



**THE NEW BRUNSWICK
PROVINCIAL NOMINEE PROGRAM
APPLICATION KIT**

**Investment and Immigration
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P.O. Box 6000
Fredericton, New Brunswick
E3B 5H1
Canada**

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Appendix A: Skill Shortages/High Demand Occupations List

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New Brunswick Supplementary Information From **(NBPNP 001-03)**

Information Release Form **(NBPNP 002-03)**

Business Plan Application Summary Form **(NBPNP 003-03)**

Guaranteed Job Offer Form **(NBPNP 004-03)**

Declaration by a Provincial Nominee **(NBPNP 006-03)**

Application for Permanent Residence in Canada **(IMM 0008 06-2002 E)**

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INTRODUCTION

The Canada/New Brunswick Provincial Nominee Agreement was signed in February 1999. The Agreement allows the Province an active role in selecting immigrants to meet specific economic needs.

Under the Provincial Nominee Program, the Province seeks immigrants with job skills and other attributes who will come to New Brunswick to fill labour market shortages or support employment or business expansion.

To be considered under the Provincial Nominee Program, an applicant must have a guaranteed job offer in his/her intended occupation or a business plan approved by the Department of Business New Brunswick.

Provincial Nominees are likely to see their application for immigration to Canada processed expeditiously.

This Application Kit outlines the requirements for the New Brunswick Provincial Nominee Program. All necessary forms are enclosed, along with information about the application process.

CRITERIA FOR APPLICATION

To be considered for nomination by the Province of New Brunswick, an applicant must either have a guaranteed job offer in his/her intended occupation or a business plan that will create employment for the applicant him/herself, at a minimum.

INTRODUCTION

- The Provincial Nominee Program is an initiative of the New Brunswick Department of Business New Brunswick.
- It provides employers a means of recruiting employees with important skill sets when these are not easily available in New Brunswick and Canada.
- To this end, the program assists applicants for immigration to Canada who have guaranteed job offers from New Brunswick employers for work in New Brunswick.
- It can also assist applicants who have the business and entrepreneurial skills supportive of business development or expansion in New Brunswick.
- It seeks applicants who display flexibility for integrating into New Brunswick and for adapting to changing labour markets.

A. GUARANTEED JOB OFFER

An applicant must have a guaranteed job offer, that is a written offer of employment from an employer in New Brunswick. The employer must apply to have the worker nominated. The application will be considered if it meets these criteria:

- Employment is permanent and full-time (training, internship or apprenticeship positions that terminate on a specific date will NOT be considered). Long term contracts will be considered when this is the industry norm.
- Employment in the intended occupation is consistent with the applicant's education, training and experience;

- All positions must meet provincial employment standards and comparable industry rates of pay;
- If provincial licensing or accreditation is a condition of employment, the applicant must prove his or her eligibility to work in that occupation in New Brunswick;
- Employment must be in the Province of New Brunswick.
- Greater consideration will be given to applicants whose employment fills a skill shortage in New Brunswick.
See Appendix A: Skill Shortages/High Demand Occupations List.

B. BUSINESS PLAN

An applicant with a business plan must meet the following conditions:

- The applicant’s business plan must be approved by a New Brunswick official as deemed to be of economic benefit to the province.
- An applicant must clearly demonstrate that he/she has had proven experience in successfully operating or managing a business prior to filing an application.
- The applicant will have made at least one exploratory visit to New Brunswick and have met with provincial officials to develop the business plan submitted.
- The applicant will be required to become a resident of New Brunswick and to implement the business plan, assuming either active ownership or a managerial role.
- The applicant must provide proof of sufficient funds to implement the business plan and to sustain the applicant and all dependents. All questions regarding the legitimacy of the source of funds must be satisfactorily answered.
- Greater consideration will be given to applicants with business plans that create new employment for Canadians other than the applicant’s family.

SELECTION FACTORS

In addition to guaranteed employment or an approved business plan, the applicant must demonstrate a range of experience and adaptability indicating his/her potential to adapt to changing workforce needs and opportunities. This will be measured under seven factors: age, language skills, education, work experience, adaptability, skill shortage (for job offer applicants only) and business experience (for business plan applicants only). A **minimum score of 50 points** is necessary for consideration under the New Brunswick Provincial Nominee Program.

