



IMMIGRATION Canada

Application for Permanent Residence

Federal Skilled Worker Class



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Visa Office specific instructions*:

- Appendix A** – Checklist
- Appendix B** – Photo Specifications
- Appendix C** – Medical Instructions

*Visa Office specific appendices contain your local requirements. Instructions can be found on our website at:
<http://www.cic.gc.ca/english/information/applications/skilled-mission.asp>

This application is made available free of charge by Citizenship and Immigration Canada and is not to be sold to applicants.

This publication is available in alternative formats upon request.

Cette trousse est également disponible en français

Overview

Application package

This application package consists of:

- an instruction guide, and
- the required form(s).

The **instruction guide** is a tool that provides

- the information you must know about this application before sending it to Citizenship and Immigration Canada (CIC), and
- assistance with how to fill out the forms and the required supporting documents.

Read the instruction guide thoroughly and then fill out each of the applicable form(s).

The **form(s)** are specifically designed with questions that will assist the processing of your application.




Why you need to read this guide?

This guide provides all of the instructions necessary to complete this application. As a result of reading the guide, you should be able to:

- complete the application form, and
- determine what supporting documents need to be included.

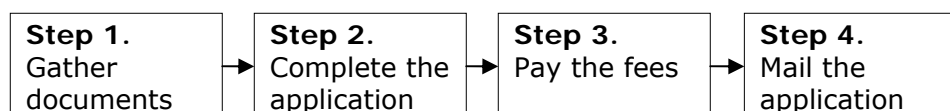
Symbols used in this guide

This guide uses the following symbols to indicate information of particular importance.

This symbol...	Tells you...
	What you must do to have your application processed.
	Important information that you need to be aware of in order to avoid delays or other problems.
	Where to get more information.
Note:	Tips that will assist you with this application.

The application process

The instructions provided in this guide follow the basic steps you will need to know to complete your application.



Before You Apply

Permanent Residence under the Federal Skilled Worker Class


The Federal Skilled Worker Class

Immigration has always helped to make Canada's economy strong and prosperous. To continue this tradition, Canada encourages skilled worker applications for Permanent Residence from people with skills, education and work experience that will contribute to the Canadian economy.

Who may use this application package

Applications for Permanent Residence under the Federal Skilled Worker Class can be submitted by foreign nationals who are skilled workers and professionals who do not fit in one of the **other classes** described below.

Other classes

If...	Consult the guide:
You have been selected by the province of Quebec  See: "Do you intend to reside in Quebec?" for more information	Guide for Quebec Skilled Workers
You have been nominated by a province under the Provincial Nominee Program	Guide for Provincial Nominees
You have skilled work experience in Canada and are interested in immigrating to Canada under the Canadian Experience Class	Guide for Canadian Experience Class
You are interested in immigrating to Canada as an investor, entrepreneur or self-employed person	Guide for Business Class Applicants (Investors, Entrepreneurs, Self-Employed Classes)
A relative such as a parent, spouse or common-law partner would like to sponsor your application for permanent residence	Guide for Family Class Applicants (parents, grandparents, adopted persons or orphans) or Guide for Family Class Applicants (spouse, common-law or conjugal partner and dependant children)

Do you intend to reside in Quebec?

Under the *Canada-Quebec Accord on Immigration*, Quebec establishes its own immigration requirements and selects foreign nationals who will adapt well to living in Quebec. If you intend to come to Canada as a Quebec-selected skilled worker, you must first contact the **Ministère de l'Immigration et des Communautés culturelles (MICC)** at: <http://www.micc.gouv.qc.ca/fr/index.asp>

You may also consult our **website** for more information at: <http://www.cic.gc.ca/english/immigrate/quebec/index.asp>

Staying informed

Selection criteria, requirements and other information for applicants can sometimes change. Please note that:

- Applications will be processed according to the rules and regulations in effect at the time of the application. These may change at any time.
 - Our **website** contains the latest news, selection criteria updates and applications links. Check periodically for updated information.
-

Am I eligible?

Federal Skilled Worker applications submitted **on or after** February 27, 2008, will be placed into processing if they meet the criteria in one or more of the three categories described below.

Application Category

Choose the **Category** in the table below which corresponds to your situation. This chart describes the three categories available to you.



Category	If you meet the criteria in one of the categories below, your application will be placed into processing if...
1	you have at least one year of continuous full time or equivalent paid work experience in the last ten years in one or more of the occupational categories identified in the Ministerial Instructions. Note: The list of occupations can be found on our website at: www.cic.gc.ca/english/immigrate/skilled/apply-who-instructions.asp
2	you have an offer of arranged employment in Canada. The employment offer should be: <ul style="list-style-type: none">• in writing,• indeterminate in duration, and• meet the arranged employment factor described in this guide.
3	you are a temporary foreign worker or an international student residing legally in Canada for at least 12 months immediately before submitting your application. Note: If you are subject to an enforceable removal order you are not considered to be legally residing in Canada and would therefore not meet the eligibility criteria for this category.

National Occupation Classification (NOC)

The **National Occupational Classification** (NOC) is the official classification system of occupations in the Canadian economy. It describes duties, skills, aptitudes, and work settings for occupations in the Canadian labour market.

The NOC 2006 can be accessed on-line at: www5.hrsdc.gc.ca/NOC-CNP/app/index.aspx?lc=e

Determining your NOC category

Follow these steps to determine if your work experience is in an occupation that meets the minimum requirement to apply under the Federal Skilled Workers:

STEP 1. Go to the NOC website at www5.hrsdc.gc.ca/NOC/English/NOC/2006/Welcome.aspx

STEP 2. Click on "Search the NOC..."

STEP 3. Follow the instructions to find the NOC category that matches your work experience.

The initial description and list of main duties must match what you did in a job that you held for one (1) year in the last ten (10) years.

If the description does not match your work experience, then you might not have the experience required to apply as a skilled worker.

Look through the NOC list to see if your experience matches another occupation. Check all the jobs you have had in the past 10 years to see if you have at least one continuous year of full-time (or part-time equivalent) paid work experience in one or more jobs that will qualify you as a skilled worker.

STEP 4. Consult the list of eligible occupations.

Once you have determined the NOC category or categories that match(es) your work experience, consult the [list of occupations](#) that are eligible for processing as per the Ministerial Instructions.

Note: If none of your occupations is on this list, you do not meet the criteria to be placed into processing under Category 1. If you are applying in Category 2 or 3, you need to provide your NOC category but do not need to be in one of the occupations listed in the Ministerial Instructions.

I am not eligible

If you do not meet the eligibility criteria in any of the three categories, there is no point in submitting an application as a Federal Skilled Worker at this time. Check the [other classes](#) more suited to your situation. Also check our [website](#) regularly for changes in the selection criteria.

I am eligible, what is the next step?

Once you have determined that you are eligible for processing, you must also meet the minimum requirements for Federal Skilled Workers, meet the minimum funds requirement and obtain sufficient points under the [selection factors](#).

What are the minimum requirements?

All applicants must meet the following minimum requirements to apply as a skilled worker:

- You must have at least one continuous year of full-time, paid work experience or the equivalent in part-time continuous employment
 - You must have had this experience within the last 10 years
 - Your work experience must be **Skill Type O** (managerial occupations) or **Skill Level A** (professional occupations) or **B** (technical occupations and skilled trades) on the Canadian National Occupational Classification (NOC)
-

What are the selection factors?

Your application to come to Canada as a skilled worker will also be assessed against a point system consisting of six selection factors. The six selection factors are:

Factor 1	Education	Maximum 25 points
Factor 2	Ability in English and or French	Maximum 24 points
Factor 3	Experience	Maximum 21 points
Factor 4	Age	Maximum 10 points
Factor 5	Arranged employment in Canada	Maximum 10 points
Factor 6	Adaptability	Maximum 10 points
Total		Maximum 100 points
Pass Mark		67 points

You can assess your qualifications using the skilled worker self-assessment test from Citizenship and Immigration Canada. The test is available on our [website](#). The current pass mark is **67** points for all factors combined.

If your score is the same or higher than the pass mark, then you may qualify to immigrate to Canada as a skilled worker. Review the information about immigrating to Canada as a skilled worker and decide if you want to apply.

