



IMMIGRATION Canada

Application for Permanent Residence

Federal Skilled Worker Class



Table of Contents

Overview	2
Before You Apply	3
Step 1. Gather Documents	20
Step 2. Complete the Application.....	24
Step 3. Pay the Fees	38
Step 4. Mail the Application	40
What Happens Next	43

Forms

- Application for Permanent Residence in Canada (IMM 0008)
- Schedule 1: Background/Declaration
- Schedule 3: Economic Classes – Federal Skilled Worker
- Additional Family Information (IMM 5406)
- Use of a Representative (IMM 5476)

Visa Office specific instructions*:

Appendix A – Checklist

Appendix B – Photo Specifications

Appendix C – Medical Instructions

*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>

Overview

Application package This application package consists of:

- an instruction guide, and
- the required form(s).

The **instruction guide** is a tool that provides

- the information you must know about this application before sending it to Citizenship and Immigration Canada (CIC), and
- assistance with how to fill out the forms and the required supporting documents.

Read the instruction guide thoroughly and then fill out each of the applicable form(s).

The **form(s)** are specifically designed with questions that will assist the processing of your application.




Why you need to read this guide?

This guide provides all of the instructions necessary to complete this application. As a result of reading the guide, you should be able to:

- complete the application form, and
- determine what supporting documents need to be included.

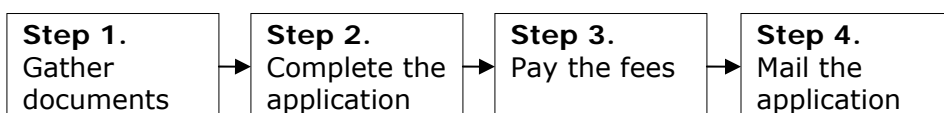
Symbols used in this guide

This guide uses the following symbols to indicate information of particular importance.

This symbol...	Tells you...
	What you must do to have your application processed.
	Important information that you need to be aware of in order to avoid delays or other problems.
	Where to get more information.
Note:	Tips that will assist you with this application.

The application process

The instructions provided in this guide follow the basic steps you will need to know to complete your application.



Before You Apply

Permanent Residence under the Federal Skilled Worker Class

The Federal Skilled Worker Class

Immigration has always helped to make Canada's economy strong and prosperous. To continue this tradition, Canada encourages skilled worker applications for Permanent Residence from people with skills, education and work experience that will contribute to the Canadian economy.


If you are a Skilled Worker you may apply for Permanent Residence by using this application package.

Who may use this application package

Applications for Permanent Residence under the Federal Skilled Worker Class can be submitted by foreign nationals who are skilled workers and professionals.

Other classes

This application package is only for applicants in the Federal Skilled Worker Class. 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  See: "Do you intend to reside in Quebec" for more information	Guide for Quebec Skilled Workers
You have been nominated by a province under a Provincial Nominee Program	Guide for Provincial Nominees
You have skilled work experience in Canada and are interested in immigrating to Canada under the Canadian Experience Class	Guide for Canadian Experience Class
You are interested in immigrating to Canada as an investor, entrepreneur or self-employed person	Guide for Business Class Applicants (Investors, Entrepreneurs, Self-Employed Classes)
A relative such as a spouse, common-law partner or parent would like to sponsor your application for Permanent Residence	Guide for Family Class Applicants

Do you intend to reside in Quebec?

Under the *Canada-Quebec Accord on Immigration*, Quebec establishes its own immigration requirements and selects immigrants who will adapt well to living in Quebec. If you intend to come to Canada as a Quebec-selected skilled worker, you must first contact the **Ministère de l'Immigration et des Communautés culturelles (MICC)** at:
<http://www.micc.gouv.qc.ca/fr/index.asp>

You may also consult our **website** for more information at:
<http://www.cic.gc.ca/english/immigrate/quebec/index.asp>

Staying informed

Selection criteria, requirements and other information for applicants can sometimes change. Please note that:

- Applications will be processed according to the rules and regulations in effect at the time of the assessment. These may change at any time.
 - Our **website** contains the latest news, selection criteria updates and applications links. Check periodically for updated information.
-

Am I eligible?

Federal Skilled Worker applications submitted **on or after** February 27th, 2008 will be placed into processing if they meet the criteria in one or more of the three categories described below.

Application Category



Choose the **Category** in the table below which corresponds to your situation. This chart describes the three categories available to you.

Category	If you meet the criteria in one of the categories below, your application will be placed into processing if...
1	you are in an occupation which corresponds to the list of occupations identified in the Ministerial Instructions and have evidence of one year of continuous full-time (or full-time equivalent) experience in that occupation
2	you have an Arranged employment offer with a Canadian employer
3	you are a student or worker who is legally residing in Canada, and have done so for at least 12 months immediately before submitting your application

Ministerial instructions

Instructions have been established by the Minister of Citizenship and Immigration Canada. These instructions are based on input from the public, business, labour and non-governmental organizations, and allow Canada to better respond to labour market needs. To consult the list of occupations, refer to our **website** at: <http://www.cic.gc.ca/english/immigrate/skilled/apply-who-instructions.asp>

National Occupational Classification (NOC)

The **National Occupational Classification** (NOC) is the official classification system of occupations in the Canadian economy. It describes duties, skills, aptitudes, and work settings for occupations in the Canadian labour market.

The NOC 2006 can be accessed on-line at: <http://www5.hrsdc.gc.ca/NOC-CNP/app/index.aspx?lc=e>

Determining your NOC category

Follow these steps to determine if your work experience is in an occupation that is on the list of occupations eligible for processing under the Federal Skilled Worker Class:

STEP 1. Go to the NOC **website** at: <http://www5.hrsdc.gc.ca/NOC-CNP/app/index.aspx?lc=e>

STEP 2. Click on "To Search the NOC..."

STEP 3. Follow the instructions to find the NOC category that matches your work experience.

The initial description and list of main duties must match what you did at your last job(s).

If the description does not match your work experience, then you might not have the experience you need to apply as a skilled worker.

Look through the NOC list to see if your experience matches another occupation. Check all the jobs you have had in the past 10 years to see if you have at least one continuous year of full-time (or part-time equivalent) work experience in a job that will qualify you as a skilled worker.

STEP 4. Consult the list of eligible occupations
Once you have determined the NOC category or categories that match(es) your work experience, consult the **list of occupations** that are eligible for processing as per the Ministerial Instructions.

Note: If none of your occupations is on this list, you do not meet the criteria to be placed into processing under Category 1. If you are applying in Category 2 or 3, you need to provide your NOC category but do not need to be in one of the occupations listed in the Ministerial Instructions.

I am not eligible

If you do not meet the eligibility criteria in any of the three categories, there is no point in submitting an application as a Federal Skilled Worker at this time. Check the **Other classes** more suited to your situation. Also check our **website** regularly for changes in the selection criteria.

I am eligible, what is the next step?

Once you have determined that you are eligible for processing, you must also meet the minimum requirements for Federal Skilled Workers and obtain sufficient points under the **selection factors**.

What are the minimum requirements?

