



Ministry of Citizenship and Immigration

Application Guide: International Students – PhD Graduate Stream

Ontario Immigrant Nominee Program

Disponible en français

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The information in this guide provides details on the Ontario Immigrant Nominee Program. The Government of Ontario reserves the right to change any aspect of the Ontario Immigrant Nominee Program, including any time limits, nomination categories, eligibility criteria, distribution of nominations by category and supporting documentation requirements, at any time and without notice.

For the most recent updates to the program, please check the [Ontario Immigrant Nominee Program](#) website.

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1.0 INTRODUCTION: PhD GRADUATE STREAM

1.1 What is the PhD Graduate Stream?

The PhD Graduate Stream provides international students with PhD degrees an opportunity to live and work permanently in Ontario. This stream enables the Ontario Immigrant Nominee Program (OINP) to nominate individuals who have the required education and other characteristics to help them successfully establish and integrate into Ontario's labour market and communities. Applicants do **not** need a job offer to apply.

1.2 OINP e-Filing Portal

As of February 21, 2017, all applicants must apply to the PhD Graduate Stream online through the OINP e-Filing Portal. Paper applications will no longer be accepted. Applicants and representatives must now register for a ONE-key account and create a profile in the e-Filing Portal before submitting an application.

The application will take approximately two hours to complete. It does not have to be completed in one session. You can save your work as you go and return to complete it at another time. However, you must submit your application to the OINP within **14 calendar days** after registering a profile in the OINP e-Filing Portal.

Your online application will only be considered complete if you have:

- Answered all mandatory fields in the online application,
- Uploaded all required supporting documentation,
- Read and agreed to all declarations and authorizations, and
- Made an electronic payment of your application fee.

Please note that your application will not be deemed complete until it is reviewed for completeness by the OINP. If your application is found to be incomplete, it will not be processed and your payment will be refunded.

Please see [section 4.0](#) for more information on how to complete an application online.

1.3 Who is Not Eligible to Apply

The following individuals are not eligible to apply under the PhD Graduate Stream:

- Individuals who have not yet completed their PhD degree. The OINP will not accept applications from international students who are in their final semester of studies. Applicants must have **met all** the degree requirements at the time of application.
- Individuals who completed their PhD degree more than two years ago.
- Individuals who are the recipient of a grant, bursary, or scholarship that requires them to return to their home country or another jurisdiction (another Canadian province/territory or another country) after the completion of their studies (provided that the obligations have **not** been fulfilled).
- Individuals who currently live in Canada without legal status.

IMPORTANT: NOTE ON REFUGEE CLAIMANTS

Refugee claimants with a pending application to remain in Canada are not eligible to apply to OINP. Refugee claimants whose claim has been rejected, abandoned, or withdrawn must exit Canada prior to applying to OINP. Refugee claimants may only apply to OINP once they have left Canada.

For more information related to refugee claimants, visit the [Immigration, Refugees, and Citizenship Canada \(IRCC\) website](#).

2.0 ELIGIBILITY CRITERIA

To be eligible for nomination under the PhD Graduate stream, you must meet the criteria outlined in sections 2.1 to 2.4.

2.1 Education

All applicants must have **graduated or met all degree requirements** from a PhD degree program at an eligible publicly-funded university in Ontario where the applicant completed at least **two years of study**.

The list of eligible Ontario universities offering PhD programs can be found on the [OINP website](#).

2.2 Intention to Reside in Ontario

All applicants must intend to live and work in Ontario.

You will be required to list your established ties to Ontario. Ties to Ontario can include, but are not limited to, the following:

- Current and/or previous employment in Ontario,
- Job offers or jobs applied/interviewed for in Ontario,
- Education in Ontario,
- Volunteer work in Ontario,
- Lease agreements for a residence in Ontario or property ownership,
- Professional networks and affiliations,
- Family ties,
- Social connections or personal relationships, and/or
- Previous visits to Ontario.

2.3 Residency at Time of Application

Applicants can submit applications from within Canada or from abroad. Individuals submitting applications from within Canada must have legal status in Canada (i.e. study permit, work permit, visitor record) at the time of the application and will be required to provide proof of legal status in Canada.

Applicants who currently live in Canada without legal status do not qualify. Please review to [section 1.3](#) for a more extensive list of ineligible applicants.

2.4 Eligibility Period

Applicants may submit an application once all degree requirements are met; however, all applicants must submit their application to the OINP **within two years** of the date on which their PhD degree was granted or the date on which all degree requirements were completed.

3.0 BEFORE SUBMITTING AN ONLINE APPLICATION

Before submitting your application to the OINP, you should ensure that you meet all stream requirements.

Your online application will only be considered complete if you have:

- Answered all mandatory fields in the online application,
- Uploaded all required supporting documentation,
- Read and agreed to all declarations and authorizations, and
- Made an electronic payment of your application fee.

3.1 Access the OINP e-Filing Portal

You must access the OINP e-Filing Portal directly from the [OINP website](#) where you will find further [instructions on how to register](#) for, and apply to, the PhD Graduate Stream.

Important:

- You may only register once for the PhD Graduate Stream.
- Once you complete your registration, you have **14 calendar days** to complete and submit your application to the OINP. After 14 days, your registration will expire and be withdrawn by the OINP.

For more information about completing your online application, please see [section 4.0](#).

3.2 Authorizing a Representative

If you receive help from an individual to apply to the OINP and you wish for this individual to act on your behalf with the OINP, you must authorize this individual as your representative before completing your online application.

Please note the following important information about using a representative:

- You may only have one active representative at a time, and this representative may **only** be appointed using the processes outlined below.
- Once a representative is authorized to act on your behalf during the OINP application process, all OINP communications will be directed to your representative. However, you may log in to your ONE-key account at any time to view the status of your application.
- Note that even if you have a representative, you are still responsible for the accuracy and completeness of information that is provided to the OINP.

