



# Overview

1 Overview

2 How to Apply

3 Eligibility

4 Application Process

5 Interview

6 Medical Examination

7 Police Certificate

8 Financial Requirements

9 Language Requirements

10 Settlement Services

## Guide for Applying for Permanent Residence in Canada: for Independent Applicants

1. Check Eligibility Requirements
2. Prepare Application Documents
3. Submit Application
4. Interview
5. Medical Examination
6. Police Certificate
7. Financial Requirements
8. Language Requirements
9. Settlement Services

Application for Permanent Residence and Instructions provided by:  
Canadian Embassy in Bucharest, Romania

# Table of Contents

Overview .....	1
Important Words to Know .....	3
How to Assess if You Qualify .....	5
Funds Required to Settle in Canada .....	14
Next Steps – How to Apply .....	15
How to Complete the Application Form .....	16
Calculating Fees – Processing and Right of Landing Fees .....	20
The Medical Examination .....	22
Obtaining Police Certificates/Clearances .....	23
Frequently Asked Questions .....	27
Your Rights and Obligations as a Permanent Resident of Canada .....	31
Checklist .....	32
Attachments:	
General Occupations List	
Application Form	

*This is not a legal document; for legal information, please refer to the  
Immigration Act 1976, and Regulations, 1978*

**Version française disponible sur demande**



INDEPENDENT CATEGORY APPLICATION KIT  
FOR PERSONS SEEKING PERMANENT RESIDENCE

---

## Overview

This kit<sup>1</sup> explains the process for applying for permanent residence in Canada as an **independent immigrant** (see "Important Words to Know"). It contains information on our selection criteria and how to assess your chances of qualifying, the steps to take if you choose to apply and all of the necessary forms with instructions for completing them.

Separate kits exist for business, family class immigrants and for refugees. Business immigrants are people who enter Canada as an investor, entrepreneur or self-employed person. Family class immigrants are sponsored to come to Canada by a relative such as a parent, fiancé(e) or spouse. (Both the sponsor and the person applying to enter must meet specific conditions.) Refugees are persons seeking asylum due to fear of persecution in their own country. Applicants in all categories must meet strict definitions and requirements. If you think you may qualify in one of these categories and you wish to apply in that category, you must obtain the appropriate kit.

### Before you start:

You should begin by reading the section "How to Assess if You Qualify." It outlines the 10 factors or "selection criteria."<sup>2</sup> Canada uses to assess potential immigrants, the number of points awarded for each factor and how you can estimate how many points you would earn. Based on this self-assessment, you can decide if this is an appropriate time for you to apply. It is important that you make a close assessment because you must pay certain fees and some of these fees (for example, the processing fee) are non-refundable, even if your application is refused.

If you decide, after completing the self-assessment guide, that you wish to apply, you must take a number of steps. They are described here briefly (more detail is provided in the kit).

1. Collect the required documents. These are explained in the *Checklist* at the back of the kit.
2. You, your spouse (if applicable) and all of your dependants, whether they are accompanying you to Canada or not, must undergo a medical examination by a designated physician. You will find instructions about when to have your medical exam in this kit.
3. You must be able to prove you have enough money to support yourself and all of your dependants, whether they live in Canada or elsewhere. You will find instructions on how to calculate this amount in the section "Funds Required to Settle in Canada." You will be required to show proof of your funds.

---

<sup>1</sup> Application kits may be revised several times each year. Ensure that you have the most current kit.

<sup>2</sup> These criteria were valid on the day we mailed the kit to you and could change without notice. Applications received after any changes occur will be assessed against the new standards.





INDEPENDENT CATEGORY APPLICATION KIT  
FOR PERSONS SEEKING PERMANENT RESIDENCE

---

4. Complete the forms and submit them, with the required documents and the correct fee, to the address indicated in the *Checklist*. When we receive *all* of the documentation and the correct fee, we will evaluate your application and either ask you to come in for an interview or mail you a decision. If we determine that you do not meet Canada's immigration selection criteria, we will send you a letter explaining why.

While the information in this kit pertains to immigration anywhere in Canada, the Province of Quebec works in cooperation with the Government of Canada to select its own immigrants. If you want to settle in Quebec, you must first contact the nearest office of the Quebec Immigration Service. The office of the Quebec Immigration Service is :

**Service d'Immigration du Quebec**

Laurenzerberg 2/2/2  
A-1010 Vienna, Austria

Phone: 53138-3005  
Fax: 53138-3443

\*\*\*\*\*

Processing times vary among visa offices and between applicants. Some applicants may be interviewed

**THINGS THAT MAY DELAY PROCESSING OF YOUR APPLICATION**

- \* incomplete or unsigned application forms
  - \* missing documents
  - \* incorrect or missing fees
  - \* insufficient postage
  - \* incorrect, incomplete address or failure to notify the visa office of a change of address
  - \* unclear photocopies of documents
  - \* documents not accompanied by a certified English or French translation
  - \* you are not a permanent resident in the country in which you currently reside
  - \* a medical condition that may require additional tests or consultations
  - \* a criminal problem
  - \* family situations such as impending divorce or custody or maintenance issues
  - \* consultation is required with other offices in Canada and abroad
  - \* verification of information you give us
  - \* inquiring about the status of your application before the standard processing time has passed.
- Standard processing times for your visa office are indicated in the Checklist.



## Important Words to Know

*Before you start you must understand certain words. Read the following definitions carefully.*

**Accompanying dependant:** A spouse or child of the principal applicant who intends to immigrate to Canada.

**Arranged employment:** Arranged employment is a guaranteed job offer by a Canadian employer that has been validated by a Human Resources Canada Centre that no suitably qualified Canadian or permanent resident is available to fill the position.

**Background check:** Checks conducted by Immigration Canada in all countries in which you and your dependants have lived to determine if you have any arrests or convictions or are a security risk to Canada.

**Close relative:** The brother, sister, mother, father, grandparent, aunt, uncle, niece, or nephew of the applicant or of the applicant's spouse.

**Dependent children:** are either

under 19 years of age and unmarried on the date the application is received at the visa office (and if they plan to immigrate, are still unmarried when they arrive in Canada). Children of any age or marital status are also considered dependent if they are financially dependent upon their parents for either of the following reasons:

- they are continuously enrolled and in attendance as full-time students in an educational institution and financially dependent upon their parents since reaching the age of 19 (or from the date of their marriage, if married before 19). Students who interrupt their full-time studies continue to be considered dependants as long as they are not away from their program of study for a *total* of more than one year and continue to be financially dependent upon their parents during that time; or
- they cannot support themselves due to a physical or mental disability and are financially dependent upon their parents. (Note: Some disabilities may result in refusal for medical reasons).

**Education/Training Factor (ETF):** The level of education/training for average performance in the occupation in which you are qualified to work in Canada.

**Excessive demand:** Refers to the significant burden placed on Canada's health or social services due to ongoing hospitalization or medical, social or institutional care for physical or mental illnesses, or special education or training. These individuals may be denied admittance to Canada due to the high costs of their care.

**General Occupations List:** The list of occupations in Canada which are open for independent immigrants and in which there are reasonable levels of labour mobility.



