

Appendix A

Checklist

Assemble all your documents as listed. Check (☑) each applicable item on the checklist and attach the checklist to your documents (a paper clip will do). Place all the documents in a sealed envelope.

Do not send originals. Send photocopies of all documents, except the *Certificat de sélection du Québec (CSQ)*, if your intention is to live in the province of Quebec.

If your documents are not in English or French, send a notarized (certified) translation with a copy of the originals.

If your application lacks any of the forms or documents listed in this checklist, it will be returned to you. If you are unable to provide any of the requested documentation for special reasons, please attach a **written explanation** with full details as to why that documentation is unavailable.

The checklist of required documents is subject to change. Applicants are advised to refer to the application kit on the CIC website periodically while preparing their submission to ensure that they have included all documents listed on the most up-to-date checklist.

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| <p>1. APPLICATION FORMS</p> <p>Check that it is completed, signed and dated. You must submit the original application forms. Your signed application should include:</p> <ul style="list-style-type: none">• <i>Application for Permanent Residence in Canada</i> with a stapled envelope containing photos. <input type="checkbox"/>• <i>Schedule 1 - Background / Declaration</i> completed and signed by you and each of your family members 18 years or older. <input type="checkbox"/>• <i>Schedule 6 - Business Immigrants - Investors and Entrepreneurs</i>. <input type="checkbox"/>• <i>Schedule 6A - Business Immigrants- Self-Employed Persons</i>. <input type="checkbox"/>• <i>Additional Family Information</i> completed by you, your spouse or common-law partner and each dependent child aged 18 or over (whether accompanying you or not). <input type="checkbox"/>• If you have a representative, complete and sign the <i>Use of a Representative</i> form. <input type="checkbox"/>• For applicants in the Immigrant Investor Program (IIP), if you are using the services of a facilitator, complete and sign the <i>Investor's Acknowledgement Form</i> <input type="checkbox"/> | <input type="checkbox"/> |
| <p>2. LANGUAGE PROFICIENCY TEST RESULTS</p> <p>Language proficiency test results from one of the following designated testing agencies:</p> <ul style="list-style-type: none">• IELTS (General Training test only),• CELPIP (General test only), and/or• TEF <p>Note: If you are applying under the entrepreneur or self employed category and you wish to claim points for language proficiency, you must submit designated third-party</p> | <input type="checkbox"/> |

language test results, not older than two years at the time of application.

If you are applying under the Federal Immigrant Investor category, you are not required to submit language proficiency test results with your application. However, if your application is placed into processing you must be ready to submit them to the visa office when requested.

3. COPIES OF IDENTITY AND CIVIL STATUS DOCUMENTS

Birth, marriage, final divorce, annulment or separation certificates for you and spouse; death certificate for former spouse if applicable.

4. COPIES OF CHILDREN'S INFORMATION

Children's birth certificates (which name their parents); adoption papers for adopted dependent children; proof of custody for children under the age of 22 and proof that the children may be removed from the jurisdiction of the court; if the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements. Statutory declaration that the remaining father or mother has no objection to the child living in Canada.

5. POLICE CERTIFICATES AND CLEARANCES

Police certificates or clearances from each country in which you and everyone in your family aged 18 years or over have lived six months or more since reaching 18 years of age. **You must attach the original police document(s)**. If these certificates are in a language other than English or French, they must be accompanied by a certified translation in either English or French. Please consult our **website** at: www.cic.gc.ca/english/information/security/police-cert/index.asp for specific and up-to-date information on how to obtain police certificates from any country.

NOTE: If you are applying under the Federal Immigrant Investor category, you are not required to submit police certificates with your application. However, if your application is placed into processing you must be ready to submit them to the visa office when requested.

6. COPIES OF BACKGROUND DOCUMENTS (IF APPLICABLE)

Any document to support your answers to questions in the *Background/Declaration* form such as completion of military service card, military records, membership cards or any documents showing your association or involvement in any social, political, vocational and cultural organization.