Below is a detailed description of all factors that are to be assessed.

**Factor 1
Education
(maximum of
25 points)**

Points are awarded for earned educational credentials as well as the number of years of **full-time studies** or **full-time equivalent studies**. To be awarded points, you must meet **both** stated criteria.

Full-time studies: At least 15 hours of instruction per week during the academic year. This includes any period of workplace training that forms part of the course.

Full-time equivalent studies: If you completed a program of study on a part-time or accelerated basis, count the length of time it would have taken to complete the program on a full-time basis.

Use the chart below to determine your points. If you have not completed

the number of years of study that correspond to your highest educational credential, award yourself points based on the number of years of study.

Example 1: If you have a Master’s degree but have completed only 16 years of full-time study, award yourself 22 points.

Example 2: If you have a four-year Bachelor's degree and have completed 14 or more years of study, award yourself 20 points.

Master’s or PhD AND at least 17 years of full-time or full-time equivalent study	25
Two or more university degrees at the Bachelor's level AND at least 15 years of full-time or full-time equivalent study	22
A three-year diploma, trade certificate or apprenticeship AND at least 15 years of full-time or full-time equivalent study	22
A university degree of two years or more at the Bachelor's level, AND at least 14 years of full-time or full-time equivalent study	20
A two-year diploma, trade certificate or apprenticeship AND at least 14 years of full-time or full-time equivalent study	20
A one-year university degree at the Bachelor's level AND at least 13 years of full-time or full-time equivalent study	15
A one-year diploma, trade certificate or apprenticeship AND at least 13 years of full-time or full-time equivalent study	15
A one-year diploma, trade certificate or apprenticeship AND at least 12 years of full-time or full-time equivalent study	12
Secondary school (also called high school)	5

Score	
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**Factor 2
Ability in
English
and/or
French
(maximum of
24 points)**

The ability to communicate and work in one or both of Canada’s official languages is very important to you as a skilled worker. Proficiency in English, French or both will help you in the Canadian labour market.

You will be awarded up to 24 points for your basic, moderate or high proficiency in English and French. You will be given points based on your ability to:

- listen
- speak
- read and
- write

Description of each level of proficiency

Use the following chart to assess your skill levels. Follow the links for a description of each skill level.

Proficiency level	Ability			
	Speaking	Listening	Reading	Writing
HIGH: You communicate effectively in most social and work situations.	Speaking: High	Listening: High	Reading: High	Writing: High
MODERATE: You communicate comfortably in familiar social and work situations.	Speaking: Moderate	Listening: Moderate	Reading: Moderate	Writing: Moderate
BASIC: You can communicate in predictable contexts and on familiar topics.	Speaking: Basic	Listening: Basic	Reading: Basic	Writing: Basic
NO: You do not meet the criteria for basic proficiency.	Speaking: None	Listening: None	Reading: None	Writing: None

Calculating your language points

First official language (French or English)	Read	Write	Listen to	Speak
High proficiency	4	4	4	4
Moderate proficiency	2	2	2	2
*Basic proficiency (to a maximum of two points)	1	1	1	1
No proficiency	0	0	0	0
Second official language (French or English)	Read	Write	Listen to	Speak
High proficiency	2	2	2	2
Moderate proficiency	2	2	2	2
*Basic proficiency (to a maximum of two points)	1	1	1	1
No proficiency	0	0	0	0

* A maximum of 2 points can be awarded at the Basic proficiency level.

You should not submit your test results or written submission to the Centralized Intake Office (CIO) in Sydney, Nova Scotia Canada. If the application is recommended for further processing, the test results or written submission should be submitted to the responsible Visa Office.

However, it is recommended that all applicants using this category complete their language test(s) or their written submission **before** submitting their application to the CIO in Sydney so that they know in advance how many language points they will attain on the selection grid.

Note: The descriptions above are meant to provide you with an informal self-assessment only.

Proof of Language Proficiency

At the time of submission of your application to a Visa Office, **you will need to:**


- submit language test results from a designated testing agency or
- **establish your proficiency** through a written explanation and supporting documentation.



CIC strongly advises that you provide the results of a language test if English or French is not your first language. Written submissions are **only** recommended for applicants whose first language is English or French.

Official Language Testing

Take a language proficiency test from a designated testing agency

Steps	Action
1	Make an arrangement for testing and pay the test costs. A list of designated testing agencies can be found at: www.cic.gc.ca/english/immigrate/skilled/language-testing.asp
2	Submit the assessment results with your application.  Do not request that your (IELTS, CELPIP or TEF) language test result be sent directly to the Visa Office. Submit your original test result with your complete application.
3	Your test results must not be more than one year old at the time that you submit your application.

Note: Test results will be used as conclusive evidence of your language proficiency.



Using your test results

Once you have taken a language test from a designated testing agency, you can determine how many points you will be awarded for language proficiency.

International English Language Testing System (IELTS)

Use the following table to determine how many points you will be awarded for your test scores with the **International English Language Testing System (IELTS)**:

Level	Points (per ability)	Test results for each ability			
		Speaking	Listening	Reading (General Training)	Writing (General Training)
High	First official language: 4 Second official language: 2	6.5 - 9.0	7.5 - 9.0	6.5 - 9.0	6.5 - 9.0
Moderate	Either official language: 2	5.5 - 6.0	5.5 - 7.0	5.0 - 6.0	5.5 - 6.0
Basic	Either official language: 1 (maximum of 2)	4.0 - 5.0	4.5 - 5.0	3.5 - 4.5	4.0 - 5.0
No	0	Less than 4.0	Less than 4.5	Less than 3.5	Less than 4.0

Canadian English Language Proficiency Index Program (CELPIP)

Use the following table to determine how many points you will be awarded for your test scores with the **Canadian English Language Proficiency Index Program (CELPIP)**:

Level	Points (per ability)	Test results for each ability			
		Speaking	Listening	Reading	Writing
High	First official language: 4	4H 5 6	4H 5 6	4H 5 6	4H 5 6
	Second official language: 2				
Moderate	Either official language: 2	3H 4L	3H 4L	3H 4L	3H 4L
Basic	Either official language: 1 (maximum of 2)	2H 3L	2H 3L	2H 3L	2H 3L
No	0	0	0	0	0
		1	1	1	1
		2L	2L	2L	2L

Test d'évaluation de français (TEF)

Use the following table to determine how many points you will be awarded for your test scores with the **Test d'évaluation de français (TEF)**:

Level	Points (per ability)	Test results for each ability			
		Speaking (expression orale)	Listening (compréhension orale)	Reading (compréhension écrite)	Writing (expression écrite)
High	First official language: 4 Second official language: 2	Level 5 Level 6 (349-450 pts)	Level 5 Level 6 (280-360 pts)	Level 5 Level 6 (233-300 pts)	Level 5 Level 6 (349-450 pts)
Mode rate	Either official language: 2	Level 4 (271-348 pts)	Level 4 (217-279 pts)	Level 4 (181-232 pts)	Level 4 (271-348 pts)
Basic	Either official language: 1 (maximum of 2)	Level 3 (181-270 pts)	Level 3 (145-216 pts)	Level 3 (121-180 pts)	Level 3 (181-270 pts)
No	0	Level 0 Level 1 Level 2 (0-180 pts)	Level 0 Level 1 Level 2 (0-144 pts)	Level 0 Level 1 Level 2 (0-120 pts)	Level 0 Level 1 Level 2 (0-180 pts)

Add your points: Total of speaking + listening + reading + writing = ____
(both languages)

Score	
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Providing other written evidence

Establish your proficiency levels through a written explanation and supporting documentation

If you believe that you can clearly demonstrate your level of proficiency through a written submission, follow the instructions in the table below.



CIC strongly advises that you only choose this option if your first language is English or French.

