

Saskatchewan Immigrant Nominee Program (SINP)

SINP Procedural Guidelines for International Skilled Worker and Saskatchewan Experience Categories

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PROGRAM OBJECTIVES & OVERVIEW

The Saskatchewan Immigrant Nominee Program (SINP) can provide an alternate and quicker means of entry into Canada. It allows Saskatchewan to nominate applicants, who qualify under criteria established by the province, to the federal government for landed immigrant status. The SINP offers:

- The ability to select applicants whose skills and abilities best fit the province's labour market needs;
- Application processing times that are competitive; and,
- Assistance from provincial immigration officers who are available to explain program requirements and processes.

Nominations are granted at the sole discretion of the Government of Saskatchewan. Successful candidates are identified as SINP nominees in their application for permanent resident status with Citizenship and Immigration Canada.

Persons are encouraged to apply to the SINP if they believe they qualify under the program criteria. Applicants are responsible for completing accurate applications, including valid documentation required.

Please note that there are two sets of Procedural Guidelines for applicants to the SINP: a) one for the International Skilled Worker, and Saskatchewan Experience Categories; and b) one for the Entrepreneur and Farm Category. ***These procedural guidelines apply to the SINP International Skilled Worker and Saskatchewan Experience categories.***

The SINP works through Government of Canada embassies and consulates around the world and does not engage the exclusive services of any agencies or representatives in any jurisdictions. SINP applicants may choose to engage the services of an immigration consultant or not, however, no immigration consultant has or will be allocated an immigrant quota from the Province of Saskatchewan.

PROCEDURAL GUIDELINES – The SINP System for Applicants

Before applying to the SINP, please review the application guide of the category for which you wish to apply to ensure you meet the criteria.

Applicants are assessed against established program criteria. The standard procedure is to process applications in the order that they are received. However, the SINP may prioritize applications that align with Government of Saskatchewan strategic priorities, including skilled worker applications with employment offers.

I. SUBMITTING AN APPLICATION

- Applications can only be submitted through the SINP’s online application system.
- Once the applicant has completed the online application and reached the Submit Confirmation page, the applicant will be required to confirm the application submission by clicking the Submit button.
- Applications are received by the SINP when the applicant clicks the “Submit” button online. Note: Once the application is submitted, you will receive no further notifications about your application until it is pre-screened.
- Applications are date stamped electronically once submitted, and a file number is assigned to each application upon submission.

II. PRE-SCREENING

- Pre-screening is conducted to check that applications are “complete”. A “complete” application has all the documents listed in the document Checklist as outlined in the Application Guide.
- If the application is deemed complete, a receipt confirmation letter will be sent to the email address provided in the application. The applicant is responsible for ensuring that their contact information is up-to-date.
- If the application is deemed incomplete, the application will not be accepted and a letter will be sent by email to the applicant indicating which documents are needed to apply again.
 - An application with invalid supporting documents (i.e. blank, partial, unidentifiable or irrelevant) is considered incomplete.

III. BASIC REVIEW

- Applications that successfully pass pre-screening will undergo a basic review.
- A basic review is conducted to ensure that all the documents in the application package have the required information as per the description in the Supporting Documents section of the Application Guide.
- If required, a letter will be sent to the applicant requesting additional documentation to be provided within 45 days. Applicants will be required to submit additional documents to

the SINP by email (instructions will be provided in the letter).

- A reminder letter will be sent at 30 days.
- When the SINP receives the requested documents, the application will continue to the next stage for criteria assessment.
 - If the requested documents are not received within the 45 day timeframe, the application will continue to the next stage for criteria assessment as it was originally submitted, which may result in the application being deemed ineligible.

IV. CRITERIA ASSESSMENT AND RECOMMENDATION

- At this stage, the SINP will conduct eligibility criteria assessment and information verification.
- A recommendation will be made based on the assessment to determine if the application is eligible for nomination, and will continue to the next stage for a review of the recommendation and a decision.

V. REVIEW OF RECOMMENDATION AND DECISION

- The SINP may perform further verification or review prior to making a final decision.
- The SINP will make a decision on the application, which will be sent to the applicant by email.
- The final decisions include:

i. Approved/Nominated Applications

- The nomination package that will be sent to the approved/nominated applicant or to the applicant's representative will include:
 - A SINP Nomination Approval Letter
 - A SINP Work Permit Support Letter (if applicable)
 - Information for proceeding with an application for Permanent Residency (PR).
- The SINP will notify Citizenship and Immigration Canada's (CIC) Centralized Intake Office of the nomination. Applicants must submit their application for permanent residency (PR) to CIC within six months of being nominated by the SINP. CIC will consider the application after they receive the nomination information from the SINP. CIC will conduct final selection assessment of the application including health, security, and criminal record review before issuing visas to applicants and accompanying family members.
- CIC may also request any additional information deemed appropriate at any time during the application process.

ii. Ineligible Applications

- A letter will be sent to the applicant by email notifying them that they are not eligible for the SINP.
- An application will be deemed ineligible if any of the following situations is true:
 - The applicant does not meet the program criteria;

- The applicant fails to submit documentation as requested by the SINP to provide proof of their eligibility; and,
- The applicant fails to establish that their intent to live and work in Saskatchewan is genuine.
- If the SINP has not received a request for a secondary review within 45 days (see below), then the file is closed. Immigration Representatives can only represent active files (i.e. a file that is in process by the SINP or that has been nominated and is being processed by CIC).

