



IMMIGRATION

Canada

Application for Permanent Residence –Skilled Worker–

Visa Office Specific Instructions

Paris



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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. **Do not send originals.** Send photocopies of all documents, **except** the police certificates and the *Certificat de sélection du Québec* (CSQ) labelled “Immigration Canada copy”, which must be **originals**. If your documents are not in English or French, send a notarized 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
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:			
• you (the principal applicant);			
• your spouse or common-law partner;			
• each dependent child 18 years of age or older			
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.			
ORIGINAL CERTIFICAT DE SÉLECTION DU QUÉBEC (CSQ)			<input type="checkbox"/>
Copy labelled “Immigration Canada” for:			
• you (the principal applicant);			
• your spouse or common-law partner; and			
• your dependent children.			
ADDITIONAL FAMILY INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completed by:			
• the principal applicant			
• spouse or common-law partner			
• each dependent child over the age of 18 years			

		F	P	Q
<p>USE OF A REPRESENTATIVE (IMM 5476)</p> <p>Complete and include this form in your application if you have a representative.</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>SUPPLEMENTARY INFORMATION: YOUR TRAVELS</p> <p>This form must be completed by you (the principal applicant), your spouse or common-law partner and your dependent children 18 years of age or older. You will find the form at the end of this appendix.</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<p>IDENTITY AND CIVIL STATUS DOCUMENTS</p> <ul style="list-style-type: none"> National identity card for you and your spouse or common-law partner Birth certificate issued by the country of birth for you and your spouse or common-law partner Marriage, final divorce, annulment or separation certificates for you and spouse* Family booklet, if available Death certificate for former spouse if applicable Documents related to your military service (for example, certificate of good conduct, military completion or exemption card, etc.) 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 <p>*You must inform us immediately of any change in your marital status or family composition, during the processing of your application or after receiving the visa.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<p>CHILDREN'S INFORMATION (IF APPLICABLE)</p> <ul style="list-style-type: none"> Children's birth certificates (which name both parents) issued by the country of birth 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 If you intend to immigrate to Canada without the other parent of your child, a letter from the other parent authorizing the child's departure. 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 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<p>TRAVEL DOCUMENTS AND PASSPORTS</p> <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, and all pages with a visa or official stamp. If you live in a country different from your nationality include a photocopy of your visa for the country where you currently live. <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"/>

<p>5. PROOF OF RELATIONSHIP IN CANADA (IF APPLICABLE)</p> <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. 	<p><input type="checkbox"/> <input type="checkbox"/></p>
<p>6. EDUCATION/TRAINING/QUALIFICATIONS</p> <p>For you and your spouse or common-law partner:</p> <ul style="list-style-type: none"> • 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 qualification certificates should be submitted if available. (e.g.. Engineer, Computer Programmer, Accountant, Economist, Translator/Interpreter, Architect etc.) 	<p><input type="checkbox"/></p>
<p>7. WORK EXPERIENCE</p> <p>For you and your spouse or common-law partner:</p> <ul style="list-style-type: none"> • 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. <p>Letters must include all of the following information:</p> <ul style="list-style-type: none"> • 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 <p>If you cannot provide a reference from your current employer, provide a written explanation.</p>	<p><input type="checkbox"/></p>

<p>8. PROOF OF LANGUAGE PROFICIENCY</p> <p>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:</p> <ul style="list-style-type: none"> • 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. <p>or</p> <ul style="list-style-type: none"> • Other evidence in writing: <ul style="list-style-type: none"> • 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. <p>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>	<input type="checkbox"/>
<p>9. 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"/> <input type="checkbox"/> <input type="checkbox"/>
<p>10. 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"/>
<p>11. 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"/>
<p>12. 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"/> <input type="checkbox"/> <input type="checkbox"/>

13. FEE PAYMENT



For more information on fees, go to the **Visas and Immigration** section of www.international.gc.ca/canada-europa/france/, the Web site for the Embassy of Canada in Paris. You may also consult the *Guide for Skilled Worker Applicants* to calculate your fees. The fees include the processing fees and the Right of Permanent Residence Fee (RPRF)

General information

We will issue you a receipt once you pay the fees. Retain the receipt as proof of payment. **Do not send cash in the mail.** We are not responsible for theft or loss.

14. PHOTO REQUIREMENTS



Supply **four (4) 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

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

**Immigration Service
Canadian Embassy
37, avenue Montaigne
75008 Paris, France**

Validity of your permanent resident visa

Your permanent resident visa's validity period, that is the period during which you must enter Canada and settle, is based on the earlier of the following dates:

- the expiry date of your or your family members' passports, or
- the validity date of your or your family members' medical exam results

Expiry date of your or your family members' passports

You and your family members must have valid passports to immigrate to Canada. Make sure that your passports are valid for a minimum of 12 months when you submit your application for permanent residence to our office. If your passports expire within 12 months, you will need to have them renewed and send us a photocopy (do not include the blank pages).

