



IMMIGRATION Canada

Application for Permanent Residence –Skilled Worker–

Visa Office Specific Instructions

São Paulo



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**Cette trousse est également
disponible en français**

Appendix A Checklist

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. Send notarized photocopies of all documents **except** the police certificates, which must be **originals**. If your documents are not in English or French, send a notarized (certified) translation with a copy of the originals.

If you are applying as a **Federal Skilled Worker**, use column **F**.

If you are applying as a **Provincial Nominee**, use column **P**.

If you are applying as a **Quebec-Selected Applicant**, use column **Q**.

| | | F | P | Q |
|-----------|---|--------------------------|--------------------------|--------------------------|
| 1. | FORMS | | | |
| | See the “ Filling Out the Forms ” section on our Web site at 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 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Check that it is complete and signed. | | | |
| | SCHEDULE 1: BACKGROUND DECLARATION | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Include a Schedule 1 form completed by: | | | |
| | <ul style="list-style-type: none"> • the principal applicant • spouse or common-law partner • each dependent child over 18 years of age | | | |
| | SCHEDULE 3: ECONOMIC CLASSES – FEDERAL SKILLED WORKERS | <input type="checkbox"/> | | |
| | Completed by the principal applicant. | | | |
| | SCHEDULE 4: ECONOMIC CLASSES – PROVINCIAL NOMINEES | | <input type="checkbox"/> | |
| | Completed by the principal applicant. | | | |
| | SCHEDULE 5: DECLARATION OF INTENT TO RESIDE IN QUEBEC: ECONOMIC CLASSES | | | <input type="checkbox"/> |
| | Completed by the principal applicant. | | | |
| | ADDITIONAL FAMILY INFORMATION | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Completed by: | | | |
| | <ul style="list-style-type: none"> • the principal applicant • spouse or common-law partner • each dependent child over the age of 18 years | | | |
| | USE OF A REPRESENTATIVE (IMM 5476) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Complete and include this form in your application if you have a representative. | | | |

| | | F | P | Q |
|----|--|--------------------------|--------------------------|--------------------------|
| 2. | IDENTITY AND CIVIL STATUS DOCUMENTS <ul style="list-style-type: none"> • Birth, marriage, final divorce, annulment or separation certificates for you and your spouse or common-law partner • Death certificate for former spouse if applicable • Photocopy of citizenship certificate, permanent resident card or immigrant visa for any family members who are Canadian citizens or permanent residents of Canada • <i>Registo nacional para estrangeiros</i> (RNE) for foreigners living in Brazil. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | CHILDREN'S INFORMATION (IF APPLICABLE) <ul style="list-style-type: none"> • Children's birth certificates (which name their parents) • Adoption papers for adopted dependent children • Proof of custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court • If the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements • Proof of continuous full-time studies of all dependent children aged 22 or over, including: <ul style="list-style-type: none"> • complete school records/transcripts since attaining age 22; • letters from the schools indicating the number of hours of classes attended per day, and the number of days attended per week; • proof of full financial support by parents since reaching age 22. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | TRAVEL DOCUMENTS AND PASSPORTS <ul style="list-style-type: none"> • Passports or travel documents for you, your spouse or common-law partner and your dependent children. Include only copies of pages showing the passport number, date of issue and expiry, your photo, name, date and place of birth. • If you live in a country different from your nationality, include a photocopy of your visa for the country where you currently live. • You must hold a valid regular passport; diplomatic, official, service or public affairs passports are not valid for immigration to Canada. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | PROOF OF RELATIONSHIP IN CANADA (IF APPLICABLE) <ul style="list-style-type: none"> • Proof of relationship to your close relative in Canada, such as birth, marriage or adoption certificates. • If your close relative is a permanent resident of Canada: photocopy of his or her Record of Landing (IMM 1000), Confirmation of Permanent Residence or Permanent Resident Card. • If your close relative is a Canadian citizen: proof of Canadian citizenship, such as a photocopy of pages of a Canadian passport or Canadian citizenship card. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