3.2.1 Who is a Representative?

A representative is a person who has permission to conduct business on your behalf. The representative can be paid or unpaid.

Paid authorized representatives are defined by the [Immigration and Refugee Protection Act](#) (IRPA) and include:

- citizenship or immigration consultants who are members in good standing of the [Immigration Consultants of Canada Regulatory Council](#),
- lawyers who are members in good standing of a [Canadian provincial or territorial law society](#),

- notaries who are members in good standing of the Chambre des notaires du Québec, and
- paralegals (Ontario only) who are members of the [Law Society of Upper Canada](#).

Note: Please note that only “authorized” representatives can charge you a fee or receive any other type of payment.

If you authorize a paid representative who does not qualify as a paid authorized representative, you will be contacted by the OINP and advised that the individual must be removed or replaced as the representative.

Unpaid representatives include:

- family members,
- friends, and
- other third parties who do not charge a fee.

3.2.2 How to Authorize a Representative Online

Your representative must access the OINP e-Filing Portal directly from the [OINP website](#) where he/she/they will find further instructions on the process to register as a representative and submit an application to the PhD Graduate Stream on your behalf.

If you have not registered a profile in OINP e-Filing Portal, you will receive two emails from the OINP after your representative registers a profile on your behalf. The first email will include your enrollment number and the second will include your PIN number. You must then sign up for a ONE-key account using these two numbers. Once logged into the e-Filing Portal, you can authorize your representative.

Your representative will only be able to complete your online application after he/she/they has/have been authorized to do so.

However, if you have already registered a profile in the OINP e-Filing Portal and you now wish to authorize a representative after the fact, you must complete the following steps:

1. Provide your representative with the application number found under “File Number” on the main page of your OINP e-Filing Portal.
2. Your representative must then log in to his/her/their ONE-key account and select “Add an Existing Application” on his/her/their main page.
3. Your representative will need to enter your “File Number” and your email address in the boxes provided.

4. Once the application is found, your representative can click on "Add this Application".
5. At that time, you will receive an email notification from the OINP asking you to log in to your ONE-key account to authorize this representative. You can do so by clicking on "Authorize" found on the section entitled "My Representative".
6. Once authorized, your representative will be able to log in to his/her/their ONE-key account and view and/or continue your application. **Note:** any fields that you have already filled out in your application will appear as read-only for your representative.

3.2.3 Cancelling a Representative

You may cancel your representative at any time. To do so, log in to your ONE-key account and select "Cancel" under the "My Representative" section.

Once you have cancelled your representative, he/she/they will no longer be able to access any information about your application with the OINP, nor will he/she/they be authorized to conduct any business on your behalf.

3.3 Document Translation and Notarization

If a supporting document is not in English or French, you must provide a copy of the document and a complete, **certified or notarized translation** of the document.

If you are applying from within Ontario, the translations must be completed by a **certified translator** accredited by the Association of Translators and Interpreters of Ontario (ATIO). For more information on certified translators in Ontario, visit the [ATIO's website](#).

If you are applying from within Ontario but cannot locate a certified translator accredited by ATIO with proficiency in the language required for translation, the translation may be completed by any translator as long the translation is **notarized**. To request this exception, the applicant must include a letter to explain why the translations are not certified and demonstrate their efforts to locate a certified translator.

If you are applying from outside Ontario, the translation can be completed by any translator. However, the translation must be **notarized**. The OINP reserves the right to require applicants to submit translations completed by a certified translator accredited by ATIO if the notarized translation is deemed insufficient by officers assessing the application.

You are responsible for all translation and notarization costs.

Applications with translations that are not complete and certified or notarized are considered incomplete and will not be processed.

Translations that are completed by the applicant, the applicant's representative, or other individuals with personal ties to the applicant are not acceptable in any case even if these individuals are certified translators.

4.0 COMPLETING YOUR ONLINE APPLICATION

Note: You must first [register](#) for the PhD Graduate Stream in the OINP e-Filing Portal before you can complete an online application.

To begin your application, you must log into the OINP e-Filing Portal. You can access the OINP e-Filing portal [here](#). Once you have arrived at the main page of your OINP e-Filing Portal, you can click on the alpha-numeric number found under "File Number" (i.e. XPHD-1703158).

You can now begin your application. You will notice approximately 17 tabs on the left column of each application page. Each tab corresponds to a section of the application and is categorized by subject.

To navigate between tabs, you can click on any tab at any time to review and complete the questions, or click the "next" or "previous" to move back and forth through the application.

It will take approximately two hours to complete your online application, but you are not required to complete the entire application in one session.

4.1 Saving your Application

You can save your application and return to it at any time, provided that you submit it within 14 calendar days of registering a profile.

There are three ways to save your application:

1. Click the "Save" button at the bottom right corner of each page;
2. Click the "Next" or "Previous" buttons at the bottom of each page; or
3. Click the "Check for Errors" button at the bottom right corner of each page.

Note that saving your incomplete application does not submit your application to the program. Your application will only be submitted once you have completed all

mandatory fields, uploaded all required documentation, read and agreed to all declarations and authorizations, and paid your application fee.

To determine whether you have missed any mandatory fields or to see if there are errors in your application, click the "Check for Errors" button at the bottom right corner of each page or at the end of your application.

4.2 Application Tabs

The following provides information on the tabs you will navigate to complete the online application.

4.2.1 General Information

In this tab, you must read the information about the application and how to complete it.

4.2.2 Assistance with Application

In this tab, you must indicate whether or not you have received, or are receiving, help preparing or completing your application. If yes, you must provide the person's name and relationship to you.

You must also indicate whether you have paid or will pay this person to assist you with your application.

Please note that only "authorized" representatives can charge you a fee or receive any other type of payment. Authorized representatives include:

- citizenship or immigration consultants who are members in good standing of the [Immigration Consultants of Canada Regulatory Council](#),
- lawyers who are members in good standing of a [Canadian provincial or territorial law society](#),
- notaries who are members in good standing of the Chambre des notaires du Québec, and
- paralegals (Ontario only) who are members of the [Law Society of Upper Canada](#).

