Ontario

Ministry of Citizenship, Immigration and International Trade

Application Guide for Ontario Human Capital Priorities Stream

Ontario Immigrant Nominee Program

Disponible en français

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

For the most recent updates to the program, please check the Ontario Immigrant Nominee Program website.

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1. INTRODUCTION: ONTARIO HUMAN CAPITAL PRIORITIES STREAM

A. What is the Ontario Human Capital Priorities Stream?

The Ontario Human Capital Priorities Stream is for skilled workers who want to live and work permanently in Ontario. This stream enables the Ontario Immigrant Nominee Program (OINP) to nominate individuals who have qualified for Immigration, Refugees, and Citizenship Canada's (IRCC's) Express Entry pool and who have the required education, skilled work experience, language ability, and other characteristics to help them successfully establish and integrate into Ontario's labour market and communities.

B. How does the Stream work?

Note: You may not apply directly to the Human Capital Priorities Stream. You must have received a Notification of Interest from Ontario through your MyCIC account before you can apply to OINP under this stream.

Step 1 ***Register for Express Entry***

- You must register for 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 Candidate Identifier Code). You will need these to complete your Nominee Application Form.

  For further information on how to register for Express Entry and more information on federal immigration programs, please visit IRCC's 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in your Express Entry Profile is inaccurate or not truthful, your application could be denied or your nomination withdrawn.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.

- When you register for Express Entry, you must indicate your interest in immigrating to either Ontario or "All Provinces and Territories."
- You must qualify for one of two IRCC economic immigration programs: the Federal Skilled Worker Program (FSWP) or the Canadian Experience Class (CEC).

  *See **Appendix 1** for more information on the FSWP and CEC criteria or visit the IRCC website.*

Step 2 ***OINP identifies candidates in Express Entry pool***

- OINP searches the Express Entry pool and identifies potential candidates who:

1. Have a minimum score of 400 on the Comprehensive Ranking System (CRS) in IRCC's Express Entry system, and
2. Meet the criteria of Ontario's Human Capital Priorities Stream (see **Section 2** for more information).

- If OINP identifies you in the Express Entry pool, you will receive a PT Notification of Interest from Ontario through your MyCIC account. This notification will invite you to apply to OINP for nomination under the Human Capital Priorities Stream.

Step 3 ***Apply to OINP under the Human Capital Priorities Stream***

- After you receive a PT Notification of Interest from Ontario through your MyCIC account, you have 45 days to apply to OINP under the Human Capital Priorities 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 day.
- To apply, fill out the Nominee Application Form (see **Section 4** for instructions on completing the form) and ensure that you have all the required supporting documents (see **Section 3**).
    - All applicants must indicate which federal immigration program they wish to be assessed against: FSWP or CEC.
- OINP will assess your nomination according to the Human Capital Priorities Stream eligibility criteria. Your application will also be assessed to ensure you meet the FSWP or CEC criteria.

Step 4 ***Accept nomination from Ontario and apply for permanent residency***

- If your application is approved by Ontario, you will receive a letter from OINP through your MyCIC account notifying you of your nomination. You have 30 days to accept the nomination from Ontario in the Express Entry system.
- Nomination from Ontario will give you an additional 600 CRS points and you will receive an invitation to apply for permanent residency from IRCC.
- Once you receive an invitation to apply from IRCC, you have 60 days to apply to IRCC for permanent residency.

  For more information on IRCC's application process for permanent residency for provincial nominees through the Express Entry system, please visit the IRCC website.

- During the assessment of applications for permanent residency, IRCC reviews applicants for admissibility, including health, security, and criminality checks as per Canada's *Immigration and Refugee Protection Act*. IRCC will also verify all information provided by applicants to register for Express Entry.

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, your application fee to OINP will not be refunded. Application fees are non-refundable even if an application is withdrawn or denied, as they cover OINP's cost of processing applications.

C. Who *may not* apply?

You may not apply to OINP under the Human Capital Priorities Stream if:

- You have not received a PT Notification of Interest from Ontario through your MyCIC account;
- You are a refugee claimant in Canada; **OR**
- You were not accepted into 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 may not apply to OINP while they are in Canada. Refugee claimants whose claim has been rejected, abandoned, or withdrawn must exit Canada prior to applying for OINP. Refugee claimants whose applications to remain in Canada are pending are not eligible to apply for the OINP.

For more information related to refugee claimants, visit the Immigration, Refugees and Citizenship and Canada website.

IMPORTANT: INCOMPLETE APPLICATIONS

Incomplete Nominee applications will not be accepted by OINP and will be returned to you. An application may be deemed incomplete if:

- The Nominee Application Form is illegible or incomplete (all fields must be completed and questions that are not applicable should be marked "N/A");
- The required supporting documents are not provided;
- Documents requiring translation are not certified or notarized; or
- The application fee is not included in the application package or is submitted in an incorrect amount.

Application fees included in an application package will also be returned to you if the application is deemed incomplete.

