Application Guide for the Saskatchewan Express Entry Sub-category

Saskatchewan Immigrant Nominee Program (SINP)

This Application Guide outlines the requirements for the Saskatchewan Express Entry Sub-category of the Saskatchewan Immigrant Nominee Program (SINP). It includes the instructions and process necessary for preparing your application. To find out if you are likely to qualify for the program, read this guide carefully before applying.

Please note that program criteria may change without notice and the SINP will assess applications according to the criteria in the application guide posted on the Saskatchewan immigration website at the time your application is received. Ensure that you have the most up-to-date application guide.

Please note that this electronic version contains hyperlinks to important information.

For more information, please contact:

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I. What is the SINP?

The Saskatchewan Immigrant Nominee Program (SINP) is an immigration program, administered by the province that operates under an agreement with the federal government. This program can provide a quicker means of entry into Canada; it allows Saskatchewan to nominate applicants to the federal government for permanent residence. The SINP offers:

- applicant selection based on the province's economic and labour force needs;
- competitive application processing times; and,
- provincial immigration officers who can provide customer support with the process.

What is the Saskatchewan Express Entry Sub-Category?

The Saskatchewan Express Entry Sub-Category is for skilled workers who want to work and live in Saskatchewan. The SINP can nominate individuals that are in Citizenship and Immigration Canada's Express Entry pool through this category. A nomination from the SINP gives candidates enough points to receive an Invitation to Apply for Permanent Residency through the Express Entry system. Candidates must have the education, skilled work experience, language ability and other factors to help them to successfully establish and integrate into Saskatchewan's labour market and communities.

How the Saskatchewan Express Entry Sub-Category works

Step 1: Submit an online profile on Citizenship and Immigration Canada's Express Entry system and get accepted into the Express Entry pool.

Important: You must provide accurate information on your Express Entry Profile. If the information on your Express Entry Profile is not accurate, Citizenship and Immigration Canada may bar you from applying to immigrate to Canada for five years.

Step 2: Apply online to the SINP for nomination.

- the SINP reviews your application; and,
- if approved, the SINP will:
  - enter the details of your nomination into CIC's Express Entry system; and,
  - send a nomination letter to you explaining the next steps.

Step 3: After the SINP enters your nomination information into your Express Entry profile, you will have 30 days to accept the nomination in the Express Entry System. With the additional 600 points for a nomination, it is likely that you will receive an invitation to apply for permanent residency from CIC. When you receive an invitation to apply for permanent residency, you will have 60 days to submit your permanent residency application to CIC. View CIC's application process for permanent residency for provincial nominees through the Express Entry system.

- CIC conducts health, security, and criminality reviews and verifies other inadmissibility provisions in *Immigration and Refugee Protection Act* (IRPA)

before issuing permanent resident visas to you and your accompanying family members. View more information on CIC eligibility and health assessments.

Who is not eligible to apply under the Saskatchewan Express Entry Sub-Category?

- Refugee claimants in Canada claiming refugee status from the Government of Canada.
- Individuals who were not accepted into the Express Entry pool.

You may not be eligible for nomination if any of the following situations is true:
- you failed to submit documentation as requested by SINP;
- you failed to establish that your intent to live and work in Saskatchewan is genuine; and,
- you and or your representative have intentionally misrepresented yourselves in the application.

II. Eligibility Requirements

Eligibility
(See Supporting Documents section for detailed information)

You may apply under the Saskatchewan Express Entry Sub-Category if you live outside of Canada or you have proof of legal status in Canada **and** you meet the following criteria:
1. You have been accepted into CIC's Express Entry pool and have an Express Entry Profile Number and Job Seeker Validation Code. The Number and Code must be included in your SINP application.
2. You score a minimum of 60 points out of 100 on the SINP point assessment grid.
3. You can provide language test results from a designated testing agency that match the language level declared in your Express Entry profile.
4. You have completed a minimum of one year of post-secondary education or training which is comparable to the Canadian education system and has resulted in a degree, diploma, certificate, or a certificate equivalent to a trade certificate (that is verifiable).
5. You have a minimum level of work experience related to your field of education or training:
   - At least one year of work experience in the past 10 years in a skilled profession (non-trades); OR
   - At least two years of work experience in a skilled trade within the past five years; OR
   - At least 12 months of skilled work experience in Canada in the past three years (trades and non-trades).
6. Your work experience is in a high skilled occupation (NOC "0", "A" or "B") that is considered to be in-demand in Saskatchewan. Please see Appendix A for the list of eligible occupations.
7. If your work experience is in an occupation that is regulated in Saskatchewan and requires mandatory (compulsory) certification or licensing in Saskatchewan, you are required to obtain proof of eligibility for Saskatchewan licensure to be able to work in that profession before you apply to the SINP. Proof of eligibility for Saskatchewan

licensure from the regulatory body will be required as part of your SINP application. See Appendix A to determine if your occupation has mandatory (compulsory) certification or licensing. You can find more information on regulated occupations at Is my occupation regulated?

