



# IMMIGRATION Canada

## Application for Permanent Residence

### Federal Skilled Worker Class Simplified Application Process



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#### Forms:

- Application for Permanent Residence (IMM 0008SW)
- Use of a Representative (IMM 5476)

#### Visa office-specific instructions\*:

##### Appendix A

\*Visa office-specific appendices contain your local requirements. Instructions can be found on our Web site at [www.cic.gc.ca/skilled](http://www.cic.gc.ca/skilled).

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](http://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.

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**From anywhere in Canada, call**

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

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### 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

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This package contains all the forms and information for you to apply for permanent resident status as part of the Federal Skilled Worker - Simplified Application Process. Under this process, the applicant does not submit supporting documentation with the initial application, but rather at a later stage. For more information see the section [What Happens Next?](#)

A **permanent resident** is a person who may live in Canada permanently but who is not a Canadian citizen.

A **skilled worker** is a person who can become a permanent resident based on his or her ability to become economically established in Canada.

There is currently a queue of federal skilled worker applications, creating a delay of several years. In order to avoid asking applicants to submit updated supporting documentation more than once, the Simplified Application Process has been introduced.

Under this process, applicants submit only a basic application form and fee. This guarantees a place in the processing queue, meaning that the regulations in effect on that date will apply to the application.

## Who may apply under the Simplified Application Process?

You may apply for permanent residence as a Federal Skilled Worker - Simplified Application Process if:

- you meet the selection criteria of this class (See the section [Selection Criteria](#) for details);
- you do not have arranged employment;
- you do not currently have a temporary resident status in Canada as a worker or student;
- You do not currently have in process another application for permanent residence under the Economic Class;
- you are not a Provincial Nominee;
- you have not been selected by Quebec.
- you are not applying through the Canadian visa office in Buffalo.

You may still be eligible to apply in the regular Federal Skilled Worker Class process if you do not meet the above criteria (for example, if you have arranged employment in Canada). For more information, refer to our [Web site](#).

Your work experience, your knowledge of French and English and the funds you have available are some of the criteria that will help us determine if you qualify as a federal skilled worker. To learn more about the criteria, and to verify if you meet the requirements, see the [Selection Criteria](#) section.

## Other classes

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

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

# How to Apply?

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## Step 1. Complete the forms

You, as the principal applicant, must complete and sign the following forms:

- *Application for Permanent Residence in Canada* (IMM 0008SW)
- *Use of a Representative* (IMM 5476), if applicable

This section does not contain instructions for all boxes on the forms. Most questions are clear; instructions are provided only when necessary.

- Photocopy the blank forms so that you and your family members each have two copies: a working copy and a final copy. Keep the working copy for your records.
- Print clearly with a black or blue pen.
- Answer in English or French, unless you are instructed otherwise.
- Use additional sheets of paper if there is not enough space on the form. Indicate your name, the form's title and the number or letter of the question you are answering.
- You must answer **all** questions that apply to you. If a section does **not** apply to you, answer "N/A" ("Not applicable"). If you leave sections blank or mark "N/A" in a section that is relevant to your situation, your application will be returned and processing will be delayed.
- If applicable, add your native language script for all names and addresses on your application.

**Warning:** It is an offence under the *Immigration and Refugee Protection Act* to knowingly make a false or misleading statement in support of an application for permanent residence in Canada. Doing so can result in a two-year ban from entering Canada.

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

To be completed by:

- You, as the principal applicant

### **How many family members are included in this application?**

This is the total number of your family members seeking permanent residence as part of your application.

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

**Interview:** You may be called 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.

**13.** This is the address we will use to mail correspondence regarding your application. Print your address in English or French and, if applicable, also in your own native script.

**17.** 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. Make a copy of both sides of the card and include it with your application. If you do not have an identity card, print "N/A".

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

**26.** To determine your National Occupational Code (NOC), refer to the instructions in the **Selection Criteria** section of this guide.

**27.** Details of family members

You must identify **all** of your family members on your application form. Your family members may apply for permanent residence as part of your application.

Family members include your:

- spouse or common-law partner; and
- dependent children.

For a complete definition, refer to the section **Family Members**.

**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.

**Note:** Separated or former spouses and separated or former common-law partners are not eligible family members.

#### **When must my dependent children meet the definition?**

Your dependent children must meet one of the dependent children definitions (see the section **Family Members** for details) on the day we receive your application and, for types B and C, they must continue to meet this definition for permanent residence to be granted or for a permanent resident visa to be issued.

#### **Will accompany you to Canada**

Tell us if your family member will immigrate to Canada with you. He or she can arrive in Canada with you or at any time between your arrival and the expiration of his or her visa.

**28.** If you do not sign the form, it will be returned to you.

**You must meet all criteria at the time you submit your application.**

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

Complete this form only if you are appointing a representative. To learn about who can represent you and for information about how to complete the form, refer to the ***Instructions-Use of a Representative*** (IMM 5561).

### **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/applications/release-info](http://www.cic.gc.ca/english/applications/release-info) and from Canadian embassies, high commissions and consulates abroad.

## Step 2. Pay the 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.

**Note:** We are presently unable to accept on-line payment.

### Calculating your fees

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

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

### Right of Permanent Residence Fee

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

## Step 3. Mail your application

Send your application and the fees in a large envelope. Do not fold documents. For your personal records, you should make photocopies of all forms and proof of payment submitted. For information regarding where to send your application, consult Appendix A.