INDEPENDENT CATEGORY APPLICATION KIT  
FOR PERSONS SEEKING PERMANENT RESIDENCE

**Human Resources Canada Centre:** (formerly known as Canada Employment Centres) Local office of Human Resources Development Canada (HRDC) which provides advice on local labour market conditions and mobility.

**Independent immigrant:** A person with specific occupational skills, experience and personal qualifications who meets Canada's selection criteria and is accepted to immigrate to Canada.

**Permanent resident:** A person lawfully in Canada as an immigrant but who is not yet a Canadian citizen.

**Spouse:** A person of the opposite sex to whom the applicant is legally married.

**Visa office:** A Canadian immigration office outside Canada.





## How to Assess if You Qualify

Canada has a set of criteria against which potential immigrants are assessed. The main criteria are related to your occupation – that is, the type of work you intend to do in Canada and the skills, qualifications and experience you have in that occupation.

Your occupation must be listed on the *General Occupations List* unless you have a permanent job offer validated by a Human Resources Canada Centre certifying that no suitably qualified Canadian or permanent resident is available to fill the position.

It is important to note that job titles in your country may not correspond to the same positions in Canada. All occupations are assessed against Canadian standards for that occupation. Many require licensing and you should provide evidence that your qualifications meet the required standards when you submit your application.

You will find instructions on the following pages on how to estimate your points. This will help you assess your chances of qualifying. You must have at least 70 points to qualify. ***If you score fewer than 60 points, your application may not merit further consideration.***

Points are based on:

- age
- education
- education/training factor (ETF) – the level of education/training needed to work in your occupation in Canada.
- occupation (the one you intend to follow in Canada)
- arranged employment
- work experience
- language ability
- demographic factor (as set by the federal government)
- personal suitability and
- relatives in Canada



## Self-assessment guide: How to estimate your points

This section will help you determine your chances of qualifying for permanent residence in Canada. It explains the 10 factors on which points are based and details how you can estimate the number of points you would earn for each factor. It also provides a self-assessment worksheet you can use to tally your results. If you score fewer than 60 points based on these 10 factors, your application may not merit further consideration. A maximum of 10 additional points may be awarded by a visa officer for personal suitability at the interview. Remember, you must score 70 points to qualify. **If there is a difference between the points you give yourself and the points the visa officer awards you, the visa officer's assessment will prevail.** Read the explanation for each factor, then fill in your score on the work sheet.

### Factor 1: Age (maximum 10 points)

Points are given for your age at the time your application is received.

#### Calculating age points

Age	Total Points
18	4
19	6
20	8
21-44	10
45	8
46	6
47	4
48	2
49 and over	0

S C O R E	
-----------------------	--





INDEPENDENT CATEGORY APPLICATION KIT  
FOR PERSONS SEEKING PERMANENT RESIDENCE

**Factor 2: Education** (maximum 16 points)

You have not completed secondary school	0
You have completed secondary school but not in a program that allows for university entrance or does not include trade or occupational certification	5
Secondary school <u>completed</u> in a program that provides for university entrance	10
Secondary school <u>completed</u> in a program that includes trade or occupational certification.	10
Post-secondary program <u>completed</u> (for example, college, trade school or apprenticeship) which required, as a <u>condition of admission</u> , secondary schooling at a level that does not ordinarily allow for entrance to a university (the program must have included at least one year of full-time classroom study)	10
Post-secondary program completed (for example, college, trade school or apprenticeship) which required, as a condition of admission, secondary schooling at a level that allows for entrance to a university (the program must have included at least one year of full-time classroom study)	13
University degree in a program that requires at least <u>three years of full-time study</u>	15
Second or third-level university degree (for example, Masters, PhD)	16

S  
C  
O  
R  
E



**INDEPENDENT CATEGORY APPLICATION KIT  
FOR PERSONS SEEKING PERMANENT RESIDENCE**

**Factor 3: Education/Training Factor (maximum 18 points)**

Education/Training Factor (ETF) refers to the length of training, education, and/or apprenticeship required to work in your occupation in Canada.

If your occupation is listed in the <i>General Occupations List</i> (see Factor 4), give yourself the number of points listed under the column marked "ETF" for that occupation	<b>As listed</b>
If your occupation is not on the <i>General Occupations List</i> but you have "arranged employment" validated by a Human Resources Canada Centre, the ETF points will be shown on the notification of arranged employment sent to you by the visa office	<b>As listed</b>

S C O R E	
-----------------------	--

**Factor 4: Occupation (maximum 10 points)**

You must get at least one point in Factor 4 to be considered. If you do not score at least one point, you must have arranged employment validated by a Human Resources Canada Centre to show that no suitably qualified Canadian or permanent resident is available to fill the position.

If your occupation is not indicated on the enclosed <i>General Occupations List</i> , check if there is another occupation for which you are qualified and experienced. If so, give yourself the points listed	<b>As listed</b>
If there is no occupation listed for which you are qualified	<b>0</b>
If you have arranged employment	<b>10</b>

S C O R E	
-----------------------	--



INDEPENDENT CATEGORY APPLICATION KIT  
FOR PERSONS SEEKING PERMANENT RESIDENCE

### Factor 5: Arranged employment (10 points)

“Arranged employment” is a guaranteed job offer by a Canadian employer that has been validated by a Human Resources Canada Centre certifying that no suitably qualified Canadian or permanent resident is available to fill the position.

If you have arranged employment. <i>(If you have arranged employment and the ETF (Factor 3) is 15 or more, you may also give yourself 10 points under Factor 4).</i>	10
If you are a member of the clergy and have a letter from a congregation in Canada offering you a permanent salaried position.	10
If your family in Canada has a business in which you will work full time. This process must be initiated in Canada and the offer of employment must be approved by a Canada Immigration Centre. <i>As a first step, your relative in Canada should contact their nearest Canada Immigration Centre and ask for information on the Family Business Program</i>	10

S  
C  
O  
R  
E





INDEPENDENT CATEGORY APPLICATION KIT  
FOR PERSONS SEEKING PERMANENT RESIDENCE

### Factor 6: Work experience (maximum 8 points)

You must have the equivalent of at least one year's experience in your occupation to score a point in this factor. If you do not, your application will be refused and you must either wait until you gain the required experience or have a pre-arranged job validated by a Human Resources Canada Centre which states that the prospective employer in Canada does not require you to have a year of experience.

The number of points depends on:

- the number of years you have worked in your intended occupation after completion of formal training
- the number of points you scored for ETF (Factor 3.) You will find the point value of your ETF listed beside your occupation in the enclosed *General Occupations List*.

Use Table 2 to calculate the number of points you would receive for experience. Find the point value that corresponds to your ETF (Factor 3), and read across to the number of years of experience you have in your occupation. This number is your score.

