

Nova Scotia Nominee Program (NSNP)

Skilled Worker Stream

Application Guide

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Introduction

Thank you for choosing Nova Scotia. These guidelines explain how you can apply to the Nova Scotia Nominee Program (NSNP) Skilled Worker stream to be nominated for a permanent resident visa for Canada.

The NSNP Skilled Worker stream is a focused and strategic program to assist employers in hiring workers whose skills may be in limited supply in the province. The stream helps employers recruit and/or retain foreign workers with the required skills for positions that they may have been unable to fill with a permanent resident or Canadian citizen.

This stream is employer-driven. The Skilled Worker must have a guaranteed, full-time, permanent job offer in Nova Scotia from an employer before submitting an application to the NSNP. The NSNP does not have a specific occupation or skill shortage list. However, the NSNP will only consider certain types of jobs and occupations to approve for nomination (please refer to the [“When Not to Apply”](#) section).

Applications are assessed on a case by case basis. Provincial priorities may change as skill shortages are identified or met by permanent residents or Canadian citizens. Priority will be given to Skilled Workers whose employers:

- ❑ have made a genuine effort to recruit Canadian citizens or permanent residents who have the skills necessary for the position;
- ❑ can demonstrate that they will provide additional supports to assist newcomers with their settlement needs; and
- ❑ have an acceptable strategy to recruit and retain immigrant workers in Nova Scotia.

There is no application fee under the NSNP Skilled Worker stream. Nomination under the NSNP is at the sole discretion of the Nova Scotia Office of Immigration.

If you are nominated by the Province of Nova Scotia, you will then need to apply for a permanent resident visa to the Government of Canada as a Nova Scotia Provincial Nominee. You must pay all the required Government of Canada immigration fees and meet statutory requirements for medical and criminal admissibility. The Government of Canada has the final authority to issue a permanent resident visa.

Are You Eligible?

You are eligible to apply to the NSNP Skilled Worker stream as a Principal Applicant if you:

- Have legal status in the country where you are now living.
 - If you are currently living in Canada, you must provide proof of your current status as a visitor, student, or temporary worker. You are not eligible to apply if you are currently living in Canada and are a refugee claimant, failed refugee claimant or an applicant under humanitarian and compassionate grounds.
 - If you apply from outside Canada, you must provide proof that you have legal status in your country of residence.

- Have a permanent, full-time job offer in Nova Scotia from an established Nova Scotia Employer. The job offer must:
 - be for a position which meets the requirements of the NSNP with respect to type of job, and have relatively high education and skill level
 - be for a position which has a shortage of qualified permanent residents or Canadian citizens to fill the position
 - have compensation in the form of salary and benefits package that meets provincial employment standards and prevailing wage rates
 - have compensation which is sufficient to retain you in Nova Scotia
 - not contravene existing bargaining unit agreements or any employment disputes

Note: Priority will be awarded to positions with minimum salary in excess of \$10.00/hour or a minimum annual wage in excess of \$20,000 Canadian dollars.

- Meet the minimum criteria for age, education, work experience, language ability and adaptability requirements for this stream (see the following section)

Minimum Criteria

Please note: If there is a difference between the assessment of the Nova Scotia Nominee Program (NSNP) Officer and your self-assessment, the NSNP Officer's assessment will be used.

| FACTOR | <u>CRITERIA FOR SKILLED WORKER</u> |
|-----------------------------------|--|
| Age | You are between the ages of 21 and 55 |
| Education & Training | <p>You have completed a minimum of Grade 12 or equivalent, or have a minimum of 13 years of schooling; and</p> <p>You have the appropriate education, training and qualifications, licensing and accreditation required for the position.</p> |
| Language Ability | <p>You have sufficient English or French language capability to perform the employment duties and to be functional in Nova Scotia upon arrival. Your abilities are verified by <u>one</u> of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Employer application form <input type="checkbox"/> internationally recognized test results <input type="checkbox"/> certificates from language classes <input type="checkbox"/> educational transcripts or employment references or other documentation indicating English or French as the principal language of instruction or communication |
| Work Experience | <p>You have sufficient work experience (minimum of two years) related to the position and skills for the job.</p> <p>The evidence of work experience or transferable skills will be verified by certified education and/or work experience via your résumé or curriculum vitae (CV) and supporting employment documents.</p> |
| Adaptability | You can satisfactorily demonstrate to the Province your genuine intention and ability to establish successfully in Nova Scotia. |
| Financial and Settlement Supports | <p>You can demonstrate that you have sufficient settlement supports and financial resources, including funds in your name, in order to pay your immigration costs and travel expenses (if applicable) and to successfully establish yourself and your family.</p> <p>Federal guidelines generally recommend that immigrants arrive with a minimum of \$10,000, plus \$2,000 for each dependent. This recommended amount is reduced in the case of an NSNP Skilled Worker who has a permanent full-time employment and/or is already living in Nova Scotia.</p> |

