



Guide 0118 – Rural and Northern Immigration Pilot

Application Received by the Community On or After September 23, 2022

Note: The Rural and Northern Immigration Pilot has changed. Use this guide if you applied to the community for a recommendation on or after September 23, 2022. If you applied on or before September 22, 2022, you must use Guide 0118 A.

Note: You now need to apply online. As of September 23, 2022, it is now mandatory to apply online. If you can't apply online and require accommodations, including for a disability, you can ask for an application in another format (paper, braille or large print).

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This is not a legal document. The explanations and definitions are not legal definitions. In case of a discrepancy between the language in this document and the relevant legislations or regulations, the legal text in the legislation and regulations prevails.

For legal information, see the:

- Immigration and Refugee Protection Act
- Immigration and Refugee Protection Regulations

This information will help you complete the forms and guide you through the application process.

Before You Apply

The Rural and Northern Immigration Pilot

Canada encourages applications for permanent residence from people with abilities, education and work experience that will contribute to the Canadian economy.

The Rural and Northern Immigration Pilot is a community driven program. It's designed to spread the benefits of economic immigration to smaller communities by creating a path to

permanent residence for skilled foreign workers who want to work and live in one of the participating communities.

Who may use this application?

You may apply through the Rural and Northern Immigration Pilot if you meet the eligibility requirements and plan to settle permanently in one of the participating communities:

- North Bay, ON
- Sudbury, ON
- Timmins, ON
- Sault Ste. Marie, ON
- Thunder Bay, ON
- Brandon, MB
- Altona/Rhineland, MB
- Moose Jaw, SK
- Claresholm, AB
- Vernon, BC
- West Kootenay (Trail, Castlegar, Rossland, Nelson), BC

Using a representative

Note: If a paid representative is submitting your application online on your behalf, they must sign in to their Representative Portal Account to do so. You, as the Primary Applicant, need to electronically sign your application and your representative must also provide their declaration before submitting the application.

If you (the principal applicant) want to authorize a representative to act on your behalf (paid or unpaid) you must:

- submit a Use of a Representative (IMM 5476) form
- sign it (digitally or by hand) and get your immigration representative to do so also
- upload it with your application

If you (the principal applicant) want to allow us to release information from your application to someone other than yourself who will not act as your representative you must:

- submit an Authority to Release Personal Information to a Designated Individual (IMM 5475) form
- sign it (digitally or by hand) and get your immigration representative to do so also
- upload it with your application



Eligibility Requirements

To be eligible for this program, you must meet the minimum requirements outlined below.

Intent to Live in the Community

To participate in the pilot, you must plan to live in the community.

Work Experience

Note: If you graduated from a Canadian public post-secondary institution in the community, you may be exempt from the work experience requirement below. Please check International Students to find out if you qualify for an exemption.

You must have the following work experience:

- within the last three years, you have accumulated at least one year of full-time (or part-time equivalent) work experience in any occupation in the National Occupational Classification (NOC) or qualify for the student exemption;
- you have performed the actions in the lead statement of the NOC;
- you have performed a substantial number of the main duties of the NOC, including the essential duties;
- your work experience must be from paid work (volunteer work or unpaid internships do not count);
- you worked overseas or in Canada (as long as you were legally authorized to work in Canada as a temporary resident).

For more information on National Occupational Classifications: <https://noc.esdc.gc.ca/>

Any periods of self-employment will not be included when calculating the period of qualifying work experience, unless it was acquired as a medical practitioner entitled to practice medicine under the laws of the jurisdiction where the experience was acquired.

Work experience acquired during a period of study is allowed, as long as the work hours did not exceed what was authorized.

Note: Full-time work experience means working at least 30 paid hours per week. You can count part-time work toward the work experience requirement as long as you have gained the equivalent amount of experience as someone who worked full-time for at least one year (1560 hours).

Job Offer

Applications received by the community from September 23, 2022 to November 12, 2022

You must have a job offer that is:

- from an employer that carries on business in the community;

- located in the community;
- from an employer that is not:
 - a consulate,
 - an employer referred to in paragraphs 200(3)(g.1) or (h) of the Regulations
 - a business that recruits individuals in order to establish a pool of candidates who are intended to be transferred or contracted to other businesses, or
 - a business in which a majority of shares (more than 50%) or other ownership interests is held, either individually or collectively, by the foreign national or their spouse or common-law partner or that is controlled, directly or indirectly, by the foreign national or their spouse or common-law partner.
- full time and non-seasonal;
- for an indeterminate period (no end date);
- at the skill level required for the NOC provided in the job offer.

Note: If your experience is in NOC skill level D, then the job you're being offered must be in the same occupation.

For example:

- NOC 0 job offer: work experience in NOC 0, A or B
- NOC A job offer: work experience in NOC 0, A or B
- NOC B job offer: work experience in NOC A, B or C
- NOC C job offer: work experience in NOC A (only under the **health care exception**), B or C
- NOC D job offer: work experience in the same occupation and 4-digit NOC code

Health Care Exception: Applicants who acquired work experience in NOC 3012 (Registered Nurses and Registered Psychiatric Nurses – skill level A) can have job offers in the following NOC skill level C occupations:

- 3413: Nurse Aides, Orderlies and Patient Service Associates, or
- 4412: Home Support Workers
 - **Note:** Housekeepers and other related cleaning occupations that are also part of NOC 4412 are **not** included in this exception.

We'll review the main duties of your job offer to confirm that it meets the NOC skill level.

You must submit an "Offer of Employment to a Foreign National – Rural and Northern Immigration Pilot (IMM 5984)" with your application. Your employer must complete this form and send you a copy to include with your application. **You must read and sign the declaration at the bottom of the form.**

Applications received by the community on or after November 16, 2022

You must have a job offer that is:

- from an employer that carries on business in the community;
- located in the community;
- from an employer that is not:

- a consulate,
 - an employer referred to in paragraphs 200(3)(g.1) or (h) of the Regulations
 - a business that recruits individuals in order to establish a pool of candidates who are intended to be transferred or contracted to other businesses, or
 - a business in which a majority of shares (more than 50%) or other ownership interests is held, either individually or collectively, by the foreign national or their spouse or common-law partner or that is controlled, directly or indirectly, by the foreign national or their spouse or common-law partner.
- full time and non-seasonal;
 - for an indeterminate period (no end date);
 - at the skill level required for the NOC provided in the job offer.

Note: If your experience is in NOC TEER 5, then the job you're being offered must be in the same occupation.

