



Government of Canada  
Embassy of Canada

Gouvernement du Canada  
Ambassade du Canada

## **FEDERAL SKILLED WORKERS**

**List of documents to submit in support of  
applications submitted under the  
Federal Skilled Worker Category**

### **Beijing Specific Instructions**

Please include this checklist with your document submission

**File number (starting with B) \_\_\_\_\_**

# INTRODUCTION

The purpose of this guide is to instruct you regarding the presentation of documents required for the examination of an application for a permanent resident visa submitted by a foreign national as a skilled worker.

## 1. Definition of a skilled worker

Skilled workers are people who can become permanent residents because they are able to become economically established in Canada.

Federal skilled worker applications received on or after February 27, 2008 are now assessed for eligibility according to a set of instructions issued by the Minister of Citizenship, Immigration and Multiculturalism. According to the Minister's instructions, your application is eligible for processing if:

- you have an offer of [arranged employment](#), OR
- you are a foreign national who has been living legally in Canada for one year as a temporary foreign worker or an international student, OR
- you are a skilled worker who has at least one year of experience in one or more of the [occupations listed here](#).

If your application is eligible for processing, you must also meet the following minimum requirements to qualify as a skilled worker:

- You have at least one continuous year of full-time, paid work experience or the equivalent in part-time continuous employment,
- Your work experience must be Skill Type 0 (managerial occupations) or Skill Level A (professional occupations) or B (technical occupations and skilled trades) on the Canadian National Occupational Classification (NOC),
- You must have had this experience within 10 years preceding the date of your application.

If you meet these minimum requirements, your application will then be processed according to six selection factors and a point system. The six selection factors are:

<a href="#">Education</a>	Maximum 25 points
<a href="#">Ability in English and/or French</a>	Maximum 24 points
<a href="#">Experience</a>	Maximum 21 points
<a href="#">Age</a>	Maximum 10 points
<a href="#">Arranged employment in Canada</a>	Maximum 10 points
<a href="#">Adaptability</a>	Maximum 10 points
<b>Total</b>	Maximum 100 points
<b>Pass mark</b>	67 points

You must also show that you have enough money to support yourself and your dependants after you arrive in Canada, and pass a medical examination and security and criminal checks.

For more information, please [click here](#)

## 2. Presentation of the documentation

Please follow the instructions below:

- For each required document enclosed with your submission, please check the box “Sent” and **return the check list with the documents**. For faster processing of a file, the documents should be arranged in the order of their appearance on the list and identified by a tab bearing their corresponding number on the list.
- If you cannot present certain documents, please enclose an explanation and any other substitute document.
- All required documents **must be photocopies of the original documents**, unless otherwise indicated in the list below and must be of excellent quality or they will not be considered. The Visa Officer may request the original of any photocopied document submitted.
- All applicable documents **shall be submitted in one package on or before the 120 days deadline** stated on this request. Our office **will not respond to requests for extension of the stated deadline** and **will not grant extensions to the deadline**. At the time of assessment of the application, the Visa Officer will make a decision based on the documentation on file. Failure to comply fully with this document request could lead to the refusal of the application.
- **Please ensure that your file number is noted on the cover page of your document submission.**

## 3. Translation

All documents written in a language other than English or French must be accompanied with an accurate translation of these documents into either English or French. Documents such as advertising brochures, corporate brochures or newspaper articles do not need to be translated.

### **WARNING: MISREPRESENTATION IS A CRIMINAL OFFENCE**

If you or someone acting on your behalf directly or indirectly misrepresents or withholds material facts relating to your application for permanent residence in Canada:

- your application will be refused;
- you could be deemed inadmissible to Canada for a period of two years;
- the circumstances of your refusal will be entered into Canada's global immigration database, and will be available to immigration officers deciding on any subsequent visa applications you may make; and,
- the circumstances of your misrepresentation may be communicated to authorities in your home country and/or Canada to determine whether criminal proceedings should be initiated against you and/or any other person(s) who assisted in the misrepresentation.

