



**Government of Saskatchewan  
Immigration Branch**

## **Application Guide for the Skilled Workers Category** SASKATCHEWAN IMMIGRANT NOMINEE PROGRAM (SINP)

This Application Guide outlines the requirements for the Skilled Workers Category of the Saskatchewan Immigrant Nominee Program (SINP). It includes all the necessary provincial forms, and instructions for preparing your application. To find out if you are likely to qualify for the program, read this guide carefully before applying.

Saskatchewan selects the applicants who best meet the requirements of the SINP. Decisions about applications are final.

*For more information, please contact:*

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### **Provincial Forms**

- [SINP 100-24 SINP Skilled Workers Category Checklist](#)
- [SINP 100-1 SINP Skilled Workers Category Application](#)
- [SINP 500-7 SINP Company Information Release Form](#)
- [SINP 400-1 SINP Assessment Rating](#)
- [SINP 200-1 SINP Record of Global Personal Finances](#)
- [SINP 500-2 SINP Critical Occupation Request Application Form](#)
- [SINP 500-7 SINP Company Information Release Form](#)
- [SINP 500-8 SINP Affidavit of English Language Ability](#)
- [SINP 500-9 SINP Affidavit of Job Knowledge and Skills](#)
- [Translator Affidavit](#)

## **I. Important Terms**

The following definitions will help you to understand this application guide:

***Accompanying Dependent*** – An individual (spouse, common-law partner, or dependent child), who depends on your financial support and is planning to immigrate with you to Saskatchewan. Accompanying adult child dependents may be included under the SINP Certificate of Nomination if you are approved as a provincial nominee and if the adult child dependent meets at least **one** of the following criteria:

- Is under the age of 22 and does not have a spouse or common-law partner;
- Has been a full-time student, financially supported by their parents since turning 22 and is not married or living common-law; or
- Has depended your financial support since before turning 22 and is unable to support themselves due to a medical condition.

***Adoption*** – When an adult becomes the legal parent of a child who is not the adult’s biological child.

***Adoption Papers*** – The documents that prove you are the legal parent of your adopted child.

***Affidavit*** – A sworn statement in writing. It is a written promise that this is your statement.

***Apprenticeship*** – Apprenticeship is an agreement between an individual who wants to learn a skill and an employer who needs a skilled worker. Apprentices learn the skills of a trade through working in the occupation, supervised by a journey person. After a period of employment, the apprentice attends in-school training, where they learn additional skills that reflect the needs and standards of the industry.

***Canadian Visa Office*** – A Citizenship and Immigration Canada (CIC) immigration office outside Canada, typically located at a Canadian Embassy, Canadian Consulate General, or Canadian High Commission.

***Certified Copy*** – An authorized photocopy of a document. To have documents certified, you must take your original documents and a photocopy of each document to an authorized person in your community. They need to sign on your copies that the copies are true representations of the original, print their name and position, and if possible, stamp it with their official stamp. Authorized persons include Notary Publics and Commissioners of Oaths.

***Child Support*** – If the parents of a child (or children) are divorced, this is the agreement they have made about who pays for the children’s needs.

**Commissioner of Oaths** – A public official who is present when you make an oath (or sign an affidavit). They sign on your copies that they are true and correct, print their name and position, and if possible, affix an official stamp.

**Common-law partner** – A person of the opposite or same sex with whom you have lived in a committed relationship for at least one year. This relationship is considered to be a marriage but is not a legal marriage.

**Critical Occupations Position** – A management position that will significantly impact the business offering the job and the province.

**Custody Documents** – If the parents of a child (or children) are divorced, these are the legal documents that describe the agreement the parents have made about where the children live.

**Designated Trade** – This is an occupation recognized as a trade by the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC). [Click here](#) for a list of designated trades in Saskatchewan.

**Immigration Representative** – Someone who has your permission to conduct business for you with Citizenship and Immigration Canada (CIC). Representatives can be either paid or unpaid. An unpaid representative is a person or organization that does not charge a fee to represent you. This could be a friend or family member. A paid representative must be either a lawyer or a consultant who is registered with the Canadian Society of Immigration Consultants (CSIC).

**In-laws** – Relatives by marriage (e.g. your wife's father is your father-in-law).

**National Occupation Classification (NOC)** – This is a tool that provides a standardized system for understanding Canadian occupations. It describes duties, skills, interests, aptitudes, education requirements and work settings for occupations in the Canadian labour market.

**NOC Matrix** - A chart called the [NOC matrix](#) shows the relationship between skill types and skill levels within the NOC system. It provides an overview of the entire classification structure.

**Nominate** – The term used by the Province of Saskatchewan to describe the selection of individuals for the Saskatchewan Immigrant Nominee Program dependent on health, security, and criminality screening by CIC.

**Notary Public** – (also called a notary) This is a public official who verifies that documents are real and/or official. They sign on your copies that they are true and

correct, print their name and position, and if possible, affix an official stamp.

**Oath** – A promise that a statement is true.

**Permanent Resident** – This is a person who lives legally in Canada as a landed immigrant but is not yet eligible to apply for Canadian citizenship or does not have Canadian citizenship yet.

**Principal Applicant** – The person (you or your spouse) who has a better chance of meeting the selection criteria for the [SINP Skilled Workers Category](#).

**Professional Designation** – A statement of your education and/or occupation. For example, if you have a doctorate degree, you can write “Ph.D” after your name as a statement of your education. Licensed engineers can use the designation “P.Eng” after their name. For information on Saskatchewan regulations for your occupation, visit [www.workdestinations.org](http://www.workdestinations.org).

**Professional License** – In some professions, you require a license in order to work in that occupation (e.g. nurse, doctor, engineer, etc.). For information on Saskatchewan regulations for your occupation, visit [www.workdestinations.org](http://www.workdestinations.org).

**Regulated Occupation** – Some jobs in Canada require that you have a special license before you can begin work. These are called regulated occupations. Most regulated occupations require that you have specialized education and experience before receiving your license. Physicians and electricians are examples of workers who need to be licensed in order to do their job. For information on Saskatchewan regulations for your occupation, visit [www.workdestinations.org](http://www.workdestinations.org).

**SINP Skilled Workers Category** – The SINP Skilled Workers Category is for skilled workers, professionals or managers who have a full-time, permanent job offer from a Saskatchewan employer. It is divided into three sub-categories: Skilled Workers/Professionals, Critical Occupations and Existing Work Permit.

**Spouse** – A husband or wife of the opposite or same sex.

**Supporting Documents** – The documents required for your immigration application (e.g. documents that prove your identity, work experience, language ability, finances, etc.). See the [Supporting Documents](#) section of this guide for more information.

## **II. What is the SINP?**

The Saskatchewan Immigrant Nominee Program (SINP) is an immigration program that the province administers. It operates under an agreement with the federal government. This program can provide a quicker means of entry into Canada; it allows Saskatchewan to nominate applicants to the federal government for landed immigrant status. The SINP offers:

- Applicant selection based on the province's economic and labour force needs;
- Application processing times that are faster than other federal immigration classes; and
- Provincial immigration officers who can explain the program and help applicants.

### ***What is the SINP Skilled Workers Category?***

The SINP Skilled Workers Category is for skilled workers, professionals or managers who have a full-time, permanent job offer from a Saskatchewan employer. It is divided into three sub-categories: [Skilled Workers/Professionals](#), [Critical Occupations](#) and [Existing Work Permit](#).

### ***How the SINP Works***

#### **Two-Step Immigration Process**

**Step 1:** Apply to the SINP office for nomination.

- The SINP immigration branch reviews your application.
- If approved, the SINP immigration branch will:
  - Send a nomination certificate to Citizenship and Immigration Canada (CIC); and
  - Send a nomination letter to you explaining how to forward your application to the appropriate CIC visa office.

**Step 2:** Apply to CIC with your SINP nomination.

- CIC considers your application after they receive the nomination certificate from the SINP.
- CIC does health, security and criminal reviews of you, and then issues visas to you and your family members.

