



IMMIGRATION Canada

Application for Permanent Residence

Business Class Applicants

- Investors
- Entrepreneurs
- Self-employed Persons



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This application is made available free of charge by Citizenship and Immigration Canada and is not to be sold to applicants.

This publication is available in alternative formats upon request.

Cette trousse est également disponible en français

Overview

Application package

This application package consists of:

- an instruction guide, and
- the required form(s).

The **instruction guide** is a tool that provides:

- the information you must know about this application before sending it to Citizenship and Immigration Canada (CIC), and
- assistance with how to fill out the forms and the required supporting documents.

Read the instruction guide thoroughly and then fill out each of the applicable form(s).

The **form(s)** are specifically designed with questions that will assist in the processing of your application.

Why you need to read this guide?

This guide provides all of the instructions necessary to complete this application. As a result of reading the guide, you should be able to:

- complete the application form, and
- determine what supporting documents need to be included.

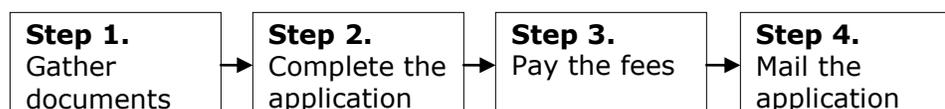
Symbols used in this guide

This guide uses the following symbols to indicate information of particular importance.

This symbol...	Tells you...
	What you must do to have your application processed.
	Important information that you need to be aware of in order to avoid delays or other problems.
	Where to get more information.
Note:	Tips that will assist you with this application.

The application process

The instructions provided in this guide follow the basic steps you will need to know to complete your application.



Before You Apply

Permanent Residence under the Business Immigration Program

The Business Immigration Program

Canada welcomes successful business people who are seeking new opportunities and challenges. The Business Immigration Program is designed to encourage and facilitate the admission of these individuals. Both the federal and provincial/territorial governments welcome business immigrants and offer services to help immigrants start a business and settle in Canada.

Types of Business Immigrants

Canada has three classes of business immigrants:

- investors,
- entrepreneurs, and
- self-employed persons.

You can apply under only **one** of these classes and you cannot change the class you are applying under once you have submitted your application.

The features of each class are listed in the table below to help you make that decision.

Definitions



Business: a private (i.e. not under government control or majority ownership), sector enterprise engaged in the pursuit of profit.

Business experience in respect of an **entrepreneur**, means the management of a qualifying business and the control of a percentage of equity of a qualifying business for at least two years in the period beginning five years before the date of application.

Business experience in respect of an **investor**, means:

- The management of a qualifying business and the control of a percentage of equity of a qualifying business for at least two years in the period beginning five years before the date of application; or
- The management of at least five full-time job equivalents per year in a business for at least two years in the period beginning five years before the date of application.

Full-time job equivalent: 1,950 hours of paid employment.

Percentage of equity:

- In respect of a sole proprietorship, 100% of the equity of a sole proprietorship.
- In respect of a corporation, the percentage of the issued and outstanding voting shares of the capital stock of the corporation

controlled by the applicant or their spouse or common-law partner.

- In respect of a partnership or joint venture, the percentage of the profit or loss of a partnership or joint venture to which the applicant or their spouse or common-law partner is entitled.

Qualifying business: A business—other than a business operated primarily for the purpose of deriving investment income such as interest, dividends or capital gains—for which, in each of any two years in the period beginning five years before the date of application and ending on the date of the interview decision, there is proof of **any two** of the following:

1. That the percentage of equity multiplied by the number of full-time job equivalents is equal to or greater than two full-time job equivalents per year;
2. That the percentage of equity multiplied by the total annual sales is equal to or greater than \$500,000;
3. That the percentage of equity multiplied by the net income in the year is equal to or greater than \$50,000; or
4. That the percentage of equity multiplied by the net assets at the end of the year is equal to or greater than \$125,000.

Qualifying Canadian business: A business operated in Canada by an entrepreneur—other than a business operated primarily for the purpose of deriving investment income such as interest, dividends or capital gains—for which there is, in any year within the period of three years after the day the entrepreneur becomes a permanent resident, proof of **any two** of the following:

1. That the percentage of equity multiplied by the number of full-time job equivalents is equal to or greater than two full-time job equivalents per year;
2. That the percentage of equity multiplied by the total annual sales is equal to or greater than \$250,000;
3. That the percentage of equity multiplied by the net income in the year is equal to or greater than \$25,000; or
4. That the percentage of equity multiplied by the net assets at the end of the year is equal to or greater than \$125,000.

Class type	Description	Features
Investors	Investors must have business experience . They must have either : <ul style="list-style-type: none"> • managed a qualifying business and controlled a percentage of equity of a qualifying business for at least two years in the period beginning five years before the 	<ul style="list-style-type: none"> • Investors are not required to start a business in Canada; • Investments are fully guaranteed by provinces and territories that participate in the program; • The provinces and

	<p>date of application, or</p> <ul style="list-style-type: none"> managed at least five full-time job equivalents per year in a business for at least two years in the period beginning five years before the date of application. <p>The investor class applicant must have a personal net worth of at least CDN \$1,600,000. They are required to make an investment of CDN \$800,000, paid to the Receiver General of Canada. The investment is subsequently allocated to participating provinces and territories in Canada.</p> <p>These governments use the funds for job creation and economic development. The full amount of the investment (without interest) is repaid to the investor after five years.</p> <p>The exact date of repayment depends on when the CDN \$800,000 is received by Citizenship and Immigration Canada. At the latest, the amount would be returned five years and 3 months after the date of payment.</p> <p>The return of the investment is fully guaranteed by participating provinces and territories.</p>	<p>territories control the investment during the five year lock-in period; and</p> <ul style="list-style-type: none"> No immigration conditions are imposed upon admission to Canada. <p>Under the <i>Canada-Quebec Accord</i>, the province of Quebec operates its own immigrant investor program. All investors in the Quebec program must intend to live in Quebec and must be selected by Quebec. In common with the federal program, investors in the Quebec program must invest CDN \$800,000 and have a net worth of CDN \$1,600,000.</p>
Entrepreneurs	<p>Entrepreneurs must have business experience. They must have managed a qualifying business and controlled a percentage of equity of a qualifying business for at least two years in the period beginning five years before the date of application.</p>	<ul style="list-style-type: none"> A minimum net worth requirement of \$300,000; A requirement that within three years of becoming a permanent resident, the entrepreneur

	<p>The entrepreneur class applicant must have a net worth of at least \$300,000. Additionally, they must have the intention and the ability to:</p> <ul style="list-style-type: none"> • Control a percentage of equity of a qualifying Canadian business equal to or greater than 33^{1/3}%; • Provide active and ongoing management of the qualifying Canadian business; and • Create at least one incremental full-time job equivalent for one or more Canadian citizens or permanent residents other than the entrepreneur applicant and their family members. <p>Note: Entrepreneurs are required to sign a declaration stating they intend and will be able to meet the conditions of permanent residence.</p>	<p>must have controlled and have actively managed a qualifying Canadian business for a period of at least one year, and that the business must have created employment opportunities for others; and</p> <ul style="list-style-type: none"> • All family members are admitted under the same conditions as the principal applicant; the conditions are removed once the entrepreneur satisfies the conditions. <p>Under the <i>Canada-Quebec Accord</i>, the province of Quebec operates its own immigrant entrepreneur program, and Quebec-selected entrepreneurs are subject to Quebec's own conditions rather than federal conditions. All entrepreneurs in the Quebec program must intend to live in Quebec and must be selected by Quebec. In common with the federal programs, entrepreneurs in the Quebec program must have a net worth of \$300,000.</p>
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<p>Self-employed persons</p>	<p>Self-employed immigrants must have relevant experience within the five-year period immediately preceding the date of application.</p> <p>Relevant experience in respect of a self-employed person, means</p> <ul style="list-style-type: none"> • For at least two years in the period beginning five years before the date of application: <ul style="list-style-type: none"> ▪ Self-employment in cultural activities or athletics; or ▪ Participation, at the world-class level, in cultural activities or athletics; or ▪ Farm management experience. 	<ul style="list-style-type: none"> • No immigration conditions are imposed on this class. • Self-employed immigrants must have the experience, intention and ability to: <ul style="list-style-type: none"> ▪ establish a business that will, at a minimum, create an employment opportunity for themselves and that will make a significant contribution to cultural activities or athletics in Canada; or ▪ purchase and manage a farm in Canada.
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Do you intend to reside in Quebec?

