

How to Complete the Forms

The following text does not contain instructions for all the boxes on the forms. Most questions are clear; instructions are provided only when necessary. Note the following:

- Print clearly with a pen or use a computer.
- Attach a separate sheet of paper if you need more space and indicate the number of the question you are answering.
- You must answer all questions. If you leave any sections blank, your application may be returned to you and processing will be delayed. If any sections do not apply to you, answer “N/A” (“Not applicable”).
- If your application is accepted and information you provide on the forms changes before you arrive in Canada, you must inform, in writing, the visa office to which you applied. You must do this even if your visa has already been issued.

Application for Permanent Residence in Canada (IMM 0008 Generic)

At the top of this form, you will find three boxes:

Box 1:

- Category under which you are applying ...
- Check the “Economic class” box.

Box 2:

- How many family members ...
- Write the total number of people included in your application, including yourself and any family members, whether they are accompanying you to Canada or not.
- Family members include your:
 - 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 conjugal relationship for at least one year
 - Dependent children: Daughters, sons or step-children, including children adopted before the age of 18, who:
 - are under the age of 22 and do not have a spouse or common-law partner;
 - have been continuously enrolled as a full-time student and financially supported by their parents since turning 22 (or from the date of becoming a spouse or common-law partner if this happened before the age of 22); or,
 - have substantially depended on the financial support of their parents since before turning 22 and are unable to support themselves due to a medical condition.
- To be completed by: You, as the principal applicant.

Box 3:

- Language you prefer for ...
- Correspondence: Decide which of English or French you are more comfortable reading and writing, and check the appropriate box.
- Interview: You may be selected for an interview. Interviews can be conducted in English or French. You may also be interviewed in another language of your choice; however, you will be responsible for the cost of hiring an interpreter.

Instructions for filling out the rest of the form are listed below:

1. Print your full family name (surname) as it appears on your passport or on the official documents that you will use to obtain your passport. Print all of your given names (first, second or more) as they appear on your passport or official documents. Do not use initials.
5. If you are a citizen or have passport(s) of more than one country, give details on a separate page.
10. This section requires you to give details of your past marriages or common-law relationships. If you have never had a spouse or common-law partner other than your current one, check the “No” box and proceed to Question 11. If you have, check the “Yes” box and provide the details requested. If you have had more than two previous spouses or common-law partners, give details on a separate page.
12. Check the box that best describes the highest level of education you have completed. If you have not completed secondary school, check the “No secondary” box.

Secondary education: the level of schooling after elementary and before college, university, or other formal training. Also called high school.

Trade/Apprenticeship: completed training in an occupation, such as carpentry or auto mechanics.

Non-university certificate/diploma: training in a profession that requires formal education but not at the university level (for example, dental technician or engineering technician).

Bachelor’s degree: An academic degree awarded by a college or university to those who complete the undergraduate curriculum; also called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.

Master’s degree: An academic degree awarded by the graduate school of a college or university. Normally, you must have completed a Bachelor’s degree before a Master’s degree can be earned.

Ph.D.: the highest university degree, usually based on at least three years graduate study and a dissertation. Normally, you must have completed a Master’s degree before a Ph.D. can be earned.

14. This is the address we will use to mail correspondence regarding your application. Print your address in English or French and, if applicable, also in your own native script.

Details of family members

There is space for three family members on this form. If you have more than three family members, photocopy this page before you start to fill it in so you have enough space for everyone.

Given name(s)

Print all of your family members' given names (first, second or more) as they appear on their passports or official documents. Do not use initials.

Country of citizenship

If your family member is a citizen of more than one country, give details on a separate page.

Relationship to you

Indicate whether the family member is your spouse, common-law partner, daughter, son or step child.

Will accompany you to Canada

Tell us if your family member will come to Canada with you. He or she must immigrate before the visa expires, but may arrive in Canada after you.

Education

Indicate the level of education your family member has successfully completed. Use the categories listed in Question 12.

Photos

- Take Appendix C: Photo Specifications sheet to a photographer. Ask the photographer to provide you with the number of photos requested in paragraph 1 of Appendix A: Checklist.
- On the back of each photo, write the name of the person appearing in the photo and their height and eye colour.
- Put the photos in an envelope and seal the envelope.
- Write your name and date of birth on the outside of the envelope.
- Staple the envelope to your permanent residence application form. Be careful not to staple or bend the photographs.