- If your work experience is in a skilled trade you must hold a certificate of qualification (also known as a letter of invitation) in your skilled trade from the Saskatchewan Apprenticeship & Trade Certification Commission.

8. You have proof of settlement funds and a settlement plan.

Nomination Limit and Application Intake Thresholds

Please be advised the SINP is subject to a nomination limit set by the federal government. The ability to be nominated is affected by these constraints as well as program criteria. No application is guaranteed to be accepted and/or nominated. View Intake Thresholds here.

Assessment Rating

You must score a minimum of 60 points out of 100 points on the Point Assessment Grid to be considered for nomination.

You are awarded points on the basis of five factors:

- education and training;
- skilled work experience;
- language ability;
- age; and,
- connection(s) to the Saskatchewan labour market and adaptability.

You must attach documents to support the information for the eligibility criteria and points factors. For example, if you claim 20 points for having a university degree, you must attach a copy of your university degree and complete transcripts. If your degree is printed in a language other than English or French, you must also attach a translated version.

For more information on the requirements for supporting documents, please see the **Supporting Documents** and **Important Terms** sections of this guide.

POINT ASSESSMENT GRID
FACTOR I: LABOUR MARKET SUCCESS INDICATORS

FACTOR I (A): EDUCATION & TRAINING

The principal applicant's education points are calculated according to documented proof of completed post-secondary education and/or training programs from a nationally or provincially recognized institution or regulatory body. The principal applicant must include copies of diplomas, certificates or degrees for any education or training with their complete transcripts. The applicant must show at least one year of post-secondary education or training. (Maximum total points = 23)

Master's or Doctorate degree; OR	23
University Degree that required at least three years of full-time study; OR	20
Trade certification equivalent to journey person status in Saskatchewan (credential must be approved by the Saskatchewan Apprenticeship and Trade Certification Commission); OR	20
Degree, diploma or certificate that required at least two years of full-time post-secondary study, or certificate equivalent; OR	15
Degree, diploma or certificate that required at least one year of full-time post-secondary study, or certificate equivalent to a trade certificate	12

FACTOR I (B): SKILLED WORK EXPERIENCE

The principal applicant's work experience points are calculated according to documented proof of skilled work experience (NOC 0, A, B) in an occupation that is in-demand in Saskatchewan (refer to Appendix A for the list of in-demand occupations). The applicant must have a minimum level of work experience related to their field of education or training:

- At least one year of work experience in the past 10 years in a skilled profession (non-trades); OR
- At least two years of work experience in a skilled trade within the past five years; OR
- At least 12 months of skilled work experience in Canada in the past three years (trades and non-trades).

Documentation must include a letter of reference from the supervisor or Human Resources officer, for each work experience listed, that is printed on company letterhead, or the applicant's official work book or other official government document. A letter of reference must state the job title, job duties, wage and duration of employment. (Maximum total points = 15)

Work experience gained over the last ten years is weighted. Applicants get two points for each year worked in the most recent five years, and one point for each year from the six to ten year period prior to applying, up to a maximum of 15 points.

(A) WORK EXPERIENCE DURING THE MOST RECENT FIVE YEARS PRIOR TO APPLICATION	
5 years	10
4 years	8
3 years	6
2 years	4
1 year	2
(B) WORK EXPERIENCE DURING THE SIX TO TEN YEAR PERIOD PRIOR TO APPLICATION	
5 years	5
4 years	4
3 years	3
2 years	2
1 year	0

i.e., If an application is submitted on 1-Jan-2014, points for experience gained during the most recent five years would be from 2009-2013, and points for experience gained during the six to ten year period would be from 2004-2008.

FACTOR I (C): LANGUAGE ABILITY

The principal applicant must provide valid language test results from a designated testing agency that match the language level the applicant declared in their Express Entry profile. The principal applicant's language ability is calculated according to documented ability in one of Canada's official languages, English or French. If the applicant is proficient in both, s/he should choose the language that is most comfortable as their first official language. SINP-approved language tests are the International English Language Testing Systems (IELTS, GENERAL TRAINING), Canadian English Language Proficiency Index Program (CELPIP) and Test d'evaluation de francais (TEF).

"CLB" refers to Canadian Language Benchmarks. Visit CIC to convert IELTS, CELPIP and TEF scores to CLB 5 to 9+.

(Maximum total points = 20)

FIRST LANGUAGE	
CLB 8 and higher	20
CLB 7	18
CLB 6	16
CLB 5	14

FACTOR I (D): AGE

The principal applicant's age points are calculated according to the date of application to the SINP.