Under the *Canada-Quebec Accord on Immigration*, Quebec establishes its own immigration requirements and selects all foreign nationals destined to Quebec. If you intend to come to Canada under the Business Immigration program and reside in Quebec, you must first contact the **Ministère de l'Immigration et des Communautés culturelles (MICC)** at: <http://www.immigration-quebec.gouv.qc.ca/en/index.html>

You may also consult our **website** for more information at: <http://www.cic.gc.ca/english/immigrate/quebec/index.asp>

If you want to settle in Quebec, contact the responsible Quebec Immigration Office (see **Appendix C – Quebec Immigration Offices**). The responsible Quebec Immigration office will send you an application, which includes a *Demande de Certificat de sélection* form, to be completed and returned to the appropriate address.

If your application is approved, you will be issued a *Certificat de sélection du Québec* (CSQ). You must then complete **our forms** and send them

along with the original of the CSQ to the appropriate visa office.

Staying informed

Selection criteria, requirements and other information for applicants can sometimes change. Please note that:

- Applications will be processed according to the rules and regulations in effect at the time of the application. These may change at any time.
 - Our [website](#) contains the latest news, selection criteria updates and applications links. Check periodically for updated information.
-

Selection Criteria

You must first meet the definition of the one **class** you are applying under (**investor, entrepreneur or self-employed person**) to be eligible for assessment against the selection criteria.

If you successfully meet the definition of the class you are applying under, you are then assessed against five selection factors:

- age,
- education,
- official languages,
- experience, and
- adaptability.

For each selection factor, a specific number of selection points are allotted.

The following tables will help you estimate how many points you would earn for each factor. If you have a score **lower than** a total of **35 points**, your application may be refused.

Note: The pass mark for all classes of business immigrants is **35**.



It is important that you make a careful assessment before you apply because you must pay certain fees, one of which is non-refundable (the processing fee) even if your application is refused.

What are the selection factors?

Your application to come to Canada as a business immigrant will be assessed against a point system consisting of five selection factors. The five selection factors are:

Factor 1	Business experience	Maximum 35 points
Factor 2	Age	Maximum 10 points
Factor 3	Education	Maximum 25 points
Factor 4	Ability in English and/or French	Maximum 24 points
Factor 5	Adaptability	Maximum 6 points

Total		Maximum 100 points
Pass Mark		35 points

If your score is the same or higher than the pass mark, then you may qualify to immigrate to Canada as a business class applicant. Review the information about immigrating to Canada as a business class applicant and decide if you want to apply.

Below is a detailed description of all factors that are to be assessed.

**Factor 1:
Business
experience
(maximum of
35 points)**

Business experience must have been obtained within the period beginning five years before the date of application.

Two years business experience	20
Three years business experience	25
Four years business experience	30
Five years business experience	35

Score	
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**Factor 2: Age
(maximum of
10 points)**

Points are given for your age at the time your application is received.

Age	16 or under	17	18	19	20	21-49	50	51	52	53	54+
Points	0	2	4	6	8	10	8	6	4	2	0

Score	
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**Factor 3:
Education
(maximum of
25 points)**

Points are awarded for earned educational credentials as well as the number of years of **full-time studies** or **full-time equivalent studies**. To be awarded points, you must meet **both** stated criteria.

Educational credential: Any diploma, degree, trade or apprenticeship credential issued for the completion of a program of study or training at a recognized educational or training institution.

Full-time studies: At least 15 hours of instruction per week during the academic year. This includes any period of workplace training that forms part of the course.

Full-time equivalent studies: If you completed a program of study on a part-time or accelerated basis, count the length of time it would have taken to complete the program on a full-time basis.

Use the chart below to determine your points. If you have not completed

the number of years of study that correspond to your highest educational credential, award yourself points based on the number of years of study.

Example 1: If you have a Master's degree but have completed only 16 years of full-time study, award yourself 22 points.

Example 2: If you have a four-year Bachelor's degree and have completed 14 or more years of study, award yourself 20 points.

You have obtained a Master's or PhD AND completed at least 17 years of full-time or full-time equivalent study	25
You have obtained two or more university educational credentials degrees at the Bachelor's level AND completed at least 15 years of full-time or full-time equivalent study	22
You have obtained a three-year post-secondary educational credential AND completed at least 15 years of full-time or full-time equivalent study	22
You have obtained a two-year university educational credential at the Bachelor's level, AND completed at least 14 years of full-time or full-time equivalent study	20
You have obtained a two-year post-secondary educational credential AND completed at least 14 years of full-time or full-time equivalent study	20
You have completed a one-year university educational credential at the Bachelor's level AND completed at least 13 years of full-time or full-time equivalent study	15
You have completed a one-year secondary educational credential AND completed at least 13 years of full-time or full-time equivalent study	15
You have completed a one-year post-secondary educational credential AND completed at least 12 years of full-time or full-time equivalent study	12
You have completed secondary school (also called high school)	5
You have not completed secondary school (also called high school)	0

Score	
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**Factor 4:
Ability in
English
and/or
French**

The ability to communicate and work in one or both of Canada's official languages is very important to you as a business immigrant. Proficiency in English, French or both will help you in the Canadian labour market.

You will be awarded up to 24 points for your basic, moderate or high proficiency in English and French. You will be given points based on your ability to:

- listen,
- speak,

- read, and
- write.

Proof of Language Proficiency

If you wish to be awarded points for your proficiency in English and/or French, you must submit language test results from a designated testing agency to the visa office with your application.

To be eligible for points for language ability, you **must** include the results of one of the following language tests from a testing agency designated by CIC:

English

- IELTS: International English Language Testing System (**General Training test only**)
- CELPIP: Canadian English Language Proficiency Index Program (**General test only**)

French

- TEF: Test d'évaluation de français

If you do not submit the results of your official language proficiency test with your application to the visa office, you will not be awarded points for your ability in English and/or French.

Official Language Testing

Take a language proficiency test from a designated testing agency

You must prove the level of language proficiency you claim on your application in order to be awarded points for your language ability.

To do this, you must take a language proficiency test from an agency designated by CIC **before** starting the immigration process and submitting your application to the visa office.

Your test results must not be more than two years old at the time that you submit your application.

Steps	Action
1	Make arrangements to take a language proficiency test with a designated testing agency and pay the test costs. A list of designated testing agencies can be found at: www.cic.gc.ca/english/immigrate/skilled/language-testing.asp
2	Submit the assessment results with your application.  Do not request that your (IELTS-General Training, CELPIP-General or TEF) language test result be sent directly to the visa office. Submit your original language proficiency test results with your complete application to the visa office.
3	Consult the " using your test results " section to determine how many points you will be awarded for your language proficiency.

Note: Test results from a designated testing agency will be used as conclusive evidence of your language proficiency. Other evidence in writing will not be accepted as evidence of language proficiency. If you wish to be awarded points for your proficiency in both official languages, include the results of your official English language proficiency test (IELTS – General Training or CELPIP – General) **and** your official French language proficiency test (TEF) with your application.

Using your test results

Use your language test results from a designated testing agency to determine how many points you will be awarded for language proficiency.

