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# IMMIGRATION Canada

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## Application for Permanent Residence – Skilled Worker –

## Visa Office Specific Instructions

Manila



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**Cette trousse est également  
disponible en français**

# Appendix A

## Checklist

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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.

If there is a conflict between this guide and any other versions or publications, this document and its instructions take precedence and are to be followed.

Answer all questions and sign all forms where applicable. Note that by signing these documents, you are certifying that all information provided therein, whether prepared by you or not, is complete and true in all respects.

**IMPORTANT NOTICE:** Misrepresentation will result in the refusal of your application.

If you or someone acting on your behalf directly or indirectly submits false documents or misrepresents facts relating to your application for a permanent resident visa:

- your application will be refused;
- the circumstances of your refusal will be entered into Canada's global immigration database; and
- you and your family members could become inadmissible to Canada for two years under section 40 (2) of the *Immigration and Refugee Protection Act*.

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 original document unless indicated. Certified true copies of all documents are acceptable unless otherwise indicated.** If your documents are not in English or French, send a notarized (certified) translation with a copy of the originals.

Original documents will be returned to you after they have been examined. If other documents are required, we will advise you in writing. If there are any discrepancies in the civil status documents you have submitted, please provide a sworn affidavit explaining those discrepancies.

After you have submitted your application, it is your responsibility to notify our office and provide the relevant supporting documentation if there is a change in your:

- family status (marriage, divorce, annulment, legal separation, birth, adoption, death of the principal applicant or any accompanying family member, including grandchildren born to dependent children);
- education (completion of another degree);
- employment status (new employment, change of employer, loss of employment); or
- address/email address/contact information.

**Note:** The visa officer will base their decision on the documents on file at the time of the assessment and any such changes of which we have not been advised will delay processing or may result in the refusal of the application or the exclusion of a family member.

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**.

	<b>F</b>	<b>P</b>	<b>Q</b>
<b>1. FORMS</b>			
See the " <b>Complete the application</b> " section on our <a href="#">website</a> for specific instructions on how to complete the questions on each of the following forms.			
<b>APPLICATION FOR PERMANENT RESIDENCE IN CANADA (IMM 0008)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that it is completed by the principal applicant.			
<b>SCHEDULE 1: BACKGROUND DECLARATION</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Include a Schedule 1 form completed by: <ul style="list-style-type: none"><li>• the principal applicant;</li><li>• spouse or common-law partner (whether accompanying or not); and</li><li>• each dependent child over 18 years of age (whether accompanying or not).</li></ul>			
<b>Note:</b> Do not leave any gaps in your personal history. Information must be provided for all activities continuously since the age of 18. Please also include periods of unemployment. Submission of an incomplete Schedule 1 will result in delays in processing your application and may even lead to the refusal of your application.			
<b>SCHEDULE 3: ECONOMIC CLASSES – FEDERAL SKILLED WORKERS</b>	<input type="checkbox"/>		
Completed by the principal applicant.			
<b>SCHEDULE 4: ECONOMIC CLASSES – PROVINCIAL NOMINEES</b>		<input type="checkbox"/>	
Completed by the principal applicant.			
<b>SCHEDULE 4A: ECONOMIC CLASSES - PROVINCIAL NOMINEES - BUSINESS NOMINEES</b>		<input type="checkbox"/>	
Completed by the principal applicant.			
<b>Note:</b> Complete Schedule 4A if you are being nominated with the intention of establishing or purchasing a business, becoming a partner in a business, or working as a self-employed person.			
<b>SCHEDULE 5: DECLARATION OF INTENT TO RESIDE IN QUEBEC: ECONOMIC CLASSES</b>			<input type="checkbox"/>
Completed by the principal applicant.			
<b>ORIGINAL CERTIFICAT DE SÉLECTION DU QUÉBEC (CSQ)</b>			<input type="checkbox"/>
Copy labelled "Immigration Canada" for: <ul style="list-style-type: none"><li>• you (the principal applicant);</li><li>• your spouse or common-law partner; and</li><li>• your dependent children.</li></ul>			
<b>ADDITIONAL FAMILY INFORMATION (IMM 5406)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completed by: <ul style="list-style-type: none"><li>• the principal applicant;</li><li>• spouse or common-law partner (whether accompanying or not); and</li><li>• each dependent child over the age of 18 years (whether accompanying or not).</li></ul>			

**USE OF A REPRESENTATIVE (IMM 5476)**

Complete and include this form in your application if you have a paid or unpaid representative. Refer to our [website](#) for more information on the use of representatives.