All applicants must meet the following minimum requirements to apply as a skilled worker:

- You must have at least one continuous year of full-time, paid work experience or the equivalent in part-time continuous employment
 - You must have had this experience within the last 10 years
 - Your work experience must be **Skill Type O** (managerial occupations) or **Skill Level A** (professional occupations) or **B** (technical occupations and skilled trades) on the Canadian National Occupational Classification (NOC)
 - You must have sufficient funds to support yourself and your family members after your arrival in Canada
-

What are the selection factors?

Your application to come to Canada as a skilled worker will also be assessed against a point system consisting of six selection factors. The six selection factors are:

Factor 1	Education	Maximum 25 points
Factor 2	Ability in English and or French	Maximum 24 points
Factor 3	Experience	Maximum 21 points
Factor 4	Age	Maximum 10 points
Factor 5	Arranged employment in Canada	Maximum 10 points
Factor 6	Adaptability	Maximum 10 points
Total		Maximum 100 points
Pass Mark		67 points

You can assess your qualifications using the skilled worker self-assessment test from Citizenship and Immigration Canada. The test is available on our **website**. The current pass mark is **67** points for all factors combined.

If your score is the same or higher than the pass mark, then you may qualify to immigrate to Canada as a skilled worker. Review the information about immigrating to Canada as a skilled worker and decide if you want to apply.

Below is a detailed description of all factors that are to be assessed.

**Factor 1
Education
(maximum
of 25
points)**

Points are awarded for earned educational credentials as well as the number of years of **full-time studies** or **full-time equivalent studies**. To be awarded points, you must meet **both** stated criteria.

Full-time studies: At least 15 hours of instruction per week during the academic year. This includes any period of workplace training that forms part of the course.

Full-time equivalent studies: If you completed a program of study on a part-time or accelerated basis, count the length of time it would have taken to complete the program on a full-time basis.

Use the chart below to determine your points. If you have not completed the number of years of study that correspond to your highest educational credential, award yourself points based on the number of years of study.

Example 1: If you have a Master's degree but have completed only 16 years of full-time study, award yourself 22 points.

Example 2: If you have a four-year Bachelor's degree and have completed 14 or more years of study, award yourself 20 points.

• Master's or PhD AND at least 17 years of full-time or full-time equivalent study	25
• Two or more university degrees at the Bachelor's level AND at least 15 years of full-time or full-time equivalent study	22
• A three year diploma, trade certificate or apprenticeship AND at least 15 years of full-time or full-time equivalent study	22
• A university degree of two years or more at the Bachelor's level, AND at least 14 years of full-time or full-time equivalent study	20
• A two year diploma, trade certificate or apprenticeship AND at least 14 years of full-time or full-time equivalent study	20
• A one year university degree at the Bachelor's level AND at least 13 years of full-time or full-time equivalent study	15
• A one year diploma, trade certificate or apprenticeship AND at least 13 years of full-time or full-time equivalent study	15
• A one year diploma, trade certificate or apprenticeship AND at least 12 years of full-time or full-time equivalent study	12
• Secondary school (also called high school)	5

Score	
-------	--

**Factor 2
Ability in
English
and/or
French**
(maximum of
24 points)

The ability to communicate and work in one or both of Canada’s official languages is very important to you as a skilled worker. Proficiency in English, French or both will help you in the Canadian labour market.

You will be awarded up to 24 points for your basic, moderate or high proficiency in English and French. You will be given points based on your ability to:

- listen
- speak
- read and
- write.

Description of each level of proficiency

Use the following chart to assess your skill levels. Follow the links for a description of each skill level.

Proficiency level	Ability			
	Speaking	Listening	Reading	Writing
HIGH: You communicate effectively in most social and work situations.	Speaking: High	Listening: High	Reading: High	Writing: High
MODERATE: You communicate comfortably in familiar social and work situations.	Speaking: Moderate	Listening: Moderate	Reading: Moderate	Writing: Moderate
BASIC: You can communicate in predictable contexts and on familiar topics.	Speaking: Basic	Listening: Basic	Reading: Basic	Writing: Basic
NO: You do not meet the criteria for basic proficiency.	Does not meet Basic Level.	Does not meet Basic Level.	Does not meet Basic Level.	Does not meet Basic Level.

Calculating your language points

First official language (French or English)	Read	Write	Listen to	Speak
High proficiency	4	4	4	4
Moderate proficiency	2	2	2	2
*Basic proficiency (to a maximum of two points)	1	1	1	1
No proficiency	0	0	0	0
Second official language (French or English)	Read	Write	Listen to	Speak
High proficiency	2	2	2	2
Moderate proficiency	2	2	2	2
*Basic proficiency (to a maximum of two points)	1	1	1	1
No proficiency	0	0	0	0

*The total number of points awarded at the Basic proficiency level can only be to a maximum of 2 points.

Applicants who are using **Category 1** should not submit their test results or written submission to Centralized Intake Unit (CIU) in Sydney, Nova Scotia Canada. The test results or written submission will be requested at a later stage if the application is recommended for further processing by a Canadian Visa Office.

However, it is recommended that all applicants using this category complete their language test or their written submission before submitting their application to the CIU in Sydney, Nova Scotia Canada so that they know in advance how many language points they will attain on the selection grid.

Note: The descriptions above are meant to provide you with an informal self-assessment only. If you decide to apply to immigrate Canada as a skilled worker, you must provide conclusive proof of your language abilities.

Proof of Language Proficiency

At time of submission of your application to a Visa Office, **you will need to:**

- submit language test results from a designated testing agency or
- **Establish your proficiency** through a written explanation and supporting documentation.



CIC strongly advises that you provide the results of a language test if English or French is not your first language. Written submissions are **only** recommended for applicants whose first language is English or French.

Official language Testing

Take a language proficiency test from a designated testing agency

Steps	Action
1	Make an arrangement for testing and pay the test costs. A list of designated testing agencies can be found at: http://www.cic.gc.ca/english/immigrate/skilled/language-testing.asp
2	Submit the assessment results with your application. Note: When submitting test results, you will have the benefit of knowing how many points you will be awarded before submitting your application.
3	Your test results must not be more than one year old at the time that you submit your application.

Note: Test results will be used as conclusive evidence of your language proficiency.

Using your test results

Once you have taken a language test from a designated testing agency, you can determine how many points you will be awarded for language proficiency.

