



# IMMIGRATION Canada

## Application for Permanent Residence

## Guide for Provincial Nominees



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\*Visa office-specific appendices contain your local requirements. Instructions can be found on our website at <http://www.cic.gc.ca/english/information/applications/skilled-mission.asp>.

This application is made available free by Citizenship and Immigration Canada and is not to be sold to applicants.

**Cette trousse est également  
disponible en français**

# How to contact CIC

The table below shows the two ways you can contact CIC.

<b>Website</b>	<a href="http://www.cic.gc.ca">www.cic.gc.ca</a>
<b>Outside Canada</b>	<p>Contact a visa office at a Canadian</p> <ul style="list-style-type: none"><li>• Embassy,</li><li>• High Commission, or</li><li>• Consulate.</li></ul> <p>Consult the local phone directory or the CIC website for addresses, phone numbers and website addresses of Canadian visa offices abroad.</p>



**This is not a legal document.** For legal information, refer to the *Immigration and Refugee Protection Act and Regulations* or the *Citizenship Act and Regulations*, as applicable.

**This publication is available in alternative formats upon request.**

# Overview

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Canada encourages applications for permanent residence from people with abilities, education and work experience that will contribute to the Canadian economy. The **Provincial Nominee Program** allows provincial governments to choose immigrants according to the economic needs of the province. Each province:

- establishes its own standards and processes by which it chooses its nominees
- tries to nominate those candidates who would be most likely to settle effectively into the economic and social life of the region.

## Purpose

This guide is for people who have been or wish to be nominated by one of the following provinces or territories:

- Alberta
- British Columbia
- Manitoba
- New Brunswick
- Newfoundland and Labrador
- Nova Scotia
- Northwest Territories
- Ontario
- Prince Edward Island
- Saskatchewan
- The Yukon Territory

It provides the following information:

- how to apply for permanent residence in Canada as a provincial nominee;
- all of the necessary instructions and forms to apply (federal government only).

## Other classes

If you think you may qualify to apply under a different class, consult the chart below.

If:	Consult the guide:
You have been selected by the province of Quebec	<a href="#">Guide for Quebec-Selected Applicants</a>
You are immigrating to Canada as a Federal Skilled Worker	<a href="#">Guide for Federal Skilled Workers</a>
You are interested in immigrating to Canada as an investor, entrepreneur or self-employed person	<a href="#">Guide for Business Class Applicants</a>
A relative such as a parent, spouse or common-law partner would like to sponsor your application for permanent residence	<a href="#">Guide for Family Class Applicants</a>

## Staying informed

Selection criteria and other information for skilled worker applicants can sometimes change. Note that:

- Applications will be processed according to the rules and regulations in effect at the time of assessment. These may change at any time.

- Our website ([www.cic.gc.ca/english/immigrate/provincial/index.asp](http://www.cic.gc.ca/english/immigrate/provincial/index.asp)) contains the most up-to-date information and applications. Check periodically to make sure you have the most current information.

# Provincial Contacts

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Application procedures vary from province to province; however, Citizenship and Immigration Canada retains the authority to make the final decision on an application using existing selection and admissibility criteria, including security, criminal, and medical components for candidates who hold Provincial Nominee Certificates.

If you would like information on how to become nominated by a particular province, or if you require further details regarding the Provincial Nominee Program, contact the following provincial authorities:

<p><b>Alberta</b>            Alberta Provincial Nominee Program            Employment, Immigration and Industry            Suite 940, Telus Plaza North Tower            10025 Jasper Avenue            Edmonton, AB            T5J 1S6            website: <a href="http://www.alberta-canada.com/pnp">www.alberta-canada.com/pnp</a></p>	<p><b>Nova Scotia</b>            Provincial Nominee Program            Nova Scotia Office of Immigration            1741 Brunswick Street, Suite 110A            P. O. Box 1535            Halifax, Nova Scotia            Canada B3J 2Y3            website: <a href="http://www.novascotiainmigration.com">www.novascotiainmigration.com</a></p>
<p><b>British Columbia</b>            Economic Immigration Programs            Ministry of Economic Development            Suite 730, 999 Canada Place            Vancouver, BC            V6C 3E1            website: <a href="http://www.cse.gov.bc.ca/ProgramsAndServices/PNP/index.htm">www.cse.gov.bc.ca/ProgramsAndServices/PNP/index.htm</a></p>	<p><b>Ontario</b>            Opportunities Ontario: Provincial Nominee Program            400 University Avenue, Ground Floor            Toronto, ON            M7A 2R9            E-Mail: <a href="mailto:Opportunities.Ontario@ontario.ca">Opportunities.Ontario@ontario.ca</a>            website: <a href="http://www.ontarioimmigration.ca">www.ontarioimmigration.ca</a></p>
<p><b>Manitoba</b>            Immigration Promotion and Recruitment Branch            Manitoba Labour and Immigration            7<sup>th</sup> Floor - 213 Notre Dame Avenue            Winnipeg, Manitoba            Canada R3B 1N3            website: <a href="http://www.immigratemanitoba.com">www.immigratemanitoba.com</a></p>	<p><b>Prince Edward Island</b>            Immigration Services            94 Euston Street, 2nd Floor            P.O. Box 1176            Charlottetown, Prince Edward Island            Canada C1A 7M8            E-Mail: <a href="mailto:peinominee@gov.pe.ca">peinominee@gov.pe.ca</a>            website: <a href="http://www.gov.pe.ca/immigration">www.gov.pe.ca/immigration</a></p>
<p><b>New Brunswick</b>            Immigration Division            Department of Business New Brunswick            P.O. Box 6000            Fredericton, New Brunswick            Canada E3B 5H1            website: <a href="http://www.gnb.ca/immigration/">www.gnb.ca/immigration/</a></p>	<p><b>Saskatchewan</b>            Saskatchewan Immigration Branch            Ministry of Advanced Education, Employment and Labour            7<sup>th</sup> Floor - 1945 Hamilton Street            Regina, SK            Canada S4P 2C8            website: <a href="http://www.immigration.gov.sk.ca/">www.immigration.gov.sk.ca/</a></p>

<p><b>Newfoundland and Labrador</b> Office of Immigration and Multiculturalism Human Resources, Labour and Employment P.O. Box 8700 St. John's, Newfoundland Canada A1B 4J6 website: <a href="http://www.nlppn.ca">www.nlppn.ca</a></p>	<p><b>Yukon Territory</b> Advanced Education Branch Department of Education P.O. Box 2703, Whitehorse, YT Canada Y1A 6C7 website: <a href="http://www.education.gov.yk.ca/advanceded/ynp.html">www.education.gov.yk.ca/advanceded/ynp.html</a></p>
<p><b>Northwest Territories</b> Education, Culture and Employment P.O. Box 1320 Yellowknife, Northwest Territories Canada X1A 2L9 website: <a href="http://www.iti.gov.nt.ca/business-economic-development/nwt-nominee-program.shtml">http://www.iti.gov.nt.ca/business-economic-development/nwt-nominee-program.shtml</a></p>	

## Funds Required to Settle in Canada

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The government of Canada provides no financial support to new immigrants. You must prove that you have enough money unencumbered by debts or obligations to support yourself and your family members after you arrive in Canada.

**We strongly recommend** that you research the cost of living in the region of Canada where you intend to live. Bring with you as much money as possible to make your establishment in Canada easier.

### Disclosure of funds

You will have to tell a Canadian official if you carry more than \$10,000 Canadian in cash funds upon your entry to Canada. This could be in the form of:

- money (coins or bank notes)
- securities in bearer form (stocks, bonds, debentures, treasury bills etc.)
- negotiable instruments in bearer form (bankers' drafts, cheques, travellers' cheques, money orders etc.)

**Failure to disclose can result in fines and imprisonment.**

# Working in Canada

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Finding employment in Canada requires planning. You should obtain as much information as possible before you apply to immigrate. There is no guarantee that you will be able to work in your preferred occupation.

