

Nova Scotia Nominee Program

Nova Scotia Demand:
Express Entry
Application
Guide



Nova Scotia Nominee Program Nova Scotia Demand: Express Entry (Pilot) Application Guide



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Introduction

The Nova Scotia Demand: Express Entry stream selects highly skilled individuals who wish to live in the Province of Nova Scotia permanently and either have a permanent full-time job offer from a Nova Scotia employer or have a reasonable ability to attach quickly to Nova Scotia's labour market. **This stream is a pilot project and is subject to change. Stream changes will be communicated on our website:** <http://novascotiainmigration.com/>.

This guide explains how you can apply to the Nova Scotia Nominee Program (NSNP) through the **Nova Scotia Demand: Express Entry stream** to be nominated for permanent residence. The Nova Scotia Demand: Express Entry stream is aligned with Citizenship and Immigration Canada's (CIC) Express Entry intake system. There are two application routes to Nova Scotia Demand: Express Entry stream, either you apply directly to Nova Scotia Office of Immigration (NSOI) or you have been selected from the Express Entry pool by the NSOI. In either case, the principal applicant will need to create an Express Entry profile within Citizenship and Immigration Canada's online Express Entry system AND submit a complete application to NSOI. These guidelines will assist you with this application submission. All nominations under the Nova Scotia Demand: Express Entry stream occur within the Express Entry system. For further information on Express Entry, visit: www.canada.gc.ca/expressentry.

The NSNP is an immigration recruitment and selection program that allows the Government of Nova Scotia to nominate to the Canadian government individuals who can meet provincial labour market and economic needs and who intend to establish themselves in Nova Scotia. A nominee, along with his or her spouse or common-law partner and dependents, approved under this program may become permanent residents of Canada following approval by the Canadian government. This stream is part of an economic immigration program and is not intended to be used for family reunification, protected persons, or humanitarian or compassionate reasons.

The Nova Scotia Demand Express Entry Stream is only one means of applying for permanent resident status in Canada. Applicants are encouraged to explore alternative options through the Nova Scotia Nominee Program (<http://novascotiainmigration.com/>) and through Citizenship and Immigration Canada (<http://www.cic.gc.ca/>).

Disclaimer

You must meet all CIC criteria for the Express Entry pool and all supporting documents must be valid at the time of application to CIC.

The NSNP and its streams are dependent upon application volumes and labour market needs. NSNP and stream criteria may change without notice. The NSNP reserves the right to close or suspend application intake for any NSNP stream at any time. Regardless of when an application was submitted, the NSNP may decline to consider applications in closed or suspended streams. If application criteria or forms are updated or if there are changes to the NSNP or its streams including closure or suspension of a stream, you will find the most current information at <http://novascotiainmigration.com/immigrate/>. Applications may be assessed with the most current criteria irrespective of the date of submission of an application. By submitting an application to the NSNP, you agree and acknowledge that the Nova Scotia Office of Immigration is not obligated to assess or process any application submitted. Applications to the NSNP are treated as an expression of interest, and may be processed at the NSNP's discretion, in a manner that will best support the goals of the NSNP. This can be based on application volumes, quality of the application, labour market information, occupational supply and demand forecasting, and/or any other factors as determined by the NSNP. By submitting an application to the NSNP you agree and acknowledge the decision whether to assess or process any application, and the outcome of that assessment or processing is at the NSNP's sole discretion. You also agree and acknowledge that meeting NSNP basic eligibility requirements does not guarantee nomination or that your application will be assessed or

processed. You also agree and acknowledge that a nomination from the Nova Scotia Office of Immigration does not guarantee that a permanent resident visa will be issued, and that the Nova Scotia Office of Immigration is not responsible for any processes or decisions of Citizenship and Immigration Canada.

Misrepresentation: If it is found that any person included in or associated with the application has misrepresented or intentionally omitted material information in the course of applying to the NSNP that is relevant to the application or the decision to nominate, the applicant will be refused for misrepresentation, regardless of their ability to meet any or all of the eligibility requirements. Any person refused by the NSOI for misrepresentation is unable to submit an expression of interest or apply to the NSNP for a period of five years.

Withdrawal of Application: Other than in the case of suspected or actual misrepresentation, an applicant may withdraw their application at any time prior to nomination without penalty.

