



IMMIGRATION Canada

Application for Permanent Residence – Skilled Worker –

Visa Office Specific Instructions

Rabat



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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 by following the order below. Place all documents (attached with a paperclip) in a sealed envelope. **Do not send originals except** for police certificates, which must be **originals**. Photocopies of your personal documents (e.g. diplomas, transcripts) must be notarized (certified). 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**.

Attach the requested documents by following the order below:

| | 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: | | | |
| • 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: | | | |
| • 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. | | | |

| | | F | P | Q |
|--|--|--------------------------|--------------------------|--------------------------|
| SUPPLEMENTARY INFORMATION: YOUR TRAVELS This form is found at the end of this Appendix . The principal applicant must complete it. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. IDENTITY AND CIVIL STATUS DOCUMENTS | <ul style="list-style-type: none"> National identity card Birth certificate Marriage, final divorce, annulment or separation certificates for you and spouse* Death certificate for former spouse if applicable Photocopy of Canadian 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, whether before or after receiving the visa.</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. CHILDREN’S INFORMATION (IF APPLICABLE) | <ul style="list-style-type: none"> Children’s birth certificates (which name their parents) Copy of your family booklet 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 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. TRAVEL DOCUMENTS AND PASSPORTS | <ul style="list-style-type: none"> Passports or travel documents for you, your spouse or common-law partner and your dependent children. Include copies of pages showing the passport number, date of issue and expiry, your photo, name, date and place of birth, as well as all pages with stamps or visas. If you live in a country different from your nationality, include a photocopy of your visa and residence permit for the country where you currently live. <p>Note that all prospective immigrants must hold a valid regular or private passport at the time they obtain their permanent resident visa. Diplomatic, official, service or public affairs passports are not valid for immigration to Canada.</p> | <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 (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. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

6. EDUCATION/TRAINING/QUALIFICATIONS

You, your spouse or common-law partner, and your dependent children age 18 and over must submit certified true copies of:

- **Secondary education documents:** Moroccan baccalaureate or French baccalaureate;
- **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;**
- **Professional qualifications certificates:** notarized professional qualifications certificates should be submitted if available. (e.g., Engineer, Computer Programmer, Accountant, Economist, Translator/Interpreter, Architect etc.)

7. WORK EXPERIENCE

You, your spouse or common-law partner, and your dependent children age 18 and over must submit:

- employment certificates from your present and past employers, accompanied by an English or French translation

Each certificate 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
- notarized excerpts of your contributions and an employment history from your retirement plan (CNSS or CIMR)

If you cannot provide a reference from your current employer, provide a written explanation.

8. 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.

| | |
|---|--|
| <p>9. 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>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"/> |

| | | F | P | Q |
|-----|--|--------------------------|--------------------------|--------------------------|
| 13. | <p>FEE PAYMENT</p> <p>Consult the Fees section of our Web site or the <i>Guide for Skilled Worker Applicants</i> to calculate your fees.</p> <p>We will accept:</p> <ul style="list-style-type: none"> • Moroccan dirhams: a certified cheque in Moroccan dirhams made out to the “Canadian Embassy” • Canadian dollars: certified cheque made out to the “Receiver General of Canada” <p>We do not accept cash.</p> <p>General information</p> <p>A receipt will be issued for all payments. Retain the receipt as proof of payment for the study of your file. In case of reimbursement, your receipt will be requested. Do not send cash; we disclaim any responsibility in case of theft or loss by this method of payment.</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. | <p>PHOTO REQUIREMENTS</p> <p>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.</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Mailing your application

Place your documents in a sealed envelope in the order specified in this checklist and send it to:

Postal Address

The Canadian Embassy
Visa Section
31 Hamza Street
P.O. Box 709
Agdal, Rabat
Morocco

Street Address

The Canadian Embassy
Visa Section
31 Hamza Street
Agdal, Rabat
Morocco



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)

| FOR OFFICE USE ONLY |
|---------------------|
| |

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 |
|---------|---------|--------|---------------|----------|

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 | | | |
| | | | | | | |
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| | | | | | | |

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*.

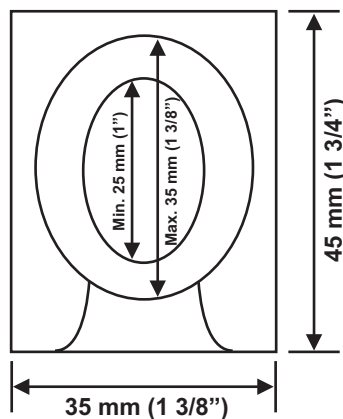
Notes to the photographer

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. This also includes children whom you have joint custody even if the children usually live with the other parent and will not accompany 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 (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 designated 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 exam or test.