1. AGE:

The applicant’s age on the date his/her application reaches the New Brunswick Investment, and Immigration.

Age	20	21-24	25-44	45-47	48-50	SCORE
Total Points	4	8	10	8	6	
(Maximum score: 10 points)						

2. LANGUAGE SKILLS. A language test may be required.

If the applicant is fluent in English or French, a score of 10 points will be awarded; if fluently bilingual in English and French, a bonus of 5 points will be added, for a total of 15 points.

Otherwise, scoring will be based on the applicant's ability to speak, read and write English and/or French. An applicant who cannot speak, read or write either English or French or both at a level sufficient to carry out his/her employment or business may be disqualified.

Skill level	Functions Required	Points for Skills in English or French	Bonus Points for Skills in Second Official Language
Fluent	Has a very good command of the language in a range of social and work situations. Has no difficulty communicating in a professional manner.	8 to 10	4 to 5
Well	Can communicate reasonably well in familiar situations such as professional expertise and personal settings.	4 to 7	1 to 3
With Difficulty	Can speak, read and/or write only a few basic words.	0 to 3	0
SCORE (Maximum 15 points.)			

3. EDUCATION

Points will be awarded for the applicant's highest level of education.

Has completed secondary school in a program that does NOT qualify for university entrance OR trade or occupational certification.	5
Has completed secondary school in a program that qualifies for university entrance OR includes trade or occupational certification.	10
Has a trade or occupational certification that required at least two years full-time post-secondary training or apprenticeship.	13
Has a university degree or its equivalent that required at least three (3) years of full-time study.	15
Has completed post-graduate university studies or their equivalent and has a Master's or Doctorate degree or has acquired a post-degree professional designation.	18
SCORE (Maximum 18 points)	

4. WORK EXPERIENCE

The number of years of experience the principal applicant has in his/her intended occupation during the last five (5) years.

0 year	6 months	1 year	2 years	3 years	4 or more years	SCORE
0 points	1 points	2 points	4 points	8 points	10 points	
Score (Maximum 10 points)						

5. ADAPTABILITY

Applicant or spouse/common-law partner has a brother, sister, mother, father, grandparent, aunt, uncle, niece or nephew living in New Brunswick as a Canadian citizen or permanent resident.	10
Applicant has: Studied for at least one (1) year at a university or college in New Brunswick. OR Completed at least two (2) years of post-secondary education in New Brunswick.	7 10
Applicant can demonstrate successful employment in more than one occupation.	5
Applicant worked in New Brunswick for at least one (1) of the last five (5) years. (Work done while studying in New Brunswick or as a requirement of studies is excluded.)	5
Applicant has: Visited New Brunswick in the three (3) years prior to submitting an application. OR Visited New Brunswick in the three (3) years prior to submitting an application and conducted substantial business with a business located or domiciled in New Brunswick.	5 7
Spouse or common-law partner has: Education and experience in a field for which there is a skill shortage in New Brunswick, but no guaranteed job offer. OR A guaranteed job offer in an occupation for which there is a skill shortage in New Brunswick.	5 15
SCORE: (Maximum 25 points.)	

6. SKILL SHORTAGE (**Job offer applicants only**)

Applicant's qualifications meet the criteria for employment in an area of skill shortage in New Brunswick. The application will be assessed on the basis of the Skill Shortages/High Demand Occupations List in effect on the date the application is received in the New Brunswick Investment and Immigration office. The Skill Shortages/High Demand Occupations List will be updated on a regular basis.

SCORE: (Maximum 5 points.)

7. BUSINESS EXPERIENCE (**Business plan applicants only**)

An assessment of the business owned or managed by the applicant in three (3) of the past five (5) years prior to application being filed.

