

Nova Scotia Nominee Program (NSNP)

Skilled Worker Stream Application Forms and Guide

Contents:

Introduction	2
Are You Eligible?	2
Skilled Worker Application Process	7
Appendix 1 – Application Forms and Supporting Documents	10
Appendix 2 – Third Party Authorization	14
Appendix 3 – Documents Checklist	15
Nova Scotia Nominee Program Application Form	
Nova Scotia Nominee Program Employer Application Form	

Introduction

The Skilled Worker stream of the Nova Scotia Nominee Program (NSNP) is a focused and strategic program to assist employers in hiring workers whose skills may be in limited supply in the province. The stream helps employers recruit and/or retain foreign workers with the required skills for positions that they may have been unable to fill with a permanent resident or Canadian citizen.

This stream is employer-driven. The applicant must have a guaranteed, permanent job offer from a Nova Scotia employer before submitting an application to the Nova Scotia Nominee Program.

Are You Eligible?

Skilled workers are eligible to apply to the NSNP through the Skilled Worker stream if they meet the criteria described in this section and in the section [“Skilled Worker Eligibility”](#).

Please review the information in each of the four key eligibility elements below to find out if you are eligible to apply to the Nova Scotia Nominee Program.

You must meet all the eligibility elements in order to apply.

NSNP Eligibility Elements

1: Do you have legal status in your country of residence?

You must be able to show proof that you have legal status in the country where you are now living.

- If you are currently living in Canada, you must provide proof of your current status as a visitor, student, or temporary worker. You are not eligible to apply if you are currently a refugee claimant living in Canada.
- If you apply from outside Canada, you must provide proof that you have legal status in your country of residence.

2: Do you wish to settle permanently in Nova Scotia?

You must be able to convince the Nova Scotia Office of Immigration of a genuine intention and ability to settle successfully in Nova Scotia.

3: Do you have sufficient settlement supports?

The Nova Scotia Nominee Program is not a sponsorship program.

You must be able to prove your ability to be successful in Nova Scotia as an independent, qualified individual in order to be nominated. You are eligible to apply only if you can provide evidence of financial resources in your own name or that of your spouse, or conjugal or common-law partner indicating that you are able to:

- pay your immigration fees and travel expenses to Nova Scotia, and

- support yourself and your family while establishing yourself in your job or business and to ensure your successful settlement in Nova Scotia.

You can demonstrate that you have sufficient supports by including one of the following types of documents with your application:

- original bank statements and certificate(s) of deposit(s) demonstrating a clear financial history of sufficient and transferable funds in your name and/or the name of your spouse, or conjugal or common-law partner.
- notarized copy of securities and other short-term investments.
- certificate of title of real estate properties or other assets (not including personal items such as jewelry, furniture, or vehicles) owned by applicant or spouse, or conjugal or common-law partner with objective valuation of fair market value.
- evidence of funds transferred to a bank account in Nova Scotia in your name.

4: Do you meet the eligibility criteria for one of the Nova Scotia Nominee Program streams?

All applicants must demonstrate to the Nova Scotia Office of Immigration that they meet the criteria and requirements of the specific program stream to which they are applying.

Find out if you may be eligible to apply under one of the Nova Scotia Nominee Program categories by referring to the table below.

Please note that the table below just contains highlights. You must review the specific criteria for each stream to determine full eligibility.

I HAVE...	PERHAPS I CAN APPLY UNDER
A permanent full time job offer from a Nova Scotia employer.	Skilled Worker
A letter of identification from a community development organization which has an agreement with the Nova Scotia Nominee Program AND I meet the minimum criteria for the Community Identified stream.	Community Identified
Please Note: No new applications will be accepted under this stream for the balance of the 2006 calendar year. This stream is being assessed and will be redesigned. Individuals who may have been eligible under the Economic stream may not qualify under the redesigned stream.	Economic

Skilled Worker Eligibility Elements

The NSNP does not have a specific occupation or skill shortage list. Applications are assessed on a case by case basis. Provincial priorities may change as skill shortages are identified or met by permanent residents or Canadian citizens.

