



IMMIGRATION Canada

Application for Permanent Residence –Skilled Worker–

Visa Office Specific Instructions

Havana



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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 documents (a paper clip will do). Place all documents in a sealed envelope. **Do not send originals** unless otherwise stated. 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.			
	APPLICATION FOR PERMANENT RESIDENCE IN CANADA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Provide three copies (photocopies are acceptable). Check that they are 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.			
	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

- 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

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.

Direct Bank Deposit for Immigration Services

- Pay your fees in US currency at any of the three branches of Banco Metropolitano in Havana.
- Present the bank receipt to the Immigration Section of the Canadian Embassy in Havana at the time of your application. You may leave your application and your direct bank payment receipt in the drop-off box with the guard at the Immigration entrance.

Bank Locations:

- **Banco Metropolitano**, Oficina Central, 5a. Ave. y 112, Miramar, Ciudad de La Habana
- **Banco Metropolitano**, Sucursal 9073, Linea y M, Vedado, Ciudad de La Habana
- **Banco Metropolitano**, S.A. Sucursal 9074, Montserrate y San Jose, Habana Vieja, Ciudad de La Habana

The bank accepts US dollars, Visa and Mastercard.

14. PHOTO REQUIREMENTS



Supply **eight (8) 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**.

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 of your documents in a sealed envelope and deliver them by hand to:

**Embajada de Canada
Sección de Visas
Calle 30, No 518 Esquina A 7MA
Avenida Miramar
Havana, Cuba**

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.

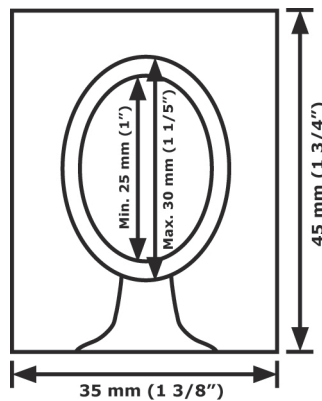
Notes to the photographer

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 medical forms, you and your family members must undergo the necessary medical examinations with one of the doctors listed, **unless** you and/or your family members live in a country not included on this 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.