2. Eligibility Criteria

To be eligible to apply for the **Ontario Human Capital Priorities Stream**, you must meet the following provincial criteria:

1. ***Work Experience:*** All applicants require a minimum level of work experience:

    - If you choose to be assessed against the FSWP criteria, OINP requires that you have a minimum of one year of continuous and full-time employment (1,560 hours or more) **or** an equal amount in continuous part-time paid work experience in a National Occupation Classification (NOC) level 0, A, or B occupation **in the past five years from the date of the PT Notification of Interest from Ontario.** The one year minimum of continuous and full-time (or equivalent continuous part-time) employment must have been completed in one specific NOC occupation.

    - If you choose to be assessed against the CEC criteria, OINP requires that you have a minimum of one year of cumulative and full-time employment (1,560 hours or more) **or** an equal amount in part-time paid work experience in a NOC 0, A, or B occupation **in Canada in the past three years from the date of the PT notification of interest from OINP.**

    See **Section 3.1** for further information.

2. ***Education:*** All applicants must have a Canadian Bachelor's, Master's or Ph.D. degree or 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 Ph.D. degree. See **Section 3.2** for further information.

3. ***Language Requirements:*** All applicants must have a language level of Canadian Language Benchmark (CLB) 7 or above in all language competencies (reading, writing, listening, and speaking) in either English or French. 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, or Test d'Evaluation de Français (TEF) for French testing. See **Section 3.3** for further information.

4. ***Express Entry Ranking:*** All applicants must score a minimum of 400 points in the Comprehensive Ranking System in IRCC's Express Entry system. Your score must remain at or above 400 during both the Ontario nomination

processing stage and at the federal application for permanent residency processing stage. See **Section 7.2** for further information.

5. ***Settlement Funds:*** All applicants must possess sufficient funds and/or income to cover settlement costs in Ontario. Funds must be unencumbered, readily transferable in a convertible currency, and supported by bank statements. Income may be demonstrated from ongoing employment in Ontario or a valid job offer in Ontario (note that you must be able to legally work in Ontario). See **Section 3** for further information.

6. ***Intention to Reside in Ontario:*** All applicants must intend to reside in Ontario, as demonstrated by a statement of intent and indication of ties to Ontario. See **Section 3.5** for further information.

Assessment against FSWP criteria
Additionally, if you choose to qualify under the FSWP criteria, you will also be assessed against IRCC's six selection factors to ensure you meet the minimum of 67 points for the FSWP. You may earn additional points if your spouse or common-law partner has, for example, Canadian education and/or work experience or other adaptability factors. The FSWP selection factors and points grid are below:

Selection Factor	**Maximum points**
English and/or French skills	28
Education	25
Experience	15
Age	12
Arranged employment in Canada	10
Adaptability	10
Total	100
Pass mark: 67 out of 100 points	

Note: 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 denial 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.

For more information on the FSWP criteria, see **Appendix 1**. You are advised to consult the IRCC website while preparing your submission to ensure that you have the most-up-date information.

Note: Nomination by OINP does not guarantee approval for Permanent Resident status 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 registration 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.

3. SUPPORTING DOCUMENTS

The Nominee Application Form must be accompanied by a number of supporting documents which help establish that you meet the applicable eligibility criteria – both the OINP criteria and the FSWP or CEC criteria. You can use the checklist at the end of the Nominee Application Form to ensure that you have included all of the required supporting documents.

You must **send only copies** of supporting documents **unless otherwise stated**. **Do not submit original civil documents** (i.e., birth certificate or passport) as the application documents will not be returned. You are strongly encouraged to create a copy of your complete application package prior to submission.

Officers assessing the application may request additional documents that are not listed among the supporting documents below if they deem that these documents are necessary to assess the application. Failure to provide the additional documents in the timelines requested by the officers will result in the denial of the application.

IMPORTANT: DOCUMENT TRANSLATION

If a supporting document is not in English or French, you must provide a copy of the document and a complete, certified 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 ATIO's website.

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

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

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

3.1 WORK EXPERIENCE

FSWP Candidates

If you choose to be assessed against FSWP criteria in your application to the Ontario Human Capital Priorities Stream, OINP requires that you have a minimum of one year of continuous and full-time employment (1,560 hours or more) or an equal amount in continuous part-time paid work experience in a NOC 0, A, or B occupation **in the past five years from the date of the PT Notification of Interest from Ontario.** Applicants assessed against FSWP criteria can demonstrate work experience obtained in Canada or overseas. The one year minimum of continuous and full-time (or equivalent continuous part-time) employment must have been completed in one specific NOC occupation.

You can obtain additional points on the FSWP points grid for continuous part-time work experience in a NOC 0, A, or B occupation in the past five years from the date of the PT Notification of Interest from Ontario **if** you have also separately satisfied the requirement of having one year of continuous and full-time paid work experience as described above.

CEC Candidates

If you choose to be assessed against Canadian Experience Class criteria in your application to the Ontario Human Capital Priorities Stream, OINP requires that you have a minimum of one year of cumulative and full-time employment (1,560 hours or more) or an equal amount in part-time paid work experience in a NOC 0, A, or B occupation **in Canada in the past three years from the date of the PT Notification of Interest from Ontario.** 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 stream.

The full-time work experience requirement may be met by the equivalent in part-time, paid work experience (e.g., more than one part-time job held simultaneously or one or more part-time jobs held over the equivalent of at least one year of full-time work). For example, 15 hours/week for 24 months = 1 year full time (1,560 hours).

