



IMMIGRATION Canada

Application for Permanent Residence

Federal Skilled Worker Class



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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 forms

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.

The forms are specifically designed with questions that will assist in the processing of your application.

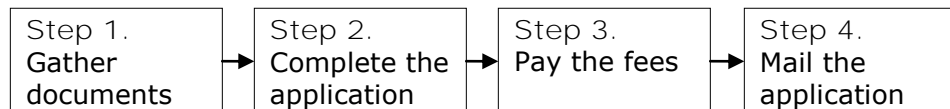
Symbols used in this guide

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

Symbol	Description
	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

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

Do you intend to reside in Quebec?

Under the Canada-Quebec Accord on Immigration, the province of 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 Quebec selected permanent resident, you must first contact the *A] b] g h, f Y` XY` ` D] a a] [f U h] c b` Y h` (MIGC) at a a i* www.micc.gouv.qc.ca/fr/index.asp (in French only)

You may also consult our website for more information at: 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 the application is made. Rules and regulations 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?

Complete Federal Skilled Worker applications received by the Centralized Intake Office (CIO) on or after July 1, 2011, will be placed into processing if they meet the criteria in one of the two categories described below.

Application Category

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



Category	Yc i f` U d d`] W U h] c b` k] ` ` ` V Y` d` U W Y X`] b h c` d f c W Y
1	<p>you have at least one year of continuous full time or equivalent paid work experience in the last ten years in at least one of the occupational categories identified in the Ministerial Instructions.</p> <p>Note: The list of occupations can be found on our website at: www.cic.gc.ca/english/immigrate/skilled/apply-who-instructions.asp</p> <p>NEW: A maximum of 10,000 Federal Skilled Worker applications, without an offer of arranged employment, will be considered for processing each year. Within this limit, a maximum of 500 Federal Skilled Worker applications per National Occupation Classification (NOC) will be considered for processing each year. Please visit our website before submitting your application to ensure that the FSW cap and your NOC sub-cap have not yet been reached at:</p> <p>http://www.cic.gc.ca/english/immigrate/skilled/complete-applications.asp</p> <div style="display: flex; align-items: center; margin-top: 10px;"> <p>Applications will be considered in order of the date they are received.</p> </div>

2	<p>you have an offer of arranged employment in Canada. The employment offer should be:</p> <ul style="list-style-type: none"> ◁ in writing, ◁ indeterminate in duration, and ◁ meet the arranged employment factor described in this guide.
3	<p>You are an international student currently enrolled in a doctoral (PhD) program, delivered by a recognized post-secondary educational institution located in Canada, and</p> <ul style="list-style-type: none"> ◁ have completed at least two years towards the completion of your PhD and ◁ are in good academic standing and ◁ are not a recipient of a Government of Canada award requiring you to return to your home country to apply your knowledge and skills, <p>OR</p> <p>you have completed a PhD program from a recognized post-secondary educational institution located in Canada no more than 12 months before your application is received by the Centralized Intake Office (CIO) and:</p> <ul style="list-style-type: none"> ◁ you have not received a Government of Canada award that requires you to return to your home country to apply your knowledge and skills; or ◁ if you were a recipient of such an award, you have satisfied the terms/conditions of the award.

National Occupation Classification (NOC)

The National Occupation Classification (NOC) is the official classification system of occupations in the Canadian labour market. 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 you might be eligible to apply as a Federal Skilled Worker in Category 1:

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

STEP 2. Click on [É G Y U f W \ ' h \ Ñ ' B C 7 Å](#)

STEP 3. Follow the instructions to find the NOC or NOCs that match your work experience in all the jobs you have had for at least one year in the past 10 years. Your experience can be either full-time or the equivalent and must be paid work experience.

The initial description and list of main duties for the NOC must match what you did in your job.

STEP 4. 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 are on this list, you do not meet the criteria to be placed into processing under Category 1. If you are

applying in Category 2, 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 either of the two categories, do not submit an application as a Federal Skilled Worker at this time. Check the other classes to see if you satisfy their eligibility criteria. Also check our website regularly for changes in the criteria.

I am eligible, what is the next step?

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

What are the minimal requirements?

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

- ◁ You must have at least one year of continuous 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 Occupation 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. Failure to provide documentation that indicates the completion of the program of study AND the total number of years of the education, may affect the number of points you receive for Education.

Full-time studies: This includes both secondary and post secondary education of 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 (secondary or post-secondary) 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 completed a three-year diploma, trade certificate or apprenticeship AND at least 17 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.

A university degree at the Bachelor's level 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

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

Proficiency in English and/or French 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
- < write

Proof of
Language
Proficiency

You must submit original language test results from a designated testing agency to the CIO with your application.

For your application to be eligible for processing, you must include the results of one of the following language tests from a testing agency designated by CIC:

English

- < **IELTS: International English Language Testing System** (General Training test only)
- < **CELPIP: Canadian English Language Proficiency Index Program** (General test only)

French

- < **DELF: Diplôme de français**

If you do not submit the results of your official language proficiency test with your application to the CIO, your application will not be processed and will be returned to you as incomplete.

Applicants are permitted to submit a copy of their language test results with a new application only if the original test results were submitted with a previous Federal Skilled Worker application and were not returned to the applicant. All copies of language test results must be accompanied by a photocopy of the refusal letter from CIC and an explanation that CIC retained and currently holds the original.


Official
Language
Testing

Take a language proficiency test from a designated testing agency

You must prove the level of language proficiency you claim on your application.

To do this, you must take a language proficiency test from an agency designated by CIC before starting the immigration process and submitting your application to the CIO.

Your test results must not be more than two years old at the time that you submit your application.

Steps	Action
1	Make arrangements to take a language proficiency test with a designated testing agency 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-General Training, CELPIP-General or TEF) language test result be sent directly to the CIO. Submit your original language proficiency test results with your complete application to the CIO.
3	Using your test results, determine how many points you will be awarded for your language proficiency.

Note: Test results from a designated testing agency will be used as conclusive evidence of your language proficiency. Other evidence in writing will not be accepted as evidence of language proficiency.

If you wish to be awarded points for your proficiency in both official languages, include the results of your official English language proficiency test (IELTS General Training or CELPIP General) and your official French language proficiency test (TEF) with your application.