The NSNP will only consider certain types of jobs and occupations to approve for nomination. Before applying to the NSNP, consider that there has to be both a shortage of qualified workers for the job and that the education and skill level of the job must be relatively high.

The skilled worker must:

- have a permanent, full-time job offer from an established Nova Scotia employer with a salary and benefit package that meets provincial employment standards and prevailing wage rates; is sufficient to retain you in Nova Scotia; and does not contravene existing bargaining unit agreements or any employment disputes;
- have the qualifications, training, work experience and licensing or accreditation required for the job; and
- meet the minimum criteria for age, education, language ability, work experience, and adaptability for the skilled worker stream.

Priority will be given to skilled workers whose employers:

- have made a genuine effort to recruit Canadian citizens or permanent residents who have the skills necessary for the position;
- can demonstrate that they will provide additional supports to assist newcomers with their settlement needs; and
- have an acceptable strategy to recruit and retain immigrant workers in Nova Scotia.

The skilled worker must meet all the minimum eligibility requirements outlined in the following table in prior to applying for this stream.

Minimum Criteria

The Nova Scotia Office of Immigration reserves the right to interview the applicant and/or the employer.

FACTOR	CRITERIA FOR APPLICANT	Are you eligible?	
		YES	NO
Age	<ul style="list-style-type: none"> ▪ You are between the ages of 21 and 55 		
Education & Training	<ul style="list-style-type: none"> ▪ You have the appropriate education, training and qualifications, licensing and accreditation required for the position; and ▪ You have completed a minimum of Grade 12 or equivalent, or have a minimum of 13 years of schooling. 		
Language Ability	<ul style="list-style-type: none"> ▪ You have sufficient English or French language capability to perform the employment duties and to be functional in Nova Scotia upon arrival. Your abilities are verified by <u>one</u> of the following: <ul style="list-style-type: none"> □ employer application form □ internationally recognized test results □ certificates from language classes □ educational transcripts or employment references indicating English or French as the principal language of instruction or communication 		
Work Experience	<ul style="list-style-type: none"> ▪ You have sufficient work experience (minimum of two years) and skills for the job. The evidence of work experience or transferable skills will be verified by certified education and/or work experience via your résumé or curriculum vitae (CV) and supporting employment documents. 		
Adaptability	<ul style="list-style-type: none"> ▪ You can satisfactorily demonstrate your genuine intention and ability to establish successfully in Nova Scotia. 		
Financial and Settlement Supports	<ul style="list-style-type: none"> ▪ You have sufficient settlement supports and financial resources, including funds in your name available in Nova Scotia in order to successfully establish yourself and your family. ▪ Please refer to the document "Are You Eligible?" 		

Please note: If there is a difference between the assessment of the Nova Scotia Nominee Program Officer and your assessment, the Nova Scotia Nominee Program Officer's assessment will be used.

When Not To Apply

Generally, the NSNP will not support nominations in occupations where labour market information shows that there are individuals in Nova Scotia with the necessary skills and that there is no indication of a skill shortage. In addition, the NSNP may not support nominations for occupations requiring at most a high school diploma or a maximum of 2 years of job-specific training.

The NSNP will not consider parents, spouse, common-law or conjugal partners of Canadian citizens under this category. These individuals are encouraged to apply under the federal Family Class which exists for this purpose.

The Nova Scotia Office of Immigration will, however, consider local labour market conditions. It is possible that an employer in a smaller community might be experiencing a significant shortage while the situation is more balanced in the urban area. In this case, the employer should be able to demonstrate there has been an effort to address the need through advertising or training and also explain how the foreign worker meets the specific needs of the position.

The following list provides some examples of the types of jobs and occupations that are not considered appropriate for the NSNP.

- Occupations that are seasonal, part-time, casual, or contractual.
- Occupations that consist primarily of training, internship, and fellowship work placements.
- Live-in-caregiver positions - These positions should be processed under federal Citizenship and Immigration Canada guidelines.
- The following occupations may not be considered for reasons including but not limited to:
 - considered as not having shortages of qualified workers, and/or
 - many people complete training each year and employer-based training periods are generally short, and/or
 - the work is part-time or seasonal in nature:
 - Lower level management positions
 - Most administration and all clerical occupations
 - Retail management and salesperson positions
 - Most hospitality industry jobs and other service sector jobs
 - Semi-skilled manufacturing and fabricating jobs
 - Helpers and unskilled labour in construction, agriculture and resource industries.

