



IMMIGRATION Canada

Application for Permanent Residence –Skilled Worker–

Visa Office Specific Instructions

Damascus



Table of Contents

Appendix A - Checklist

Appendix B - Photo Specifications

Appendix C - Medical Instructions

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 documents (a paper clip will do). Place all documents in a sealed envelope. **Do not send originals.** 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.

Check our Embassy Web site at www.dfait-maeci.gc.ca/syria for the most recent information on required fees and 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**.

RESIDENTS OF LEBANON	
Check the box to indicate which office you want to choose as principal point of contact	<input type="checkbox"/> Beirut <input type="checkbox"/> Damascus
Check the box to indicate the office where you wish for your in- person interview to be conducted (if applicable)	<input type="checkbox"/> Beirut <input type="checkbox"/> Damascus

	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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that it is complete and signed.			
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.			

		F	P	Q
<p>SCHEDULE 4A: ECONOMIC CLASSES - PROVINCIAL NOMINEES - BUSINESS NOMINEES</p> <p>Completed by the principal applicant.</p> <p>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.</p>		<input type="checkbox"/>		
<p>SCHEDULE 5: DECLARATION OF INTENT TO RESIDE IN QUEBEC: ECONOMIC CLASSES</p> <p>Completed by the principal applicant.</p>				<input type="checkbox"/>
<p>ORIGINAL CERTIFICAT DE SÉLECTION DU QUÉBEC (CSQ)</p> <p>Copy labelled "Immigration Canada" for:</p> <ul style="list-style-type: none"> • you (the principal applicant); • your spouse or common-law partner; and • your dependent children. 				<input type="checkbox"/>
<p>ADDITIONAL FAMILY INFORMATION (IMM 5406)</p> <p>Completed by:</p> <ul style="list-style-type: none"> • the principal applicant • spouse or common-law partner • each dependent child over the age of 18 years 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>USE OF A REPRESENTATIVE (IMM 5476)</p> <p>Complete and include this form in your application if you have a representative.</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<p>IDENTITY AND CIVIL STATUS DOCUMENTS</p> <ul style="list-style-type: none"> • Birth, marriage, final divorce, annulment or separation certificates for you and your spouse or common-law partner • Death certificate for former spouse if applicable • Photocopy of 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 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<p>CHILDREN'S INFORMATION (IF APPLICABLE)</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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)

(proof of relationship, status in Canada and residency)

- **Relationship:** provide identity documents and family lists which clearly establish the family relationship between you and your relative in Canada (for example if you claim to have a maternal uncle in Canada, provide official evidence that your mother and uncle share the same parents).
- **Status in Canada:** provide proof of your relative's status in Canada. Submit a copy of your relative's Permanent Resident Card, citizenship card.
- **Residency in Canada:** provide evidence that your relative currently resides in Canada. This should include but is not limited to: recent pay stubs, T4 slip for previous year, recent utility bills, and recent banking history showing transactions in Canada. Do not submit copies of driver's licenses, property tax assessments, Social or Health Insurance cards as these types of documents are not sufficient proof of residency in Canada.

6. EDUCATION/TRAINING/QUALIFICATIONS

For you, your spouse or common-law partner:

- **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.)

7. WORK EXPERIENCE**For you and your spouse or common-law partner:**

- 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.

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 signature of your immediate supervisor or the personnel officer of the company
- a business card of the person signing

If you cannot provide a reference from your current employer, provide a written explanation.

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. 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](#) or the Guide for Federal Skilled Worker Applicants for exact figures and instructions.)

You must provide evidence of **all unencumbered transferable funds you have** available for settlement in Canada, including evidence of the accumulation of those funds. This **must include** a bank statement(s) showing **all transactions** for the **last six months** with a **current balance** at least equivalent to the minimum required funds. A letter of solvency providing the current balance of your account(s) or the average credits and debits in your account(s) is not acceptable evidence.