When Not To Apply

The NSNP will not consider parents, spouses, common-law or conjugal partners of Canadian citizens under this category. These individuals are encouraged to apply under the federal Family Class which exists for this purpose.

The NSNP Skilled Worker stream will also not consider international students who are currently in study.

Generally, the NSNP will not support nominations in occupations where labour market information shows that there are individuals in Nova Scotia with the necessary skills and that there is no indication of a skill shortage. In addition, the NSNP may not support nominations for occupations requiring a high school diploma or less, or job-specific training only.

The Nova Scotia Office of Immigration will consider local labour market conditions. It is possible that an employer in a smaller community might be experiencing a significant shortage while the situation is more balanced in the urban area. In this case, the employer should be able to demonstrate there has been an effort to address the need through advertising or training and also explain how the foreign worker meets the specific needs of the position.

The following list provides some examples of the types of jobs and occupations that are not considered appropriate for the NSNP.

- Occupations that are seasonal, part-time, casual, or contractual.
- Occupations that consist primarily of training, internship, and fellowship work placements.
- Live-in-caregiver positions - These positions should be processed under federal Citizenship and Immigration Canada guidelines.
- Lower level management positions
- Most administration and all clerical occupations
- Retail management and salesperson positions
- Most hospitality industry jobs and other service sector jobs
- Semi-skilled manufacturing and fabricating jobs
- Helpers and labourers in construction, agriculture and resource industries.

Skilled Worker Stream Application Process

If you meet all the criteria described in the section "[Are You Eligible?](#)" you can prepare and submit a complete application package to the Nova Scotia Nominee Program (NSNP). Both the Skilled Worker and the Nova Scotia Employer will be required to submit documents.

The Nova Scotia Office of Immigration reserves the right to request an interview with the Skilled Worker and/or to contact the Employer.

Step 1: The Skilled Worker Prepares a Skilled Worker Application Package

You must gather and prepare all your Skilled Worker stream application materials: the NSNP application forms, Government of Canada forms, and all supporting documents. You must use the NSNP forms provided, either originals, printouts from the NSNP website, or photocopies.

Please refer to [Appendix 2: Application Forms and Supporting Documents – for Skilled Worker](#).

Supporting Documents:

Certified Photocopies: Photocopies of all supporting documents must be notarized. Where documents are not in English or French, the principal applicant (PA) must submit a notarized photocopy of the original document, AND a photocopy of the certified/notarized translation.

Certified Translations: The NSNP will only accept translations prepared by certified translators. Translators must be certified by a regulatory body and cannot be a family member of the applicant or spouse, or conjugal or common-law partner, or work for a paid consultant or representative who is preparing the application. The applicant must also supply an affidavit from the translator describing their translation ability and/or their certification.

Step 2: The Employer Prepares an Employer Application

The Nova Scotia employer who wishes to permanently hire a foreign worker must prepare one (1) original NSNP Employer Application Form – Skilled Worker Stream (NSNP 200) and gather supporting documents. You must use the NSNP forms provided, either originals, printouts from the NSNP website, or photocopies.

Please refer to [Appendix 2: Application Forms and Supporting Documents – For Employer](#).

Step 3: Submit the complete application to the Nova Scotia Office of Immigration

1. Combine the required documents from the Skilled Worker (Step 1) and the Employer (Step 2) into a complete application package:

- One (1) original NSNP 200 – Employer Application Form – Skilled Worker Stream
- One (1) original NSNP 100 – NSNP Application Form
- One (1) original NSNP 50 – Use of a Representative Form (if applicable)

If you are using a paid immigration representative to conduct business on your behalf with the Province of Nova Scotia, that individual must be either:

- an immigration consultant who is a member in good standing of the [Canadian Society of Immigration Consultants](#); or
 - a lawyer in good standing of a [Canadian Law Society](#) and students-at-law under their supervision; or
 - Notaries Public who are members in good standing of the [Chambre des notaires du Québec](#) and students-at-law under their supervision.
- One (1) original NSNP 60 – Authority to Release Personal Information to a Designated Individual (if applicable)
 - One copy of the Citizenship and Immigration Canada (CIC) forms
 - One copy of Supporting Documents

2. Review and organize your completed forms and supporting documents according to [Appendix 1: Documents Checklist](#). It is your responsibility to submit all requested documents. If documents are missing, not translated by a certified translator, or are not clear, your application may not be assessed.

