




# DOCUMENT CHECKLIST

## PERMANENT RESIDENCE - FEDERAL SKILLED WORKER CLASS

This document is available in PDF format only. You need to mail this form and other documents with your application. Please make sure you print this document, complete it and include it in your application as **the cover page**.

**The checklist of required documents is subject to change. Applicants are advised to refer to the application kit on the CIC website periodically while preparing their application to ensure that they have included all forms and documents listed on the most up-to-date checklist.**

Gather your documents **in the order of the checklist** and check  each item. Attach small items such as photos and certified cheques with a paper clip, otherwise leave documents unbound. Place all documents in a sealed envelope. If your documents are not in English or French, send a notarized (certified) translation with a copy of the original version. Do not send any additional documents when submitting your application to the CIO.

 **Note: If you are unable to provide any of the requested documentation, include with your application, a written explanation with full details as to why that documentation is unavailable and any documentation that would support your claim. If your application lacks any of the documents without a reasonable justification, it will be returned to you or in certain circumstances could result in the refusal of your application.**

**IMPORTANT NOTICE:** Answer all questions and sign all forms where applicable. Please note that by signing these documents, you are certifying that all information provided therein, whether prepared by you or not, is complete and true in all respects.

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 may be refused;
- the circumstances of your refusal will be entered into Canada's global immigration database; and
- you and your family members could become inadmissible to Canada for two years under section 40(2) of the *Immigration and Refugee Protection Act*.

The officer will base his/her decision on the documents on file at the time of the assessment. In the following circumstances, it is your responsibility to notify the visa office processing your case and provide the relevant supporting documentation if there are changes in the following:

- family status (e.g. marriage or common-law union, divorce, annulment, legal separation, birth, adoption, death of the principal applicant or any accompanying family member, including grandchildren born to dependent children);
- education (e.g. completion of another degree); or
- mailing address/e-mail address/contact information.

Any changes which we have not been informed of will delay processing or may result in the refusal of the application or the exclusion of a family member.

## Forms and supporting documents (to be completed and submitted by all applicants)

See the "Complete the application" of the Instruction Guide for specific instructions on how to complete the questions on each of the following forms.



**Do not submit originals unless otherwise stated as documents submitted will not be returned.**

Note that original or certified copies of documents or more information may be requested by an officer at a later date.

Format

You must keep a copy of the completed forms and all documents before sending them to the CIO.

### FORMS LIST

<b>1</b>	<p><b>Generic Application Form to Canada (IMM 0008)</b> Completed, <b>dated and signed</b> by the principal applicant.</p>	Original	<input type="checkbox"/>
<b>2</b>	<p><b>Schedule A: Background Declaration (IMM 5669)</b> Completed, <b>dated and signed</b> by <b>everyone</b> in the following list:</p> <ul style="list-style-type: none"> <li>• the principal applicant</li> <li>• spouse or common-law partner (whether they are accompanying or not)</li> <li>• each dependent child over the age of 18 years (whether they are accompanying or not)</li> </ul>	Original	<input type="checkbox"/>
<b>3</b>	<p><b>Additional Dependents/Declaration (IMM 0008DEP) (if applicable)</b> Completed, <b>dated and signed</b> by the principal applicant if the applicant has more than five dependants (whether they are accompanying or not).</p>	Original	<input type="checkbox"/>
<b>4</b>	<p><b>Supplementary Information - Your Travels (IMM 5562)</b> Completed by:</p> <ul style="list-style-type: none"> <li>• the principal applicant</li> </ul> <p>You must complete all sections including those for your spouse or common-law partner (whether accompanying or not) and each dependent child over the age of 18 (whether accompanying or not)</p>	Original	<input type="checkbox"/>
<b>5</b>	<p><b>Schedule 3: Economic Classes - Federal Skilled Workers (IMM 0008 - Schedule 3)</b> Completed, <b>dated and signed</b> by the principal applicant.</p>	Original	<input type="checkbox"/>
<b>6</b>	<p><b>Additional Family Information (IMM 5406)</b> Completed, <b>dated and signed</b> by:</p> <ul style="list-style-type: none"> <li>• you as the principal applicant</li> <li>• your spouse or common-law partner (whether they are accompanying or not)</li> <li>• each dependent child over the age of 18 years (whether they are accompanying or not)</li> </ul>	Original	<input type="checkbox"/>
<b>7</b>	<p><b>Use of a representative (IMM 5476)</b> Complete, <b>date, sign</b> and include this form in your application if you have a paid or unpaid representative.</p>	Original	<input type="checkbox"/>