Although credential assessment and licensing are not requirements of the skilled worker application, you need to be aware of these issues when considering immigrating to Canada.

Please consult our [website](#) for some helpful sites on regulated and non regulated occupations.

## Regulated occupations

Twenty percent of people working in Canada work in occupations that are regulated to protect the health and safety of Canadians. Examples include nurses, engineers, electricians and teachers.

Provincial and territorial regulatory bodies are responsible for establishing entry requirements for individual occupations; for recognizing prior credentials, training and experience; and for issuing licences required to practice. The recognition process varies between provinces and territories and between occupations. Recognition of qualifications and issuance of licenses can generally only be completed once in Canada. The process can take time. You may be asked to:

- provide documentation of qualifications
- undergo a language examination (which may differ from those required for immigration)
- complete a technical exam (with accompanying fee)
- do supervised work

## Non-regulated occupations

For non-regulated occupations, there are no set requirements and there is no legal requirement to obtain a licence. The employer will set the standards and may very well request registration with a professional association.

## Credential assessment

A credential assessment is advice on how qualifications from another country compare to Canadian qualifications. An assessment **does not** guarantee that:

- a regulatory body will issue you a licence to practice
- your credentials will be accepted by a Canadian employer

However, a credential assessment **will** help you understand the Canadian educational system and assist you with your job search.

You can have your credentials assessed by one of the provincial evaluation services. Please consult our [website](#) for more information.

## Labour market information

Job opportunities and labour market conditions are different in each region of Canada. It is important to research conditions in the area in which you want to live. Please consult our [website](#) for helpful sites on the Canadian labour market, job banks, and provincial and territorial labour market information.

# Fees

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## The processing fee:

- **is non-refundable** whether your application is approved or not;
- must be paid when you send your application to the visa office;
- must be paid by the principal applicant and each accompanying family member.

## Calculating your fees

Use the table below to calculate the amount required in Canadian dollars. You may have the option of paying in another currency. For information on how to pay your fees, consult **Appendix A: Checklist**.

PROCESSING FEES	Number of People	Amount per Person	Amount Due
Principal applicant	1	x \$550	\$550
Spouse or common-law partner		x \$550	\$
Each dependent child who is 22 years of age or older or who is married or in a common-law relationship, regardless of age		x \$550	\$
Each dependent child under 22 years of age and not married or in a common-law relationship		x \$150	\$
		<b>Total</b>	<b>\$</b>

## Right of Permanent Residence Fee

- **\$490 per person** for you (the principal applicant) and your spouse or common-law partner (if applicable). Dependent children are exempt.
- You will need to pay this fee before your application for permanent residence can be finalized. **We will send you a request to pay this fee** when we are ready to issue the permanent resident visa.

## Additional fees

You must also pay the following additional fees for yourself and your family members (if applicable):

- fees required by the nominating province or territory (fees vary)
- medical examinations
- police certificates
- language assessments



# Medical and Security Requirements

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## Medical requirements

You and your family members, whether accompanying you or not, must undergo and pass a medical examination in order to come to Canada. To pass the medical examination you or your family members must not have a condition that:

- is a danger to public health or safety
- would cause excessive demand on health or social services in Canada. Examples of “excessive demand” include ongoing hospitalization or institutional care for a physical or mental illness.

## Instructions

Instructions on how to undergo the medical examination will normally be sent to you after you submit your application to the visa office. For further instructions, see **Appendix C**.

## Exam validity

The medical examination results are valid for 12 months from the date of the first medical examination. If you are not admitted as a permanent resident during this time, you must undergo another complete medical examination.

## Authorized doctors

Your own doctor cannot do the medical examination. You must see a physician on Canada’s list of **Designated Medical Practitioners**. Note that the physician is only responsible for conducting a medical examination; he or she cannot give you any advice on the immigration process.

