



Ministry of Economic Development, Job Creation and Trade

Application Guide - Employer Job Offer: International Student Stream

Ontario Immigrant Nominee Program

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TABLE OF CONTENTS

- 1.0 INTRODUCTION - EMPLOYER JOB OFFER: INTERNATIONAL STUDENT STREAM..... 1**
 - 1.1 What is the Employer Job Offer: International Student Stream? 1
 - 1.2 OINP e-Filing Portal..... 1

- 2.0 ELIGIBILITY CRITERIA 2**
 - 2.1 Job Offer & Position Criteria 2
 - 2.2 Applicant Criteria 4
 - 2.2.1 Education 4
 - 2.2.2 Licence or Other Authorization for Job Offer (if applicable) 4
 - 2.2.3 Intention to Reside in Ontario 4
 - 2.2.4 Legal Status in Canada (if applicable) 5
 - 2.2.5 Application Period..... 5
 - 2.3 Employer Criteria 6
 - 2.3.1 Active Business 6
 - 2.3.2 Business Premises in Ontario 6
 - 2.3.3 Regulatory Compliance 6
 - 2.3.4 Gross Annual Revenue & Employees 7
 - 2.3.5 Employer Form 7

- 3.0 BEFORE SUBMITTING AN ONLINE APPLICATION 7**
 - 3.1 Access the OINP e-Filing Portal 8
 - 3.2 Authorizing a Representative..... 8
 - 3.2.1 Who is a Representative? 9
 - 3.2.2 How to Authorize a Representative Online 9
 - 3.2.3 Cancelling a Representative 10
 - 3.3 Document Translation and Notarization 11

- 4.0 COMPLETING YOUR ONLINE APPLICATION 11**
 - 4.1 Saving your Application 12
 - 4.2 Application Tabs 12
 - 4.2.1 General Information 12
 - 4.2.2 Assistance with Application 13

4.2.3 Applicant Information	13
4.2.4 Contact Information	14
4.2.5 Immigration Information	14
4.2.6 Education History	14
4.2.7 Work History	15
4.2.8 Travel History and Other Activities	15
4.2.9 Intent to Reside in Ontario	15
4.2.10 Family Information	16
4.2.11 Learning about OINP.....	16
4.2.12 Employer Form: Employer OINP History	16
4.2.13 Employer Form: Business Details.....	16
4.2.14 Employer Form: Job Offer Details	17
4.2.15 Supporting Documents.....	17
4.2.16 Schedules.....	18
4.2.17 Summary	19
4.3 Privacy and Confidentiality	20
4.3.1 How your Personal Information is used	20
4.3.2 Protection of your Personal Information	20
4.4 Processing Fee	21
5.0 AFTER YOU APPLY	22
5.1 Application Assessment	22
5.2 Checking Your Status	22
5.3 Incomplete Applications.....	22
5.4 Changes in Personal Information	23
5.5 Restoration of Status in Canada.....	24
5.6 Withdrawing your Application	24
5.7 Internal Review	24
6.0 AFTER NOMINATION	25
6.1 Extension of Nomination Certificate.....	25
APPENDIX 1: FINDING YOUR NOC CODE.....	27

**APPENDIX 2: EMPLOYER JOB OFFER: INTERNATIONAL STUDENT STREAM
DOCUMENT CHECKLIST 30**

APPENDIX 3: SCHEDULES 34

PLEASE NOTE THAT THIS GUIDE IS AN EXPLANATORY DOCUMENT ONLY. PLEASE REFER TO THE [ONTARIO IMMIGRATION ACT, 2015](#) AND ITS REGULATIONS. TO THE EXTENT THAT THERE IS ANY DISCREPANCY BETWEEN THIS GUIDE AND THE ACT OR ITS REGULATIONS, THE ACT AND REGULATIONS GOVERN.

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1.0 INTRODUCTION - EMPLOYER JOB OFFER: INTERNATIONAL STUDENT STREAM

1.1 What is the Employer Job Offer: International Student Stream?

The Ontario Immigrant Nominee Program (OINP) Employer Job Offer: International Student Stream provides international students with a job offer the opportunity to permanently live and work in Ontario.