Supporting documents (FSWP and CEC)

You must submit the following documents to prove your work experience if you choose to be assessed against FSWP criteria or CEC criteria:

- Copy of current résumé indicating relevant work experience.
- Copies of employment reference letters from previous/current employers for all periods of work stated in the application that meet the following requirements:
  - Printed on company letterhead and identify company address, telephone/fax numbers, email, and website addresses;
  - Identify the responsible Officer/Supervisor and include his/her signature;
  - Stamped with the company's corporate seal (if applicable); **AND**
  - Specify:
    - Your employment period;

- Your positions held, duties and responsibilities during the employment period for each position, and the time spent in each position (if applicable);
- Your total annual salary plus benefits;
- Number of hours worked per week; and
- Any extended periods of leave (i.e., more than one month).

Additional supporting documents may include:

- Copy of work contracts; and
- Copy of pay stubs.

Currently working in Canada
If you are currently working or have worked in Canada with authorization to do so, provide the following documentation:

- Copy of employment contracts;
- Copies of all work permits issued by IRCC and all immigration records authorizing employment for the period of work stated in your application;
- Employer reference letters for all periods of work stated in your application;
- Copies of Canada Revenue Agency T4 *Statement of Remuneration Paid* and *Notice of Assessment* (NOA) statements (if applicable) for the periods of work experience stated in your application; **AND**
- Pay statements and any relevant documentation that can support your Canadian work experience.

Any unauthorized periods of work in Canada cannot be considered.

Working in a regulated occupation in Ontario
If you are currently working in an occupation that is regulated in Ontario which requires mandatory certification or licensing in Ontario, you must submit proof of your certification or license. Visit Ontario's immigration website for more information on regulated professions in Ontario.

If you are currently working in a regulated skilled trade in Ontario, you must submit a certificate of qualification issued by the Ontario College of Trades. For more information on trades that require mandatory certification in Ontario, visit the Ontario College of Trades website.

Arranged employment
If you choose to be assessed against FSWP criteria, you can gain additional points if you have arranged employment. OINP will only consider arranged employment in Ontario. If you have arranged employment in Ontario, please provide the following documentation:

- Copy of work permit;
- Copy of Labour Market Impact Assessment (where applicable); **AND**
- Permanent and full-time job offer from your Ontario employer.

- ***Self-employment*** (for FSWP applicants only)

If you are or have been self-employed, provide copies of all the following documentation for periods of self-employment, if available:

- 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 license to practice if you are a private practitioner in a regulated occupation.

3.2 EDUCATION

You must have a Canadian Bachelor's, Master's, or Ph.D. degree **OR** an Educational Credential Assessment (ECA) report issued by a designated organization indicating that your foreign education is the equivalent of a Canadian Bachelor's, Master's or Ph.D. degree. For further information on ECA, visit IRCC's website.

You must submit the following documents to verify your education:

- If you have a Canadian degree, provide the following documentation:
  - A certified true copy of your degree granted from an academic institution in Canada; **AND**
  - Official transcripts submitted by you in the original sealed envelope from the academic institution in Canada that granted the degree.

- If you have a foreign degree, submit a copy of the ECA:
  - The ECA report must be issued on or after the date IRCC designated the organization;
  - The ECA report must not be more than five years old on the date that IRCC receives your Express Entry profile and your application for permanent residence; **AND**
  - The ECA report must state that your credential is the equivalent of a Canadian Bachelor's degree or higher.

- 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).

3.3 LANGUAGE REQUIREMENTS

You must demonstrate official language proficiency equivalent to the Canadian Language Benchmark (CLB) 7 or above for each language competency (i.e., listening, reading, writing, and speaking) in either English or French.

Please provide copies of language test results from either IELTS (General Training Test only), CELPIP (General Test only), or TEF.

You will be required to have the following minimum scores in each of the language competencies:

Listening: IELTS 6 or CELPIP 7 or TEF 249-279
Reading: IELTS 6 or CELPIP 7 or TEF 207-232
Writing: IELTS 6 or CELPIP 7 or TEF 310-348
Speaking: IELTS 6 or CELPIP 7 or TEF 310-348

For candidates who qualify for IRCC's FSWP, you may earn additional points for a second official language with a minimum level of CLB 5 in all four language competencies. If you have proficiency in the second official language, provide copies of language test results from either IELTS (General Training Test only), CELPIP (General Test only), or TEF.

IMPORTANT: KEEPING LANGUAGE TEST RESULTS CURRENT

The IELTS, CELPIP, or TEF tests need to be taken within 24 months of application submission to ensure the results are valid at the time of permanent residence processing.

OINP recommends you take your official language tests within one year of submitting your application to OINP to ensure that your results are valid when you submit your application for permanent residency to IRCC. If your results expire before you apply for permanent residency, you will need to retake the tests.

3.4 SETTLEMENT FUNDS

You are required to demonstrate a minimum level of savings/income to support yourself and your dependent family members. Your dependents include both the family members in your household who are accompanying you to Ontario and those who are not accompanying you.

For a definition of who is considered a dependent, please visit IRCC's website.