**DECLARATION FROM NON-ACCOMPANYING PARENT/GUARDIAN FOR MINORS IMMIGRATING TO CANADA (IMM 5604)**

This form is to be completed by the non-accompanying parent or legal guardian who consents to the child's immigration to Canada to live with the other parent.

**2. IDENTITY AND CIVIL STATUS DOCUMENTS**

- Provide birth certificates or other official documents confirming identity for you and each of your family members.

If...	Then you must...
you are married,	include a marriage certificate.
you are divorced or legally separated or if your marriage was annulled,	include a copy of the final court decision.
your former spouse or common-law partner is deceased,	include your spouse's or partner's death certificate.
you are involved in a common-law relationship,	submit proof that the relationship has been ongoing and you have been cohabiting as conjugal partners for a period of at least one year before the submission of your application.  <b>Note:</b> Acceptable proof is not limited to but might include; <ul style="list-style-type: none"> <li>• joint bank accounts and/or credit cards;</li> <li>• joint ownership of residential property,</li> <li>• shared leases,</li> <li>• evidence of joint purchases, or</li> <li>• correspondence addressed to either or both parties at the same address.</li> </ul>

**Note:**

- Immigration law does **not** recognize a marriage which does not conform to the laws of the country in which the marriage took place.
- Birth, marriage, death and no record of previous marriage certificates must be issued by the **National Statistics Office (NSO)**.

**3. CHILDREN'S INFORMATION (IF APPLICABLE)**

- Children's birth certificates;
- Adoption papers issued by recognized national authorities showing the legal, approved adoption of 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 other parent of your children is not accompanying you to Canada, you must submit a signed copy of the "Declaration From Non-Accompanying Parent/ Guardian For Minors Immigrating To Canada" form **IMM5604** (attached at the end of Appendix A) for each child consenting to their travel to Canada along with a copy of the non-accompanying parent's photo ID showing their signature;
- 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 who were aged 22 or over at the time your application was submitted, including:
  - complete school records/transcripts since before 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; and
  - proof of full financial support by parents since before attaining age 22.

**4. TRAVEL DOCUMENTS AND PASSPORTS**

**Note: Do not** send originals until we request you to do so.

- Copies of 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, and
  - 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.
- You must hold a valid regular passport; diplomatic, official, service or public affairs passports **are not** valid for immigration to Canada.

5. PROOF OF RELATIONSHIP IN CANADA (IF APPLICABLE)   

**Note:** Do not send originals as they will not be returned to you.

- Proof of relationship to your qualified first degree relative (see definition below) in Canada, including a family tree and birth, marriage or adoption certificates.
- **If your close relative is a permanent resident of Canada:** One photocopy of either his or her Record of Landing (IMM 1000), or Confirmation of Permanent Residence or Permanent Resident Card.
- **If your close relative is a Canadian citizen:** One document showing proof of Canadian citizenship, such as a photocopy of the bio-data of their Canadian passport or a copy of their Canadian citizenship card.
- Evidence to show that your listed relative is currently residing in Canada. This may include copies of:
  - lease agreements;
  - current Revenue Canada Notice of Assessments;
  - employer's letter confirming their employment; or
  - the first page only of monthly bills showing name and address, etc.

**Note:** Submit a maximum of three (3) documents confirming residence.

**Definition of "qualified first degree relative":** A "qualified first degree relative" is a parent, grandparent, child, grandchild, child of a parent, sibling, child of a grandparent, aunt or uncle, or grandchild of a parent, niece or nephew of you or your accompanying spouse who is residing in Canada and is a Canadian citizen or permanent resident.

For more information, please visit our [website](http://www.cic.gc.ca/english/immigrate/skilled/factor-adaptability.asp) at: <http://www.cic.gc.ca/english/immigrate/skilled/factor-adaptability.asp>.

6. EDUCATION/TRAINING/QUALIFICATIONS 

For you and your spouse or common-law partner:

- **Post-secondary education documents:** copies of vocational or technical certificates or diplomas;
- **College or university documents:** copies of certification of completion and the graduation degree, diploma, or certificate issued by the college or university and the evaluation committee;
- **Transcripts:** certified true copies of transcripts of all degrees;
- If you are currently in a program of study, provide a letter from the Department Head advising the date of expected completion of your course work and expected graduation date;
- **Professional qualifications certificates:** copies of professional qualifications certificates (e.g., Engineer, Accountant, Registered Nurse, Physician, Teacher, Architect etc.).

**Note:** Do not submit certificates from routine training courses, certificates of appreciation or attendance certificates.