### DOCUMENTS LIST

<b>8</b>	<p><b>Travel documents and passports</b></p> <p>Passports or travel documents for you, your spouse or common-law partner and your dependent children. Include only copies of pages showing:</p> <ul style="list-style-type: none"> <li>• the passport number,</li> <li>• date of issue and expiry,</li> <li>• the photo, name, date and place of birth,</li> <li>• pages showing any amendments in name, date of birth, expiration, etc.</li> </ul> <p>You must hold a valid regular passport. Diplomatic, official, service or public affairs passports <b>are not</b> valid for immigration to Canada.</p>	Copies	<input type="checkbox"/>
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	<p><b>Proof of Admission (if applicable)</b></p> <p><b>If the visa office you have specified for processing your application is not the visa office responsible for your country of nationality, provide proof that you have been lawfully admitted for a period of at least one year to a country for which the specified visa office is responsible.</b></p> <p>Proof of lawful admission is in the form of a stamp in the passport or a status document issued at the Port of Entry or other place of admission. If an extension of the original status has been obtained, the evidence required would be a document or stamp issued by the ministry responsible for immigration matters, providing an extension up to one year or beyond.</p> <p>Submit photocopies of:</p> <ul style="list-style-type: none"> <li>• current or expired entry/exit stamps in your national passport, and</li> <li>• current or expired status documents indicating the date you were admitted and the validity.</li> </ul> <p><b>Please note that the CIO-Sydney cannot be chosen as a visa office.</b></p>	Copies	<input type="checkbox"/>
9	<p><b>Proof of Language Proficiency</b></p> <p>Original language proficiency test results:</p> <ul style="list-style-type: none"> <li>• IELTS (General Training test only);</li> <li>• CELPIP (General test only); and/or</li> <li>• TEF.</li> </ul> <p>If claiming points for both official languages, submit test results for both English and French.</p> <p>If claiming points for your spouse or common law partner's official language proficiency, submit their English or French test results.</p> <p>Applicants are permitted to submit a <b>copy</b> of their language test results with a new application <b>only</b> if the original test results were submitted with a previous Federal Skilled Worker application on or after June 26, 2010 and were not returned to the applicant. All copies of language test results must be accompanied by the photocopy of the refusal letter from CIC and an explanation that CIC retained and currently holds the original.</p> <p><b>Note:</b> Language test results must not be older than two years upon date of receipt at the CIO.</p>	Original, unless otherwise stated	<input type="checkbox"/>
10	<p><b>Letter of Attestation OR Official Transcripts (only for applicants applying under the PhD stream)</b></p> <p><b>If you completed the PhD program:</b> you must submit official transcripts from your recognized Canadian educational institution indicating that you were awarded a PhD within the past 12 months.</p> <p><b>If your PhD studies are in progress:</b> you must submit a letter of attestation from your recognized educational institution (See <a href="#">Appendix B – Letter of Attestation for the PhD stream</a>).</p> <p>The letter <b>must</b> be on university letterhead and <b>must</b> be completed using the template included in the application kit, and signed by the Dean of Graduate Studies (or their delegate).</p>	Copies	<input type="checkbox"/>
11	<p><b>Arranged Employment (only for applicants with an offer of permanent full-time employment from a Canadian employer)</b></p> <p>You <b>must</b> submit an original letter from your employer indicating that you will be employed on a permanent full-time (non-seasonal) basis upon receiving permanent resident status, <b>and</b> at least one of the documents listed in the table below.</p> <p><b>The letter from your employer/prospective employer must be:</b></p> <ul style="list-style-type: none"> <li>• written on company letterhead,</li> <li>• signed by the responsible officer/supervisor,</li> <li>• signed by you as the employee/prospective employee,</li> <li>• show the company's full address, telephone and fax numbers, e-mail and website addresses,</li> <li>• stamped with the company's official seal (if applicable).</li> </ul> <p><b>Letters must include all of the following information:</b></p> <ul style="list-style-type: none"> <li>• an expected start date of employment in Canada should your application for permanent residence be approved;</li> <li>• a commitment that you will be employed on a permanent, full-time (non-seasonal) basis;</li> <li>• the title of the position you will hold during employment and the main responsibilities and duties;</li> <li>• the corresponding four-digit <a href="#">2011 National Occupational Classification</a> code (if known);</li> <li>• your total annual salary plus benefits; and</li> <li>• the number of hours per week you are anticipated to work.</li> </ul>	Original	<input type="checkbox"/>