## ***Who is not eligible to apply under the Skilled Workers Category?***

- Refugee claimants.
- Individuals working in Saskatchewan under a post-graduate work permit (see the SINP Foreign Student Category).
- Health Professionals (see the [SINP Health Professions Category](#)).
- Temporary foreign workers in Saskatchewan under Service Canada's (SC) Live-in Caregivers Program (see [Citizenship and Immigration Canada's \(CIC\) Live-in Caregiver program](#)).
- Temporary foreign workers on work permits issued under Service Canada's Arts and Entertainment Exemptions and the Foreign Workers in Low-Skilled Occupations Pilot Project.

You may not be eligible for immigration to Canada if any of the following situations is true:

- You or any dependent family member (accompanying or not) has a serious medical condition.
- You or any dependent family member (accompanying or not) over the age of 18 has a criminal record.
- You have unresolved custody or child support disputes affecting any member of your family.

### **III. Eligibility Requirements**

**Principal Applicant:** The principal applicant is the person (you or your spouse) who has a better chance of meeting the selection criteria for the SINP Skilled Workers Category.

**Designated Trade** – This is an occupation recognized as a trade by the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC). [Click here](#) for a list of designated trades in Saskatchewan.

**National Occupation Classification (NOC)** – This is a tool that provides a standardized system for understanding Canadian occupations. It describes duties, skills, interests, aptitudes, education requirements and work settings for occupations in the Canadian labour market.

**NOC Matrix** - A chart called the [NOC matrix](#) shows the relationship between skill types and skill levels within the NOC system. It provides an overview of the entire classification structure.

#### ***Eligibility***

The SINP Skilled Workers Category is divided into three sub-categories:

- [Skilled Workers/Professionals](#)
- [Critical Occupations](#)
- [Existing Work Permit](#)

You may qualify to apply under the SINP Skilled Workers Category if:

- You live outside of Canada or you have proof of legal status in Canada, you are not a refugee claimant **and** you have one of the following:
  - An offer of permanent, full-time employment in Saskatchewan either in an occupation or trade in the NOC level “A” or “B”, or in a designated trade in Saskatchewan ([Skilled Workers/Professionals Sub-Category](#));
  - An offer of permanent, full-time employment in Saskatchewan in a management position in the National Occupational Classification (NOC) Matrix level “0” ([Critical Occupations Sub-Category](#)); or
  - Have worked in Saskatchewan for at least six months on a temporary work permit either in an occupation or trade that is in the National Occupational Classification Matrix level “A” or “B”, or in a designated trade in Saskatchewan ([Existing Work Permit Sub-Category](#)).



## ***Important Employment Links***

The following websites will provide you with information on current employment opportunities in Saskatchewan, as well as wage rates, education and training requirements for Saskatchewan occupations.

### **Saskatchewan Job Postings**

[SaskJobs](#) offers the largest job-posting site in the province, with opportunities in all labour market sectors. Job postings range from entry level to trade, professional or management positions.

### **Saskatchewan Job Futures**

[Saskatchewan Job Futures](#) is a reference tool that allows users to research Saskatchewan occupations and compare wage rates, education and training requirements.

### **Regulated Occupations in Saskatchewan**

Some jobs in Canada require that you have a special license before you can begin work. These are called [regulated occupations](#). Most regulated occupations require that you have specialized education and experience before receiving your license. Physicians and electricians are examples of workers who need to be licensed in order to do their job.

## ***Assessment Rating***

### **(Skilled Workers/Professionals and Critical Occupations Sub-categories only)**

If you are applying in the [Skilled Workers/Professionals](#) or [Critical Occupations](#) sub-categories, you must score a minimum of 35 points on the [SINP 400-1 Assessment Rating](#) to be considered for nomination.

You are awarded points on the basis of eight factors:

- Education and Training
- Work Experience
- Language Ability
- Family Support
- Saskatchewan Suitability
- Community Support
- Age
- Financial Resources

You must attach documents to verify everything that you claim in the assessment rating. For example, if you claim eight points for having a university degree, you must attach a photocopy of your university degree. If your degree is printed in a language other than English, you must also attach a translation of it.

For more information on the requirements for supporting documents, see the [Supporting Documents](#) section of this guide.

## **IV. Skilled Workers/Professionals Sub-Category**

### ***Eligibility***

To be considered in this sub-category, you must:

1. Have a confirmed offer of permanent, full-time employment with a Saskatchewan employer;
2. Have a job offer in an occupation or trade in the NOC level “A” or “B”, or a designated trade in Saskatchewan; and
3. Have scored a minimum of 35 points on the [SINP 400-1 Assessment Rating](#).

Occupations included in the NOC level “A” and “B” usually require university, college or technical school education or apprenticeship training.

## **V. Critical Occupations Sub-Category**

*Critical Occupations Position* – A management position that will significantly impact the business offering the job and the province.

### ***Eligibility***

To be considered in this sub-category, you must:

1. Have a confirmed, permanent, full-time offer of employment from a Saskatchewan employer in a management position that has been approved by the SINP as a critical occupations position.
2. Have a job offer in an occupation or trade in the National Occupational Classification (NOC) Matrix level “0”.
3. Have scored a minimum of 35 points on the [SINP-400-1 Assessment Rating](#).

## **VI. Existing Work Permit Sub-Category**

This sub-category is for individuals who are currently working in Saskatchewan on a valid temporary work permit and their employer has made them an offer of full-time, permanent employment.

### ***Eligibility***

To be considered in this sub-category, you must:

1. Have a valid work permit issued by Citizenship and Immigration Canada.
2. Have a confirmed offer of permanent, full-time employment with a Saskatchewan employer.
3. Have worked for more than six months under a Temporary Work Permit issued by Citizenship and Immigration Canada (CIC) for the employer offering you the job. Your work permit must be supported by a Service Canada’s (SC) labour market confirmation or a North American Free Trade Agreement (NAFTA) exemption.
4. Have a job offer in an occupation or trade in the National Occupational Classification Matrix level “A” or “B” or a designated trade in Saskatchewan.

## **VII. The Application Process**

In addition to the provincial forms included in the Application Guide, all applicants to the SINP Skilled Workers Category must complete the required [federal forms](#) and any other federal forms that apply to their situation.

**Applicants must submit the completed, signed federal forms with their application to the SINP.**

### ***How to Apply***

- Step 1:** Review the [Eligibility Requirements](#) section of this guide.
- Step 2:** If you are eligible to apply under the Skilled Workers/Professionals or Critical Occupations sub-categories, review [SINP 400-1 Assessment Rating](#) to see if you would score the minimum 35 points.
- Step 3:** Print off the application package for the Skilled Workers Category, the required [federal forms](#) and any other federal forms that apply to your situation.
- Step 4:** Read the Application Guide and the instructions for completing your application carefully.
- Step 5:** Obtain all the required supporting documents and make photocopies of them. For a detailed description, see the [Supporting Documents](#) section of this guide.
- Step 6:** Complete the required [provincial forms](#) and any other provincial forms that apply to your situation.
- Step 7:** Complete the required [federal forms](#) and any other federal forms that apply to your situation.
- Step 8:** Review and organize your completed forms and supporting documents in the same order as the [SINP 100-24 - SINP Skilled Workers Category Checklist](#). This helps to ensure that you have a complete application package.
- Step 9:** Photocopy all your completed forms and supporting documents and keep the photocopies for your records.

**Step 10:** Mail the original forms and photocopies of your supporting documents to:

**Government of Saskatchewan**  
**Immigration Branch**  
Saskatchewan Immigrant Nominee Program  
300 – 1942 Hamilton Street

If you have any questions at any time during this process, please contact our office:

Telephone: (Canada 001) 306-798-SINP (7647)

Facsimile: (Canada 001) 306-798-0713

Email: [immigration@gov.sk.ca](mailto:immigration@gov.sk.ca)

Website: [www.immigrationsask.gov.sk.ca](http://www.immigrationsask.gov.sk.ca)

## ***Who is Included with Your Application?***

You must list all dependents on your application to the SINP Skilled Workers Category whether or not they are coming to Canada with you. Accompanying dependents include:

- ***Spouse*** – A husband or wife of the opposite or same sex.
- ***Common-law partner*** – A person of the opposite or same sex with whom you have lived in a committed relationship for at least one year. This relationship is considered to be a marriage but is not a legal marriage.
- ***Dependent children*** – Daughters and sons, including step-children and 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 full-time students, financially supported by their parents since turning 22 and are not married or living common-law; or
  - Have depended on your financial support before turning 22 and are unable to support themselves due to a medical condition.

