

## 1. **FORMS**

See the “**Filling Out the Forms**” section on our website at [www.cic.gc.ca/skilled](http://www.cic.gc.ca/skilled) for specific instructions on how to complete the questions on each of the following forms.

### **APPLICATION FOR PERMANENT RESIDENCE IN CANADA (IMM0008) G**

Ensure that it is **completed** and **signed** by the principal applicant.

#### **A. Mailing and residential addresses - items 14 and 15:**

- S** The mailing address you provide must be the residence or business address of a person or a firm. A post office box number is not acceptable.
- S** Residential and mailing addresses in the PRC must be provided in Chinese as well as English, and must include a postal code.
- S** It is your responsibility to ensure that the mailing address is reliable, and that any changes are reported to us promptly, as you will bear the consequences of failure by postal authorities to complete delivery and any breakdown in mail forwarding arrangements (including failure by your representative to pass on information to you in a timely manner). These consequences could extend from significant delays in the processing of your application, to refusal for non-compliance with our instructions.

#### **B. Photographs**

You are required to submit 6 photos of yourself and each of your family members, whether they are accompanying you to Canada or not. The requirements for the photos are indicated on Appendix C. Place all your photos in an envelope. Please do not staple the photos.

### **SCHEDULE 1: BACKGROUND DECLARATION G**

Completed and signed by:

- the principal applicant
- spouse or common-law partner
- each dependent child 18 years of age and over

### **SCHEDULE 3: ECONOMIC CLASSES - FEDERAL SKILLED WORKERS G**

Completed and signed by the principal applicant

### **SCHEDULE 5: ECONOMIC CLASSES - QUEBEC SKILLED WORKERS G**

Completed and signed by the principal applicant, if your destination in Canada is the province of Quebec

### **ADDITIONAL FAMILY INFORMATION (IMM5406) G**

Completed and signed by:

- the principal applicant
- spouse or common-law partner
- each dependent child 18 years of age and over

### **AUTHORITY TO RELEASE INFORMATION TO DESIGNATED INDIVIDUALS (IMM5476) G**

Include this form only if you wish us to release information regarding your application to someone other than yourself. Be advised that, if and for as long as you have designated an agent to represent you, we will communicate **only** with that person or firm. Any processing enquiries you may have must be made through that agent. Any such enquiries that you send directly to this office will neither be answered nor acknowledged. Please refer to the “**What happens when you appoint someone to represent you**” page on our website: [www.hongkong.gc.ca](http://www.hongkong.gc.ca).

**2. IDENTITY AND CIVIL DOCUMENTS**

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The following documents are required for you, your spouse or common-law partner, and dependent children.:

- S** certificates of **birth, adoption, marriage, absolute divorce** (Hong Kong residents), **divorce** with arrangements for the **custody** of children (if any), **death** of a family member, where applicable  
Note: For PRC residents, a kinship certificate is not acceptable as proof of relationship.
- S** **custody order** and proof that you have fulfilled any obligation stated in the custody order
- S** for any child accompanying you to Canada whose other parent is not accompanying you to Canada, **written consent** of that parent to your removing the child from his/her country of residence
- S** for citizens of the PRC and Taiwan, the certified/notarized copies of the family **Household Registers** (“HUKOU”). Proof of temporary residence must be provided if your permanent Hukou is not in the place where you are presently working and/or residing

**NOTE: PRC applicants must submit notarized certificates of the above documents. The notarized certificates must include photocopies of original documents issued by the PRC Offices administered by the Civil Administration (e.g. a marriage certificate is issued by the PRC People’s Government Office in your town, city, county or province of residence).**

**3. DEPENDENT CHILDREN’S STATUS AND EDUCATION DOCUMENTS**

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- S** proof of their **marital status** if 16 years old or over
- S** proof of their **continuous full-time studies** since attaining the age of 22 (complete school records including transcripts, registration of admission, school fee payments receipts, attendance records indicating the total numbers of hours of classes per week, examination results, the National College Entrance Examination results (NCEE) for PRC students, etc.)
- S** proof of continuous **financial support** by their parent(s) since attaining the age of 22

**4. SUPPORTING DOCUMENTS FROM YOUR RELATIVE IN CANADA**

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- S** **birth certificate** of your closest relative in Canada to establish your relationship  
Note: A kinship certificate is not acceptable as proof of relationship.
- S** photocopy of **Record of Landing (IMM1000)/Permanent Resident Visa, Permanent Resident Card** or **Canadian Citizenship Certificate** of your relative in Canada
- S** proof of current **resident status** of your relative in Canada
- S** proof of **employment** or **Canadian tax receipts (T4)** of your relative in Canada
- S** photocopies of your relative’s **passport bio-data pages**

5. EDUCATION/TRAINING/QUALIFICATIONS

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**For you and your spouse or common-law partner:**

- S post-secondary education documents:** vocational or technical certificates or diplomas
- S CADGEDC credentials report(s) for college or university documents (PRC residents):**
- CADGEDC credentials report(s) to certify completion and authenticity of graduation degree, diploma, or certificate issued by the college or university and the evaluation committee in China (please refer to the instructions for obtaining CADGEDC credentials reports in Appendix E)
  - notarial certificate of each degree, diploma, or certificate issued by the college or university and the evaluation committee in China
- S college or university documents (residents of HKSAR, Macao and other countries):** notarization/certification of completion and graduation degree, diploma, or certificate issued by the college or university
- S transcripts:** original transcripts of all degrees must be submitted in university-sealed envelopes
- S professional qualifications certificates:** notarized professional qualification certificates should be submitted if available (e.g. Engineer, Computer Programmer, Accountant, Economist, Translator/Interpreter, Architect etc.)
- S proof of previous study in Canada (if applicable):** documentary proof of completion of a program of full-time study of at least two years' duration at a post-secondary institution in Canada, after the age of 17 together with photocopies of the student authorizations/study permits issued to you