Fees

There is no provincial application fee under the Nova Scotia Nominee Program (NSNP). There may be fees associated with preparation of documents to the Nova Scotia Demand: Express Entry stream such as with credentials, language testing or translations. You must, however, pay all the required Government of Canada immigration fees when you submit your file to Citizenship and Immigration Canada (CIC).

When Not to Apply

Do Not Apply for the Nova Scotia Demand: Express Entry stream if you are:

- **an individual who has received a nomination under the Nova Scotia Nominee Program dated within the last 12 months;**
- intending to work in an occupation that is a National Occupational Classification (NOC) level C or D;
- a grand-parent, parent, spouse, or common-law partner of a Canadian citizen or permanent resident living in Canada, an applicant under humanitarian and compassionate grounds, a refugee claimant or a failed refugee claimant;
- not legally present in your current county of residence;
- in Canada illegally, under a removal order, or are prohibited from entering or being in Canada;
- an individual who does not have status; you are not eligible to apply until your status has been restored;
- an international student who is currently studying at a Canadian post-secondary institution;
- an international graduate who has studied in Canada, whose studies have been sponsored by an agency or government and who is contractually obligated to return to their country of origin;
- on a federal post-graduation work permit whose occupation falls under NOC skill level C or D;
- the spouse of an international student at a Canadian post-secondary institution who is not in his/her last academic year of studies;
- an individual with unresolved custody or child support disputes affecting any dependent;
- in a sales position that is based solely on commission for compensation;
- a seasonal, part-time or casual worker;
- an individual whose job offer is not based in Nova Scotia;
- a helper and/or labourer in construction, agriculture or primary resources sectors;
- an individual in Canada who is in the Caregiver Program;
- intending to start a business and/or be self-employed in Nova Scotia;
- a passive investor (individuals who intend to invest in a Nova Scotia business with very limited or no involvement in the day-to-day management of the business);
- unable to provide proof of required amount of funds (see section on Minimum Funds Requirement).

Eligibility Criteria for the Principal Applicant

There are two categories under the Nova Scotia Demand: Express Entry stream:

Category 1: Arranged employment in Nova Scotia

You have a permanent full-time job offer (in NOC 2011 Skill Type 0, Skill Level A or B) from a Nova Scotia employer. The job offer must meet the arranged employment requirements described in this guide.

Category 2: Paid Work Experience in an Opportunity Occupation

You have at least one year of continuous full-time (or 1,560 hours or more) or an equal amount in part-time paid work experience in the last 10 years in one of the opportunity occupations listed in Appendix 1.

Once you have determined that you meet the eligibility criteria in one of the two categories, you must also meet **all minimum requirements** for the Nova Scotia Demand: Express Entry stream, obtain sufficient points under the selection factors, and meet the Minimum Funds requirement.

Step 1: Meet Minimum Requirements

In order to be eligible for the Nova Scotia Demand: Express Entry stream, you need to meet the following three minimum requirements. If you do not meet these requirements, **do not apply at this time**.

- Foreign diploma, certificate or credential and its educational credential equivalency assessment by a designated body or Canadian educational credential.
- You will require 1 year of full-time¹ (or equivalent part-time) paid work experience (in Canada or international) in the last 10 years in NOC 2011 Skill Type 0, Skill Level A or B:
- The minimum language proficiency threshold – currently **CLB 7 in all 4 language areas abilities (reading, writing, listening and speaking)** in either English or French demonstrated by language test results from a designated agency IELTS (General Training Test only); CELPIP (General test only); or TEF. (see factor 2 for more information).

Note: With all three of these criteria, documentation will also need to be valid at the time of application of permanent residence to CIC.

¹ . “Full-time” means at least 30 hours of paid work in one week. One year of full-time work is at least 1,560 hours. One year equivalent part-time work is at least 1,560 hours, but not at a 30 hours/week rate (e.g., 15 hours/week in one part-time job over a period of two years). Work experience must include work that is paid or where commission is earned.

Step 2: Obtain sufficient points under the selection factors

If you do not fall under any of the When Not to Apply categories, and you have the three minimum requirements for the Nova Scotia Demand: Express Entry stream, you may proceed to determine if you score **67 points or more** out of 100 from the following **six selection factors**.