Steps:	Results:
<p>Your written submission must demonstrate your language proficiency in all four abilities: speaking, listening, reading and writing.</p> <ul style="list-style-type: none"> • Your written submission must clearly detail all of the following: <ul style="list-style-type: none"> ○ Your education and training in English or French; 	<ul style="list-style-type: none"> • A CIC officer will review the evidence you include with your application. • The officer will assess whether the evidence supports the level of proficiency you claim for each ability separately (speaking,

<ul style="list-style-type: none"> ○ Your work experience in English or French; and ○ Any other contexts in which you may wish to provide details on your use of English or French (such as the language spoken in the home or in social situations). ● Gather documentation which supports the claims made in your submission and submit these documents with your immigration application. Supporting documents should include: <ul style="list-style-type: none"> ○ Degrees, diplomas, certificates and transcripts of all education completed in English or French; ○ Documentation that supports your work experience in English or French, such as letters from employers, pay stubs, samples of your work, etc.; and ○ Any other evidence that proves that you have spent considerable time speaking, listening, reading and writing in an English or French speaking environment. 	<p>listening, reading and writing).</p> <ul style="list-style-type: none"> ● CIC officers will not interview you to assess your proficiency levels. ● The evidence you submit must satisfy that your language proficiency for each ability separately corresponds to a benchmark referred to in <i>Canadian Language Benchmarks 2000</i> for the English language and the <i>Niveaux de compétence linguistique canadiens 2006</i>. <p>Note: You will not know in advance whether the evidence you submit will satisfy the officer that the level of language proficiency you claim corresponds to the required benchmark. That is why this option is only recommended for those whose first language is English or French.</p>
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**Factor 3
Work
experience
(maximum of
21 points)**

You will earn points for the number of years you have spent in full-time (37.5 hours per week), paid work.

Minimum Work Experience Requirements

You must meet the following minimum work experience requirements to be eligible to apply as a skilled worker:

- You must have at least one continuous year of full-time, paid work experience or the equivalent in part-time continuous employment.
- Your work experience must be in an occupation of Skill Type 0, or Skill Level A or B of the Canadian National Occupational Classification (NOC). See below for instructions on determining the NOC category for your work experience.
- You must have had this experience within the last 10 years.

Determining Your NOC Category

To determine how many points you can earn for your work experience, go to the *Occupational Descriptions* page on the NOC [website](#). Follow the instructions to find the NOC category that matches your work experience.

If the initial description and list of main duties match what you did at your last job(s), you can use this experience to earn points under the selection factors when you apply as a skilled worker.

If the description does not match your work experience, then you might not have the experience you need to apply as a skilled worker. Look through the NOC list to see if another occupation matches your experience. Check all the jobs you had in the past 10 years to see if you have at least one continuous year of work experience in a job that will qualify you as a skilled worker.

Note: Remember that you must have work experience in an occupation in **Skill type O** or **Skill level A** or **B** and that your experience must have occurred during the 10 years before the date of application.

If you do not meet the minimum work experience requirements, your application as a skilled worker will be refused.

Experience	Maximum 21 points
1 year	15
2 years	17
3 years	19
4 years	21

Score	
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**Factor 4 Age
(maximum of
10 points)**

Points are given for your age on the date that your complete application is received.

Age	16 or under	17	18	19	20	21-49	50	51	52	53	54+
Points	0	2	4	6	8	10	8	6	4	2	0

Score	
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**Factor 5
Arranged
employment
(maximum
10 points)**

Determine your points based on the chart below:

If...	And...	Points
You are currently working in Canada on a work permit	<ul style="list-style-type: none"> • Your work permit is valid when you apply for a permanent resident visa and • Your employer has made an offer to give you a permanent job if your application is successful. <p>Note: Your work permit must be valid at the time your permanent resident visa is issued.</p>	10
You are currently working in Canada in a job that is Human Resources and Skills Development Canada (HRSDC) confirmation exempt under an international agreement or a significant benefit category (e.g., intracompany transferee)	<ul style="list-style-type: none"> • Your work permit is valid when you apply for a permanent resident visa and • Your employer has made an offer to give you a permanent job if your application is successful. <p>Note: Your work permit must be valid at the time your permanent resident visa is issued.</p>	10
You do not currently have a work permit and you do not intend to work in Canada before you have been issued a permanent resident visa.	<ul style="list-style-type: none"> • You have a full-time job offer that has been confirmed by HRSDC • Your employer has made an offer to give you a permanent job if your application is successful and • You meet all required Canadian licensing or regulatory standards associated with the job. <p>Note:</p> <ul style="list-style-type: none"> • You cannot arrange for an HRSDC confirmation. Your employer must do this for you. • HRSDC will only confirm permanent job offers for occupations listed in Skill Type 0 or Skill Level A or B of the NOC. 	10

Score	
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**Factor 6:
Adaptability
(maximum
10 points)**

If you have a spouse or common-law partner, points for each element can be awarded only once, either for you **or** for your spouse or common-law partner (except for the points under Adaptability criteria "A" below).

Use the chart below to determine your points. Even if you qualify under several criteria, you will be awarded a maximum of 10 points.

Adaptability criteria	Points
A. Spouse or common-law partner's level of education <ul style="list-style-type: none"> • Secondary school (high school) diploma or less: 0 points • A one-year diploma, trade certificate, apprenticeship, or university degree and at least 12 years of full-time or full-time equivalent studies: 3 points • A diploma, trade certificate, apprenticeship, or university degree of two years or more and at least 14 years of full-time or full-time equivalent studies: 4 points • A Master's degree or PhD and at least 17 years of full-time or full-time equivalent studies: 5 points 	3 - 5
B. Previous study in Canada: <ul style="list-style-type: none"> • You or your accompanying spouse or common-law partner studied at a post-secondary institution in Canada for at least two years on a full-time basis. This must have been done after the age of 17 and with a valid study permit. 	5
C. Previous work in Canada: <ul style="list-style-type: none"> • You or your accompanying spouse or common-law partner completed a minimum of one year of full-time work in Canada on a valid work permit. 	5
D. Arranged employment: <ul style="list-style-type: none"> • You earned points under Factor 5: Arranged Employment. 	5
E. Relatives in Canada: <ul style="list-style-type: none"> • You or your accompanying spouse or common-law partner has a relative, i.e., parent, grandparent, child, grandchild, child of a parent, (sibling), child of a grandparent, (aunt/uncle), or grandchild of a parent, (niece or nephew), who lives in Canada and is a Canadian citizen or permanent resident. 	5

Score	
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Your score for all factors combined

Use this worksheet to calculate your estimated points. The minimum is currently set at **67 points** for all factors combined.

	Factor	Maximum points	Your score
1	Education	25	
2	Language proficiency	24	
3	Work experience	21	
4	Age	10	
5	Arranged employment	10	
6	Adaptability	10	
	Total	100	

If your total score is..	Then you..
equal to or greater than the pass mark	<ul style="list-style-type: none"> may qualify for permanent residence in Canada as a skilled worker. Read the rest of this guide to decide if you wish to apply under the Federal Skilled Worker Class.
less than the pass mark	<ul style="list-style-type: none"> are not likely to qualify for permanent residence in Canada as a skilled worker. We recommend that you do not apply at this time. However, you may apply if you believe there are other factors that would help you to become economically established in Canada that were not reflected in your points assessment. Send a detailed letter with your application explaining these factors. Include any documents that support your claim. <p>Note: If you are refused at this stage, the processing fees will not be refunded.</p>

Do you have sufficient funds?

The Government of Canada does not provide financial support to new skilled worker immigrants.

You must show that you have enough money to support yourself and your family members after you arrive in Canada. The money must be available to support the costs of living for yourself and your family. The amount is an estimate of what you would require to support yourself and your family without employment or other income. You cannot borrow this money from another person.

The amount of money you need to support your family is determined by the size of your family. These amounts are updated every year. Check our [website](#) to make sure you have the most recent information.

We strongly recommend that you research the cost of living in the region of Canada where you intend to live. To make your establishment in Canada easier, bring as much money as possible with you to Canada.

Note: Persons with **arranged employment in Canada** do not have to

meet the minimum funds required.

Working in Canada

Finding employment in Canada requires planning. You should obtain as much information as possible before you apply to immigrate. There is no guarantee that you will be able to work in your preferred occupation.

Although credential assessment and licensing are not requirements of the skilled worker application, you need to be aware of these issues when considering immigrating to Canada.

Please consult our [website](#) for some helpful sites on regulated and non-regulated occupations.

