



# IMMIGRATION Canada

## Application for Permanent Residence –Skilled Worker–

### Visa Office Specific Instructions

Seoul



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Cette trousse est également  
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. Send originals of all your documents including police certificates. If your documents are not in English or French, you must present certified translations 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
<b>1. FORMS</b>			
See the " <b>Complete the application</b> " section on our <a href="#">Web site</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</li> <li>• each dependent child over 18 years of age</li> </ul>			
<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.			
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>			

		F	P	Q
<b>ADDITIONAL FAMILY INFORMATION (IMM 5406)</b> Completed by: <ul style="list-style-type: none"> <li>• the principal applicant</li> <li>• spouse or common-law partner</li> <li>• each dependent child over the age of 18 years</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>USE OF A REPRESENTATIVE (IMM 5476)</b> Complete and include this form in your application if you have a representative.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.</b>	<b>IDENTITY AND CIVIL STATUS DOCUMENTS</b> <ul style="list-style-type: none"> <li>• Birth, marriage, final divorce, annulment or separation certificates for you and your spouse or common-law partner</li> <li>• Death certificate for former spouse if applicable</li> <li>• Photocopy of <b>citizenship certificate, permanent resident card or permanent resident visa</b> (formerly called immigrant visa) for any family members who are Canadian citizens or permanent residents of Canada</li> <li>• A Family Relation Certificate, with a certified French or English translation. The Certificate should have been recently issued.</li> <li>• A Marriage Relation Certificate for you and your spouse, if applicable</li> <li>• An old (deleted) Family Census Register for you and your family member.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.</b>	<b>CHILDREN'S INFORMATION (IF APPLICABLE)</b> <ul style="list-style-type: none"> <li>• Children's birth certificates (which name their parents)</li> <li>• Korean texts and translations in English or French of the Family Census Register (Hojok Deungbon).</li> <li>• Adoption papers for adopted dependent children (Adoption Relation Certificate)</li> <li>• Proof of custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court (Identification Certificate of the children)</li> <li>• If the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements</li> <li>• Proof of continuous full-time studies at a post-secondary institution that is accredited by a relevant government authority of all dependent children aged 22 or over, including:               <ul style="list-style-type: none"> <li>• complete school records and transcripts since attaining age 22</li> <li>• letters from the schools indicating the number of hours of classes attended per day, and the number of days attended per week</li> <li>• proof of full financial support by parents since reaching age 22</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.</b>	<b>TRAVEL DOCUMENTS AND PASSPORTS</b> <ul style="list-style-type: none"> <li>• Passports or travel documents for you, your spouse and dependent children. Include only copies of pages showing the passport number, date of issue and expiration, your photo, name, date and place of birth.</li> <li>• If you live in a country different from your nationality, include a copy of your visa for the country in which you currently live.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p><b>5. PROOF OF RELATIONSHIP IN CANADA (IF APPLICABLE)</b></p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• Proof of relationship to your close relative in Canada, as listed on your deleted Family Census Register (<i>Hojok Deungbon</i>) or on birth, marriage or adoption certificates and proof of that person's status in Canada</li> <li>• Photocopy of the permanent resident card or permanent resident visa (formerly called immigrant visa IMM 1000) of your relative or proof of Canadian citizenship such as photocopy of pages of a Canadian passport or Canadian citizenship card.</li> <li>• Proof that your close relative lives in Canada, such as an employment letter, driver's licence, ownership of property, lease or notice of income tax assessment from Canada Revenue Agency.</li> </ul>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p><b>6. EDUCATION/TRAINING/QUALIFICATIONS</b></p> <p>For you, your spouse or common-law partner:</p> <ul style="list-style-type: none"> <li>• <b>Post-secondary education documents:</b> vocational or technical certificates or diplomas;</li> <li>• <b>College or university documents:</b> certification of completion and the graduation degree, diploma, or certificate issued by the college or university and the evaluation committee;</li> <li>• <b>Transcripts:</b> original transcripts of all degrees must be submitted in university-sealed envelopes.</li> <li>• <b>Professional qualifications certificates:</b> notarized professional qualifications certificates should be submitted if available. (e.g., Engineer, Computer Programmer, Accountant, Economist, Translator/Interpreter, Architect etc.)</li> </ul>	<p><input type="checkbox"/></p>
<p><b>7. WORK EXPERIENCE</b></p> <p>For you, your spouse or common-law partner and your dependent children over age 22:</p> <ul style="list-style-type: none"> <li>• Notarized employment contracts from your present and past employers, accompanied by an English or French translation</li> <li>• Salary tax certificates</li> <li>• 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.</li> </ul> <p><b>Letters must include all of the following information:</b></p> <ul style="list-style-type: none"> <li>• The specific period of your employment with the company</li> <li>• The positions you have held during the period of employment and the time spent in each position</li> <li>• Your main responsibilities in each position</li> <li>• Your total annual salary plus benefits</li> <li>• The signature of your immediate supervisor or the personnel officer of the company</li> <li>• A business card of the person signing</li> </ul> <p><b>If you cannot provide a reference from your current employer, provide a written explanation.</b></p>	<p><input type="checkbox"/></p>