**Table 2: Calculation of experience**

ETF Points	1 Year	2 Years	3 Years	4 Years or more
1 to 2	2	2	2	2
5 to 7	2	4	4	4
15	2	4	6	6
17 to 18	2	4	6	8

S  
C  
O  
R  
E

**Factor 7: Language ability (maximum 15 points)**

If you are fluent in both of Canada's official languages (English and French), give yourself 15 points. If you are not fluent in both official languages, use Table 3 to estimate your credits. Award the credits that best reflect your ability to read, write and speak English and/or French. Use the following definitions:

**Fluent:** very good command of the language in a range of social and work situations, and no difficulty communicating in a professional capacity

**Well:** can communicate reasonably well about personal and familiar things

**With difficulty:** can speak/read/write just a few basic words

**Table 3: Calculation of language credits**

First Language	Read	Write	Speak
Fluent	3	3	3
Well	2	2	2
With difficulty	0	0	0
Second Language	Read	Write	Speak
Fluent	2	2	2
Well	1	1	1
With difficulty	0	0	0

**Add your credits:** Total of read + write + speak = \_\_\_\_\_ (total)

Calculate your points as follows:

For a total of 0 or 1 credit you score zero points

For a total of 2 to 5 credits you score 2 points

For a total of 6 to 15 credits you score the same number of points as of credits



INDEPENDENT CATEGORY APPLICATION KIT  
FOR PERSONS SEEKING PERMANENT RESIDENCE

### Factor 8: Demographic factor

This is a number set by the federal government. Award yourself 8 points	8
---	---

### Factor 9 : Personal suitability (maximum 10 points)

This factor has to do with how well a person and his/her family are deemed able to settle successfully in Canada. It refers to a person's adaptability, motivation, initiative and resourcefulness. **For your application to merit further consideration you should have at least 60 points before you add this factor to your score.**

A visa officer will only award the points for personal suitability at your interview. The most you can get is 10. The average is 5 to 7 points; few applicants receive either 0 or 10. You may wish to award yourself an average score of 6 in this factor.	6
---	---

### Factor 10: Relative in Canada (maximum 5 bonus points)

Give yourself 5 points if a brother, sister, mother, father, grandparent, aunt, uncle, niece or nephew is a permanent resident or Canadian citizen living in Canada.	5
--	---

S  
C  
O  
R  
E





INDEPENDENT CATEGORY APPLICATION KIT  
FOR PERSONS SEEKING PERMANENT RESIDENCE

### Self-assessment Worksheet (Table 4)

Use this worksheet to calculate your total point score.

Factor		Maximum Points	Your Score
1	Age	10	
2	Education	16	
3	Education/Training Factor ( <i>training/education/apprenticeship</i> )	18	
4	Occupation ( <i>you need at least 1 point or arranged employment</i> )	10	
5	Arranged employment	10	
6	Work experience ( <i>you need a minimum of 2 points or arranged employment</i> )	8	
7	Language ability	15	
8	Demographic factor	10	8
9	Personal suitability ( <i>For your application to merit further consideration you should have at least 60 points before you add this factor to your score.</i> )	10	6
10	Relative in Canada (bonus)	5	
<b>Total</b>			

Points awarded for the occupational factor are updated periodically and point scores may change without notice. Your application will be evaluated based on the regulations in effect on the date your completed application and fee are received at the visa office. It is therefore in your interest to submit your application as soon as possible.



## Funds Required to Settle in Canada

Applicants must prove they have enough money to support themselves and their dependants for six months after they arrive in Canada. The government provides no financial support to new immigrants. You should research the cost of living in the region of Canada where you intend to live. You should take with you as much money as possible to make your initial establishment easier. You will be required to show proof of your funds. An independent applicant, upon entering Canada, is required to have at least \$10,000.00 CAD plus \$2,000.00 CAD for each dependant.

1	Applicant's name (as in passport)	
2	Applicant's date of birth (DD/MM/YYYY)	
3	Applicant's sex (M/F)	
4	Applicant's marital status (M/S/D)	
5	Applicant's occupation (as in passport)	
6	Applicant's education (as in passport)	
7	Applicant's language (as in passport)	
8	Applicant's address in Canada (if any)	
9	Applicant's address in home country (if any)	
10	Applicant's telephone number in home country (if any)	
11	Applicant's e-mail address (if any)	
12	Applicant's signature	
13	Applicant's date of signature	
14	Applicant's date of birth (DD/MM/YYYY)	
15	Applicant's sex (M/F)	
16	Applicant's marital status (M/S/D)	
17	Applicant's occupation (as in passport)	
18	Applicant's education (as in passport)	
19	Applicant's language (as in passport)	
20	Applicant's address in Canada (if any)	
21	Applicant's address in home country (if any)	
22	Applicant's telephone number in home country (if any)	
23	Applicant's e-mail address (if any)	
24	Applicant's signature	
25	Applicant's date of signature	
26	Applicant's date of birth (DD/MM/YYYY)	
27	Applicant's sex (M/F)	
28	Applicant's marital status (M/S/D)	
29	Applicant's occupation (as in passport)	
30	Applicant's education (as in passport)	
31	Applicant's language (as in passport)	
32	Applicant's address in Canada (if any)	
33	Applicant's address in home country (if any)	
34	Applicant's telephone number in home country (if any)	
35	Applicant's e-mail address (if any)	
36	Applicant's signature	
37	Applicant's date of signature	
38	Applicant's date of birth (DD/MM/YYYY)	
39	Applicant's sex (M/F)	
40	Applicant's marital status (M/S/D)	
41	Applicant's occupation (as in passport)	
42	Applicant's education (as in passport)	
43	Applicant's language (as in passport)	
44	Applicant's address in Canada (if any)	
45	Applicant's address in home country (if any)	
46	Applicant's telephone number in home country (if any)	
47	Applicant's e-mail address (if any)	
48	Applicant's signature	
49	Applicant's date of signature	
50	Applicant's date of birth (DD/MM/YYYY)	
51	Applicant's sex (M/F)	
52	Applicant's marital status (M/S/D)	
53	Applicant's occupation (as in passport)	
54	Applicant's education (as in passport)	
55	Applicant's language (as in passport)	
56	Applicant's address in Canada (if any)	
57	Applicant's address in home country (if any)	
58	Applicant's telephone number in home country (if any)	
59	Applicant's e-mail address (if any)	
60	Applicant's signature	
61	Applicant's date of signature	
62	Applicant's date of birth (DD/MM/YYYY)	
63	Applicant's sex (M/F)	
64	Applicant's marital status (M/S/D)	
65	Applicant's occupation (as in passport)	
66	Applicant's education (as in passport)	
67	Applicant's language (as in passport)	
68	Applicant's address in Canada (if any)	
69	Applicant's address in home country (if any)	
70	Applicant's telephone number in home country (if any)	
71	Applicant's e-mail address (if any)	
72	Applicant's signature	
73	Applicant's date of signature	
74	Applicant's date of birth (DD/MM/YYYY)	
75	Applicant's sex (M/F)	
76	Applicant's marital status (M/S/D)	
77	Applicant's occupation (as in passport)	
78	Applicant's education (as in passport)	
79	Applicant's language (as in passport)	
80	Applicant's address in Canada (if any)	
81	Applicant's address in home country (if any)	
82	Applicant's telephone number in home country (if any)	
83	Applicant's e-mail address (if any)	
84	Applicant's signature	
85	Applicant's date of signature	
86	Applicant's date of birth (DD/MM/YYYY)	
87	Applicant's sex (M/F)	
88	Applicant's marital status (M/S/D)	
89	Applicant's occupation (as in passport)	
90	Applicant's education (as in passport)	
91	Applicant's language (as in passport)	
92	Applicant's address in Canada (if any)	
93	Applicant's address in home country (if any)	
94	Applicant's telephone number in home country (if any)	
95	Applicant's e-mail address (if any)	
96	Applicant's signature	
97	Applicant's date of signature	
98	Applicant's date of birth (DD/MM/YYYY)	
99	Applicant's sex (M/F)	
100	Applicant's marital status (M/S/D)	