## Security requirements

### Police certificates

You and your family members who are 18 years of age and older and are not permanent residents or Canadian citizens have to provide:

- a valid police certificate, or
- police clearance, or
- record of no information.

These documents are to be provided for each country **other than Canada**, in which you have lived for six consecutive months or longer since reaching the age of 18.

**Note:** If you or your family members were under 18 years of age (16 years of age in certain jurisdictions) for the entire time you lived in a particular country, you do not need to provide a police certificate for that country.

The certificate must have been issued no more than three months prior to submitting your application. If the original certificate is not in English or French, then you will need to submit both the certificate and the original copy of the translation prepared by an accredited translator.

It is **your** responsibility to contact the police or relevant authorities. When doing so, you may have to:

- pay a fee for the service, and
- provide information or documentation such as:
  - photographs,
  - fingerprints,
  - your addresses and periods of residence in the country or territory.

We will also do our own background checks to determine if there are grounds under which you and your dependants may be inadmissible to Canada.

Please consult our [website](#) for specific and up-to-date information on how to obtain police certificates from any country.

If you have been convicted of a criminal offence in Canada, your application cannot be approved unless you receive a pardon. To avoid the unnecessary payment of processing fees for an immigration application that will be refused, you should first apply for a pardon to the:

**Clemency and Pardons Division**

**National Parole Board**

**410 Laurier Avenue West**

**Ottawa, ON, Canada**

**K1A 0R1**

**Fax: 1-613-941-4981**

**website: [www.npb-cnlc.gc.ca](http://www.npb-cnlc.gc.ca)** (application forms can be downloaded from the site)

# How to Apply to Immigrate to Canada

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## STEP 1. APPLY FOR NOMINATION

Before you can apply to immigrate to Canada as a provincial nominee, you must first be nominated by a province or territory. Each province or territory has its own nomination procedures. To learn more, consult the [Provincial Contacts](#) section.

## STEP 2. GATHER YOUR DOCUMENTS

Collect the documents you need to support your application. These are listed in **Appendix A: Checklist**. The Checklist will tell you how many copies of the application form you need, which documents must be originals and which should be photocopies, and whether a certified translation in English or French is required.

## STEP 3. PREPARE THE FORMS

This guide provides only one copy of each form. If any of your family members are included in your application, you will need more than one copy of some forms. Photocopy the following forms, or download and print the appropriate number from [www.cic.gc.ca/english/immigrate/provincial/index.asp](http://www.cic.gc.ca/english/immigrate/provincial/index.asp):

*Application for Permanent Residence in Canada (IMM 0008)*: Page two of the form asks for details of your family members. There is space for three family members on the form. If you have more than three family members, make enough copies for everyone.

*Schedule 1: Background/Declaration and Additional Family Information (IMM 5406)*: You, your spouse or common-law partner and each dependent child aged 18 or over (whether accompanying you or not) must complete these forms. Make enough photocopies for everyone.

## STEP 4. COMPLETE THE FORMS

For specific instructions, see the [How to Complete the Forms](#) section.

## STEP 5. OBTAIN POLICE CERTIFICATES

Please consult our [website](#) for specific and up-to-date information on how to obtain police certificates from any country.

## STEP 6. CALCULATE YOUR FEES

Use the instructions in the [Fees](#) section to calculate the fees you must send with your application. Pay the fees according to instructions in the Fee Payment section of **Appendix A: Checklist**. Do not mail cash.

## STEP 7. MAKE SURE YOUR APPLICATION IS COMPLETE

Use the **Checklist** to verify that you have all of the required documents. Note that we may request additional information at any time during the application process.

## STEP 8. SUBMIT YOUR APPLICATION

Submit your completed application to the address indicated in the Checklist. Print your name and address in the top left-hand corner of the envelope.