Dependent family members that are not included in your application cannot be nominated for permanent residence as part of your SINP application at a later date.

If you wish to have dependent family members join you in Canada later, you will need to make a separate application to the Government of Canada Family Sponsorship Program or another immigration category. That application will have to be approved before your dependent family members will be allowed to join you. You may want to review the [SINP Family Members Category](#) to determine eligibility.

## ***What Happens to Your Application Package?***

Once your application package arrives at our offices, an immigration officer will review it against the eligibility criteria for the appropriate Skilled Workers sub-category.

- You will be contacted by letter, fax, or electronic mail (e-mail) with the results. The SINP may ask for additional clarification or documentation.
- If you are accepted for immigration under the SINP Skilled Workers Category, you will be nominated to the federal government for landed immigrant status.

If the SINP decides that you are not eligible for immigration to the province, you may apply again at a later date if your situation changes and you meet the requirements.

If your application is **approved** for nomination, your next steps are:

1. Apply to Citizenship and Immigration Canada (CIC). Your federal forms, supporting documents, and a letter of nomination will be sent to you. You will also receive detailed instructions on sending your application to the appropriate Canadian visa office.
2. The Canadian visa office will send you instructions on medical examinations. The Canadian visa office may require additional documentation at this time. In some cases, you may have to attend an interview.
3. If you meet all the requirements, Citizenship and Immigration Canada will issue permanent residence visas for you and your dependents.
4. If you receive a certificate of nomination, you may be eligible to apply for a Temporary Work Permit. The SINP will include instructions on applying for a Temporary Work Permit with your nomination package.

## ***Correspondence Between the SINP and the Applicant***

### ***Immigration Representatives***

A representative is someone who has your permission to conduct business on your behalf, including your application to Citizenship and Immigration Canada once the SINP has approved your application.

Representatives can be either paid or unpaid. An unpaid representative is a person or organization that does not charge a fee to represent you. This could be a friend or family member. A paid representative must be either a lawyer or a consultant who is registered with the [Canadian Society of Immigration Consultants \(CSIC\)](#).

If you decide to use a representative to help with your application, you will need to complete [IMM-5476: Use of a Representative](#) and submit it with your application.

### ***Designated Individuals***

In addition to your paid or unpaid representative, you may choose to let someone else have access to information about your application. For example, if you hire a lawyer to complete your application, you may also want a family member to have access to information about your application.

If you wish to have personal information released to someone who is not your representative, you must:

- State your intention in a signed and dated letter;
- Complete [IMM-5475: Authority to Release Personal Information to a Designated Individual](#); and
- Submit both with your application.

Designated individuals will not receive any written communication, but they can receive verbal information about your application by calling (Canada 001) 306-798-7467.



## ***General Guidelines for Completing the Forms***

- **All forms require original signatures in ink.**
- Print clearly with a pen or fill out the forms on your computer and print them out.
- Attach a separate sheet of paper if you need more space and indicate the number of the question you are answering.
- **Answer all questions.** If you leave any sections blank, your application may be returned to you. This means that processing will be delayed.
- If any sections do not apply to you, answer with “N/A” (“not applicable”). For example, on [Schedule 1: Background/Declaration](#), question 14 is about past military service. If you have never served in the military, answer this question with “N/A”.
- If your application is accepted and the information you provide on the forms changes before you arrive in Canada, you must inform, in writing, the SINP office and the visa office where you made your original application. Do this even if your visa has already been issued.

## ***General Guidelines for Supporting Documents***

- When documents are in a language other than English or French, you must submit a photocopy of the original document and a photocopy of the English or French translation. **Although the SINP accepts photocopies of original documents, CIC may require original documents or certified copies.**
- Translators can be any person other than your family member or spouse. Translators must not work for or be a paid consultant or representative who is preparing the application. You must also supply an [affidavit](#) from the translator describing their translation ability. Some Canadian immigration visa offices may require that the translator is certified by a regulatory body as a translator. It is the responsibility of the applicant to ensure that translations meet all federal requirements.
- If documents are missing, not translated, or unclear, your application may not be assessed and returned to you.

## **VIII. Supporting Documents**

Supporting documents are the documents required for your immigration application (e.g. documents that prove your identity, work experience, language ability, finances, etc.).

All documents must be clear and easy to read. When documents are not in English or French, you must submit all of the following:

- A photocopy of the original document;
- A photocopy of the English or French translation of the document; and
- An affidavit from the translator describing their translation ability.

### ***1. Offer of Permanent Employment from a Saskatchewan Employer***

You must have an offer of full-time, permanent employment from a Saskatchewan employer. You must include a letter from your employer, addressed to you, indicating:

- job duties and responsibilities;
- the salary you will receive;
- the benefits provided by the employer; and
- company contact information.

**All positions must offer wages and working conditions that match Canadian standards in that occupation.**

### ***2. Language Credentials***

If your first language is not English or French, you must prove your English/French language ability with **one** of the following:

- [SINP 500-8 Affidavit of English Language Ability](#)
  - If you have a job offer from a Saskatchewan employer, they must complete this form to verify that you have language skills necessary to do the job;
- Education/training documents that demonstrate you have attended education institutions where the language of instruction was English/French and show the length of the program;
- Language testing results that equal a score of six or greater on the International English Language Testing System (IELTS);
- Certificates of English/French Language training with a letter that shows the length of the program; or

- Employment references with English/French as the principal language of communication.

### **3. Identity and Civil Status Documents**

You need to provide the following documents to confirm your identity and civil status:

- Birth Certificates that list both parents for:
  - you (the principal applicant);
  - your spouse or common-law partner (if applicable); and
  - each dependant child whether accompanying you to Canada or not (if applicable).

If you are married, or have been married, you must include:

- Marriage certificate
- Death certificate of former spouse (if applicable)

If you have dependent children, you must include the following documents that apply to your situation:

- Adoption papers;
- Proof of continuous full-time studies for all dependent children aged 22 or older (e.g. letter(s) from the school(s) signed by a school official confirming continued enrollment since turning 22 years of age);
- Final divorce, custody and child support documents;
- A letter from the other parent stating that they are aware of your intention to immigrate to Canada (with or without the child/children) and that there are no outstanding custody or child support issues; and
- Proof of custody for children under the age of 22 and proof that the children may be removed from the jurisdiction of the court.

### **4. Passports**

The expiry date on passports should be two years or more from the date of your SINP application. You will need to include photocopies of pages in your passport that show the passport number, date of issue and expiry date, photo, name, date, and place of birth for:

- yourself (the principal applicant);
- your spouse or common-law partner (if applicable); and
- all dependant children accompanying you to Canada (if applicable).

If you live in a country that is different than your nationality, please include a photocopy of your visa for the country in which you currently live.

## **5. Education/Training Credentials**

You must submit documents to verify your education. This can be one or more of the following:

- education/trade certificates, degrees or diplomas;
- professional designations, professional licenses and/or professional association memberships; and
- official transcripts showing school(s) attended or courses taken.

## **6. Work Experience Credentials**

You must submit a letter (or letters) of reference from previous employers or other proof of employment to prove that you have **at least one year of work experience** in your field of study and/or training. Letters of reference must be written on the company's official letterhead and signed by an authorized representative of the company who is identified by name and title. Each letter should indicate the following:

- your job position and length of employment;
- your main duties/responsibilities; and
- the number of hours you worked each week if the position was not full-time.

## **7. Bank Confirmation of Personal Funds** (Skilled Workers/Professionals and Critical Occupations Sub-Categories only if applicable)

If you are listing financial assets in order to score the 35 points required on the [SINP 400-1 Assessment Rating](#), you must provide proof that the funds have existed for at least three months. Proof of funds can include bank account balances, statements from financial institutions, etc.

## **8. Temporary Work Permit** (Existing Work Permit Sub-Category Only)

You must submit a copy of your valid temporary work permit issued by Citizenship and Immigration Canada (CIC) if you are applying under the [Existing Work Permit](#) sub-category.