For example:

- TEER 0 job offer: work experience in TEER 0, 1, 2 or 3
- TEER 1 job offer: work experience in TEER 0, 1, 2 or 3
- TEER 2 and 3 job offer: work experience in TEER 1, 2, 3 or 4
- TEER 4 job offer: work experience in TEER 1 (only under the **health care exception**), 2, 3 or 4
- TEER 5 job offer: work experience in the same occupation and 5-digit NOC code

Health care exception: Applicants who acquired work experience in NOC 31301 (Registered Nurses and Registered Psychiatric Nurses – TEER 1) can have job offers in the following NOC occupations:

- 33102 (TEER 3): Nurse Aides, Orderlies and Patient Service Associates, or
- 44010 (TEER 4): Home Support Workers.

We'll review the main duties of your job offer to confirm that it meets the TEER level.

You must submit an "Offer of Employment to a Foreign National - Rural and Northern Immigration Pilot (IMM 5984)" with your application. Your employer must complete this form and send you a copy to include with your application. **You must read and sign the declaration at the bottom of the form.**

Working in Canada

You must show that you meet the employment requirements of the job you are offered. These may include education, training or other qualifications in the NOC description. For regulated occupations, you do not need to meet Canadian licensing requirements.

Although qualifications assessment and licensing are not needed for the Rural and Northern Immigration Pilot, you should be aware of these issues when considering immigrating to Canada.

See “Planning to Work in Canada” for more information.

Regulated Occupations

Twenty percent of people working in Canada work in jobs that are regulated to protect the health and safety of Canadians. Examples include:

- nurses
- engineers
- electricians
- teachers

Provincial and territorial regulatory bodies are responsible for:

- establishing entry requirements for individual occupations;
- recognizing prior credentials, training and experience; and
- issuing licenses required to practice.

The recognition process varies between provinces and territories and between occupations. Recognizing qualifications and issuing licenses can generally only be done in Canada. The process can take time. You may be asked to:

- provide documentation of qualifications
- do a language exam (which may differ from those needed for immigration)
- complete a technical exam (with accompanying fee)
- do supervised work

Non-regulated Occupations

For non-regulated occupations, there are no set requirements and there is no legal requirement to get a licence. The employer will set the standards and could ask for registration with a professional association.

Qualifications Assessment

A qualifications assessment is advice on how qualifications from another country compare to Canadian qualifications. An assessment **does not guarantee that:**

- a regulatory body will issue a licence to practice
- your credentials will be accepted by a Canadian employer

However, having your qualifications assessed **will** help you understand the Canadian educational system and help you with your job search.

To have your qualifications assessed by one of the provincial evaluation services, consult:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/rural-northern-immigration-pilot/education-assessed-how.html>

Recommendation from a Designated Economic Development Organization

Before you can apply to immigrate to Canada through the Rural and Northern Immigration Pilot, you must first receive a recommendation from the designated Economic Development Organization (EDO) of a participating community. You need to apply directly to the EDO for a recommendation. Each EDO has its own recommendation application procedures. However, IRCC has the authority to make the final decision on an application for permanent residence using existing selection and admissibility criteria. This includes security, criminal, and medical screening for candidates with a recommendation in one of the participating communities.

For more information about how to apply to a participating community refer to:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/rural-northern-immigration-pilot/community-partners.html>

International Students (Work Experience Exemption)

If you are an international student who graduated with a degree, diploma, certificate or trade or apprenticeship credential from a Canadian public post-secondary institution located in the community, you are exempt from the work experience requirement.

To qualify for this exemption, you must have graduated with:

1. A credential from a 2+ year-long post secondary program **and** you
 - a) were studying as a full time student for the full duration of the 2+ years
 - b) received the credential within 18 months before your application for permanent residence
 - c) were in the community for at least 16 months of the last 24 months spent studying to obtain your credential

Note: The completion of two 1-year programs does not meet the requirements of the work experience exemption.

or

2. A master's degree or higher of less than 2 years **and** you
 - a) were studying as a full time student for the duration of your degree

- b) obtained your degree within 18 months before your application
- c) were in the community for the length of your studies

You **cannot** apply as an international student if your credentials are from a program in which

- studying English or French made up more than half the program
- distance learning made up more than half of the program
- a scholarship or fellowship was awarded that requires you to return to your home country to apply what you learned

Note: Make sure your credential meets these requirements before you apply if you do not have the necessary work experience. Applications that do not meet the eligibility requirements when applying will be refused.

Education

To apply for the Rural and Northern Immigration Pilot, you must meet the education requirements below:

- You must have a high-school diploma, post secondary certificate or degree that is valid and equal to a Canadian equivalent.
- If you did not complete your studies in Canada, you'll need an Educational Credential Assessment (ECA) to show that your studies are equal to a Canadian secondary or post-secondary certificate, diploma or degree.
- Your ECA report must be less than five years old on the date we receive your application.

Language Requirements

- You must meet the minimum language requirements in the Canadian Language Benchmark (CLB) or the Niveaux de compétence linguistique canadiens (NCLC) for listening, speaking, reading and writing based on the NOC category that applies to the job offer in the community.
- You will need to do mandatory language testing and submit your results with your application.
- If you have already done language testing, your test results may not be more than two years old on the date your application is received.

Applications received by the community on or before November 15, 2022

The minimum language requirements for each NOC category are

- NOC 0 and A: CLB/NCLC 6
- NOC B: CLB/NCLC 5



- NOC C and D: CLB/NCLC 4

Applications received by the community on or after November 16, 2022

The minimum language requirements for each NOC category are

- TEER 0 and 1: CLB/NCLC 6
- TEER 2 and 3: CLB/NCLC 5
- TEER 4 and 5: CLB/NCLC 4

Funds Needed to Settle in Canada

The government of Canada provides no financial support to new immigrants. You must prove that you have enough money unencumbered by debts or obligations to support yourself and your family members after you arrive in Canada.

You must submit proof with your application to show that you have enough money to support yourself and your family after you arrive in Canada. Examples of documents you can submit are:

- current bank statements or certification letter
- proof of your savings balance
- deposit statements

Note: You do not have to submit this proof if you are already working in Canada with a valid work permit.

You cannot borrow this money from another person. You must be able to use this money to pay the costs of living for your family (even if they are not coming with you).

Applications received by the community on or before September 22nd, 2022

The amount of money you need to support your family is set by the size of your family and are based on 50% of the low income cut-off totals for rural areas. We update these amounts every year on the IRCC website.

Applications received by the community on or after September 23rd, 2022

The amount of money you need to support your family is set by the size of your family and are based on 12.5% of the low income cut-off totals for rural areas. We update these amounts every year on the IRCC website.

We strongly recommend that you research the cost of living in the region of Canada where you plan to live. Bring with you as much money as possible to make your establishment in Canada easier.