When 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
- do NOT send double sided photocopies

3. Photocopy all your completed forms and supporting documents and keep the copies for your records.

4. Mail or drop off your complete application package to the Nova Scotia Office of Immigration:

By Mail:

Nova Scotia Nominee Program (NSNP)
c/o Nova Scotia Office of Immigration
P.O. Box 1535
Halifax, NS B3J 2Y3

OR By Courier:

Nova Scotia Nominee Program (NSNP)
c/o Nova Scotia Office of Immigration
1741 Brunswick Street, Suite 110A
Halifax, NS B3J 3X8

Step 4: The Application is Assessed by the Nova Scotia Office of Immigration

A. Eligibility and Completion check

The Nova Scotia Nominee Program (NSNP) will review your application to ensure that it is complete and meets NSNP eligibility criteria before it is accepted for assessment. Incomplete or ineligible applications will not be accepted for assessment and you will be notified. The NSNP will not be responsible for returning your application to you.

B. Assessment

The NSNP will conduct a full review and evaluation of the complete Skilled Worker stream application. The NSNP reserves the right to request an interview with the Skilled Worker and/or to contact the Employer to gather additional information or to clarify information provided.

C. Decision

The NSNP will communicate the decision in writing to the Skilled Worker.

If the Skilled Worker is nominated by the Province of Nova Scotia:

- the Skilled Worker will receive a letter from the NSNP to confirm that a Certificate of Nomination has been issued; and
- a Certificate of Nomination will be sent directly to the appropriate Canadian visa office.

Please Note: The Certificate of Nomination expires 90 days after the date of issuance.

You must notify the NSNP of any changes in your status or eligibility criteria for this stream, including change of employer or loss of employment.

Step 5: If you are Nominated and are urgently needed to start work

Please Note: If you are not applying for a temporary work permit, please proceed to [Step 6](#).

If you are nominated by the Province of Nova Scotia, you may request a letter from the NSNP to support your application to Citizenship and Immigration Canada (CIC) for a new temporary work permit, or to renew an existing temporary work permit. With this letter of support, you do not need a labour market confirmation (LMO) from HRSDC-Service Canada Centre to apply for a temporary work permit.

The work permit will enable you to work in Nova Scotia while your application for a permanent resident visa is being processed by at the Canadian visa office.

If you need to apply for a new temporary work permit or to renew an existing temporary work permit:

1. Inform the NSNP that you require a letter of support by checking the appropriate box in the Employer Application Form – Skilled Stream (NSNP 200) or by email to nsnp@gov.ns.ca
2. Review how to apply for a temporary work permit at the Citizenship and Immigration Canada (CIC) website (<http://www.cic.gc.ca/english/work/index.asp>).

Include the following with your temporary work permit application to CIC:

- the required temporary work permit application forms, documents, and processing fees
 - an original NSNP letter of support confirming your nomination and indicating that you are required to work in the province
3. Make sure that you have met all the requirements for your temporary work permit application and submit the complete package, with necessary fees, to the appropriate Canadian visa office.

Step 6: If you are Nominated, you apply for Permanent Resident Visa

If you are nominated by the Province of Nova Scotia, and have received a letter confirming that a Certificate of Nomination has been issued, **you** are responsible for submitting a complete application for a permanent resident visa to the appropriate Canadian visa office **within 90 days**.

Please review the CIC website (<http://www.cic.gc.ca/english/immigrate/provincial/index.asp>) to find out how to apply.

Briefly, you should:

1. determine which Canadian visa office processes applications for permanent resident visa for your legal country of residence or nationality (http://www.cic.gc.ca/english/immigrate/provincial/apply-application.asp#visa_offices)
2. review the Canadian visa office's website to find out which documents you should include in your application
3. determine and include the appropriate CIC fees with your application
4. submit a complete application for permanent resident visa to the Canadian visa office

A nomination by the Province does not guarantee that a permanent resident visa will be issued.

