

Document Checklist

Post-Graduate Entrepreneurial Stream

New Brunswick Provincial Nominee Program (NBPNP)



Preparing your application

Answer every question, even if it does not apply to your situation. If an answer is blank the whole application is considered incomplete, and the application may be returned or refused. If you do not have an answer to a question, and there are no instructions for it on the form or in the Instruction Guide, write "N/A" ("not applicable") in the space provided. That shows you have read and filled out the form fully. If your answer to a question will not fit in the space on a printed form, attach a separate sheet of paper with further details, using the same format that appears on the form. Print your name, date of birth and the title of the form at the top of each additional sheet.

Provide all documents as applicable. 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. Do not include any federal immigration documents with your application.

Provide all documents in the required format. The checklist indicates whether documents should be original or copy, color, one-sided or double-sided, stapled, or notarized. Documents should be numbered according to the checklist (i.e. birth certificates for the children should be numbered 2.1). When preparing the application package, do not: bind the pages, put pages in a ring binder, enclose individual pages in plastic, envelopes or folders, tie, sew, bolt or glue pages together, use multiple staples on a page, or send multiple copies of identical documents. Do not use abbreviations. Do not use general words such as "employee", "working" and "manager". Use specific words such as "architect", "financial manager" and "corporate sales manager", etc.

Sign all forms as 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.

Translate documents that are not written in English or French. You must include the English or French translation with a certified copy of the original document, and an affidavit from the person who completed the translation (if the translation is not provided by a member in good standing of a provincial or territorial organization of translators and interpreters of Canada).

Accepting your application for processing at the NBPNP office in Fredericton, New Brunswick

In order to be considered complete and therefore be accepted for processing, an application must:

- be made in the form and same order as outlined in this checklist;
- include the required information; and
- be accompanied by any required fees and supporting evidence.

All applications received are checked upfront for completeness, and when the NBPNP Operations Unit receives an incomplete application, staff will:

- not record any data in the NBPNP case management system; and,
- return the entire application package with a notice letter indicating what information or document is missing in the application. Two options will be offered: (1) resubmit the application with the missing information or documents, or (2) request a refund of the fees paid if the applicant no longer wishes to submit an application.

Once an application is assessed as complete, the application is put into process to determine if the applicant meets the requirements of the NBPNP. From this point forward, NBPNP processing fees will **not** be refunded. Your application (in whole or in part) will **not** be returned once it has been determined to be complete. Therefore, you should obtain multiple originals of any document(s) submitted with your application including reference letters from employers, language test results, educational credential assessments, police certificates, etc. If a photo copy is requested, do not send originals as they will not be returned.

“Lock-in” date for your application

For the purposes of processing an NBPNP application, the “lock-in” date is the date that a completed application is date stamped as received, and determined to be complete at the NBPNP Office in Fredericton, New Brunswick.

The date a person signs the application is **not** the date on which the application is determined to be complete and accepted for processing. Where the date on an application is more than three months old (90 calendar days) when received (stale-dated), or where the date is a date in the future (post-dated), the application will be treated as if it is unsigned. An unsigned application is not a duly completed application and will be returned to the applicant. It is not necessary for the applicant to submit a new application kit or to re-sign and re-date an application every time an application is returned for incompleteness providing the application is signed and dated, not post-dated or stale-dated.

Assessing your application

The officer will base his/her decision on the documents on file at the time of the assessment. To better assess applicants, NBPNP reserves the right, at any point in the application process to: make a decision on the application; request additional information; and/or, request that the principal applicant attend an interview at the NBPNP Office in Fredericton, New Brunswick.

After sending in your application it is your responsibility to notify NBPNP 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.