Regulated occupations	Non-regulated occupations
<p>Twenty percent of people working in Canada work in occupations that are regulated to protect the health and safety of Canadians. Examples include nurses, engineers, electricians and teachers.</p> <p>Provincial and territorial regulatory bodies are responsible for establishing entry requirements for individual occupations recognizing prior credentials, training and experience and issuing licences required to practice. The recognition process varies among provinces and territories and among occupations. Recognition of qualifications and issuance of licenses can generally only be completed once in Canada. The process can take time. You may be asked to:</p> <ul style="list-style-type: none">• provide documentary evidence of your qualifications• undergo a language examination (which may differ from those required for immigration)• complete a technical exam (with accompanying fee)• do supervised work	<p>For non-regulated occupations, there are no set requirements and there is no legal requirement to obtain a licence. The employer will set the standards and may very well request registration with a professional association.</p>

Credential assessment

A credential assessment is advice on how qualifications from another country compare to Canadian qualifications. An assessment **does not** guarantee that:

- a regulatory body will issue you a licence to practice, or
- your credentials will be accepted by a Canadian employer

However, a credential assessment **will** help you understand the Canadian educational system and assist you with your job search.

You can obtain advice about your credentials from the Foreign Credentials

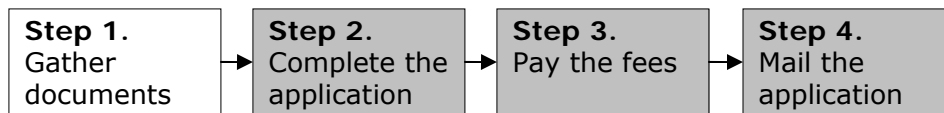
Referral Office. Consult their website at : www.credentials.gc.ca for more information.

**Labour
market
information**

Job opportunities and labour market conditions are different in each region of Canada. It is important to research conditions in the area in which you want to live.

Please consult the Working in Canada tool on our [website](#) for information on the Canadian labour market, job banks, and provincial and territorial labour market information

Step 1. Gather Documents



What documents are required?

Use the *Document Checklist* (IMM 5612) to assist you in gathering the necessary documentation for submitting your application to the Centralized Intake Office CIO, which is located in Sydney, Nova Scotia, Canada.

Note: Only the documents in this checklist should be submitted to the CIO. If your application is recommended for processing at a Visa Office, you will be required to submit a copy of your application to that office with a complete set of documents described in the Visa Office specific requirements at

www.cic.gc.ca/english/information/applications/skilled-mission.asp



Consult the Visa Office specific requirements now to determine what documents you will need to provide once your application is recommended for processing at a Visa Office. If you are not prepared to submit full documentation to the Visa Office within 120 days do not apply now. Visa Offices are strictly enforcing the 120 day rule and will not provide extensions.



Medical requirements

The following advice is provided to help you prepare documents which will be required later in the application process by the visa office.

All applicants must undergo a medical examination.

You and your family members, whether they will be accompanying you or not, must undergo and pass a medical examination. To pass the medical examination you or your family members must not have a condition that:

- is a danger to public health or safety, or
- would cause excessive demand on health or social services in Canada.

Examples of “excessive demand” include ongoing hospitalization or institutional care for a physical or mental illness.

Instructions

If a visa officer determines that you meet the selection criteria, medical instructions **will be provided to you by the Canadian Visa Office**. You will receive medical forms for yourself (and any family members), and instructions on how to access a list of doctors in your area who are authorized to conduct immigration medical examinations (see below). **You cannot** undergo the medical examination before you submit your application forms.

Exam validity

The medical examination results are valid for 12 months from the date of the first medical examination. If the processing of your application for permanent residence is not completed during this time, you will have to undergo another complete medical examination.

Authorized doctors

Your own doctor cannot do the medical examination. You must be examined by a physician on Canada's list of **Designated Medical Practitioners** which can be found at: www.cic.gc.ca/dmp-md/medical.aspx.

Note: The physician is only responsible for conducting a medical examination; he or she cannot give you any advice on the immigration process.

Police certificates

All applicants must submit police certificates/clearances as part of the application process.

Note: Do not submit your police certificates to the CIO. If your application is recommended by the CIO for further assessment, you will be required to submit the police certificates along with the full application to the Canadian Visa Office indicated on your application.

You and all of your family members who are 18 years of age and older and who are not permanent residents or Canadian citizens will have to provide:

- a valid police certificate, or
- a police clearance, or
- a record of no information.

These documents are to be provided for each country **other than Canada**, in which you have lived for six consecutive months or longer since reaching the age of 18.

Note: If you or your family members were under 18 years of age (16 years of age in certain jurisdictions) for the entire time you lived in a particular country, you do not need to provide a police certificate for that country.

You may begin to gather your police certificates before submitting your application to the CIO. Although you will **not** submit the police certificate to the CIO, you must be ready to submit them to a visa office if your application is recommended for further assessment at a Canadian visa office. When you submit the application to the visa office please ensure that your certificates were not issued more than three months before you submitted your application to the CIO.

For applicants requiring multiple police certificates, please be certain these documents can be produced at the time of the submission of your application to the Canadian visa office.

If the original certificate is not in English or French, submit both the certificate and the original copy of a translation prepared by an accredited translator.

Unless otherwise specified on our website, it is **your** responsibility to contact the police or relevant authorities. When doing so, you may have to:

- pay a fee for the service, and
- provide information or documentation such as:
 - photographs,
 - fingerprints,
 - your addresses and periods of residence in the country or territory.

CIC will also do background checks to determine if there are grounds upon which you and your family members may be inadmissible to Canada.

Please consult our [website](#) for specific and up-to-date information on how to obtain police certificates from any country.

Translation of documents

Any document that is not in English or French **must be accompanied** by:

- the English or French translation; **and**
- an affidavit from the person who completed the translation; **and**
- a **certified** copy of the document.

Note: An affidavit is a document on which the translator has sworn, in the presence of a commissioner authorized to administer oaths in the country in which the translator is living, that the contents of their translation are a true translation and representation of the contents of the original document.



Translations by family members are not acceptable.

Certified copies or notarized documents

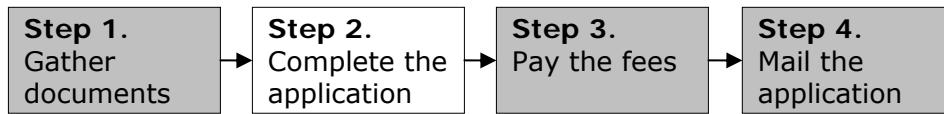
To have a photocopy of a document certified, an authorized person must compare the original document to the photocopy and must print the following on the photocopy:

- “I certify that this is a true copy of the original document”
- the name of the original document
- the date of the certification
- his or her name
- his or her official position or title
- his or her signature

Who can certify copies?

People authorized to certify copies include the following:	
<p>In Canada:</p> <ul style="list-style-type: none"> • a commissioner of oaths • a notary public • a justice of the peace 	<p>Outside Canada:</p> <ul style="list-style-type: none"> • a judge • a magistrate • a notary public • an officer of a court of justice • a commissioner authorized to administer oaths in the country in which the person is living

Step 2. Complete the Application



Filling out the application



Make **two photocopies** of the original forms.

Original forms:

Sign the original forms and send them to the CIO.

Photocopy 1 – Please refer to the table below.

If the CIO...	Then...
advises you to send a complete application to a visa office	submit your first set of photocopied documents with your original signature to the visa office. Note: If applicable, make sure to include a letter explaining any changes in your application since your initial submission.

Photocopy 2 – Keep the second set of photocopies for your personal records.

Follow the step-by-step instructions below to complete the application forms.

The following are the forms that must be filled out and submitted for all applicants:

- *Application for Permanent Residence in Canada* (IMM 0008-Generic)
- *Schedule 1: Background / Declaration* (IMM 0008 – Schedule 1)
- *Schedule 3: Economic Classes – Federal Skilled Worker* (IMM 0008- Schedule 3)
- *Additional Family Information* (IMM 5406)
- *Use of a Representative* (IMM 5476), if applicable.