SIZE OF COMPANY		POINTS	
Sales/turnover: >/	= \$500,000	5	
	< \$500,000	3	
# of Employees: >/	= 10	3	
	< 10	2	
Total Assets: >/	= \$250,000	3	
	< \$250,000	2	
Authority for Decisions:	Owner	4	
	Manager	2	
SCORE (Maximum 15 points)			

SELF-ASSESSMENT SCORE SHEET

SELECTION FACTORS	MAXIMUM POINTS	SCORE
Age	10	
Language	15	
Education	18	
Work Experience	10	
Adaptability	25	
Skill Shortage (Job offer applicants only)	5	
Business Experience (Business Plan applicants only)	15	
TOTAL SCORE		

General Assessment: After the application is reviewed, a New Brunswick Program Officer may award up to ten (10) points for other factors that may contribute to the applicant's successful settlement in New Brunswick. The applicant may be asked to submit additional information.

APPLICATION PROCEDURE

JOB OFFER APPLICANT

1. Complete the Self-Assessment Score Sheet to determine if you qualify to be considered under this program. You must obtain a minimum of 50 points to proceed.

2. If you score at least 50 points, you should initiate a search for employment in New Brunswick. Finding and negotiating an offer of employment is your responsibility. **Your application cannot proceed until you have a guaranteed job offer from a New Brunswick employer for work in New Brunswick.**

Note: we have provided a list of resources on our website to help you with your search of employment opportunities. You may wish to explore these "Job Finding Resources" at <http://www.gnb.ca/immigration/english/work/job.htm>.

Your job search can also include using your links with professional or trade contacts, family, community or service groups.

More information on New Brunswick's labour market and useful tools for an employment search are found on our web site at: <http://www.nb.workinfont.ca/>

3. For greater information about immigrating to Canada, obtain and read an Immigration Canada *Guide for Provincial Nominees* which is available directly from the Canadian visa post serving your country or by internet, at <http://www.cic.gc.ca/english/pdf/kits/guides/EP7.pdf>.
4. When a job has been offered to you and you have indicated in writing your acceptance of the offer, the employer will complete a Guaranteed Job Offer Form (NBPNP 004). This form is included in this kit for your information or available from New Brunswick Investment and Immigration.
5. You will now complete the application forms provided in this kit and gather required supplementary documentation for both the New Brunswick Supplementary Information Form (NBPNP 001) and for the Application for Permanent Residence in Canada. Make the necessary copies for your spouse or common-law partner and dependents over 18 years of age. When the forms are completed, make photocopies of all forms and documents for your records. **DO NOT REQUEST A POLICE CERTIFICATE/CLEARANCE OR MEDICAL EXAMINATION AT THIS TIME AND DO NOT PREPARE THE PAYMENT FOR PROCESSING FEES OR RIGHT OF LANDING FEES. THESE WILL BE REQUIRED LATER. THERE ARE NO ADDITIONAL FEES FOR THE NEW BRUNSWICK PROGRAM.**
6. Organize your forms and documents according to the Document Checklist included at the end of this guide. Place these in a sealed envelope and mail to the following address:

Mailing Address

Investment and Immigration
Department of Business New Brunswick
P.O. Box 6000
Fredericton, New Brunswick
Canada E3B 5H1

Courier Address

Investment and Immigration
Department of Business New Brunswick
670 King Street
Centennial Building, 5th Floor
Fredericton, New Brunswick
Canada E3B 1G1

7. Your application will be assessed by New Brunswick Program Officers against the same factors and criteria listed in the Self-Assessment Score Sheet. You will be advised in writing of the results of this assessment. If there is a difference between the score that you assign yourself and the score assigned by the New Brunswick Program Officer, the Officer's assessment will prevail.
8. Successful applicants will be contacted by New Brunswick Program Officers with further instructions, including requirements for Police Certificates/Clearances and Processing and Right of Permanent Residence Fees levied by Citizenship and Immigration Canada.

9. When all requirements have been met, the Department of Business New Brunswick will send a Nomination Certificate, along with your complete immigration application, to the Canadian Visa Office that serves your geographic area.

Please note that nomination under the New Brunswick Provincial Nominee Program does not constitute approval of your application for immigration to Canada. Final authority rests solely with Citizenship and Immigration Canada to issue immigrant visas.