## **9. Regulatory or Licensing Credentials** (if applicable)

If you intend to work in an occupation that requires licensing or certification in Saskatchewan, you must contact the provincial, national and/or industrial regulatory association before applying for nomination to verify that you will be able to meet licensing or certification requirements. Before nomination, the SINP will contact the appropriate regulatory body to ensure it has no objections to SINP nomination.

If you intend to work in a medical profession that requires licensing or certification, you must apply under the [SINP Health Professions Category](#).

For information on regulated and non-regulated occupations in Saskatchewan and Canada, contact the [Canadian Information Centre for International Credentials](#) or [Service Canada's \(SC\) Work Destinations](#).

## **10. Police Report(s)** (if applicable)

If you or any dependent over the age of 18 has committed an offence or has been convicted of a crime, you must provide a photocopy of a police report from the country or countries where the offense(s) occurred and your current country of residence. In addition to the police report, submit any proof of rehabilitation, if applicable.

## **IX. Frequently Asked Questions**

**Q. Who is eligible to immigrate to Saskatchewan under the SINP Skilled Workers Category?**

A. The SINP Skilled Workers Category is for skilled workers, professionals or managers who have a full-time, permanent job offer from a Saskatchewan employer. The SINP Skilled Workers Category is divided into three sub-categories: Skilled Workers/Professionals, Critical Occupations and Existing Work Permit.

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**Q. What kinds of workers have been attracted under the SINP Skilled Workers program?**

A. Our program attracts a wide range of individuals from around the world.

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**Q. How much money must I have?**

A. You do not need to have a set amount of money in order to apply under the Skilled Workers Category; however, applicants applying under the Skilled Workers/Professionals and Critical Occupations sub-categories must score a minimum of 35 points on the [SINP-400-1 Assessment Rating](#). You can earn up to five points for your personal net worth.

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**Q. Do I need to speak English to apply?**

A. The level of English or French required depends on the type of job offer you have. You must have the language ability necessary to perform the job. The employer making the job offer must verify that you have sufficient language ability to do the job by completing [SINP 500-8: Affidavit of English Language Ability](#).

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**Q. Do I need to have training or education in a specific field?**

A. No. But, if you do not have formal training (a diploma, a degree or a trade certificate), your employer must complete [SINP 500-9: Affidavit of Job Knowledge and Skills](#) to verify that you have the skills necessary to do the job.

**Q. What fees will I have to pay?**

A. The SINP does not charge any fees; however, once you are nominated by the SINP, you will have to pay the CIC federal immigration fees. For details about federal immigration fees, visit [www.cic.gc.ca](http://www.cic.gc.ca).

---

**Q. How long will it take to get a visa under the SINP?**

A. The time it takes to process an application varies. Successful SINP applicants, however, usually receive visas quicker than individuals applying through other federal immigration classes. The average time from making the SINP application to receiving a visa has been about 13 months.



**Government of Saskatchewan  
Immigration Branch**

## **SASKATCHEWAN IMMIGRANT NOMINEE PROGRAM (SINP)**

### **SINP Skilled Workers Category Checklist**

Please check each item on the checklist and attach the checklist to your documents (a paper clip will do).

- **All forms require original signatures in ink.**
- Where documents are in a language other than English, the applicant must submit a photocopy of the original document and a photocopy of the English translation.
- Translators can be any person other than a family member of the applicant or spouse, and must not work for, or be, a paid consultant or representative who is preparing the application. The applicant must also supply an affidavit from the translator describing their translation ability. Some Canadian immigration visa offices may require that the translator is certified by a regulatory body as a translator. It is the applicant's responsibility to ensure all federal requirements are met with respect to translations.
- If documents are missing, not translated, or unclear, your application may be returned to you and not assessed.

**For further clarification, refer to the Application Guide for the Skilled Workers Category.**

Once completed, remember to make a photocopy of the entire application package for your records. Place all your documents and the original, signed application forms in a sealed envelope and mail them to:

**Government of Saskatchewan  
Immigration Branch  
Saskatchewan Immigrant Nominee Program  
300-1942 Hamilton Street  
Regina SK S4P 2C5  
CANADA**



Required Forms (All Categories)	Attached
<b>SINP-100-24 SINP Skilled Workers Category Checklist</b>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Completed by the principal applicant.</li> </ul>	
<b>SINP-100-1 SINP Skilled Workers Category Application</b>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Completed by the principal applicant.</li> </ul>	
<b>SINP-200-1 SINP Record of Global Personal Finances</b>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Completed by the principal applicant.</li> </ul>	
<b>SINP-500-7 SINP Company Information Release Form</b>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Completed and signed by the Saskatchewan Employer.</li> </ul>	
<b>IMM-0008 Application for Permanent Residence in Canada</b>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Completed by the principal applicant.</li> </ul>	
<b>Schedule 1: Background Declaration</b>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Completed by: <ul style="list-style-type: none"> <li>the principal applicant;</li> <li>spouse or common-law partner; and</li> <li>each dependent child over 18 yrs of age if accompanying the applicant to Canada or not.</li> </ul> </li> </ul>	
<b>Schedule 4: Economic Classes – Provincial Nominee</b>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Completed by the principal applicant.</li> </ul>	
<b>IMM-5406 Additional Family Information</b>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Completed by: <ul style="list-style-type: none"> <li>the principal applicant;</li> <li>spouse or common-law partner; and</li> <li>each dependent child over 18 yrs of age if accompanying the applicant to Canada or not.</li> </ul> </li> </ul>	

Required Forms (Skilled Workers/Professionals and Critical Occupations Sub-Categories Only)	Attached	Not Applicable
<b>SINP-400-1 SINP Assessment Rating</b>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Completed by the principal applicant. (minimum score of 35 required)</li> </ul>		
<b>SINP-500-2 SINP Critical Occupation Request Application Form (Critical Occupations only)</b>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Completed and signed by the Saskatchewan employer.</li> </ul>		

Other forms (if applicable)	Attached	Not Applicable
<b>SINP-500-8 SINP Affidavit of English Language Ability</b>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Completed and signed by the Saskatchewan employer.</li> </ul>		
<b>SINP-500-9 SINP Affidavit of Job Knowledge and Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Completed and signed by the Saskatchewan Employer if the applicant has the skills and experience to work in the intended occupation but no formal accreditation.</li> </ul>		
<b>Translator Affidavit</b>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Completed and signed by your translator when your Supporting Documents are in a language other than English.</li> </ul>		

Other forms (if applicable)	Attached	Not Applicable
<b>IMM-5476 Use of a Representative</b>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Completed by the principal applicant. Use this form to permit the SINP to release your application information to another person or agency acting on your behalf.</li> </ul>		
<b>IMM-5475 Authority to Release Personal Information to a Designated Individual</b>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Completed by the principal applicant. Use this form to permit the SINP to release your application information to another person or agency acting on your behalf.</li> </ul>		

Supporting Documents	Attached	Not Applicable
<b>1. Offer of Permanent Employment from a Saskatchewan Employer</b>	<input type="checkbox"/>	
<b>2. Language Credentials</b>	<input type="checkbox"/>	
<b>3. Identity and Civil Status Documents</b>		
<ul style="list-style-type: none"> <li><b>Birth Certificates</b>, that list both parents, for: <ul style="list-style-type: none"> <li>the principal applicant;</li> <li>spouse or common-law partner (if applicable); and</li> <li>dependent children if accompanying the applicant to Canada or not (if applicable).</li> </ul> </li> <li><b>Marriage Certificate</b></li> <li><b>Death Certificate for former spouse</b></li> <li><b>Adoption Papers \</b></li> <li><b>Proof of continuous full-time studies</b> for dependent children aged 22 or older</li> <li><b>Final Divorce, custody and child support documents</b> <ul style="list-style-type: none"> <li>For both applicant and spouse (if applicable)</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Passports</b>		
<ul style="list-style-type: none"> <li>Photocopies of the passports for <ul style="list-style-type: none"> <li>the principal applicant;</li> <li>spouse or common-law partner; and</li> <li>dependent children if accompanying the applicant to Canada.</li> </ul> </li> </ul>	<input type="checkbox"/>	
<b>5. Education/Training Credentials</b>	<input type="checkbox"/>	
<b>6. Work Experience Credentials</b>	<input type="checkbox"/>	
<b>7. Bank Confirmation of Personal Funds</b>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>If the principal applicant is listing financial assets in order to score the 35 points required on the <b>SINP-400-1 Assessment Rating</b>.</li> </ul>		
<b>8. Temporary Work Permit (Existing Work Permit Sub-Category only)</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9. Regulatory or Licensing Credentials</b>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Attach photocopies if the principal applicant intends to work in an occupation that requires licensing or certification in Saskatchewan.</li> </ul>		
<b>10. Police Reports</b>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Attach photocopies if the principal applicant or any family member over the age of 18 has committed an offence or been convicted of a crime.</li> </ul>		