If you have recently deposited a large amount of money into your bank account, you must clearly explain the provenance of these funds (ex. Sale of property, inheritance, etc.) and provide supporting evidence

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.

For payment in Canadian dollars: Bank draft to pay the full immigration processing fee in Canadian dollars. Because exchange rates vary, fees must be paid by bank draft in Canadian dollars drawn on a bank in Canada and which will clear there. Make the draft 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. **Do not enclose cash.**

		F	P	Q
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	THIS DOCUMENT CHECKLIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Residents of Jordan, Iraq, Lebanon and Syria

(Certified translations into English or French required, with photocopies of the original documents.)

1.	Civil status certificates for the principal applicant, spouse or common-law partner and all dependent children. Lebanese civil status documents must be certified by the chief of the civil status section of the relevant Mohafazat.	<input type="checkbox"/>
2.	Family list or family book.	<input type="checkbox"/>
3.	Please consult our Web site for specific and up-to-date information on how to obtain police certificates from any country.	<input type="checkbox"/>
4.	School certificates for the principal applicant, spouse or common-law partner and all dependent children 22 years of age and over.	<input type="checkbox"/>
5.	Photocopies of the first 6 pages of passports (including the page showing passport validity) for the principal applicant, spouse or common-law partner and all dependent children.	<input type="checkbox"/>

Residents of Iran

(Original certified translations into English or French with photocopies of the Farsi originals.)

1.	Identity cards (“Shenas Nameh”) for the principal applicant, spouse or common-law partner and all dependent children issued by the General Department of Civil Status and Census Registration, Ministry of the Interior.	<input type="checkbox"/>
2.	Please consult our Web site for specific and up-to-date information on how to obtain police certificates from any country.	<input type="checkbox"/>
3.	Photocopy of the first ten pages of passports (including the page showing passport validity) for the principal applicant, spouse or common-law partner and all dependent children. If possible, passports should be valid for at least three years after application date.	<input type="checkbox"/>
4.	School certificates for the principal applicant, spouse or common-law partner and all dependent children 22 years of age and over.	<input type="checkbox"/>
5.	Marriage certificates for any accompanying married children.	<input type="checkbox"/>
6.	Passport for each person included in your application. Ensure that there are at least two blank pages in each passport and that the passport will not expire before the validity of the visa. You must submit your passport at the interview and again before a visa is issued.	<input type="checkbox"/>
7.	Military service card (where applicable).	<input type="checkbox"/>

Residents of Cyprus

(Original certified translations into English or French)

1.	Photocopy of national identity card for the principal applicant, spouse or common-law partner and all dependent children.	<input type="checkbox"/>
----	---	--------------------------

Off-shore or non-resident applicants

(Original certified translations into English or French)

1.	Photocopy of national identity card for the principal applicant, spouse or common-law partner and all dependent children.	<input type="checkbox"/>
2.	Marriage certificates for any accompanying married children.	<input type="checkbox"/>
3.	Passport for each person included in your application. Ensure that there are at least two blank pages in each passport and that the passport will not expire before the validity of the visa. You must submit your passport at the interview and again before a visa is issued.	<input type="checkbox"/>
4.	School certificates for the principal applicant, spouse or common-law partner and all dependent children 22 years of age and over. Include annual marks sheets for each year of school attended, authorizations to sit in annual and/or final examinations and any interim certificates or degrees awarded.	<input type="checkbox"/>

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 . Refer to the instructions for Mailing to the Visa Office below.

Mailing to the Visa Office

Place all of your documents in a sealed envelope and mail them or bring them to one of the following addresses, in accordance with your selection above in the Appendix A:

**The Canadian Embassy
Immigration Section
P.O. Box 60163
Jal-el-Dib
Beirut
Lebanon**

**The Canadian Embassy
Lot 12, Autostrade Mezzah
P.O. Box 3394
Damascus, Syria**

Notice:

Successful applicants now have the opportunity to take a course, called "Canadian Orientation Abroad". The course is funded by the Department of Citizenship and Immigration and is offered by the International Organization for Immigration (IOM). This course is designed to prepare you for life in Canada. It can involve several sessions and can last several days. The course is offered free of charge and, although it is not mandatory, you are strongly encouraged to participate. We will pass your name and contact details to the IOM, so that they can contact you at a time closer to the next training session in your region.

