



IMMIGRATION Canada

Application for Permanent Residence

Visa Office Specific Instructions

Bucharest



Table of Contents

Appendix A

Checklist

Appendix B

Obtaining Police Certificates and Clearances

Appendix C

Photo Specifications

Appendix D

Medical Instructions

This is not a legal document. For legal information, please refer to the *Immigration and Refugee Protection Act, 2001* and *Immigration Regulations, 2002*.

Aussi disponible en français

Appendix A Checklist

Assemble all your documents as listed. Check (☑) each applicable item on the checklist and attach the checklist to your documents (a paper clip will do). Place all the documents in a sealed envelope. **Do not send originals.** Send **certified photocopies** of all documents, **except** the police certificates, which must be originals. If your documents are not in French or English, notarized translations should be submitted in addition to the certified copies.

Exception: Birth, marriage, and other civil status documents, as well as educational certificates, do not require translations **if they are written in Romanian using the Roman alphabet.**

If you are applying as a **Federal Skilled Worker**, use column **F**.

If you are applying as a **Provincial Nominee**, use column **P**.

If you are applying as a **Quebec-Selected Applicant**, use column **Q**.

		F	P	Q
1.	FORMS			
	See the “ Filling Out the Forms ” section on our Web site at www.cic.gc.ca/skilled for specific instructions on how to complete the questions on each of the following forms.			
	APPLICATION FOR PERMANENT RESIDENCE IN CANADA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Check that it is complete and signed and that you have included (not stapled) the specified photos. (See box 14 of this checklist for more information on photos.)			
	SCHEDULE 1: BACKGROUND DECLARATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	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 			
	SCHEDULE 3: ECONOMIC CLASSES – FEDERAL SKILLED WORKERS	<input type="checkbox"/>		
	Completed by the principal applicant.			
	SCHEDULE 4: ECONOMIC CLASSES – PROVINCIAL NOMINEES		<input type="checkbox"/>	
	Completed by the principal applicant.			
	SCHEDULE 5: DECLARATION OF INTENT TO RESIDE IN QUEBEC: ECONOMIC CLASSES			<input type="checkbox"/>
	Completed by the principal applicant.			
	ADDITIONAL FAMILY INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	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 			

		F	P	Q
<p>AUTHORITY TO RELEASE INFORMATION TO DESIGNATED INDIVIDUALS</p> <p>Include this form only if you wish us to release information regarding your application to someone other than yourself. Be advised that, if and for as long as you have designated an agent to represent you, we will communicate only with that person or firm. Any processing enquiries you may have must be made through that agent. Any such enquiries that you send directly to this office will neither be answered nor acknowledged.</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<p>IDENTITY AND CIVIL STATUS DOCUMENTS</p> <ul style="list-style-type: none"> • Birth, marriage, final divorce, annulment or separation certificates for you and your spouse or common-law partner • Death certificate for former spouse if applicable • Photocopy of citizenship certificate or permanent resident visa (formerly called "immigrant visa") for any family members who are Canadian citizens or permanent residents of Canada 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<p>CHILDREN'S INFORMATION (IF APPLICABLE)</p> <ul style="list-style-type: none"> • Children's birth certificates (which name their parents) • Adoption papers for adopted dependent children • Proof of custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court • If the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements • Proof of continuous full-time studies of all dependent children aged 22 or over, including: <ul style="list-style-type: none"> • complete school records/transcripts since attaining age 22 • letters from the schools indicating the number of hours of classes attended per day, and the number of days attended per week • proof of full financial support by parents since reaching age 22 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<p>TRAVEL DOCUMENTS AND PASSPORTS</p> <ul style="list-style-type: none"> • Passports or travel documents for you, your spouse or common-law partner and your dependent children. Include only copies of pages showing the passport number, date of issue and expiry, your photo, name, date and place of birth. • If you live in a country different from your nationality, include a photocopy of your visa for the country where you currently live. Note that all prospective immigrants must hold a valid regular passport; diplomatic, official, service or public affairs passports are not valid for immigration to Canada. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<p>PROOF OF RELATIONSHIP IN CANADA (IF APPLICABLE)</p> <p>Proof of relationship to any close relative in Canada, such as birth, marriage or adoption certificates and proof of that person's status in Canada; photocopy of the Record of Landing (IMM 1000) of your parent or proof of Canadian citizenship such as photocopy of pages of a Canadian passport or Canadian citizenship card.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. EDUCATION/TRAINING/QUALIFICATIONS

For you and your spouse or common-law partner:

- **Post-secondary education documents:** vocational or technical certificates or diplomas;
- **College or university documents:** certification of completion and the graduation degree, diploma, or certificate issued by the college or university and the evaluation committee;
- **Transcripts:** original transcripts of all degrees must be submitted in university-sealed envelopes.

