



High Commission of Canada
Immigration and Medical Services Division

Haut-commissariat du Canada
Direction de l'immigration et des
services médicaux
Maison Macdonald
38, rue Grosvenor
Londres W1K 4AA
Royaume-Uni

www.Royaume-Uni.gc.ca

File:

Date: 15/1/10

Dear Applicant,

In order to continue processing your application, we require the additional documents marked below. Send clear legible photocopies rather than the original documents unless otherwise specified. If the documents are not written in either English or French, please enclose a certified translation with a photocopy of the original document

Unless otherwise stated, the forms listed below can be found on the CIC website at:
www.cic.gc.ca/english/information/applications/skilled.asp

- New Application for Permanent Residence IMM0008 form for the principal applicant.
- New Schedule 1 Background/ Declaration form for yourself and each family member over the age of 18.
- New Schedule 3 Federal Skilled Worker form for the principal applicant.
- New Additional Family Information Form IMM5406 for yourself and each family member over the age of 18.
- New Schedule 6 Economic Classes - Business Immigrant form for the principal applicant.
- Completed Immigrant Summary and Supplementary Information form for you and each family member over the age of 18. Available at:
www.UnitedKingdom.gc.ca/visas/forms-formulaires-eng.asp#permanent
- Complete and return the enclosed forms
- Medical Examination. Please see the enclosed instructions
- Right of Permanent Residence Fee. Please visit services3.cic.gc.ca/efee/efee.do for information regarding paying your fees.
- Long-form birth certificate for _____
- Marriage certificate or, if in a common-law relationship, evidence of co-habitation for least a 12 month period, such as joint mortgage/property deed/tenancy agreement or joint bank accounts.
- Updated copies of the bio-page of the passport for yourself and each member of your family.

Original Police Certificates for you and each of your dependents that is 18 years old or more from each country that you or your dependents have lived in for 6 months or more. If you already submitted police certificates with your application, you need to provide updated certificates for the countries that you and your dependents have lived in since the date you submitted your application. We require the following:

- Principal Applicant _____
- Spouse /Common-Law Partner _____
- Dependents over 18 _____

- Documents for your new spouse: Schedule 1 Background/Declaration form, Additional Family information form (IMM5406), processing fee of \$550, 2 photos, and a copy of their passport, long-form birth certificate and marriage certificate.
- Documents for your new child: the \$150 processing fee, photos and a copy of their passport and long-form birth certificate.
- Divorce Decree absolute
- Custody and/or maintenance documents for your children
- Evidence of sufficient settlement funds. for you and your dependents. These must be transferable and available funds, unencumbered by debts or other obligations. Include proof of savings, property ownership documents (with a statement of the outstanding mortgage and official valuation) and proof of any other assets, debts and other financial obligations. Clearly state the exact amount in Canadian dollars. For further information visit:
<http://www.cic.gc.ca/english/immigrate/skilled/funds.asp>

2 recent photographs of

Work experience documents: A personal resume and/or a job description or reference endorsed by your previous/present employer on company letterhead; a copy of your previous/present employment contract; copies of your payslips .

Original language test results for:

- English proficiency
- French language proficiency.

An immigration officer has reviewed your language ability against the Canadian Language Benchmarks (www.language.ca) and has found your material to be inconclusive. Before assigning points for the official language factor in a final determination, the officer is giving you the opportunity to submit language proficiency test results as conclusive evidence of your language ability. In your case, the points you receive for this factor are essential for you to meet the current pass mark. There are two approved organisations for the English language testing: the British Council IELTS test (www.ielts.org) and the Canadian International Language Proficiency Index Program CELPIP test (www.lpi.ubc.ca). The approved French language test is the Paris International Chamber of Commerce's TEF

test (www.fda.ccip.fr)

Proof of relationship to your relative living in Canada and evidence that your relative is living in Canada:

- Provide official, objective, legible documentation to prove that you are related to your relative. Documents should include birth certificates and marriage certificates. The certificates must state the parents' full names. You must provide certificates for each person that links you to your relative. All documentation must predate your application. Affidavits prepared for the purpose of your application will not be considered conclusive evidence of your relationship.
- Provide proof that your relative is a citizen or permanent resident of Canada. This must include a copy of their Canadian passport, citizenship, Record of Landing (IMM1000) or permanent resident card.
- Provide proof that your relative is living in Canada at this time. Proof of current residence in Canada should include: payslips issued to your relative by their employer in Canada, Canadian income tax documents (recent Notice of Assessment), credit card and bank account statements showing transactions that occurred in Canada. We will not accept utility bills, telephone bills and property ownership documents as conclusive evidence that your relative is living in Canada.

Other: _____

Please forward all requested documents together within 90 days from the date of this letter. If we do not hear from you within that period, your application will be assessed on the basis of the information on file and your application may be refused. Please allow four months for us to review incoming correspondence. All documents submitted in support of your application are subject to verification with the issuing authority. Please do not contact us unless there are significant issues which need to be brought to our attention. Please quote your file number on all correspondence, including the envelope. Your file number is on the top right hand corner of the address label.

Should your personal circumstances (address, marriage, divorce, birth, death, adoption) change between now and the time you leave for Canada you must report the changes to us. Visas issued without the correct information concerning family status are invalid and admission to Canada will be refused.

The issuance of an immigration visa does not ensure your eventual acceptance into the practice of your profession or occupation in Canada. It is your responsibility to determine whether any licensing/registration requirements apply to your occupation or profession in the province where you wish to settle. Do not leave employment, sell property or take any irrevocable step in anticipation of immigrating to Canada until you have received your visa(s).

We look forward to hearing from you within 90 days.

Sincerely,

High Commission of Canada

Directly or indirectly misrepresenting or withholding material facts that could induce an error in the administration of the Immigration and Refugee Protection Act will result in refusal of the application and could have other serious consequences.