The six selection factors are:

Selection factor	Points
Factor 1: Education	Maximum 25 points
Factor 2: Ability in English and/or French	Maximum 28 points
Factor 3: Work experience	Maximum 15 points
Factor 4: Age	Maximum 12 points
Factor 5: Arranged employment in Nova Scotia	Maximum 10 points
Factor 6: Adaptability	Maximum 10 points
Total	Maximum 100 points
Pass mark:	67 Points

If you are ineligible within factors 1 to 4 or have a score less than 67 points you do not qualify for Nova Scotia Demand: Express Entry stream. **Do not apply at this time.**

Factor 1: Education (maximum of 25 points)

You must have a completed Canadian secondary or post-secondary educational credential **OR** a completed foreign educational credential from a recognized institution or authority **AND** an Educational Credential Assessment (ECA) report issued by an organization designated by CIC.

If you do not submit this assessment when you apply, your application is not complete. We will not process it and will send it back to you.

An ECA is used to verify that your foreign degree, diploma, certificate (or other proof of your credential) is valid and equal to a completed credential in Canada. The ECA report will also indicate the authenticity of your foreign educational credential(s).

When you apply with a foreign educational credential, an ECA report **must**:

- Be included with your application along with proof of your foreign credential
- Be issued on or after the date the organization was designated by CIC
- Must meet CIC format and content requirements
- Not be more than five years old on the date that NSOI receives your application and at application for permanent residence to CIC
- Show your credential is equal to a completed Canadian one

For more information and a list of organizations designated by CIC, visit:
<http://www.cic.gc.ca/english/immigrate/skilled/assessment.asp>

Submit a copy of the ECA report with your application to NSOI along with proof of your completed foreign educational credential(s) (e.g., copies of your diplomas/degrees, transcripts). **Do not request** that your ECA report be sent directly to NSOI. Keep the original ECA report for CIC and keep a copy of your ECA report for your records and future use.

Using your Educational Credentials and ECA Report

You may receive points for your education based on your highest completed Canadian educational credential(s) or the results of your ECA report indicating the equivalency of your completed foreign educational credential(s) to completed Canadian educational credential(s):

Education	Points
Doctoral (PhD) level	25
University-level credential at the Master's level OR an entry-to-practice professional degree. Note: CIC only accepts as an entry-to-practice professional degree, those degrees issued in relation to an occupation listed at NOC Skill level A and for which licensing by a provincial regulatory body is required, in one of the following fields of study: <ul style="list-style-type: none"> • Medicine, • Veterinary Medicine; • Dentistry; • Podiatry; • Optometry; • Law; • Chiropractic Medicine; and • Pharmacy. 	23
Two or more post-secondary program credentials AND at least one of these credentials is for the completion of a post-secondary program of three years or longer	22
Post-secondary program credential of three years or longer	21
Two-year post-secondary program credential	19
One-year post-secondary program credential	15
Secondary school education credential (also called high school)	5
Less than secondary school	Ineligible

Before you apply, confirm that the outcome on your ECA report matches one of the assessment outcomes identified in the table at http://www.cic.gc.ca/english/information/applications/guides/pdf/ECA_table_EN.pdf

Factor 2: Ability in English and/or French (maximum of 28 points)

You will be awarded up to 28 points for your proficiency in English and/or French. You will receive points based on your ability to: listen, speak, read, and write.

You must demonstrate that you meet the minimum level of language proficiency set by the NSOI by providing proof of your proficiency in all four language abilities in English or French – whichever language you identify in your application will be your first official language in Canada. If you wish to be awarded points for your proficiency in **both** official languages, you must include the results of your official English and French language proficiency tests with your application to NSOI.

When you submit your application to NSOI, you **must** include results of one of the following language tests:

English

- CELPIP: Canadian English Language Proficiency Index Program (**General test only**)
- IELTS: International English Language Testing System (**General Training test only**)

French

- TEF: Test d'évaluation de français

We will not process your application if you do not include language test results for either English or French that show you meet the required level.

Language test results must not be more than 2 years old at the time of receipt at NSOI and at application for permanent residence to CIC. Other written evidence will not be accepted.

