



IMMIGRATION Canada

Application for Permanent Residence –Skilled Worker– Visa Office Specific Instructions

Caracas



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**Cette trousse est également
disponible en français**

Appendix A Checklist

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	<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
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 • 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 	<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) • 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 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) <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 <p>For you, your spouse or common-law partner and your dependent children over age 22:</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"/>		

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>Consult the Fees section of our Web site or the <i>Guide for Skilled Worker Applicants</i> to calculate your fees.</p> <p>You may pay cash, in Canadian dollars or Bolivares. For the fee schedule in Bolivares, contact the Caracas Immigration Section via e-mail at crcas.immigration@dfait-maeci.gc.ca. Do not send cash in the mail or by courier.</p> <p>You may also pay with a certified cheque. If the amount is in Bolivares, the cheque should be written to the attention of Canadian Embassy in Caracas. If the amount is in Canadian dollars, the cheque should be written to the attention of Receiver General for Canada.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	<p>PHOTO REQUIREMENTS</p> <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"/>

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
Apartado Postal 62.302
Caracas 1060-A
Venezuela**

For courier delivery:

**Canadian Embassy
Immigration Section
Avenida Francisco de Miranda con Avenida Sur Altamira
Caracas
Venezuela**

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

Your application will be assessed according to the Immigration Regulations in effect on the date of receipt of your *Application for Permanent Residence* with the applicable fee at the Canadian Embassy in Caracas.

The Embassy will send you an Acknowledgement of Receipt letter.

Once we have received your completed application and documents, they will be thoroughly reviewed and we will inform you whether an interview is required. Applications for permanent residence may be approved without the need of an interview if you submit all requested documentation.

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*.

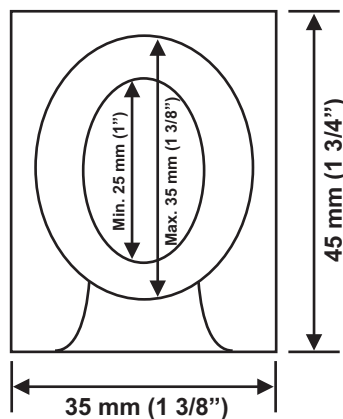
Notes to the photographer

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. 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 the medical examination will be provided after your application has been assessed by a Canadian visa officer.

After you receive the necessary medical forms, you must make an appointment with one of the doctors on the list of panel doctors. You **must** use one of the physicians on this list. All costs related to the medical examinations are your responsibility.

When you go for your medical examination, take the following:

- The *Medical Report Form*
- Identification such as a passport, birth certificate, driver's licence (at least one item must show your photograph and signature).
- Eye glasses, if worn.
- Any relevant medical reports, additional tests or previous X-rays that you may have as a result of particular medical conditions or previous treatments. This will save processing time.

Tell the physician about all past and present illnesses, operations and treatments. Failure to do so will delay the medical assessment and processing of your application.

Once you have undergone the necessary examinations, tests and chest X-rays, the designated doctor is responsible for collecting all necessary medical reports and forwarding them to us.