




DOCUMENT CHECKLIST - CENTRALIZED INTAKE OFFICE (CIO)

PERMANENT RESIDENCE - FEDERAL SKILLED WORKER CLASS

This document is available in PDF format only. The checklist is one of the forms you will need to mail with your application. Make sure you print this document and attach it when completed to your application as **the cover page**.

Gather documents as listed. Check each item on the checklist and attach the checklist to your documents (a paper clip will do). Place all documents in a sealed envelope. Do not send originals unless otherwise stated.

Forms (to be completed and submitted by all applicants)

 You must keep a copy of the forms before sending them to the CIO.		Format	
1	<i>Application For Permanent Residence in Canada</i> (IMM 0008 - Generic) - completed.	Original	<input type="checkbox"/>
2	<i>Schedule 1: Background Declaration</i> (IMM 0008 - Schedule 1) - completed, dated and signed. Include a Schedule 1 form completed by: <ul style="list-style-type: none"> the principal applicant spouse or common-law partner each dependent child over 18 years of age 	Original	<input type="checkbox"/>
3	<i>Schedule 3: Economic Classes - Federal Skilled Worker</i> (IMM 0008- schedule 3) - completed.	Original	<input type="checkbox"/>
4	<i>Additional Family Information</i> (IMM 5406) - completed, dated and signed. Completed by: <ul style="list-style-type: none"> the principal applicant spouse or common-law partner each dependent child over the age of 18 years 	Original	<input type="checkbox"/>
5	<i>Use of a representative</i> (IMM 5476) Complete, date, sign and include this form in your application if you have a representative.	Original	<input type="checkbox"/>
6	<i>Fee payment form - Application for permanent residence - Federal skilled worker class</i> (IMM 5620)	Original	<input type="checkbox"/>
7	A photocopy of the passport's bio-data page for: <ul style="list-style-type: none"> the principal applicant, and any accompanying family members. 	Copy	<input type="checkbox"/>
8	2 self-addressed mailing labels one in English or French and the second in the official language of your country	Original	<input type="checkbox"/>
9	Language proficiency test results from one of the following designated testing agencies: <ul style="list-style-type: none"> IELTS (General Training test only), CELP/IP (General test only), and/or TEF. Note: If you do not submit the results of your official language proficiency test with your application to the CIO, your application will not be processed and will be returned to you as incomplete. Your test results must not be more than two years old at the time that you submit your application.	Original	<input type="checkbox"/>


Additional documents (to be submitted only by applicants in Category 2)


Arranged employment You must submit a letter from your employer indicating that you will be employed indeterminately upon receiving permanent resident status, and either of the documents listed in the table below.		Format	
10	If you... are currently working in Canada under a work permit	Then submit a... photocopy of the permit.	Copy <input type="checkbox"/>
	have a permanent job offer confirmed by Human Resources and Skills Development Canada (HRSDC)	a photocopy of the HRSDC/Service Canada confirmation letter (Arranged Employment Opinion) which was sent to your employer.	

Fee (to be submitted by all applicants)

11	<p>Fee payment</p> <p>In Canadian funds only, you may pay:</p> <ul style="list-style-type: none"> • by certified cheque, bank draft or money order made payable to the "Receiver General for Canada" or • with a credit card (Visa, MasterCard, American Express) <p>Note: Certified cheques, bank drafts and money orders may have expiry dates. When you submit your application to the CIO, the expiry date must be at least five months into the future.</p> <p>If there is no expiry date on your certified cheque, money order or bank draft and it is drawn on a foreign bank, it can only be cashed for 6 months from the date of issue.</p> <p>To ensure it can still be cashed when the fee payment is processed at the CIO, it must be issued no more than 30 days before you send your application to the CIO.</p> <p>If you are paying by credit card, please ensure that your credit card will be valid for at least nine months from your submission date.</p> <p>Do not enclose cash.</p>	<input type="checkbox"/>
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Other documents (to be submitted to the CIO by all applicants)

12	<p> Gather and submit to the CIO all the documents listed on both checklists:</p> <ol style="list-style-type: none"> 1) this document checklist (use it as the cover page), and 2) the visa office specific document checklist for the visa office that serves: <ul style="list-style-type: none"> • your country of nationality; or • the country in which you are residing, provided that you have been lawfully admitted to that country for at least one year. <p>Note: The visa office document checklist can be obtained on CIC's website at: http://www.cic.gc.ca/english/information/applications/skilled-mission.asp.</p>	<input type="checkbox"/> <input type="checkbox"/>
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13	<p> Please consult "Step 4, Mail the application" section of the instruction guide for specific instructions on mailing your application.</p>	<input type="checkbox"/>
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