

**Saskatchewan Immigrant Nominee Program (SINP)**  
**SINP Procedural Guidelines**

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*These procedural guidelines apply to the SINP Skilled Worker, Family, Student, Health Professionals, Long Haul Truck Drivers Project and Hospitality Sector Project categories.*

## **PROGRAM OBJECTIVES & OVERVIEW**

The Saskatchewan Immigrant Nominee Program (SINP) can provide an alternate and quicker means of entry into Canada. It allows Saskatchewan to nominate applicants, who qualify under criteria established by the province, to the federal government for landed immigrant status. The SINP offers:

- The ability to select applicants whose skills and abilities best fit the province's labour market needs;
- Application processing times that are faster than other federal immigration classes; and
- Assistance from provincial immigration officers who are available to explain program requirements and processes.

The SINP works through Government of Canada embassies and consulates around the world and does not engage the exclusive services of any agencies or representatives in any jurisdictions. SINP applicants may choose to engage the services of an immigration consultant or not, however, no immigration consultant has or will be allocated an immigrant quota from the Province of Saskatchewan.

Nominations are granted at the sole discretion of the Province of Saskatchewan.

- Applicants who believe they qualify under the program criteria may submit applications.
- Applicants are responsible for completing accurate applications including valid documentation required. Refer to the checklist of the category applied under.
- Applicants are assessed against established program criteria.
- Successful candidates are identified as SINP nominees in their application for permanent resident status with Citizenship and Immigration Canada.

## **ORGANIZATIONAL STRUCTURE**

Positions:

- 1) Assistant Deputy Minister, Immigration Services
- 2) Director, SINP Unit
- 3) Manager, SINP Unit
- 4) Immigration Officer
- 5) Employer Relations Officer
- 6) Information Verification Analyst (IVA)
- 7) Information Verification Clerk (IVC)
- 8) Administrative Support Staff

## **PROCEDURAL GUIDELINES**

*\* These procedural guidelines apply to the SINP Skilled Worker, Family, Student, Health Professional, Long Haul Truck Drivers Project and Hospitality Sector Project categories.*

Before applying to the SINP please review the application guide and checklist of the category for which you wish to apply to ensure you meet the criteria.

### **I. INTAKE**

#### Receiving an Application

- Applications are date stamped by administrative support staff in the order that they are received in the SINP office. A file number is assigned to each application upon receipt.
- Administrative support staff send the applicant a receipt confirmation letter.
- To ensure up-to-date correspondence please provide a valid email address with your application.

### **II. PRE-SCREENING**

#### Pre-Screening

- Applications are pre-screened by information verification clerks (IVC) to ensure that only those applications that are complete and that meet basic criteria are accepted for criteria assessment.
- If the application is deemed incomplete by an IVC, the application is returned to the applicant with a letter indicating what documents are needed to meet pre-screening standards.

#### Data Entry

- If the application is accepted for assessment, an IVC completes data entry of the documents provided.

### **III. BASIC REVIEW**

- Files that successfully pass pre-screening are randomly assigned to an Information Verification Analyst (IVA) for a basic review in order of the date received.
- The IVA completes a basic review to ensure that the applicant has provided sufficient documentation to meet the category's eligibility criteria and makes case notes on the file.
- If the application does not meet the basic review criteria, a letter is sent to the applicant requesting the necessary documentation to be provided within 45 days.
- When the SINP office receives additional documents, administrative staff will add case notes for receipt of additional documents and will distribute the documents to the appropriate IVA.
- A reminder letter will be sent at the half way point of the document deadline.
- If the documentation is not received within the 45 day timeframe the file will be distributed to an immigration officer for a final assessment as it was originally submitted.

- After a file is considered complete or incomplete at the basic assessment stage, the file is assigned to an immigration officer for criteria assessment.

#### IV. CRITERIA ASSESSMENT

- An immigration officer reviews the work done by the IVA, ensuring the application follows established policies.
- The immigration officer undertakes any further verification at his or her discretion.
- The immigration officer completes a final criteria assessment with detailed case notes and makes a final recommendation to a manager.
- The file is randomly assigned to a SINP manager for recommendation review.

#### V. RECOMMENDATION REVIEW

- The manager reviews the recommendation made by the immigration officer.
- If the manager agrees with the recommendation he/she issues a nomination or returns the application as ineligible. This will be communicated to the applicant by email if a valid email address has been provided.
- The manager may request further verification or review from the immigration officer prior to making the final assessment of the application.