**7. WORK EXPERIENCE (FOR THE APPLICANT ONLY)**

- Copies of employment contracts from your present and past employers, accompanied by an English or French translation;
- Original and up-to-date employment certificates from your current and past employers for the ten (10) years preceding the date of your application. Letters must be written on company letterhead, be signed by the responsible officer/ supervisor and show the company's full address, telephone, fax numbers, email address and website 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 and duties in each position;
- Your total annual salary plus benefits;
- The number of hours worked per week;
- The signature of your immediate supervisor or the personnel officer of the company; and
- A business card of the signatory.

**Note: If you cannot provide an employment certificate from an employer, provide a written explanation and any other documentation that would support your claim to such employment and provide the information as set forth above.**

**8. PROOF OF LANGUAGE PROFICIENCY**

Refer to instructions in the "**Proof of your language abilities**" section of our [website](#).

- **Test results from an approved language-testing organization:** You must submit test results. You must provide the **original**. Photocopies are unacceptable. Language test results must not be older than one year upon submission.

**Proof of language proficiency is required for your application to be considered complete, otherwise it will be returned to you.**

**9. ARRANGED EMPLOYMENT (IF APPLICABLE)**

- If you are currently working in Canada under a work permit, provide:
  - a photocopy of the permit; and
  - a **letter from your employer** indicating that you will be employed indeterminately upon receiving permanent resident status.
- If you have a permanent job offer confirmed by Human Resources and Social Development Canada (HRSDC), provide:
  - a photocopy of the HRSDC/Service Canada confirmation letter (Arranged Employment Opinion) which was sent to your employer; and
  - a **letter from your prospective employer** indicating that you will be employed indeterminately upon receiving permanent resident status.

The original version of the "**letter from your employer**" or "**letter from your prospective employer**" must be:

- written on company letterhead;
- signed by the responsible officer/supervisor;
- show the company's full address, telephone and fax numbers, e-mail and website addresses; and
- stamped with the company's official seal (if applicable).

Letters must include all of the following information:

- the specific period of your anticipated employment with the company;
- the position you will hold during employment;
- your main responsibilities and duties in the anticipated position;
- your total annual salary plus benefits;
- the number of hours per week you are anticipated to work; and
- a business card of the person signing.

**10. WORK OR STUDY IN CANADA (IF APPLICABLE)**

If you or your spouse or common-law partner are/were...	Then you must provide...
an international student	<ul style="list-style-type: none"> <li>• proof that you've legally resided in Canada for at least 12 months before submitting your application</li> <li>• a photocopy of your study permit</li> <li>• proof of your student status</li> <li>• proof of enrolment from your educational institution.</li> </ul>
a temporary foreign worker	<ul style="list-style-type: none"> <li>• proof that you've legally resided in Canada for at least 12 months before submitting your application</li> <li>• a photocopy of your work permit</li> <li>• letter of employment (employment certification)</li> <li>• any other evidence of employment in Canada</li> </ul>

**11. NON-ACCOMPANYING FAMILY MEMBERS DECLARATION (IF APPLICABLE):**

Failure to have a family member examined with your application will result in their future exclusion from the Family Class for sponsorship for immigration to Canada.



**12. SETTLEMENT FUNDS** 

Refer to the "**Proof of Funds**" section of our [website](#) 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 whether accompanying or not):

- current bank certification letter showing evidence of savings balance;
- evidence of fixed or time deposit statements; or
- evidence of any other assets.

If applicable, submit proof of ownership (by you and/or your spouse or common-law partner) and an official statement of valuation for all assets such as:

- house, apartment;
- automobile; or
- land.

**Personal Net Worth:**

Complete and sign the "**Personal net worth Statement**" form (at the end of appendix A). All assets and liabilities, whether located in your country of residence or elsewhere, should be identified. However, do not include personal items such as jewellery, furniture, etc. All assets listed must be your own **personal** holdings and must be documented.

**Note:** If you need more space than provided, attach a separate page.

**13. POLICE CERTIFICATES AND CLEARANCES**  

Please consult our [website](#) at: [www.cic.gc.ca/english/information/security/police-cert/index.asp](http://www.cic.gc.ca/english/information/security/police-cert/index.asp) for specific and up-to-date information on how to obtain police certificates from any country in which you have lived for over (6) six months since the age of 18 years.

**Note:** For applications submitted at the Centralized Intake Office (CIO) prior to June 26, 2010, you must submit police certificates with your complete application and supporting documents to the visa office within the **120 day deadline** set out by the CIO.

