

Application Guide for the International Skilled Worker Category

SASKATCHEWAN IMMIGRANT NOMINEE PROGRAM (SINP)

This Application Guide outlines the requirements for the International Skilled Worker Category of the Saskatchewan Immigrant Nominee Program (SINP). It includes all the instructions necessary for preparing your application. To find out if you are likely to qualify for the program, read this guide carefully before applying.

Saskatchewan selects the applicants who best meet the requirements of the SINP.

For more information, please contact:

**Government of Saskatchewan
Immigration Branch**

Saskatchewan Immigrant Nominee Program
7th Floor – 1945 Hamilton Street
Regina, Saskatchewan CANADA S4P 2C8

Telephone: (Canada 001) 306-798-7467

Facsimile: (Canada 001) 306-798-0713

Inquires: immigration@gov.sk.ca

Requested documents:

immigration.documents@gov.sk.ca

Website: www.saskimmigrationcanada.ca/skilled

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I. What is the SINP?

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

- applicant selection based on the province's economic and labour force needs;
- application processing times that are faster than federal immigration classes; and,
- provincial immigration officers who can provide customer support throughout the process.

What is the SINP International Skilled Workers Category?

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

How the SINP Works

Two-Step Immigration Process

Step 1: Apply online to the SINP for nomination.

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

Step 2: Apply to CIC Central Intake Office (CIO) with your SINP nomination for permanent residence.

- CIC considers your application after they receive the nomination certificate from the SINP.
- CIC conducts health, security, and criminality reviews and verifies other inadmissibility provisions in Immigration and Refugee Protection Act (IRPA) before issuing permanent resident visas to you and your family members.

Who is not eligible to apply under the International Skilled Workers Category?

- Refugee claimants in Canada claiming refugee status from the government of Canada.
- Health professionals currently working in Saskatchewan in their field (see the SINP Health Profession sub-category).

You may not be eligible for nomination if any of the following situations is true:

- you failed to submit documentation as requested by SINP;
- you failed to establish that your intent to live and work in Saskatchewan is genuine; and,
- you and or your representative have intentionally misrepresented yourselves in the application.

II. Eligibility Requirements

Eligibility

You may qualify to apply under the SINP International Skilled Worker Category if:

You live outside of Canada or you have proof of legal status in Canada, you are not a refugee claimant **and** you meet the following criteria (see Supporting Documents for details):

- You must score a minimum of 60 points out of 100 on the point assessment grid.
- You must have a minimum of one-year work experience in the past ten years in your intended occupation. If you are not providing a skilled job offer from an approved Saskatchewan employer you must provide a minimum of one-year work experience in the past ten years related to your field of education or training in a skilled position.
- You must have a minimum language score of [Canadian Language Benchmark \(CLB\) 4](#). CLB 4 is the minimum; employers and regulatory bodies may require higher language scores.
- If your occupational education and work experience is in a regulated profession or compulsory apprenticeship trade, you will be required to demonstrate that you have obtained the appropriate Saskatchewan licensure to be able to work in that profession before you apply.

Provide:

- A permanent, full-time employment offer from an approved Saskatchewan employer in either an occupation or trade in the [National Occupational Classification \(NOC\) Matrix level](#) “A”, “B” OR “0” or in a designated trade in Saskatchewan. To provide proof of this you must have a valid SINP Job Approval Letter. **OR**
- If you are not providing a skilled employment offer you must meet all of the following requirements:
 - your field of education or training must be in a high skilled occupation (NOC “A”, “B” or “0”) that is considered to be in-demand in Saskatchewan. Please see Appendix A for the list of eligible occupations;
 - you must have completed post-secondary education, training, or apprenticeship equivalent that is comparable to the Canadian education system of at least one year in length that has resulted in a diploma, a certificate or a degree;
 - you must provide a minimum of one-year work experience in the past ten years related to your field of education or training in a skilled position;
 - you must have proof of settlement funds and a settlement plan; and
 - you will be required to obtain the appropriate Saskatchewan licensure to be able to

work in that profession before you apply if your occupational education and work experience is in a regulated profession or compulsory apprenticeship trade. To see if the occupation is regulated in Saskatchewan, go to [Is my occupation regulated?](#) Proof of eligibility for Saskatchewan licensure from the regulatory body will be required as part of the SINP application.

Program criteria may change without notice and applications will be assessed according to the criteria on the Saskatchewan immigration website when the SINP receives your completed application.

Please be advised the SINP is subject to a nomination limit set by the federal government and [application intake thresholds](#). The ability to be nominated is affected by these constraints and program criterion. No application is guaranteed to be accepted and/or nominated.

Please note that the SINP will accept 250 applications in 2014 from applicants without an offer of employment whose high skilled occupation is in demand in Saskatchewan.

