



IMMIGRATION Canada

Application for Permanent Residence –Skilled Worker–

Visa Office Specific Instructions

Rome



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**Cette trousse est également
disponible en français**

Appendix A Checklist

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.

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. **Send original documents only.** Send notarized photocopies of all documents **except** the police certificates, which must be **originals**. If your documents are not in English or French, send a notarized (certified) translation with a copy of the originals.

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 " Complete the application " section on our Web site for specific instructions on how to complete the questions on each of the following forms. If you were born in Switzerland or in a country that is not a member of the European Union, attach a photocopy of your completed application forms.			
	APPLICATION FOR PERMANENT RESIDENCE IN CANADA (IMM 0008)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Check that it is completed by the principal applicant.			
	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 4A: ECONOMIC CLASSES - PROVINCIAL NOMINEES - BUSINESS NOMINEES		<input type="checkbox"/>	
	Completed by the principal applicant.			
	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.			
	SCHEDULE 5: DECLARATION OF INTENT TO RESIDE IN QUEBEC: ECONOMIC CLASSES			<input type="checkbox"/>
	Completed by the principal applicant.			

ORIGINAL CERTIFICAT DE SÉLECTION DU QUÉBEC (CSQ)

Copy labelled "Immigration Canada" for:

- you (the principal applicant);
- your spouse or common-law partner; and
- your dependent children.

ADDITIONAL FAMILY INFORMATION (IMM 5406)

Completed by:

- the principal applicant
- spouse or common-law partner
- each dependent child over the age of 18 years

USE OF A REPRESENTATIVE (IMM 5476)

Complete and include this form in your application if you have a representative.

2. IDENTITY AND CIVIL STATUS DOCUMENTS

- National identity card, birth, marriage, final divorce, annulment or separation certificates for you and your spouse or common-law partner
- Death certificate for former spouse if applicable
- Citizenship certificate, permanent resident card or permanent resident visa (formerly called "immigrant visa") for any family members who are Canadian citizens or permanent residents of Canada

3. CHILDREN'S INFORMATION (IF APPLICABLE)

- Children's birth certificates (which name their parents)
- Proof of legal registration of adoption 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:
 - 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.

4. TRAVEL DOCUMENTS AND PASSPORTS

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

<p>5. PROOF OF RELATIONSHIP IN CANADA (IF APPLICABLE)</p> <ul style="list-style-type: none"> • Proof of relationship to your close relative in Canada, such as birth, marriage or adoption certificates. • If your close relative is a permanent resident of Canada: photocopy of his or her Record of Landing (IMM 1000), Confirmation of Permanent Residence or Permanent Resident Card. • If your close relative is a Canadian citizen: proof of Canadian citizenship, such as a photocopy of pages of a Canadian passport or Canadian citizenship card. 	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>6. EDUCATION/TRAINING/QUALIFICATIONS</p> <p>For you, your spouse or common-law partner:</p> <ul style="list-style-type: none"> • 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 qualifications certificates should be submitted if available. (e.g., Engineer, Computer Programmer, Accountant, Economist, Translator/Interpreter, Architect etc.) 	<p><input type="checkbox"/></p>
<p>7. WORK EXPERIENCE</p> <p>For you and your spouse or common-law partner:</p> <ul style="list-style-type: none"> • 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. <p>Letters must include all of the following information:</p> <ul style="list-style-type: none"> • 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 signature of your immediate supervisor or the personnel officer of the company • a business card of the person signing <p>If you cannot provide a reference from your current employer, provide a written explanation.</p>	<p><input type="checkbox"/></p>
<p>8. PROOF OF LANGUAGE PROFICIENCY</p> <p>Refer to instructions in the "Proof of your language abilities" section of our website.</p> <ul style="list-style-type: none"> • 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. <p>Proof of language proficiency is required for your application to be considered complete, otherwise it will be returned to you.</p>	<p><input type="checkbox"/></p>

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 anticipated position
- your total annual salary plus benefits
- the number of hours per week you are anticipated to work
- a business card of the person signing

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



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.

11. SETTLEMENT FUNDS



Refer to the "**Proof of Funds**" section of our [Web site](#) 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):

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

12. POLICE CERTIFICATES AND CLEARANCES



Please consult our **Web site** at: 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.

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.

