Application Guide - Employer Job Offer: Foreign Worker Stream

Ontario Immigrant Nominee Program

Disponible en français

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

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1.0 INTRODUCTION - EMPLOYER JOB OFFER: FOREIGN WORKER STREAM

The Ontario Immigrant Nominee Program (OINP) allows Ontario to nominate, for permanent residence, individuals who have the skills and experience to contribute to Ontario’s economy, and assists employers in recruiting and retaining foreign workers.

This application guide provides information about the Employer Job Offer: Foreign Worker Stream. The guide will help you decide if you meet program requirements and what you need to do if you decide to apply.

1.1 About the Employer Job Offer: Foreign Worker Stream

The Employer Job Offer: Foreign Worker Stream is open to foreign workers, living in Canada or abroad, who have a job offer for a permanent and full-time position from an employer in Ontario.

Your job offer must be for a position that is a Skill Type 0 or Skill Level A or B under the National Occupational Classification (NOC).

To qualify, you must meet minimum program requirements including:

- Work experience in the same occupation as your job offer; OR
- A valid licence or other authorization from the applicable regulatory body in Ontario for the same occupation as the one listed in your job offer.

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

More information about program criteria can be found in section 2.0.

1.2 Employer Criteria and Job Offer Requirements

Your employer must also meet program requirements. Your employer must:

- have a business in Ontario that has been in operation for at least three (3) years;
- meet minimum revenue thresholds; and
• employ a minimum number of full-time employees who are permanent residents or Canadian citizens.

The job offer provided by your employer must:

• be for a full-time position of indeterminate length in a National Occupational Classification (NOC) 0, A or B occupation; and
• meet or exceed the median wage level for the occupation in the region of Ontario where you will be working.
  o If you are already working in the position of the job offer, the wage offered must meet the median wage level and be equal to or greater than your current wage.

Your employer is required to complete the Employer Form and, if requested, submit required documentation to verify that program criteria has been met. You will be required to submit the Employer Form and a copy of your job offer signed by you and your employer with your application.

You and your employer can learn more about employer and job offer requirements and how to complete the Employer Form in the Employer Job Offer Streams: Employer’s Guide.

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

1.3 How to Apply: The OINP e-Filing Portal

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

Important:

• You may only have one active registration for the Employer Job Offer: Foreign Worker 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 will be withdrawn by the OINP.

The application will take approximately three hours to complete. It does not have to be completed in one session. You can save your work as you go and return to complete it at another time.
Once you have completed your application and have submitted your payment, you will receive an acknowledgement email to indicate that your application and payment have been received.

You can then log into the OINP e-Filing Portal through your ONe-key account to check the status of your application. Look for the column labeled “Status” on your main page. As your application makes its way through the various processing stages, your application status will be updated.

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

1.4 Application Fee

The application fee for the Employer Job Offer: Foreign Worker Stream is **$2,000 (CAD)** for those with job offers in the Greater Toronto Area (GTA), and **$1,500 (CAD)** for those with job offers outside of the GTA. The GTA is defined as the City of Toronto, Durham, Halton, York and Peel Regions.

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

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

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

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

Please note that the application fee only covers processing by the OINP. Costs incurred for services such as translation, certification, notarization, travel, accommodation and incidentals (for exploratory visits, interviews or otherwise) are to be paid by the applicant.
Once the OINP nominates an individual, that nominee must apply directly to Immigration, Refugees and Citizenship Canada (IRCC) for permanent resident status. Regular IRCC application fees will apply.

### 1.5 Before Submitting Your Application

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

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

<table>
<thead>
<tr>
<th>Avoid Unnecessary Delays in the Processing of Your Application – Helpful Hints</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carefully check <strong>ALL</strong> your documents and black out, or ‘redact’ credit card numbers and any Canadian social insurance numbers. Use a heavy black marker to cross out the credit card and social insurance number so they are not visible in your documents.</td>
</tr>
<tr>
<td>Submit clear copies of <strong>ALL</strong> the pages of your passport including the front and back cover.</td>
</tr>
<tr>
<td>Provide <strong>YOUR</strong> current residential address, email address and phone number in your online application.</td>
</tr>
<tr>
<td>Submit <strong>ALL</strong> mandatory documents with your application, including an updated résumé. Be sure to include your current residential address, email address and phone number on your résumé.</td>
</tr>
<tr>
<td>Ensure that your résumé, employer reference letters, and other documents submitted to support your work experience include a <strong>detailed list</strong> of your duties and responsibilities for each position held.</td>
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</table>

### 2.0 APPLICANT ELIGIBILITY CRITERIA

To apply as a foreign worker, you must ensure that you meet the eligibility requirements for the Employer Job Offer: Foreign Worker Stream.

