

DOCUMENT CHECKLIST

PERMANENT RESIDENCE - CANADIAN EXPERIENCE CLASS

This document is available in PDF format only. The checklist is one of the forms you will need to mail with your application. Make sure you print this document and attach it when completed to your application.

Gather documents as listed. Check each item on the checklist and attach the checklist to your documents (a paper clip will do). Place all documents in a sealed envelope. Do not send originals unless otherwise stated.

Form		
1	Application for Permanent Residence in Canada (IMM 0008 - Generic)	<input type="checkbox"/>
2	Schedule 1: Background Declaration (IMM 0008 - Schedule 1) - completed, dated and signed Include a Schedule 1 form completed by: • The principal applicant • Spouse or common-law partner • Each dependent child over 18 years of age	<input type="checkbox"/>
3	Schedule 8: Economic Classes - Canadian Experience Class (IMM 0008 - Schedule 8) - completed, dated and signed	<input type="checkbox"/>
4	Additional Family Information (IMM 5406) Completed by: • The principal applicant • Spouse or common-law partner • Each dependent child over 18 years of age	<input type="checkbox"/>
5	Use of a representative (IMM5476) - Complete and include this form in your application if you have a representative	<input type="checkbox"/>

Documents	Format	
6 Identity and civil status documents • Birth, marriage, final divorce, annulment or separation certificates for you and your spouse • Death certificate for former spouse (if applicable)	Copy	<input type="checkbox"/>
7 Children's information (if applicable) • Children's birth certificates (which name their parents) • Adoption papers for adopted dependent children • Proof of custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court • If the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements Proof of continuous full-time studies of all dependent children aged 22 or over, including: • Complete school records/transcripts since attaining age 22 • Letters from the schools indicating the number of hours of classes attended per day, and the number of days attended per week; • Proof of full financial support by parents since reaching age 22	Copy	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8 Travel document or passports, including proof of legal status in Canada • Copy of your valid immigration document (e.g. work permit, study permit or visitor record) • Copy of the entry stamp in your travel document • Passports or travel documents for you, your spouse or common-law partner and your dependent children. Include only copies of pages showing the passport number, date of issue and expiry, your photo, name, date and place of birth and the Canadian immigration stamp • If you live in a country different from your nationality, include a photocopy of your visa for the country where you currently live • You must hold a valid regular passport; diplomatic, official, service or public affairs passports are not valid for immigration to Canada	Copy	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Documents (continued)		Format	
9	<p>Education/Training/Qualifications</p> <p>For you:</p> <ul style="list-style-type: none"> Canadian post-secondary education credential: copy of your vocational or technical certificates, diplomas or degrees Transcripts: original transcripts of all certificates, diplomas, or degrees obtained in Canada must be submitted in university/college/institution-sealed envelopes 	<p>Copy</p> <p>Original</p>	<input type="checkbox"/> <input type="checkbox"/>
10	<p>Work experience</p> <p>For you:</p> <ul style="list-style-type: none"> Most recent Notice of Assessment from Canada Revenue Agency T4 slips Record(s) of Employment (if available) Original and up-to-date letters of reference from your past and current employers. Letters must be written on company letterhead and show the company's full address, telephone and fax numbers, and be stamped with the company's official seal <p>Letters must include all of the following information:</p> <ul style="list-style-type: none"> The specific period of your employment with the company The positions you have held during the period of employment and the time spent in each position Your main responsibilities in each position Number of hours of work per week Your total annual salary plus benefits The signature of your immediate supervisor or the personnel officer of the company A business card of the person signing 	<p>Photocopies of T4 slips and recent Notice of Assessment and Record of Employment</p> <p>Original and up-to-date letters of reference</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
11	<p>Proof of language proficiency</p> <p>If you are claiming proficiency at any level in English or French, submit one of the following:</p> <ul style="list-style-type: none"> Test results from a designated language testing agency: We strongly recommend that you submit test results if you are claiming proficiency in a language that is not your first language. If you choose to send the reports to us directly, you must provide the original. Photocopies are unacceptable. Language test results must not be older than one year upon submission <p>OR</p> <p>Other evidence in writing:</p> <ul style="list-style-type: none"> A written submission detailing your training in, and use of, English or French Official documentation of education in English or French (e.g. degrees, diplomas, certificates, transcripts of all education completed in English or French) Official documentation of work experience in English or French (e.g. letters from employers, pay stubs, samples of your work, etc.) <p>Proof of language proficiency is required for your application to be considered complete; otherwise it will be returned to you. Please note that the option to provide evidence in writing is primarily intended for applicants whose first language is English or French</p>	<p>Original</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
12	<p>Non-accompanying family members declaration (if applicable):</p> <p>If you have a spouse, common-law partner or dependent children and you do not intend to include them in your application for permanent residence, submit with your application a notarized statutory declaration stating your intention to proceed to Canada without your family members, and confirming that you understand that your family members must meet immigration requirements in their own right if they wish to join you in Canada</p>	<p>Notarized statutory declaration</p>	<input type="checkbox"/>
13	<p>Police certificates and clearances</p> <ul style="list-style-type: none"> Original police certificates of good conduct or clearances, from each country/state/territory in which you and everyone in your family aged 18 years or over have lived since reaching the age of 18 Submit original fingerprints directly to the authorities conducting the police checks If you have obtained police certificates from countries where the authorities will forward results directly to us, attach a brief explanatory note to your application <p>For more information on how to obtain a police certificate, visit our Web site at : http://cic.gc.ca/english/information/security/police-cert/index.asp</p>	<p>Original</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Fee			
14	<p>Fee payment</p> <p>Consult the Fees section of our Web site or the <i>Guide for Permanent Residence under the Canadian Experience Class</i> category to calculate your fees. Pay by certified cheque, bank draft or money order made payable to the "Canadian Consulate General." Do not enclose cash</p>		<input type="checkbox"/>

Photos		Format	
15	Photo requirements Supply four (4) photos for each member of your family and yourself. Follow the instructions provided in section <i>How to Complete the Forms</i> of the application guide and in Appendix C: <i>Photo Specifications</i>	Original	<input type="checkbox"/>
Other documents		Format	
16	This document checklist	Original	<input type="checkbox"/>
17	Mail your application See "Mail the Application" section in the Instructions guide IMM 5609.		