



IMMIGRATION Canada

Application for Permanent Residence

Provincial Nominee Program



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Forms

Generic Application Form for Canada
(IMM 0008)

Additional Dependants/Declaration
(IMM 0008DEP)

Schedule A – Background/Declaration
(IMM 5669)

*Schedule 4: Economic Classes – Provincial
Nominees* (IMM 0008 Schedule 4)

*Schedule 4A: Economic Classes –
Provincial Nominees – Business Nominees*
(IMM 0008 Schedule 4A)

Additional Family Information (IMM 5406)

Use of a Representative (IMM 5476)

Visa Office specific instructions*:

Appendix A – Checklist

Appendix B – Photo Specifications

Appendix C – Medical Instructions

*Visa Office specific appendices contain
your local requirements. Instructions can
be found on our website at:
<http://www.cic.gc.ca/english/immigrate/provincial/apply-application.asp>

This application is made available free
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 applicable form.

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

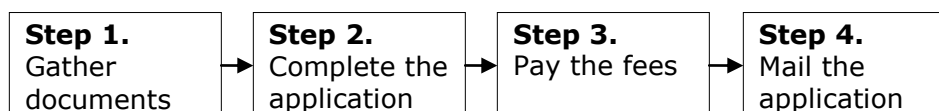
Symbols used in this guide

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

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

The application process

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



Before You Apply

Permanent Residence under the Provincial Nominee Program

The Provincial Nominee Program (PNP)

Canada encourages applications for permanent residence from people with abilities, education and work experience that will contribute to the Canadian economy.

The Provincial Nominee Program (PNP) allows provincial governments to choose immigrants according to the economic needs of the province. Each province:

- establishes its own standards and processes by which it chooses its nominees,
- tries to nominate those candidates who would be most likely to settle effectively into the economic and social life of the region.

Who may use this application?

Applications for Permanent Residence under the Provincial Nominee Program can be submitted by people who have been nominated by one of the following provinces or territories:

Provinces	
Alberta	Northwest Territories
British Columbia	Ontario
Manitoba	Prince Edward Island
New Brunswick	Saskatchewan
Newfoundland and Labrador	The Yukon Territory
Nova Scotia	

Provincial Contacts

Before you can apply to immigrate to Canada as a provincial nominee, you must first be nominated by a province or territory. Each province or territory has its own application and nomination procedures. However, Citizenship and Immigration Canada (CIC) retains the authority to make the final decision on an application for permanent residence using existing selection and admissibility criteria, including security, criminal, and medical components for candidates who hold Provincial Nominee Certificates.

If you would like information on how to become nominated by a particular province, or if you require further details regarding the Provincial Nominee Program, contact the following provincial authorities:

Provincial Contacts	
Alberta Alberta Provincial Nominee Program Employment, Immigration and Industry Suite 940, Telus Plaza North Tower 10025 Jasper Avenue Edmonton, AB T5J 1S6	Nova Scotia Provincial Nominee Program Nova Scotia Office of Immigration 1741 Brunswick Street, Suite 110A P. O. Box 1535 Halifax, Nova Scotia Canada B3J 2Y3 Website:

Website: www.alberta-canada.com/pnp	http://www.novascotiaimmigration.com/
British Columbia Economic Immigration Programs 800-360 W Georgia St Vancouver, BC Canada V6B 6B2 Website: www.WelcomeBC.ca/PNP	Ontario Opportunities Ontario: Provincial Nominee Program 400 University Avenue, Ground Floor Toronto, Ontario Canada M7A 2R9 Website: www.ontarioimmigration.ca
Manitoba Immigration Promotion and Recruitment Branch Manitoba Labour and Immigration 7 th Floor - 213 Notre Dame Avenue Winnipeg, Manitoba Canada R3B 1N3 Website: www.immigratemanitoba.com	Prince Edward Island Immigration Services Department of Innovation and Advanced Learning 94 Euston Street P.O. Box 1176 Charlottetown, PEI Canada C1A 7M8 E-Mail: peinominee@gov.pe.ca Website: www.gov.pe.ca/immigration
New Brunswick Immigration Division Department of Business New Brunswick P.O. Box 6000 Fredericton, New Brunswick Canada E3B 5H1 Website: http://www.gnb.ca/immigration/	Saskatchewan: Saskatchewan Immigration Branch Ministry of Advanced Education, Employment and Labour 1945 Hamilton Street, 7th Floor Regina, Saskatchewan Canada S4P 2C8 Website: http://www.immigration.gov.sk.ca
Newfoundland and Labrador Office of Immigration and Multiculturalism Human Resources, Labour and Employment P.O. Box 8700 St. John's, Newfoundland Canada A1B 4J6 Website: http://www.nlpp.ca/	Yukon Territory Advanced Education Branch Department of Education P.O. Box 2703, Whitehorse, YT Canada Y1A 6C7 Website: www.education.gov.yk.ca/advanceded/ynp.html
Northwest Territories Education, Culture and Employment P.O. Box 1320 Yellowknife, Northwest Territories Canada X1A 2L9 Website: http://www.iti.gov.nt.ca/business-economicdevelopment/nwt nominee program.shtml	

Other classes

This application package is only for applicants in the Provincial Nominee Program. If you think you may qualify to apply under a different class, consult the chart below.

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

Staying informed

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

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

Funds required to settle in Canada

The government of Canada provides no financial support to new immigrants. You must prove that you have enough money unencumbered by debts or obligations to support yourself and your family members after you arrive in Canada.

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

Disclosure of funds

You will have to tell a Canadian official if you carry more than \$10,000 Canadian in cash funds upon your entry to Canada. This could be in the form of:

- money (coins or bank notes)

- securities in bearer form (stocks, bonds, debentures, treasury bills etc.)
- negotiable instruments in bearer form (bankers' drafts, cheques, travellers' cheques, money orders etc.)

Note: Failure to disclose can result in fines and imprisonment.

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 the following [website](#) for some helpful information on **regulated** and **non-regulated** occupations.

Regulated occupations

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

Provincial and territorial regulatory bodies are responsible for establishing entry requirements for individual occupations; for recognizing prior credentials, training and experience; and for issuing licences required to practice.

The recognition process varies between provinces and territories and between 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:

- provide documentation of qualifications
- undergo a language examination (which may differ from those required for immigration)
- complete a technical exam (with accompanying fee)
- do supervised work

Non-regulated occupations

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.

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
- 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 have your credentials assessed by one of the provincial evaluation services. Please consult the following [website](#) 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.

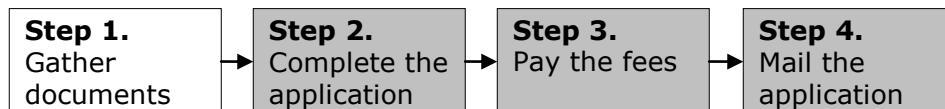
Family Members

Family members include a spouse, a common-law partner, dependent children, and the 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.</p> <p>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 who 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 applicant or those of the spouse or common-law partner.</p> <p>They must:</p> <ul style="list-style-type: none"> • be under the age of 22 and not have a spouse or common-law partner, or • depend substantially on the financial support of a

	<p>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), 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	Refers to children of dependent children of the applicant or those of the spouse or common-law partner.

Step 1. Gather Documents



What documents are required?

Use Appendix A of the [visa office specific instructions](#) to assist you in gathering the necessary documentation.



If you do not provide all the requested information or documents, the processing of your application could be delayed.

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:

- "I certify that this is a true copy of the original document",
- the name of the original document,
- the date of the certification,
- his or her name,
- his or her official position or title, **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.

**Police
certificate**

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

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

These documents are to be provided for each country **other than Canada**, in which you have lived for more than six months 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.

The certificate must have been issued no more than three months prior to submitting your application. If the original certificate is neither in English nor in French, submit both; the certificate and the original copy of a translation prepared by an accredited translator.