It is also your responsibility to ensure that your employer and job offer meet program criteria. Your application may be refused if program criteria are not met.
2.1 Work Experience or Licence/Authorization

All applicants are required to have one of the following:

1. a minimum level of work experience,
   OR
2. a valid licence or other authorization from the applicable regulatory body in Ontario for the same occupation as the one listed in your job offer.

Please review the requirements for each below.

2.1.1 Work Experience

To meet the work experience requirement, you must demonstrate that you have at least **two years** of cumulative full-time work experience obtained within the **five years** prior to the date of your application submission. Your work experience must also meet the following requirements:

- Your work experience must be in the same National Occupation Classification (NOC) code as the occupation listed in your job offer in Ontario. This means that you performed the duties set out in the lead statement and a substantial number of main duties listed in the NOC code of the position of your job offer. Please see Appendix 1 for information on how to find your NOC code.

- Your work experience must have been paid (volunteer and unpaid internships do not count).

- Your work experience must have been **full-time**, which means at least 30 hours of work over a period of one week in one job.

- If you are claiming work experience in a regulated occupation that requires authorization to practice, you must demonstrate that you held a valid licence from the applicable regulatory body during that period.

**Self-Employment**

- You may use periods of self-employment to meet the minimum of two years of required work experience in the last five years. Your work experience gained through self-employment must have been paid and in the same NOC code as the position of your job offer.
• You will be required to submit documentation to verify your self-employment and your work experience including:
  • Confirmation of business ownership
  • Evidence of income
  • Reference letters from third party individuals (e.g. clients) indicating the service provided along with payment details

*Note:* You will be required to submit documentation to verify that your work experience is in the same NOC as the position of your job offer. You will be required to submit employment reference letters from current and past employers. You may also submit other documents such as job descriptions, performance reviews and job ads that describe your duties and responsibilities for positions held.

2.1.2 Licence or other Authorization

To meet the licence requirement, you must hold a valid licence or other authorization for the same occupation as the one listed in your Ontario job offer from the applicable regulatory body in Ontario.

For more information on licences and authorizations in Ontario, please visit the OINP website or the Ontario College of Trades’ website.

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, you 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.

*Note:* A Trade Equivalency Assessment (TEA) approval letter or a provisional certificate will not be accepted. You must hold a Certificate of Qualification or be registered as an apprentice in an apprenticeship program at the time of application submission.

For more information on licences and authorizations in Ontario, please visit the OINP website or the Ontario College of Trades’ website.

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
- Previous visits to Ontario

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

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

**IMPORTANT: NOTE ON REFUGEE CLAIMANTS**

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

For more information related to refugee claimants, please visit IRCC’s website.

### 3.0 DOCUMENT CHECKLIST

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

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

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

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

<table>
<thead>
<tr>
<th>Required Documents</th>
<th>Submitted</th>
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<tbody>
<tr>
<td><strong>1. Identity Documents</strong></td>
<td></td>
</tr>
<tr>
<td><strong>1.1 Photograph (mandatory)</strong></td>
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<tr>
<td>Upload a copy of a photograph of yourself that meets passport or visa requirements.</td>
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<tr>
<td>Note: Photographs that are not clear or are of low quality will not be accepted.</td>
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<tr>
<td><strong>1.2 Passport (mandatory)</strong></td>
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<tr>
<td>A copy of your entire valid passport.</td>
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<tr>
<td>• Your passport copy <strong>must</strong> 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.</td>
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<tr>
<td>• If your passport was issued within two years of applying to the OINP, you <strong>must</strong> include clear copies of ALL of the pages of your last passport.</td>
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<tr>
<td>Note: Your application will be returned as incomplete and your application fee refunded if you do not provide ALL the pages of your passport.</td>
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<tr>
<td><strong>1.3 Your Family Members’ Passports (mandatory, if applicable)</strong></td>
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<tr>
<td>A copy of the personal details page from the passport of each dependent family member. Dependent family members can include your spouse or common-law-partner, your children under the age of 22 and their children.</td>
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</tr>
<tr>
<td><strong>1.4 Status Documents issued by IRCC or CBSA (mandatory, if applicable)</strong></td>
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</tr>
<tr>
<td>Copies of current and previous status documents issued by Immigration, Refugees and Citizenship Canada (IRCC) or the Canada Border Services Agency (CBSA). Documents may include work permits,</td>
<td></td>
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</tbody>
</table>
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).

