




# Document Checklist - Centralized Intake Office (CIO)

## PERMANENT RESIDENCE - FEDERAL SKILLED WORKER CLASS

This document is available in PDF format only. The checklist is one of the forms you will need to mail with your application. Make sure you print this document and attach it when completed to your application as **the cover page**.

Gather documents as listed. Check  each item on the checklist and attach the checklist to your documents (a paper clip will do). Place all documents in a sealed envelope. Do not send originals unless otherwise stated.

### Forms (to be completed and submitted by all applicants)

 <b>You must keep a copy of the forms before sending them to the CIO.</b>		Format	
1	<i>Application For Permanent Residence in Canada</i> (IMM 0008 - Generic) - completed.	Original	<input type="checkbox"/>
2	<i>Schedule 1: Background Declaration</i> (IMM 0008 - Schedule 1) - completed, dated and signed.  Include a Schedule 1 form completed by: <ul style="list-style-type: none"> <li>· the principal applicant</li> <li>· spouse or common-law partner</li> <li>· each dependent child over 18 years of age</li> </ul>	Original	<input type="checkbox"/>
3	<i>Schedule 3: Economic Classes - Federal Skilled Worker</i> (IMM 0008- schedule 3) - completed.	Original	<input type="checkbox"/>
4	<i>Additional Family Information</i> (IMM 5406) - completed, dated and signed.  Completed by: <ul style="list-style-type: none"> <li>· the principal applicant</li> <li>· spouse or common-law partner</li> <li>· each dependent child over the age of 18 years</li> </ul>	Original	<input type="checkbox"/>
5	<i>Use of a representative</i> (IMM 5476)  Complete, date, sign and include this form in your application if you have a representative.	Original	<input type="checkbox"/>
6	<i>Fee payment form - Application for permanent residence - Federal skilled worker class</i> (IMM 5620)	Original	<input type="checkbox"/>
7	A photocopy of your passport's bio-data page, (principal applicant only)	Copy	<input type="checkbox"/>
8	2 self-addressed mailing labels one in English or French and the second in the official language of your country	Original	<input type="checkbox"/>

### Additional documents (to be submitted only by applicants in Category 2)

<b>Arranged employment</b> You <b>must</b> submit a letter from your employer indicating that you will be employed indeterminately upon receiving permanent resident status, <b>and</b> either of the documents listed in the table below.		Format	
9	<b>If you...</b>  are currently working in Canada under a work permit	<b>Then submit a...</b>  photocopy of the permit.	<input type="checkbox"/>
	have a permanent job offer confirmed by Human Resources and Skills Development Canada (HRSDC)	a photocopy of the HRSDC/Service Canada confirmation letter (Arranged Employment Opinion) which was sent to your employer.	


**Additional documents (to be submitted only by applicants in Category 3)**

			Format	
	If you...	Then submit...		
10	are an international student	<ul style="list-style-type: none"> <li>▪ proof that you've been legally residing in Canada for at least 12 months immediately before submitting your application,</li> <li><b>and</b></li> <li>▪ a photocopy of:               <ul style="list-style-type: none"> <li>· your study permit, or</li> <li>· other proof of your student status, and</li> <li>· proof of enrolment from your educational institution.</li> </ul> </li> </ul>	Copy	<input type="checkbox"/>
	are a temporary foreign worker	<ul style="list-style-type: none"> <li>▪ proof that you've been legally residing in Canada for at least 12 months immediately before submitting your application,</li> <li><b>and</b></li> <li>▪ a photocopy of:               <ul style="list-style-type: none"> <li>· your work permit, and</li> <li>· a letter of employment, or</li> <li>· other proof of your employment status.</li> </ul> </li> </ul>		

**Fee (to be submitted by all applicants)**

11	<p><b>Fee payment</b></p> <p>In <b>Canadian funds</b> only, you may pay:</p> <ul style="list-style-type: none"> <li>· by <b>certified cheque, bank draft or money order</b> made payable to the "Receiver General for Canada" or</li> <li>· with a credit card (Visa, MasterCard, American Express)</li> </ul> <p><b>Do not enclose cash.</b></p>	<input type="checkbox"/>
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**Other documents (to be submitted by all applicants)**

			Format	
12	<p>This document checklist (<b>use it as the cover page</b>)</p>  <p>Submit <b>only the documents</b> requested on this checklist. Additional documents and photos are not required at this time.</p>		Copy	<input type="checkbox"/>

**Mailing your application**

13	<p>Place all of your documents and application forms in a sealed envelope and mail them to:</p> <p style="padding-left: 40px;">Citizenship &amp; Immigration Canada Federal Skilled Worker Centralized Intake Office PO BOX 7500 Sydney, NS B1P 0A9 Canada</p> <p>Or by courier address:</p> <p style="padding-left: 40px;">Citizenship &amp; Immigration Canada Federal Skilled Worker Centralized Intake Office 196 George Street Sydney, NS B1P 1J3 Canada</p>	<input type="checkbox"/>
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**Note:** If your application is recommended for further assessment by a Visa Office you will be requested to submit additional documents which can be found in the **Visa Office** specific instructions at:  
<http://www.cic.gc.ca/english/information/applications/skilled-mission.asp>