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

Payment Instructions

Consult the **Fees** section of our **Web site** or the *Guide for Skilled Worker Applicants* to calculate your fees. Fees may be paid in Euros or Canadian dollars, **by certified cheque or bank draft** and made out to the Canadian Embassy. Visit www.international.gc.ca/missions/italy-italie/menu.asp for current fees. A receipt will be issued for all payments. Retain the receipt as proof of payment for the study of your file. **Do not** send cash in the mail. If you submit your application to the Embassy in person, you may pay by cash in Canadian dollars only.

14. PHOTO REQUIREMENTS



Supply **six (6) photos** for yourself and each accompanying family member. Follow the instructions provided in section **How to Complete the Forms** of the application guide and in **Appendix B: Photo Specifications**. 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

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

Mailing to the Visa Office

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

**Immigration Section
Canadian Embassy
Via Zara 30
00198 Rome, Italy**

Processing Steps

Once we receive your complete application, we will take the following steps:

Step	Description
<p>Pre-selection evaluation</p>	<p>We will determine if:</p> <ul style="list-style-type: none"> • the information and documents you provided are complete, and • you meet the basic selection criteria. <p>We will also decide whether a personal interview is necessary: If yes, we will inform you of the date, time and place of the interview If no, we will continue the processing of your application and when all statutory requirements, including:</p> <ul style="list-style-type: none"> • medical and • background checks <p>have been met by you and your family members, we will make the final decision. Note: Applicants, including your family members aged 19 years or over, must be available to attend the interview. We meet applicants in:</p> <ul style="list-style-type: none"> • Athens, • Rome, • Tirana or • Valetta. <p>The services of an interpreter must be arranged in advance for any applicant or family member who will be interviewed and who is unable to communicate well in either English or French. Note: Instructions for this will be provided in the letter of invitation to the interview.</p>
<p>Selection</p>	<p>We will then make the decision to:</p> <ul style="list-style-type: none"> • accept or • reject your application. <p>Note: This is normally done at the interview (or when the decision is made to waive the interview).</p>
<p>Final decision</p>	<p>The final decision is taken once we receive:</p> <ul style="list-style-type: none"> • the results of the medical examinations and background checks, and • all statutory requirements are met. <p>The processing time between the selection and final decision can vary considerably depending on the following main factors:</p> <ul style="list-style-type: none"> • your speed in providing us with the information or documents requested, • the need to undergo additional medical examinations, • various internal verification procedures and • the number of applications we have to process. <p>When the application is ready for final decision, we will ask you to pay the Right of Permanent Residence Fee, if you have not already done so.</p>
<p>Contacting us</p>	<p>It is not necessary or useful to contact us to enquire about the status of your application. These calls or letters add to our workload and causes delays in the processing of all applications, including yours.</p> <p>However, you should write an email if you have new information (for example, if your address, marital status or family composition changed).</p> <p>Do not try to contact us by telephone as our files are confidential and their content cannot be discussed over the phone.</p> <p>In case of an emergency, you may:</p> <ul style="list-style-type: none"> • leave a message on our voice message system by dialing: 39-06-854443937. • send a fax at 39-06-854442905 or • send an e-mail message to: romevisa@international.gc.ca

Appendix B

Photo Specifications

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.

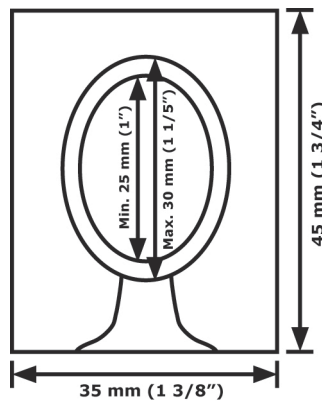
Notes to the photographer

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

A medical examination is obligatory for you, your spouse or common-law partner and your dependent children, whether accompanying you to Canada or not. 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 the child usually lives with the other parent and is not accompanying you to Canada.

Canadian immigration law defines as inadmissible to Canada a person who is suffering from any disease, disorder, disability or other health impairment as a result of the nature, severity or probable duration of which, in the opinion of a medical officer concurred with by at least one other medical officer, they are or are likely to be a danger to public health or to public safety, or their admission would cause or might reasonably be expected to cause excessive demands on health or social services. If your family member is inadmissible, you will be inadmissible also.

You will receive the forms and instructions for the medical examination, as well as the list of designated doctors in your country of residence, when a positive selection decision is made (usually at the time of the interview or when the decision is made to waive the interview). It is up to you to make an appointment with the doctor of your choice. You are also responsible for paying all the fees for the examination.

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