BUSINESS PLAN APPLICANT

1. Complete the Self-Assessment Score Sheet to determine if you qualify to be considered under this program. You must obtain a minimum of 50 points to proceed.
2. If you score at least 50 points, contact the Department of Business New Brunswick to discuss your business proposal and make arrangements for an exploratory visit to New Brunswick.

Investment and Immigration
Department of Business New Brunswick
P.O. Box 6000
Fredericton, New Brunswick
E3B 5H1
Tel: 1 – 800 – 665-1800 or (506) 453-3981
Fax: (506) 444-4277
E-mail: immigration@gnb.ca

Your application cannot proceed until you have met with New Brunswick officials and have had your business plan approved by New Brunswick and deemed eligible for the Provincial Nominee Program.

3. Indication of approval of your business plan will be provided directly to the Investment, and Immigration Branch by New Brunswick officials.
4. For greater information about immigrating to Canada, obtain and read an Immigration Canada *Guide for Provincial Nominees* which is available directly from the Canadian visa post serving your country or by internet at <http://www.cic.gc.ca/english/pdf/kits/guides/EP7.pdf>.

Follow steps 5, 6, 7, 8 and 9 as listed above for JOB OFFER APPLICANT.

IMPORTANT TERMS*

Accompanying dependent:

- **Spouse:** A husband or wife of the opposite sex
- **Common-law partner:** A person of the opposite sex or same sex with whom you have lived in a conjugal relationship for at least one year
- **Dependent children:** Daughters and son, including children adopted before the age of 18 who:
 - are under the age of 22 and do not have a spouse or common-law partner;
 - have been continuously enrolled as full-time students and financially supported by their parents since turning 22 (or from the date of becoming a spouse or common-law partner if this happened before the age of 22); or
 - have substantially depended on the financial support of their parents since before turning 22 and are unable to support themselves due to a medical condition.

Background check: A police clearance from each country in which you and your dependents aged 18 and over have lived, to determine if you have any arrests or convictions or are a security risk to Canada.

Close Relative: The brother, sister, mother, father, grandparent, aunt, uncle, niece, or nephew of the principal applicant or the applicant's spouse or common-law partner.

Permanent resident: A person who is legally in Canada as an immigrant, but who is not yet a Canadian citizen.

Principal applicant: The person (husband or wife) who earns the most points on the Self Assessment Score Sheet. The other spouse or common-law partner should apply as a dependent.

Visa office: A Canadian immigration office outside Canada at a Canadian Embassy, High Commission or Consulate.

***(The terms above are as currently used in the federal Immigration and Refugee Protection Act and Regulations. They can be changed at any time. To verify current status contact a visa office or the Citizenship and Immigration web site at <http://www.cic.gc.ca>.)**

Guaranteed Employment: A written offer of employment from an employer in New Brunswick. The offer must meet criteria determined by the Investment and Immigration Branch of the Department of Business New Brunswick.

New Brunswick Provincial Nominee: A person who has been nominated for immigration in accordance with New Brunswick's selection criteria for job offer or business plan applicant. This person is entitled to apply to Citizenship and Immigration Canada for permanent residence under the Provincial Nominee category.

FREQUENTLY ASKED QUESTIONS

Who is included in my application?

If you are married, either you or your spouse or common-law partner may apply as the principal applicant. Both of you should complete the self-assessment worksheet in this kit to determine which of you would get a higher point score and should therefore apply as the applicant. The other spouse or common-law partner will apply as a dependent. You must also include on your application form all dependent children whether they are accompanying you to Canada or not. (See "Important Terms" for a definition of "dependent children".) You and your dependents must pass background checks and medical examinations. All family members 18 years of age or over must complete their own individual application form.

Should I pay someone to complete my forms and advise me on my application?

In some cases (for example, if you have difficulty understanding the form) you may wish to pay someone to help you fill in the information or give you advice. However, this does not mean that your application will receive special attention or necessarily be approved.

I cannot fit all the information on the application form and what if the information changes?

You should complete the form by printing or typing clearly and you must sign your application form. If you need more space to answer any questions, attach separate pages. When you have signed the form, it becomes a legal document and the information you have provided must be truthful, complete and correct. It is an offense under the Immigration and Refugee Protection Act to knowingly make a false or misleading statement. If any information changes before you arrive in Canada (even if your visa has already been issued), you must inform in writing the visa office to which you applied.