International English Language Testing System (IELTS)

Use the following table to determine how many points you will be awarded for your test scores with the **International English Language Testing System (IELTS)**:

Level	Points (per ability)	Test results for each ability			
		Speaking	Listening	Reading (General Training)	Writing (General Training)
High	First official language: 4 Second official language: 2	6.5 - 9.0	7.5 - 9.0	6.5 - 9.0	6.5 - 9.0
Moderate	Either official language: 2	5.5 - 6.0	5.5 - 7.0	5.0 - 6.0	5.5 - 6.0
Basic	Either official language: 1 (maximum of 2)	4.0 - 5.0	4.5 - 5.0	3.5 - 4.5	4.0 - 5.0
No	0	Less than 4.0	Less than 4.5	Less than 3.5	Less than 4.0

Canadian English Language Proficiency Index Program (CELPIP)

Use the following table to determine how many points you will be awarded for your test scores with the **Canadian English Language Proficiency Index Program (CELPIP)**:

Level	Points (per ability)	Test results for each ability			
		Speaking	Listening	Reading	Writing
High	First official language: 4	4H	4H	4H	4H
		5	5	5	5
		6	6	6	6
	Second official language: 2				
Moderate	Either official language: 2	3H	3H	3H	3H
		4L	4L	4L	4L
Basic	Either official language: 1 (maximum of 2)	2H	2H	2H	2H
		3L	3L	3L	3L
No	0	0	0	0	0
		1	1	1	1
		2L	2L	2L	2L

Test d'évaluation de français (TEF)

Use the following table to determine how many points you will be awarded for your test scores with the **Test d'évaluation de français (TEF)**:

Level	Points (per ability)	Test results for each ability			
		Speaking (expression orale)	Listening (compréhension orale)	Reading (compréhension écrite)	Writing (expression écrite)
High	First official language: 4 Second official language: 2	Level 5 Level 6 (349-450 pts)	Level 5 Level 6 (280-360 pts)	Level 5 Level 6 (233-300 pts)	Level 5 Level 6 (349-450 pts)
Moderate	Either official language: 2	Level 4 (271-348 pts)	Level 4 (217-279 pts)	Level 4 (181-232 pts)	Level 4 (271-348 pts)
Basic	Either official language: 1 (maximum of 2)	Level 3 (181-270 pts)	Level 3 (145-216 pts)	Level 3 (121-180 pts)	Level 3 (181-270 pts)
No	0	Level 0 Level 1 Level 2 (0-180 pts)	Level 0 Level 1 Level 2 (0-144 pts)	Level 0 Level 1 Level 2 (0-120 pts)	Level 0 Level 1 Level 2 (0-180 pts)

Add your points: Total of speaking + listening + reading + writing = _____
(both languages)

Score	
--------------	--

Providing other written evidence

Establish your proficiency levels through a written explanation and supporting documentation

If you believe that you can clearly demonstrate your level of proficiency through a written submission, follow the instructions in the table below.



CIC strongly advises that you only choose this option if your first language is English or French.

Steps:	Results:
<p>Your written submission must demonstrate your language proficiency in all four abilities: speaking, listening, reading and writing.</p> <ul style="list-style-type: none"> • Your written submission must clearly detail all of the following: <ul style="list-style-type: none"> ◦ Your education and training in English or French; ◦ Your work experience in English or French; and ◦ Any other contexts in which you may wish to provide details on your use of English or French (such as the language spoken in the home or in social situations). • Gather documentation which supports the claims made in your submission and submit these documents with your immigration application. Supporting documents should include: <ul style="list-style-type: none"> ◦ Degrees, diplomas, certificates and transcripts of all education completed in English or French; ◦ Documentation that supports your work experience in English or French, such as letters from employers, pay stubs, samples of your work, etc.; and ◦ Any other evidence that proves that you have spent considerable time speaking, listening, reading and writing an English or French speaking environment. 	<ul style="list-style-type: none"> • A CIC officer will review the evidence you include with your application. • Based on this evidence, the officer will make an assessment as to whether you meet the minimum language requirements for your skill level in all four abilities (speaking, listening, reading and writing). • CIC officers will not interview you to assess your proficiency levels. • Your submission must satisfy the officer that your language skills meet the benchmarks for your skill level in all four abilities. • You will not know in advance of application whether you have satisfied the officer in meeting the minimum requirements. That is why this option is only recommended for those whose first language is English or French.

**Factor 3
Work
experience**
(maximum of
21 points)

You will earn points for the number of years you have spent in full-time (37.5 hours per week), paid work.

Minimum Work Experience Requirements

You must meet the following minimum work experience requirements to be eligible to apply as a skilled worker:

- You must have at least one continuous year of full-time, paid work experience or the equivalent in part-time continuous employment.
- Your work experience must be in the category of Skill Type 0, or Skill Level A or B on the Canadian National Occupational Classification (NOC). See below for instructions on determining the NOC category for your work experience.
- You must have had this experience within the last 10 years.

Determining Your NOC Category

To determine how many points you can earn for your work experience, go to the Descriptions of Occupations page on the [NOC website](#). Follow the instructions to find the NOC category that matches your work experience.

If the initial description and list of main duties match what you did at your last job(s), you can use this experience to earn points under the selection factors when you apply as a skilled worker.

If the description does not match your work experience, then you might not have the experience you need to apply as a skilled worker. Look through the NOC list to see if another occupation matches your experience. Check all the jobs you had in the past 10 years to see if you have at least one continuous year of work experience in a job that will qualify you as a skilled worker.

Note: Remember that you must have work experience in an occupation in **Skill type 0** or **Skill level A** or **B** and that your experience must have occurred in the 10 years before you applied.

If you do not meet the minimum work experience requirements, your application as a skilled worker will be refused.

Experience	Maximum 21 points
1 year	15
2 years	17
3 years	19
4 years	21

If your work experience does not meet all of the above conditions, you may not count this experience.

Score	
-------	--

Factor 4
Age
 (maximum of
 10 points)

Points are given for your age at the time your application is received.

Age	16 or under	17	18	19	20	21-49	50	51	52	53	54+
Points	0	2	4	6	8	10	8	6	4	2	0

Score	
-------	--

Factor 5
 Arranged
 employment
 (maximum
 10 points)

Determine your points based on the chart below:

If...	And...	Points
You are currently working in Canada on a temporary work permit (including sectoral confirmations).	<ul style="list-style-type: none"> Your work permit is valid for 12 or more months after the date you apply for a permanent resident visa; Your employer has made an offer to give you a permanent job if your application is successful. 	10
You are currently working in Canada in a job that is HRSDC confirmation exempt under an international agreement or a significant benefit category (e.g. intracompany transferee).	<ul style="list-style-type: none"> Your work permit is valid for 12 or more months after the date you apply for a permanent resident visa; Your employer has made an offer to give you a permanent job if your application is successful. 	10
You do not currently have a work permit and you do not intend to work in Canada before you have been issued a permanent resident visa.	<ul style="list-style-type: none"> You have a full-time job offer that has been confirmed by Human Resources Development Canada (HRSDC); Your employer has made an offer to give you a permanent job if your application is successful. You meet all required Canadian licensing or regulatory standards associated with the job. <p>Note:</p> <ul style="list-style-type: none"> You cannot arrange for an HRSDC confirmation. Your employer must do this. HRSDC will only confirm job offers for occupations listed in Skill Type 0 or Skill Level A or B of the NOC. 	10

Score	
-------	--

**Factor 6:
Adaptability**
(maximum
10 points)

If you have a spouse or common-law partner, points for each element can be awarded only once, either for you **or** your spouse or common-law partner (except for the points under Adaptability criteria "A" below).

Use the chart below to determine your points. Even if you qualify under several criteria, you will be awarded a maximum of 10 points.