The Employer Job Offer: International Student Stream enables OINP to nominate individuals who have the required educational credentials to help them successfully establish and integrate into Ontario's labour market and communities.

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

Once you receive a nomination from Ontario, you must apply to Immigration, Refugees and Citizenship Canada (IRCC) for permanent residence. Regular IRCC application fees will apply. For more information, please visit the [IRCC website](#).

1.2 OINP e-Filing Portal

All applicants must apply to the Employer Job Offer: International Student Stream online through the OINP e-Filing Portal. Applicants and representatives must register for a ONE-key account and create a profile in the e-Filing Portal before submitting an application.

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

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

- Answered all mandatory fields in the online application,
- Uploaded all required supporting documentation,

- Read and agreed to all declarations and authorizations, and
- Made an electronic payment of your application fee.

The application fee for the Employer Job Offer: International Student Stream is **\$1,500**.

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 an international student, you must ensure that you meet the eligibility requirements for the Employer Job Offer: International Student Stream. It is also your responsibility to ensure that the employer and job offer/position meet the respective criteria. Your application may be refused if you or your employer do not meet program criteria.

IMPORTANT: Please refer to the Document Checklist in [Appendix 2](#) for a list of supporting documents that you must include with your application.

2.1 Job Offer & Position Criteria

You must have a job offer signed by yourself and an Ontario employer for a position that meets the following five requirements:

1. Full-time and of an indeterminate duration:

- The position must be full-time and of an indeterminate duration (i.e. permanent) and the work must consist of a minimum of 30 hours per week and at least 1,560 hours in a one year period.
- The job offer must **not** be for a position that:
 - is seasonal or part-time, regardless of hours worked; or
 - is a subcontractor or an agency position..

2. Eligible occupations:

- Position must be in a skilled occupation, Skill Type 0 or Skill Level A or B, in accordance with the National Occupation Classification (NOC).
- Please see [Appendix 1](#) for information on how to find your NOC code.

3. Low wage level:

- The position must meet the low wage level for the occupation in the specific employment region of Ontario where you will be working.
- In addition to meeting the low wage level, if you are already working in the position for the employer, the wage of the job offer must be equal to or greater than the wage level that the employer currently pays you in that position.
- Information about wage levels in different occupations can be found on the [Government of Canada Job Bank](#) and selecting Explore Careers: Wages.
- **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.

4. Necessary to employer's business:

- The position must be necessary to your employer's business. This means that the job offer must align with your employer's existing business activities and the position must be needed to grow or maintain ongoing activity.

5. Employment activities:

- The anticipated employment activities related to the position must occur primarily in Ontario.

RESTRICTIONS:

Your job offer will **not** qualify if:

- It is likely to affect the settlement of any labour dispute or the employment of a person involved in such a dispute, or
- You or any of your family members hold or have held equity in your employer's business. The only exception is if the equity was obtained as

part of your remuneration as an employee and the total equity held by you and your family members is/was less than 10%. If applicable, you will need to submit supporting documents to demonstrate that the equity is part of the remuneration package, which outlines the terms of the equity (e.g. employment agreement).

2.2 Applicant Criteria

2.2.1 Education

All applicants must have completed the requirements necessary to obtain:

- a degree or diploma from an eligible Canadian institution that takes at least two years to complete if pursued on a full-time basis; **OR**
- a degree, diploma or certificate from an eligible Canadian institution that takes at least one year to complete if pursued on a full-time basis and that requires the completion of a degree as a prerequisite.

In addition, applicants must have completed more than half of their studies on a full-time basis while lawfully living and studying in Canada.

Note: Full-time study status is determined by your college or university, but typically means a minimum of 15 hours of instruction per week during the academic year, including any period of training in the workplace that is part of your studies.

Visit the stream webpage for a list of [eligible Canadian institutions](#).

2.2.2 Licence or Other Authorization for Job Offer (if applicable)

If your job offer is in an occupation that requires a mandatory licence or other authorization in Ontario, applicants must hold the mandatory licence or authorization in Ontario at the time of application submission.

You will need to provide proof of your licence or authorization with your online application.

For more information on licences and authorizations in Ontario, please visit the [OINP website](#) or the [Ontario College of Trades' website](#).