Make sure that your passport and the passports of your family members contain at least one blank page for the visa.

Validity date of your or your family members' medical exam results

Medical exam results are valid for 12 months after the initial medical examination. If your permanent resident visa is not issued during those 12 months, you must undergo another complete medical exam.

Example: Mr. Smith submits his application for permanent residence on January 1st, 2002. The validity of his passport is November 30, 2002. Mr. Smith undergoes his medical exam on June 5th, 2002. His medical results are then valid for 12 months (until June 5, 2003). Mr. Smith's permanent resident visa will be valid until November 30, 2002 when his passport expires because it is the earlier of the two dates.

Note: Permanent resident visas cannot be extended once issued. If you do not use your visa within its validity period and still wish to immigrate to Canada, you will have to submit a new application and pay new processing fees.

We recommend that you do not contact us in order to receive the status of your application. Such interventions will delay the processing of all our applications. However, if you have new information to provide, you must write to us, send a fax or an email at: paris-immigration@international.gc.ca.

Do not call us, applications are confidential and their contents can not be discussed over the phone. You can also consult the FAQ on our Web site:

www.international.gc.ca/canada-europa/france/visas/faq_imm-en.asp

Also, note that we will not be able to confirm whether we have received your documents.



SUPPLEMENTARY INFORMATION

Your travels

IMM
5562
(05-2004)
English

The principal applicant must complete this form.

If there is not enough space to provide all the necessary information, use an extra sheet of paper. Print your name and the form's title on the additional sheet.

1 - Your full name

Family name

Given name(s)

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2 - List all trips you, and if applicable, your family members have taken outside your country of origin or of residence in the last ten years (or since your 18th birthday if this was less than ten years ago). Include all trips: tourism, business, training, etc. If you or your family member did not travel outside of your country during this period, check "did not travel".
For example:

04-2004	04-2004	6 days	Madrid, Spain	Business
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a) You

did not travel

From		To		Length	Destination (City and country)	Purpose of travel
M	Y	M	Y			

b) Your spouse or common-law partner

did not travel

From		To		Length	Destination (City and country)	Purpose of travel
M	Y	M	Y			

c) Your dependent child 18 years old or older

did not travel

Given name(s)

From		To		Length	Destination (City and country)	Purpose of travel
M	Y	M	Y			

d) Your dependent child 18 years old or older

did not travel

Given name(s)

From		To		Length	Destination (City and country)	Purpose of travel
M	Y	M	Y			

e) Your dependent child 18 years old or older

did not travel

Given name(s)

From		To		Length	Destination (City and country)	Purpose of travel
M	Y	M	Y			

The information you provide on this form is collected under the authority of the *Immigration and Refugee Protection Act* and will be used for the purpose of assessing your application for permanent residence according to the requirements of the Act. It will be retained in Personal Information Bank CIC PPU 039 entitled Overseas Immigration Case File identified in **Infosource**. It may be shared with other organizations in accordance with the consistent use of information under the *Privacy Act*. Under the *Privacy Act* and the *Access to Information Act* individuals have the right to protection of and access to their personal information. Details on these matters are available at infosource.gc.ca and through the Citizenship and Immigration Call Centre. **Infosource is also available in Canadian public libraries.**

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*.

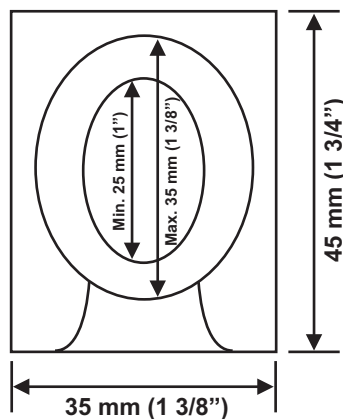
Notes to the photographer

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

A medical exam is obligatory for yourself, your spouse or common-law partner and your dependent children, even if they are not accompanying you to Canada. 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.

Canadian immigration law defines as inadmissible to Canada a person who is suffering from any disease, disorder, disability or other health impairment as a result of the nature, severity or probable duration of which, in the opinion of a medical officer concurred with by at least one other medical officer, they are or are likely to be a danger to public health or to public safety, or their admission would cause or might reasonably be expected to cause excessive demands on health or social services. If your family member is inadmissible, you will also be inadmissible.

You will receive the forms and instructions for the medical exam, as well as the list of designated doctors in your country of residence, when a positive selection decision is made. It is up to you to make an appointment with the designated doctor of your choice. You are also responsible for paying all the fees for the exam.

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