



IMMIGRATION Canada

Application for Permanent Residence –Skilled Worker–

Visa Office Specific Instructions

Vienna



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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
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:			
	<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 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 			
	SUPPLEMENTARY INFORMATION (IMM 5559)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed by all male applicants and male family members who were between 18 and 65 years of age and in the former Yugoslavia in the 1990s. This form is located at the end of Appendix A .			
	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.			

		F	P	Q
2.	IDENTITY AND CIVIL STATUS DOCUMENTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Birth, marriage, final divorce, annulment or separation certificates for you and your spouse or common-law partner • Death certificate for former spouse if applicable • 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 			
3.	CHILDREN’S INFORMATION (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 • 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. 			
4.	TRAVEL DOCUMENTS AND PASSPORTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<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. • If you live in a country different from your nationality, include a photocopy of your visa for the country where you currently live. • You must hold a valid regular passport; diplomatic, official, service or public affairs passports are not valid for immigration to Canada. 			
5.	PROOF OF RELATIONSHIP IN CANADA (IF APPLICABLE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<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. 			
6.	EDUCATION/TRAINING/QUALIFICATIONS	<input type="checkbox"/>		
	<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.) 			

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.

9. ARRANGED EMPLOYMENT (IF APPLICABLE)

- 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.

		F	P	Q
10.	<p>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"/>
11.	<p>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"/>		
12.	<p>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.	<p>FEE PAYMENT</p> <p>Follow these instructions to pay the fees. If you do not, we will return your application. Processing fees are not refundable.</p> <p>Instructions</p> <p>Check the Fees section of our Web site to determine the exact amount of fees you must pay. Pay by direct deposit or with a financial instrument:</p> <p>DIRECT DEPOSIT (Cash payment at one of the banks listed below)</p> <ul style="list-style-type: none"> • Go to a bank listed below and give the exact amount of the fees posted on our Web site, in cash, to a bank teller. • Get a receipt in your name showing the fees paid in the correct currency into one of the bank accounts listed below. • Provide us with the original bank receipt issued by the bank. Make a copy of the original receipt for your records. We do not accept receipts for less than the exact amount of the fees posted on our Web site. We will not refund overpayments. <p>(continued on next page...)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FEE PAYMENT (continued...)

- You **must** go to one of the banks listed below. We will not accept transfers from other banks.
 - **Bank Austria-Creditanstalt** (any branch in Austria)
Pay with EURO cash into account 50670 469 901 (bank code 12 000).
 - **Privredna Banka Sarajevo** (any branch in Bosnia and Hercegovina)
Pay with EURO cash into account 503022-0000266.
 - **Zagrebacka Banka** (any branch in Croatia)
Pay with Canadian dollars into account 79504823-999.
 - **Ceskoslovenska Obchodni Banka, A.S. (CSOB a.s.)** (any branch in the Czech Republic or Slovakia)
Pay with Canadian dollars into account 479695093/0300.
 - **Magyar Kulkereskedelmi Bank Rt. (MKB)** (any branch in Hungary)
Pay with Canadian dollars into account 10300002-50119930-71004033.
 - **Pro Credit Bank** (any branch in Kosovo)
Pay with EURO cash into account 1110-190403-0001-04.
 - **Komercijalna Banka Ad Beograd** Kneza Milosa 83 branch
Pay with Serbian Dinar Cash into account 50311-1945-8-03188.

FINANCIAL INSTRUMENT (Canadian dollar certified cheque or money order)

- Send a financial instrument in Canadian dollars drawn on a Canadian bank, payable to *The Receiver General for Canada*, for the exact amount of the fees posted on our Web site.
- We will not accept financial instruments drawn on non-Canadian banks or in the wrong amount.

14. PHOTO REQUIREMENTS

Supply **eight (8) 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 all of your documents in a sealed envelope and mail them to:

**The Canadian Embassy
Immigration Section
Laurenzberg 2
1010 Vienna, Austria**



SUPPLEMENTARY INFORMATION

IMM
5559
(06-2006)
English

To be completed by all males born in the former Yugoslavia 1924 to 1980 inclusive.

If you require additional space or provide all the necessary information, attach a separate sheet of paper.
If any questions do not apply to you, answer "N/A" ("not applicable"). Please print.

Family name

Given name(s)

Date of birth

Day	Month	Year

Have you served in any **armed force** (military, para-military, militia, civil defence or police unit, including reserve or volunteer units), since 1989?

- Yes ► Complete sections A and C.
 No ► Complete sections B and C.