Do I need a passport or travel document?

You and your dependents must have passports or travel documents that are valid. If any documents are soon to expire, you should renew them. Diplomatic, official, service or public affairs passports cannot be used to immigrate to Canada. You must have a valid regular or private passport when you arrive. The validity of your visa may be affected by the validity of your passport.

Must I or others in my family attend an interview?

When your application for immigration to Canada is being processed at a visa office, a visa officer will review your application and decide if an interview is necessary. If so, you will be informed of the time and place. Your spouse or common-law partner and dependent children aged 18 or over will be asked to come with you. The visa officer may ask you about your job, work experience, education, reasons for migrating, plans and preparations. The officer may also ask about your family, spouse or common-law partner and/or dependents or your health, financial situation or past difficulties with the law. There may also be questions to determine your ability to settle successfully in Canada. Your answers will help in the assessment of your personal suitability, occupational expertise and professional qualifications, and to evaluate your motivation, initiative, adaptability, resourcefulness and overall ability to settle successfully in Canada. However, you will not be required to attend an interview for the New Brunswick Provincial Nominee Program application

Do professionals need registration and licensing to work in Canada?

In Canada, approximately 20 percent of occupations are regulated to protect the health and safety of Canadians (e.g. nurses, engineers, teachers, and electricians). People who want to work in regulated occupations need to obtain a license from a provincial regulatory body. Licensing requirements often include education from a recognized school, Canadian work experience and completion of a technical exam. Fees for exams can be costly and are the responsibility of the applicant. Final assessment by the provincial authority can only be done after you are in Canada with permanent residence status.

Will I have a medical examination?

A person who is approved as a Provincial Nominee, his or her spouse or common-law partner and dependent children will need to have medical examinations. All adults will require a background check as well. Any related costs are the responsibility of the applicant. The medical examination and background check are requirements of Citizenship and Immigration Canada. Applicants approved for nomination by New Brunswick will receive further instructions regarding how and when to complete these tasks. **DO NOT HAVE A MEDICAL EXAMINATION FOR IMMIGRATION PURPOSES UNTIL YOU ARE INSTRUCTED TO DO SO. OTHERWISE, YOUR EXAM MAY EXPIRE, AND YOU WILL BE ASKED TO HAVE IT DONE AGAIN.**

Does it help to have a relative in New Brunswick?

Yes. If you or your spouse or common-law partner have a close relative in Canada, you can have a better chance of qualifying for the Provincial Nominee Program. Your relative in New Brunswick must be a permanent resident or Canadian citizen who is 18 years of age or over. See "close relative" in "Important Terms". You must provide documentation to prove the relationship.

What fees must I pay?

If you are approved as a Provincial Nominee, you will have to pay a processing fee for yourself and each member of your family when your application for immigration is submitted to the Canadian Visa Office. Instructions will be provided to help you determine the amount and how to submit it. The processing fee is non-refundable, even if your application is refused. The fees to be paid to Canada will also include the Right of Permanent Resident Fee. The RPRF is required of every adult aged 22 or over in your family but, unlike the processing fee, is refundable if an immigrant visa is refused or not used, or if you withdraw your application. The RPRF can be paid at any time during the application process, but must be paid before an immigration visa can be issued. You will also have to pay other fees such as those related to the medical examination and police clearance. **DO NOT INCLUDE PAYMENT FOR ANY OF THESE FEES WHEN YOU SUBMIT YOUR APPLICATION FOR THE PROVINCIAL NOMINEE PROGRAM. YOU WILL RECEIVE FURTHER INSTRUCTIONS ABOUT SENDING FEES LATER. THERE ARE NO NEW BRUNSWICK PROCESSING FEES.**

How much money must I bring with me to settle in New Brunswick?

The government of Canada recommends that you have at least \$10,000 (Canadian) plus \$2,000 (Canadian) per dependent. If you are a New Brunswick Provincial Nominee business plan applicant, you will have to have sufficient funds to implement the business plan and to sustain yourself and all your dependents.