We check routinely with issuing authorities, home government departments and other reliable sources to verify whether information provided and documents submitted are genuine.

There is no excuse or justification for misrepresentation. **If a document we require is not available, attach a written explanation when you submit your application - and, if possible, other documents or information that might substantiate the issue in question.**

Misrepresenting or withholding material facts relating to your application for permanent residence in Canada is a criminal offence.

## LIST OF DOCUMENTS TO PROVIDE

	SENT	
	YES	NO
<b>1. APPLICATION FORMS</b>		
<p>1.1</p> <p>(a) Application for permanent residence in Canada completed and signed by each: <a href="#">Click here to download the form</a></p> <ul style="list-style-type: none"> <li>- the principal applicant,</li> <li>- the spouse or common-law partner;</li> </ul> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>- The <b>mailing address</b> you provide on the application for permanent residence in Canada must be the residence or business address of a person or a firm, including postal code. A post office box number is not acceptable.</li> <li>- If the <b>mailing address</b> you provide is in China, you must provide the full address and name of the person/firm in <b>Chinese characters</b>.</li> <li>- It is your responsibility to ensure that the <b>mailing address</b> you provide is reliable and that any changes are reported to us promptly, as you will bear the consequences of failure by postal authorities to complete the delivery and of any breakdown in mail forwarding arrangements (including failure by your representative to pass on information to you in a timely manner). This may result in significant delays in the processing of your application or refusal for non-compliance with our instructions.</li> </ul> <p>(b) Schedule 1, Background declaration completed and signed by each: <a href="#">Click here to download the form</a></p> <ul style="list-style-type: none"> <li>- the principal applicant,</li> <li>- the spouse or common-law partner,</li> <li>- each dependent child 18 years of age or over;</li> </ul> <p>(c) Additional family information and Details of education and employment completed and signed by each: <a href="#">Click here to download the form</a></p> <ul style="list-style-type: none"> <li>- the principal applicant,</li> <li>- the spouse or common-law partner,</li> <li>- each dependent child 18 years of age or over.</li> </ul> <p>Please note that names and addresses of schools and work units <b>must also be in Chinese characters</b>;</p> <p>(d) Schedule 3, Economic Classes, Federal skilled workers completed and signed by the principal applicant. <a href="#">Click here to download the form</a></p> <p>(e) Use of a representative form (IMM 5476E). <a href="#">Click here to download the form</a></p> <p>You may prepare your application yourself, or have it prepared by an individual who provides such services for free (family members, friends, non-governmental and religious organizations, etc.), or you may decide to hire an authorized representative to do so. An authorized representative must be: an immigration consultant who is a member of the Canadian Society of Immigration Consultants, a lawyer who is a member of a Canadian Law Society, or a notary who is a member of the Chambre des Notaries du Québec.</p> <p>You <b>must</b> complete this form if you:</p> <ul style="list-style-type: none"> <li>- have paid an authorized representative to assist in the preparation of this</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

	SENT	
	YES	NO
<p>application and immigration matters and/or</p> <p>- you wish us to release information regarding your application to someone other than yourself. Privacy laws prevent the release of information about your application unless written authorization is received. Information will only be released to Canadian citizens or permanent residents.</p> <p><b>NOTE:</b></p> <p>- For specific instructions on how to complete the questions on each of the forms please <a href="#">click here</a></p>		

