



**Government of  
Saskatchewan  
Immigration Branch**

## **Application Guide for the Skilled Workers Category** **SASKATCHEWAN IMMIGRANT NOMINEE PROGRAM (SINP)**

This Application Guide outlines the requirements for the Skilled Workers Category of the Saskatchewan Immigrant Nominee Program (SINP). It includes all the instructions necessary for preparing your application. To find out if you are likely to qualify for the program, read this guide carefully before applying.

Saskatchewan selects the applicants who best meet the requirements of the SINP. Decisions about applications are final.

*For more information, please contact:*

**Government of Saskatchewan**  
**Immigration Branch**  
Saskatchewan Immigrant Nominee Program  
7<sup>th</sup> Floor – 1945 Hamilton Street  
Regina, Saskatchewan CANADA S4P 2C8

Telephone: (Canada 001) 306-798-7467  
Facsimile: (Canada 001) 306-798-0713  
E-mail: [immigration@gov.sk.ca](mailto:immigration@gov.sk.ca)  
Website: [www.immigration.gov.sk.ca/skilled](http://www.immigration.gov.sk.ca/skilled)

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## **I. What is the SINP?**

The Saskatchewan Immigrant Nominee Program (SINP) is an immigration program that the province administers. It operates under an agreement with the federal government. This program can provide a quicker means of entry into Canada; it allows Saskatchewan to nominate applicants to the federal government for landed immigrant status. The SINP offers:

- Applicant selection based on the province's economic and labour force needs;
- Application processing times that are faster than other federal immigration classes; and
- Provincial immigration officers who can explain the program and help applicants.

### ***What is the SINP Skilled Workers Category?***

The SINP Skilled Workers Category is for skilled workers, professionals or managers who have a full-time, permanent job offer from a Saskatchewan employer. It is divided into three sub-categories: [Skilled Workers/Professionals](#), [Critical Occupations](#) and [Existing Work Permit](#).

### ***How the SINP Works***

#### **Two-Step Immigration Process**

**Step 1:** Apply to the SINP office for nomination.

- The SINP immigration branch reviews your application.
- If approved, the SINP immigration branch will:
  - Send a nomination certificate to Citizenship and Immigration Canada (CIC); and
  - Send a nomination letter to you explaining how to forward your application to the appropriate CIC visa office.

**Step 2:** Apply to CIC with your SINP nomination.

- CIC considers your application after they receive the nomination certificate from the SINP.
- CIC does health, security and criminal reviews, and then issues visas to you and your family members.

## ***Who is not eligible to apply under the Skilled Workers Category?***

- Refugee claimants.
- Individuals working in Saskatchewan under a post-graduate work permit (see the SINP Foreign Student Category).
- Health Professionals (see the SINP Health Professions Category).
- Temporary foreign workers in Saskatchewan under Service Canada's (SC) Live-in Caregivers Program (see [Citizen and Immigration Canada \(CIC\) Live-in Caregiver program](#)).
- Temporary foreign workers on work permits issued under Service Canada's Arts and Entertainment Exemptions and the Foreign Workers in Low-Skilled Occupations Pilot Project.

You may not be eligible for immigration to Canada if any of the following situations is true:

- You or any dependent family member (accompanying or not) has a serious medical condition.
- You or any dependent family member (accompanying or not) over the age of 18 has a criminal record.
- You have unresolved custody or child support disputes affecting any member of your family.
- You have intentionally misrepresented yourself in the application.

## **II. Eligibility Requirements**

**Principal Applicant:** The principal applicant is the person (you or your spouse) who has a better chance of meeting the selection criteria for the SINP Skilled Workers Category.

**Designated Trade** – This is an occupation recognized as a trade by the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC). [Click here](#) for a list of designated trades in Saskatchewan.

**National Occupation Classification (NOC)** – This is a tool that provides a standardized system for understanding Canadian occupations. It describes duties, skills, interests, aptitudes, education requirements and work settings for occupations in the Canadian labour market.

**NOC Matrix** - A chart called the [NOC matrix](#) shows the relationship between skill types and skill levels within the NOC system. It provides an overview of the entire classification structure.