Adaptability criteria	Points
<p>A. Spouse or common-law partner’s level of education</p> <ul style="list-style-type: none"> • Secondary school (high school) diploma or less: 0 points • A one year diploma, trade certificate, apprenticeship, or university degree and at least 12 years of full-time or full-time equivalent studies: 3 points • A diploma, trade certificate, apprenticeship, or university degree of two years or more and at least 14 years of full-time or full-time equivalent studies: 4 points • A Master’s or PhD and at least 17 years of full-time or full-time equivalent studies: 5 points 	3 - 5
<p>B. Previous study in Canada:</p> <ul style="list-style-type: none"> • You or your accompanying spouse or common-law partner studied at a postsecondary institution in Canada for at least two years on a full-time basis. This must have been done after the age of 17 and with a valid study permit. 	5
<p>C. Previous work in Canada:</p> <ul style="list-style-type: none"> • You or your accompanying spouse or common-law partner completed a minimum of one year of full-time work in Canada on a valid work permit. 	5
<p>D. Arranged employment:</p> <ul style="list-style-type: none"> • You earned points under Factor 5: Arranged Employment. 	5
<p>E. Relatives in Canada:</p> <ul style="list-style-type: none"> • You or your accompanying spouse or common-law partner has a relative (parent, grandparent, child, grandchild, child of a parent, sibling, child of a grandparent, aunt/uncle, or grandchild of a parent, niece or nephew) who lives in Canada and is a Canadian citizen or permanent resident. 	5

Score	
--------------	--

Your score for all factors combined

Use this worksheet to calculate your estimated points. The minimum is currently set at **67 points** for all factors combined.

Factor		Maximum points	Your score
1	Education	25	
2	Language proficiency	24	
3	Work experience	21	
4	Age	10	
5	Arranged employment	10	
6	Adaptability	10	
Total		100	

If your total score is..	Then you..
equal to or greater than the pass mark	<ul style="list-style-type: none"> may qualify for immigration to Canada as a skilled worker. Read the rest of this guide to decide if you wish to apply under the Federal Skilled Worker Class.
less than the pass mark	<ul style="list-style-type: none"> are not likely to qualify for immigration to Canada as a skilled worker. We recommend that you do not apply at this time; However, you may apply if you believe there are other factors that would help you to become economically established in Canada that were not reflected in your points assessment. Send a detailed letter with your application explaining these factors. Include any documents that support your claim. <p>Note: If you are refused at this stage, you will not be refunded for the application fee.</p>

Do you have sufficient funds?

The Government of Canada does not provide financial support to new skilled worker immigrants.

You must show that you have enough money to support yourself and your family members after you arrive in Canada. You must be able to use this money to support the costs of living for your family and is an estimate of the amount you would require to support yourself and your family without employment or other income. You cannot borrow this money from another person.

The amount of money you need to support your family is determined by the size of your family. These amounts are updated every year. Check our [website](#) to make sure you have the most recent information.

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.

Note: Persons with **arranged employment in Canada** do not have to meet the minimum funds required.

Working in Canada

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	Non-regulated occupations
<p>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.</p> <p>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:</p> <ul style="list-style-type: none"> • 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 	<p>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.</p>

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, or
- 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.

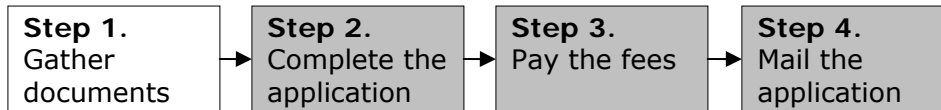
You can have your credentials assessed by one of the provincial evaluation services. Please consult our [website](#) for more information.

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 the Working in Canada tool on our [website](#) for information on the Canadian labour market, job banks, and provincial and territorial labour market information.

Step 1. Gather Documents



What documents are required?

Documents that need to be submitted vary from one stream to another.

If your application falls under Category...	Then...	
<p>1</p> <p>(You are in an occupation which corresponds to the list of occupations identified in the Ministerial Instructions)</p>	<p>Send the following:</p> <ul style="list-style-type: none"> • the application forms, • a photocopy of your passport's bio-data page, (principal applicant only) • 2 self-addressed mailing labels one in English or French and the second in the official language of your country, and • the payment. <p>Note: Do not send other supporting documents. Wait until you receive correspondence from the CIU in Sydney, Nova Scotia Canada</p> <div style="display: flex; align-items: center;"> <p>You must keep a copy of the forms before sending them to the CIU.</p> </div>	
<p>2</p> <p>(You have an arranged employment offer with a Canadian employer)</p>	<p>Send the forms and the documents specified in Appendix A to the Visa Office of the country where you currently reside or your country of nationality at: http://www.cic.gc.ca/english/information/applications/skilled-mission.asp</p>	
<p>3</p> <p>(You are a student or worker who is legally residing in Canada, and has done so for at least 12 months immediately before submitting your application)</p>	<p>If you...</p>	<p>Then submit...</p>
	are an international student	a photocopy of your study permit, or other proof of your student status and proof of enrolment from your educational institution
	are a temporary foreign worker	a photocopy of your work permit, a letter of employment, or other proof of your employment status
	<p>Send the forms and the documents specified in Appendix A to the Canadian Visa Office located in Buffalo, U.S.A or to the Visa Office responsible for your country of nationality or</p>	

	residence at: http://www.cic.gc.ca/english/information/applications/skilled-mission.asp
--	--



If any of the required documents are missing, or photocopies are not clear, your application may be returned to you.

Medical requirements

All applicants must undergo a medical examination.

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

If a visa officer determines that you meet the selection criteria, medical instructions **will be provided to you by the Canadian Visa Office**. You will receive medical forms for yourself (and any dependants if applicable), instructions and how to access a list of doctors in your area who are authorized to conduct immigration medical examinations (see below). **You cannot** undergo the medical examination before you submit your application forms.

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** at <http://www.cic.gc.ca/dmp-md/medical.aspx>.

Note that the physician is only responsible for conducting a medical examination; he or she cannot give you any advice on the immigration process.

Police certificates

All applicants must submit police certificates/clearances as part of the application process.

Note: If you are using **Category 1**, **do not** submit your police certificates with your application. If your application is recommended for further assessment by CIU in Sydney, Nova Scotia Canada, you will be required to submit the police certificates along with the full application to the Canadian Visa Office indicated on your application.

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 neither in English nor in French, submit both the certificate and the original copy of a translation prepared by an accredited translator.

It is **your** responsibility to contact the police or relevant authorities unless otherwise specified on our website. 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 family members 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.

Translation of documents

Any document that is not in English or French **must be accompanied** by:

- the English or French translation; **and**
- an affidavit from the person who completed the translation; **and**
- a **certified** copy of the document.

Note: An affidavit is a document on which the translator has sworn, in the presence of a commissioner authorized to administer oaths in the country in which the translator is living, that the contents of their translation are a true translation and representation of the contents of the original document.



Translations by family members are not acceptable.

Certified copies or notarized documents

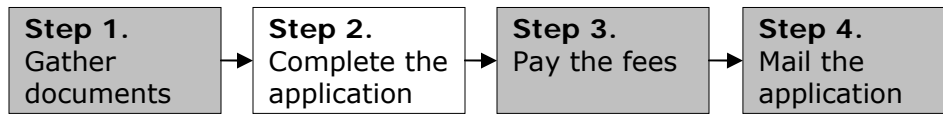
To have a copy certified, an authorized person must compare the original document to the photocopy and must print the following on the photocopy:

- "I certify that this is a true copy of the original document"
- the name of the original document
- the date of the certification
- his or her name
- his or her official position or title
- his or her signature

Who can certify copies?