For documents to prove your current employment or arranged employment, see **Section 3.1**.

OINP must be satisfied that funds are unencumbered and readily transferable in a convertible currency. You must be able to use this money to cover the costs of living for you and your dependent family members whether or not they are accompanying you to Ontario.

The minimum amount of funds is based on the number of family members in your household in accordance with the Low Income Cut-Offs (LICO). These amounts are updated every year. The number of family members in your household includes you and both your accompanying and non-accompanying dependents.

To determine the settlement funds required for your family size, please review the LICO chart found at IRCC's website.

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 7.1** on Changes in Personal Circumstance.

Bank account in Canada
If you have a personal bank account in Canada, provide copies of bank statements for the six months prior to the submission of the application to OINP. The bank statements must:

- Demonstrate a personal account standing/final balance that meets or exceeds the LICO; **AND**
- Include your name.

Bank account outside of Canada
If you do not have a personal bank account in Canada, you must provide six months of original up-to-date bank statements from a recognized financial institution. The bank statements must:

- Demonstrate a personal account standing / final balance that meets or exceeds the LICO; **AND**
- Include the following details:
    - Your name;
    - Account number;

- Transit and institution number;
- Account balance; and
- Currency.

Income in Ontario
If you demonstrate ongoing employment income to satisfy the settlement funds requirement, submit supporting documents as evidence of ongoing employment in Ontario or a valid job offer in Ontario (note that you must be able to legally work in Ontario). See **Section 3.1** for required documents.

3.5 INTENTION TO RESIDE IN ONTARIO

You are required to declare your intention to reside in Ontario in Section F of the Nominee Application Form. You must provide a statement of intent stating your reasons to settle in Ontario and your ties to Ontario.

You may also provide evidence of your ties to Ontario. Ties to Ontario can include but are not limited to, the following:

- Employment in Ontario;
- Job offers or jobs applied/interviewed for 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.

3.6 IDENTITY AND CIVIL STATUS DOCUMENTS

You must provide two original photos of yourself. The photo must 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”), 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.
- Your name and date of birth must be written on the back of each photo.
- The photos must be placed in a small envelope and attached to the first page of the application to enclose with your application package submission.

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

Provide 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).

Please provide a copy of your entire passport:

- The passport copy must include clear copies of each page including all blank pages, Temporary Resident Visas, entry stamps, and/or any other immigration stamps. You must also include copies of Work Permits, Study Permits, and/or any other Canadian immigration documents;
- Your passport must have been valid for at least two years prior to submission of your nominee application. If your passport has not been valid for at least two years (i.e., the previous passport expired less than two years before the submission of the nominee application), then copies of all of the pages of your previous passport must also be included; **AND**
- Your passport should be valid for at least two more years. If you are unable to renew your passport prior to applying to the program, you must apply with your current passport with an explanation of why your passport could not be renewed at the time of the application.

Provide a copy of each dependent's passport page showing his/her photo and personal information, if applicable.

3.7 RELATIVES IN CANADA

If you choose to be assessed against FSWP criteria, you can earn points for adaptability if you or your spouse have 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.

Provide copies of all the following documents to support proof of blood relation in Canada:

- Birth certificates of relevant family members, such as birth certificates of uncle and mother that show common parentage;
- 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.).

IMPORTANT: PRIVACY AND CONFIDENTIALITY

Although you may consider some information in the application form or the supporting documents submitted to the OINP to be proprietary or confidential, any such material may be disclosed to a third party, in accordance with your consent, and where required by law or if required of a court or tribunal.

4. INSTRUCTIONS FOR COMPLETING THE NOMINEE APPLICATION FORM

4.1 OBTAINING THE NOMINEE APPLICATION FORM

The Nominee Application Form for Ontario Express Entry Streams is available for free download on the OINP website.

4.2 COMPLETING THE NOMINEE APPLICATION FORM

To review the form in its entirety before printing, click on the blue button "Print Blank Form".

Please print clearly. All fields in the form must be completed. If questions are not applicable, mark the space with "N/A". The application will not be processed if it is illegible or incomplete.

The following provides section-specific guidance for filling out the form. Each section title (i.e., Application Details, Part A, B, C, etc.) corresponds with the section in the application form.

Application Details

You must choose the federal program criteria you want to be assessed against: the Federal Skilled Worker Program **OR** the Canadian Experience Class.

You will be assessed against both the Ontario Human Capital Priorities Stream and the federal program criteria that you choose.

You must provide your Express Entry Profile Number and your Job Seeker Validation Code you received at registration.

Part A: Personal Information (principal applicant only)

Enter your name, place of birth, country of birth, and citizenship as they appear on your passport.

If you are currently in Canada, indicate your status. Options include temporary foreign worker (i.e., you hold a valid work permit), student (i.e., you hold a valid study permit), visitor (i.e., you hold a valid visitor record or current Canadian entry stamp) or other (i.e., temporary resident permit holder or diplomat).

- The Unique Client Identifier number (UCI) issued by IRCC is also known as a client ID number. It has four numbers, a hyphen, and four more numbers (Example: 0000-0000).

If you, your spouse or your dependent children have applied for nomination in another province or territory, please provide an explanation. For example, when the application was submitted, to which province/territory, and what is the current status of the application (e.g., in process, withdrawn, denied, etc.)?

