



IMMIGRATION Canada

Application for Permanent Residence

Federal Skilled Worker Class



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*Visa office-specific appendices contain your local requirements. Instructions can be found on our Web site at 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**

Contact Information

Web site

For more information on the programs offered by Citizenship and Immigration Canada, visit our Web site at www.cic.gc.ca. For some types of applications you can inform us of a change of address and find out what is happening with your application through [on-line services](#) on the Web site.

Within Canada

If you are in Canada, you can also phone our **Call Centre**. An automated telephone service is available seven days a week, 24 hours a day and is easy to use if you have a touch-tone phone. You can listen to pre-recorded information on many programs, order application forms, and for some types of applications the automated service can even update you on the status of your case.

When you call, have a pen and paper ready to record the information you need. Listen carefully to the instructions and press the number for the selection you want. At any time during your call, you may press * (the star key) to repeat a message, **9** to return to the main menu, **0** to speak to an agent, or **8** to end your call. If you have a rotary phone, wait for an agent to answer your call.

If you need to speak to an agent, you must call Monday to Friday between 8 a.m. and 4 p.m. local time.

From anywhere in Canada, call

1-888-242-2100 (toll-free)

Using a text telephone?

Call our TTY service from Monday to Friday between 8 a.m. and 4 p.m. local time at: **1-888-576-8502** (toll-free).

Outside Canada

If you are outside Canada, you can contact a Canadian embassy, high commission or consulate. Consult our [Web site](#) for addresses, phone numbers and Web site addresses of our visa offices.



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

The Federal Skilled Worker Class

Immigrants have 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.

This package is for people who wish to come to Canada as skilled workers. It provides information on:

- the selection criteria and point system
- how to assess your chances of qualifying
- how to apply for permanent resident status as a skilled worker
- all necessary forms and instructions

Other classes

This guide 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	Guide for Quebec Skilled Workers
You have been nominated by a province under the Provincial Nominee Program	Guide for Provincial Nominees
You are interested in immigrating to Canada as an investor, entrepreneur or self-employed person	Guide for Business Class Applicants
A relative such as a parent, spouse or common-law partner would like to sponsor your application for permanent residence	Guide for Family Class Applicants

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 [Web site](#) contains the most up-to-date news, selection criteria and applications. Check periodically to make sure you have the most current information.

Will You Qualify?

Definition

Skilled workers are people who may become permanent residents based on their ability to become economically established in Canada.

Minimum requirement

For your application to be considered, you must meet the minimum requirement of at least one year of full-time (or full-time equivalent), paid work experience. This experience must:

- have occurred in the past 10 years
- be in Skill Type 0 or Skill Level A or B of the National Occupation Classification (NOC).

The National Occupation Classification (NOC)

The NOC is a classification system of occupations in Canada. It describes the duties, skills, aptitudes and work settings typical of jobs in the Canadian labour market.

Determining your NOC category

Follow these steps to determine if your work experience is in an occupation that meets the minimum requirement to apply as a skilled worker:

- STEP 1.** Go to our Web site at www.cic.gc.ca/english/immigrate/skilled/index.asp.
- STEP 2.** Scroll down the page and click on the heading, “Will You Qualify as a Skilled Worker?”, then click on “Minimum Work Experience Requirement”.
- STEP 3.** Follow the instructions to see if your work experience qualifies you to immigrate under the Skilled Worker Class.
- STEP 4.** If you have experience in more than one occupation during the past 10 years, repeat the search to determine if you meet the minimum requirement to apply as a skilled worker. Work experience in several occupations may also be used, if it adds up to one full year.
- STEP 5.** Check the list of restricted occupations. If your work experience is in a restricted occupation, then it **cannot** be used to earn points to qualify for the skilled worker class. (At the time of printing there were no restricted occupations in Canada; however, you should check our [Web site](#) to see the current list.)

You are not eligible to apply as a skilled worker if:

- none of your work experience is listed in Skill Type 0 or Skill Level A or B of the NOC;
- your experience did not occur within 10 years of the date of application;
- your eligible work experience does not add up to one full year; or
- your only work experience is in a restricted occupation.