**If you do not fully complete and sign the forms and pay all necessary fees, your application will be returned to you unprocessed.**

# How to Complete the Forms

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The following text does not contain instructions for all the boxes on the forms. Most questions are clear; instructions are provided only when necessary. Note the following:

- Print clearly with a black pen or use a typewriter.
- Attach a separate sheet of paper if you need more space and indicate the number of the question you are answering.
- You must answer all questions. If you leave any sections blank, your application will be returned to you and processing will be delayed. If any sections do not apply to you, answer "N/A" ("Not applicable").
- If your application is accepted and information you provide on the forms changes before you arrive in Canada, you must inform, in writing, the visa office to which you applied. You must do this even if your visa has already been issued.

**WARNING!** It is a serious offence to give false or misleading information on this form. We may check to verify your responses. Misrepresentation will result in a two-year ban from entering Canada.

## ***Application for Permanent Residence in Canada (IMM 0008)***

To be completed by:

- You, as the principal applicant

**At the top of this form, you will find three boxes:**

### **Category under which you are applying**

In the "Other" box, write: Provincial Nominee.

### **How many family members...**

Write the total number of people included in your application, including yourself and any family members, whether they are accompanying you to Canada or not.

Family members include your:

- **Spouse:** A husband or wife of the opposite or same sex
- **Common-law partner:** A person of the opposite or same sex with whom you have lived in a conjugal relationship for at least one year

**Note:** A marriage between two persons of the same sex will be recognized, for immigration purposes, where the marriage:

- was legally performed in Canada; or
- if performed outside of Canada, the marriage must be legally recognized according to both the law of the place where the marriage occurred and under Canadian law. This applies to same-sex marriages performed in the following jurisdictions:
  - Belgium
  - the Netherlands
  - South Africa
  - Spain

- the State of Massachusetts (U.S.A.).

For additional information on same-sex marriages, consult our [website](#).

- **Dependent children:** Daughters and sons, including children adopted before the age of 18, who:
  - are under the age of 22 and do not have a spouse or common-law partner;
  - have been continuously enrolled as full-time students and financially supported by their parents since turning 22 (or from the date of becoming a spouse or common-law partner if this happened before the age of 22); or
  - have substantially depended on the financial support of their parents since before turning 22 and are unable to support themselves due to a medical condition.

### Language you prefer for...

**Correspondence:** Decide which of English or French you are more comfortable reading and writing, and check the appropriate box.

**Interview:** You may be selected for an interview. Interviews can be conducted in English or French. You may also be interviewed in another language of your choice; however, you will be responsible for the cost of hiring an interpreter.

### Instructions for filling out the rest of the form are listed below:

1. Print your full **family name** (surname) as it appears on your passport or on the official documents that you will use to obtain your passport. Print all of your **given names** (first, second or more) as they appear on your passport or official documents. Do not use initials.
5. If you are a citizen of more than one country, give details on a separate page.
6. Write your native language (the language you learned at home in childhood and still understand).
- 6a. Check the box to indicate which of Canada's official languages (French or English) you use most frequently. If you do not use French or English, check the "Neither" box.

One of Canada's objectives with respect to immigration is to support and assist the development of minority language communities in Canada.

**Note:** This question is not used for selection purposes.

10. This section requires you to give details of your past marriages or common-law relationships. If you have never had a spouse or common-law partner other than your current one, check the "No" box and proceed to Question 11. If you have, check the "Yes" box and provide the details requested. If you have had more than two previous spouses or common-law partners, give details on a separate page.
12. Check the box that best describes the highest level of education you have completed. If you have not completed secondary school, check the "No secondary" box.

**Secondary education:** the level of schooling after elementary and before college, university, or other formal training. Also called high school.

**Trade/Apprenticeship:** completed training in an occupation, such as carpentry or auto mechanics.

**Non-university certificate/diploma:** training in a profession that requires formal education but not at the university level (for example, dental technician or engineering technician).

**Bachelor's degree:** An academic degree awarded by a college or university to those who complete the undergraduate curriculum; also called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.

**Master's degree:** An academic degree awarded by the graduate school of a college or university. Normally, you must have completed a Bachelor's degree before a Master's degree can be earned.

**PhD:** the highest university degree, usually based on at least three years graduate study and a dissertation. Normally, you must have completed a Master's degree before a PhD can be earned.

