



IMMIGRATION Canada

Application for Permanent Residence –Skilled Worker–

Visa Office Specific Instructions

Moscow



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**Cette trousse est également
disponible en français**

Appendix A Checklist

Assemble all your 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.

Important:

- **Copies of Documents:** Send **notarized photocopies** (*kserokopii*) of all documents unless indicated otherwise. Retyped copies (as opposed to photocopies) are **not acceptable**.
- **Translations:** If your documents are not in English or French, also include a notarized translation done by an official translator. **Do not translate your own documents.**

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.			
	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.			
	Note: 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

- Birth, marriage, final divorce, annulment or separation certificates for you and your spouse or common-law partner
- Death certificate for former spouse if applicable
- Proof of name change, if applicable e.g. name change certificates, previous marriage certificates showing name changes.
- If you are common-law partners, provide evidence that your relationship is genuine and continuing and has existed for at least 12 months before your application (this may include statutory declarations from individuals with personal knowledge of your relationship, family photos and any other proof of your relationship). Also provide the history of your relationship. Provide **originals** of all supporting documents with translations into English or French, if applicable. Originals (for example, photos) will be returned to you once your application has been finalized. Do not send video cassettes or other multimedia, such as floppy disks and CD-ROMs.

3. CHILDREN'S INFORMATION (IF APPLICABLE)

- Provide children's birth certificates (which name their parents).
- Adoption papers for adopted dependent children.
- If you or your spouse or common-law partner have children under the age of 18 who will accompany you to Canada, an **original** notarized consent signed by the other parent allowing children under 18 to immigrate with you to Canada is required ([see end of Appendix A](#)). This consent will not be returned to you.
- If you or your spouse or common-law partner have children under the age of 22 who will not accompany you to Canada, you must provide proof that you or your spouse or common-law partner have fulfilled any obligation stated in divorce agreements (**original**). You or your spouse or common-law partner should also submit an **original** notarized separation statement ([see end of Appendix A](#)). These statements/proof will not be returned to you.
- Proof of **continuous full-time studies** of all dependent children aged 22 or over, including:
 - complete school records/transcripts since 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
- Medical history if the child is 22 years of age or older and is unable to provide for himself or herself due to a medical condition.

		F	P	Q
4.	TRAVEL DOCUMENTS AND PASSPORTS <ul style="list-style-type: none"> • Provide passports or travel documents for you, your spouse or common-law partner and your dependent children if available when you submit your application. Do not include copies of all pages of passports. Include only copies of pages showing the passport number, date of issue and expiry, your photo, name, date and place of birth (notarization and translation not necessary). • If you live in a country different from your nationality, include a photocopy of your visa for the country where you currently live. <p>Note: You must hold a valid regular passport. Diplomatic, official, service or public affairs passports are not valid for immigration to Canada.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	PROOF OF RELATIONSHIP IN CANADA (IF APPLICABLE) <ul style="list-style-type: none"> • Proof of relationship to any close relative in Canada, such as birth, marriage, adoption certificates and divorce certificates, if applicable, showing all name changes to prove your relationship. • Proof of your relative's status in Canada: Record of Landing (IMM 1000), Confirmation of Permanent Residence or Permanent Resident Card, or proof of your relative's Canadian citizenship (such as a photocopy of pages of a Canadian passport or Canadian Citizenship card). • Proof of your relative's current residence in Canada such as an employment letter or rental agreement. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	EDUCATION/TRAINING/QUALIFICATIONS <p>For you, your spouse/common-law partner and children 18 years of age or older:</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 for each diploma should also be submitted. • Professional qualifications certificates: notarized professional qualifications certificates should be submitted if available. (e.g., Engineer, Computer Programmer, Accountant, Economist, Translator/Interpreter, Architect etc.) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	WORK EXPERIENCE - FOR ALL CATEGORIES <p>For you (principal applicant), your spouse or common-law partner and children 18 years of age and older provide:</p> <ul style="list-style-type: none"> • workbooks (a photocopy can be notarized by a notary or certified by your employer) • original and up-to-date letters of reference from your current and past employers for the last 10 years • original reference letters for employment not included in your workbooks. <p>Reference letters must be written on company letterhead and show the company's full address, telephone, fax numbers and be stamped with the company's official seal. They should 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 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 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: If you cannot provide a reference letter, submit employment contracts. Contracts must be notarized by a notary or certified by your employer and be accompanied by an English or French translation. **If you cannot provide either a reference letter or an employment contract, submit a written explanation of the reason.**

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. 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 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.