### ***Eligibility***

The SINP Skilled Workers Category is divided into three sub-categories:

- [Skilled Workers/Professionals](#)
- [Critical Occupations](#)
- [Existing Work Permit](#)

You may qualify to apply under the SINP Skilled Workers Category if:

- You live outside of Canada or you have proof of legal status in Canada, you are not a refugee claimant **and** you have one of the following:
  - An offer of permanent, full-time employment in Saskatchewan either in an occupation or trade in the NOC level “A” or “B”, or in a designated trade in Saskatchewan ([Skilled Workers/Professionals Sub-Category](#));
  - An offer of permanent, full-time employment in Saskatchewan in a management position in the National Occupational Classification (NOC) Matrix level “0” ([Critical Occupations Sub-Category](#)); or
  - Have worked in Saskatchewan for at least six months on a temporary work permit either in an occupation or trade that is in the National Occupational Classification Matrix level “A” or “B”, or in a designated trade in Saskatchewan **and** you have an offer of permanent, full-time employment with this employer ([Existing Work Permit Sub-Category](#)).

## ***Important Employment Links***

The following websites will provide you with information on current employment opportunities in Saskatchewan, as well as wage rates, education and training requirements for Saskatchewan occupations.

### **Saskatchewan Job Postings**

[SaskJobs](#) offers the largest job-posting site in the province, with opportunities in all labour market sectors. Job postings range from entry level to trade, professional or management positions.

### **Saskatchewan Job Futures**

[Saskatchewan Job Futures](#) is a reference tool that allows users to research Saskatchewan occupations and compare wage rates, education and training requirements.

### **Regulated Occupations in Saskatchewan**

Some jobs in Canada require that you have a special license before you can begin work. These are called [regulated occupations](#). Most regulated occupations require that you have specialized education and experience before receiving your license. Physicians and electricians are examples of workers who need to be licensed in order to do their job.

## ***Assessment Rating***

### **(Skilled Workers/Professionals and Critical Occupations Sub-categories only)**

If you are applying in the [Skilled Workers/Professionals](#) or [Critical Occupations](#) sub-categories, you must score a minimum of 35 points on the **SINP 400-1 Assessment Rating** to be considered for nomination.

You are awarded points on the basis of eight factors:

- Education and Training
- Work Experience
- Language Ability
- Family Support
- Saskatchewan Suitability
- Community Support
- Age
- Personal Financial Resources

You must attach documents to verify everything that you claim in the assessment rating. For example, if you claim eight points for having a university degree, you must attach a photocopy of your university degree. If your degree is printed in a language other than English, you must also attach a translation of it.

For more information on the requirements for supporting documents, see the [Supporting Documents](#) section of this guide.

### **III. Skilled Workers/Professionals Sub-Category**

#### ***Eligibility***

To be considered in this sub-category, you must:

1. Have a confirmed offer of permanent, full-time employment with a Saskatchewan employer;
2. Have a job offer in an occupation or trade in the NOC level “A” or “B”, or a designated trade in Saskatchewan; and
3. Have scored a minimum of 35 points on the **SINP 400-1 Assessment Rating**.

Occupations included in the NOC level “A” and “B” usually require university, college or technical school education or apprenticeship training.

## **IV. Critical Occupations Sub-Category**

*Critical Occupations Position* – A management position that will significantly impact the business offering the job and the province.

### ***Eligibility***

To be considered in this sub-category, you must:

1. Have a confirmed, permanent, full-time offer of employment from a Saskatchewan employer in a management position that has been approved by the SINP as a critical occupations position.
2. Have a job offer in an occupation or trade in the National Occupational Classification (NOC) Matrix level “0”.
3. Have scored a minimum of 35 points on the **SINP-400-1 Assessment Rating**.

## **V. Existing Work Permit Sub-Category**

This sub-category is for individuals who are currently working in Saskatchewan on a valid temporary work permit and their employer has made them an offer of full-time, permanent employment.

### ***Eligibility***

To be considered in this sub-category, you must:

1. Have a valid work permit issued by Citizenship and Immigration Canada.
2. Have a confirmed offer of permanent, full-time employment with a Saskatchewan employer.
3. Have worked for more than six months under a Temporary Work Permit issued by Citizenship and Immigration Canada (CIC) for the employer offering you the job. Your work permit must be supported by a Service Canada’s (SC) labour market confirmation or a North American Free Trade Agreement (NAFTA) exemption. This does not include people working on open work permits.
4. Have a job offer in an occupation or trade in the National Occupational Classification Matrix level “A” or “B” or a designated trade in Saskatchewan.