Refer to **Section 3.6** for detailed information on identity and civil status documents.

Part B: Assistance with Application

You must indicate whether or not you received help preparing your OINP Nominee Application package (other than assistance provided by OINP directly) and if you have paid this individual for the assistance provided (See Section 5: Designating a Representative for information on paid authorized representatives).

If you wish to authorize this individual to communicate on your behalf regarding the application, you must complete the **Authorizing or Cancelling a Representative Form**.

For information on completing this form, see **Section 5.3**.

Part C: Learning About Ontario Immigrant Nominee Program

OINP is interested in how you learned about the program. This information will be used solely for program information purposes. You should check only **one** box.

Part D: Occupation and Education (principal applicant only)

Provide answers to all questions for the principal applicant.

Provide details of your personal and paid work history since the age of 18, or in the past ten years, whichever is most recent. Start with the most recent information. Provide details of your activities for any periods during which you were not working, such as periods of volunteering, unemployment, studies, or travels. Do not leave any gaps in time. Use a separate sheet, if necessary. Attach supporting documentation for each period of paid employment.

Self-employed applicants
If you are self-employed, provide a detailed explanation of any period of self-employment for the last ten years or since age 18, whichever is less (i.e., dates of self-employment, nature of business conducted with clients, duties performed, hours worked, revenue, etc.).

Self-employed individuals must submit satisfactory evidence of the required work experience (e.g., articles of incorporation or other evidence of business ownership, evidence of self-employment income, reference letters from clients, etc.). Self-employed individuals must provide documentation from third party individuals indicating the service provided along with payment details. Self-declared main duties or affidavits are not sufficient evidence of work experience.

Refer to **Section 3.1** for detailed information on work experience.

Part E: Occupation and Education Obtained in CANADA (spouse or common-law partner only, if applicable)

Provide answers to all questions for your spouse or common-law partner, if applicable.

If you choose to be assessed against FSWP criteria and you have a spouse or common-law partner who will immigrate with you to Canada, they can earn you points for adaptability for their language level, past study, and past work in Canada. You must provide the relevant details and supporting documentation at the time of application to the OINP. Otherwise, you will not be awarded points under this factor. Refer to **Appendix 1** for a detailed explanation of the six selection factors.

Spouse or common-law partner's work experience:
If your spouse or common-law partner has engaged in full-time work **in Canada**, provide the following documentation:

- Copy of work contracts;
- Copies of all work permits issued by the Government of Canada and all immigration records authorizing employment for the period of work stated in the application;
- Copies of employment reference letters from previous/current employers for all periods of work stated in the application that meet the following requirements:

- Printed on company letterhead and identify company address, telephone/fax numbers, email and website addresses;
- Identify the responsible Officer/Supervisor and include their signature;
- Stamped with the company's corporate seal (if applicable); and
- Include the following information:
  - 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 (i.e., more than one month).

- Copies of Canada Revenue Agency T4 *Statement of Remuneration Paid* and *Notice of Assessment* (NOA) statements (if applicable) for the periods of work experience stated in the application; **AND**
- Pay statements and any relevant documentation that can support your spouse or common-law partner's Canadian work experience.

Spouse or common-law partner's education:
If 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**, provide the following documentation:

- A certified true copy of their certificate, diploma or degree granted from an academic institution in Canada;
- Official letter (on institution letterhead) from the academic institution confirming that he/she has stayed in good academic standing (as set out by the school) and the length of the program completed;
- Official transcripts submitted as part of a complete application package in the original sealed envelope from the academic institution in Canada that granted the degree; **AND**
- Copies of immigration document(s) authorizing the study in Canada.

If your spouse or common-law partner has proficiency in English or French, provide copies of language test results from either IELTS (General Training Test only), CELPIP (General Test only) or TEF.

Part F: Ties to Ontario

Indicate whether you intend to reside in Ontario if you become a permanent resident of Canada. List all ties that you have established in Ontario. Use a separate sheet, if necessary. Ties to Ontario can include but are not limited to, the following:

- Employment in Ontario;
- Job offers or jobs applied/interviewed for 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.

Refer to **Section 3.5** for detailed information on intention to reside in Ontario and **Section 3.7** for detailed information on relatives in Canada.

Part G: Settlement Funds

Provide proof of available funds to cover the costs of your settlement in Ontario. You must include both accompanying and non-accompanying family members.

Refer to **Section 3.4** for detailed information on settlement funds.

Part H: Family Information

If you do not have accompanying dependent(s), check "No" and go to Part I. If you have accompanying family member(s), provide the following information for each member of your **immediate family who is accompanying you to Canada (i.e., spouse, or common-law partner and/or children)**. Please **do not** include family members who are Canadian Citizens or Permanent Residents of Canada, or who are not eligible dependents under IRCC's definition of dependents (i.e., parents, siblings, and other family members).

For more information on who can come with you to Canada when you immigrate, visit IRCC's website.

If a family member is a dependent child aged 16 and under, mark "N/A" for "Current Occupation."

Use a separate sheet if necessary.

Part I: Fees

The application fee for Ontario Human Capital Priorities Stream candidates is **$1,500**.