NSNP Application Fee

There are no application fees under the Skilled Worker stream of the Nova Scotia Nominee Program.

Skilled Worker Application Process

The Nova Scotia Nominee Program Skilled Worker stream helps employers recruit and/or retain a foreign worker with the required skills for a position they may have been unable to fill with a permanent resident or citizen of Canada.

This stream is employer-driven. An applicant must have a guaranteed job offer from a Nova Scotia employer before submitting an application package to the Nova Scotia Nominee Program.

If you meet all the criteria described in the section "[Are You Eligible?](#)", and in the [Skilled Worker Eligibility](#) section, you can prepare and submit a complete application package to the Nova Scotia Nominee Program.

Step 1: The Skilled Worker Prepares a Skilled Worker Application Package

You must gather and prepare all your application materials. Please refer to [Appendix 1: Application Forms and Supporting Documents](#) to find out which forms must be completed by the skilled worker and which forms must be completed by the employer.

You must use the forms provided by NSNP – originals, printouts from the NSNP website, or photocopies of them. Computer-generated forms or other mechanically-produced forms will not be accepted.

Step 2: The Employer Prepares an Employer Application

The Nova Scotia employer who wishes to permanently hire a foreign worker must prepare one (1) original NSNP Employer Application Form (NSNP 200) and gather supporting documents.

Step 3: Submit the complete application to the Nova Scotia Office of Immigration

Combine the required documents from the skilled worker applicant and the employer into a complete application package:

- One (1) original Employer NSNP application form
- One (1) original NSNP application form
- Copies only (not originals) of the completed Citizenship & Immigration Canada (CIC) forms and accompanying documents

If you are using a third-party paid representative, you must submit a signed original of [Appendix 2: Third Party Authorization](#) along with your application. The authorized representative must be either:

- an immigration consultant who is a member in good standing of the [Canadian Society of Immigration Consultants](#); or
- a lawyer in good standing of a [Canadian Law Society](#) and students under their supervision; or
- Notaries Public who are members in good standing of the [Chambre des notaires du Québec](#) and students under their supervision.

It is your responsibility to submit all documents requested in [Appendix 3: Application Checklist](#). Original documents that are not requested will not be returned.

If documents are missing, not translated by a certified translator, or are not clear, your application may be returned or not assessed.

When preparing your application package:

- do NOT bind your application or put the pages in a ring binder
- do NOT enclose individual pages in plastic, envelopes or folders
- do NOT tie, sew, bolt, or glue the pages together
- do NOT use multiple staples on a page
- do NOT send multiple copies of identical documents
- do NOT send double sided photocopies

Submit the completed application forms and accompanying documents to:

By Mail:

Nova Scotia Nominee Program (NSNP)
c/o Nova Scotia Office of Immigration
P.O. Box 1535
Halifax, NS B3J 2Y3

By Courier:

Nova Scotia Nominee Program (NSNP)
c/o Nova Scotia Office of Immigration
1741 Brunswick Street, Suite 110A
Halifax, NS B3J 3X8

Step 4: The Application is Assessed by the Nova Scotia Office of Immigration

A. Eligibility and Completion check

Your application will first be reviewed by the Nova Scotia Office of Immigration to ensure that it is complete and meets NSNP eligibility criteria before it is accepted for assessment. Incomplete or ineligible applications will not be accepted for assessment. If your application is not accepted for assessment, you will be notified. The NSNP will not be responsible for returning your application to you.

B. Assessment

The Nova Scotia Office of Immigration will conduct a full review and evaluation of the complete Skilled Worker application. The Nova Scotia Office of Immigration reserves the right to request an interview with either the skilled worker or the employer to gather additional information or clarify information in the application.

The skilled worker will receive written correspondence from the Nova Scotia Office of Immigration with the decision on the application.

