



IMMIGRATION

Canada

Application for Permanent Residence –Skilled Worker–

Visa Office Specific Instructions

Taipei



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). Send **originals** of your immigration application forms (see **box 1** below) and of your police certificates. Send photocopies of all other documents unless otherwise indicated. 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: | | | |
| | • the principal applicant | | | |
| | • spouse or common-law partner | | | |
| | • each dependent child 18 years of age and over | | | |
| | 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: | | | |
| | • 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.</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <p>ADDRESS IN CHINESE CHARACTERS</p> <p>Residents of Taiwan must provide their residential address in Chinese characters to ensure effective communication with the visa office.</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | <p>IDENTITY AND CIVIL STATUS DOCUMENTS</p> <ul style="list-style-type: none"> • A certified true copy of your household register. If a household register is not available to you, birth and marriage certificates for you and your spouse or common-law partner. • Final divorce, annulment or separation certificates for you and your spouse or common-law partner, if applicable. • Death certificate for former spouse or common-law partner, if applicable. • Photocopy of 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 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | <p>CHILDREN’S INFORMATION (IF APPLICABLE)</p> <ul style="list-style-type: none"> • If a household register is not available to you, birth certificates for the children (which name their parents) • Adoption papers for adopted dependent children • If you are divorced or separated and intend to bring your children to Canada, you must include 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 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | <p>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. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | <p>PROOF OF RELATIONSHIP IN CANADA (IF APPLICABLE)</p> <p>Proof of relationship to any close relative in Canada, such as a household register, and proof of that person’s status in Canada, such as a photocopy of your relative’s Permanent Resident Card or proof of Canadian citizenship.</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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:

- Insurance Record obtainable from the Labour Insurance Board. If this is not available to you, please explain.
- 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
- 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

If you cannot provide a reference from your current employer, provide a written explanation.

| | |
|---|--|
| <p>8. PROOF OF LANGUAGE PROFICIENCY</p> <p>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:</p> <ul style="list-style-type: none"> • 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. <p>or</p> <ul style="list-style-type: none"> • Other evidence in writing: <ul style="list-style-type: none"> • 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. <p>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.</p> | <input type="checkbox"/> |
| <p>9. 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"/> |
| <p>10. NON-ACCOMPANYING FAMILY MEMBERS DECLARATION (IF APPLICABLE):</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"/> |
| <p>11. 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"/> |
| <p>12. POLICE CERTIFICATES AND CLEARANCES</p> <p>Please consult our Web site 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"/> |

13. 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 Workers* to calculate your fees. For further instructions on fee payment, consult the Web site for the Canadian Trade Office in Taipei at www.canada.org.tw. **Fees are subject to change without notice.**

14. PHOTO REQUIREMENTS



Supply **four (4) 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**.

Mailing your application

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

**Visa Section
Canadian Trade Office
2FI, 369 Fu Hsing North Road
Taipei 105
Taiwan**

You may also submit your application and documents in person from Monday to Friday during business hours: 09:00-11:00 and 14:00-16:00.

Interviews

Interviews take place in Taipei. You will receive a letter approximately four weeks before your interview, advising you of the interview date and time. Normally, your spouse or common-law partner and any dependent children aged 18 and over who live with you must accompany you to the interview.

Requests for postponement of interview must be submitted prior to the interview date, and reasons for the request must be provided. Personal inconvenience or business matters are not normally considered to be valid reasons for postponement.

If you do not attend scheduled interviews your application will be refused. It is therefore very important that you provide us with a reliable mailing address and ensure that you inform us promptly of any changes of address.

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.

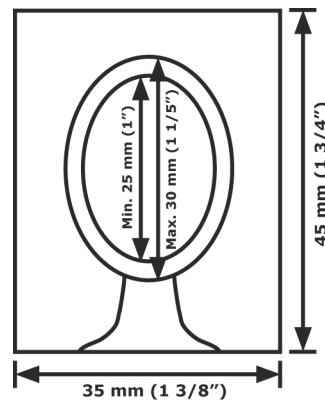
Notes to the photographer

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

Instructions for the medical examination are not issued with this application kit.