



**Ministry of Citizenship and Immigration**

# **Application Guide: Ontario's Express Entry French- Speaking Skilled Worker Stream**

**Ontario Immigrant Nominee Program**

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**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: ONTARIO'S EXPRESS ENTRY FRENCH-SPEAKING SKILLED WORKER STREAM

## 1.1 What is the French-Speaking Skilled Worker Stream?

The French-Speaking Skilled Worker Stream is designed for French-speaking skilled workers who have strong English language abilities and who want to live and work permanently in Ontario. This stream enables the Ontario Immigrant Nominee Program (OINP) to nominate individuals who have the required education, skilled work experience, language ability, and other requirements to help them successfully establish and integrate into Ontario's labour market and communities. Applicants to this stream must have qualified for Immigration, Refugees, and Citizenship Canada's (IRCC's) Express Entry pool.

This stream is also intended to support immigration by French-speaking candidates who also have sufficient English language ability to succeed in Ontario's labour market. This supports Ontario's commitment to increase Francophone immigration to 5% of overall immigration to the province.

For further information on how to register for Express Entry and more information on how to apply for permanent residence, please visit the [IRCC website](#).

## 1.2 Overview of Process (Steps)

**Note:** You may not apply directly to the French-Speaking Skilled Worker Stream. You must have received a Notification of Interest (NOI) from Ontario through your IRCC online account before you can apply to the OINP under this stream. If you do receive an NOI, please review all stream requirements to ensure that you are eligible before you apply. An NOI does not guarantee that you meet OINP stream requirements or that your application will be approved.

### **Step 1: Create an online Express Entry profile**

- You must create a profile in IRCC's Express Entry system. Once you do, you will receive an Express Entry Profile Number and a Job Seeker Validation Code (also known as a Candidate Identifier Code). You will need these numbers to submit your application to the OINP.
- When you create a profile in Express Entry, you must either indicate your interest in immigrating to Ontario or "All Provinces and Territories."

- You must qualify for one of two federal economic immigration programs: the Federal Skilled Worker Program (FSWP) or the Canadian Experience Class (CEC).

Please see [Appendix 1](#) for more information on the FSWP and CEC criteria or visit the [IRCC website](#).

- You must provide accurate and truthful information in your Express Entry profile. If the information in your Express Entry profile is inaccurate or not truthful, your OINP application could be refused or your nomination withdrawn. IRCC could also find you inadmissible and/or bar you from applying to immigrate to Canada for five years. For more information, please visit the [IRCC website](#).

### **Step 2: OINP identifies candidates in the Express Entry pool**

- OINP searches the Express Entry pool and identifies potential candidates who may meet the criteria of the French-Speaking Skilled Worker Stream. Stream criteria includes:
  1. Minimum work experience (see [section 2.1.1](#) for more details on requirements);
  2. Equivalent of a Canadian Bachelor's degree or above;
  3. Minimum of Canadian Language Benchmark (CLB) level 7 in French and CLB 6 in English;
  4. Sufficient settlement funds; and
  5. An intention to reside in Ontario.

See [section 2.0](#) for more information.

- If the OINP identifies you in the Express Entry pool, you will receive a Notification of Interest (NOI) from Ontario through your IRCC online account. After you receive an NOI, and if you meet the stream requirements, you may apply to the OINP for nomination under the French-Speaking Skilled Worker Stream.

### **Step 3: Apply to the OINP under the French-Speaking Skilled Worker Stream**

- After you receive a Notification of Interest from Ontario through your IRCC online account, you have 45 calendar days to submit your application to the OINP under the French-Speaking Skilled Worker Stream. If the deadline to submit the application falls on a weekend or a statutory holiday, the deadline to submit the application will be extended to the next working (business) day.

- To apply, you must submit your application online through the OINP e-Filing Portal and ensure that you include all the required supporting documents (see [Appendix 5](#)).
  - All applicants must indicate which federal immigration program requirements they wish to be assessed against: FSWP or CEC.
- 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.
- OINP will assess your application according to the French-Speaking Skilled Worker Stream eligibility criteria. Your application will also be assessed to ensure you meet the FSWP or CEC criteria.
- 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.

#### **Step 4: Accept nomination from Ontario and apply for permanent residence**

- If your application is approved by Ontario, you will receive a letter from OINP through your IRCC online account notifying you of your nomination. You have 30 calendar days to accept the nomination from Ontario in the Express Entry system.
- A nomination from Ontario will give you an additional 600 points in the Comprehensive Ranking System (CRS) and you will receive an invitation to apply for permanent residence from IRCC.
- Once you receive an invitation to apply from IRCC, you have 90 calendar days to submit your application for permanent residence to IRCC.

For more information on IRCC's application process for permanent residence for provincial nominees through the Express Entry system, please visit [IRCC's website](#).

- IRCC will assess your intention to reside in Ontario, as well as your admissibility to Canada, which includes health, security, and criminality checks as per *Canada's Immigration and Refugee Protection Act*. IRCC will also verify all information provided in your Express Entry profile and application to ensure that you met and continue to meet the Express Entry minimum entry criteria.

**Note:** If you receive and accept an Invitation to Apply (ITA) from IRCC or a nomination from another province or territory after you have already applied to OINP, the OINP is unable to nominate you. You must withdraw your application with the OINP. Your application fee will **not** be refunded if the OINP has started processing your application. Application fees are non-refundable if processing has already begun, as they cover the OINP's cost of processing applications.

### 1.3 Who *may not* apply?

You may not apply to OINP under the French-Speaking Skilled Worker Stream if:

- You have not received a Notification of Interest from Ontario through your IRCC online account or your Notification of Interest has expired (i.e. it was issued more than 45 days ago),
- You are a refugee claimant in Canada, and
- You do not have a valid profile in the Express Entry pool.

#### Disclaimer

- Please note that applicants who meet Ontario's stream criteria may not necessarily receive a Notification of Interest. Ontario cannot guarantee that applicants will receive any particular result or benefit as a result of meeting its criteria.

#### **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

### 2.1 Ontario Immigrant Nominee Program (OINP) Criteria

To be eligible to apply for Ontario's Express Entry French-Speaking Skilled Worker Stream, you must meet the provincial criteria listed in sections 2.1.1 to 2.1.6.

**IMPORTANT:** Please refer to the Document Checklist in [Appendix 5](#) for a list of supporting documents that you must include with your application.

### 2.1.1 Work Experience

All applicants are required to have a minimum level of work experience.

Please ensure that you provide supporting documentation (see [Appendix 5](#)) to demonstrate that you have work experience in the National Occupational Classification (NOC) code indicated in your Express Entry profile with Immigration, Refugees and Citizenship Canada (IRCC). The NOC code on your application should be the same as the primary NOC code in your profile. If there is a discrepancy between what is provided in your application and in your Express Entry profile, you will be assessed against the NOC code in your Express Entry profile. Please see [Appendix 2](#) for information on how to find your NOC code.

**Note:** Any work experience obtained after you received your Notification of Interest (NOI) from Ontario through your IRCC online account will **not** count towards the minimum one year of work experience required. You must have accumulated at least one year of work experience by the date that you received your NOI to qualify under the French-Speaking Skilled Workers Stream.

