

# **SKILLED WORKER**

**List of documents to provide in support of applications submitted under the Simplified Application Process.**

## **HONG KONG SPECIFIC INSTRUCTIONS**

# Checklist

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Please assemble all your documents as listed below. Mark with a (✓) each item you include in your application and attach the checklist to your documents. **Original** employment reference letters, university transcripts, official language testing result such as IELTS test report, credentials reports of the China Academic Degree & Graduate Education Development Center (CADGEDC), notarial certificates of PRC civil documents, *certificats de sélection du Québec* (if your destination is the province of Quebec) and police clearance certificates must be submitted. **Photocopies of these documents are unacceptable.** All other documents should be photocopies. You should place all the documents in a sealed envelope and submit them along with your application forms. If your document is not in English or French, it must be accompanied by a translation in one of the official languages, English or French.

**Note:** **All applicable documents must be submitted in one package within the 120 days noted. For any item that you are unable to provide within this time period, please include a note in your package indicating the reason why it has not been provided and the date by which you will submit it.**

## WARNING: MISREPRESENTATION

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 will 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;
- 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 to you, 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 are grounds for refusal under the Immigration and Refugee Protection Act.

## **PART ONE: APPLICATION FORMS**

See the ‘**Filling Out the Forms**’ section on our web site at [www.cic.gc.ca/english/immigrate/skilled/index.asp](http://www.cic.gc.ca/english/immigrate/skilled/index.asp) for specific instructions on how to complete the questions on each of the following forms.

### **1. APPLICATION FOR PERMANENT RESIDENCE IN CANADA (IMM0008)**

Completed by the principal applicant

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

- 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.
- 8 self-addressed mailing labels bearing applicant’s name, mailing address and postal code in Chinese characters, if applicable
- Residential and mailing addresses in the PRC must be provided in Chinese as well as English, and must include a postal code.
- If you have a designated a third party to represent you, we will communicate **only** with that person and will automatically direct all correspondence to this person.
- It is your responsibility to ensure that the mailing address is reliable, and that any changes are reported to us promptly. Failure to do so could result in significant delays in the processing of your application or even refusal of your application 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 attached to these instructions. Place all your photos in an envelope. Please do not staple the photos.

### **2. SCHEDULE 1: BACKGROUND / DECLARATION**

Completed and signed by:

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

### **3. SCHEDULE 3: ECONOMIC CLASSES – FEDERAL SKILLED WORKERS**

Completed by the principal applicant

**4. ADDITIONAL FAMILY INFORMATION (IMM5406)**

Completed and signed by:

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

**5. USE OF A REPRESENTATIVE (IMM5476)**

Include this form if you have obtained help from a representative to complete your application or if you wish us to release information regarding your application to someone other than yourself. For complete information, please refer to the '**Immigration Representatives**' page on our web site:

[www.cic.gc.ca/english/information/representative/index.asp](http://www.cic.gc.ca/english/information/representative/index.asp)

## PART TWO: DOCUMENTS

### 1. IDENTITY AND CIVIL DOCUMENTS

The following documents are required for you, your spouse or common-law partner, and dependent children if applicable. **For PRC applicants, kinship certificate is not acceptable as proof of relationship.**

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

- marriage certificate
- **relationship proof with your common-law partner** including notarized / certified declaration of your common-law relationship, evidence of your history of cohabitation, mutual commitment, continuous financial support, etc.
- **divorce certificate / absolute divorce** (Hong Kong residents), **divorce court order** with arrangements for the **custody** of children, **annulled marriage certificate, separation certificate or court order**
- **death certificate** of your former spouse or other family member
- for citizens of the PRC and Taiwan, the notarized / certified copies of family or employment ('Danwei') **Household Registers** ('HUKOU'); proof of temporary residence if your permanent Hukou is not in the place where you are presently working and/or residing

#### **For dependent children:**

- **birth certificate** (notarized hospital birth records)
- **adoption certificate** for your adopted child/ren (notarized / certified copy of the adoption certificate issued by the District Court in Hong Kong or the Ministry of Civil Affairs in the PRC)
- **custody order** and proof that you have fulfilled any obligation stated in the custody order
- **written consent** of the other biological parent to your removing the child(ren) from his / her / their country of residence to Canada for permanent immigration; this written consent must state the full name and PRC identity card number of the parent giving consent and be accompanied by a copy of the front and back of the PRC identity card of the person giving consent