## **VI. The Application Process**

### ***How to Apply***

- Step 1:** Review the [Eligibility Requirements](#) section of this guide.
- Step 2:** If you are eligible to apply under the Skilled Workers/Professionals or Critical Occupations sub-categories, review **SINP 400-1 Assessment Rating** to see if you would score the minimum 35 points.
- Step 3:** Print off the application package for the Skilled Workers Category, the required federal forms and any other federal forms that apply to your situation.
- Step 4:** Read the Application Guide and the instructions for completing your application carefully.
- Step 5:** Obtain all the required supporting documents and make photocopies of them. For a detailed description, see the [Supporting Documents](#) section of this guide.
- Step 6:** Complete the required provincial forms and any other provincial forms that apply to your situation.
- Step 7:** Complete the required federal forms and any other federal forms that apply to your situation.
- Step 8:** Review and organize your completed forms and supporting documents in the same order as the **SINP 100-24 - SINP Skilled Workers Category Checklist**. This helps to ensure that you have a complete application package.
- Step 9:** Photocopy all your completed forms and supporting documents and keep the photocopies for your records.

**Step 10:** Mail the original forms and photocopies of your supporting documents to:

**Government of Saskatchewan**

**Immigration Branch**

Saskatchewan Immigrant Nominee Program

7<sup>th</sup> Floor – 1945 Hamilton Street

Regina, Saskatchewan CANADA S4P 2C8

If you have any questions at any time during this process, please contact our office:

Telephone: (Canada 001) 306-798-SINP (7647)

Facsimile: (Canada 001) 306-798-0713

Email: [immigration@gov.sk.ca](mailto:immigration@gov.sk.ca)

Website: [www.immigrationsask.gov.sk.ca](http://www.immigrationsask.gov.sk.ca)

## ***Who is Included with Your Application?***

You must list all dependents on your application to the SINP Skilled Workers Category whether or not they are coming to Canada with you. Accompanying dependents include:

- ***Spouse*** – A husband or wife of the opposite or same sex.
- ***Common-law partner*** – A person of the opposite or same sex with whom you have lived in a committed relationship for at least one year. This relationship is considered to be a marriage but is not a legal marriage.
- ***Dependent children*** – Daughters and sons, including step-children and children adopted before the age of 18, who:
  - Are under the age of 22 and do not have a spouse or common-law partner;
  - Have been full-time students, financially supported by their parents since turning 22 or from the date of becoming a spouse or common-law partner if this happened before the age of 22; or
  - Have depended on your financial support before turning 22 and are unable to support themselves due to a medical condition.

Dependent family members that are not included in your application cannot be nominated for permanent residence as part of your SINP application at a later date.

If you wish to have dependent family members join you in Canada later, you will need to make a separate application to the Government of Canada Family Sponsorship Program or another immigration category. That application will have to be approved before your dependent family members will be allowed to join you. You may want to review the [SINP Family Members Category](#) to determine eligibility.

## ***What Happens to Your Application Package?***

Once your application package arrives at our offices, an immigration officer will review it against the eligibility criteria for the appropriate Skilled Workers sub-category.

- You will be contacted by letter, fax, or electronic mail (e-mail) with the results. The SINP may ask for additional clarification or documentation.
- If you are accepted for immigration under the SINP Skilled Workers Category, you will be nominated to the federal government for landed immigrant status.

If the SINP decides that you are not eligible for immigration to the province, you may apply again at a later date if your situation changes and you meet the requirements.

If your application is **approved** for nomination, your next steps are:

1. Apply to [Citizenship and Immigration Canada \(CIC\)](#). Your federal forms, supporting documents, and a letter of nomination will be sent to you. You will also receive detailed instructions on sending your application to the appropriate Canadian visa office.
2. The Canadian visa office will send you instructions on medical examinations. The Canadian visa office may require additional documentation at this time. In some cases, you may have to attend an interview.
3. If you meet all the requirements, Citizenship and Immigration Canada will issue permanent residence visas for you and your dependents.
4. If you receive a certificate of nomination, you may be eligible to apply for a Temporary Work Permit. The SINP will include instructions on applying for a Temporary Work Permit with your nomination package.