#### **Federal Skilled Worker Program (FSWP)**

If you choose to be assessed against the FSWP criteria, you must demonstrate that:

- you have accumulated a **continuous** period of at least **one year** of paid full-time work experience, or the equivalent in paid part-time work experience, within the last five years from the date of your NOI from Ontario, and
- your work experience was in Skill Type 0 or Skill Level A or B of the National Occupation Classification (NOC).

Your work experience must also comply with the following:

- Full-time experience means at least 30 hours of work over a period of one week in one job and consists of at least 1,560 hours of paid employment in one year.
- Part-time equivalent experience means:
  - at least 15 hours of work over a period of one week in one job and consists of at least 1,560 hours of paid employment in two years, or
  - at least 30 hours of work over a period of one week in multiple concurrent jobs and consists of at least 1,560 hours of paid employment in one year.
- Your work experience must have been acquired over a period of at least one year. Work experience totalling 1,560 hours obtained in less than a one year period does not qualify under program criteria.

- Volunteer work and unpaid internships do not count as valid work experience.
- At least one year of your work experience must have been in the **same** NOC occupation as the primary NOC in your Express Entry profile.
- Your work experience may consist of multiple back-to-back jobs with the same or different employer(s) (with no gap in between) provided that at least one year of your work experience was in the same NOC occupation and you included this occupation as your primary NOC in your Express Entry profile.
- Your work experience may have been obtained in Canada or overseas.
- Your work experience must not have been in an occupation designated as restricted by IRCC. For current information about restricted occupations, refer to the [IRCC website](#).

### **Canadian Experience Class (CEC)**

If you choose to be assessed against the [CEC criteria](#), you must demonstrate that:

- you have accumulated a **cumulative** period of at least **one year** of paid full-time work experience, or the equivalent in paid part-time work experience, **in Canada** within the last three years from the date of your NOI from Ontario, and
- your work experience was in Skill Type 0 or Skill Level A or B of the National Occupation Classification (NOC).

Your work experience must also comply with the following:

- Full-time experience means at least 30 hours of work over a period of one week in one job and consists of at least 1,560 hours of paid employment in one year.
- Part-time equivalent experience means:
  - at least 15 hours of work over a period of one week in one job and consists of at least 1,560 hours of paid employment in two years, or
  - at least 30 hours of work over a period of one week in multiple concurrent jobs and consists of at least 1,560 hours of paid employment in one year.
- Your work experience must have been acquired over a period of at least one year. Work experience totalling 1,560 hours obtained in less than a one year period does not qualify under program criteria.

- You must have had legal status in Canada while you were working in Canada.
- Volunteer work and unpaid internships do not count as valid work experience.
- A portion of your work experience must be in the **same** NOC occupation as the primary NOC in your Express Entry profile.
- Your work experience must not have been in an occupation designated as restricted by IRCC. For current information about restricted occupations, refer to the [IRCC website](#).
- Paid work experience gained while studying full-time at a post-secondary institution (for example, on a co-op work term) and self-employment are **not** eligible under the CEC.

### 2.1.2 Education

All applicants must have a Canadian Bachelor's, Master's or PhD degree or its equivalent. If your studies were completed outside of Canada, you must obtain an Educational Credential Assessment (ECA) report produced by a designated organization indicating that your foreign education is the equivalent of a Canadian Bachelor's, Master's or PhD degree. The ECA report must not be more than five years old when you submit your application.

The OINP will only accept an ECA report from one of following organizations designated by IRCC:

- [Comparative Education Service – University of Toronto School of Continuing Studies](#),
- [International Credential Assessment Service of Canada](#),
- [World Education Services](#),
- [International Qualifications Assessment Service](#),
- [International Credential Evaluation Service](#),
- [Medical Council of Canada \(professional body for Doctors\)](#), **OR**
- [Pharmacy Examining Board of Canada \(professional body for Pharmacists\)](#).

**Note:** When completing your application for an ECA, you **must** authorize the organization to share the results of your ECA with the OINP. Further instructions can be found in [Appendix 4](#). Failure to grant the OINP access to your ECA results may delay the processing or result in the refusal of your application.

For further information on ECA requirements, visit [IRCC's website](#).

### 2.1.3 Language Proficiency

All applicants must have a French-language level of **Canadian Language Benchmark (CLB) 7** or above in all language competencies (reading, writing, listening, and speaking) **AND** an English-language level of **CLB 6** or above in all competencies as demonstrated through language tests.

Acceptable tests for language ability are: International English Language Testing (IELTS) (General Training Test only) or Canadian English Language Proficiency Index Program (CELPIP) (General Test only) for English testing and Test d'Évaluation de Français (TEF) for French testing.

Your TEF, IELTS or CELPIP test must have been taken within **two years** of submitting your application.

You must have the following minimum scores in each of the language competencies:

COMPETENCY	TEF	IELTS	CELPIP
<b>Listening</b>	249-279	5.5	6
<b>Reading</b>	207-232	5.0	6
<b>Writing</b>	310-348	5.5	6
<b>Speaking</b>	310-348	5.5	6

Please see [Appendix 3](#) for language test score equivalency charts.

### 2.1.4 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.

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

1. Unencumbered funds that are readily transferable in a convertible currency that meet or exceed the required amount for your family size.  
"Unencumbered" means that your funds are easily accessible and free of debt or other financial liability. You must be able to use this money to pay the costs of living for you and your dependent family members; **and/or**
2. A job offer in Ontario with a salary that meets or exceeds the required funds for your family size, or a salary, that when combined with your savings, meets or exceeds the required funds for your family size.

To determine the settlement funds required for your family size, please review the chart found on [IRCC's website](#). These amounts are updated every year.

**Note:** 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 5.4](#) on Changes in Personal Information.

You must maintain the minimum amount of funds required from the time of application submission up until the time a decision is made on your application.

To demonstrate that you meet the settlement funds requirement, you must submit **copies of six months of your most recent bank statements**. All applicants must submit their bank statements, including those who are claiming ongoing employment income in Ontario.

- The bank statements must include your name or your spouse or common-law partner's name, account number, transit and institution number, account balance and currency.
- The bank statements must also demonstrate a personal account standing/final balance that meets or exceeds the required settlement funds, unless you submit further documentation to support your funds.

If you provide bank statements in your spouse or common-law partner's name, you must include a letter from the financial institution and/or your spouse or common-law partner indicating that you have access to these funds.

If your bank statements include a one-time large deposit to meet the settlement fund requirement, you must include additional documents to explain the source of funds. This may include an affidavit attesting to the source of funds, additional bank statements and/or remittance forms issued by a bank confirming the wire transfer of funds to your account.

If your account balance on your bank statements does not meet or exceed the settlement fund requirement, you may also submit copies of your fixed term deposits, stocks, mutual funds, investments, and/or pensions to demonstrate you have the required funds. However, you must confirm that these funds can be immediately liquidated and indicate at what value, and that they are free of debt or financial liability.

**Remember:** all of your funds must be immediately accessible and transferable in a convertible currency in order for the funds to contribute towards your required settlement funds.