Selection system

If your work experience meets the minimum requirements to apply as a skilled worker, your application will be assessed against two criteria: required funds and selection factors.

Funds Required to Settle in Canada

The Government of Canada provides no financial support to new skilled worker 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.

The required funds are equal to or greater than the amount listed below for each family size:

Number of family members	1	2	3	4	5	6	7+
Funds required	\$10,168	\$12,659	\$15,563	\$18,895	\$21,431	\$24,170	\$26,910
Exception	If you have arranged employment as defined in Factor 5, you do not have to meet these financial requirements.						

The minimum required funds may change at any time. Check our [Web site](#) 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.

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.

Self-Assessment Worksheet

This worksheet will help you determine your chance of qualifying as a skilled worker. It explains the six factors on which points are awarded and helps you estimate how many points you may be awarded for each factor.

How to estimate your points

Read the explanation for each factor, then fill in your score on the worksheet.

If you have a spouse or common-law partner, you must decide which of you will be the principal applicant; the other person will be considered a family member. Use the self-assessment worksheet to determine which of you would score the most points. This person should be the principal applicant.

Note: A **common-law partner** is a person of the same or opposite sex who has lived with you in a conjugal relationship for a period of at least one year.

A **family member** is a spouse, common-law partner or dependent child included in your application.

Factor 1: Education (maximum 25 points)

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

Note: 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.

Instructions

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.

Examples: If you have a Master's degree but have completed only 16 years of full-time study, award yourself 22 points. 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; or • 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; or • 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; or • 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	
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Factor 2: Language ability (maximum 24 points)

Points are awarded for proven ability in reading, writing, listening to and speaking English and/or French.

Instructions

- STEP 1.** If you have some abilities in both English and French, decide which of the two you are more comfortable using; this will be considered your **first official language**. The other will be your **second official language**.
- STEP 2.** Determine your points according to your ability to read, write, listen to, and speak these languages using the criteria in the Canadian Language Benchmarks.

Proficiency levels

The chart below contains basic descriptions of the proficiency levels you will be assessed against. These descriptions correspond to the Canadian Language Benchmarks and can be viewed in their entirety on our Web site at www.cic.gc.ca/english/immigrate/skilled/language-testing.asp by following the link to “How to Assess Your Language Skills”.

Use this reference chart to find the Benchmark that best defines your language ability, or follow the link to “How to Assess Your Language Skills” on our Web site for direct links to each level.

Proficiency level	Ability			
	Speaking	Listening	Reading	Writing
HIGH: You communicate effectively in most social and work situations.	Benchmark 8: Pages 68-71	Benchmark 8: Pages 82-83	Benchmark 8: Pages 94-95	Benchmark 8: Pages 106-107
MODERATE: You communicate comfortably in familiar social and work situations.	Benchmark 6: Pages 60-63	Benchmark 6: Pages 78-79	Benchmark 6: Pages 90-91	Benchmark 6: Pages 102-103
BASIC: You can communicate in predictable contexts and on familiar topics.	Benchmark 4: Pages 12-13	Benchmark 4: Pages 24-25	Benchmark 4: Pages 36-37	Benchmark 4: Pages 48-49
NO: You do not meet the criteria for basic proficiency.	Do not meet Benchmark 4	Do not meet Benchmark 4	Do not meet Benchmark 4	Do not meet Benchmark 4

Calculating your language points

First official language	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	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

Proof of Language Proficiency

The instructions 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. There are two ways to provide this proof. Choose **one** of the options below to establish your proficiency in English and/or French.

Option 1: Take a language proficiency test from an approved organization

We **strongly recommend** that you take an official language test if you are claiming skills in a language that is not your native language.