Assessment Rating

You must score a minimum of 60 points out of 100 points on the point assessment grid to be considered for nomination.

You are awarded points on the basis of five factors:

- Education and Training;
- Skilled Work Experience;
- Language Ability;
- Age; and,
- Saskatchewan Labour Market and Adaptability.

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

For more information on the requirements for supporting documents, please see the Supporting Documents section of this guide.

FACTOR I: LABOUR MARKET SUCCESS INDICATORS

FACTOR I (A): EDUCATION & TRAINING

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

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

FACTOR I (B): SKILLED WORK EXPERIENCE

The principal applicant's work experience points are calculated according to documented proof of skilled work experience (NOC O, A, B) in the last ten years. The applicant must show at least one full time year, or equivalent, of skilled work experience in his/her intended occupation in order to be eligible to apply. Documentation must include a letter of reference from the supervisor or Human Resources officer for each work experience listed that is printed on company letterhead, applicant's official work book or other official government document. A letter of reference must state the job title, job duties, wage and duration of employment. (Maximum total points = 15)

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

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

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

FACTOR I (C): LANGUAGE ABILITY	
The principal applicant's language ability is calculated according to documented proof of training and ability in one of Canada's official languages, English or French. If the applicant is proficient in both, s/he should choose the language that is most comfortable as the first official language. Applicants must submit official results of a recent SINP-approved language test as proof of language proficiency. "CLB" refers to Canadian Language Benchmarks. (Maximum total points = 20)	
FIRST LANGUAGE	
CLB 8 and higher	20
CLB 7	18
CLB 6	16
CLB 5	14
CLB 4 (minimum requirement)	12
English or French native speaker without language test results	0
FACTOR I (D): AGE	
The principal applicant's age points are calculated according to the date of application to the SINP.	
<18	0
18-21	8
22-34	12
35-45	10
46-50	8
>50	0
MAXIMUM POINTS – FACTOR I LABOUR MARKET SUCCESS INDICATORS	70
FACTOR II: CONNECTION TO SASKATCHEWAN LABOUR MARKET & ADAPTABILITY	
The principal applicant either has a permanent, full time job offer from an approved Saskatchewan employer in a skilled occupation (NOC O, A, B or a designated trade in Saskatchewan), or has adaptability factors that enable attachment to the province.	
The principal applicant's adaptability points are calculated according to documented proof of a strong connection to Saskatchewan with genuine intention and ability to successfully settle and economically establish in Saskatchewan as a permanent resident. (Maximum total points = 30)	
High skilled employment offer; OR	30
Close relative in Saskatchewan (The applicant or accompanying spouse has a close relative that is a Canadian citizen or permanent resident residing in Saskatchewan – includes: parent, sibling, grandparent, aunt, uncle, cousin and step-family members or in-laws of the same relationships. Supporting family members must meet the requirements as listed in the Application guide); OR	20
Previous work experience in Saskatchewan (The applicant <u>worked</u> in Saskatchewan for at least twelve months in the past five years on a valid work permit); OR	5
Previous student experience in Saskatchewan (The applicant has <u>studied</u> at a recognized Saskatchewan education institution for at least one full time academic year on a valid study permit)	5
MAXIMUM POINTS – FACTOR II CONNECTION TO SASKATCHEWAN LABOUR MARKET & ADAPTABILITY	30
MAXIMUM POINTS TOTAL - FACTOR I & II	100

Criteria Subject to Change

Program criteria may change without notice and applications will be assessed according to the criteria of the Saskatchewan immigration website when the SINP receives your **completed** application.

Nomination Limit and Intake Thresholds

Please be advised the SINP is subject to a nomination limit set by the federal government and application intake thresholds. The ability to be nominated is affected by these constraints and program criterion. No application is guaranteed to be accepted and/or nominated.

Supporting Documents

General Guidelines

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

All documents must be clear and easy to read **scanned copies** of the original documents. If your documents are not in English or French, you must submit **all** of the following:

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

Translators can be any person other than your family member or spouse. Translators must not work for or be a paid consultant or representative who is preparing the application. The CIC Centralized Intake Office (CIO) requires that the translator be certified by a regulatory body as a translator. It is the responsibility of the applicant to ensure that translations meet all federal requirements.

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

1. Job Offer Requirements (if applicable):

- You must have a letter of offer for full-time, permanent employment from a Saskatchewan employer in either an occupation in the [National Occupational Classification \(NOC\) Matrix level](#) “A”, “B” OR “0” or in a designated trade in Saskatchewan. All positions must offer wages and working conditions that match Canadian standards in that occupation.