If you are submitting your application to the CIO on or after June 26, 2010, the police certificates are not required with your complete application to the CIO. If your application is placed into processing you will be required to provide police certificates to the visa office at a later date.

**14. FEE PAYMENT**



Follow these instructions to pay the fees. If you do not, we will return your application. Processing fees are **not** refundable.

If you are applying as...	Then you must...
a federal skilled worker	pay the processing fees to the CIO in <b>Canadian funds</b> . Fees are payable by credit card (Visa, MasterCard, American Express) or to the " <b>Receiver General for Canada</b> " by: <ul style="list-style-type: none"> <li>• certified cheque,</li> <li>• bank draft, or</li> <li>• money order.</li> </ul> <b>Do not enclose cash.</b> <b>Note:</b> Refer to the <b>Payment Instructions</b> in this section for the Right of Permanent Residence Fee.
a Provincial Nominee, or a Quebec - Selected Skilled Worker	refer to the <b>Payment Instructions</b> in this section to pay the processing fees and the Right of Permanent Residence Fee.

**Payment Instructions for fees submitted to the Embassy of Canada in Manila**  
 Consult the **Fees** section of our [website](#) or the *Guide for Skilled Worker Applicants* to calculate your fees. Payment may be made in Philippine pesos or Canadian dollars. Payment must be by means of an international money order, certified cheque or bank draft, issued to you within 30 days of the date of your payment to us. It should be made payable to the "**Canadian Embassy – Manila**". **We do not accept cash.**

**15. PHOTO REQUIREMENTS**



Supply **six (6) photos** taken within the past six (6) months for each member of your family and yourself. Follow the "photos" instructions of the application guide and in **Appendix B: Photo Specifications**.

**Note:** On the **back of each photograph**, write the name and of birth of the person who appears in the photo as well as the date the photo was taken.

# Mailing your application

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If you are applying as a ...	Then you must ...
federal skilled worker <b>on or after June 26, 2010,</b>	mail to the <b>CIO</b> in Sydney, Nova Scotia: <ul style="list-style-type: none"> <li>• your complete application, <b>and</b></li> <li>• supporting documents required in this checklist.</li> </ul> <p><b>Note:</b> After submitting your application, do not send any additional documents unless you are requested to do so.</p> <p>Refer to the "<b>Mail the application</b>" section of the <i>Guide for Skilled Worker Applicants</i>.</p>
federal skilled worker <b>before June 26, 2010,</b>	mail to the <b>visa office</b> the: <ul style="list-style-type: none"> <li>• photocopies of the forms you submitted to the CIO, <b>and</b></li> <li>• supporting documents required in this checklist, within the <b>120 day deadline</b> set out by the CIO.</li> </ul> <p>Refer to the instructions for <b>Mailing to the Visa Office</b> below.</p>
Provincial Nominee, or a Quebec - Selected Skilled Worker	mail your complete application to the <b>visa office</b> .  Refer to the instructions for <b>Mailing to the Visa Office</b> below.

## Mailing to the Visa Office

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

**The Canadian Embassy  
 Visa Section  
 PO Box 2168, Makati Central PO  
 Makati City 1200  
 Philippines**

You may also deliver them in person or by courier to:

**Canadian Embassy  
 Visa Section  
 RCBC Plaza Tower 2, 6th Floor  
 6819 Ayala Avenue  
 Salcedo Village, Makati City**

Should you wish to use a commercial courier, we have made arrangements with DHL Worldwide Express, to ensure the safe delivery of your properly completed immigration application package to our office; however, you are under no obligation to choose DHL over any other commercial courier. For your own tracking purposes, please retain a record of the courier waybill number.

## **Interviews**

If required, you will be interviewed at the Canadian Embassy in Makati.

## **Communicating with us**

In an effort to improve our efficiency and shorten our processing times, we use email as our preferred method of communication with applicants whenever possible. When replying to incoming correspondence, we try to do so within 28 business days. Please note that we do not reply to routine queries on applications that are within average processing times. Current processing times are published on our website at:

[www.philippines.gc.ca](http://www.philippines.gc.ca).

For your reference, our email address is: [manil.immigration@international.gc.ca](mailto:manil.immigration@international.gc.ca).

# Personal Net Worth Statement

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I certify that the following listing of my assets and liabilities is a complete and true statement of my personal net worth, and that this relates specifically to the sections of my *Application for Permanent Residence in Canada* concerning the money I will bring to Canada and my debts and obligations.