## Next Steps – How to Apply

After you have completed the self-assessment guide and determined that you appear to qualify for permanent residence in Canada, proceed with the following steps:

1. Collect the documents you need to support your application. These are listed in the *Checklist* in this kit. The *Checklist* will tell you which documents must be originals and which should be photocopies. It will also tell you if a certified translation into English or French is required.
2. You, your spouse (if applicable) and each dependent child aged 18 or over (whether accompanying you or not) must complete a separate *Application for Permanent Residence in Canada* (Form IMM 0008). (See "Important Words to Know" for a definition of "dependent children".) This kit provides one application form. Before you start to fill it in, make a photocopy for each person who will be submitting an individual form. Detailed instructions for completing the form are provided in the section "How to Complete the Application Form". Do not leave any blanks. Sign and date your form.
3. Calculate the fees you must send with your application using the instructions in the section "Calculating Fees - Processing and Right of Landing Fees". Processing fees are not refundable. Do not mail cash.
4. Obtain a police certificate or clearance from every country in which you or your dependants aged 18 years or over have resided for six months or longer since reaching the age of 18. You will find instructions in the section "Obtaining Police Certificates/Clearances".
5. You, your spouse (if applicable) and each of your dependants whether they are accompanying you to Canada or not must undergo a medical examination by a designated physician. Refer to the instructions in the section "How to Arrange the Medical Examination".
6. Use the *Checklist* to verify that you have all of the required documents. It is important to note that the visa office may request more information from you at any time during the application process. Such information may not be listed on the *Checklist*.
7. Submit your completed application to the address indicated in the *Checklist*. Print your name and address on the top left-hand side of the envelope.
8. If mailing, ensure that your envelope has sufficient postage. The Post Office will return your application to you if it does not have enough postage.

Please note that processing times vary among visa offices.





## How to Complete the Application Form

**This kit provides one application form. Before you start to fill it in, make a photocopy for each person who will be submitting an individual form.**

The *Application for Permanent Residence in Canada* (IMM 0008) is attached at the end of this document. Use these instructions to fill it in. You must answer **all** questions. If you leave any sections blank, your application will be returned to you for completion and processing will be delayed. If any sections do not apply to you, please answer "NOT APPLICABLE".

### USE A BLACK PEN OR TYPEWRITER. PRINT IN BLOCK LETTERS.

All persons 18 or over who are accompanying you to Canada must complete individual application forms. Either you or your spouse (if applicable) may apply as the **applicant**. You and your spouse should both complete the self-assessment worksheet in the *Self-Assessment Guide* to determine which of you would get a higher point score. The person with the highest point score should apply as the **applicant**. The other spouse should check the **dependant** box.

#### BOX

- 1 Print full **family name** for yourself, print **your given names** (first, second or more), and on second line write your full name in your own language script.
- 2 Print any **other names** you have used, such as name before marriage, or an alias.
- 3 Check appropriate box.
- 4 Print your **date of birth** as: day/month/year. Print the city or town, **and the state or province** and the country where you were born
- 5 Print your country of citizenship. If you have more than one country of citizenship give details on a separate sheet.
- 6 Print the address where you live now, even if it is not in the country where you permanently reside. Enter your complete telephone number (include area code).
- 7 Print your postal address. If it is the same as your present address, check box for "same". Include your telephone number with area code.
- 8 Check the appropriate box to indicate your present marital status .
- 9 Print the **date and place** of latest **marriage** and provide details of other marriages in Appendix A.
- 10 If your current marriage is **not** your first marriage check "yes." If your current marriage is your first marriage check "no." If "yes" indicate the number of times that you have been married in the space provided. If "yes" you must also complete Appendix A to the application form.



INDEPENDENT CATEGORY APPLICATION KIT  
FOR PERSONS SEEKING PERMANENT RESIDENCE

- 11 Section A is for the details of your husband or wife. If you have never been married print "not applicable" in the first box.  
Sections B through J are to be used for the details of your dependents (son or daughter) starting with the oldest in section B.  
For place of birth, print the city or town, **state or province and country** where your spouse or dependent was born.  
For relationship to me: print **relationship** of each dependant to **principal applicant**.  
To accompany me to Canada: only check "no" if your spouse or dependent is NOT applying for permanent residence for Canada at this time.
- 12 Print the **passport or travel document number** for each person. Print the **date** that each of your passports will **expire** as: day/month/year.
- 13 Indicate by ticking the appropriate boxes how well you communicate in English and French, and use the line below section 13 to indicate your mother tongue, that is, the first language you spoke.
- 14 Print the number of years of schooling **completed** at each level. Also check "yes" or "no" for questions 14 i) through 14 v).
- 15 Print the details of your education or apprenticeship training including secondary school (if complete). Begin with the most recent program completed. Include university education, professional training, apprenticeships, and on-the-job training. For secondary school, indicate whether or not you have completed form 5, 6 and/or 7 (if applicable). Use an additional sheet if necessary.
- 16 a) Print the title of the **occupation** in which you **intend** to work in Canada. b) Print the occupational code (from the occupations list included in this kit) that corresponds to the occupation in box 16a.
- 17 Print the title of your current **occupation**.
- 18 Print the details of your work history for the past ten years. Begin with your most recent job. Include work you have done in other countries. (If you did not work for any period of time during the last ten years, enter what you were doing, such as "unemployed" or "studying" or "travelling". You must account for every month of the past ten years. Use an additional sheet if necessary.
- 19 Print the name and address of any relative, employer or organization willing to assist you in Canada. If more than one relative is a permanent resident of Canada or Canadian Citizen print the name, address and relationship of your **closest** relative living in Canada. If none, print "not applicable".
- 20 Print the relationship of any person that you name in box 19.
- 21 Print the name of the city and province where you intend to live in Canada.
- 22 Give the value of money which you intend to bring to Canada (in Canadian dollars), and property you own. Do not list jewellery, cars and other personal assets.