If the skilled worker is nominated by the Province of Nova Scotia, the Nova Scotia Office of Immigration will issue:

- a Certificate of Nomination that will be sent directly to the appropriate Canadian visa office; and
- a letter to the skilled worker confirming issuance of a certificate of nomination.

Please Note: The Certificate of Nomination expires 90 days after the date of issuance.

Step 5: If you are Nominated and are urgently needed to start work, you can apply for a Temporary Work Visa while the Permanent Resident Visa is being processed

Please Note: If you are not applying for a temporary work visa, please proceed to Step 6.

If nominated by the Province of Nova Scotia, you may request a letter from the Nova Scotia Nominee Program to support your application for a new temporary work visa, or to renew an existing temporary work visa. This will enable you to work in Nova Scotia while your application for a permanent resident

visa is being processed.

As a nominee, you DO NOT REQUIRE a labour market confirmation from Service Canada when applying for a temporary work visa.

Your temporary work visa application must include an offer of employment, the required federal application forms and processing fees, as well as an original Nova Scotia Nominee Program letter of support confirming your nomination and indicating that you are required in the province.

Step 6: If you are Nominated, you apply for Permanent Resident Visa

After you receive the letter confirming issuance of a Certificate of Nomination from the Nova Scotia Office of Immigration, you are responsible for submitting a complete application for Permanent Residency visa to Citizenship and Immigration Canada (CIC), including the NSNP application form, and appropriate CIC fees to the Canadian visa office for your country of residence or citizenship within 90 days.

Please refer to the CIC website to determine the visa post to which you should submit your application <http://www.cic.gc.ca/english/offices/apply-where.html>. Please review the visa office's website and ensure that your application includes all the documents that the visa office requires for permanent residence visa applications. The Canadian visa office makes the final decision for the granting of all permanent residence visas after ensuring that all legislative requirements are met, including medical, criminality and security checks.

The Nova Scotia Office of Immigration may withdraw the nominee certificate at any time prior to the issuance of the permanent resident visa if:

- the Canadian visa office finds the Nominee or an accompanying dependent to be inadmissible as a result of medical, criminality or security checks, or
 - the Nova Scotia Office of Immigration is advised by the Canadian visa office that any information provided in the application form is false or fraudulent.
-

Step 7: Skilled Worker informs the Nova Scotia Office of Immigration upon the Skilled Worker's arrival in Nova Scotia

You must inform the Nova Scotia Office of Immigration when you arrive in Nova Scotia either with a temporary work visa or a permanent resident visa within 30 days of arrival. You must provide the Nova Scotia Office of Immigration with a copy of the temporary work visa or confirmation of permanent residence, and with current address and contact information.

The Nova Scotia Office of Immigration must be immediately informed of any change in employment status either before or after you arrive in the province.

Step 8: If your application is refused

If your application is refused, you will receive a Letter of Refusal from the Nova Scotia Office of immigration. There is no appeal process.

Nomination under the Nova Scotia Nominee Program is at the sole discretion of the Nova Scotia Office of Immigration.

Appendix 1

Application Forms and Supporting Documents

Step 1: Forms Prepared by the Skilled Worker

Nova Scotia Nominee Program (NSNP) Forms

- Submit one completed and signed (signature can be in the applicant's mother tongue) original form with the Nova Scotia Nominee Program application.
- Submit the second original form with your Citizenship and Immigration Canada (CIC) application to the Canadian visa office (Step 6 of the Skilled Worker Application Process).

NSNP100 Application Form

These two form must be completed by the principal applicant (PA)

Third Party Authorization

see Appendix 2

Citizenship and Immigration Canada (CIC) forms

Permanent residency visa application forms (IMM) and guideare available electronically on the CIC web site www.cic.gc.ca/english/applications/skilled.html.

- Submit a copy with the Nova Scotia Nominee Program application – with one colour passport sized photograph.
- Submit the original + four colour passport sized photographs with your federal application to the Canadian visa office (Step 6).

IMM-0008 Generic:
Application for Permanent Residence in Canada

This form must be completed by the principal applicant (PA). Page 2 of the form asks for details of family members. There is space for three family members on the form. If you have more than three family members, photocopy page 2 before you start to fill it in so you have enough space for everyone.

