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# IMMIGRATION Canada

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

New Delhi



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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. 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 (IMM 0008)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that it is complete and signed by the principal applicant.			
<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 (IMM 5406)</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.			

		F	P	Q
<b>2.</b>	<b>IDENTITY AND CIVIL STATUS DOCUMENTS</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Birth, marriage, final divorce, annulment or separation certificates for you and your spouse or common-law partner</li> <li>• Death certificate for former spouse if applicable</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</li> </ul>			
<b>3.</b>	<b>CHILDREN’S INFORMATION (IF APPLICABLE)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<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>			
<b>4.</b>	<b>TRAVEL DOCUMENTS AND PASSPORTS</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Passports or travel documents for you, your spouse or common-law partner and your dependent children. Include photocopies of all pages of the passports/travel documents.</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> <li>• Provide a travel history list for you and your family members 18 years of age and older, which includes the date of entry/exit for all the countries visited and the routing.</li> </ul> <p><b>Note:</b> Countries of transit must also be listed with entry/exit dates.</p>			

**5. PROOF OF RELATIONSHIP IN CANADA AND PROOF OF RESIDENCY (IF APPLICABLE)**



- Proof of relationship to your close relative in Canada, such as birth, marriage or adoption certificates.

If your close relative is a...	Then submit a photocopy of his or her...
permanent resident of Canada	<ul style="list-style-type: none"> <li>• Record of Landing (IMM 1000),</li> <li>• Confirmation of Permanent Residence (IMM 5292), or</li> <li>• Permanent Resident Card.</li> </ul>
Canadian citizen	<ul style="list-style-type: none"> <li>• Canadian passport, or</li> <li>• Canadian citizenship card.</li> </ul>

- Documents submitted as proof of residency in Canada must be less than six (6) months old. Example of documents:
  - income tax assessment (Canada Revenue Agency) for the relative,
  - telephone bills,
  - credit card invoices,
  - employment documents, and/or
  - bank statements.

**6. EDUCATION/TRAINING/QUALIFICATIONS**



For you, your spouse or common-law partner and your dependent children over age 22:

- **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.)

**Note:** If the processing fees for the spouse **are not** paid, the education of the spouse and the spouse's relative in Canada **will not** be considered for the awarding of points under the adaptability criteria.

## 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 and duties 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 have experience as a self-employed person, provide copies of:**

- business/company registration documents,
- proof of business conducted with clients (invoices, bills, client references)
- balance sheets,
- income tax returns, and/or
- proof of your licence to practice (if you are a private practitioner)

**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. 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.**

<p><b>9. 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:             <ul style="list-style-type: none"> <li>• a photocopy of the permit, and</li> <li>• a letter from your employer indicating that you will be employed indeterminately upon receiving permanent resident status.</li> </ul> </li> <li>• If you have a permanent job offer confirmed by Human Resources and Social Development Canada (HRSDC), attach a photocopy of the HRSDC/Service Canada confirmation letter (Arranged Employment Opinion) which was sent to your employer.</li> <li>• Provide the offer of employment from your present/future employer in Canada.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>10. 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"/>
<p><b>11. 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>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>12. 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"/>
<p><b>13. FEE PAYMENT</b></p> <p>Consult the <b>Fees</b> section of our Web site or the <i>Guide for Skilled Worker Applicants</i> to calculate your fees. You must include a bank draft payable to the Canadian High Commission for the Right of permanent residence fee for yourself and all accompanying family members. Note that the processing fees are not refundable at this stage. Fees are payable in Canadian dollars or Indian rupees at the exchange rate currently in use at the Canadian High Commission. <b>Do not enclose cash.</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>14. PHOTO REQUIREMENTS</b></p> <p>Supply <b>six (6) photos</b> for each member of your family and yourself. Follow the instructions provided in section <b>How to Complete the Forms</b> of the application guide and in <b>Appendix B: Photo Specifications</b>.</p> <p>On the <b>back of each photograph</b>, write the name and of birth of the person who appears in the photo as well as the date the photo was taken.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Mailing your application

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

**The Canadian High Commission  
Immigration Section  
P.O. Box 5209  
7/8 Shantipath  
Chanakyapuri  
New Delhi, India 110 021**

**All documents are subject to verification. Applicants who submit documents which are fraudulent, altered, improperly or illegally obtained will be refused and could face local prosecution.**

# 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*.

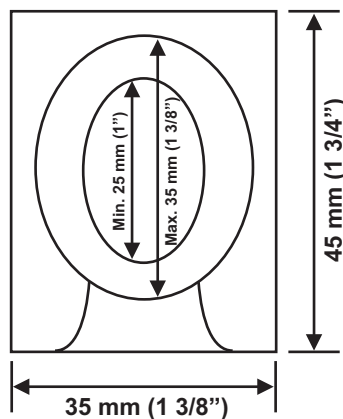
### Notes to the photographer

#### 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 to Canada 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 child of whom you have sole or joint custody is considered your dependent child, even if he or she normally lives with the other parent.

You will receive a medical exam kit from us after you submit your completed application. In certain cases we will not send you a medical exam kit until after we have determined that you are eligible to come to Canada as a permanent resident.

The medical exam kit includes a list of doctors to whom you can go for your examination. We will only recognize exams performed by one of these doctors. The doctor will send the exam results to us, and we will review them in order to determine whether there are any medical reasons which would prevent you or your accompanying family from coming to Canada.

It is **your responsibility** to ensure that you contact the doctor promptly as well as pay for the examination and take any additional exams and tests which may be required by us.

When you go for your medical exam, you will be required to take with you the forms which we send you and show passports for everybody being examined. You must also tell the examining doctor about all past and present medical problems and conditions, and provide the doctor with any available documentation such as physician's reports, treatment or prescriptions.

If your medical results prove satisfactory, they have a validity of one year from the date of exam. If the processing of your application is delayed longer than this, then you will be required to do the medical exams again.