



IMMIGRATION

Canada

Application for Permanent Residence –Skilled Worker–

Visa Office Specific Instructions

Paris



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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 photocopies of all documents, **except** the police certificates and the *Certificat de sélection du Québec* (CSQ) labelled “Immigration Canada copy”, which must be **originals**. 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**.

	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 completed by the principal applicant.			
SCHEDULE 1: BACKGROUND DECLARATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Include a Schedule 1 form completed by: <ul style="list-style-type: none"> • you (the principal applicant); • your spouse or common-law partner; • each dependent child 18 years of age or older 			
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 4A: ECONOMIC CLASSES - PROVINCIAL NOMINEES - BUSINESS NOMINEES		<input type="checkbox"/>	
Completed by the principal applicant.			
Complete Schedule 4A if you are being nominated with the intention of establishing or purchasing a business, becoming a partner in a business, or working as a self-employed person.			
SCHEDULE 5: DECLARATION OF INTENT TO RESIDE IN QUEBEC: ECONOMIC CLASSES			<input type="checkbox"/>
Completed by the principal applicant.			

ORIGINAL CERTIFICAT DE SÉLECTION DU QUÉBEC (CSQ)

Copy labelled “Immigration Canada” for:

- you (the principal applicant);
- your spouse or common-law partner; and
- your dependent children.

ADDITIONAL FAMILY INFORMATION (IMM 5406)

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)

Complete and include this form in your application if you have a representative.

SUPPLEMENTARY INFORMATION: YOUR TRAVELS

This form must be completed by you (the principal applicant), your spouse or common-law partner and your dependent children 18 years of age or older. You will find the form at the end of [this appendix](#).

2. IDENTITY AND CIVIL STATUS DOCUMENTS

- National identity card for you and your spouse or common-law partner
- Birth certificate issued by the country of birth for you and your spouse or common-law partner
- Marriage, final divorce, annulment or separation certificates for you and spouse*
- Family booklet, if available
- Death certificate for former spouse if applicable
- Documents related to your military service (for example, certificate of good conduct, military completion or exemption card, etc.)
- 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

*You must inform us immediately of any change in your marital status or family composition, during the processing of your application or after receiving the visa.

3. CHILDREN’S INFORMATION (IF APPLICABLE)

- Children’s birth certificates (which name both parents) issued by the country of birth
- 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
- If you intend to immigrate to Canada without the other parent of your child, a letter from the other parent authorizing the child’s departure.
- Proof of **continuous full-time studies** of all dependent children aged 22 or over, including:
 - 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

		F	P	Q
4.	<p>TRAVEL DOCUMENTS AND PASSPORTS</p> <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, and all pages with a visa or official stamp. • If you live in a country different from your nationality include a photocopy of your visa for the country where you currently live. <p>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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<p>PROOF OF RELATIONSHIP IN CANADA (IF APPLICABLE)</p> <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"/>	
6.	<p>EDUCATION/TRAINING/QUALIFICATIONS</p> <p>For you, your spouse or common-law partner:</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.	<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 written 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 and duties 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>	<input type="checkbox"/>		

8. ARRANGED EMPLOYMENT (IF APPLICABLE)

- If you are currently working in Canada under a work permit, provide:
 - 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), provide:
 - a photocopy of the HRSDC/Service Canada confirmation letter (Arranged Employment Opinion) which was sent to your employer and
 - a **letter from your prospective employer** indicating that you will be employed indeterminately upon receiving permanent resident status.

The original version of the "**letter from your employer**" or "**letter from your prospective employer**" must be:

- written on company letterhead,
- signed by the responsible officer/supervisor,
- show the company's full address, telephone and fax numbers, e-mail and website addresses and
- stamped with the company's official seal (if applicable)

Letters must include all of the following information:

- the specific period of your anticipated employment with the company
- the position you will hold during employment
- your main responsibilities and duties in anticipated position
- your total annual salary plus benefits
- the number of hours per week you are anticipated to work
- a business card of the person signing

9. PROOF OF LANGUAGE PROFICIENCY

Refer to instructions in the "**Proof of your language abilities**" section of our [website](#).

- **Test results from an approved language-testing organization:** You must submit test results. You must provide the **original**. Photocopies are unacceptable. Language test results must not be older than one year upon submission.

Proof of language proficiency is required for your application to be considered complete, otherwise it will be returned to you.

10. NON-ACCOMPANYING FAMILY MEMBERS DECLARATION (IF APPLICABLE):

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.

11. SETTLEMENT FUNDS

Refer to the "**Proof of Funds**" section of our [Web site](#) 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):

- current bank certification letter; or
- evidence of savings balance; or
- fixed or time deposit statements.

12. POLICE CERTIFICATES AND CLEARANCES



Please consult our **Web site** at: www.cic.gc.ca/english/information/security/police-cert/index.asp for specific and up-to-date information on how to obtain police certificates from any country.

Note: For applications submitted at the Centralized Intake Office (CIO) prior to June 26, 2010, you must submit police certificates with your complete application and supporting documents to the visa office within the **120 day deadline** set out by the CIO.