It is a serious offence to give false or misleading information on these forms. The information you provide on your application may be subject to verification.



Be complete and accurate

Complete all sections. If any section is not applicable to you, write “N/A” (“Not applicable”). If your application is incomplete it will be returned to you, and processing will not begin. **Do not leave any blanks.**

Note: If you need more space for any section, use an extra sheet of paper on which you have indicated the number and/or letter of the section you are completing, and submit it along with your application.

Application for Permanent Residence in Canada (IMM 0008-Generic)

Who needs to fill out this application form?

This form must be completed by:

- You, the principal applicant.


Note: Page two of the form asks for details of family members. There is space for three family members on the form. If you have more than three family members, photocopy this page before you start filling in the application so that you have enough space to include everyone.

Family members

Family members include a spouse, a common-law partner, dependent children, and dependent child of a dependent child :

Term	Definition
Spouse	Refers to either of the two persons (opposite or same sex) in a legally-recognized marriage.
A common-law partner	<p>Refers to a person who is living in a conjugal relationship with another person (opposite or same sex), and has done so continuously for a period of at least one year. A conjugal relationship exists when there is a significant degree of commitment between two people. Common-law partners must attach any documents that show they are in a committed and genuine relationship, for example, evidence that they share the same home, that they support each other financially and emotionally, that they have had children together, or that they present themselves in public as a couple.</p> <p>Common-law partners who are unable to live together or appear in public together because of legal restrictions in their home country may still qualify and should be included on the application.</p> <p>Common-law partners that meet the conditions outlined above but who have been separated for reasons beyond their control (for example, civil war or armed conflict) may qualify and should be included on the application.</p>
Dependent children	<p>Refers to the children of the principal applicant or of the principal applicant's spouse or common-law partner.</p> <p>They must:</p> <ul style="list-style-type: none"> • be under the age of 22 and not have a spouse or common-law partner; or, • depend substantially on the financial support of a parent and have been continuously enrolled and in attendance as full-time students in a post-secondary institution accredited by the relevant government authority since before the age of 22 (or since marrying or entering into a common-law relationship, if this happened before the age of 22);

	<p>or,</p> <ul style="list-style-type: none"> depend substantially on the financial support of a parent since before the age of 22 and be unable to provide for themselves due to a medical condition.
Dependent child of a dependent child	<ul style="list-style-type: none"> Refers to children of dependent children of the principal applicant or those of his or her spouse or common-law partner.

General Application Information	
Category under which you are applying	
Check the "Federal Skilled Worker Class" box	
Number of family members	
Write the total number of family members included in your application. This includes yourself and any family members regardless of whether they intend to accompany you to Canada or not.	
Preferred Language	
<p>Correspondence: Check the box to indicate in which official language, French or English, you prefer to receive correspondence.</p> <p>Interview: Indicate which language you would prefer to use if you are invited for an interview.</p>	
<p>Visa Office requested for the processing of your application: You must select and write the name of the Visa Office which serves:</p> <ul style="list-style-type: none"> your country of nationality; or the country in which you are residing, provided that you have been lawfully admitted to that country for at least one year. <p>Important  Do not select the CIO in Sydney. If you do, your application will be returned to you and you will need to reapply.</p> <p>Do not select a visa office that does not serve a country as described above. If you do, your application will be returned to you by the visa office and you will have to reapply.</p>	
Personal details	
Question	Action
1	<p>The following questions must be answered by the Principal Applicant.</p> <p>Write your full last name (surname/family name) as it appears on your passport or on the official documents that you will use to obtain your passport.</p> <p>Write all of your given names (first, second or more) as they appear on your passport or official documents. Do not use initials.</p>
2	Check the box to indicate if you are a male or a female.
3	Write your complete date of birth.
4	Write your place of birth, including the town or city, and country.
5	Write your country of citizenship. If you are a citizen of more than one country, give details on a separate sheet of paper.
	Write your country of residence.

6	Write what is your first (native) language. This is the language that you learned at home during your childhood and which you still understand.														
6A	<p>Check the box to indicate which of Canada's official languages (French or English) you use most frequently. If you do not use French or English, check the "Neither" box.</p> <p>One of Canada's objectives with respect to immigration is to support and assist the development of minority language communities in Canada.</p> <p>Note: This question is not used for selection purposes.</p>														
7	Write your height in either centimetres or feet and inches.														
8	Write the color of your eyes.														
9	Check the appropriate box to indicate your marital status. If you are married or in a common-law relationship, indicate the date on which you were married or the date on which you began your common-law relationship.														
10	<p>Check the box if you were married or in a common-law relationship in the past. If you check "No", go to the next question. If you check "Yes", write:</p> <ul style="list-style-type: none"> the name of your former spouse or common-law partner; his or her date of birth; the type of relationship (check one box); the period of that relationship. 														
11	Check the box to indicate whether you can communicate in English or in French.														
12	<p>Education</p> <ul style="list-style-type: none"> Write the number of years of formal education that you have completed; Check the box to indicate your highest level of completed education. <p>If you have not completed secondary school, check the "No secondary" box.</p> <table border="1"> <thead> <tr> <th>Type of education</th> <th>This level of education is...</th> </tr> </thead> <tbody> <tr> <td>Secondary education</td> <td>after elementary school and before college, university, or other formal training: also called high school.</td> </tr> <tr> <td>Trade/ Apprenticeship</td> <td>training in an occupation, such as carpentry or auto mechanics.</td> </tr> <tr> <td>Non-university certificate/diploma</td> <td>training in a profession that requires formal education but not at the university level (for example, dental technician or engineering technician).</td> </tr> <tr> <td>Bachelor's degree</td> <td>an academic degree awarded by a college or university to those who complete the undergraduate curriculum; also called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.</td> </tr> <tr> <td>Master's degree</td> <td>an academic degree awarded by the graduate school of a college or university. You must have completed a Bachelor's degree before a Master's degree can be earned.</td> </tr> <tr> <td>PhD</td> <td>the highest university degree, usually based on at least three years graduate study and a dissertation. Normally, you must have completed a Master's degree before a PhD can be earned.</td> </tr> </tbody> </table>	Type of education	This level of education is...	Secondary education	after elementary school and before college, university, or other formal training: also called high school.	Trade/ Apprenticeship	training in an occupation, such as carpentry or auto mechanics.	Non-university certificate/diploma	training in a profession that requires formal education but not at the university level (for example, dental technician or engineering technician).	Bachelor's degree	an academic degree awarded by a college or university to those who complete the undergraduate curriculum; also called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.	Master's degree	an academic degree awarded by the graduate school of a college or university. You must have completed a Bachelor's degree before a Master's degree can be earned.	PhD	the highest university degree, usually based on at least three years graduate study and a dissertation. Normally, you must have completed a Master's degree before a PhD can be earned.
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PhD	the highest university degree, usually based on at least three years graduate study and a dissertation. Normally, you must have completed a Master's degree before a PhD can be earned.														
13	Write your current occupation.														

14	Write your mailing address, complete with the postal code. This is the address to which correspondence regarding your application will be mailed. Write your address in English and, if applicable, also in the native script of your country of residence. Attach another page if necessary.
15	If your residential address is different than your mailing address, write it here, complete with the postal code. If your residential address is the same as your mailing address, write "N/A".
16	Write your telephone numbers, including your: <ul style="list-style-type: none"> • home number; and • any other phone number where you can regularly be contacted.
17	Write your e-mail address (if applicable). Note: By indicating your e-mail address, you authorize Citizenship and Immigration Canada to transmit your file and personal information to that specific e-mail address.
18	Write you passport details, including the: <ul style="list-style-type: none"> • passport number • country which issued the passport, and • expiry date of the passport. Note: For the principal applicant only: if you have a valid passport or travel document, include a photocopy of the bio-data page (the page which contains your name, date and place of birth, passport number, and photo) in your submission to CIO. Do not send your passport.
19	Write your identity card number if applicable. Identity (identification) cards are issued by national, provincial, municipal or other governments, or by a recognized international agency such as the Red Cross, as a means of identification. If you have such a card, print the number in the space provided. Photocopy both sides of the card and attach the photocopy to your application. If you do not have an identity card, write "N/A".
20	Write the name of the city or town and the province or territory where you intend to live in Canada.

