

CHECK LIST

Please assemble all your documents as listed. Cut along the lines and attach your documents to the relevant tag (a paper clip will do). When you have put all your documents together, put them in a sealed envelope. Please send photocopies of all your documents. **DO NOT SEND ORIGINALS.** The only original documents you should submit are the police certificates and, if applicable, language test results.

All documents must be provided with a translation into either French or English.

Please submit only **ONE** copy of all **documents BY MAIL ONLY.**

| | Tag No. |
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| <p style="text-align: right;"><u>Immigrant application form</u></p> <p>APPLICATION FOR PERMANENT RESIDENCE IN CANADA Check that it is complete and signed and that you have included four specified photographs (with names on the back for each applicant) for each member of your family and yourself, whether they are accompanying you or not. SCHEDULE 1: BACKGROUND DECLARATION Include a Schedule 1 form completed by:</p> <ul style="list-style-type: none"> the principal applicant spouse or common-law partner, whether accompanying or not each dependent child over 18 years of age, whether accompanying or not <p>SCHEDULE 3: ECONOMIC CLASSES B FEDERAL SKILLED WORKERS Completed by the principal applicant. ADDITIONAL FAMILY INFORMATION Completed by:</p> <ul style="list-style-type: none"> the principal applicant spouse or common-law partner each dependent child over the age of 18 years <p>AUTHORITY TO RELEASE INFORMATION TO DESIGNATED INDIVIDUALS Include this form only if you wish us to release information regarding your application to someone other than yourself who must be a Canadian citizen or permanent resident. Note that if you have a designated agent, we will communicate only with that person.</p> | 1 |
| <p style="text-align: right;"><u>Travel documents & passport</u></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. If you live in a country different from your nationality include a photocopy and translation of your visa for the country where you currently live. <p>All documents must be provided with a translation into either French or English. The names on our application must match exactly the name on the passport. The passports must include names in Latin script and dates using the Western calendar. We require an explanation if the names that appear on other documents (birth certificates, police certificates, etc.) are not exactly the same as the name on the passport. 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> | 2 |
| <p style="text-align: right;"><u>Fee payment</u></p> <p>Consult the FEES section at this website, www.canada.org.uk, to calculate your fees. Use a bank draft in Canadian dollars to pay the full immigration processing fees. The bank draft must be payable to: THE RECEIVER GENERAL FOR CANADA Do not enclose cash.</p> | 3 |
| <p style="text-align: right;"><u>Proof of language proficiency</u></p> <p>Consult the instructions in the application Guide found on the FORMS page of this website, www.canada.org.uk. 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 English or French if neither is your native language. If you choose to send the reports to us directly, you must provide the original. Language test results must not be older than one year upon submission. <p>or</p> <ul style="list-style-type: none"> Provide separate 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. | 4 |
| <p style="text-align: right;"><u>Immigrant summary and supplementary information form</u></p> <p>The immigrant summary and supplementary information form must be completed in duplicate by all persons aged 18 years or over.</p> | 5 |
| <p style="text-align: right;"><u>Identity and civil status documents</u></p> <ul style="list-style-type: none"> Birth, marriage, final divorce, annulment or separation certificates for you and spouse Proof of your common law relationship Death certificate for spouse, if applicable | 6 |
| <p style="text-align: right;"><u>Dependant's information (if applicable)</u></p> <ul style="list-style-type: none"> Children's birth certificates (which name their parents) Adoption papers for adopted children Proof of custody for children under age 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 schools indicating 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 | 7 |

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| <p style="text-align: right;"><u>Work experience</u></p> <p>For you and your spouse or common-law partner:</p> <ul style="list-style-type: none"> • C.V.s or resumé • Pay slips and bank statements showing your salary deposits for 3 months (please highlight to identify salary deposit) • Organizational chart with your position highlighted • notarized signed 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, 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: <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. <u>If you or your spouse or common-law partner has previously worked in Canada please provide supporting evidence.</u></p> | 8 |
| <p style="text-align: right;"><u>Settlement funds</u></p> <p>Refer to the "Funds required to settle in Canada" section of the application Guide, found on the FORMS page of this website, www.canada.org.uk. Provide proof of liquid 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. | 9 |
| <p style="text-align: right;"><u>Qualifications / training</u></p> <p>For you and your spouse or common-law partner:</p> <ul style="list-style-type: none"> • Post-secondary education documents: vocational, technical certificates, degrees and/ or college or university diplomas: include marksheets or transcripts • Professional qualifications certificates: notarized professional qualification certificates should be submitted if available. (e.g. Engineer, Computer Programmer, Accountant, Economist, Translator/Interpreter, Architect etc.) <p><u>If you or your spouse or common-law partner has previously studied in Canada please provide supporting evidence.</u></p> | 10 |
| <p style="text-align: right;"><u>Proof of relationship in Canada (if applicable)</u></p> <p>Proof of relationship to your close relative in Canada (please include a family tree), such as birth, marriage or adoption certificates, proof of that person's status in Canada (as permanent resident or citizen) and their current address in Canada by submitting pay slips, tax documents, credit card receipts.</p> | 11 |
| <p style="text-align: right;"><u>Arranged employment (if applicable)</u></p> <p>If you are currently working in Canada under a work permit, provide a photocopy of the permit.</p> | 12 |
| <p style="text-align: right;"><u>Police certificates and clearances</u></p> <ul style="list-style-type: none"> • Original police certificates or clearances, from each country/state/territory in which you and everyone in your family aged 18 years or over (whether they are accompanying you to Canada or not) 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. <p><u>If you have been convicted include an official record of the conviction with your explanation of the events leading to conviction.</u></p> | 13 |
| <p style="text-align: right;"><u>Photo requirements</u></p> <p>Supply the number of photographs requested under "Application for Permanent Residence in Canada" in box 1 of this Checklist and follow the instructions provided in the Photograph Requirements.</p> | 14 |

Mail your fully completed application, plus fee, to:

**Canadian High Commission
Immigration Section
38 Grosvenor Street
London W1K 4AA
United Kingdom**

Within three months, we will post you an acknowledgement of receipt card, which will provide you with your immigration file number.

Do not undertake an immigration medical until you receive instructions to do so.