People authorized to certify copies include the following:	
In Canada: <ul style="list-style-type: none">• a commissioner of oaths• a notary public• a justice of the peace	Outside Canada: <ul style="list-style-type: none">• a judge• a magistrate• a notary public• an officer of a court of justice• a commissioner authorized to administer oaths in the country in which the person is living

Step 2. Complete the Applications



Filling out the application



For your personal records, you should retain copies of all forms. All copies must have an original signature. Applicants using **Category 1 will be** requested to submit a signed copy of these forms if the application is recommended for further assessment to a Canadian Visa Office. Should there be any changes made to the information on the forms, a letter of explanation should accompany the submission to the Visa Office.

Follow the step-by-step instructions below to complete the application forms.

The following are the forms that must be filled out and submitted for Category 1, 2 and 3:

- *Application for Permanent Residence in Canada* (IMM 0008-Generic);
- *Schedule 1: Background / Declaration* (IMM 0008 – Schedule 1);
- *Schedule 3: Economic Classes – Federal Skilled Worker* (IMM 0008-Schedule 3)
- *Additional Family Information* (IMM 5406);
- *Use of a Representative* (IMM 5476), if applicable.



It is a serious offence to give false or misleading information on these forms. The information you provide on your application may be subject to verification.



Be complete and accurate

Complete all sections. If any section is not applicable to you, write "N/A" ("Not applicable"). If your application is incomplete it will be returned to you and this will delay the processing. **Do not leave any blanks.**

Note: If you need more space for any section, use an extra sheet of paper and indicate the number and/or letter of the section you are completing and submit it along with your application.

Application for Permanent Residence in Canada (IMM 0008-Generic)

Who needs to fill out this application form?

This form must be completed by:

- You, the principal applicant.

Note: Page two of the form asks for details of dependent family members. There is space for three family members on the form. If you have more than three family members, photocopy this page before you start filling in the application so that you have enough space to include everyone.

Family members


Family members include a spouse, or a common-law partner and dependent children:

Term	Definition
Spouse	Refers to either of the two persons of opposite or the same sex in a legally recognized marriage.
A common-law partner	<p>Refers to a person who is living in a conjugal relationship with another person either of the opposite sex or same sex, and has done so for a period of at least one year. A conjugal relationship exists when there is a significant degree of commitment between two people. Common-law partners must attach any documents that show they are in a committed and genuine relationship, for example evidence that they share the same home, that they support each other financially and emotionally, that they have had children together, or that they present themselves in public as a couple.</p> <p>Common-law partners who are unable to live together or appear in public together because of legal or cultural restrictions in their home country may still qualify and should be included on the application. Common-law partners that meet the conditions outlined above but who have been separated for reasons beyond their control (for example, civil war or armed conflict).</p>
Dependent children	<p>May be the children of the principal applicant or those of his or her spouse or common-law partner.</p> <p>They must:</p> <ul style="list-style-type: none"> • be under the age of 22 and not have a spouse or common-law partner; or, • depend substantially on the financial support of a parent and have been continuously enrolled and in attendance as full-time students in a post-secondary

	<p>institution accredited by the relevant government authority since before the age of 22 (or since marrying or entering into a common-law relationship, if this happened before the age of 22); or,</p> <ul style="list-style-type: none"> depend substantially on the financial support of a parent since before the age of 22 and be unable to provide for themselves due to a medical condition.
--	---

Question	Action
General Application Information	
Category under which you are applying Check the "Federal Skilled Worker Class" box.	
Number of Family members Write the total number of family members included in your application. This includes yourself and any Family members regardless of whether they are accompanying you to Canada or not.	
Preferred Language Correspondence: Check the box to indicate in which official language, French or English, you prefer to receive your correspondence. Interview: Indicate which language you would prefer to use if you are selected for an interview.	
Visa Office requested for the process of your application: Write the name of the Visa Office which serves: <ul style="list-style-type: none"> your country of nationality; or the country in which you are residing, provided you have been lawfully admitted to that country for at least one year. 	
Personal details	
1	<p>The following questions must be answered by the Principal Applicant.</p> <p>Write your full last name (surname/family name) as it appears on your passport or on the official documents that you will use to obtain your passport.</p> <p>Write all of your given names (first, second or more) as they appear on your passport or official documents. Do not use initials.</p>
2	Check the box to indicate if you are a male or a female.
3	Write your complete date of birth.
4	Write your place of birth, including the town or city, and country.
5	<p>Write what is your country of citizenship. If you are a citizen of more than one country, give details on a separate sheet of paper.</p> <p>Also, include your country of residence.</p>
6	Write what is your first language. Your first language is the language learned at home in childhood and still understood by the individual.
7	Write your height, either in centimetres or in foot and inches.

Question	Action														
8	Write the color of your eyes.														
9	Check the box to indicate what your marital status is. If you have ever been married or in a common-law relationship, indicate the date on which you were married or the date you began your common-law relationship.														
10	<p>Check the box to indicate if you have ever been married or in a common-law relationship in the past.</p> <p>If you check “no”, go to the next question. If you check “yes”, write:</p> <ul style="list-style-type: none"> • the name of your previous spouse or common-law partner; • his or her date of birth; • the type of relationship (check one box); • the period of your relationship. 														
11	Check the box to indicate if you can communicate in English or in French.														
12	<p>Education</p> <ul style="list-style-type: none"> • Write the number of years of formal education you have; • Check the box to indicate your highest level of completed education. <p>If you have not completed secondary school, check the “No secondary” box.</p> <table border="1"> <thead> <tr> <th>Type of education</th> <th>This level of education is...</th> </tr> </thead> <tbody> <tr> <td>Secondary education</td> <td>the level of schooling after elementary and before college, university, or other formal training. Also called high school.</td> </tr> <tr> <td>Trade/Apprenticeship</td> <td>completed training in an occupation, such as carpentry or auto mechanics.</td> </tr> <tr> <td>Non-university certificate/diploma</td> <td>training in a profession that requires formal education but not at the university level (for example, dental technician or engineering technician).</td> </tr> <tr> <td>Bachelor’s degree</td> <td>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.</td> </tr> <tr> <td>Master’s degree</td> <td>an academic degree awarded by the graduate school of a college or university. You must have completed a Bachelor’s degree before a Master’s degree can be earned.</td> </tr> <tr> <td>PhD</td> <td>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.</td> </tr> </tbody> </table>	Type of education	This level of education is...	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. 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.
Type of education	This level of education is...														
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. 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.														
13	Write your current occupation.														
14	Write your mailing address, complete with the postal code. This is the address we will use to mail correspondence regarding your application. Write your address in English and, if applicable, also in your own native script. Attach another page if necessary.														
15	Write your residential address, complete with the postal code.														