2.2.3 Intention to Reside in Ontario

All applicants must intend to reside in Ontario.

You will be asked to indicate your ties to Ontario that can include, but are not limited to, the following:

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

2.2.4 Legal Status in Canada (if applicable)

If you are residing in Canada, you must have legal status in Canada at the time of application and should maintain it until the time of nomination. This means that you are authorized to enter and remain in Canada as a temporary resident for a specific period of time, either as a visitor, worker or student. You must be in possession of a valid visitor record, work permit or study permit, or be a visa-exempt foreign national.

If your temporary status document (i.e. visitor record, work permit, study permit) has expired, you may still apply to the OINP if you have submitted an application to Immigration, Refugees and Citizenship Canada (IRCC) to renew/extend your temporary status document before its expiry date. In these cases, you are considered to be in **implied status**. You can remain in Canada and continue to work or study under the same conditions as your existing permit until a decision is made on the pending application.

2.2.5 Application Period

You must submit your application to the OINP **within two years** of completing the requirements necessary to obtain your degree, diploma or certificate. For OINP purposes, this will be the date on your degree, diploma or certificate, or if your credential has not yet been granted, the date on your official letter from your academic institution stating when your credential will be granted. For example, if your degree indicates June 1, 2017, you must apply before June 1, 2019.

Note: OINP will not accept applications from international students in their final semester of study. Applicants must have met all the degree requirements at the time of application.

IMPORTANT: NOTE ON REFUGEE CLAIMANTS

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

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

2.3 Employer Criteria

The employer is the business that is supporting the application. The employer is determined by the Business Number that is associated with the respective business.

Note: Franchisors¹ and franchisees² are treated as separate employers. If your employer is a franchisee and has made you a job offer, the franchisee (and not the franchisor) is considered to be the employer for the purposes of the application and is responsible for meeting all program criteria.

It is the applicant's responsibility to ensure that the employer meets all criteria.

2.3.1 Active Business

Your employer must be a corporation, limited liability partnership or sole proprietorship that has been in active business (i.e. generating revenue) for at least three years before the date of making the application.

2.3.2 Business Premises in Ontario

Your employer must have business premises in Ontario where you will work. It must be a fixed place of business in Ontario.

2.3.3 Regulatory Compliance

There must be no outstanding orders made against your employer under the *Ontario Employment Standards Act, 2000* or the *Ontario Occupational Health and Safety Act*.

¹ A franchisor is a company that allows an individual (known as the franchisee) to run a location of their business. The franchisor owns the overarching company, trademarks and products, but gives the right to the franchisee to run the franchise location, in return for an agreed-upon fee.

² A franchisee is an individual or company that holds a franchise for the sale of goods or the operation of a service.

2.3.4 Gross Annual Revenue & Employees

Your employer's business must have, in its most recently completed fiscal year before the date of making the application, the following:

- If your employer is located **inside of the Greater Toronto Area** (includes the City of Toronto, Durham, Halton, York and Peel regions), your employer must have:
 - A minimum of \$1,000,000 in gross annual revenue (excluding HST/GST) for the most recent fiscal year, **and**
 - Five full-time employees who are Canadian citizens or permanent residents at the location where the applicant will work, or if the applicant will work at more than one location, at the location where the applicant will report to work.
- If your employer is located **outside of the Greater Toronto Area**, your employer must have:
 - A minimum of \$500,000 in gross annual revenue (excluding HST/GST) for the most recent fiscal year, **and**
 - Three full-time employees who are Canadian citizens or permanent residents at the location where the applicant will work, or if the applicant will work at more than one location, at the location where the applicant will report to work.

Note: Gross annual revenue does not include HST and GST.

2.3.5 Employer Form

Your employer is responsible for completing the [Employer Form](#) and providing it to you. This form must be submitted within six (6) months from the date that it was signed by your employer.

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 meets 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: International Student Stream.