## **2. STATUS AND EDUCATION DOCUMENTS FOR DEPENDENT CHILDREN**

- proof of their **marital status** if 16 years old or over
- If the child is 22 years or older:
- proof of child's **continuous full-time studies** since before attaining the age of 22 in a post-secondary education institution that is accredited by the relevant government authority
- complete school records including transcripts, testimonials, registration of admission, school fee payments receipts, attendance records indicating the total numbers of hours of classes per week, examination results, principal certification stating the name of the program, school projects, assignments and graduation thesis for post-secondary education, the Hong Kong Advanced Level Examination (HKAL) for Hong Kong students, the National College Entrance Examination results (NCEE) for PRC students etc.
- proof of child's continuous financial dependence on the principal applicant since before the age of 22

We may verify the education status of your children with the relevant authorities. You must provide complete names, addresses and contact numbers of the educational institutes in both English and Chinese.

## **3. TRAVEL DOCUMENTS AND PASSPORTS**

- Passports for you and each of your accompanying family members

Please provide legible copies of pages containing the biographical data and the expiry date of the passport. If applicants have visited Canada, please include photocopies of the passport pages showing the Canadian visas and immigration stamps.

If you are not citizen or permanent resident of Hong Kong, Macao or the PRC, please provide proof of your lawful admission to Hong Kong, Macao or the PRC for a period of at least one year before the date of your application.

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

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

#### 5. EDUCATION / TRAINING / QUALIFICATIONS

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

- **post-secondary education documents:** vocational or technical certificates or diplomas
- **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 attached)
  - notarial certificate of each degree, diploma, or certificate issued by the college or university and the evaluation committee in China
- **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
- **transcripts:** copy of transcripts from all degrees must be submitted with your education documents
- **professional qualifications certificates:** notarized professional qualification certificates should be submitted if available (e.g. Engineer, Computer Programmer, Accountant, Economist, Translator/Interpreter, Architect, etc.)
- **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

**Please provide evidence of current and past employment experience, including:**

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

- 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**

If you are claiming proficiency at any level in English and/or French, submit one of the following:

- **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 should not be older than one year upon submission.
- or
- **written submission providing evidence of language abilities:**
  - 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

**Please note:** Test results from an approved language-testing organization is the only method to ensure the points awarded are an accurate reflection of your abilities. A written submission of other evidence may result in no points being awarded if you do not clearly demonstrate the level of your abilities according to the Canadian Language Benchmarks and your application could be refused without any further warning. For additional information regarding language requirements please refer to <http://www.cic.gc.ca/english/immigrate/skilled/factor-language.asp>

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

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

## 9. **NON-ACCOMPANYING FAMILY MEMBERS DECLARATION**

Non-accompanying family members are required to meet all Canadian immigration medical and admissibility requirements.

If you have a child who is not included in your application because s/he is in the custody of the other parent, this child should meet the immigration requirements in order to maintain his/her eligibility to be sponsored by you in the future. The non-examination of your child may result in permanently barring you from sponsoring him or her in the future.

Please refer to our web site [www.cic.gc.ca](http://www.cic.gc.ca) for details under the **Immigration and Refugee Protection Regulations - R23 and R117(9)(d)-R117(11)**.

You must complete the required sections of the application forms by providing complete information for all of your family members, whether or not they are accompanying you at this time.

## 10. SETTLEMENT FUNDS

You are required to demonstrate that you possess sufficient resources to support yourself and your family for at least six months when you immigrate to Canada.

Refer to the “**Proof of Funds**” section of our website ([www.cic.gc.ca/english/immigrate/skilled/index.asp](http://www.cic.gc.ca/english/immigrate/skilled/index.asp)) 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.

Please provide proof of unencumbered and readily transferable funds in a convertible currency available for settlement in Canada (for you and your family members), such as:

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

## 11. POLICE CERTIFICATES AND CLEARANCES

- **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
- submit original fingerprints directly to the authorities conducting the police checks
- if you have applied for police certificates from countries where the authorities will forward results directly to us, attach a brief explanatory note to your application
- please refer to [www.cic.gc.ca/english/information/security/police-cert/index.asp](http://www.cic.gc.ca/english/information/security/police-cert/index.asp) for instructions on obtaining police certificates.

