



# 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.** An English or French translation is required for documents in any other language, accompanied by an affidavit from the person who completed the translation.



If there is any change in your family status (e.g., common-law relationship, marriage, divorce, birth, adoption, death of the principal applicant or any accompanying family member) after you submit your application, it is your responsibility to notify this office and provide the appropriate supporting documentation.

The Visa Officer will assess your application on the basis of the information you have provided. The Officer is under no obligation to request information you have not provided.

See "Helpful hints for applicants in the Canadian Experience Class Category" on the Buffalo website for more information on the preparation and submission of your application to the Buffalo office.

<b>Forms:</b> See the "Complete the application" section on our website for specific instruction on how to complete the questions on each of the following forms.	
<b>1</b>	<b>Application for Permanent Residence in Canada (IMM 0008 - Generic)</b> Completed by the principal applicant <span style="float: right;"><input type="checkbox"/></span>
	<b>Schedule 1: Background Declaration (IMM 0008 - Schedule 1)</b>  Include an updated Schedule 1 form completed, dated and signed by: <ul style="list-style-type: none"> <li>• the principal applicant</li> <li>• spouse or common-law partner</li> <li>• each dependent child over 18 years of age</li> </ul> <span style="float: right;"><input type="checkbox"/></span>
	<b>Schedule 8: Economic Classes - Canadian Experience Class (IMM 0008 - Schedule 8)</b> Completed by the principal applicant <span style="float: right;"><input type="checkbox"/></span>
	<b>Additional Family Information (IMM 5406)</b>  Completed by: <ul style="list-style-type: none"> <li>• the principal applicant</li> <li>• spouse or common-law partner</li> <li>• each dependent child over 18 years of age</li> </ul> <span style="float: right;"><input type="checkbox"/></span>
	<b>Use of a Representative (IMM 5476)</b> Complete and include this form in your application if you have a representative <span style="float: right;"><input type="checkbox"/></span>

	Documents	Format	
<b>2</b>	<b>IDENTITY AND CIVIL STATUS DOCUMENTS</b> <ul style="list-style-type: none"> <li>• birth, marriage, final divorce, annulment or separation certificates for you and your spouse or common-law partner. If married previously more than once, include certificates from each and every marriage/divorce you or your spouse/partner have had.</li> <li>• death certificate for former spouse or common law partner, (if applicable).</li> <li>• if you have a common-law partner, complete and include form entitled <i>Statutory Declaration of Common-law Union</i> (IMM 5409) and provide <b>evidence</b> that you have cohabited with your partner for a period of at least 12 continuous months such as:                             <ul style="list-style-type: none"> <li>• copies of joint bank account statements</li> <li>• copies of leases</li> <li>• utility bills, etc.</li> </ul> </li> </ul> <b>Note:</b> The evidence you submit should list both your names.	Copy	<input type="checkbox"/>

