



Ministry of Citizenship and Immigration

Application Guide: Employer Job Offer - In-Demand Skills Stream

Ontario Immigrant Nominee Program

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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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Note: Throughout this guide, key terms are **bolded in blue**. For a definition of the terms as they apply to the Ontario Immigrant Nominee Program (OINP), please refer to the Glossary in [Appendix 1](#).

1.0 INTRODUCTION: EMPLOYER JOB OFFER – IN-DEMAND SKILLS STREAM

1.1 What is the Employer Job Offer – In-Demand Skills Stream

The Ontario Immigrant Nominee Program (OINP) Employer Job Offer – In-Demand Skills Stream gives foreign workers with a job offer the opportunity to permanently live and work in Ontario.

The In-Demand Skills Stream is a pilot that complements existing OINP streams that attract high-skilled workers to the province and help boost Ontario’s economy. If there are demonstrated labour recruitment challenges in other priority sectors and the pilot is successful, inclusion of other sectors may be considered.

The Employer Job Offer – In-Demand Skills Stream enables OINP to nominate individuals who have the required work experience to help them successfully establish and integrate into Ontario’s labour market and communities.

Applicants can only apply if they have received a permanent and full-time job offer from an Ontario employer, meet all eligibility criteria and have an Employer Form completed by the prospective employer.

1.2 OINP e-Filing Portal

All applicants must apply to the Employer Job Offer – In-Demand Skills Stream online through the OINP e-Filing Portal. Paper applications will no longer be accepted. Applicants and representatives must now register for a ONE-key account and create a profile in the e-Filing Portal before submitting an **application**.

The application will take approximately two hours to complete. It does not have to be completed in one session. You can save your work as you go and return to complete it at another time. However, you must submit your application to the OINP within **21 calendar days** after registering a profile in the OINP e-Filing Portal.

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

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

The application fee for the Employer Job Offer – In-Demand Skills Stream is \$2,000 for those with job offers in the Greater Toronto Area, and \$1,500 for those with job offers outside of the Greater Toronto Area (the Greater Toronto Area is defined as the City of Toronto, Durham, Halton, York and Peel Regions).

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.

2.0 ELIGIBILITY CRITERIA

To be eligible to apply as a **foreign worker**, you must ensure that you meet the eligibility requirements for the Employer Job Offer – In-Demand Skills Stream. It is also your responsibility to ensure that the employer and position meet the respective criteria. Your application may be refused if OINP is not satisfied that you or your **employer** meets program criteria.

Please note that the information provided in the Employer form must be submitted as part of the Employer Job Offer Application within six (6) months from the date that it has been signed by your employer.

2.1 In-Demand Skills Stream Criteria

To be eligible to apply as a foreign worker in the In-Demand Skills Stream, you must have a job offer signed by yourself and an Ontario employer that meets the following criteria:

- Is a permanent and full-time job offer in an eligible occupation, and
- Meets the **prevailing wage** in Ontario for that occupation (Information about wage levels in different occupations can be found on the [Government of Canada Job Bank](#) and selecting Explore Careers: Wages. Job Bank identifies “prevailing wage” as “median wage”).

Note: The program does not consider remuneration by piece work, bonuses, commissions, vacation pay or non-financial compensation as comprising part of an applicant’s offered wage. An employer may offer an applicant piece work, bonuses,

commissions, or non-financial compensation in addition to base pay. However, these will not be considered part of the hourly base pay.

The job offer must be in one of the following eligible occupations in National Occupation Classification Skill Level C or D:

- NOC 7441 – Residential and commercial installers and servicers;
- NOC 7521 – Heavy equipment operators (except crane);
- NOC 8431 – General farm workers;
- NOC 8432 – Nursery and greenhouse workers;
- NOC 8611 – Harvesting labourers;
- NOC 7611 – Construction trades helpers and labourers;
- NOC 9462 – Industrial butchers, meat cutters, poultry preparers, related workers.