How long will it take for me to receive a Canadian Permanent Resident Visa?

Processing times will vary. Certain things can delay processing of your application: incomplete or unsigned application forms, missing documents, insufficient postage, missing fees, unclear photocopies, documents not accompanied by a certified English or French translation, a medical condition which may require additional tests, involvement in criminal activity, family situations such as divorce, custody or maintenance issues, or failure to notify the visa office of a change of address. **YOUR APPLICATION WILL BE PROCESSED FASTER IF YOU AVOID THESE PROBLEMS.**

For how long is my immigrant visa valid?

Normally, immigrant visas are valid for 6 – 11 months from the date of issuance. The validity date is based upon the earlier of your or your dependents' passport validity date(s) or of the medical validity date. **IMMIGRANT VISAS CANNOT BE EXTENDED ONCE ISSUED.** IF APPLICANTS DO NOT USE THEM WITHIN THEIR VALIDITY THEY MUST REAPPLY FOR IMMIGRATION TO CANADA.

DOCUMENT CHECKLIST

Gather documents as listed. Check (☑) each item on the checklist and include the checklist with your application. Additional documents may be requested to assist the evaluation of your application.

If your documents are not in English or French, include a notarized (certified) translation with a copy of the originals.

Any application that does not contain all necessary forms and documentation will be returned to the applicant and no file will be established. If the application is resubmitted with additional information, it will be processed as a new application.

NEW BRUNSWICK REQUIREMENTS

Submit **one (1) copy** of all applicable New Brunswick forms and documents.

1	<p>NEW BRUNSWICK SUPPLEMENTARY INFORMATION FORM (NBPNP 001-03) <input type="checkbox"/></p> <p>Only one NBPNP 001-03 form should be completed per family. Check that the appropriate questions are answered in full and the form is signed by both principal applicant and spouse or common-law partner. Attach additional pages, where necessary, and write NBPNP 001-03 on the top of each additional page.</p>
2	<p>NEW BRUNSWICK INFORMATION RELEASE FORM (NBPNP 002-03) <input type="checkbox"/></p> <p>Complete and sign this form so that the Investment and Immigration Branch can work on your behalf.</p>
3	<p>BUSINESS PLAN APPLICANT SUMMARY (NBPNP 003-03) – Business Plan Applicants Only <input type="checkbox"/></p> <p>Complete the NBPNP 003-03. Information must be validated.</p> <p>OR</p>
4	<p>GUARANTEED JOB OFFER (NBPNP 004-03) – Job Offer Applicants Only <input type="checkbox"/></p> <p>Include a signed copy of the letter of acceptance and contract which offers you guaranteed employment with an employer in New Brunswick. The written offer should include position title, job description, salary and job requirements. Provide a photocopy of your work permit if you are currently working in New Brunswick.</p>
5	<p>DECLARATION BY A PROVINCIAL NOMINEE APPLICANT (NBPNP 006-03) <input type="checkbox"/></p> <p>Complete and sign this form. Fill in the name of the Canadian Visa Office that will be processing your application for immigration to Canada (see Citizenship and Immigration Canada requirements on next page).</p> <p>Temporary workers already in Canada have their applications processed by the Canadian Visa Office in Buffalo, New York, USA.</p>
6	<p>EVIDENCE OF VISIT TO NEW BRUNSWICK (if applicable) <input type="checkbox"/></p> <p>Provide copies of previous visitor visas, accommodation receipts, employment authorizations or student visas, etc.</p>
7	<p>EVIDENCE OF STUDYING IN NEW BRUNSWICK (if applicable) <input type="checkbox"/></p> <p>Provide copies of previous visitor visas or student visas, original transcripts of all degrees, showing schools attended and courses taken, etc.</p>
8	<p>PROOF OF RELATIONSHIP TO FAMILY IN NEW BRUNSWICK (if applicable) <input type="checkbox"/></p> <p>Provide proof of relationship to residents of New Brunswick, such as copies of birth and marriage certificates (showing the names of common parents). You must also submit photocopies of your relative(s) Canadian Passports, Certificates of Citizenship, or Record of Landing (IMM 1000). <i>(Omit this item if you do not have relatives in New Brunswick.)</i></p>