	<p><b>If you...</b></p>	<p><b>Then submit...</b></p>	<p>Copies</p>	<input type="checkbox"/>
<p><b>12</b></p>	<p><b>Work Experience</b></p> <p>For the principal applicant:</p> <ul style="list-style-type: none"> <li>Letters of reference from all your employers for the past 10 years.</li> </ul> <p><b>Letters must be:</b></p> <ul style="list-style-type: none"> <li>written on company letterhead,</li> <li>signed by the responsible officer/supervisor,</li> <li>show the company's full address, telephone and fax numbers, e-mail and website addresses,</li> <li>stamped with the company's official seal (if applicable).</li> </ul> <p><b>Letters must include all of the following information:</b></p> <ul style="list-style-type: none"> <li>the specific period of your employment with the company,</li> <li>the positions you have held during the period of employment and the time you spent in each position,</li> <li>your main responsibilities and duties in each position,</li> <li>your total annual salary plus benefits in each position, and</li> <li>the number of hours worked per week in each position.</li> </ul> <p><b>Additional supporting documents may include:</b></p> <ul style="list-style-type: none"> <li>copies of work contracts, and</li> <li>copies of pay stubs.</li> </ul> <p><b>If you and/or your accompanying spouse or common-law partner have engaged in full-time work in Canada, with appropriate authorization, for a period of at least one year in the past 10 years, provide:</b></p> <ul style="list-style-type: none"> <li>letter(s) of reference (as per requirements stated above) from your past Canadian employer(s),</li> <li>a copy of any T4s if available,</li> <li>a copy of the employment authorization.</li> </ul> <p><b>Important:</b> when submitting your tax information, be sure to black out your Social Insurance Number (SIN) to protect this personal information.</p> <p><b>Note:</b> Self-employed individuals must provide documentation from 3<sup>rd</sup> party individual(s) indicating the service provided along with payment details. Self-declared main duties or affidavits are not acceptable evidence of work experience.</p>	<p>a copy of the work permit or visitor record.</p> <p>a copy of the Employment and Social Development Canada (ESDC) confirmation letter (Labour Market Opinion) which was sent to your employer.</p> <p><b>Note:</b> this applies to you even if you are not working in Canada under a work permit or other authorization.</p>	<p>Copies</p>	<input type="checkbox"/>
<p><b>13</b></p>	<p><b>Canadian Educational Credential or Educational Credential Assessment (ECA) Report</b></p> <p><b>For you as the principal applicant:</b></p> <ul style="list-style-type: none"> <li>Proof of a completed Canadian secondary or post-secondary educational credential</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Proof of a completed foreign educational credential <b>AND</b> an <b>original</b> ECA report issued by a designated organization indicating the authenticity and equivalency of your completed foreign educational credential(s) to a completed Canadian educational credential(s).</li> </ul> <p><b>Note:</b> Your ECA report must have been issued on or after the date on which the organization was designated by CIC and must meet CIC format and content requirements. In addition, your ECA report must not be more than five years old at the time you apply.</p> <p><b>Proof of Education</b></p> <p>To receive points for your education, you must provide proof that you have completed a Canadian secondary or post-secondary educational program OR submit an original ECA report along with proof of the foreign educational credential(s) for which you are claiming points.</p> <p>Proof of your completed Canadian or foreign educational credential(s) can include copies of your:</p> <ul style="list-style-type: none"> <li>secondary or post-secondary education documents (certificates, diplomas or degrees), and</li> <li>transcripts for successfully completed secondary or post-secondary studies, if available.</li> </ul>		<p>Copies, unless otherwise stated</p>	<input type="checkbox"/>

