

## BC PNP APPLICATION CHECKLIST

Send all completed BC PNP application packages by *mail or courier only* to:

**BC Provincial Nominee Program**  
Ministry of Economic Development  
Suite 730 - 999 Canada Place  
Vancouver, BC V6C 3E1  
Canada

Phone: 604 775-2227

E-mail inquiries: [pnpinfo@gov.bc.ca](mailto:pnpinfo@gov.bc.ca)

Application forms available online at: [www.pnp.gov.bc.ca](http://www.pnp.gov.bc.ca)

**Please note:** Application packages for *Registered Nurses and Physicians* recruited by provincial and regional health authorities must be submitted directly through Health Match BC ([www.healthmatchbc.org](http://www.healthmatchbc.org)). For more information about Health Match BC, please contact (604) 736-5920.

*To speed up the processing of your application, please arrange the submitted documents in the following order:*

### 1) BC PROVINCIAL NOMINEE PROGRAM (BC PNP) FORMS

- Fee Payment Form** (Money Order, Certified cheques, Master Card and Visa. Do **not** send cash.)
- Nominee Information Form** (to be completed by the nominee candidate)
- Guaranteed Job Offer Form** (to be completed by the employer)
- Information Release Form** (to be filled out by the nominee candidate and spouse)

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The following two items are **only for nominee candidates and employers who are represented by an authorized representative (immigration lawyer or consultant)**. The BC PNP requires permission from the nominee candidate and employer to disclose information to the representative about the application.

**Please note:** A representative is **not** required in order to submit an application to the BC PNP or to CIC.

#### **Consent from the Nominee Candidate (Employee)**

This form authorizes the BC PNP to disclose information concerning the BC PNP application to an authorized representative. Nominee candidates can use the standardized form: *Letter of Consent for Release of Information to an Authorized Representative: Employee*.

#### **Consent from the Employer**

This form authorizes the BC PNP to disclose information concerning the BC PNP application to an authorized representative. Employers can use the standardized form: *Letter of Consent for Release of Information to an Authorized Representative: Employer*.

### 2) EMPLOYMENT INFORMATION

#### **Canadian Immigration Permits or Records - Submit a Photocopy Only**

Nominee candidates must submit a copy of any work permit, study permit or visitor record verifying immigration status in Canada. Also include copies of permits or records for any spouse or dependent children living in Canada.

**Recommendation Letter from the Employer**

Ensure that this letter specifically states that the employer recommends the applicant for nomination under the BC PNP. The letter should explain how the employer found out about the applicant and why she/he is suitable for the position and how she/he is likely to contribute to the future success of the company.

**Resume**

Include the nominee candidate's resume. Nominee candidates applying in the International Graduate category should include in their resume the name of a faculty member or senior administrator of the BC institution where they studied for their degree or diploma who will serve as a reference.

**Education Certificates and/or Apprenticeship Documents**

Include photocopies of any education, trade or course certificates that are relevant to the position.

**Copy of Education Transcript(s) (International Graduates ONLY)**

Nominee candidates applying as International Graduates should include a copy of their final official transcript verifying the completion of their program of study in BC.

**Job Offer**

Provide a copy of the accepted job offer, which includes the job title and duties, rate of pay, employee's standard hours of work and confirms that the position is permanent and full-time. The job offer must also include the signatures of the authorized signing officer and the signature of the employee accepting the offer on the same page.

**Detailed Job Description**

This should describe the specific duties and responsibilities of the position, and the requirements for the job (applicable education, certification and work experience).

**Company Information**

Include the following:

- a) A brief profile of the employer's company including a summary of business activities.
- b) A copy of the certificate of incorporation.
- c) A copy of a valid BC business license.

**3) CITIZENSHIP AND IMMIGRATION CANADA (CIC) FORMS**

- Submit only *photocopy* of these forms to the BC PNP. Photos and police certificates are NOT required.
- Do **not** submit any of the federal forms to Citizenship and Immigration Canada (CIC) until you receive the written Confirmation of Acceptance of your nomination. The BC PNP will provide nominees with instructions on submitting their federal forms to CIC.
- Do **not** submit federal application fees to the BC PNP

	<u>Applicant</u>	<u>Spouse/Partner and/or Dependent Child 18+</u>
<b>IMM008:</b> Application for Permanent Residence	<input type="checkbox"/>	
<b>Schedule 1:</b> Background/Declaration	<input type="checkbox"/>	<input type="checkbox"/>
<b>IMM5406:</b> Additional Family Information	<input type="checkbox"/>	<input type="checkbox"/>
<b>Schedule 4:</b> Economic Classes - Provincial Nominee	<input type="checkbox"/>	

Any **Spouse/Partner** or **Dependent Child who is 18 or older** must complete a separate *Schedule 1: Background/ Declaration* and *IMM5406: Additional Family Information* form, whether or not she/he plans to accompany the applicant to Canada.