<18 years	0
18-21 years	8
22-34 years	12
35-45 years	10
46-50 years	8
>50 years	0
MAXIMUM POINTS – FACTOR I LABOUR MARKET SUCCESS INDICATORS	**70**

FACTOR II: CONNECTION TO SASKATCHEWAN LABOUR MARKET & ADAPTABILITY

The principal applicant's points are calculated according to documented proof of a strong connection to Saskatchewan with genuine intention and ability to successfully settle and economically establish in Saskatchewan as a permanent resident. (Maximum total points = 30)

Close relative in Saskatchewan (The applicant or accompanying spouse has a close relative that is a Canadian citizen or permanent resident residing in Saskatchewan – includes: parent, sibling, grandparent, aunt, uncle, niece, nephew, cousin and step-family members or in-laws of the same relationships. The family members in Saskatchewan must meet the requirements as listed in the Application guide)	20
Previous work experience in Saskatchewan (The applicant worked in Saskatchewan for at least twelve months in the past five years on a valid work permit)	5
Previous student experience in Saskatchewan (The applicant studied at a recognized Saskatchewan education institution for at least one full time academic year on a valid study permit)	5

MAXIMUM POINTS – FACTOR II CONNECTION TO SASKATCHEWAN LABOUR MARKET & ADAPTABILITY	**30**
MAXIMUM POINTS TOTAL - FACTOR I & II	**100**

Supporting Documents

General Guidelines

Supporting documents are required to substantiate your eligibility for SINP nomination and to prove your identity, work experience, academic credentials, language ability, finances, etc. During application assessment, the SINP may request additional documentation that is not listed in the guide, as necessary.

All supporting documents must be clear and easy to read copies of the original documents. If your documents are in a language other than English or French, you must submit the following three documents:

- a copy of the original document;
- a copy of the English or French translation of the document; and,
- a copy of an affidavit from the translator describing their translation ability.

Translators can be any person other than your family member or spouse. Translators must not work for or be a paid consultant or representative who is preparing the application.

Please note: CIC requires that the translator be certified by a regulatory body as a translator. It is the responsibility of the applicant to ensure that translations meet all federal requirements when applying for permanent residency.

If documents are unclear, missing, or not translated into English or French, your application will be rejected and the SINP will send you instructions on what is missing and how to apply again.

1. Express Entry Profile Number and Job Seeker Validation Code

You must be accepted into CIC's Express Entry pool before applying to the SINP. To confirm your registration in the Express Entry pool, you are required to provide your Express Entry Profile Number (E plus nine digits), and Job Seeker Validation Code (four digits) when you submit your application to the SINP.

2. Language Credentials

Applicants must meet federal Express Entry language requirements:
http://www.cic.gc.ca/english/immigrate/skilled/language.asp

You must provide valid language test results from a designated testing agency that match the language level you declared in your Express Entry profile. Your test results cannot be more than two years old at the time of application. All applicants to the

Saskatchewan Express Entry Sub-category must provide valid language test results that confirm you meet the minimum requirements, regardless of what your native language is.

Designated testing agencies are:

- International English Language Testing System (IELTS, GENERAL TRAINING)
- Canadian English Language Proficiency Index Program (CELPIP)
- Test d'evaluation de francais (TEF)

Visit CIC to convert IELTS, CELPIP and TEF scores to CLB 5 to 9+.

3. Education/Training Credentials

You must have completed a minimum of one year of post-secondary education or training, which is comparable to the Canadian education system that has resulted in a degree, diploma, certificate, or a certificate equivalent to a trade certificate.

You must submit documents to verify your training and/or post-secondary education with one or more of the following:

- education/trade certificates, degrees or diplomas with a copy of official transcripts wherever applicable, showing school(s) attended or courses taken;
- professional designations, professional licenses and/or professional association memberships; and,
- certification of apprenticeship/certificate equivalent (that is verifiable and comparable to the Canadian education system programs) with details of program structure, courses, length and its administering or regulatory authority.

4. Work Experience Credentials

You must have a minimum level of work experience related to your field of education or training:

- At least one year of paid work experience in the past 10 years in a skilled profession (non-trades); OR
- At least two years of paid work experience in a skilled trade within the past five years; OR
- At least 12 months of paid skilled work experience in Canada in the past three years (trades and non-trades).

Your work experience must be in a high skilled occupation (NOC "0", "A" or "B") that is considered to be in-demand in Saskatchewan. Please see Appendix A for the list of eligible occupations.

You must submit letters of reference from previous employers to prove your work experience for each work experience listed for the point assessment grid.

Documentation must include letters of reference from the supervisor or Human Resources Officer printed on company letterhead or the applicant's official work book or other official government documents.

Each letter should indicate the following:

- your job position and dates of employment;
- your main duties/responsibilities;
- the number of hours you worked each week if the position was not full-time; and,
- the contact information of your supervisor or manager.

5. Regulatory or Licensing Credentials (if applicable)

If your work experience is in an occupation that is regulated in Saskatchewan and requires mandatory (compulsory) certification or licensing in Saskatchewan, you are required to obtain proof of eligibility for Saskatchewan licensure to be able to work in that profession before you apply to the SINP. Proof of eligibility for Saskatchewan licensure from the regulatory body will be required as part of your SINP application. See Appendix A to determine if your occupation has mandatory (compulsory) certification or licensing. You can find more information on regulated occupations at Is my occupation regulated?

