



IMMIGRATION Canada

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

New Delhi



Table of Contents

Appendix A: Checklist

Appendix B: Obtaining Police Certificates and Clearances

Appendix C: Photo Specifications

Appendix D: Medical Instructions

**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.** 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 “ Filling Out the Forms ” section on our Web site at www.cic.gc.ca/skilled 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 • 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. Note that all prospective immigrants 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 or marriage certificates, school documents showing parents’ names, or other identity documents. Proof that your relative in Canada is a Canadian citizen or a permanent resident of Canada: photocopy of the Record of Landing (IMM 1000), Permanent Resident Visa or Permanent Resident Card or proof of Canadian citizenship as photocopy of pages of a Canadian passport or Canadian citizenship card.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	EDUCATION/TRAINING/QUALIFICATIONS For you and your spouse or common-law partner: <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.) 	<input type="checkbox"/>		

<p>7.</p>	<p>WORK EXPERIENCE</p> <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 Original and up-to-date letters of reference from your past and current employers. Letters must be 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>	<p><input type="checkbox"/></p>
<p>8.</p>	<p>PROOF OF LANGUAGE PROFICIENCY</p> <p>Refer to instructions in the “Language Assessment Information” section of our Web site at www.cic.gc.ca/skilled. 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>	<p><input type="checkbox"/></p>
<p>9.</p>	<p>ARRANGED EMPLOYMENT (IF APPLICABLE)</p> <ul style="list-style-type: none"> If you are currently working in Canada under a work permit, provide a photocopy of your work permit. If you have a permanent job offer confirmed by Human Resources Skills Development Canada (HRSDC), attach a photocopy of the HRSDC confirmation letter (Arranged Employment Opinion) which was sent to your employer. 	<p><input type="checkbox"/></p>
<p>10.</p>	<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>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

		F	P	Q
11.	<p>SETTLEMENT FUNDS</p> <p>(Refer to the “Proof of Funds” section of our Web site or the <i>Guide for Federal Skilled Worker Applicants</i> 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):</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> <ul style="list-style-type: none"> • Original police certificates of good conduct or clearances, from each country/ state/territory in which you and everyone in your family aged 18 years or over have lived for six months or longer since reaching the age of 18. • Submit original fingerprints directly to the authorities conducting the police checks • If you have obtained police certificates from countries where the authorities will forward results directly to us, attach a brief explanatory note to your application. 	<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. You must include a bank draft payable to the Canadian High Commission for the full immigration processing fee for yourself and all accompanying family members. Note that the processing fees are not refundable. Fees are payable in Canadian dollars or Indian rupees at the exchange rate currently in use at the Canadian High Commission. Do not enclose cash.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	<p>PHOTO REQUIREMENTS</p> <p>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 C: Photo Specifications.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mailing your application

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

The Canadian High Commission
Immigration Section
P.O. Box 5209
7/8 Shantipath
Chanakyapuri
New Delhi, India 11021

All documents are subject to verification. Applicants who submit documents which are fraudulent, altered, improperly or illegally obtained will be refused and could face local prosecution.

Appendix B

Obtaining Police Certificates/Clearances

You must provide a police certificate or clearance **or record of no information** indicating any criminal record or the absence of a criminal record for yourself, your spouse or common-law partner, and all of your dependent children aged 18 and over. You must obtain certificates or clearances from every country that you, your spouse or common-law partner, and your dependent children over 18 have lived in for more than six months **since reaching 18 years of age**.

Appendix C

Photo Specifications

Notes to the applicant

TAKE THIS WITH YOU TO THE PHOTOGRAPHER

- Immigration photographs are **not** the same as passport photographs.
- Make sure that you provide the correct number of photographs specified in the *Checklist*.

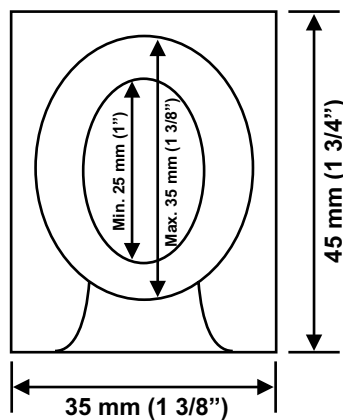
Notes to the photographer

The photographs 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 photographs 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 D

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 child of whom you have sole or joint custody is considered your dependent child, even if he or she normally lives with the other parent.

You will receive a medical examination kit from us after you submit your completed application. In certain cases we will not send you a medical examination kit until after we have determined that you are eligible to come to Canada as a permanent resident.

The medical examination kit includes a list of doctors to whom you can go for your examination. We will only recognize examinations performed by one of these doctors. The doctor will send the examination results to us, and we will review them in order to determine whether there are any medical reasons which would prevent you or your accompanying family from coming to Canada.

It is **your responsibility** to ensure that you contact the doctor promptly as well as pay for the examination and take any additional examinations and/or tests which may be required by us.

When you go for your medical examination, you will be required to take with you the forms which we send you and show passports for everybody being examined. You must also tell the examining doctor about all past and present medical problems and conditions, and provide the doctor with any available documentation such as physician's reports, treatment or prescriptions.

If your medical results prove satisfactory, they have a validity of one year from the date of examination. If the processing of your application is delayed longer than this, then you will be required to do the medical examinations again.