14. This is the address we will use to mail correspondence regarding your application. Print your address in English and, if applicable, also in your own native script.
19. Identity cards issued by a foreign national, provincial, municipal or other government, as well as cards issued by a recognized international agency such as the Red Cross, can be used to identify yourself. If you have such a card, print the number in the space provided. Photocopy both sides of the card and attach the photocopy to your application. If you do not have an identity card, print "N/A".

## Details of family members

There is space for three family members on this form. If you have more than three family members, photocopy this page before you start to fill it in so you have enough space for everyone.

### Given name(s)

Print all of your family members' **given names** (first, second or more) as they appear on their passports or official documents. Do not use initials.

### Country of citizenship

If your family member is a citizen of more than one country, give details on a separate page.

### Relationship to you

Indicate whether the family member is your spouse, common-law partner, daughter or son.

### Will accompany you to Canada

Tell us if your family member will come to Canada with you. He or she must immigrate before the visa expires, but may arrive in Canada after you.

**Native language:** Write your family member's native language (the language he/she learned at home in childhood and still understand).

Check the box to indicate which of Canada's official languages (French or English) your family member uses most frequently. If he/she does not use French or English, check the "Neither" box.

One of Canada's objectives with respect to immigration is to support and assist the development of minority language communities in Canada.

**Note:** This question is not used for selection purposes.

### Education

Indicate the level of education your family member has successfully completed. Use the categories listed in Question 12.

## **Photos**

Ask a photographer to provide you with a set of photos of yourself and each of your family members included in your application, whether they will be accompanying you or not. The required number of photos for each individual is indicated in Appendix A, under **Photos**.

Photos must comply with specifications given in Appendix C, Photo Specifications. Make sure you give a copy of these specifications to the photographer.

- On the back of one photo (and only one) in each set, write the name and date of birth of the person appearing in the photo as well as the date the photo was taken.
- Enclose each set of photos in separate envelopes. Write the family member's name, date of birth and relationship to you on the corresponding envelope and close the envelope with a paper clip.
- Photos must not be stapled, scratched, bent or bear any ink marks.

## ***Background / Declaration (IMM 0008, Schedule 1)***

To be completed by:

- You
  - Your spouse or common-law partner (whether accompanying you to Canada or not)
  - Your dependent children aged 18 or over (whether accompanying you to Canada or not)
1. Write all of your given names. Do not use initials.
  6. Indicate your current status in the country where you now live (for example, citizen, permanent resident, visitor, refugee, no legal status, etc.).
  10. Provide details of all secondary and post-secondary education. Begin with the most recent program completed.
  11. You must account for every month since your 18<sup>th</sup> birthday. Under "Activity", print your occupation or job title if you were working. If you were not working, enter what you were doing (for example, unemployed, studying, travelling, etc.). Attach another sheet if necessary.
  15. Give a complete address including the street, town or city, province or region, and country. If there was no street or street number, explain exactly the location of the house or building. You must account for every month since your 18<sup>th</sup> birthday. Do not use post office (P.O.) box addresses.

### **Declaration**

Read the statements carefully. Sign and date in the boxes provided. By signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, truthful, and correct. If you do not sign, the application will be returned to you.

## ***Economic Classes - Provincial Nominees (IMM 0008, Schedule 4)***

To be completed by:

- You, as the principal applicant
4. "Funds" refers to money in Canadian dollars, and includes the value of any property you own. It does not include jewellery, cars or other personal assets.

## ***Economic Classes - Provincial Nominees, Business Nominees (IMM0008, Schedule 4A)***

To be completed by:

- You, as the principal applicant
4. Please provide details of every business in which you have been an owner or a partner
  5. If you intend to establish a business in Canada, please provide a short outline.
  6. Please provide details of your assets and liabilities. In **Part I** provide a total of your net worth, i.e. assets minus liabilities, and in **Part J** indicate the funds which you will take to Canada. In **Part K**, please provide a brief written summary of the way in which your assets were acquired.