Using your test results

Use your language test results from a designated testing agency to 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	4H	4H	4H
		5	5	5	5
		6	6	6	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

HY g h ` X Ð f j U ` i U h] c b ` X Y ` Z f U b , U] g ` f l H 9 : k

Use the following table to determine how many points you will be awarded for your test scores with the HY g h ` X Ð f j U ` i U h] c b ` X Y : Z f U l

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	Level 5	Level 5	Level 5	Level 5
	Second official language: 2	Level 6 (349-450 pts)	Level 6 (280-360 pts)	Level 6 (233-300 pts)	Level 6 (349-450 pts)
Moderate	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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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 year of full-time, paid work experience or the equivalent in part-time employment.
- ◁ Your work experience must be in an occupation of Skill Type 0, or Skill Level A or B of the Canadian National Occupation 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 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 0 or Skill level A or B and that your experience must have occurred during the 10 years before the date of application.

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:

I fÅ	AndÅ	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	< You have a full-time job offer that has been confirmed by HRSDC	

<p>not intend to work in Canada before you have been issued a permanent resident visa.</p>	<ul style="list-style-type: none"> < 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
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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). 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
<p>A. Accompanying spouse or common-law partner with post-secondary education</p> <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 university degree or PhD and at least 17 years of full-time or full-time equivalent studies: 5 points 	3 - 5
<p>B. Previous study in Canada:</p> <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
<p>C. Previous work in Canada:</p> <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: < You earned points under Factor 5: Arranged Employment.	5
E. Relatives in Canada: < 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.

Family members

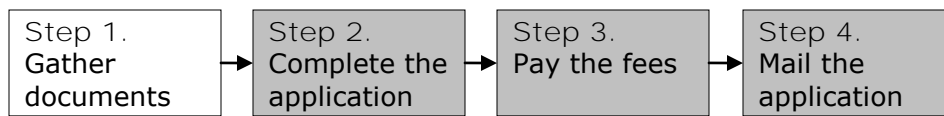
Family members include a spouse, a common-law partner, dependent children, and dependent child of a dependent child :

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 common-law partner. 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.



Step 1. Gather Documents



What documents are required?

You must **gather and submit** to the CIO all the documents listed on the *Document Checklist* (IMM 5612). Documents from the checklist are only to be submitted once to the CIO. Do not submit documents that are not found on the checklist and do not send duplicates of your application or documentation.

Documentation submitted with your application will not be returned. You should obtain multiple originals of any documentation submitted with your application (such as reference letters, police certificates) so you are prepared if you need to submit a new application.

You must keep a copy of the completed forms and all documents before sending them to the CIO.



If your visa office is Beijing or Hong Kong, you must also apply for verification of the highest post-secondary degree(s)/diploma(s) and your spouse or common-law partner did not obtain post-secondary degree(s)/diploma(s) in the PRC, you do not need to submit CADGEDC credentials report(s) with your application. Please refer to the *Document Checklist* (IMM 5612) for more information.

If you are not prepared to submit full documentation to the CIO do not apply now. A determination of eligibility for processing will be made based on what you have submitted. If you do not submit a complete application with the supporting documents, your application will be returned to you. A negative determination of eligibility for processing is final and will result in the closure of your file.

The checklist of required documents (IMM 5612) is subject to change. Applicants are advised to refer to this checklist on the CIC website periodically while preparing their submission to ensure that they have included all documents listed on the most up-to-date checklist.

Police certificates



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

You and all of your family members who are 18 years of age and older and who are not already 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.

Before submitting your application to the CIO, you should:

- < research the estimated length of time required to obtain police certificates from all of the applicable jurisdictions, and
- < gather your police certificates.



We strongly recommend that you submit your police certificates with your application to the CIO. If you are unable to obtain all the necessary police certificates, you may still send your application to the CIO without them. However, please note that if your application is placed into processing you must be ready to submit them to the visa office when requested.

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

Note: If you are including your police certificates with your application to the CIO, please ensure that your certificates were not issued more than three months earlier. Police certificates are generally valid for 12 months from the date they are issued. However, if a final decision is not made on your application before the expiry of your police certificate, the visa office may request that you provide a new one.

If a 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:
 - o photographs,
 - o fingerprints,
 - o 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.

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 true copies

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:

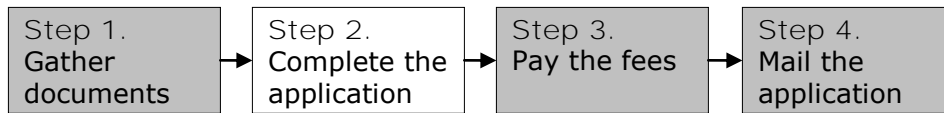
- < the name of the original document,
- < the date of the certification,
- < his or her name,
- < his or her official position or title, and
- < his or her signature.

Who can certify copies?

People authorized to certify copies include the following:	
In Canada: <ul style="list-style-type: none">< a commissioner of oaths< a notary public< a justice of the peace	Outside Canada: <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

Family members may not certify copies of your documents.

Step 2. Complete the Application



Filling out the application



Make one photocopy of the original forms.

Original forms:

Sign the original forms and send them to the CIO.

Photocopy – Keep this set 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:

- < *Generic Application Form for Canada (IMM 0008)*
- < *Additional Dependants/Declaration (IMM 0008DEP)*
- < *Schedule A: Background/ Declaration (IMM 5669)*
- < *Schedule 3: Economic Classes – Federal Skilled Worker (IMM 0008- Schedule 3)*
- < *Additional Family Information (IMM 5406)*
- < *Supplementary Information – Your travels (IMM 5562)*
- < *Separation Declaration for Minors Travelling to Canada (IMM 5604)*
- < *Statutory Declaration of Common -Law Union (IMM 5409)*
- < *Fee Payment Form – Application for Permanent Residence – Federal Skilled Worker (IMM 5620)*
- < *Document Checklist – Centralized Intake Office (IMM 5612)*
- < *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 a section does not apply to you, write [Not applicable] to you and this will delay the processing of your application.

If you need more space for any section, print out an additional page containing the appropriate section, complete it and submit it along with your application.

Generic Application Form for Canada (IMM 0008)

Who must fill out this application form?

This form must be completed by:

- ◁ You, the principal applicant.
-

Completing the form



You must answer all questions on this application form unless indicated otherwise.

Download and fill out the application form on a computer.

You also have the option of saving your form and completing it later.

Note: Completing the form electronically is easier and reduces the risk of errors that can slow down the application process.

In order to help you fill out the application form, read and follow the steps below.