### 2. Documents Provided by Your Employer

#### 2.1 Employer Form (mandatory)
Copy of the completed Employer Form signed by your employer or company signing officer.

#### 2.2 Job Offer (mandatory)
Copy of your job offer signed by you and your employer which meets the following requirements:

- Printed on business letterhead and includes the business address, telephone/fax numbers, email, and website addresses;
- Indicates the name of the responsible officer/supervisor and includes their signature;
- Stamped with the corporate seal (if applicable); **AND**
- Indicates the following:
  - Job title
  - Wage offered for the position
  - Duties and responsibilities
  - Number of hours of work per week
  - Number of days/weeks of vacation
  - Workplace location
  - Employment start date
  - An indication that the offer being made is for a full-time position of an indeterminate duration.

If you are currently working for the employer in the same position as the job offer, you may submit your original job offer signed by you and your employer. The original job offer should meet the requirements listed above.

If the original job offer letter is older than six months, please include a current letter confirming your ongoing offer of employment and that the job offer meets the requirements listed above.

#### 2.3 Collective Agreement (mandatory, if applicable)
If your job offer is for a position whose pay is subject to a collective agreement, provide a copy of the applicable section in your agreement outlining wages.
2.4 Labour Market Impact Assessment (mandatory, if applicable)
A copy of the Labour Market Impact Assessment (LMIA) issued to your employer. The LMIA must be for the same NOC occupation as the position being offered to you.

3. Documents to Support that Your Job Offer Meets Wage Criteria

3.1 Current Employment: Two Recent Pay Slips (mandatory, if applicable)
If you are currently working for the employer in the same position as your job offer, include copies of your two most recent pay slips.

4. Documents to Support that You Meet Program Criteria

4.1 Résumé (mandatory)
A copy of your current résumé listing your current and past work experience, as well as your educational history. Your résumé should detail your duties and responsibilities for each position held.

4.2 Licence or Authorization (mandatory, 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.

Note: If you are registered as an apprentice, provide documents to support your registration in an apprenticeship program.

4.3 Work History

4.3.1 Employment/Work Experience Reference Letters (mandatory)
Copies of your employment/work experience reference letters for all periods of work experience stated in your application that are being used to meet the minimum of two years of required work experience in the last five years.

Employment/work experience reference letter(s) must be printed on business letterhead and include:
- the business address, telephone/fax numbers, email, and website addresses; and
- the name of your supervisor or responsible officer and their signature.

Employment/work experience reference letter(s) must also indicate your period of employment and include:
- the position(s) you held, a list of your duties and responsibilities for each position and the time spent in each position;
• your total annual salary plus benefits; and
• the number of hours you worked per week, number of weeks of
  you worked per year and any extended periods of leave.

In addition to employment/work experience reference letters, you may
also submit supporting documents that describe your duties and
responsibilities for each position held including job descriptions,
performance reviews and job advertisements.

4.3.2 Work Contracts (optional)
Copies of your work contract(s) for all periods of work experience
stated in your application that are being used to meet the minimum of
two years of required work experience in the last five years.

4.3.3 Proof of Compensation (mandatory)
Documentation to verify that you were paid for all periods of work
experience stated in your application that are being used to meet the
minimum of two years of required work experience in the last five
years.