IMM-0008 Schedule 1:
Background / Declaration

This form must be completed by the PA and (if applicable) his or her spouse, or conjugal or common-law partner; and all dependent children aged 18 years or older listed in the application for permanent residence.

IMM-0008 Schedule 4:
Economic Classes - Provincial Nominees

This form must be completed by the PA.

IMM-5406: Additional Family Information

This form must be completed by the PA and (if applicable) his or her spouse, or common-law or conjugal partner; and all accompanying dependent children aged 18 years or older listed in the application for permanent residence.

IMM-5476: Use of a Representative

Use this form to designate an authorized representative who has your permission to conduct business on your behalf with the Canadian visa office. When you appoint a representative, you also authorize the Canadian visa office to share information from your case file to this person.

This form must be completed by all accompanying family members age 18 or older listed in the application for permanent residence.

IMM 5475: Authority to Release Personal Information to a Designated Individual

Use this form if you wish to have your application information sent to a designated individual other than your representative.

The individual you designate will be able to obtain information on your case file, such as the status of your application. However, he or she will not be a representative who can conduct business on your behalf with CIC.

Supporting Documentation

All documents submitted must be certified/notarized photocopies.

Where documents are not in English or French, the principal applicant (PA) must submit:

- a certified photocopy of the original document, AND
- a photocopy of the certified translation.

Translators must be certified by a regulatory body and cannot be a family member of the applicant or spouse, or conjugal or common-law partner, or work for a paid consultant or representative who is preparing the application. The applicant must also supply an affidavit from the translator describing their translation ability and/or their certification.

<p>Identity & Civil Status Documents</p>	<ul style="list-style-type: none"> <input type="checkbox"/> one passport sized photograph for each family members <input type="checkbox"/> Birth certificates for the PA and spouse, or conjugal or common-law partner <p>If applicable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Police report(s) if the applicant or any dependent family member over the age of 18 has committed an offense or been convicted of a crime. Please provide a copy of the police report from the county or countries where the offense(s) occurred. In addition to the police report, submit any proof of rehabilitation, if applicable. <input type="checkbox"/> marriage certificates <input type="checkbox"/> divorce or annulment certificates <input type="checkbox"/> death certificate for former spouse
<p>Children's Information</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Birth certificate that identifies both parents <input type="checkbox"/> Adoption papers <input type="checkbox"/> Custody and maintenance documents for children under age 18 <p>If applicable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A notarized letter of authorization from former partner who is parent of accompanying dependent children giving authorization for the children to immigrate to Canada. <input type="checkbox"/> Proof of full-time study for dependent children age 22 years or more. Including: <ul style="list-style-type: none"> <input type="checkbox"/> a letter from each educational institution indicating that the dependent child attended and the time period of attendance, and <input type="checkbox"/> copies of any certification received.
<p>Education/training certification/ and licensing/regulatory requirements</p>	<ul style="list-style-type: none"> <input type="checkbox"/> PA's résumé or curriculum vitae (CV) accompanied by documentation verifying employment history, and supporting employment documents. <input type="checkbox"/> All certifications and training obtained by PA and spouse, conjugal or common-law partner <input type="checkbox"/> Proof of certification for PA with a licensing body, regulatory body or permits