Name: _____

File #: _____

Date: _____

SUPPLEMENTARY INFORMATION FORM - DAMASCUS
To be completed by ALL applicants aged 16 years or older

TRAVEL HISTORY

1. How many passports have you had, including the one you currently hold? ____
2. Please list all the countries that you visited and that you have lived in over the past 10 years.

Dates (dd/mm/yyyy)		Purpose of trip	Country, City
From	To		

Name: _____

File #: _____

Date: _____

EDUCATION AND EMPLOYMENT HISTORY

3. What is the highest level of study you have reached?

4. What is your profession and specialization (if any)?

5. Were you ever a member of any political party, other group, or organization?

Please specify the organization, dates and positions held.

Dates (dd/mm/yyyy)		Position	Organization
From	To		

6. Have you ever held a position in any government or state enterprise? (E.g. mayor, Member of Parliament, counselor, judge, managing director, etc). When and where?

Dates (dd/mm/yyyy)		Position	Organization
From	To		

7. Have you ever been employed by a government or political party in a position of responsibility or supervision? (e.g. hospital administrator, police officer, elections official, etc)

Dates (dd/mm/yyyy)		Position	Organization
From	To		

Name: _____

File #: _____

Date: _____

MILITARY SERVICE

Note: All immigration applicants must submit official military service completion or exemption certificates.

8. Did you serve in any militia, army, defense, or police unit (including obligatory national service, reserve or volunteer units)?

Yes No

If no, please explain: _____

9. Where were you stationed? (Please provide dates, ranks, units and locations)

Dates (dd/mm/yyyy)		Rank	Unit	Location
From	To			

10. What were your duties most of the time? (eg. infantryman, artillery, military policeman, radio operator, driver, other) Please describe in detail.

11. What training did you receive?

Name: _____

File #: _____

Date: _____

12. Under what circumstances did your service end? (E.g. completed service, deserted, invalidated out, medical problems, etc)

13. Did you ever participate in any form of combat?

Yes No

14. If **yes**, describe details and include specific dates and locations.

Use a separate sheet.

15. Have you ever witnessed or participated in ill treatment of prisoners or civilians, looting or desecration of religious buildings? If yes, describe the circumstances.

You must now read and sign the following declaration.

I (please print your full name) _____

DECLARE THAT ALL OF THE ABOVE STATEMENTS ARE TRUE, COMPLETE AND CORRECT,
AND I MAKE THIS STATEMENT KNOWING THAT IT HAS THE SAME EFFECT AS APPEARING
IN A COURT OF LAW.

Signature _____

Date _____

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.

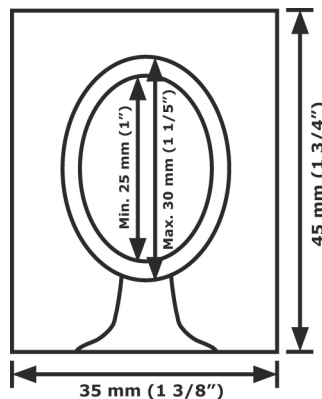
Notes to the photographer

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

Instructions for this examination will be provided after your application has been assessed by a Canadian visa officer.

After you receive the necessary medical forms, you and your family members must undergo the necessary medical examinations with one of the doctors on the list of designated doctors **unless** you and/or your family members live in a country not included on this list. If you wish to have your medical examinations in a country not included on this list, please inform us and we will ensure that you receive the appropriate list.

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.**

Applicants may at any time request that medical instructions be issued, and may undergo an immigration medical examination at their own risk. It is important to note, however, that undergoing an immigration medical examination does not guarantee that a permanent resident visa will be issued.

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.