**REMEMBER TO PHOTOCOPY EVERYTHING ON THIS LIST FOR YOUR PERSONAL RECORDS.**



**Government of Saskatchewan  
Immigration Branch**

**Skilled Worker  
Application Form**

**SASKATCHEWAN IMMIGRANT NOMINEE PROGRAM (SINP)**

**Category You are Applying under:**

**Skilled Workers / Professionals**

The Skilled Workers & Professionals category requires the following criteria be met prior to the application being considered for SINP nomination:

1. I have a permanent offer of employment (please attach).  Yes  No
2. The offer of employment is in an occupation that falls into the National Occupational Classification Matrix (<http://www23.hrdc-drhc.gc.ca/2001/e/generic/matrix.pdf>) level "A" or "B" or an equivalent apprenticeship-able trade in Saskatchewan.  Yes  No  
 Position Title: \_\_\_\_\_ . NOC Code: \_\_\_\_\_ .
3. I have scored a minimum of 35 points on the self assessment form.  Yes  No

**Critical Occupations**

The Critical Occupations category requires the following criteria be met prior to the application being considered for SINP nomination:

1. I have a permanent offer of employment (please attach).  Yes  No
2. The offer of employment is in a management position that falls into the National Occupational Classification Matrix level "0"  Yes  No
3. I have scored a minimum of 35 points on the self assessment form.  Yes  No

**Existing Work Permit**

1. I have a Work Permit issued by Citizenship and Immigration Canada.  Yes  No  
 Position Title: \_\_\_\_\_ . Authorization Number: BB \_\_\_\_\_ .  
 Date Issued: \_\_\_\_\_ . Date of Expiry: \_\_\_\_\_ .
2. I have a permanent offer of employment (please attach).  Yes  No

Does your occupation require you to be approved by an occupational regulatory body before you can work in Saskatchewan?  Yes  No

If yes, which regulatory body: \_\_\_\_\_

If you have contacted the regulatory body and it has been determined that you do not qualify to work in Saskatchewan, please explain in detail how you will meet the regulatory requirements. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please attach correspondence from the regulatory body supporting your ability to work in this occupation in Saskatchewan. SINP will contact the regulatory body to confirm they support your nomination.

I AM:  The Applicant

---

IF YOU ARE NOT THE APPLICANT ARE YOU:  A Consultant  A Lawyer  Other \_\_\_\_\_

NAME and ADDRESS: \_\_\_\_\_

---

HAS THE APPLICANT OR A FAMILY MEMBER ACCOMPANYING THE APPLICANT PREVIOUSLY APPLIED FOR ADMISSION TO CANADA AS AN IMMIGRANT:  Yes  No

---

If yes, please provide:

Immigration office contacted: \_\_\_\_\_

Date(s) of application: \_\_\_\_\_

Name(s) of applicant: \_\_\_\_\_

Category of application:  Entrepreneur  Self-Employed  Independent  
 Family Class  Provincial Nominee  Investor

If Provincial Nominee, indicate Province of application: \_\_\_\_\_

Have you ever been refused a visa?  Yes  No

If your answer to this question is YES, provide details below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>PERSONAL INFORMATION</b>		
1. a) Surname (family name):		b) Given name(s):
c) Full name in native language (for example, Arabic, Cyrillic, Korean, Japanese characters or Chinese commercial/telegraphic code)		
2. a) Date of birth (day/month/year):	b) Place of birth (city or town):	c) Country of birth:

3. Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	4. Citizenship:																												
5. a) Mailing address:	b) Duration at this residence (years and months):																												
c) Address of residence (complete if mailing address is a post office box or different from place of residence):	d) Telephone number:																												
	e) Facsimile number:																												
f) E-mail address:																													
6. a) Current trade or profession:	b) Intended occupation in Saskatchewan: <hr style="border-top: 1px dotted black;"/> Do you have an offer of employment: <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, employer's name: _____																												
c) NOC number :																													
7. List those who will accompany the applicant to Canada (use a separate sheet if required):																													
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Name Last/Given</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Relationship</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Date of Birth/Age</u> (day/month/year)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>		<u>Name Last/Given</u>	<u>Relationship</u>	<u>Date of Birth/Age</u> (day/month/year)																									
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8. List relatives currently living in Canada (use a separate sheet if required):																													
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**Government of Saskatchewan  
Immigration Branch**

**SASKATCHEWAN IMMIGRANT NOMINEE PROGRAM (SINP)**

**AUTHORITY TO DISCLOSE PERSONAL INFORMATION**

- I authorize the release of information from my Saskatchewan Immigrant Nominee Program application to officials of the Canadian Government relating to my application and other government officials as deemed appropriate.
- I authorize the release of employment and educational history to potential employer(s) and to associations and agencies assessing work and educational qualifications.
- I authorize the third party listed on this application to provide the completed form to the Saskatchewan Government and I further authorize this third party and the Government of Saskatchewan to discuss the contents of this form, or additional information of this type, for the purposes described in the application.

\_\_\_\_\_  
Applicant Name (please print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

---

**DECLARATION OF APPLICANT**

- I declare that the information I have given in this application is truthful, complete and correct.
- I understand that any false statements or concealment of a material fact may result in my exclusion from Canada and may be grounds for my prosecution or removal.
- I understand all the foregoing statements, having asked for and obtained an explanation of every point that was not clear to me.

I have read and understand the above declaration

YES  NO

\_\_\_\_\_  
Applicant Name (please print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Government of Saskatchewan  
Immigration Branch****Employer Information,  
Declaration and Release  
Form**

Completion of this form is voluntary; however, failure to provide any of the information may mean your request for a foreign worker may be turned down. (Please print clearly)

We authorize the SINP to share information with Human Resources and Skills Development Canada (HRSDC) and Citizenship and Immigration Canada (CIC) and any other federal /provincial/territorial departments and their agencies as well as municipal governments, unions and associations and other appropriate organizations as deemed appropriate by the SINP.

The position I/we intend to hire in is \_\_\_\_\_ and I/we certify that:

- all information provided by our organization to the SINP is true and accurate.
- the position provides wages and benefits equal to those the organization does or would pay to Canadians or permanent residents with similar skills and experience. YES  NO
- the employment of the position does not conflict with any existing bargaining agreements, the settlement of any labour dispute or the employment of a person involved in such a dispute. YES  NO

Number of positions: \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Province \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

I have read and understand the above declaration.

\_\_\_\_\_  
Signing Officer

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





**Government of Saskatchewan  
Immigration Branch**

**SASKATCHEWAN IMMIGRANT NOMINEE PROGRAM (SINP)**

## **Assessment Rating—Skilled Workers/Professionals and Critical Occupations**

Assessment in the Skilled Workers/Professionals and Critical Occupations are assessed on a points system whereby points are awarded to the applicant on the basis of eight factors which include Education and Training, Work Experience, Language Ability, Family Support, Saskatchewan Suitability, Community Support, Age, and Financial Resources.

Applicants must have a confirmed offer of permanent employment in an occupation that falls into the National Occupational Classification Matrix code level of A or B or an apprentice-able trade in Saskatchewan, **or** in a management position that falls into the National Occupational Classification Matrix code level 0, have the skills and education required to perform the job, and score at least 35 points on the assessment.

The NOC matrix can be found at <http://www23.hrdc-hrhc.gc.ca/2001/e/generic/matrix.pdf>. Occupations included in NOC level A and B usually require University, College or Technical School education or Apprenticeship/trade training. Management positions included in NOC level 0 are senior, middle and other management occupations.