If your work experience is in a skilled trade you are required to have a certificate of qualification (also known as a letter of invitation) in your skilled trade from the Saskatchewan Apprenticeship & Trade Certification Commission.

For more information on licensing, regulated and non-regulated occupations in Saskatchewan and Canada, visit Job Bank.

6. Settlement Funds and Settlement Plan

You are required to demonstrate that you will be able to support your household during your employment search after you arrive, as well as show that you have a plan for your settlement.

Settlement Funds

The minimum required amount for your application is based on the size of your family and outlined in the table below. Your settlement funds must meet the following criteria:

- The minimum amount must be maintained for at least 3 months prior to submitting your application to the SINP and you are required to maintain these funds throughout the entire immigration process.
- The account(s) must be in the principal applicant or spouse's name(s) only.
- Account statements must show detailed transaction history.
- Only provide documents for accounts that maintain the minimum required value, not documents for all financial assets.
- Only the following funds will be accepted: checking accounts, savings accounts,

GICs, Mutual Funds, RRSPs, TFSAs, term deposits and time deposits.

Number of Persons in Household	Funds Required (in Canadian dollars)
One person	$11,931
Two people	$14,853
Three people	$18,260
Four people	$22,170
Five people	$25,145
Six people	$28,359
Seven or more	$31,574

Settlement Plan

You are required to complete Citizenship and Immigration Canada's online settlement planning tool. The Living in Canada tool will help you build a customized settlement plan based on your current situation. Once you fill out the online questionnaire, please email the plan to yourself. Once you receive the plan by email, attach a copy to your SINP application.

For more information about settlement services in Saskatchewan visit the Interactive Map and select your region or community.

7. Close Relative in Saskatchewan (if applicable)

The following is considered a close relative:

- parents
- sisters/brothers
- aunts/uncles
- nieces/nephews
- first cousins
- grandparents
- step-family members/in- laws of the same relationship

If you are claiming points for a close family member, you must provide the following from the family member:

- birth certificate, marriage certificate and or any other official government education or religious documents that prove your relationship to your close family relative. Please note: the SINP does not accept affidavits.
- copy of the relative's Canadian permanent resident or citizenship card, or Canadian passport;
- proof that they have been living in Saskatchewan for the past twelve months and are self-sufficient:
  - utility bills from the past twelve months from either SaskPower; SaskEnergy; a city or town office. (We will not accept telephone, cellular or cable bills);
  - Saskatchewan Health Card or Saskatchewan Driver's license;

- proof that the family member is a registered tenant of a Saskatchewan address (lease agreement and rental receipts OR proof of ownership) and names of other occupants at this address including their relationship to them; and,
- proof of receipt of income for the past three months.

Other documents may be asked for but are not required at the time of application. For example, if your close relative has children between the ages of five and seventeen, you may be asked for copies of their enrollment in the Saskatchewan education system.

Close family members can support one application at a time (one household can support one application at a time). If your close family member is already supporting an SINP application, they cannot support your application until the nominee they are supporting has lived and worked in Saskatchewan for six months. Your application will need to include documentation from your close relative regarding the previously supported applicant to show that the supported nominee has settled in Saskatchewan, including:

- proof of Permanent Resident status or Canadian Citizenship:
  - Canadian permanent resident card; or
  - Canadian citizenship card; or
  - Canadian passport.
- proof that they have been living and working in Saskatchewan for the past six months:
  - utility bills from the past six months from either SaskPower; SaskEnergy; a city or town office (SINP will not accept telephone, cellular or cable bills);
  - Saskatchewan Health Card or Saskatchewan Driver's license;
  - proof that they are a registered tenant of a Saskatchewan address (lease agreement and rental receipts OR proof of ownership) and names of other occupants at this address including their relationship to them; and,
  - proof of employment during the past six months. Documentation must include copies of paystubs or a letter from the employer confirming employment. This letter should be on company letterhead.

PLEASE NOTE: the SINP may request that you submit additional documents or information as deemed necessary.

8. Previous work experience in Saskatchewan (if applicable)

If you are claiming points for working in Saskatchewan you must submit documents to verify that you have previously worked in Saskatchewan for a minimum of 12 months in the past five years. You will need to provide the following:

Letters of reference from your previous employer(s) that are written on official company letterhead and signed by an authorized representative of the company who is identified by name and title. Each letter should indicate the following:

- your job position;
- dates of employment; and,
- your main duties/responsibilities.

9. Previous study experience in Saskatchewan (if applicable)

If you are claiming points for studying in Saskatchewan you must submit the following documents:

- education/trade certificates, degrees or diplomas with official transcripts wherever applicable, showing school(s) attended or courses taken; or
- a letter from the registrar stating that you studied at a Saskatchewan Institute.