It is **your** responsibility to contact the police or relevant authorities. When doing so, you may have to:

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

We will also do our own background checks to determine if there are grounds under which you and your dependants may be inadmissible to Canada.

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

Convictions/ Offences in Canada

If you have a criminal conviction in Canada, you must seek a pardon from the National Parole Board of Canada before you will be admissible to Canada.



Do not complete the forms in this guide.

You can request a "*Pardon Application Guide*" or additional information from:

Clemency and Pardons Division, National Parole Board

410 Laurier Avenue West

Ottawa, Ontario, Canada

K1A 0R1

Telephone: 1-800-874-2652 (Callers in Canada only)

Fax: 1-613-941-4981

Website: www.npb-cnlc.gc.ca

(The instructional guide and application forms can be downloaded from the website)

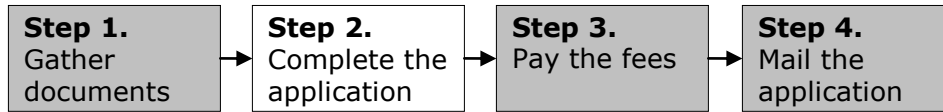
In order to be considered for a pardon under the *Criminal Records Act*, a specified period of time must pass after the end of the sentence imposed. The sentence may have been payment of a fine, period of probation, or imprisonment.

If you have had two or more summary convictions in Canada, you may no longer be inadmissible if:

- at least five (5) years have passed since all sentences imposed were served or to be served
- you have had no other convictions

Note: Once you have a copy of the pardon, send a photocopy to a Canadian visa office or Citizenship and Immigration Centre. If you are travelling to Canada carry a copy of the pardon with you.

Step 2. Complete the Applications



Filling out the application

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

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

- *Generic Application Form for Canada* (IMM 0008)
- *Additional Dependents/Declaration* (IMM 0008DEP)
- *Schedule A – Background/Declaration* (IMM 5669)
- *Schedule 4: Economic Classes – Provincial Nominee* (IMM 0008-Schedule 4)
- *Schedule 4A: Economic Classes – Provincial Nominee – Business Nominees* (IMM 0008- Schedule 4A)
- *Additional Family Information* (IMM 5406)
- *Use of a Representative* (IMM 5476), if applicable.



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

Be complete and accurate



Complete all sections. If a section does not apply to you, write “Not Applicable” or “NA”. If your application is incomplete it may be returned 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	From the list, select the Program under which you are applying: <ul style="list-style-type: none">• Family• Economic• Refugee• Other
2	From the list, select the Category under which you are applying: <ul style="list-style-type: none">• If you chose "Family" in question 1, select one of the following:<ul style="list-style-type: none">○ 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• If you chose "Economic" in question 1, select one the following:<ul style="list-style-type: none">○ 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"> ○ Quebec selected self employed ○ Quebec selected investor • If you chose "Refugee" in question 1, select one of the following: <ul style="list-style-type: none"> ○ Outside Canada – Convention Refugee ○ Outside Canada – Country of Asylum ○ Outside Canada – Source Country ○ In Canada Claim – Refugee ○ In Canada – Protected Person ○ In Canada – Convention Refugee • If you chose "Other" in question 1, select <ul style="list-style-type: none"> ○ In Canada – Humanitarian & Compassionate Considerations ○ Permit Holder Class
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.
4	Immigration Office requested for the processing of your application Indicate the name of the Immigration Office which serves: <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.
5	Language preference From the list, select your preferred language for: <ul style="list-style-type: none"> a) correspondence b) interview and c) interpreter requested (if applicable)
6	Where do you intend to live in Canada? From the list select the: <ul style="list-style-type: none"> a) Province/Territory b) City/Town
7	Have you received your <i>Certificat de Sélection du Québec (CSQ)</i>? <ul style="list-style-type: none"> a) Check the corresponding box b) If you checked "Yes", please indicate the CSQ number c) If you checked "No", indicate the date when you applied for your CSQ
PRINCIPAL APPLICANT'S PERSONAL DETAILS	
Question	Action
1	The following questions must be answered by the Principal Applicant. Indicate your full last name (surname/family name) as it appears on your passport, travel or identity document. 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.
2	Nickname/Alias Check the box to indicate if you have ever used any other name. This could be your birth name, maiden name, married name, nickname, etc. If " Yes ", provide 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: 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. If you checked " Yes ", from the list select the appropriate information to indicate