Unpaid representatives include:

- family members,
- friends, and
- other third parties who do not charge a fee.

If you wish to appoint this individual to serve as your representative and conduct business on your behalf with the OINP, you will be directed to submit your application through the representative's account once he/she/they has/have been authorized to act as your representative.

4.2.3 Applicant Information

In this tab, you must provide information about yourself such as your name, date and place of birth, sex, citizenship, country of residence, marital status, and passport information. This information is required for program integrity purposes.

If you have used or currently use other names including your name at birth, maiden name, previous married name, alias and nicknames, you must list them and provide details.

Please review the descriptions below to assist you in choosing the correct option for marital status:

- *Annulled Marriage:* This is a marriage that is legally declared as not valid. An annulment can also be a declaration by the Catholic Church that the marriage union did not have a binding force.
- *Common-Law:* This means that you have lived continuously with your partner in a marital-type relationship for a minimum of one (1) year.
- *Divorced:* This means that you are officially separated and have legally ended your marriage.
- *Legally Separated:* This means that you are married, but no longer living with your spouse, and you have signed a Separation Agreement.
- *Married:* This means that 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. Please see [section 5.30](#) of the IRCC Guide for more information on recognized marriages in Canada.
- *Never Married:* This means that you have never been married and are not in a common-law relationship.
- *Partner:* This means that you are in a relationship, but you do not live together, or have lived together for less than one (1) year.
- *Widowed:* This means that your spouse has died and that you have not re-married or entered into a common-law relationship.

4.2.4 Contact Information

In this tab, you must provide your contact information such as your alternate phone number(s), current residential address, mailing address (if different from current residential address) and preferred language of correspondence.

4.2.5 Immigration Information

In this tab, you must indicate if you have legal status in Canada. If you indicate that you do have legal status in Canada, you will be asked to provide a copy of your status document, such as a Work Permit, Study Permit, Temporary Resident Visa, and/or any other Canadian Immigration document or entry stamp.

You must also enter your Client Identification (Client ID) number issued by IRCC, which you can find on the top right corner of your immigration document. The Client ID number consists of eight numbers (example: 00000000).

If you are currently a visitor in Canada and you did not require a visa to travel to Canada, you are not required to fill in your Client ID number.

You must also indicate if you, your spouse/common-law partner and dependent children are named in another application for permanent residence to IRCC or to another Nominee Program in another province or territory.

4.2.6 Education History

In this tab, you must provide detailed information about your PhD degree, including start and end dates, field of study, whether it was full-time or part-time, the Ontario university that granted or will grant your degree, and whether your degree has been granted or whether you have completed all degree requirements. You must also include information about all other post-secondary education that you have completed.

You will need to indicate whether you are the recipient of a grant, bursary or scholarship that requires you to return to your home country or another jurisdiction (another Canadian province or another country) after the completion of your studies.

Note: International students with return obligations are not eligible for nomination unless such obligations have been fulfilled.

Please see [section 2.1](#) on Education for more information.

4.2.7 Work History

In this tab, you must list all of your paid work experience in the last ten years (or since the age of 18 if this was less than ten years ago). You must include your start date, hours of work per week, job title, employer name and country of work. You must also list what occupation you intend to work in, as well as the [National Occupational Classification](#) (NOC) code.

4.2.8 Other Activities (excluding education and paid work)

In this tab, you must indicate whether you were involved in any other activities, besides attending secondary/post-secondary school or working, in the last ten years (or since the age of 18 if this was less than ten years ago). Other activities may include travel (personal or business), training, unemployment, volunteer work, sick leave, parental leave, etc. When combined with your education and work history, there should be no gaps in time. This section is only required if you were involved in other activities outside of education and work.

4.2.9 Intent to Reside in Ontario

In this tab, you must list all of your established ties in Ontario, as all applicants must intend to reside and work in Ontario.

Ties to Ontario can include but are not limited to, the following:

- Current and/or previous employment in Ontario;
- Job offers or jobs applied/interviewed for in Ontario;
- Education in Ontario;
- Volunteer work in Ontario;
- Lease agreements for a residence in Ontario or property ownership;
- Professional networks and affiliations;
- Family ties;
- Social connections or personal relationships; and/or
- Previous visits to Ontario.

If you require additional space to list your established ties, or you would like to include further evidence to support your intention to reside in Ontario, you may upload additional documents at the end of your application.

4.2.10 Family Information

In this tab, you must provide information on your dependent family members. Eligible dependents include your spouse, common law partner and your children under the age of 19, including their children.

Please provide the name and date of birth of the family member as it appears on his/her/their passport or official identification document, as well as their relationship to you. Please indicate whether your family member is a Canadian citizen or a permanent resident of Canada.

The OINP requires this information to support program integrity and also so that these family members can be included and verified by Immigration, Refugees and Citizenship Canada (IRCC) as part of the application process if you are successfully nominated for permanent residence.

4.2.11 Learning about OINP

In this tab, you must indicate how you learned about the OINP. This information will be used solely for evaluation purposes. You should check only **one** box.

4.2.12 Supporting Documents

You must attach supporting documents to substantiate the information you provide in the online application and to help establish that you meet the eligibility criteria.

Note: The OINP no longer requires original hard copies of your supporting documents. All supporting documents must be scanned and uploaded in your online application. This includes copies of your degree and transcripts.

Please see [Appendix 1](#) for the list of documents.

Reminder: If a supporting document is not in English or French, you must provide a copy of the document and a complete, certified or notarized translation of the document. Please see [section 3.3](#) for more information.

Your supporting documents must be uploaded using one of the following document formats: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf, .rtf, and .txt, or image file types: .jpeg, .bmp, .png, .gif, and .tiff. The file size limit is 5 MB per file.