BUNDLE #1 Identity and civil status - Organize and submit your documents according to the following list. Individual documents must be bundled with a paper clip or elastic		Required from	Required format	<input checked="" type="checkbox"/>
1.1	NB-003PGES Generic Application Form – Post-Graduate Entrepreneurial Stream Completed and signed by the principal applicant. Include one photo for yourself and each member of your family, whether accompanying or not. For details about photo requirements visit: canada.ca/passport	Principal	Original Double-sided Stapled	<input type="checkbox"/>
1.2	NB-008 Statutory Declaration of Common-Law Union (if applicable) Completed and signed by the principal applicant and common-law partner. You must provide evidence that you have cohabitated with your partner for a period of at least 12 continuous months	Principal and Partner	Original Double-sided Stapled Notarized	<input type="checkbox"/>
1.3	Birth certificates	Principal and Spouse, or Partner	Copy One sided Stapled	<input type="checkbox"/>
1.4	Legal documents showing name or date of birth changes (if applicable)	Principal and Spouse, or Partner	Copy One sided Stapled	<input type="checkbox"/>
1.5	Marriage certificate(s) (if applicable) If married more than once, include certificates from each marriage for you and your spouse or common-law partner	Principal and Spouse, or Partner	Copy One sided Stapled	<input type="checkbox"/>
1.6	Final divorce an annulment certificates(s) (if applicable) If divorced more than once, include certificates from each divorce or annulment for you and your spouse or common-law partner	Principal and Spouse, or Partner	Copy Double sided Stapled	<input type="checkbox"/>
1.7	Death certificate for former spouse(s) or common-law partner(s) (if applicable)	Principal and Spouse, or Partner	Copy One sided Stapled	<input type="checkbox"/>
1.8	National ID's (if applicable)	Principal, Spouse, or Partner	Copy One sided Stapled	<input type="checkbox"/>
1.9	Family / household registry/book (if applicable) Submit a registry/book for every residence owned	Principal and Spouse, or Partner	Copy Double sided Stapled	<input type="checkbox"/>
1.10	Proof of New Brunswick Residency You must provide proof of New Brunswick residency in the form of signed lease or mortgage agreement and utility bills for your principal residence located in New Brunswick	Principal and Spouse, or Partner	Copy One sided Stapled	<input type="checkbox"/>

BUNDLE #2 Children's information (if applicable) - Organize and submit your documents according to the following list. Individual documents must be bundled with a paper clip or elastic		Required from	Required format	<input checked="" type="checkbox"/>
2.1	Birth certificates Must name their parents	Dependents	Copy One-sided Stapled	<input type="checkbox"/>
2.2	Adoption papers Issued by recognized national authorities showing the legal, approved adoption of adopted dependent children	Dependents	Copy Double-sided Stapled	<input type="checkbox"/>
2.3	Proof of full custody for children under the age of 18	Dependents	Copy Double-sided Stapled	<input type="checkbox"/>
2.4	Proof that children under the age of 18 may be removed from the jurisdiction of the court	Dependents	Copy Double-sided Stapled	<input type="checkbox"/>
2.5	NB-009 Statutory Declaration from Non-Accompanying Parent/Guardian If the other parent of your children is not accompanying you to Canada, you and the non-accompanying parent /guardian must complete this form. You must submit one form for each child and include a copy of the non-accompanying parent's photo ID showing their signature	Principal and Parent, or Guardian	Copy Double-sided Stapled Notarized	<input type="checkbox"/>

BUNDLE #3 Passports and travel documents (if applicable) - Organize and submit your documents according to the following list. Individual documents must be bundled with a paper clip or elastic		Required from	Required format	<input checked="" type="checkbox"/>
3.1	Passports Pages for you, your spouse or common-law partner and your dependent children showing the passport number, date of issue and expiry, the photo, name, date of birth, expiration, etc. (bundle the pages from front to back according to the following order: principal, spouse or common-law partner, oldest to youngest dependent child)	Principal and Spouse, or Partner and Dependents	Color copy One-sided Stapled	<input type="checkbox"/>
3.2	Travel documents Visas for the country in which you, your spouse or common-law partner and your dependent children are currently living, if you live in a country other than your country of nationality (order the pages from front to back according to: principal, spouse or common-law partner, oldest to youngest dependent child)	Principal and Spouse, or Partner and Dependents	Color copy One-sided Stapled	<input type="checkbox"/>
3.3	Immigration “final decision” correspondence – if you or your spouse or common-law partner have attempted to immigrate to Canada through provincial or federal immigration categories you must include “final decision” correspondence	Principal and Spouse, or Partner	Copy Double-sided Stapled	<input type="checkbox"/>