Question	Action
16	Write your contact numbers, including your: <ul style="list-style-type: none"> • home phone number; and • any other phone number you may have.
17	Write your e-mail address (if applicable). Note: By indicating your e-mail address, you are hereby authorizing Citizenship and Immigration Canada to transmit your file and personal information to this specific e-mail address.
18	Write your passport details, including the: <ul style="list-style-type: none"> • passport number • country of issuance, and • expiry date. Note: For the principal applicant only, if you have a valid passport or travel document, include a photocopy of the bio-data page (page in your passport with your name, date and place of birth, passport number, and photo). Do not send your passport.
19	Write your identification card number if applicable. Identification cards are cards issued by a national, provincial, municipal or other government, or by a recognized international agency such as the Red Cross as a means of identification. 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".
20	Write the name of the city or town and the name of the province or territory where you intend to live in Canada.
Details of family members	
Provide personal details about your family members , whether they are accompanying you to Canada or not (for more information on family members, including age requirements, refer to Family members).	
Also provide details on family members whose location is unknown (including those missing or presumed dead).	
<p>Important  You must list all family members, whether they wish to be considered in your application for Permanent Residence at this time or not. Also list family members whose location is unknown (including those missing or presumed dead). You will not be able to sponsor family members at a later date if they are not listed on your application.</p>	
Section	Action
Given names	Write each of your family member's given names (first, second or more) as they appear on his or her passport or official documents. Do not use initials.
Date of birth	If you do not know the exact date of birth, indicate the age your family members are today.
Country of citizenship	If your family member is a citizen of more than one country, give details on a separate page.

Question	Action														
Relationship to you	Indicate whether the family member is your spouse, common-law partner, daughter, son, etc.														
Will accompany you to Canada	Tell us if your family member will come to Canada with you.														
Education	Indicate the level of education your family member has successfully completed. Use the categories listed in Question 12.														
Photos	<p>All applicants must submit photos with their application except for applicants using Category 1.</p> <p>Note: You should still prepare your photos in case you are recommended for further assessment by CIU in Sydney, Nova Scotia Canada to a Canadian Visa Office.</p> <p>Follow these steps:</p> <table border="1"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Take the Photo Specifications sheet (found in Appendix B of the Visa Office specific instructions) to a photographer.</td> </tr> <tr> <td>2</td> <td>Ask the photographer to provide you with six photos of yourself and each family member.</td> </tr> <tr> <td>3</td> <td>On the back of one photo for each person, write the name of the person appearing in the photo and his or her height and eye colour.</td> </tr> <tr> <td>4</td> <td>Enclose the photos of each person in an envelope and seal the envelope.</td> </tr> <tr> <td>5</td> <td>Write your name and date of birth on the outside of the envelope.</td> </tr> <tr> <td>6</td> <td>Staple the envelope to your application form. Be careful not to staple or bend the photos.</td> </tr> </tbody> </table>	Step	Action	1	Take the Photo Specifications sheet (found in Appendix B of the Visa Office specific instructions) to a photographer.	2	Ask the photographer to provide you with six photos of yourself and each family member.	3	On the back of one photo for each person , write the name of the person appearing in the photo and his or her height and eye colour.	4	Enclose the photos of each person in an envelope and seal the envelope.	5	Write your name and date of birth on the outside of the envelope.	6	Staple the envelope to your application form. Be careful not to staple or bend the photos.
Step	Action														
1	Take the Photo Specifications sheet (found in Appendix B of the Visa Office specific instructions) to a photographer.														
2	Ask the photographer to provide you with six photos of yourself and each family member.														
3	On the back of one photo for each person , write the name of the person appearing in the photo and his or her height and eye colour.														
4	Enclose the photos of each person in an envelope and seal the envelope.														
5	Write your name and date of birth on the outside of the envelope.														
6	Staple the envelope to your application form. Be careful not to staple or bend the photos.														


Schedule 1- Background/Declaration (IMM 0008-Schedule 1)


Who must fill out this application form?

This form must be completed by:

- you, the principal applicant;
- your spouse or common-law partner (whether accompanying you to Canada or not); **and**
- your dependent children aged 18 or over (whether accompanying you to Canada or not).

Question	Action
1	<p>Write your full last name (surname/family name) as it appears on your passport or on the official documents that you will use to obtain your passport.</p> <p>Write all of your given names (first, second or more) as they appear on your passport or official documents. Do not use initials.</p>
2	<p>Write your name in your native language or script (if applicable). For example: Arabic, Cyrillic, Chinese, Farsi, Korean, Japanese characters or Chinese commercial/telegraphic code.</p>
3	<p>Write any other name(s) used in the past, or is known by a name other than the one you listed above.</p> <p>Other names can include:</p> <ul style="list-style-type: none"> • previous married name, • aliases • birth name, • nicknames, • community names, etc.
4	Write your date of birth.
5	Write what is your current country of residence.
6	Write what is your country of citizenship. If you are a citizen of more than one country, give details on a separate sheet of paper.
7	<p>Write personal details on your father including his:</p> <ul style="list-style-type: none"> • last name (surname/family name) • given name(s) • date of birth • town or city of birth • country of birth • date of death (if applicable)
8	<p>Write personal details on your mother including her:</p> <ul style="list-style-type: none"> • last name (surname/family name) • given name(s) • date of birth • town or city of birth • country of birth • date of death (if applicable).
9	<p>Answer each question of the section by checking the appropriate box.</p> <p>If you answered “yes” to one or more than one question, write details to explain what happened. If you need more space, you can attach a separate sheet of paper.</p>
10	<p>Education</p> <p>Write the number of years of formal education you have. In addition, write the details about your educational institutions, including:</p>

Question	Action
	<ul style="list-style-type: none"> • the name of the institution, • the city and country, and • the type of certificate or diploma issued. <p>If no diploma was issued, write "N/A".</p>
11	<p>Provide the details of your personal history since the age of 18.</p> <p>Start with the most recent information. Under "Activity", write your occupation or job title if you were working. If you were not working, provide information on what you were doing (for example: unemployed, studying, travelling, in detention, etc.).</p> <p>Note: Please ensure that you do not leave any gaps.</p> <p> Failure to account for all time periods will result in a delay in the processing of your application.</p>
12	<p>Write the names of all membership or association with organizations you are or were a member of, including:</p> <ul style="list-style-type: none"> • political organizations; • social organizations; • youth or student organizations; • trade unions; and • professional organizations. <p>If you were not a member of an association or organization, do not write "not applicable". Rather, write: "I have never been a member of an organization or association".</p> <p>Note: Do not use abbreviations. Write the city and country where you were a member.</p>
13	<p>Write any government positions you have held in the past such as:</p> <ul style="list-style-type: none"> • Civil servant; • Judge; • Police officer; • Etc. <p>Include</p> <ul style="list-style-type: none"> • the name of the country and the level of jurisdiction (examples: national, regional or municipal); • the name of the department or the branch you worked for; and • activities and/or positions that you held. <p>Note: Do not use abbreviations.</p>
14	<p>Write details about your military service (if applicable). Provide the details of military service for each of the countries whose armed forces you served in. If you were not in any military service, write N/A.</p>

Question	Action
15	Write the residential addresses where you have lived since your 18 th birthday, complete with the postal code. Do not use P.O. box numbers.
Authority to disclose personal information	
	<p>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.</p> <p>Note: The bottom section of Schedule 1 does not need to be completed at the moment.</p>



Schedule 3: Economic Classes – Federal Skilled Worker Class (IMM 0008-Schedule 3)

Who needs to fill out this application form?