The application fee is per application. The fee must be submitted with the application package or the application will be considered incomplete and returned to you. All fees must be made **payable** to the **Ontario Minister of Finance**. Payments must be made in Canadian dollars only. No other currency will be accepted.

Check the appropriate boxes to indicate the **method of payment** and the **amount enclosed.**

Acceptable Methods of Payment:

- Money Order;
- Cashier/Certified Cheque;
- Postal Money Order; **OR**
- Bank Draft.

Please note that Opportunities Ontario will **not** accept:

- Cash;
- Personal cheques;
- Credit card payments; **OR**
- Any amount of funds other than $1,500.

Fees are **non-refundable**.

IMPORTANT: NON-REFUNDABLE APPLICATION FEES

Fees are **non-refundable**. The province of Ontario charges fees to partially recover the cost of administering OINP. Since the application fee helps pay for the cost of processing applications, it will not be refunded even if the application is not successful, if you withdraw the application at any stage of the process, or if the province cancels or withdraws the nomination.

Part J: Application Checklist

Check the appropriate boxes to indicate that you have included all of the required supporting documents in your application package.

Part K: Applicant's Statements and Authorization

You should carefully read and understand the authorizations and certifications set out in this application. If you do not agree with any of these, or are not prepared to abide by them, you should not submit an application. If any amendments are made to the application and any supporting documents, the application will be treated as an incomplete application and will not be processed.

Part L: Accompanying Spouse or Common-Law Partner's and Accompanying Dependents' (aged 16 and over) Statement and Authorizations.

Your accompanying spouse or common-law partner, and accompanying dependents (aged 16 and over), must read and understand the Statements and Authorizations and enter their full name(s) and sign and date the appropriate section. Parents or legal guardians must sign the section for accompanying dependents under 16 years of age.

5. DESIGNATING A REPRESENTATIVE

5.1 AUTHORIZING A REPRESENTATIVE

You are not required to hire a representative. However, if you receive help from an individual in applying to OINP and you wish to authorize this individual to act on your behalf with OINP, you must submit the **Authorizing or Cancelling a Representative Form** with your application.

You may only have one representative at a time, and this representative may **only** be appointed through the Authorizing or Cancelling a Representative Form. If a new representative is appointed, the previous representative will no longer be authorized to conduct business on your behalf, or receive information about the application.

To learn more about using a representative, visit IRCC's website.

Paid Representatives must be authorized representatives as defined by Canada's *Immigration and Refugee Protection Act,* Section 91 (see Section 91 of the Immigration and Refugee Protection Act for more information on authorized representatives). Paid representatives are:

- Immigration consultants who are members in good standing of the Immigration Consultants of Canada Regulatory Council (ICCRC);
- Lawyers who are members in good standing of a Canadian provincial or territorial law society, along with students-at-law under their supervision; or
- Notaries who are members in good standing of the Chambre des notaires du Quebec.

If an applicant authorizes a paid representative who does not qualify as a paid representative under the *Immigration and Refugee Protection Act*, you will be contacted by OINP and advised that the individual must be removed or replaced as your representative. If you designate a new authorized representative, any communications will be forwarded to the new representative. Otherwise, processing of your file will continue without representation.

5.2 OBTAINING THE AUTHORIZING OR CANCELLING A REPRESENTATIVE FORM

The Authorizing or Cancelling a Representative Form is available for free download on the OINP website.

5.3 COMPLETING THE AUTHORIZING OR CANCELLING A REPRESENTATIVE FORM

Review **Section 5.1** for information on Authorizing Representatives.

You must check the appropriate box to indicate whether you are appointing a representative or cancelling an appointment of a representative.

- If you are **appointing** a representative, you must complete **Sections B, C, and E**.
- If you are **cancelling** a representative, you must complete **Sections B, D, and E.**

Part A: Company Signing Information

This section applies only to Employers. Please write N/A on each field.

Part B: Prospective Nominee Information

- Provide the following information about yourself:
  - Last name (family name), first name (given name), and middle name(s), **AND**
  - Date of birth.

Part C: Appointment of a Representative

You must read and ensure that you understand the authorization statements at the beginning of Part C.

You must provide the following information **about the representative** to be appointed**:**

- Last name (family name), first name (given name), and middle name(s);
- Whether the representative is paid or unpaid;
- The name of the firm or organization;
- Full mailing address;
- Telephone number, including country code and area code; **AND**
- Email address.

Your appointed representative must read, understand, and sign and date the declarations presented at the bottom of Section C.

Part D: Cancelling the Appointment of a Representative

You must provide the following information **about the representative** whose appointment is to be cancelled:

- Last name (family name), first name (given name), and middle name(s), **AND**
- The name of the firm or organization.

Part E: Declaration

You must:

- Read and declare all statements are true;
- Print your last name (family name), first name (given name), and middle name(s); **AND**
- Sign and date the form.

6. SUBMITTING THE COMPLETE NOMINEE APPLICATION PACKAGE

Submit the completed nominee application package by mail, courier or personal delivery to:

Ontario Immigrant Nominee Program
Ministry of Citizenship, Immigration and International Trade
400 University Avenue, 5th Floor
Toronto, Ontario
M7A 2R9

Incomplete Nominee Applications will not be accepted by OINP and will be returned to you.