As a foreign worker, you must also:

- Have 12 months of cumulative work experience in Ontario in the **intended occupation** in the 36 months immediately preceding the date of application submission. The work experience must be in the same NOC as the intended occupation.
- Hold a valid licence or certification at the time of application submission if your job offer is in an occupation that requires a mandatory licence or certification in Ontario.
- Have an English or a French-language level of Canadian Language Benchmark (CLB) 4 or above in all language competencies (reading, writing, listening, and speaking) as demonstrated through a language test.
- Have the equivalent of a Canadian secondary school (high school) education or above.
- Have a minimum level of settlement funds in savings or income in Ontario to support themselves and their family members.
- If in Canada, have legal status authorizing you to reside in Canada.

Note: For work experience obtained in Canada, the OINP will accept full-time (or the equivalent in part-time) work experience that is verifiable, relevant, paid and obtained with proper work authorization from Immigration, Refugees and Citizenship Canada (e.g., work permit) within three years of the date of the application. Unpaid, unauthorized or volunteer experience will not be accepted.

IMPORTANT: NOTE ON REFUGEE CLAIMANTS

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

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

2.2 Employer Criteria - In-Demand Skills Stream

Employers must meet the following eligibility criteria:

Employer Criteria

- Must have been in **active business** (corporations, limited liability partnerships and sole proprietorships) for at least 3 years.
- Must have **business premises in Ontario** where the applicant will work.
- Must be **in compliance** with **all provincial labour laws**, including but not limited to employment standards, health and safety, and labour relations legislation.
- If inside of the Greater Toronto Area (includes the City of Toronto, Durham, Halton, York and Peel regions) must have:
 - A minimum of \$1,000,000 in gross annual revenue (excluding HST/GST) for the most recent fiscal year, and
 - Five permanent and full-time employees who are Canadian citizens or permanent residents (per position per calendar year) at the location where the applicant will work.
- If outside of the Greater Toronto Area must have:
 - A minimum of \$500,000 in gross annual revenue (excluding HST/GST) for the most recent fiscal year, and
 - Three permanent and full-time employees who are Canadian citizens or permanent residents (per position per calendar year) at the location where the applicant will work.

Position Criteria

The position to be filled must:

- Be a **permanent and full-time position**
 - Must consist of a minimum of 1,560 hours of paid employment in a minimum 12-month period with a minimum of 30 hours per week
- Be in an eligible occupation
- Meet wage criteria

- **Prevailing wage level** in Ontario for that occupation in the region of employment location, or
- If the applicant is already working in the position, the employer is required to pay a wage equal to or greater than the prevailing wage for the occupation in the region of employment location.
- Not affect the settlement of any labour dispute or affect the employment of a person involved in such a dispute.
- Not affect employment or training opportunities for Canadian citizens or permanent residents of Ontario. Note that employers must demonstrate that sufficient efforts were made to recruit a Canadian or permanent resident if the applicant is an individual who currently lives abroad, is visiting Canada, or is working in a province or territory other than Ontario.
- Be necessary for the company's operations. The job duties must be consistent with the business activities of the company.

For information about the seven eligible National Occupation Classifications including descriptions of job duties, see [Appendix 2](#): Finding the Position NOC Code.

3.0 BEFORE SUBMITTING AN ONLINE APPLICATION

Before submitting your application to the OINP, you should ensure that you meet all stream requirements. Please also ensure you have read and understand the employer criteria. Your application may be refused if OINP is not satisfied that you or your employer meet program criteria.

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

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

3.1 Access the OINP e-Filing Portal

You must access the OINP e-Filing Portal directly from the [OINP website](#) where you will find further [instructions on how to register](#) for and apply to the Employer Job Offer – In-Demand Skills Stream.

Important:

- You may only register once for the Employer Job Offer – In-Demand Skills Stream.
- Once you complete your registration, you have **21 calendar days** to complete and submit your application to the OINP. After 21 days, your registration will expire and be withdrawn by the OINP.

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

3.2 Authorizing a Representative

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

Please note the following important information about using a representative:

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

3.2.1 Who is a Representative?

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

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

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

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

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

Unpaid representatives include:

- Family members,
- Friends, and
- Other third parties who do not charge a fee.

3.2.2 How to Authorize a Representative Online

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 Employer Job Offer – In-Demand Skills Stream on your behalf.

