



**Ministry of Citizenship  
and Immigration**

# **Application Guide for International Graduates (PhD and Masters)**

**Opportunities Ontario: Provincial Nominee Program**

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**Disponible en français**

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

For the most recent updates to the program, please check the Opportunities Ontario: Provincial Nominee Program website at <http://www.ontarioimmigration.ca/en/pnp/index.htm>.

**This guide is made available free of charge by Opportunities Ontario and is not to be sold.**

# GLOSSARY

## *Definitions for the Purpose of this Guide*

### **Graduate:**

- a) an international student who has been granted a graduate degree (Masters or PhD) within the last two years of application from an Ontario publicly funded university.
- b) an international student whose degree from an Ontario publicly funded university has not been granted yet but he/she has completed all degree requirements.
- c) an international student whose degree from an Ontario publicly funded university has not been granted and who is in his/her last semester of studies (Masters Graduates only)

**Legal Status** means that prospective nominees are eligible to apply to the Opportunities Ontario program from within Canada if they have a:

- Valid work permit;
- Valid study permit;
- Temporary resident visa, or
- Valid passport from a visa exempt country showing their date of entry to Canada.

**Permanent Residence Status** gives a non-Canadian the right to permanently live in Canada.

**Permanent Resident** is a person who has been granted permission by Citizenship and Immigration Canada to settle in Canada permanently, and who may later apply to become a Canadian citizen.

**PhD** means Doctor of Philosophy (lat. *philosophiæ doctor*) and it is the highest university degree, usually based on at least three years graduate study and a dissertation. Normally, a person must have completed a Masters degree before a PhD can be earned.

**Masters Degree** is an academic degree awarded by the graduate school of a college or university. A person must have completed a Bachelors degree before a Masters degree can be earned.

**Family Members** include spouse or common-law partner and dependent children.

**IELTS** (International English Language Testing System) is designed to assess the language proficiency of candidates who need to study or work where English is the primary language of communication. There are two versions of the IELTS: Academic and General.

**IELTS Academic** is intended for individuals who want to enrol in academic institutions.

**IELTS General** is intended for individuals who are going to English speaking countries to undertake work experience, or for immigration purposes.

**TEF** (Test d'Évaluation du Français) is a test which assesses the candidates' level of French and it is required to be admitted to French universities and also recognized by the Government of Canada as proof of fluency for immigration.

**Savings/Revenues** are accumulated funds and expected revenues for 12 months following nomination, but not including available credit limits or outstanding debt. Funds are eligibility criteria for applicants who have to demonstrate a minimum level of savings/revenues to support themselves and their dependants. Savings are money saved in a bank account and revenues are income received through employment or financial support received from relatives.

# 1.

## **INTRODUCTION: FOR INTERNATIONAL GRADUATES (PHD AND MASTERS)**

International PhD and Masters Graduates are a valuable source of highly skilled professionals who are expected to significantly contribute to Ontario's economic growth.

Graduates of a PhD or Masters program in one of Ontario's publicly funded universities are eligible to apply to Opportunities Ontario for nomination for permanent residence, under the International Student Category's PhD Graduate Stream or under the Pilot International Masters Graduate Stream.

International PhD and Masters Graduates do not require a job offer.

### **Who Can Apply**

#### **PhD Graduates:**

In order to apply to Opportunities Ontario as an international PhD graduate in Ontario, students must:

- Intend to permanently live and work in Ontario
- Have graduated from a PhD program at an eligible publicly funded university in Ontario (for a list of eligible universities see the Appendix to this guide).

OR

- Have successfully completed all degree requirements for the program (i.e. have completed all course work and successfully defended their thesis and are awaiting the granting of their degree).

In addition, PhD Graduates must:

- Have completed at least two years of their PhD studies at an eligible publicly funded university in Ontario.

- Apply to Opportunities Ontario under the International Student Category's PhD Graduate Stream within two years from the date on which their PhD degree was granted.
- Have legal status, if the international PhD graduate applicant is in Canada.
- Apply for the program from within Canada or from overseas.

**Masters Graduates:**

In order to apply to Opportunities Ontario as an international Masters graduate in Ontario, students must:

- Intend to permanently live and work in Ontario.
- Have graduated or will soon be graduating from an existing Masters program at an eligible publicly funded university in Ontario.
- Have completed a degree program of at least one academic year, while studying on a full-time basis.
- Apply within two years of the date on which their Masters degree was granted, or as an alternative, during the last semester of completing their degree. Masters students in their last semester of studies will be nominated only after they complete their degree.
- Currently reside in Ontario.
- Have legal status in Canada (i.e. study permit, work permit, temporary resident visa).
- Demonstrate high official language proficiency (For English language proficiency – IELTS – General test with an overall minimum score of 7 or higher) (For French language proficiency – TEF – with an overall minimum score of 5 or higher).
- Demonstrate a minimum level of savings/income to support themselves and their dependants.
- Demonstrate at least one year of residence in Ontario in the past two years.

**Important**

1. International students subsidized through Canadian International Development Agency (CIDA), Department of Foreign Affairs and International Trade (DFAIT) grants or through a scholarship from another province or country with any outstanding obligations including return obligations will not be eligible for Opportunities Ontario unless such obligations have been fulfilled.