International English Language Testing System (IELTS)

Use the following table to determine how many points you will be awarded for your test scores with the **International English Language Testing System (IELTS)**:

Level	Points (per ability)	Test results for each ability			
		Speaking	Listening	Reading (General Training)	Writing (General Training)
High	First official language: 4 Second official language: 2	6.5 - 9.0	7.5 - 9.0	6.5 - 9.0	6.5 - 9.0
Moderate	Either official language: 2	5.5 - 6.0	5.5 - 7.0	5.0 - 6.0	5.5 - 6.0
Basic	Either official language: 1 (maximum of 2)	4.0 - 5.0	4.5 - 5.0	3.5 - 4.5	4.0 - 5.0
No	0	Less than 4.0	Less than 4.5	Less than 3.5	Less than 4.0

Canadian English Language Proficiency Index Program (CELPIP)

Use the following table to determine how many points you will be awarded for your test scores with the **Canadian English Language Proficiency Index Program (CELPIP)**:

Level	Points (per ability)	Test results for each ability			
		Speaking	Listening	Reading	Writing
High	First official language: 4	4H	4H	4H	4H
		5	5	5	5
		6	6	6	6

	Second official language: 2				
Moderate	Either official language: 2	3H 4L	3H 4L	3H 4L	3H 4L
Basic	Either official language: 1 (maximum of 2)	2H 3L	2H 3L	2H 3L	2H 3L
No	0	0 1 2L	0 1 2L	0 1 2L	0 1 2L

Test d'évaluation de français (TEF)

Use the following table to determine how many points you will be awarded for your test scores with the **Test d'évaluation de français (TEF)**:

Level	Points (per ability)	Test results for each ability			
		Speaking (expression orale)	Listening (compréhension orale)	Reading (compréhension écrite)	Writing (expression écrite)
High	First official language: 4 Second official language: 2	Level 5 Level 6 (349-450 pts)	Level 5 Level 6 (280-360 pts)	Level 5 Level 6 (233-300 pts)	Level 5 Level 6 (349-450 pts)
Moderate	Either official language: 2	Level 4 (271-348 pts)	Level 4 (217-279 pts)	Level 4 (181-232 pts)	Level 4 (271-348 pts)
Basic	Either official language: 1 (maximum of 2)	Level 3 (181-270 pts)	Level 3 (145-216 pts)	Level 3 (121-180 pts)	Level 3 (181-270 pts)
No	0	Level 0 Level 1 Level 2 (0-180 pts)	Level 0 Level 1 Level 2 (0-144 pts)	Level 0 Level 1 Level 2 (0-120 pts)	Level 0 Level 1 Level 2 (0-180 pts)

Add your points: Total of speaking + listening + reading + writing = _____
(both languages)

Score	
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Factor 5: Adaptability (maximum of 6 points)

Investors and Entrepreneurs

A maximum of 6 points for adaptability can be earned by demonstrating **one** of the following elements:

Adaptability criteria	Points
You have made a business exploration trip to Canada in the period beginning five years before the date of your application.	6
You have participated in joint federal-provincial business immigration initiatives.	6

Score	
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If you wish to be assessed for adaptability points, it is necessary that your province/territory of destination provide you with documentation indicating that it is satisfied that you have met one or both of the above elements.

For the purpose of awarding points:

- a trip to Canada becomes a business exploration trip to Canada only when a province/territory has deemed it to be so, and
- each province/territory establishes individually, what constitutes participation in a joint federal-provincial business immigration initiative.

If you wish to earn points for adaptability, you should first contact the provincial or territorial government contact for the province/territory to which you are destined. Consult the list in **Appendix D Provincial and Territorial Government Contacts**. The province/territory can then provide you with appropriate documentation indicating that, in their view, you have met the regulatory requirements.



You must submit this documentation to the visa office.

Self-employed persons

A maximum of 6 points for adaptability can be earned by any combination of the following elements:

Adaptability criteria	Points
A. Spouse or common-law partner's level of education <ul style="list-style-type: none"> • Secondary school (high school) diploma or less: 0 points • A one-year diploma, trade certificate, apprenticeship, or university degree and at least 12 years of full-time or full-time equivalent studies: 3 points • A diploma, trade certificate, apprenticeship, or university degree of two years or more and at least 14 years of full-time or full-time equivalent studies: 4 points • A Master's degree or PhD and at least 17 years of full-time or full-time equivalent studies: 5 points 	3 - 5
B. Previous study in Canada: <ul style="list-style-type: none"> • You or your accompanying spouse or common-law partner completed a program of study of at least two years' duration on a full-time basis at a post-secondary institution in Canada. This must have been done after the age of 17 and with a valid 	5

study permit.	
C. Previous work in Canada: <ul style="list-style-type: none"> You or your accompanying spouse or common-law partner completed a minimum of one year of full-time work in Canada on a valid work permit. 	5
D. Relatives in Canada: <ul style="list-style-type: none"> You or your accompanying spouse or common-law partner has a relative, i.e., parent, grandparent, child, grandchild, child of a parent (sibling), child of a grandparent (aunt and uncle), or grandchild of a parent (niece or nephew), who lives in Canada and is a Canadian citizen or permanent resident. 	5

Score	
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Your score for all factors combined

Use the table below to calculate your total score. The pass mark is **35**. The **maximum** possible **score** for each class is **100**. The pass mark is variable and is determined, on an ongoing basis, by the Minister of Citizenship, Immigration and Multiculturalism.

	Factor	Maximum points	Your score
1	Business experience / Relevant experience	35	
2	Age	10	
3	Education	25	
4	Language proficiency	24	
5	Adaptability	6	
	Total	100	

The officer reviewing your application will first determine whether or not you meet the definition of the class you are applying under (investor, entrepreneur or self-employed person).

If...	Then...
you meet the definition	the officer will then assess your score against the selection criteria
there is a difference between the points you give yourself and the points the officer awards you	the officer's assessment will prevail

Funds required to settle in Canada

The Government of Canada does not provide financial support to business immigrants.

All business class applicants must establish that they have enough money

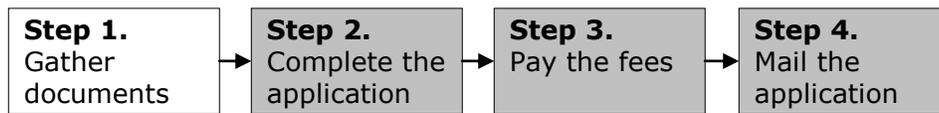
to support themselves and their family members for at least one year after they arrive in Canada. This is normally satisfied by the net worth requirement.

Note: You should research the cost of living in the region of Canada where you intend to live and have access to enough ready capital for your initial establishment.

You should be aware that Canadian legislation requires persons entering Canada to declare cash funds of \$10,000 CDN or more. You will have to disclose these funds to a Canadian official upon arrival. Cash funds means:

- money (coins or bank notes),
 - securities in bearer form (stocks, bonds, debentures, treasury bills, etc.), and
 - negotiable instruments in bearer form (bank drafts, travellers' cheques, money orders, etc.).
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Step 1. Gather Documents



What documents are required?

Collect the documents you need to support your application. These are listed in **Appendix A - Document Checklist of this guide**.



The Document Checklist will tell you how many copies of the application form the visa office needs. It will also tell you which documents must be originals and which should be photocopies, and whether a certified translation in English or French is required.

Medical requirements



The following advice is provided to help you prepare documents which will be required later in the application process by the visa office.

All applicants must undergo a medical examination.

You and your family members, whether they will be accompanying you or not, must undergo and pass a medical examination. To pass the medical examination you or your family members must not have a condition that:

- is a danger to public health or safety, or
- would cause excessive demand on health or social services in Canada.

Examples of “excessive demand” include ongoing hospitalization or institutional care for a physical or mental illness.

Instructions

Information on medical instructions **will be provided to you only** after you have been assessed under the applicable class definition and selection criteria. When you receive your assessment notice you will also receive medical forms for yourself (and any accompanying dependants if applicable), instructions and how to access a list of doctors in your area who are authorized to conduct immigration medical examinations (see below). You are not required to have a medical examination before you submit your application forms.

Exam validity

The medical examination results are valid for 12 months from the date of the medical examination. If the processing of your application for permanent residence is not completed during this time, you will have to undergo another complete medical examination.

Authorized doctors

Your own doctor cannot do the medical examination. You must be examined by a physician on Canada’s list of **Designated Medical Practitioners** which can be found at: www.cic.gc.ca/dmp-md/medical.aspx.

Note: The physician is only responsible for conducting a medical examination; he or she cannot give you any advice on the immigration process.

Police certificates

All applicants must submit police certificates/clearances as part of the application process.

You and all of your family members who are 18 years of age and older and who are not permanent residents or Canadian citizens will have to provide:

- a valid police certificate, or
- a police clearance, or
- a record of no information.

These documents are to be provided for each country **other than Canada**, in which you have lived for six consecutive months or longer since reaching the age of 18.

Note: If you or your family members were under 18 years of age (16 years of age in certain jurisdictions) for the entire time you lived in a particular country, you do not need to provide a police certificate for that country.

Applicants requiring multiple police certificates should initiate the process of obtaining them prior to the submission of their application to the Canadian visa office.

The certificate must have been issued no more than three months prior to submitting your application. If the original certificate is not in English or French, submit both the certificate and the original copy of a translation prepared by an accredited translator.