Important:

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

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

3.2 Authorizing a Representative

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

Please note the following important information about using a representative:

- All representatives, whether paid or unpaid, must be disclosed to the OINP.
- You may only have one active representative at a time, and this representative may **only** be appointed using the processes outlined below.
- All representatives must use their representative account to submit an application on your behalf. Representatives must **not** submit an application through your *ONE-key* account.
- If you have not appointed a representative, you are prohibited from using the email address or mailing address of a representative in your application.
- Once a representative is authorized to act on your behalf during the OINP application process, all OINP communications will be directed to your representative. However, you may log in to your *ONE-key* account at any time to view the status of your application.

- Note that even if you have a representative, you are still responsible for the accuracy and completeness of information that is provided to the OINP.

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

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

3.2.1 Who is a Representative?

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

Paid authorized representatives are defined under the *Ontario Immigration Act, 2015* and include:

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

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

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

You may appoint an unpaid representative to conduct business on your behalf with the OINP. Unpaid representatives include:

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

3.2.2 How to Authorize a Representative Online

Before Registering

Your representative must access the OINP e-Filing Portal directly from the [OINP website](#) where they will find [further instructions](#) on the process to register as a

representative and submit an application to the Employer Job Offer: International Student Stream on your behalf.

If you have not registered a profile in OINP e-Filing Portal, you will receive two emails from the OINP after your representative registers a profile on your behalf.

- The first email will include your enrollment number and the second will include your PIN number.
- You must then sign up for a *ONE-key* account using these two numbers.
- Once logged into the e-Filing Portal, you can authorize your representative.

Your representative will only be able to complete your online application after having been authorized by you to do so.

After Registering

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

1. Provide your representative with the application number found under "File Number" on the main page of your OINP e-Filing Portal.
2. Your representative must then log in to their *ONE-key* account and select "Add an Existing Application" on their main page.
3. Your representative will need to enter your "File Number" and your email address in the boxes provided.
4. Once your file number appears, your representative can click on "Add this Application".
5. Once your representative successfully adds your application, you will receive an email notification from the OINP asking you to log in to your *ONE-key* account to authorize this representative. You can do so by clicking on "Authorize" found on the section entitled "My Representative".
6. Once authorized, your representative will be able to log in to their *ONE-key* account and view and/or continue your application. Note: any fields that you have already filled out in your application will appear as read-only for your representative.

3.2.3 Cancelling a Representative

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

Once you have cancelled your representative, they will no longer be able to access any information about your application, 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, the applicant must include a letter to explain why the translations are not certified and demonstrate their efforts to locate a certified translator.

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

You are responsible for all translation and notarization costs.

Applications with translations that are not complete, 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 even if these individuals are certified translators.

4.0 COMPLETING YOUR ONLINE APPLICATION

Note: You must first [register](#) for the Employer Job Offer: International Student 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. JOIS-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 14 calendar days of registering a profile.

There are three ways to save your application:

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

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

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

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

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

4.2.3 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.

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

4.2.5 Immigration Information

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

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

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

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

4.2.6 Education History

In this tab, you must indicate your highest level of education and provide details on all of your secondary and post-secondary education and/or unpaid apprenticeships. You must include start and end dates, level of education, whether it was full-time or part-time and country of education. You must include information about your Canadian education including the Canadian institution where you studied, whether your degree, diploma, or certificate has been granted or whether you have completed all degree, diploma, or certificate requirements.

You will need to indicate whether you are the recipient of a grant, bursary or scholarship that requires you to return to your home country or another jurisdiction

(another Canadian province or another country) after the completion of your studies.

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

4.2.7 Work History

In this tab, you must list all of your paid work experience in the last ten years (or since the age of 18 if this was less than ten years ago). You must include your start date, hours of work per week, job title, National Occupational Classification (NOC) code, 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.

4.2.8 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 is only required if you were involved in other activities outside of education and work.

4.2.9 Intent to Reside in Ontario

In this tab, you can list your ties to Ontario that can include, but are not limited to, the following:

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

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

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

4.2.10 Family Information

In this tab, you must provide information on your dependent family members. Eligible dependents include your spouse, common law partner and your children under the age of 22, including their children.

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

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

4.2.11 Learning about OINP

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

4.2.12 Employer Form: Employer OINP History

In this tab, you must provide information about your Ontario employer, 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 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.

4.2.13 Employer Form: Business Details

In this tab, you must provide information about your Ontario employer, 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 your employer's business, specifically, the legal name, operating name, and contact information.