INDEPENDENT CATEGORY APPLICATION KIT  
FOR PERSONS SEEKING PERMANENT RESIDENCE

---

- 23 List the amount of all loans, debts and financial obligations including alimony and child support payments in Canadian dollars. Use an additional sheet if more space is required for your answer to this question.
- 24 Print all the addresses where you have lived **since you were 18 years old**. Do not use post office (P.O.) box addresses. If there was no street or street number where you lived, explain exactly where you lived in the space provided (**do not skip any period of time**). *In additional to the city and country you must also indicate the state or province in which you resided.* Use an additional sheet if necessary.
- 25 Print details of any organizations or associations you belong to or have belonged to since you were 18 years of age. Include the full name of any political, social, youth, student or vocational organizations and any trade unions or professional associations. List military service you have completed (**if you did not belong to any organizations print "not applicable" in the space provided.**)
- 26 Print details about your parents.
- 27 Read questions A. to F. very carefully. Answer "yes" or "no" on behalf of yourself and your dependants. If you answer "yes" to any question, please provide full details in the space provided. Use a separate sheet if necessary.
- 28 You will need to attach **four** passport size photographs of yourself and **four** passport size photos of all dependants, whether accompanying or not. **Print the name and date of birth of the person in the photo on the back of the photo.**
- 29 You must authorize the release of information on yourself and accompanying dependants to the stated authorities. If you also wish information on your application to be released to another person please complete this section giving the name of the individual. Sign and date the authorization.
- 30 Sign and date this declaration. This declaration is a statement that you fully understand the questions asked and have answered them truthfully.
- Note: It is an offence under the *Immigration Act* to knowingly make a false or misleading statement in connection with an application for permanent residence in Canada.**
- 31 If someone has completed this form for you, he or she must complete this section (if no one assisted you, print "not applicable").
- Note: Paying someone to help you complete this form does not mean that your application will be approved. It will be given exactly the same consideration as if you completed the application yourself.**
- 32 Do not complete this section until told to do so by a visa officer. This section is only used at the interview.
- 33 Do not complete this section until told to do so by a visa officer. This section is only used at the interview.





**Instructions for completing Appendix A to the IMM 0008 form Additional Family Information:**

This form is to be completed by the principal applicant and or the spouse if that person has been married more than one time, or has adopted children, or children born out of wedlock that are not listed in question 11 of the IMM 0008 application form. At the top of the form, check the appropriate box for Principal Applicant or Spouse.

***The information you provide is collected under the authority of the Immigration Act to determine if you may be admitted to Canada as an immigrant. It will be stored in Personal Information Bank number EIC PPU 230. It is protected and accessible under the provisions of the Privacy Act and the Access to Information Act.***



## Calculating Fees – Processing and Right of Landing Fees

There are two fees to be paid when applying for immigration to Canada - one is a processing fee and the other is a Right of Landing Fee (ROLF). The processing fee is non-refundable whether your application is approved or not. The processing fee must be paid when you send your application to the Canadian Embassy in Bucharest. The ROLF is required of every adult aged 19 or over in your family but, unlike the processing fee, is refundable if an immigrant visa is not issued or used, or if you withdraw your application. The ROLF can be paid at any time during the application process, but must be paid before an immigrant visa can be issued. If you do not pay the ROLF when you submit your application, the Visa Office will contact you when it is time to pay the ROLF. Table 1 shows you how to calculate the amount required in Canadian dollars. You may have the option of paying in another currency. Please see the following page for details.

**Table 1: Immigrant Fee Schedule in Canadian Dollars**

Immigrant Visa Processing Fee Plus		Right of Landing Fee*	Total of Immigrant Visa Processing and Right of Landing Fees	Use This Column to Work Out Your Processing Fees
Applicant	\$500	\$975	\$1475	\$1475
Spouse	\$500	\$975	\$1475	\$1475
Each dependant 19 years and over	\$500	\$975	\$1475	$\$1475 \times ? = \$$
Each dependant under 19 years	\$100	Not Applicable	\$100	$\$100 \times ? = \$$
Total Fee Payable				\$



## Where and when to pay the Fees

You may go directly to the Immigration Unit of the Canadian Embassy in Bucharest when your payment is made in US dollars or by certified cheque, bank draft or money order made payable to the "Receiver General for Canada". Fees paid in Canadian Funds must be drawn on a Canadian Bank.

Only US or CAD dollars are accepted when payment is in cash and the applicable exchange rate is used for USD.

If you are mailing your application DO NOT ENCLOSE CASH, only a certified cheque, money order or bank draft.

THE RIGHT OF LANDING FEE MAY BE PAID WITH YOUR INITIAL APPLICATION OR AT ANY TIME DURING THE APPLICATION PROCESS. HOWEVER, THE RIGHT OF LANDING FEE MUST BE PAID BEFORE AN IMMIGRANT VISA CAN BE ISSUED.

We suggest you pay ONLY the processing fee at the time of the application. Then you pay the ROLF when requested by the Immigration Unit.

MAILED APPLICATIONS WILL BE RECEIVED AT THE CANADIAN EMBASSY IN BUCHAREST, 36 NICOLAE IORGA, BUCHAREST 22, ROMANIA. IF IN PERSON YOU MAY COME BETWEEN 9:00 AND 12:00 ON MONDAYS, WEDNESDAYS AND FRIDAYS.





## INDEPENDENT CATEGORY APPLICATION KIT FOR PERSONS SEEKING PERMANENT RESIDENCE

## Medical Instructions

Detailed medical instructions will be sent to you by the Immigration Unit (Bucharest) when an interview is not required. When an interview is required you will be handed the instructions if you are successful.



## Obtaining Police Certificates/Clearances

You must provide a police certificate or clearance for yourself, your spouse (if applicable) and all of your dependants indicating any criminal record. Everyone in your family aged 18 or over requires a police certificate/clearance from each country in which they have lived for six months or longer. Police certificates must cover the period from age 18 to now.

It is your responsibility to contact the police or relevant authorities to obtain the necessary police certificate or clearance. You may have to provide information or documentation regarding photographs, finger-prints or your addresses and periods of residence in that country. You may also be asked to pay a fee for the service.

If you have a conviction in Canada, you must seek a pardon from the National Parole Board of Canada before you apply for immigration to Canada. The address is:

National Parole Board  
340 Laurier Avenue West  
Ottawa, Ontario K1A 0R1  
Canada.

The following chart provides some additional information that may assist you in obtaining a police certificate for certain countries. Please bear in mind that this information was accurate at the time of printing, however requirements may have changed since that time. Certain police authorities have special procedures for obtaining police certificates/clearances. They are the Royal Canadian Mounted Police (RMCP) and the Royal Hong Kong Police (RHKP). DO NOT obtain a police certificate from Hong Kong or Canada until you are instructed to do so by a visa office. Further instructions for obtaining a police certificate of no record from these authorities will be sent to you along with your assessment letter from the Regional Program Center (Buffalo) and the medical forms.

We will also do our own background checks in all countries in which you and your dependants have lived. These checks will determine if you have any arrests or convictions, or if you are a security risk to Canada.