If you are submitting your application to the CIO on or after June 26, 2010, the police certificates are not required with your complete application to the CIO. If your application is placed into processing you will be required to provide police certificates to the visa office at a later date.

13. FEE PAYMENT



Follow these instructions to pay the fees. If you do not, we will return your application. Processing fees are **not** refundable.

If you are applying as...	Then you must...
a federal skilled worker	pay the processing fees to the CIO in Canadian funds . Fees are payable by credit card (Visa, MasterCard, American Express) or to the " Receiver General for Canada " by: <ul style="list-style-type: none"> • certified cheque, • bank draft, or • money order. Do not enclose cash. Note: Refer to the Payment Instructions in this section for the Right of Permanent Residence Fee.
a Provincial Nominee, or a Quebec - Selected Skilled Worker	refer to the Payment Instructions in this section to pay the processing fees and the Right of Permanent Residence Fee.

Payment Instructions

For more information on fees, go to the **Visas and Immigration** section of www.international.gc.ca/canada-europa/france/, the Web site for the Embassy of Canada in Paris. You may also consult the *Guide for Skilled Worker Applicants* to calculate your fees. The fees include the processing fees and the Right of Permanent Residence Fee (RPRF)

General information

We will issue you a receipt once you pay the fees. Retain the receipt as proof of payment. **Do not send cash in the mail.** We are not responsible for theft or loss.

14. PHOTO REQUIREMENTS



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**.

Mailing your application

If you are applying as a ...	Then you must ...
federal skilled worker on or after June 26, 2010,	mail to the CIO in Sydney, Nova Scotia: <ul style="list-style-type: none"> • your complete application, and • supporting documents required in this checklist. <p>Note: After submitting your application, do not send any additional documents unless you are requested to do so.</p> <p>Refer to the "Mail the application" section of the <i>Guide for Skilled Worker Applicants</i>.</p>
federal skilled worker before June 26, 2010,	mail to the visa office the: <ul style="list-style-type: none"> • photocopies of the forms you submitted to the CIO, and • supporting documents required in this checklist, within the 120 day deadline set out by the CIO. <p>Refer to the instructions for Mailing to the Visa Office below.</p>
Provincial Nominee, or a Quebec - Selected Skilled Worker	mail your complete application to the visa office . Refer to the instructions for Mailing to the Visa Office below.

Mailing to the Visa Office

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

**Immigration Service
 Canadian Embassy
 37, avenue Montaigne
 75008 Paris, France**

Validity of your permanent resident visa

Your permanent resident visa's validity period, that is the period during which you must enter Canada and settle, is based on the earlier of the following dates:

- the expiry date of your or your family members' passports, or
- the validity date of your or your family members' medical exam results

Expiry date of your or your family members' passports

You and your family members must have valid passports to immigrate to Canada. Make sure that your passports are valid for a minimum of 12 months when you submit your application for permanent residence to our office. If your passports expire within 12 months, you will need to have them renewed and send us a photocopy (do not include the blank pages).

Make sure that your passport and the passports of your family members contain at least one blank page for the visa.

Validity date of your or your family members' medical exam results

Medical exam results are valid for 12 months after the initial medical examination. If your permanent resident visa is not issued during those 12 months, you must undergo another complete medical exam.

Example: Mr. Smith submits his application for permanent residence on January 1st, 2002. The validity of his passport is November 30, 2002. Mr. Smith undergoes his medical exam on June 5th, 2002. His medical results are then valid for 12 months (until June 5, 2003). Mr. Smith's permanent resident visa will be valid until November 30, 2002 when his passport expires because it is the earlier of the two dates.

Note: Permanent resident visas cannot be extended once issued. If you do not use your visa within its validity period and still wish to immigrate to Canada, you will have to submit a new application and pay new processing fees.

We recommend that you do not contact us in order to receive the status of your application. Such interventions will delay the processing of all our applications. However, if you have new information to provide, you must write to us, send a fax or an email at: paris-immigration@international.gc.ca.

Do not call us, applications are confidential and their contents can not be discussed over the phone. You can also consult the FAQ on our Web site:

www.international.gc.ca/canada-europa/france/visas/faq_imm-en.asp

Also, note that we will not be able to confirm whether we have received your documents.



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.

<p>1 - Your full name</p> <p>Family name <input style="width: 90%;" type="text"/></p> <p>Given name(s) <input style="width: 90%;" type="text"/></p>	<p>FOR OFFICE USE ONLY</p> <div style="border: 1px solid black; height: 100px;"></div>
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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
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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			

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 this guide.

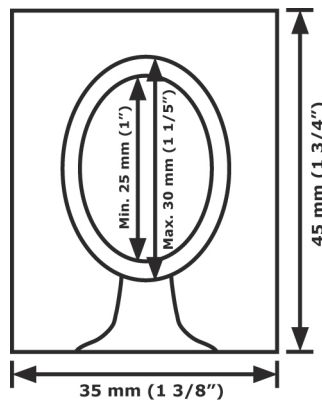
Notes to the photographer

The photos must:

- show a full front view of the person's head and shoulders showing full face centered 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 30 mm (1" and 1 1/5") 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. 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.

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. 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 exam.

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.