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

4.2.14 Employer Form: Job Offer Details

In this tab, you must provide information about your Ontario employer, 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.

4.2.15 Supporting Documents

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

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

Please see [Appendix 2](#) for the list of documents that must be submitted with your online application.

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

Your supporting documents must be uploaded using one of the following document formats: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf, .rtf, and .txt, or image file types: .jpeg, .bmp, .png, .gif, and .tiff. The file size limit is 5 MB per file, with the exception of passport pages which have a file size limit of 10 MB.

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

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

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

4.2.16 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 3](#) 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 Economic Development, Job Creation and Trade 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 the Ministry of Economic Development, Job Creation and Trade 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.

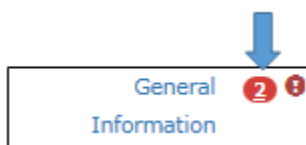
Schedule D: Authorizations Concerning Representatives

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.

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

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



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

4.3 Privacy and Confidentiality

4.3.1 How your Personal Information is used

The Ministry of Economic Development, Job Creation and Trade collects your personal information in order to assess whether you meet program criteria and to determine that the information you have provided, including all of your supporting documentation, is true, correct and complete.

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

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

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

4.3.2 Protection of your Personal Information

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

17. (1) A head shall refuse to disclose a record that reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly, where the disclosure could reasonably be expected to,

- (a) prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;*
- (b) result in similar information no longer being supplied to the institution where it is in the public interest that similar information continue to be so supplied;*

- (c) *result in undue loss or gain to any person, group, committee or financial institution or agency; or*
- (d) *reveal information supplied to or the report of a conciliation officer, mediator, labour relations officer or other person appointed to resolve a labour relations dispute.*

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

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

4.4 Processing Fee

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

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

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

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

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

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

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

5.0 AFTER YOU APPLY

5.1 Application Assessment

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

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

Average processing times are posted [here](#). Please regularly check this website for updates.

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

5.2 Checking Your Status

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

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

5.3 Incomplete Applications

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

An application may be deemed incomplete if:

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

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

5.4 Changes in Personal Information

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

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

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

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

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

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

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

You must not send in additional documents and/or information to the OINP unless you need to notify the program of a change, or unless you have received a 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 Restoration of Status in Canada

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

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

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

5.6 Withdrawing your Application

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

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

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

5.7 Internal Review

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

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

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

Internal review requests are reviewed by an individual who was not involved in the original decision and who is independent of the original decision-maker. The internal review decision is final.

Note: Written requests for internal review are not accepted by mail, fax, or in person. All requests for internal review must be sent by email.

6.0 AFTER NOMINATION

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

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

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

You may use your work permit support letter from the OINP to apply for a work permit from IRCC while your application for permanent residence is being processed.

6.1 Extension of Nomination Certificate

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

You may submit a request for an extension of your Nomination Certificate if it is no longer valid and:

- IRCC returns your permanent residence application due to incompleteness, requiring the submission of a new application, or
- you are experiencing delays in securing supporting documents for your permanent residence application (i.e. a police criminal record check) and you have not yet applied to IRCC.

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

1. A letter of explanation describing the reason to extend your Nomination Certificate; and
2. A copy of the incompleteness letter from IRCC (if applicable).

You must also return by mail the original Nomination Certificate issued by the OINP at:

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

APPENDIX 1: FINDING YOUR NOC CODE

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

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

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

Government of Canada / **Gouvernement du Canada**

Search Canada.ca

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

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

National Occupational Classification 2016

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

Quick Search

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

Welcome to the National Occupational Classification 2016

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

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

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

[Introduction and Overview of changes.](#)

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

NOC research and development

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

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

The screenshot shows the Government of Canada's National Occupational Classification 2016 website. The header includes the Canadian flag, the text 'Government of Canada' and 'Gouvernement du Canada', and a search bar for 'Search Canada.ca'. Below the header is a navigation menu with categories: Jobs, Immigration, Travel, Business, Benefits, Health, Taxes, and More services. The breadcrumb trail reads: Home → National Occupational Classification → Welcome to NOC 2016 → Quick Search - Result.