The offer of full-time, permanent employment must:

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

- **SINP Job Approval Letter**

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

2. Language Credentials

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

The acceptable tests and equivalence to CLB 4 are:

- International English Language Testing Systems (IELTS, GENERAL TRAINING) with minimum scores of:
 - Speaking – 4 Listening - 4.5, Reading - 3.5, Writing - 4
- Canadian English Language Proficiency Index Program (CELPIP) with minimum scores of:
 - Speaking - 2H Listening - 2H, Reading - 2H, Writing - 2H
- Test d'évaluation de français (TEF) with minimum scores of:
 - Speaking – 181 Listening - 145, Reading - 121, Writing - 181

Note: If you are a native speaker from an English or French speaking country where you are a citizen or permanent resident, you are not required to provide the language test results, however, you will not receive any points on the points assessment for language.

3. Identity and Civil Status Documents

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

- Birth Certificates that list both parents for:
 - you (the principal applicant);
 - your spouse or common-law partner (if applicable); and,
 - each dependent child whether accompanying you to Canada or not (if applicable).
- If you are married or widowed you must include:
 - marriage certificate; and /or

- death certificate of former spouse (if applicable).
- If you are in a common-law relationship you must include:
 - [IMM 5409 Declaration of Common-Law Union](#) (if in a common-law relationship of one year or more); and,
 - proof of at least one year of common law relationship (examples of proof include: statements or letters from a bank or financial institute showing a joint bank, trust, credit union, or charge card account; copy of signed joint lease or mortgage; copy of jointly owned property other than your residence; copy of bills or receipts made to both of you; copy of life insurance naming the other partner as the beneficiary etc).
- If you or your spouse is divorced you must include:
 - final divorce documents for all divorces; and,
 - custody and child support documents (if applicable).
- If you have dependent children, you must include the following documents that apply to your situation:
 - adoption papers; and,
 - proof of continuous full-time studies for all dependent children aged 22 or older (e.g. letter(s) from the school(s) signed by a school official confirming continued enrollment since before turning 22 years of age)
- If you have dependent children, accompanying or not, and the child's other parent is not accompanying you to Canada you must include:
 - a letter from the other parent stating that they are aware of your intention to immigrate to Canada (with or without the child/children) and that there are no outstanding custody or child support issues; or
 - proof of custody for the child/children under the age of majority and proof that you have legal authority to remove the child/children from your home country (if applicable).

4. *Education/Training Credentials* (if applicable)

You must submit documents to verify your post-secondary education. Approved documentation can be one or more of the following:

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

If you are not providing a skilled job offer from an approved Saskatchewan employer, you must have completed post secondary education, training, or apprenticeship equivalent that is comparable to the Canadian education system of at least one year in length that has resulted in a diploma, a certificate or a degree.

5. Work Experience Credentials

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

Documentation must include letters of reference from the supervisor or Human Resources Officer printed on company letterhead or the, applicant's official work book or other official government documents. Each letter should indicate the following:

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

A minimum of one year in the last ten years in your intended occupation is required or if you are not providing a skilled job offer from an approved Saskatchewan employer you must provide a minimum of one year work experience in the past ten years related to your field of education.

6. Regulatory or Licensing Credentials (if applicable)

If your occupational education and work experience is in a regulated profession or compulsory apprenticeship trade, you will be required to obtain the appropriate Saskatchewan licensure to be able to work in that profession. To see if the occupation is regulated in Saskatchewan, go to [Is my occupation regulated?](#) Proof of eligibility for Saskatchewan licensure from the regulatory body will be required as part of the SINP application.

You must contact the provincial, national and/or industrial regulatory association before applying for nomination to verify that you will be licensed. Before nomination, the SINP will contact the appropriate regulatory body to ensure it has no objections to SINP nomination.

If you intend to work in a medical profession, you must apply under the [SINP Health Professions sub-category](#).

For information on regulated and non-regulated occupations in Saskatchewan and Canada, visit [Is my occupation regulated?](#) and [Working in Canada](#).

7. Settlement Funds and Settlement Plan (if applicable)

If you do not have an offer of permanent employment from a Saskatchewan employer, you must intend to find work in Saskatchewan and prove that you have enough money to live in the province for a short time after you arrive. You need to provide proof of the required funds only, not of all your financial assets.

The amount of money you need to support your family is set by the size of your household.

The following funds are required for the immigration process:

Settlement Funds

Number of Persons in Household	Funds Required (in Canadian dollars)
One person	\$11,000
Two people	\$15,500
Three people	\$19,000
Four people	\$22,000
Five people	\$24,500
Six+ people	\$26,800

In your application you are required to submit detailed documentation to verify three consecutive months of stable funds, including a detailed history of funds. These funds must remain stable throughout the entire immigration process. Acceptable funds include those from the following sources: Checking accounts; Savings accounts; GIC; Mutual Funds; RRSP; TFSA; Term Deposits; Time Deposits.

Please note that the settlement funds must be in the principal applicant's and/ or spouse's name.