Details of family members

Provide personal details about your **family members**, whether they intend to accompany you to Canada or not (for more information on family members, including age requirements, refer to [Family members](#)).

You must also provide details on family members whose location is unknown (including those missing or presumed dead).

Important



You must list all family members, whether they wish to be considered in your application for permanent residence at this time or not. You will **not** be able to sponsor family members at a later date if they are not listed on your application.

Section	Action
Given names	Write all of your family member's given names (first, second or more) as they appear on his or her passport or official documents. Do not use initials.
Date of birth	If you do not know the exact date of birth, indicate the current age of your family members.
Country of citizenship	If your family member is a citizen of more than one country, give details on a separate page.


Relationship to you	Indicate whether the family member is your spouse, common-law partner, daughter, son, etc.														
Will accompany you to Canada	Indicate if your family member intends to come to Canada with you.														
Native language	<p>Write your family member's native language (the language he/she learned at home in childhood and still understand)</p> <p>Check the box to indicate which of Canada's official languages (French or English) your family member use most frequently. If he/she does not use French or English, check the "Neither" box.</p> <p>One of Canada's objectives with respect to immigration is to support and assist the development of minority language communities in Canada.</p> <p>Note: This question is not used for selection purposes</p>														
Education	Indicate the level of education your family member has successfully completed. Use the categories listed in Question 12.														
Photos	<p>Photos are not required when you submit your application to the CIO in Sydney. However, you should still prepare your photos in case you are recommended for further assessment at a Canadian Visa Office.</p> <p>Follow these steps:</p> <table border="1"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Take the Photo Specifications sheet (found in Appendix B of the Visa Office specific instructions) to a photographer.</td> </tr> <tr> <td>2</td> <td>Ask the photographer to provide you with the number of photos required in Appendix A of the Visa Office specific instructions for yourself and each family member.</td> </tr> <tr> <td>3</td> <td>On the back of one photo of each person, write the name of the person in the photo and his or her height and eye colour.</td> </tr> <tr> <td>4</td> <td>Enclose the photos of each person in an envelope and seal the envelope.</td> </tr> <tr> <td>5</td> <td>Write your name and date of birth on the outside of the envelope.</td> </tr> <tr> <td>6</td> <td>If the CIO advises you to submit your application to a visa office for further assessment, staple the envelope to your application form. Be careful not to staple or bend the photos.</td> </tr> </tbody> </table>	Step	Action	1	Take the Photo Specifications sheet (found in Appendix B of the Visa Office specific instructions) to a photographer.	2	Ask the photographer to provide you with the number of photos required in Appendix A of the Visa Office specific instructions for yourself and each family member.	3	On the back of one photo of each person , write the name of the person in the photo and his or her height and eye colour.	4	Enclose the photos of each person in an envelope and seal the envelope.	5	Write your name and date of birth on the outside of the envelope.	6	If the CIO advises you to submit your application to a visa office for further assessment, staple the envelope to your application form. Be careful not to staple or bend the photos.
Step	Action														
1	Take the Photo Specifications sheet (found in Appendix B of the Visa Office specific instructions) to a photographer.														
2	Ask the photographer to provide you with the number of photos required in Appendix A of the Visa Office specific instructions for yourself and each family member.														
3	On the back of one photo of each person , write the name of the person in the photo and his or her height and eye colour.														
4	Enclose the photos of each person in an envelope and seal the envelope.														
5	Write your name and date of birth on the outside of the envelope.														
6	If the CIO advises you to submit your application to a visa office for further assessment, staple the envelope to your application form. Be careful not to staple or bend the photos.														

Schedule 1- Background/Declaration (IMM 0008-Schedule 1)

Who must fill out this application form? **This form must be completed by:**

- you, the principal applicant;
- your spouse or common-law partner (whether accompanying you to Canada or not); **and**
- your dependent children aged 18 or over (whether accompanying you to Canada or not).

Question	Action
1	Write your full last name (surname/family name) as it appears on your passport or on the official documents that you will use to obtain your passport. Write all of your given names (first, second or more) as they appear on your passport or official documents. Do not use initials.
2	Write your name in your native language or script (if applicable). For example: Arabic, Cyrillic, Chinese, Farsi, Korean, Japanese characters or Chinese commercial/telegraphic code.
3	Write any other name(s) that you have used in the past, or that you have been is known by, other than the one listed above. Other names can include: <ul style="list-style-type: none"> • previous married name, • aliases, • birth name, • nicknames, • community names, etc.
4	Write your date of birth.
5	Write your current country of residence.
6	Write your status in that country.
7	Write your father's personal details including his: <ul style="list-style-type: none"> • last name (surname/family name) • given names (s) • date of Birth • town or city of birth • country of birth • date of death (if applicable)
8	Write your mother 's personal details including her: <ul style="list-style-type: none"> • last name (surname/family name) • given name (s) • date of birth • town or city of birth • country of birth • date of death (if applicable).
9	Answer each question of the section by checking the appropriate box. If you answered " yes " to one or more of these questions, you must write an explanation of what happen in the space provided. If you need more space, attach a separate sheet of paper.

<p>10</p>	<p>Education</p> <p>Write the number of years of formal education you have which you have completed at each of the levels indicated.</p> <p>Write the details about each educational institutions you attended, including:</p> <ul style="list-style-type: none"> • the period of time that you attended the institution, • the name of the institution, • the city and country, and • the type of certificate or diploma issued. <p>If no diploma was issued, write "N/A". If you need more space, attach a separate sheet of paper.</p>
<p>11</p>	<p>Provide details of your personal history since the age of 18.</p> <p>Start with the most recent information. Under "Activity", write your occupation or job title if you were working. If you were not working, provide information on what you were doing (for example: unemployed, studying, travelling, in detention, etc.).</p> <p>Note: Please ensure that you do not leave any gaps.</p> <p> Failure to account for all time periods will result in a delay in the processing of your application.</p>
<p>12</p>	<p>Write the names of all memberships or association with organizations that you are or were a member of, including:</p> <ul style="list-style-type: none"> • political organizations; • social organizations; • youth or student organizations; • trade unions; and • professional organizations. <p>If you were not a member of an association or organization, do not write "not applicable". Rather, write: "I have never been a member of an organization or association".</p> <p>Note: Do not use abbreviations. Write the city and country where you were a member.</p>
<p>13</p>	<p>Write any government positions you have held in the past such as:</p> <ul style="list-style-type: none"> • Civil servant; • Judge; • Police officer; • etc. <p>Include</p> <ul style="list-style-type: none"> • the name of the country and the level of jurisdiction (examples: national, regional or municipal); • the name of the department or the branch you worked for; and • activities that you performed and/or positions that you held. <p>Note: Do not use abbreviations.</p>
<p>14</p>	<p>Write details about your military service (if applicable). Provide the details of military service for each of the countries whose armed forces you served in. If you were not in any military service, write "N/A".</p>
<p>15</p>	<p>Write the residential addresses where you have lived since your 18th birthday, complete with the postal code. Do not use P.O. box numbers.</p>

Authority to disclose personal information and Declaration



Read all of the statements in both sections carefully. Sign and date in the boxes provided. By signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, truthful, and correct. If you do not sign and date, the application will be returned to you.


Note: The bottom section of Schedule 1 should not be completed at this time.


Schedule 3: Economic Classes – Federal Skilled Worker Class (IMM 0008-Schedule 3)

Who needs to fill out this application form?

This form must be completed by:

- You, as the principal applicant.

Question	Action
1	Write your full last name (surname/family name) as it appears on your passport or on the official documents that you will use to obtain your passport. Write all of your given names (first, second or more) as they appear on your passport or official documents. Do not use initials.
2	Write your date of birth.
3	Check the box to indicate if you have an offer of employment in Canada that is approved by Human Resources and Skill Development Canada. If Yes , include the employer's name and address and the occupation in which you have been offered employment in Canada.
4	Check the box to indicate if you are currently working in Canada under a work permit. If Yes , provide a copy of your work permit.
5	Check the appropriate box to indicate in which of Canada's official languages, English or French, you are able to most comfortably express yourself. One of Canada's objectives with respect to immigration is to support and assist the development of minority language communities in Canada. Your answer will help us to determine in which official language, you are most likely to request government services (for example in healthcare or education).
6	Language Check the appropriate box to indicate whether or not you have taken an approved test or tests to assess your proficiency in English or French.  See: " Ability in English and/or French " to help you determine your ability in English and French.
7	Study in Canada If applicable, check the box to indicate whether you or your accompanying spouse or common-law partner, have completed a program of full-time study (of at least two years) at a post-secondary institution in Canada in the past.