APPLICATION DETAILS	
Question	Action
1	<p>From the list, select the Program under which you are applying:</p> <ul style="list-style-type: none"> ◁ Family ◁ Economic ◁ Refugee ◁ Other
2	<p>From the list, select the Category under which you are applying:</p> <ul style="list-style-type: none"> ◁ = Z m c i W \ c g Y [: U a] select one of the following: % ž ○ Spouse ○ Common-law partner ○ Conjugal partner ○ Dependent child/adopted child ○ Child to be adopted in Canada ○ Parents/ grandparents ○ Orphaned sibling/nephew/niece/grandchild ○ Other relative ◁ = Z m c i W \ c g Y [: 9 W c b c a select one of the following:] c b % ○ Skilled worker ○ Investor ○ Entrepreneur ○ Self-employed ○ Provincial nominee ○ Canadian experience class ○ Live-in Caregiver Program (LCP) ○ Quebec selected skilled worker ○ Quebec selected entrepreneur

	<ul style="list-style-type: none"> o Quebec selected self employed o Quebec selected investor <p>< = Z \ m c i \ W \ c g Y \ [F Y Z i [select one of the following: b \ % ž \</p> <ul style="list-style-type: none"> o Outside Canada È Convention Refugee o Outside Canada È Country of Asylum o In Canada Claim È Refugee o In Canada È Protected Person o In Canada - Convention Refugee <p>< = Z \ m c i \ W \ c g Y \ [C h \ Y select] b \ e i Y g h] c b \ % ž \</p> <ul style="list-style-type: none"> o In Canada È Humanitarian & Compassionate Considerations o Permit Holder Class
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3	Indicate 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.
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4	<p>Immigration Office requested for the processing of your application</p> <p>Indicate the name of the Immigration 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>Note: If you are applying as a Federal Skilled Worker or as a Federal Investor, do not select the CIO as the immigration office requested to process your application. Although you will submit your application to the CIO, you must indicate the name of appropriate visa office using the criteria above.</p>
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5	<p>Language preference</p> <p>From the list, select your preferred language for:</p> <ul style="list-style-type: none"> a) correspondence b) interview and c) interpreter requested (if applicable)
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6	<p>Where do you intend to live in Canada?</p> <p>From the list select the:</p> <ul style="list-style-type: none"> a) Province/Territory b) City/Town
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7	<p>Have you received your <i>Certificat de Sélection du Québec</i> (CSQ)?</p> <ul style="list-style-type: none"> a) Check the corresponding box b) = Z \ m c i \ W \ Y e s \ ž \ Y \ X \ [Y U g Y \] b X] W U h Y \ h \ Y \ 7 G E \ b c) = Z \ m c i \ W \ N o \ ž \ Y \ X \ b \ X \] W U h Y \ h \ Y \ X U h Y \ k \ Y \ b \ m c i
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PERSONAL DETAILS

Question	Action
1	<p>The following questions must be answered by the Principal Applicant.</p> <p>Indicate your full last name (surname/family name) as it appears on your passport, travel or identity document.</p> <p>Indicate all of your given name(s) (first, second or more) as they appear on your passport, travel or identity document. Do not use initials.</p>
2	Nickname/Alias

	Check the box to indicate if you have ever used any other name. This could be your nickname/alias by indicating it in the family name and given name(s) fields.
3	Indicate your Universal Client Identification number (UCI) or Client Identification number (Client ID), if known (8-digit number). Otherwise, leave it blank. If this is your first application with CIC you will not have a UCI or a Client ID.
4	From the list, select your sex (male, female or unknown).
5	Indicate your height in either centimetres or feet and inches.
6	From the list, select your eye color.
7	Indicate your complete date of birth. Note: If your complete date of birth is unknown, please use "*" (star sign/asterisk) to fill in the spaces for the year, month or day, where applicable.
8	Indicate your place of birth, including the city or town, From the list, select your country of birth.
9	Citizenship 1) From the list, select your country of citizenship. 2) If you are a citizen of more than one country, select your other country of citizenship.
10	Current country of residence: From the list, select the appropriate information to indicate: <ul style="list-style-type: none"> ◁ The name of your current country of residence. Your country of residence is the country in which you are residing, provided that you have been lawfully admitted to that country. ◁ Your immigration status in that country (indicate one of the following): <ul style="list-style-type: none"> ○ Citizen ○ Permanent resident ○ Visitor ○ Worker ○ Student ○ Other ◁ Other: This section must be completed if you selected "Other" as a status. ◁ The dates (From To) you have been living in your current country of residence.
11	Enter the date of your last entry to Canada.
	Indicate the place you last entered Canada (Example: Toronto Airport, Lacolle border crossing, seaport Yarmouth, etc.)
12	Previous countries of residence:

	<p>Check the box to indicate whether you have lived in any country other than your country of citizenship or your current country of residence for more than six (6) months in the past five (5) years.</p> <p>If you checked "Yes", from the list select the appropriate information to indicate the following:</p> <ul style="list-style-type: none"> ◁ The name of the country you lived in ◁ Your immigration status for the time you were in that country: <ul style="list-style-type: none"> ○ Citizen ○ Permanent resident ○ Visitor ○ Worker ○ Student ○ Other ◁ Check the box to indicate whether you have lived in any country other than your country of citizenship or your current country of residence for more than six (6) months in the past five (5) years. ◁ The dates (From To) you were living in that country.
13	<p>a) From the list, choose your current marital status:</p> <ul style="list-style-type: none"> ◁ Annulled Marriage: This is a marriage that is legally declared as not valid. An annulment can also be a declaration by the Catholic Church that the marriage union did not have a binding force. ◁ Common-Law: This means that you have lived continuously with your partner in a marital-type relationship for a minimum of one year. ◁ Divorced: This means that you are officially separated and have legally ended your marriage. ◁ Legally Separated: This means that you are married, but no longer living with your spouse. ◁ Married: This means that you and your spouse have had a ceremony that legally binds you to each other. Your marriage must be legally recognized in the country where it was performed and in Canada. ◁ Single: This means that you have never been married and are not in a common-law relationship. ◁ Widowed: This means that your spouse has died and that you have not re-married or entered into a common-law relationship. <p>b) Enter the date (year, month and day) you were married or you entered into your current common-law relationship.</p> <p>c) Indicate the family name(s) and given name(s) of your current spouse or common-law partner.</p>
14	<p>Check the box to indicate whether you have previously been married or in a common-law relationship. If you checked "Yes", provide the following details for</p>