If you have not registered a profile in the 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, 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 his/her/their main page.
3. Your representative will need to enter your “File Number” and your email address in the boxes provided.
4. Once 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 any of your supporting documents are 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, you must include a letter to explain why the translations are not certified and demonstrate your 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, certified or not notarized are considered incomplete and will not be processed.

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

4.0 COMPLETING YOUR ONLINE APPLICATION

Note: You must first [register](#) for the Employer Job Offer – In-Demand Skills 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 your main page of the OINP e-Filing Portal, you can click on the alpha-numeric number found under "File Number" (i.e. JOID-1234567).

You can now begin your application. You will notice approximately 20 tabs on the left column of each application page. Each tab corresponds to a section of the application and is categorized by subject.

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

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

4.1 Saving your Application

You can save your application and return to it at any time, provided that you submit it within 21 calendar days of registering a profile.

There are three ways to save your application:

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

Note that saving your incomplete application does not submit your application to the program. Your application will only be submitted once you have completed all mandatory fields, uploaded all required documentation, read and agreed to all declarations and authorizations, and paid your application fee.

To determine whether 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 General Information

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

4.2.2 Assistance with Application

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

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

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

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

Unpaid representatives include:

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

If you wish to appoint this individual to serve as your representative and conduct business on your behalf with the OINP, you will be directed to submit your

application through the representative's account once they have been authorized to act as your representative.

4.2.3 Applicant Information

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

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

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

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

4.2.4 Contact Information

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

4.2.5 Immigration Information

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

You must also enter your Client Identification (Client ID) number issued by 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 provide detailed information about your highest level of education, including start and end dates, field of study, whether it was full-time or part-time, the institution you attended and the type of credential completed. You must include information about all secondary and post-secondary education that you have completed.

4.2.7 Education

All applicants must have completed the equivalent of a Canadian secondary school (high school) education or above, as demonstrated by a valid Educational Credential Assessment. 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 secondary school (high school) education or above. 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, OR](#)
- [International Qualifications Assessment Service.](#)

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 3](#). Failure to grant the OINP access to your ECA results will delay the processing of your application.

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

4.2.8 Language Proficiency

All applicants must have an English or a French-language level of Canadian Language Benchmark (CLB) **4** or above in all language competencies (reading, writing, listening, and speaking) as demonstrated through a language test.

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 language test results must not be older than **24 months** at the time of application submission to ensure the results are valid at the time of permanent residence processing.

You must have the following minimum scores in each of the language competencies to be equivalent to CLB 4:

| COMPETENCY | IELTS | CELPIP | TEF |
|------------|-------|--------|---------|
| Reading | 3.5 | 4 | 121-149 |
| Writing | 4.0 | 4 | 181-224 |
| Listening | 4.5 | 4 | 145-179 |
| Speaking | 4.0 | 4 | 181-224 |

4.2.9 Settlement Funds

In this tab, you must indicate the amount of funds available 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.

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

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 LICO, unless you submit further documentation to support your funds.

Note: 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 account balance on your bank statements does not meet or exceed the LICO, 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.

Alternatively, 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. You will be required to submit proof of your employment or job offer in Ontario to demonstrate your salary.

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

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.

4.2.10 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). Note that only work experience gained in Ontario can be counted toward your eligibility for this stream. You must include your start date, hours of work per week, job title, employer name and country of work. You must also list what occupation you intend to work in Ontario and the total number of years of experience that you have in the intended occupation.

4.2.11 Travel History and Other Activities (excluding education and paid work)

In this tab, you must list any visits that you have made to Canada within the last ten years. If you have worked in Canada within the last five years, you must list all travel made outside Canada during this time.

Under the Other Activities table, 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 only required if you were involved in other activities outside of education and work.

4.2.12 Intent to Reside in Ontario

In this tab, you must confirm your intention to reside in Ontario by entering your full name and date. All applicants must intend to reside and work in Ontario.

4.2.13 Family Information

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

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

The OINP requires this information to support program integrity and also so that these family members can be included and verified by Immigration, Refugees and

Citizenship Canada (IRCC) as part of the application process if you are successfully nominated for permanent residence.