Unless otherwise specified on our website, it is **your** responsibility to contact the police or relevant authorities. When doing so, you may have to:

- pay a fee for the service, and
- provide information or documentation such as:
 - photographs,
 - fingerprints,
 - your addresses and periods of residence in the country or territory.

CIC will also do background checks to determine if there are grounds upon which you and your family members may be inadmissible to Canada.

Please consult our [website](#) for specific and up-to-date information on how to obtain police certificates from any country.

Translation of documents

Any document that is not in English or French **must be accompanied** by:

- the English or French translation; **and**
- an affidavit from the person who completed the translation; **and**

- a **certified** copy of the document.

Note: An affidavit is a document on which the translator has sworn, in the presence of a commissioner authorized to administer oaths in the country in which the translator is living, that the contents of their translation are a true translation and representation of the contents of the original document.



Translations by family members are not acceptable.

Certified copies or notarized documents

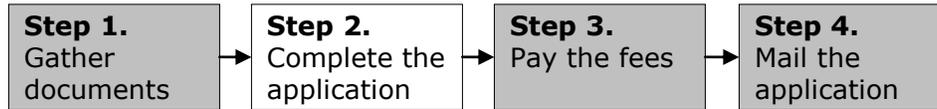
To have a photocopy of a document certified, an authorized person must compare the original document to the photocopy and must print the following on the photocopy:

- “I certify that this is a true copy of the original document”
- the name of the original document
- the date of the certification
- his or her name
- his or her official position or title
- his or her signature

Who can certify copies?

People authorized to certify copies include the following:	
<p>In Canada:</p> <ul style="list-style-type: none"> • a commissioner of oaths • a notary public • a justice of the peace 	<p>Outside Canada:</p> <ul style="list-style-type: none"> • a judge • a magistrate • a notary public • an officer of a court of justice • a commissioner authorized to administer oaths in the country in which the person is living

Step 2. Complete the Application



Filling out the application Follow the step-by-step instructions below to complete the application forms.

The following forms must be filled out and submitted by all applicants:

- *Application for Permanent Residence in Canada* (IMM 0008-Generic)
- *Schedule 1: Background / Declaration* (IMM 0008 – Schedule 1)
- *Schedule 6: Business Immigrants Investors and Entrepreneurs* (IMM 0008- Schedule 6)
- *Schedule 6A: Business Immigrants-Self-Employed Persons* (IMM 0008-Schedule 6A)
- *Additional Family Information* (IMM 5406)
- *Use of a Representative* (IMM 5476), if applicable.



It is a serious offence to give false or misleading information on these forms. The information you provide on your application may be subject to verification.

Be complete and accurate



Complete all sections. If any section is not applicable to you, write “N/A” (“Not applicable”). If your application is incomplete it will be returned to you, and processing will not begin. **Do not leave any blanks.**

Note: If you need more space for any section, use an extra sheet of paper on which you have indicated the number and/or letter of the section you are completing, and submit it along with your application.

Application for Permanent Residence in Canada (IMM 0008-Generic)

Who needs to fill out this application form?

This form must be completed by:

- You, the principal applicant.

Note: Page two of the form asks for details of family members. There is space for three family members on the form. If you have more than three family members, photocopy this page before you start filling in the application so that you have enough space to include everyone.

Family members

Family members include a spouse or, common-law partner, dependent children, and dependent children of a dependent child :

Term	Definition
Spouse	Refers to either of the two persons (opposite or same sex) in a legally-recognized marriage.
Common-law partner	<p>Refers to a person who is living in a conjugal relationship with another person (opposite or same sex), and has done so continuously for a period of at least one year. A conjugal relationship exists when there is a significant degree of commitment between two people. Common-law partners must attach any documents that show they are in a committed and genuine relationship, for example, evidence that they share the same home, that they support each other financially and emotionally, that they have had children together, or that they present themselves in public as a couple.</p> <p>Common-law partners who are unable to live together or appear in public together because of legal restrictions in their home country may still qualify and should be included on the application.</p> <p>Common-law partners that meet the conditions outlined above but who have been separated for reasons beyond their control (for example, civil war or armed conflict) may qualify and should be included on the application.</p>
Dependent children	<p>Refers to the children of the principal applicant or of the principal applicant's spouse or common-law partner.</p> <p>They must:</p> <ul style="list-style-type: none"> • be under the age of 22 and not have a spouse or common-law partner; or • depend substantially on the financial support of a parent and have been continuously enrolled and in attendance as full-time students in a post-secondary institution accredited by the relevant government authority since before the age of 22 (or since marrying or entering into a common-law relationship, if this

	<p>happened before the age of 22); or</p> <ul style="list-style-type: none"> depend substantially on the financial support of a parent since before the age of 22 and be unable to provide for themselves due to a medical condition.
Dependent child of a dependent child	<ul style="list-style-type: none"> Refers to children of dependent children of the principal applicant or those of his or her spouse or common-law partner.

General Application Information

Category under which you are applying

In the "Other" box, write **one** of the following business immigrant classes:

- Investors,
- Entrepreneurs, or
- Self-employed person.
-

Number of family members

Write the total number of family members included in your application. This includes yourself and any family members regardless of whether they intend to accompany you to Canada or not.

Preferred Language

Correspondence: Check the box to indicate in which official language, English or French, you prefer to receive correspondence.

Interview: Indicate which language you would prefer to use if you are invited for an interview.

Visa Office requested for the processing of your application: Write the name of the Visa Office which serves:

- your country of nationality; or
- the country in which you are residing, provided that you have been lawfully admitted to that country for at least one year.

Personal details

Question	Action
1	<p>The following questions must be answered by the Principal Applicant.</p> <p>Write your full last name (surname/family name) as it appears on your passport or on the official documents that you will use to obtain your passport.</p> <p>Write all of your given names (first, second or more) as they appear on your passport or official documents. Do not use initials.</p>
2	Check the box to indicate if you are a male or a female.
3	Write your complete date of birth.
4	Write your place of birth, including the town or city, and country.
5	Write your country of citizenship. If you are a citizen of more than one country,

	give details on a separate sheet of paper. Write your country of residence.														
6	Write what is your first (native) language. This is the language that you learned at home during your childhood and which you still understand.														
7	Write your height in either centimetres or feet and inches.														
8	Write the colour of your eyes.														
9	Check the appropriate box to indicate your marital status. If you are married or in a common-law relationship, indicate the date on which you were married or the date on which you began your common-law relationship.														
10	Check the box if you were married or in a common-law relationship in the past. If you check " No ", go to the next question. If you check " Yes ", write: <ul style="list-style-type: none"> • the name of your former spouse or common-law partner; • his or her date of birth; • the type of relationship (check one box); and • the period of that relationship. 														
11	Check the box to indicate whether you can communicate in English or in French.														
12	<p>Education</p> <ul style="list-style-type: none"> • Write the number of years of formal education that you have completed; • Check the box to indicate your highest level of completed education. <p>If you have not completed secondary school, check the "No secondary" box.</p> <table border="1"> <thead> <tr> <th>Type of education</th> <th>This level of education is...</th> </tr> </thead> <tbody> <tr> <td>Secondary education</td> <td>after elementary school and before college, university, or other formal training: also called high school.</td> </tr> <tr> <td>Trade/Apprenticeship</td> <td>training in an occupation, such as carpentry or auto mechanics.</td> </tr> <tr> <td>Non-university certificate/diploma</td> <td>training in a profession that requires formal education but not at the university level (for example, dental technician or engineering technician).</td> </tr> <tr> <td>Bachelor's degree</td> <td>an academic degree awarded by a college or university to those who complete the undergraduate curriculum; also called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.</td> </tr> <tr> <td>Master's degree</td> <td>an academic degree awarded by the graduate school of a college or university. You must have completed a Bachelor's degree before a Master's degree can be earned.</td> </tr> <tr> <td>PhD</td> <td>the highest university degree, usually based on at least three years graduate study and a dissertation. Normally, you must have completed a Master's degree before a PhD can be earned.</td> </tr> </tbody> </table>	Type of education	This level of education is...	Secondary education	after elementary school and before college, university, or other formal training: also called high school.	Trade/Apprenticeship	training in an occupation, such as carpentry or auto mechanics.	Non-university certificate/diploma	training in a profession that requires formal education but not at the university level (for example, dental technician or engineering technician).	Bachelor's degree	an academic degree awarded by a college or university to those who complete the undergraduate curriculum; also called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.	Master's degree	an academic degree awarded by the graduate school of a college or university. You must have completed a Bachelor's degree before a Master's degree can be earned.	PhD	the highest university degree, usually based on at least three years graduate study and a dissertation. Normally, you must have completed a Master's degree before a PhD can be earned.
Type of education	This level of education is...														
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PhD	the highest university degree, usually based on at least three years graduate study and a dissertation. Normally, you must have completed a Master's degree before a PhD can be earned.														
13	Write your current occupation.														