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. 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.
- You may pay by certified cheque or by international money order (in Canadian dollars) drawn on a Canadian bank and made payable to the "Receiver General for Canada". Write your name and address on the back. Make sure that you have sent the correct type of bank draft; otherwise, your application will be returned to you. Certified cheques must not be older than **six months** when received by the Moscow office.
- You can mail your application directly to the Embassy **ONLY** if you choose to pay processing fees by a certified cheque issued in Canadian dollars to the "Receiver General for Canada". Visit the Embassy of Canada in Moscow at the following website: www.international.gc.ca/missions/russia-russie for further information about fee payment and application submission.
- We will not accept an application without the correct processing fee. If the fee is incorrect, the entire application and accompanying documents will be returned to you.

Do not send cash by mail.

13. 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.

14. PROVINCIAL NOMINEE CERTIFICATE



Photocopy of your Provincial Nominee Certificate if you are selected by a province. Notarization not necessary.

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

See "How to submit an application for immigration" on the website of the Embassy of Canada in Moscow at www.international.gc.ca/missions/russia-russie/.

DECLARATION

I, the undersigned, _____
authorize my son (daughter) _____
to immigrate to Canada to live permanently with his(her) father(mother) _____

I understand and accept that this will not oblige the Government of Canada to grant me admission to Canada in the future, either as a visitor or as an immigrant, unless I satisfy all the requirements of the *Canadian Immigration and Refugee Protection Act and Regulations* in effect at that time.

If this condition is not satisfied, I understand and accept that this may result in a permanent separation from my son (daughter).

Declared at _____ on _____

Signature: _____

N.B.: This declaration must be witnessed either by a Notary Public.

Below is the translation into Russian



Перевод на английский язык выше

ЗАЯВЛЕНИЕ

Я, нижеподписавшийся, _____,
разрешаю моей сыну (дочери) _____
иммигрировать в Канаду на постоянное жительство с его (ее) матерью (отцом) _____

Я понимаю и признаю, что правительство Канады не будет обязано дать мне в будущем разрешение на гостевую поездку или постоянное жительство, если я не буду соответствовать всем требованиям Канадского Закона об Иммиграции и защите беженцев и действующим на тот момент нормам.

Если это условие не будет выполнено, я понимаю, что это может повлечь постоянную разлуку с моим сыном (дочерью).

Заявлено в _____ Дата _____

Ваша подпись _____

Примечание: это заявление должно быть заверено государственным нотариусом. Нотариус может перепечатать текст заявления на своем бланке или на отдельном листе.

DECLARATION

I, the undersigned, _____

understand and accept that if I am admitted to Canada as a permanent resident, this will not oblige the Government of Canada to grant admission to my spouse or my children whose names appear below:

unless they satisfy all the requirements of the *Canadian Immigration and Refugee Protection Act* and *Regulations* in effect at that time. If this condition is not fully satisfied, I understand and accept that this may result in a permanent separation from my spouse and children.

Declared at _____ on _____

Signature: _____

N.B.: This declaration must be witnessed either by a Notary Public.

Below is the translation into Russian



Перевод на английский язык выше

ЗАЯВЛЕНИЕ

Я, нижеподписавшийся, _____
понимаю и признаю, что если я получу разрешение на постоянное место жительства в Канаде, это не будет означать обязательства правительства Канады дать разрешение на въезд моей(му) супруге(у) и детям, чьи имена указаны ниже,

если они не будут соответствовать всем требованиям Канадского Закона об Иммиграции и защите беженцев и действующим на тот момент нормам. Если это условие не будет полностью выполнено, я понимаю и согласен с тем, что это может привести к постоянной разлуке с супругой(ом) и детьми.

Заявлено в _____ Дата _____
(где)

Ваша подпись _____

Примечание: это заявление должно быть заверено государственным. Нотариус может перепечатать текст заявления на своем бланке или на отдельном листе.

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.

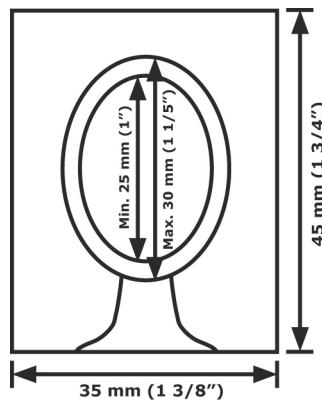
Notes to the photographer

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

Everyone included in your application, whether accompanying you or not, will be required to undergo a medical exam with a physician shown on the list of designated doctors. If you are divorced or separated, a minor child is considered your dependent child, even if he or she usually lives with the other parent and is not accompanying you to Canada.

Medical instructions and the list of doctors designated by the Canadian Immigration Medical Service will be provided by the Embassy of Canada in Moscow once your application has been reviewed or after an interview, if required.

You will be responsible for the cost of the medical exam for all of your family members.