An application may be deemed incomplete if:

- The Nominee Application Form is illegible or incomplete (all fields must be completed and questions that are not applicable should be marked "N/A");
- The required supporting documents are not provided;
- Documents requiring translation are not certified or notarized; **OR**
- The application fee is not included in the application package or is submitted in an incorrect amount.

Application fees included in the application package will also be returned to you if the application is deemed incomplete.

If you submit your application in person, note that reception staff are not authorized to provide application advice or review applications for completeness. When submitting your application in person, you must place the complete application package in a drop box in the reception area. You will receive correspondence from OINP by mail.

7. AFTER SUBMISSION

You will receive an acknowledgement letter from OINP to indicate that your application has been received if your application is complete.

Case-specific status inquiries must be made in writing and addressed to OINP at ontarionominee@ontario.ca or sent by mail to the address provided in **Section 6**.

7.1 CHANGES IN PERSONAL INFORMATION AND CIRCUMSTANCES

OINP must be notified if there are any changes to your personal information or circumstances as detailed on your Nominee Application Form, including (but not limited to):

- Change in immigration status (expiration or change in work/study permit);
- Change in employment status (loss of employment or new employer);
- Change in contact information;
- Change in family composition due to:
    - marriage or common-law relationship,
    - birth of a child,
    - change of custody of a child,
    - divorce/separation, **OR**
    - death; **AND**
- Any change which could affect your CRS score. (See **Section 7.2** for notes on maintaining your CRS score.)

You must complete the **Change of Personal Information Form** if there are any changes to your personal information. This form can be downloaded from the OINP website. Completed forms should be submitted to OINP by mail, fax or email attachment.

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

Note that changes in personal circumstances that result in additional dependents in your household (e.g., marriage, birth of a child, etc.) will require additional settlement funds, regardless of whether or not the additional dependent(s) is/are accompanying you to Canada. Failure to notify OINP of this change and failure to provide evidence of the required funds will result in the denial of your application.

Please see **Section 3.4** of this guide for more information on settlement funds.

Additional supporting documents may be submitted by mail, fax or email if they are related to changes in your mailing address, contact address, accompanying dependents, designated representatives, and education, or if the additional information is specifically requested by OINP.

However, sending sensitive personal information through unsecured email channels is risky, and is strongly discouraged by OINP. Users assume the risk associated with any electronic transfer of information to OINP, and OINP is not liable for any damages that may arise from interception, loss, theft or other action regarding your personal information while in transit.

7.2 MAINTAINING A MINIMUM CRS SCORE OF 400

You must maintain a minimum score of 400 points on the Express Entry Comprehensive Ranking System (CRS) through the Ontario processing stage and your Application for Permanent Residence to IRCC.

You should be aware that changes in personal circumstance can affect your CRS score. These include:

- Marriage or common-law relationships;
- Change in English or French language levels following revised testing; and
- Work experience falling out of the eligibility period for the Canadian Experience Class (i.e., no longer having one year of Canadian work within the last three).

It is your responsibility as an applicant to ensure that you update your information in the Express Entry portal if there is a change in your circumstances so that your CRS score is accurately calculated. If a change in circumstance results in your CRS score falling below 400, it is your responsibility to inform OINP. If your score falls below 400 before you have been nominated, you must withdraw your nominee application. If your CRS score falls below 400 after you have already been nominated, but before you apply for Permanent Residence, you must inform OINP of the change in your CRS score, at which point OINP will withdraw your nomination. Note that failure to contact OINP if your CRS score falls below 400 will result in a refusal of your Application for Permanent Residence by IRCC.

8. AFTER NOMINATION

If your application is successful, OINP will enter the details of your nomination into IRCC's Express Entry system and you will receive a notification of your nomination through your MyCIC 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 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 MyCIC account.

2. Once you receive an Invitation to Apply from IRCC, you will have 60 days to submit your application for permanent residency to IRCC.

IMPORTANT: FEEDBACK FOR THE PURPOSES OF PROGRAM EVALUATION

The OINP may seek feedback from nominee and employer for up to five years after the successful nomination for permanent residency of the prospective nominee.

APPENDIX 1: IRCC PROGRAM CRITERIA – FSWP AND CEC

1. FSWP SIX SELECTION FACTORS

If you choose to be assessed against the FSWP criteria, you will need to earn 67 points in 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
Total	100
Pass mark: 67 out of 100 points	

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

Points are awarded as follows:

CLB Level	**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			

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

Points are awarded as follows:

Education	**Maximum Points**
University degree at the Doctoral (Ph.D.) 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 2011 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). The one year minimum of continuous and full-time (or equivalent continuous part-time) employment must have been completed in one specific NOC occupation.

Points are awarded as follows:

Experience	**Maximum Points**
1 year	9 points
2 to 3 years	11 points
4 to 5 years	13 points
6 of more years	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.