Individuals working in Saskatchewan under a post graduate work permit should apply to the Foreign Student Post Graduation Work Permit Category of the SINP.

Health professionals should apply through the Health Professions Category of the SINP.

Temporary foreign workers in Saskatchewan under HRSDC's Live-in Caregivers Program or on work permits issued under the Arts and Entertainment Exemptions and the Foreign Workers in Low-Skilled Occupations Pilot Project, are not eligible under this category of the SINP.

A Saskatchewan Economic Immigration Advisor will assess your application on the eight factors. To determine your score, circle the points for each factor that applies to you. Transfer these numbers to the Assessment Worksheet and record your total score. If there is a difference between the points you have assigned and the Immigration Advisor, the Advisor's assessment will prevail.

Please note that while 35 is the minimum score required to be considered for nomination, an assessment of 35 points or more does not guarantee your selection under the program. You must meet all selection criteria under the category.

**FACTOR 1: EDUCATION and TRAINING**

The principal applicant's education points are calculated according to the documented proof of completed education and training programs. The principal applicant must include diplomas, certificates or degrees for any education or training. Max 15 Points

<b>Have completed post-graduate university studies or their equivalent and has a Master's or Doctorate degree or has acquired a post-degree professional designation.</b> List Education:	<b>10</b>
<b>Have a university degree or the equivalent that required at least three (3) years of full-time study.</b> List Education:	<b>8</b>
<b>Have a trade or occupational certification that required at least one year full-time post-secondary training or apprenticeship/apprenticeship equivalent.</b> List Education:	<b>8</b>
<b>Have the skills and experience to work in the intended occupation but no formal accreditation.</b> (The Saskatchewan employer must provided the SINP Affidavit of Trade Skills form SINP 500-7 assessing the applicant's abilities)	<b>5</b>

**FACTOR 2: WORK EXPERIENCE****Intended occupation**

The principal applicant's work experience points are based on documented proof of work experience in the last 10 years. Documentation must include a letter of reference from the supervisor or Human Resources officer printed on Company letterhead, applicant's official work book or other official government document. A letter of reference must state job title, job duties, wage and duration of employment. The applicant must show at least one full time year, or equivalent, of work experience in their intended occupation in order to apply under the skill worker category. Max 10 points

<b>List Occupation:</b>	<b>NOC:</b>			
<b>1 Year</b>	<b>2 Years</b>	<b>3 Years</b>	<b>4 Years</b>	<b>5 or more Years</b>
<b>2 Points</b>	<b>4 Points</b>	<b>6 Points</b>	<b>8 Points</b>	<b>10 Points</b>

**Employment in an alternative occupation**

The principal applicant can be awarded points for work experience in a second occupation, where the occupation is different from the applicant's intended occupation. The occupation must be skilled and supported by a diploma or trade certificate along with letter(s) of reference. The applicant's supporting letter or letters of reference must be from a supervisor or Human Resources officer printed on Company letterhead. The letter of references must state job title, job duties, wage and duration of employment. Max 5 points

<b>List Occupation:</b>		<b>NOC:</b>		
<b>1 Year</b>	<b>2 Years</b>	<b>3 Years</b>	<b>4 Years</b>	<b>5 or More Years</b>
<b>1 Point</b>	<b>2 Points</b>	<b>3 Points</b>	<b>4 Points</b>	<b>5 Points</b>

### **FACTOR 3: Language Ability**

The principal applicant's language ability points are calculated according to the documented proof of the applicant's training and ability in one or both of Canada's official languages. The applicant is awarded up to 10 points for their ability in an official language and up to 5 points for a second official language.

If you have some abilities in both the English and French language, you should decide which language you are more comfortable using. This is your First Official Language and the other is your Second Official Language.

Documentation of language capability should include copies of 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.

If the applicant's first language is not English or French, the employer must fill out the SINP 500-8 form. The employer must outline the applicant's language skills in comparison to the typical language skills required in the intended position as well as their intended course of action (if any) to improve the applicant's language capabilities.

### **DEFINITIONS for First Official Language:**

#### **Fluent:**

- 10 Points – Is completely fluent in the language.
- 9 points – Has operational command of the language
- 8 Points – Has operational command of the language with occasional unsystematic inaccuracies and inappropriacies. Misunderstandings may occur in unfamiliar situations. Handles complex detailed argumentation well.
- 7 Points – Has operational command of the language with only occasional inaccuracies, inappropriacies, and misunderstandings in some situations. Handles complex language well and understands detailed reasoning.

#### **Well:**

- 6 Points – Has effective command of the language despite some inaccuracies, inappropriacies and misunderstandings. Can use and understand fairly complex language, particularly in familiar situations.
- 5 Points – Has partial command of the language, coping with overall meaning in most situations, though likely to make many mistakes. Should be able to handle basic communication in their field.
- 4 Points – Basic competence is limited to familiar situations. Has frequent problems in understanding and expression. Is not able to use complex language.

**With Difficulty:**

- 3 Points – Conveys and understands only general meaning in very familiar situations. Frequent breakdowns in communication occur.
- 2 Points – No real communication is possible except for the most basic information using isolated words or short formulae in familiar situations and to meet immediate needs. Has difficulty understanding spoken and written English.
- 1 Point – Has no ability to use the language beyond a few basic words
- 0 Points – Has no ability of the language.

<b>1<sup>st</sup> Language</b>	<b>Points</b>
<b>Fluent</b>	<b>7 – 10 Points</b>
<b>Well</b>	<b>4 – 6 Points</b>
<b>With Difficulty</b>	<b>0 – 3 Points</b>

**DEFINITIONS for Second Official Language****Fluent:**

- 5 Points – Is completely fluent in the language
- 4 Points - Has full command of the language with occasional unsystematic inaccuracies and inappropriacies

**Well**

- 3 Points - Has effective command of the language with some inaccuracies, inappropriacies and misunderstandings. Can use and understand fairly complex language, particularly in familiar situations.
- 2 Points - Basic competence is limited to familiar situations. Have frequent problems in understanding and expression. Is not able to use complex language but is able to handle basic communication in their field.

**With Difficulty**

- 1 Point - Conveys and understands only general meaning in familiar situations.
- 0 Points – Has no ability of the language or can only use a few isolated words.

<b>2<sup>nd</sup> Language</b>	<b>Points</b>
<b>Fluent</b>	<b>4 – 5 Points</b>
<b>Well</b>	<b>2 – 3 Points</b>
<b>With Difficulty</b>	<b>0 – 1 Points</b>

**FACTOR 4: Supporting Family Relationship in Saskatchewan**

Points will be awarded to applicants who can demonstrate they have a close relative in Saskatchewan.

<b>Proof of a supporting Family relationship in Saskatchewan</b> (The applicant or accompanying spouse has a relative living in Saskatchewan who is a Canadian citizen or permanent resident.)	<b>Points</b>
<b>Mother / Father ; Son / Daughter ; Step Son / Step Daughter; Grandmother / Grandfather; Brother / Sister</b>	<b>10</b>
<b>Aunt / Uncle ; Cousin</b>	<b>5</b>

**FACTOR 5: Saskatchewan Adaptability**

The applicant will be awarded points according to the documented proof of the applicant's potential to settle in Saskatchewan. If you have a spouse, points for each element can be awarded only once, either for you or your spouse.

<b>Criteria</b>	<b>Points</b>
<p><b>Local Community Organization</b></p> <p>The applicant has been supported by a local community organization. This must be in the form of a letter signed by the organizations president on letterhead. The letter must describe what support will be provided to the applicant and their family and who will provide it.</p>	<b>2</b>
<p><b>Employer Settlement Support</b></p> <p>Points are available for the applicant if the employer has helped in their settlement into the community. Examples of this may include English Language classes, helping the spouse find employment, basic needs, immediate settlement needs, etc. A letter on company letterhead must be submitted by the employer describing what support will be provided to the applicant and their family.</p>	<b>0-3</b>
<p><b>Studied in Saskatchewan</b></p> <p>The applicant, spouse, or accompanying family member has studied at a recognized Saskatchewan education institution for at least one (1) full time academic year. This must have been done with a valid study permit.</p>	<b>5</b>
<p><b>Worked in Saskatchewan</b></p> <p>The applicant or accompanying spouse completed a minimum of six (6) months of full-time work in the last five (5) years. This must have been done on a valid work permit, and supported by employment references.</p> <p><b>Date of previous work in Saskatchewan:</b> From _____ To _____</p> <p><b>Employer:</b> _____</p> <p><b>Occupation:</b> _____</p>	<b>5</b>
<p><b>Visit to Saskatchewan</b></p> <p><b>Date of visit:</b> _____</p> <p><b>Location:</b> _____</p>	<b>3</b>
<b>Total (max of 15)</b>	

**FACTOR 6: COMMUNITY SUPPORT**

Applicants whose settlement in a Saskatchewan community will benefit from the development of a Community Support Plan (CSP) will be eligible to receive additional points for this factor of the SINP Assessment.