For the purpose of determining your language proficiency, your test results will be matched to the Canadian Language Benchmarks/Niveaux de compétence linguistique canadiens (CLB/NCLC). **To use your test results to determine your CLB level, visit:** <http://www.cic.gc.ca/english/resources/tools/language/charts.asp>

Calculate your language points

You must meet the minimum level of **CLB 7** (for your first official language in all four language areas).

To get points for your second official language, you must meet the minimum level of **CLB 5** (in all four language areas).

First official language	Points			
	Speaking	Listening	Reading	Writing
CLB level 9 or higher	6	6	6	6
CLB level 8	5	5	5	5
CLB level 7	4	4	4	4
Below CLB 7	Not eligible to apply			
Note: You can only get four points in total for basic-level skills in your second official language, and only if you have a score of at least CLB 5 in each of the four language abilities.				
Second official language				Points
At least CLB 5 in all of the four abilities				4
CLB 4 or less in any of the four abilities				0

Proof of language proficiency

If you do not submit the results of your official language proficiency test indicating that you meet the required proficiency level with your application to the NSOI, your application will not be processed and will be returned to you as incomplete. Do not request that your language test result (CELPIP – General, IELTS – General Training, or TEF) be sent directly to NSOI. Submit a copy of your language proficiency test results with your complete application to NSOI.

Keep the original of your language proficiency test results for your records and future use. You may use these results in the future if you choose to submit another application as long as they are not more than two years old at the time your application is received. You may also use these test results as evidence of your language proficiency if your application is successful and you later decide to apply for citizenship.

Factor 3: Work experience (maximum of 15 points)

Your work experience in Canada or international must be:

- at least one year (1,560 hours), full-time or an equal amount in part-time
- paid work (volunteer work and unpaid internships do not count)
- in the same occupation, and
- within the last 10 years before your application to NSOI and at application for permanent residence to CIC, and
- in NOC 2011 Skill Type 0, Skill Level A or B (if no arranged employment, paid work experience must be one of the opportunity occupations listed in Appendix 1)

The National Occupational Classification (NOC) is a system used to classify jobs in the Canadian economy. It describes duties, skills and work setting for different jobs. NSOI uses the 2011 edition of the NOC to assess Nova Scotia Demand: Express Entry applications.

In your application to NSOI you will need to demonstrate that you:

- performed the actions described in the lead statements for the occupation as set out in the occupational description of the NOC 2011, and
- performed a substantial number of the main duties, including all of the essential duties, of the occupation as set out in the occupational description of NOC 2011

To help you with your search, go to the following website and insert the NOC code under quick search:
<http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/Welcome.aspx>

Experience	Points
Less than 1 year	Ineligible
1 year	9
2-3 years	11
4-5 years	13
6 or more	15

Factor 4: Age (maximum of 12 points)

You will receive points for your age on the date that we receive your complete application to NSOI and on application for permanent residence to CIC.

Age	Points
Under 18 years of age	Ineligible
18 - 35 years of age	12
36 years of age	11
37 years of age	10
38 years of age	9
39 years of age	8
40 years of age	7
41 years of age	6
42 years of age	5
43 years of age	4
44 years of age	3
45 years of age	2
46 years of age	1
47 years of age or older	0

Factor 5: Arranged employment in Nova Scotia (maximum of 10 points)

You will receive points if you have a valid offer of permanent employment from a Nova Scotia employer. A valid offer of employment has to be for permanent full-time work in Nova Scotia, and must be in an occupation in **Skill Type 0, Skill Level A or B** of **NOC 2011**.

The job must:

- have compensation in the form of salary and benefits package that meets Provincial employment standards and **prevailing wage rates** (see http://www.workingincanada.gc.ca/search_occupation-eng.do),
- be a position which has a shortage of qualified permanent residents or Canadian citizens to fill the position, and
- not contravene any existing bargaining unit agreements or be involved in any employment disputes

Estimate how many points you will receive for arranged employment:

If	And	Points
You currently work in Canada on a temporary work permit.	Your work permit is valid both when you apply and when the visa is issued (or you are authorized to work in Canada without a work permit when your visa is issued). and CIC issued your work permit based on a positive Labour Market Impact Assessment (LMIA) from Service Canada. Your employer would have applied for the LMIA, which you then had to attach to your application.	10