	<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 must be completed if you selected "Other" as a status • 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 your previous spouse/common-law partner:</p> <ul style="list-style-type: none"> • Family name(s) • Given name(s)

	<ul style="list-style-type: none"> Type of relationship: <ul style="list-style-type: none"> Common-law or Married Dates (From – 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</i> (IMM 5476) 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 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)




	<ul style="list-style-type: none"> • 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: 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	From the list, select your highest level of education.


	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.
	Bachelor's degree	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 – No Degree	Post Graduate studies at a graduate school of a college or university but no degree earned (Master or PhD).
	Master's degree	Academic degree awarded by a graduate school of a college or university. You must have completed a Bachelor's degree before a Master's degree can be earned.
	Doctorate - PhD	Highest university degree, usually based on at least three years of graduate studies and a thesis. Normally, you must have completed a Master's degree before a PhD can be earned.
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"> ○ English ○ French ○ Neither <p>One of Canada's objectives with respect to immigration is to support and assist the development of minority language communities in Canada.</p> <p>Note: This question is not used for selection purposes.</p>	
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 	

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. You can add up to five (5) dependants in this form.</p> <p>To add a new dependant to the application, click the "Add Dependant" button.</p> <p>To remove a dependant from the application, click the "Remove Dependant" 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 dead). If you don't, you will not be able to sponsor family members at a later date if they are not listed on your application.</p>				
DEPENDANT'S PERSONAL DETAILS					
1-9	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).				
10	<p>a) From the list, select your dependant's relationship to you, the principal applicant:</p> <ul style="list-style-type: none"> • Adopted Child • Child • Common-law partner • Grandchild • Other • Spouse • Step-Child • Step-Grandchild <p>b) Complete if you chose "Other"</p>				
11	<p>a) Check the box to indicate whether or not, your dependant will accompany you to Canada?</p> <p>b) If you answered "No", provide the reason why your dependant is non-accompanying.</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 <table border="1"> <thead> <tr> <th>Type of dependant child</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>TYPE A</td> <td>The child is under the age of 22 and is single (not married and not in a common-law relationship).</td> </tr> </tbody> </table>	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 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).				

	<p>TYPE B</p>	<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). 	
	<p>TYPE C</p>	<p>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.</p>	
<p>13</p>	<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 – To) you have been living in your current country of residence. 		
<p>14</p>	<p>Enter the date of your last entry to Canada.</p>		
	<p>Indicate the place you last entered Canada (Example: Toronto Airport, Lacolle border crossing, seaport Yarmouth, etc.)</p>		
<p>15</p>	<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 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 <ul style="list-style-type: none"> • Other: This section must be completed if you selected "Other" as a status • The dates (From – 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 – 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"> ○ English ○ French ○ Neither <p>One of Canada's objectives with respect to immigration is to support and assist the development of minority language communities in Canada.</p> <p>Note: This question is not used for selection purposes.</p>						
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>  <p>Note: This barcode page will not appear if you fill out your application by hand.</p> </td> </tr> <tr> <td>2</td> <td>Print all pages of your application form.</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>  <p>Note: This barcode page will not appear if you fill out your application by hand.</p>	2	Print all pages of your application form.
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>  <p>Note: This barcode page will not appear if you fill out your application by hand.</p>						
2	Print all pages of your application form.						