Name \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Assets

### A. Bank Deposits

Current and Savings Accounts (specify currency)			Fixed Deposits (specify currency)		
Date opened	Account number	Current balance	Date of initial deposit	Maturity date	Current balance
	TOTAL CDN\$			TOTAL CDN\$	

### B. Property (specify currency)

Complete address	Year purchased	Mortgaged		Purchase price	Estimated current market value
		Yes	No		
		—	—		
		—	—		
		—	—		
		—	—		
		—	—		
		—	—		
				TOTAL CDN\$	

**C. Publicly Traded Stocks and Other Passive Investments (specify currency)**

Description	Quantity	Estimated current market value
	TOTAL CDN\$	

**D. Business (Specify Currency)**

Name	% owned	Current book value (net assets)	Estimated current market value
		TOTAL CDN\$	

**E. Pension, Mutual Funds and Other Assets (specify currency)**

Description	Amount
TOTAL CDN\$	

## Liabilities

### F. Mortgages (Specify Currency)

Complete address	Mortgaged amount
TOTAL CDN\$	

### G. Personal Debts (e.g., shareholder, child support, alimony) (specify currency)

Nature of obligation	Amount
TOTAL CDN\$	

## Net worth

To calculate your net worth, subtract your total liabilities from your total assets:

$$(A + B + C + D + E) - (F + G) = \text{Net worth (CDN\$)}$$

### Which is distributed as follows (CDN\$):

Funds to accompany me to Canada	
Funds to transfer to Canada at a later date	
Funds already in Canada	
Funds remaining outside Canada	
TOTAL CDN\$	

{Exchange rate used: CDN\$ 1 = \_\_\_\_\_ (currency on supporting documents)}



## DECLARATION FROM NON-ACCOMPANYING PARENT/GUARDIAN FOR MINORS IMMIGRATING TO CANADA

FOR OFFICE USE ONLY			
File no.	▶		
Date	▶	Day	Month Year

Send this fully completed Declaration **and** a photocopy of a valid and legible identity document to the Canadian Embassy/Canadian Consulate.

This form must be:

- filled out by the non-accompanying parent/guardian, former spouse or former common-law partner and;
- **witnessed by a notary public.**

**A copy of this form must be completed for each child travelling to Canada.**

I, \_\_\_\_\_, declare that I have no objections to my

child: \_\_\_\_\_  
Child's full name Day Month Year  
Child's date of birth

immigrating to Canada with his/her parent/guardian:

Parent/Guardian name	Relationship to child
Parent/Guardian name	Relationship to child

Fill out this section if this child is travelling to Canada with someone other than the parent/guardian listed above.

Name	Relationship to child
------	-----------------------

I have read and understand the contents of this letter and by signing and returning this letter, I am confirming that I fully understand that I may be permanently separated from my above-named child.

I further understand that if I wish to enter Canada, as a temporary resident or a permanent resident, I must comply with all requirements of the *Immigration and Refugee Protection Act* and Regulations in force at the time of my application.

To be completed by the non-accompanying parent/guardian, former spouse or former common-law partner, in front of the witness. Present your original Identification Card to the witness\*

Signature (before witness*)	Date <small>Day</small> <small>Month</small> <small>Year</small>
Emergency contact telephone number	Place

To be completed by the witness (notary public)

Witness title and name in block letters (*must be a notary public)	Witness* professional chop/stamp
Signature of witness*	



# Appendix B

## Photo Specifications

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### Notes to the applicant

**TAKE THIS WITH YOU TO THE PHOTOGRAPHER**

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

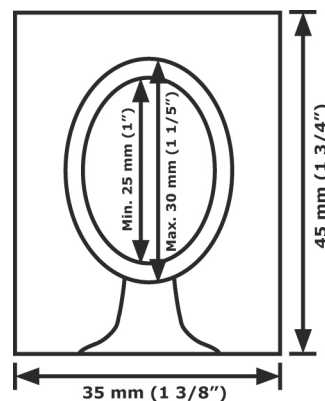
### Notes to the photographer

#### The photos must:

- show a full front view of the person's head and shoulders showing full face centered in the middle of the photograph;
- have a **plain white background**;
- be identical (black and white or colour) produced from the same untouched negative, or exposed simultaneously by a split-image or multi-lens camera.

#### The photos must:

- measure between 25 mm and 30 mm (1" and 1 1/5") from chin to crown;
- have a 35 mm x 45 mm (1 3/8" x 1 3/4") finished size.



# Appendix C

## Medical Instructions

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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 a dependent child, even if he or she usually lives with the other parent and is not accompanying you to Canada.

This office will forward medical instructions as soon as we receive your completed *Application for Permanent Residence in Canada* form and have reviewed your application.

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

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.