	<p>and</p> <p>You are working for an employer named on your work permit who has made a permanent job offer based on you being accepted as a skilled worker.</p>	
<p>You currently work in Canada in a job that is exempt from the LMIA requirement under:</p> <ul style="list-style-type: none"> • an international agreement (such as, the North America Free Trade Agreement) or • a federal-provincial agreement. 	<p>Your work permit is valid both when you apply and when the visa is issued (or you are authorized to work in Canada without a permit when your visa is issued).</p> <p>and</p> <p>Your current employer has made a permanent job offer based on you being accepted as a skilled worker.</p>	10
<p>You currently do not:</p> <ul style="list-style-type: none"> • have a work permit, or • plan to work in Canada before you get a permanent resident visa. <p>OR</p> <p>You are currently working in Canada and a different employer has offered to give you a permanent full-time job.</p> <p>OR</p> <p>You are currently working in Canada in a job that is exempt from a Labour Market Impact Assessment, but not under an international or federal-provincial agreement.</p>	<p>An employer has made you a permanent job offer based on you being accepted as a skilled worker.</p> <p>and</p> <p>The employer has a positive Labour Market Impact Assessment from Service Canada.</p>	10

A person can get arranged employment points without a **new** LMIA. The requirements in this case are:

- The applicant is currently working in Canada on a work permit that was issued based on a positive Service Canada LMIA with respect to employment in an occupation listed in Skill Type 0, Skill Level A or B of the NOC;
- the work permit is valid at the time the application for permanent residence is made;
- the applicant is currently working for an employer specified on the work permit; and
- the current employer has made an offer to employ the applicant on a full-time, non-seasonal, indeterminate basis in a NOC 2011 Skill Type 0, Skill Level A or B occupation in Nova Scotia once a permanent resident visa, if any, is issued.

Note:

- You cannot get a Labour Market Impact Assessment from Service Canada. Your employer must do this for you.

- Service Canada will only confirm permanent job offers for occupations listed in Skill Type 0 or Skill Level A or B of the NOC.
- An Officer at NSOI must be satisfied that you are capable of performing the job offered to you. If the occupation is regulated in Nova Scotia, the Officer must also be satisfied that you can be expected to qualify for licensing/certification when in Nova Scotia.

Factor 6: Adaptability (maximum of 10 points)

You will receive points if you can show that you or your spouse/common-law partner have experience and abilities that will help you adapt to living in Nova Scotia.

Even if you qualify for points under several criteria, you can only receive a maximum of 10 points for adaptability. You cannot claim points for a spouse who is a permanent resident living in Canada or a Canadian citizen.

You must provide proof that you or, if applicable, your spouse/common-law partner meet adaptability criteria in order to obtain points. Refer to the Document Checklist for more information.

English is the predominant language spoken in Nova Scotia, but the province is also home to a large French-speaking community. Nova Scotia’s French-Language Services Act provides for the delivery of French language services by designated departments, offices and agencies of Government, however, private sector services are not required to provide French language delivery. This should be taken into account when considering adaptability into a community.

Adaptability	Points
A. Arranged employment (principal applicant only) You earned points under Factor 5: Arranged Employment.	5
B. Your previous study in Nova Scotia You completed at least two academic years of full-time study (in a program of at least two years in duration) at a secondary or post-secondary school in Nova Scotia. Full-time study means at least 15 hours of classes per week, and you must have remained in good academic standing (as defined by the school) during the period of full-time study in Nova Scotia.	5
C. Your accompanying spouse or common-law partner’s previous study in Nova Scotia Your accompanying spouse or common-law partner completed at least two academic years of full-time study (in a program of at least two years in duration) at a secondary or post-secondary school in Nova Scotia. Full-time study means at least 15 hours of classes per week, and your accompanying spouse or common-law partner must have remained in good academic standing (as defined by the school) during the period of full-time study in Nova Scotia.	5
D. Your previous work in Nova Scotia You completed a minimum of one year of authorized, full-time work in Nova Scotia in an occupation in Skill Type 0, Skill Level A or B of NOC 2011.	10
E. Your accompanying spouse or common-law partner’s previous work in Nova Scotia Your accompanying spouse or common-law partner completed a minimum of one year of authorized, full-time work in Nova Scotia.	5