Disclosure of Funds

If you arrive in Canada with an amount greater or equal to CAN\$10,000, or its equivalent in a foreign currency, you must tell this to the Canada Border Services Agency (CBSA) officer. These funds could be in the form of:

- cash,
- securities in bearer form (for example, stocks, bonds, debentures, treasury bills), or
- bankers' drafts, cheques, travellers' cheques or money orders.

Note: Failure to disclose funds can result in fines and imprisonment.

Biometric (Fingerprints and Photo) Requirements

You and your family members may need to appear in person to have their fingerprints and photograph (biometric information) taken at a biometric collection service point.

Canadian citizens and **existing** permanent residents of Canada are **exempt** from giving biometrics.

Note: As of December 3rd, 2019, you need to give biometrics when you apply from within Canada. You can go to a designated Service Canada location.

Find out if you need to give biometrics.

<https://ircc.canada.ca/english/visit/biometrics.asp>

If you have to give biometrics, you can give them after you:

- pay for and submit your application and biometric fees, and
- get a Biometric Instruction Letter (BIL) which will direct you to a list of biometric collection service points you may choose from.

You must bring the BIL with you to the biometric collection service point to give your biometrics.

We encourage you to give your biometrics as soon as possible after getting the BIL. We'll start processing your application after we get your biometrics.

Where to give your biometrics

You **need to book an appointment** to give your biometrics at one of these official biometric collection service points.

<https://www.cic.gc.ca/english/information/where-to-give-biometrics.asp>



Step 1. Gather Documents

What documents do I need?

Use the Document Checklist (IMM 5987) to help you gather the necessary documents.

Incomplete applications will be returned by email. For your application to be considered complete you must include:

- all the information asked for on the online forms
- the completed forms
- all supporting documents we ask for

Important Information: If you do not provide all the requested information and the documents from the checklist, your application will be returned to you. You must also provide any other evidence or documents you have available to satisfy the requirement. Upload them as the document type that was asked for.

Offer of Employment to a Foreign National – Rural and Northern Immigration Pilot (IMM 5984)

Your employer must complete this form and send you the original to include with your application package. **You must read and sign the declaration at the bottom of the form.**

Schedule 1 – Rural and Northern Immigration Pilot (IMM 5911)

You must complete and submit the Schedule 1 – Rural and Northern Immigration Pilot (IMM 5911).

Recommendation from the Designated Economic Development Organization – Rural and Northern Immigration Pilot (IMM 0112)

You must submit your approved Recommendation from the designated Economic Development Organization (IMM 0112) that you received from the Economic Development Organization (EDO) of a participating community.

Translation of Documents

You **must** submit the following for any document that is not in English or French, unless otherwise stated on your document checklist:

- the English or French translation; **and**
- an affidavit from the person who completed the translation (if they're not a certified translator); **and**
- a **certified** copy of the original document.

Important Information: Translations must not be done by the applicants themselves nor by the applicant's parent, guardian, sibling, spouse, common-law partner, conjugal partner, grandparent, child, aunt, uncle, niece, nephew or first cousin.

If the translation is not done by a certified translator (a member in good standing of a provincial or territorial association of translators and interpreters in Canada), you must submit an affidavit swearing to the accuracy of the translation and the language proficiency of the translator.

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

Translators who are certified in Canada don't need to supply an affidavit.

The affidavit must be sworn in the presence of:

In Canada:

- a notary public
- a commissioner of oaths
- a commissioner of taking affidavits

Authority to certify varies by province and territory. Consult your local provincial or territorial authorities.

Outside of Canada:

- a notary public

Authority to administer oaths varies by country. Consult your local authorities.

Certified True Copies

To have a photocopy of a document certified, an authorized person must compare the original document to the photocopy and must print all of 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
- their name
- their official position or title
- their signature

Who can certify copies?

Only authorized people can certify copies.

Important Information: Certifying of copies must not be done by the applicants themselves nor by the applicant's parent, guardian, sibling, spouse, common-law partner, conjugal partner, grandparent, child, aunt, uncle, niece, nephew or first cousin.

People authorized to certify copies include the following:

In Canada:

- a notary public
- a commissioner of oaths
- a commissioner of taking affidavits

Authority to certify varies by province and territory. Check with your local provincial or territorial authorities to learn who has the authority to certify.

Outside Canada:

- a notary public

Authority to certify international documents varies by country. Check with your local authorities to learn who has the authority to certify in your country.

Police Certificates

If you and your family members are 18 years of age and older and aren't permanent residents or Canadian citizens, you must provide a valid police certificate for any country **other than Canada** in which you spent 6 or more months in a row since the age of 18.

Note: You do **not** need to provide a police certificate from a country if you or your family members were under 18 years of age the entire time you lived in that country.

If the original certificate isn't in English or French, you must get an accredited translator to translate it. You must include both the police certificate **and** the translation.

We'll also do our own background checks to see if there are reasons why you or your family members may not be admissible to Canada.

For specific and up-to-date information, see our guide on where to get a police certificate.

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/where.html>

Convictions/offenses outside Canada

If you were convicted of or committed a criminal offence outside Canada, you may overcome this criminal inadmissibility:

- by applying for rehabilitation, or
- you may be deemed to have been rehabilitated if at least ten years have passed since you completed the sentence imposed upon you, or since you committed the offence, if the offence is one that would, in Canada, be an indictable offence punishable by a maximum term of imprisonment of less than ten years.

If the offence is one that would, in Canada, be prosecuted summarily, and if you were convicted for two (2) or more such offences, the period for rehabilitation is at least five (5) years after the sentences imposed were served or are to be served.

Convictions/offenses in Canada

If you have a criminal conviction in Canada, you must seek a record suspension (formerly a pardon) from the Parole Board of Canada (PBC) before you will be admissible to Canada.

Note: Do not complete the forms in this guide until you have received your record suspension.

You can request a *Record Suspension Application Guide* or additional information from:

**Parole Board of Canada
Clemency and Record Suspension Division
410 Laurier Avenue West
Ottawa, Ontario
K1A 0R1
Telephone:** 1-800-874-2652 (Callers in Canada and the United States only)
Fax: 1-613-941-4981
Email: suspension@pbc-clcc.gc.ca
Website: <https://www.canada.ca/en/parole-board.html>
(The instructional guide and application forms can be downloaded from the website)

In order to be considered for a record suspension under the *Criminal Records Act*, a specified period of time must pass after the end of the sentence imposed. The sentence may have been payment of a fine, period of probation, or imprisonment.

Note: Once you have a copy of the record suspension, submit a photocopy to a Canadian visa office or Citizenship and Immigration Centre. If you are travelling to Canada carry a copy of the record suspension with you.