The main content area is titled 'Quick Search - Results'. It features a search box with the prompt 'Enter a 4-digit NOC code or your job title (required)'. Below the search box, the keyword(s) are listed as 'dietician'. The results show 'Total Unit Group Titles : 1' and 'Total Job Titles : 1'. The single result is '3132 Dietitians and nutritionists' with the sub-entry 'dietician'. This result is circled in red.

On the left side, there is a sidebar menu for 'National Occupational Classification 2016' with various links: 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, and Job Bank.

The date modified is listed as 2018-01-09.

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

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



National Occupational Classification 2016

Search the NOC...

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

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

Employment requirements

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

APPENDIX 2: EMPLOYER JOB OFFER: INTERNATIONAL STUDENT STREAM DOCUMENT CHECKLIST

Supporting Documents	Submitted
1. Identity Documents (mandatory)	
1.1 Photograph (mandatory)	
<p>Upload a copy of your photograph to meet the following requirements:</p> <ul style="list-style-type: none"> • 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". 	<input type="checkbox"/>
<i>Note:</i> Photographs that are not clear or are of low-quality will not be accepted.	
1.2 Passport (mandatory)	
<p>A copy of your entire valid passport.</p> <ul style="list-style-type: none"> • Your passport copy must include clear copies of all pages including your personal details page, all blank pages, temporary resident visas, entry stamps, and/or any other immigration stamps. • If your passport has not been valid for at least two years, include copies of all of the pages of your previous passport. 	<input type="checkbox"/>
1.3 Your Family Member's Passports (if applicable)	
<p>A copy of the personal details page from the passport of each dependent family member.</p>	<input type="checkbox"/>
1.4 Birth Certificate (mandatory)	
<p>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).</p>	<input type="checkbox"/>
2. Status Documents issued by IRCC or CBSA (mandatory)	
<p>Copies of current and previous status documents issued by Immigration, Refugees and Citizenship Canada (IRCC) or the Canada Border Services</p>	<input type="checkbox"/>

Agency (CBSA). Documents may include work permits, study permits, temporary resident visas, and/or any other Canadian immigration document.

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

3. Employer Documents

3.1 Employer Form (mandatory)

Copy of the [Employer Form](#) signed by your employer or signing officer that indicates business information and position information.

3.2 Authorizing or Cancelling a Representative (if applicable)

If your employer is using a representative, include a copy of their [Authorizing or Cancelling a Representative](#) form.

4. Job Offer (mandatory)

Copy of your job offer signed by you and your employer which meets the following requirements:

- Printed on business letterhead and identify business address, telephone/fax numbers, email, and website addresses;
- Identify the responsible Officer/Supervisor and include their signature;
- Stamped with the business's corporate seal (if applicable); **AND** includes:
 - Job title
 - Wage for 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 full-time position of an indeterminate duration.
- The job offer letter must not be older than six (6) months.

Note: If you are currently working for the employer in the same position, you may submit your original job offer that is signed by you and your employer with the information listed above and it can be older than six months. However, you must also include a recent letter from your employer confirming your ongoing employment, the conditions of the job offer, and any changes to the position being offered to you.

4.1 Licence or Authorization (if applicable)

If your job offer is in an occupation that requires a mandatory licence or

other authorization in Ontario, provide a copy of your licence or authorization.

5. Education (mandatory)

5.1 If your education credential has been granted, provide the following:

- Copies of degree(s), diploma(s) or certificate(s) earned from an academic institution(s) in Canada; **AND**
- Copies of official transcripts issued from the academic institution in Canada that granted the degree, diploma or certificate.

5.2 If your education credential has not been granted, provide the following:

- A copy of your official letter (on institution letterhead) from the academic institution in Ontario which will be granting the degree, diploma or certificate confirming that program requirements have been successfully completed by the applicant; there are no outstanding fees to be paid by the applicant; and the scheduled date on which the applicant's degree, diploma or certificate will be granted; **AND**
- A copy of official transcripts issued from the academic institution in Canada that granted the degree, diploma or certificate.

5.3 Other Education Documents (if applicable)

Copies of other university degree(s), college diploma(s), transcripts and/or occupational certificates and/or license(s) needed to work in an occupation that requires licensing in Ontario.