6. EDUCATION/TRAINING/QUALIFICATIONS

For you, your spouse or common-law partner and your dependent children over age 22:

- **Post-secondary education documents:** vocational or technical certificates or diplomas;
- **College or university documents:** certification of completion and the graduation degree, diploma, or certificate issued by the college or university and the evaluation committee;
- **Transcripts:** original transcripts of all degrees must be submitted in university-sealed envelopes.
- **Professional qualifications certificates:** notarized professional qualifications certificates should be submitted if available. (e.g., Engineer, Computer Programmer, Accountant, Economist, Translator/Interpreter, Architect etc.)

7. WORK EXPERIENCE

For you and your spouse or common-law partner:

- 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.

Letters 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 plus benefits
- the signature of your immediate supervisor or the personnel officer of the company
- a business card of the person signing

If you cannot provide a reference from your current employer, provide a written explanation.

| | |
|--|--|
| <p>8. PROOF OF LANGUAGE PROFICIENCY</p> <p>Refer to instructions in the “Language Assessment Information” section of our Web site at www.cic.gc.ca/skilled. If you are claiming proficiency at any level in English and/or French, submit one of the following:</p> <ul style="list-style-type: none"> • 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. If you choose to send the reports to us directly, you must provide the original. Photocopies are unacceptable. Language test results must not be older than one year upon submission. <p>or</p> <ul style="list-style-type: none"> • Other evidence in writing: <ul style="list-style-type: none"> • 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. <p>Proof of language proficiency is required for your application to be considered complete, otherwise it will be returned to you. If your native language is English or French, you still need to provide a letter attesting to this fact.</p> | <input type="checkbox"/> |
| <p>9. ARRANGED EMPLOYMENT (IF APPLICABLE)</p> <ul style="list-style-type: none"> • If you are currently working in Canada under a work permit, provide a photocopy of the permit. • If you have a permanent job offer confirmed by Human Resources Skills Development Canada (HRSDC), attach a photocopy of the HRSDC confirmation letter (Arranged Employment Opinion) which was sent to your employer. | <input type="checkbox"/> |
| <p>10. NON-ACCOMPANYING FAMILY MEMBERS DECLARATION (IF APPLICABLE):</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 with your application a notarized statutory declaration stating your intention to proceed to Canada without your family members, and confirming that you understand that your family members must meet immigration requirements in their own right if they wish to join you in Canada.</p> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| <p>11. SETTLEMENT FUNDS</p> <p>(Refer to the “Proof of Funds” section of our Web site (www.cic.gc.ca/skilled) or the <i>Guide for Federal Skilled Worker Applicants</i> for exact figures and instructions.) Provide proof of unencumbered and readily transferable funds in a convertible currency available for settlement in Canada (for you and your family members):</p> <ul style="list-style-type: none"> • current bank certification letter; or • evidence of savings balance; or • fixed or time deposit statements. | <input type="checkbox"/> |

| | | F | P | Q |
|--|--|--------------------------|--------------------------|--------------------------|
| 12. POLICE CERTIFICATES AND CLEARANCES | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Original police certificates of good conduct or clearances, from each country/ state/territory in which you and everyone 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 obtained police certificates from countries where the authorities will forward results directly to us, attach a brief explanatory note to your application. | | | | |
| 13. FEE PAYMENT | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Consult the Fees section of our Web site or the <i>Guide for Skilled Worker Applicants</i> to calculate your fees.</p> <p>For payment in Canadian dollars:</p> <ul style="list-style-type: none"> • Because exchange rates vary, fees must be paid by bank draft, in Canadian dollars, drawn on a bank in Canada, and which will clear there. Make the draft payable to "The Receiver General for Canada". Write your name and address on the back. • Make sure that you have sent the correct type of bank draft; otherwise, your application will be returned to you. Do not enclose cash. <p>For payment in local currency (Reais):</p> <ul style="list-style-type: none"> • Pay by certified cheque or direct deposit only. For direct deposit, go to any bank Itaú 341's (http://www.itaub.com.br) branches in Brazil and make a cash deposit into the following account: Canadian Consulate General, branch number 7055, account number 37.701-9. • You must know the Brazilian real amount to be deposited before you go to the bank. Payment must be made before you submit your application. Please retain your deposit slip and include the original with your application. • To learn more about the processing fees, call the visa section' at (55- 11) 5509-4343, and follow the instructions of the voice message system, which is available at all times. | | | | |
| 14. PHOTO REQUIREMENTS | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Supply six (6) photos 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 C: Photo Specifications.</p> | | | | |