**Submit only the forms and the proof of payment. If you send any additional documents, they will be sent back to you.** For more information about documents, see the section [What Happens Next?](#)

**Note:** We are presently unable to accept on-line applications.

## How to ensure your application is not returned to you

### Did you:

- answer **all** questions on the forms?
- print "N/A" (not applicable) for questions that do not apply to you?
- sign the forms?
- include the appropriate fees?

## While your application is processed

- (a) **Acknowledgment of receipt:** If your application is complete, 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 and time frame.
- (b) **Updating your address:** If you change your address, you must let the visa office know immediately, either by mail, by fax or by e-mail. Always refer to your file number on any correspondence.

**Important:** If your personal situation changes while your application is being processed, **do not** contact the visa office. An update of your situation will automatically be requested before the visa office is ready to assess your application.

The processing time may vary from a visa office to another. You may want to improve your language skills and learn more about [communities across Canada](#) while your application is being processed.

## 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](http://www.cic.gc.ca) and selecting On-Line Services – e-Client Application Status.

If you do not want your information available on-line, you can remove on-line information by logging on to [www.cic.gc.ca](http://www.cic.gc.ca) and selecting On-Line Services – e-Client Application Status.

# What Happens Next?

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## The assessment of your application

When the visa office is ready to assess your application, it will contact you, ask you to provide an update of your situation, and ask you to fill out a form with your history for the past years. The visa office will also send you a list of documents to submit, such as passport, proof of medical exam, police certificates, identity documents, proof of language test results, diplomas, etc.

**Important: Do not** submit any police certificate, proof of medical exam, proof of language test results or any other document before the visa office asks you to do so.

## Medical exam

You, and all your family members must undergo and pass an immigration medical exam, even if your family members will not be processed for permanent residence with your application. We will provide instructions on medical exams once we are ready to assess your application.

You will not be able to sponsor family members who do not undergo and pass a medical exam.

## Police certificates

At the time we assess your application, you and all your family members who are 18 years of age and older will have to submit police certificates for each country in which you have lived for six months or more since the age of 18.

## The decision

The officer will make a decision based on:

- the number of points that you accumulate in the selection factors
- 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

# Selection Criteria

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## Minimum requirements

For your application to be considered, you must show you have the necessary funds and 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).

**You must meet all criteria at the time you submit your application.**

## Determining your NOC category

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.

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/skilled](http://www.cic.gc.ca/skilled).

**STEP 2.** Scroll down the page and select the heading, “Will You Qualify as a Skilled Worker?”, then select “Minimum Work Experience Requirement”. Follow the instructions to see if your work experience qualifies you to immigrate under the Skilled Worker Class. You must have one year of continuous full-time paid work experience or the equivalent in continuous part-time paid employment in one or more occupations. This continuous part-time employment could be made up of two part-time jobs held simultaneously, or of one part-time job held over the equivalent of one year of full-time employment.

**Note:** 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.

## 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

<b>Exception</b>	If you have arranged employment as defined in Factor 5, you do not have to meet these financial requirements but you must apply under the regular process.
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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.

## Selection Factors

### Self-assessment worksheet

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

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.

You can use our [On-line self-assessment tool](#) to help you calculate your points.

### 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.

**Note: 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.

### Factor 2: Language ability (maximum 24 points)

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

### Factor 3: Work Experience (maximum 21 points)

Calculation will be made 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/skilled](http://www.cic.gc.ca/skilled) to check)
- occurred in occupations listed in Skill Type 0 or Skill Level A or B of the NOC

### Factor 4: Age (maximum 10 points)

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

### Factor 5: Adaptability (maximum 10 points)

Points are awarded for certain adaptability elements based on your experience and/or that of your spouse or common-law partner.

## 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/skilled](http://www.cic.gc.ca/skilled).

## Keeping yourself 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 you submit your application. These may change at any time.
- Our Web site at [www.cic.gc.ca/skilled](http://www.cic.gc.ca/skilled) contains the most up-to-date news, selection criteria and applications. Check periodically to make sure you have the most current information.

**Important:** If your personal situation changes while your application is being processed, **do not** contact the visa office. An update of your situation will automatically be asked before the visa office is ready to assess your application. We will not consider any information request.

## 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, credential assessment and labour market information.

# Family Members

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You must identify **all** of your family members on your application form. Your family members may apply for permanent residence as part of your application.

Family members include your:

- spouse or common-law partner; and
- dependent children.

**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). Family members who are not listed on your application will **not** be able to be sponsored by you at a later date.

**Note:** Separated or former spouses and separated or former common-law partners are not eligible family members.

## Common-law partner

A common-law partner is a person of the opposite or same sex with whom you are in a conjugal relationship and who is currently cohabiting with you and has done so for at least one year.

## Dependent children include:

- Your dependent children
- The dependent children of your spouse or common-law partner
- The dependent children of your dependent children

**Note:** If you are a divorced or separated parent, a minor child of whom you have joint or sole custody is considered a dependent family member. This applies even if the minor child usually lives with the other parent and will not join you in Canada.

**Note:** Dependent children also include children you adopted before they were 18 years of age.

Type A	He or she is <b>under</b> the age of 22; and is single (not married and not in a common-law relationship).
Type B	He or she has been continuously enrolled and in attendance as a full-time student in a post-secondary institution accredited by the relevant government authority and depends substantially on the financial support of a parent either <ul style="list-style-type: none"><li>• since before the age of 22; <b>or</b></li><li>• since marrying or entering into a common-law relationship (if it happened before the age of 22).</li></ul>
Type C	He or she is 22 years of age or older, has depended substantially on the financial support of a parent since before the age of 22 and is unable to provide for him/her self due to a medical condition.