14	Write your mailing address, complete with the postal code. This is the address to which correspondence regarding your application will be mailed. Write your address in English and, if applicable, also in the native script of your country of residence. Attach another page if necessary.
15	If your residential address is different than your mailing address, write it here, complete with the postal code. If your residential address is the same as your mailing address, write "N/A".
16	Write your telephone numbers, including your: <ul style="list-style-type: none"> • home number; and • any other phone number where you can regularly be contacted.
17	Write your e-mail address (if applicable). Note: By indicating your e-mail address, you authorize Citizenship and Immigration Canada to transmit your file and personal information to that specific e-mail address.
18	Write your passport details, including the: <ul style="list-style-type: none"> • passport number, • country which issued the passport, and • expiry date of the passport. Note: For the principal applicant only: if you have a valid passport or travel document, include a photocopy of the bio-data page (the page which contains your name, date and place of birth, passport number, and photo) in your submission to the visa office. Do not send your passport.
19	Write your identity card number if applicable. Identity (identification) cards are issued by national, provincial, municipal or other governments, or by a recognized international agency such as the Red Cross, as a means of identification. If you have such a card, print the number in the space provided. Photocopy both sides of the card and attach the photocopy to your application. If you do not have an identity card, write "N/A".
20	Write the name of the city or town and the province or territory where you intend to live in Canada.

Details of family members

Provide personal details about your **family members**, whether they intend to accompany you to Canada or not (for more information on family members, including age requirements, refer to **Family members**).

You must also provide details on family members whose location is unknown (including those missing or presumed dead).

Important



You must list all family members, whether they wish to be considered in your application for permanent residence at this time or not. You will **not** be able to sponsor family members at a later date if they are not listed on your application."

Section	Action
Given names	Write all of your family member's given names (first, second or more) as they appear on his or her passport or official documents. Do not use initials.
Date of birth	If you do not know the exact date of birth, indicate the current age of your family members.

Country of citizenship	If your family member is a citizen of more than one country, give details on a separate page.														
Relationship to you	Indicate whether the family member is your spouse, common-law partner, daughter, son, etc.														
Will accompany you to Canada	Indicate if your family member intends to come to Canada with you.														
Education	Indicate the level of education your family member has successfully completed. Use the categories listed in Question 12.														
Photos	<p>Follow these steps:</p> <table border="1"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Take the Photo Specifications sheet (found in Appendix B of this guide) to a photographer.</td> </tr> <tr> <td>2</td> <td>Ask the photographer to provide you with the number of photos specified on the website of the Visa Office to which you apply, for yourself and each family member.</td> </tr> <tr> <td>3</td> <td>On the back of one photo of each person, write the name of the person in the photo and his or her height and eye colour.</td> </tr> <tr> <td>4</td> <td>Enclose the photos of each person in an envelope and seal the envelope.</td> </tr> <tr> <td>5</td> <td>Write your name and date of birth on the outside of the envelope.</td> </tr> <tr> <td>6</td> <td>Staple the envelope to your application form. Be careful not to staple or bend the photos.</td> </tr> </tbody> </table>	Step	Action	1	Take the Photo Specifications sheet (found in Appendix B of this guide) to a photographer.	2	Ask the photographer to provide you with the number of photos specified on the website of the Visa Office to which you apply, for yourself and each family member.	3	On the back of one photo of each person , write the name of the person in the photo and his or her height and eye colour.	4	Enclose the photos of each person in an envelope and seal the envelope.	5	Write your name and date of birth on the outside of the envelope.	6	Staple the envelope to your application form. Be careful not to staple or bend the photos.
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Schedule 1- Background/Declaration (IMM 0008-Schedule 1)

Who must fill out this application form? **This form must be completed by:**

- you, the principal applicant;
- your spouse or common-law partner (whether accompanying you to Canada or not); **and**
- your dependent children aged 18 or over (whether accompanying you to Canada or not).

Question	Action
1	Write your full last name (surname/family name) as it appears on your passport or on the official documents that you will use to obtain your passport. Write all of your given names (first, second or more) as they appear on your passport or official documents. Do not use initials.
2	Write your name in your native language or script (if applicable). For example: Arabic, Cyrillic, Chinese, Farsi, Korean, Japanese characters or Chinese commercial/telegraphic code.
3	Write any other name(s) that you have used in the past, or that you have been is known by, other than the one listed above. Other names can include: <ul style="list-style-type: none"> • previous married name, • aliases, • birth name, • nicknames, • community names, etc.
4	Write your date of birth.
5	Write your current country of residence.
6	Write your status in that country.
7	Write your father's personal details including his: <ul style="list-style-type: none"> • last name (surname/family name) • given names (s) • date of Birth • town or city of birth • country of birth • date of death (if applicable)
8	Write your mother 's personal details including her: <ul style="list-style-type: none"> • last name (surname/family name) • given name (s)

	<ul style="list-style-type: none"> • date of birth • town or city of birth • country of birth • date of death (if applicable).
9	<p>Answer each question of the section by checking the appropriate box.</p> <p>If you answered “yes” to one or more of these questions, you must write an explanation of what happened in the space provided. If you need more space, attach a separate sheet of paper.</p>
10	<p>Education</p> <p>Write the number of years of formal education you have completed at each of the levels indicated.</p> <p>Write the details about each educational institution you attended, including:</p> <ul style="list-style-type: none"> • the period of time that you attended the institution, • the name of the institution, • the city and country, and • the type of certificate or diploma issued. <p>If no diploma was issued, write “N/A”. If you need more space, attach a separate sheet of paper.</p>
11	<p>Provide details of your personal history since the age of 18.</p> <p>Start with the most recent information. Under “Activity”, write your occupation or job title if you were working. If you were not working, provide information on what you were doing (for example: unemployed, studying, travelling, in detention, etc.).</p> <p>Note: Please ensure that you do not leave any gaps.</p> <p> Failure to account for all time periods will result in a delay in the processing of your application.</p>
12	<p>Write the names of all memberships or association with organizations that you are or were a member of, including:</p> <ul style="list-style-type: none"> • political organizations; • social organizations; • youth or student organizations; • trade unions; and • professional organizations. <p>If you were not a member of an association or organization, do not write “not applicable”. Rather, write: “I have never been a member of an organization or association”.</p> <p>Note: Do not use abbreviations. Write the city and country where you were a member.</p>
13	<p>Write any government positions you have held in the past such as:</p> <ul style="list-style-type: none"> • Civil servant;

	<ul style="list-style-type: none"> • Judge; • Police officer; • etc. <p>Include</p> <ul style="list-style-type: none"> • the name of the country and the level of jurisdiction (examples: national, regional or municipal); • the name of the department or the branch you worked for; and • activities that you performed and/or positions that you held. <p>Note: Do not use abbreviations.</p>
14	Write details about your military service (if applicable). Provide the details of military service for each of the countries whose armed forces you served in. If you were not in any military service, write "N/A".
15	Write the residential addresses where you have lived since your 18 th birthday, complete with the postal code. Do not use P.O. box numbers.
Authority to disclose personal information and Declaration	
	<p>Read all of the statements in both sections carefully. Sign and date in the boxes provided. By signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, truthful, and correct. If you do not sign and date, the application will be returned to you.</p> <p>Note: The bottom section of Schedule 1 should not be completed at this time.</p>

Schedule 6: Business Immigrants-Investors and Entrepreneurs (IMM 0008-Schedule 6)

Who needs to fill out this application form?

This form must be completed by:

- you, as the principal applicant.

