



IMMIGRATION Canada

Application for Permanent Residence – Skilled Worker –

Visa Office Specific Instructions

Manila



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**Cette trousse est également
disponible en français**

Appendix A Checklist

Assemble all your documents as listed. Check (☑) each applicable item on the checklist and attach the checklist to your documents (a paper clip will do). Place all the documents in a sealed envelope. Send **originals** of all documents, including the police certificates. If your documents are not in English or French, send a notarized (certified) translation with a copy of the originals.

Original documents will be returned to you after they have been examined. If other documents are required, we will advise you. If there are any discrepancies in the civil status documents you have submitted, please provide a sworn affidavit explaining those discrepancies.

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. | | | |

| | |
|--|---|
| <p>2. IDENTITY AND CIVIL STATUS DOCUMENTS</p> <ul style="list-style-type: none"> • Provide birth certificates, baptismal certificates or other official document confirming relationship (including all pages of Household Registries) for you and each of your family members. In all cases, you must provide a Certificate of No Record of Previous Marriage. • If you are married, you must include a marriage certificate. If you are now divorced, you must include final divorce certificates; if separated, a separation certificate. If your former spouse or common-law partner is deceased, you must include your spouse's or partner's death certificate. If your marriage was annulled, include a copy of the annulment. If you are in a common-law relationship, provide proof of that relationship. • If there any discrepancies in the civil status documents you have submitted, provide a sworn affidavit explaining those discrepancies. • Photocopy of citizenship certificate, permanent resident card or permanent resident visa (formerly called "immigrant visa") for any family members who are Canadian citizens or permanent residents of Canada <p>Note: Immigration law does not recognize a marriage which does not conform to the laws of the country in which the marriage took place.</p> <p>For the Philippines: The birth, marriage, death and no record of previous marriage certificates must be issued by the National Statistics Office (NSO).</p> <p>For Japan: A certified official copy of and one translation of your <i>Koseki Tohon</i>. All names in the register, even the ones that have been removed due to death, marriage, change of residence, etc., must be included.</p> | <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> |
| <p>3. CHILDREN'S INFORMATION (IF APPLICABLE)</p> <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 | <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> |
| <p>4. TRAVEL DOCUMENTS AND PASSPORTS</p> <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. Note that all prospective immigrants must hold a valid regular passport; diplomatic, official, service or public affairs passports are not valid for immigration to Canada. | <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> |
| <p>5. PROOF OF RELATIONSHIP IN CANADA (IF APPLICABLE)</p> <p>Proof of relationship to any close relative in Canada, such as birth, marriage or adoption certificates and proof of that person's status in Canada; photocopy of the Record of Landing (IMM 1000), Permanent Resident Visa or Permanent Resident Card of your relative or proof of Canadian citizenship such as photocopy of pages of a Canadian passport or Canadian citizenship card.</p> | <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> |

6. EDUCATION/TRAINING/QUALIFICATIONS

For you and your spouse or common-law partner:

- **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 in university-sealed envelopes.
- **Professional qualifications certificates:** notarized professional qualification 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.

8. PROOF OF LANGUAGE PROFICIENCY

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:

- **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.

or

- Other evidence in writing:
 - 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.

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.

| | | F | P | Q |
|-----|---|--------------------------|--------------------------|--------------------------|
| 9. | <p>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 and Skills Development Canada (HRSDC), attach a photocopy of the HRSDC confirmation letter (Arranged Employment Opinion) which was sent to your employer. | <input type="checkbox"/> | | |
| 10. | <p>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"/> |
| 11. | <p>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 <p>For all bank accounts held in your name, you must submit bank statements which show your present account balance and records of entries over the past year. For assets such as a house, apartment, automobile or land owned by you (and/or your spouse or common-law partner, if applicable) submit proof of ownership and an official statement of valuation.</p> <p>Personal Net Worth Statement</p> <p>Complete the net worth form at the end of this appendix. All assets and liabilities, whether located in your country of residence or elsewhere, should be identified. However, do not include personal items such as jewellery, furniture, etc. All assets listed must be your own personal holdings and must be documented. The sources of any funds or assets in your possession for less than one year should be identified. If you need more space than provided, attach a separate page.</p> | <input type="checkbox"/> | | |
| 12. | <p>POLICE CERTIFICATES AND CLEARANCES</p> <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. <p>Your local mission may have more detailed instructions about how to obtain police certificates.</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. | <p>FEE PAYMENT</p> <p>Consult the Fees section of our Web site or the <i>Guide for Skilled Worker Applicants</i> to calculate your fees. Payment may be made in Philippine pesos or Canadian dollars. The current rate of exchange can be located on the Canadian embassy Web site at www.dfait-maeci.gc.ca/manila. Payment must be by means of an international money order, certified cheque or bank draft, issued to you within 30 days of the date of your payment to us. It should be made payable to the “Canadian Embassy – Manila”. We do not accept cash.</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

14. PHOTO REQUIREMENTS

Supply **six 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](#).

If you are unable to provide any of the requested documentation for special reasons, you must attach a written explanation with full details as to why that documentation is unavailable.