2. IDENTITY AND CIVIL DOCUMENTS		
<p>2.1</p> <p>(a) Certificate of birth for the principal applicant, the spouse or common-law partner and all dependent children (note that for children born after the year 1990 a photocopy of the original birth certificate is required);</p> <p>(b) Certificate of marriage;</p> <p>(c) Certificate of death of a spouse;</p> <p>(d) Certificate of divorce and civil mediation for the applicant and/or the spouse/common-law partner (specifying legal custody of any dependent children);</p> <p>(e) Adoption certificate issued by the government authority for any adopted children;</p> <p>(f) Household registration (<i>hukou</i>) for the applicant, the spouse or common-law partner and all dependent children;</p> <p>(g) Certificate of non-marriage for all dependent children 16 years old or over.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2.2 For an applicant accompanied by a child who is 22 years or older and full-time student at the time of application:</p> <p>(a) Proof that the child has been continuously enrolled and actively pursuing a course of study at an accredited post secondary institution since before the age of 22. Acceptable documents may include all available educational credentials, transcripts, registration of admission, school fee payment receipts, attendance record indicating the total number of hours of classes per week;</p> <p>(b) Proof that the child has been continuously financially supported by the parents since before the age of 22.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2.3 For an applicant accompanied by a minor child whose other parent is not going to Canada: <b>notarized copy</b> of a letter of authorization and no-objection signed by the non-accompanying parent. Please note that only the form provided by the Embassy should be used and it should be accompanied by a photocopy of the national identity card of the non-accompanying parent. <a href="#">Click here to download the form</a></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2.4 Photocopies of passport pages bearing the photo and identity of the principal applicant and accompanying family members and photocopies of the national identity card of the principal applicant and the accompanying family members. <b>Do not send original passports at this time.</b></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2.5 Police certificates for the principal applicant and all other dependents 18 years of age and over from each country where they resided for six months or</p>		

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<p>more, since the age of 18. Please note that <b>original</b> police certificates are required.</p> <p>- If the police certificate is required from a country where the authorities will forward results directly to us, please attach a brief explanatory note.</p> <p>- To obtain a Hong Kong Certificate of Good Conduct, an instruction letter is required and will be sent to you by the Embassy, if applicable.</p> <p><a href="#">Click here</a> for more information on foreign police certificates.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2.6 <b>Four</b> photos of the principal applicant and each family member, whether they are accompanying the principal applicant to Canada or not. All photos should be placed in an envelope and names should be clearly indicated on the back of pictures with pen or pencil. Please do not use felt markers and do not staple the photos. <a href="#">Click here</a> for photo specifications.</p>	<input type="checkbox"/>	<input type="checkbox"/>

<b>3. FUNDS</b>		
3.1 Original bank statements as proof of unencumbered funds available for transfer to Canada. For details <a href="#">click here</a>	<input type="checkbox"/>	<input type="checkbox"/>

<b>4. EDUCATION</b>		
<p>4.1</p> <p>(a) Degrees/diplomas and transcripts for each post-secondary degree/diploma obtained by the principal applicant either in China or abroad;</p> <p>(b) You are required to apply for verification of the highest post-secondary degree/diploma you obtained <b>in China</b> with the China Academic Degree and Graduate Education Development Centre (CADGEDC). For contact details and further information on the application process <a href="#">click here</a></p> <p>(c) Professional qualifications certificates, if available (e.g. Engineer, Computer Programmer, Accountant, Translator/Interpreter, Architect, Medical Doctor etc.). For more information on the Education selection factor <a href="#">click here</a></p>	<input type="checkbox"/>	<input type="checkbox"/>

<b>5. ABILITY IN ENGLISH AND/OR FRENCH</b>		
<p>5.1 The principal applicant must provide conclusive proof of his/her level of proficiency in English and/or French. In order to do this, he/she may take a language test or provide other written proof of his/her abilities.</p> <p><b>We strongly recommend that you take a language test from an approved organization.</b></p> <p>For more information on the Ability in English and/or French selection factor <a href="#">click here</a></p>	<input type="checkbox"/>	<input type="checkbox"/>

<b>6. EXPERIENCE</b>		
<p>6.1</p> <p>a) The principal applicant must provide <b>original</b> letters of reference from their current and past employers for each employment position they had in the 10</p>		