BUNDLE #4 Language proficiency - Organize and submit your documents according to the following list. Language test results must be valid (written in the last 24 months) at all times during the application process. If they expire, you should retake the test and provide us with valid results otherwise your application will be rejected as incomplete or may be refused. Individual documents must be bundled with a paper clip or elastic		Required from	Required format	<input checked="" type="checkbox"/>
4.1	Principal – first official language You must submit a CELPIP-General, IELTS General Training, or TEF Canada language proficiency test that meets the minimum level of Canadian Language Benchmark (CLB) 5 in English or Niveaux de compétence linguistique canadiens (NCLC) 5 in French in all four language abilities	Principal	Copy Double-sided Stapled	<input type="checkbox"/>
4.2	Principal – second official language (if applicable) If you are claiming points for a second official language you must submit a CELPIP-General, IELTS General Training, or TEF Canada language proficiency test that meets the minimum level of Canadian Language Benchmark (CLB) 5 in English or Niveaux de compétence linguistique canadiens (NCLC) 5 in French in all four language abilities	Principal	Copy Double-sided Stapled	<input type="checkbox"/>
4.3	Spouse or common-law partner – first official language (if applicable) If your spouse or common-law partner is claiming adaptability points for a first official language you must submit a CELPIP-General, IELTS General Training, or TEF Canada language proficiency test that meets the minimum level of Canadian Language Benchmark (CLB) 5 in English or Niveaux de compétence linguistique canadiens (NCLC) 5 in French in all four language abilities	Spouse, or Partner	Copy Double-sided Stapled	<input type="checkbox"/>

BUNDLE #5 Canadian education, or equivalent - Educational Credential Assessment (ECA) must be valid (evaluated in the last five years) at all times during the application process. If they expire, you should reevaluate your education credentials and provide us with valid results otherwise your application will be rejected as incomplete or may be refused. Individual documents must be bundled with a paper clip or elastic		Required from	Required format	<input checked="" type="checkbox"/>
5.1	Principal – Canadian education You must provide a <u>copy</u> of an applicable degree, diploma or certificate, and <u>original</u> transcript in a sealed envelope from the institution	Principal	Copy/original Double-sided Stapled	<input type="checkbox"/>
5.2	Principal – foreign education You must provide an ECA from one of the following assessment agencies: CES, ICES, ICAS, IQAS, WES, Medical Council of Canada and The Pharmacy Examining Board of Canada	Principal	Copy Double-sided Stapled	<input type="checkbox"/>

BUNDLE #6 Personal net worth - Organize and submit your documents according to the following list. Individual documents must be bundled with a paper clip or elastic		Required from	Required format	<input checked="" type="checkbox"/>
6.1	NB-004PGES Personal Net Worth Statement for Post-Graduate Entrepreneurial Stream Completed and signed by the principal applicant. Do not provide supporting documents at this time. If necessary, you will be requested to provide supporting documents later on in the process.	Principal	Original Double-sided Stapled	<input type="checkbox"/>

