLARATION (IF APPLICABLE):

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.

9. 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 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.

10. 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

Fees may be paid in Euros or Canadian dollars, **by certified cheque or bank draft** and made out to the Canadian Embassy. Visit www.international.gc.ca/missions/italy-italie/menu.asp for current fees.

A receipt will be issued for all payments. Retain the receipt as proof of payment for the study of your file. **Do not** send cash in the mail. If you submit your application to the Embassy in person, you may pay by cash in Canadian dollars only.

11. PHOTO REQUIREMENTS

Supply **six (6) photos** for yourself and each accompanying family member. 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.

Mailing Your Application

Mailing to the Visa Office

Place all your documents in a sealed envelope and mail them to:

**Immigration Section
Canadian Embassy
Via Zara 30
00198 Rome, Italy**

Processing Steps

Once we receive your complete application, we will take the following steps:

Step	Description
Pre-selection evaluation	<p>We will determine if:</p> <ul style="list-style-type: none"> • the information and documents you provided are complete, and • you meet the basic selection criteria. <p>We will also decide whether a personal interview is necessary: If yes, we will inform you of the date, time and place of the interview If no, we will continue the processing of your application and when all statutory requirements, including:</p> <ul style="list-style-type: none"> • medical and • background checks <p>have been met by you and your family members, we will make the final decision. Note: Applicants, including your family members aged 19 years or over, must be available to attend the interview.</p> <p>We meet applicants in:</p> <ul style="list-style-type: none"> • Athens, • Rome, • Tirana or • Valetta. <p>The services of an interpreter must be arranged in advance for any applicant or family member who will be interviewed and who is unable to communicate well in either English or French. Note: Instructions for this will be provided in the letter of invitation to the interview.</p>
Selection	<p>We will then make the decision to:</p> <ul style="list-style-type: none"> • accept or • reject your application. <p>Note: This is normally done at the interview (or when the decision is made to waive the interview).</p>
Final decision	<p>The final decision is taken once we receive:</p> <ul style="list-style-type: none"> • the results of the medical examinations and background checks, and • all statutory requirements are met. <p>The processing time between the selection and final decision can vary considerably depending on the following main factors:</p> <ul style="list-style-type: none"> • your speed in providing us with the information or documents requested, • the need to undergo additional medical examinations, • various internal verification procedures and • the number of applications we have to process. <p>When the application is ready for final decision, we will ask you to pay the Right of Permanent Residence Fee, if you have not already done so.</p>
Contacting us	<p>It is not necessary or useful to contact us to enquire about the status of your application. These calls or letters add to our workload and causes delays in the processing of all applications, including yours.</p> <p>However, you should write an email if you have new information (for example, if your address, marital status or family composition changed).</p> <p>Do not try to contact us by telephone as our files are confidential and their content cannot be discussed over the phone.</p> <p>In case of an emergency, you may:</p> <ul style="list-style-type: none"> • leave a message on our voice message system by dialing: 39-06-854443937. • send a fax at 39-06-854442905 or • send an e-mail message to: romevisa@international.gc.ca

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.

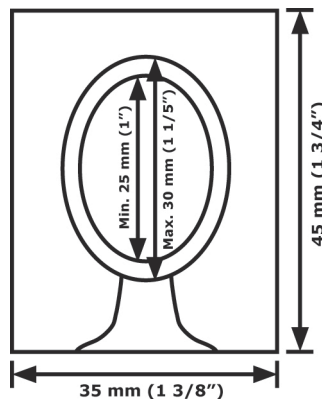
Notes to the photographer

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

A medical examination is obligatory for you, your spouse or common-law partner and your dependent children, whether accompanying you to Canada or not. If you are a divorced or separated parent, a minor child of whom you have joint or sole custody is considered your dependent child, even if the child usually lives with the other parent and is not accompanying you to Canada.

Canadian immigration law defines as inadmissible to Canada a person who is suffering from any disease, disorder, disability or other health impairment as a result of the nature, severity or probable duration of which, in the opinion of a medical officer concurred with by at least one other medical officer, they are or are likely to be a danger to public health or to public safety, or their admission would cause or might reasonably be expected to cause excessive demands on health or social services. If your family member is inadmissible, you will be inadmissible also.

You will receive the forms and instructions for the medical examination, as well as the list of designated doctors in your country of residence, when a positive selection decision is made (usually at the time of the interview or when the decision is made to waive the interview). It is up to you to make an appointment with the doctor of your choice. You are also responsible for paying all the fees for the examination.

The permanent resident visa has the same validity as the medical results, that is, 12 months from the date of the first examination or test.