Settlement Plan

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

For more information about settlement services in Saskatchewan visit [Interactive Map](#) and select region or community that pertains to you.

8. *Close Relative in Saskatchewan* (if applicable)

The following is considered a close relative:

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

If you are claiming points for the close family member, they must meet the following conditions and provide the following:

- Birth certificate, marriage certificate and or any other official government education or religious documents that prove your relationship to your close family relative. Please note that the SINP does not accept affidavits;

- Scanned copy of the relative's Canadian permanent resident or citizenship card, or Canadian passport;
- Scanned copy of your relative's Saskatchewan Health Card to prove that the relative has lived in Saskatchewan for the past year;
- A letter of reference or the past three paystubs from a Saskatchewan employer for your Saskatchewan relative.

Other documents that may be asked for but are not required at the time of application include the following:

- if you have children between the ages of five and seventeen please provide a copy of their enrollment in the Saskatchewan education system;
- utility bills;
- Saskatchewan Driver's License; and,
- proof that you are a registered tenant at a Saskatchewan address (lease agreement and rental receipts or proof of ownership).

Close family members can support one application at a time (one household can support one application at a time). If your close family member is already supporting an application, they cannot support your application until the nominee they supported has lived and worked in Saskatchewan for six months.

You will need to include the following information in your application from the previous supported application to show that they have settled in Saskatchewan:

- Proof of Permanent Resident status or Canadian Citizenship:
 - Canadian permanent resident card; or
 - Canadian citizenship card; or
 - Canadian passport.
- Proof that they have been living in Saskatchewan for the past six months:
 - Utility bills from the past six months from either SaskPower; SaskEnergy; a city or town office. We will not accept telephone, cellular or cable bills.
 - Saskatchewan Health Card.
 - Saskatchewan Driver's license.
 - Proof that they are registered tenant at a Saskatchewan address (lease agreement and rental receipts OR proof of ownership) and names of other occupants at this address including their relationship to them.
- Proof that they have been self-supporting:
 - Proof of employment for the past six months. This can either be copies of paystubs or a letter from the employer stating position, start date and wage. This letter should be on company letterhead.
 - At least six months of bank statements from the principal bank account and credit card indicating transactions made to and from those accounts from the past six months.

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

9. Previous work experience in Saskatchewan (if applicable)

If you are claiming points for working in Saskatchewan you must submit documents to verify that you have previously worked in Saskatchewan for a minimum of 12 months in the past 5 years. You will need to provide the following:

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

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

10. Previously studied in Saskatchewan (if applicable)

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

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

11. Passports

The expiry date on passports should be no less than two years from the date of your SINP application. You will need to include scanned copies of pages in your passport that show the passport number, date of issue, expiry date, photo, name, and place of birth for:

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

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

12. Police Report(s) (if applicable)

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

III. The Application Process

How to Apply

Step 1: Read and review the Application Guide and checklist for instructions on completing your application.

Step 2: Obtain all the required supporting documents. For a detailed description, please see the Supporting Documents section of this guide.

Step 3: Complete the required federal forms and any other federal forms that apply to your situation.

Step 4: Review and organize your completed forms and supporting documents to ensure you have a complete application package.

Step 5: Apply online at www.saskimmigrationcanada.ca/ Scan and upload all your completed forms and supporting documents in PDF format onto your electronic application. Keep the originals for your records.

Step 6: Ensure that you save and submit your application online.

General Guidelines for Completing the Forms

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

Who is Included with Your Application?

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

- ***spouse*** – A husband or wife of the opposite or same sex;
- ***common-law partner*** – A person of the opposite or same sex with whom you have lived in a committed relationship for at least one year. This relationship is considered to be a

- marriage but is not a legal marriage; and,
- ***dependent children*** – Daughters and sons (including step-children, children adopted before the age of 18, and children who are not in your custody) who:
 - are under the age of 22 and do not have a spouse or common-law partner;
 - are currently full-time students and financially supported by their parents since before turning 22 or from the date of becoming a spouse or common-law partner if this happened before the age of 22; and,
 - have depended on your financial support before turning 22 and are unable to support themselves due to a medical condition.

Dependent family members that are not included in your application cannot be nominated for permanent residence as part of your SINP application at a later date.

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

Note: Parents, brothers and sisters of the principal applicant may not be included in the SINP application.

What Happens to Your Application Package?

Once your application package is received, an immigration officer will assess it against the eligibility criteria for the International Skilled Worker Category.

- You will receive a receipt letter via email that includes your application number. Please use this number to reference all inquiries or submissions for your application.
- You will only be contacted by the SINP with requests for missing documents and or with the results of our assessment. All communication is done via email. If you are required to submit additional documents email: immigration.documents@gov.sk.ca
- If you are nominated/accepted for immigration under the International Skilled Workers Category, you will be nominated to the federal government for permanent residency status.