The Canadian visa office makes the final decision for the granting of permanent residence visas after ensuring that all legislative requirements are met, including medical, criminality and security checks.

The Nova Scotia Office of Immigration may withdraw the nomination certificate at any time prior to the issuance of the permanent resident visa and prior to landing in Nova Scotia if:

- the Canadian visa office finds the you or an accompanying dependent is inadmissible as a

result of medical, criminality, or security checks, or

- the Nova Scotia Office of Immigration is advised by the Canadian visa office that any information provided in the application is false or fraudulent.
- the Nova Scotia Office of Immigration is aware that your employment situation or eligibility as a Skilled Worker has changed.

Step 7: If your Application is Refused

If your application is refused, you will receive a Letter of Refusal from the Nova Scotia Office of immigration. There is no appeal process.

Nomination under the Nova Scotia Nominee Program (NSNP) is at the sole discretion of the Nova Scotia Office of Immigration.

We remind you that the NSNP is only one means of applying for permanent resident status in Canada.

We encourage you to explore alternatives at the Citizenship and Immigration Canada's web site at:

www.cic.gc.ca

Step 8: Arrival in Nova Scotia

When you arrive in Nova Scotia, on a temporary work permit or a permanent resident visa, you must contact the Nova Scotia Office of Immigration within 30 days of your arrival.

You must provide the Nova Scotia Office of Immigration with a copy of the temporary work permit or confirmation of permanent residence, as well as current a Nova Scotia address and contact information such as phone number(s) and email address.

You must immediately inform the Nova Scotia Office of Immigration of any change in employment status either before or after you arrive in the province.

Nova Scotia Office of Immigration
1741 Brunswick Street, Suite 110A
PO Box 1535
Halifax, Nova Scotia
CANADA B3J 2Y3

Tel: (902) 424-5230
Fax: (902) 424-7936
Email: nsnp@gov.ns.ca

Appendix 1

Documents Checklist

A detailed explanation of all the forms and supporting documents can be found in [Appendix 2: Application Forms and Supporting Documents](#)

Please do not send originals of documents if copies are requested as the originals will not be returned to you.

Review and organize your completed forms and supporting documents in the order below before submitting your application.

The Nova Scotia Office of Immigration reserves the right to request further information if required.

Citizenship and Immigration Canada forms – provide COPIES ONLY

– forms and application guide(s) are available at www.cic.gc.ca/english/immigrate/provincial/apply-application.asp

| | | |
|--------------------------|---|---|
| <input type="checkbox"/> | One colour passport-sized photograph | - for Skilled Worker and each dependent |
| <input type="checkbox"/> | <u>IMM0008 Generic</u> – Application For Permanent Residence | - for Skilled Worker |
| <input type="checkbox"/> | <u>IMM0008 Schedule 1</u> – Background/Declaration | - for Skilled Worker and all dependents over age 18, whether they are accompanying or not |
| <input type="checkbox"/> | <u>IMM0008 Schedule 4</u> – Economic Classes: Provincial Nominees | - for Skilled Worker |
| <input type="checkbox"/> | <u>IMM5406</u> – Additional Family Information | - for Skilled Worker and dependents over age 18 who complete the IMM0008 Schedule 1 |
| <input type="checkbox"/> | <u>IMM5475</u> – Authority to Release Personal Information to a Designated Individual (if applicable) | - for Skilled Worker and dependents over age 18 |
| <input type="checkbox"/> | <u>IMM5476</u> – Use of a Representative form (if applicable) | - for Skilled Worker and dependents over age 18 |
| <input type="checkbox"/> | Canadian visa office specific forms (if applicable) | - review appropriate Canadian visa office website |

Nova Scotia Nominee Program forms – provide ORIGINALS

| | | |
|--------------------------|--|---|
| <input type="checkbox"/> | <u>NSNP100</u> Worker Application Form completed and signed | - for Skilled Worker |
| <input type="checkbox"/> | <u>NSNP50</u> Use of a Representative (if applicable) | - for Skilled Worker and dependents over age 18 |
| <input type="checkbox"/> | <u>NSNP60</u> Authority to Release Personal Information to a Designated Individual (if applicable) | - for Skilled Worker and dependents over age 18 |
| <input type="checkbox"/> | <u>NSNP200</u> Employer Application Form completed and signed | - for Employer |

