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# IMMIGRATION Canada

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## Application for Permanent Residence – Skilled Worker –

## Visa Office Specific Instructions

Manila



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**Cette trousse est également  
disponible en français**

# Appendix A Checklist

Assemble all your documents as listed. Check (☑) each applicable item on the checklist and attach the checklist to your documents (a paper clip will do). Place all the documents in a sealed envelope. Send **originals** of all documents, including the police certificates. If your documents are not in English or French, send a notarized (certified) translation with a copy of the originals.

Original documents will be returned to you after they have been examined. If other documents are required, we will advise you. If there are any discrepancies in the civil status documents you have submitted, please provide a sworn affidavit explaining those discrepancies.

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. 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 in your application if you have a representative.			

<p><b>2. IDENTITY AND CIVIL STATUS DOCUMENTS</b></p> <ul style="list-style-type: none"> <li>• Provide birth certificates, baptismal certificates or other official document confirming relationship (including all pages of Household Registries) for you and each of your family members. In all cases, you must provide a <b>Certificate of No Record of Previous Marriage</b>.</li> <li>• If you are married, you must include a marriage certificate. If you are now divorced, you must include final divorce certificates; if separated, a separation certificate. If your former spouse or common-law partner is deceased, you must include your spouse's or partner's death certificate. If your marriage was annulled, include a copy of the annulment. If you are in a common-law relationship, provide proof of that relationship.</li> <li>• If there any discrepancies in the civil status documents you have submitted, provide a sworn affidavit explaining those discrepancies.</li> <li>• Photocopy of <b>citizenship certificate, permanent resident card or permanent resident visa</b> (formerly called "immigrant visa") for any family members who are Canadian citizens or permanent residents of Canada  <b>Note:</b> Immigration law does <b>not</b> recognize a marriage which does not conform to the laws of the country in which the marriage took place. The birth, marriage, death and no record of previous marriage certificates must be issued by the National Statistics Office (NSO).</li> </ul>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p><b>3. 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>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p><b>4. 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.</li> <li>• You must hold a valid regular passport; diplomatic, official, service or public affairs passports are not valid for immigration to Canada.</li> </ul>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p><b>5. PROOF OF RELATIONSHIP IN CANADA (IF APPLICABLE)</b></p> <ul style="list-style-type: none"> <li>• Proof of relationship to your close relative in Canada, such as birth, marriage or adoption certificates.</li> <li>• <b>If your close relative is a permanent resident of Canada:</b> photocopy of his or her Record of Landing (IMM 1000), Confirmation of Permanent Residence or Permanent Resident Card.</li> <li>• <b>If your close relative is a Canadian citizen:</b> proof of Canadian citizenship, such as a photocopy of pages of a Canadian passport or Canadian citizenship card.</li> </ul>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

**6. 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.)

**7. 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.**

**8. 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
9.	<p><b>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 the permit.</li> <li>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.</li> </ul>	<input type="checkbox"/>		
10.	<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>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	<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>For all bank accounts held in your name, you must submit bank statements which show your present account balance and records of entries over the past year. For assets such as a house, apartment, automobile or land owned by you (and/or your spouse or common-law partner, if applicable) submit proof of ownership and an official statement of valuation.</p> <p><b>Personal Net Worth Statement</b></p> <p>Complete the <b>net worth</b> form at the end of this appendix. All assets and liabilities, whether located in your country of residence or elsewhere, should be identified. However, do not include personal items such as jewellery, furniture, etc. All assets listed must be your own <b>personal</b> holdings and must be documented. The sources of any funds or assets in your possession for less than one year should be identified. If you need more space than provided, attach a separate page.</p>	<input type="checkbox"/>		
12.	<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>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	<p><b>FEE PAYMENT</b></p> <p>Consult the <b>Fees</b> section of our <a href="#">Web site</a> or the <i>Guide for Skilled Worker Applicants</i> to calculate your fees. Payment may be made in Philippine pesos or Canadian dollars. The current rate of exchange can be located on the Canadian embassy <a href="#">Web site</a>. Payment must be by means of an international money order, certified cheque or bank draft, issued to you within 30 days of the date of your payment to us. It should be made payable to the "<b>Canadian Embassy – Manila</b>". <b>We do not accept cash.</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**14. 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**.

