Application Guide: PhD Graduate Stream

Ontario Immigrant Nominee Program

Disponible en français

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PLEASE NOTE THAT THIS GUIDE IS AN EXPLANATORY DOCUMENT ONLY. PLEASE REFER TO THE Ontario Immigration Act, 2015 AND ITS REGULATIONS. TO THE EXTENT THAT THERE IS ANY DISCREPANCY BETWEEN THIS GUIDE AND THE ACT OR ITS REGULATIONS, THE ACT AND REGULATIONS GOVERN.

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1.0 INTRODUCTION: PhD GRADUATE STREAM

The Ontario Immigrant Nominee Program (OINP) allows Ontario to nominate, for permanent residence, individuals who have the required education and other requirements to help them successfully establish and integrate into Ontario’s labour market and communities.

This application guide provides information about the PhD Graduate Stream. The guide will help you decide if you meet program requirements and what you need to do if you decide to apply.

1.1 What is the PhD Graduate Stream?

The PhD Graduate Stream is open to international students, living in Canada or abroad, with PhD degrees obtained in Ontario, who want to live and work permanently in Ontario.

To qualify, you must meet minimum program requirements including:

- a PhD degree obtained from an eligible institution in Ontario within the last two years;
- at least one year of residence in Ontario; and
- settlement funds to help you and your dependents settle in Ontario.

Applicants do not need a job offer to apply.

If your application is successful and you receive a nomination from Ontario, you must apply to Immigration, Refugees and Citizenship Canada (IRCC) for permanent residence. For more information, please visit the IRCC website.

1.2 How to Apply: OINP e-Filing Portal

You must submit an application to the PhD Graduate Stream online through the OINP e-Filing Portal. You can access the e-Filing Portal directly from the OINP website. Here, you will find further instructions on how to register for a ONe-key account, how to create a profile in the e-Filing Portal and how to complete your application to the PhD Graduate Stream.

Important:
- You may only have one active registration 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 After 14 days, your registration will expire and be withdrawn by the OINP.
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.

Once you have completed your application and have submitted your payment, you will receive an acknowledgement email to indicate that your application and payment have been received.

You can then 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.

### 1.3 Application Fee

The application fee for the PhD Graduate Stream is **$1,500 (CAD)**.

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 incurred for services 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 Immigration, Refugees and Citizenship Canada (IRCC) for permanent resident status. Regular IRCC application fees will apply.

1.4 Before Submitting Your Application

Before you submit your application to the OINP, make sure that you meet all program criteria. Your application may be refused if you do not meet program criteria.

Please ensure that your application is complete. Make sure that all application fields are completed and mandatory documentation is uploaded. If your application is found to be incomplete, it will not be processed and your payment will be refunded.

**Avoid Unnecessary Delays in the Processing of Your Application – Helpful Hints**

Carefully check **ALL** your documents and black out, or ‘redact’ credit card numbers and any Canadian social insurance numbers. Use a heavy black marker to cross out the credit card and social insurance number so they are not visible in your documents.

Submit clear copies of **ALL** the pages of your passport including the front and back cover.

Provide **YOUR** current residential address, email address and phone number in your online application.

Submit **ALL** mandatory documents with your application, including an updated résumé. Be sure to include your current residential address, email address and phone number on your résumé.

Ensure that you submit your **OFFICIAL** transcripts issued from the academic institution in Ontario that granted the degree.

2.0 ELIGIBILITY CRITERIA

To be eligible to apply as a PhD graduate, you must ensure that you meet the eligibility requirements for the PhD Graduate Stream.

**IMPORTANT:** Please refer to the Document Checklist in section 3.0 for a list of mandatory documents that you must include with your application.
2.1 Education

All applicants must have completed the requirements necessary to obtain a PhD degree from an eligible Ontario institution and have completed at least two years of the degree requirements while lawfully living and studying in Ontario.

The list of eligible Ontario institutions offering PhD programs can be found on the OINP website.

2.2 Residency in Ontario

All applicants must demonstrate at least one year (12 cumulative months) of residence in Ontario in the past two years prior to the application submission date.

