

# **Document Checklist**

## **Express Entry Labour Market Stream**

New Brunswick Provincial Nominee Program (NBPNP)



### **STEP #1 GATHER YOUR DOCUMENTS**

Gather your forms and documents in the order of the checklist and check  each item. Please note the following:

- You are required to submit only the Citizenship and Immigration (CIC) forms listed in this checklist.
- If your documents are not in English or French, send a notarized (certified) translation with a copy of the original version.
- If your application lacks any of the documents listed in this checklist, it will be returned to you.
- If you are unable to provide any of the requested documentation, please include with your application, a written explanation with full details as to why that documentation is unavailable and any other documentation that would support your claim. Failure to provide supporting documents in certain circumstances may result in the refusal of your application.
- Do not use binders, page protectors or report covers to organize your application.
- If you do not provide legible photocopies, fully complete and sign the forms and provide all supporting documents, your application will be returned without processing.
- Do not leave any sections blank. If you leave any sections blank, your application will be returned to you and processing will be delayed. If any sections do not apply to you, answer n/a (not applicable). If there is not enough space to provide all the necessary information, attach a separate sheet of paper with further details. Print your name, date of birth and the title of the form at the top of each additional sheet.
- Answer all questions and sign all forms where applicable. Please note that by signing these documents, you are certifying that all information provided therein, whether prepared by you or not, is complete and true in all respects.
- You should obtain multiple originals of any documentation submitted with your application (such as reference letters), so you are prepared if you need to submit a new application. You must keep a copy of the completed forms and supporting documents since documentation submitted with your application will not be returned.

If you or someone acting on your behalf directly or indirectly submits false documents or misrepresents facts relating to your application for a permanent resident visa, your application will be refused and you and your family members will be unable to reapply for a period of two years from the date of the refusal.

Officers will base their decision on the documents on file at the time of the assessment. After sending in your application, it is your responsibility to notify NBPNP and provide relevant supporting documentation if there are changes in your life circumstances, such as family status, employment and mailing address/e-mail address/contact information. Any changes which we have not been informed of will delay processing and may result in the refusal of the application.

1	<b>NBPNP-001 Declaration of Commitment Form</b> To be completed, dated and signed by the principal applicant and spouse or common-law partner.	Original	<input type="checkbox"/>
2	<b>NBPNP-002 Consent Form for Skilled Worker Applicants</b> To be completed, dated and signed by the principal applicant and spouse or common-law partner.	Original	<input type="checkbox"/>
3	<b>NBPNP-DCEELMS Express Entry Labour Market Stream Information Form</b> To be completed, dated and signed by principal applicant.	Original	<input type="checkbox"/>
4	<b>NBPNP-004 Skilled Worker – Employer Support Form (if applicable)</b> To be completed, dated and signed by the employer.	Original	<input type="checkbox"/>
5	<b>NBPNP-007 Personal Net Worth Statement</b> To be completed, dated and signed by the principal applicant and spouse or common-law partner.  Provide proof of unencumbered and readily transferable funds in a convertible currency available for settlement in New Brunswick in the form of: <ul style="list-style-type: none"> <li>• a current bank certification letter; and</li> <li>• evidence of savings balance along with a six-month history of banking transactions; and/or</li> <li>• current fixed or time deposit statements.</li> </ul>	Original, unless otherwise stated	<input type="checkbox"/>
6	<b>NBPNP-011 Fee Payment Form -- Skilled Workers</b> To be completed, dated and signed by principal applicant.	Original	<input type="checkbox"/>
7	<b>IMM 5476 CIC Use of Representative Form (if applicable)</b> To be completed, dated and signed by the principal applicant and spouse or common-law partner.	Original	<input type="checkbox"/>
8	<b>Educational Credential Assessment (ECA) Report for Degrees, Diplomas or Certificates Earned Outside Canada</b>  Provide proof of a completed <b>foreign educational credential</b> through an ECA report issued by a CIC designated organization, indicating the authenticity and equivalency of your completed foreign educational credential(s) to a completed Canadian educational credential(s).  If you have already obtained an educational credential assessment (ECA) from a CIC designated agency, please request that the agency forward a scanned copy of your report to <a href="mailto:immigration@gnb.ca">immigration@gnb.ca</a> . Each agency has their specific process. Please consult the information below.  For users of Comparative Education Services (CES), please indicate that you are requesting an ECA for the purposes of applying to the NBPNP on your application form. CES will then send an electronic copy of your report to the NBPNP. If you have already had a CES ECA report completed, please contact CES and request that they send an electronic copy to the NBPNP at <a href="mailto:immigration@gnb.ca">immigration@gnb.ca</a> .  For users of World Education Services (WES), please select the NBPNP as the recipient of your WES report.  For users of International Credential Assessment Services of Canada (ICAS), please ensure that you request an assessment for immigration purposes and that you request that an electronic copy of your assessment report be sent by ICAS to the following NBPNP email address: <a href="mailto:immigration@gnb.ca">immigration@gnb.ca</a> .  Your ECA report must be issued on or after the date CIC designated the organization, be less than five years old at the time you apply, and show your credential is equal to a completed Canadian credential. A list of designated organizations is available at:	Original	