Steps:	Results:
<ul style="list-style-type: none"> • Make an arrangement for testing and pay test costs. A list of approved organizations can be found at www.cic.gc.ca/english/immigrate/skilled/language-testing.asp. Follow the link to "How to Assess Your Language Skills". • Submit the assessment results with your immigration application. • Your test results must not be more than one year old at the time that you submit your immigration application. 	<ul style="list-style-type: none"> • Test results will be used as conclusive evidence of your language proficiency. • You will know exactly how many points you will receive for the language factor before you submit your application. To determine your points, see the test result equivalency charts that follow.

Option 2: Establish your proficiency levels through a written explanation and supporting documentation

Steps:	Results:
<ul style="list-style-type: none"> Gather material that supports your claim. This should include: <ul style="list-style-type: none"> a submission written by you that details your training in, and use of, English and/or French official documentation of education in English and/or French official documentation of work experience in English and/or French Determine what proficiency levels you wish to claim and indicate these levels clearly in your submission. Submit these documents with your immigration application. 	<ul style="list-style-type: none"> 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 the levels you are claiming. A CIC officer will review the evidence you include with your application. The officer will award points for your language ability based on what you send with your application. You will not know in advance how many points the CIC officer will give you for your language skills.

Arranging a language test

If you choose **Option 1**, you must arrange a language test from any of the following approved organizations. For contact information, refer to our Web site www.cic.gc.ca/english/immigrate/skilled/language-testing.asp and follow the link to “How to Assess Your Language Skills”.

English language testing organizations	French language testing organizations
<p>The University of Cambridge Local Examination Syndicate, Education Australia, and the British Council administer the International English Language Testing System (IELTS).</p> <p>Note: IELTS has “General Training” and “Academic” options for the reading and writing tests. If you choose to take an IELTS test, you must take the “General Training” option.</p>	<p>The Paris Chamber of Commerce and Industry administers the Test d’Évaluation de Français (TEF).</p> <p>Note: For immigration purposes, you must submit results for the following tests:</p> <ul style="list-style-type: none"> expression orale compréhension orale compréhension écrite expression écrite
<p>The University of British Columbia’s Applied Research and Evaluation Services (ARES) administer the Canadian International Language Proficiency Index Program (CELPIP).</p>	

Using your test results

Once you have taken a language test from an approved organization, you can determine how many points you will receive using one of the equivalency charts below:

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	7.0 – 9.0	7.0 – 9.0	7.0 – 9.0	7.0 – 9.0
	Second official language: 2				
Moderate	Either official language: 2	5.0 – 6.9	5.0 – 6.9	5.0 – 6.9	5.0 – 6.9

Basic	Either official language: 1 (maximum of 2)	4.0 – 4.9	4.0 – 4.9	4.0 – 4.9	4.0 – 4.9
No	0	Less than 4.0	Less than 4.0	Less than 4.0	Less than 4.0

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 5	4H 5	4H 5	4H 5
	Second official language: 2	6	6	6	6
Moderate	Either official language: 2	3H 4L	3H 4L	3H 4L	3H 4L
Basic	Either official language: 1 (maximum of 2)	2H 3L	2H 3L	2H 3L	2H 3L
No	0	0 1 2L	0 1 2L	0 1 2L	0 1 2L

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	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)
	Second official language: 2				
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	
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Factor 3: Work Experience (maximum 21 points)

Calculate your points by adding all of the years of full-time, paid work experience you have that:

- occurred within the past 10 years
- is **not** listed as a restricted occupation (follow the link to “Will You Qualify?” on our Web site at www.cic.gc.ca/english/immigrate/skilled/apply-factors.asp to check)
- occurred in occupations listed in Skill Type 0 or Skill Level A or B of the NOC (see the **Will You Qualify?** section)

Years of experience	1	2	3	4+
Points	15	17	19	21

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

Score	
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Factor 4: Age (maximum 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	
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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 HRDC confirmation-exempt under an international agreement or a significant benefit category (e.g. intra-company 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

<p>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.</p>	<ul style="list-style-type: none"> You have a full-time job offer that has been confirmed by Human Resources Development Canada (HRDC); 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 HRDC confirmation. Your employer must do this. HRDC will confirm job offers for occupations listed in Skill Type 0 or Skill Level A or B of the NOC. 	<p>10</p>
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Score	
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Factor 6: Adaptability (maximum 10 points)

Points are awarded for certain adaptability elements based on the experience of the principal applicant and/or his or her spouse or common-law partner.