# INDEPENDENT CATEGORY APPLICATION KIT FOR PERSONS SEEKING PERMANENT RESIDENCE

COUNTRY	YOU MUST PROVIDE:	ADDRESS
USA	1. A copy of our letter requesting that you obtain a Police Record Check (PC-1 letter enclosed). Affix your own name and address label. 2. A full set of fingerprints. Fingerprints should be provided on the <u>FBI fingerprint card</u> , but fingerprints may be obtained from a local police department as long as you have proof of your identity, or from a regional office of the Department of motor Vehicles or from a private organization engaged in the fingerprinting business. DO NOT contact any FBI office for fingerprinting. 3. Certified cheque or money order for US\$18 made payable to the U.S. Treasury NOTE: You may also be asked to provide separate police certificates from the State of County police from the states where you have lived.	FBI, Criminal Justice Information Services Division (CJIS Division), Room 10104, 10th and Pennsylvania Avenue Northwest, Washington, D.C. 20537-9700
United Kingdom	1. letter requesting your "Prosecution/Conviction History under Section 21 of the Data Protection Act, 1984." DO NOT REQUEST A POLICE CERTIFICATE.	Subject Access Office, Metropolitan Police, 10 The Broadway, London, SW1H 0BG, ENGLAND
Qatar	1. letter requesting police certificate for Canadian immigration purposes 2. full passport data 3. Name of Qatar Sponsor 4. Dates of arrival and departure to/from Qatar 5. One full set of fingerprints	Commandant of Police, P.O. Box 58, Doha, Qatar
Oman	1. Letter requesting police certificate for Canadian immigration purposes 2. Full name 3. Date and place of birth 4. Passport number, date and place of issuance 5. Profession 6. Dates of residence in Oman 7. A copy of our letter requesting that you obtain a Police Record Check (PC-1 letter enclosed). Affix your own name and address label.	The Inspector General of Police and Customs, P.O. Box 2, Muscat  You may also be required to report to the Royal Oman Police for fingerprint comparison.
United Arab Emirates	1. a copy of our letter requesting that you obtain a Police Record Check. (PC-1 letter enclosed). Affix your own name and address label.	You must apply in person to the nearest police station.
Bahrain	1. Request in writing an application for a Good Conduct Certificate (Form PS/CID/30) from the address at the right. then... 2. Complete and submit the application to the same address along with: a) 3 matt (not glossy) photographs b) Photocopy of first 4 pages of your passport c) Photocopy of previous Bahrain Residence Permits d) 1 full set of fingerprints from your local police authority e) A copy of our letter requesting that you obtain a Police Record Check (PC-1 letter enclosed). Affix your own name and address label.	Criminal Investigation Directorate (CID), P.O. Box 26698, Manama, State of Bahrain
South Korea	1. Completed IMM 1052 supplementary information form (enclosed) for each person age 18 and older 2. three passport size photographs stapled to bottom right corner of IMM 1052	(Return the completed IMM 1052 to the Canadian Immigration Area Processing Center along with your completed application)
New Zealand	1. The enclosed PC-1 letter, completed, with an original signature.	(Return along with your completed application.)
Italy	Citizens, residents and former residents of Italy must obtain three certificates: a) Certificato Penale Generale Del Casellario Giudiziario b) Certificato Del Carichi Penali Pendenti della Procura c) Certificato Del Carichi Penali Pendenti della Pretura You may provide written authorization to a relative or friend in Italy who can obtain the certificates on your behalf.	a) issued in your place of birth for citizens, issued by Rome Tribunal for residents b) issued by Procura (Solicitor General's Office) in your place of residence c) issued by Pretura (lowest court or magistrate's court) in your place of residence





**INDEPENDENT CATEGORY APPLICATION KIT  
FOR PERSONS SEEKING PERMANENT RESIDENCE**

The Canadian Consulate recognizes that persons who are not resident in the following countries will not be able to obtain police certificates:

Brazil  
Bulgaria  
Chile  
Comoros

Czech Republic  
Ethiopia  
Jordan  
Morocco

Paraguay  
Surinam  
Yemen

Do not attempt to obtain police certificates from the following countries. The Canadian Consulate will enquire on your behalf.

Afghanistan  
Albania  
Angola  
Aruba  
Bangladesh  
Bolivia  
Burkina Faso  
Burundi  
Cape Verde  
Central African Republic  
Chad  
Chile  
Congo  
Cuba  
Djibouti  
Equatorial Guinea

Guam  
Guinea  
Guinea Bissau  
Haiti  
India  
Iraq  
Ivory Coast  
Korea (South)  
Kampuchea  
Laos  
Liberia  
Mali, Republic of  
Maldives  
Malaysia  
Mauritania  
Mexico

Mozambique  
Myanmar  
Nepal  
New Zealand  
Nicaragua  
Pakistan  
Rwanda  
Saudi Arabia  
Sierra Leone  
Somali Republic  
Sri Lanka  
Sudan  
Uganda  
Venezuela  
Vietnam  
Zaire

**Please note:**

**If you are unable to obtain an original police certificate from a police agency in any country, other than those listed above, you must provide an original letter from the police authority verifying that they will not issue a police certificate to you.**



INDEPENDENT CATEGORY APPLICATION KIT  
FOR PERSONS SEEKING PERMANENT RESIDENCE

Dear Sir/Madam,

This is in reference to your application for permanent residence for Canada.

The Government of Canada requires that you obtain an original police certificate of "no criminal record/conviction" from the police authorities in the countries where you have lived.

This letter identifies you, (and your dependents if applicable), as a person who is making an application for immigration to Canada. Please present this letter to the police authorities when you request your police certificate. Where possible the police authority should return the police certificate to you, the applicant.

Thank you for your cooperation in this matter.

The Consulate

THIS PORTION TO BE COMPLETED BY APPLICANT

AUTHORIZATION BY VISA APPLICANT FOR RELEASE OF POLICE AND COURT RECORDS

I hereby authorize the Police or Relevant Authorities in \_\_\_\_\_ [name country(s)] to disclose any details of previous criminal convictions to the Canadian Embassy, Bucharest, Romania, for immigration purposes only.

	PRINCIPLE APPLICANT	SPOUSE	DEPENDANT SON/DAUGHTER, 18&UP (use an additional sheet if necessary)
SURNAME:			
GIVEN NAMES:			
MAIDEN OR OTHER SURNAME(S) USED:			
NAME IN ORIGINAL SCRIPT (ie. Arabic, Chinese, etc.):			
DATE/PLACE OF BIRTH:			
NATIONALITY:			
IN THIS SPACE LIST ALL ADDRESSES AND DATES OF RESIDENCE IN [name country(s)]			

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_





## Frequently Asked Questions

### About the Application ...

#### **Who qualifies as an independent immigrant?**

A person with specific occupational skills and experience may qualify as an independent immigrant. These skills must be readily transferable to the Canadian labour market.

#### **Does it help to have a relative in Canada?**

Yes. Having a close relative in Canada increases your point score under the selection system. The relative must be a permanent resident or Canadian citizen aged 19 or over, and he/she must be a "close relative" as defined in the section "Important Words to Know". You must provide documentation to prove the relationship.

#### **What fees must I pay?**

There are two fees to be paid when applying for immigration to Canada – one is a processing fee and the other is a Right of Landing Fee (ROLF). The processing fee is non-refundable whether your application is approved or not. The processing fee must be paid when you send your application to the Regional Program Centre in Buffalo. The ROLF is required of every adult aged 19 or over in your family but, unlike the processing fee, is refundable if an immigrant visa is not issued or used, or if you withdraw your application. The ROLF can be paid at any time during the application process, but must be paid before an immigrant visa can be issued. If you do not pay the ROLF when you submit your application, the Visa Office will contact you when it is time to pay the ROLF. Table 1 in this kit show you how to calculate the amount required.