Question	Action
1	Check the box to indicate which class you are applying under. Note: You can only choose one.
2	Write your full last name (surname/family name) as it appears on your passport or on the official documents that you will use to obtain your passport. Write all of your given names (first, second or more) as they appear on your passport or official documents. Do not use initials.
3	Write your date of birth.
4	Language Check the appropriate box to indicate in which of Canada's official languages, English or French, you are able to most comfortably express yourself. Proceed by checking the box to indicate your second official language. One of Canada's objectives with respect to immigration is to support and assist the development of minority language communities in Canada. Your answer will help us to determine in which official language, you are most likely to request government services (for example in healthcare or education).
5	Language (continued) Unless you have taken an approved test or tests to assess your proficiency in English or French, you should not submit an application. For this reason, your answer to this question should be " yes ". If you answer " no ", and you do not submit the results of the assessment of your official language proficiency, your application will be returned to you as incomplete.  See: " Error! Reference source not found. " to help you determine your ability in English and French.
6	Indicate the foreign currency and the exchange rate used in providing financial information.
7	Check the box to indicate if you ever made a business exploration trip to Canada in the five years preceding the date of your application. If " yes ", provide details.
8	Check the box to indicate whether you participated in business immigration initiatives administered jointly by the federal and provincial governments of Canada. If " yes ", provide details.
Section 9: Business ownership / Performance summary	
9A	Write the name of your business (complete in full).
9B	Write a description of the business (for example, manufacturing/service, sector,

Question	Action				
	products, etc).				
9C	Check the corresponding box to indicate the type of ownership.				
9D	Identify your business partner by indicating their name and the percentage of ownership (including spouse or common-law partner).				
9E	Write the business performance in the five years preceding the date of application by starting with the most recent operating year which includes: <ul style="list-style-type: none"> • the dates • foreign exchange rate • the annual sales • the net income (after tax) • the net assets and • the number of full-time job equivalents. 				
10	 This section is to be completed by investor class applicants . Experience in business management Provide details including: <ul style="list-style-type: none"> • the name(s) of the business(es) • your job title • your management responsibilities • your salary and • the number of full-time employees that you managed. Note: Use a separate page if necessary.				
Section 11: Personal net worth statement / Assets					
	You must disclose all assets and liabilities belonging to you and your spouse or common-law partner. In addition, you will be required to provide supporting documentation to establish ownership and value of all assets and liabilities.				
11A	Bank deposits <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Current and Savings Accounts</th> <th style="width: 50%;">Fixed (term) deposits</th> </tr> </thead> <tbody> <tr> <td>Indicate the: <ul style="list-style-type: none"> • date the account was opened, • account number, and • current balance in foreign currency (specify currency) and in Canadian dollars. </td> <td>Indicate the: <ul style="list-style-type: none"> • date of initial deposit, • maturity date, and • current balance in foreign currency (specify currency) and in Canadian dollars. </td> </tr> </tbody> </table>	Current and Savings Accounts	Fixed (term) deposits	Indicate the: <ul style="list-style-type: none"> • date the account was opened, • account number, and • current balance in foreign currency (specify currency) and in Canadian dollars. 	Indicate the: <ul style="list-style-type: none"> • date of initial deposit, • maturity date, and • current balance in foreign currency (specify currency) and in Canadian dollars.
Current and Savings Accounts	Fixed (term) deposits				
Indicate the: <ul style="list-style-type: none"> • date the account was opened, • account number, and • current balance in foreign currency (specify currency) and in Canadian dollars. 	Indicate the: <ul style="list-style-type: none"> • date of initial deposit, • maturity date, and • current balance in foreign currency (specify currency) and in Canadian dollars. 				

Question	Action
11B	<p>Real Property Provide a description of your real property, the year it was purchased and check the “yes” or “no” box to indicate if it was mortgaged. Include the purchase price as well as the estimated current market value in foreign currency (specify currency) and in Canadian dollars.</p> <p>Note: Use a separate sheet of paper if necessary.</p>
11C	<p>Publicly traded stocks and other investments Provide a description of the following and include the quantity as well as the estimated current market value in foreign currency (specify currency) and in Canadian dollars.</p> <p>Note: Use a separate sheet of paper if necessary.</p>
11D	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">  This section is to be completed by investor class applicants. </div> <p>Immigrant investor program investment Provide a description of the following and include the date it was paid as well as the total amount in Canadian dollars that is currently invested, if applicable.</p> <p>Note: You are not required to make your Immigrant Investor Program investment prior to application for a permanent resident visa. This will be requested by the visa office once your application has been approved in principle, but before a visa is issued. However, it is a good idea to make arrangements to make the investment in advance, so that the processing of your application is not unnecessarily delayed when the investment is requested.</p>
11E	<p>Business Include the:</p> <ul style="list-style-type: none"> • name of your business, • percentage owned, • current book value (net assets), and • estimated current market value in foreign currency (specify currency) and in Canadian dollars. <p>Note: Use a separate sheet of paper if necessary.</p>
11F	<p>Pensions and other assets Provide a description of your pensions and other assets as well as the amount in foreign currency (specify currency) and in Canadian dollars.</p> <p>Note: Use a separate sheet of paper if necessary.</p>
Personal net worth statement / Liabilities	
11G	<p>Real property mortgages Indicate the complete address and the current balance in foreign currency (specify currency) and in Canadian dollars.</p> <p>Note: Use a separate sheet of paper if necessary.</p>
11H	<p>Other personal debts Provide details on the nature of the debt and include the amount in foreign currency (specify currency) and in Canadian dollars.</p> <p>Note: Use a separate sheet of paper if necessary.</p>
11I	Net worth

Question	Action								
	<table border="1"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Add the total assets from sections 11A through 11F</td> </tr> <tr> <td>2</td> <td>Subtract the total liabilities (11G+11H)</td> </tr> <tr> <td>3</td> <td>include the total net worth in Canadian dollars</td> </tr> </tbody> </table>	Step	Action	1	Add the total assets from sections 11A through 11F	2	Subtract the total liabilities (11G+11H)	3	include the total net worth in Canadian dollars
Step	Action								
1	Add the total assets from sections 11A through 11F								
2	Subtract the total liabilities (11G+11H)								
3	include the total net worth in Canadian dollars								
11J	Write the total amount of funds in Canadian dollars available for your settlement in Canada.								
11K	<p>Accumulation of Funds Provide a document bearing your signature and description on how you accumulated your present financial resources, both family and business.</p> <p>Note: See information examples on Schedule 6.</p>								
Declaration									
12	<p> This section is to be completed by entrepreneur class applicants.</p> <p>Entrepreneurs declaration Read the declaration carefully. By checking the “yes” or “no” box, you declare that you have read and understood the declaration and that you will meet the listed conditions.</p> <p>Note: If you do not check “yes” your application will be returned to you.</p>								

Schedule 6A: Business Immigrants-Self-Employed Persons (IMM 0008-Schedule 6A)

Who needs to fill out this application form?

This form must be completed by:

- you, as the principal applicant.

Question	Action
1	<p>Write your full last name (surname/family name) as it appears on your passport or on the official documents that you will use to obtain your passport.</p> <p>Write all of your given names (first, second or more) as they appear on your passport or official documents. Do not use initials.</p>
2	Write your date of birth.
3	<p>Language</p> <p>Check the appropriate box to indicate in which of Canada's official languages, English or French, you are able to most comfortably express yourself.</p> <p>Proceed by checking the box to indicate your second official language.</p> <p>One of Canada's objectives with respect to immigration is to support and assist the development of minority language communities in Canada. Your answer will help us to determine in which official language, you are most likely to request government services (for example in healthcare or education).</p>
4	<p>Language (continued)</p> <p>Unless you have taken an approved test or tests to assess your proficiency in English or French, you should not submit an application.</p> <p>For this reason, your answer to this question should be "yes". If you answer "no", and you do not submit the results of the assessment of your official language proficiency, your application will be returned to you as incomplete.</p> <p> See: "Error! Reference source not found." to help you determine your ability in English and French.</p>
5	Indicate the foreign currency and the exchange rate used in providing financial information.
6	<div style="border: 1px solid black; padding: 5px; display: inline-block; text-align: center;">  </div> <p>This section is to be completed by self-employed persons class applicants.</p> <p>Your experience</p> <p>Indicate the number of years of full-time relevant experience in the period of five years preceding the date of your application. Proceed by describing your self-employed experience in:</p> <ul style="list-style-type: none"> • cultural activities or athletics, • your participation at the world-class level in cultural activities or athletics,