BUNDLE #7 Business ownership - Organize and submit your documents according to the following list for each business you own. Individual documents must be bundled according to the business name and attached with an elastic.		Required from	Required format	<input checked="" type="checkbox"/>
7.1	Resume	Principal	Original Double-sided Stapled	<input type="checkbox"/>
7.2	Business registration license issued by the Province of New Brunswick	Principal	Copy Double-sided Stapled	<input type="checkbox"/>
7.3	Incorporation documents	Principal	Copy Double-sided Stapled	<input type="checkbox"/>
7.4	Shareholders agreement (if applicable)	Principal	Copy Double-sided Stapled	<input type="checkbox"/>
7.5	Record of shareholders transfers (if applicable)	Principal	Copy Double-sided Stapled	<input type="checkbox"/>
7.6	Audit Opinion of Financial Statements and Special Purpose Report You must provide an audit opinion of financial statements and Special Purpose Report from an Audit Services Provider	Principal	Original Double-sided Stapled	<input type="checkbox"/>
7.7	Commercial property register or lease agreement You must provide legal proof that you own or lease commercial property.	Principal	Copy Double-sided Stapled	<input type="checkbox"/>
7.8	Franchise agreement (if applicable) Signed by all parties	Principal	Copy Double-sided Stapled	<input type="checkbox"/>
7.9	Photos of the business premises Interior, exterior and parking lot during regular business hours	Principal	Original	<input type="checkbox"/>
7.10	Detailed list of all products and/or services	Principal	Original Double-sided Stapled	<input type="checkbox"/>
7.11	Income statements Highlight, with a yellow marker, where you drew a salary or other income from the company	Principal	Copy Double-sided Stapled	<input type="checkbox"/>
7.12	Annual personal income tax assessment issued by the Province of New Brunswick You must provide proof that you have paid national/state/local/taxes, or equivalent. Provide a copy of your personal income tax assessments for the last three to ten years where points for business ownership are being awarded.	Principal	Copy Double-sided Stapled Notarized	<input type="checkbox"/>
7.13	Annual corporate income tax assessment issued by the Province of New Brunswick (if applicable) You must provide proof that you have paid national/state/local/taxes, or equivalent.	Principal	Copy Double-sided Stapled	<input type="checkbox"/>
7.14	Import/export license issued by government authorities (if applicable) Provide a copy of any import/export license(s)	Principal	Copy Double-sided Stapled	<input type="checkbox"/>

BUNDLE #8 Proof of Investment - Organize and submit your documents according to the following list for each business you own. Individual documents must be bundled according to the business name and attached with an elastic.		Required from	Required format	<input checked="" type="checkbox"/>
8.1	Bank statement or documentation showing the source of start-up investment	Principal	Copy Double-sided Stapled	<input type="checkbox"/>
8.2	Bank statement showing the deposit of the start-up investment in the business bank account	Principal	Copy Double-sided Stapled	<input type="checkbox"/>
8.3	Receipts for the following business items (as applicable) Land, buildings, equipment, software, licenses, franchise fees, leasehold improvements	Principal	Copy Double-sided Stapled	<input type="checkbox"/>

BUNDLE #9 Job creation documents - Organize and submit your documents according to the following list for each business you own. Individual documents must be bundled according to the business name and attached with an elastic.		Required from	Required format	<input checked="" type="checkbox"/>
9.1	List of employees Include hourly wage and number of hours paid work per week and identify all family members	Principal	Copy Double-sided Stapled	<input type="checkbox"/>
9.2	Proof of payment of employees' salaries for the 12 month period prior to submitting an application	Principal	Copy Double-sided Stapled	<input type="checkbox"/>
9.3	Employment offer letters accepted, and signed, by all parties	Principal	Copy Double-sided Stapled	<input type="checkbox"/>

BUNDLE #10 Adaptability for You or your spouse or common-law partner (only submit if you are claiming adaptability points). Individual documents must be bundled with a paper clip or elastic		Required from	Required format	<input checked="" type="checkbox"/>
10.1	First official language If your spouse or common-law partner is claiming adaptability points for a first official language, you must submit a CELPIP-General, IELTS General Training, or TEF Canada language proficiency test that meets the minimum level of Canadian Language Benchmark (CLB) 5 in English or Niveaux de compétence linguistique canadiens (NCLC) 5 in French in all four language abilities	Spouse, or Partner	Copy Double-sided Stapled	<input type="checkbox"/>
10.2	Education in New Brunswick If your spouse or common-law partner is claiming adaptability points for completing a program of full time study of at least one (1) year at a recognized post-secondary institution in New Brunswick after the age of 17 years and with a valid study permit, you must provide a <u>copy</u> of an applicable degree, diploma or certificate, and <u>original</u> transcript in a sealed envelope from the institution	Spouse, or Partner	Copy/original Double-sided Stapled	<input type="checkbox"/>
10.3	Employment in New Brunswick If your spouse or common-law partner is claiming adaptability points for completing at least six (6) months of continuous full time employment in New Brunswick, you must provide <u>original</u> letter of reference(s) outlining the specific period of employment, the positions held during the period of employment and the time spent in each position, main responsibilities and duties in each position and the number of hours worked per week. You must provide <u>copies</u> of pay stubs (ensure the social insurance number has been redacted)	Spouse, or Partner	Copy/original Double-sided Stapled	<input type="checkbox"/>
10.4	Family in New Brunswick If you or your spouse or common-law partner is claiming adaptability points for family living in New Brunswick, you must provide proof that, eligible family members (i.e., parent, grandparent, sister, brother, aunt, uncle, niece, nephew or child who is at least 18 years of age) are Permanent Residents or citizens of Canada and have been living in New Brunswick for at least 12 months	Spouse, or Partner	Copy/original Double-sided Stapled	<input type="checkbox"/>