<p>English and/or French Language</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Proof of sufficient English or French language capability for PA to be employable and functional in Nova Scotia upon arrival based on documentation of language capability which may include: <ul style="list-style-type: none"> <input type="checkbox"/> employer application form <input type="checkbox"/> internationally recognized test results <input type="checkbox"/> certificates from language classes <input type="checkbox"/> educational transcripts or employment references indicating English or French as the principal language of instruction or communication
<p>Travel Documents, Passports, and Visas</p>	<p>For PA, spouse, conjugal or common-law partner, and all accompanying dependents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Valid passport. In order to ensure successful immigration processing, it is recommended that passports have an expiry date no less than two years from the date of your Nova Scotia Nominee Program application <input type="checkbox"/> If you live in a country different from your country of nationality, a visa verifying your legal status in the country where you currently live <input type="checkbox"/> Temporary work visa, student visa, or visitor visa (if currently living in Nova Scotia or Canada on a temporary basis) <input type="checkbox"/> All refusal letters from previous attempts to immigrate to Canada through provincial or federal immigration categories. Please include all correspondence associated with each previous application
<p>Net worth and proof of transferable funds</p>	<p>For PA, spouse, conjugal or common-law partner, and all accompanying dependents. You may provide one or a combination of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Letters from financial institutions indicating balance and transactional history of all accounts, fixed deposits and investments for the last three months <input type="checkbox"/> Bank account statements demonstrating access to transferable, liquid funds and assets <input type="checkbox"/> Title deed and formal/certified valuation of property or land <input type="checkbox"/> Documents indicating ownership of any businesses <p><i>Please note:</i> Do not include personal items such as jewelry, furniture and vehicles</p>
<p>Employment</p>	<p>Any contracts that the PA has been asked to sign before starting employment in Nova Scotia.</p>

Step 2: Forms Prepared by the Employer

Nova Scotia Nominee Program Forms

- Submit one completed and signed original form with the Nova Scotia Nominee Program application.
- Submit the second original form with the federal application to the Canadian visa office (Step 6).

<u>NSNP 200-</u> : Employer Application Form	This form must be completed by the employer.
--	--

Supporting Documentation

All documents submitted must be certified/notarized photocopies.

Where documents are not in English or French, the principal applicant (PA) must submit:

- a certified photocopy of the original document AND
- a photocopy of the certified translation.

Translators must be certified by a regulatory body and cannot be a family member of the applicant or spouse, or work for a paid consultant or representative who is preparing the application. The applicant must also supply an affidavit from the translator describing their translation ability and/or their certification.

Job Description	<p>Detailed requirements of the position including the following information:</p> <ul style="list-style-type: none"> ▪ Work functions ▪ Education and credentials ▪ Work experience, knowledge and skills
Employment offer	<p>Detailed information for principal applicant on company letterhead and signed by the authorized signing officer of the company including:</p> <ul style="list-style-type: none"> ▪ Applicant's name ▪ Position title ▪ Hourly salary/wage rate and benefits ▪ Number of hours per week of work ▪ Description of duties and responsibilities
Skill Shortage documentation	<p>If the employer has recruited for this position, then provide supporting materials such as previous advertising in the local area and on the internet, or correspondence identifying shortages or industry surveys or reports.</p> <p>If the employer has previously received a labour market confirmation from Service Canada for this position, please attach.</p>

Appendix 2

Third Party Authorization - Skilled Worker

This form is used to give Government of Nova Scotia staff authorization to release information on an applicant's file to third party representatives, namely authorized representatives (Lawyer, Consultant, etc) or an employer where applicable.

This form must be completed by the principal applicant and all accompanying dependent family members 18 years or older.

If you have any questions about the collection, use, retention, and disclosure of this information, please contact the Nova Scotia Office of Immigration.

I, _____ of _____ authorize the
(full name – given name, family name) (street address)

release of any personal information from my Nova Scotia Nominee Program (NSNP) file, including any Citizenship and Immigration Canada documentation, for the purpose of assisting me with the Provincial Nominee and the Canadian immigration process, to:

My employer in Canada, _____, of _____
(Full name of Employer (given name, family name)) (Full name of Company)

located at _____ . My employer can be reached by
(Company street address)

Email _____ Phone _____
(area code)

Website _____ Fax _____
(area code)

The NSNP does not require the use of authorized representatives in the immigration process and the choice to retain assistance is that of the applicant.

My representative, _____, of _____
(Full name of Representative (given name, family name)) (Full name of Company)

located at _____ . My representative can be reached by
(Company street address)

Email _____ Phone _____
(area code)

Website _____ Fax _____
(area code)

Nova Scotia supports Government of Canada regulations requiring all paid immigration representatives to meet the definition of "authorized representative". As such, please indicate the following:

My representative is a member of:

The Canadian Society of Immigration Consultants. _____
(Membership ID Number)

A Canadian provincial or territorial law society.