Ensure that all text and images are clear, legible, and complete (for example – you are required to provide copies of all pages of your passport).

In addition, please ensure that all pages for a specific document are uploaded into one file (for example, all pages of a passport should appear in one document, rather than a separate document for each passport page).

4.2.13 Schedules

As part of your application, you must read and sign Schedules A, B, and C. If applicable, your accompanying spouse or common-law partner and any accompanying dependents (aged 16 and over) must also read and sign Schedules B and D.

Please see [Appendix 2](#) for plain-language guidance about the Schedules.

Schedule A: Declarations

Please ensure that you carefully read and understand the declarations. You must acknowledge your agreement before you can submit your application to the OINP. If you do not agree with any of the declarations, or you are not prepared to abide by them, you should not submit an application.

Schedule B: Authorizations and Notice of Collection

Please ensure that you and your accompanying spouse or common-law partner and any dependents aged 16 and over (if applicable) carefully read and understand the authorizations and Notice of Collection.

The authorizations will permit the Ministry of Citizenship and Immigration (MCI) to collect, use, retain and disclose your personal information contained in your application, including the personal information of your spouse or common-law partner and any dependents.

The Notice of Collection explains that all information collected by MCI in connection with your application will be used for the purposes of ensuring the program's proper administration, including assessing your application for nomination for permanent residence, as well as for program integrity, program evaluation, and statistical purposes.

You and all accompanying dependents over the age of 16 must agree to the authorizations and Notice of Collection before you can submit your application to the OINP. If you do not agree with any of the statements, or you are not prepared to abide by them, you should not submit an application.

Schedule C: Relevant Federal Legislation

Please ensure that you carefully read and understand the federal legislation. You must acknowledge your agreement before you can submit your application to the OINP. If you do not agree with any of the statements, or you are not prepared to abide by them, you should not submit an application.

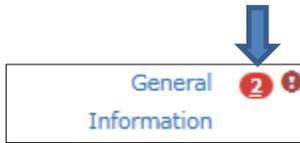
Schedule D: Authorizations Concerning Representatives

Your accompanying spouse or common-law partner and any dependents aged 16 and over (if applicable) must acknowledge their agreement with the authorization concerning representatives. By agreeing, they are authorizing you (as the applicant) to appoint or cancel a representative on their behalf.

4.2.14 Summary

The summary tab will outline whether or not your application has any errors. If not, you may proceed with your fee payment. If there are any errors, you will be directed to the tabs with the errors. You must fix the error in order to submit your application. You can press the "Check for Errors" button on each tab to locate the errors and fix them.

Note: When reviewing your application for errors, please ensure that you click on the red circle beside the section header. If you click directly on the section hyperlink, the errors will disappear.



The system will not allow you to submit your application until you have completed all mandatory fields, uploaded all required documentation, read and agreed to all declarations and authorizations, and submitted an electronic payment.

4.3 Privacy and Confidentiality

4.3.1 How your Personal Information is used

MCI collects your personal information in order to assess whether you meet program criteria and to determine that the information you have provided, including all of your supporting documentation, is true, correct and complete.

The ministry may also use this information to contact you, as well as other individuals, such as other ministries of the Government of Ontario, officials administering immigration programs, law enforcement agencies, academic institutions and financial institutions in order to verify the information you have provided or to request additional information if needed to determine whether you meet program criteria.

The ministry may use this information for the purposes of quality assurance and program evaluation.

If you, your spouse or common law partner and accompanying dependents are uncomfortable with or disagree with any part of the declarations and authorizations contained in the application, you should not submit an application to the OINP.

4.3.2 Protection of your Personal Information

The information provided in your profile is subject to the [Freedom of Information and Protection of Privacy Act](#) (the "Act"). The Act provides a general right of access to information in the custody or control of institutions, which includes ministries. However, the right of access to information is limited by a set of exemptions and exclusions. In this regard, section 17 of the Act protects certain third party information (*i.e.*, information that applicants might submit to the Program) from being disclosed in response to an access to information request. More specifically, s. 17 of the Act states:

17. (1) *A head shall refuse to disclose a record that reveals a trade secret or scientific, technical, commercial, financial or labour relations information,*

supplied in confidence implicitly or explicitly, where the disclosure could reasonably be expected to,

- (a) prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;*
- (b) result in similar information no longer being supplied to the institution where it is in the public interest that similar information continue to be so supplied;*
- (c) result in undue loss or gain to any person, group, committee or financial institution or agency; or*
- (d) reveal information supplied to or the report of a conciliation officer, mediator, labour relations officer or other person appointed to resolve a labour relations dispute.*

If an applicant's information meets the three-part test included in s. 17 – that is, the information is the type of information that the Act protects, the information was "supplied in confidence", and the disclosure of the information could reasonably be expected to result in one of the enumerated harms – then the OINP is prohibited from disclosing this information in response to an access to information request. The OINP cannot advise you on whether any particular information satisfies this test.

In the event the OINP receives a request for an applicant's information, the OINP is obligated under s. 28(1)(a) of the Act to provide the applicant with notice of the request, along with an opportunity to make representations as to why its information should be exempt from disclosure.

4.4 Processing Fee

Before you can submit your online application, you must pay the application fee of **\$1,500**.

You can make an electronic payment by credit card only (VISA or MasterCard). Please note that the OINP will **not** accept:

- Money Order
- Cashier/Certified Cheque
- Postal Money Order
- Bank Draft
- Cash
- Personal Cheques

Once you make the payment, your application will be submitted to the OINP and you will not be able to make any changes. You will receive an email acknowledging receipt of your application, as well as a payment receipt.

Fees are **non-refundable** unless your application is deemed to be incomplete or you withdraw your application before the OINP has started processing it. The Province of Ontario charges fees to recover the cost of administering the OINP. Since the application fee helps pay for the cost of processing applications, fees will not be refunded if the application is unsuccessful, if the applicant withdraws the application after the OINP has started to process it, or if the province cancels or withdraws the nomination.