	<p>or</p> <ul style="list-style-type: none"> • your farm management experience (in the five years preceding your application). <p>Note: Use a separate page if necessary.</p>					
7		<p>This section is to be completed by self-employed persons class applicants.</p> <p>Study in Canada</p> <p>If applicable, check the box to indicate whether you or your accompanying spouse or common-law partner, have completed a program of full-time study (of at least two years) at a post-secondary institution in Canada in the past.</p>				
8		<p>This section is to be completed by self-employed persons class applicants.</p> <p>Work in Canada</p> <p>If applicable, check the box to indicate whether you or your accompanying spouse or common-law partner, have worked full-time in Canada in the past.</p> <p>Note: Provide evidence that you have worked in full-time in Canada.</p>				
9		<p>This section is to be completed by self-employed persons class applicants.</p> <p>Check the box to indicate whether you or your accompanying spouse or common-law partner, have a relative living in Canada who is a citizen or permanent resident of Canada. If Yes, check the appropriate box to indicate the relationship to you or your spouse or common-law partner.</p>				
10		<p>This section is to be completed by self-employed person class applicants.</p> <p>Intended occupation</p> <p>Describe in writing the occupation in which you intend to be self-employed. Provide details of the location and your anticipated investment (if applicable).</p>				
Section 11: Personal net worth statement / Assets						
	<p>You must disclose all assets and liabilities belonging to you and your spouse or common-law partner. In addition, you will be required to provide supporting documentation to establish ownership and value of all assets and liabilities.</p>					
11A	<p>Bank deposits</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Current and Savings Accounts</th> <th style="width: 50%;">Fixed (term) deposits</th> </tr> </thead> <tbody> <tr> <td> <p>Indicate the:</p> <ul style="list-style-type: none"> • date the account was opened, • account number, and • current balance in foreign </td> <td> <p>Indicate the:</p> <ul style="list-style-type: none"> • date of initial deposit, • maturity date, and • current balance in foreign currency (specify currency) and </td> </tr> </tbody> </table>		Current and Savings Accounts	Fixed (term) deposits	<p>Indicate the:</p> <ul style="list-style-type: none"> • date the account was opened, • account number, and • current balance in foreign 	<p>Indicate the:</p> <ul style="list-style-type: none"> • date of initial deposit, • maturity date, and • current balance in foreign currency (specify currency) and
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	currency (specify currency) and in Canadian dollars.	in Canadian dollars.								
11B	<p>Real Property Provide a description of your real property, the year it was purchased and check the "yes" or "no" box to indicate if it was mortgaged. Include the purchase price as well as the estimated current market value in foreign currency (specify currency) and in Canadian dollars.</p> <p>Note: Use a separate sheet of paper if necessary.</p>									
11C	<p>Publicly traded stocks and other investments Provide a description of the following and include the quantity as well as the estimated current market value in foreign currency (specify currency) and in Canadian dollars.</p> <p>Note: Use a separate sheet of paper if necessary.</p>									
11D	<p>Business Include the:</p> <ul style="list-style-type: none"> • name of your business, • percentage owned, • current book value (net assets), and • estimated current market value in foreign currency (specify currency) and in Canadian dollars. <p>Note: Use a separate sheet of paper if necessary.</p>									
11E	<p>Pensions and other assets Provide a description of your pensions and other assets as well as the amount in foreign currency (specify currency) and in Canadian dollars.</p> <p>Note: Use a separate sheet of paper if necessary.</p>									
Personal net worth statement / Liabilities										
11F	<p>Real property mortgages Indicate the complete address and the current balance in foreign currency (specify currency) and in Canadian dollars.</p> <p>Note: Use a separate sheet of paper if necessary.</p>									
11G	<p>Other personal debts Provide details on the nature of the debt and include the amount in foreign currency (specify currency) and in Canadian dollars.</p> <p>Note: Use a separate sheet of paper if necessary.</p>									
11H	<p>Net worth</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Step</th> <th style="text-align: center;">Action</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Add the total assets from sections 11A through 11E</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Subtract the total liabilities (11F+11G)</td> </tr> <tr> <td style="text-align: center;">3</td> <td>include the total net worth in Canadian dollars</td> </tr> </tbody> </table>		Step	Action	1	Add the total assets from sections 11A through 11E	2	Subtract the total liabilities (11F+11G)	3	include the total net worth in Canadian dollars
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1	Add the total assets from sections 11A through 11E									
2	Subtract the total liabilities (11F+11G)									
3	include the total net worth in Canadian dollars									
11I	Write the total amount of funds in Canadian dollars available for your settlement in Canada.									
11J	<p>Accumulation of Funds Provide a document bearing your signature and description on how you accumulated your present financial resources, both family and business.</p> <p>Note: See information examples on Schedule 6A.</p>									

Additional family information (IMM 5406)

Who needs to fill out this application form?

This form must be completed by:

- You, as the principal applicant,
- Your spouse or common-law partner (whether accompanying you to Canada or not), and
- Your dependent children aged 18 or over (whether accompanying you to Canada or not).

SECTION A

Write the personal details for:

- yourself,
- your spouse or common-law partner, (if applicable)
- your mother, and
- your father.

Note: If you do not have a spouse or a common-law partner, sign the declaration at the end of Section A.

SECTION B

Write the personal details for your children. It is very important that you list all of your children (even if they are already permanent residents or citizens of Canada). This includes:

- married children,
- adopted children,
- children of your spouse(step-children) or common-law partner,
- any of your children who have been adopted by others,
- any of your children who are in the custody of an ex-spouse, former common-law partner or other guardian.

You must answer all questions. If any sections do not apply to you, answer "N/A".

Note: if you do not have any children, sign the declaration at the end of Section B

SECTION C

Write personal details about your:

- brother(s),
- sister(s),
- half-brother(s) and half-sister(s),
- step-brother(s) and step-sister(s).

SECTION D



After carefully reading the statements contained in this section, sign and date the declaration.

Use of a Representative (IMM 5476)

Who may use this form?

Complete this form **only** if you are appointing a representative.

If you have dependent children aged 18 years or older, they are required to complete their own copy of this form if a representative is also conducting business on their behalf.

What is a representative?

A **representative** is someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada.

You are not obliged to hire a representative. CIC treats everyone equally, whether or not they use the service of a representative.

When you appoint a representative:

- you authorize CIC to share information from your case file with this person;
- you should indicate your representative's address as your mailing address on your application form *Application for Permanent Residence in Canada* (IMM 0008-Generic);
- your application will not be given special attention nor can you expect faster processing or a more favourable outcome;
- the representative is authorized to represent you only on matters related to the application you submit with this form; and
- only **one** representative can be appointed for each application you submit.



You must notify us if your representative's contact information changes or if you cancel the appointment of a representative.

Types of representatives

There are two types of representatives:

Unpaid representatives can be:

- friends and family members who do not charge a fee for their advice and services;
- organizations that do not charge a fee for providing immigration advice or assistance (such as a non-governmental or religious organization);
- consultants, lawyers and Quebec notaries who do not, and will not, charge a fee to represent you.

Paid representatives:

If you want us to conduct business with a representative who is, or will be, charging a fee to represent you, the representative must be authorized. Authorized representatives are:

- immigration consultants who are members in good standing of the

Canadian Society of Immigration Consultants (CSIC);

- lawyers who are members in good standing of a Canadian provincial or territorial law society and students-at-law under their supervision;
- notaries who are members in good standing of the *Chambre des notaires du Québec* and students-at-law under their supervision.

If you appoint a paid representative who is not a member of one of these designated bodies, your application will be returned. **For more information** on using a representative, visit our Web site: <http://www.cic.gc.ca>.

Question	Action
General Application Information	
	Check one box to indicate if you are appointing or cancelling the appointment of a representative.
Section A- Applicant Information	
1	Write your last name (surname) and given name(s).
2	Write your date of birth.
3	If you have already submitted your application write: <ul style="list-style-type: none"> • the name of office where the application was submitted; • the location of the office where the application was submitted; and • type of application that you submitted.
4	Write your Citizenship and Immigration Canada Identification number (if known).
Section B- Appointment of Representative	
5	Write your representative's full name. If your representative is a member of CSIC, a law society or the <i>Chambre des notaires du Québec</i> , print his or her name as it appears on the organization's membership list.
6	If your representative is unpaid, check the applicable box, or If your representative is paid, check the applicable box and write the applicable membership ID number.
7	Write your representative's contact information.
8	Your representative must sign and date the declaration in order to accept responsibility for conducting business on your behalf.
Section C- Cancel the Appointment of a Representative	
9	Fill in this section if you wish to cancel the appointment of a representative. Write the representative's full name
Section D- Your Declaration	
10	By signing, you authorize CIC to conduct business with your appointed representative on behalf of yourself and your dependent children under 18 years of age. If your spouse or common-law partner wishes to be represented by the same appointed representative, he or she must sign in the box provided.