10. Identity and Civil Status Documents

You need to provide the following documents to confirm your identity and civil status:

- Birth Certificates that list both parents for:
  - you (the principal applicant);
  - your spouse or common-law partner (if applicable); and,
  - each dependent child, including those who will not accompany you to Canada (if applicable).
- If you are married or widowed you must include:
  - A marriage certificate; and/or,
  - A death certificate of your former spouse (if applicable).
- If you are in a common-law relationship you must include:
  - IMM 5409 Declaration of Common-Law Union (if in a common-law relationship of one year or more); and,
  - proof of at least one year of common law relationship. (i.e., statements or letters from a bank or financial institute showing a joint bank, trust, credit union, or charge card account; copy of signed joint lease or mortgage; copy of jointly owned property other than your residence; copy of bills or receipts made to both of you; copy of life insurance naming the other partner as the beneficiary, etc.).
- If you or your spouse is divorced you must include:
  - final divorce documents for all divorces; and,
  - custody and child support documents (if applicable).
- Adoption papers for your dependent children who were adopted (if applicable).
- If you have dependent children, whether they are accompanying you to Canada or not, and the child's other parent is not accompanying you to Canada you must include:
  - a letter from the other parent stating that they are aware of your intention to immigrate to Canada (with or without the child/children) and that there are no outstanding custody or child support issues; OR
  - proof of custody for the child/children under the age of majority and proof that you have legal authority to remove the child/children from your home country (if applicable).
- If you have dependent children that are not accompanying you to Canada you must include:
  - their name, age and contact information (mailing and email address, and phone number); and,
  - a detailed reason why each dependant is not accompanying you along with supporting documentation (e.g. legal separation).

11. Passports

Your passport must be valid throughout the immigration process (from application to permanent residency). You will need to include copies of pages in your passport that show the passport number, date of issue, expiry date, photo, name, and place of birth for:

- yourself (the principal applicant);
- your spouse or common-law partner (if applicable); and,
- all dependent children accompanying you to Canada (if applicable).

If you live in a country that is different than your nationality, please include a copy of your visa for the country in which you currently live.

12. Police Report(s) (if applicable)

If you or any dependent over the age of 18 has committed an offence or has been convicted of a crime, you must provide a copy of a police report from the country or countries where the offense(s) occurred and your current country of residence. In addition to the police report, submit any proof of rehabilitation, if applicable.

III. The Application Process

How to Apply

Step 1: Submit an online profile on Citizenship and Immigration Canada's Express Entry system and get accepted into the Express Entry pool.

Step 2: Read and review the Saskatchewan Express Entry Sub-Category Application Guide for instructions on completing your SINP application.

Step 3: Obtain all the required supporting documents. For a detailed description, please see the Supporting Documents section of the Application Guide.

Step 4: Complete the required federal forms and any other federal forms that apply to your situation.

Step 5: Review and organize your completed forms and supporting documents to ensure you have a complete application.

Step 6: Apply online to the SINP for nomination. Scan and upload all of your completed forms and supporting documents in PDF format onto your online application. Keep the originals for your records.

Step 7: Ensure that you save and submit your application online.

General Guidelines for Completing the Forms

- **All Federal forms must be uploaded and saved to your SINP online application.**
- If you need more space for any form, attach a separate sheet of paper to the back of the intended form and indicate the number of the question you are answering.
- **Answer all questions.** If you leave any sections blank, your application will be rejected.
- **If any sections do not apply to you, write the answer "None".** For example, on Schedule A - Background/Declaration, question 11 is about past military service. If you have never served in the military, answer this question with "None".
- If your application is accepted and the information you provide on the forms changes before you arrive in Canada, you must inform the SINP office and the visa office where your application was sent. Do this even if your visa has already been issued.

Who is Included with Your Application?

You must list all dependents on your application to the SINP whether or not they are coming to Canada with you. Accompanying dependents include:

- ***Spouse*** – A husband or wife of the opposite or same sex;
- ***Common-law partner*** – A person of the opposite or same sex with whom you have lived

in a conjugal relationship for at least one year. This relationship is considered to be a marriage but is not a legal marriage; and,

- ***Dependent children*** – Daughters and sons (including step-children, children adopted before the age of 18, and children who are not in your custody) who:
    - are under the age of 19 and do not have a spouse or common-law partner; and/or
    - have depended on your financial support because of a mental or physical condition.

Dependent family members that are not included in your application cannot be nominated for permanent residence as part of your SINP application at a later date. If you have dependants that are not accompanying you to Canada, you must provide a detailed reason as to why they are non-accompanying with supporting documentation. Acceptable reasons and documentation are a legal separation and custody orders. The SINP may deem your file ineligible if the reason your dependants are not accompanying you and the supporting documentation is insufficient (e.g. financial reasons, unresolved custody issues, etc).

If you wish to have dependent family members join you in Canada later, you will need to make a separate application to the Government of Canada's Family Sponsorship program or another immigration category. That application will have to be approved before your dependent family members will be allowed to join you.

Note: Parents and siblings of the principal applicant cannot be included in the SINP application.

What Happens to Your Application Package?

- Once your complete online application is received, the SINP will assess it against the eligibility criteria.