If you have had two (2) or more summary convictions in Canada, you may no longer be inadmissible if:

- at least five (5) years have passed since all sentences imposed were served or to be served,
- you have had no other convictions.



Step 2. Complete the Application

Follow the instructions below to complete the application.

Sign in or create a Permanent Residence online application portal account:

<https://prson-srpel.apps.cic.gc.ca/en/login>

You must fill out these digital forms online

- Generic Application Form for Canada (IMM 0008)
- Schedule A – Background/Declaration (IMM 5669)
- Additional Family Information (IMM 5406)
- Supplementary Information - Your travels (IMM 5562)

As the principal applicant, you'll electronically sign for the entire application, including those of your family members.

You must also fill out and upload these PDF forms:

- Document Checklist (IMM 5987)
- Schedule 1 - Rural and Northern Immigration Pilot (IMM 5911)

Complete and upload these PDF forms, if they apply to you

These forms must be printed and then signed by hand by both the principal applicant and the third party.

- Statutory Declaration of Common-law Union (IMM 5409)
- Declaration from Non-Accompanying Parent/Guardian for Minors Immigrating to Canada (IMM 5604)

The employer and you must fill out and sign this PDF form by hand

- Offer of Employment to a Foreign National - Rural and Northern Immigration Pilot (IMM 5984)

Important Information: 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 on the forms. If a section does not apply to you, write "Not Applicable" or "NA". If your application is incomplete it may be returned to you and this will delay the processing of your application.

If you need more space for any section, include an additional page containing the appropriate section, complete it and upload it along with your application. For the document type, choose "other" from the drop-down menu and upload your documents or other additional information which can be in any of the following formats: JPG, JPEG or PDF.

Signatures

If signatures are missing (when this applies), we will return the application by email without processing it.

As the principal applicant, you'll electronically sign for the entire application, including your family members by typing your full name exactly as it is shown on your passport.

- Remember to check for signature requirements and sign when needed, either by hand or electronically. If forms are not signed in the correct places, and by the correct people, we will return your application without processing it.
- Signatures may be required in more than one place or from more than one person on some forms.
- Where a date is needed, make sure you fill it in.
- A parent or legal guardian must sign on behalf of a dependent child under the age of 18 when a signature for this person is required.

Generic Application Form for Canada (IMM 0008)

Who must fill out this application form?

This form must be completed by:

- you, the principal applicant

Completing the form

You'll fill out and submit the Generic Application Form for Canada (IMM 0008) online. You don't need to print and sign by hand. Please follow the instructions below to ensure the form is properly completed.

You must answer all questions on this application form unless otherwise indicated.

You also have the option of saving your form and completing it later.

Read and follow the steps below to help you fill out the form.

Application Details

Language preference

From the list, select your preferred language for:

- a. correspondence (any letters or emails we send you)
- b. interview: if your native language is not in this list, select "other"
- c. interpreter requested: you must select "yes" if you do not select English or French for the interview

Where do you plan to live in Canada?

If you plan to live in the Province of Quebec and haven't received your Certificat de Sélection du Québec (CSQ), enter the date when you applied for it. If you haven't applied yet, you must do so before applying for permanent residence.

Personal Details

Family name:

Family name is also known as **last name** or **surname**.

Note: If you are a parent of a child to be adopted in Canada whose details you don't know yet (and you're filling this form out on their behalf), enter your family name(s).

Given name:

Given names are also known as **first name** and **middle name**. Do not use initials.

Note: If you are a parent of a child to be adopted in Canada whose details you don't know yet (and you're filling this form out on their behalf), enter your family name(s). For given name(s) enter "Child" or leave the given name field blank.

Physical characteristics – sex:

If you choose "X" for gender, you need to complete the [Request for a Change of Sex or Gender Identifier \(PDF, 1.6 MB\)](#) form and send it with your application if

- your foreign travel document or passport does not have the X gender identifier (or an equivalent non-binary option)
- you have or have had a Canadian temporary resident document with a different gender identifier, including a
 - visa
 - electronic travel authorization
 - work permit or
 - study permit

You don't need any supporting documents.

Note: If you are a parent of a child to be adopted in Canada whose details you don't know yet, select U – Unknown.

Physical characteristics - Eye colour:

If you are a parent of a child to be adopted in Canada whose details you don't know yet, select "Other."

Birth information - Date of birth:

If you don't know your complete date of birth, write 1901/01/01 in the fields fill in the spaces for the unknown year, month or day. Include a letter of explanation saying why you used this date.

Birth information - Place of birth:

As shown in your passport or your travel document.

Note: If you are a parent of a child to be adopted in Canada whose details you don't know yet, indicate "Unknown" for the city or town and select the country where you plan to adopt a child.

Citizenship(s):

If you aren't a citizen of any country, choose "stateless."

If you are a citizen of more than one country, choose your other country of citizenship in the second field.

Note: If you are a parent of a child to be adopted in Canada whose details you don't know yet, select the country where you intend to adopt a child.

Current country of residence:

You must be in this country legally.

For refugee claimants in Canada only: select **Canada** whether you have been lawfully admitted or not.

If you've lost your status

- for "Status," choose "Other"
- in the details field, enter "Out of status, requires restoration"
- leave the "From" and "To" fields blank

Note: If you are a parent of a child to be adopted in Canada whose details you don't know yet, select the country where you plan to adopt a child and "Citizen" as the immigration status in that country.

Previous countries of residence:

This means you lived in the country for 6 months total, not just in a row.

If you chose "Other" as a status, try to provide as much detail and an explanation as to why you are out of status.

Marital and relationship status:

You're single if you've never been married and are not in a common-law relationship.

You're married if you and your spouse have had a ceremony that legally binds you to each other. Your marriage must be legally recognized in the country where it was performed and in Canada.

You're common-law if you've lived continuously with your partner in a marital-type relationship for 1 year or more.

You're divorced if you are officially separated and have legally ended your marriage.

You're legally separated if you're still legally married but no longer living with your spouse.

You're widowed if your spouse has died and that you have not re-married or entered into a common-law relationship.

An annulled marriage has been legally declared as not valid. An annulment can also be a declaration by the Catholic Church that the marriage was not binding.

- Family name is also known as **last name** or **surname**.
- Given names are also known as **first name** and **middle name**. Do not use initials.
- If you're in a common-law relationship, enter the date (year, month and day) you began living together.
- If you're legally separated or divorced, enter the date you were no longer living together.

Note: If you are a parent of a child to be adopted in Canada whose details you don't know yet, select "Single."

Contact Information

Current mailing address:

- Post office box (P.O. box) number: If you don't enter a post office box, you must enter your street number
- Street number (no.): The number on your house or apartment building. You must enter a street number if you didn't enter a P.O. box

All correspondence will be mailed to this address unless you include your email address.