A CSP can be initiated by an employer who intends to recruit several SINP nominees or by a community agency intending to assist in settling nominees. A CSP must address immediate, basic and longer term settlement needs of immigrants and be developed through a community based process involving appropriate local community groups, service organizations and the SINP. Interested employers or community groups should contact the SINP on development of a CSP, for further information.

**FACTOR 7: AGE**

The principal applicant's age points are calculated according to the age of the applicant on the date the application is received by the SINP.

<b>YEARS</b>	<b>POINTS</b>
<b>&lt; 18</b>	<b>0</b>
<b>18-21</b>	<b>8</b>
<b>22-45</b>	<b>10</b>
<b>46-55</b>	<b>8</b>
<b>56 &gt;</b>	<b>0</b>

**FACTOR 8: PERSONAL FINANCIAL RESOURCES**

There is no minimum level of financial resources needed to qualify as a skilled worker/professional under the SINP. However, it is likely that settlement will be easier if the applicant comes to Saskatchewan with financial resources. If the applicant is providing information from a personal bank account, the applicant must divulge a detailed history of the bank account in question for the last two months. The applicant may be requested to show detailed records going back further if there is a question of funds. The value of the housing or other real estate must be supported by a formal evaluation

The applicant will indicate the total net assets (in Canadian dollars), based on the Personal Net Worth form, to be transferred to Canada.

<b>&lt; \$10,000</b>	<b>0</b>
<b>\$10,000 - \$19,999</b>	<b>1</b>
<b>\$20,000 - \$29,999</b>	<b>2</b>
<b>\$30,000 - \$39,999</b>	<b>4</b>
<b>\$40,000 - and over</b>	<b>5</b>
<b>SCORE: (maximum 5 points)</b>	

**SINP ASSESSMENT SCORE SHEET****I am a Skilled Worker / Professional Applicant**

CRITERIA	YES	NO
1. I have a permanent offer of full time employment from a Saskatchewan Employer		
2. My Occupation falls into the National Occupational Classification matrix code level of "A" or "B" or is equivalent to an apprentice-able trade in Saskatchewan.		

OR

**I am a Critical Occupation Applicant**

CRITERIA	YES	NO
1. I have a permanent offer of full time employment from a Saskatchewan employer in a position that has been approved by SINP as a Critical Occupation position.		
2. My occupation falls into the National Occupational Matrix level "0"		

AND

Please use the Score Sheet to enter and determine your total Assessment Score

Factor No.	Description	Max. Points	Self Score
1	Education	15	
2	Work Experience	Intended Occupation	10
		Alternative Occupation	5
3	Language Ability	1 <sup>st</sup> Official Language	10
		2 <sup>nd</sup> Official language	5
4	Family Adaptability	10	
5	Saskatchewan Adaptability	15	
6	Community Support	5	
7	Age	10	
8	Personal Financial Resources	5	
Total Score: (maximum 90)			_____

Please note the applicant must meet the required criteria under the category in which you are applying and score a minimum of 35 points in order to be considered under the SINP program.





**Government of Saskatchewan  
Immigration Branch**

**Net Worth**

**SASKATCHEWAN IMMIGRANT NOMINEE PROGRAM (SINP)**

PLEASE PRINT OR TYPE APPLICATION

**CATEGORY INFORMATION**

INDICATE WHICH CLASS YOU ARE APPLYING UNDER (CHOOSE ONLY ONE)

SKILLED WORKER     FARM OWNER/OPERATOR

**PERSONAL INFORMATION**

FAMILY NAME	GIVEN NAME
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DATE OF BIRTH

HAVE YOU MADE AN EXPLORATION TRIP TO CANADA IN THE TWO YEARS PRECEDING THE DATE OF APPLICATION

No     Yes

IF YES, PROVIDE DETAILS:

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**IF YOU ARE APPLYING UNDER THE FARM OWNER/OPERATOR CATEGORY COMPLETE QUESTIONS 1 and 2 AS WELL AS THE PERSONAL NET WORTH STATEMENT.**

**IF YOU ARE APPLYING UNDER THE SKILLED WORKER CATEGORY COMPLETE ONLY THE PERSONAL NET WORTH STATEMENT.**

**1. BUSINESS OR FARM OWNER/OPERATOR OWNERSHIP/PERFORMANCE SUMMARY**  
 (PLEASE COMPLETE ONE FORM PER BUSINESS)

**A) NAME OF BUSINESS**

**B) TYPE OF BUSINESS**

**C) TYPE OF OWNERSHIP**

PROPRIETORSHIP     PARTNERSHIP     CORPORATION

**D) IDENTIFY PARTNER AND PERCENTAGE (%) OF OWNERSHIP (INCLUDING SPOUSE OR COMMON LAW PARTNER)**

NAME OF PARTNER(S) WITH MORE THAN 10% OWNERSHIP	PERCENTAGE (%) OF OWNERSHIP

**E) BUSINESS OR FARM OWNER/OPERATOR OWNERSHIP IN THE 5 YEARS PRECEDING THE DATE OF APPLICATION**

	ANNUAL SALES	NET INCOME (AFTER TAX)	NET ASSETS	NUMBER OF FULL-TIME JOB EQUIVALENTS						
<b>MOST RECENT OPERATING YEAR</b> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Month</td> <td style="width: 50%;">Year</td> </tr> <tr> <td colspan="2" style="text-align: center;">To</td> </tr> <tr> <td>Month</td> <td>Year</td> </tr> </table>	Month	Year	To		Month	Year				
Month	Year									
To										
Month	Year									
<b>PREVIOUS YEAR 1</b> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Month</td> <td style="width: 50%;">Year</td> </tr> <tr> <td colspan="2" style="text-align: center;">To</td> </tr> <tr> <td>Month</td> <td>Year</td> </tr> </table>	Month	Year	To		Month	Year				
Month	Year									
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Month	Year									
<b>PREVIOUS YEAR 2</b> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Month</td> <td style="width: 50%;">Year</td> </tr> <tr> <td colspan="2" style="text-align: center;">To</td> </tr> <tr> <td>Month</td> <td>Year</td> </tr> </table>	Month	Year	To		Month	Year				
Month	Year									
To										
Month	Year									
<b>PREVIOUS YEAR 3</b> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Month</td> <td style="width: 50%;">Year</td> </tr> <tr> <td colspan="2" style="text-align: center;">To</td> </tr> <tr> <td>Month</td> <td>Year</td> </tr> </table>	Month	Year	To		Month	Year				
Month	Year									
To										
Month	Year									
<b>PREVIOUS YEAR 4</b> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Month</td> <td style="width: 50%;">Year</td> </tr> <tr> <td colspan="2" style="text-align: center;">To</td> </tr> <tr> <td>Month</td> <td>Year</td> </tr> </table>	Month	Year	To		Month	Year				
Month	Year									
To										
Month	Year									



**PERSONAL NET WORTH STATEMENT**

A complete and current statement of total personal net worth of you and your spouse or common-law partner is required. All assets and liabilities must be identified. All assets must be your own personal holdings or your spouse's or common-law partner's, and must be documented. Do not include the value of jewelry, cars or other personal assets.

You must present financial statements and other documentation to support the information provided in this statement and to demonstrate your personal net worth.