	<p><a href="http://www.cic.gc.ca/english/immigrate/skilled/assessment.asp">www.cic.gc.ca/english/immigrate/skilled/assessment.asp</a>.</p> <p><b>Note:</b> If you are educated in an occupation that is regulated in Canada, you may have to apply to the agency that completes assessments for your profession. The list of professions for which this is required is also available at the above link.</p>		
9	<p><b>Canadian Educational Credential for Degrees, Diplomas or Certificates</b></p> <p>Provide the following proof of a completed Canadian secondary or post-secondary educational credential, for which you are claiming points:</p> <ul style="list-style-type: none"> <li>• copies of secondary or post-secondary education documents (certificates, diplomas or degrees); and</li> <li>• original transcripts for successfully completed secondary or post-secondary studies. All transcripts must arrive at the NBNP in envelopes which have been sealed and endorsed by the issuing institution.</li> </ul>	Originals, unless otherwise stated	
10	<p><b>Work Experience (principal applicant only)</b></p> <p>Provide <b>original</b> letters of reference from all your employers for the past 10 years.</p> <p>Letters must be:</p> <ul style="list-style-type: none"> <li>• written on company letterhead;</li> <li>• signed by the responsible officer/supervisor;</li> <li>• show the company's full address, telephone and fax numbers, e-mail and website addresses; and</li> <li>• stamped with the company's official seal (if applicable).</li> </ul> <p>Letters must include all of the following information:</p> <ul style="list-style-type: none"> <li>• the specific period of your employment with the company;</li> <li>• the positions you have held during the period of employment and the time spent in each position;</li> <li>• your main responsibilities and duties in each position;</li> <li>• your total annual salary plus benefits; and</li> <li>• the number of hours worked per week.</li> </ul> <p>Additional supporting documents may include:</p> <ul style="list-style-type: none"> <li>• copies of work contracts;</li> <li>• copies of pay stubs; and</li> <li>• current resume.</li> </ul> <p><b>Note:</b> If you and/or you accompanying spouse or common-law partner have engaged in full time work in Canada for a period of at least one year in the last 10 years, provide:</p> <ul style="list-style-type: none"> <li>• letter(s) of reference (as per requirements stated above from your Canadian employer(s);</li> <li>• a copy of any T4's if available; and</li> <li>• a copy of the employment authorization.</li> </ul> <p><b>Important:</b> when submitting tax information, be sure to black out your Social Insurance Number (SIN) to protect this personal information.</p> <p><b>Note:</b> Self-employed individuals must provide documentation from third party individual(s) indicating the service provided along with payment details. Self-declared main duties or affidavits are not acceptable evidence of work experience.</p>	Original, unless otherwise stated	<input type="checkbox"/>