If you want a representative to do business with us on your behalf, you **must** provide their address in this section **and** on the **Use of a Representative** (IMM 5476) form.

For more information, read the [Use of a Representative](#) guide.

Email address:

Use this format: name@provider.net

By entering your email address, you authorize IRCC to transmit your file and personal information to this specific email.

Passport:

Passport/travel document number (exactly as shown on your passport or travel document)

If you have more than one passport, choose the one you'll use to travel to Canada.

Most people will need a passport to travel to Canada. If you're approved to come here, you'll need to get one.

A travel document is an identity document issued by a government or international organization (like the United Nations). It has a photo and personal information, and let the holder travel between countries. If you have a passport, you don't need a travel document.

Issue/expiry dates

You can find this information on the page in your passport that shows your photo and date of birth (also called the biodata page)

National Identity Document:

A national identity document is an identity card with a photo which is issued by a government or official authority, and can be used as identification inside the country that issued it. It may also be known as "ID," "ID card," "identity card," "citizen card" or "passport card."

Document number

Enter your national identity document number exactly as shown on the identity document. Make sure there is no space between each number or letter.

Education/Occupation Details

Highest level of education

- a. **None:** No education.
- b. **Secondary or less:** High school diploma obtained after elementary school and before college, university, or other formal training.
- c. **Trade/apprenticeship certificate/diploma:** Diploma completed in a specific trade, such as carpentry or auto mechanics.
- d. **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).
- e. **Post-secondary – no degree:** Post-secondary studies at a college or university but no degree earned.
- f. **Bachelor's degree:** Academic degree awarded by a college or university to those who have completed an undergraduate curriculum. Also called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.
- g. **Post graduate – no degree:** Post-graduate studies at a college or university but no degree earned (Master or PhD).
- h. **Master's degree:** Academic degree awarded by a graduate school of a college or university. You must have completed a Bachelor's degree before you can earn a Master's degree.
- i. **Doctorate – PhD:** Highest university degree, usually based on at least 3 years of graduate studies and a thesis. Normally, you must have completed a Master's degree before you can earn a PhD.

Current occupation

If you don't work, enter "not employed."

Intended occupation

If you aren't planning to work in Canada (for example, if you're retired), enter "none."

Language Details

Native language/mother tongue

This is the language that you learned at home during your childhood and that you still understand. If your native language is not in this list, choose "Other."

Note: If you are a parent of a child to be adopted in Canada whose details you don't know yet, choose the native language of the country where you plan to adopt a child.

Test from a designated testing agency to assess English or French

Approved testing agencies include:

- IELTS
- CELPIP
- TEF
- TCF

Dependant's Personal Details

Select the box to tell us if your dependant will accompany you to Canada.

If you answered “**No**,” explain why your dependant is non-accompanying.

Dependant's relationship to the principal applicant:

Select your dependant's relationship to you, the principal applicant:

- Adopted Child
- Child
- Common-Law Partner
- Grandchild
- Other
- Spouse
- Step-Child
- Step-Grandchild
- “Other”

Dependant type:

Type A

The dependant is **under** the age of 22 and single (not married and not in a common-law relationship).

Type B (Important: This dependant type applies only if your child's age was locked in before August 1, 2014)

The dependant has been continuously enrolled in and in attendance as a full-time student at a post-secondary institution accredited by the relevant government authority and has depended substantially on the financial support of a parent since before the age of 22.

Type C

The dependant is 22 years of age or older, has depended substantially on the financial support of a parent since before the age of 22, and is unable to provide for themselves because of a medical condition.

Not sure which type of dependant your child is? Check here:

<https://ircc.canada.ca/english/immigrate/sponsor/aod-tool.asp>

Family name:

Family name is also known as **last name** or **surname**.

Note: If you are a parent of a child to be adopted in Canada whose details you don't know yet (and you're filling this form out on their behalf), enter your family name(s).

Given name:

Given names are also known as **first name** and **middle name**. Do not use initials.

Note: If you are a parent of a child to be adopted in Canada whose details you don't know yet (and you're filling this form out on their behalf), enter your family name(s). For given name(s) enter "Child" or leave the given name field blank.

Physical characteristics – sex:

If you choose "X" for gender, you need to complete the [Request for a Change of Sex or Gender Identifier \(PDF, 1.6 MB\)](#) form and send it with your application if

- your foreign travel document or passport does not have the X gender identifier (or an equivalent non-binary option)
- you have or have had a Canadian temporary resident document with a different gender identifier, including a
 - visa
 - electronic travel authorization
 - work permit or
 - study permit

You don't need any supporting documents.

Note: If you are a parent of a child to be adopted in Canada whose details you don't know yet, select U – Unknown.

Physical characteristics - Eye colour:

If you are a parent of a child to be adopted in Canada whose details you don't know yet, select "Other."

Birth information - Date of birth:

If you don't know your complete date of birth, enter 1901/01/01 to fill in the spaces for the unknown year, month or day. Include a letter of explanation.

Birth information – Place of birth:

As shown in your passport or your travel document.

Note: If you are a parent of a child to be adopted in Canada whose details you don't know yet, indicate "Unknown" for the city or town and select the country where you plan to adopt a child.

Citizenship(s):

If you aren't a citizen of any country, choose "stateless."

If you are a citizen of more than one country, choose your other country of citizenship in the second field.

Note: If you are a parent of a child to be adopted in Canada whose details you don't know yet, select the country where you intend to adopt a child.

Current country of residence:

You must be in this country legally.

For refugee claimants in Canada only: select **Canada** whether you have been lawfully admitted or not.

If you've lost your status:

- for "status," choose "other"
- in the details field, enter "out of status, requires restoration"
- leave the "from" and "to" fields blank

Note: If you are a parent of a child to be adopted in Canada whose details you don't know yet, select the country where you plan to adopt a child and "Citizen" as the immigration status in that country.

Previous countries of residence:

This means you lived in the country for 6 months total, not just in a row.

If you chose "Other" as a status, try to provide as much detail and an explanation as to why you are out of status.

Marital and relationship status:

You're single if you've never been married and are not in a common-law relationship.

You're married if you and your spouse have had a ceremony that legally binds you to each other. Your marriage must be legally recognized in the country where it was performed and in Canada.

You're common-law if you've lived continuously with your partner in a marital-type relationship for 1 year or more.

You're divorced if you are officially separated and have legally ended your marriage.

You're legally separated if you're married but no longer living with your spouse.

You're widowed if your spouse has died and that you have not re-married or entered into a common-law relationship.