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	YES	NO
<p>years before the date of application until present and which they list on their application form. These certificates must give the title and contact information of the signatory or the Personnel Officer of the company and must include all the following information:</p> <ul style="list-style-type: none"> <li>▪ the specific period of the principal applicant's employment with the company;</li> <li>▪ the positions held during the period of employment and the time spent in each position;</li> <li>▪ the main duties and responsibilities in each position;</li> <li>▪ the income of the principal applicant (broken down by salary, benefits, commissions and bonuses) with, if applicable, an explanation of the basis for calculating commissions and bonuses;</li> <li>▪ a business card of the person who signed the letter and of the principal applicant, if available.</li> </ul> <p>The certificates must be written on company letterhead and must be stamped with the company's official seal. They must show the company's full address, telephone and fax numbers with the area code, and website if applicable.</p> <p>b) Employment contracts signed by the principal applicant for each employment position they had in the 10 years before the date of application until present and which they list on their application form.</p> <p>c) Proof of personal income taxes and social insurance paid by the principal applicant for each employment position they had in the 10 years before the date of application until present and which they list on their application form, issued by the employer and/or the bureau responsible for collecting these fees.</p> <p>d) Résumé for the principal applicant and the spouse or common-law partner. To download the form <a href="#">click here</a></p> <p><b>NOTE:</b> - If you cannot provide some of the documents listed above as proof of your employment in the 10 years before the date of application to present, please submit a detailed explanation as to why you are unable to do so and, if possible, provide other documents or information that might substantiate the issue in question.</p> <p>For more information on the Experience selection factor <a href="#">click here</a></p>	<input type="checkbox"/>	<input type="checkbox"/>

<b>7. AGE</b>		
Please refer to point 2.1 (a) above for documents related to age. For more information on the Age selection factor <a href="#">click here</a>	<input type="checkbox"/>	<input type="checkbox"/>

<b>8. ARRANGED EMPLOYMENT IN CANADA</b>		
8.1 If you are currently working in Canada under a work permit, provide a photocopy of the permit.	<input type="checkbox"/>	<input type="checkbox"/>
8.2 If you have a permanent job offer confirmed by Human Resources and Social Development Canada (HRSDC), provide a photocopy of the HRSDC confirmation letter (Arranged Employment Opinion) which was sent to your	<input type="checkbox"/>	<input type="checkbox"/>

	SENT	
	YES	NO
<p>employer.</p> <p>For more information on the Arranged employment in Canada selection factor <a href="#">click here</a></p>		

<b>9. ADAPTABILITY</b>		
<p><b>9.1 Proof of spouse's or common-law partner's level of education:</b></p> <p>(a) Degrees/diplomas and transcripts for each post-secondary degree/diploma obtained by the spouse or common-law partner either in China or abroad;</p> <p>(b) Your spouse or common-law partner is required to apply for verification of the highest post-secondary degree/diploma obtained <b>in China</b> with the China Academic Degree and Graduate Education Development Centre (CADGEDC). For contact details and further information on the application process <a href="#">click here</a></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>9.2 Previous work in Canada of the principal applicant and/or the spouse or common-law partner:</b></p> <p>(a) Employment authorization issued by Citizenship and Immigration Canada;</p> <p>(b) <u>Original</u> letter(s) of reference from past and present Canadian employer(s), written on company letterhead, showing the company's full address, telephone and fax numbers, and stamped with the company's official seal;</p> <p>(c) All available pay slips and Notice of Assessment.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>9.3 Previous study in Canada of the principal applicant and/or the spouse or common-law partner:</b></p> <p>(a) Student authorization issued by Citizenship and Immigration Canada,</p> <p>(b) Degrees/diplomas and transcripts from each school attended in Canada as proof of completion of a program of full-time study of at least two years' duration at a post-secondary institution in Canada.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>9.4 Arranged employment in Canada</b></p> <p>Please refer to point 8 above.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>9.5 Relatives in Canada of the principal applicant and/or the spouse or common-law partner:</b></p> <p>(a) Birth certificate and/or kinship certificate of the relative in Canada,</p> <p>(b) Relative's Permanent Resident Card or Canadian Citizenship Card/Certificate,</p> <p>(c) Relative's most recent Notice of Assessment, pay slips and utilities bills for the past six-twelve months.</p> <p>For more information on the Adaptability selection factor <a href="#">click here</a></p>	<input type="checkbox"/>	<input type="checkbox"/>