



# IMMIGRATION Canada

## Application for Permanent Residence

- Provincial Nominees
- Quebec Skilled Workers

## Visa Office Specific Instructions

Damascus



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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.** 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.

Check our Embassy website at [www.dfait-maeci.gc.ca/syria](http://www.dfait-maeci.gc.ca/syria) for the most recent information on required fees and documents.

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

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

RESIDENTS OF LEBANON	
Check the box to indicate which office you want to choose as <b>principal point of contact</b>	<input type="checkbox"/> Beirut <input type="checkbox"/> Damascus
Check the box to indicate the office where you wish for your <b>in- person interview</b> to be conducted (if applicable)	<input type="checkbox"/> Beirut <input type="checkbox"/> Damascus

	P	Q
<b>1. 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 and signed.  <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</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.		



#### 4. TRAVEL DOCUMENTS AND PASSPORTS

- Passports or travel documents for you, your spouse or common-law partner and your dependent children. Include only copies of pages showing:
  - 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.

#### 5. PROOF OF RELATIONSHIP IN CANADA (IF APPLICABLE)

*(proof of relationship, status in Canada and residency)*

- **Relationship:** provide identity documents and family lists which clearly establish the family relationship between you and your relative in Canada (for example if you claim to have a maternal uncle in Canada, provide official evidence that your mother and uncle share the same parents).
- **Status in Canada:** provide proof of your relative's status in Canada. Submit a copy of your relative's Permanent Resident Card, citizenship card.
- **Residency in Canada:** provide evidence that your relative currently resides in Canada. This should include but is not limited to: recent pay stubs, T4 slip for previous year, recent utility bills, and recent banking history showing transactions in Canada. Do not submit copies of driver's licenses, property tax assessments, Social or Health Insurance cards as these types of documents are not sufficient proof of residency in Canada.

#### 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](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.

<p><b>10. FEE PAYMENT</b></p> <p>Follow these instructions to pay the fees. If you do not, we will return your application. Processing fees are <b>not</b> refundable.</p> <p><b>Payment Instructions</b>  <b>For payment in Canadian dollars:</b> Bank draft to pay the full immigration processing fee in Canadian dollars. Because exchange rates vary, fees must be paid by bank draft in Canadian dollars drawn on a bank in Canada and which will clear there. Make the draft payable to "The Receiver General for Canada". Write your name and address on the back. Make sure that you have sent the correct type of bank draft; otherwise, your application will be returned to you. <b>Do not enclose cash.</b></p>	<p><input type="checkbox"/> <input type="checkbox"/></p>
<p><b>11. PHOTO REQUIREMENTS</b></p> <p>Supply <b>six (6) photos</b> for each member of your family and yourself. Follow the instructions provided in section <b>How to Complete the Forms</b> of the application guide and in <b>Appendix B: Photo Specifications</b>.          On the <b>back of each photograph</b>, write the name and of birth of the person who appears in the photo as well as the date the photo was taken.</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>
<p><b>12. THIS DOCUMENT CHECKLIST</b></p>	<p><input type="checkbox"/> <input type="checkbox"/></p>

## Residents of Jordan, Iraq, Lebanon and Syria

(Certified translations into English or French required, with photocopies of the original documents.)

1.	Civil status certificates for the principal applicant, spouse or common-law partner and all dependent children. Lebanese civil status documents must be certified by the chief of the civil status section of the relevant Mohafazat.	<input type="checkbox"/>
2.	Family list or family book.	<input type="checkbox"/>
3.	Please consult our <a href="#">website</a> for specific and up-to-date information on how to obtain police certificates from any country.	<input type="checkbox"/>
4.	School certificates for the principal applicant, spouse or common-law partner and all dependent children 22 years of age and over.	<input type="checkbox"/>
5.	Photocopies of the first 6 pages of passports (including the page showing passport validity) for the principal applicant, spouse or common-law partner and all dependent children.	<input type="checkbox"/>

## Residents of Iran

(Original certified translations into English or French with photocopies of the Farsi originals.)

1.	Identity cards (“Shenas Nameh”) for the principal applicant, spouse or common-law partner and all dependent children issued by the General Department of Civil Status and Census Registration, Ministry of the Interior.	<input type="checkbox"/>
2.	Please consult our <a href="#">website</a> for specific and up-to-date information on how to obtain police certificates from any country.	<input type="checkbox"/>
3.	Photocopy of the first ten pages of passports (including the page showing passport validity) for the principal applicant, spouse or common-law partner and all dependent children. If possible, passports should be valid for at least <b>three years</b> after application date.	<input type="checkbox"/>
4.	School certificates for the principal applicant, spouse or common-law partner and all dependent children 22 years of age and over.	<input type="checkbox"/>
5.	Marriage certificates for any accompanying married children.	<input type="checkbox"/>
6.	Passport for each person included in your application. Ensure that there are at least two blank pages in each passport and that the passport will not expire before the validity of the visa. You must submit your passport at the interview and again before a visa is issued.	<input type="checkbox"/>
7.	Military service card (where applicable).	<input type="checkbox"/>

## Residents of Cyprus

(Original certified translations into English or French)

1.	Photocopy of national identity card for the principal applicant, spouse or common-law partner and all dependent children.	<input type="checkbox"/>
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## Off-shore or non-resident applicants

(Original certified translations into English or French)