# 2.

## HOW TO APPLY

### Step 1

Visit the **Forms and Guides** page of the **Opportunities Ontario: Provincial Nominee Program** website ([http://www.ontarioimmigration.ca/en/pnp/OI\\_PNPFORMS.html](http://www.ontarioimmigration.ca/en/pnp/OI_PNPFORMS.html)) to download and complete the following forms:

- Opportunities Ontario: Provincial Nominee Program Nominee Application form for International Graduates (PhD and Masters)
- Appendix A: Contact Authorization Form
- Translator Affidavit (if applicable)
- Authorizing or Cancelling a Representative form (if applicable)

All application forms are made available free of charge by Opportunities Ontario and are not to be sold.

If the applicant has no internet access or is experiencing technical problems with the website, he/she can contact Opportunities Ontario for assistance or to request a Nominee Application Package to be sent by mail. Opportunities Ontario can be contacted at 416-327-0374 or toll free at 1-866-214-6820 (within North America) or by e-mail at [Opportunities.Ontario@ontario.ca](mailto:Opportunities.Ontario@ontario.ca).

### Step 2

**Gather the following documents required to complete the nominee application:**

#### Application Fee

- Non-refundable processing application fee of \$1,500 payable to the Minister of Finance, Ontario.

#### Degree

- Certified true copy of applicant's degree earned from an academic institution in Ontario.

OR, if the degree has not yet been granted,

- Official letter (on institution letterhead) from the academic institution which will be granting the degree confirming:

- (a) all degree requirements have been successfully completed by the applicant;
- (b) there are no outstanding fees to be paid by the applicant; and
- (c) the scheduled date on which the applicant's degree will be granted.

AND

- Official transcripts in a sealed envelope sent directly from the academic institution which will be granting the degree.

OR, if the applicant is in the last semester of Masters studies,

- Official letter (on institution letterhead) from the academic institution which will be granting the degree confirming full-time registration and the current academic standing of the applicant.

AND

- Official transcripts in a sealed envelope sent directly from the academic institution which will be granting the degree.

Proof of Savings/Revenues

- Proof of savings/revenues (accumulated funds and expected revenues for 12 months following nomination; but not including available credit limits or outstanding debt).
- Applicants with sufficient money in their bank accounts (see table for thresholds below) can demonstrate a sufficient level of savings/revenues by providing:
  - Personal bank account monthly statements for the past 6 months, (for overseas accounts) an original letter from a recognized financial institution not more than 30-days old with monthly statement indicating personal account standing/balance that exceeds the minimum amount for their family size (see table for thresholds below).

OR, if the applicant does not have sufficient money in his/her bank account/s

- A *Personal Funds Explanatory Letter* addressed to Opportunities Ontario: Provincial Nominee Program (signed and dated) that explains the level of savings and the revenue sources that the applicant has, and shows how they meet the minimum level of savings/revenues required for their family size.

AND

- o Each revenue source and balance statement specified in the *Personal Funds Explanatory Letter* needs to be demonstrated through supporting documentation (e.g. bank statements showing regular deposits into the applicant's account; a signed contract from an Ontario employer, if applicable, indicating applicant's income with pay stubs demonstrating employment, if the applicant is currently employed).

**Minimum Savings/Revenues Table**

<b>Number of family members</b>	<b>Funds required</b>
<b>1</b>	\$11,086
<b>2</b>	\$13,801
<b>3</b>	\$16,967
<b>4</b>	\$20,599
<b>5</b>	\$ 23,364
<b>6</b>	\$ 26,350
<b>7 or more</b>	\$ 29,337

**Note:** The number of family members includes both accompanying and non-accompanying dependants (e.g. If the applicant is married, then the family size is 2 (applicant + spouse), which means that the sufficient funds for the family is \$13,801. If the applicant is married and has one dependent child, then the family size is 3 (applicant + spouse + dependent child), which means that the sufficient funds required for the entire family is \$16,967).

Applicant A Example:

- Applicant A is married with one dependent child. As a family of three, the applicant needs to demonstrate at least \$16,967 of savings and revenues for the 12 months following his application to Opportunities Ontario: Provincial Nominee Program.
- Applicant A has \$20,000 in his Canadian bank account. This means that applicant A meets the minimum level of savings/revenues of the program.
- Applicant A needs to submit supporting documents, demonstrating the \$20,000 balance in his bank account. This means bank statements covering account activity for the past 6 months in the Canadian bank account with this balance. The latest Canadian bank statement submitted needs to be not more than 30-days old at the time of application and show the \$20,000 balance.

#### Applicant B Example:

- Applicant B is a single woman. She needs to demonstrate at least \$11,086 of savings and income for the 12 months following her application to Opportunities Ontario: Provincial Nominee Program.
- Applicant B has \$8,000 in her Canadian bank account and receives \$300 each month from her family to support her in Ontario while she is looking for work after graduating from university. This means that applicant B has savings of \$8,000 and revenues of \$3,600 (\$300 in family support each month multiplied by the 12 months following her application = \$3,600) for a grand total of \$11,600. This means that applicant B meets the minimum level of savings/revenues of the program.
- In her application, Applicant B needs to submit a *Personal Funds Explanatory Letter* to Opportunities Ontario: Provincial Nominee Program explaining that she has \$8,000 in her bank account and that she is receiving \$300 each month from her family, what adds up to an expected total of \$3,600 over a 12 month period. Then she needs to state that as the result, the total of her savings and revenues is \$11,600, which means the minimum threshold of \$11,086 has been met as a single applicant.
- Applicant B then needs to submit supporting documents, proving the \$8,000 balance in her bank account and family support of \$300/month. This means bank statements covering account activity for the past 6 months in the Canadian bank account with this balance. The latest Canadian bank statement submitted needs to be not more than 30-days old at the time of application and show the \$8,000 balance. If the bank statements also demonstrate her family support of \$300 each month, then they would be sufficient to support her income as well. In this case, additional information would not be required. However, if the bank account's activity does not demonstrate the \$300/month income, she will need to submit other documentation proving it (e.g. monthly receipts from Western Union for the past 6 months, to her name, indicating the \$300 amount).

