

**Application Guide for the
International Skilled Worker Category
with Employment Offer
Saskatchewan Immigrant Nominee Program (SINP)**

This Application Guide outlines the requirements for the International Skilled Worker Category of the Saskatchewan Immigrant Nominee Program (SINP) for applicants with a job offer from a Saskatchewan employer. If you do not have a job offer from a Saskatchewan employer but are highly skilled in an occupation that is in-demand please refer to this [application guide](#). This guide 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 SINP International Skilled Worker Category?

The International Skilled Worker Category is for skilled workers who want to work and live in Saskatchewan. This category enables the SINP to nominate individuals with a skilled job offer from a Saskatchewan employer, post-secondary education and/or high-skilled work experience, English or French language ability and other factors that will help them to successfully establish and integrate into Saskatchewan's labour market and communities.

How the SINP Works

Two-Step Immigration Process

Step 1: [Apply online](#) to the SINP for nomination.

- the SINP reviews your application; and,
- if approved, the SINP will:
 - send a nomination certificate to Citizenship and Immigration Canada (CIC); and,
 - send a nomination letter and a work permit support letter to you explaining how to submit an application to CIC.

Step 2: After receiving a nomination from the SINP, apply to CIC's Centralized Intake Office (CIO) in Sydney, Nova Scotia with your SINP nomination for permanent residence. View CIC's [application process](#) for permanent residency for provincial nominees.

- CIC considers your application after they receive the nomination certificate from the SINP; and,
- 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 International Skilled Worker Category?

- Refugee claimants in Canada claiming refugee status from the Government of Canada.
- Health professionals (must apply to the [SINP Health Profession Sub-Category](#)).
- Food and Beverage Servers/Persons (must apply under the [Hospitality Sector Pilot Project sub-category](#)).

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 SINP International Skilled Worker Category if you live outside of Canada or you have proof of legal status in Canada **and** you meet the following criteria:

1. Score a minimum of 60 points out of 100 on the point assessment grid.
2. Have a minimum language score of [Canadian Language Benchmark \(CLB\) 4](#). Please note: CLB 4 is the minimum; employers and regulatory bodies may require higher language scores.
3. Have a permanent, full-time job offer from a Saskatchewan employer that is registered with the SINP in either an occupation in the [National Occupational Classification \(NOC\) Matrix level](#) “0”, “A” or “B”, OR in a [designated trade](#) in Saskatchewan.
4. Have a minimum of one-year paid work experience in the past ten years in your intended occupation.
 - If your job offer 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. To see if your occupation is regulated in Saskatchewan, go to [Is my occupation regulated?](#) .

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,
- connections to the Saskatchewan labour market.

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. (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; OR | 12 |
| Other education or on the job training. | 0 |

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 or a designated trade) in their intended occupation in the last ten years. The applicant must show at least one full time year, or equivalent, of paid work experience in his/her intended occupation in order to be eligible. Documentation must include a letter of reference from the supervisor or Human Resources officer, for each work experience listed, 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 intended occupation 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 | |
|---|------------|
| <p>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. Applicants must submit official results of a recent SINP-approved language test as proof of language proficiency. 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).</p> <p>“CLB” refers to Canadian Language Benchmarks. Visit CIC to convert IELTS, CELPIP and TEF scores to CLB 5 to 9+ and visit Saskatchewan Immigration to convert to CLB 4. (Maximum total points = 20)</p> | |
| FIRST LANGUAGE | |
| CLB 8 and higher | 20 |
| CLB 7 | 18 |
| CLB 6 | 16 |
| CLB 5 | 14 |
| CLB 4 (minimum requirement) | 12 |
| English or French native speaker without language test results | 0 |
| FACTOR I (D): AGE | |
| <p>The principal applicant’s age points are calculated according to the date of application to the SINP.</p> | |
| <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 | |
| <p>The principal applicant’s points are calculated according to documented proof of a strong connection to the Saskatchewan labour market and the ability to successfully settle and economically establish in Saskatchewan as a permanent resident. (Maximum total points = 30)</p> | |
| High skilled employment offer (NOC 0, A, B or a designated trade in Saskatchewan) | 30 |
| MAXIMUM POINTS – FACTOR II CONNECTION TO SASKATCHEWAN LABOUR MARKET | 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 CIO 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. Job Offer Requirements

- A. You must have a letter of offer for full-time, permanent employment from a Saskatchewan employer in the NOC Matrix level “0”, “A” or “B” occupation, OR in a designated trade in Saskatchewan.