<b>14</b>	<p><b>Proof of Relationship in Canada (if applicable)</b></p> <p>Submit proof of relationship showing you have, or your accompanying spouse/common-law partner has a close relative who is 18 years of age or older and who is a Canadian citizen or permanent resident living in Canada.</p> <p>This close relative can be a:</p> <ul style="list-style-type: none"> <li>• parent, grandparent,</li> <li>• child, grandchild,</li> <li>• brother, sister,</li> <li>• aunt, uncle, or</li> <li>• niece, nephew.</li> </ul>		Copies	<input type="checkbox"/>		
	<p><b>Proof of status:</b></p> <p><b>If your close relative is a...</b></p> <p>Permanent resident of Canada</p> <p>Canadian Citizen</p>	<p><b>Then submit a copy of his or her...</b></p> <ul style="list-style-type: none"> <li>• Record of Landing (IMM 1000) or</li> <li>• Confirmation of Permanent Residence, or</li> <li>• Permanent Resident Card.</li> <li>• photo page of a Canadian passport, or</li> <li>• Canadian citizenship card.</li> </ul>				
	<p><b>Proof of relationship:</b></p> <p>Submit proof of relationship to your close relative in Canada, such as birth, marriage or adoption certificates. For example, to prove that your relative in Canada is your paternal aunt, it would be necessary to submit copies of birth certificates for her and for your father showing they have at least one common parent.</p>				Copies	<input type="checkbox"/>
	<p><b>Proof of residency:</b></p> <p>Provide evidence your listed relative physically resides in Canada. This may include copies of:</p> <ul style="list-style-type: none"> <li>• lease agreements,</li> <li>• the most recent Notice of Assessment from the Canada Revenue Agency,</li> <li>• an employer's letter confirming employment,</li> <li>• monthly bills, etc., (one page of each bill is sufficient),</li> <li>• credit card invoices and bank statements.</li> </ul> <p><b>Note:</b> The evidence should show the relative's name and full address in Canada and must be less than six (6) months old from the date of your application submission.</p>				Copies	<input type="checkbox"/>
<b>15</b>	<p><b>Settlement Funds (if applicable)</b></p> <p>For instructions, please visit the "<b>Proof of Funds</b>" section of our <b>website</b> at <a href="http://www.cic.gc.ca/english/immigrate/skilled/funds.asp">http://www.cic.gc.ca/english/immigrate/skilled/funds.asp</a></p> <p>Provide proof of unencumbered and readily transferable funds in a convertible currency available for settlement in Canada:</p> <ul style="list-style-type: none"> <li>• current bank certification letter; or</li> <li>• evidence of savings balance; or</li> <li>• fixed or time deposit statements.</li> </ul>		Copies	<input type="checkbox"/>		
<b>16</b>	<p><b>Identity and Civil Status Documents</b></p> <p>You must provide the following documents for you and your spouse or common-law partner</p> <ul style="list-style-type: none"> <li>• Birth certificates;</li> <li>• Legal documents showing name or date of birth changes (if applicable);</li> <li>• Marriage certificate(s), final divorce or annulment certificate(s). If married more than once, include certificates from each marriage and divorce or annulment you, your spouse or common-law partner have had;</li> <li>• Death certificate for former spouse(s) or common-law partner(s) (if applicable);</li> <li>• National IDs, family/household registry/book (if applicable);</li> <li>• If you have a common-law partner, complete and include the Statutory Declaration of Common-Law Union (<b>IMM 5409 – original</b>) and provide evidence that you have cohabitated with your partner for a period of at least 12 continuous months. Provide the following documents listing both your names, for example: <ul style="list-style-type: none"> <li>• copies of joint bank account statements,</li> <li>• copies of leases,</li> <li>• utility bills etc.</li> </ul> </li> </ul>		Copies, unless otherwise stated	<input type="checkbox"/>		