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 application to the Human Capital Priorities 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 denial 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 permanent and full-time job offer from a Canadian employer. The valid job offer must be:

- For full-time, permanent work (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:

If	And	Points

You currently work in Canada on a temporary work permit.	• Your work permit is valid both when you apply and when the visa is issued (or you are authorized to work in Canada without a work permit when your visa is issued). **And** • 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. **And** • You are working for an employer named on your work permit who has made a permanent job offer based on you being accepted as a skilled worker.	10 points
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.	• Your work permit is valid both when you apply and when the visa is issued (or you are authorized to work in Canada without a permit when your visa is issued). **And** • Your current employer has made a permanent job offer based on you being accepted as a skilled worker.	10 points
You currently do not have a work permit or plan to work in Canada before you get a permanent resident visa. OR You are currently working in Canada and a different employer has offered to give you a permanent full-time job. **OR** 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.	• An employer has made you a permanent job offer based on you being accepted as a skilled worker. **And** • The employer has a positive Labour Market Impact Assessment from ESDC.	10 points

6. Adaptability
You can earn points for previous work or study in Canada. If you have a spouse or common-law partner who will immigrate with you to Canada, you can also earn points for adaptability demonstrated by your spouse. In addition, you can earn points for having relatives in Canada. You can only get points for each item once. The maximum number of points in this section is 10.

Points are awarded as follows:

Adaptability	**Maximum Points**
Your spouse or partner's language level 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).	5 points
Your past study in Canada 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. 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.	5 points
Your spouse or partner's past study in Canada 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. 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.	5 points
Your past work in Canada You did at least one year of full-time work in Canada in an occupation listed in Skill Type O 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.	10 points
Your spouse or common-law partner's past work in Canada Your spouse / partner did at least one year of full-time work in Canada on a valid work permit or while authorized to work in Canada.	5 points
Arranged Employment in Canada You earned points under Factor 5: Arranged Employment.	5 points

Relatives in Canada 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 either a parent, grandparent, child, grandchild, sibling, aunt, uncle, niece or nephew.	5 points

1. 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 (e.g., 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 Human Capital Priorities Stream requires **ALL** applicants to have language level of CLB 7 in English or French regardless of occupation.

3. *You must plan to live 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 denial 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.

4. *You must be admissible to Canada.*

Note: OINP will not assess your admissibility to Canada. IRCC will review applicants for admissibility, including health, security, and criminality checks as per

Immigration and Refugee Protection Act during the assessment of applications for permanent residency.

APPENDIX 2: FINDING THE POSITION NOC CODE

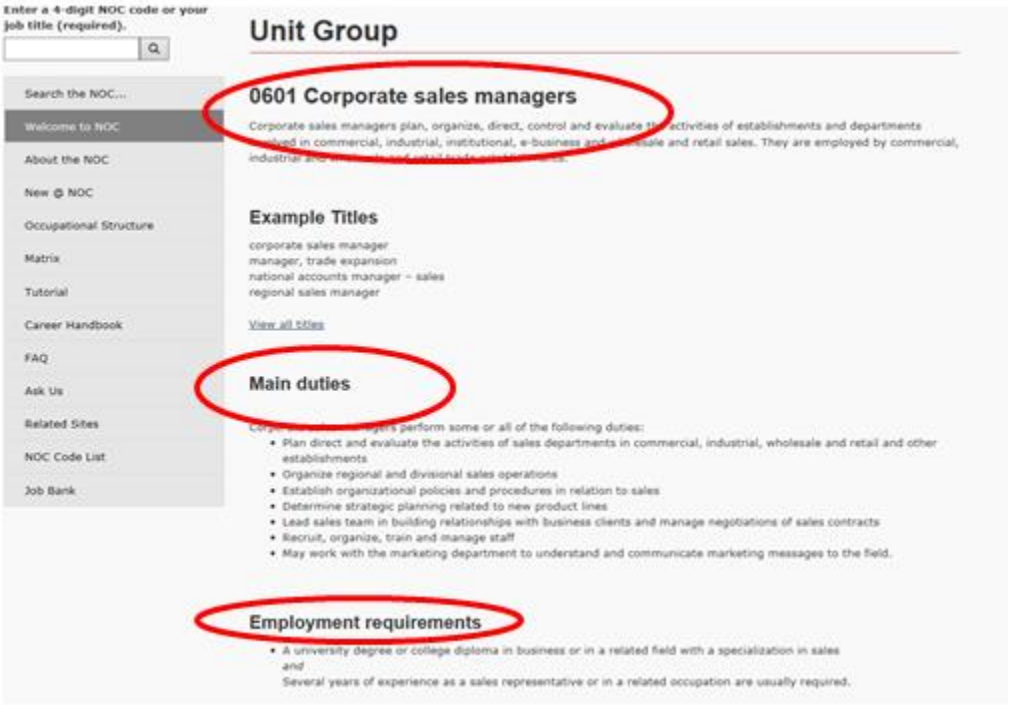
To find the NOC code of a position offered to you, visit the website of the National Occupational Classification (NOC) 2011, the authoritative resource on occupational information in Canada. (Instructions below)

If you are offered a position of Corporate Sales Manager in the Toronto Region, for example, follow the steps below to find the NOC code:

Step 1: Visit the following NOC website and enter the title of your position in the quick search field:

Step 2: Select the most relevant result.

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: Corporate Sales Manager – NOC Code 0601