An annulled marriage has been legally declared as not valid. An annulment can also be a declaration by the Catholic Church that the marriage was not binding.

- Family name is also known as **last name** or **surname**.
- Given names are also known as **first name** and **middle name**. Do not use initials.

- If you're in a common-law relationship, enter the date (year, month and day) you began living together.
- If you're legally separated or divorced, enter the date you were no longer living together.

Note: If you are a parent of a child to be adopted in Canada whose details you don't know yet, select "Single."

Passport:

Passport/travel document number (exactly as shown on your passport or travel document)

If you have more than one passport, choose the one you'll use to travel to Canada.

Most people will need a passport to travel to Canada. If you're approved to come here, you'll need to get one.

A travel document is an identity document issued by a government or international organization (like the United Nations). It has a photo and personal information, and let the holder travel between countries. If you have a passport, you don't need a travel document.

Issue/expiry dates

You can find this information on the page in your passport that shows your photo and date of birth (also called the biodata page)

National Identity Document:

A national identity document is an identity card with a photo which is issued by a government or official authority, and can be used as identification inside the country that issued it. It may also be known as "ID," "ID card," "identity card," "citizen card" or "passport card."

Document number

Enter their national identity document number exactly as shown on the document. Make sure there is no space between each number or letter.

Education/Occupation Details:

Highest level of education

- None:** No education.
- Secondary or less:** High school diploma obtained after elementary school and before college, university, or other formal training.
- Trade/apprenticeship certificate/diploma:** Diploma completed in a specific trade, 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).
- Post-secondary – no degree:** Post-secondary studies at a college or university but no degree earned.
- Bachelor's degree:** Academic degree awarded by a college or university to those who have completed an undergraduate curriculum. Also called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.

- g. **Post graduate – no degree:** Post-graduate studies at a college or university but no degree earned (Master or PhD).
- h. **Master’s degree:** Academic degree awarded by a graduate school of a college or university. You must have completed a Bachelor’s degree before you can earn a Master’s degree.
- i. **Doctorate – PhD:** Highest university degree, usually based on at least 3 years of graduate studies and a thesis. Normally, you must have completed a Master’s degree before you can earn a PhD.

Current occupation:

If your dependant doesn’t work, enter “not employed.”

Intended occupation:

If your dependant isn’t planning to work in Canada (for example, if they are younger than working age), enter “none.”

Language details:

Native language/mother tongue

This is the language that they learned at home during their childhood and they still understand. If their native language does not appear in this list, select “Other.”

Test from a designated testing agency to assess English or French

Approved testing agencies include:

- IELTS
- CELPIP
- TEF
- TCF

Consent and Declaration of Applicant

1. Follow the instructions at the bottom of the online applicant to view the declaration.
2. Read all of the statements in all sections carefully and
 - a. Check the yes/no buttons to show if you agree that the information in this application about your intended occupation, education and work experience may be shared with prospective employers to help them hire workers
 - b. Type your name in the blue field

By typing your name, you’re signing the application electronically. By doing so, you certify that you fully understand the questions asked, and the information you provided is complete, truthful, and correct. You can’t submit your application online unless you sign it.

Schedule A – Background/Declaration (IMM 5669)

For refugee claimants in Canada: Only family members included in your application for refugee protection who are with you in Canada must be included using this form.

Personal Details

Family and given names:

Family name is also known as **last name** or **surname**.

Given names are also known as **first name** and **middle name**. Do not use initials.

Enter your names exactly as they appear on your passport, travel document or identity document.

Questionnaire

If you answered “**Yes**” to one or more of these questions, you must enter an explanation in the details field.

Education:

If you didn’t earn a diploma, leave the “Type of certificate or diploma issued” field blank.

Personal history:

Important: DO NOT leave any gaps in time.

If you don’t account for all time periods, it may delay the processing of your application.

Personal history – Activity

Examples of activity types:

- employment (please specify)
- unemployed
- educational activity

Personal history – Status in country or territory

Examples of status:

- work visa
- citizen
- study visa
- visitor visa

Exception: If you have not worked in the past 10 years (for example, you’re retired), you must provide details of your personal history since the age of 18. The resume or Curriculum Vitae (CV) that you provide with your application will help verify the information in this question.

Membership and association with organizations

Examples of organizations:

- political organizations
- social organizations
- youth or student organizations
- trade unions
- professional associations

Don't use abbreviations.

Government positions

Examples of government positions:

- civil servant
- judge
- police officer
- employee in a security organization

Don't use abbreviations.

Military and paramilitary service

Important: DO NOT leave any gaps in time.

If you don't account for all time periods, it may delay the processing time of your application.

Addresses

Write out addresses in full without using any abbreviations. Use the apartment or unit number, if this applies.

Example: 999 Family Street, Unit #3, Ottawa, Ontario, Canada, K3J 9T5

Authority to disclose personal information:

Declaration of applicant

Read all of the statements in all sections carefully and type your full name into the blue field (this is your digital signature).

By signing, you certify that you fully understand the questions asked, and that the information you provided is complete, truthful, and correct.

Offer of Employment Form to a Foreign National – Rural and Northern Immigration Pilot (IMM 5984)

Note: Please refer to our Offer of Employment Guide for instructions.

<https://rnipnorthokanaganshuswap.ca/wp-content/uploads/2022/12/Offer-of-Employment-Form-to-a-Foreign-National-Instructional-Guide.pdf>

Schedule 1 – Rural and Northern Immigration Pilot (IMM 5911)

Note: Please refer to our Schedule 1 Guide for instructions.

<https://rnipnorthokanaganshuswap.ca/wp-content/uploads/2022/12/Schedule-1-Instructional-Guide.pdf>



Additional Family Information (IMM 5406)

Note: Please refer to our Additional Family Information Guide for instructions.

<https://rnipnorthokanaganshuswap.ca/wp-content/uploads/2022/12/Additional-Family-Information-IMM-5406-Guide.pdf>

Supplementary Information: Your Travels (IMM 5562)

This form must be completed by:

- you, the principal applicant

You must complete all sections including those for your spouse or common-law partner (whether accompanying or not) and each dependent child over the age of 18 (whether accompanying or not).

If there is not enough space to provide all the necessary information, use an extra sheet of paper. Print your name and the form's title on the additional sheet.

Question 1 Write your full family name (surname/last name) as it is shown 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 are shown on your passport or official documents. **Do not use initials.**

Question 2a List all trips you have taken outside your country of origin or of residence in the last ten years (or since your 18th birthday, if this was less than ten years ago). Include all trips: tourism, business, training, etc.

If you did not travel outside your country during this period, select “**did not travel**”.

