

Document Checklist

Skilled Worker Applicants With Family Support

New Brunswick Provincial Nominee Program



STEP # 1 PREPARE YOUR IMMIGRATION APPLICATION

Gather your forms and documents in the order they appear on the New Brunswick Provincial Nominee Program (NBNPN) Document Checklist and the Citizenship and Immigration Canada (CIC) Document Checklist and check each item.

Attach small items such as photos and certified cheques with a paper clip, otherwise leave documents unbound. Place all documents in a sealed envelope. If your documents are not in English or French, send a notarized (certified) translation with a copy of the original version.

If your application lacks any of the documents listed in this checklist, it will be returned to you. If you are unable to provide any of the requested documentation, please include with your application, a written explanation with full details as to why that documentation is unavailable and any other documentation that would support your claim. Failure to provide supporting documents in certain circumstances may result in the refusal of your application.

Answer all questions and sign all forms where applicable. Please note that by signing these documents, you are certifying that all information provided therein, whether prepared by you or not, is complete and true in all respects. If you or someone acting on your behalf directly or indirectly submits false documents or misrepresents facts relating to your application for a permanent resident visa your application will be refused.

The officer will base his/her decision on the documents on file at the time of the assessment. After sending in your application it is your responsibility to notify NBNPN and CIC and provide relevant supporting documentation if there are changes in your life circumstances such as family status, employment and mailing address/e-mail address/contact information.

Any changes which we have not been informed of will delay processing and may result in the refusal of the application.

If you leave any sections blank, your application will be returned to you and processing will be delayed. If any sections do not apply to you, answer n/a ("not applicable"). If there is not enough space to provide all the necessary information, attach a separate sheet of paper with further details. Print your name, date of birth and the title of the form at the top of each additional sheet.

Do not use binders, page protectors or report covers to organize your application.

Documentation submitted with your application will not be returned. You should obtain multiple originals of any documentation submitted with your application (such as reference letters, police certificates) so you are prepared if you need to submit a new application. You must keep a copy of the completed forms and supporting documents.

If you do not provide legible photocopies, fully complete and sign the forms and provide all supporting documents, your application will be returned without processing.

NBNP DOCUMENT CHECKLIST – PRINCIPAL APPLICANT

1.	Declaration of Commitment Form (NBNP-001) Completed, dated and signed by the principal applicant.	Original	<input type="checkbox"/>
2.	Consent Form for Skilled Worker Applicants (NBNP-002) Completed, dated and signed by the principal applicant and spouse or common-law partner.	Original	<input type="checkbox"/>
3.	Skilled Worker Information Form (NBNP-003) Completed, dated and signed by principal applicant.	Original	<input type="checkbox"/>
4.	Skilled Worker – Family Support Form (NBNP-005) Completed, dated and signed by the principal applicant and family supporter.	Original	<input type="checkbox"/>
5.	Personal Net Worth Statement (NBNP-007) Completed, dated and signed by principal applicant and spouse or common-law partner. <ul style="list-style-type: none"> Original official bank statements, transaction records from banks, fixed / time / term deposits certificates for the last six months Certified proof of property ownership and its valuation, purchase of sale agreements, mortgage loan agreement, etc. Certified transactions of stocks and securities accounts including the history of transactions and dates of opening the accounts. Certified outstanding liabilities including personal or business loans, mortgages or other monetary obligations Certified proof of repayments (partial or full) of mortgage or personal or business loans. Certified proof of other valuable assets. 	Copies, unless stated otherwise	<input type="checkbox"/>
6.	NBNP Processing Fee Payment – Skilled Workers (NBNP-011SW) Attach the processing fees and submit with your application for permanent residence.	Original	<input type="checkbox"/>
7.	Education/Training/Qualifications Principal applicant and accompanying spouse or common-law partner should provide copies, unless otherwise stated of: <ul style="list-style-type: none"> Certified copies of post-secondary education documents: vocational or technical certificates or diplomas. Certified copies of college or university documents: the graduation degree, diploma, or certificate issued by the college or university. Certified copies of trade / apprenticeship documents: certificate and evidence of apprenticeship. Original transcripts of post secondary courses taken. Certified copies of professional qualifications certificates: any proof of further training or certification relative to your current occupation/profession. If you are currently in a program of study, provide a letter from the Department Head advising the date of expected completion of your course work and expected graduation date. If you have studied in Canada, provide copies of valid and expired study permits. <p>Beijing and Hong Kong applicants must apply for verification of the highest post-secondary degree(s)/diploma(s) that were obtained in the People's Republic of China (PRC). If you did not obtain a post-secondary degree (s)/diploma(s) in the PRC, you do not need to submit CADGEDC credentials report(s) with your application. It is your responsibility to apply to the China Academic Degree and Graduate Education Development Center (CADGEDC) with the appropriate fees. CADGEDC's contact information, application forms, processing fees and further information on the application process are available on the CADGEDC website www.cdgedc.edu.cn.</p>	Copies, unless stated otherwise	<input type="checkbox"/>