Professional qualifications certificates: notarized professional qualification certificates should be submitted if available. (e.g., Engineer, Computer Programmer, Accountant, Economist, Translator/Interpreter, Architect etc.)

7. WORK EXPERIENCE

For you and your spouse or common-law partner:

- notarized employment contracts from your present and past employers, accompanied by an English or French translation
- Original and up-to-date letters of reference from your past and current employers. Letters must be written on company letterhead and show the company's full address, telephone and fax numbers, and be stamped with the company's official seal.

Letters must include all of the following information:

- the specific period of your employment with the company
- the positions you have held during the period of employment and the time spent in each position
- your main responsibilities in each position
- your total annual salary plus benefits
- the signature of your immediate supervisor or the personnel officer of the company
- a business card of the person signing

If you cannot provide a reference from your current employer, provide a written explanation.

8. PROOF OF LANGUAGE PROFICIENCY

Refer to instructions in the "**Language Assessment Information**" section of our Web site at www.cic.gc.ca/skilled. If you are claiming proficiency at any level in English or French, submit written evidence of language proficiency such as:

- proof of extensive studying or working in English or French;
- TOEFL or Cambridge score report for English; or
- TCF result or DALF/DELF diplomas for French.

If you are claiming skills in a language that is not your native language, we strongly recommend that you take a language test from an organization approved by Citizenship and Immigration Canada. Please check our Web site for further information on approved English/French language testing organizations. To determine availability of English/French language testing in this region you may wish to contact:

- **The British Council Romania**, Calea Dorobantilor 14, 71132 Bucharest, phone +40 21 307 9600, Web site: www.britishcouncil.ro
- **The British Council Bulgaria**, 7 Krakra Street, 1504 Sofia, phone +359-2 942 43 44, Web site: www.britishcouncil.org/bulgaria
- **L'Institut Français de Bucarest**, 77 Bulevard Dacia, 70256 Bucharest phone +40-21-211 99 30, Web site: www.culture-france.ro

Proof of language proficiency is required for your application to be considered complete, otherwise it will be returned to you. If your native language is English or French, you still need to provide a letter attesting to this fact.

		F	P	Q
9.	<p>ARRANGED EMPLOYMENT (IF APPLICABLE)</p> <ul style="list-style-type: none"> If you are currently working in Canada under a work permit, provide a photocopy of the permit. If you have a permanent job offer confirmed by HRDC, attach a photocopy of the HRDC confirmation letter (Arranged Employment Opinion) which was sent to your employer. 	<input type="checkbox"/>		
10.	<p>NON-ACCOMPANYING FAMILY MEMBERS DECLARATION (IF APPLICABLE):</p> <p>If you have a spouse, common-law partner or dependent children and you do not intend to include them in your application for permanent residence, submit with your application a notarized statutory declaration stating your intention to proceed to Canada without your family members, and confirming that you understand that your family members must meet immigration requirements in their own right if they wish to join you in Canada.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	<p>SETTLEMENT FUNDS</p> <p>(Refer to the “Proof of Funds” section of our Web site (www.cic.gc.ca/skilled) or the <i>Guide for Federal Skilled Worker Applicants</i> for exact figures and instructions.) Provide proof of unencumbered and readily transferable funds in a convertible currency available for settlement in Canada (for you and your family members):</p> <ul style="list-style-type: none"> current bank certification letter; or evidence of savings balance; or fixed or time deposit statements. 	<input type="checkbox"/>		
12.	<p>POLICE CERTIFICATES AND CLEARANCES</p> <ul style="list-style-type: none"> Original police certificates of good conduct or clearances, from each country/ state/territory in which you and everyone in your family aged 18 years or over have lived for six months or longer since reaching the age of 18. Submit original fingerprints directly to the authorities conducting the police checks If you have obtained police certificates from countries where the authorities will forward results directly to us, attach a brief explanatory note to your application. <p>Your local visa office may have more detailed instructions about how to obtain police certificates.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	<p>FEE PAYMENT</p> <p>Consult the Fees section of our Web site or the <i>Guide for Skilled Worker Applicants</i> to calculate your fees.</p> <p>All countries Bank draft, certified cheque, or money order. It must be in Canadian Dollars (CAD), payable at a bank in Canada to “The Receiver General for Canada”. Write your name and address on the back or in the space for notes. Make sure that the instrument you send is for the correct amount and of the type described; otherwise, it will be returned to you and your application delayed.</p> <p>Romania Bank Payment. Citizens and residents of Romania must pay fees in US Dollars (USD) at a branch of Banca Transilvania. A list of branches and current fees are available on the Embassy’s Web site at: www.dfait-maeci.gc.ca/canadaeuropa/romania. The original of the receipt (“Visa Link” and teller receipt) must be submitted with the application form and other documents.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FEE PAYMENT (continued)**Bulgaria**

Bank Payment. Citizens and residents of Bulgaria must pay fees in US dollars (USD) at Union Bank (Sofia, Plovdiv, Varna, Rouse and Burgas branches). A list of branches and current fees are available on the Embassy's Web site at: www.dfait-maeci.gc.ca/canadaeuropa/romania. The original of the receipt ("Cash Deposit") must be submitted with the application form and other documents.