#### Other Degrees/Diplomas

- Copy of applicant's other university degree(s), college diploma(s), transcripts and/or occupational certificates.

#### Resumé

- Copy of applicant's current resumé.

### Passport

- Copy of applicant's entire passport (including Work Permits, Study Permits, Temporary Resident Visas, and/or any other Canadian immigration documents or entry stamps).
- Copy of each dependant's passport page which shows his/her photo and personal information.

### Birth Certificate

- Copy of applicant's birth certificate.

**Masters Applicants** will also need to submit the following documents:

### Language Test

- The original IELTS score – General test with an overall minimum score of 7 or higher or TEF – with an overall minimum score of 5 or higher (obtained in the last 12 months preceding the application).

### Applicant A Example

- Applicant A wrote an IELTS – General exam two months before applying to Opportunities Ontario: Provincial Nominee Program and got the following scores:
  - 6.5 for Speaking
  - 7 for Listening
  - 8 for Reading
  - 7 for Writing
- Because the test scores are recent (within the 12 months preceding the application), applicant A knows that she will be accepted by Opportunities Ontario: Provincial Nominee Program.
- To get the overall score, applicant A adds the four scores she obtained in Speaking, Listening, Reading and Writing ( $6.5 + 7 + 8 + 7 = 28.5$ ). Then, applicant A divides the number by 4 to get the overall score ( $28.5/4 = 7.13$ ). 7.13 is higher than the 7 required and meets the program criteria.

**Note:** Proof of language proficiency and residency in Ontario is only required for International Masters Graduates. Only **IELTS – General test** results are accepted.

#### Demonstrating Residence

- Copies of **ONE** of the following, which add up to a 1 year of residence in the last 2 years and show the applicant's full name and his/her Ontario residence.
  - Monthly credit card statements which demonstrate routine expenditures in any accumulative 12 months showing the applicant's full name and Ontario address.
  - Phone, car insurance, house/apartment insurance, hydro or energy bills in any accumulative 12 months showing the applicant's full name and Ontario address.
  - Leasing document or rent receipts demonstrating residence in any accumulative 12 months in the past 2 years showing the applicant's full name and Ontario address.

Do **not** submit the nominee application until it is completed. **All** fields of the forms must be filled and copies of all supporting documentation provided. Incomplete applications will not be processed. If a field is not applicable, mark the space with "N/A".

### **Step 3**

#### **Make a copy of the application package:**

Please note that the applicant must submit only **copies** of supporting documents including civil documents (birth certificate and passport). Do **not** submit originals, **except** for the forms, affidavits that require completion, official letters and transcripts from academic institutions are sent directly to Opportunities Ontario, and the original IELTS or TEF scores. In addition, the applicant must also submit a certified true copy of his/her degree earned from an academic institution in Ontario.

What **not** to do with the application. Do not:

- Bind the application or put the pages in a ring binder
- Enclose individual pages in plastic, envelopes or folders
- Tie, sew, bolt or glue the pages together
- Use multiple staples on a page
- Send multiple copies of identical documents.

#### **Step 4**

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

Opportunities Ontario: Provincial Nominee Program  
Ministry of Citizenship and Immigration  
400 University Ave., Ground Floor  
Toronto, Ontario  
M7A 2R9

Opportunities Ontario only accepts applications by mail, courier or personal delivery. Applications that are sent by email or fax will **not** be accepted for processing.

#### **Note: Personal Information**

The Ontario Ministry of Citizenship and Immigration (MCI) runs the Opportunities Ontario: Provincial Nominee Program (PNP). MCI is subject to the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. F.31. The information in the application is collected in accordance with the requirements of s.38(2) of the Freedom of Information and Protection of Privacy Act. The PNP is authorized by the Canada-Ontario Immigration Agreement, executed under the authority of the *Ministry of Citizenship and Culture Act*, R.S.O. 1990, c. M.18 and O.C. 1478/2005.(O. Gaz. 2005 p. 3038) pursuant to the Executive Council Act, R.S.O. 1990, c. E.25. Any personal information collected by MCI in connection with the PNP will be used for these purposes: (i) to administer the PNP; (ii) to assess and verify individual applications under the PNP; and (iii) for statistical and program evaluation purposes. In the application form, "personal information" has the same meaning as under the *Freedom of Information and Protection of Privacy Act*. Questions about the collection may be directed to the Opportunities Ontario: Provincial Nominee Program Unit, 400 University Ave., 1st Floor, Toronto ON M7A 2R9, Tel.: 416-327-0374 or 1 866 214-6820 (within North America).

# 3.

## SUPPORTING DOCUMENTS

Below is a list of all the supporting documents the applicant will need to submit, along with the application, to demonstrate that he/she meets Opportunities Ontario's eligibility criteria and to confirm identity, family situation and education.

### Document translation

If supporting documents are not in English or French the applicant must supply the document, a translation of the document and an affidavit from the person who completed the translation. Otherwise, applications will not be processed. Translations by family members are not acceptable.

