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# IMMIGRATION Canada

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## Application for Permanent Residence – Skilled Workers – Visa Office Specific Instructions

Hong Kong



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**Cette trousse est également  
disponible en français**

# Appendix A Checklist

Gather documents as listed. Check (☑) each item on the checklist and attach the checklist to your documents (a paper clip will do). Place all documents in a sealed envelope. **Do not send originals** unless otherwise stated. Send notarized photocopies of all documents **except** the police certificates, which must be **originals**. If your documents are not in English or French, send a notarized (certified) translation with a copy of the originals.

If you are applying as a **Federal Skilled Worker**, use column **F**.

If you are applying as a **Provincial Nominee**, use column **P**.

If you are applying as a **Quebec-Selected Applicant**, use column **Q**.

		F	P	Q
<b>1.</b>	<b>FORMS</b>			
	See the " <b>Complete the application</b> " section on our <a href="#">Web site</a> for specific instructions on how to complete the questions on each of the following forms.			
	<b>APPLICATION FOR PERMANENT RESIDENCE IN CANADA</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Check that it is complete and signed.			
	<b>SCHEDULE 1: BACKGROUND DECLARATION</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Include a Schedule 1 form completed by:			
	<ul style="list-style-type: none"> <li>• the principal applicant</li> <li>• spouse or common-law partner</li> <li>• each dependent child over 18 years of age</li> </ul>			
	<b>SCHEDULE 3: ECONOMIC CLASSES – FEDERAL SKILLED WORKERS</b>	<input type="checkbox"/>		
	Completed by the principal applicant.			
	<b>SCHEDULE 4: ECONOMIC CLASSES – PROVINCIAL NOMINEES</b>		<input type="checkbox"/>	
	Completed by the principal applicant.			
	<b>SCHEDULE 5: DECLARATION OF INTENT TO RESIDE IN QUEBEC – ECONOMIC CLASSES</b>			<input type="checkbox"/>
	Completed by the principal applicant.			
	<b>ADDITIONAL FAMILY INFORMATION</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed by:			
	<ul style="list-style-type: none"> <li>• the principal applicant</li> <li>• spouse or common-law partner</li> <li>• each dependent child over the age of 18 years</li> </ul>			
	<b>USE OF A REPRESENTATIVE (IMM 5476)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Complete and include this form only in your application if you have a representative.			

		F	P	Q
2.	<p><b>IDENTITY AND CIVIL STATUS DOCUMENTS</b></p> <p>The following documents are required for you, the principal applicant, each of your family members and your dependent children, if applicable:</p> <ul style="list-style-type: none"> <li>• Certificates of: birth, adoption, marriage, divorce, death,</li> <li>• Absolute nisi decree (Hong Kong residents),</li> <li>• Custody order for your child and proof that you have fulfilled any obligation stated in the custody order,</li> <li>• Citizens of the People's Republic of China and Taiwan must provide photocopies of all pages of the household register ("hukou"),</li> <li>• A photocopy of the bio-data page of your passport with a validity of at least 18 months. If you cannot submit this along with the application, provide it at a later date.</li> </ul> <p><b>Note:</b> For residents of the People's Republic of China (PRC), a kinship certificate is <b>not</b> acceptable as proof of relationship.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<p><b>CHILDREN'S INFORMATION (If applicable)</b></p> <ul style="list-style-type: none"> <li>• Children's birth certificates (which name their parents)</li> <li>• Adoption papers for adopted dependent children</li> <li>• Proof of custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court</li> <li>• If the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements</li> <li>• Proof of <b>continuous full-time studies</b> of all dependent children aged 22 or over, including: <ul style="list-style-type: none"> <li>• complete school records/transcripts since attaining age 22</li> <li>• letters from the schools indicating the number of hours of classes attended per day, and the number of days attended per week</li> <li>• proof of full financial support by parents since reaching age 22.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<p><b>TRAVEL DOCUMENTS AND PASSPORTS</b></p> <ul style="list-style-type: none"> <li>• Passports or travel documents for you, your spouse or common-law partner and your dependent children. Include only copies of pages showing the passport number, date of issue and expiry, your photo, name, date and place of birth.</li> <li>• If you live in a country different from your nationality include a photocopy of your visa for the country where you currently live. Note that all prospective immigrants must hold a valid regular passport; diplomatic, official, service or public affairs passports are not valid for immigration to Canada.</li> <li>• For Taiwan: Household Register and a certified English translation.</li> </ul> <p>Note that all prospective immigrants must hold a valid regular passport; diplomatic, official, service or public affairs passports are not valid for immigration to Canada.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<p><b>PROOF OF RELATIONSHIP IN CANADA (IF APPLICABLE)</b></p> <p>Proof of relationship to any close relative in Canada, such as birth, marriage or adoption certificates and proof of that person's status in Canada; photocopy of the <b>Record of Landing</b> (IMM 1000) of your parent or proof of Canadian citizenship such as photocopy of pages of a Canadian passport or Canadian citizenship card.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p><b>6. EDUCATION/TRAINING/QUALIFICATIONS</b></p> <p>For you and your spouse or common-law partner:</p> <ul style="list-style-type: none"> <li>• <b>Post-secondary education documents:</b> vocational or technical certificates or diplomas;</li> <li>• <b>College or university documents:</b> certification of completion and the graduation degree, diploma, or certificate issued by the college or university and the evaluation committee;</li> <li>• <b>Transcripts:</b> original transcripts of all degrees must be submitted in university-sealed envelopes.</li> <li>• <b>Professional qualifications certificates:</b> notarized professional qualification certificates should be submitted if available. (e.g.. Engineer, Computer Programmer, Accountant, Economist, Translator/Interpreter, Architect etc.)</li> </ul>	<input type="checkbox"/>
<p><b>7. WORK EXPERIENCE</b></p> <p><b>For you and your spouse or common-law partner:</b></p> <ul style="list-style-type: none"> <li>• notarized employment contracts from your present and past employers, accompanied by an English or French translation</li> <li>• <b>Original</b> and up-to-date letters of reference from your past and current employers. Letters must be written on company letterhead and show the company's full address, telephone and fax numbers, and be stamped with the company's official seal.</li> </ul> <p><b>Letters must include all of the following information:</b></p> <ul style="list-style-type: none"> <li>• the specific period of your employment with the company</li> <li>• the positions you have held during the period of employment and the time spent in each position</li> <li>• your main responsibilities in each position</li> <li>• your total annual salary plus benefits</li> <li>• the signature of your immediate supervisor or the personnel officer of the company</li> <li>• a business card of the person signing</li> </ul> <p><b>If you cannot provide a reference or employment contract from your current employer, provide a written explanation along with an official proof of your employment.</b></p>	<input type="checkbox"/>
<p><b>8. ARRANGED EMPLOYMENT (IF APPLICABLE)</b></p> <ul style="list-style-type: none"> <li>• If you are currently working in Canada under a work permit, provide a photocopy of your work permit.</li> <li>• If you have a permanent job offer confirmed by Human Resources Skills Development Canada (HRSDC), attach a photocopy of the HRSDC confirmation letter (Arranged Employment Opinion) which was sent to your employer.</li> </ul>	<input type="checkbox"/>