**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 indetermi- nately 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](http://www.cic.gc.ca/english/information/security/police-cert/index.asp) 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.

**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 <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**

Consult the Fees section of our [Web site](#) to calculate your fees.

**If you are applying from within Korea**

Go to any branch or automatic teller machine (ATM) of HSBC of Korea and pay the fees in cash in Korean Won to the Canadian Embassy account number 002-709806-296 (HSBC Main Seoul Branch, HSBC B/D #25, 1-ka, Bongrae-dong, Jungku, Seoul, Tel:02)2004-0800/2004-0123, [www.kr.hsbc.com](http://www.kr.hsbc.com)).

Attach the original bank or ATM receipt to your application. The receipt must show your name. **Do not** pay using Internet or telephone banking. **Do not** send cash or personal cheques.

**If you are applying from outside Korea**

To pay your fees, attach a certified cheque, bank draft or money order payable to the "Receiver General for Canada" in Canadian dollars to your application. Bank drafts or money orders must show your name. Make sure you submit your application within two months of the date written on the bank draft or cheque.

**14. PHOTO REQUIREMENTS**

Supply **six (6) 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**.

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.

If your application lacks any of the documents listed in this checklist, it will be returned to you for completion. If you are unable to provide any of the requested documentation for special reasons, attach a written explanation with full details as to why that documentation is unavailable.

## **Exceptional circumstances**

Provide details on a separate sheet of paper headed "Exceptional Circumstances" if you believe that:

- (a). there are compelling humanitarian and compassionate circumstances present in your situation and motivating your decision to apply for immigration to Canada, or justifying the inclusion in your application of persons who do not meet the definition of "family member" as outlined in the Skilled Worker guide; and/or
- (b). there are strong reasons, not otherwise apparent from the information and documentation that you have provided, to indicate that you and your family members will be capable of successful establishment in Canada.



# 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**  
**C. P.O. Box 6299**  
**Seoul 100-662**  
**Republic of Korea**

Or use the drop box located at:

**Embassy of Canada**  
**Immigration Section**  
**16-1 Jeong-dong, Jung-gu**  
**Seoul, 100-120**  
**Republic of Korea**

For hours of operation and other important information about the visa office, refer to [www.korea.gc.ca](http://www.korea.gc.ca).

# 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.

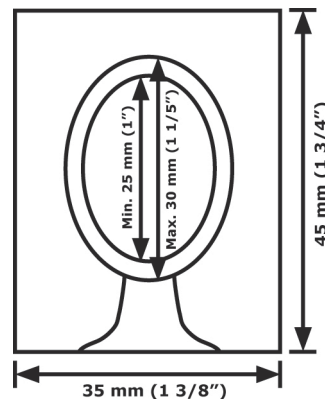
### Notes to the photographer

#### 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, will be required to undergo a medical exam with a physician on the list of designated doctors. This also includes children of whom you have joint custody even if the children usually live with the other parent and will not accompany you to Canada.

You will receive medical instructions in-person after your selection interview, or by mail if you have been exempted from the interview.

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.