	<p>your previous spouse/common-law partner:</p> <ul style="list-style-type: none"> < Family name(s) < Given name(s) < Type of relationship: <ul style="list-style-type: none"> o Common-law or o Married < Dates (From É To) for which you were in the relationship with your previous spouse/common-law partner.
CONTACT INFORMATION	
1	<p>Indicate your current mailing address (where information should be mailed) by typing the following information:</p> <ul style="list-style-type: none"> < Post Office Box (P.O. Box) number, if applicable. If you do not indicate post office box, the Street number must be provided < Apartment (Apt.) or Unit, if applicable < Street number (No.), if applicable. This must be provided if you did not type in a P.O. Box < Street name, if applicable < City or Town < From the list, select the Country of your current mailing address < Province or State < Postal code/zip code < District, if applicable <p>Note: All correspondence will go to this address unless you indicate your e-mail address.</p> <p>If you wish to have a representative who can conduct business on your behalf, you must provide their address in this section and on the <i>Use of a Representative (IMM 5476)</i> form.</p> <p>For more information read the Use of a Representative section in this guide.</p>
2	<p>Check the box to indicate whether your residential address (where you live) is the same as your mailing address. If "No", indicate the following information:</p> <ul style="list-style-type: none"> < Apartment (Apt.) or Unit, if applicable < Street Number (No.) < Street Name < City or Town < Country < Province or State < Postal Code/zip code < District, if applicable
3	<p>Check the appropriate box to indicate if the telephone number is from</p>

	<p>Canada/the United States (US) or Other (any other country).</p> <p>From the list, select the type of telephone :</p> <ul style="list-style-type: none"> < Residence (home) < Cellular (cell/mobile) < Business (work) <p>Indicate your telephone number including the country code, area/regional codes, etc.</p> <p>If you have an extension number, indicate it after your phone number under "Ext."</p>
4	<p>Check the appropriate box to indicate if your alternate telephone number is from Canada/the United States or Other (any other country).</p> <p>From the list, select the type of telephone :</p> <ul style="list-style-type: none"> < Residence (home) < Cellular (cell/mobile) < Business (work) <p>Indicate your telephone number including the country code, area/regional codes, etc.</p> <p>If you have an extension number, indicate it after your phone number under "Ext."</p>
5	<p>Check the appropriate box to indicate if the facsimile (fax) number is from Canada and United States or Other (any other country).</p> <p>If applicable, indicate your facsimile (fax) number, including country code, area/regional codes, etc.</p>
6	<p>If applicable, indicate your e-mail address using a format similar to the following:</p> <p>name@provider.net</p> <p>Note: By indicating your e-mail address, you are hereby authorizing CIC to transmit your file and personal information to this specific e-mail.</p>
PASSPORT	
1	Check the appropriate box to indicate if you have a valid passport or travel document.
2	If you checked "Yes", provide your passport or travel document number. Make sure there is no space between each number or letter.
3	From the list, select the name of the country that issued your passport or travel document.
4	Enter the issue date of your passport or travel document.
5	Enter the expiry date of your passport or travel document.
NATIONAL IDENTITY DOCUMENT	
1	Check the appropriate box to indicate if you have a valid identity document.
2	If you checked "Yes", provide your identity document number. Make sure there is no space between each number or letter.
3	From the list, select the name of the country that issued your identity document.

4	Enter the issue date of your identity document.																		
5	Enter the expiry date of your identity document.																		
EDUCATION/OCCUPATION DETAIL																			
1	<p>From the list, select your highest level of education.</p> <table border="1"> <thead> <tr> <th>Type of education</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Secondary education</td> <td>High school diploma obtained after elementary school and before college, university, or other formal training.</td> </tr> <tr> <td>Trade/ Apprenticeship</td> <td>Diploma completed in a specific trade, 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>Post-secondary - No Degree</td> <td>Post-secondary studies at a college or university but no degree earned.</td> </tr> <tr> <td>6 U W \ Y ` c f Đ g ` X</td> <td>Academic degree awarded by a college or university to those who completed an undergraduate curriculum; also called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.</td> </tr> <tr> <td>Post Graduate É No Degree</td> <td>Post Graduate studies at a graduate school of a college or university but no degree earned (Master or PhD).</td> </tr> <tr> <td>A U g h Y f Đ g ` X Y [</td> <td>Academic degree awarded by a graduate school of a college or university. You must have completed a 6 U W \ Y ` c f Đ g ` X Y [f Y Y ` V Y Z c f Y ` U ` earned.</td> </tr> <tr> <td>Doctorate - PhD</td> <td>Highest university degree, usually based on at least three years of graduate studies and a thesis. B c f a U ` ` m ž ` m c i ` a i g h ` \ U j Y ` W c a degree before a PhD can be earned.</td> </tr> </tbody> </table>	Type of education	Description	Secondary education	High school diploma obtained after elementary school and before college, university, or other formal training.	Trade/ Apprenticeship	Diploma completed in a specific trade, 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).	Post-secondary - No Degree	Post-secondary studies at a college or university but no degree earned.	6 U W \ Y ` c f Đ g ` X	Academic degree awarded by a college or university to those who completed an undergraduate curriculum; also called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.	Post Graduate É No Degree	Post Graduate studies at a graduate school of a college or university but no degree earned (Master or PhD).	A U g h Y f Đ g ` X Y [Academic degree awarded by a graduate school of a college or university. You must have completed a 6 U W \ Y ` c f Đ g ` X Y [f Y Y ` V Y Z c f Y ` U ` earned.	Doctorate - PhD	Highest university degree, usually based on at least three years of graduate studies and a thesis. B c f a U ` ` m ž ` m c i ` a i g h ` \ U j Y ` W c a degree before a PhD can be earned.
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2	Indicate the total number of years of formal education that you have completed.																		
3	Indicate your current occupation.																		
4	Indicate your intended occupation in Canada.																		
LANGUAGE DETAIL																			
1	<p>a) From the list, select your first (native) language. This is the language that you learned at home during your childhood and which you still understand.</p> <p>b) If your native language is not English or French, select from the list which one you would most likely use:</p> <ul style="list-style-type: none"> o English o French o Neither <p>C b Y ` c Z ` 7 U b U X U Đ g ` c V ^ Y W h] j Y g ` k] h \ ` f Y g d Y W h ` h c and assist the development of minority language communities in Canada.</p> <p>Note: This question is not used for selection purposes.</p>																		
2	From the list, select whether you are able to communicate in English and/or																		

