



IMMIGRATION Canada

Application for Permanent Residence –Skilled Worker–

Visa Office Specific Instructions

Bogota



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**Cette trousse est également
disponible en français**

Appendix A Checklist

IMPORTANT NOTICE: Misrepresentation will result in your application being refused

If you or someone acting on your behalf directly or indirectly submits false documents or misrepresents facts relating to your application for a permanent resident visa:

- Your application will be refused;
- The circumstances of your refusal will be entered into Canada's global immigration database; and
- You and your dependent(s) could become inadmissible to Canada for 2 years under section 40 (2) of the *Immigration and Refugee Protection Act*

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 **notarized photocopies** of all documents, **except** the police certificates, which must be **originals**. If your documents are not in English, French or Spanish, 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 (IMM 0008)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that it is complete and signed by the principal applicant.			
SCHEDULE 1: BACKGROUND DECLARATION (IMM 0008 SCHEDULE 1)	<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, regardless 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.			

		F	P	Q
ADDITIONAL FAMILY INFORMATION (IMM 5406) 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 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
USE OF A REPRESENTATIVE (IMM 5476) Complete and include this form in your application if you have a representative.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	IDENTITY AND CIVIL STATUS DOCUMENTS <ul style="list-style-type: none"> Birth, marriage, final divorce, annulment or separation certificates for you and your spouse or common-law partner from the notary or registry office ("Notaria" for Colombia and "Dirección General de Registro Civil, Identificación y Cedulación" for Ecuador) where it is registered, if applicable. Death certificate for former spouse from the notary or registry office ("Notaria" for Colombia and "Dirección General de Registro Civil, Identificación y Cedulación" for Ecuador) where it is registered, 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 	<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) from the notary or registry office ("Notaria" for Colombia and "Dirección General de Registro Civil, Identificación y Cedulación" for Ecuador) where it is registered, if applicable. 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. At this time, include only copies of the biodata pages showing: <ul style="list-style-type: none"> the passport number, date of issue and expiry, the photo, name, date and place of birth. 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. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. PROOF OF RELATIONSHIP IN CANADA (IF APPLICABLE)

- Proof of relationship to your close relative in Canada, such as birth, marriage or adoption certificates. These must be from the notary or registry office ("Notaria" for Colombia and "Dirección General de Registro Civil, Identificación y Cedulación" for Ecuador) where they are registered, if applicable.
- **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

For you, your spouse or common-law partner and your dependent children over age 22:

- **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.)

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.

<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. 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: <ul style="list-style-type: none"> • 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. 	<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"/>

		F	P	Q
12. POLICE CERTIFICATES AND CLEARANCES	<p>You must submit original police certificates of good conduct or clearances from each country in which you and your family members ages 18 years or over have resided six continuous months or more since reaching 18 years of age.</p> <p>However, if you have lived in Canada, at this time you are only required to indicate it on the <i>Schedule 1 Background Declaration Form</i> (IMM 0008). You will be notified by the visa office during the processing of your application if you are required to submit a police certificate from Canada.</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. DECLARATION FROM NON-ACCOMPANYING PARENT/GUARDIAN FOR MINORS IMMIGRATING TO CANADA (IMM 5604)	<p>This form must be completed by:</p> <ul style="list-style-type: none"> • non accompanying parents/guardians, • former spouses, or • former common-law partners <p>who consent to the removal of their child from their country of residence and for the child to immigrate to Canada with the other parent (if applicable).</p>	<input type="checkbox"/>		
14. FEE PAYMENT	<p>Consult the Fees section of our Web site or the <i>Guide for Skilled Worker Applicants</i> to calculate your fees.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. PHOTO REQUIREMENTS	<p>Supply seven (7) 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"/>

If your application is incomplete or lacks the supporting documents listed above, it will be returned to you for completion and will cause substantial delays in the processing of your application.

Mailing Your Application

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

**Canadian Embassy
Immigration Section
Carrera 7 No. 115-33 Piso 14
Apartado Aéreo 110069
Santafé de Bogota, D.C.
Colombia**

We strongly encourage you to use a commercial courier when sending documents to this office.



DECLARATION FROM NON-ACCOMPANYING PARENT/GUARDIAN FOR MINORS IMMIGRATING TO CANADA

FOR OFFICE USE ONLY			
File no.	▶		
Date	▶	Day	Month Year

Send this fully completed Declaration **and** a photocopy of a valid and legible identity document to the Canadian Embassy/Canadian Consulate.

This form must be:

- filled out by the non-accompanying parent/guardian, former spouse or former common-law partner and;
- **witnessed by a notary public.**

A copy of this form must be completed for each child travelling to Canada.

I, _____, declare that I have no objections to my

child: _____
Child's full name

Day Month Year

Child's date of birth

immigrating to Canada with his/her parent/guardian:

_____	_____
<small>Parent/Guardian name</small>	<small>Relationship to child</small>
_____	_____
<small>Parent/Guardian name</small>	<small>Relationship to child</small>

Fill out this section if this child is travelling to Canada with someone other than the parent/guardian listed above.

_____	_____
<small>Name</small>	<small>Relationship to child</small>

I have read and understand the contents of this letter and by signing and returning this letter, I am confirming that I fully understand that I may be permanently separated from my above-named child.

I further understand that if I wish to enter Canada, as a temporary resident or a permanent resident, I must comply with all requirements of the *Immigration and Refugee Protection Act* and Regulations in force at the time of my application.

To be completed by the non-accompanying parent/guardian, former spouse or former common-law partner, in front of the witness. Present your original Identification Card to the witness*

Signature (before witness*)		Date	
		Day	Month Year
Emergency contact telephone number	Place		

To be completed by the witness (notary public)

Witness title and name in block letters (*must be a notary public)	Witness* professional chop/stamp
Signature of witness*	

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*.

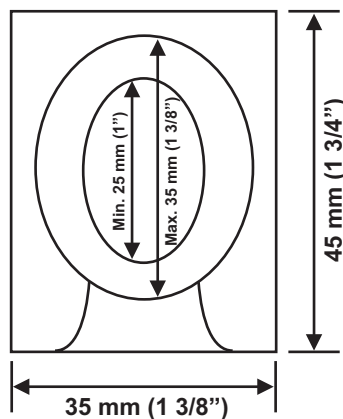
Notes to the photographer

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 to Canada 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 your dependent child, even if he or she usually lives with the other parent and is not accompanying you to Canada.

Instructions for this examination will be provided after your application has been assessed by a Canadian visa officer. Instructions will be issued at a later stage of the processing of your application, and sent to you by mail. Please do **not** initiate any medical tests until you receive these instructions.

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 and/or your family members 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.

Please note that 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.**

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.