You may also claim your ongoing employment income in Ontario **OR** a valid job offer in Ontario to satisfy the settlements funds requirement if you do not possess the minimum amount of funds. To be eligible, you must be currently residing in Ontario and be able to legally work in Canada. You will be required to submit proof of your employment or job offer in Ontario to demonstrate your salary.

**Note:** The OINP may request additional proof of funds (i.e. more recent bank statements) at any point during the processing of your application.

### **2.1.5 Intention to Reside in Ontario**

All applicants must intend to reside 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.

### **2.1.6 Legal Status in Canada (if applicable)**

If you are residing in Canada, you must have legal status in Canada at the time of application and should maintain it until the time of nomination. This 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 must be in possession of a valid visitor record, work permit or study permit, or be a visa-exempt foreign national.

If your temporary status document (i.e. visitor record, work permit, study permit) has expired, you may still apply to the OINP if you have submitted an application to Immigration, Refugees and Citizenship Canada (IRCC) to renew/extend your temporary status document before its expiry date. In these cases, you are considered to be in **implied status**. 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.

## **2.2 Federal Skilled Worker Program (FSWP) Criteria**

If you choose to be assessed against FSWP criteria, you will need to score at least 67 points on the six selection factors. The 67 point minimum score is a requirement of the FSWP.

For more information on the FSWP criteria, see [Appendix 1](#). You are advised to consult [IRCC's website](#) while preparing your submission to ensure that you have the most up-to-date information.

## 3.0 BEFORE SUBMITTING AN ONLINE APPLICATION

You can only submit an application if you received a Notification of Interest (NOI) from Ontario through your online account with IRCC. 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.

**Note:** You will be required to upload a copy of your NOI with your application. If this letter is not included, your application will be deemed incomplete.

Your complete online application must be submitted within 45 calendar days from the date of your Notification of Interest from Ontario. If the deadline to submit the application falls on a weekend or a statutory holiday, the deadline to submit the application will be extended to the next working (business) day.

### 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 French-Speaking Skilled Worker Stream.

#### **Important:**

- You must have received a Notification of Interest (NOI) from Ontario through your IRCC online account before you can apply to the OINP under this stream.
- Your NOI is valid for **45 calendar days**, which means that you must submit your application to the OINP within 45 days of receiving your NOI from Ontario.

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

## 3.2 Authorizing a Representative

If you receive help from someone with your application to the OINP, you must disclose this fact to the OINP. In addition, if 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:**

- All representatives, whether paid or unpaid, must be disclosed to the OINP.
- You may only have one active representative at a time, and this representative may **only** be appointed using the processes outlined below.
- All representatives must use their representative account to submit an application on your behalf. Representatives must **not** submit an application through your ONE-key account.
- If you have not appointed a representative, you are prohibited from using the email address or mailing address of a representative in your application.
- 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.

**IMPORTANT:** You must disclose the use of a representative to the OINP. If the OINP discovers that you have not disclosed a representative, the program may return or refuse your application.

For information on how to choose a representative and for tips about how to protect yourself from fraud, please visit [IRCC's website](#).

### 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 under the *Ontario Immigration Act, 2015* 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](#), and
- notaries who are members in good standing of the Chambre des notaires du Québec.

**Note:** Please note that the Program only recognizes the representatives listed above as authorized to charge you a fee or receive any other type of payment.

If you appoint a paid representative who is not recognized by the Program as a paid authorized representative (as listed above), you will be contacted by the OINP and advised that the individual must be removed or replaced as the representative.

You may appoint an unpaid representative to conduct business on your behalf with the OINP. 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**

#### **Before Registering**

Your representative must access the OINP e-Filing Portal directly from the [OINP website](#) where they will find [further instructions](#) on the process to register as a representative and submit an application to the French-Speaking Skilled Worker 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 having been authorized by you to do so.

#### **After Registering**

However, if you 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 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 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 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 OINP e-Filing account via ONE-key and select "Cancel" under the "My Representative" section.

Once you have cancelled your representative, they 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 become the primary contact for the OINP.

## 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 even if these individuals are certified translators.

## 4.0 COMPLETING YOUR ONLINE APPLICATION

**Note:** You must have received a Notification of Interest (NOI) from Ontario and [registered](#) for the French-Speaking Skilled Worker 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. XFSW-1703158).

You can now begin your application. You will notice approximately 21 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 your application within 45 calendar days from the date of your Notification of Interest from Ontario.

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 or not you have missed any of the 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 Assistance with Application

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 see [section 3.2](#) for more information on representatives.

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 they have been authorized to act as your representative. Representatives must **not** submit an application through your ONE-key account.

**IMPORTANT: You must disclose the use of a representative to the OINP. If the OINP discovers that you have not disclosed a representative, the program may return or refuse your application.**

### 4.2.2 General Information

In this tab, you must enter your Express Entry Profile Number and your Job Seeker Validation Number.

An Express Entry Profile Number is an alpha-numeric code given to a candidate who has successfully created a profile and entered the Express Entry pool. The code begins with an "E" and is followed by 9 digits. You can find your profile number at the top of your "Welcome to the pool" letter, which is sent to your online account with IRCC.

A Job Seeker Validation Code is a four-digit number given to a candidate who has successfully entered the Express Entry pool. The code is automatically generated by the system. You can find your validation code in your “Welcome to the pool” letter, which is sent to your online account with IRCC.

**Note:** You must maintain a valid profile in the Express Entry system from the time of application up until the time of nomination.

### 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 address) and preferred language of correspondence.

**Note:** If you have not appointed a representative, you are prohibited from using the email address or mailing address of a representative in your application.

#### **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 Immigration, Refugees and Citizenship Canada (IRCC), which you can find on the top right corner of your immigration document. The Client ID number consists of eight or ten numbers (example: 0000-0000 or 00-0000-0000).

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 Provincial Nominee Program in another province or territory.

#### **4.2.6 Education History**

In this tab, you must indicate your highest level of education and provide details on all of your post-secondary education and/or apprenticeships. You must include start and end dates, level of education, whether it was full-time or part-time, country of education and completion date.

If your studies were completed outside of Canada, you must also indicate whether you have been issued an Educational Credential Assessment (ECA) and include details about your ECA.

Please see [section 2.1.2](#) on Education for more information.

#### **4.2.7 Language Proficiency**

In this tab, you must provide information on your current language ability in French and English in accordance with the Canadian Language Benchmark. You must

demonstrate your language proficiency in French with the Test d'Évaluation de Français (TEF). You must also demonstrate your language proficiency in English with either the International English Language Testing (IELTS) General Training Test or the Canadian English Language Proficiency Index Program (CELPIP) General Test. You will need to include your scores, as well as the date of your test and the date of your test results.

**Note:** Your language test must have been taken within two years of submitting your application. Expired language test results will not be accepted.

Please see [section 2.1.3](#) for more information and [Appendix 3](#) for test score equivalency charts.

#### **4.2.8 Employment in Ontario**

In this tab, you must provide information about your employment in Ontario, if applicable. If you have a job offer in Ontario, include all details about this job, such as job title, National Occupational Classification (NOC) Code, employer name and indicate whether or not a Labour Market Impact Assessment (LMIA) was issued for your job offer.