BUNDLE #11 Other forms and documents - Organize and submit your documents according to the following list		Required from	Required format	<input checked="" type="checkbox"/>
11.1	Invitation to Apply Letter issued by the NBNP (ITA)	Principal	Copy Double-sided Stapled	<input type="checkbox"/>
11.2	NB-002PGES Document Checklist for the Post-Graduate Entrepreneurial Stream Completed and signed by the principal applicant	Principal	Original Double-sided Stapled	<input type="checkbox"/>
11.3	NB-005 Consent and Declaration Form Completed and signed by the principal applicant and spouse or common-law partner	Principal and Spouse, or Partner	Original Double-sided Stapled	<input type="checkbox"/>
11.4	NB-006 Processing Fee Payment Form Completed and signed by the principal applicant. Along with the NB-006 you must submit a proof of payment receipt from Service New Brunswick (SNB Online). Applications submitted with missing or incorrect fees will be returned without processing	Principal	Original Double-sided Stapled	<input type="checkbox"/>
11.5	NB-007 Use of Representative Form (if applicable) Completed and signed by the principal applicant and spouse or common-law partner	Principal and Spouse, or Partner	Original Double-sided Stapled	<input type="checkbox"/>
11.6	Affidavit for a translation (if applicable) You must provide an affidavit for a translation from the person(s) who completed the translation(s), if the translation is not provided by a member in good standing of a provincial or territorial organization of translators and interpreters of Canada	Principal	Original Double-sided	<input type="checkbox"/>
11.7	Pre-paid courier envelope for delivery of the written confirmation of final decision Submit one letter size pre-paid courier envelope that guarantees delivery from Canada to your current New Brunswick address. Put your full mailing address in the "Deliver to" field and Population Growth Division mailing address in the "Return to" field. You must retain the tracking number as this will be the way in which you track the shipment. Note: if a pre-paid courier envelope is not provided then written confirmation of the final decision will send by regular mail. The NBNP office is not responsible for items lost in the mail.	Principal		<input type="checkbox"/>

MAILING YOUR APPLICATION	
<p>Courier: Department of Post-Secondary Education, Training and Labour Population Growth Division New Brunswick Provincial Nominee Program 500 Beaverbrook Court, Suite 500 Fredericton, NB CANADA E3B 5X4 Tel: (506) 453-3981</p>	<p>Mailing: Department of Post-Secondary Education, training and Labour Population Growth Division New Brunswick Provincial Nominee Program PO Box 6000 Fredericton, NB CANADA E3B 5H1 Tel: (506) 453-3981</p>

APPLICANT DECLARATION	
<p>I, _____, do solemnly declare that the information I have given in the forgoing application is truthful, complete and correct, and I make this solemn declaration believing it to be true and knowing that it is of the same force and effect as if made under oath. I understand that any false statements or concealment of a material fact may result in my exclusion from the NBNP. I understand all the above information, having had the opportunity to ask for or having asked for and obtained an explanation on every point which was not clear to me. I will immediately inform the NBNP if any of the information or the answers provided in my application forms change.</p>	
<p>_____ Signature of applicant</p>	<p>_____ Date (mm-dd-yyyy)</p>