## ***Correspondence Between the SINP and the Applicant***

### ***Immigration Representatives***

A representative is someone who has your permission to conduct business on your behalf, including your application to Citizenship and Immigration Canada once the SINP has approved your application.

Representatives can be either paid or unpaid. An unpaid representative is a person or organization that does not charge a fee to represent you. This could be a friend or family member. A paid representative must be either a lawyer or a consultant who is registered with the [Canadian Society of Immigration Consultants \(CSIC\)](#).

If you decide to use a representative to help with your application, you will need to complete [IMM-5476: Use of a Representative](#) and submit it with your application.

### ***Designated Individuals***

In addition to your paid or unpaid representative, you may choose to let someone else have access to information about your application. For example, if you hire a lawyer to complete your application, you may also want a family member to have access to information about your application.

If you wish to have personal information released to someone who is not your representative, you must:

- Complete [IMM-5475: Authority to Release Personal Information to a Designated Individual](#); and
- Submit both with your application.

Designated individuals will not receive any written communication, but they can receive verbal information about your application by calling (Canada 001) 306-798-7467.

## ***General Guidelines for Completing the Forms***

- **All forms require original signatures in ink.**
- Print clearly with a pen or fill out the forms on your computer and print them out.
- Attach a separate sheet of paper if you need more space and indicate the number of the question you are answering.
- **Answer all questions.** If you leave any sections blank, your application may be returned to you. This means that processing will be delayed.
- If any sections do not apply to you, answer with “N/A” (“not applicable”). For example, on [Schedule 1: Background/Declaration](#), question 14 is about past military service. If you have never served in the military, answer this question with “N/A”.
- If your application is accepted and the information you provide on the forms changes before you arrive in Canada, you must inform, in writing, the SINP office and the visa office where you made your original application. Do this even if your visa has already been issued.

## ***General Guidelines for Supporting Documents***

- When documents are in a language other than English or French, you must submit a photocopy of the original document and a photocopy of the English or French translation. **Although the SINP accepts photocopies of original documents, CIC may require original documents or certified copies.**
- Translators can be any person other than your family member or spouse. Translators must not work for or be a paid consultant or representative who is preparing the application. You must also supply an affidavit from the translator describing their translation ability. Some Canadian immigration visa offices may require that the translator is certified by a regulatory body as a translator. It is the responsibility of the applicant to ensure that translations meet all federal requirements.
- If documents are missing, not translated, or unclear, your application may not be assessed and returned to you.

## **VII. Supporting Documents**

Supporting documents are the documents required for your immigration application (e.g. documents that prove your identity, work experience, language ability, finances, etc.).

All documents must be clear and easy to read. When documents are not in English or French, you must submit all of the following:

- A photocopy of the original document;
- A photocopy of the English or French translation of the document; and
- An affidavit from the translator describing their translation ability.

### ***1. Offer of Permanent Employment from a Saskatchewan Employer***

You must have an offer of full-time, permanent employment from a Saskatchewan employer. You must include a letter from your employer, addressed to you, indicating:

- job duties and responsibilities;
- the salary you will receive;
- the benefits provided by the employer; and
- company contact information.

You must also include a copy of any additional employee/employer contracts.

**All positions must offer wages and working conditions that match Canadian standards in that occupation.**

### ***2. Language Credentials***

If your first language is not English or French, you must prove your English/French language ability with **one** of the following:

- Education/training documents that demonstrate you have attended education institutions where the language of instruction was English/French and show the length of the program;
- Language testing results that equal a score of six or greater on the International English Language Testing System (IELTS);
- Certificates of English/French Language training with a letter that shows the length of the program; or
- Employment references with English/French as the principal language of communication.

### **3. Identity and Civil Status Documents**

You need to provide the following documents to confirm your identity and civil status:

- Birth Certificates that list both parents for:
  - you (the principal applicant);
  - your spouse or common-law partner (if applicable); and
  - each dependant child whether accompanying you to Canada or not (if applicable).

If you are married, or have been married, you must include:

- Marriage certificate
- Death certificate of former spouse (if applicable)

If you have dependent children, you must include the following documents that apply to your situation:

- Adoption papers;
- Proof of continuous full-time studies for all dependent children aged 22 or older (e.g. letter(s) from the school(s) signed by a school official confirming continued enrollment since turning 22 years of age);
- Final divorce, custody and child support documents;
- A letter from the other parent stating that they are aware of your intention to immigrate to Canada (with or without the child/children) and that there are no outstanding custody or child support issues; and
- Proof of custody for children under the age of 22 and proof that the children may be removed from the jurisdiction of the court.