You must indicate if your job is in a regulated profession in Ontario. Some professions are regulated in Ontario, which require a mandatory licence or authorization. Regulated skilled trades in Ontario require a certificate of qualification issued by the Ontario College of Trades. For more information on regulated professions and skilled trades in Ontario, visit the [OINP's website](#) or the [Ontario College of Trades' website](#).

If you are currently working in Ontario, you must include information on your current job. You must indicate whether you have a valid work permit and whether your work permit is supported by a LMIA.

Please see [Appendix 2](#) for information on how to find your NOC code.

#### **4.2.9 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, National Occupational Classification (NOC) code, employer name and country of work. If your job was in Canada, indicate whether or not you had a valid work permit.

**Note:** Any work experience obtained after you received your Notification of Interest (NOI) from Ontario through your IRCC online account will **not** count towards the minimum one year of work experience required. You must have accumulated at

least one year of work experience by the date that you received your NOI to qualify under the French-Speaking Skilled Worker Stream.

Please ensure that you closely review [section 2.1.1](#) for more information and [Appendix 2](#) for information on how to find your NOC code.

#### **4.2.10 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.

#### **4.2.11 Intent to Reside in Ontario**

In this tab, you must list all of your established ties in Ontario and confirm your intention to reside in Ontario by entering your full name and date. All applicants must intend to reside 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.

You must also indicate whether you or your spouse or common-law partner has a relative living in Canada who is 18 years of age or older and a Canadian citizen or a permanent resident of Canada. If so, you will need to provide details about your relative(s).

#### **4.2.12 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 22, including their children.

Please provide the name and date of birth of the family member as it appears on 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.

#### ***Spousal or Common-Law Partner Information***

If you have an accompanying spouse or common-law partner, you may provide additional details of your spouse or common-law partner's:

- work experience in Canada,
- secondary or post-secondary education completed on a full-time basis in Canada,
- language proficiency in English or French.

Please see [Appendix 1](#) for more information on how points are awarded under the FSWP selection grid.

#### **4.2.13 Settlement Funds**

In this tab, you must indicate the amount of funds you have available, or an ongoing employment income in Ontario, to support yourself and your dependent family members in Canada.

Your funds must be unencumbered, readily transferable in a convertible currency, and supported by bank statements. "Unencumbered" means that your funds are easily accessible and free of debt or other financial liability.

The system will prepopulate your total number of dependent family members based on the information you provided in the Family Information section. If this number is incorrect, please return to the previous section and make any required changes.

You may also claim your ongoing employment income in Ontario or a valid job offer in Ontario to satisfy the settlements funds requirement (note that you must be able to legally work in Ontario).

Please see [section 2.1.4](#) for more information.

#### **4.2.14 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.

#### **4.2.15 Your 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 – both the OINP criteria and the FSWP or CEC criteria.

**Note:** All supporting documents must be scanned and uploaded in your online application. This includes copies of your degree and transcripts.

**Please see [Appendix 5](#) for the list of documents that must be submitted with your online application.**

**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 except for passport pages which have a file size limit of 10 MB.

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).

Please also make sure that you redact or black out any credit card numbers so they are not visible before uploading your supporting documents.

#### **4.2.16 Family Documents**

You must also attach supporting documents to substantiate the information you provide in the online application about your family members.

**Please see [Appendix 5](#) for the list of documents that must be submitted with your online application.**

**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 except for passport pages which have a file size limit of 10 MB.

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).

Please also make sure that you redact or black out any credit card numbers so they are not visible before uploading your supporting documents.

#### **4.2.17 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 6](#) 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 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.

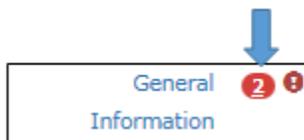
### **Schedule D: Authorizations Concerning Representatives**

Your accompanying spouse or common-law partner and any dependents aged 16 or over 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.

## **4.2.18 Summary**

The summary tab will outline whether or not your application has any errors. If there are no errors, you may proceed with your fee payment. If there are any errors, you will be directed to the tab(s) with the error(s). You must fix the errors 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 regarding you, such as other ministries of the Government of Ontario, officials administering immigration programs, law enforcement agencies, academic institutions and financial institutions to verify the information you have provided or to request additional information if needed to determine whether or not 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 application 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 incurred for services such as language testing, 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.

## **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.

Average processing times are posted [here](#). Please regularly check this 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 your application fee will be refunded.

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 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](mailto: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 Maintaining a Valid Express Entry Profile

You must maintain a valid profile in the Express Entry system from the time of application until the time of nomination.

If you receive an Invitation to Apply (ITA) from Immigration, Refugees and Citizenship Canada (IRCC) while your application is being processed by the OINP, your profile will no longer be available in the Express Entry system for nomination. You must advise the OINP of your intention to:

- reject the ITA issued by IRCC and request that the OINP continue to process your application, or
- withdraw your application to the OINP.

If you reject the ITA, you must provide the OINP with a screenshot showing that you have rejected the ITA from IRCC.

If you wish to withdraw your application, please see the instructions in [section 5.7](#).

## 5.6 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.

If you do not apply to restore your status, you must leave Canada and provide proof of your departure to the OINP.

## 5.7 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](mailto: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.

## 5.8 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](mailto: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 the decision being decided differently. 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. The OINP will also enter the details of your nomination into IRCC's Express Entry system and you will receive a notification of your nomination through your IRCC online account. This notification will explain the next steps for accepting or refusing the nomination.

1. After OINP adds your nomination information to your Express Entry profile, you will have 30 calendar days to accept the nomination in the Express Entry system. With the additional 600 points awarded for a nomination, you will receive an Invitation to Apply for permanent residency from IRCC through your IRCC online account.
2. Once you receive an Invitation to Apply from IRCC, you will have 90 calendar days to submit your application for permanent residence to IRCC.

**Note:** Nomination by OINP does not guarantee the approval of your application for permanent residence by IRCC. Applications for permanent resident status must meet all of the eligibility criteria as defined by IRCC, and it is the nominee's responsibility to ensure that the information provided at profile creation for the Express Entry pool and in the nominee application submitted to OINP is consistent at the time of application for permanent residence submission to IRCC.

## **6.1 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.

To request an extension, please email the OINP at [ontarionominee@ontario.ca](mailto: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

# APPENDIX 1: IRCC PROGRAM CRITERIA – FSWP AND CEC

## FEDERAL SKILLED WORKER PROGRAM (FSWP) SIX SELECTION FACTORS

If you choose to be assessed against the FSWP criteria, you will need to earn at least 67 points on IRCC's FSWP points grid. The FSWP points grid is made up of six selection factors. You are advised to consult the [IRCC website](#) while preparing your submission to ensure that you have the most current information.

Points are awarded as follows for the six selection factors as follows:

Selection Factor	Maximum points
1. English and/or French skills	28
2. Education	25
3. Experience	15
4. Age	12
5. Arranged employment in Canada	10
6. Adaptability	10
<b>Total</b>	<b>100</b>
<b>Pass mark: 67 out of 100 points</b>	

### 1. English and/or French Language Skills

A maximum of 28 points may be awarded for proficiency in English and French as follows:

- Proficiency in first official language – Maximum 24 points
- Proficiency in second official language – Maximum 4 points

You must meet the minimum level of CLB 7 for your first official language in all four language abilities. To get points for your second official language, you must meet the minimum level of CLB 5 in all four language abilities.