Provide only **copies** of supporting documents including civil documents (birth certificate and passport). Do **not** submit originals, **except** for the forms and affidavits that require completion, official letters and transcripts from academic institutions are sent directly to Opportunities Ontario, and the original IELTS or TEF scores. In addition, the applicant must also submit a certified true copy of his/her degree earned from an academic institution in Ontario.

### 1. Forms

- Opportunities Ontario: Provincial Nominee Program Nominee Application form for International Graduates (PhD and Masters)
- Appendix A: Contact Authorization Form
- Translator Affidavit (if applicable)
- Authorizing or Cancelling a Representative form (if applicable)

### 2. Education Documents

#### Degree

- Certified true copy of applicant's degree earned from an academic institution in Ontario.

OR, if the degree has not yet been granted,

- Official letter (on institution letterhead) from the academic institution which will be granting the degree confirming:
  - (a) all degree requirements have been successfully completed by the applicant;
  - (b) there are no outstanding fees to be paid by the applicant; and
  - (c) the scheduled date on which the applicant's degree will be granted.

AND

- Official transcripts in a sealed envelope sent directly from the academic institution which will be granting the degree.

OR, if the applicant is in the last semester of Masters studies,

- Official letter (on institution letterhead) from the academic institution which will be granting the degree confirming full-time registration and the current academic standing of the applicant.

AND

- Official transcripts in a sealed envelope sent directly from the academic institution which will be granting the degree.

### **3. Supporting Documents**

#### Proof of Savings/Revenues

- Proof of savings/revenues (accumulated funds and expected revenues for 12 months following nomination; but not including available credit limits or outstanding debt).
- Applicants with sufficient money in their bank accounts (see table for thresholds below) can demonstrate a sufficient level of savings/revenues by providing:
  - Personal bank account monthly statements for the past 6 months, (for overseas accounts) an original letter from a recognized financial institution not more than 30-days old with monthly statement indicating personal account standing/balance that exceeds the minimum amount for their family size (see table for threshold below).

OR, if the applicant does not have sufficient money in his/her bank account/s

- o A *Personal Funds Explanatory Letter* addressed to Opportunities Ontario: Provincial Nominee Program (signed and dated) that explains the level of savings and the revenue sources that the applicant has, and shows how they meet the minimum level of savings/revenues required for their family size.

AND

- o Each revenue source and balance statement specified in the *Personal Funds Explanatory Letter* needs to be demonstrated through supporting documentation (e.g. bank statements showing regular deposits into the applicant's account; a signed contract from an Ontario employer, if applicable, indicating applicant's income with pay stubs demonstrating employment, if the applicant is currently employed).

#### Other Degrees/Diplomas

- Copy of applicant's other university degree(s), college diploma(s), transcripts and/or occupational certificates.

#### Resumé

- Copy of applicant's current resumé.

#### Passport

- Copy of applicant's entire passport (including Work Permits, Study Permits, Temporary Resident Visas, and/or any other Canadian immigration documents or entry stamps).
- Copy of each dependant's passport page which shows his/her photo and personal information.

#### Birth Certificate

- Copy of applicant's birth certificate.

#### 4. Additional Supporting Documents (ONLY for Masters Graduates)

##### Language Test

- The original score of your IELTS – General test with an overall minimum score of 7 or higher or TEF – with an overall minimum score of 5 or higher (obtained in the last 12 months preceding your application).

**Note:** Proof of language proficiency and residency in Ontario is only required for International Masters Graduates. Only IELTS – General test results are accepted.

##### Demonstrating Residence

- Copies of **ONE** of the following, which add up to a 1 year of residence in the last 2 years and show the applicant's full name and his/her Ontario residence:
  - Monthly credit card statements which demonstrate routine expenditures in any accumulative 12 months showing the applicant's full name and Ontario address.
  - Phone, car insurance, house/apartment insurance, hydro or energy bills in any accumulative 12 months showing the applicant's full name and Ontario address.
  - Leasing document or rent receipts demonstrating residence in any accumulative 12 months in the past 2 years showing the applicant's full name and Ontario address.

# 4.

## COMPLETING THE FORMS: STEP-BY-STEP

### How to unlock and complete the Nominee Application form:

Visit the Forms and Guide page of the Opportunities Ontario: Provincial Nominee Program website to download and complete the Nominee Application form for International Graduates (PhD and Masters).

[http://www.ontarioimmigration.ca/en/pnp/OI\\_PNPFORMS.html](http://www.ontarioimmigration.ca/en/pnp/OI_PNPFORMS.html)

You cannot electronically save the information entered in the Nominee Application form. After completing the form, you should click the "Print" button in order to have a printed copy of your application to submit to Opportunities Ontario. You may wish to print an extra copy for your own records before you exit the forms page.

If you have no internet access or experience technical problems, please contact Opportunities Ontario for assistance or to request that a Nominee Application Package be sent to you by mail. Opportunities Ontario can be contacted at 416-327-0374 or 1-866-214-6820 (toll free in North America) or by e-mail at [Opportunities.Ontario@ontario.ca](mailto:Opportunities.Ontario@ontario.ca).

**Important:**

**All application forms are made available free of charge by Opportunities Ontario and are not to be sold.**

**Individuals found using this form fraudulently may be disqualified from future participation in any immigration program with the Government of Ontario.**

First, indicate if you are applying as a PhD or Masters Graduate.

