



British Columbia Provincial Nominee Program (BC PNP)

The checklist below provides **requirements for a complete International Student application to the British Columbia Provincial Nominee Program (BC PNP)**. Please complete this checklist and submit it with your application to the BC PNP. If you cannot obtain any required items, please provide a written explanation. If you are a nurse, you should obtain the checklist specific to nurses through Health Match British Columbia. Please note, the BC PNP reserves the right to ask for additional items if it deems such a request necessary.

WHICH CATEGORY YOU ARE APPLYING UNDER?

- PROVINCIAL NOMINEE** (you have a job offer)
- PROVISIONAL NOMINEE** (you do not have a job offer)

Please note: **PROVISIONAL** nominee applicants do not need to submit the **Guaranteed Job Offer Form**, or any requirements under "Employment Information" or "Evidence of Skill Shortages."

1. APPLICATION FEE

- FEE PAYMENT FORM** (available on the website at www.ecdev.gov.bc.ca/ProgramsAndServices/PNP/applications/index.htm)
- FEE PAYMENT OF \$550.00 PER APPLICATION** (see fee payment form for appropriate methods of payment)

Beginning May 1, 2004, the BC Provincial Nominee Program will be charging a **processing fee of \$550 per strategic occupations (skilled worker or international student) application**.

Any applications received by the BC PNP office after May 1, 2004 which do not have fees included will be returned to the sender, without a file being created.

2. BC PROVINCIAL NOMINEE PROGRAM (BC PNP) FORMS

- GUARANTEED JOB OFFER FORM** (to be filled out by the employer)
- INFORMATION RELEASE FORM** (to be filled out by the applicant and spouse)
- NOMINEE INFORMATION FORM** (to be filled out by the applicant)

3. APPLICANT (STUDENT) INFORMATION

- RESUME AND EDUCATION CERTIFICATES**
Include the applicant's resume and photocopies of any relevant education certificates.
- EDUCATIONAL TRANSCRIPTS**
Include photocopies of transcripts from the post-secondary institution in British Columbia that the applicant has been attending.
- STATUS-CONFERRING DOCUMENT**
Include a photocopy of the applicant's study permit or other document conferring status in Canada.

4. PROVISIONAL NOMINEE INFORMATION

For any applicant who is applying as a **PROVISIONAL** nominee:

RECOMMENDATION LETTER – FROM SCHOOL

Provide letters from the authorities at the post-secondary institution specifically stating that they **recommend** the applicant for nomination under the BC PNP. There should be at least one letter from a professor and one letter from the dean or chair of the department in the student's field of study. The letter should describe the student's strengths and why (s)he would contribute to the success of a BC company.

For any applicant who is in a field where there are mandatory regulatory/licensing requirements:

PROOF THAT LICENSING/REGULATORY REQUIREMENTS HAVE BEEN MET

Provide a photocopy of a permit or registration card, or a letter of approval from the appropriate regulatory body involved.

5. EMPLOYMENT INFORMATION

RECOMMENDATION LETTER FROM THE EMPLOYER

Ensure that this letter specifically states that the employer **recommends** the applicant for nomination under the BC PNP. The letter should explain how the employer found out about the applicant, why (s)he is suitable for the position, and how (s)he is likely to contribute to the future success of the company.

DETAILED JOB DESCRIPTION

Outline all of the specific duties of the position. For information technology positions, describe the specific **technical** skills required for the position and the types of projects the position would be responsible for.

JOB OFFER

Ensure that the job offer is **signed** by the employer and includes a statement of acceptance **signed** by the applicant. The offer should outline the terms of employment, such as the salary level and hours of work.

COMPANY INFORMATION

Include information on the employing company, such as company brochures, website printouts, or a photocopy of the certificate of incorporation.

6. EVIDENCE OF SKILL SHORTAGES

SKILL SHORTAGE EVIDENCE

If available, provide evidence of skill shortages in the industry, such as industry reports.

7. CITIZENSHIP AND IMMIGRATION CANADA (CIC) FORMS

| <u>Applicant</u> | <u>Spouse/Partner</u> | <u>Dependent Child 18+</u> | |
|--------------------------|--------------------------|----------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Schedule 1: Background/Declaration |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Additional Family Information: IMM5406 |
| <input type="checkbox"/> | | | IMM008: Application for Permanent Residence in Canada |
| <input type="checkbox"/> | | | Schedule 4: Economic Classes - Provincial Nominee |
| <input type="checkbox"/> | | | Appendix A Checklist |

Only **send photocopies** of CIC forms to the BC PNP. Any **spouse/partner** or **dependent child who is 18 or over** must complete a separate *Schedule 1: Background/Declaration* and *IMM5406: Additional Family Information* form, whether or not (s)he plans to accompany the applicant to Canada.

The **Appendix A Checklist** outlines the materials required for a permanent residence application to CIC. BC PNP applicants should check off the items on the checklist that they have already obtained. Applicants **do not** need to submit the actual materials indicated on the checklist (other than the CIC forms) to the BC PNP.

8. CONSENT TO DISCLOSE INFORMATION TO A REPRESENTATIVE

These items are only **for applicants and employers who are represented by an immigration lawyer or consultant**. The BC PNP requires permission from the applicant and employer to disclose information to the representative about the application. **Please Note:** individuals **do not** need to hire a representative in order to submit an application to the BC PNP or to CIC.

CONSENT FROM THE APPLICANT (EMPLOYEE)

The BC PNP needs written permission from the applicant to disclose information about the BC PNP application to a representative. Applicants can use the standardized form: *Letter of Authorization for Release of Information to a Third Party: Employee*.

CONSENT FROM THE EMPLOYER

The BC PNP needs written permission from the employer to disclose information about the BC PNP application to a representative. Applicants can use the standardized form: *Letter of Authorization for Release of Information to a Third Party: Employer*.

Standardized consent forms can be found on the BC PNP website at www.ecdev.gov.bc.ca/ProgramsAndServices/PNP/applications/index.htm

If you have questions about BC PNP requirements, you may contact us by telephone (604 775-2227) or by e-mail (PNPinfo@gov.bc.ca).

You may **submit completed applications to the BC PNP by mail or courier ONLY to the following address:**

Mail/Courier:

British Columbia Provincial Nominee Program
Ministry of Economic Development
Suite 730 – 999 Canada Place
Vancouver BC V6C 3E1

If you are submitting applications by mail or courier, do NOT put material in binders or protective plastic covers.