Question 2b List all trips your spouse or common-law partner has taken outside their country of origin or of residence in the last ten years (or since their 18th birthday if this was less than ten years ago). Include all trips: tourism, business, training, etc.

If they did not travel outside their country during this period, select “**did not travel**”.

Question Write the full name (given name and surname/family name) of your dependant

2c, d, e child 18 years or older as it appears on their passport or on the official documents that will be used to obtain their passport. Do not use initials.

List all trips that the dependant child has taken outside their country of origin or of residence in the last ten years (or since their 18th birthday if this was less than ten years ago). Include all trips: tourism, business, training etc.

If they did not travel outside their country during this period, check “**did not travel**”.



Statutory Declaration of Common-Law Union (IMM 5409)

Who must complete this form?

This form **must** be completed and signed with handwritten signatures.

Note: If submitting an application to sponsor a parent or grandparent

- If the sponsor's common-law partner is a **co-signer** on the application to sponsor the parent or grandparent
 - the sponsor and their common-law partner must complete this form.
- If the sponsored parent or grandparent (the principal applicant) has a common-law partner
 - the parent or grandparent and their common-law partner must complete this form.

Question 1 Write the following information in the space provided:

- Country of current residence
- Province/state/territory of current residence
- Name of the declarant
- Name of the declarant's partner
- Name of city, town, village
- Name of county (if applicable)
- Name of province/state/territory
- Name of the country
- Number of continuous year(s) in a conjugal relationship
- Date of the relationship (from-to)

Question 1A Check the box to indicate if you have jointly signed a residential lease, mortgage or purchase agreement relating to a residence in which you both live.

Question 1B Check the box to indicate if you jointly own property other than your residence.

Question 1C Check the box to indicate if you have a joint bank, trust credit union or charge card accounts.

Question 1D Check the box to indicate if you have declared your common-law union under the *Canadian Income Tax Act* (T-1 "General individual income Tax Return").

Question 2 Check the box to indicate if you have life insurance on yourself which names your common-law partner as a beneficiary.

Question 3 Check the box to indicate if your common-law partner has life insurance on themselves which names you as a beneficiary.

Question 4 If you answered "**NO**" to questions **1** to **3**, indicate other documentary evidence you have that would indicate your relationship as common-law partners.

Question 5 SOLEMN DECLARATION

Write the following information in the space provided:

- Name of the declarant
- Name of the declarant's partner



- Name of the city, town, village
- Name of the county
- Name of the province/state/territory
- Name of the country
- Date (day, month, year)
- Signature of the declarant
- Signature of the declarant's partner
- Name of the person who administrated the declaration
- Select the person's title from the choices provided
- Signature of the person who administered the declaration

Use of a Representative (IMM 5476)

Who may use this form?

Fill out this form only if you:

- are appointing a representative;
- need to update contact information for your previously appointed representative; **or**
- are cancelling a representative's appointment.

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

Who is a representative?

A representative is someone who:

- you have appointed by completing the IMM 5476 form;
- gives advice, consultation, or guidance to you at any stage of the application process; and
- has your consent to conduct business on your behalf with IRCC and the Canada Border Services Agency (CBSA).

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

For more information see: [Use of a Representative](#)

Notify IRCC about any changes

You must use this [Web form](#) to tell us if any information changes regarding the person you authorized to represent you on your application.

Step 3. Pay the Fees

Calculating your fees

Use the table below to calculate the total amount of fees to be paid. We recommend you pay the right of permanent residence fee (\$515) now to avoid delays. You will have to pay it before you become a permanent resident.



Application	\$CAN
Your application	1,365
Processing fee (\$85) and right of permanent residence fee (\$515)	
Your application (without right of permanent residence fee)	850
Include your spouse or partner	1,365
Processing fee (\$850) and right of permanent residence fee (\$515)	
Include your spouse or partner (without right of permanent residence fee)	850
Include a dependent child	230 (per child)
Note: Dependant children are exempt from paying the Right of Permanent Residence fee	

Biometrics Fees	\$CAN
Biometrics (per person)	85
Biometrics (per family)(2 or more people)	170
Maximum fee for a family of 2 or more people applying at the same time and place	

How to pay the fees for your application

To pay your fees for your application you'll need:

- a valid email address
- a credit card, Debit Mastercard or Visa Debit card

Follow [these instructions](#) to pay your fees online.

Important Note: Do not exit without printing or saving the receipt! The receipt is your proof of payment!

- At the end, click on the “Save” button to save a PDF copy of the IRCC official receipt.
- **Upload a copy of this receipt to your online application when asked.**

Payment Issues

No fee included or insufficient fees

If you do not pay the full fees for your application(s) we will return your application(s). We will only start processing your application after you return it with the correct fees.

For immigration applications, see [section 10 of the IRPR](#) and for citizenship applications, see [section 13 of the Citizenship Act](#) for more information.

Overpayment

If you pay more than the fees needed for your application(s) we will start processing your application, and send you a refund as soon as possible.

Note: You don't have to ask for a refund. It will be done automatically.

Note: If you're eligible for a refund, we will issue the refund to the person indicated on the **Payer Information** section of the receipt (If a receipt is attached to a paper application or uploaded as part of an online application). If you paid directly within an online application (no receipt attached), or if there is no name indicated on the receipt, we will send the refund to the applicant.

Additional fees

You will also have to pay fees to third parties for yourself and your family members (if applicable) for:

- medical examinations
- police certificates
- language assessments
- educational credential assessments

Step 4. Submit the Application

Now that you've prepared your application, you must submit it online for processing. To help make sure the application can be processed as quickly as possible:

- answer all questions
- electronically sign your application (type your full name exactly as shown on your passport)
- include your processing fee receipt
- upload all the supporting documents

What Happens Next

The Application Process

Submission

Completion check: Once you have submitted your application, we will check to make sure:

- all required application forms have been properly completed and submitted,
- the application processing fee has been paid, and
- all required documents from the document checklist have been submitted.

If your application is missing any of the requested documents, it will be returned to you. Failure to provide supporting documents in certain circumstances may result in the refusal of your application.

Acknowledgement of receipt: If your application is complete, it will be placed into processing. You will be sent a letter or e-mail that:

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

Once you receive your acknowledgement of receipt, you can create an online account and link your application to it. You'll be able to get email updates and a more detailed case status by having an account. [Find out how to do this.](#)

Processing

Review for decision

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

Medical Requirements

You and your family members must pass a medical exam in order to become a permanent resident of Canada. 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 physical or mental illness.

Important Information: You must inform us immediately of any change in your marital status or your family composition (e.g. marriage, common-law relationship, separation, divorce, birth of a child, adoption of a child, death, etc). Any family member who has not been examined before you become a permanent resident can never be sponsored by you in the future.