4.2.14 Learning about OINP

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

4.2.15 Employer Form: Employer OINP History

In this tab, you must provide information about your Ontario employer that is supporting your application, which can be found on the Employer Form. The OINP requires this information to confirm that the employer and the position meet program criteria.

Please enter details from the Employer Form directly into this section such as whether or not your employer previously applied to the OINP, information on whether your employer has had assistance completing the Employer Form, and whether your employer has an Authorized Representative.

4.2.16 Employer Form: Company Details

In this tab, you must provide information about your Ontario employer that is supporting your application, which can be found on the Employer Form. The OINP requires this information to confirm that the employer and the position meet program criteria.

Please enter details from the Employer Form directly into this section such as your employer's company/organization, specifically, the legal name, operating name, and contact information.

You will need to indicate your employer's company/organization legal structure, business incorporation information, economic sector, **gross revenue**, and total number of full-time and permanent employees employed by the company who are Canadian citizens or permanent residents of Canada and the number of full-time and permanent employees employed at the location where you will be working.

4.2.17 Employer Form: Job Offer Details

In this tab, you must provide information about your Ontario employer that is supporting your application, which can be found on the Employer Form. The OINP requires this information for the assessment of the employer and position program criteria.

Please enter details from the Employer Form directly into this section such as contact information of the Signing Officer and of the individual who will be OINP's main point of contact in case additional supporting documentation and information are required.

You will need to indicate information pertaining to your position such as wage, type of employment, and NOC code. You must also state whether or not your job offer is in a **regulated occupation** and if you have the necessary Ontario certification or licensing for the position.

Note: The OINP requires a copy of the positive LMIA letter including the LMIA number provided to you by your employer if you are currently employed or will be employed in Ontario on a work permit supported by an LMIA. The LMIA letter has to correspond to the exact position the employer is applying for and indicate the same NOC information.

4.2.18 Supporting Documents

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

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

Please see [Appendix 4](#) for the list of documents that must be submitted online with your 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.

4.2.19 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 5](#) for plain-language guidance about the Schedules.

Schedule A: Declarations

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

Schedule B: Authorizations and Notice of Collection

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

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

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

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

Schedule C: Relevant Federal Legislation

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

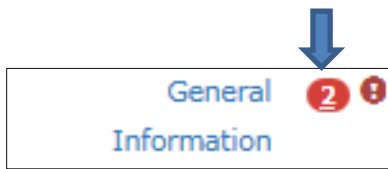
Schedule D: Authorizations Concerning Representatives

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

4.2.20 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 errors. You must fix the error in order to submit your application. You can press the "Check for Errors" button on each tab to locate the errors and fix them.

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



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

4.3 Privacy and Confidentiality

4.3.1 How your Personal Information is used

MCI collects your personal information in order to assess whether or not 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 profile is subject to Ontario's [*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 **\$2,000** for job offers in the Greater Toronto Area, and **\$1,500** for job offers outside of the Greater Toronto Area (the Greater Toronto Area is defined as the City of Toronto, Durham, Halton, York and Peel Regions).

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

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

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

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

Please note that the application fee only covers processing by the OINP. Costs incurred for services such as translation, certification, notarization, travel, accommodation and incidentals (for exploratory visits, interviews or otherwise) are to be paid by the applicant.

Once the OINP nominates an individual, that nominee must apply directly to Immigration, Refugees and Citizenship Canada (IRCC) for permanent resident status. Regular IRCC application fees will apply.

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 on the [program website](#). Please regularly check the program website for updates.

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

5.2 Checking Your Status

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

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

5.3 Incomplete Applications

Your application will not be deemed complete until it is reviewed for completeness by the OINP. If your application is found to be incomplete, it will not be processed and 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 temporary work permit)
- Change in family composition due to:

- Marriage or common-law relationship
- Birth of a child
- Change of custody of a child
- Divorce/separation
- Death

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

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

This form must also be used to request a correction of a data entry error (e.g. spelling mistake) in your name or your date of birth made while registering.

Note: The program will not accept requests for complete name or date of birth changes.