	<p>French:</p> <ul style="list-style-type: none"> < English < French < Both < Neither
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DEPENDANT(S)




	<p>You, the principal applicant must answer each question on behalf of each of your dependant(s).</p> <p>Note: Remember that all questions in this section are about your dependant.</p> <p>You can add up to five (5) dependants in this form.</p> <p>To remove a dependant from the application, click the button.</p> <p>If you have more than five (5) family members, you must complete the <i>Additional Dependants/Declaration</i> (IMM 0008DEP) form for each additional family member in order to include everyone in your application.</p> <p>Important  You must list all family members in your application for permanent residence, whether they are accompanying you to Canada or not. You must also provide details on family members whose location is unknown (including those missing or presumed to be able to sponsor family members at a later date if they are not listed on your application.</p>
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PERSONAL DETAILS

1-9	<p>Questions 1 to 9 are identical to the questions you answered for yourself. Refer to the previous instructions to help you answer the questions for your dependant(s).</p>
10	<p>a) From the list, select the applicant:</p> <ul style="list-style-type: none"> < Adopted Child < Child < Common-law partner < Grandchild < Other < Spouse < Step-Child < Step-Grandchild <p>b) Check the box to indicate whether or not, your dependant will accompany you to Canada?</p>
11	<p>a) Check the box to indicate whether or not, your dependant will accompany you to Canada?</p> <p>b) From the list, select the type of dependant child:</p>
12	<p>From the list, select the type of dependant child:</p> <ul style="list-style-type: none"> < Type A < Type B < Type C

	Type of dependant child	Description
	TYPE A	The child is under the age of 22 and is single (not married and not in a common-law relationship).
	TYPE B	<p>The child has been continuously enrolled in and in attendance as a full-time student at a post-secondary institution accredited by the relevant government authority and has depended substantially on the financial support of a parent either:</p> <ul style="list-style-type: none"> ◁ since before the age of 22, or ◁ since marrying or entering into a common-law relationship (if it happened before the age of 22).
	TYPE C	The child is 22 years of age or older, has depended substantially on the financial support of a parent since before the age of 22, and is unable to provide for himself or herself because of a medical condition.
13	<p>Current country of residence:</p> <p>From the list, select the appropriate information to indicate:</p> <ul style="list-style-type: none"> ◁ The name of your current country of residence. Your country of residence is the country in which you are residing, provided that you have been lawfully admitted to that country. ◁ Your immigration status in that country (indicate one of the following): <ul style="list-style-type: none"> ○ Citizen ○ Permanent resident ○ Visitor ○ Worker ○ Student ○ Other ◁ Other: This section must be completed if you selected "Other" as a status. ◁ The dates (From <input type="text"/> To <input type="text"/>) you have been living in your current country of residence. 	
14	Enter the date of your last entry to Canada.	
	Indicate the place you last entered Canada (Example: Toronto Airport, Lacolle border crossing, seaport Yarmouth, etc.)	
15	<p>Previous countries of residence:</p> <p>Check the box to indicate whether you have lived in any country other than your country of citizenship or your current country of residence for more than six (6) months in the past five (5) years.</p> <p>If you checked "Yes", from the list select the appropriate information to indicate</p>	

	<p>the following:</p> <ul style="list-style-type: none"> ◁ The name of the country you lived in ◁ Your immigration status for the time you were in that country: <ul style="list-style-type: none"> ○ Citizen ○ Permanent resident ○ Visitor ○ Worker ○ Student ○ Other ◁ Other: This section is for you if you are a citizen of a country that is not listed in the list of countries. ◁ The dates (From Æ To) you were living in that country.
16	<p>a) From the list, choose your current marital status:</p> <ul style="list-style-type: none"> ◁ Annulled Marriage ◁ Common-Law ◁ Divorced ◁ Legally Separated ◁ Married ◁ Single ◁ Widowed <p>b) Enter the date (year, month and day) you were married or you entered into your current common-law relationship.</p> <p>c) Indicate the family name(s) and given name(s) of your current spouse or common-law partner.</p>
17	<p>Check the box to indicate whether you have previously been married or in a common-law relationship. If you checked "Yes", provide the following details for your previous spouse/common-law partner:</p> <ul style="list-style-type: none"> ◁ Family name(s) ◁ Given name(s) ◁ Type of relationship: <ul style="list-style-type: none"> ○ Common-law or ○ Married ◁ Dates (From Æ To) for which you were in the relationship with your previous spouse/common-law partner.
PASSPORT	
1	Check the appropriate box to indicate if you have a valid passport or travel document.
2	If you checked "Yes", provide your passport or travel document number. Make sure there is no space between each number or letter.
3	From the list, select the name of the country that issued your passport or travel document.
4	Enter the issue date of your passport or travel document.
5	Enter the expiry date of your passport or travel document.

NATIONAL IDENTITY DOCUMENT					
1	Check the appropriate box to indicate if you have a valid identity document.				
2	If you checked "Yes", provide your identity document number. Make sure there is no space between each number or letter.				
3	From the list, select the name of the country that issued your identity document.				
4	Enter the issue date of your identity document.				
5	Enter the expiry date of your identity document.				
EDUCATION/OCCUPATION DETAIL					
1	From the list, select your highest level of education. For definitions, refer to the type of education table.				
2	Indicate the total number of years of formal education that you have completed.				
3	Indicate your current occupation.				
4	Indicate your intended occupation in Canada.				
LANGUAGE DETAIL					
1	<p>a) From the list, select your first (native) language. This is the language that you learned at home during your childhood and which you still understand.</p> <p>b) If your native language is not English or French, select from the list which one you would most likely use:</p> <ul style="list-style-type: none"> o English o French o Neither <p>C b Y ` c Z ` 7 U b U X U Ð g ` c V ^ Y Wh] j Y g ` k] h \ ` f Y g d Y Wh ` h c and assist the development of minority language communities in Canada.</p> <p>Note: This question is not used for selection purposes.</p>				
2	<p>From the list, select whether you are able to communicate in English and/or French:</p> <ul style="list-style-type: none"> < English < French < Both < Neither 				
CONSENT AND DECLARATION OF APPLICANT					
Refer to the following table in order to complete your form properly.					
	<table border="1"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> <p>Once the application is completed, click on the "Validate" button located at the top or bottom of the form. This will generate a barcode* page.</p> <p>*See image below:</p>  </td> </tr> </tbody> </table>	Step	Action	1	<p>Once the application is completed, click on the "Validate" button located at the top or bottom of the form. This will generate a barcode* page.</p> <p>*See image below:</p> 
Step	Action				
1	<p>Once the application is completed, click on the "Validate" button located at the top or bottom of the form. This will generate a barcode* page.</p> <p>*See image below:</p> 				

		Note: This barcode page will not appear if you fill out your application by hand.
	2	Print all pages of your application form.
	3	 <p>Read all of the statements in all sections carefully and:</p> <ul style="list-style-type: none"> a) Write your name in the space provided. b) Check the appropriate box to indicate if you agree that the information contained in this application related to your intended occupation, education and work experience may be shared with prospective employers in order to assist them in hiring workers. c) Sign and date in the spaces provided. <p>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.</p>
	4	Place the barcode pages on the top of your application (forms and supporting documents) when you will submit it.