- A receipt letter will be sent via email once an initial document check has been completed. Please note that your application number does not change from submission and is to be used to reference all inquiries or submissions throughout the assessment process.

- You will only be contacted by the SINP with requests for missing documents and/or with the results of our assessment. All communication will be through email. All requested documents should be sent via email to: immigration.documents@gov.sk.ca.

- If you are approved for immigration under the SINP, you will be nominated to the federal government for Permanent Residency status.

- If the SINP decides that you are not eligible for immigration to the province, you will be notified and you may apply again at a later date if your situation changes and you meet the requirements.

If your application is **approved** for nomination, the next steps are:

1. The SINP will enter the details of your nomination in the Express Entry system.

2. After the SINP enters the details of your nomination, CIC will ask you to confirm that you accept the SINP's nomination. You will have 30 days to accept the SINP nomination in the Express Entry system.

3. Once you have accepted your SINP nomination, CIC will invite you to apply for permanent residence. Follow the instructions CIC sends you on how to submit your application for permanent residence.

4. CIC will send you instructions on medical examinations. CIC may require additional documentation. In some cases, you may have to attend an interview.

5. If you meet all the requirements, CIC will issue permanent residence visas for you and your accompanying family members.

About Immigration Representatives and Designated Individuals

Please note that you do not need to hire a lawyer, an immigration consultant or a representative to access the SINP.

The Foreign Worker Recruitment and Immigration Services Act and regulations came into effect on October 11, 2013. The legislation protects foreign nationals during the process of immigrating and being recruited to work in Saskatchewan by regulating employers, immigration consultants and recruiters.

IMPORTANT: Applicants may only work with foreign worker recruiters and immigration consultants who are licensed by the Government of Saskatchewan or who are working in partnership with someone who is licensed by the Government of Saskatchewan. Failure to do so could result in loss of protection under the Foreign Worker Recruitment and Immigration Services Act, including the ability to compensate foreign nationals for financial losses they may have incurred as a result of a violation of the Act by the immigration consultant or recruiter. View a list of all licensed individuals at http://economy.gov.sk.ca/immigration/licensed-recruiters-and-immigration-consultants

You must complete and sign Section B of the Ethical Conduct Disclosure and Applicant Declaration Form to declare whether or not you are appointing a representative to act on your behalf with the SINP and whether or not you obtained assistance from anyone in completing the application form. If you have appointed a representative, he/she must also complete and sign Section C of the form.

If you are using a representative you must also complete and submit a copy of the form IMM-5476: Use of a Representative.

It is against the law to give false or misleading information to the Government of Saskatchewan or any of its officials. If you have a representative and do not disclose the

name of your representative to the SINP or if you use an unlicensed representative, your application may be refused.

You may only appoint one paid or unpaid representative to conduct business on your behalf with the SINP at any time. If you wish to cancel the appointment of your representative or appoint a new representative at any time, you must complete a new **IMM 5476** form and ensure that you complete Section C: Cancel a Representative. If you wish to appoint another representative, you must also submit a new **Ethical Conduct Disclosure and Applicant Declaration Form**. If you are making a change after your application has been submitted, email the forms to immigration.documents@gov.sk.ca.

To learn about the ethical practices you should expect from immigration consultants and recruiters, please visit: http://economy.gov.sk.ca/immigration/protection-for-foreign-workers-legislation. If you are being recruited for a job with a Saskatchewan employer, your recruitment cannot be contingent upon you purchasing other services, such as immigration services.

To learn more about how to choose a licensed, reputable and trustworthy representative and how to protect yourself from scams and immigration fraud visit Saskatchewan Immigration and CIC.

Definitions

Immigration Representatives

A representative is someone who has your permission to provide assistance with your application to the SINP or CIC. Representatives can be either "paid" or "unpaid". An "unpaid" representative is someone who is a family member or an organization or individual exempted from the requirement to obtain a license under The Foreign Worker Recruitment and Immigration Services Act, and who does not charge a fee for their representation. An "unpaid" friend cannot legally act as an unpaid representative in your application. The definition of a family member exempted from the licensing requirement applies to the applicant or the applicant's spouse, parent, child, brother or sister, uncle or aunt, niece or nephew, first cousin, or grand-parent (including step family relationships). A "paid" representative must be either a lawyer or a consultant who is registered with the Immigration Consultants of Canada Regulatory Council (ICCRC). Immigration consultants are required to follow a code developed by the Immigration Consultants of Canada Regulatory Council.

Recruitment Representatives

A recruiter is someone who assists an employer to find a worker or assists workers in connecting with an employer. Recruiters cannot assist someone with their immigration application.

Designated Individuals

In addition to your paid or unpaid representative, you may choose to let someone else have access to information about the application. For example, if you hire a lawyer to assist with the application, you may also want a family member to have access to information about the

application. If you wish to have personal information released to someone who is not your representative, you must complete the form IMM-5475: Authority to Release Personal Information to a Designated Individual and submit it with your application to the SINP. Designated individuals will not receive any written communication from the SINP, but they can receive verbal information about the application by calling (001 for Canada) 306-798-7467.