Moldova

Cash payment at the Embassy. Until bank payment becomes available, applicants from Moldova must pay fees in cash in US dollars (USD) if they apply in person at the Embassy. Citizens and residents of Romania and Bulgaria **may not** choose this option. **Do not send cash to us in the mail or by courier.**

14. PHOTO REQUIREMENTS

Supply **six** photos (with names on the back for each applicant) for each member of your family and yourself. Follow the instructions provided in **Appendix C: Photo Specifications**.

Mailing Your Application

Place all of your documents in a sealed envelope and mail them to:

**The Canadian Embassy
Immigration Section
36 Nicolae Iorga Street, Sector 1
71118 Bucharest
Romania**

Web site: www.dfait-maeci.gc.ca/canadaeuropa/romania

New applications can be sent by mail or courier or can be deposited into the Embassy "Drop-Box". You are not encouraged to deliver a new immigrant application in person.

General Office Hours

Monday to Thursday: 8:30 - 16:00
Closed to the public on Fridays.

Permanent Residence Applications:

Immigration applicants are strongly encouraged to send their application by mail or courier.

Visitor, Student, and Temporary Worker Visa Applications:

New Temporary Resident Visa applications can be submitted in person for same day service from Monday to Thursday between 8:30 and 11:30 am **or** until the daily ceiling of 80 applications is reached.

Appendix B

Obtaining Police Certificates/Clearances

Romania

Police certificates from Romania are available for all Romanian citizens. You must apply in person at the police station where you are registered. Bring your ID, a fiscal stamp with a value of 2000 lei and your application. Police certificates will be issued in 15 working days for persons born in the city of residence and in 30 days for persons from other cities.

Romanian citizens who live outside Romania and non-national applicants should contact the nearest Romanian Embassy or Consulate or, in Romania:

Inspectoratul General al Politiei
Sos. Stefan cel Mare nr. 13-15
Bucharest, Romania
Phone: 40-21-210-2525

Bulgaria

Police certificates from Romania are available for all Bulgarian citizens. You must apply in person at the Regional Court where you are registered. Bring your birth certificate and ID.

Moldova

Contact the Ministry of Interior or police to obtain the necessary police certificate or clearance.

Appendix C

Photo Specifications

Notes to the applicant

TAKE THIS WITH YOU TO THE PHOTOGRAPHER

- Immigration photographs are **not** the same as passport photographs.
- Make sure that you provide the correct number of photographs specified in the *Checklist*.

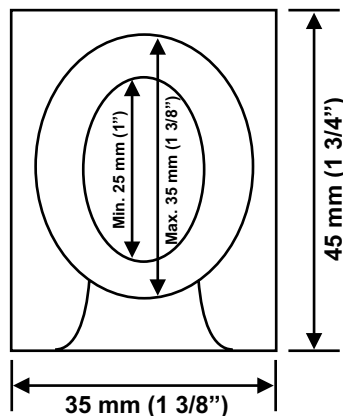
Notes to the photographer

The photographs must:

- show a full front view of the person's head and shoulders showing full face centred 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 photographs must:

- measure between 25 mm and 35 mm (1" and 1 3/8") from chin to crown
- have a 35 mm x 45 mm (1 3/8" x 1 3/4") finished size



Appendix D

Medical Instructions

Everyone included in your application, whether accompanying you or not, must undergo a medical examination with a physician on the list of designated doctors. If you are a divorced or separated parent, a minor child of whom you have joint or sole custody is considered your dependent child, even if he or she usually lives with the other parent and is not accompanying you to Canada.

Instructions for this examination will be provided **after** your application has been assessed by a Canadian Visa officer. Medical instructions will be issued to you at the time of the interview, or, if the interview is waived, we will mail medical instructions and forms to your mailing address.

After you receive the necessary medical forms, you and your family members must undergo the necessary medical examinations with one of the doctors on the list of designated doctors **unless** you and/or your family members live in a country not included on this list. If you wish to have your medical examinations in a country not included on this list, please inform us and we will ensure that you receive the appropriate list.

You will be responsible for the costs of the medical examination for all your family members.

Please note that, at the time of medical examination, you and all family members will be required to present individual passports as evidence of identity. **If each of your family members does not already have an individual passport, you should apply to obtain them now.**

The *permanent resident visa* has the same validity period as the medical results, that is, 12 months from the date of the first examination or test.