Please note that the application fee only covers processing by the OINP. Costs such as translation, certification, notarization, travel, accommodation and incidentals (for exploratory visits, interviews or otherwise) are to be paid by the applicant. Once the OINP nominates an individual, that nominee must apply directly to IRCC for permanent resident status. Regular IRCC application fees will apply.

5.0 AFTER YOU APPLY

5.1 Application Assessment

You (or your representative, if applicable) will receive an acknowledgement email to indicate that your application and payment have been received.

Once the OINP has received your online application, your application will be assessed. All information that you provide will be verified to ensure accuracy, legitimacy and completeness.

Processing times are to be determined. Please regularly check the program website for updates.

Once the OINP completes the assessment of your application, you (or your representative, if applicable) will be notified in writing of whether your application was approved or refused.

5.2 Checking Your Status

After you have submitted your application, you can log into the OINP e-Filing Portal through your *ONE-key* account to check the status of your application. Look for the column labeled "Status" on your main page. As your application makes its way through the various processing stages, your application status will be updated.

Please ensure that you check your status online before sending an inquiry to the OINP.

5.3 Incomplete Applications

Your application will not be deemed complete until it is reviewed for completeness by the OINP. If your application is found to be incomplete, it will not be processed and you will need to resubmit a new application.

An application may be deemed incomplete if:

- Incorrect supporting documents are provided; or
- Documents requiring translation are not certified or notarized.

Note: Your application fees will be refunded if your application is deemed incomplete.

5.4 Changes in Personal Information

The OINP must be notified if there are any changes to the information provided in your application, including (but not limited to):

- Change in contact information
- Change in immigration status (expiration or change in temporary work permit)
- Change in family composition due to:
 - Marriage or common-law relationship
 - Birth of a child
 - Change of custody of a child
 - Divorce/separation
 - Death

Changes to your primary telephone number, email address and country of residence can be made online by logging into the OINP e-Filing Portal and clicking on "My Profile" on your main page. After the change has been made, click "Save".

For all other changes, you must complete the [Change of Personal Information](#) form.

This form must also be used to request a correction of a data entry error (i.e. spelling mistake) in your name or your date of birth made while registering. **Note:** The program will not accept requests for complete name or date of birth changes.

Once the form is completed, you must send it by email as an attachment to ontarionominee@ontario.ca indicating in the subject line "Application Change Notice – [File number]". If you are requesting a correction to your name or date of birth,

please also include the personal details page of your passport to validate your request.

Failure to notify the OINP of any changes to personal information will impact the outcome of OINP and IRCC applications.

You must not send in additional documents and/or information to the OINP unless you need to notify the program of a change, or unless you have received a required for additional information. In both cases, you must contact the OINP by email.

Note: Paper documents are no longer accepted by mail, fax or in person.

5.5 Withdrawing your Application

If you wish to withdraw your application, you may do so in one of two ways:

1. Send an email to ontarionominee@ontario.ca asking the OINP to withdraw your application; or
2. Click on the "Withdraw" button next to your application on your main page of the OINP e-Filing Portal.

Note: Your processing fee will not be refunded if the OINP has already started processing your application.

5.6 Reconsideration

If your application is refused, you may seek a review or reconsideration of the refusal decision of your application should you feel an error was made by the Program. You must send a request for reconsideration by email to reconsiderations@ontario.ca within 30 calendar days of the date on your refusal letter. In your email, you must clearly identify what error(s) you believe was/were made in the assessment of your application. The error(s) you identify must be related to the stated reason(s) for the refusal of your application.

Reconsideration requests are reviewed by an official who was not involved in the original decision and who is independent of the original decision-maker. The reconsideration decision is final.

Please note that a reconsideration request will consider eligibility at the time of the original application. A decision will not be reconsidered on the basis of a change in circumstances from the time of application submission and will not take into consideration new information or documentation that was not submitted to the program during the initial application assessment. In these instances, applicants should submit a new application to the program.

Note: Written requests for reconsideration are no longer accepted by mail, fax or in person. All requests for reconsideration must be sent by email.

6.0 AFTER NOMINATION

If your application is successful, you will receive a Letter of Nomination along with the OINP Confirmation of Nomination document.

Successful nominees must submit an application for permanent residence to IRCC within six (6) months of being nominated by the OINP. You must include a copy of your Letter of Nomination and a copy of the OINP Confirmation of Nomination document.

Extensions to Confirmation of Nomination documents will **only** be granted in cases where applicants can demonstrate that the deadline for applying to IRCC cannot be or was not met because of mitigating circumstances.

Note: Nomination by OINP does not guarantee the approval of your application for permanent residence by IRCC.

APPENDIX 1: PHD GRADUATE STREAM DOCUMENT CHECKLIST

Supporting Documents	Submitted
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1. Identity Documents (mandatory)

1.1 Photograph (mandatory)

A copy of your photograph that meets the following requirements:

- **Dimensions:** final frame size of the photo must be at least 35mm by 45mm (1 3/8" x 1 3/4"), 300dpi or 413 pixels x 531 pixels or greater, showing full front view of the head, with the face in the middle of the photograph and including the top of the shoulders.
- Head, from chin to crown, must be between 31mm and 36mm (1 1/4" or 1 7/16").
- The background of the photo must be white.
- Save the file with your name, for example, "John Smith passport photo.jpg".

Note: Photographs that are not clear or are of low-quality will not be accepted.

1.2 Passport (mandatory)

A copy of your entire passport.

- Your passport copy must include clear copies of all pages including your personal details page, all blank pages, temporary resident visas, entry stamps, and/or any other immigration stamps.
- Your passport must have been valid for at least two years prior to your application. If your passport has not been valid for at least two years, include copies of all of the pages of your previous passport.
- Your passport should be valid for at least two more years. If you are unable to renew your passport prior to applying to the program, you must apply with your current passport and provide an explanation of why your passport could not be renewed at the time of the application.