	<p>3</p> 	<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>	
	<p>4</p>	<p>Place the barcode pages on the top of your application (forms and supporting documents) when you will submit it.</p>	

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 father's 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 mother's 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 "Yes" to one or more of these questions, you must write an explanation of what happen in the space provided. If you need more space, attach a separate sheet of paper.</p>
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>If no diploma was issued, write "N/A". If you need more space, attach a separate 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>Start with the most recent information. Under "Activity", write your occupation or job title if you were working. If you were not working, provide information on what you were doing (for example: unemployed, studying, travelling, 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>If you were not a member of an association or organization, do not write "not applicable". Rather, write: "I have never been a member of an organization or association".</p> <p>Note: Do not use abbreviations. Write the city and country where you were a member.</p>
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 4: Economic Classes – Provincial Nominees (IMM 0008-Schedule 4)

**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	Indicate which provincial government nominated you and under which provincial stream/category the province has nominated you.
4	Funds Indicate the amount of unencumbered transferable and available funds you have in Canadian dollars.
Declaration	
	Read the declaration carefully. Sign and date in the boxes provided. By signing, you declare 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.

Schedule 4A: Economic Classes – Provincial Nominees – Business Nominees (IMM 0008-Schedule 4A)

**Who needs
to fill out
this
application
form?**


This form must be completed by:

- You, as the principal applicant.

Note: Only those nominated under a business, entrepreneur or self-employed stream/category must complete this form.

Question	Action				
1	<p>Write your full last name (surname/family name) as it appears on your passport or on the official documents that you will use to obtain your passport.</p> <p>Write all of your given names (first, second or more) as they appear on your passport or official documents. Do not use initials.</p>				
2	Write your date of birth.				
3	Check the box to indicate if you ever made a business exploration trip to Canada in the five years preceding the date of your application. If you check " yes ", please provide details.				
4	<p>Business ownership</p> <p>If applicable, complete your entire business ownership experience. Add a separate sheet of paper if you need more space. Otherwise, indicate "N/A" if this doesn't apply to your situation.</p>				
5	<p>Business plan / Investment / Intended occupation in Canada</p> <p>Provide details of the business you wish to establish. If you have already invested in a business or plan to invest in a business, provide details of that business.</p>				
6	Personal net worth statement and source of funds / Assets				
6A	<p>Bank deposits</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9e1f2;"> <th style="text-align: center;">Current and Savings Accounts</th><th style="text-align: center;">Fixed (term) deposits</th></tr> </thead> <tbody> <tr> <td style="padding: 5px;"> <p>Indicate the:</p> <ul style="list-style-type: none"> • date the account was opened, • account number, and • current balance in foreign currency (specify currency) and in Canadian dollars </td><td style="padding: 5px;"> <p>Indicate the:</p> <ul style="list-style-type: none"> • date of initial deposit, • maturity date, and • current balance in foreign currency (specify currency) and in Canadian dollars </td></tr> </tbody> </table>	Current and Savings Accounts	Fixed (term) deposits	<p>Indicate the:</p> <ul style="list-style-type: none"> • date the account was opened, • account number, and • current balance in foreign currency (specify currency) and in Canadian dollars 	<p>Indicate the:</p> <ul style="list-style-type: none"> • date of initial deposit, • maturity date, and • current balance in foreign currency (specify currency) and in Canadian dollars
Current and Savings Accounts	Fixed (term) deposits				
<p>Indicate the:</p> <ul style="list-style-type: none"> • date the account was opened, • account number, and • current balance in foreign currency (specify currency) and in Canadian dollars 	<p>Indicate the:</p> <ul style="list-style-type: none"> • date of initial deposit, • maturity date, and • current balance in foreign currency (specify currency) and in Canadian dollars 				
6B	<p>Real Property</p> <p>Provide a description of your real property, the year it was purchased and check the "yes" or "no" box to indicate if it was mortgaged. Include the purchase price as well as the estimated current market value in foreign currency (specify currency) and in Canadian dollars.</p> <p>Note: Use a separate sheet of paper if necessary.</p>				
6C	<p>Publicly traded stocks and other investments</p> <p>Provide a description of the publicly traded stocks and other investments and include the quantity as well as the estimated current market value in foreign</p>				