Background / Declaration (IMM 0008, Schedule 1)

To be completed by:

- Principal applicant
 - Spouse or common-law partner (whether accompanying you to Canada or not)
 - Dependent children aged 18 or over (whether accompanying you to Canada or not)
1. Write all of your given names. Do not use initials.
 6. Indicate your current status in the country where you now live (for example, citizen, permanent resident, visitor, refugee, no legal status, etc.).
 10. Provide details of all secondary and post-secondary education. Begin with the most recent program completed.
 11. You must account for every month since your 18th birthday or 10 years whichever is longer. Under “Activity”, print your occupation or job title if you were working. If you were not working, enter what you were doing (for example, unemployed, studying, traveling, etc.). Attach another sheet if necessary.
 15. Give a complete address including the street, town or city, province or region, and country. If there was no street or street number, explain exactly the location of the house or building. You must account for every month since reaching age 18 or the past 10 years. Do not use post office (P.O.) box address.

Declaration

Read the statements carefully. Sign and date in the boxes provided. By signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, truthful, and correct. If you do not sign, the application will be returned to you.

Economic Classes – (IMM 0008, Schedule 4)

To be completed by:

- The principal applicant.
4. “Funds” refers to money in Canadian dollars, and includes the value of any property you own. It does not include jewelry, cars or other personal assets.

Use of a Representative (IMM 5476)

To be completed by:

- Principal applicant.

Privacy laws prevent us from releasing information about your application to anyone else unless you give us permission to do so. If you have a representative (for example, a relative, friend, lawyer or consultant) helping you to complete the application process and you authorize us to release information about your application to him or her:

- print the representative's name and address in this section and sign on the line provided.
- provide proof, such as a photocopy of a birth certificate or passport, that your representative is a Canadian citizen or permanent resident.

If your representative is not a Canadian citizen or permanent resident of Canada, it will not be possible to release information, even with your authorization.

Additional Family Information Form (IMM 5406)

EVERYONE WHO COMPLETES THE SCHEDULE 1 FORM MUST COMPLETE THIS FORM (IMM 5406). MAKE ENOUGH PHOTOCOPIES BEFORE YOU BEGIN.

SECTION A

If you have NEVER had a spouse, sign and put the date underneath "NOTE 1

- Print your name. If you filled out the IMM 0008 (schedule 1) form, you would be considered the Applicant. Circle "Applicant."
- Put your birth date and place of birth, current marital status and present address.
- Put the name of your spouse, his/her birth date, place of birth, marital status and present address.
- Put the name of your mother and father. Put their birth dates, places of birth, marital status and present address.

IF YOU HAVE BEEN MARRIED MORE THAN TWICE, ATTACH A SEPARATE PAGE FOR EACH MARRIAGE. USE THE SAME FORMAT.

SECTION B

If you do not have ANY children, sign and put the date underneath "NOTE 2."

Otherwise, complete this section ONLY if:

- you have children as a result of any marriage(s), or common-law relationship; OR
- you have adopted a child or children; OR
- you have a child from a non-marital relationship, and you do not have custody of the child.

Print the child's name, relationship to you (son, daughter, adopted, or step-child), date of birth, place of birth, marital status and present address.

SECTION C

Complete this section ONLY if you have brothers and sisters (including step and half brothers and sisters). If you do not have brothers and sisters or step/half brothers and sisters, print "not applicable."

SECTION D

Read the statement carefully, and sign and date it in the appropriate space.

Instructions for Completing Saskatchewan Forms

Saskatchewan Entrepreneur Application Form (SINP-100-2)

Completion of this form provides us with information on your business background and your accompanying family members. Attached to the form is a page with two sections requiring your signature:

1) Authority to Disclose Personal Information

This section allows us to share your information with officials of the Canadian government, Saskatchewan government agencies and any third party you have authorized, for the purpose of reviewing and evaluating your application.

2) Declaration of Applicant

This section must be signed and dated by the principal applicant confirming your intention to establish or manage a business as a resident of Saskatchewan and also allows the SINP administration to conduct the necessary follow-up after you have established your business.

Personal/Business Net Worth (SINP-200-1)

This form requests that you report the financial performance of any business in which you hold an interest as well as the **net** assets (company assets minus company debts) of any business that you own and what portion of business assets you plan to transfer to Saskatchewan.

You are also requested to provide a complete and current listing of personal assets and liabilities for you and if applicable, for your spouse or common-law partner. This information must be supported by documented proof of property values and by original financial statements.

This form must be completed, signed and dated by the principal applicant and spouse (if applicable).