1.3 Your Family Member's Passports (if applicable)

A copy of the personal details page from the passport of each dependent family member.

1.4 Birth Certificate (mandatory)

A copy of your birth certificate or an acceptable national document where an original birth certificate is not available (i.e. letter from appropriate government authority indicating why your birth certificate is

Supporting Documents	Submitted
not available).	
<p>2. Status Documents issued by IRCC or CBSA (mandatory) Copies of all status documents issued by IRCC or the Canada Border Services Agency (CBSA). Documents may include work permits, study permits, temporary resident visas, and/or any other Canadian immigration document.</p>	<input type="checkbox"/>
<p>3. Education (mandatory)</p>	
<p>3.1 If your PhD degree has been granted, provide the following:</p> <ul style="list-style-type: none"> • A copy of your PhD degree granted from an academic institution in Ontario; AND • A copy of your transcripts received from the academic institution in Ontario that granted the degree. 	<input type="checkbox"/>
<p>3.2 If your PhD degree has <u>not</u> been granted, provide the following:</p> <ul style="list-style-type: none"> • A copy of your official letter (on institution letterhead) from the academic institution in Ontario which will be granting the degree confirming that degree requirements have been successfully completed by the applicant; there are no outstanding fees to be paid by the applicant; and the scheduled date on which the applicant's degree will be granted; AND • A copy of your transcripts received from the academic institution in Ontario that granted the degree. 	<input type="checkbox"/>
<p>3.3 Other Education Documents (if applicable) Copies of other university degree(s), college diploma(s), transcripts and/or occupational certificates.</p>	<input type="checkbox"/>
<p>4. Intent to Reside in Ontario (if applicable) If applicable, provide additional information on your established ties in Ontario and/or further documents to demonstrate your intention to reside in Ontario.</p>	<input type="checkbox"/>
<p>5. Résumé (mandatory) Copy of your most current résumé.</p>	<input type="checkbox"/>
<p>6. Other (if applicable) Any other documents not captured in the previous sections to support your application.</p>	<input type="checkbox"/>

APPENDIX 2: SCHEDULES

Schedules A through D: the Applicant's Declarations and Authorizations

This section provides plain-language guidance about Schedules A through D: Schedule A: Declarations, Schedule B: Authorizations and Notice of Collection, Schedule C: Relevant Federal Legislation, and Schedule D: Authorizations Concerning Representatives.

Schedules A through D must be read and understood by the applicant. The Ontario Immigrant Nominee Program cannot process the application if the applicant does not indicate in the application submission that all of the content of Schedules A through D have been read, understood, and agreed with. Plain-language explanations of all of that content follow below; in each section, the content of the Schedules is listed in **bold**, with plain language explanations following each excerpt from the Schedules.

Schedule A: Declarations

In this section, you are being asked to confirm your understanding of a number of program policies and procedures. In agreeing with the declarations, you are confirming that you understand the following:

1. The information given in this application, including all supporting documentation, is true, correct, and complete.

That all of the information in your application, including in all of the submitted supporting documentation, is true, correct, and complete.

2. I understand and agree that my failure to provide a complete application, including all required supporting documentation, may result in this application's denial.

That submitting an incomplete application and/or incomplete supporting documents can result in your application being refused by OINP.

3. I understand and agree that the Ontario Immigrant Nominee Program (the "Program") may request clarification or the submission of supplementary information in relation to this application.

That the Program could contact you after you submit your application to request more information or more documentation in order to process your application.

4. I understand and agree that the Program may deny my application or withdraw my nomination for permanent residence if I give false information or fail to provide any requested information.

That the Program can refuse your application or withdraw your nomination for permanent residence if you provide false information or do not provide requested information.

5. I understand and agree that the Government of Canada is solely responsible for approving and granting all applications for temporary work permits and permanent residence under the *Immigration and Refugee Protection Act, S.C. 2001, c. 27* notwithstanding any nomination made by the Program.

That the Canadian federal government is the only government body that can issue to you a temporary work permit and/or permanent residence in Canada.

Confirming this statement also indicates that you understand that your nomination from the Program does not guarantee that you will receive from the Canadian federal government a temporary work permit and/or permanent residence in Canada.

6. I agree not to hold the Ministry of Citizenship and Immigration (MCI) responsible for any damages, injuries, costs, expenses, lost profits, or any other losses whatsoever, including indirect, special, or consequential damages that are in any way related to my participation in the Program.

That you agree not to hold the Ministry of Citizenship and Immigration (MCI) responsible for any negative consequences caused in any way by your participation in the Program including damages, injuries, costs, expenses, lost profits, or any other losses whatsoever, including indirect, special, or consequential damages.

7. I understand and agree that, even if I submit a complete application within the specified time frame, and even if I meet all eligibility criteria, I have no entitlement to have the Program accept or consider this application. I understand and agree that the decision to accept or consider this application is at the Program's sole discretion, and that submitting this application or even meeting Program criteria does not guarantee that this application will be accepted, considered, or granted.

That submitting a complete application and meeting all program eligibility requirements does not guarantee that your application will be accepted, processed, or approved, and that it is the Program's decision alone to accept or consider your application.

8. I understand and agree that MCI may change any aspect of the Program, including any time limits, nomination categories, eligibility criteria, distribution of nominations by category, and supporting documentation requirements at any time and without notice to me.

That MCI can change the Program at any time, and that this includes changing guidelines about applying to the Program, eligibility criteria, the types of applicants that will be nominated, and supporting document requirements.

Confirming this statement also indicates that you understand that these changes can occur at any time and without notice.