You will be required to provide documentation with your full name and address in Ontario to prove that you meet this requirement. Supporting documents may include, but are not limited to:

- phone bills, car insurance, house/apartment insurance, hydro or energy bills,
- leasing document demonstrating residence, and/or
- pay slips from an Ontario employer, if applicable.

Important: The OINP does NOT accept credit card statements to support residency requirements.

2.3 Settlement Funds

You must possess sufficient funds and/or income to cover the settlement costs for yourself and your dependent family members, whether they are accompanying you to Ontario or not. Dependent family members can include your spouse or common-law-partner, your children under the age of 22 and their children.

You can determine the settlement funds required for your family size by reviewing the chart found on IRCC’s website. These amounts are updated every year.

The settlement fund requirement can be met through one or a combination of the following:

- Funds as demonstrated by bank statements, or statements of accounts showing other investments, such as fixed term deposits and mutual funds, that can be readily converted to cash;
- Annual earnings from ongoing employment in Ontario; and/or
- A job offer in Ontario.
If you are using bank account(s) or statements of accounts showing investments to meet the settlement fund requirement, you will need to provide the following documents (as appropriate):

- Copies of your most recent bank statement(s) showing the last three (3) months of activity.
  - The bank statements must state the financial institution, account number, balance, currency, and indicate you as the account holder.

- Copies of the most recent bank statement(s) belonging to your spouse or common-law partner showing the last three (3) months of activity and a letter from your spouse/common-law partner confirming that you have access to these funds.
  - The bank statements must state the financial institution, balance, currency, account holder’s name, and account number.

- Copies of your statements of account for investments such as fixed term deposits and/or mutual funds and a current letter from the financial institution indicating that the funds are available.
  - The letter should confirm that the investments can be liquidated (readily converted to cash) or redeemed on instructions and at what value.

**Remember to black out or ‘redact’ any credit card numbers from these documents.**

If you are using ongoing employment or a job offer in Ontario to meet the settlement funds requirement, you must provide documentation to support your employment or job offer from an Ontario employer. Documentation should include:

- an employment contract/job offer letter stating the position, hours of work, and wage, and
- your two most recent pay slips if you are currently working in Ontario.

**Note:** The OINP may request additional proof of funds at any point during the processing of your application. If your bank statements include a one-time large deposit, you may be requested to provide additional documents to support that your funds are free of debt or liability.

If the number of family members in your household changes (e.g., through marriage, birth of a child, death, divorce, etc.), you must inform OINP. See section 5.2 on Changes in Personal Information.

### 2.4 Intention to Reside in Ontario

All applicants must intend to reside in Ontario.
You will be required to list your established ties to Ontario that 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
- Previous visits to Ontario

2.5 Legal Status in Canada (if applicable)

If you are residing in Canada, you must have legal status in Canada at the time of application submission and you should maintain your legal status until the time of nomination. Legal status means that you are authorized to enter and remain in Canada as a temporary resident for a specific period of time, either as a visitor, worker or student.

You may apply to the OINP if you are in ‘implied status’ at the time of your OINP application submission. ‘Implied status’ means that you submitted an application to IRCC to renew/extend your temporary status document (i.e. visitor record, work permit, study permit) before its expiry date. You can remain in Canada and continue to work or study under the same conditions as your existing permit until a decision is made on the pending application.

**IMPORTANT: NOTE ON REFUGEES CLAIMANTS**

Refugee claimants with a pending application to remain in Canada are not eligible to apply to the OINP. Refugee claimants will need to resolve their refugee claim before applying to the OINP.

For more information related to refugee claimants, please visit [IRCC’s website](https://www.cic.gc.ca).

2.6 Application Period

You must submit your application to the OINP within two years of completing the requirements necessary to obtain your PhD degree.

This means that the date on your degree must be within two years of your OINP application submission date. For example, if your degree is dated June 1, 2017, you must apply before June 1, 2019.
If your degree has not yet been granted, the program will accept an official letter from your academic institution indicating when your degree will be granted.

### 2.7 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.

### 3.0 DOCUMENT CHECKLIST

You are required to submit documents to verify your identity and to demonstrate that you meet program criteria.