CITIZENSHIP AND IMMIGRATION CANADA REQUIREMENTS

Since each Canadian Visa Office has specific requirements, you must determine where your application will be processed and download the specific instructions from the Citizenships and Immigration Canada website at <http://www.cic.gc.ca/english/applications/skilled-mission.html> or check with the New Brunswick Provincial Nominee Program office at:

INVESTMENT AND IMMIGRATION
DEPARTMENT OF BUSINESS NEW BRUNSWICK
P.O. Box 6000
FREDERICTON, NEW BRUNSWICK
CANADA E3B 5H1
Tel.: 506-453-3981
Fax: 506-444-4277
Email: immigration@gnb.ca

Submit **two (2) copies** of all applicable CIC forms and documents.

1 FORMS

APPLICATION FOR PERMANENT RESIDENCE IN CANADA (IMM 008 GENERIC)

- ♦ This form must be completed by the principle applicant. Check the "Economic class" box for the category under which you are applying.
- ♦ Attach additional pages, when necessary and write IMM 008 GENERIC on top of each additional page.
- ♦ You must answer all questions. If any sections do not apply to you, answer "N/A" (not applicable).

SCHEDULE 1: BACKGROUND DECLARATION (IMM 008 SCHEDULE 1)

This form must be completed by:

- ♦ the principal applicant
- ♦ spouse or common-law partner
- ♦ each dependent child over 18 years of age (whether accompanying you to Canada or not)

Make enough photocopies for everyone. Attach any additional pages, if necessary.

SCHEDULE 4: ECONOMIC CLASSES – PROVINCIAL NOMINEES (IMM 008 SCHEDULE 4)

The principal applicant must complete this form.

ADDITIONAL FAMILY INFORMATION (IMM 5406)

This form must be completed by:

- ♦ the principal applicant
- ♦ spouse or common-law partner
- ♦ each dependent child over the age of 18 years (whether accompanying you to Canada or not)

Make enough photocopies for everyone. Check that it is complete and signed where appropriate. Attach additional pages, if necessary and write IMM 5406 on top of each additional page.

AUTHORITY TO RELEASE INFORMATION TO DESIGNATED INDIVIDUALS (IMM 5476)

Include this federal form **ONLY** if you wish the visa office to release information regarding your application to someone other than yourself. You must provide proof, such as a photocopy of a birth certificate or passport, that your representative (if applicable) is a Canadian citizen or permanent resident. Be advised that, if and for as long as you have designated an agent to represent you, the visa office will communicate only with that person or firm. Any processing enquiries you may have must be made through that agent. Any enquiries that you send directly to the visa office will be returned to your agent.

<p>2 IDENTITY AND CIVIL STATUS DOCUMENTS <input type="checkbox"/></p> <p>Include copies of:</p> <ul style="list-style-type: none"> ♦ Birth, marriage, final divorce, annulment or separation certificates for you and spouse or common law partner ♦ Death certificate for former spouse if applicable <p>If there are discrepancies in these documents, please provide a sworn affidavit explaining the discrepancies. Also include a clear copy of your National Identity Card/Certificate or Cedula (if applicable.)</p>
<p>3 CHILDREN'S INFORMATION (if applicable) <input type="checkbox"/></p> <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, signed by a school official, confirming continued enrollment in full-time studies since turning 22 years of age ○ proof of full financial support by parents since reaching age 22
<p>4 TRAVEL DOCUMENTS AND PASSPORTS <input type="checkbox"/></p> <p>Include copies of:</p> <ul style="list-style-type: none"> ♦ Passports or travel documents for you, your spouse or common-law partner and your dependent children. <u>Children must each have their own passport, separate from their parents.</u> 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. <p>Include copies of entry or exit visas from previous visits to Canada.</p>
<p>5 PROOF OF RELATIONSHIP TO FAMILY IN CANADA (if applicable) <input type="checkbox"/></p> <p>Provide proof of relationship to residents in Canada, such as copies of birth and marriage certificates (showing the names of common parents). You must also submit photocopies of your relative(s) Canadian Passports, Certificates of Citizenship, or Record of Landing (IMM 1000). <i>(Omit this item if you do not have relatives in Canada.)</i></p>
<p>6 EDUCATION/TRAINING/QUALIFICATIONS <input type="checkbox"/></p> <p>For you and your spouse or common-law partner, submit copies of:</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; ♦ Transcripts: original transcripts of all degrees, showing schools attended and courses taken; ♦ Professional qualifications certificates: notarized professional qualification certificates should be submitted if available (e.g., Engineer, Computer Programmer, Accountant, Economist, Translator/Interpreter, Architect etc.).