Documents (continued)		Format	
3	<p><b>CHILDREN'S INFORMATION (if applicable)</b></p> <ul style="list-style-type: none"> <li>children's birth certificates (which name their parents)</li> <li>proof of legal registration of adoption for adopted dependent children</li> <li>proof of custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court</li> <li>if the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements</li> </ul> <p>Proof of <b>continuous full-time studies</b> of all dependent children aged 22 or over, including:</p> <ul style="list-style-type: none"> <li>complete school records/transcripts since attaining age 22</li> <li>letters from the schools indicating the number of hours of classes attended per day, and the number of days attended per week</li> <li>proof of full financial support by parents since reaching age 22</li> </ul>	Copy	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4	<p><b>TRAVEL DOCUMENT OR PASSPORTS</b></p> <ul style="list-style-type: none"> <li>passports or travel documents for you, your spouse or common-law partner and your dependent children. Include only copies of pages showing: <ul style="list-style-type: none"> <li>the passport number</li> <li>date of issue and expiry</li> <li>your photo, name, date and place of birth</li> </ul> </li> <li>if you live in a country different from your nationality, include a photocopy of your visa for the country where you currently live</li> <li>you must hold a valid regular passport; diplomatic, official, service or public affairs passports are <b>not</b> valid for immigration to Canada</li> </ul>	Copy	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5	<p><b>EDUCATION/TRAINING/QUALIFICATIONS</b></p> <p><b>For the principal applicant:</b></p> <ul style="list-style-type: none"> <li>post-secondary education documents: vocational or technical certificates or diplomas;</li> <li>college or university documents: the graduation degree, diploma, or certificate issued by the college or university;</li> <li>trade/Apprenticeship documents: certificate and evidence of apprenticeship;</li> <li>transcripts: original transcripts of all courses taken must be submitted in university or college sealed envelopes;</li> <li>professional qualifications certificates: any proof of further training or certification relative to your current occupation/profession;</li> <li>if you have studied in Canada, a copy of your most recent study permit</li> </ul>	Copy Original	<input type="checkbox"/> <input type="checkbox"/>
6	<p><b>WORK EXPERIENCE</b></p> <p><b>For the principal applicant:</b></p> <ul style="list-style-type: none"> <li>copies of your most recent T4 tax information slips and your Notice of Assessment issued by Canada Revenue Agency</li> <li><b>original</b> and up-to-date letters of reference from your past and current employers for the past 3 years</li> </ul> <p>Letters must be written on company letterhead, be signed by the responsible officer/supervisor, show the company's full address, telephone and fax numbers, e-mail and website addresses and be stamped with the company's official seal (if applicable). <b>Letters must include all of the following information:</b></p> <ul style="list-style-type: none"> <li>the specific period of your employment with the company</li> <li>the positions you have held during the period of employment and the time spent in each position</li> <li>your main responsibilities and duties in each position</li> <li>your total annual salary plus benefits</li> <li>the number of hours worked per week</li> <li>a business card of the person signing</li> </ul> <p>If you cannot provide a reference from an employer, provide a written explanation and any documentation that would support your claim to such employment and provide the information as set forth above</p> <ul style="list-style-type: none"> <li>a copy of your most recent work permit</li> </ul>	Photocopies of T4 slips and recent Notice of Assessment and Record of Employment  Original and up-to-date letters of reference	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Documents (continued)		Format	
7	<p><b>PROOF OF LANGUAGE PROFICIENCY</b></p> <p>Refer to instructions in the "Proof of your language abilities" section of our website. You <b>must</b> submit the original test result from an approved language-testing organization.</p> <p><b>Note:</b> Photocopies are unacceptable. Language test results must not be older than one year upon submission. Proof of language proficiency is required for your application to be considered complete; otherwise it will be returned to you.</p>	Original	<input type="checkbox"/>
8	<p><b>NON-ACCOMPANYING FAMILY MEMBERS DECLARATION (if applicable)</b></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 a <b>notarized statutory declaration</b> with your application stating:</p> <ul style="list-style-type: none"> <li>• your intention to proceed to Canada without your family members, and</li> <li>• confirming that you understand that your family members must meet immigration requirements in their own right if they wish to join you in Canada</li> </ul>	Notarized statutory declaration	<input type="checkbox"/>
9	<p><b>POLICE CERTIFICATES AND CLEARANCES</b></p> <p>Please consult our Web site for specific and up-to-date information on how to obtain Police Certificates from any country</p> <p><b>Note:</b> Send originals only.</p>	Original	<input type="checkbox"/>

### Fee

10	<p><b>FEE PAYMENT</b></p> <p>Consult the Buffalo website for instructions regarding "Paying Fees" in Buffalo. If you submit an incorrect fee payment, we will return it along with your complete application package</p> <p>Processing fees are <b>not</b> refundable</p>		<input type="checkbox"/>
----	---	--	--------------------------

### Photos

Photos		Format	
11	<p><b>PHOTO REQUIREMENTS</b></p> <p>Supply <b>four (4) photos</b> for each member of your family and yourself. Follow the instructions provided in section "How to Complete the Forms" of the application guide and in "Appendix A: Photo Specifications"</p>	Original	<input type="checkbox"/>

### Other documents

Other documents		Format	
12	This document checklist	Original	<input type="checkbox"/>

13	<p><b>MAIL YOUR APPLICATION</b></p> <p>See "Mail the Application" section in the instruction guide IMM 5609</p>		
----	---	--	--