11	<p><b>Arranged Employment (only for principal applicants with an offer of permanent, full-time employment from a Canadian employer)</b></p> <p>You must submit an <b>original</b> letter from your Canadian employer indicating that you will be employed on a permanent full-time (non-seasonal) basis upon receiving permanent resident status.</p> <p>Letters must be:</p> <ul style="list-style-type: none"> <li>• written on company letterhead;</li> <li>• signed by the responsible officer/supervisor;</li> <li>• signed by you as the employee/prospective employee;</li> <li>• show the company's full address, telephone and fax numbers, e-mail and website addresses; and</li> <li>• stamped with the company's official seal (if applicable).</li> </ul> <p>Letters must include all of the following information:</p> <ul style="list-style-type: none"> <li>• an expected start date of employment in Canada should your application for permanent residence be approved;</li> <li>• a commitment that you will be employed on a permanent, full-time (non-seasonal) basis;</li> <li>• the title of the position you will hold and your main responsibilities and duties;</li> <li>• the corresponding four-digit National Occupational Classification code, if known;</li> <li>• your total annual salary plus benefits; and</li> <li>• the number of hours you are expected to work per week.</li> </ul> <p>If you are currently working in Canada under a work permit or another authorization, then you must submit:</p> <ul style="list-style-type: none"> <li>• a copy of the work permit or visitor record; and</li> <li>• a positive Labour Market Impact Assessment issued by Employment and Social Development Canada.</li> </ul> <p>If claiming points for your spouse or common law partner's New Brunswick work experience, you must submit original letters of reference from New Brunswick employer(s) and a copy of the work permit.</p>	Original unless otherwise stated	<input type="checkbox"/>
12	<p><b>Proof of Language Proficiency</b></p> <p>Provide <b>original</b> language proficiency test results from a CIC approved agency. A list of approved language tests is available at <a href="http://www.cic.gc.ca/english/immigrate/skilled/apply-who.asp">http://www.cic.gc.ca/english/immigrate/skilled/apply-who.asp</a>. Language test results must be less than two years old at the time you apply. You must meet the minimum language level of Canadian Language Benchmark (CLB) 7.</p> <p>If claiming points for both official languages, submit original test results for both English and French. If claiming points for your spouse or common law partner's official language proficiency, submit their original English or French test results.</p>	Original	<input type="checkbox"/>
13	<p><b>Travel Documents and Passports</b></p> <p>Provide all pages of your passports for you, your spouse or common law partner and your dependent children. If possible, provide color copies.</p> <p>If you are living in a country other than your country of nationality for a period of at least one year, you must provide proof that you were lawfully admitted into the country. Submit photocopies of current or expired status documents, indicating the date you were admitted and the validity.</p> <p>Proof of lawful admission is in the form of a stamp in the passport or a status document issued at the Port of Entry or other place of admission. If an extension of the original status has been obtained, the evidence required would be a document or stamp issued by the ministry responsible for immigration matters, providing an extension up to one year or beyond has been granted.</p>	Copies	<input type="checkbox"/>

14	<p><b>Identity and Civil Status Documents</b></p> <p>You must provide the following documents for you and your spouse or common law partner:</p> <ul style="list-style-type: none"> <li>• Birth certificates.</li> <li>• Legal documents showing name or date of birth changes (if applicable).</li> <li>• Marriage certificate (s), final divorce or annulment certificate (s). If married more than once, include certificates for each marriage and divorce or annulment you, your spouse or common-law partner have had.</li> <li>• Death certificate for former spouse (s) or common-law partner (s) (if applicable).</li> <li>• National IDs and household registration booklet (if applicable).</li> <li>• If you have a common law partner, complete and include an original CIC <i>Statutory Declaration of Common-Law Union Form</i> (IMM 5409) and evidence that you have cohabited with your partner for a period of at least 12 continuous months. Provide the following documents listing both your names: <ul style="list-style-type: none"> <li>• copies of joint bank accounts,</li> <li>• copies of leases, and</li> <li>• utility bills, etc.</li> </ul> </li> </ul>	Copies, unless otherwise stated	<input type="checkbox"/>
15	<p><b>Children's Information</b></p> <p>You must provide the following documents for your dependent children:</p> <ul style="list-style-type: none"> <li>• children's birth certificates (which names their parents);</li> <li>• adoption papers issued by recognized national authorities showing the legal, approved adoption of adopted, dependent children;</li> <li>• proof of custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court; and</li> <li>• proof of current or future studies in Canada, including a confirmation letter from the educational institution(s) and study permit or other authorization.</li> </ul> <p>If the other parent of your children is not accompanying you to Canada, you must submit a CIC <i>Statutory Declaration from Non-Accompanying Parent/Guardian for Minors Immigrating to Canada Form</i> (IMM 5604). You must submit one form for each child and a copy of the non-accompanying parent's photo ID, showing their signature.</p>	Copies, unless otherwise stated	<input type="checkbox"/>
16	<p><b>Photo Requirements</b></p> <p>You must supply one photo for each member of your family, whether accompanying or not, and yourself. Photos must be taken within six months before you submit your application. On the back of each photo print the name and date of birth of the person who appears in the photo as well as the date the photo was taken. Staple photos to a blank sheet of paper and staple it to <i>NBPNP-003 Skilled Worker Information Form</i>.</p>	Original	<input type="checkbox"/>
17	<p><b>Proof of Close Relationship in New Brunswick</b></p> <p>Submit proof of relationship, showing you or your accompanying spouse/common law partner has a close relative who is 18 years of age or older. Your close relative must be a Canadian citizen or permanent resident living in New Brunswick for at least one year. This close relative can be a parent, grandparent, child, grandchild, brother, sister, aunt, uncle, niece or nephew.</p> <p>If your close relative is a permanent resident of Canada, then submit a copy of hisr Record of Landing (IMM 1000), Confirmation of Permanent Resident or Permanent Resident Card.</p> <p>If your close relative is a Canadian citizen, then submit a copy of the photo page of a Canadian passport or a Canadian citizen card.</p> <p>Submit proof of relationship to your close relative, such as birth, marriage or adoption certificates. For example, to prove that your close relative in Canada is your paternal aunt, you would submit copies of birth certificates for her and for your father showing that they have at least one parent in common.</p> <p>Provide evidence that your close relative physically resides in New Brunswick. This may include copies of:</p> <ul style="list-style-type: none"> <li>• lease agreements;</li> </ul>	Copies	<input type="checkbox"/>