Points are awarded as follows:

First Official Language	Points			
	Speaking	Listening	Reading	Writing
CLB 9 or higher	6	6	6	6
CLB 8	5	5	5	5
CLB 7	4	4	4	4
CLB 6 or lower	Ineligible to apply for the FSWP			

<b>Second Official Language</b>	<b>Points</b>
At least CLB 5 in all four abilities	4 points
CLB 4 or lower in any of the four abilities	0

## 2. Education

A maximum of 25 points may be awarded for Canadian education (or its equivalent) at the secondary school level or above.

Points are awarded as follows:

<b>Education</b>	<b>Maximum Points</b>
University degree at the Doctoral (PhD) level, or equal	25 points
University degree at the Master's level or equal OR University level entry-to-practice professional degree or equal (occupation related to the degree must be: NOC 2016 Skill Level A, and licensed by a provincial regulatory body)	23 points
Two or more Canadian post-secondary degrees or diplomas or equal (at least one must be for a program of at least three years)	22 points
Canadian post-secondary degree or diploma for a program of at least three years in length, or equal	21 points
Canadian post-secondary degree or diploma for a two-year program, or equal	19 points
Canadian post-secondary degree or diploma for a one-year program, or equal	15 points
Canadian high school diploma, or equal	5 points

## 3. Experience

A maximum of 15 points may be awarded for the number of years you have spent in full-time paid work (at least 30 hours per week, or an equal amount of part-time: at least 15 hours per week). The one year minimum of continuous and full-time (or equivalent continuous part-time) employment must have been completed in one specific National Occupational Classification (NOC) occupation. The remaining work experience may be in any occupation listed in Skill Type 0 or Skill Levels A or B of the NOC.

Points are awarded as follows:

<b>Experience</b>	<b>Maximum Points</b>
1 year (minimum of 12 months)	9 points
2 to 3 years (24 to 36 months)	11 points
4 to 5 years (48 to 60 months)	13 points
6 of more years (72 months or more)	15 points

#### 4. Age

A maximum of 12 points may be awarded based on your age on the day when your application for permanent residence is received by IRCC.

**Note:** The OINP locks in your age on the date that your Notification of Interest (NOI) from Ontario was sent. Therefore, the OINP will award points based on your age at the time of your NOI. However, please note that Immigration, Refugees and Citizenship Canada will only lock in your age once you receive an Invitation to Apply.

Points are awarded as follows:

Age	Maximum Points
Under 18 years old	0 points
18 to 35 years old	12 points
36 years old	11 points
37 years old	10 points
38 years old	9 points
39 years old	8 points
40 years old	7 points
41 years old	6 points
42 years old	5 points
43 years old	4 points
44 years old	3 points
45 years old	2 points
46 years old	1 points
47 years old and older	0 points

#### 5. Arranged Employment in Canada

**Note:** For the purposes of your application to the French-Speaking Skilled Worker Stream, OINP will only consider arranged employment in Ontario. Arranged employment outside Ontario would contradict your statement of intent to reside in Ontario and result in a refusal of your application to OINP. Where there is a conflict between OINP and IRCC eligibility criteria, OINP criteria will prevail in the assessment of your nominee application.

A maximum of 10 points may be awarded if you have a full-time job offer from a Canadian employer that is at least one year in length. The valid job offer must be:

- for full-time work in Canada having a duration of at least one year (seasonal work is ineligible); AND
- in a high-skilled (NOC "0", "A", or "B") position.

Points are awarded if you fall into one of the following scenarios:

<b>If</b>	<b>And</b>	<b>Points</b>
<p>You currently work in Canada on a temporary work permit.</p>	<ul style="list-style-type: none"> <li>• Your work permit is valid both when you apply and when the permanent resident visa is issued (or you are authorized to work in Canada without a work permit when your visa is issued). <b>And</b></li> <li>• IRCC issued your work permit based on a positive Labour Market Impact Assessment (LMIA) from Employment and Social Development Canada (ESDC). Your employer would have applied for the LMIA, which you then had to attach to your application to IRCC. <b>And</b></li> <li>• You are working for an employer named on your work permit who has made a job offer based on you being accepted as a skilled worker.</li> </ul>	<p>10 points</p>
<p>You currently work in Canada in a job that is exempt from the LMIA requirement under an international agreement (such as, the North America Free Trade Agreement) or a federal-provincial agreement.</p>	<ul style="list-style-type: none"> <li>• Your work permit is valid both when you apply and when the permanent resident visa is issued (or you are authorized to work in Canada without a permit when your visa is issued). <b>And</b></li> <li>• Your current employer has made a job offer based on you being accepted as a skilled worker.</li> </ul>	<p>10 points</p>
<p>You currently do not have a work permit or plan to work in Canada before you get a permanent resident visa. <b>OR</b>  You are currently working in Canada and a different employer has offered to give you a permanent full-time job. <b>OR</b>  You are currently working in Canada in a job that is exempt from a Labour Market Impact Assessment, but not under an international or federal-provincial agreement.</p>	<ul style="list-style-type: none"> <li>• An employer has made you a job offer based on you being accepted as a skilled worker. <b>And</b></li> <li>• The employer has a positive Labour Market Impact Assessment from ESDC.</li> </ul>	<p>10 points</p>

## 6. Adaptability

You may earn up to a maximum of 10 points for specific factors that enhance your ability to adapt in Canada, such as previous work or study in Canada completed by you or your spouse or common-law partner, arranged employment in Canada, and/or having relatives in Canada who are Canadian citizens or permanent residents.

Points can only be awarded for each adaptability item once (i.e. if you two relatives in Canada, you will only receive 5 points, not 10).

Points are awarded as follows:

<b>Adaptability</b>	<b>Maximum Points</b>
<p><b>Your spouse or partner’s language level</b> Your spouse or common-law partner has a language level in either English or French at CLB 4 level or higher in all four language abilities (speaking, listening, reading and writing).</p>	5 points
<p><b>Your past study in Canada</b> You finished at least two academic years of full-time study (in a program at least two years long) at a secondary or post-secondary school in Canada.</p> <p>Full-time study means at least 15 hours of classes per week, and you must have stayed in good academic standing (as set out by the school) during that time.</p>	5 points
<p><b>Your spouse or partner’s past study in Canada</b> Your spouse or common-law partner finished at least two academic years of full-time study (in a program at least two years long) at a secondary or post-secondary school in Canada.</p> <p>Full-time study means at least 15 hours of classes per week, and your spouse or partner must have stayed in good academic standing (as set out by the school) during that time.</p>	5 points
<p><b>Your past work in Canada</b> You did at least one year of full-time work in Canada in an occupation listed in Skill Type 0 or Skill Levels A or B of the National Occupational Classification (NOC), and with a valid work permit or while authorized to work in Canada.</p>	10 points
<p><b>Your spouse or common-law partner’s past work in Canada</b> Your spouse or common-law partner did at least one year of full-time work in Canada on a valid work permit or while authorized to work in Canada.</p>	5 points
<p><b>Arranged Employment in Canada</b> You earned points under factor 5: Arranged Employment.</p>	5 points

<p><b>Relatives in Canada</b>          You or your spouse or common-law partner have a relative who is a Canadian citizen or permanent resident living in Canada aged 18 or over. The relative can be a parent, grandparent, child, grandchild, sibling, aunt, uncle, niece or nephew.</p>	<p>5 points</p>
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## CANADIAN EXPERIENCE CLASS (CEC) CRITERIA

If you choose to be assessed against the CEC criteria, you will need to meet the following eligibility requirements.