**\*\* You are also required to pay any fees associated with the immigration medical examination and requests for police clearance certificates.**

#### **Who is included in my application?**

If you are married, either you or your spouse may apply as the principal applicant. Both of you should both complete the self-assessment worksheet in this kit to determine which of you would get a higher point score and should therefore apply as the applicant. The other spouse will apply as a dependant. You must also include on your application all dependent children whether they are accompanying you to Canada or not. (See "Important Words to Know" for a definition of "dependent children".) Your dependants must pass background checks and medical examinations. All family members 18 years of age or over must complete their own individual application form.

#### **What about my dependants who will not accompany me to Canada?**

All of your dependants, whether they will accompany you to Canada or not, must pass medical examinations and background checks. All of your dependants, whether they will accompany you to Canada or not, must be included in Part A of your application form or, if they are 18 or over, must complete their own application forms.





**Should I pay someone to complete my forms and advise me on my application?**

In some cases (for example, if you have difficulty understanding the form) you may wish to pay someone to help you fill in the information or give you advice. However, this does not mean that your application will get special attention or necessarily be approved.

**I cannot fit all the information on the application form and am unsure who should be included in my application.**

You should complete the form by printing or typing clearly and you must sign your application form. If you need more space to answer any questions, attach separate pages. When you have signed the form, it becomes a legal document and the information you have provided must be truthful, complete and correct. It is an offence under the *Immigration Act* to knowingly make a false or misleading statement. If any information changes, you must inform the office to which you applied in writing.

**Do I need a passport or travel document?**

You and your dependants must have passports or travel documents that are valid. If any documents are soon to expire, you should renew them. Diplomatic, official, service or public affairs passports cannot be used to immigrate to Canada. You must have a valid regular or private passport when you arrive. The validity of your visa may be affected by the validity of your passport.

**Must I or others in my family attend an interview?**

A visa officer will review your application and decide if an interview is necessary. If so, you will be informed of the time and place. Your spouse and dependent children aged 18 or over will be asked to come with you. The visa officer may ask about your job, work experience, education, reasons for migrating, plans and preparations. The officer may also ask about your family, spouse and/or dependants or your health, financial situation or past difficulties with the law. There may also be questions to determine your ability to settle successfully in Canada. Your answers will help us to assess your personal suitability, occupational expertise and professional qualifications, and to evaluate your motivation, initiative, adaptability, resourcefulness and overall ability to settle successfully in Canada.

**Do professionals need registration and licensing to work in Canada?**

Many occupations in Canada require membership in a professional association and/or registration or licensing. Applicants intending to work in one of these occupations may need to prove they hold sufficient credentials to meet professional licensing requirements. We suggest you contact the appropriate professional association in Canada to have your qualifications assessed before you submit your application and fee.

**For how long is my immigrant visa valid?**

Normally, immigrant visas are valid for 6-11 months from the date of issuance. The validity date is based upon the earlier of you or your dependants passport validity date(s) and the medical validity date. **IMMIGRANT VISAS CANNOT BE EXTENDED ONCE ISSUED; IF APPLICANTS DO NOT USE THEM WITHIN THEIR VALIDITY THEY MUST REAPPLY FOR IMMIGRATION TO CANADA.**



## About the Medical Examination...

**Will I receive a copy of the medical report and the result of the medical examination?**

Medical reports and X-rays arising from the Immigration Medical Examination become the property of the Canadian Immigration Medical Authorities and cannot be returned to the applicant. The designated physician will not advise you of the results of the medical, as the final decision on whether or not a medical is acceptable is determined by Canada Immigration and not the designated physician. If your medical does not meet immigration requirements, the office to which you applied will advise you by letter.

**For how long is the medical examination valid?**

The medical examination is valid for 12 months from the date of the first medical examination or test. If your visa is not processed in this time, you must take another complete examination.

**Must everyone in my family have a medical examination?**

Yes.

**Can my own doctor do the medical examination?**

No. The examination must be done by a doctor on Canada's list of *Designated Medical Physicians*. The list of *Designated Medical Physicians* may be included in this kit, or it will be provided to you by the visa office during the processing of your application.

**My children are studying abroad and cannot return home for their immigration medical examination for another six months. I do not want to delay submitting my application. What should I do?**

Whenever possible, all family members must be examined by the same designated physician. If this is impossible, arrange your medical with the designated physician and advise him/her that your dependants are abroad and will arrange to have their medical exams done by a designated physician closer to them. Then forward a copy of the *Medical Report Form* to each dependant with the addresses of their nearest designated physicians. Ensure that the box titled "Name of Head of Family" in Part 1.A of the *Medical Report Form* contains **your name**. Your dependants should then arrange to have their examinations conducted and should tell the designated physician to forward the completed medical report to the responsible Canadian medical office overseas. When we receive your dependant's medical at the medical office, we will match it with your file as the *Medical Report Form* will have your name written in the box titled "Name of Head of Family".

**NOTE:** In certain visa offices the Medical Report Form will not be included in the application kit. In such cases the medical instructions will be sent to you after you submit your application to the visa office.





**I do not understand "excessive demand" or whether my ailment would place an excessive demand on Canada's health or social services. Can you tell me more?**

The factors considered during the medical assessment include whether or not hospitalization or medical, social or institutional care are required and whether potential employability or productivity could be affected. For example, a person with a serious disease or psychiatric disorder that requires ongoing care or hospitalization may be inadmissible because their requirements would place "excessive demand" on the health-care system. Individuals with developmental delay or congenital disorders who require special education or training to lead an independent life may also be inadmissible. Other conditions which could place a significant financial burden on Canada's health or social services would also render an applicant medically inadmissible.

## **Upon Arrival...**

**What happens when I arrive in Canada?**

When you arrive, you must present your immigrant visa to a customs/immigration officer. The officer will check your visa and travel document and ask you questions similar to those on the immigration application form to verify that you are of good character and in good health. The officer may also request proof that you have sufficient funds to settle in Canada. If there are no difficulties, the officer will authorize your admission to Canada as a permanent resident.

**What settlement services are available?**

Canada's settlement services are limited. You can learn about them from Canada Immigration Centres, Human Resources Canada Centres and private organizations. It is *your* responsibility to find a job when you arrive. You should have enough money to support yourself and your dependants until you get a job.

**Can you help me find a job, tell me in which occupation I should apply and give me specific advice about my application before I commit to paying the processing fee, getting all the documents together and undergoing a medical?**

Unfortunately we do not have the resources to provide this type of assistance. The immigration selection criteria and process require potential immigrants to prove their own initiative, resourcefulness and motivation by researching their employment prospects, finding out if their qualifications and experience are transferable to the Canadian labour market and to assess themselves on the points system.





## Your Rights and Obligations as a Permanent Resident of Canada

You and your dependants have the right to live, study and work for as long as you remain permanent residents in Canada, and are entitled to most social benefits accorded to Canadian citizens. When you have met citizenship requirements, you may apply for Canadian citizenship and a Canadian passport.