<p>9.</p>	<p><b>PROOF OF LANGUAGE PROFICIENCY</b></p> <p>Refer to instructions in the "<b>Proof of your language abilities</b>" section of our <a href="#">Web site</a>. If you are claiming proficiency at any level in English and/or French, submit one of the following:</p> <ul style="list-style-type: none"> <li>• <b>Test results from an approved language-testing organization:</b> We strongly recommend that you submit test results if you are claiming proficiency in a language that is not your native language. If you choose to send the reports to us directly, you must provide the <b>original</b>. Photocopies are unacceptable. Language test results must not be older than one year upon submission.</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• <b>Other evidence in writing:</b> <ul style="list-style-type: none"> <li>• Your written submission detailing your training in, and use of, English and/or French;</li> <li>• Official documentation of education in English or French;</li> <li>• Official documentation of work experience in English or French.</li> <li>• Other applicable documentation.</li> </ul> </li> </ul> <p><b>Proof of language proficiency is required for your application to be considered complete, otherwise it will be returned to you. If your native language is English or French, you still need to provide a letter attesting to this fact.</b></p>	<p><input type="checkbox"/></p>
<p>10.</p>	<p><b>CERTIFICAT DE SELECTION DU QUEBEC (CSQ)</b></p> <p>Photocopy of your CSQ(s) if you are selected by Quebec. Notarization not necessary.</p>	<p><input type="checkbox"/></p>
<p>11.</p>	<p><b>NON-ACCOMPANYING FAMILY MEMBERS DECLARATION (IF APPLICABLE)</b></p> <p>If you have a spouse, common-law partner or dependent children and you do not intend to include them in your application for permanent residence, submit with your application a notarized statutory declaration stating your intention to proceed to Canada without your family members, and confirming that you understand that your family members must meet immigration requirements in their own right if they wish to join you in Canada.</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>12.</p>	<p><b>SETTLEMENT FUNDS</b></p> <p>Refer to the "<b>Proof of Funds</b>" section of our <a href="#">Web site</a> for exact figures and instructions.</p> <p>Provide proof of unencumbered and readily transferable funds in a convertible currency available for settlement in Canada (for you and your family members):</p> <ul style="list-style-type: none"> <li>• current bank certification letter; or</li> <li>• evidence of savings balance; or</li> <li>• fixed or time deposit statements.</li> </ul>	<p><input type="checkbox"/></p>
<p>13.</p>	<p><b>POLICE CERTIFICATES AND CLEARANCES</b></p> <p>Please consult our <a href="#">Web site</a> for specific and up-to-date information on how to obtain police certificates from any country.</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

**14. FEE PAYMENT**

Consult the **Fees** section of our [Web site](#) or the *Guide for Skilled Worker Applicants* to calculate your fees.