1.	Photocopy of national identity card for the principal applicant, spouse or common-law partner and all dependent children.	<input type="checkbox"/>
2.	Marriage certificates for any accompanying married children.	<input type="checkbox"/>
3.	Passport for each person included in your application. Ensure that there are at least two blank pages in each passport and that the passport will not expire before the validity of the visa. You must submit your passport at the interview and again before a visa is issued.	<input type="checkbox"/>
4.	School certificates for the principal applicant, spouse or common-law partner and all dependent children 22 years of age and over. Include annual marks sheets for each year of school attended, authorizations to sit in annual and/or final examinations and any interim certificates or degrees awarded.	<input type="checkbox"/>

# Mailing Your Application

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## Mailing to the Visa Office

Place all of your documents in a sealed envelope and mail them or bring them to one of the following addresses, in accordance with your selection above in the Appendix A:

**The Canadian Embassy  
Immigration Section  
P.O. Box 60163  
Jal-el-Dib  
Beirut  
Lebanon**

**The Canadian Embassy  
Lot 12, Autostrade Mezzah  
P.O. Box 3394  
Damascus, Syria**

### Notice:

Successful applicants now have the opportunity to take a course, called "Canadian Orientation Abroad". The course is funded by the Department of Citizenship and Immigration and is offered by the International Organization for Immigration (IOM). This course is designed to prepare you for life in Canada. It can involve several sessions and can last several days. The course is offered free of charge and, although it is not mandatory, you are strongly encouraged to participate. We will pass your name and contact details to the IOM, so that they can contact you at a time closer to the next training session in your region.



Name: \_\_\_\_\_

File #: \_\_\_\_\_

Date: \_\_\_\_\_

## EDUCATION AND EMPLOYMENT HISTORY

3. What is the highest level of study you have reached?

\_\_\_\_\_

4. What is your profession and specialization (if any)?

\_\_\_\_\_

5. Were you ever a member of any political party, other group, or organization?

Please specify the organization, dates and positions held.

Dates (dd/mm/yyyy)		Position	Organization
From	To		

6. Have you ever held a position in any government or state enterprise? (E.g. mayor, Member of Parliament, counselor, judge, managing director, etc). When and where?

Dates (dd/mm/yyyy)		Position	Organization
From	To		

7. Have you ever been employed by a government or political party in a position of responsibility or supervision? (e.g. hospital administrator, police officer, elections official, etc)

Dates (dd/mm/yyyy)		Position	Organization
From	To		

Name: \_\_\_\_\_

File #: \_\_\_\_\_

Date: \_\_\_\_\_

## MILITARY SERVICE

**Note: All immigration applicants must submit official military service completion or exemption certificates.**

8. Did you serve in any militia, army, defense, or police unit (including obligatory national service, reserve or volunteer units)?

Yes  No

If no, please explain: \_\_\_\_\_

9. Where were you stationed? (Please provide dates, ranks, units and locations)

Dates (dd/mm/yyyy)		Rank	Unit	Location
From	To			

10. What were your duties most of the time? (eg. infantryman, artillery, military policeman, radio operator, driver, other) Please describe in detail.

11. What training did you receive?

Name: \_\_\_\_\_

File #: \_\_\_\_\_

Date: \_\_\_\_\_

12. Under what circumstances did your service end? (E.g. completed service, deserted, invalidated out, medical problems, etc)

13. Did you ever participate in any form of combat?

Yes  No

14. If **yes**, describe details and include specific dates and locations.

**Use a separate sheet.**

15. Have you ever witnessed or participated in ill treatment of prisoners or civilians, looting or desecration of religious buildings? If yes, describe the circumstances.

You must now read and sign the following declaration.

I (please print your full name) \_\_\_\_\_

DECLARE THAT ALL OF THE ABOVE STATEMENTS ARE TRUE, COMPLETE AND CORRECT,  
AND I MAKE THIS STATEMENT KNOWING THAT IT HAS THE SAME EFFECT AS APPEARING  
IN A COURT OF LAW.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# 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.

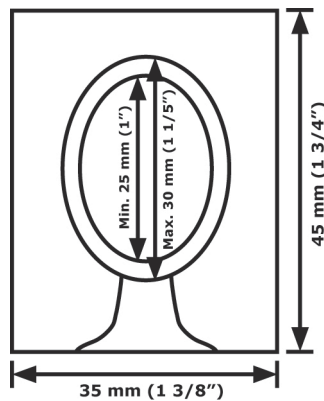
### Notes to the photographer

#### 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, whether accompanying you to Canada or not, must undergo a medical examination with a physician on the list of designated doctors. 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 he or she usually lives with the other parent and is not accompanying you to Canada.

**Instructions for this examination will be provided after your application has been assessed by a Canadian visa officer.**

After you receive the necessary medical forms, you and your family members must undergo the necessary medical examinations with one of the doctors on the list of designated doctors **unless** you and/or your family members live in a country not included on this list. If you wish to have your medical examinations in a country not included on this list, please inform us and we will ensure that you receive the appropriate list.

You will be responsible for the costs of the medical examination for all your family members.

At the time of medical examination, you and all family members will be required to present individual passports as evidence of identity. **If each of your family members does not already have an individual passport, you should apply to obtain them now.**

Applicants may at any time request that medical instructions be issued, and may undergo an immigration medical examination at their own risk. It is important to note, however, that undergoing an immigration medical examination does not guarantee that a permanent resident visa will be issued.

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