### **Part A: Personal Information**

1. Enter your last name (family name), first name and middle name(s).
  
2. Personal Details
  - Enter your date of birth (yyyy/mm/dd).
  - Enter your place of birth (city or town).
  - Enter your country of birth.
  - Check the appropriate box to indicate if you are female or male.
  - Enter your citizenship.
  - Enter your current country of residence.
  - Check the appropriate box to indicate your marital status (e.g. If you are widowed and currently in a common-law relationship, please check "common-law").
  
3. For applicants currently in Canada
  - Check the appropriate box to indicate your status;
  - Enter the Citizenship and Immigration Canada document number;
  - Enter the expiration date of your current Citizenship and Immigration Canada Document (Work Permit, Study Permit, etc.);
  - Check the appropriate box if you or any of your dependents have already submitted an Application for Permanent Residence to Citizenship and Immigration Canada; and
  - If you have submitted an Application for Permanent Residence, enter the file number, the visa post to which you submitted the application, and enter the date it was submitted.
  - Check the appropriate box if you or any of your dependents have already submitted an Application for Permanent Residence to another province or territory; and
  - If you have submitted an Application for Permanent Residence to another province or territory, please provide details on status, date of application and any other relevant information which would help to assess your application.
  
4. Enter your passport number and your full name as it appears on your passport.
  
5. Contact Information
  - Enter your current address.

- Enter your telephone number where you may receive personal calls. Include country and area code.
  - Enter your cell phone number (if applicable)
  - Enter your work telephone number (if applicable)
  - Enter your email address (if applicable).
  - Enter your mailing address, if different than your current address.
6. Visits to Canada
- List any visits you have made to Canada in the last ten years. Use a separate sheet of paper if additional space is required.
  - Enter the reason for visit, province(s) visited, length of stay and year of visit in the appropriate boxes.
7. Enter your native language and any other languages you speak fluently.
8. Intention to Reside in Ontario
- Check the appropriate box to indicate if you intend to reside in Ontario after you become a permanent resident
  - Please list all of the ties that you have established in Ontario. It may include any relevant information that could help to assess your intention to settle in Ontario (e.g. social relationships, affiliations, memberships, property in possession, etc.)
9. State the amount of savings/revenues in Canadian dollars that are available to you now to cover day to day expenses for you and the immediate family members accompanying you (if any) for the next 12 months. This includes accumulated funds and expected revenues for 12 months following nomination, but it does not include available credit limits or outstanding debt.
- 9a. Indicate the total number of immediate family members (including yourself) who will be accompanying you. This includes family members who are Canadian citizens, permanent residents and non-residents.
10. List all revenues that you are expecting to receive within the next 12 months in Canadian dollars. These revenues will help us to assess your available funds to cover your day to day expenses (e.g. Indicating a part-time job, a contract already signed or money sent directly from family that has been received each month/quarter and that can be verified through bank statements demonstrate revenue requirements).

*For more information on savings/revenues, please see Section 2 of this application guide.*

### **Part B: Assistance with Application**

- Check the appropriate box to indicate if you had help preparing your Opportunities Ontario Application. If you would like to authorize this individual to act on your behalf regarding this application, please attach the Authorizing or Cancelling a Representative form.
- If you had help preparing your Opportunities Ontario Application, please provide the person's name and his/her relationship to you.
- Check the appropriate box to indicate if you paid this person to help prepare your Opportunities Ontario Application.

#### **Important:**

Any individual can act on your behalf as an unpaid representative. However, if you use a paid representative, you should confirm that they are authorized according to the rules of the *Immigration and Refugee Protection Act of Canada*. See page 31 of this Guide for more information. Opportunities Ontario reserves the right to contact the employer or the nominee directly (if necessary) regardless of whether a third party representative has been appointed.

### **Part C: Learning about the Opportunities Ontario: Provincial Nominee Program**

- Please check the appropriate box(es) to indicate how you learned about Opportunities Ontario. You may check more than one box.

### **Part D: Education and Occupation**

#### 1. Ontario Degree

- Indicate the highest graduate degree obtained in Ontario.
- Specify if the degree was obtained on a full-time or part-time basis.

#### 2. Degree Details

- Enter the name of the Ontario Academic Institution that granted or will grant your degree.
- Enter your program or field of study.
- Enter the total number of years of graduate studies.
- Enter the total number of years of graduate studies in Ontario, if different than previous number.

3. Additional Degree Details

- Check the appropriate box to indicate if your degree has been granted.
- If the degree has been granted, indicate the date on which it was granted.
- If the degree has not yet been granted, indicate the date the thesis/major research project has been defended.
- If the degree has not yet been granted, check the appropriate box to indicate if you completed all degree requirements and have no outstanding obligations towards any academic institution.
- Indicate the scheduled date on which the degree will be granted.

4. List all post-secondary education and attach supporting documentation (copies of degrees and/or diplomas, letters of reference, etc.). Use a separate sheet of paper if additional space is required. Enter the start date and end date for that degree/diploma, the name of the school attended, the city, province, country, field of study and type of degree for each entry.

5. Grants, Bursaries or Scholarships

- Check the appropriate box to indicate whether you are the recipient of a grant, bursary or scholarship that requires you to return to your home country or to another jurisdiction (another Canadian province or another country) after the completion of your studies.
- If yes, please provide details or attach the terms of your agreement to the form.