Please reference the checklist below for the documents that you may be required to submit to support your application. You must submit all mandatory documents with your application. You may be asked to submit additional documents during the processing of your application.

**Note:** Carefully check ALL your documents and black out, or ‘redact’ credit card numbers and any Canadian social insurance numbers. Use a heavy black marker to cross out the credit card and social insurance number so they are not visible in your documents.

Your application will be returned as incomplete if you do not provide all mandatory documents.

<table>
<thead>
<tr>
<th>Supporting Documents</th>
<th>Submitted</th>
</tr>
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<tbody>
<tr>
<td><strong>1. Identity Documents</strong></td>
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<tr>
<td><strong>1.1 Photograph (mandatory)</strong></td>
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<tr>
<td>Upload a copy of a passport or visa photograph of yourself.</td>
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Note: Photographs that are not clear or are of low-quality will not be accepted.

1.2 Passport (mandatory)
A copy of your entire valid 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.
- If your passport was issued within two years of applying to the OINP, you must include copies of all of the pages of your last passport.

Note: Your application will be returned as incomplete and your application fee refunded if you do not provide ALL the pages of your passport.

1.3 Your Family Member's Passports (mandatory, if applicable)
A copy of the personal details page from the passport of each dependent family member. Dependent family members can include your spouse or common-law-partner, your children under the age of 22 and their children.

2. Status Documents issued by IRCC or CBSA (mandatory)
Copies of current and previous status documents issued by Immigration, Refugees and Citizenship Canada (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.

If you are currently in implied status, provide a copy of the letter from IRCC acknowledging receipt of your application to extend your status, the IRCC fee receipt and/or post office mailing receipt (if applicable).

3. Residency in Ontario (mandatory)
Copies of the following documents, which show your full name and address in Ontario:
- phone bills, car insurance, house/apartment insurance, hydro or energy bills;
- leasing document demonstrating residence; and/or
- pay slips from an Ontario employer, if applicable.

4. Education (mandatory)
- A copy of your PhD degree granted from an academic institution in Ontario; AND
- A copy of your official transcripts issued from the academic institution in Ontario that granted the degree.
If your PhD degree has not been granted, provide the following:

- A copy of your official letter (on institution letterhead) from the academic institution in Ontario which will grant the degree confirming that:
  - degree requirements have been successfully completed;
  - there are no outstanding fees to be paid; and
  - the scheduled date on which your degree will be granted;

  **AND**

- A copy of your official transcripts issued from the academic institution in Ontario that will grant the degree.

**IMPORTANT:** Your application will be returned as incomplete and your fee refunded if you do not submit your OFFICIAL transcripts issued from the academic institution in Ontario that granted, or will grant, your degree.

4.1 Other Education Documents (optional)
Copies of other university degree(s), college diploma(s), transcripts and/or occupational certificates.

5. Settlement Funds (mandatory)
If you are using bank statements or statements of accounts showing investments to meet the settlement fund requirement, provide the following documents (as applicable):

- Copies of your most recent bank statement(s) showing the last three (3) months of activity. The bank statements must state the financial institution, account number, balance, currency, and indicate you as the account holder.

- Copies of the most recent bank statement(s) belonging to your spouse or common-law partner showing the last three (3) months of activity and a letter from your spouse/common-law partner confirming that you have access to these funds. The bank statements must state the financial institution, balance, currency, account holder’s name, and account number.

- Copies of your statements of account for investments such as fixed term deposits and/or mutual funds and a current letter from the financial institution indicating that the funds are available. The letter should indicate that that the investments can be liquidated (readily converted to cash) or redeemed on instructions and at what value.

If you are using ongoing employment or a job offer in Ontario to meet the settlement funds requirement, provide copies of documentation to support your employment or job offer from an Ontario employer. Documentation should include:
• an employment contract/job offer letter stating the position, hours of work, and wage;
• your two most recent pay slips, if you are currently working in Ontario.

Remember: Carefully check your documents. You must redact, or black out, any credit card numbers so they are not visible.

