



# IMMIGRATION Canada

## Application for Permanent Residence –Skilled Worker–

### Visa Office Specific Instructions

Rome



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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. If you were born in Switzerland or in a country that is not a member of the European Union, attach a photocopy of your completed application 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>QUESTIONNAIRE FOR ALBANIAN RESIDENTS</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Must be completed and signed by Albanian residents.			

		F	P	Q
<b>USE OF A REPRESENTATIVE (IMM 5476)</b> Complete and include this form in your application if you have a representative.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. IDENTITY AND CIVIL STATUS DOCUMENTS</b>	<ul style="list-style-type: none"> <li>National identity card, 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>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. CHILDREN'S INFORMATION (IF APPLICABLE)</b>	<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"/>
<b>4. TRAVEL DOCUMENTS AND PASSPORTS</b>	<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>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. PROOF OF RELATIONSHIP IN CANADA (IF APPLICABLE)</b>	<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>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**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 qualification 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>	<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. Fees may be paid in Euros or Canadian dollars, <b>by certified cheque or bank draft</b> and made out to the Canadian Embassy. Visit <a href="http://www.dfait-maeci.gc.ca/canada-europa/italy/">www.dfait-maeci.gc.ca/canada-europa/italy/</a> for current fees.</p> <p>A receipt will be issued for all payments. Retain the receipt as proof of payment for the study of your file. <b>Do not</b> send cash in the mail. You may pay by cash if you submit your application to the Embassy in person (Canadian dollars or Euros).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	<p><b>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>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Mailing Your Application

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

**Immigration Section  
Canadian Embassy  
Via Zara 30  
00198 Rome, Italy**

## Processing Steps

Once we receive your complete application, we will take the following steps:

**Pre-selection evaluation.** We will determine if the information and documents you provided are complete and if you meet the basic selection criteria. We will also decide whether a personal interview is necessary. If this is the case, we will inform you of the date, time and place of the interview. If an interview is not required, we will continue the processing of your application and when all statutory requirements, including medical and background checks, have been met by you and your family members, we will make the final decision.

All applicants, including your family members aged 19 years or over, must be available to attend the interview. We meet applicants in Athens, Rome, Tirana or Valetta. The services of an interpreter must be arranged in advance for any applicant or family member who will be interviewed and who is unable to communicate well in either English or French. Instructions for this will be provided in the letter of invitation to the interview.

**Selection.** We will then make the decision to accept or reject your application. This is normally done at the interview (or when the decision is made to waive the interview).

**Final decision.** The final decision is taken once we receive the results of the medical examinations and background checks, and all statutory requirements are met. The processing time between the selection and final decision can vary considerably depending on the following main factors: your speed in providing us with the information or documents requested, the need to undergo additional medical examinations, various internal verification procedures and the number of applications we have to process. When the application is ready for final decision, we will ask you to pay the Right of Permanent Residence Fee, if you have not already done so.

It is not necessary or useful to contact us to enquire about the status of your application. These calls or letters add to our workload and cause delays in the processing of all applications, including yours. However, you should write or send a fax if you have new information (for example, if your address, marital status or family composition changed).

Do not try to contact us by telephone as our files are confidential and their content cannot be discussed over the phone. In case of an emergency, you may leave a message on our voice message system by dialing: 39-06-44598 3937. You may also send a fax at 39-06-44598 2905 or send an e-mail message to: [rome-im@dfait-maeci.gc.ca](mailto:rome-im@dfait-maeci.gc.ca).

# QUESTIONNAIRE FOR ALBANIAN RESIDENTS

Sir, Madam,

Please check the appropriate answer and return the questionnaire to us. If the answer to any of these questions is yes, please give details at the bottom of the page.

		YES	NO
1	Have you, or any member of your family, had contact, either voluntarily or involuntarily, with the Albanian or Yugoslavian security or information services or those of any other country?	<input type="checkbox"/>	<input type="checkbox"/>
2	Have you, or any member of your family, had to work for the Albanian or Yugoslavian security or information services or for those of any other country?	<input type="checkbox"/>	<input type="checkbox"/>
3	Have you, or any member of your family, worked in a secret or classified sector, and/or had access to secret information?	<input type="checkbox"/>	<input type="checkbox"/>
4	Have you, or any member of your family, encountered problems with any police authorities, security or information services whatsoever, anywhere in the world (including harassment)?	<input type="checkbox"/>	<input type="checkbox"/>
5	Have you, or any member of your family, acted for, either voluntarily or involuntarily, a group or organisation in the present Albania or Yugoslavia and/or ex-Yugoslavia, or in any other country, as a military supplier or trainer?	<input type="checkbox"/>	<input type="checkbox"/>
6	Have you, or any member of your family, been called up to serve (by constraint or voluntarily) in a unit of the armed forces in the regions of ex-Yugoslavia since 1991? If so, have you actively participated in combat in the territory of ex-Yugoslavia? Indicate the dates and locations of missions, the name of the head of the military unit, and join a photocopy of the military book or duty assignment.  _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
7	As an individual or as a member of an organisation or a group, have you, or any member of your family, had any particular problems in ALBANIA, in particular concerning financial or administrative matters (for instance, concerning the nature or the origin of documents which you or they may have obtained or issued)?  Details: _____ _____ _____ _____ _____  Funds: please declare the amount of your funds, the source of these funds, the currency in which they are held and their location. _____ _____ _____ _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>

Please indicate hereafter the destination, dates and reasons for any trips taken within the last ten years or since your eighteenth birthday. List also the name, address and telephone number of your personal or professional contacts outside Albania, along with the nature of these contacts.

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I, the undersigned, declare that the information given is truthful, complete and correct.

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

Date and place: \_\_\_\_\_



# 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*.

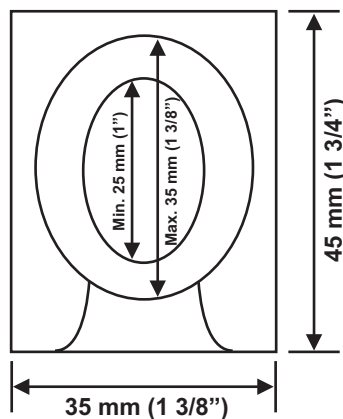
### Notes to the photographer

#### 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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A medical examination is obligatory for you, your spouse or common-law partner and your dependent children, whether accompanying you to Canada or not. 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 the child 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 be inadmissible also.

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

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