Schedule B: Authorizations and Notice of Collection

I. Authorization to Collect, Use, Retain and Disclose Personal Information

The authorization provided below will permit MCI, as the Ministry responsible for administering the Program, to collect, use, retain, and disclose my personal information as might be required in connection with my participation in the Program. I understand that, in the authorization below, the term "personal information" has the same meaning as under the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990 c. F.31 and includes the personal information contained in this application and in any subsequent communication with MCI, whether provided by me or my representative.

In this section, you are being asked to confirm your authorization of a number of program policies and procedures. In confirming the authorizations, you are confirming the following:

That you allow MCI to collect, use, retain and share your personal information as necessary to process your application and assess your suitability for Program participation.

That you understand the term "personal information" to have the meaning provided in the [Freedom of Information and Protection of Privacy Act](#), R.S.O. 1990 c.F.31.

That you understand that the authorizations apply to the personal information contained in your application submission and any future communication with MCI whether provided by you or your authorized representative.

1. I authorize MCI to collect, use, retain and disclose my personal information for the purposes of assessing this application, and for statistical and program evaluation purposes.

That you authorize MCI to collect, retain, and share your personal information in order to assess your application as well as for the Program's statistical and Program performance evaluations.

2. I authorize MCI to disclose my personal information to other Ministries of the Government of Ontario for the purposes of assessing this application, and authorize such other Ministries to collect my personal information for this purpose. Likewise, I authorize other Ministries of the

Government of Ontario to disclose my personal information to MCI for the purpose of assessing this application, and authorize MCI to collect my personal information from such other Ministries for this purpose.

That you authorize MCI to share your personal information with other Government of Ontario Ministries in order to assess your application; this statement also includes the authorization of other Government of Ontario Ministries to receive your personal information for the same reason.

That you authorize other Government of Ontario Ministries to share your personal information with MCI in order to assess your application; this statement also includes the authorization of MCI to receive your personal information from other Government of Ontario Ministries for the same reason.

3. I authorize MCI to disclose my personal information to officials administering immigration programs within the Government of Canada for the purposes of processing this application and nominating me for permanent residence, and authorize such officials to collect my personal information from MCI for these purposes. Likewise, I authorize such officials within the Government of Canada to disclose my personal information to MCI for the purposes of processing this application and nominating me for permanent residence, and authorize MCI to collect my personal information from such officials within the Government of Canada for these purposes.

That you authorize MCI to share your personal information with officials in Government of Canada immigration programs in order to assess your application; this statement also includes the authorization of officials in Government of Canada immigration programs to receive your personal information for the same reason.

That you authorize officials in Government of Canada immigration programs to share your personal information with MCI in order for MCI to assess your application; this statement also includes the authorization of MCI to receive your personal information from officials in Government of Canada immigration programs for the same reason.

4. I authorize MCI to disclose my personal information to any Canadian law enforcement agency for the purpose of assessing this application and for program integrity purposes, and authorize such law enforcement agencies to disclose my personal information to MCI for the purpose of assessing this application, and authorize MCI to collect my personal information from such law enforcement agencies for these purposes.

That you authorize MCI to share your personal information with all Canadian law enforcement agencies in order to assess your application and for program integrity purposes.

That you authorize all Canadian law enforcement agencies to share your personal information with MCI in order for MCI to assess your application, and for MCI to receive your personal information from all Canadian law enforcement agencies for the same reason.

5. I authorize MCI to disclose my personal information to other Canadian provincial and municipal governments for the purpose of assessing this application, and authorize such other governments to collect my personal information for the same purpose. Likewise, I authorize such other governments to disclose my personal information to MCI for the purpose of assessing this application, and authorize MCI to collect my personal information from such governments for this purpose.

That you authorize MCI to share your personal information with other Canadian provincial and municipal governments in order to assess your application.

Confirming this statement also indicates that you, as the applicant, authorize other Canadian provincial and municipal governments to share your personal information with MCI in order for MCI to assess your application, and for MCI to receive your personal information from other Canadian provincial and municipal governments for the same reason.

6. I authorize MCI to contact any individuals, academic institutions, or businesses referenced in this application or otherwise provided to MCI for the purposes of processing and assessing this application, and to collect any additional related personal information for this purpose. I authorize any such individuals, academic institutions, or businesses to provide such verification or additional information to MCI for these purposes.

That you authorize MCI to contact any individuals, academic institutions, or businesses referenced in your application submission or subsequent communications with MCI in order for MCI to assess your application.

That you authorize MCI to receive any additional personal information related to your application submission for the same reason.

That you authorize any individuals, academic institutions, or businesses referenced in your application submission to provide verification of personal information related to your application submission as well as additional personal information related to your application submission in order for MCI to assess your application.

II. Authorization for the Purposes of Quality Assurance and Program Evaluation

I authorize MCI to use my personal information provided in connection with this application to determine how my potential nomination meets the Program's objectives, as well as to compile statistical information about the Program and to evaluate its success.

That you authorize MCI to use your personal information in order to assess program outcomes as well as for the Program's statistical and Program performance evaluations.

In the event I receive MCI's nomination for permanent residence, I consent to being contacted by MCI, for up to five years after nomination, concerning my participation in the Program. I understand that I am required to participate in such follow-ups, which may occur at different intervals (e.g., eight months, or one, three and five years after nomination), and that these follow-ups will examine whether and how such nomination satisfies the Program's policy objectives. I also understand that MCI reserves the right to take appropriate action if I do not participate in such evaluations, including withdrawing my nomination for permanent residence.

That you authorize MCI to contact you up to five years after nomination if this application submission results in you being nominated for permanent residence.

That you understand that you are required to participate in follow-up evaluations by the Program at different intervals (e.g., eight months, or one, three and five years after nomination), and that follow-up evaluations are conducted by MCI to assess whether the Program is meeting its policy objectives.

That you understand that MCI could hold you accountable for not participating in follow-up evaluations, including the possibility of MCI withdrawing your nomination for permanent residence.

