



IMMIGRATION

Canada

Application for Permanent Residence –Skilled Worker–

Visa Office Specific Instructions

Buffalo



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**Cette trousse est également
disponible en français**

Appendix A Checklist

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

IMPORTANT NOTICE: If there is any change in your:

- family status (e.g.: marriage, divorce, birth, adoption, death of the principal applicant or any accompanying family member),
- education (e.g.: acquisition of another degree) or
- employment status (e.g.: acquisition of employment, change of employer, loss of employment)

after you submit your application, it is **your responsibility** to notify this office and provide the appropriate supporting documentation.

The Visa Officer will assess your application on the basis of the information you have provided. The Officer is under no obligation to request information you have not provided.

Note: For more information on the preparation and submission of your application, refer to the [helpful hints](http://www.canadainternational.gc.ca/buffalo/imm/helpful_hints-conseils_utiles.aspx?lang=eng) section of the Buffalo office website at: www.canadainternational.gc.ca/buffalo/imm/helpful_hints-conseils_utiles.aspx?lang=eng.

		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.			
	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 an updated Schedule 1 form completed, dated and signed 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.			

	F	P	Q
SCHEDULE 4: ECONOMIC CLASSES – PROVINCIAL NOMINEES		<input type="checkbox"/>	
Completed by the principal applicant.		<input type="checkbox"/>	
The original approval letter issued by the Province where you intend to reside.		<input type="checkbox"/>	
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)			<input type="checkbox"/>
Copy labelled “Immigration Canada” for:			
<ul style="list-style-type: none"> • you (the principal applicant); • your spouse or common-law partner; and • your dependent children. 			
ADDITIONAL FAMILY INFORMATION (IMM 5406)	<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 			
USE OF A REPRESENTATIVE (IMM 5476)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete and include this form in your application if you have a representative.			
2. IDENTITY AND CIVIL STATUS DOCUMENTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Birth, marriage, final divorce, annulment or separation certificates for you and your spouse or common-law partner. If married previously more than once, include certificates from each and every marriage and divorce you, your spouse or common-law partner have had. • Death certificate for former spouse or common-law partner, if applicable. • If you have a common-law partner, complete and include the <i>Declaration of common-law union (IMM 5409)</i> and provide evidence that you have cohabitated with your partner for a period of at least 12 continuous months and the following documents listing both your names: <ul style="list-style-type: none"> • copies of joint bank account statements, • copies of leases, • utility bills etc. 			

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.

5. PROOF OF RELATIONSHIP IN CANADA (IF APPLICABLE)

Submit:

- Proof of relationship showing you have, or your accompanying spouse / common-law partner has a close relative who lives in Canada and is a Canadian citizen or permanent resident. This close relative can be:
 - parent, grandparent,
 - child, grandchild,
 - brother, sister,
 - aunt, uncle, or
 - niece, nephew.
- Proof of relationship to your close relative in Canada, such as birth, marriage or adoption certificates. For example, to prove that your relative in Canada is your paternal aunt, it would be necessary to submit copies of birth certificates for her and for your father showing they have at least one common parent.
- **If your close relative is a permanent resident of Canada:** provide a 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:** provide proof of Canadian citizenship, such as a photocopy of pages of a Canadian passport or Canadian citizenship card.
- Provide evidence to show that your listed relative is currently residing in Canada. This may include copies of:
 - lease agreements,
 - a current Notice of Assessment from Revenue Canada,
 - an employer's letter confirming employment,
 - monthly bills etc.

Note: The evidence should show the relative's name and full address in Canada.

6. EDUCATION/TRAINING/QUALIFICATIONS

For you and your accompanying spouse or common-law partner:

- **Post-secondary education documents:** vocational or technical certificates or diplomas;
- **College or university documents:** the graduation degree, diploma, or certificate issued by the college or university;
- 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;
- **Trade / Apprenticeship documents:** certificate and evidence of apprenticeship;
- **Transcripts:** original transcripts of all courses taken must be submitted in university or college sealed envelopes;
- **Professional qualifications certificates:** any proof of further training or certification relative to your current occupation/profession;
- If you have studied in Canada, copies of study permits issued to you and/or your accompanying spouse or common-law partner.

7. WORK EXPERIENCE

For the principal applicant:

- **original** and up-to-date letters of reference from your past and current employers for the past 10 years.