6. Intention to Reside in Ontario (optional)
Provide additional information on your established ties in Ontario and/or further documents to demonstrate your intention to reside in Ontario.

7. Résumé (mandatory)
A copy of your current résumé listing your current and past work experience, as well as your educational history.

8. Other (optional)
Any supplemental documents or explanatory letters that provide clarification or additional information to support your application.

3.1 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 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, certified or not notarized are considered incomplete. Your application will not be processed and your payment will be refunded.

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

4.0 APPOINTING AN AUTHORIZED REPRESENTATIVE

4.1 Who is an Authorized Representative?

An authorized representative is an individual who represents, assists, or advises you in connection with your application, and who receives any type of compensation for doing so.

To act as a representative under the *Ontario Immigration Act, 2015*, an individual must have the authority to do so under section 14, which means that the individual must belong to one of the following categories:

- a person who is authorized under the *Law Society Act* to do so;
- a member in good standing of the Immigration Consultants of Canada Regulatory Council; or
- any other individual prescribed by the Minister (none at present).

Persons authorized under the *Law Society Act* include the following:

- a lawyer who is a member in good standing of the Law Society of Ontario;
- a lawyer who is a member in good standing of another Canadian provincial or territorial law society and who is practicing law in Ontario in accordance with the requirements of Part VII of By-law 4 made under the *Law Society Act*.

*By-Law 4* provides for the “occasional practice of law” in Ontario. This by-law sets out the provisions for temporary mobility with or without a permit pursuant to which members of other Canadian provincial or territorial law societies may carry on the occasional practice of law in Ontario.

*Note*: Quebec and territorial lawyers currently require prior permission from the Law Society of Ontario before engaging in the occasional practice of law. This includes acting as a representative under the Act.
For more information regarding mobility and inter-jurisdictional practice, please visit the Law Society of Ontario’s website. Should you have further questions about whether a lawyer of another Canadian provincial or territorial law society is authorized to practice law in Ontario, please contact the Law Society of Ontario.

The OINP will only conduct business with authorized representatives. If you appoint a representative who is not recognized by the program as an authorized representative, you will be contacted by the OINP and advised that the individual must be removed or replaced as the representative.

Once you appoint an authorized representative to act on your behalf during the OINP application process, all OINP communications will be directed to your representative.

For information on how to choose an authorized representative and for tips about how to protect yourself from fraud, please visit IRCC’s website.

4.2 Disclosing Your Use of an Authorized Representative

You must disclose the use of an authorized representative to the OINP.

If you receive assistance from an authorized representative, but choose not to appoint him/her as your representative to conduct business on your behalf with the OINP, you must still disclose this to the OINP.

IMPORTANT: If you have not disclosed that you have appointed, or received assistance from, an authorized representative, the program may return your application as incomplete.

4.3 Receiving and Disclosing Assistance from Other Individuals

If you receive advice or assistance with your application from an individual who is not an authorized representative, you must disclose this information in your online application.

You cannot appoint an unauthorized representative to conduct business on your behalf with the OINP.

4.4 How to Appoint an Authorized Representative Online

Only authorized representatives can be appointed to represent you and conduct business on your behalf with the OINP. You may only have one active authorized representative at a time.
If you have not registered a profile in the OINP e-Filing Portal, your representative is required to follow the process below:

1. Your authorized representative accesses the OINP e-Filing Portal directly from the OINP website. Here the representative will find further instructions on how to register as a representative and submit an application to the PhD Graduate Stream on your behalf.
2. Your representative follows the instructions provided to register as an authorized representative and to register a profile for you as the applicant.
3. After your authorized representative has registered a profile for you, you will receive two emails from the OINP. The first email will include your enrollment number and the second will include your PIN number.
4. You may then sign up for a ONe-key account using these two numbers.
5. Once logged into the OINP e-Filing Portal, you can appoint your authorized representative.
6. Once appointed, your authorized representative may then proceed to complete your online application.

**IMPORTANT:** Representatives are prohibited from using an email address belonging to, or created by themselves, for the purpose of self-appointing. You must complete the appointment process through your own ONe-key account. That is, the account associated with your personal email account.