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

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

1. Apply to [Citizenship and Immigration Canada \(CIC\)](#). Use your updated federal forms, supporting documents, and the letter of nomination from the SINP. You will also receive detailed instructions on sending your application to the Central Intake Office.
2. The Canadian visa office will send you instructions on medical examinations.

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

3. If you meet all the requirements, Citizenship and Immigration Canada will issue permanent residence visas for you and your dependents.

About Immigration Representatives and Designated Individual

An application that does not include a duly signed [Ethical Conduct Disclosure and Applicant Declaration Form](#) will be rejected.

Immigration Representatives

A representative is someone who has your permission to provide assistance with your application to the SINP or Citizenship and Immigration Canada.

Representatives can be either “paid” or “unpaid”. An “unpaid” representative is someone who is a family member or an organization or individual exempted from the requirement to obtain a license under The Foreign Worker Recruitment and Immigration Services Act, and who does not charge a fee for their representation. An “unpaid” friend cannot legally act as an unpaid representative in your application.

The definition of a family member is broad and applies to the applicant or the applicant’s spouse, including step family relationships. Family members include a parent, child, brother or sister, uncle or aunt, niece or nephew, first cousin, a grand-parent.

A “paid” representative must be either a lawyer or a consultant who is registered with the [Immigration Consultants of Canada Regulatory Council \(ICCRC\)](#).

Recruitment Representatives

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

What to expect from immigration consultants and recruiters

[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. Some behaviors you can expect from immigration consultants and recruiters include:

- The Act helps ensure that immigration consultants and recruiters conduct business in an ethical and transparent manner.

- All immigration consultants and recruiters must be licensed by the Government of Saskatchewan before providing services to foreign nationals seeking to come to the province. An immigration consultant must also be a member of the Immigration Consultants of Canada Regulatory Council.
- Before an immigration consultant can provide services to you, you must first sign the [Ethical Conduct Disclosure and Applicant Declaration Form](#) that outlines the ethical behavior you should expect from your consultant. The immigration consultant must also get your signature on a contract before beginning work. The contract should be written in clear language and provide, list the services to be provided, as well as the cost of those services. You do not have to pay for services not identified in the signed contract.
- Recruiters have to follow the [Saskatchewan Code of Conduct for Recruiters](#). They can only charge the employer with the costs associated with recruiting. They cannot charge you, the foreign worker.
- Immigration consultants are required to follow a code developed by the [Immigration Consultants of Canada Regulatory Council](#).
- These Codes of Conducts identifies the type of behavior you can expect from your representative. You have the right to complain to the Program Integrity Legislation Unit (PILU) if they do not follow both of these Codes.
- 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.
- If an individual is licensed to act as a recruiter and an immigration consultant and is providing immigration services to you and recruiter services to the employer, they must disclose this upfront and get your written consent. The recruiter/consultant must enter one contract with you and a second separate contract with the employer. They must be clear as to what fees they are charging you and what they are charging the employer.
- Immigration consultants and recruiters cannot provide misleading or wrong information about fees, services any other part of the recruitment process.
- They cannot take your passport, work permit, or any other legal documents. They cannot take your personal property.
- They cannot threaten to have you deported.
- They cannot communicate with family members, relatives or friends without your permission.

IMPORTANT: Applicants should only work with foreign worker recruiters and immigration consultants who are licensed by Saskatchewan or are working in partnership with someone who is licensed by Saskatchewan. Failure to do so could result in loss of protection under the 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.

The Ministry is currently reviewing applications for recruiters and immigration consultants to be licensed in Saskatchewan. A list of all licensed individuals will be posted on the Ministry's website by the spring of 2014.

Recruiters and Immigration Consultants who had previously provided services to foreign nationals destined for Saskatchewan within the last two years from October 11, 2013, have until January 14, 2014 to submit a license application to the Ministry for review. Until the review of their applications is complete, existing recruiters and immigration consultants are able to provide services to foreign nationals.

If you are unsure if your paid representative is legal in Saskatchewan, you may contact the Program Integrity and Legislation Unit at 306-787-0006 or immigrationpi@gov.sk.ca.

What to expect from immigration lawyers

Immigration lawyers are required to follow the Act, however they do not need to be licensed as recruiters and immigration consultants are required to do.

You do NOT need to hire a lawyer, an immigration consultant or a representative to access the SINP. If you feel that language assistance or guidance is required, an immigration representative may be of assistance in completing your application or advising you on the application process. The hiring of a representative will NOT lead to any special prioritization or different handling of your application to the SINP.

All applicants must complete and submit an original copy of the [Ethical Conduct Disclosure and Applicant Declaration Form](#).

If you are using a representative you must **also** complete the form [IMM-5476: Use of a Representative](#) and submit it with your application.