This form must be completed by:

- You, as the principal applicant.

Question	Action
1	<p>Write your full last name (surname/family name) as it appears on your passport or on the official documents that you will use to obtain your passport.</p> <p>Write all of your given names (first, second or more) as they appear on your passport or official documents. Do not use initials.</p>
2	Write your date of birth.
3	Check the box to indicate if you have an offer of employment in Canada that is approved by Human Resources and Social Development Canada. If yes , ensure to include the employer name, address and your occupation.
4	Check the box to indicate if you are currently working in Canada under a work permit. If yes , provide a copy of your work permit.
5	<p>Check the appropriate box to indicate in which of Canada's official languages, English or French, you are most comfortable in expressing yourself.</p> <p>One of Canada's objectives with respect to immigration is to support and assist the development of minority language communities in Canada. Your answer will help us to determine in which language French or English, you are most likely to request government services (for example in health or education).</p>
6	<p>Language</p> <p>Check the box to indicate if an approved test to assess your proficiency in English or French was taken.</p>

Question	Action
	 See: “Factor 2 Ability in English and/or French ” Ability in English and/or French to help you determine your ability in English and French.
7	Study in Canada If applicable, check the box to indicate if you or, your accompanying spouse or common-law partner, previously completed a program of full-time study of at least two years at a post-secondary institution in Canada.
8	Work in Canada If applicable, check the box to indicate if you or, your accompanying spouse or common-law partner, previously worked full-time in Canada.
9	Check the box to indicate if you or, your accompanying spouse or common-law partner, have a relative living in Canada who is a citizen or a permanent resident of Canada. If yes , check the appropriate box that indicates the relationship to you or, your spouse or common-law partner.
10	Funds Indicate the amount of unencumbered transferable and available funds you have in Canadian dollars. This can include the value of any property you own. However, it does not include jewellery, cars or other personal assets.
11	Your work experience Starting with your current occupation, list your occupations within the 10 years preceding the date of your application. For each occupation; <ul style="list-style-type: none"> • include the appropriate National Occupational Classification (NOC) code, • check the box that corresponds to the number of years of continuous full-time or equivalent part-time experience, and • a description of your main duties. <p>Note: List only occupations that fall in Skill Type 0 or Skill Levels A or B of the NOC.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">  See: “National Occupational Classification” </div>

Additional family information (IMM 5406)

Who needs to fill out this application form?

This form must be completed by:

- You, as the principal applicant
- Your spouse or common-law partner (whether accompanying you to Canada or not), and
- Your dependent children aged 18 or over (whether accompanying you to Canada or not)

SECTION A

Write the personal details for:

- yourself,
- your spouse or common-law partner, (if applicable)
- your mother,
- your father.

Note: If you do not have a spouse or a common-law partner, sign the declaration.

SECTION B

Write personal details about your children. 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".

SECTION C

Write personal details about your:

- brother(s),
- sister(s),
- half-brother(s) and half-sister(s),
- step-brother(s) and step-sister(s).

SECTION D



Sign and date the declaration

Use of a Representative (IMM 5476)

Who may use this form?

Complete this form **only** 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.

What is a representative?

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 authorize CIC to share information from your case file to this person;
- you should indicate your representative's address as your mailing address on your application form *Application for Permanent Residence in Canada* (IMM 0008-Generic);
- your application will not be given special attention nor can you expect faster processing or a more favourable outcome;
- they are authorized to represent you only on matters related to the application you submit with this form; and
- you can appoint only **one** representative for each application you submit.
- You are not obliged to hire a representative. We treat everyone equally, whether they use the service of a representative or not.



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

Types of representatives

There are two types of representatives:

Unpaid representatives can be:

- 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 Quebec 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, they 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.

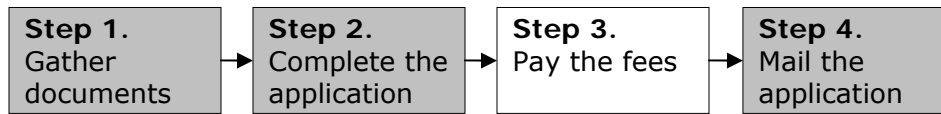
If you appoint a paid representative who is not a member of one of these designated bodies, your application will be returned. **For more information** on using a representative, visit our website: www.cic.gc.ca.

Question	Action
General Application Information	
	Check one box to indicate if you are appointing or cancelling the appointment of a representative.
Section A- Applicant Information	
1	Write your last name (surname) and given name(s).
2	Write your date of birth.
3	If you have already submitted your application write: <ul style="list-style-type: none"> the name of office where the application was submitted; location; type of application you are sending.
4	Write your Citizenship and Immigration Canada Identification number (if known)
Section B- Appointment of Representative	
5	Write your representative's full name. If your representative is a member of CSIC, a law society or the <i>Chambre des notaires du Québec</i> , print his or her name as it appears on the organization's membership list.
6	Check one box to indicate if your representative is unpaid or paid. If your representative is paid write the membership ID number.
7	Write your representative's contact information.
8	Your representative must sign to accept responsibility for conducting business on your behalf.
Section C- Cancel the Appointment of a Representative	
9	Fill in this section if you wish to cancel the appointment of a representative. Write the representative's full name.
Section D- Your Declaration	
10	By signing, you authorize CIC 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. The person you designate will be able to obtain information on your case file, such as the status of your application. However, they will **not** be able to conduct business on your behalf with CIC.

Step 3. Pay the Fee



Calculating your fees

Use the table below to calculate the total amount of fees to be paid. There are two (2) types of fees:

1. The **processing fee** which **must be** included with your application and

Processing Fee	Number of persons	Amount per person	Amount Due
Principal applicant	1	x \$550	\$ 550
Each family member age 22 or older		x \$550	
Each family member under age 22 who is married or in a common-law relationship		x \$550	
Each family member under age 22 who is unmarried and not in a common-law relationship		x \$150	
		Total Payment:	

2. The **Right of Permanent Residence Fee**, which will be requested by the Visa Office at a **later stage** if your application is approved.

Right of Permanent Residence Fee	Number of persons	Amount per person	Amount Due
Principal applicant	1	x \$490	\$ 490
Spouse or common-law partner		x \$490	
		Total Payment:	

Note: Dependent children are exempt from paying the right of Permanent Residence fee.

Incorrect fee payment



Incorrect fee payments will delay processing your application.

Payment issue	CIC will...
No fee included	return your application. Note: Processing of your application will only start after you return your application with the correct fees.
Insufficient fees included	return your application and inform you of how much to pay and how to pay. Note: Processing of your application will only start after you return your application with the correct fees.
Overpayment	<ul style="list-style-type: none">• start processing your application and• send you a refund as soon as possible. Note: You do not have to request a refund, it will be done automatically.

Payment method options

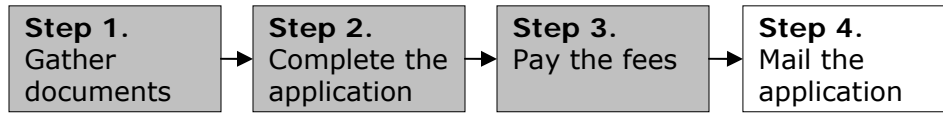
In **Canadian funds** only, you may pay by **certified cheque, bank draft or money order** made payable to the "*Receiver General for Canada.*"
Do not enclose cash.

