



IMMIGRATION Canada

Application for Permanent Residence –Skilled Worker–

Visa Office Specific Instructions

Kingston



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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 government-certified true copies 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.

Note: “Government-certified true copies” means copies certified to be authentic by the issuing government authority, such as the Registrar General of Vital Statistics in the country of issue.

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

		F	P	Q
2.	IDENTITY AND CIVIL STATUS DOCUMENTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Birth, marriage, final divorce, annulment or separation certificates for you and your spouse or common-law partner • Death certificate for former spouse if applicable • Photocopy of citizenship certificate, permanent resident card or permanent resident visa (formerly called “immigrant visa”) for any family members who are Canadian citizens or permanent residents of Canada 			
3.	CHILDREN’S INFORMATION (IF APPLICABLE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Children’s birth certificates (which name their parents) • Adoption papers for adopted dependent children • Proof of custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court • If the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements • Proof of continuous full-time studies of all dependent children aged 22 or over, including: <ul style="list-style-type: none"> • complete school records/transcripts since attaining age 22; • letters from the schools indicating the number of hours of classes attended per day, and the number of days attended per week; • proof of full financial support by parents since reaching age 22. 			
4.	DOCUMENTS REQUIRED FOR ADOPTED CHILDREN OR CHILDREN WHO ARE TO BE ADOPTED (IF APPLICABLE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Adoption Order: For each adopted person (must be a court-certified true copy). • Adopted Children Register: For each person adopted in Jamaica (must be a government-certified true copy). • Fit Person Order: For each person intended to be adopted in Jamaica (must be a court-certified true copy). • Court Licence: Authorizing removal of the child from the jurisdiction of the court for the purposes of adoption abroad (must be a court-certified true copy). • Family Composition Form: Two Family Composition forms are required, one for the adoptive parents, and another for the natural parents (if known). 			
5.	TRAVEL DOCUMENTS AND PASSPORTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • 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. • If you live in a country different from your nationality, include a photocopy of your visa for the country where you currently live. • You must hold a valid regular passport; diplomatic, official, service or public affairs passports are not valid for immigration to Canada. 			
6.	PROOF OF RELATIONSHIP IN CANADA (IF APPLICABLE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Proof of relationship to your close relative in Canada, such as birth, marriage or adoption certificates. • If your close relative is a permanent resident of Canada: photocopy of his or her Record of Landing (IMM 1000), Confirmation of Permanent Residence or Permanent Resident Card. • If your close relative is a Canadian citizen: proof of Canadian citizenship, such as a photocopy of pages of a Canadian passport or Canadian citizenship card. 			

7. EDUCATION/TRAINING/QUALIFICATIONS

For you and your spouse or common-law partner:

- **Post-secondary education documents:** vocational or technical certificates or diplomas;
- **College or university documents:** certification of completion and the graduation degree, diploma, or certificate issued by the college or university and the evaluation committee;
- **Transcripts:** original transcripts of all degrees must be submitted in university-sealed envelopes.
- **Professional qualifications certificates:** notarized professional qualifications certificates should be submitted if available. (e.g., Engineer, Computer Programmer, Accountant, Economist, Translator/Interpreter, Architect etc.)

8. WORK EXPERIENCE

For you and your spouse or common-law partner:

- notarized employment contracts from your present and past employers, accompanied by an English or French translation
- original 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.

Letters must include all of the following information:

- the specific period of your employment with the company
- the positions you have held during the period of employment and the time spent in each position
- your main responsibilities in each position
- your total annual salary plus benefits
- the signature of your immediate supervisor or the personnel officer of the company
- a business card of the person signing

If you cannot provide a reference from your current employer, provide a written explanation.

9. PROOF OF LANGUAGE PROFICIENCY

Refer to instructions in the "**Proof of your language abilities**" section of our [Web site](#). If you are claiming proficiency at any level in English and/or French, submit one of the following:

- **Test results from an approved language-testing organization:** 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 **original**. Photocopies are unacceptable. Language test results must not be older than one year upon submission.

or

- **Other evidence in writing:**
 - Your written submission detailing your training in, and use of, English and/or French;
 - Official documentation of education in English or French;
 - Official documentation of work experience in English or French.
 - Other applicable documentation.

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.

		F	P	Q
10.	<p>ARRANGED EMPLOYMENT (IF APPLICABLE)</p> <ul style="list-style-type: none"> If you are currently working in Canada under a work permit, provide a photocopy of the permit. If you have a permanent job offer confirmed by Human Resources and Social Development Canada (HRSDC), attach a photocopy of the HRSDC confirmation letter (Arranged Employment Opinion) which was sent to your employer. 	<input type="checkbox"/>		
11.	<p>NON-ACCOMPANYING FAMILY MEMBERS DECLARATION (IF APPLICABLE):</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>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	<p>SETTLEMENT FUNDS</p> <p>Refer to the "Proof of Funds" section of our Web site 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"> current bank certification letter; or evidence of savings balance; or fixed or time deposit statements. 	<input type="checkbox"/>		
13.	<p>POLICE CERTIFICATES AND CLEARANCES</p> <p>Please consult our Web site for specific and up-to-date information on how to obtain police certificates from any country.</p>	<input type="checkbox"/>		
14.	<p>FEE PAYMENT</p> <p>Consult the Fees section of our Web site or the <i>Guide for Skilled Worker Applicants</i> to calculate your fees. You must use a bank draft and pay the full immigration processing fees, in Canadian dollars. Because exchange rates vary, fees must be paid by bank draft, in Canadian dollars, drawn on a bank in Canada, and which will clear there. Make the draft payable to "HIGH COMMISSION OF CANADA". Write your name and address on the back. Make sure that you have sent the correct type of bank draft; otherwise, your application will be returned to you. Do not enclose cash.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	<p>PHOTO REQUIREMENTS</p> <p>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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mailing your application

Place all of your documents in a sealed envelope and mail them to:

**Canadian High Commission
Immigration Affairs Branch
3 West King's House Road
P.O. Box 1500
Kingston 10
Jamaica, West Indies**

Appendix B

Photo Specifications

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*.

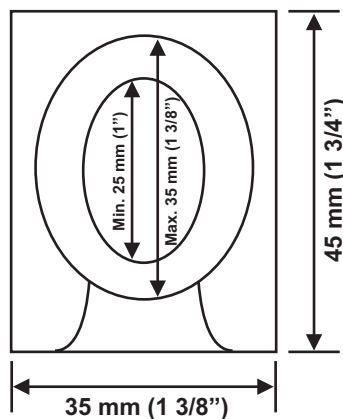
Notes to the photographer

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

Everyone included in your application, whether accompanying you or not, must undergo a medical examination with a physician on the list of designated doctors. If you are a divorced or separated parent, a minor child of whom you have joint or sole custody is considered your dependent child, even if he or she usually lives with the other parent and is not accompanying you to Canada.

All applicants aged 15 or over are required to have an HIV serology test. The test is also necessary for children who:

- have received blood or blood products
- have a known HIV-positive mother
- are potential adoptees

Instructions for this examination will be provided **after** your application has been assessed by a Canadian visa officer.

You will be responsible for the costs of the medical examination for all your family members.

At the time of the medical examination, you and all family members will be required to present individual passports as evidence of identity. If each of your family members does not already have an individual passport, you should apply to obtain them now.

Applicants may, at any time, request that medical instructions be issued, and may undergo an immigration medical examination, at their own risk. It is important to note, however, that undergoing an immigration medical examination **does not guarantee** that a permanent resident visa will be issued.

The permanent resident visa has the same validity period as the medical results, that is, 12 months from the date of the first examination or test.