Write details of any period or study when you were receiving a Government of Canada award under the following programs:

- All awards from the Canadian International Development Agency (CIDA), and
- The following awards from the Department of Foreign Affairs and International Trade (DFAIT):
  - Canadian Commonwealth Scholarship Program – Student Exchange Program (only)
  - Government of Canada Awards Program – Student Exchange Program (only)
  - Canada-China Scholars Exchange Program
  - Equal Opportunities Scholarship Program, Canada-Chile
  - Organization of American States Fellowships Program.

**Important**

1. International students subsidized through Canadian International Development Agency (CIDA), Department of Foreign Affairs and International Trade (DFAIT) grants or through a scholarship from another province or country with any outstanding obligations including return obligations will not be eligible for Opportunities Ontario unless such obligations have been fulfilled.

**5a. Return Obligations**

- Check the appropriate box to indicate if you have other type of obligations to another jurisdiction (Canadian province or another country) under a grant, bursary or scholarship.
- If yes, please explain or attach the terms of your agreement to the form.

**6. Joint Degree**

- Check the appropriate box to indicate if your graduate program is run jointly by the academic institution in Ontario and an academic institution in another province(s) or country(ies).
- If yes, check the appropriate box to indicate whether you have any outstanding obligations to the academic institution in other province(s) or country(ies).

7. List all employment (if applicable) for the last ten years, or since age 18 (whichever is less). Use a separate sheet of paper if additional space is required.

- Enter the start date and end date of that job, the name of the employer for that job (company name), the city, country and job title for each entry. Please note that **work** experience is **not** required for International Graduates (PhD and Masters).

8. Enter an occupation in which you intend to work in Ontario.

**Part E: For Masters Graduates Only**

1. Provide your IELTS (International Language Testing System) or TEF (Test d'Évaluation de Français) level for each of the following four competencies as per most recent assessment obtained within the last 12 months.

1a. Enter the IELTS scores you have obtained for Speaking, Listening, Reading and Writing.

1b. Enter the TEF scores you have obtained for Speaking, Listening, Reading and Writing.

- Enter the date of your most recent language test.

- Indicate the name and location of the assessment centre for the language test.

For more information please visit the IELTS website at [www.ielts.org](http://www.ielts.org) or the TEF website at [www.fda.ccip.fr/tef](http://www.fda.ccip.fr/tef) and [www.af.ca](http://www.af.ca).

**Note:** IELTS has two options for the reading and writing tests: “General Training” and “Academic.” You must take the “**General Training**” option.

Do not request that your language test result be sent directly to our office. Submit your **original** test result with your complete application.

2. Indicate if you physically resided in Ontario accumulatively for at least 12 months within the last two years.
3. List all addresses in Ontario where you have been residing within the last two years (use attachment if additional space is required).

#### **Part F: Family Information**

You must provide the following details about each of your immediate family members who will be accompanying or have accompanied you to Canada. If you have more than 3 family members, please photocopy this page of your application form and fill it out for all accompanying family members. Attach the photocopied page to your application form.

Please **do not** include family members who are Canadian Citizens or Permanent Residents of Canada. However, please note that immediate family members who are Canadian Citizens or Permanent Resident of Canada need to be included in the calculation of settlement funds.

If you are unsure about who qualifies as an immediate family member, please refer to the section entitled *Family Members of Skilled Workers* offered by the Government of Canada's Department of Citizenship and Immigration web site, at the following link <http://www.cic.gc.ca/english/resources/manuals/op/op06-eng.pdf>

- Enter the last name (family name), first name and middle name(s) of family member as it appears on the family member's passport or official identification document.

- Enter the date of birth (yyyy/mm/dd) of family member as it appears on the family member's passport or official identification document.
- Check the appropriate box to indicate whether family member is female or male.
- Enter the country of citizenship and country of residence of family member.
- Enter the relationship of family member to you (i.e. son, wife).
- Enter the current occupation of family member (if applicable).
- Enter the family member's native language and any other languages he/she speaks.
- Enter the total number of years of formal education of family member.
- Check appropriate box to indicate the marital status of family member.
- Check box to indicate highest level of education attained (designations obtained) by family member. Supporting documentation is not necessary.

### **Part G: Fees**

Complete the checklist by checking off the appropriate boxes to indicate the method of payment and amount enclosed.

Opportunities Ontario will charge a non-refundable processing fee of **\$1,500** payable with each international student nominee application.

Please note that the fee is per application, not per person. If the fee is not submitted with your application package, your application will not be accepted for processing. All fees are to be made **payable** to the **Minister of Finance, Ontario**. Payment must be made in Canadian dollars only. No other currency will be accepted.

We will accept:

- Money orders.
- Postal Money Orders.
- Cashiers/ Certified Cheques.
- Bank Drafts.

We will **not** accept:

- Cash.
- Personal Cheques.
- Credit cards.
- Debit cards.
- Fees in amounts other than those shown in the fee schedule.

### **Refunds**

Fees are non-refundable. The Province charges fees to partially recover the cost of administering Opportunities Ontario. Since the processing fee helps defray cost of processing your application, it cannot be refunded even if your application is unsuccessful, if you withdraw your application at any stage in process, or if we cancel or withdraw our nomination.

### **Part H: Application Checklist**

Complete the checklist by checking off the appropriate boxes to ensure you have included all required documents in your application package. Incomplete application packages will not be processed.

### **Part I: Applicant's Statements and Authorization**

- Please read and ensure you understand all applicant statements and authorizations.
- Enter your initials beside each statement and authorization to acknowledge agreement.