Immigration Lawyers

If you choose to use an immigration lawyer, you must use one that is currently entitled to practice law. Immigration lawyers are required to follow The Foreign Worker Recruitment and Immigration Services Act, however they do not need to be licensed in order to provide immigration services. Lawyers providing immigration services must be members in good standing with the provincial law society in which they practice. Active members can be searched in each province at: http://www.flsc.ca/en/canadas-law-societies/. Lawyers must be licensed as a foreign worker recruiter if they provide recruitment services.

IV. Important Terms

The following definitions will help you to understand this application guide:

Accompanying Dependent – An individual (spouse, common-law partner, or dependent child), who is planning to immigrate with you to Saskatchewan. Accompanying adult child dependents may be included under the SINP Certificate of Nomination if you are approved as a provincial nominee and if the adult child dependent meets at least **one** of the following criteria:

- is under the age of 19 and does not have a spouse or common-law partner; and/or
- has depended on your financial support because of a mental or physical condition.

Adoption – When an adult becomes the legal parent of a child who is not the adult's biological child.

Adoption Papers – The documents that prove you are the legal parent of your adopted child.

Affidavit – A sworn statement of fact in writing.

Apprenticeship – Apprenticeship is an agreement between an individual who wants to learn a skill and an employer who needs a skilled worker. Apprentices learn the skills of a trade through working in the occupation, supervised by a journeyperson. Apprenticeship usually combines on-the-job experience with technical classroom training. After a period of supervised employment, the apprentice attends in-school training, where they learn additional skills that reflect the needs and standards of the industry. On-job-training alone may not be recognized as formal apprenticeship.

Canadian Visa Office – A Citizenship and Immigration Canada (CIC) immigration office outside Canada, typically located at a Canadian Embassy, Canadian Consulate General, or Canadian High Commission.

Commissioner of Oaths – A public official who is present when you make an oath (or sign an affidavit). They sign on your copies that they are true and correct, print their name and position, and if possible, affix an official stamp.

Common-law partner – A person of the opposite or same sex who has been living with the principal applicant in a conjugal relationship for at least one year. This relationship is considered to be a marriage but is not a legal marriage.

Compulsory Trade – To work in a compulsory apprenticeship trade you must hold a journeyperson certificate or be registered as an apprentice with the Saskatchewan Apprenticeship and Trade Certification Commission.

Custody Documents – If the parents of a child (or children) are divorced, these are the legal documents that describe the agreement the parents have made about where the children live.

In-laws – Relatives by marriage (i.e. your wife's father is your father-in-law).

Intended/Intending Occupation – the occupation that the applicant has a job offer in from a Saskatchewan employer and that they have worked in over the past ten years related to their field of education.

National Occupation Classification (NOC) – This is a tool that provides a standardized system for understanding Canadian occupations. It describes duties, skills, interests, aptitudes, education requirements and work settings for occupations in the Canadian labour market.

NOC Matrix – A chart called the NOC 2011 matrix shows the relationship between skill types and skill levels within the NOC system. It provides an overview of the entire classification structure.

Nominate – The term used by the Government of Saskatchewan to describe the assessment and selection of individuals by the Saskatchewan Immigrant Nominee Program (SINP) for immigration. The SINP nominates approved individuals/applicants to the Government of Canada (Citizenship and Immigration Canada) for permanent residency. Nominees apply to Citizenship and Immigration Canada (CIC) for permanent residency and undergo health, security, and criminality screening by CIC.

Notary Public (also called a notary) – This is a public official who verifies that documents are real and/or official. They sign on your copies that they are true and correct, print their name and position, and if possible, affix an official stamp.

Oath – A promise that a statement is true.

Permanent Resident – A permanent resident is someone who has been given permanent resident status by immigrating to Canada, but is not a Canadian citizen.

Principal Applicant – The person in your household (you or your spouse) who meets the selection criteria for the Category. Other immediate family members listed on the application are considered your spouse and dependents.

Professional Designation – A statement of your education and/or occupation. For example, if you have a doctorate degree, you can write "Ph.D" after your name as a statement of your education. Licensed engineers can use the designation "P.Eng" after their name. For information on regulated and non-regulated occupations in Saskatchewan and Canada, visit Is my occupation regulated? and Job Bank.

Professional License – In some professions, you require a license in order to work in that occupation (i.e. nurse, doctor, engineer, etc.). For information on regulated and non-regulated occupations in Saskatchewan and Canada, visit Is my occupation regulated? and Job Bank.

Regulated Occupation – Some jobs in Canada require that you have a special license before you can begin work. These are called regulated occupations. Most regulated occupations require that you have specialized education and experience. A regulatory body sets the standards for the profession and eligibility criteria. In order to work in a regulated occupation with **mandatory** (compulsory) certification or licensing, you must have a license or certificate or be registered with the regulatory body for your occupation before you begin work. Physicians and electricians are examples of workers who need to be licensed in order to do their job. For information on regulated and non-regulated occupations in Saskatchewan and Canada, visit Is my occupation regulated? and Job Bank.