Payment must be in Canadian or Hong Kong dollars. No other currency will be accepted. Please note that cash and personal cheques will **NOT** be accepted.

Acceptable methods of payment are:

- credit card - MasterCard, Visa or Diner's Club
- financial instruments such as cashier's cheque, certified cheque, bank draft or money order payable to "Canadian Consulate General"
- EPS direct debit (local bank cards only) for payments made **in person** only.

**Note 1:** If payment is made by financial instruments in Hong Kong dollars, the payee bank must be located in Hong Kong. Payment in Canadian dollars must be drawn on a bank located in Canada.

**Note 2:** Financial instruments issued from PRC branches of the Bank of China will **NOT** be accepted (financial instruments from Hong Kong branches of the Bank of China will be accepted).

**15. ADDRESS IN CHINESE CHARACTERS**

Citizens of China must provide their residential address in Chinese characters including their postal code to ensure effective communication with our office should the need arise.

**16. PHOTO REQUIREMENTS**

Supply **six (6) photos** for each member of your family and yourself. Follow the instructions provided in section **How to Complete the Forms** of the application guide and in **Appendix B: Photo Specifications**.

# Mailing your application

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If your application is incomplete or lacks the supporting documents listed above, **it will be returned to you for completion**. Assemble all your documents, place them in a sealed envelope and send them to:

**Consulate General of Canada  
Immigration Section  
G.P.O. Box 11142  
Hong Kong**

It is very important that you provide on your application form a reliable telephone number - either your own number or that of any representative that you may designate to receive calls on your behalf - and that you report to us in writing any changes in this information that may occur while your application is in process.

If your mailing address is in the People's Republic of China, your visas will be delivered by DHL Worldwide commercial couriers. DHL will telephone you or your designated representative before delivery to make collection arrangements. If DHL cannot reach you, your visas will be returned to us.

# Payment authorization statement

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Read the authorization statement carefully before signing.

**I have attached a:**

- cashier's cheque       certified cheque  
 bank draft               money order

for total application processing fee and/or right of permanent residence fee for the amount of:

HK\$ \_\_\_\_\_ or CDN\$ \_\_\_\_\_

**OR**

**I wish to pay my fees by:**

- Diner's Club               MasterCard  
 Visa

Card #: \_\_\_\_\_ Expiry date: \_\_\_\_\_ Name of cardholder \_\_\_\_\_

I have calculated my total payable fees to be HK\$ \_\_\_\_\_

I authorize the Canadian Consulate General to charge this amount or, if I have miscalculated the amount, the correct amount payable to my credit card. The Consulate will notify me if I have miscalculated the payable fees after charging my credit card.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Appendix B

## Photo Specifications

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### Notes to the applicant

**TAKE THIS WITH YOU TO THE PHOTOGRAPHER**

- Immigration photos are **not** the same as passport photos.
- Make sure that you provide the correct number of photos specified in the *Checklist*.

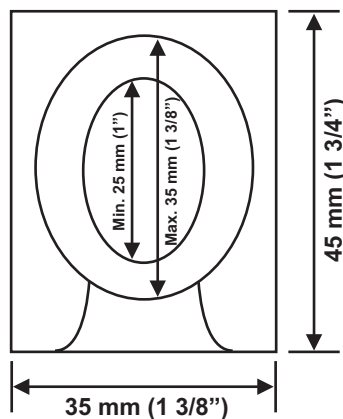
### Notes to the photographer

#### The photos must:

- show a full front view of the person's head and shoulders showing full face centred in the middle of the photograph;
- have a **plain white background**;
- be identical (black and white or colour) produced from the same untouched negative, or exposed simultaneously by a split-image or multi-lens camera.

#### The photos must:

- measure between 25 mm and 35 mm (1" and 1 3/8") from chin to crown;
- have a 35 mm x 45 mm (1 3/8" x 1 3/4") finished size.



# Appendix C

## Medical Instructions

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Everyone included in your application must undergo a medical examination, whether accompanying you to Canada or not. Instructions for medical examinations will be forwarded to you after your application has been received.

You should note that medical examinations are undertaken entirely at your own risk and expense. The completion of the medical examination in no way guarantees that permanent residence visas will be issued to you and your family members. Should you be refused a visa, the cost of the medical examination will not be refunded.

If your application for immigration to Canada is successful, your permanent residence visa will be valid for 12 months from the date you began the medical examination. If you have family members living or studying overseas, they will also need to complete a medical examination before a visa can be issued.