## ***Additional Family Information (IMM 5406)***

To be completed by:

- You
- Your spouse or common-law partner (whether accompanying you to Canada or not)
- Your dependent children aged 18 or over (whether accompanying you to Canada or not)

It is very important that you list on this form any other children (even if they are already permanent residents or Canadian citizens) that you, your spouse or common-law partner or your dependent children might have who are not included in your Application for Permanent Residence. This includes:

- married children
- adopted children
- step-children
- any of your children who have been adopted by others
- any of your children who are in the custody of an ex-spouse, common-law partner or other guardian

You must answer all questions. If any sections do not apply to you, answer “N/A”.

## ***Use of a Representative (IMM 5476)***

**Complete this form if you are appointing a representative.**

If you have dependent children aged 18 years or older, they are required to complete their own copy of this form if a representative is also conducting business on their behalf.

A **representative** is someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada. When you appoint a representative, you also authorize CIC to share information from your case file to this person.

You are not obliged to hire a representative. We treat everyone equally, whether they use the services of a representative or not. If you choose to hire a representative, your application will not be given special attention nor can you expect faster processing or a more favourable outcome.

The representative you appoint is authorized to represent you only on matters related to the application you submit with this form. You can appoint only **one** representative for each application you submit.

**There are two types of representatives:**



### Unpaid representatives

- friends and family members who do not charge a fee for their advice and services;
- organizations that do not charge a fee for providing immigration advice or assistance (such as a non-governmental or religious organization);
- consultants, lawyers and Québec notaries who do not, and will not, charge a fee to represent you.

### Paid representatives

If you want us to conduct business with a representative who is, or will be charging a fee to represent you, he or she must be authorized. Authorized representatives are:

- immigration consultants who are members in good standing of the Canadian Society of Immigration Consultants (CSIC);
- lawyers who are members in good standing of a Canadian provincial or territorial law society and students-at-law under their supervision;
- notaries who are members in good standing of the *Chambre des notaires du Québec* and students-at-law under their supervision.

If you appoint a paid representative who is not a member of one of these designated bodies, your application will be returned. **For more information** on using a representative, visit our [website](#).

### Section B.

#### 5. Your representative's full name

If your representative is a member of CSIC, a law society or the *Chambre des notaires du Québec*, print his or her name as it appears on the organization's membership list.

#### 8. Your representative's declaration

Your representative must sign to accept responsibility for conducting business on your behalf.

### Section D.

#### 10. Your declaration

By signing, you authorize us to complete your request for yourself and your dependent children under 18 years of age. If your spouse or common-law partner is included in this request, he or she must sign in the box provided.

## Release of information to other individuals

To authorize CIC to release information from your case file to someone other than a representative, you will need to complete the form *Authority to Release Personal Information to a Designated Individual* (IMM 5475) which is available on our website at: [www.cic.gc.ca/english/information/applications/release-info.asp](http://www.cic.gc.ca/english/information/applications/release-info.asp) and from Canadian embassies, high commissions and consulates abroad.

The person you designate will be able to obtain information on your case file, such as the status of your application. However, he or she will **not** be able to conduct business on your behalf with CIC.

**You must notify us if your representative's contact information changes or if you cancel the appointment of a representative.**

# The Application Process

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## 1. Submission

Each visa office has its own application process; however, there are two universal aspects of the process:

- A. **Completion check:** Once you have submitted your application, we will check to determine that all required application forms have been properly completed and submitted, the application processing fee has been paid, and that all requested supporting documentation has been provided.

If your application package does not meet these requirements, we will return it to you. No file will be created or record kept until a complete application has been submitted.

- B. **Acknowledgment of receipt:** If your application is complete, we will begin to process it. You will be sent a letter that:
- notifies you of this fact and provides you with your visa office file number
  - sets out some basic instructions for contact with the visa office
  - gives you a brief outline as to future processing steps

## 2. Processing

### Review for decision

Your application will undergo a detailed review by a visa officer. The officer will consider all the information and documentation you have provided, and will assess it against current selection standards for skilled worker immigrants.