Recruitment Representatives – A recruiter is someone who assists an employer to find a worker or assists workers in connecting with an employer. Recruiters cannot assist someone with their immigration application.

SaskJobs – This website is the largest job-posting site in the province, with opportunities in all labour market sectors. Job postings range from entry level to trade, professional or management positions. The Working section of the Saskatchewan Immigration website can also help you learn more about finding work and becoming familiar with Saskatchewan workplaces.

SINP-Registered Employer – an approved Saskatchewan employer that is registered with the SINP and is able to hire foreign workers and nominees.

Skilled trades – a skilled trade is one of the occupations eligible under CIC's Federal Skilled Trades Program that is also on the SINP In-Demand Occupation List (Appendix A).

Skilled tradesperson/people – someone who has worked for at least two years in the past five years in one of the occupations eligible under CIC's Federal Skilled Trades Program that is also on the SINP In-Demand Occupation List (Appendix A).

Spouse – A husband or wife of the opposite or same sex.

Supporting Documents – The documents required for your immigration application (i.e. documents that prove your identity, work experience, language ability, finances, etc.). See the Supporting Documents section of this guide for more information.

Appendix A – SINP In-Demand Occupation List

Skilled Professions			
NOC	**Occupation**	**Skill Level**	**Mandatory (compulsory) certification or licensing**
Management			
0711	Construction Managers	0	No
Natural and Applied Science			
2131	Civil Engineers	A	Yes
2132	Mechanical Engineers	A	Yes
2133	Electrical and Electronics Engineers	A	Yes
2161	Mathematicians, Statisticians, and Actuaries	A	No
2171	Information Systems Analysts and Consultants	A	No
2173	Software Engineers and Designers	A	Yes
2174	Computer Programmers and Interactive Media Developers	A	No
2211	Chemical Technologists and Technicians	B	No
2221	Biological Technologists and Technicians	B	No
2222	Agricultural and Fish Products Inspectors	B	No
2232	Mechanical Engineering Technologists and Technicians	B	No

2234	Construction Estimators	B	No
2241	Electrical and Electronics Engineering Technologists and Technicians	B	No
2242	Electronic Service Technicians (household and business equipment)	B	No
2253	Drafting Technologists and Technicians	B	No
2254	Land Survey Technologists and Technicians	B	No
2281	Computer Network Technicians	B	No
2282	User Support Technicians	B	No
2283	Information Systems Testing Technicians	B	No
Social Science, Education, Government and Religion			
4011	University Professors and Lecturers	A	No
4163	Business Development Officers and Marketing Researchers and Consultants	A	No
Sales and Service			
6221	Technical Sales Specialists, Wholesale Trade	B	No
Skilled Trades			
Trades, Transport and Equipment Operators			
7204	Contractors and Supervisors, Carpentry Trades	B	No
7205	Contractors and Supervisors, Other Construction Trades, Installers, Repairers and Servicers	B	No
7231	Machinists and Machining and	B	No

	Tooling Inspectors		
7232	Tool and Die Makers	B	No
7233	Sheet Metal Workers	B	Yes
7235	Structural Metal and Platework Fabricators and Fitters	B	No
7237	Welders and Related Machine Operators	B	No
7241	Electricians (except industrial and power system)	B	Yes
7242	Industrial Electricians	B	Yes
7246	Telecommunications Installation and Repair Workers	B	No
7251	Plumbers	B	Yes
7252	Steamfitters, Pipefitters and Sprinkler System Installers	B	No
7271	Carpenters	B	No
7281	Bricklayers	B	No
7282	Concrete Finishers	B	No
7283	Tilesetters	B	No
7284	Plasterers, Drywall Installers, Finishers and Lathers	B	No
7291	Roofers and Shinglers	B	No
7292	Glaziers	B	No
7293	Insulators	B	No
7294	Painters and Decorators (except interior decorators)	B	No
7295	Floor Covering Installers	B	No
7302	Contractors and Supervisors, Heavy Equipment Operator Crews	B	No

7305	Supervisors, Motor Transport and Other Ground Transit Operators	B	No
7311	Construction Millwrights and Industrial Mechanics	B	No
7312	Heavy-duty Equipment Mechanics	B	No
7313	Refrigeration and Air Conditioning Mechanics	B	Yes
7316	Machine Fitters	B	No
7321	Automotive Service Technicians, Truck and Bus Mechanics and Mechanical Repairers	B	No
7322	Motor Vehicle Body Repairers	B	No
Primary Industry			
8232	Oil and Gas Well Drillers, Servicers, Testers and Related Workers	B	No
8252	Agricultural Service Contractors, Farm Supervisors and Specialized Livestock Workers	B	No
Processing, Manufacturing and Utilities			
9212	Supervisors, Petroleum, Gas and Chemical Processing and Utilities	B	No
9213	Supervisors, Food, Beverage and Associated Products Processing	B	No