Instructions

Information on medical instructions **will be provided to you** by the IRCC office. When you receive your assessment notice you will also receive medical forms for yourself (and any dependants, [if applicable](#)) and instructions on 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

Medical results are valid for twelve months from the date of the exam. If your application is not finalized during this time, you may be required to do another medical exam.

Authorized doctors

The medical examination must be performed by a doctor from the IRCC list of Panel Physicians. You cannot choose your family doctor if their name is not on this list. See the [list of Panel Physicians](#) to find a doctor in your area.

Note that the doctor is only responsible for conducting the medical exam and cannot give you any advice on the immigration process.

Permanent Resident Status

If your application is successful, you and your family members will receive status as permanent residents of Canada. To prepare, see [Understanding permanent resident status](#).

What you can do to help processing

There are certain things you can do to help make sure your application is processed as fast as possible:

- **submit all documents and information we have asked for** with your application
- **pay** your application and biometric fees (if required)
- provide your biometrics as soon as possible (if required)
- tell us if your contact information changes, including:
 - mailing address
 - telephone numbers
 - facsimile number (fax)
 - e-mail address

Things that delay processing

The following **may delay** processing:

- unclear photocopies of documents
- verification of your information and documents
- a medical condition that may need more tests or consultations
- a criminal or security problem
- consultation is needed with other offices in Canada and abroad

Checking your application status

In Canada and the United States

You may also [Contact Us](#) or go online to see the current status of your application:

1. Click on [Check application status](#), and
2. Follow the instructions provided.

For details about how to remove your application status information from the Internet, visit the [“Frequently Asked Questions”](#) (FAQ) section.

If you are outside Canada and the United States:

Contact the [Canadian embassy, high commission or consulate](#) responsible for your region.

Protecting your information

Your personal information is:

- available to IRCC and the Canada Border Services Agency (CBSA) employees who need to see it to provide the services to you, **and**
- not disclosed to other organizations except as permitted under the provisions of the *Privacy Act* **or** the *Citizenship Regulations*.

For more information about the protection of your data, visit the [Help Centre](#).

Quality Assurance Program

Our quality assurance program randomly chooses applications for a special review. If chosen, we will ask you to attend an interview with an IRCC official to:

- verify that the documentation and any other information you submitted is accurate,
- verify that your application has been completed properly.

Note: We will notify you in writing if your application is chosen.

Need Help?

If you need help, you can find answers to your questions by visiting the [Help Centre](#).

Appendix A – Photo Specifications

Notes to the applicant

Take this information with you to the photographer

- Photos may be in colour or in black and white.
- Photos must be original and **not altered in any way** or taken from an existing photo.
- Photos must reflect your current appearance (taken within the past six (6) months).

Applying online

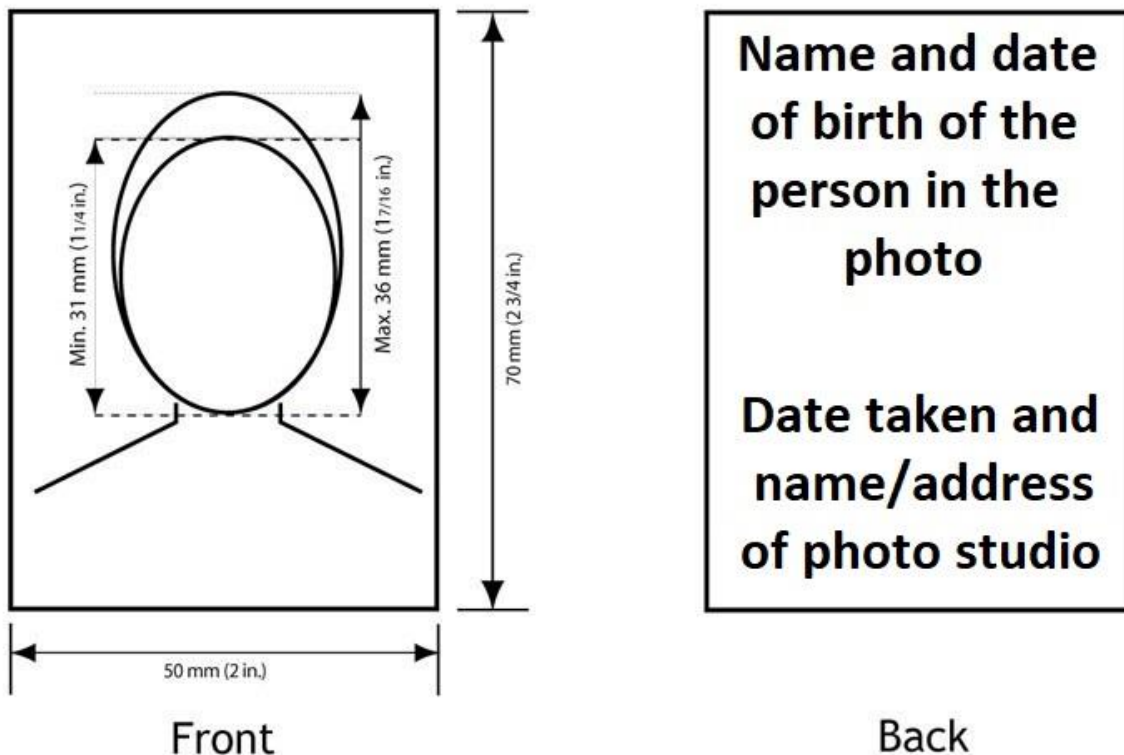
- You need one (1) photo.
- Follow the instructions in the online application to scan and upload **both sides** of your photo to your application.

Notes to the photographer

The photo must be:

- taken by a commercial photographer ;
- 50 mm x 70 mm (2 inches wide x 2 3/4 inches long) and sized so the height of the face measures between 31 mm and 36 mm (1 1/4 inches and 1 7/16 inches) from chin to crown of head (natural top of head);

- clear, sharp and in focus;
- taken with a neutral facial expression (**eyes open and clearly visible, mouth closed, no smiling**);
- taken with uniform lighting and **not show** shadows, glare or flash reflections;
- taken straight on, with face and shoulders **centred** and squared to the camera (i.e. the photos must show the full front view of the person's head and shoulders, showing the full face centered in the middle of the photo);
- taken in front of a plain white background with a clear difference between the person's face and the background. Photos must reflect and represent natural skin tones and not be altered.



Not actual size. Refer to measurements above.

The back of the photo must include:

- the name and date of birth of the person in the photo
- the name and complete address of the photography studio
- the date the photo was taken

The photographer may use a stamp or handwrite this information. Stick-on labels are not accepted.