6. Work History (if applicable)

If currently working in Canada, provide the following:

- Copies of Canada Revenue Agency T4 *Statement of Remuneration Paid* and *Notice of Assessment* (NOA) statements (if applicable); **AND**
- Pay statements and any relevant documentation that can support your work experience.

Note: Please ensure that you redact, or black out, your Social Insurance Number.

7. Intent to Reside in Ontario (optional)

If applicable, provide additional information on your established ties in Ontario and/or further documents to demonstrate your intention to reside in Ontario.

8. Résumé (mandatory)

A copy of your most current résumé.

9. Other (if applicable)

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



APPENDIX 3: 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 refusal.

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

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

4. I understand and agree that the Director 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.

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

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

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 Economic Development, Job Creation and Trade 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 Economic Development, Job Creation and Trade 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 this application. I understand and agree that the decision to accept this application is at the Director's sole discretion in accordance with the *Ontario Immigration Act, 2015, S.O. 2015, c. 8*, and that submitting this application or even meeting

Program criteria does not guarantee that this application will be accepted or granted.

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

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

That the Government of Ontario can change the Program at any time, and that this includes changing guidelines about applying 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 the Ministry of Economic Development, Job Creation and Trade, 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 the Ministry of Economic Development, Job Creation and Trade, 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 the Ministry of Economic Development, Job Creation and Trade 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 the

Ministry of Economic Development, Job Creation and Trade whether provided by you or your authorized representative.

1. I authorize the Ministry of Economic Development, Job Creation and Trade to collect use, retain and disclose my personal information for the purposes of processing, assessing and verifying this application, and for statistical and program evaluation purposes.

That you authorize the Ministry of Economic Development, Job Creation and Trade 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 the Ministry of Economic Development, Job Creation and Trade to disclose my personal information to other ministries of the Government of Ontario for the purposes of processing, assessing and verifying this application, and authorize such other ministries to collect my personal information for these purposes. Likewise, I authorize other ministries of the Government of Ontario to disclose my personal information to the Ministry of Economic Development, Job Creation and Trade for these purposes, and authorize the Ministry of Economic Development, Job Creation and Trade to collect my personal information from such other ministries for these purposes.

That you authorize the Ministry of Economic Development, Job Creation and Trade 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 the Ministry of Economic Development, Job Creation and Trade in order to assess your application; this statement also includes the authorization of the Ministry of Economic Development, Job Creation and Trade to receive your personal information from other Government of Ontario Ministries for the same reason.

3. I authorize the Ministry of Economic Development, Job Creation and Trade to disclose my personal information to officials administering immigration programs within the Government of Canada for the purposes of processing, assessing and verifying this application and nominating me for permanent residence, and authorize such officials to collect my personal information from the Ministry of Economic Development, Job Creation and Trade for these purposes. Likewise, I authorize such officials within the Government of Canada to disclose my personal information to the Ministry of Economic Development, Job Creation and Trade for these purposes, and authorize the Ministry of Economic Development, Job

Creation and Trade to collect my personal information from such officials within the Government of Canada for these purposes.

That you authorize the Ministry of Economic Development, Job Creation and Trade 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 the Ministry of Economic Development, Job Creation and Trade in order for the Ministry of Economic Development, Job Creation and Trade to assess your application; this statement also includes the authorization of the Ministry of Economic Development, Job Creation and Trade to receive your personal information from officials in Government of Canada immigration programs for the same reason.

4. I authorize the Ministry of Economic Development, Job Creation and Trade to disclose my personal information to any Canadian law enforcement agency for the purpose of processing, assessing and verifying this application and for program integrity purposes, and authorize such law enforcement agencies to disclose my personal information to the Ministry of Economic Development, Job Creation and Trade for these purposes, and authorize the Ministry of Economic Development, Job Creation and Trade to collect my personal information from such law enforcement agencies for these purposes.

That you authorize the Ministry of Economic Development, Job Creation and Trade 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 the Ministry of Economic Development, Job Creation and Trade in order for the Ministry of Economic Development, Job Creation and Trade to assess your application, and for the Ministry of Economic Development, Job Creation and Trade to receive your personal information from all Canadian law enforcement agencies for the same reason.