8.	<p>Work Experience Completed by the principal applicant</p> <p>Original letters of reference from all your employers for the past 10 years.</p> <p>Letters must be:</p> <ul style="list-style-type: none"> written on company letterhead, signed by the responsible officer/supervisor, show the company's full address, telephone and fax numbers, e-mail and website addresses, stamped with the company's official seal (if applicable) <p>Letters must include all of the following information:</p> <ul style="list-style-type: none"> the specific period of your employment with the company, the positions you have held during the period of employment and the time spent in each position, your main responsibilities and duties in each position, your total annual salary plus benefits, the number of hours worked per week. <p>Additional supporting documents:</p> <ul style="list-style-type: none"> certified copies of work contracts certified copies of pay stubs certified copies of T4s <p>Self employed individuals must provide documentation from 3rd party individual(s) indicating the service provided along with payment details. Self-declared main duties or affidavits are not acceptable evidence of work experience.</p>	Originals, unless stated otherwise	<input type="checkbox"/>
9.	<p>Proof of Family Relationship Between the Family Supporter and the Applicant Completed by the principal applicant and spouse or common-law partner.</p> <ul style="list-style-type: none"> Certified birth certificates or passports showing the names of common family members Certified marriage certificates showing the names of common family members Certified government issued family registry and/or a family tree linking members through births and marriages 	Copies	<input type="checkbox"/>
10.	<p>Proof of Relationship in Canada Completed by the principal applicant and spouse or common-law partner</p> <ul style="list-style-type: none"> Certified birth certificates and/or notarized kinship certificate of the relative in Canada Certified Record of Landing (IMM 1000), Confirmation of Permanent Residence or Permanent Resident Card Certified proof of Canadian citizenship, such as a photocopy of pages of a Canadian passport or Canadian citizenship card Certified employment letters, driver's license, ownership of property, lease or notice of income tax assessment from Canada Revenue Agency 	Copies	<input type="checkbox"/>

NBPNP DOCUMENT CHECKLIST – FAMILY SUPPORTER LIVING IN NEW BRUNSWICK

1.	<p>Identity and Civil Status Documents</p> <ul style="list-style-type: none"> Certified proof of Citizenship or permanent residence in Canada Certified proof of established residence in New Brunswick 	Copies	<input type="checkbox"/>
2.	<p>Proof of Employment in New Brunswick</p> <ul style="list-style-type: none"> Certified employment contracts from present your current employer Certified pay stubs for the six months prior to the Applicant submitting an application to the NBPNP Certified T4 Slip for the most current year available 	Copies	<input type="checkbox"/>
3.	<p>Or, proof of Business Ownership in New Brunswick</p> <ul style="list-style-type: none"> Original financial statements for two years including accounting firm reports on letterhead, balance sheet and profits and loss statement 	Copies	<input type="checkbox"/>

CIC FORMS AND DOCUMENTS (IMM5690)

IMM 5690 is available at <http://www.cic.gc.ca/english/immigrate/provincial/apply-application.asp>

STEP #2 MAIL YOUR IMMIGRATION APPLICATION TO THE NBNP OFFICE

Mail NBNP documents, and mail one **original copy** and one **photocopy** of CIC documents to the NBNP office in Fredericton, New Brunswick Canada.

STEP #3 THE NBNP WILL PROVIDE WRITTEN NOTIFICATION OF THE NOMINATION DECISION

If nominated, the NBNP will mail your application to the Centralized Intake Office in Sydney, Nova Scotia, Canada. Upon receiving favorable results, Citizenship and Immigration Canada will issue your permanent residence visa.