7. COPIES OF TRAVEL DOCUMENTS AND PASSPORTS

Passports or travel documents for yourself, your spouse and dependent children. Include only copies of pages showing the passport number, date of issue and expiration, your photo, name, date and place of birth. If you live in a country other than your country of nationality, include a copy of your visa for the country in which you currently live.

8. SETTLEMENT FUNDS

You must provide proof of sufficient funds currently available to maintain yourself and your family members until you are self-supporting in Canada. These funds must be readily transferable to Canada in a convertible currency. Financial statements for the last three (3) years (bank accounts, shares certificates, portfolio, etc.). Proof of assets (properties, buildings, lands, etc.). **Note:** If you carry more than \$10,000 Canadian in cash funds upon your entry to Canada, you

will have to disclose these funds to a Canadian official upon arrival. Cash funds means money (coins or bank notes), securities in bearer form (stocks, bonds, debentures, treasury bills, etc.) and negotiable instruments in bearer form (bankers drafts, cheques, travellers' cheques, money orders, etc.). Failure to disclose can result in fines and imprisonment.

If you are applying under the Federal Immigrant Investor category, you are not required to provide this information with your application. However, if your application is placed into processing you must be ready to submit them to the visa office when requested.

9. FEE PAYMENT



| If you apply under the IIP: | If you apply under the self-employed or entrepreneur category: |
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| <p>Fees must be paid in Canadian funds only, you may pay:</p> <ul style="list-style-type: none"> • by certified cheque, bank draft or money order made payable to the "Receiver General for Canada," or • with a credit card (e.g. Visa, MasterCard, American Express) <p>Note for certified cheques, bank drafts and money orders: When you submit your application to the CIO, the expiry date must be at least five months* into the future.</p> <p>*If there is no expiry date on your certified cheque, money order or bank draft and it is drawn on a foreign bank, it can only be cashed for 6 months from the date of issue. To ensure it can still be cashed when the fee payment is processed at the CIO, it must be issued no more than 30 days before you send your application to the CIO.</p> <p>Note for credit cards: Credit cards must be valid for at least nine months from your submission date.</p> <p>If we are unable to process your payment, your application will be returned to you.</p> | <p>Consult the website of the visa office to which you will be applying to find out the acceptable method for paying the fees. Do not enclose cash. You must submit the acceptable fee payment with your completed application. See the Fees section of this application kit.</p> |

10. CERTIFICAT DE SÉLECTION DU QUÉBEC (CSQ)



Original of the *Certificat de sélection du Québec (CSQ)* if your intention is to live in the province of Québec.

11.

COPIES OF ADDITIONAL INFORMATION



Any document or record to demonstrate your adaptability, initiative, motivation, or resourcefulness. All school certificates, diplomas and degrees for you and your spouse or common-law partner (if applicable), including apprenticeship or trade papers. Letters of reference or work certificates from present and past employers for you and your spouse or common-law partner.

NOTE: If you are applying under the Federal Immigrant Investor category, you are not required to provide this information with your application. However, if your application is placed into processing you must be ready to submit this information to the visa office when requested.

12.

PHOTOS



| If you apply as under the IIP: | If you apply under the self-employed or entrepreneur category: |
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| <p>Supply six (6) photos for each member of your family and yourself.</p> <p>Follow the instructions provided in the section How to Complete the Forms of the application guide and in Appendix B: Photo Specifications.</p> <p>Photos must have been taken within six (6) months before application submission.</p> <p>On the back of five (5) of the photographs, write the name and date of birth of the person who appears in the photo as well as the date the photo was taken. Leave the sixth photograph blank.</p> | <p>Provide the correct number of photos specified on the website of the visa office to which you are applying (follow the links from www.cic.gc.ca) and follow the instructions provided in section Completing the Forms and Appendix B: Photo Specifications.</p> |