Supporting Documents for Employer – provide COPIES ONLY

| | | |
|--------------------------|--|---|
| <input type="checkbox"/> | employment contract for a full-time, permanent position in NS | - signed by Skilled Worker and Employer |
| <input type="checkbox"/> | job description | |
| <input type="checkbox"/> | information on recruitment efforts to fill the position and/or need for the position | |

Supporting Documents for Skilled Worker – provide COPIES ONLY

| | | |
|--------------------------|--|---|
| <input type="checkbox"/> | valid passports and travel documents | - for Skilled Worker and dependents |
| <input type="checkbox"/> | work permit (if applicable) | - for Skilled Worker |
| <input type="checkbox"/> | proof of legal status in your country of residence if other than your country of nationality (if applicable) | - for Skilled Worker and dependents |
| <input type="checkbox"/> | refusal letters from previous attempts to immigrate to Canada (if applicable) | - for Skilled Worker and dependents |
| <input type="checkbox"/> | birth certificates identifying both parents | - for Skilled Worker and dependents |
| <input type="checkbox"/> | marriage certificates (if applicable) | - for Skilled Worker and dependents |
| <input type="checkbox"/> | divorce certificates (if applicable) | - for Skilled Worker and dependents |
| <input type="checkbox"/> | annulment certificate (if applicable) | - for Skilled Worker and dependents |
| <input type="checkbox"/> | custody maintenance documents and permission for child to come to Canada (if applicable) | - for Skilled Worker and dependents |
| <input type="checkbox"/> | adoption papers (if applicable) | - for Skilled Worker and dependents |
| <input type="checkbox"/> | death certificate for former spouse (if applicable) | - for Skilled Worker and dependents |
| <input type="checkbox"/> | proof of full time study (if applicable) | - for dependent children age 22 or older |
| <input type="checkbox"/> | résumé or Curriculum Vitae (C.V.) | - for Skilled Worker |
| <input type="checkbox"/> | supporting employment history and documents | - for Skilled Worker |
| <input type="checkbox"/> | certification with licensing bodies, regulatory bodies or permits | - for Skilled Worker |
| <input type="checkbox"/> | proof of English or French language ability | - for Skilled Worker |
| <input type="checkbox"/> | educational certifications received (e.g. degrees, diplomas or certificates) | - for Skilled Worker and dependents over age 22 |
| <input type="checkbox"/> | police clearance certificates (if applicable) | - for Skilled Worker and dependents over age 18 |

Supporting Documents for Skilled Worker continued... – provide COPIES ONLY

| | | |
|--------------------------|---|-------------------------------------|
| <input type="checkbox"/> | proof of sufficient settlement supports and transferable funds (e.g. bank statements, property appraisals, stock certificates, etc.). | - for Skilled Worker and dependents |
|--------------------------|---|-------------------------------------|

Please note:

In the case of doctors or medical personnel, we require proof that their qualifications are recognized in Nova Scotia (e.g. a letter from the College of Physicians and Surgeons), and proof that the Government of Nova Scotia has agreed to fund their salary (e.g. a letter from the Department of Health, hospital administrator, etc.).

Government of Canada permanent resident visa application forms (IMM) and application guide are available electronically on the Citizenship and Immigration Canada department of the Government of Canada website www.cic.gc.ca/english/immigrate/provincial/apply-application.asp Please make sure that you have reviewed and have met the specific requirements of the appropriate Canadian visa office before you submit your application to the Nova Scotia Office of Immigration.

Appendix 2

Application Forms and Supporting Documents

The following is a detailed explanation of all the documents referred to in [Appendix 1: Documents Checklist](#).

Please ensure that the NSNP Skilled Worker Stream application includes all the forms and supporting documents requested in the following sections below: “[For the Skilled Worker](#)” and “[For the Employer](#)”

The Nova Scotia Office of Immigration reserves the right to request further information if required.