#### VI. POST-ASSESSMENT

- The nomination package sent to the applicant or applicant's representative includes:
  - Approval Letter
  - Work Permit Support Letter (if applicable)
  - Information for proceeding with an application for Permanent Resident Status.
- If the applicant's nomination is successful the applicant must apply to Citizenship and Immigration Canada (CIC). CIC will consider your application after they receive the nomination certificate from the SINP. The nomination certificate is sent electronically to the appropriate visa office.
- CIC will conduct a health, security and criminal record review before issuing visas to the applicant and accompanying family members. CIC may also request any additional information deemed appropriate at any time during the application process. This may include asking SINP nominees to submit International English Language Testing System test results.

#### VII. AMENDMENTS TO CERTIFICATE

1. *Change of Visa Office* – The immigration officer will review requests to change the visa office to ensure consistency with R(11) of the Immigration Refugee Protection Act and to ensure the change is reasonable and in the best interest of the applicant and the program.
2. *Change of Individuals Included* – Applicants must notify the SINP of any changes of family status that may effect his or her permanent resident application (non-accompanying family members wishing to accompany, new births, marriage, divorce).

- i) The applicant must provide the request in writing with any necessary supporting documents to include or remove the person from the application.
  - ii) An immigration officer will review the request to determine whether sufficient documentation and reason exists to add/remove an individual to the application for permanent residency.
  - iii) The officer may confer with Citizenship and Immigration Canada (CIC) to determine what stage of assessment the application is at and whether a change can be made at that time.
- 3. *Time Extension* – Each nomination may receive one nomination extension of three months. If a second extension is requested the SINP will review the request on a case by case basis.
- 4. *Change of Employer* - Please note that changing employers may affect an applicant's eligibility under the SINP.
  - i) The applicant must provide the request in writing with the new job offer and the required employer forms. The request must clearly indicate why a new job offer is in the best interest of the applicant.
  - ii) An immigration officer will review the request to determine whether the new offer will meet SINP criteria under the category that he or she originally applied through.
  - iii) Any changes to the conditions of a nomination will be communicated to the visa office.
  - iv) If the applicant is already working in the province on a temporary work permit that specifies which employer he or she may work for, he or she must apply for and obtain a new work permit before beginning to work for a new employer.
- 5. *Withdrawal of Certificate by SINP*
  - i) If the SINP immigration officer or manager receives notice of misrepresentation from the visa office the application is returned to the SINP for reassessment.
  - ii) If the SINP agrees with findings from the visa office, the SINP will withdraw the nomination certificate and document the reasons in the file notes.
  - iii) If the immigration officer decides to maintain the nomination, this is communicated to the visa office.

## IX. INELIGIBLE APPLICATIONS

The SINP will not nominate or approve an application if the applicant fails to demonstrate the following:

- i) Adequate proof of meeting the criteria for the category applied to; and/or
- ii) Proof of the ability and intention to settle permanently in Saskatchewan.
- iii) If approval would affect any labour dispute or would negatively effect the employment of Canadian citizens;
  - i) Any documentation is found to be fraudulent;
  - ii) Deadlines for submitting requested documentation are not met; and/or

- iii)* The application is a resubmission without a significant change in content or circumstances.

If your application was not approved and you wish to request a secondary review you must provide the following:

- Send a signed letter to the SINP requesting a secondary review within 45 days of the date on the refusal letter you received indicating your application was not approved.
- In your letter, you must clearly state your grounds for review. You will not be able to add new documents or information to support your application at this stage.
- The second review is based on the information contained in your completed application. If you have new documents or information, you will have to submit a new application to the SINP.
- If the SINP receives your letter within the 45 day period and the letter contains the required information, then your application will be reviewed by a different manager and you will be notified of the final decision by email.

#### X. REAPPLYING FOLLOWING AN INELIGIBLE DECISION

- i)* Applicants may reapply only when the applicant has addressed the reasons for the ineligible decision. The resubmitted application will be subject to the same processing times and procedures as all incoming applications.
- ii)* Applicants who were refused by the SINP may still apply to CIC under a federal immigration class if they feel they meet the criteria.
- iii)* Applicants who have been suspended cannot reapply until the suspension has been lifted.