**ASSETS**

**A) BANK DEPOSITS**

Current and Savings Accounts

Date Opened Day/Month/Year	Financial Institution and Account Number	Current Balance Foreign (specify currency)	Current Balance Canadian
Total			

Fixed (term) deposits

Description	Date of Initial Deposit Day/Month/Year	Maturity Date Day/Month/Year	Current Balance Foreign (specify currency)	Current Balance Canadian
Total				

**B) REAL PROPERTY (Use separate sheet if necessary)**

Description	Year Purchased	Mortgaged		Purchase Price	Estimated Current Market Value	
		Yes	No		Foreign (Specify Currency)	Canadian
				Total		

**C) PUBLICLY TRADED STOCKS AND OTHER INVESTMENTS(Use separate page if necessary)**

Description	Quantity	Estimated Current Market Value	
		Foreign (Specify Currency)	Canadian
		Total	

**D) BUSINESS(Use a separate page if necessary)**

Name	% Owned	Current Book Value (Net Assets)	Estimated Current Market Value	
			Foreign (Specify Currency)	Canadian
			Total	

**E) PENSIONS AND OTHER ASSETS(Use separate page if necessary)**

Description	Amount	
	Foreign (Specify Currency)	Canadian
		Total



I CERTIFY THAT THE ABOVE INFORMATION IS COMPLETE, TRUTHFUL AND CORRECT.

APPLICANT'S NAME \_\_\_\_\_  
(please print)

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_





**Government of Saskatchewan  
Immigration Branch**

**Employer  
Critical Occupations  
Application Form**

## **SASKATCHEWAN IMMIGRANT NOMINEE PROGRAM (SINP)**

This document is to assist Saskatchewan employers in identifying a critical management position for applicants to be nominated under the Saskatchewan Immigrant Nominee Program (SINP).

### **DEFINITION OF A CRITICAL OCCUPATION**

A critical Occupation is when:

- The occupation is in a management position listed in the NOC code “0”.
- Filling the vacancy will create a significant economic impact for the organization and Saskatchewan (e.g. technology transfer, creation of jobs, or provision of training for other employees, improved marketing opportunities, industry knowledge or other positive impact).

### ***PLEASE PRINT OR TYPE APPLICATION***

1. Company name and address:	a) Contact name: b) Telephone: c) Fax : e) E-mail : f) Internet :
2. Head Office Address (if applicable):	a) Contact name: b) Telephone: c) Fax : e) E-mail : f) Internet :



**JOB REQUIREMENTS**

**IMPORTANT:** *For the position to be assessed, a detailed job description must be submitted.*

Examples: "Vice President" is not acceptable – it must be specific – Vice President - Finance.

1. What are the **job requirements** of the occupation (Attach a detailed job description)?

The job description should include:

- **Required competencies** (for example: technical skills, industry specific skills, communication skills, computer skills, basic skills, business skills, human resource skills, etc.);
- **Formal education** required (for example: diplomas, degrees, certificates, apprenticeship, journey, etc.);
- **Credentials** required (for example: license, journeyperson's ticket, professional designation, or membership).

2. Please describe the management responsibilities of this position.

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3. Please describe the staff and budget this position will be responsible for.

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4. Please describe the economic impact this position will have on your business or organization (e.g. technology transfer, creation of jobs, provisions of training for other employees, improved marketing opportunities, industry knowledge, or other positive impact).

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_____	
Name (please print)	
_____	_____
Signature	Date
_____	
Title	

For further information, please contact:

Saskatchewan Immigrant Nominee Program  
2nd Floor – 1919 Saskatchewan Drive  
REGINA SK S4P 3V7  
Telephone: 306-798-SINP (7467)  
Fax: 306-798-0713  
Website: [www.immigrationsask.gov.sk.ca](http://www.immigrationsask.gov.sk.ca)



**Government of Saskatchewan  
Immigration Branch**

**Employer Information,  
Declaration and Release  
Form**

Completion of this form is voluntary; however, failure to provide any of the information may mean your request for a foreign worker may be turned down. (Please print clearly)

We authorize the SINP to share information with Human Resources and Skills Development Canada (HRSDC) and Citizenship and Immigration Canada (CIC) and any other federal /provincial/territorial departments and their agencies as well as municipal governments, unions and associations and other appropriate organizations as deemed appropriate by the SINP.

The position I/we intend to hire in is \_\_\_\_\_ and I/we certify that:

- all information provided by our organization to the SINP is true and accurate.
- the position provides wages and benefits equal to those the organization does or would pay to Canadians or permanent residents with similar skills and experience. YES  NO
- the employment of the position does not conflict with any existing bargaining agreements, the settlement of any labour dispute or the employment of a person involved in such a dispute. YES  NO

Number of positions: \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Province \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

I have read and understand the above declaration.

\_\_\_\_\_  
Signing Officer

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Government of Saskatchewan  
Immigration Branch**

**SASKATCHEWAN IMMIGRANT NOMINEE PROGRAM (SINP)**

**AFFIDAVIT OF ENGLISH/FRENCH LANGUAGE ABILITY**

**(This form must be completed if your proposed employee's first language is not English or French)**

I, \_\_\_\_\_ of \_\_\_\_\_,  
*(Name)* *(Company Name)*  
\_\_\_\_\_  
*(Address including City/Town, Province)* *(Telephone)*

**ATTEST THAT:**

**1. We have interviewed \_\_\_\_\_ and are satisfied**  
*(Applicant's Name)*  
**he/she has the English or French language ability sufficient to work in our**  
**company as \_\_\_\_\_.**  
*(Occupation)*

**2. I have assessed the applicant's language skills to the skills typically needed in the**  
**intended occupation in the following manner:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. It is our intention to help the applicant improve his English or French language**  
**skills in the following ways:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature of Authorized person making affidavit*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Witness*

\_\_\_\_\_  
*Date*



**Government of Saskatchewan  
Immigration Branch**

**SASKATCHEWAN IMMIGRANT NOMINEE PROGRAM (SINP)**

**AFFIDAVIT OF JOB KNOWLEDGE AND SKILLS**

I, \_\_\_\_\_ of \_\_\_\_\_,

*(Name)*

*(Company Name)*

\_\_\_\_\_  
*(Address including City, Province)*

\_\_\_\_\_  
*(Telephone)*

**ATTEST THAT:**

1. I believe that \_\_\_\_\_ has the skills  
*(Applicant's Name)*  
and experience required to perform the duties of \_\_\_\_\_.  
*(Occupation)*

2. I have assessed the applicant's knowledge/skills to those required to be eligible for trade certification in the following manner (e.g. interview, review of competencies used in previous jobs, testing, or other means):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Knowledge/Skill Require and Assessed:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_

\_\_\_\_\_  
*Signature of Authorized Person Making Affidavit*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Witness*

\_\_\_\_\_  
*Date*

IN THE MATTER OF  
a translation of a document  
from the \_\_\_\_\_ language  
into the **ENGLISH** language

I, \_\_\_\_\_, of the City/Town of \_\_\_\_\_ in  
the Province of \_\_\_\_\_, do solemnly declare that:

1. I am sufficiently proficient in the \_\_\_\_\_ language and can read,  
write and understand the same.
2. I gained my understanding of the \_\_\_\_\_ language from \_\_\_\_\_  
\_\_\_\_\_.
3. I have read the document affixed hereto and marked Exhibit "A" to this, my  
declaration, which is written in the \_\_\_\_\_ Language and I have read  
over the translated document which is written in the **ENGLISH** language, which  
is marked Exhibit "B" to this my Declaration and I declare that the contents of the  
document are the same as the contents of the \_\_\_\_\_ document.
4. I make this Affidavit for the purpose of declaring that the **ENGLISH** translation  
of this document is a faithful translation from the \_\_\_\_\_ language.

AND I make this solemn Declaration conscientiously believing it to be true, and knowing  
it is of the same force and effect as if made under oath, and by virtue of the Canada  
Evidence Act.

DECLARED before me at the City/Town of \_\_\_\_\_ }  
\_\_\_\_\_ in the Province of \_\_\_\_\_ }  
and Country of \_\_\_\_\_ }  
this \_\_\_ day of \_\_\_\_\_ A.D. 200\_\_ } \_\_\_\_\_  
(Signature of Translator)

\_\_\_\_\_  
A Notary Public in and for the  
Province/State/Country of \_\_\_\_\_