Instructions

Use the chart below to determine your 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.

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 	<p>3 – 5</p>
<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 post-secondary 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. 	<p>5</p>
<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. 	<p>5</p>
<p>D. Arranged employment:</p> <ul style="list-style-type: none"> You earned points under Factor 5: Arranged Employment. 	<p>5</p>
<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. 	<p>5</p>

Score	
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Your score

Use this worksheet to calculate your total score. A visa officer will assess your application and will make the final decision; if there is a difference between the points you give yourself and the points the officer awards you, the officer's assessment will prevail.

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	

The pass mark

The pass mark was last set on September 18, 2003, at 67 points. To learn the current pass mark, consult our Web site at www.cic.gc.ca/english/immigrate/skilled/assess/index.asp.

If:	Then:
Your total score is equal to or greater than the pass mark...	<ul style="list-style-type: none"> You 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.
Your total score is less than the pass mark...	<ul style="list-style-type: none"> You 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. Send a detailed letter with your application explaining these factors. Include any documents that support your claim.

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.

Follow the [Working in Canada link](#) on our Web site 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. Follow the link to [Credential assessment](#) on our Web site 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. Follow the [Working in Canada](#) link on our Web site for helpful sites on the Canadian labour market, job banks, and provincial and territorial labour market information.

Fees

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	\$
Total			\$

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 for the following for yourself and your family members (if applicable):

- medical examinations
- police certificates
- language assessments

Medical and Security Requirements

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 instruction, see **Appendix D**.

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 and clearances

You and your family members must provide us with a police certificate issued by the authorities of each country in which you have lived for six (6) months or more since reaching the age of 18. Certificates must be originals and issued within the last three months.

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

Web site: www.npb-cnrc.gc.ca (application forms can be downloaded from the site)

For more information on police certificates, see **Appendix B** and the police certificates section of the **Checklist**.

How to Apply to Immigrate to Canada

STEP 1. 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 2. 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/information/applications/skilled.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 3. COMPLETE THE FORMS

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

STEP 4. OBTAIN POLICE CERTIFICATES

You need police certificates from every country in which you or your family members aged 18 years or over have lived for six months or longer since reaching the age of 18. You will find instructions in **Appendix B: Obtaining Police Certificates/Clearances**.

STEP 5. 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 6. 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 7. 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

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:

Box 1: Category under which you are applying...

Check the “Economic class” box.

Box 2: 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 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
- **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.

Box 3: 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.
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.

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 18th 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 during the past 10 years. 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 - Skilled Workers (IMM 0008, Schedule 3)

To be completed by:

- You, as the principal applicant

- 3. If you have an offer of employment that has been approved by Human Resources Skills Development, tick the “Yes” box and give the name of your potential employer. See **Factor 5: Arranged Employment** for more information.

- 5. Use the instructions under **Factor 2: English and French Language Ability** to help you determine your ability in English and French.

- 10. “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.

- 11. To Determine your National Occupational Code (NOC), refer to the instructions in the **Will You Qualify?** section of this guide.

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 [Web site](#).

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 form *Authority to Release Personal Information to a Designated Individual* (IMM 5475) which is available on our Web site at 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

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

You can find out the current status of your application by logging on to our Web site at www.cic.gc.ca and selecting On-Line Services – e-Client Application Status. If you live in Canada, you may also call our Call Centre.

If you do not want your information available on-line, you can remove on-line information by logging on to www.cic.gc.ca and selecting On-Line Services – e-Client Application Status. If you live in Canada, you may also call our Call Centre and ask an agent to do this for you.

Current processing times are updated weekly on our Web site at: 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?

Employment and settlement services

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

- Citizenship and Immigration Canada **Web site:** 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 **Web site**.