If you choose to appoint an authorized representative AFTER you have registered a profile in the OINP e-Filing Portal, please follow the process below:

1. Provide your authorized 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 their ONe-key account and select “Add an Existing Application” on their main page.
3. Your representative will need to enter your “File Number” and your email address in the boxes provided.
4. Once your file number appears, your representative can click on “Add this Application”.
5. Once your representative successfully adds your application, you will receive an email notification from the OINP asking you to log in to your ONe-key account to appoint this representative. You can do so by clicking on “Appoint” found on the section entitled “My Representative”.
6. Once appointed, your representative will be able to log in to 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.
Remember:
- An authorized representative must use their representative account to submit an application on your behalf. Authorized representatives are prohibited from submitting an application through your ONe-key account.

4.5 Cancelling an Authorized Representative

You may cancel your authorized representative at any time. To do so, log in to your OINP e-Filing account via ONe-key and select “Cancel” under the “My Representative” section.

Once you have cancelled your authorized representative, that representative will no longer be able to access any information about your application with the OINP, nor will they be authorized to conduct any business on your behalf. You will also become the primary contact for the OINP.

4.6 Your Responsibilities when Appointing an Authorized Representative

If you choose to appoint an authorized representative, you are responsible for ensuring that the information provided to the OINP is accurate, complete and not misleading.

You must provide your personal email address in the application. You cannot use the representative’s email address, or an email account created by the representative, as your personal contact information in your application.

**If you do not provide an email address that belongs to you, your application will be returned as incomplete and your processing fee will be refunded.**

5.0 AFTER YOU APPLY

5.1 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.

5.2 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.
5.3 Restoration of Status in Canada

If you lose legal status in Canada after you have applied to the OINP (i.e. your status document expired and you did not apply to extend your status before it expired), you must apply to IRCC to restore your status within 90 days of having lost your status. You must notify the OINP of your loss of status in Canada and provide proof that you applied to IRCC within the 90 day deadline to restore your status.

Please note that you are permitted to remain in Canada while your restoration application is being processed, however, you are prohibited from working or studying during this time.

5.4 Withdrawing your Application

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

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

Note: Your processing fee will not be refunded if the OINP has already started processing your application. That is, your application status indicates ‘assessment’.

5.5 Internal Review

After the OINP has made a decision on your application, you may seek an internal review of the decision should you believe an error was made by the program in making its decision.

You must send a written request for internal review by email to internalreview-revisioninterne@ontario.ca as follows: within 30 calendar days after receiving notice of the original decision if you are a resident in Canada, or within 60 calendar days after receiving notice of the original decision if you are not a resident in Canada.

In your request for internal review, you must clearly identify any error in the program’s decision that, if not made, would have resulted in a different decision. The request must not include any evidence that was not submitted to the program before the decision was made, unless the evidence was not reasonably available at that time.

Internal review requests are reviewed by an individual who was not involved in the original decision and who is independent of the original decision-maker. The internal review decision is final.
**Note:** Written requests for internal review are not accepted by mail, fax, or in person. All requests for internal review 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.

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

#### 6.1 Condition(s) of Nomination

Your nomination is subject to the following condition:

1. You must continue to demonstrate on a reasonable basis an intention to reside in Ontario.

#### 6.2 Extension of Nomination Certificate

Your Confirmation of Nomination document (i.e. Nomination Certificate) is valid for six (6) months.

You may submit a request for an extension of your Nomination Certificate if it is no longer valid and:
- IRCC returns your permanent residence application due to incompleteness, requiring the submission of a new application, or
- you are experiencing delays in securing supporting documents for your permanent residence application (i.e. a police criminal record check) and you have not yet applied to IRCC.

**Note:** Only requests that comply with the above requirements will be granted.

To request an extension, please email the OINP at ontarionominee@ontario.ca and provide the following information:

1. A letter of explanation describing the reason to extend your Nomination Certificate; and
2. A copy of the incompleteness letter from IRCC (if applicable).
You must also return by mail the original Nomination Certificate issued by the OINP at:

Ontario Immigrant Nominee Program
400 University Avenue, 4th Floor
Toronto, ON M7A 2R9