17	<p><b>Children's Information (if applicable)</b></p> <ul style="list-style-type: none"> <li>• Children's birth certificates (which name their parents);</li> <li>• Adoption papers issued by recognized national authorities showing the legal, approved adoption of adopted dependent children;</li> <li>• Proof of full custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court;</li> <li>• If the other parent of your children is not accompanying you to Canada, you must submit a signed <i>Statutory Declaration from Non-Accompanying Parent/Guardian for Minors Immigrating to Canada (IMM 5604 - original)</i>. You must submit one form for each child and a copy of the non-accompanying parent's photo ID showing their signature;</li> <li>• Proof of <b>continuous full-time studies</b> of all dependent children aged 22 or over, including: <ul style="list-style-type: none"> <li>• complete school records/transcripts since attaining age 22;</li> <li>• letters from the schools indicating the number of hours of classes attended per day, and the number of days attended per week;</li> <li>• proof of full financial support by parents since reaching age 22.</li> </ul> </li> </ul>	Copies, unless otherwise stated	<input type="checkbox"/>
18	<p><b>Police Certificates and Clearances</b></p> <p>You are strongly encouraged to submit your police certificates with your application to the CIO. If you are unable to obtain all the necessary police certificates, you may still send your application to the CIO without them. However, we recommend that you take steps to obtain your police certificates now to avoid delays. You must be ready to submit them when requested by an officer.</p> <p><b>Note:</b> Police certificates are generally considered to be valid for one year from date of issue; therefore depending on the processing time of your application, you may be requested to submit new certificates.</p> <p>Please consult our <a href="http://www.cic.gc.ca/english/information/security/policy-cert/index.asp">website</a> at: <a href="http://www.cic.gc.ca/english/information/security/policy-cert/index.asp">www.cic.gc.ca/english/information/security/policy-cert/index.asp</a> for specific and up-to-date information on how to obtain police certificates from any country.</p>	Originals	<input type="checkbox"/>
19	<p><b>Photo Requirements</b></p> <p>Supply <b>six (6) photos</b> for each member of your family, whether accompanying or not, and yourself. Follow the instructions provided in the section <b>How to Complete the Forms</b> of the application guide and in <b>Appendix A: Photo Specifications</b>. Photos must have been taken within six (6) months before application submission.</p> <p>On the <b>back of five (5) of the photographs</b>, write the name and date of birth of the person who appears in the photo as well as the date the photo was taken. Leave the sixth photograph blank.</p>	Originals	<input type="checkbox"/>
20	<p><b>Fee Payment</b></p> <p>You must submit: The <b>Fee Payment Form - Application for Permanent Residence (IMM 5620)</b>.</p> <p>In <b>Canadian funds</b> only, you may pay:</p> <ul style="list-style-type: none"> <li>• by <b>certified cheque, bank draft or money order</b> made payable to the "Receiver General for Canada," or</li> <li>• with a credit card (e.g. Visa, MasterCard, American Express)</li> </ul> <p><b>Note for certified cheques, bank drafts and money orders:</b> When you submit your application to the CIO, the expiry date must be at least five months* into the future.</p> <p>*If there is no expiry date on your certified cheque, money order or bank draft and it is drawn on a foreign bank, it can only be cashed for 6 months from the date of issue. To ensure it can still be cashed when the fee payment is processed at the CIO, it must be issued no more than 30 days before you send the application to the CIO.</p> <p><b>Note for credit cards:</b> Credit cards must be valid for at least nine months from your submission date.</p> <p>If we are unable to process your payment, your application will be returned to you.</p> <p><b>Do not enclose cash.</b></p> <p>If you are a resident of a country served by one of the visa offices listed on our <a href="#">website</a></p> <p>AND</p> <p>are unable to pay in Canadian funds, visit the responsible Visa Office website for fee payment instructions and to obtain the fee payment form.</p> <p>Include with your application to the CIO a copy of your receipt from the mission as proof of payment.</p> <p>Consult "Step 3, Pay the Fee" section of the instruction guide for more information about the fee payment.</p>	Original	<input type="checkbox"/>
		Copy	<input type="checkbox"/>

21	<p><b>Mailing Your Application</b></p> <p>Mail to the <b>CIO</b> in Sydney, Nova Scotia:</p> <ul style="list-style-type: none"><li>• this document checklist,</li><li>• your complete application,</li><li>• supporting documents required in this checklist, and</li><li>• include 2 self-addressed mailing labels:<ul style="list-style-type: none"><li>• one in English or French and</li><li>• one in the official language of your country of residence</li></ul></li></ul> <p>Please consult "<a href="#">Step 4, Mail the application</a>" section of the instruction guide for specific instructions on mailing your application.</p>	Original	<input type="checkbox"/>
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