	<p>currency (specify currency) and in Canadian dollars.</p> <p>Note: Use a separate sheet of paper if necessary.</p>
6D	<p>Business Include the:</p> <ul style="list-style-type: none"> • name of your business, • percentage owned, • current book value (net assets), and • estimated current market value in foreign currency (specify currency) and in Canadian dollars. <p>Note: Use a separate sheet of paper if necessary.</p>
6E	<p>Pensions and other assets Provide a description of your pensions and other assets as well as the amount in foreign currency (specify currency) and in Canadian dollars.</p> <p>Note: Use a separate sheet of paper if necessary.</p>
Personal net worth statement and source of funds / Liabilities	
6F	<p>Real property mortgages Indicate the complete address and the current balance in foreign currency (specify currency) and in Canadian dollars.</p> <p>Note: Use a separate sheet of paper if necessary.</p>
6G	<p>Other personal debts Provide details on the nature of the debt and include the amount in foreign currency (specify currency) and in Canadian dollars.</p> <p>Note: Use a separate sheet of paper if necessary.</p>
6H	<p>Net worth Add the total assets from sections 6A through 6E. Subtract the total liabilities (6F+6G) and include the total net worth in Canadian dollars.</p>
6I	<p>Write the total amount of funds in Canadian dollars available for your settlement in Canada.</p>
6J	<p>Accumulation of funds You must submit with your application a narrative document bearing your signature and describing how your present financial resources, both family and business, were accumulated. This document could, for example, present information on the following points:</p> <ul style="list-style-type: none"> • Employment income: date, amount and source for each year of employment; • Business income: amount accumulated while the applicant managed the business as well as dates the business was in operation, share of distributed profits and accumulated profits; • Investment income: shares, units, bonds (date and purchase price, sale price and current market value), interest, dividends, capital gains (date, amount and source); • Dates and amounts of each investment made; • Cumulative gains on personal assets: real estate (date and purchase price, sale price and current market value), other; • Inheritance, donations and non-bank loans: date, amount and

	<p>source, accompanied by documents confirming:</p> <ul style="list-style-type: none"> ▪ the identity of the donor and/or lender and his financial capacity to give or lend; ▪ the transfer of sums borrowed and their complete or partial repayment.
Declaration	
	<p>Read the declaration carefully. Sign and date in the boxes provided. By signing, you declare 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>

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
- your father.

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

SECTION B

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

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

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

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

SECTION C

Write personal details about your:

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

SECTION D



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

Use of a Representative (IMM 5476)

Who may use this form?

Complete this form **only** if you:

- used the services of a representative to help you prepare or submit your application; or
- are appointing a representative; or
- are cancelling a representative's appointment.

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.



You must notify us if your representative's contact information 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	Write your representative's full name 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>

	<i>Québec</i> , print his or her name as it appears on the organization's membership 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	Write your representative's contact information. 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. Write the representative's full name.
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.

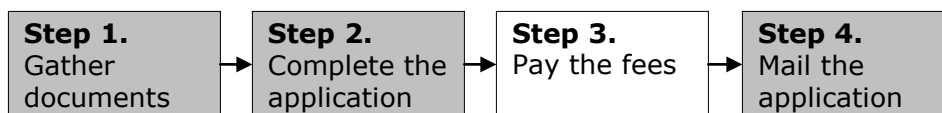
Release of information to other individuals

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 Fee



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:			

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

Payment issue	CIC will...
No fee included	return your application. Note: Processing of your application will only start after you return your application with requested fees.
Insufficient fees included	return your application. Note: Processing of your application will only start after you return your application with requested fees.
Overpayment	<ul style="list-style-type: none">• start processing your application, and• send you a refund as soon as possible. Note: You do not have to request a refund, it will be done automatically.