<p>7 WORK EXPERIENCE <input type="checkbox"/></p> <ul style="list-style-type: none"> ♦ Submit copies of letters of reference detailing <u>both the principal applicant and the spouse or common-law partner's past and present work experience</u>. Letters of reference must be on official letterhead, showing the company's full address, telephone and fax numbers, and signed by an authorized representative of the company who is identified by name and title. <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 <p>If you cannot provide a reference from an employer, provide a written explanation.</p>
<p>8 PROOF OF LANGUAGE PROFICIENCY <input type="checkbox"/></p> <p>Refer to instructions in the "Language Assessment Information" section of the CIC 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. 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>9 ARRANGED EMPLOYMENT (if applicable) <input type="checkbox"/></p> <p>If you are currently working in Canada under a work permit, provide a photocopy of your work permit.</p>
<p>10 NON-ACCOMPANYING FAMILY MEMBERS DECLARATION (if applicable) <input type="checkbox"/></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>11 SETTLEMENT FUNDS <input type="checkbox"/></p> <p>You must prove that you have sufficient funds to maintain yourself and your dependents until you become established in New Brunswick. This includes bank account statements, letters from your financial institution, and other proof of liquid assets: i.e. funds that are readily transferable to a banking institution in New Brunswick.</p> <p>For Business applicants, your Personal Net Worth Statement (in NBNP 001-03) must be supported by photocopies of evidence of ownership with an objective price value of real properties (land and buildings) that you own.</p>

12 POLICE CERTIFICATES AND CLEARANCES



Do not request police certificates at this time. When your application to the Provincial Nominee Program has been assessed, you will be contacted with further instructions to provide the following:

- ♦ **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 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 the visa post, attach a brief explanatory note to your application.

13 FEE PAYMENT



Do not include fee payment at this time. Once your application to the Provincial Nominee Program has been assessed, you will be contacted with further instructions.

Consult the **Fees** section of the CIC Web site at <http://www.cic.gc.ca/english/applications/fees.html> to calculate your fees. Provincial Nominee applicants pay the “*other classes of applicants*” fees.

Method of payment may vary depending on the Canadian Visa Office where your file will be sent. Please review the specific instructions from the Citizenships and Immigration Canada website at <http://www.cic.gc.ca/english/applications/skilled-mission.html>.

Do not enclose cash.

14 PHOTO REQUIREMENTS



Supply the number of photographs requested under “**Application for Permanent Residence in Canada**” in paragraph 1 of the *Checklist* for your specific visa post and follow the instructions provided in Appendix C: Photo Specifications. You must include one (1) extra photo for the New Brunswick office.

Write on the back of each photo:

- ♦ Name
- ♦ Date of birth
- ♦ Height
- ♦ Eye color

PUT ALL OF YOUR APPLICATION FORMS AND SUPPORTING DOCUMENTS TOGETHER IN THE ORDER THEY APPEAR ON THE LIST AND FORWARD THEM IN A SEALED ENVELOPE TO:

MAILING ADDRESS

INVESTMENT AND IMMIGRATION
DEPARTMENT OF BUSINESS NEW BRUNSWICK
P.O. Box 6000
FREDERICTON, NEW BRUNSWICK
CANADA E3B 5H1

COURIER ADDRESS

INVESTMENT AND IMMIGRATION
DEPARTMENT OF BUSINESS NEW BRUNSWICK
670 KING STREET
CENTENNIAL BUILDING, 5TH FLOOR
FREDERICTON, NEW BRUNSWICK
CANADA E3B 1G1