



File No.

Visa Section
P.O. Box 1042
Islamabad, Pakistan

DOCUMENT CHECK LIST

- Updated IMM0008, Schedule 1, Schedule 3 and Additional Family Information form for yourself, your spouse and any of your dependants 18 years old and above. *Forms can be downloaded from:*
<http://www.cic.gc.ca/english/information/applications/skilled.asp>
- 4- Updated passport size photographs for you, your spouse and dependents.
- Updated proof of funds with supporting verifiable documents showing the history of your funds. *Information on required settlement funds can be found at:*
<http://www.cic.gc.ca/english/immigrate/skilled/funds.asp>
- Photocopies of the first 4 pages of passports for yourself and all your dependents, whether accompanying or not.
- Your updated original employment certificates and official detailed job description covering the period from when you filed your application to the present. Please do not submit self-written job descriptions, we will only consider your submission if it has been issued and certified by your employer.
- Proof of your relationship to your relative in Canada, if applicable, (i.e.; education documents, parent's Bay Form, birth certificates or Nikah Nama), and his/her status in Canada with the notarized copy of record of landing, Canadian passport or citizenship card. Documents must conclusively prove how you are related. Affidavits are not acceptable. Also provide the complete address of your relative in Canada.
- Copies of education documents for yourself and your spouse including; educational certificates, mark sheets, diplomas/degrees (note: provisional certificates will not be accepted).
- Valid Police Clearance Certificates issued by the Senior Superintendent of Police of your district for you, your spouse and all dependents above the age of 18 years. Police certificates should be provided for each of you for each jurisdiction in which you have lived since your 18th birthday. Police clearance certificates must have been issued within the last 6 months to be considered valid. *For instructions on how to obtain foreign police certificates, please visit:*
www.cic.gc.ca/english/police-cert/index.html
- You must provide conclusive proof of your English and/or French language skills. We strongly recommend that you take a language test from an approved organization (i.e. IELTS/TEF). If you choose to only submit written documentation in support of your language skills and we are not satisfied that this adequately supports your claimed proficiency, you will not be given a further chance to submit language testing results. *For more information on language proficiency, please refer to the Citizenship and Immigration Canada website:*

Please advise us if there have been changes in your **family status**. If you are now married, please submit your original marriage certificate (Nikah Nama). Original birth certificate and four pieces of passport-sized photos must be provided for each additional family member. If they are accompanying you to Canada, appropriate fees must be submitted together with their documents. Please also submit the original education documents, transcript of record and diploma of your accompanying spouse.

Processing fees for all accompanying dependents, if not paid yet, **must, without exception**, be paid (at a Standard Chartered Bank branch). The case will only be assessed according to the accompanying family members for whom the fees have been received.

For more information on processing fees, visit: www.cic.gc.ca/english/information/fees/index.asp

Please visit the Citizenship and Immigration Canada website (www.cic.gc.ca) for more information on the immigration process. You are strongly encouraged to regularly visit our website for any updates we may post.

The information we have requested should be provided to us within (120) days from the date of this letter. Please note that a review of your application will proceed based on the documents we currently have on file if the above requested information and documents are not received within the time indicated.

Please return a copy of this letter with your documents.

This is a generic request, some of the above requested documents may not be applicable to you (such as spouse's forms if you are unmarried, etc.) or they may already be on file and they do not need updating (such as your original transcript or record, IELTS, etc.), if this is the case, please disregard these portions.

Thank you for your cooperation.