



IMMIGRATION Canada

Applying for Permanent Residence - Skilled Workers - Visa Office Specific Instructions

Japan



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**Cette trousse est également
disponible en français**

Appendix A

Checklist - Immigrant

This guide contains Visa Office specific instructions for applications to be processed in **Tokyo, Japan** under the following Economic Class Categories:

- **Federal Skilled Worker,**
- **Provincial Nominee,**
- **Quebec-Selected Applicant.**

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
1. FORMS			
See the " Filling Out the Forms " 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 4A: ECONOMIC CLASSES - PROVINCIAL NOMINEES - BUSINESS NOMINEES		<input type="checkbox"/>	
Completed by the principal applicant (if applicable). Note: Complete Schedule 4A if you are being nominated with the intention of establishing or purchasing a business, becoming a partner in a business, or working as a self-employed.			

		F	P	Q
SCHEDULE 5: DECLARATION OF INTENT TO RESIDE IN QUEBEC – ECONOMIC CLASSES				<input type="checkbox"/>
Completed by the principal applicant.				
ADDITIONAL FAMILY INFORMATION		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.				
2.	IDENTITY AND CIVIL STATUS DOCUMENTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • 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. • Certificate of non-marriage, if applicable. • 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. • If there are any discrepancies in the civil status documents you have submitted, provide a sworn affidavit explaining those discrepancies. • 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. <ul style="list-style-type: none"> Note: Immigration law does not recognize a marriage which does not conform to the laws of the country in which the marriage took place. • If you are Japanese, a certified official copy of and translation of your unaltered "Koseki Tohon" and "Kaiseigen Koseki Tohon". (All names in the register, even the ones that have been removed due to death, marriage, change of residence, etc., must be included). 				
3.	INFORMATION ABOUT CHILDREN (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 • If you are Japanese, a certified official copy of and translation of your unaltered "Koseki Tohon" and "Kaiseigen Koseki Tohon". • 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. 				

		F	P	Q
4.	TRAVEL DOCUMENTS AND PASSPORTS <ul style="list-style-type: none"> Copies of your 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 are not a Japanese citizen, include a photocopy of your visa or other proof of immigration status in Japan. You must hold a valid regular passport; diplomatic, official, service or public affairs passports are not valid for immigration to Canada. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	PROOF OF RELATIONSHIP IN CANADA (IF APPLICABLE) <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 (IMM1000), Confirmation of Permanent Residence (IMM 5292) 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, Canadian citizenship card or Canadian birth certificate. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	EDUCATION/TRAINING/QUALIFICATIONS <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 qualifications certificates should be submitted if available. (e.g., Engineer, Computer Programmer, Accountant, Economist, Translator/Interpreter, Architect etc.) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	WORK EXPERIENCE <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, and 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>	<input type="checkbox"/>		

8. PROOF OF LANGUAGE PROFICIENCY

Refer to instructions in the "**Language Assessment Information**" 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.

9. ARRANGED EMPLOYMENT (IF APPLICABLE)

- If you are currently working in Canada under a work permit, provide:
 - a photocopy of the permit, and
 - a letter from your employer indicating that you will be employed indeterminately upon receiving permanent resident status.
- 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.

10. NON-ACCOMPANYING FAMILY MEMBERS DECLARATION (IF APPLICABLE):

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.

11. SETTLEMENT FUNDS

(Refer to the "**Proof of Funds**" section of our [Web site](#) or the *Guide for Federal Skilled Worker Applicants* for exact figures and instructions.)

Provide proof of unencumbered and readily transferable funds in a convertible currency available for settlement in Canada (for you and your family members):

- current bank certification letter; or
- evidence of savings balance; or
- fixed or time deposit statements.

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.

12. POLICE CERTIFICATES AND CLEARANCES

Please consult our [Web site](#) for specific and up-to-date information on how to obtain police certificates from any country.

13. FEE PAYMENT

Follow these instructions to pay the fees. If you do not, we will return your application. Processing fees are not refundable.

If you are applying as...	Then you must...
a federal skilled worker	pay only the processing fees to the CIO in Canadian funds . Fees are payable to the " Receiver General for Canada " by: <ul style="list-style-type: none"> • certified cheque, • bank draft, or • money order. Do not enclose cash. <p>Note: Refer to the Payment Instructions in this section for the Right of Permanent Residence Fee.</p>
a Provincial Nominee, or a Quebec - Selected Skilled Worker	refer to the Payment Instructions in this section to pay the processing fees and the Right of Permanent Residence Fee.

Payment Instructions

Consult the **Fees** section of our Web site or the *Guide for Skilled Worker Applicants* to calculate your fees. Payment may be made in Japanese yen or Canadian dollars. The current rate of exchange can be located on the Canadian embassy Web site at <http://www.canadanet.or.jp> Payment must be by means of the interbank remittance system to the Visa Section account. The details are as follows:

Beneficiary bank: Citibank
 Branch: Akasaka
 Account type: Savings
 Account name: CANADIAN EMBASSY
 Account number: 5135438

Enter the full name of the principal applicant as the payee. If you do not have a phone number in Japan, enter the Embassy's phone number where required: (03) 5412-6200. You are responsible for the payment of any service charge levied by the bank. You must transfer the exact amount stated in the fee schedule (do not use any other exchange rate, do not add any other fee). Payment of visa fees at a bank must be made before you submit your application. You must include the original remittance receipt with your application.

If you are paying in Canadian dollars, fees must be paid by 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 "**Receiver General for Canada**". It must be payable to any bank in Canada. **We do not accept cash.**

	F	P	Q
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 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. A COPY OF THIS DOCUMENT CHECKLIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

The Canadian Embassy
Visa Section
3-38, Akasaka 7-chome, Minato-ku
Tokyo 107-8503
Japan

You may also submit your application in person or by courier to **the same address**. **Do not send cash.**

Interviews

If an interview is required it will be held in Tokyo.

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*.

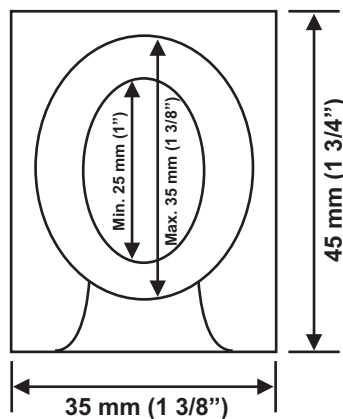
Notes to the photographer

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