8	<p>Work in Canada</p> <p>If applicable, check the box to indicate whether you or your accompanying spouse or common-law partner, have worked full-time in Canada in the past.</p>
9	<p>Check the box to indicate whether you or your accompanying spouse or common-law partner, have a relative living in Canada who is a citizen or permanent resident of Canada. If Yes, check the appropriate box to indicate the relationship to you or your spouse or common-law partner.</p>
10	<p>Funds</p> <p>Indicate the amount (in Canadian dollars) of unencumbered, transferable and available funds that you have. This amount can include the value of any property that you own, but should not include jewellery, cars or other personal assets.</p>
11	<p>Your work experience</p> <p>Starting with your current occupation, list all of the occupations that you have had in the 10 years preceding the date of your application. For each occupation;</p> <ul style="list-style-type: none"> • include the appropriate National Occupational Classification (NOC) code, • check the box that corresponds to the number of years of continuous full-time or equivalent part-time experience, and • write a description of your main duties. <p>Note: List only occupations that fall in Skill Type 0 or Skill Levels A or B of the NOC.</p> <p> See: “National Occupational Classification”</p>

Additional family information (IMM 5406)

Who needs to fill out this application form?

This form must be completed by:

- You, as the principal applicant,
- Your spouse or common-law partner (whether accompanying you to Canada or not), and
- Your dependent children aged 18 or over (whether accompanying you to Canada or not).

SECTION A

Write the personal details for:

- yourself,
- your spouse or common-law partner, (if applicable)
- your mother and
- your father.

Note: If you do not have a spouse or a common-law partner, sign the declaration at the end of Section A.

SECTION B

Write the personal details for your children. It is very important that you list all of your children (even if they are already permanent residents or citizens of Canada). This includes:

- married children,
- adopted children,
- children of your spouse(step-children) or common-law partner,
- any of your children who have been adopted by others,
- any of your children who are in the custody of an ex-spouse, former common-law partner or other guardian.

You must answer all questions. If any sections do not apply to you, answer "N/A".

Note: if you do not have any children, sign the declaration at the end of Section B.

SECTION C

Write personal details about your:

- brother(s),
- sister(s),
- half-brother(s) and half-sister(s),
- step-brother(s) and step-sister(s).

SECTION D



After carefully reading the statements contained in this section, sign and date the declaration.

Use of a Representative (IMM 5476)

Who may use this form?

Complete this form **only** if you are appointing a representative.

If you have dependent children aged 18 years or older, they are required to complete their own copy of this form if a representative is also conducting business on their behalf.

What is a representative?

A **representative** is someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada.

When you appoint a representative:

- you authorize CIC to share information from your case file with this person;
- you should indicate your representative's address as your mailing address on your application form *Application for Permanent Residence in Canada* (IMM 0008-Generic);
- your application will not be given special attention nor can you expect faster processing or a more favourable outcome;
- the representative is authorized to represent you only on matters related to the application you submit with this form; and
- only **one** representative can be appointed for each application you submit.
- You are not obliged to hire a representative. CIC treats everyone equally, whether or not they use the service of a representative.



You must notify us if your representative's contact information changes or if you cancel the appointment of a representative.

Types of representatives

There are two types of representatives:

Unpaid representatives can be:

- friends and family members who do not charge a fee for their advice and services;
- organizations that do not charge a fee for providing immigration advice or assistance (such as a non-governmental or religious organization);
- consultants, lawyers and Quebec notaries who do not, and will not, charge a fee to represent you.

Paid representatives:

If you want us to conduct business with a representative who is, or will be, charging a fee to represent you, the representative must be authorized.

Authorized representatives are:

- immigration consultants who are members in good standing of the Canadian Society of Immigration Consultants (CSIC);
- lawyers who are members in good standing of a Canadian provincial or territorial law society and students-at-law under their supervision;

- notaries who are members in good standing of the *Chambre des notaires du Québec* and students-at-law under their supervision.

If you appoint a paid representative who is not a member of one of these designated bodies, your application will be returned. **For more information** on using a representative, visit our Web site: www.cic.gc.ca.

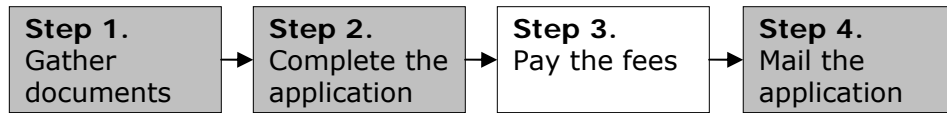
Question	Action
General Application Information	
	Check one box to indicate if you are appointing or cancelling the appointment of a representative.
Section A- Applicant Information	
1	Write your last name (surname) and given name(s).
2	Write your date of birth.
3	If you have already submitted your application write: <ul style="list-style-type: none"> the name of office where the application was submitted; the location of the office where the application was submitted; and type of application that you submitted.
4	Write your Citizenship and Immigration Canada Identification number (if known).
Section B- Appointment of Representative	
5	Write your representative's full name. If your representative is a member of CSIC, a law society or the <i>Chambre des notaires du Québec</i> , print his or her name as it appears on the organization's membership list.
6	If your representative is unpaid, check the applicable box, or If your representative is paid, check the applicable box and write the applicable membership ID number.
7	Write your representative's contact information.
8	Your representative must sign and date the declaration in order to accept responsibility for conducting business on your behalf.
Section C- Cancel the Appointment of a Representative	
9	Fill in this section if you wish to cancel the appointment of a representative. Write the representative's full name
Section D- Your Declaration	
10	By signing, you authorize CIC to conduct business with your appointed representative on behalf of yourself and your dependent children under 18 years of age. If your spouse or common-law partner wishes to be represented by the same appointed representative, he or she must sign in the box provided.

Release of information to other individuals

To authorize CIC to release information from your case file to someone other than a representative, you will need to complete the form *Authority to Release Personal Information to a Designated Individual* (IMM 5475) which is available on our website at: www.cic.gc.ca/english/information/applications/release-info.asp.

The person you designate will be able to obtain information on your case file, such as the status of your application. However, they will **not** be able to conduct business on your behalf with CIC.

Step 3. Pay the Fees



Calculating your fees

Use the table below to calculate the total amount of fees to be paid. There are two (2) types of fees:

1. The **processing fee** which **must be** included with your application

Processing Fee	Number of persons	Amount per person	Amount Due
Principal applicant	1	x \$550	\$ 550
Each family member age 22 or older		x \$550	
Each family member under age 22 who is married or in a common-law relationship		x \$550	
Each family member under age 22 who is unmarried and not in a common-law relationship		x \$150	
Total Payment:			

and

2. The **Right of Permanent Residence Fee**, which will be requested by the Visa Office at a **later stage** if your application is approved.

Right of Permanent Residence Fee	Number of persons	Amount per person	Amount Due
Principal applicant	1	x \$490	\$ 490
Spouse or common-law partner		x \$490	
Total Payment:			

Note: Dependent children are exempt from paying the right of Permanent Residence fee.

Incorrect fee payment



Incorrect fee payments may delay your application.

Payment issue	CIO will...
No fee included/ or Insufficient fees	return your application. Note: The review of your application will only start after you return your application with the correct fees.

Payment method options



In **Canadian funds** only, you may pay

- by **certified cheque, bank draft or money order** made payable to the "Receiver General for Canada." **or**
- with a credit card (Visa, MasterCard, American Express)

Note: Complete the *Fee Payment Form - Application for Permanent Residence – Federal Skilled Worker Class (IMM 5620)* and include it with your application to the CIO.



Each application from a principal applicant must include a fee payment form. This form must include the fees for the principal applicant and any accompanying family members.