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.

It is against the law to give false or misleading information to the Government of Saskatchewan or any of its officials. If you have a representative and do not disclose the name of your representative to the SINP, your application may be refused. A representative who advises an applicant to provide false or misleading information is also breaking the law. The SINP reserves the right not to recognize or communicate with a representative who has violated the terms of the Ethical Conduct Disclosure.

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, you must complete a 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 SINP does not serve as a mediator in disputes between you and your representative. All matters of dispute are to be addressed by the professional association to which your representative belongs, i.e. ICCRC or a Law Society in Canada, if applicable. You must be aware that representatives who are not members of a professional association (ICCRC or a Law Society in Canada) are not regulated. This means that they may not have sufficient knowledge or training and you cannot seek help from the professional bodies if that person provides you with the wrong advice or behaves in an unprofessional way.

Please visit [Using Representatives](#) or the [Citizenship and Immigration Canada website](#) to learn more about how to choose a licensed, reputable and trustworthy representative and how to protect yourself from scams and immigration fraud.

To learn more about the regulation of immigration consultants and recruiters, and your protection measures please visit [The Foreign Worker Recruitment and Immigration Services Act](#)

Designated Individuals

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

If you wish to have personal information released to someone who is not your representative, you must complete the form [IMM-5475: Authority to Release Personal Information to a Designated Individual](#) and submit it with your application to the SINP.

Designated individuals will not receive any written communication from the SINP, but they can receive verbal information about the application by calling (001 for Canada) 306-798-7467 or email immigration@gov.sk.ca

Important Employment Links

The following websites will provide you with information on current employment opportunities in Saskatchewan, as well as wage rates, education and training requirements for Saskatchewan occupations.

Saskatchewan Job Postings

[SaskJobs](#) offers the largest job-posting site in the province, with opportunities in all labour market sectors. Job postings range from entry level to trade, professional or

management positions.

Saskatchewan Job Futures

[Saskatchewan Job Futures](#) is a reference tool that allows users to research Saskatchewan occupations and compare wage rates, education and training requirements.

IV. Important Terms

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

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

- is under the age of 22 and does not have a spouse or common-law partner;
- has been a full-time student, financially supported by their parents since turning
- 22 or from the date of becoming a spouse or common-law partner if this happened before the age of 22; or
- has depended your financial support since before turning 22 and is unable to support themselves due to a medical condition.

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

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

Affidavit – A sworn statement in writing. It is a written promise that this is your statement.

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

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

Certified Copy – An authorized photocopy of a document. To have documents certified, you must take your original documents and a photocopy of each document to an

authorized person in your community. They need to sign on your copies that the copies are true representations of the original, print their name and position, and if possible, stamp it with their official stamp. Authorized persons include Notary Publics and Commissioners of Oaths.

Child Support – If the parents of a child (or children) are divorced, this is the agreement they have made about who pays for the children’s needs.

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

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

Critical Occupations Position – A management position that will significantly impact the business offering the job and the province.

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

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

Immigration Representative – someone who has your permission to conduct business for you with the SINP and Citizenship and Immigration Canada (CIC). Representatives can be either paid or unpaid.

“Unpaid Representative” means a person who provides assistance, information, counseling, or advice to the applicant about an SINP application without charging a fee or receiving any kind of payment.

The term “unpaid representative” does not necessarily include anyone with whom you discuss your plans in an informal way, but it is intended to any person who provides assistance, advice, or information about an application to the SINP or a federal immigration application. Under [The Foreign Worker Recruitment and Immigration Services Act](#), unpaid representatives must be a family member, or an organization or individual exempted for the requirement to obtain a licence under the Act. Friends of the applicant are not considered an “unpaid” representative.

“Paid Representative”- means a person who is a member in good standing of either the Immigration Consultants of Canada Regulatory Council (ICCRC) or the Canadian Law Society who acts on behalf of an applicant applying for immigration under the SINP. Only members of ICCRC or the Canadian Law Society are authorized to charge fees for immigration advice and/or services under the SINP. If using the services of a paid representative, the applicant must confirm that the representative is a member in good

standing of at least one of these two professional associations. For more information, please visit www.cic.gc.ca/english/information/representative/index.asp

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

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

NOC Matrix - A chart called the [NOC matrix](#) shows the relationship between skill types and skill levels within the NOC system. It provides an overview of the entire classification structure.

Nominate – The term used by the Province of Saskatchewan to describe the selection of individuals for the Saskatchewan Immigrant Nominee Program dependent on health, security, and criminality screening by CIC.

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

Oath – A promise that a statement is true.

Permanent Resident – This is a person who lives legally in Canada as a landed immigrant but is not yet eligible to apply for Canadian citizenship or does not have Canadian citizenship yet.