### Factors that facilitate processing

There are certain things you can do to help ensure that your application is processed as promptly as possible:

- make sure that all the documentation and information requested is **provided at the time of initial application submission**
- make sure that you notify the visa office promptly of any and all changes to your mailing address, family situation, or any other information that is important to your application, such as additional education or work experience.
- refrain from making unnecessary inquiries to the Visa Office regarding the status of your case

### Factors that may delay processing

The following factors may delay the processing of your application:

- unclear photocopies of documents
- documents not accompanied by a certified English or French translation
- verification of information and documents provided
- a medical condition that may require additional tests or consultations
- a criminal or security problem
- family situations such as impending divorce, or custody or maintenance issues
- completion of legal adoption
- consultation is required with other offices in Canada and abroad

- you are not a permanent resident of the country in which you currently live

## Checking your application status

To find out the current status of your application, follow these steps:

Step	Action
1	Log on to our website at <a href="http://www.cic.gc.ca">www.cic.gc.ca</a> .
2	Select " <b>I Need To...</b> " on the right hand side of the page.
3	Click on <i>Check My Application Status</i> .
4	Click on <i>Client Application Status</i> under " <b>Online Services</b> ".

If you do not want your information to be made available on-line, you can remove it by following these steps:

Step	Action
1	Log on to our website at <a href="http://www.cic.gc.ca">www.cic.gc.ca</a> .
2	Select " <b>I Need To...</b> " on the right hand side of the page.
3	Click on <i>Check My Application Status</i> .
4	Click on <i>Client Application Status</i> under " <b>Online Services</b> ".
5	Access your account.
6	Select the check box next to the message " <b>Please don't show my application status on the Internet</b> ".

Current processing times are updated weekly on our website at: [www.cic.gc.ca/english/information/times/canada/process-in.asp](http://www.cic.gc.ca/english/information/times/canada/process-in.asp).

## 3. Decision

The officer will make a decision based on:

- the number of points that you accumulate in the six factors, based on the documentation you submit with your application
- your ability to meet the Required Funds amount for the size of your family

During the decision-making process, the officer may contact you if:

- further documentation is required
- a personal interview is required

### Confirmation of permanent residence

If your application is successful, you will be issued a *Confirmation of Permanent Residence* (COPR) form that you and your accompanying family members must bring to the port of entry along with your visa. The COPR will contain all of your identification information, as well as a photo and your signature.

# What Happens Next?

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## Employment and settlement services

Settlement services vary between regions and provinces. You can learn about them from:

- Citizenship and Immigration Canada website: [www.cic.gc.ca/english/newcomers/index.asp](http://www.cic.gc.ca/english/newcomers/index.asp)
- Some provincial governments or provincial organizations

## Permanent resident status

If your application is successful, you and your family members will receive status as permanent residents of Canada. Some conditions will apply:

- You will remain a permanent resident until you become a Canadian citizen, as long as you spend at least two years of each five year period in Canada
- You may leave and re-enter Canada as often as you wish

## Rights

As permanent residents, you and your family members will have the right to:

- Live, study and work in Canada for as long as you remain permanent residents
- Access most social benefits accorded to Canadian citizens (see [Limitations](#))
- Apply for Canadian citizenship and a Canadian passport (once you have been a legal permanent resident for three of the four previous years)

## Limitations

There are a few limitations on permanent residents:

- You cannot vote in certain elections
- You may be ineligible for certain jobs requiring high-level security clearances
- If you or any of your family members commit a serious crime, you or your family members risk being deported from Canada

## Obligations

As permanent residents, you will also have the same legal obligations as Canadians, such as paying taxes and respecting all federal, provincial, and municipal laws.

## The Permanent Resident Card

All new permanent residents will be issued a card as part of the arrival process. Cards will be mailed to your home address soon after you become a permanent resident. For more information on the Permanent Resident Card, visit our [website](#).