Mailing Your Application

Place all of your documents in a sealed envelope and mail them to:

**Canadian Consulate General
 Visa Section
 Centro Empresarial Nações Unidas - Torre Norte
 Avenida Nações Unidas 12901
 16 andar
 04578-000 São Paulo, SP
 Brazil**

Acknowledgement of receipt

If your application is complete and the fees are correct, we will send you an acknowledgement of receipt letter. This letter will provide a file number and a receipt for any fees that have been paid.

If your application is incomplete or your fees incorrect, your application will be returned to you.

Notice of assessment

Following the acknowledgement of receipt, you will receive a notice of assessment letter, which advises whether an interview is required and also includes medical examination forms.

For non-nationals of Brazil, there may be additional delay in processing due to the need to refer the case to the Canadian Immigration Office which is responsible for the country in which you or your family members normally reside.

Medical examinations

You are advised **not** to undergo a medical examinations until you have received an interview appointment letter.

Your mailing address

It is imperative that you keep our office informed of any changes to your mailing address. Also, please inform us of a change in marital status, birth of a child, change in passport details, etc. You may advise us by letter or fax. Our fax number is (55-11) 5509-4262.

Personal Net Worth Statement

I certify that the following listing of my assets and liabilities is a complete and true statement of my personal net worth, and that this relates specifically to the sections of my *Application for Permanent Residence in Canada* concerning the money I will bring to Canada and my debts and obligations.

Name _____ Date: _____

Signature: _____

Assets

A. Bank Deposits

| Current and Savings Accounts (Specify currency) | | | Fixed Deposits (Specify currency) | | |
|--|----------------|-----------------|--------------------------------------|---------------|-----------------|
| Date opened | Account number | Current balance | Date of initial deposit | Maturity date | Current balance |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | TOTAL CDN\$ | | | TOTAL CDN\$ | |

B. Property (specify currency)

| Complete address | Year purchased | Mortgaged | | Purchase price | Estimated current market value |
|------------------|----------------|-----------|-----|----------------|--------------------------------|
| | | Yes | No | | |
| | | ___ | ___ | | |
| | | ___ | ___ | | |
| | | ___ | ___ | | |
| | | ___ | ___ | | |
| | | ___ | ___ | | |
| | | | | TOTAL CDN\$ | |

C. Publicly Traded Stocks and Other Passive Investments (specify currency)

| Description | Quantity | Estimated current market value |
|-------------|-------------|--------------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | TOTAL CDN\$ | |

D. Business (specify currency)

| Name | % owned | Current book value (net assets) | Estimated current market value |
|------|---------|---------------------------------|--------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | TOTAL CDN\$ | |

E. Pension, Mutual Funds and Other Assets (specify currency)

| Description | Amount |
|-------------|--------|
| | |
| | |
| | |
| | |
| | |
| TOTAL CDN\$ | |

Liabilities

F. Mortgages (specify currency)

| Complete address | Mortgaged amount |
|--------------------|------------------|
| | |
| | |
| | |
| TOTAL CDN\$ | |

G. Personal Debts (e.g. Shareholder, Child Support, Alimony) (specify currency)

| Nature of obligation | Amount |
|----------------------|--------|
| | |
| | |
| | |
| | |
| TOTAL CDN\$ | |