The same fee payment form may not be used for more than one principal applicant.

Do not enclose cash.

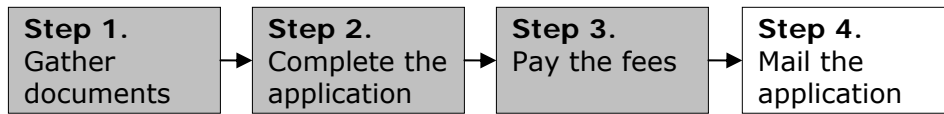
If you are applying in one of the **following visa offices** and are unable to pay in Canadian funds, please visit the responsible Visa Office website for fee payment instructions and to obtain the fee payment form.

Additional fees

You must also pay for the following for yourself and your family members (if applicable):

- medical examinations
- police certificates
- language assessments

Step 4. Mail the Application



Mailing instruction

NEW: All applicants including those with arranged employment (**category 2**) and students and workers inside Canada (**category 3**) must **now** submit their initial application to the Centralized Intake Office.

Follow the instructions below to determine where to submit your application.

- Put the completed forms, supporting documents required by the CIO and fee payment in a 23 cm x 30.5 cm (9" x 12") envelope.
- Send your completed application to one of the addresses shown below.

Regular mail:

(Your Name) (Your Address) (Your Postal Code)	Affix sufficient postage 
Citizenship & Immigration Canada Federal Skilled Worker Centralized Intake Office PO BOX 7500 Sydney, NS B1P 0A9 Canada	

Or by courier:

(Your Name) (Your Address) (Your Postal Code)
Citizenship & Immigration Canada Federal Skilled Worker Centralized Intake Office 196 George Street Sydney, NS B1P 1J3 Canada

Send the document checklist

Make sure you use the document checklist (IMM 5612) and use it as the cover page of your application.



Sign the form

The application must be signed and dated before it is mailed. If your application is not signed and dated, it will be returned to you.

What Happens Next

Assessment process at the Centralized Intake Office

The table below represents the phases of the assessment process at the CIO in Sydney, Nova Scotia Canada.

Phase	Description
Completeness check	<p>Citizenship and Immigration Canada reviews your application to make sure that:</p> <ul style="list-style-type: none"> • all required fields in your application forms are complete, • all required document are submitted from the document checklist (IMM 5612), and • the correct processing fee payment has been made <p>If your application is incomplete, your entire package (including your payment) will be returned to you with:</p> <ul style="list-style-type: none"> • a letter that identifies the missing entries and/or items
Eligibility Review	<p>An officer will make an initial assessment of your application to determine whether:</p> <ul style="list-style-type: none"> • your application qualifies for processing under one of the three categories described in the Ministerial Instructions <p>If your application is being recommended for further assessment to a Visa Office, you will be sent a letter that:</p> <ul style="list-style-type: none"> • notifies you of this fact and provides you with your reference number, • sets out some basic instructions for contact with the Visa Office, and • instructs you to submit a copy of your application and all supporting documentation (see Visa Office specific forms) to the responsible Canadian Visa Office within 120 days (4 months) <p>If your application does not qualify for processing under the Ministerial Instructions you will be sent a letter that:</p> <ul style="list-style-type: none"> • provides the reason why your application is not eligible for processing • confirms that a refund for the processing fee will be issued

Application process at the Visa Offices

The table below represents the phases of the application process at the Canadian Visa Office once your application has been recommended for further assessment.

Phase	Description
Final determination of eligibility	<p>Upon receipt of your application or the expiry of the 120 day deadline, a visa officer will make a final determination of eligibility for processing based on the information on file.</p> <p>If your application does not qualify for processing under the Ministerial Instructions, you will be sent a letter that:</p> <ul style="list-style-type: none"> • provides details on the reason why your application is not eligible for processing, and • confirms that a refund for the processing fee will be issued.
Selection and Admissibility	<p>If the Visa Office finds your application to be eligible for processing, it will then be assessed against the following:</p> <ul style="list-style-type: none"> • minimum requirements • selection factors • sufficient funds • admissibility (criminality, security, medical)

Factors that facilitate processing

There are certain things you can do to help ensure that your application is processed as promptly as possible by the office:

- make sure that all the documentation and information requested is **provided at the time your application is made (submitted to the visa office)**.
- make sure that you notify the visa office promptly of any and all changes to your mailing address, family situation, or any other information that is important to your application, such as additional education or work experience.
- refrain from making unnecessary inquiries to the visa office regarding the status of your case.

Factors that may delay processing

The following factors may delay the processing of your application:

- unclear photocopies of documents
- documents not accompanied by a certified English or French translation
- information and documents provided required independent verification
- a medical condition that may require additional tests or consultations
- a criminal or security problem
- family situations such as impending divorce, or custody or maintenance issues, or completion of a legal adoption
- consultation is required with other offices in Canada and abroad

H&C considerations

The [ministerial instructions](#) do not permit the consideration of humanitarian and compassionate (H&C) requests for exemption from immigration legislation, unless the applicant meets the requirements for processing under one of the three categories identified in the Federal Skilled Worker class.

This means that requests for exemptions on H&C grounds should only be submitted to a Visa Office after you have been recommended for processing by the CIO.

Note: Requests in other classes will continue to be processed at Visa Offices.

Permanent resident status

If your application is successful, you and your family members will receive permanent resident visas. You will become permanent residents of Canada when you move to Canada within the validity of your visa (s). Some conditions will apply:

- You will remain a permanent resident until you become a Canadian citizen, as long as you spend at least two years of each five-year period in Canada.
 - You may leave and re-enter Canada as often as you wish.
-

Rights

As permanent residents, you and your family members will have the right to:

- live, study and work in Canada for as long as you remain permanent residents
 - access most social benefits accorded to Canadian citizens (see "[Limitations](#)")
 - apply for Canadian citizenship, and if granted, apply for a Canadian passport once you have been a legal permanent resident for three of the four previous years
-

Limitations

There are a few limitations on permanent residents:

- You cannot vote in certain elections.
 - You may be ineligible for certain jobs requiring high-level security clearances.
 - If you or any of your family members commit a serious crime, you or your family members may be stripped of permanent resident status and deported from Canada.
-

Obligations

As permanent residents, you will also have the same legal obligations as Canadians, such as paying taxes and respecting all federal, provincial, and municipal laws.

**The
Permanent
Resident
Card**

All new permanent residents will be issued a card as part of the process. Cards will be mailed to your home address soon after you become a permanent resident. For more information on the Permanent Resident Card, visit our [website](#).

**Checking
application
status
on-line**

You can check the status of your application on-line once you receive your file number by doing the following:

1. Log on to our Web site at www.cic.gc.ca;
 2. Go to *Check My Application Status* in the *I need to...* section on the right-hand side of the page.
-

**Protecting
your
information**

Your personal information is

- only available to CIC employees who need to see it in order to provide services to you, **and**
- not disclosed to anyone else without your written consent, unless authorized by law.



You can obtain additional information on the protection of your data by visiting the "[Frequently Asked Questions](#)" (FAQ) on our Web site.

How to Contact CIC

The table below shows the three ways you can contact CIC.

website	www.cic.gc.ca
Outside Canada	<p>Contact a Visa Office at a Canadian:</p> <ul style="list-style-type: none">• Embassy,• High Commission, or• Consulate. <p>Consult the local phone directory or the CIC website for addresses, phone numbers and website addresses of Canadian Visa Offices abroad.</p>

National Call Centre Agents can help you with questions about Citizenship and Immigration Canada (CIC) services and programs if you are in Canada. They can not give you information about the status of your immigration application. You must contact the Visa Office directly either by letter, fax, or e-mail.

The *Privacy Act* prevents us from providing detailed information about an individual's file. Call Centre agents can help you with questions about **in-Canada** processes for citizenship and immigration programs and services.

Note: Agents cannot make decisions on applications that are being processed by Case Processing Centres or CIC offices, nor can they assist in processing applications more quickly.



This is not a legal document. For legal information, refer to the *Immigration and Refugee Protection Act* and Regulations or the *Citizenship Act* and Regulations, as applicable.