Principal Applicant – The person (you or your spouse) who has a better chance of meeting the selection criteria for the International Skilled Workers Category.

Professional Designation – A statement of your education and/or occupation. For example, if you have a doctorate degree, you can write “Ph.D” after your name as a statement of your education. Licensed engineers can use the designation “P.Eng” after their name. For information on regulated and non-regulated occupations in Saskatchewan and Canada, visit [is my occupation regulated?](#) and [Working in Canada](#)

Professional License – In some professions, you require a license in order to work in that occupation (e.g. nurse, doctor, engineer, etc.). For information on regulated and non-regulated occupations in Saskatchewan and Canada, visit [is my occupation regulated?](#) and [Working in Canada](#)

Regulated Occupation – Some jobs in Canada require that you have a special license before you can begin work. These are called regulated occupations. Most regulated occupations require that you have specialized education and experience before receiving your license. Physicians and electricians are examples of workers who need to be licensed in order to do their job. For information on regulated and non-regulated occupations in Saskatchewan and Canada, visit [is my occupation regulated?](#) and [Working in Canada](#)

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

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

Appendix A – SINP In-Demand Occupation List

NOC	Occupation	Skill Level
Management		
0013	Senior managers - Financial, communications and other business services	Mgt
0014	Senior managers - Health, education, social and community services and membership organizations	Mgt
0015	Senior managers - Trade, broadcasting and other services, n.e.c.	Mgt
0016	Senior managers - Goods production, utilities, transportation and construction	Mgt
0111	Financial managers	Mgt
0112	Human resources managers	Mgt
0113	Purchasing managers	Mgt
0121	Insurance, real estate and financial brokerage managers	Mgt
0122	Banking, credit and other investment managers	Mgt
0131	Telecommunication carriers managers	Mgt
0211	Engineering managers	Mgt
0212	Architecture and science managers	Mgt
0213	Computer and information systems managers	Mgt
0312	Administrators, post-secondary education and vocational training	Mgt
0314	Managers in social, community and correctional services	Mgt
0411	Government managers, health and social policy development and program administration	Mgt
0412	Government managers, economic analysis, policy development and program administration	Mgt
0413	Government managers, education policy development and program administration	Mgt
0511	Library, archive, museum and art gallery managers	Mgt
0513	Recreation, Sports and Fitness Program and Service Directors	Mgt
0711	Construction managers	Mgt
0713	Transportation managers	Mgt
0721	Facility operation and maintenance managers	Mgt
0811	Primary production managers (except agriculture)	Mgt
0911	Manufacturing managers	Mgt
0912	Utilities managers	Mgt
Business, Finance and Administration		
1111	Financial auditors and accountants	A
1112	Financial and investment analysts	A
1113	Securities agents, investment dealers and brokers	A
1121	Specialists in human resources	A
1221	Administrative officers	B
1222	Executive assistants	B
1223	Personnel and recruitment officers	B
1224	Property administrators	B
1225	Purchasing agents and officers	B
1232	Loan officers	B

1241	Secretaries (except legal and medical)	B
1242	Legal secretaries	B
1243	Medical secretaries	B
1244	Court recorders and medical transcriptionists	B

Natural and Applied Sciences

2112	Chemists	A
2113	Geologists, geochemists and geophysicists	A
2121	Biologists and related scientists	A
2123	Agricultural representatives, consultants and specialists	A
2131	Civil engineers	A
2132	Mechanical engineers	A
2133	Electrical and electronics engineers	A
2134	Chemical engineers	A
2141	Industrial and manufacturing engineers	A
2143	Mining engineers	A
2144	Geological engineers	A
2145	Petroleum engineers	A
2147	Computer engineers (except software engineers)	A
2148	Other professional engineers, n.e.c.	A
2151	Architects	A
2153	Urban and land use planners	A
2154	Land surveyors	A
2161	Mathematicians, statisticians and actuaries	A
2171	Information systems analysts and consultants	A
2172	Database analysts and data administrators	A
2173	Software Engineers and Designers	A
2174	Computer programmers and interactive media developers	A
2175	Web designers and developers	A
2211	Chemical technologists and technicians	B
2212	Geological and mineral technologists and technicians	B
2221	Biological technologists and technicians	B
2222	Agricultural and fish products inspectors	B
2223	Forestry technologists and technicians	B
2224	Conservation and fishery officers	B
2225	Landscape and horticultural technicians and specialists	B
2231	Civil engineering technologists and technicians	B
2232	Mechanical engineering technologists and technicians	B
2233	Industrial engineering and manufacturing technologists and technicians	B
2234	Construction estimators	B
2241	Electrical and electronics engineering technologists and technicians	B
2243	Industrial instrument technicians and mechanics	B
2244	Aircraft instrument, electrical and avionics mechanics, technicians and inspectors	B
2251	Architectural technologists and technicians	B
2253	Drafting technologists and technicians	B
2254	Land survey technologists and technicians	B
2255	Mapping and related technologists and technicians	B
2262	Engineering inspectors and regulatory officers	B
2263	Inspectors in public and environmental health and occupational health and safety	B
2264	Construction inspectors	B
2281	Computer Network Technicians	B