III. *Freedom of Information and Protection of Privacy Act* Notice of Collection

MCI is subject to the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. F.31 ("FIPPA"). All information collected in your profile is necessary for the Ontario Immigrant Nominee Program's proper administration. The Program is authorized under the *Ministry of Citizenship and Culture Act*, R.S.O. 1990, c. M.18, as well as by the Canada-Ontario Agreement on Provincial Nominees, executed under the authority of the *Ministry of Citizenship and Culture Act*, R.S.O. 1990, c. M.18 and O.C. 220/2015 executed under the *Executive Council Act*, R.S.O. 1990, c. E.25. Any personal information collected by MCI in connection with your profile will be used for the purposes of ensuring the Program's proper administration, as well as for Program integrity, Program evaluation, and statistical purposes. In your profile, "personal information" has the same meaning as under FIPPA. Questions about the collection may be directed to the FIPPA Coordinator, Ontario Immigrant Nominee Program, 400 University Ave., 2nd Floor, Toronto ON M7A 2R9, Tel.: 1-866-214-6820.

Acknowledging this Notice of Collection indicates that you, as the applicant, understand the necessity of MCI collecting your personal information in order to assess your application, as well as to ensure program integrity, for program evaluation, and for statistical purposes; acknowledging this Notice of Collection also indicates that you, as the applicant, understand that MCI will collect and use your personal information according to guidelines established by [Freedom of Information and Protection of Privacy Act](#), R.S.O. 1990, c. F.31 (FIPPA). The Notice of Collection also provides information that will allow you to contact a FIPPA coordinator at MCI with questions, if necessary.

Schedule C: Relevant Federal Legislation

Immigration and Refugee Protection Act and Regulations

Any false or misleading statement with respect to this application and any supporting document, including the concealment of any material fact, may result in the refusal of your application, the revocation of a nomination, and may be grounds for prosecution under the *Immigration and Refugee Protection Act*. Your application will not be processed if it is incomplete and/or you refuse to consent to the exchange or disclosure of any information, including personal information, that MCI may deem necessary for the processing, assessing and verifying of the information in your application.

In this section, you are being asked to confirm your authorization of a number of program policies and procedures. In confirming the authorizations, you are confirming the following:

That you understand that providing false or misleading statements in your application submission and any supporting documentation, or concealing information that would negatively impact the outcome of your application, can result in the refusal of your application, the withdrawal of your nomination by MCI, and prosecution under the [Immigration and Refugee Protection Act](#) (IRPA). Confirming the authorizations in this section indicates that you understand that your application will not be processed if it is incomplete and/or you refuse to authorize MCI to share and receive your personal information where MCI considers it necessary to do so to process, assess, and verify the information in your application.

1. I understand that it is an offence, under the *Immigration and Refugee Protection Act*, for any person to employ a foreign national in a capacity in which the foreign national is not authorized under that Act to be employed.

That you understand that, under IRPA, it is an offense for any person to employ a foreign national in circumstances that are not authorized by IRPA.

I understand that a person found guilty of such an offence is liable on conviction to a fine of not more than \$50,000 or to imprisonment for a term of not more than two years, or to both.

That you understand that an individual found guilty of the offense described in (1) above can receive a conviction that includes a fine of up to \$50,000 or a prison sentence up to two years in length, or both.

2. I understand that it is an offence, under the *Immigration and Refugee Protection Act*, for any person to knowingly, directly or indirectly, misrepresent or withhold material facts relating to a relevant matter that induces or could induce an error in administration of that Act.

That you understand that it is an offence under IRPA to knowingly misrepresent or withhold information that would impact the outcome of an application submission.

I understand that it is an offence, under the *Immigration and Refugee Protection Act*, for any person to knowingly counsel, induce, aid or abet, or attempt to counsel, induce, aid or abet any person to, directly or indirectly, misrepresent or withhold material facts relating to a relevant matter that induces or could induce an error in the administration of that Act.

That you understand that it is an offence under IRPA to knowingly help or influence an individual, or to attempt to help or influence an individual, to misrepresent or withhold information that would impact the outcome of an application submission.

I understand that a person found guilty of either offence is liable on conviction on indictment, to a fine of not more than \$100,000, or to imprisonment of a term of not more than five years, or to both, or on summary conviction, to a fine of not more than \$50,000 or to imprisonment for a term of not more than two years, or to both.

That you understand that a person found guilty of the offences described in (3) and (4) above can be convicted of an indictable offence that includes a fine of up to \$100,000 or a prison sentence of up to five years in length, or both, or be convicted of a summary offence that includes a fine of up to \$50,000 or a prison sentence of up to two years in length, or both.

3. I understand that, under the *Immigration and Refugee Protection Act*, that an act or omission that would by reason of that Act be punishable as an offence if committed in Canada is, if committed outside Canada, an offence under that Act and may be tried and punished in Canada.

That you understand that an offence defined under IRPA is an offense if committed both inside of outside of Canada, and that offences under IRPA that are committed outside of Canada can be tried and punished in Canada.

Schedule D: Authorizations Concerning Representatives

For the purposes of appointing or cancelling a representative, I authorize and appoint the Applicant to make or cancel such an appointment on my behalf. I understand that, in the event the Applicant appoints a representative, that representative is deemed to be my representative. I further authorize the Applicant to cancel the appointment of a representative on my behalf. I understand that, in the event the Applicant cancels a representative, that representative is deemed no longer to be my representative.

Confirming this statement indicates that you, as the applicant's accompanying spouse or dependent aged 16 and more, authorize the applicant to appoint or cancel a representative on your behalf. Additionally, confirming this statement indicates that you, as the applicant's accompanying spouse or dependent aged 16 and more, understand that if the applicant appoints a representative for this application submission, that representative is considered to be your representative. Finally, confirming this statement indicates that you, as the applicant's accompanying spouse or dependent aged 16 and more, understand that if the applicant cancels a representative for this application submission, that representative will no longer be considered to be your representative.