Please print clearly using blue or black ink (e.g.:

#### **Statements**

JP 1.I certify that I have read and understand the relevant Application Guide for International Graduates (PhD and Masters), and I certify that information given in this application, including all supporting documentation, is true, correct and complete in every respect.

JP 2.I acknowledge and understand 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*, notwithstanding a nomination made by Opportunities Ontario: Provincial Nominee Program.

JP 3.I understand that failure to provide a complete application, including all required forms and credible supporting documentation, may result in the return or denial of this application. )

- Enter your full name and date and provide signature at bottom of page. Please note that any application without a signature will be considered incomplete and that only completed applications will be processed.
- Please have accompanying spouse or common-law partner and accompanying dependents (aged 16 years or over) read and understand the Statement and Authorization and enter their full name(s) and have them sign and date at the bottom of the page.

### **Declaration as to the Truth of Nominee Application**

The prospective nominee confirms the truth of all contents and supporting documents in the nominee application package. The affidavit must be signed by the nominee in front of the individual taking the affidavit.

Your affidavit is evidence that what you declare on your application and on other forms and supporting documents is true. If you are outside Ontario, an affidavit needs to be administered before:

- a judge
- a magistrate
- an officer of a court of justice
- a commissioner for taking affidavits or other competent authority of the like nature
- a notary public
- the head of a city, town, village, township or other municipality
- an officer of any of Her Majesty's diplomatic or consular services, including an ambassador, envoy, minister, chargé d'affaires, counsellor, secretary, attache, consul-general, consul, vice-consul, pro-consul, consular agent, acting consul-general, acting consul, acting vice-consul and acting consular agent
- an officer of the Canadian diplomatic, consular or representative services, including, in addition to the diplomatic and consular officers mentioned in clause (g), a high commissioner, permanent delegate, acting high commissioner, acting permanent delegate, counsellor and secretary
- a Canadian Government trade commissioner or assistant trade commissioner, exercising his or her functions or having jurisdiction or authority as such in the place in which it is administered, sworn, affirmed or made, is as valid and effectual to all intents and purposes as if it had been duly administered, sworn, affirmed or made in Ontario before a commissioner for taking affidavits in Ontario.

In Ontario this is usually a lawyer, a provincial judge, a justice of the peace or a commissioner for taking affidavits.

#### **How to Complete the Nominee Affidavit**

1. Read and ensure you understand the declarations provided on the given form.
2. Enter the name of the city, town or village where declaration is being administered.
3. Enter the name of the province or state where this declaration is being administered.
4. Enter the name of the country where this declaration is being administered.
5. Enter the date of affidavit administration (dd/mm/year).
6. Provide signature of Commissioner taking affidavits.
7. Sign form above Signature of Deponent.

#### **How to Complete the Contact Authorization Form (Appendix A)**

- Enter the name of the academic institution that granted or will grant your degree.
- Enter your student number held with the academic institution.
- Enter your full name and date and provide signature (at the bottom of the page).
- Attach the original Contact Authorization form along with the nominee application.

#### **How to Complete the Authorizing or Cancelling a Representative Form (if applicable)**

You are not obliged to hire a representative. The program treats all applicants equally.

This form is used by a nominee to authorize a representative to act on his/her behalf in connection with the nominee application package. Please note that this form is a separate document from the Nominee Application.

A representative is someone who has your permission to communicate on your behalf with the Ontario Ministry of Citizenship and Immigration regarding Opportunities Ontario. Opportunities Ontario reserves the right to contact the employer or the nominee directly (if necessary) regardless of whether a third party representative has been appointed. You may have only one representative at a time. A representative can only be appointed by the use of this form. If you appoint another representative, the previous representative will no longer be authorized to conduct business on your behalf or receive information about your application.

Unpaid representatives might include anyone while paid representatives must be authorized according to the rules of the *Immigration and Refugee Protection Act of Canada*. Authorized Representatives are:

- Immigration consultants who are members in good standing of the Canadian Society of Immigration Consultants (CSIC).
- Lawyers who are licensees in good standing of a Canadian provincial or territorial law society and students-at-law under their supervision, and
- Quebec notaries.

If you authorize a **paid representative** who is **not** an Authorized Representative, your application will not be processed and will be returned to you.

To complete the form, follow these steps:

1. Check the appropriate box to indicate whether you are appointing a representative OR cancelling the appointment of a representative;
2. If you are appointing a representative please complete Sections B, C and E;
3. If you are cancelling the appointment of a representative. Please complete Sections B, D and E.

#### **Section B: Prospective Nominee Information**

4. Enter your last name (family name), first name and middle name(s).
5. Enter your date of birth (yyyy/mm/dd).

#### **Section C: Appointment of a Representative**

1. Please read and ensure you understand the authorization statements at the beginning of this section.
2. Enter the last name (family name), first and middle name(s) of your representative.
3. Check the appropriate box to indicate whether your representative is a PAID or UNPAID member of the various listed organizations, a friend, a family member or other.
4. Enter the name of the firm or organization of your representative (if applicable).
5. Enter the full mailing address of your representative.
6. Enter the telephone number and fax number (if applicable) of your representative, including country code and area code.

7. Enter the email address of your representative (if applicable).
8. Ensure your representative reads, understands, signs and dates the declarations presented at the bottom of Section C.

**Section D: Cancel the Appointment of a Representative**

1. Enter the last name (family name) of the representative whose appointment you are cancelling.
2. Enter the first and middle name(s) of the representative whose appointment you are cancelling.
3. Enter the name of the firm or organization of the representative whose appointment you are cancelling (if applicable).