Additional Dependants/Declaration Form (IMM 0008DEP)

Who must fill out this application form?

This form must be completed by:

- ◁ You, the principal applicant on behalf of each of your dependant.
-


DEPENDANT(S)	
	<p>You, the principal applicant must answer each question on behalf of each of your dependant(s). The questions are the same that you answered for yourself and other dependants on the <i>Generic Application Form for Canada</i> (IMM 0008).</p> <p>Follow the previous instructions to help you answering the questions for your dependant.</p>
CONSENT AND DECLARATION OF APPLICANT	
	<p>Read all of the statements in all sections carefully and then:</p> <ul style="list-style-type: none"> a) Write your name in the space provided. b) Check the appropriate box to indicate if you agree that the information contained in this application related to your intended occupation, education and work experience may be shared with prospective employers in order to assist them in hiring workers. c) Sign and date in the spaces provided. <p>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.</p> <p>Note: If you are less than 18 years of age, your form must be signed by one of your parents or a legal guardian.</p>

Schedule A - Background/Declaration (IMM 5669)

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	<p>Indicate your full last name (surname/family name) as it appears on your passport, travel or identity document.</p> <p>Indicate all of your given name(s) (first, second or more) as they appear on your passport, travel or identity document. Do not use initials.</p>
2	<p>Indicate your name in your native language or script (if applicable). For example: Arabic, Cyrillic, Chinese, Farsi, Korean, Japanese characters or Chinese commercial/telegraphic code.</p>
3	<p>Indicate your date of birth.</p>
4	<p>Provide your personal details including his:</p> <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).
5	<p>Provide your personal details including her:</p> <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.
6	<p>Answer each question of the section by checking the appropriate box.</p> <p>If you answered 'no' to one or more of these questions, you must write an explanation of what happened in the space provided. If you need more space, attach a separate sheet of paper.</p>
7	<p>Education</p> <p>Indicate the number of years of formal education you have which you have completed at each of the levels indicated.</p> <p>Provide the details about each educational institutions you attended, including the:</p> <ul style="list-style-type: none"> < period of time that you attended the institution, < name of the institution,

	<ul style="list-style-type: none"> < city and country, and < type of certificate or diploma issued. <p>= Z ` b c ` X] d ` c a U ` k U g `] g g i Y X ž ` k f] h Y ` [B # 5 Î " ` ` = Z ` n sheet of paper.</p>
8	<p>Provide the details of your personal history since the age of 18, or the past 10 years, whichever comes first.</p> <p>G h U f h ` k] h \ ` h \ Y ` a c g h ` f Y W Y b h `] b Z c f a U h] c b " ` l b X job title if you were working. If you were not working, provide information on what you were doing (for example: unemployed, studying, travelling, retired, 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>
9	<p>Indicate the names of all membership or association with organizations 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>= Z ` m c i ` k Y f Y ` b c h ` U ` a Y a V Y f ` c Z ` U b ` U g g c W] U h] c b ` U d d `] W U V ` Y Î " ` F [U = h ` \ \ Y U f j ž Y ` k b f Y] j h Y Y f . ` V Y Y b ` U ` a Y a V Y f ` c c f ` U g g c W] . U h] c b Î</p> <p>Note: Do not use abbreviations. Write the city and country where you were a member.</p>
10	<p>Indicate 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 and/or positions that you held. <p>Note: Do not use abbreviations.</p>
11	<p>Give 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>
12	<p>Indicate 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
Declaration of applicant





Read all of the statements in all 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 A 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	a) Check the box to indicate if you are recipient of a Government of Canada scholarship or award that requires you to return to your home country following the completion of your degree. b) Check the box to indicate if you were a recipient of a Government of Canada scholarship or award that required you to return to your home country following the completion of your degree and you have satisfied the terms/conditions of that scholarship or award.
6	Language a) Check the appropriate box to indicate in which language, English or French, you are able to most comfortably express yourself. b) Unless you have taken an approved test or tests to assess your proficiency in English or French, you should not submit an application. For this reason, if you do not indicate your language proficiency, your application will be returned to you as incomplete.  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	Work in Canada 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.
9	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.
10	<p>a) Assets Indicate the total amount (in Canadian dollars) of unencumbered, transferable and available funds in your bank accounts, pensions, etc.</p> <p>b) Liabilities Indicate the total amount (in Canadian dollars) of real property mortgages and any other personal debts.</p> <p>c) Total funds available for settlement in Canada With consideration to your total assets and liabilities, indicate the total amount (in Canadian dollars) of unencumbered, transferable and available funds that you have for settlement in Canada.</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 Occupation 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 Occupation Classification</p>
12	<p>Order of preference</p> <p>From the occupations you listed in question 11 above, list which occupational experience you would like to be assessed in order of preference. Begin with your first choice and continue with your second, etc. Include both the NOC code and</p> <p>Note: The order of preference will be used for the assessment of eligibility under the ministerial instructions. The order can be different from the order in which occupations are listed in question 11.</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.

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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.

Who needs to fill out this application form?

This form must be completed by:

- you, the principal applicant;

You must complete all sections including those for your spouse or common law partner (whether accompanying or not) and each dependent child over the age of 18 (whether accompanying or not).