Method of payment options

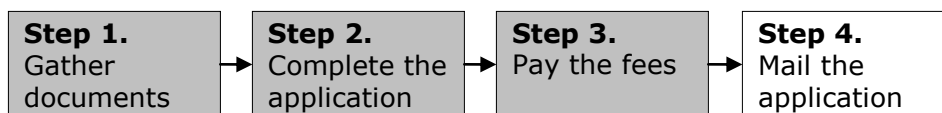
Payment method options vary from one visa office to another. Please consult the **Fee payment** section found in Appendix A of the **Visa Office** specific instructions to help determine acceptable fee payment methods for the country where you will send your application.

Additional fees

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

- medical examinations
- police certificates
- language assessments

Step 4. Submit the Applications



Where do I apply?

You must submit your application to the Canadian visa office or Visa Application Center (VAC) responsible for your area. Consult the relevant visa office or its website regarding accepted methods of submitting applications (for example, general mail, in person, by courier etc.) at:

<http://www.cic.gc.ca/english/information/offices/apply-where.asp>

Submit the document checklist

Make sure you use and submit the *Appendix A - Document Checklist* (**visa office specific instructions**) along with your application forms and supporting documents.

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).

What Happens Next

The application process

Submission

Completion check: Once you have submitted your application, we will check to determine that all required application forms have been properly completed and submitted, the application processing fee has been paid, and that all requested supporting documentation has been provided.

If your application package does not meet these requirements, we will return it to you. No file will be created or record kept until a complete application has been submitted.

Acknowledgment of receipt: If your application is complete, we will begin to process it. You will be sent a letter that:

- notifies you of this fact and provides you with your visa office file number
- sets out some basic instructions for contact with the visa office
- gives you a brief outline of future processing steps

Processing

Review for decision

Your application will undergo a detailed review by a Visa Officer. The Officer will consider all the information and documentation you have provided, and will assess it against current selection standards.

Medical requirements

You and your family members, whether accompanying you or not, must undergo and pass a medical examination in order to come to Canada. To pass the medical examination you or your family members must not have a condition that:

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

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

Instructions

Information on medical instructions **will be provided to you**. When you receive your assessment notice you will also receive medical forms for yourself (and any accompanying dependants if applicable), instructions and how to access a list of doctors in your area who are authorized to conduct immigration medical examinations (see below). You are not required to have a 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 you are not admitted as a permanent resident during this time, you must undergo another complete medical examination.

Authorized doctors

Your own doctor cannot do the medical examination. You must see a physician on Canada's list of **Designated Medical Practitioners** at <http://www.cic.gc.ca/dmp-md/medical.aspx>.

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

Factors that 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
- documents not accompanied by a certified English or French translation
- verification of information and documents provided
- a medical condition that may require additional tests or consultations
- a criminal or security problem
- consultation is required with other offices in Canada and abroad

Permanent resident status

If your application is successful, you and your family members will receive status as permanent residents of Canada. 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 once granted, apply for a Canadian passport (once you have been a legal permanent resident for three of the four previous years)

Limitations

There are a few limitations on permanent residents:

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

Obligations

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

The Permanent Resident Card

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

Checking application status on-line

You can check the status of your application on-line by doing the following:

1. Log on to our website at www.cic.gc.ca.
2. Go to *Check My Application Status* in the *I need to...* section on the right-hand side of the page.
3. Then click on *Client Application Status* and follow the instructions provided.

Note: Your application status will only appear on-line once the initial review by CIC is completed.

1. To obtain details on how to remove your application status information from the Internet, visit the "[Frequently Asked Questions](#)" (FAQ) section.

Protecting your information

Your personal information is

- only available to Citizenship and Immigration Canada (CIC) and Canada Border Service Agency (CBSA) employees who need to see it in order to provide the services to you, **and**
- not disclosed to anyone else except as permitted under the provisions of the *Privacy Act*.



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

Quality Assurance Program

Our quality assurance program randomly selects applications for a special review. If selected you will be asked to attend an interview with a Citizenship and Immigration official so that we can:

- verify the documentation you submitted is accurate,
- verify that your application has been completed properly.

Note: You will be notified in writing should your application be selected.

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 (IRPA)* and the *Immigration and Refugee Protection Regulations* or the *Citizenship Act* and *Citizenship Regulations*, as applicable.