(Province) (Membership ID Number)

Signed this _____ day of _____, 20_____.

(Signature of Principal Applicant)

Appendix 3

Documents Checklist for Skilled Worker Applications

Please do not send originals of documents where copies are requested as the originals will not be returned to you.

Original: Nova Scotia Nominee Program forms

<input type="checkbox"/>	<u>NSNP100</u> application form completed and signed	- for skilled worker
<input type="checkbox"/>	Appendix 2: Third Party Authorization	- for all family members over age 18
<input type="checkbox"/>	<u>NSNP200</u> application form completed and signed	- for employer
<input type="checkbox"/>	One colour passport-sized photograph	- for each family member

Copies: Citizenship and Immigration Canada forms

Please include **certified translations** of all documents that are not in English or French.

<input type="checkbox"/>	<u>IMM0008 Generic</u> – Application For Permanent Residence	- for skilled worker
<input type="checkbox"/>	<u>IMM0008 Schedule 1</u> – Background/Declaration	- for all family members over age 18, whether they are accompanying or not
<input type="checkbox"/>	<u>IMM0008 Schedule 4</u> - Economic Classes: Provincial Nominees	- for skilled worker
<input type="checkbox"/>	<u>IMM5406</u> - Additional Family Information	- for all family members over age 18 who complete the IMM0008 Schedule 1
<input type="checkbox"/>	<u>IMM5476</u> – Use of a Representative form (if applicable)	- for all family members over age 18

Copies: Please include **certified translations** of all documents that are not in English or French.

<input type="checkbox"/>	résumé or Curriculum Vitae (C.V.)	- for skilled worker
<input type="checkbox"/>	supporting employment history and documents	- for skilled worker
<input type="checkbox"/>	certification with licensing bodies, regulatory bodies or permits	- for skilled worker
<input type="checkbox"/>	proof of English or French language ability	- for skilled worker
<input type="checkbox"/>	employment contract for a full-time, permanent position in NS	- for skilled worker
<input type="checkbox"/>	job description	- for skilled worker
<input type="checkbox"/>	work permit if applicable	- for skilled worker
<input type="checkbox"/>	proof that no Canadian or permanent resident was available to fill the position	- for skilled worker

<input type="checkbox"/>	valid passports	- for all family members
<input type="checkbox"/>	proof of legal status in your country of residence if other than your country of nationality	- for all family members
<input type="checkbox"/>	birth certificates identifying both parents	- for all family members
<input type="checkbox"/>	marriage certificates (if applicable)	- for all family members
<input type="checkbox"/>	divorce certificates (if applicable)	- for all family members
<input type="checkbox"/>	annulment certificate (if applicable)	- for all family members
<input type="checkbox"/>	custody maintenance documents and permission for child to come to Canada (if applicable)	- for all family members
<input type="checkbox"/>	adoption papers (if applicable)	- for all family members
<input type="checkbox"/>	death certificate for former spouse	- for all family members
<input type="checkbox"/>	proof of full time study	- for dependent children age 22 or older
<input type="checkbox"/>	educational & certifications received (e.g. degrees, diplomas or certificates)	- for all family members over age 22
<input type="checkbox"/>	police clearance certificates (if applicable)	- for all family members over age 18
<input type="checkbox"/>	backup document corresponding to each net worth item (e.g. bank statements, property appraisals, stock certificates, etc.)	- for all family members
<input type="checkbox"/>	refusal letters from previous attempts to immigrate to Canada (if applicable)	- for all family members

Please note:

In the case of doctors or medical personnel, we require proof that their qualifications are recognized in Nova Scotia (e.g. a letter from the College of Physicians and Surgeons), and proof that the Government of Nova Scotia has agreed to fund their salary (e.g. a letter from the Department of Health, hospital administrator, etc.).

Government of Canada permanent residency visa application forms (IMM) are available electronically on the Citizenship and Immigration Canada department of the Government of Canada web site www.cic.gc.ca/english/applications/skilled.html. There is also a guide for applicants on the web site, as well as the additional requirements for each Canadian visa office.