This may include copies of:
• Pay slips for the first and last month of each period of work
  experience.
• Bank statements showing salary deposits for the first and last
  month of each period of work experience.
• Income tax documents.
• Letter(s) from employer(s) verifying that your period of
  employment was paid and the annual salary/hourly wage. These
  letters must explain why documentation to verify compensation
  for work performed is not available.

4.3.4 Canada Revenue Agency Statements (mandatory, if
applicable)
Copies of your Canada Revenue Agency T4 Statements of
Remuneration Paid and Notice of Assessment (NOA) statements (if
applicable) for all periods of work in Canada stated in your application
that are being used to meet the minimum of two years of required
work experience in the last five years.

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

4.3.5 Regulated Occupation (mandatory, if applicable)
If your work experience was in a regulated occupation, include a copy
of your licence or authorization.
### 4.3.6 Self-Employment (mandatory, if applicable)

You may use periods of self-employment to meet the minimum of two years of required work experience in the last five years. Your work experience gained through self-employment must have been paid and in the same NOC code as the position of your job offer.

Provide copies of the following to verify your self-employment:
- Business registration documents and/or other documents to confirm business ownership; and
- Income tax returns; and
- T4A statements (if self-employed in Canada)

Provide the following to verify your paid work experience while self-employed:
- Reference letter(s) from client(s) and other third parties indicating the service provided along with payment details;
- Invoices;
- Advertisements for your business (web posting, brochures and other promotional material).

### 4.3.7 Other Work-Related Documentation (optional)

You may also provide any other relevant documentation to support your work experience.

### 4.4 Intention to Reside in Ontario (optional)

Provide additional information on your established ties in Ontario and/or further documents to demonstrate your intention to reside in Ontario.

### 4.5 Other (optional)

Any supplemental documents or explanatory letters that provide clarification or additional information to support your application.

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### 3.1 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](https://atio.org).
If you are applying from within Ontario but cannot locate a certified translator accredited by ATIO with proficiency in the language required for translation, the translation may be completed by any translator as long the translation is **notarized**. To request this exception, you must include a letter to explain why the translations are not certified and demonstrate your efforts to locate a certified translator.

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

You are responsible for all translation and notarization costs.

Applications with translations that are not complete, certified or not notarized are considered incomplete. Your application will not be processed and your payment will be refunded.

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

### 4.0 APPOINTING AN AUTHORIZED REPRESENTATIVE

#### 4.1 Who is an Authorized Representative?

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

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

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

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

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

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

**Note:** Quebec and territorial lawyers currently require prior permission from the Law Society of Ontario before engaging in the occasional practice of law. This includes acting as a representative under the Act.

For more information regarding mobility and inter-jurisdictional practice, please visit the [Law Society of Ontario’s website](https://www.lso.on.ca/). Should you have further questions about whether a lawyer of another Canadian provincial or territorial law society is authorized to practice law in Ontario, please contact the [Law Society of Ontario](https://www.lso.on.ca/).

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

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

For information on how to choose an authorized representative and for tips about how to protect yourself from fraud, please visit [IRCC’s website](https://www.canada.ca/).

**4.2 Disclosing Your Use of an Authorized Representative**

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

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

**IMPORTANT:** If you have not disclosed that you have appointed, or received assistance from, an authorized representative, the program may return your application as incomplete.
4.3 Receiving and Disclosing Assistance from Other Individuals

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

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

4.4 How to Appoint an Authorized Representative Online

Only authorized representatives can be appointed to represent you and conduct business on your behalf with the OINP. You may only have one active authorized representative at a time.

4.4.1 If you are NOT registered in the OINP e-Filing Portal

If you have not registered a profile in the OINP e-Filing Portal, your representative is required to follow the process below:

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

IMPORTANT: Representatives are prohibited from using an email address belonging to, or created by themselves, for the purpose of self-appointing. You must complete the appointment process through your own ONe-key account. That is, the account associated with your personal email account.
4.4.2 If you are already registered in the OINP e-Filing Portal

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

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

Remember:
• An authorized representative must use their representative account to submit an application on your behalf. Authorized representatives are prohibited from submitting an application through your ONe-key account.