### **4. Passports**

The expiry date on passports should be two years or more from the date of your SINP application. You will need to include photocopies of pages in your passport that show the passport number, date of issue and expiry date, photo, name, date, and place of birth for:

- yourself (the principal applicant);
- your spouse or common-law partner (if applicable); and
- all dependant children accompanying you to Canada (if applicable).

If you live in a country that is different than your nationality, please include a photocopy of your visa for the country in which you currently live.

## **5. Education/Training Credentials**

You must submit documents to verify your education. This can be one or more of the following:

- education/trade certificates, degrees or diplomas;
- professional designations, professional licenses and/or professional association memberships; and
- official transcripts showing school(s) attended or courses taken.

## **6. Work Experience Credentials**

You must submit a letter (or letters) of reference from previous employers or other proof of employment to prove that you have **at least one year of work experience** in your field of study and/or training. Letters of reference must be written on the company's official letterhead and signed by an authorized representative of the company who is identified by name and title. Each letter should indicate the following:

- your job position and length of employment;
- your main duties/responsibilities; and
- the number of hours you worked each week if the position was not full-time.

## **7. Bank Confirmation of Personal Funds** (Skilled Workers/Professionals and Critical Occupations Sub-Categories only if applicable)

If you are listing financial assets in order to score the 35 points required on the **SINP 400-1 Assessment Rating**, you must provide proof that the funds have existed for at least two months. Proof of funds can include bank account balances, statements from financial institutions, etc.

If you are listing assets as proof of your personal financial resources, the value of housing or other properties must be supported by a formal evaluation and proof of ownership.

## **8. Temporary Work Permit** (Existing Work Permit Sub-Category Only)

You must submit a copy of your valid temporary work permit issued by [Citizenship and Immigration Canada \(CIC\)](#) if you are applying under the [Existing Work Permit](#) sub-category.

## **9. Regulatory or Licensing Credentials** (if applicable)

If you intend to work in an occupation that requires licensing or certification in Saskatchewan, you must contact the provincial, national and/or industrial regulatory association before applying for nomination to verify that you will be able to meet licensing or certification requirements. Before nomination, the SINP will contact the appropriate regulatory body to ensure it has no objections to SINP nomination.

If you intend to work in a medical profession that requires licensing or certification, you must apply under the **SINP Health Professions Category**.

For information on regulated and non-regulated occupations in Saskatchewan and Canada, contact the [Canadian Information Centre for International Credentials](#) or [Service Canada's \(SC\) Work Destinations](#).

## **10. Police Report(s)** (if applicable)

If you or any dependent over the age of 18 has committed an offence or has been convicted of a crime, you must provide a photocopy of a police report from the country or countries where the offense(s) occurred and your current country of residence. In addition to the police report, submit any proof of rehabilitation, if applicable.

## **VIII. Important Terms**

The following definitions will help you to understand this application guide:

***Accompanying Dependent*** – An individual (spouse, common-law partner, or dependent child), who depends on your financial support and is planning to immigrate with you to Saskatchewan. Accompanying adult child dependents may be included under the SINP Certificate of Nomination if you are approved as a provincial nominee and if the adult child dependent meets at least **one** of the following criteria:

- Is under the age of 22 and does not have a spouse or common-law partner;
- Has been a full-time student, financially supported by their parents since turning 22 or from the date of becoming a spouse or common-law partner if this happened before the age of 22; or
- Has depended your financial support since before turning 22 and is unable to support themselves due to a medical condition.

***Adoption*** – When an adult becomes the legal parent of a child who is not the adult's biological child.

***Adoption Papers*** – The documents that prove you are the legal parent of your adopted child.

***Affidavit*** – A sworn statement in writing. It is a written promise that this is your statement.

***Apprenticeship*** – Apprenticeship is an agreement between an individual who wants to learn a skill and an employer who needs a skilled worker. Apprentices learn the skills of a trade through working in the occupation, supervised by a journeyperson. After a period of employment, the apprentice attends in-school training, where they learn additional skills that reflect the needs and standards of the industry.