iii. Misrepresentation

- If there are grounds to believe there has been misrepresentation in an application, the processing of the application is put on hold pending investigation. The applicant, their employer and/or representative will be sent a procedural fairness letter, which outlines the grounds the SINP has to believe that misrepresentation has occurred. The letter provides the individual with an opportunity to submit evidence that they did not commit misrepresentation.
- A review for misrepresentation can occur at any stage of the SINP process.
- After considering any information provided in response to the procedural fairness letter, the SINP will make a decision.
- If misrepresentation is found to have occurred, an applicant, employer or representative may be banned from using the program for up to two years (or more in the case of a repeat offence). Representatives and employers may also be subject to court ordered penalties under *The Foreign Worker Recruitment and Immigration Services Act*.
- If misrepresentation is found to not have occurred, the application is returned to processing.

SECONDARY REVIEW- IF REQUESTED BY NOMINEE

- If an application was deemed ineligible by the SINP, and an applicant does not agree with the assessment and decision, an applicant may request a secondary review of their application.
- To request a secondary review, the applicant must submit a **signed** request letter by email to immigration@gov.sk.ca within 45 days of the date the refusal letter was issued by the SINP. The letter must clearly state the applicant's reason for a secondary review. The Immigration Representative for the application cannot be changed after this 45 day period.
- New supporting documents may not be submitted. In order to submit any new documents or information, the applicant must reapply to the SINP with a new application package. Secondary review is based on the information contained in the original application package.
- If the SINP receives the signed letter within the 45 day period and the letter contains the required information, the application will be reviewed and the applicant will be notified of the secondary review decision by email.
- If the ineligible decision is upheld after the secondary review, the file is closed. Immigration Representatives can only represent active files (i.e. a file that is in process by the SINP or that has been nominated and is being processed by CIC).

AMENDMENTS TO A NOMINATION- IF REQUESTED BY NOMINEE

- A nomination certificate is valid for six months. An amendment to a nomination certificate includes a time extension and/or a revision.
 - The applicant must submit a [*Request for Revision and/or Extension Form*](#). The request must be from the applicant or his/her authorized representative.
 - The SINP will review the request to determine whether sufficient documentation and/or reason exists to revise and/or extend a nomination certificate for application for permanent residency.
 - The SINP may consult with CIC to determine which stage of assessment the application is in and whether a change may be made at that time.
 - Any changes to the conditions of a nomination will be communicated to CIC.
- Revisions and/or extensions granted will be valid for three months.
- One extension may be given for applicants who are having difficulty accumulating the funds needed for immigrating.
- A maximum of two extensions may be given for reasons not related to the accumulation of funds (e.g. CIC requests an extension or requires re-application, delays in obtaining a police certificate, change to employment status, technical delivery errors on SINP's part, etc.).
- A revision may be made to information provided to CIC on the applicant's Nomination Certificate. This would occur if there is a change in employment or passports, or if there is a request made by CIC or the SINP.
- Revisions will not be made to the Nomination Certificate to add/remove a spouse (if married/divorced) or dependent children (if born after nomination).

REAPPLYING FOLLOWING AN INELIGIBLE DECISION

- Applicants may reapply to the SINP once the reasons for the ineligible decision have been addressed, unless misrepresentation was found to have occurred and an applicant is banned for using the program for up to two years.
- Applicants who have been suspended by either CIC or the SINP cannot reapply until the suspension has been lifted.
- The resubmitted application will be subject to the same processing times and procedures as all incoming applications.
- Applicants who were refused by the SINP may still apply to CIC under a federal immigration class if they feel they meet the criteria.

WITHDRAWAL OF NOMINATION CERTIFICATE BY THE SINP AFTER NOMINATION

- If the SINP receives information from CIC or other sources that misrepresentation (including failure to meet conditions of nomination) may have been committed by an applicant who has been nominated, an investigation will be conducted and a procedural fairness letter will be sent to the nominee. Following the review:
 - If the SINP finds the applicant has misrepresented him or herself, the nomination

certificate will be withdrawn or the SINP will support CIC's refusal of the nominee's application for permanent residency. The applicant will be notified.

- If misrepresentation is found to have occurred, an applicant or representative may be banned from using the program for up to two years (or more in the case of a repeat offence). Representatives and employers may also be subject to court ordered penalties under *The Foreign Worker Recruitment and Immigration Services Act*.
- If the SINP decides to maintain the nomination, it will be communicated to the applicant by a letter sent by email and it will be communicated to CIC.

USING AN IMMIGRATION REPRESENTATIVE

Please note that you do not need to hire a lawyer, an immigration consultant or a representative to access the SINP. If you choose to use an immigration representative, you may only work with foreign worker recruiters and immigration consultants who are licensed by the Government of Saskatchewan or 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. A list of all licensed individuals is posted at: 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 scanned copy of the form [IMM-5476: Use of a Representative](#). These forms are available on economy.gov.sk.ca/immigration/sinp.

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 new representative at any time while your application is active, you must complete new IMM 5476 and ensure that you complete Section C: Cancel a Representative. If you wish to appoint another representative, you must 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.

[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.

To learn more about using Immigration Representatives in Saskatchewan, please visit: economy.gov.sk.ca/immigration/immigration-representatives

To learn about the ethical practices you should expect from immigration consultants and recruiters, please visit: 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.