2282	User support technicians	B
2283	Systems testing technicians	B

Social Science, Education, Government and Religion

4131	College and other vocational instructors	A
4141	Secondary school teachers	A
4142	Elementary school and kindergarten teachers	A
4143	Educational counsellors	A
4151	Psychologists	A
4152	Social workers	A
4211	Paralegal and related occupations	B
4212	Community and social service workers	B
4213	Employment counsellors	B

Art, Culture, Recreation and Sport

5111	Librarians	A
5124	Professional occupations in public relations and communications	A
5241	Graphic designers and illustrators	B
5242	Interior designers	B

Sales and Service

6221	Technical sales specialists, wholesale trade	B
6231	Insurance agents and brokers	B
6272	Funeral directors and embalmers	B

Trades, Transport and Equipment Operators

7211	Supervisors, machinists and related occupations	B
7212	Contractors and supervisors, electrical trades and telecommunications occupations	B
7213	Contractors and supervisors, pipefitting trades	B
7214	Contractors and supervisors, metal forming, shaping and erecting trades	B
7215	Contractors and supervisors, carpentry trades	B
7216	Contractors and supervisors, mechanic trades	B
7217	Contractors and supervisors, heavy construction equipment crews	B
7219	Contractors and supervisors, other construction trades, installers, repairers and servicers	B
7221	Supervisors, railway transport operations	B
7222	Supervisors, motor transport and other ground transit operators	B
7231	Machinists and machining and tooling inspectors	B
7241	Electricians (except industrial and power system)	B
7242	Industrial electricians	B
7243	Power system electricians	B
7244	Electrical power line and cable workers	B
7245	Telecommunications line and cable workers	B
7246	Telecommunications installation and repair workers	B
7251	Plumbers	B
7252	Steamfitters, pipefitters and sprinkler system installers	B
7253	Gas fitters	B
7261	Sheet metal workers	B
7262	Boilermakers	B
7263	Structural metal and platework fabricators and fitters	B
7264	Ironworkers	B
7265	Welders and related machine operators	B
7271	Carpenters	B
7272	Cabinetmakers	B
7281	Bricklayers	B
7282	Concrete finishers	B

7283	Tilesetters	B
7284	Plasterers, drywall installers, finishers and lathers	B
7291	Roofers and shinglers	B
7292	Glaziers	B
7293	Insulators	B
7294	Painters and decorators	B
7295	Floor covering installers	B
7311	Construction millwrights and industrial mechanics (except textile)	B
7312	Heavy-duty equipment mechanics	B
7313	Refrigeration and air conditioning mechanics	B
7314	Railway carmen	B
7315	Aircraft mechanics and aircraft inspectors	B
7316	Machine fitters	B
7318	Elevator constructors and mechanics	B
7321	Automotive Service Technicians, Truck and Bus Mechanics and Mechanical Repairers	B
7322	Motor vehicle body repairers	B
7332	Electric appliance servicers and repairers	B
7333	Electrical mechanics	B
7334	Motorcycle and other related mechanics	B
7335	Other small engine and equipment mechanics	B
7342	Tailors, dressmakers, furriers and milliners	B
7344	Jewellers, watch repairers and related occupations	B
7352	Power systems and power station operators	B
7361	Railway and yard locomotive engineers	B
7371	Crane operators	B
7373	Water well drillers	B
7381	Printing press operators	B

Primary Industry

8221	Supervisors, mining and quarrying	B
8222	Supervisors, oil and gas drilling and service	B
8231	Underground production and development miners	B
8232	Oil and gas well drillers, servicers, testers and related workers	B
8241	Logging machinery operators	B
8252	Agricultural and related service contractors and managers	B
8253	Farm supervisors and specialized livestock workers	B
8254	Nursery and greenhouse operators and managers	B
8255	Landscaping and grounds maintenance contractors and managers	B
8256	Supervisors, landscape and horticulture	B

Processing, Manufacturing and Utilities

9211	Supervisors, mineral and metal processing	B
9212	Supervisors, petroleum, gas and chemical processing and utilities	B
9213	Supervisors, food, beverage and tobacco processing	B
9215	Supervisors, forest products processing	B
9226	Supervisors, other mechanical and metal products manufacturing	B
9227	Supervisors, other products manufacturing and assembly	B
9231	Central control and process operators, mineral and metal processing	B
9232	Petroleum, gas and chemical process operators	B