Additional fees

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

- medical examinations
- police certificates
- language assessments

Step 4. Mail the Applications



Mailing instructions

Follow the instructions below to determine where to submit your application.

- Put the completed forms, supporting documents and fee payment in a 23 cm x 30.5 cm (9" x 12") envelope.
- Mail your completed application to one of the addresses shown below.

(Your Name)	Affix sufficient postage	<input type="checkbox"/>
(Your Address)		
(Your Postal Code)		
Address to mail your application See: Where to mail the application?		

Where to
mail the
application?

If you are applying as a skilled worker qualify under category...	Then mail your application to...
<p style="text-align: center;">1</p> <p>(you are in an occupation which corresponds to the list of occupations identified in the Ministerial instructions)</p>	<p style="text-align: center;">Citizenship & Immigration Canada Federal Skilled Worker Centralized Intake Unit PO BOX 7500 Sydney, NS B1P 0A9 Canada</p> <p style="text-align: center;">Courier Address:</p> <p style="text-align: center;">Federal Skilled Worker Centralized Intake Unit 196 George Street Sydney, Nova Scotia B1P 1J3 Canada</p>
<p style="text-align: center;">2</p> <p>(you have an arranged employment offer with a Canadian employer)</p>	<p>The Canadian Visa Office responsible for your country of nationality or your country of legal residence (provided that you have been legally admitted for at least one year)</p> <p>Consult the chart of Canadian Visa Offices on the following link to determine where to submit your application:</p> <p>http://www.cic.gc.ca/english/information/offices/apply-where.asp</p>
<p style="text-align: center;">3</p> <p>(You are a student or worker who is legally residing in Canada, and has done so for at least 12 months immediately before submitting your application)</p>	<p>the Canadian Visa Office in Buffalo or at the Visa Office responsible for your country of nationality</p> <p>Consult the chart of Canadian Visa Offices on the following link to determine where to submit your application:</p> <p>http://www.cic.gc.ca/english/information/offices/apply-where.asp</p>

Send the document checklist

Make sure you use the document checklist in **Appendix A** of the Visa Office specific appendices which contains your local requirements (if applicable).

Note: If you are sending your application to CIU in Sydney, Nova Scotia Canada, **do not** send the documents in Appendix A. However you should have all these documents available and ready to send to the Canadian Visa Office. If your application is recommended for processing by a Visa Office, you will be advised by the CIU in Sydney, Nova Scotia Canada within several weeks and you will have a maximum of four months to submit your complete application and all supporting documents.

Instructions can be found on our website at

<http://www.cic.gc.ca/english/information/applications/skilled-mission.asp>.



Sign the form

The application must be signed and dated before it is mailed. If your application is not signed and dated, it will be returned to you.

What Happens Next

Assessment process at the Centralized Intake Unit (Category 1)

If you apply under Category 1, the table below represents the phases of the application process at CIU in Sydney, Nova Scotia Canada.

Phase	Description
Initial Review (Completeness)	<p>Citizenship and Immigration Canada reviews your application to make sure that:</p> <ul style="list-style-type: none"> • all required fields in your application forms are complete and • the correct processing fee payment has been made <p>If your application is incomplete, your entire package (including your payment) will be returned to you with:</p> <ul style="list-style-type: none"> • a letter that identifies the missing entries and/or items
Eligibility Review	<p>If your declared occupation does not correspond to the list of eligible occupations identified by the Minister of Citizenship and Immigration, or you do not have the required experience, you will be sent a letter that:</p> <ul style="list-style-type: none"> • provides details on the reasons why your application is not eligible for processing • confirms that a refund for the processing fee will be issued by the CIU in Sydney, Nova Scotia Canada a few weeks <p>If your application is complete and is being recommended for further assessment to a Visa Office, within several weeks, you will be sent a letter that:</p> <ul style="list-style-type: none"> • notifies you of this fact and provides you with your reference number • sets out some basic instructions for contact with the Visa Office • requests that you to submit a copy of your application and all supporting documentation to a Canadian Visa Office within a timeframe of 120 days (4 months)

Application process at Visa Offices (Category 2 or 3)

The table below represents the phases of the application process at the Canadian Visa Offices. Applicants in **Category 2 and 3** enter this process directly while applicants in Category 1 enter after a positive eligibility review by the Centralized Intake Unit.

Phase	Description
<p>Initial Review</p>	<p>Once the Visa Office has received your full application, an officer will:</p> <ul style="list-style-type: none"> • Review your application to ensure you have submitted all the required documents • Send you an Acknowledgement of Receipt letter with a file number and information on processing times <p>If your application is incomplete, your entire package (including your payment) will be returned to you with:</p> <ul style="list-style-type: none"> • a letter that identifies the missing entries and/or items
<p>Eligibility Review</p>	<p>The officer will review your application to determine whether:</p> <ul style="list-style-type: none"> • your application qualifies for processing under one of the three categories described in the Ministerial Instructions <p>Note: If your application was initially reviewed at the Centralized Intake Unit, a new review will be conducted based on the complete information and documentation provided to the Visa Office.</p> <p>If your application does not qualify for processing under the Ministerial Instructions you will be sent a letter that:</p> <ul style="list-style-type: none"> • provides details on the reason why your application is not eligible for processing • confirms that a refund for the processing fee will be issued
<p>Selection and Admissibility</p>	<p>If the Visa Office finds your application to be eligible for processing, it will then be assessed against the following:</p> <ul style="list-style-type: none"> • minimum requirements • selection factors • sufficient funds • admissibility (criminality, security, medical)

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 the application is made (submitted)**.
 - make sure that you notify the Canadian Visa Office promptly of any and all changes to your mailing address, family composition, or any other information that is important to your application, such as additional education or work experience.
 - refrain from making unnecessary inquiries to the Canadian Visa Office regarding the status of your application.
-

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
-

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 once granted, apply for 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 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](#).



Current processing times

You can obtain current processing times by visiting our website at: <http://www.cic.gc.ca/english/information/times/index.asp>.

Checking application status on-line

You can check the status of your application on-line once you receive your acknowledgement letter from the Canadian Visa Office by doing the following:

1. Visit our website at www.cic.gc.ca;
 2. Go to *Check My Application Status* in the *I need to...* section on the right-hand side of the page.
-

Protecting your information

Your personal information is

- only available to CIC employees who need to see it in order to provide the services to you, **and**
- not disclosed to anyone else without your written consent.



You can obtain additional information on the protection of your data by visiting the "[Frequently Asked Questions](#)" (FAQ) on our website.

How to Contact CIC

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

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

National Call Centre Agents can help you with questions about Citizenship and Immigration Canada (CIC) services and programs. They cannot give you information about the status of your immigration application. You must contact the Visa Office directly either by letter, fax, or e-mail.

The *Privacy Act* prevents us from providing detailed information about an individual's file. Call Centre agents can help you with questions about **in-Canada** processes for citizenship and immigration programs and services.

Note: Agents cannot make decisions on applications that are being processed by Case Processing Centres or CIC offices, nor can they assist in processing applications more quickly.



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.