***Canadian Visa Office*** – A Citizenship and Immigration Canada (CIC) immigration office outside Canada, typically located at a Canadian Embassy, Canadian Consulate General, or Canadian High Commission.

***Certified Copy*** – An authorized photocopy of a document. To have documents certified, you must take your original documents and a photocopy of each document to an authorized person in your community. They need to sign on your copies that the copies are true representations of the original, print their name and position, and if possible, stamp it with their official stamp. Authorized persons include Notary Publics and Commissioners of Oaths.

***Child Support*** – If the parents of a child (or children) are divorced, this is the agreement they have made about who pays for the children's needs.

**Commissioner of Oaths** – A public official who is present when you make an oath (or sign an affidavit). They sign on your copies that they are true and correct, print their name and position, and if possible, affix an official stamp.

**Common-law partner** – A person of the opposite or same sex with whom you have lived in a committed relationship for at least one year. This relationship is considered to be a marriage but is not a legal marriage.

**Critical Occupations Position** – A management position that will significantly impact the business offering the job and the province.

**Custody Documents** – If the parents of a child (or children) are divorced, these are the legal documents that describe the agreement the parents have made about where the children live.

**Designated Trade** – This is an occupation recognized as a trade by the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC). [Click here](#) for a list of designated trades in Saskatchewan.

**Immigration Representative** – Someone who has your permission to conduct business for you with Citizenship and Immigration Canada (CIC). Representatives can be either paid or unpaid. An unpaid representative is a person or organization that does not charge a fee to represent you. This could be a friend or family member. A paid representative must be either a lawyer or a consultant who is registered with the Canadian Society of Immigration Consultants (CSIC).

**In-laws** – Relatives by marriage (e.g. your wife's father is your father-in-law).

**National Occupation Classification (NOC)** – This is a tool that provides a standardized system for understanding Canadian occupations. It describes duties, skills, interests, aptitudes, education requirements and work settings for occupations in the Canadian labour market.

**NOC Matrix** - A chart called the [NOC matrix](#) shows the relationship between skill types and skill levels within the NOC system. It provides an overview of the entire classification structure.

**Nominate** – The term used by the Province of Saskatchewan to describe the selection of individuals for the Saskatchewan Immigrant Nominee Program dependent on health, security, and criminality screening by CIC.

**Notary Public** – (also called a notary) This is a public official who verifies that documents are real and/or official. They sign on your copies that they are true and correct, print their name and position, and if possible, affix an official stamp.

**Oath** – A promise that a statement is true.

**Permanent Resident** – This is a person who lives legally in Canada as a landed immigrant but is not yet eligible to apply for Canadian citizenship or does not have Canadian citizenship yet.

**Principal Applicant** – The person (you or your spouse) who has a better chance of meeting the selection criteria for the SINP Skilled Workers Category.

**Professional Designation** – A statement of your education and/or occupation. For example, if you have a doctorate degree, you can write “Ph.D” after your name as a statement of your education. Licensed engineers can use the designation “P.Eng” after their name. For information on Saskatchewan regulations for your occupation, visit [www.workdestinations.org](http://www.workdestinations.org).

**Professional License** – In some professions, you require a license in order to work in that occupation (e.g. nurse, doctor, engineer, etc.). For information on Saskatchewan regulations for your occupation, visit [www.workdestinations.org](http://www.workdestinations.org).

**Regulated Occupation** – Some jobs in Canada require that you have a special license before you can begin work. These are called regulated occupations. Most regulated occupations require that you have specialized education and experience before receiving your license. Physicians and electricians are examples of workers who need to be licensed in order to do their job. For information on Saskatchewan regulations for your occupation, visit [www.workdestinations.org](http://www.workdestinations.org).

**SINP Skilled Workers Category** – The SINP Skilled Workers Category is for skilled workers, professionals or managers who have a full-time, permanent job offer from a Saskatchewan employer. It is divided into three sub-categories: Skilled Workers/Professionals, Critical Occupations and Existing Work Permit.

**Spouse** – A husband or wife of the opposite or same sex.

**Supporting Documents** – The documents required for your immigration application (e.g. documents that prove your identity, work experience, language ability, finances, etc.). See the [Supporting Documents](#) section of this guide for more information.