You are advised to consult the [IRCC website](#) while preparing your submission to ensure that you have the most current information.

### 1. Skilled work experience

You must have at least 12 months of full-time (or an equal amount in part-time) cumulative paid work experience **in Canada** in a NOC level 0, A, or B occupation in the three years before you apply. You must have gained your work experience with the proper authorization.

**Note:** Self-employment and work experience gained while you were a full-time student (for example, on a co-op work term) does not count under this program.

### 2. Language ability

You must meet the minimum language level of CLB 7 for NOC 0 or A jobs OR CLB 5 for NOC B jobs.

**Note:** The French-Speaking Skilled Worker Stream requires **ALL** applicants to have language levels of French CLB 7 and English CLB 6 regardless of occupation.

### 3. Residence outside of Quebec

You must plan to live and work outside the province of Quebec.

**Note:** Planning to live outside of Ontario can be deemed to contradict your statement of intent to reside in Ontario and can result in a refusal of your application to OINP. Where there is a conflict between OINP and IRCC eligibility criteria, OINP criteria will prevail in the assessment of your nominee application.

# APPENDIX 2: FINDING YOUR NOC CODE

To find the NOC code for your past work experience or for a position offered to you, visit the website of the National Occupational Classification (NOC) 2016, the authoritative resource on occupational information in Canada. (Instructions below)

If you worked as a dietician abroad and/or have been offered a position as a dietician in the Toronto Region, for example, follow the steps below to find the NOC code:

**Step 1:** Visit the [NOC website](#) and click on 2016 version.

**Government of Canada / Gouvernement du Canada** Search Canada.ca

Jobs ▾ Immigration ▾ Travel ▾ Business ▾ Benefits ▾ Health ▾ Taxes ▾ More services ▾

Home → [National Occupational Classification](#) → Welcome to NOC 2016

### National Occupational Classification 2016

- Search the NOC...
- Welcome to NOC
- About the NOC
- New @ NOC
- Occupational Structure
- Matrix
- Tutorial
- Career Handbook
- FAQ
- Contact Us
- Related Sites
- NOC Code List
- Job Bank

## Quick Search

Enter a 4-digit NOC code or your job title (required).

## Welcome to the National Occupational Classification 2016

The [NOC 2011](#) Web site and the [NOC 2006](#) Web site are also available.

The National Occupational Classification (NOC) 2016 is the authoritative resource on occupational information in Canada providing a standard taxonomy and framework for dialogue on Labour Market Information. It gathers more than 30,000 occupational titles into 500 Unit Groups, organized according to skill levels and skill types.

Ongoing research and updates to the NOC ensure that it continues to reflect occupational changes in the Labour Market. The NOC 2016 revision brought changes to 314 NOC occupational Unit Groups, added 204 new occupational titles, and modified another 21 titles in English. The review of the classification structure was not part of this revision.

[Introduction and Overview of changes.](#)

- [Background](#)
- [Modified Unit Group titles](#)
- [Modified Unit Group descriptions](#)
- [Movement of job titles among Unit Groups](#)

NOC research and development

- [Research methodology for NOC revisions](#)
- [Approval process](#)

**Step 2:** Enter the title of your position in the Quick Search field. Select the most relevant result.

The screenshot shows the Government of Canada website's National Occupational Classification 2016 Quick Search interface. The search term "dietician" was entered, and the results show one unit group title: "3132 Dietitians and nutritionists" with the sub-title "dietician". This result is circled in red. The page also displays the date modified: 2018-01-09.

**Step 3:** Review the lead statements, main duties, and employment requirements of the position to ensure that they match the duties and qualifications for the position offered to you, not just the title of the position. Choose the NOC code that most accurately reflects your position.

- Example: Selected: Dietitians and nutritionists – NOC Code 3132



National Occupational Classification 2016

Search the NOC...

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New @ NOC

Occupational Structure

Matrix

Tutorial

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Related Sites

NOC Code List

Job Bank

Quick Search

Enter a 4-digit NOC code or your job title (required)



Unit Group

3132 Dietitians and nutritionists

Dietitians and nutritionists plan, implement and oversee nutrition and food service programs. They are employed in a variety of settings including hospitals, home health-care agencies and extended care facilities, community health centres, the food and beverage industry, educational institutions, and government and sports organizations, or they may work as private consultants.

Example Titles

- administrative dietitian
- clinical dietitian
- community nutritionist
- consultant dietitian
- dietitian
- dietitian-nutritionist
- nutrition specialist
- nutritionist
- public health dietitian
- public health nutritionist
- registered dietitian (RD)
- research dietitian

[View all titles](#)

Main duties

Dietitians and nutritionists perform some or all of the following duties:

- Develop, administer and supervise nutrition and food preparation and service programs in hospitals, nursing homes, schools, company cafeterias or similar settings
- Provide nutrition guidance, label interpretation and consultation services to health professionals, individuals, dietic interns, community groups, government and the media
- Evaluate nutritional status of individuals and aid in the prevention and/or treatment of inadequate nutrition
- Plan, evaluate and conduct nutrition education programs and develop educational materials for various audiences
- Practice on an individual basis or as a member of an interdisciplinary team to determine nutritional needs of patients and to plan, implement and evaluate normal and therapeutic menus to maintain and enhance general health
- Analyze current scientific nutritional studies, conduct research and evaluate program effectiveness to improve the nutritional value, taste, appearance and preparation of food
- Work within industry in the development, testing and evaluation, and marketing of food and nutrition products or as a company representative supplying product related information to health professionals
- Confer with other health professionals, community groups, government and the media to provide consultation and advice in areas of nutrition interpretation, intervention and policy
- Supervise training of dietic interns.

Dietitians and nutritionists may specialize in areas such as administrative dietetics, clinical dietetics, community dietetics, public health nutrition or research dietetics.

Employment requirements

- Dietitians require a bachelor's or master's degree in dietetics, nutrition or a related field such as food and nutritional science or biochemistry and  
A period of supervised practical training.
- Registration with a regulatory body is required in all provinces for dietitians.
- Membership in the national association, Dietitians of Canada, may be required for dietitians to practise.
- Nutritionists usually require similar education and training as dietitians.
- Registration with a regulatory body is required for nutritionists in Nova Scotia, (as a registered dietitian-nutritionist) in New Brunswick, Quebec and Alberta.
- Membership with the national association, Dietitians of Canada, and/or a provincial regulatory body is available for nutritionists who have the same education and practical training as dietitians.