Mailing your application

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

**The Canadian Embassy
Visa Section
PO Box 2168, Makati Central PO
Makati City 1200
Philippines**

You may also deliver them in person or by courier to:

**Canadian Embassy
Visa Section
RCBC Plaza Tower 2, 6th Floor
6819 Ayala Avenue
Salcedo Village, Makati City**

Should you wish to use a commercial courier, we have made arrangements with DHL Worldwide Express, to ensure the safe delivery of your properly completed immigration application package to our office; however, you are under no obligation to choose DHL over any other commercial courier. **Do not send cash.**

Interviews

If you live in the Philippines, you will be interviewed at the Embassy in Makati. If you live in Japan, you will be interviewed in Tokyo unless you request to have your interview in Makati.

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

To calculate your net worth, subtract your total liabilities from your total assets:

$$(A + B + C + D + E) - (F + G) = \text{Net worth (CDN\$)}$$

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 outside Canada | |
| TOTAL CDN\$ | |

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

Appendix B

Obtaining Police Certificates/Clearances

You must provide a police certificate or clearance, or record of no information for yourself, your spouse or common-law partner (if applicable) and all of your family members indicating any criminal record or absence of criminal record. Everyone in your family aged 18 or over requires a police certificate/clearance from each country in which they have lived for six months or longer since reaching 18 years of age.

It is your responsibility to contact the police or relevant authorities to obtain the necessary police certificate or clearance. 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.

Philippines

NBI clearances for yourself, your spouse, and each family member aged 18 or older.

Note: If the notation on the NBI certificate for you or a member of your family is other than “No Record on File” or “No Derogatory Record”, you must also submit an NBI written explanation.

Japan

You and all your family members aged 18 and over, whether they are accompanying to Canada or not, must obtain police clearances from your Prefectural Police Headquarters Identification Section covering your time of residence in Japan. Residents of Tokyo must contact the Police Certificate Sub-section, 1st Foreign Affairs Section, Tokyo Metropolitan Police Department.

Enclosed is a letter that will enable you to apply for these certificates. Make as many photocopies of this letter as you need for yourself and your family members, write in the appropriate names after “Dear”, and present them to the appropriate police authorities. These authorities will instruct you as to the documentation and time they require to issue your certificates. Once they have provided certificates for all of you, send the original to us as part of your immigration application package.

All applicants

If you or a family member has lived in Canada, you must obtain a police certificate by writing to:

Royal Canadian Mounted Police
NCO-IC Civil Section, Information and Identification Services
P.O. Box 8885
Ottawa, Ontario
Canada K1G 3M8

Provide full names, dates of birth, sex, and places and dates of residence in Canada for each person who requires such a certificate. You will also be required to submit a set of fingerprints for each person. You can usually obtain these through your local police station. The RCMP does not currently charge for this service. The RCMP will send the certificates directly to our office when they are available. You need only to submit a photocopy of your request letter to the RCMP with your application package as proof that you have complied with this requirement where it is applicable. If you or your family members have lived in other locations we shall advise you of addresses or procedures when your application is reviewed.

We will also do our own background checks in all countries in which you and your family members have lived. These checks will determine if you have any arrests or convictions, or if you are a security risk to Canada.



Citizenship and
Immigration Canada

Citoyenneté et
Immigration Canada

Visa Section

9th Floor, Allied Bank Centre

6754 Ayala Avenue

Makati, Metro Manila 1200

Philippines



Dear Applicants,

This refers to your application for permanent residence in Canada.

In order that we may proceed with your application, you are required to obtain a police certificate for you and each member of your family over 18 years of age. You should contact your Prefectural Police Headquarters Identification Section (for Tokyo residents - Police Certificate Sub - Section, 1st Foreign Affairs Section, Tokyo Metro Police Department) who will instruct you on the documents required in order to obtain your police certificate(s).

We urge you request this document from your Police Headquarters and send it to us with your application form.

あなたのカナダ永住申請に関し、ご連絡いたします。

審査のため、あなたと18才以上の御家族各人の警察証明を必要とします。つきましては、所轄の都道府県警察本部鑑識課（東京都にお住まいの方は、警視庁外事第一課、渡航証明係）に連絡し、必要書類をお問い合わせの上、この警察証明書を取得し、申請書と共に当事務所宛にお送りください。

Yours Sincerely,
Visa Section

Appendix C

Photo Specifications

Notes to the applicant

TAKE THIS WITH YOU TO THE PHOTOGRAPHER

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

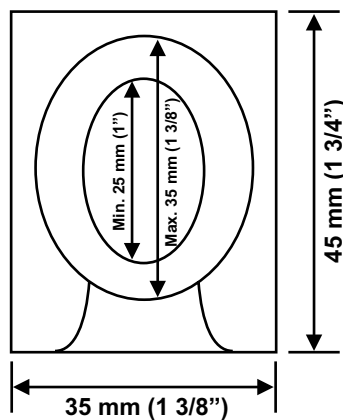
Notes to the photographer

The photographs 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 photographs 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 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 a dependent child, even if he or she usually lives with the other parent and is not accompanying you to Canada.

This office will forward medical instructions as soon as we receive your completed *Application for Permanent Residence in Canada* form and have reviewed your application.

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 each of your family members does not already have an individual passport, you should apply to obtain them now.

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.