For the Skilled Worker: who is the Principal Applicant (PA)

Citizenship and Immigration Canada (CIC) forms – provide COPIES ONLY

Permanent resident visa application forms and guides (IMM EP7000 + visa office specific requirements guide) are available electronically on the CIC web site www.cic.gc.ca/english/immigrate/provincial/apply-application.asp

- Submit a copy of completed CIC forms + one colour passport sized photograph for each family member with the NSNP Skilled Worker application.
- If you are nominated and apply for permanent resident visa, then you will submit the original completed CIC forms + four colour passport sized photographs for each family member with your application to the Canadian visa office (Step 6 of the Application Process).

| | |
|--|---|
| <u>IMM-0008 Generic</u> : Application for Permanent Residence in Canada | This form must be completed by the principal applicant (PA). Page 2 of the form asks for details of family members. |
| <u>IMM-0008 Schedule 1</u> : Background / Declaration | This form must be completed by the PA and (if applicable) his or her spouse, or conjugal or common-law partner; and all dependent children aged 18 years or older listed in the application for permanent residence. |
| <u>IMM-0008 Schedule 4</u> : Economic Classes - Provincial Nominees | This form must be completed by the PA. You must indicate “NOVA SCOTIA” in the box asking “Which provincial government has nominated you?” This is your legal declaration that you intend to live and work in Nova Scotia. |
| <u>IMM-5406</u> : Additional Family Information | This form must be completed by the PA and (if applicable) his or her spouse, or common-law or conjugal partner; and all accompanying dependent children aged 18 years or older listed in the application for permanent residence. |

For the Skilled Worker continued... CIC forms – provide COPIES ONLY

| | |
|--|---|
| <p><u>IMM-5476: Use of a Representative</u></p> | <p>Use this form to designate an authorized representative who has your permission to conduct business on your behalf with the Canadian visa office. When you appoint a representative, you also authorize the Canadian visa office to share information from your case file with this person.</p> <p>This form must be completed by the PA and by all accompanying family members age 18 or older listed in the application for permanent residence.</p> |
| <p><u>IMM 5475: Authority to Release Personal Information to a Designated Individual</u></p> | <p>Use this form if you wish to have your application information sent to a designated individual other than your representative.</p> <p>The individual you designate will be able to obtain information on your case file, such as the status of your application. However, he or she will not be a representative who can conduct business on your behalf with CIC.</p> |

Nova Scotia Nominee Program (NSNP) forms – provide ORIGINALS

- Submit one completed and signed (signature can be in mother tongue) original form with the NSNP Skilled Worker application.
- If you are nominated and apply for permanent resident visa, then you will submit the second original form with your permanent resident visa application to the Canadian visa office (Step 6 of the [Application Process](#) on page 5 of this guide).

| | |
|--|---|
| <p><u>NSNP100 Application Form</u></p> | <p>This form must be completed by the principal applicant (PA).</p> |
| <p><u>NSNP 50 Use of a Representative</u></p> | <p>Use this form <u>if</u> you want to designate an authorized representative (lawyer, consultant) who has permission to conduct business on your behalf with the Province of Nova Scotia. When you appoint a representative, you also authorize the Province to share information from your case file with this person.</p> <p>This form must be completed by the principal applicant (PA) and all accompanying family members age 18 or older listed in the application for permanent residence.</p> |
| <p><u>NSNP 60 Authority to Release Personal Information to a Designated Individual</u></p> | <p>Use this form <u>if</u> you wish to have your application information sent to a designated individual other than your representative.</p> <p>The individual you designate will be able to obtain information on your case file, such as the status of your application. However, he or she will <u>not</u> be a representative who can conduct business on your behalf with the Province of Nova Scotia.</p> <p>This form must be completed by the principal applicant (PA) and all accompanying family members age 18 or older listed in the application for permanent residence.</p> |

Supporting Documentation – provide COPIES ONLY

Photocopies of all documents must be notarized.

Where documents are not in English or French, the principal applicant (PA) must submit a notarized photocopy of the original document, AND a photocopy of the certified/notarized translation.