# APPENDIX 3: LANGUAGE TEST SCORE EQUIVALENCY CHARTS

## Canadian English Language Proficiency Index Program (CELPIP) General 2014 – Test score equivalency chart

CLB Level	Listening	Reading	Writing	Speaking
<b>10</b>	10	10	10	10
<b>9</b>	9	9	9	9
<b>8</b>	8	8	8	8
<b>7</b>	7	7	7	7
<b>6</b>	6	6	6	6
<b>5</b>	5	5	5	5
<b>4</b>	4	4	4	4

## International English Language Testing System (IELTS) General Training – Test score equivalency chart

CLB Level	Listening	Reading	Writing	Speaking
<b>10</b>	8.5	8.0	7.5	7.5
<b>9</b>	8.0	7.0	7.0	7.0
<b>8</b>	7.5	6.5	6.5	6.5
<b>7</b>	6.0	6.0	6.0	6.0

<b>6</b>	5.5	5.0	5.5	5.5
<b>5</b>	5.0	4.0	5.0	5.0
<b>4</b>	4.5	3.5	4.0	4.0

**Test d'évaluation de français (TEF) – Test score equivalency chart**

<b>CLB Level</b>	<b>Reading</b>	<b>Listening</b>	<b>Writing</b>	<b>Speaking</b>
<b>10</b>	263-277	316-333	393-415	393-415
<b>9</b>	248-262	298-315	371-392	371-392
<b>8</b>	233-247	280-297	349-370	349-370
<b>7</b>	207-232	249-279	310-348	310-348
<b>6</b>	181-206	217-248	271-309	271-309
<b>5</b>	151-180	181-216	226-270	226-270
<b>4</b>	121-150	145-180	181-225	181-225

## APPENDIX 4: EDUCATIONAL CREDENTIAL ASSESSMENTS (ECA)

An Educational Credential Assessment (ECA) report is used to verify that your foreign degree, diploma, certificate (or other proof of your credential) is valid and equal to a Canadian one.

You must provide a copy of your ECA report with your application to the OINP if you completed your education outside of Canada. You must also authorize the ECA granting organization to share the results of your ECA with the OINP. **If your ECA report is not included with your application or you do not authorize the organization to share your results, it will be deemed incomplete and will not be processed.**

Please review the information below to learn more about the different processes for authorizing certain ECA organizations. If you have any specific questions about the process for getting an ECA, or about how to provide authorization to share your ECA results with the OINP, please contact the organization directly.

### **Comparative Education Service (CES):**

You must authorize CES to share the results of your ECA report with the OINP by filling out the [consent form](#).

If you have not yet applied for an ECA, you should include the consent form as part of your ECA application package. If you have already submitted an application for an ECA, you should fill out the form and send it to the CES by email. Please include your CES file number in the email.

### **Medical Council of Canada (MCC):**

You must authorize the MCC to share the results of your ECA report with the OINP by logging into your [physiciansapply.ca](#) account and sending an email to the MCC service desk that gives consent for the MCC to share your ECA report with the OINP. Please be sure to enter "Ontario Immigrant Nominee Program" in the subject line of the email.

### **World Education Services (WES):**

If you already have an ECA report, you must order a duplicate of the report at: <https://www.wes.org/ca/apply/xcopycic.asp>. The "Ontario Immigrant Nominee Program, MCI" must be indicated as the recipient of the report.

If you do not have an ECA report, you must select the "Ontario Immigrant Nominee Program, MCI" as a recipient of the report.

# APPENDIX 5: FRENCH-SPEAKING SKILLED WORKER STREAM DOCUMENT CHECKLIST

Supporting Documents

Submitted

## A. YOUR SUPPORTING DOCUMENTS

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### 1. Notification of Interest from Ontario (mandatory)

A copy (print screen) of your Notification of Interest (NOI) letter from Ontario that was sent to your online account with Immigration, Refugees and Citizenship Canada (IRCC).

**Note:** Please ensure that you capture the date that the NOI was sent to your account.

**Reminder:** You must maintain a valid profile in the Express Entry system from the time of application until the time of nomination.

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### 2. Identity Documents (mandatory)

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#### 2.1 Photograph (mandatory)

Upload a copy of your photograph to meet 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.

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#### 2.2 Passport (mandatory)

A copy of your entire valid passport.

- Your passport copy must include clear copies of all pages including your personal detail page, all blank pages, temporary resident visas, entry stamps, and/or any other immigration stamps.

If your passport has not been valid for at least two years, include

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copies of all of the pages of your previous passport.

### 2.3 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 not available).

### 3. Status Documents issued by IRCC or CBSA (if applicable)

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).

## 4. Education (mandatory)

### 4.1 Canadian Degree

If you have a Canadian degree, provide the following:

- A copy of your degree granted from an academic institution in Canada; **AND**
- A copy of your official transcripts issued from the academic institution in Canada that granted the degree.

### 4.2 Foreign Degree

If you have a foreign degree, provide a copy of the Educational Credential Assessment (ECA) report. The ECA report must:

- State that your credential is the equivalent of a Canadian Bachelor's degree or higher.
- Be issued on or after the date that IRCC designated the organization; **AND**
- Not be more than five years old on the date that you submit your application for permanent residence to IRCC.

**Note:** You must authorize the organization to share the results of your ECA with the OINP.

## 5. Language Tests (mandatory)

Copies of your French and English language test results (**CLB 7** or above in French and **CLB 6** or above in English): Test d'Évaluation de Français

(TEF) **and** International English Language Testing (IELTS) (General Training Test only) **or** Canadian English Language Proficiency Index Program (CELPIP) (General Test only).

Your TEF and IELTS or CELPIP tests must have been taken **within two years** of submitting your application.

Please ensure that you copy/scan the entire page of your test results and no text is cut off.

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## 6. Employment in Ontario (if applicable)

### 6.1 Job Offer (if applicable)

A copy of your full-time job offer from an Ontario employer.

### 6.2 Work Permit (if applicable)

A copy of your current work permit, if you are currently working in Ontario for the same employer who has offered you a job.

### 6.3 Labour Market Impact Assessment (if applicable)

A copy of the Labour Market Impact Assessment issued for your current work permit in Canada.



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## 7. Work History (mandatory)

### 7.1 Résumé (mandatory)

A copy of your current résumé indicating work experience.

### 7.2 Employment Reference Letters (mandatory)

Copies of your employment reference letters from previous and current employers for all periods of work (foreign and Canadian) stated in your application. Reference letters must:

- Be printed on company letterhead;
- Identify company address, telephone/fax numbers, email and website addresses;
- Indicate the responsible officer/supervisor and include their signature;
- Specify your employment period and your positions held;
- Outline your duties and responsibilities during the employment period for each position and the time spent in each position (if applicable); and
- Include your total annual salary plus benefits, number of hours worked per week and any extended periods of leave.

**7.3 Work Contracts (mandatory)**

Copies of your work contract(s) from previous and current employers for all periods of work (foreign and Canadian) stated in your application.

**7.4 Proof of Compensation (mandatory)**

Proof of compensation from previous and current employers for all periods of work (foreign and Canadian) stated in your application.

Proof may include copies of:

- Pay stubs, pay cheques or pay statements,
- Bank statements showing salary deposits,
- Income tax documents, or
- Letter(s) from employer(s) explaining why this proof is not readily available.