If there is not enough space to provide all the necessary information, use an extra sheet of paper. Print your name and the Z c f a D g h j h Y c b h \ Y U X X j h j c b U g \ Y Y h "

Question	Action
1	Write your full family name (surname/last 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.
2a	List all trips you have taken outside your country of origin or of residence in the last ten years (or since your 18 th birthday if this was less than ten years ago). Include all trips: tourism, business, training, etc. = Z i m c i f X j X i b c h h f U j Y i c i h g j X Y i m c i f d m t r i o b h f t r a v e l l " "
2b	List all trips your spouse or common-law partner has taken outside their country of origin or of residence in the last ten years (or since their 18 th birthday if this was less than ten years ago). Include all trips: tourism, business, training, etc. If they did not travel outside their country during this period, W \ Y W d i d n o t t r a v e l l " "
2c,d,e	Write the full name (given name and surname/family name) of your dependent child 18 years or older as it appears on their passport or on the official documents that will be use to obtain their passport. Do not use initials. List all trips that the dependent child has taken outside their country of origin or of residence in the last ten years (or since their 18 th birthday if this was less than ten years ago). Include all trips: tourism, business, training, etc. If they diX i b c h h f U j Y i c i h g j X Y i h \ Y j f i W c i b o l l i d f r o t X i t r a v e l l " "

Statutory Declaration of Common -Law Union (IMM 5409)

Who must complete this form?

This form must be completed and signed by the sponsor and common-law partner, only if the latter is a co-signer on the application.

Question	Action		
	<p>Write the following information in the space provided:</p> <ul style="list-style-type: none"> < Country < Province/state/territory < name of the declarant < name of the X Y W` U f partner g < name of city, town, village < name of county (if applicable) < name of province/state/territory < name of the country < number of continuous year(s) in a conjugal relationship < date of the relationship (from-to) 		
1A	Check the box to indicate if you have jointly signed a residential lease, mortgage or purchase agreement relating to a residence in which you both live.		
1B	Check the box to indicate if you jointly own property other than your residence.		
1C	Check the box to indicate if you have joint bank, trust credit union or charge card accounts.		
1D	Check the box to indicate if you have declared your common-law union under the <i>Canadian Income Tax Act</i> (T-%` [; Y b Y f U` `] b X] j] X i U` `] b W c a		
2	Check the box to indicate if you have life insurance on yourself which names your common-law partner as beneficiary.		
3	Check the box to indicate if your common-law partner has life insurance on him/herself which names you as beneficiary.		
4	= Z ` m c i ` U b g O I Y f h X ` d i Y l g o 3, indicate other documentary evidence you have that would indicate your relationship as common-law partners		
5	<p>SOLEMN DECLARATION</p> <p>Write the following information in the space provided:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> < name of declarant < name of declarant partner < name of the city, town, village < name of the county < name of the province /state/territory < name of the country </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> < signature of the declarant < signature of the declarant < name of the Commissioner of Oaths < signature of the Commissioner of Oaths </td> </tr> </table>	<ul style="list-style-type: none"> < name of declarant < name of declarant partner < name of the city, town, village < name of the county < name of the province /state/territory < name of the country 	<ul style="list-style-type: none"> < signature of the declarant < signature of the declarant < name of the Commissioner of Oaths < signature of the Commissioner of Oaths
<ul style="list-style-type: none"> < name of declarant < name of declarant partner < name of the city, town, village < name of the county < name of the province /state/territory < name of the country 	<ul style="list-style-type: none"> < signature of the declarant < signature of the declarant < name of the Commissioner of Oaths < signature of the Commissioner of Oaths 		

Question	Action
	< date (day, month, year)



Use of a Representative (IMM 5476)

Who may use this form?

Complete this form only if you:

- ◁ used the services of a representative to help you prepare or submit your application; or
- ◁ are appointing a representative; or
- ◁ *U f Y ' W U b W Y ' '] b [' U ' f Y d f Y g Y b h U h] j Y Ð g ' U c*

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 provided advice, consultation, or guidance to you at any stage of the immigration application process, or in an immigration proceeding. If someone represented or advised you to help you submit your application, then that person is your representative. A representative is also someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada (CIC) and the Canada Border Services Agency (CBSA).

When you appoint a representative:

- ◁ you also authorize CIC and CBSA to share information from your case file to this person;
- ◁ 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 immigration matters related to the application you submit with this form;
- ◁ you can appoint only one representative for each application you submit;
- ◁ you are not obliged to hire a representative. We treat everyone equally, whether they use the service of a representative or not.



M c i ' a i g h ' b c h] Z m ' i g '] Z ' m c i f ' f Y d f Y g Y
changes or if you cancel the appointment of a representative.

Types of representatives

Family, friends, and non-profit groups often help applicants who feel the need for support and advice on immigration matters. You can appoint a representative who does not charge fees or receive any other compensation for providing immigration advice or services to represent you before CIC or the CBSA.

There are two types of representatives:

Uncompensated representatives include:

- ◁ friends and family members who do not, and will not, charge a fee or receive any other consideration for their advice and services;
- ◁ organizations that do not, and will not, charge a fee or receive any other consideration for providing immigration advice or assistance

- (such as a non-governmental or religious organization);
- ◁ consultants, lawyers and Quebec notaries, and students-at-law under their supervision, who do not, and will not, charge a fee or receive any other consideration to represent you.

Compensated representatives:

Compensated representatives charge a fee or receive some other form of consideration in exchange for the advice and representation that they provide. If you want us to conduct business with a compensated representative then they must be authorized by CIC.

It is important to know that anyone who represents or advises you for payment or offers to do so in connection with immigration proceedings or applications is breaking the law *unless* they are an authorized representative or they have a specific agreement or arrangement with the Government of Canada that allows them to represent or advise you. This applies to advice or consultation which happens before or after an immigration application is made or a proceeding begins.

Authorized representatives are:

- ◁ immigration consultants who are members in good standing of the Immigration Consultants of Canada Regulatory Council (ICCRC);
- ◁ lawyers and paralegals 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 compensated 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 website at: <http://www.cic.gc.ca/english/information/representative/index.asp>.

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; ◁ location of office; ◁ type of application you are sending.
4	Write your Citizenship and Immigration Canada Identification (ID) or Unique Client Identifier (UCI) number (if known).
Section B- Appointment of Representative	
5	If your representative is a member of the Immigration Consultants of Canada Regulatory Council (ICCRC), a law society or the <i>Chambre des notaires du</i>

	Québec list.
6	Check one box to indicate if your representative is unpaid or paid. If your representative is paid write the membership ID number of: <ul style="list-style-type: none"> < the Immigration Consultants of Canada Regulatory Council (ICCRC); or < a Canadian provincial or territorial law society; or < the <i>Chambre des notaires du Québec</i> .
7	Note: By indicating your representative's e-mail address, you are hereby authorizing CIC to transmit your file and personal information to this specific e-mail address.
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.
Section D- Your Declaration	
10	By signing, you authorize CIC to complete your request for yourself and your dependent children under 18 years of age. If your spouse or common-law partner is included in this request, he or she must sign in the box provided.