| | |
|---|---|
| <p>Travel Documents, Passports, and Visas</p> | <p>For PA, spouse, conjugal or common-law partner, and all accompanying dependents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Valid regular passport. Include only copies of pages showing the passport number, date of issue and expiry, your photo, name, date and place of birth. In order to ensure successful immigration processing, it is recommended that passports have an expiry date no less than two years from the date of your Nova Scotia Nominee Program application <input type="checkbox"/> If you live in a country different from your country of nationality, include a photocopy of your visa for the country where you currently live <input type="checkbox"/> Temporary work permit, student visa, or visitor visa (if currently living in Nova Scotia or Canada on a temporary basis) <input type="checkbox"/> All refusal letters from previous attempts to immigrate to Canada through provincial or federal immigration categories. Please include all correspondence associated with each previous application |
| <p>Identity & Civil Status Documents</p> | <ul style="list-style-type: none"> <input type="checkbox"/> One passport sized photograph for each family member <input type="checkbox"/> Birth certificates for the PA and spouse, or conjugal or common-law partner <p>If applicable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Police report(s) <u>if</u> the applicant or any dependent family member over the age of 18 has committed an offense or been convicted of a crime. Please provide a copy of the police report from the country or countries where the offense(s) occurred. In addition to the police report, submit any proof of rehabilitation, if applicable. <input type="checkbox"/> Marriage certificates <input type="checkbox"/> Final divorce, annulment certificates, or separation certificates for you and your spouse <input type="checkbox"/> Death certificate for former spouse, if applicable <p>If the information differs on any of these documents, provide a sworn affidavit explaining the differences.</p> |

For the Skilled Worker continued... Supporting Documentation – provide COPIES ONLY

| | |
|--|--|
| <p>Children’s Information</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Birth certificates that name both parents <input type="checkbox"/> Adoption papers if applicable <p>If applicable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Custody and maintenance documents for children under age 18 and <ul style="list-style-type: none"> <input type="checkbox"/> if accompanying, proof that the children may accompany the PA and spouse, conjugal or common-law partner to Canada. <input type="checkbox"/> if not accompanying, proof that your have fulfilled any obligation stated in custody agreements. <input type="checkbox"/> Proof of full-time study for dependent children age 22 years or more. Including: <ul style="list-style-type: none"> <input type="checkbox"/> a letter from each educational institution indicating that the dependent child attended and the time period of attendance, and <input type="checkbox"/> copies of all certificates and diplomas received. |
| <p>Education/training certification/ and licensing/regulatory requirements</p> | <ul style="list-style-type: none"> <input type="checkbox"/> PA’s résumé or curriculum vitae (CV) with accompanying documentation verifying employment history <input type="checkbox"/> All certifications and training obtained by PA and spouse, conjugal or common-law partner <input type="checkbox"/> Proof of certification for PA with a licensing body, regulatory body or permits |
| <p>English and/or French Language</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Proof of sufficient English or French language capability for PA to be employable and functional in Nova Scotia upon arrival based on documentation of language capability which may include: <ul style="list-style-type: none"> <input type="checkbox"/> employer application form, or <input type="checkbox"/> internationally recognized test results, or <input type="checkbox"/> certificates from language classes, or <input type="checkbox"/> letter from educational institution(s), educational transcripts, or employment references indicating English or French as the principal language of instruction or communication |
| <p>Proof of transferable funds for settlement</p> | <p>For PA, spouse, conjugal or common-law partner, and all accompanying dependents. You may provide one or a combination of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Letters from financial institutions indicating balance and transactional history of bank for the last three months <input type="checkbox"/> Bank account statements demonstrating access to transferable, liquid funds and assets <p><i>Please note:</i> Do not include personal items such as jewelry, furniture and vehicles</p> |

For the Nova Scotia Employer:

Nova Scotia Nominee Program Forms (NSNP) – provide ORIGINALS

- Submit one completed and signed original form with the NSNP Skilled Worker application.
- If the Skilled Worker is nominated and applies for permanent resident visa, then they will submit a second copy of the form with the application to the Canadian visa office (Step 6 of the [Application Process](#)).

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| <u>NSNP 200-</u> : Employer Application Form | This form must be completed and signed by the authorized signing officer of the company. |
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Supporting Documentation – provide COPIES ONLY

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| Job Description | Detailed requirements of the position including the following information: <ul style="list-style-type: none">- Duties and responsibilities- Education and credentials- Work experience, knowledge and skills |
| Employment offer | An employment offer and related contracts on company letterhead and signed by the authorized signing officer of the company and the Skilled Worker including: <ul style="list-style-type: none">- Skilled Worker's name- Position title and scope- Hourly salary/wage rate and benefits- Number of hours per week of work |
| Information on recruitment efforts to fill the position and/or need for the position | If the Employer has recruited for this position, then provide supporting materials such as previous advertising in the local area and on the internet, or correspondence identifying shortages or industry surveys or reports. If the Employer has previously received a labour market opinion (LMO) confirmation from HRSDC- Service Canada Centre for this position, please attach a copy. |