**Note:** It is recommended that you provide proof for the first and last month for each work experience.

**7.5 Canadian Work Experience (mandatory if applicable)**

If you are currently working in Canada, include copies of your Canada Revenue Agency *T4 Statements of Remuneration Paid* and *Notice of Assessment* (NOA) statements (if applicable) for the periods of work experience stated in your application.

**Note:** Please ensure that you redact, or black out, your Social Insurance Number so that it is not visible.

**7.6 Regulated Occupation (mandatory if applicable)**

If you worked in a regulated occupation, include a copy of your licence or authorisation.

**7.7 Self-Employment (mandatory if applicable)**

If you are or have been self-employed, include, where available, copies of the following documents:

- Business/company registration documents,
- Proof of business conducted with clients (i.e. invoices, bills, and client references),
- Balance sheets,
- Income tax returns,
- T4A Statements (if self-employed in Canada), and
- Proof of licence to practice if you are a private practitioner in a regulated field.

**7.8 Other Work-Related Documentation (if applicable)**

You may also provide any other relevant documentation that can

support your work experience, such as work contracts and/or pay stubs.

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**8. Settlement Funds (mandatory)**

Copies of your bank statements for the six months prior to your application submission date.

- Bank statements should include your name or your spouse or common-law partner's name, account number, transit/institution number, account balance and currency.
- If you provide bank statements in your spouse or common-law partner's name, you must include a letter from the financial institution and/or your spouse or common-law partner indicating that you have access to these funds.
- If your bank statements do **not** demonstrate a personal account standing/final balance that meets or exceeds the required settlement funds, you may include proof of fixed term deposits, stocks, mutual funds, investments, and/or pensions, along with a confirmation that these funds can be immediately liquidated and at what value, and that they are free of debt or financial liability.
- If your bank statements include a one-time large deposit to meet the settlement fund requirement, you must include additional documents to explain the source of funds. This may include an affidavit attesting to the source of funds, additional bank statements and/or remittance forms issued by a bank confirming the wire transfer of funds to your account.

**AND if applicable:**

- Evidence of ongoing employment in Ontario or a valid job offer in Ontario if you are demonstrating employment income to satisfy the settlement funds requirement (note that you must be able to legally work in Ontario).

**Note:** If you are providing evidence of current employment or a valid job offer in Ontario, you must submit a copy of the original job offer on company letterhead, signed by the employer, which includes the occupation title, duties and responsibilities, wage and employment start date.

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**9. 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.



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**10. Other (if applicable)**

Any other documents not captured in the previous sections to support your application.



**B. FAMILY DOCUMENTS****1. Your Family Members' Passports (if applicable)**

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

**2. Your Spouse or Common-Law Partner's Status Documents issued by IRCC or CBSA (if applicable)**

Copies of current and previous status documents issued by Immigration, Refugees and Citizenship Canada (IRCC) or the Canada Border Services Agency (CBSA) to your spouse or common-law partner. Documents may include work permits, study permits, temporary resident visas, and/or any other Canadian immigration document.

If your spouse or common-law partner is currently in implied status, provide a copy of the letter from IRCC acknowledging receipt of their application to extend their status, the IRCC fee receipt and/or post office mailing receipt (if applicable).

**3. Your Spouse or Common-Law Partner's Education in Canada (if applicable)**

A copy of any document from an academic institution in Canada to prove that your spouse or common-law partner completed at least two academic years of full-time study (in a program of at least two years in duration) at a secondary or post-secondary institution in Canada.

**4. Your Spouse or Common-Law Partner's Work Experience in Canada (if applicable)**

- Copies of employment reference letters from your spouse or common-law partner's employers in Canada. Letters must be printed on company letterhead and identify company address, telephone/fax numbers, email and website addresses; indicate the responsible officer/supervisor and include their signature; specify your spouse or common-law partner's employment period, positions held, duties and responsibilities during the employment period for each position and the time spent in each position (if applicable), total annual salary plus benefits, number of hours worked per week and any extended periods of leave,
- Copies of work contracts,
- Copies of Canada Revenue Agency T4 *Statements of Remuneration Paid* and *Notice of Assessment* (NOA) statements (if applicable), and
- Copies of pay statements.

**5. Your Spouse or Common-Law Partner's Language Tests (if applicable)**

A copy of your spouse or common-law partner's language test results from IELTS (General Training Test only), CELPIP (General Test only) or TEF.

The IELTS, CELPIP or TEF test must have been taken within **two years** of submitting your application.

**6. Relatives in Canada (if applicable)**

Copies of the following documents if you or your spouse or common-law partner has a parent, grandparent, child, grandchild, sibling, aunt, uncle, niece, or nephew who is a Canadian citizen or permanent resident living in Canada aged 18 years or older:

- Birth certificate of your relative,
- Citizenship or permanent resident document of your relative, and
- Evidence of your relative's residency in Canada (i.e. property documents, employment documents, bank statements, tax documents that contain name, address and contact information, etc.).

**7. Other (if applicable)**

Any other documents not captured in the previous sections to support your application.

# APPENDIX 6: 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 refusal.**

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 Director appointed under the *Ontario Immigration Act, 2015, S.O. 2015, c. 8* (the "Director") may request clarification or the submission of supplementary information in relation to this Ontario Immigrant Nominee Program (the "Program") application.**

That the Director 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 Director may refuse my application or withdraw my nomination for permanent residence if I give false information or fail to provide any requested information.**

That the Director 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 this application. I understand and agree that the decision to accept this application is at the Director's sole discretion in accordance with the *Ontario Immigration Act, 2015, S.O. 2015, c. 8*, and that submitting this application or even meeting Program criteria does not guarantee that this application will be accepted 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 Director's decision alone to accept your application.

**8. I understand and agree that the Government of Ontario may decide to 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 the Government of Ontario 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 processing, assessing and verifying 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 processing, assessing and verifying this application, and authorize such other ministries to collect my personal information for these purposes. Likewise, I authorize other ministries of the Government of Ontario to disclose my personal information to MCI for these purposes, and authorize MCI to collect my personal information from such other ministries for these purposes.**

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, assessing and verifying 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 these purposes, 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 purposes of processing, assessing and verifying this application and for program integrity purposes, and authorize such law enforcement agencies to disclose my personal information to MCI for these purposes, 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 purposes of processing, assessing and verifying this application, and authorize such governments to collect my personal information for the same purpose. Likewise, I authorize such other governments to disclose my personal information to MCI for these purposes, and authorize MCI to collect my personal information from such governments for these purposes.**

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, assessing and verifying this application, and to collect any additional related personal information for these purposes. 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 this application is necessary for the Ontario Immigrant Nominee Program's proper administration including to process this application. The Program is authorized under the *Ontario Immigration Act, 2015*, S.O. 2015, c. 8. Any personal information collected by MCI in connection with this application will be used for the purposes of ensuring the Program's proper administration, including processing, assessing and verifying this application for nomination for permanent residence, as well as for Program integrity, Program evaluation, and statistical purposes. In this application,**

**“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., 2<sup>nd</sup> 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 this application, the revocation of a nomination, and may be grounds for prosecution under the *Immigration and Refugee Protection Act*. This 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 this 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 offence 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 offence 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 or 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 or 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 or more, understand that if the applicant cancels a representative for this application submission, that representative will no longer be considered to be your representative.