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

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

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

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

5.5 Withdrawing your Application

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

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

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

5.6 Reconsideration

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

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

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

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

6.0 AFTER NOMINATION

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

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

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

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

APPENDIX 1: GLOSSARY

Active business: A business that has been generating revenue for three or more years.

Applicant: A person who submits an application under the Employer Job Offer of the Ontario Immigrant Nominee Program.

Application: The entire application including all forms, supporting documentation and information provided as part of the Employer Form and by the applicant.

Business in Ontario: A fixed place of business in Ontario with no anticipated end date that is liable for tax on profits earned. Project-based/seasonal businesses are not considered eligible.

Employer: The individual for whom the applicant will be working for if the application is approved by the Ontario Immigrant Nominee Program.

Foreign worker: An applicant under the Employer Job Offer – In-Demand Skills Stream of the Ontario Immigrant Nominee Program.

GTA: Greater Toronto Area (includes the City of Toronto, Durham, Halton, York and Peel regions).

Gross Revenue for the Most Recent Fiscal Year: For the purpose of assessing applications under the Job Stream, revenue refers to the asset inflows of the company/organization not including HST and GST.

Intended occupation: The position which the employer is recruiting the applicant in for permanent and full-time employment.

Labour compliance: The employer must comply with provincial and national labour laws, acts, and regulations.

National Occupational Classification (NOC): The authoritative resource on occupational information in Canada used to understand jobs found throughout Canada's labour market.

The National Occupation Classification (NOC) is a list of all the occupations in the Canadian labor market. It describes each job according to skill type and skill level. The NOC is used to collect and organize job statistics and to provide labour market

information. It is also used as a basis for certain immigration requirements.

Permanent and full-time position:

A permanent and full-time position with no anticipated end-date that consists of a minimum of 1,560 hours in a 12-month period with a minimum of 30 hours of work per week.

The following are not considered permanent and full-time positions even if they require 1,560 hours in a 12-month period:

- seasonal, or part-time positions regardless of their working hours;
- subcontractors or agency positions; and
- positions that do not require the applicant to work on the company's premises, such those who work from home, or work in a "virtual" location, and serve the employer by telecommuting.

Prevailing wage: Information about wage levels in different occupations can be found on the Government of Canada Job Bank by selecting [Explore Careers: Wages](#). Job Bank identifies "prevailing wage" as "median wage".

Regulated occupation: An occupation that sets its own standards of practice. If you want to work in a regulated occupation and use a regulated title, you must have a licence or a certificate, or be registered with the regulatory body for your occupation.

APPENDIX 2: FINDING THE POSITION 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).

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. At the top, there are navigation menus for Jobs, Immigration, Travel, Business, Benefits, Health, Taxes, and More services. The breadcrumb trail indicates the user is on the Quick Search - Result page. The main content area features a 'Quick Search' section with a search input field and a search button. Below this, the 'Quick Search - Results' section displays the keyword 'dietician' and shows one result: '3132 Dietitians and nutritionists' with the job title 'dietician'. The search field and the result are both circled in red.

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...

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).



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, dietetic 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 dietetic 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: EDUCATIONAL CREDENTIAL ASSESSMENTS (ECA)

An Educational Credential Assessment (ECA) report is used to verify that your secondary school (high school) education or above 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, 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 following consent form: <http://learn.utoronto.ca/wp-content/uploads/2014/10/Release-Information-Designate-OR-Withdraw-Representation.pdf>.

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 4: EMPLOYER JOB OFFER – IN-DEMAND SKILLS STREAM CHECKLIST

| | |
|----------------------|-----------|
| Supporting Documents | Submitted |
|----------------------|-----------|

1. Identity Documents (mandatory)

1.1 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.

1.2 Passport (mandatory)

A copy of your entire passport.

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



1.3 Your Family Members' Passports (if applicable)

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



1.4 Birth Certificate (mandatory)

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

2. Status Documents issued by IRCC or CBSA (mandatory)

Copies of all status documents issued by IRCC or the Canada Border Services Agency (CBSA). Documents may include work permits, study permits, temporary resident visas, and/or any other Canadian immigration document.