5. I authorize the Ministry of Economic Development, Job Creation and Trade to disclose my personal information to other Canadian provincial and municipal governments for the purpose of processing, assessing and verifying this application, and authorize such governments to collect my personal information for the same purpose. Likewise, I authorize such governments to disclose my personal information to the Ministry of Economic Development, Job Creation and Trade for these purposes, and authorize the Ministry of Economic Development, Job Creation and Trade to collect my personal information from such governments for these purposes.

That you authorize the Ministry of Economic Development, Job Creation and Trade 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 the Ministry of Economic Development, Job Creation and Trade in order for the Ministry of Economic Development, Job Creation and Trade to assess your application, and for the Ministry of Economic Development, Job Creation and Trade to receive your personal information from other Canadian provincial and municipal governments for the same reason.

6. I authorize the Ministry of Economic Development, Job Creation and Trade to contact any individuals, academic institution, or businesses referenced in this application or otherwise provided to the Ministry of Economic Development, Job Creation and Trade for the purposes of processing, assessing and verifying this application, and to collect any additional related personal information for these purposes. I authorize any such individuals, academic institution, or businesses to provide such verification or additional information to the Ministry of Economic Development, Job Creation and Trade for these purposes.

That you authorize the Ministry of Economic Development, Job Creation and Trade to contact any individuals, academic institutions, or businesses referenced in your application submission or subsequent communications with the Ministry of Economic Development, Job Creation and Trade in order for the Ministry of Economic Development, Job Creation and Trade to assess your application.

That you authorize the Ministry of Economic Development, Job Creation and Trade 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 the Ministry of Economic Development, Job Creation and Trade to assess your application.

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

I authorize the Ministry of Economic Development, Job Creation and Trade 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 the Ministry of Economic Development, Job Creation and Trade 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 the Ministry of Economic Development, Job Creation and Trade's nomination for permanent residence, I consent to being contacted by the Ministry of Economic Development, Job Creation and Trade, 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 the Ministry of Economic Development, Job Creation and Trade 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 the Ministry of Economic Development, Job Creation and Trade 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 the Ministry of Economic Development, Job Creation and Trade to assess whether the Program is meeting its policy objectives.

That you understand that the Ministry of Economic Development, Job Creation and Trade could hold you accountable for not participating in follow-up evaluations, including the possibility of the Ministry of Economic Development, Job Creation and Trade withdrawing your nomination for permanent residence.

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

The Ministry of Economic Development, Job Creation and Trade is subject to the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. F.31 ("FIPPA"). All information collected in this application is necessary for the Ontario Immigrant Nominee Program's proper administration, including to process this application. The Program is authorized under the *Ontario Immigration Act, 2015*, S.O. 2015, c. 8. Any personal information collected by the Ministry of Economic Development, Job Creation and Trade in connection with this application will be used for the purposes of ensuring the Program's proper administration, including processing, assessing and verifying this application for nomination for permanent residence, as well as for Program integrity, Program evaluation, and statistical purposes. In this application, "personal information" has the same meaning as under FIPPA. Questions about the collection may be

directed to the FIPPA Coordinator, Ontario Immigrant Nominee Program, 400 University Ave., 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 the Ministry of Economic Development, Job Creation and Trade 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 the Ministry of Economic Development, Job Creation and Trade 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 the Ministry of Economic Development, Job Creation and Trade with questions, if necessary.

Schedule C: Relevant Federal Legislation

Immigration and Refugee Protection Act and Regulations

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

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

That you understand that providing false or misleading statements in your application submission and any supporting documentation, or concealing information that would negatively impact the outcome of your application, can result in the refusal of your application, the withdrawal of your nomination by the Ministry of Economic Development, Job Creation and Trade, 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 the Ministry of Economic Development, Job Creation and Trade to share and receive your personal information where the Ministry of Economic Development, Job Creation and Trade considers it necessary to do so to process, assess, and verify the information in your application.

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

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

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

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

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

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

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

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

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

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

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

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

Schedule D: Authorizations Concerning Representatives

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

Confirming this statement indicates that you, as the applicant's accompanying spouse or dependent aged 16 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 my 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 my representative.