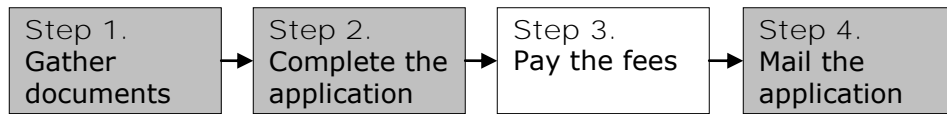
Release of information to other individuals

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;
- or
- < from Canadian embassies, high commissions and consulates abroad.

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



Complete the *Fee Payment Form - Application for Permanent Residence – Federal Skilled Worker Class (IMM 5620)* and include it with your application to the CIO. On-line payments are not accepted by the CIO.

In Canadian funds only, you may pay

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

Note: Certified cheques, bank drafts and money orders may have expiry dates. When you submit your application to the CIO, the expiry date must be at least five months into the future.

If there is no expiry date on your certified cheque, money order or bank draft and it is drawn on a foreign bank, it can only be cashed for 6 months from the date of issue. To ensure it can still be cashed when the fee payment is processed at the CIO, it must be issued no more than 30 days before you send your application to the CIO.

If you are paying by credit card, please ensure that your credit card will be valid for at least nine months from your submission date.

If we are unable to process your payment, your application will be returned to you.



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

Sign the form



The application must be signed and dated before it is submitted.

If you are:

- < 18 years of age or older, sign and date in the boxes provided,
- < less than 18 years of age, your form must be signed by one of your parents or legal guardian.

Note: If your application is not signed and dated, it will be returned to you.

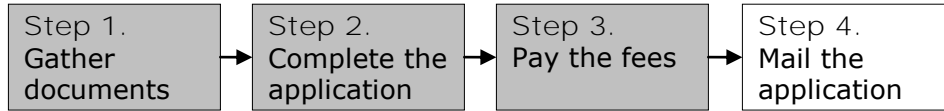
Submit the application form

When submitting your application, to ensure your encoded data is captured, you must include the last page which contains your unique barcodes. See the image below:



Note: This page is only available when you complete your application electronically (on a computer).

Step 4. Mail the Application



Mailing instruction



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 envelope.
- < Send your completed application to one of the addresses shown below.

Regular mail:

(Your Name) (Your Address) (Your Postal Code)	Affix sufficient postage <input type="checkbox"/>
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)	Affix sufficient postage <input type="checkbox"/>
Citizenship & Immigration Canada Federal Skilled Worker Centralized Intake Office 47-49 Dorchester Street Sydney, NS B1P 5Z2 Canada	

Send the document checklist

Make sure you follow the *Document Checklist* (IMM 5612) and use it as the cover page of your application. Do not submit documents that are not found on the checklist and do not send duplicates of your application or documentation.

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

The table below represents the phases of the assessment and processing.

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 documents are submitted from the Document Checklist (IMM 5612) , and < the correct processing fee payment has been made. <p>If your application is:</p> <ul style="list-style-type: none"> < incomplete or; < the allowable limit has been reached, <p>your entire package (including your payment) will be returned to you with a letter explaining why it is being returned.</p>
Eligibility Review	<p>An officer will make a final determination of eligibility of your application to determine whether:</p> <ul style="list-style-type: none"> < your application qualifies for processing under one of the categories described in the Ministerial Instructions <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
Selection and Admissibility	<p>If your application is eligible for processing, your application will be assessed against the following requirements:</p> <ul style="list-style-type: none"> < minimal requirements < selection factors < sufficient funds < admissibility (criminality, security, medical) < If your score is equal to or greater than the pass mark, your application will be sent to the visa office for further processing.

Medical requirements



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.

9 | U a d` Y g` c Z` [Y | W Y g g] j Y` X Y a U b X î`] b W` i X Y` institutional care for a physical or mental illness.

Instructions

If you meet the selection criteria, 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 [Designated Medical Practitioner](#) 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.

Factors that can facilitate processing

There are certain things you can do to help ensure that your application is processed as fast as possible:

- ◁ make sure that all the documentation and information requested are provided with your application
- ◁ advise the visa office, where you submitted your application, of any change to your contact information. This includes:
 - mailing address
 - telephone number
 - facsimile number (fax)
 - e-mail address

Factors that may delay processing

The following factors may delay the processing of your application:

- ◁ unclear photocopies of documents
 - ◁ contact information that is unclear, illegible, incorrect or blocked by your internet server
 - ◁ 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 two categories identified in the Federal Skilled Worker class.

This means that requests for exemptions on H&C grounds should only be submitted after it has been determined that your application qualifies for processing under the ministerial instructions.

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	<p>There are a few limitations on permanent residents:</p> <ul style="list-style-type: none"> ◁ 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	<p>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.</p>
The Permanent Resident Card	<p>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.</p>
Checking application status on-line	<p>You can check the status of your application on-line once you receive your file number by doing the following:</p> <ol style="list-style-type: none"> 1. Log on to our website at www.cic.gc.ca; 2. Go to <i>Check My Application Status</i> in the <i>I need to...</i> section on the right-hand side of the page.
Protecting your information	<p>Your personal information is:</p> <ul style="list-style-type: none"> ◁ only available to Citizenship and Immigration Canada (CIC) and Canada Border Service Agency (CBSA) employees who need to see it in order to provide services to you, and ◁ not disclosed to anyone else except as permitted under the provisions of the <i>Privacy Act</i>. <p> You can obtain additional information on the protection of your data by visiting the "Frequently Asked Questions" (FAQ) on our website.</p>

How to Contact CIC

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

Website	www.cic.gc.ca
Within Canada	<p>CIC Call Centre: 1-888-242-2100 (toll-free)</p> <p>Hours of operation: Monday to Friday 8 a.m. to 4 p.m., your local time</p> <p>If you are deaf, deafened or hard of hearing, or you have a speech impediment and use a text telephone, you can access the TTY service from 8 a.m. to 4 p.m. your local time by calling: 1-888-576-8502 (in Canada only).</p>
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 telephone directory or the CIC website for addresses, phone numbers and website addresses.</p>



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.

Appendix A - 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 the *Checklist*.

Notes to the photographer

The photos must:

- < be 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.

