

Document Checklist

Assemble your documents in the order listed below. Attach the relevant DOCUMENT CHECKLIST TAGS provided in this package. Use this checklist to verify that you have all the required documents.

Applications will be accepted with photocopied supporting documents and certified or notarized copies are not required (unless otherwise specified in this checklist). Originals of all federal and SINP forms will continue to be required. Federal forms will be returned to the applicant for their application to the federal government. Where documents are not in English, the applicant must submit a copy of the original document and a copy of the English translation of the document, as well as an affidavit from the translator describing their translation ability.

ITEM NO.	DOCUMENT	CHECK IF COMPLETE
1.	<p>APPLICATION FOR PERMANENT RESIDENCE IN CANADA (IMM 0008 Generic) Check that it is complete and signed and that you have included (not stapled) specified photos (with names on the back for each applicant) for each member of your family and yourself.</p> <p>SCHEDULE 1: BACKGROUND DECLARATION Include a Schedule 1 form completed by:</p> <ul style="list-style-type: none"> • the principal applicant • spouse or common-law partner • each dependent child over 18 years of age. <p>SCHEDULE 4: ECONOMIC CLASSES – Provincial Nominees Completed by the principal applicant.</p>	
2.	<p>ADDITIONAL FAMILY INFORMATION (IMM 5406) Completed by:</p> <ul style="list-style-type: none"> • The principal applicant • Spouse or common-law partner • Each dependent child over the age of 18 years. <p>Each person who completes a Schedule 1 form must also fill out the IMM 5406. Check that it is complete and signed. Attach additional pages, if necessary. Write IMM 5406 on the corner of each additional page.</p>	
3.	<p>Use of a Representative (IMM5476) Completed by the principal applicant</p>	
4.	<p>Business Application Form SINP-100-2</p>	

5.	Record of Global Business/Personal Finances – SINP-200-1	
6.	<p>IDENTITY / MARRIAGE INFORMATION</p> <p>Submit:</p> <ul style="list-style-type: none"> a) all appropriate birth, marriage, divorce, proof of separation, and/or death certificates for yourself and your spouse; b) if there are discrepancies in these documents, provide a sworn Affidavit explaining the discrepancies. 	
7.	<p>CHILDREN’S INFORMATION</p> <p>Submit:</p> <ul style="list-style-type: none"> a) each child’s birth certificate (which includes the name of their parents); and any of the following if applicable: b) adoption papers; c) proof of custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court; d) proof that you have fulfilled any obligation stated in a custody agreement for any children not accompanying you to Canada; and, e) proof of continuous full-time studies for all dependent children aged 22 or over such as letter(s) from the school(s), signed by a school official, confirming continued enrolment in full-time studies since turning 22 years of age. 	
8.	<p>PASSPORT / TRAVEL DOCUMENTS</p> <p>Submit:</p> <ul style="list-style-type: none"> a) photocopies of passport or travel documents that are valid for at least two years for yourself, your spouse and dependent children; <p>DO NOT SEND ORIGINAL DOCUMENTS.</p> <p>Children must each have their own passport, separate from their parents. You are required to submit only photocopies of pages showing the Passport number, date of issue and expiration, your photo, name, date and place of birth.</p> <p>If you reside in a different country than your nationality, include a copy of your visa for the country in which you currently reside.</p> <ul style="list-style-type: none"> b) copies of entry or exit visas from previous visits to Canada. 	

9.	<p>POLICE REPORT</p> <p>Submit: If the applicant or any family member over the age of 18 has committed an offence or been convicted of a crime, please provide a copy of a police report from the country or countries where the offence(s) occurred. In addition to the police report, submit any proof of rehabilitation, if applicable.</p>	
10.	<p>EDUCATION INFORMATION</p> <p>Submit: a) copies of educational degrees, diplomas or certificates for the principal applicant. Proof of education must include official transcripts showing school(s) attended, courses taken, degree(s) completed and of professional licenses; b) all documents translated into English or French; and if the principal applicant studied in Saskatchewan, provide documentation.</p>	
11.	<p>EMPLOYMENT INFORMATION (as applicable)</p> <p>Submit: a) original or certified copies of letters of reference detailing the principal applicant’s work experience. Letters of reference must be official and signed by an authorized representative of the company who is identified by name and title. Each letter should indicate: <ul style="list-style-type: none"> • specific period of your employment with the company; • position(s) you held, and time spent in each position; • your main responsibilities in each position; and, • total annual salary during your employment. b) any letter(s) or contract(s) about your employment or information you believe may be relevant to your successful establishment in Saskatchewan. This may help to determine the suitability of your employment skills, as well as demonstrate your motivation, adaptability, initiative or resourcefulness; and, c) evidence of past employment in Saskatchewan, if applicable</p>	
12.	<p>PROOF OF RELATIONSHIP TO FAMILY IN SASKATCHEWAN</p> <p>If you have relatives in Saskatchewan, submit: a) Photocopies of birth and marriage certificates of the relative in Saskatchewan (showing the names of common parents); AND</p>	

	Photocopies of Canadian Passports or Certificates of Citizenship, or Immigration Visas of relatives in Saskatchewan.	
13.	<p>BUSINESS EXPERIENCE OR MANAGEMENT BACKGROUND</p> <p>Submit:</p> <ul style="list-style-type: none"> a) Curriculum vitae (or resume); b) Description of each business that you have owned or operated in the last three years; c) It is advisable to include reference letters from business associates such as your bank manager, accountant, lawyer, partners/company shareholders, or business associations who can confirm your business experience. d) Original or certified reference letters from business managed. 	
14.	<p>FINANCIAL INFORMATION</p> <p>Submit documentation for each business owned or operated in the last 3 years:</p> <ul style="list-style-type: none"> a) business licenses or business registration certificates; b) balance sheets, income statements, statements of changes to financial position (cash flow) for the past 3 years; c) corporate income tax returns for the past 3 years. d) Original or certified copies of bank confirmation of personal and business funds. e) Original or certified copies of valuation of property/land. 	
15.	<p>PERSONAL NET WORTH</p> <p>Submit personal income tax returns for the past 3 years.</p>	
16.	<p>BUSINESS INTERESTS IN SASKATCHEWAN</p> <p>Submit details of intended business proposal as outlined in Guidelines for Preparation of Business Proposals section of this guide.</p>	