

## Provincial Nominee Candidate Instructions

### SUBMITTING YOUR APPLICATION – for Provincial Nomination

To submit your application, please follow these steps:

#### A. Complete the Forms

**1. Alberta Provincial Nominee Program (PNP) Skilled Worker/Professional (ABPNP 003) application form:  
To download the form, visit our website at:**

- <http://www.alberta-canada.com/pnp/files/pdf/nominee.pdf>

**2. Citizenship and Immigration Canada (CIC) Application for Permanent Residence forms including:**

- IMM 0008 Generic
- IMM 0008 Schedule 1
- IMM 0008 Schedule 4
- IMM 5406
- IMM 5476

These documents are explained in detail in the CIC Application for Permanent Residence Guide for Provincial Nominees.

To download the forms, visit the Government of Canada – Citizenship and Immigration Canada website at:

- <http://www.cic.gc.ca/english/applications/skilled.html>

**3. Gather your supporting documents. Supporting documentation is required by the Alberta PNP to assess your eligibility for a nomination and to confirm:**

- Your identity
- Family situation
- Education
- Work experience, and
- Finances

It is your responsibility to submit all supporting documents.

If documents are missing, are not translated (all documents not in English must be translated by a certified translator) or are unclear, your application may not be accepted for assessment or may be refused. Refer to the *Instructions for Completing the Skilled Worker/Professional* for more information.

#### B. Organize Your Application Package

Please organize the information in the following order, with the first item on top.

1. Alberta PNP application form:  
**Skilled Worker/Professional (ABPNP 003) original**
2. Alberta PNP application form:  
**Guaranteed Job Offer (ABPNP 002) original** (if not already provided by employer).

## B. Organize Your Application Package (continued)

Please organize the information in the following order, with the first item on top.

3. **IMM 0008 Generic**
4. **Copies of passports of principal applicant and accompanying dependents.**  
**Only a copy of the first page** of the passport, showing passport number, expiry date, etc. is required. Any subsequent pages showing renewals or name changes are also required.
5. Copy of the **work permit** of the principal applicant.
6. **IMM 0008 Schedule 1** – Principal Applicant
7. **IMM 5406** – Principal Applicant
8. **IMM 0008 Schedule 4**
9. **IMM 5476** – Principal Applicant (if required)
10. Supporting documents of **Principal Applicant** including **education** documentation, work related **reference letters, proof of membership in regulated occupations, other relevant documents**, etc.
11. **IMM 0008 Schedule 1** – Spouse or Common-Law Partner
12. **IMM 5406** – Spouse or Common-Law Partner
13. **IMM 0008 Schedule 1** – Each Dependent, 18 Years of Age or Older
14. **IMM 5406** – Each Dependent, 18 Years of Age or Older
15. **IMM 5476** – Each Dependent, 18 Years of Age or Older (if required)

Do NOT submit your package until it is complete (all questions answered and copies of supporting documentation provided). Incomplete applications will not be accepted for assessment.

## C. Make a Copy of Your Application Package

Please note that you are to **SUBMIT COPIES ONLY** of the **Citizenship and Immigration Canada application forms and supporting documentation**. Do **NOT** submit original federal forms.

Please note the following instructions in preparing your application package:

- Do **NOT** bind your application or put the pages in a ring binder.
- Do **NOT** enclose individual pages in plastic, envelopes or folders.
- Do **NOT** tie, sew, bolt or glue the pages together.
- Do **NOT** use multiple staples on a page
- Do **NOT** send multiple copies of identical documents.

\*Original documents cannot be returned

## D. Send in Your Application

Mail (**do not send by facsimile**) your completed application package to:

**Alberta Provincial Nominee Program  
Alberta Employment, Immigration and Industry  
Suite 940 Telus Plaza North Tower  
10025 Jasper Avenue  
Edmonton AB Canada T5J 1S6**

## Inquiring About the Status of Your Application

The Alberta PNP reserves the right not to respond to requests for the status of applications so that our resources can be directed to the processing and finalization of applications under assessment.

Please do not contact our office to inquire about the status of your application as this may result in delays in our ability to process applications.

However, you may submit additional documents by mail or fax (see above) related to changes in your mailing or contact address, accompanying dependents and designated representative, education, employment, or financial status. Applications will be assessed on the basis of documents included with the application at the time of assessment.

## What Happens Next?

Your application will be processed in the order it is received upon approval of your employer.

It is important to note that processing times are heavily dependent upon volume of applications received and can therefore vary. If additional information is required to process your file, you will be notified.

If the Province approves your Application for Provincial Nomination, you will receive a Confirmation of Acceptance that is to be placed on the top of your original copy of the federal application form. The Canadian Visa Office to which you must apply will be provided with your Confirmation of Acceptance.

Please note that we **must** be notified of any change in family composition due to:

- marriage/common-law relationship
- birth of a child
- change of custody
- or divorce/separation

**We must also be notified** if the accompanying number of family members changes (i.e. addition of a spouse, dependent child, or guardianship of a dependent).