Letters must be:

- written on company letterhead,
- signed by the responsible officer/supervisor,
- show the company's full address, telephone and fax numbers, email 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 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
- a business card of the person signing

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

For the accompanying spouse or common-law partner:

- **original** and up-to-date letters of reference, including all details as specified above, in respect of any employment in Canada under a work permit.
- a copy of the work permit.

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 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. SETTLEMENT FUNDS

Refer to the "**Proof of Funds**" section of our [Web site](#) for exact figures and instructions.

Provide:

- **original** letter(s) from your bank(s) and/or other financial institution(s) confirming the type(s) and current balance(s) of the account(s) you hold
- copies of monthly bank statements showing deposits and withdrawals for the 6 months prior to the submission of your application

11. 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.

12. 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

Federal Skilled Workers: Consult the [Guide](http://www.cic.gc.ca/english/information/applications/guides/EG75.asp) for Skilled Worker Applicants at: www.cic.gc.ca/english/information/applications/guides/EG75.asp.

Provincial Nominees and Quebec-Selected Applicants: Consult the [Fees section](http://www.canadainternational.gc.ca/buffalo/imm/fees-frais_buffalo.aspx) of our website at: www.canadainternational.gc.ca/buffalo/imm/fees-frais_buffalo.aspx.

13. PHOTO REQUIREMENTS



Supply **four (4) photos** for each member of your family and yourself. Follow the instructions provided in section **How to Complete the Forms** of the application guide and in **Appendix B: Photo Specifications**.

14. PROOF OF ADMISSION

If you do not reside in your country of nationality, provide proof that you have been lawfully admitted for a period of at least one year to your current country of residence.

Proof of lawful admission is in the form of a stamp in the passport or a status document issued at the Port of Entry or other place of admission. If an extension of the original status has been obtained, the evidence required would be a document or stamp issued by the ministry responsible for immigration matters, providing an extension up to one year or beyond.

Submit photocopies of:

- current or expired entry/exit stamps in your national passport.
- current or expired status documents indicating the date you were admitted and the validity.

For USA residents only:

- **I-94 card**
- **I-797**
- **IAP-66/DS-2019** (for J-1 status)
- **I-20** (for F-1 status)

IMPORTANT:

Under section 101(13)(A) & (B) of the Immigration and Naturalization Act of the United States, a person who is paroled under section 212(d)(5) of the Immigration and Nationality Act is not considered to have been lawfully admitted.

An Employment Authorization Card (EAC) may be issued during an adjudication process. It is not proof of lawful admission.

Making a refugee claim in itself does not regularize a person's immigration status and imply the person has been "lawfully admitted". The claim must be finally determined. If positive, the person can be considered "lawfully admitted" on the date the positive decision is made.

Mailing Your Application

If you are applying as a ...	Then you must ...
federal skilled worker on or after June 26, 2010,	<p>mail to the CIO in Sydney, Nova Scotia:</p> <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,	<p>mail to the visa office the:</p> <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	<p>mail your complete application to the visa office.</p> <p>Refer to the instructions for Mailing to the Visa Office below.</p>

Mailing to the Visa Office

If ...	Then ...
your address is in the USA	<p>send your application by US Mail or commercial courier to:</p> <p>Canadian Consulate General Immigration Regional Program Centre 1 HSBC Center, Suite 3000 Buffalo, NY 14203-2884 U.S.A.</p>
your address is in Canada	<p>send your application by Canada Post to:</p> <p>Canadian Consulate General Immigration Regional Program Centre P.O. Box 660 Fort Erie, Ontario L2A 6R6</p> <p>Note: You may instead choose to send your application directly to the Buffalo address above by mail or by commercial courier.</p>

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.

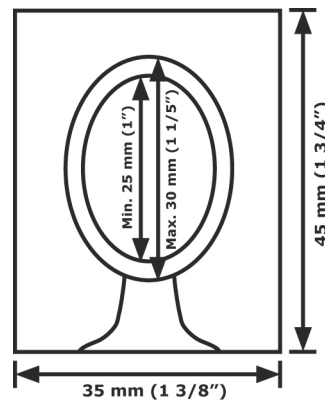
Notes to the photographer

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

Detailed medical instructions will be sent to you. When you receive your assessment notice you will also receive medical forms for yourself, (and your accompanying dependants if applicable), instructions and a list of doctors in your area who are authorized to conduct immigration medical examinations.

You are not required to have a medical examination before you submit your application forms.