**If you are unable to provide any of the requested documentation for special reasons, you must attach a written explanation with full details as to why that documentation is unavailable.**

## Mailing your application

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

**The Canadian Embassy  
Visa Section  
PO Box 2168, Makati Central PO  
Makati City 1200  
Philippines**

You may also deliver them in person or by courier to:

**Canadian Embassy  
Visa Section  
RCBC Plaza Tower 2, 6th Floor  
6819 Ayala Avenue  
Salcedo Village, Makati City**

Should you wish to use a commercial courier, we have made arrangements with DHL Worldwide Express, to ensure the safe delivery of your properly completed immigration application package to our office; however, you are under no obligation to choose DHL over any other commercial courier. **Do not send cash.**

### Interviews

You will be interviewed at the Canadian Embassy in Makati.

# Personal Net Worth Statement

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I certify that the following listing of my assets and liabilities is a complete and true statement of my personal net worth, and that this relates specifically to the sections of my *Application for Permanent Residence in Canada* concerning the money I will bring to Canada and my debts and obligations.

Name \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Assets

### A. Bank Deposits

Current and Savings Accounts (specify currency)			Fixed Deposits (specify currency)		
Date opened	Account number	Current balance	Date of initial deposit	Maturity date	Current balance
	TOTAL CDN\$			TOTAL CDN\$	

### B. Property (specify currency)

Complete address	Year purchased	Mortgaged		Purchase price	Estimated current market value
		Yes	No		
		___	___		
		___	___		
		___	___		
		___	___		
		___	___		
		___	___		
				TOTAL CDN\$	

**C. Publicly Traded Stocks and Other Passive Investments (specify currency)**

Description	Quantity	Estimated current market value
	TOTAL CDN\$	

**D. Business (Specify Currency)**

Name	% owned	Current book value (net assets)	Estimated current market value
		TOTAL CDN\$	

**E. Pension, Mutual Funds and Other Assets (specify currency)**

Description	Amount
TOTAL CDN\$	



## Liabilities

### F. Mortgages (Specify Currency)

Complete address	Mortgaged amount
TOTAL CDN\$	

### G. Personal Debts (e.g., shareholder, child support, alimony) (specify currency)

Nature of obligation	Amount
TOTAL CDN\$	

## Net worth

To calculate your net worth, subtract your total liabilities from your total assets:

$$(A + B + C + D + E) - (F + G) = \text{Net worth (CDN\$)}$$

### Which is distributed as follows (CDN\$):

Funds to accompany me to Canada	
Funds to transfer to Canada at a later date	
Funds already in Canada	
Funds remaining outside Canada	
TOTAL CDN\$	

{Exchange rate used: CDN\$ 1 = \_\_\_\_\_ (currency on supporting documents)}

# 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*.

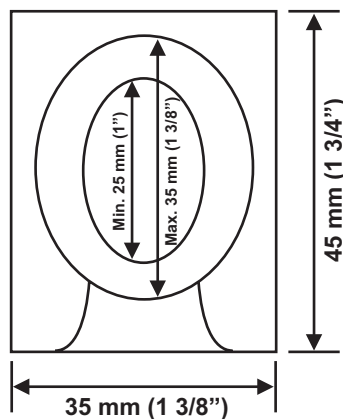
### Notes to the photographer

#### 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, 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 a dependent child, even if he or she usually lives with the other parent and is not accompanying you to Canada.

This office will forward medical instructions as soon as we receive your completed *Application for Permanent Residence in Canada* form and have reviewed your application.

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

At the time of 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.

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.