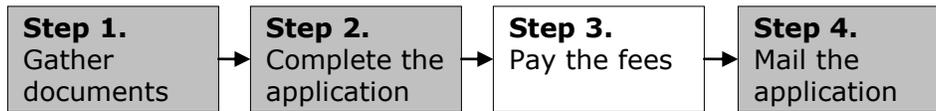
**Release of
information
to other
individuals**

To authorize CIC to release information from your case file to someone other than a representative, you will need to complete the form *Authority to Release Personal Information to a Designated Individual* (IMM 5475) which is available on our website at:

<http://www.cic.gc.ca/english/information/applications/release-info.asp>.

The person you designate will be able to obtain information on your case file, such as the status of your application. However, they will **not** be able to conduct business on your behalf with CIC.

Step 3. Pay the Fees



Calculating your fees

Use the table below to calculate the total amount of fees to be paid. There are two (2) types of fees:

1. The **processing fee** which **must** be included with your application.

Processing Fee	Number of persons	Amount per person	Amount Due
Principal applicant	1	x \$1050	\$ 1050
Each family member age 22 or older		x \$550	
Each family member under age 22 who is married or in a common-law relationship		x \$550	
Each family member under age 22 who is unmarried and not in a common-law relationship		x \$150	
Total Payment:			

AND

2. The **Right of Permanent Residence Fee**, which will be requested by the Visa Office at a **later stage** if your application is approved.

Right of Permanent Residence Fee	Number of persons	Amount per person	Amount Due
Principal applicant	1	x \$490	\$ 490
Spouse or common-law partner		x \$490	
Total Payment:			

Note: Dependent children are exempt from paying the Right of Permanent Residence fee.

Incorrect fee payment



Incorrect fee payments may delay your application.

Payment issue	CIC will...
No fee included	<ul style="list-style-type: none">• return your application. <p>Note: The review of your application will only start after you return your application with the correct fees.</p>
Insufficient fees included	<ul style="list-style-type: none">• inform you on how much and how to pay <p>Note: Processing of your application will only continue after you provide the correct fees.</p>
Overpayment of more than 5 Canadian dollars	<ul style="list-style-type: none">• start processing your application, and• send you a refund as soon as possible. <p>Note: In this case, you do not have to request a refund, it will be issued automatically.</p>

Payment method options



For information on how to pay your fees, such as the acceptable payment method, consult the Web site of the Canadian visa office to which you will be applying. Follow the links from our **webpage** at:

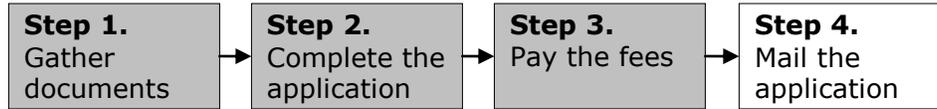
<http://www.cic.gc.ca/english/information/offices/missions.asp>

Additional fees

You must also pay for the following for yourself and your family members (if applicable):

- medical examinations
- police certificates
- language assessments

Step 4. Mail the Application



Mailing instruction

Follow the instructions below to determine where to submit your application.

- Put the completed forms, supporting documents required by the visa office and fee payment in a 23 cm x 30.5 cm (9" x 12") envelope.
- Send your completed application to the Canadian visa office responsible for:
 - the country in which you are residing, provided you have been lawfully admitted to that country for at least one year; or
 - your country of nationality.

(Your Name) (Your Address) (Your Postal Code)	Affix sufficient postage 
Visa Office Address (Refer to the address from your country's visa office website to determine where to mail your application).	

Send the document checklist

Make sure you complete **Appendix A - Document Checklist** included in this guide and include it with your application.

Sign the form

The application must be signed and dated before it is mailed. If your application is not signed and dated, it will be returned to you.



What Happens Next

The application process

Submission

Completion check: Once you have submitted your application, we will check to determine that all required application forms have been properly completed and submitted, the application processing fee has been paid, and that all requested supporting documentation has been provided.

If your application package does not meet these requirements, we will return it to you. No file will be created or record kept until a complete application has been submitted.

Acknowledgment of receipt: If your application is complete, we will begin to process it. You will be sent a letter that:

- notifies you of this fact and provides you with your visa office file number
- sets out some basic instructions for contact with the visa office
- gives you a brief outline of future processing steps

Processing

Review for decision

Your application will undergo a detailed review by a Visa Officer. The Officer will consider all the information and documentation you have provided, and will assess it against current selection standards.

Factors that facilitate processing

There are certain things you can do to help ensure that your application is processed as promptly as possible by the office:

- make sure that all the documentation and information requested is **provided at the time your application is made (submitted to the visa office)**.
- make sure that you notify the visa office promptly of any and all changes to your mailing address, family situation, or any other information that is important to your application, such as additional education or work experience.
- refrain from making unnecessary inquiries to the visa office regarding the status of your case.

Factors that may delay processing

The following factors may delay the processing of your application:

- unclear photocopies of documents
 - documents not accompanied by a certified English or French translation
 - information and documents provided required independent verification
 - a medical condition that may require additional tests or consultations
 - a criminal or security problem
 - family situations such as impending divorce, or custody or maintenance issues, or completion of a legal adoption
 - consultation is required with other offices in Canada and abroad
-

Permanent resident status

If your application is successful, you and your family members will receive permanent resident visas. You will become permanent residents of Canada when you move to Canada within the validity of your visa (s). Some conditions will apply:

- You will remain a permanent resident until you become a Canadian citizen, as long as you spend at least two years of each five-year period in Canada.
 - You may leave and re-enter Canada as often as you wish.
-

Rights

As permanent residents, you and your family members will have the right to:

- live, study and work in Canada for as long as you remain permanent residents
 - access most social benefits accorded to Canadian citizens (see "**Limitations**")
 - apply for Canadian citizenship, and if granted, apply for a Canadian passport once you have been a legal permanent resident for three of the four previous years
-

Limitations

There are a few limitations on permanent residents:

- You cannot vote in certain elections.
 - You may be ineligible for certain jobs requiring high-level security clearances.
 - If you or any of your family members commit a serious crime, you or your family members may be stripped of permanent resident status and deported from Canada.
-



Obligations

As permanent residents, you will also have the same legal obligations as Canadians, such as paying taxes and respecting all federal, provincial, and municipal laws.

The Permanent Resident Card

All new permanent residents will be issued a card as part of the process. Cards will be mailed to your home address soon after you become a permanent resident. For more information on the Permanent Resident Card, visit our [website](#).

Checking application status on-line

You can check the status of your application online by doing the following:

1. Log on to our Website at www.cic.gc.ca;
2. Go to *Check My Application Status* in the *I need to...* section on the right-hand side of the page.
3. Click on *Client Application Status* and follow the instructions provided.

To obtain details on how to remove your application status information from the Internet, visit the "**Frequently Asked Questions**" (FAQ) section.

Protecting your information

Your personal information is

- only available to CIC employees who need to see it in order to provide services to you, **and**
- not disclosed to anyone else without your written consent, unless authorized by law.



You can obtain additional information on the protection of your data by visiting the "**Frequently Asked Questions**" (FAQ) on our Web site.

Quality Assurance Program

Our quality assurance program randomly selects applications for a special review. If selected you will be asked to attend an interview with a Citizenship and Immigration official so that we can:

- verify the documentation you submitted is accurate;
- verify that your application has been completed properly.

Note: You will be notified in writing should your application be selected.

How to Contact CIC

The table below shows the two ways you can contact CIC.

Website	www.cic.gc.ca
Outside Canada	<p>Contact a Visa Office at a Canadian:</p> <ul style="list-style-type: none">• Embassy,• High Commission, or• Consulate. <p>Consult the local phone directory or the CIC website for addresses, phone numbers and website addresses of Canadian Visa Offices abroad.</p>



This is not a legal document. For legal information, refer to the *Immigration and Refugee Protection Act (IRPA)* and the *Immigration and Refugee Protection Regulations* or the *Citizenship Act* and *Citizenship Regulations*, as applicable.