4.5 Cancelling an Authorized Representative

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

Once you have cancelled your authorized representative, that representative will not be able to access information about your application and they will not be authorized to conduct any business with the OINP on your behalf. You will become the primary contact for the OINP.

4.6 Your Responsibilities when Appointing an Authorized Representative

If you choose to appoint an authorized representative, you are responsible for ensuring that the information provided to the OINP is accurate, complete and not misleading.
You must provide your personal email address in the application. You cannot use the representative’s email address, or an email account created by the representative, as your personal contact information in your application.

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

### 5.0 AFTER YOU APPLY

#### 5.1 Incomplete Applications

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

#### 5.2 Changes in Personal Information

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

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

Changes to your primary telephone number, email address and country of residence can be made online by logging into the OINP e-Filing Portal and clicking on "My Profile" on your main page. After the change has been made, click "Save".
For all other changes, you must complete the Change of Personal Information form.

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

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

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

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

### 5.3 Restoration of Status in Canada

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

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

### 5.4 Withdrawing your Application

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

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

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

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

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

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

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

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

6.0 AFTER NOMINATION

If your application is successful, you will receive a Letter of Nomination 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.

6.1 Work Permit Support Letter

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.
Your work permit support letter document is valid for six (6) months. If you require an extension to your work permit and your work permit is due to expire within three (3) months, then you may submit a request for a work permit support letter extension.

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

1. Copies of your two (2) most recent pay slips.
2. Scanned copy of your work permit.

The OINP will review your request and determine whether you continue to meet the conditions of your nomination.

### 6.2 Conditions of Nomination

Your nomination is subject to the following conditions until you receive permanent resident status:

1. You must continue to demonstrate on a reasonable basis an intention to reside in Ontario; and
2. You must continue to be employed in the approved employment position. This means that your duties, wages, hours of work, etc. must remain consistent with those set out in the approved application. Section 6.2.1 below outlines your obligations if there are changes to the conditions of your job offer, or your employer offers you a promotion, or you are terminated.

### 6.2.1 Changes to the Conditions of Your Job Offer

You must notify the OINP immediately if there are changes to the conditions of your job offer, for example, the position title, duties, employment location, wages, and/or hours of work.

You will also need to notify the OINP if your employer offers you a promotion. You will need to submit a revised job offer signed by you and your employer, your current work permit and your two most recent pay slips. If necessary, the OINP will issue you an updated work permit support letter indicating the new position.

You must notify the OINP if your job offer or employment is terminated by yourself or your employer. Please note that your nomination will be cancelled if you are no longer working for the employer that supported your application.
6.3 Extension of Nomination Certificate

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

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

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

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

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

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

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

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

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

**Step 1:** Visit the [NOC website](https://www.noc.ca) and click on 2016 version.
Step 2: Enter the title of your position in the Quick Search field. Select the most relevant result.

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

- Example: Selected: Corporate sales managers – NOC Code 0601
0601 Corporate sales managers

Corporate sales managers plan, organize, direct, control and evaluate the activities of establishments and departments involved in commercial, industrial, institutional, e-business and wholesale and retail sales. They are employed by commercial, industrial and wholesale and retail trade establishments.

Example Titles
- corporate sales manager
- national accounts manager – sales
- regional sales manager
- trade expansion manager

Main duties

Corporate sales managers perform some or all of the following duties:

- Plan direct and evaluate the activities of sales departments in commercial, industrial, wholesale and retail and other establishments
- Organize regional and divisional sales operations
- Establish organizational policies and procedures in relation to sales
- Determine strategic planning related to new product lines
- Lead sales team in building relationships with business clients and manage negotiations of sales contracts
- Recruit, organize, train and manage staff
- May work with the marketing department to understand and communicate marketing messages to the field.

Employment requirements

- A university degree or college diploma in business or in a related field with a specialization in sales and several years of experience as a sales representative or in a related occupation are usually required.

Additional information

- Progression to senior management positions is possible with experience.

Exclusions

- Advertising, marketing and public relations managers (0124)
- Retail and wholesale trade managers (0211)
- Senior managers - trade, broadcasting and other services, n.e.c. (0015)
- Supervisors of technical salespersons (in 0221 Technical sales specialists - wholesale trade)

Classification Structure - 0