All positions must offer wages and working conditions that match Canadian standards in that occupation.

The Letter of Offer must:

- be addressed to the principal applicant;
- state the job title, duties and responsibilities, wage, benefits, and company contact information;
- list the location (i.e., town/city) of your position in Saskatchewan;
- be issued on the company’s letterhead; and,
- be signed by the employer.

- B. SINP Job Approval letter from a Saskatchewan Employer

Your job offer must be approved by the SINP before you apply or your application will be rejected. Your employer must register on the SINP [Employer website](#) to have the position that you are applying with assessed. Once the position is approved, your employer will receive a Job Approval Letter that includes your position, name and NOC code. Submit a copy of the SINP Job Approval Letter with your application.

2. Language Credentials

To meet the language requirement you must provide language test results from a designated testing agency. You must have English and/or French language ability of Canadian Language Benchmark (CLB) 4 or higher. Your test results cannot be more than two years old at the time of application. CLB 4 is the minimum; employers and

regulatory bodies may require higher language scores.

The acceptable tests and equivalence to CLB 4 (minimum scores) are:

- International English Language Testing Systems (IELTS, GENERAL TRAINING):
 - Speaking – 4
 - Listening - 4.5
 - Reading - 3.5
 - Writing - 4
- Canadian English Language Proficiency Index Program (CELPIP):
 - Speaking - 4
 - Listening - 4
 - Reading - 4
 - Writing - 4
- Test d'évaluation de français (TEF):
 - Speaking – 181
 - Listening - 145
 - Reading - 121
 - Writing - 181

Note: If you are a native speaker from an English or French speaking country where you are a citizen or permanent resident, you are not required to provide the language test results, however, you will not receive any points on the points assessment for language. If your intended occupation is a designated trade that falls under NOC 'C', you must submit valid language test results even if English or French is your native language.

3. Education/Training Credentials (if applicable)

If you have a skilled job offer and are claiming points for education and training, you must submit documents to verify your training and/or post-secondary education. The following documentation is acceptable:

- 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

A minimum of one-year paid work experience in the last ten years in your intended occupation is required.

You must submit letters of reference from previous employers to prove your work experience for each work experience listed in 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 you are intending to work 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 is required as part of your SINP application. If your application does not include this proof of eligibility then the SINP will reject your application and you can reapply when you obtain this proof. To learn about regulated occupations in Saskatchewan go to [Is my occupation regulated?](#)

If you intend to work in a health profession, you must apply under the SINP [Health Profession Sub-Category](#).

For more information on licensing, regulated and non-regulated occupations in Saskatchewan and Canada, visit [Job Bank](#).

6. 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).

7. 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.

8. Police Report(s) (if applicable)

If you or any dependents 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:** Read and review the Application Guide and checklist for instructions on completing your application.
- Step 2:** Obtain all the required supporting documents.
- Step 3:** Complete the required federal forms and any other federal forms that apply to your situation.
- Step 4:** Review and organize your completed forms and supporting documents to ensure you have a complete application.
- Step 5:** Apply [online](#). Complete online forms and scan and upload all your supporting documents in PDF format onto your electronic application. Keep the originals for your records.
- Step 6:** 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, brothers and sisters of the principal applicant cannot be included in the SINP application.

What Happens to Your Application?

- 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 as a reference for all inquiries and/or submissions throughout the assessment process.
- Once your complete online application is received, the SINP will assess it against the eligibility criteria.
- 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 may apply again at a later date if your situation changes and you meet the requirements.

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

1. Apply to [Citizenship and Immigration Canada](#) following the instructions sent to you with your SINP nomination. All applications for permanent residency must be sent to the Central Intake Office in Sydney, Nova Scotia.
2. The Canadian visa office will send you instructions on medical examinations.

The Canadian visa office may require additional documentation at this time. In some cases, you may have to attend an interview.

3. 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 in good standing with the provincial law society in which they practice, 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 journeyman. 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 journeyman 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.

Designated Trade – This is an occupation recognized as a trade by the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC). [Click here](#) for a list of designated trades in Saskatchewan.

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 2006 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 (you or your spouse) who has a better chance of meeting the selection criteria for the International Skilled Worker Category.

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.

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.