SECTION A

1. Ranks held in any **armed force** and dates of promotion

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2. A) Military service

Start date	Mandatory or volunteer service?	Completion date	Reason service completed (e.g., completed contract, deserted, invalidated out, etc.)
M Y		M Y	

B) Details of military service between January 1991 and December 1999

From	To	Location	Position (e.g., artillery, infantryman, military, policeman, radio operator, driver, etc.)	Description of duties
M Y	M Y			

3. Have you served in any militia, civil defence or police unit (including reserve or volunteer units) since 1989?

- No Yes ► Provide details below.

Unit name	Area of service	Supervisor	Description of duties (militia and police)



4. Name and/or nickname (nadimak) of all immediate supervising officers

N/A

5. Name and/or nickname (nadimak) of all commanding officers

N/A

6. Did you receive special training prior to 2000?

No Yes ► Provide details.

7. Did you participate in any form of combat?

No Yes ► In what capacity?

8. Did you assist in the capture of enemy prisoners or civilians?

No Yes ► Describe the circumstances.

9. Did you guard prisoners of war or civilians?

No Yes ► Describe where and when.

10. Did you witness or participate in ill treatment of prisoners or civilians, or in the looting or desecration of religious buildings?

No Yes ► Describe the circumstances.

SECTION B

11. Did you refuse to serve in any **armed force** between January 1991 and December 1999?

No Yes ► Provide details if you were penalized for refusing.

12. Were you exempt from service in any **armed force** between January 1991 and December 1999?

No ► Provide details. Yes ► Provide details.

SECTION C

13. Community duties (e.g. municipal official, non-governmental organizations, etc.) between January 1991 and December 1999

From M Y	To M Y	Description of duties or activities	Location (city, country)
_ _ _ _ _ _ _	_ _ _ _ _ _ _		
_ _ _ _ _ _ _	_ _ _ _ _ _ _		
_ _ _ _ _ _ _	_ _ _ _ _ _ _		

14. Membership or association with political organizations between January 1989 and December 1999

From M Y	To M Y	Name of political organization	Position held/ Type of membership
_ _ _ _ _ _ _	_ _ _ _ _ _ _		
_ _ _ _ _ _ _	_ _ _ _ _ _ _		
_ _ _ _ _ _ _	_ _ _ _ _ _ _		

15. Government positions

List elected and non-elected positions held at any level of jurisdiction (municipal, provincial/regional, federal, etc.) such as mayor, municipal councillor, judge, hospital administrator, police officer, elections official, etc., between January 1991 and December 1999.

From M Y	To M Y	Position held	Location (city, country)
_ _ _ _ _ _ _	_ _ _ _ _ _ _		
_ _ _ _ _ _ _	_ _ _ _ _ _ _		
_ _ _ _ _ _ _	_ _ _ _ _ _ _		

Declaration

I (your full name), , declare that all of the above answers are true, complete and correct, and I make this statement knowing that it is of the same effect as if made before a court of law.

Signature

Date

Day	Month	Year
_	_	_ _

The information you provide on this form, including any supporting information, 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 or temporary residence in Canada according to the requirements of the Act. It will be retained in Personal Information Bank CIC PPU 039 entitled *Overseas Immigration Case Files* identified in **Infosource**. The information be may be shared with other organizations or disclosed, without notice or consent, pursuant to section 8(2) of 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*.

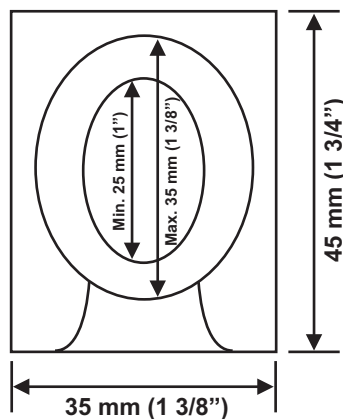
Notes to the photographer

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

Everyone included in your application, whether accompanying you or not, will be required to undergo a medical examination with a physician on the list of designated doctors. This also includes children of whom you have joint custody even if the children usually live with the other parent and will not accompany you to Canada. Instructions for this examination will be provided **after** your application has been assessed by a Canadian visa officer.

After you receive the necessary medical forms, you and your family members must undergo the necessary medical examinations with one of the doctors on the list of designated doctors, **unless** you or your dependants live in a country not included on this list. If you wish to have your medical examinations in a country not included on this list, please inform us and we will ensure that you receive the appropriate list.

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

At the time of the 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.**

Applicants may, at any time, request that medical instructions be issued, and may undergo an immigration medical examination, **at their own risk**. It is important to note, however, that undergoing an immigration medical examination **does not guarantee** that a *permanent resident visa* will be issued.

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.