




Document Checklist - Centralized Intake Office (CIO)

PERMANENT RESIDENCE - FEDERAL SKILLED WORKER CLASS

This document is available in PDF format only. The checklist is one of the forms you will need to mail with your application. Make sure you print this document and attach it when completed to your application as **the cover page**.

Gather documents as listed. Check each item on the checklist and attach the checklist to your documents (a paper clip will do). Place all documents in a sealed envelope. Do not send originals unless otherwise stated.

Forms (to be completed and submitted by all applicants)

|  You must keep a copy of the forms before sending them to the CIO. | | Format | |
|--|--|----------|--------------------------|
| 1 | <i>Application For Permanent Residence in Canada</i> (IMM 0008 - Generic) - completed. | Original | <input type="checkbox"/> |
| 2 | <i>Schedule 1: Background Declaration</i> (IMM 0008 - Schedule 1) - completed, dated and signed. Include a Schedule 1 form completed by: <ul style="list-style-type: none"> · the principal applicant · spouse or common-law partner · each dependent child over 18 years of age | Original | <input type="checkbox"/> |
| 3 | <i>Schedule 3: Economic Classes - Federal Skilled Worker</i> (IMM 0008- schedule 3) - completed. | Original | <input type="checkbox"/> |
| 4 | <i>Additional Family Information</i> (IMM 5406) - completed, dated and signed. Completed by: <ul style="list-style-type: none"> · the principal applicant · spouse or common-law partner · each dependent child over the age of 18 years | Original | <input type="checkbox"/> |
| 5 | <i>Use of a representative</i> (IMM 5476) Complete, date, sign and include this form in your application if you have a representative. | Original | <input type="checkbox"/> |
| 6 | <i>Fee payment form - Application for permanent residence - Federal skilled worker class</i> (IMM 5620) | Original | <input type="checkbox"/> |
| 7 | A photocopy of your passport's bio-data page, (principal applicant only) | Copy | <input type="checkbox"/> |
| 8 | 2 self-addressed mailing labels one in English or French and the second in the official language of your country | Original | <input type="checkbox"/> |
| 9 | Language proficiency test results from one of the following designated testing agencies: <ul style="list-style-type: none"> · IELTS · CELPIP or · TEF. | Original | <input type="checkbox"/> |



Additional documents (to be submitted only by applicants in Category 2)

| Arranged employment You must submit a letter from your employer indicating that you will be employed indeterminately upon receiving permanent resident status, and either of the documents listed in the table below. | | Format | |
|---|---|--|-------------------------------|
| 10 | If you... are currently working in Canada under a work permit | Then submit a... photocopy of the permit. | Copy <input type="checkbox"/> |
| | have a permanent job offer confirmed by Human Resources and Skills Development Canada (HRSDC) | a photocopy of the HRSDC/Service Canada confirmation letter (Arranged Employment Opinion) which was sent to your employer. | |

Fee (to be submitted by all applicants)

| | | |
|-----------|---|--------------------------|
| 11 | <p>Fee payment</p> <p>In Canadian funds only, you may pay:</p> <ul style="list-style-type: none"> · by certified cheque, bank draft or money order made payable to the "Receiver General for Canada" or · with a credit card (Visa, MasterCard, American Express) <p>Do not enclose cash.</p> | <input type="checkbox"/> |
|-----------|---|--------------------------|

Other documents (to be submitted to the CIO by all applicants)

| | | Format |
|-----------|--|--|
| 12 | <p> Gather and submit to the CIO all the documents listed on both checklists:</p> <ol style="list-style-type: none"> 1) this document checklist (use it as the cover page), and 2) the visa office specific document checklist for the visa office that 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. <p>Note: The visa office document checklist can be obtained on CIC's website at: http://www.cic.gc.ca/english/information/applications/skilled-mission.asp.</p> | Copy <input type="checkbox"/> <input type="checkbox"/> |
| 13 | <p> Please consult "Step 4, Mail the application" section of the instruction guide for specific instructions on mailing your application.</p> | <input type="checkbox"/> |