**6. WORK EXPERIENCE**

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**For you:**

- S** notarized employment contracts from your present and past employers, accompanied by an English or French translation
- S** 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

**If applicable, for you and/or your accompanying spouse or common-law partner, who has engaged in full-time work in Canada, with appropriate authorization, for a period of at least one year in the past 10 years:**

- S** copies of letter(s) of reference from your past Canadian employer(s), and the employment authorization; 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

**Letters of reference must include all of the following information:**

- 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
- your total annual salary and benefits
- the signature of your immediate supervisor or the Personnel Officer of the company
- a business card of the person who signed the letter

**IF YOU CANNOT PROVIDE LETTER OF REFERENCE OR EMPLOYMENT CONTRACT FROM YOUR CURRENT EMPLOYER, YOU MUST SUBMIT AN EXPLANATORY LETTER ALONG WITH OTHER OFFICIAL PROOF OF YOUR EMPLOYMENT.**

**7. PROOF OF LANGUAGE PROFICIENCY**

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Refer to the instructions in the “**Language Skills**” section of the “**Will You Qualify as a Skilled Worker**” page of our website at [www.cic.gc.ca/skilled](http://www.cic.gc.ca/skilled). If you are claiming proficiency at any level in English and/or French, submit one of the following:

**S test results from an approved language-testing organization:**

We strongly recommend that you submit test results if you are claiming proficiency in a language that is not your native language. You must submit the **original** reports to us directly: photocopies are unacceptable. Language test results must not be older than one year upon submission.

**or**

**S other evidence in writing:**

- your written submission detailing your training in, and use of, English and/or French
- official documentation of education in English or French
- official documentation of work experience in English or French
- other applicable documentation.

**8. ARRANGED EMPLOYMENT (if applicable)**

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If you are currently working in Canada under a work permit, provide a photocopy of the permit.

**9. NON-ACCOMPANYING FAMILY MEMBERS DECLARATION (if applicable)**

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If you have a family member who does not intend to emigrate to Canada with you, you must submit with your application a notarized statutory declaration:

- S identifying this person and his/her relationship to you
- S stating your intention to proceed to Canada without him/her, and
- S indicating whether or not you wish that person to retain eligibility to be sponsored by you once you have settled in Canada.

With the exception of persons covered in the note below, any non-accompanying family member is still required to successfully meet immigration medical and criminal standards at the same time as you do. S/he will retain eligibility to be sponsored by you as a member of the Family Class once you have settled in Canada for as long as he/she is your "spouse", "dependent child" or "common-law partner" as these terms are defined in the Immigration and Refugee Protection Act and Regulations.

**Note:** If you have a spouse from whom you are legally separated, or if you have children for whom you do not have legal custody, these persons are not required to undergo medical and background screening in connection with your immigration application. However, if they do not undergo this screening, you cannot later sponsor them as members of the Family Class once you have settled in Canada.

You may therefore wish to accommodate possible future changes in circumstances and to have them undergo medical and background screening in connection with your immigration application even though they have no present plans to accompany you to Canada. You should in this case indicate in your notarized statutory declaration your intention to retain your dependents' eligibility to be sponsored by you in the future.

**10. SETTLEMENT FUNDS**

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Refer to the "**Proof of Funds**" section of our website ([www.cic.gc.ca/skilled](http://www.cic.gc.ca/skilled)) or the *Guide for Federal Skilled Worker Applicants* for exact figures and instructions. The Low Income Cut-Off Table currently in effect can also be found on our website ([www.cic.gc.ca/skilled](http://www.cic.gc.ca/skilled)).

Provide proof of unencumbered and readily transferable funds in a convertible currency available for settlement in Canada (for you and your family members):

- current bank certification letter
- evidence of savings balance
- fixed or time deposit statements

**11. POLICE CERTIFICATES AND CLEARANCES**

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- S** original police certificates of good conduct or clearances, from each country/state/territory in which you and each person in your family aged 18 years or over have lived for six months or longer since reaching the age of 18
- S** submit original fingerprints directly to the authorities conducting the police checks
- S** 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
- S** please refer to the instructions for obtaining police certificates and clearances in Appendix B
- S** to obtain a Hong Kong Certificate of Good Conduct, you will require an instruction letter which will be sent to you once we have finished our initial assessment of your application

**12. FEE PAYMENT**

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Consult the **Fees** section of our website at [www.hongkong.gc.ca](http://www.hongkong.gc.ca) or Appendix F to calculate your fees.

**13. CERTIFICAT DE SELECTION DU QUEBEC (CSQ)**

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If your destination in Canada is the province of Quebec, please provide **Original** valid CSQ(s) issued by Quebec Immigration for you and your family members.

**If your application is incomplete or lacks the supporting documents listed above, it will be returned to you for completion. When you are ready to submit your application with all the required supporting documents, you should place them in a sealed envelope and send them to the address listed below:**

The Consulate General of Canada  
Immigration Section  
G.P.O. Box 11142  
Hong Kong

Please visit our website regularly for updated information regarding procedures and service standards at:

[www.hongkong.gc.ca](http://www.hongkong.gc.ca)