There are a few limitations on permanent residents:

- You cannot vote in certain elections.
- You may be ineligible for certain jobs requiring high-level security clearances.
- As a permanent resident, you also have the same legal obligations as Canadians such as paying taxes and respecting other laws.
- If you or your dependants commit serious crimes, you or your dependants risk being deported from Canada.

You remain a permanent resident until you become a Canadian citizen or abandon Canada as your place of residence. You may be considered to have abandoned Canada if you have frequent and/or lengthy absences from the country. If you travel to Canada to present your visas for landing and then return to live in your home country indefinitely, you will lose your permanent resident status.



# Checklist for Independent Immigrants

## Documents Checklist

ALL applicable documents are to be submitted, up front, with your completed application form. Please submit photocopies, unless otherwise indicated, of the documents listed below. Documents in languages other than English or French must be accompanied by a certified translation – that is a translation prepared by an accredited translator.

The documents should be submitted, in one package, in the order they are listed. For example, the APC check list should be the top document, followed by the passport copy(s), then birth certificate(s), etc. Please number your document copies to correspond with the numbers on this list. Your cooperation is appreciated.

Assemble your documents as listed. Cut along the lines and attach your documents to the relevant tag (a paper clip will do). Send **photocopies** of all documents except where an original document is indicated.

	TAG NO.
<p style="text-align: center;"><u>IMMIGRANT APPLICATION FORM</u></p> <p>Check that it is complete and signed. If you want us to deal with a Canadian representative on your behalf, be sure you have signed a document allowing us to release information, on the back of the application form and on a separate document.</p>	<b>1</b>
<p style="text-align: center;"><u>IDENTITY / MARRIAGE INFORMATION</u></p> <p>Birth, marriage, final divorce, separation and/or death certificates for yourself and spouse. Also a clear copy of your national Identity Card/Certificate/Cedula (where available).</p>	<b>2</b>
<p style="text-align: center;"><u>CHILDREN'S INFORMATION</u></p> <p>Children's birth certificates (which name their parents); adoption papers for adopted dependent children; proof of custody for children under the age of 18 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. Proof of continuous full-time studies of all dependent children aged 19 or over.</p>	<b>3</b>
<p style="text-align: center;"><u>TRAVEL / PASSPORT DOCUMENTS</u></p> <p>Passports or travel documents for yourself, your spouse and dependent children. Children must have their own passport, separate from their parents'. Include only copies of pages showing the passport number, date of issue and expiration, your photo, name, date and place of birth. If you reside in a country different from your nationality, include a copy of your visa for the country in which you currently reside.</p> <p><b>***PLEASE NOTE: ALL PROSPECTIVE IMMIGRANTS MUST HOLD A VALID REGULAR OR PRIVATE PASSPORT AT THE TIME OF LANDING. DIPLOMATIC, OFFICIAL, SERVICE OR PUBLIC AFFAIRS PASSPORTS ARE NOT ACCEPTABLE.***</b></p>	<b>4</b>
<p style="text-align: center;"><u>PROOF OF RELATIONSHIP TO CANADIAN FAMILY</u></p> <p>Proof of relationship to your close relatives in Canada, such as birth and marriage certificates. (If you do not have any Canadian Family omit this tag.)</p>	<b>5</b>



**INDEPENDENT CATEGORY APPLICATION KIT  
FOR PERSONS SEEKING PERMANENT RESIDENCE**



<p align="center"><b><u>EMPLOYMENT/EDUCATION INFORMATION</u></b></p> <p>Copies of educational degrees, diplomas, or certificates for the principal applicant, and <b><u>ORIGINAL</u></b> letters of reference detailing your present and previous work experience. Letters of reference must be prepared on official letterhead and signed by a responsible officer or supervisor. <u>Letters must include all of the following information:</u></p> <ol style="list-style-type: none"> <li>1. the specific period of your employment with the company,</li> <li>2. the position(s) you have held during the period of employment and the time spent in each position,</li> <li>3. your main responsibilities in each position,</li> <li>4. your total annual salary plus benefits at the time of your employment.</li> </ol> <p><b>IF YOU CANNOT PROVIDE A LETTER OF REFERENCE FROM YOUR CURRENT EMPLOYER PLEASE PROVIDE A WRITTEN EXPLANATION.</b></p> <p>Any letters/contracts offering employment or information you believe may be relevant to your successful establishment in Canada which may help to demonstrate your adaptability, initiative, motivation or resourcefulness.</p>	<b>6</b>
<p align="center"><b><u>SETTLEMENT FUNDS</u></b></p> <p>Proof of sufficient funds currently available to maintain yourself and your dependants until you are self-supporting in Canada. This includes bank account statements, letters from your financial institution, and other proof of your liquid assets. These funds must be readily transferable to Canada in a convertible currency.</p>	<b>7</b>
<p align="center"><b><u>POLICE CERTIFICATES</u></b></p> <p><b><u>ORIGINAL</u></b> Police certificates or clearances from each country in which you and everyone in your family aged 18 years or over. <b>YOU MUST ATTACH THE ORIGINAL POLICE DOCUMENT(S).</b></p>	<b>8</b>

Place all of your documents and application forms in a sealed envelope and mail them to the address at the top of the next page.





Mail or deposit your application to: **Canadian Embassy in Bucharest**  
**36 Nicolae Iorga**  
**71118 Bucharest 22,**  
**Romania**

## **service standards**

The Immigration Unit in Bucharest is the office responsible for processing all Immigrant applications in Romania and the Republic of Moldova. The following service standards apply to all cases of our territory.

### **Acknowledgement of Receipt Notice:**

Upon receipt of your application the Immigration Unit of Bucharest will review your application for completeness to ensure that you have followed the instructions in this kit and have paid the correct fees. If you provide an incomplete application or incorrect fees your application will be returned to you. If your application is complete and the fees are correct the office will send you an Acknowledgement of Receipt **within 4 weeks** of receipt of your application. This acknowledgement will provide a file number.

### **Notice of Assessment:**

The Immigration office will advise you **within 12 weeks** from the Acknowledgement of Receipt if your interview has been waived. If you require an interview you will receive an invitation at the latest **6 weeks** prior to the interview date.

### **Time to Interview:**

Interviews will be held 10-12 months from receipt of an application. While the Immigration office will make every effort to maintain this time frame the waiting period for an interview may increase as more cases are added to existing interview queues.

### **Review of Documentation Submitted in your Application**

Documents submitted in your application will be reviewed **within 6 weeks** from the date of receipt of the documents or the complete application.

### **Time to Finalization for Interview Waived Cases:**

Applicants who do not require an interview may expect finalization of their cases approximately 5-6 months after they have undertaken their medical examinations.



**Routine Status Enquiries:**

Routine status enquiries for cases being processed within the above standards may be discarded without reply thereby enabling the office to better utilize its limited resources to process applications.

**Your Mailing Address:**

It is imperative that you keep our office informed of any changes to your mailing address. It is your responsibility to do so. To notify us of a change in your mailing address please use THE CHANGE OF ADDRESS FAX provided on the following page. By using the enclosed form you can help to ensure that new address information is updated on your file as quickly as possible.

Applying for  
Permanent Residence in Canada  
for Independent Applicants