	<ul style="list-style-type: none"> <li>• the most recent Notice of Assessment from the Canada Revenue Agency;</li> <li>• an employer's letter confirming employment;</li> <li>• monthly bills (one page of each bill is sufficient); and</li> <li>• bank statements.</li> </ul> <p><b>Note:</b> The evidence must show the close relative's name, full mailing address in New Brunswick and must be less than four months old from the date you submit your application.</p>		
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**STEP #2 MAIL YOUR IMMIGRATION APPLICATION TO THE NBNP OFFICE**

Mail your completed application to the NBNP office in Fredericton, New Brunswick Canada:

Post-Secondary Education Training and Labour  
 Population Growth Division, Immigration Branch  
 New Brunswick Provincial Nominee Program  
 500 Beaverbrook Court, 5th Floor, Suite 500  
 P.O. Box 6000, Fredericton, New Brunswick, Canada E3B 5X4

**STEP #3 NBNP WILL PROVIDE WRITTEN NOTIFICATION OF THE NOMINATION DECISION**

A. If you are not already registered in the Express Entry system and the NBNP would like to nominate you, the NBNP will send an email asking you to register with the system. Within 10 days of this email, you will need to complete an online Express Entry profile and email your unique Express Entry Profile Number and your Job Seeker Validation Code (JSVC) to [entree.express.entry@gnb.ca](mailto:entree.express.entry@gnb.ca). The NBNP will send a nomination to your MyCIC Account. You will have 30 calendar days to either accept or not accept the nomination.

If you are already in the Express Entry pool, following assessment, and the NBNP would like to nominate you, it will do so in the Express Entry system. You will need to accept the nomination within the system, as described above. See further details on how this happens at [www.cic.gc.ca/](http://www.cic.gc.ca/)

B. Invitation to Apply for permanent residence by CIC.

Following acceptance of the nomination with the Express Entry system, you will *potentially* receive an Invitation to Apply for Permanent Residency by CIC following a CIC round of invitations (which occur regularly). If you are invited to apply for permanent residency, you will have 60 days to submit an electronic application for permanent residence. You will need to upload your application and supporting documents via your MyCIC account. You, your spouse, common-law or conjugal partner and dependents must meet requirements for medical, security and criminal admissibility to the satisfaction of CIC. In some cases, you may be asked to go for an interview. For further information about applications through Express Entry system, please see the following website: [www.canada.ca/expressentry](http://www.canada.ca/expressentry).

C. Issuance of permanent resident visa

If approved by CIC, you, your spouse and dependents will be issued a Confirmation of Permanent Residency.

D. Provide contact information to the NBNP.

When you are granted permanent residency, you must contact the NBNP within 30 calendar days of your arrival in New Brunswick. You must the NBNP a copy of the Confirmation of Permanent Residence, a copy of your passport and your New Brunswick contact information such as current address, telephone number(s) and email.

**Please note:**

*Incomplete application forms will slow processing time for your application at both the NBNP and CIC steps, and this may result in your application being returned or refused.*

*CIC makes the final decision for the granting of permanent resident visas after ensuring that all legislative requirements are met, including medical, criminality and security checks. A nomination by the Government of New Brunswick does not guarantee that a permanent resident visa will be issued.*

*The NBNP may withdraw your nomination at any time prior to the issuance of the permanent resident visa and prior to landing in Canada if:*

- *You no longer meet minimum eligibility requirements of the NBNP;*
- *The NBNP is advised by the Canadian visa office that any information provided in your application for permanent residency is false or fraudulent; or*
- *CIC finds that you or a dependent is inadmissible as a result of medical, criminality, security checks or having an invalid passport.*