3. Employer/Job Offer Information (mandatory)**3.1** Copies of the following:

- **Employer Form** signed by your employer or signing officer that indicates company/organization information and position information.
- **Ontario Immigrant Nominee Program Authorizing or Cancelling a Representative form** if the employer has authorized an individual to communicate on their behalf regarding the application.
- **Job offer** signed by you and your employer which meets 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** includes:
 - Job title
 - Wage for full-time and permanent position being offered
 - Duties and responsibilities
 - Number of hours per week and a number of weeks of work per year
 - Number of days/weeks of vacation
 - Workplace location
 - Employment start date, and
 - An indication that the offer being made is for a permanent and full-time position.
 - The job offer letter must not be older than six (6) months.

3.2 Other Documents (if applicable)

Copy of the positive LMIA letter including the LMIA number provided to you by your employer if you are currently employed or will be employed in Ontario on a work permit supported by an LMIA. This letter must

include the LMIA number and the same NOC information as the position the employer is applying for.

4. Work History (mandatory)

4.1 Employment Reference Letters (mandatory)

Copies of your employment reference letters from for all periods of work experience in Ontario stated in your application that are being used to meet the minimum of 12 months of cumulative work experience in Ontario in the intended occupation in the last 36 months. 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 his/her/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, number of weeks of work per year and any extended periods of leave.



4.2 Work Contracts (mandatory)

Copies of your work contract(s) for all periods of Ontario work experience stated in your application that are being used to meet the minimum of 12 months cumulative work experience in the intended occupation in the last 36 months.



4.3 Proof of Compensation (mandatory)

Proof of compensation for all periods of Ontario work experience stated in your application that are being used to meet the minimum of 12 months of cumulative work experience in the intended occupation in the last 36 months. 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 that is being used to meet the minimum of 12 months cumulative work experience in the intended occupation in the last 36 months.

4.4 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 your Social Insurance Number.

4.5 Regulated Occupation (mandatory if applicable)

If you are working or will be working in a regulated occupation in Ontario, include a copy of your certification or licence in Ontario or a copy of your certificate of qualification issued by the Ontario College of Trades.

4.6 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.

5. Education (mandatory)

Copies of secondary school (high school) diplomas and/or transcripts, and a valid Educational Credential Assessment (ECA) to verify that your foreign secondary school (high school) education meets equivalency with Canadian secondary school (high school) education.

6. 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 Low Income Cost-Offs (LICO), 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.

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).

7. Resume (mandatory)

A copy of your most current résumé indicating your work experience.

8. Other (if applicable)

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

APPENDIX 5: 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 follows 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. By agreeing with the declarations, you are confirming that you understand the following:

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

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

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

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

3. I understand and agree that the Ontario Immigrant Nominee Program (the "Program") may refuse my application if my employer does not satisfy program criteria.

That your application may be refused if your employer does not satisfy program criteria.

Confirming this statement indicates that you understand that satisfying your portion of the program criteria does not guarantee that your application to the Program will be successful if your employer does not satisfy their portion of the program criteria.

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

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

5. I understand and agree that the Program 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 Program can refuse your application or withdraw your nomination for permanent residence if you provide false information or do not provide requested information.

6. 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.

7. 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.

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

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

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

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

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

Schedule B: Authorizations and Notice of Collection

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

receive your personal information from all Canadian law enforcement agencies for the same reason.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Acknowledging this Notice of Collection indicates that you, as the applicant, understand the necessity of MCI collecting your personal information in order to

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

Schedule C: Relevant Federal Legislation

Immigration and Refugee Protection Act and Regulations

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

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

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

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

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

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

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

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

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

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

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

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

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

Schedule D: Authorizations Concerning Representatives

For the purposes of appointing or cancelling a representative, I authorize and appoint the Applicant to make or cancel such an appointment on my behalf. I understand that, in the event the Applicant appoints a

representative, that representative is deemed to be my representative. I further authorize the Applicant to cancel the appointment of a representative on my behalf. I understand that, in the event the Applicant cancels a representative, that representative is deemed no longer to be my representative.

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