## 12. FEE PAYMENT

Consult the **Fees** section of our web site at [www.hongkong.gc.ca](http://www.hongkong.gc.ca) to calculate any outstanding fees you may owe.

## SUBMITTING YOUR DOCUMENTS

You are required to submit ALL DOCUMENTATION AT ONE TIME. When you are ready to submit the required supporting documents, you should place them in a sealed envelope and send them to the address listed below:

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

Please visit our web site regularly for updated information regarding procedures and processing times at:

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

Once you have submitted all the documentation requested, the time it takes to process your application will depend on the clarity of your documentation and other processing related factors. Should you not hear from this office within 6 months following your submission, you may request a status update on your case. Please do not request a status update before 6 months have passed.

**You must submit the required documentation within 120 days from the date noted on the cover letter and all the documents must be submitted at one time.** Please be advised that failure to submit the required documentation within this timeframe will result in the refusal of your application. If you are unable to obtain any required document within this time period, you must submit all available documentation within the allotted time period and clearly indicate which document(s) you have been unable to obtain, the reason why and the anticipated date of submission. Should you fail to submit any of the required documentation or should the documentation not demonstrate that you meet the requirements under the category in which you applied, your application will be assessed based on the documentation you have submitted and may be refused without any further warning. No extensions to the 120 day time period will be considered for any reason. Should you be unable to submit the necessary documentation within the time period required, you may wish to withdraw your application and submit a new application at such time that you are able and prepared to proceed (note that you will have to meet all requirements and regulations in force at the time you submit your application).

**Instructions for medical examinations will be forwarded to you after your application has been reviewed.** Please note that medical examinations are undertaken entirely at your own risk and expense. The completion of the medical examination in no way guarantees that immigrant visas will be issued to you and your dependants. Should you subsequently be refused a visa, the cost of the medical examination remains your responsibility. If your application for immigration to Canada is successful, your *Permanent Resident Visa* will be valid for 12 months from the date you commenced the medical examination. If you have dependants residing or studying overseas, they will also need to complete a medical examination before a visa can be issued.

# Photograph Specifications

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## TAKE THIS WITH YOU TO THE PHOTOGRAPHER

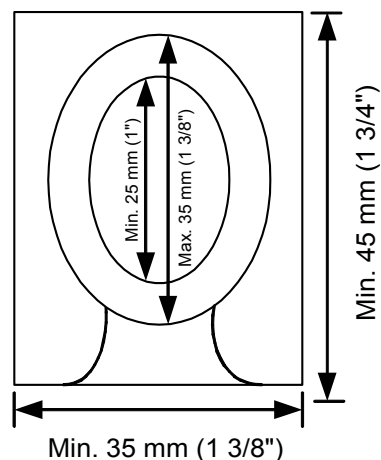
- Immigration photographs are **not** the same as passport photographs.

Please:

- enclose 6 photographs in an envelope;
- place photographs of different individuals in separate envelopes;
- **do not** write at back of the photographs;
- write down individual's name on the envelope;
- **do not** staple, scratch, bend or leave any ink mark on the photographs.

The photographs must:

- show a full front view of the person's head and shoulders showing full face centered in the middle of the photograph;
- have a **pure white background**, off-white background is not acceptable;
- be identical (black and white or colour) produced from the same untouched negative, or exposed simultaneously by a split-image or multi-lens camera;
- have been taken within the past six months.
- measure between 25 mm and 35 mm (1" and 1 3/8") from chin to crown;
- have a 35 mm x 45 mm (1 3/8" x 1 3/4") finished size.



# CADGEDC Credentials Reports

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In order to enable us to assess your education qualifications and to verify your diploma/bachelor/ master/doctorate degree(s) and transcripts, you are required to submit a copy of your documents (degree with graduation certificate and transcript) and the appropriate fees to the China Academic Degree & Graduate Education Development Center (CADGEDC) in Beijing. You are only required to have your highest level degree with graduation certificate and transcript verified.

It is your responsibility to submit this request to CADGEDC directly with the appropriate fees. CADGEDC's contact information, application forms, processing fees and further information on the application process are available on the CADGEDC website: [www.cdgd.edu.cn](http://www.cdgd.edu.cn)

We require **two** original credentials reports. You must submit to us the original report you receive from CADGEDC together with your application, and arrange for CADGEDC to send a second report directly to our office in Hong Kong