Net Worth

| | |
|----------------------------------|-----------------------------------|
| Total assets (A + B + C + D + E) | CDN\$ _____ |
| LESS | |
| Total liabilities (F + G) | CDN\$ _____ |
| = NET WORTH | CDN\$ <u> </u> |

Which is distributed as follows (CDN\$):

| | |
|---|--|
| Funds to accompany me to Canada | |
| Funds to transfer to Canada at a later date | |
| Funds already in Canada | |
| Funds remaining abroad | |
| TOTAL CDN\$ | |

{Exchange rate used: CDN\$ 1 = _____ (currency on supporting documents)}

Appendix B

Obtaining Police Certificates/Clearances

You, your spouse or common-law partner and each of your dependent children aged 18 or over require police certificates or clearances from each country in which you have lived for six months or longer since reaching 18 years of age.

Consult our Web site at www.cic.gc.ca/english/police-cert for specific and up-to-date information on how to obtain police certificates from any country.

It is your responsibility to contact the police or relevant authorities to obtain the necessary police certificate or clearance. The country's embassy, consulate or high commission in Brazil may be able to provide assistance.

You may have to provide information or documentation regarding photographs, fingerprints, or your addresses and periods of residence in that country. You may also be asked to pay a fee for the service.

You must also provide the following Brazilian documents:

- A *Certidão de Antecedentes Criminais* (police certificate) issued by the Federal Police. Consult their website at www.dpf.gov.br for instructions.
- A *Certidão de Antecedentes Criminais* issued by the State Authority. Consult your local directory for instructions.
- A *Certidão de Distribuição Cíveis e Criminais* (justice certificate) issued by the Federal Ministry of Justice. Contact the justice department in your city or state for instructions.

Appendix C

Photo Specifications

Notes to the applicant

TAKE THIS WITH YOU TO THE PHOTOGRAPHER

- Immigration photos are **not** the same as passport photos.
- Make sure that you provide the correct number of photos specified in the *Checklist*.

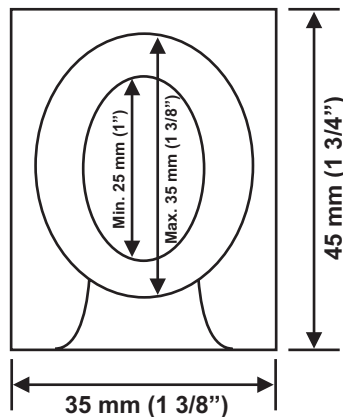
Notes to the photographer

The photos must:

- show a full front view of the person's head and shoulders showing full face centred in the middle of the photograph;
- have a **plain white background**;
- be identical (black and white or colour) produced from the same untouched negative, or exposed simultaneously by a split-image or multi-lens camera.

The photos must:

- 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.



Appendix D

Medical Instructions

Everyone included in your application, whether accompanying you to Canada or not, must undergo a medical examination with a physician on the list of designated doctors. If you are a divorced or separated parent, a minor child of whom you have joint or sole custody is considered your dependent child, even if he or she usually lives with the other parent and is not accompanying you to Canada.

Instructions for this examination will be provided **after** your application has been assessed by a visa officer. After you receive the necessary medical forms, you and your family members must undergo the necessary medical examinations with one of the doctors on the list of *Designated Medical Practitioners*. If you and/or your family members do not live in one of the countries on this list, advise us at the time of application and we will send you the appropriate list. You will be responsible for the costs of the medical examination for all your family members.

At the time of medical examination, you and all family members will be required to present individual passports as evidence of identity. **If any of your family members does not have an individual passport, you should apply to obtain it now.**

You may, at any time, request that medical instructions be issued, and may undergo an immigration medical examination, **at your own risk**. It is important to note that undergoing an immigration medical examination **does not guarantee** that a permanent resident visa will be issued. The permanent resident visa has the same validity period as the medical results, that is, 12 months from the date of the first examination or test.