**Section E: Declaration**

1. Please read and ensure you understand the statements at the beginning of this section.
2. Enter your full name.
3. Sign and date the form.

**Advisory Notice: Paid Representatives**

The Ministry of Citizenship and Immigration is aware that, in the past, some individuals considering immigration to Ontario have paid large fees to persons who may have provided incorrect or fraudulent advice.

Individuals who are considering hiring a paid representative to assist them with immigration applications that are processed by Opportunities Ontario and/or the Canadian Government should be aware the federal government's Immigration and Refugee Protection Regulations state that only authorized representatives may charge fees to represent an individual in an immigration application. Opportunities Ontario applies this rule.

Section 13.1 (1) of the Immigration and Refugee Protection Regulations states, "...no person who is not an authorized representative may, for a fee, represent, advise or consult with a person who is the subject of a proceeding or application before the Minister, an officer or the Board."

Only an authorized representative belonging to a Canadian provincial or territorial law society, the Canadian Society of Immigration Consultants (CSIC), or the *Chambre des notaires du Québec* may charge a fee for conducting business on an individual's behalf.

For more information about representatives, how to choose a representative, what services they may offer and frequently asked questions, visit the Citizenship and Immigration Canada website at <http://www.cic.gc.ca/english/information/representative/index.asp>

# 5.

## WHAT HAPPENS NEXT

Opportunities Ontario has a service standard of 90 days for processing a completed application. Please note that all applications and other forms must be completed in full and all required documents must be provided (with translations and translator affidavits where required). If additional information is required to process your file, you will be notified, and processing of your application will be delayed.

For specific questions about any part of this guide and the application process please call Opportunities Ontario at 416-327-0374 or toll free at 1-866-214-6820 (within North America only).

If Opportunities Ontario approves your application, you will receive a Letter of Nomination and a copy of your Opportunities Ontario: Provincial Nominee Program Certificate. You must place a copy of your Letter of Nomination on top of your Permanent Residence Application before submitting it to the Canadian Visa office to which you are applying. Successful nominees must apply to Citizenship and Immigration Canada (CIC) for permanent resident status within 6 months of being nominated by Opportunities Ontario: Provincial Nominee Program.

### Changes in Personal Information

Please note that Opportunities Ontario must be notified if there are any changes in the applicant's contact information (address, phone number) or in family composition due to:

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

If any changes do occur, complete the Change of Personal Information form provided in your application package and mail it to Opportunities Ontario. Copies of the appropriate supporting documents, such as marriage or birth certificates, should be provided along with the notification of change.

Prior to your application for permanent residency, if the number of accompanying family members changes, such as an addition or loss of a spouse or dependant child, Opportunities Ontario must be informed.

While original applications may only be submitted by mail, in person or by courier, additional documents may be submitted by mail, fax or email if they are related to changes in your mailing address or contact address, accompanying dependents, designated representative, education, or if specifically requested by Opportunities Ontario.

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

Preparing your application package correctly is important.

#### **Factors that May Result in Delay or Denial of Your Application**

- Illegible forms or applications.
- Incomplete forms or applications.
- Incomplete translations or translations not certified and notarized.

#### **Your feedback is important**

Opportunities Ontario will be seeking participant feedback over the course of five years from the date of the nominee(s) landing in Ontario.

**Please Note:** Citizenship and Immigration Canada (CIC), a department of the Government of Canada, processes and approves work permits and applications for permanent residence in Canada. Opportunities Ontario nominates qualifying individuals, whose applications to CIC will be processed on an expedited basis.

## **Appendix:**

### **Opportunities Ontario: Eligible Ontario Universities offering PhD Programs**

- Brock University
- Carleton University
- Collège Dominicain de philosophie et de théologie
- Lakehead University
- Laurentian University of Sudbury/Université Laurentienne de Sudbury
- McMaster University
- Queen's University
- Ryerson University
- Saint Paul University/Université Saint-Paul (Federated with the University of Ottawa)
- Trent University
- Université d'Ottawa/University of Ottawa
- University of Guelph
- University of Ontario Institute of Technology
- University of St. Michael's College (Federated with the University of Toronto)
- University of Toronto
- University of Trinity College (Federated with the University of Toronto)
- University of Waterloo
- University of Western Ontario
- University of Windsor
- Victoria University (Federated with the University of Toronto)
- Wilfrid Laurier University
- York University

## **Opportunities Ontario: Eligible Ontario Universities offering Masters Programs**

- Algoma University
- Ryerson University
- Brock University
- Carleton University
- Dominican College
- Lakehead University
- Laurentian University
- McMaster University
- Nipissing University
- Ontario College of Art & Design
- Queen's University
- Trent University
- University of Guelph
- University of Ontario Institute of Technology
- University of Ottawa
- University of Toronto
- University of Waterloo
- University of Western Ontario
- University of Windsor
- Wilfrid Laurier University

- York University
- Brescia University College (Affiliated with the University of Western Ontario)
- Huron University College (Affiliated with the University of Western Ontario)
- King's University College at the University of Western Ontario
- University of St. Michael's College (Federated with the University of Toronto)
- Saint Paul University/Université Saint-Paul (Federated with the University of Ottawa)
- St. Jerome's University (Federated with the University of Waterloo)
- Victoria University (Federated with the University of Toronto)
- University of Trinity College (Federated with the University of Toronto)