Adaptability	Points
F. Relatives in Nova Scotia You or, if applicable, your accompanying spouse or common-law partner have a relative, i.e., parent, grandparent, brother/sister, aunt/uncle or niece/nephew, who is 18 years of age or older as of the date we receive your application, and who is a Canadian citizen of permanent resident residing in Nova Scotia.	5
G. Your accompanying spouse or common-law partner's level of language proficiency Your accompanying spouse or common-law partner's level of language proficiency in either English or French is at the CLB 4 level or higher in all four language abilities (speaking, listening, reading and writing). To receive points for your spouse or common-law partner's language proficiency, you must submit a copy of the language test results from a designated testing agency with your application. Your spouse or common-law partner's language test results must not be more than two years old on the date that we receive your application and application for permanent residence to CIC.	5

Interview

If required, you may have to attend an in-person interview in Nova Scotia. You will be notified **if** such an interview is required.

Step 3: Minimum Funds Requirement

You must show that you have a sufficient amount of funds to successfully establish yourself and your family in Nova Scotia and to pay your immigration costs and travel expenses (if applicable) at the time of application to NSOI and your application for permanent residency to CIC (as well as at Express Entry profile submission stage).

The amount of money you need to support your family is determined by the size of your family, as shown at the table at the following link: <http://www.cic.gc.ca/english/immigrate/skilled/funds.asp>. This table was developed for the Federal Skilled Worker program, but the amounts also apply to the Nova Scotia Demand: Express Entry stream.

The Nova Scotia Office of Immigration may not approve an application if it appears likely that your family income (based on your job offer and any spousal income) will be below Statistics Canada's applicable [Low-Income Cut-Off](#) at Table 3 <http://www.cic.gc.ca/english/information/applications/guides/5196ETOC.asp#5196E9>

The funds must be in your name or in the name of your accompanying spouse. These funds must be unencumbered by debts or obligations (i.e., not real estate), transferable and available to you. These funds cannot be borrowed.

These funds could be in the form of:

- Cash
- Documents that show property or capital payable to you (such as stocks, bonds, debentures, treasury bills, etc.) or
- Documents that guarantee payment of a set amount of money, which are payable to you (such as bankers' drafts, cheques, travellers' cheques or money orders)

Criteria and Requirements for the Employer (if applicable, for arranged employment)

Criteria	Eligibility Requirements
Registration status	The business must have a permanent establishment in Nova Scotia. ² NSOI accepts applications from workers with employers in the public sector and not-for-profit organizations with a permanent establishment in Nova Scotia. A not-for-profit organization must be registered under the Societies Act and demonstrate financial ability and stability to support the position on a long-term basis.
Operational status	The employer's business must have been in operation in Nova Scotia, under current management, for at least two years .
Business Practices	Employer must have a history of good workplace and business practices, and must be compliant with all applicable laws and regulations. Most employers who wish to recruit and hire foreign workers for employment in Nova Scotia must obtain a Foreign Worker Employer Registration Certificate from Labour Standards. (see http://novascotia.ca/lae/employmentrights/FW/ForeignWorker_Employer_Registration_Information.asp)

² "Permanent establishment" has the meaning contained in the Income Tax Act, Canada.

Employment offer	<p>The employer must make a full-time, permanent job³ offer for a job for a NOC 2011 Skill Type 0, Skill Level A or B.</p> <p>The job, located in Nova Scotia, must:</p> <ul style="list-style-type: none"> ▪ have compensation in the form of salary and benefits package that meets Provincial employment standards and prevailing wage rates (see http://www.workingincanada.gc.ca/search_occupation-eng.do), ▪ be a position which has a shortage of qualified permanent residents or Canadian citizens to fill the position, ▪ not contravene any existing bargaining unit agreements, labour agreements/standards or be in any employment disputes.
Recruitment efforts	<p>The employer needs to satisfactorily demonstrate recruitment efforts to fill the position with a Canadian citizen or permanent resident.</p> <p>Current job advertisement, Service Canada job bank posting(s), current Labour Market Impact Assessment (LMIA), and industry reports on labour shortages can serve as proof.</p>

Support and Retention Plan

When reviewing an application, the NSOI will consider the employer's support to the immigrant employee. Supports may consist of financial or non-financial assistance such as covering or contributing to the immigration fees, accommodation/housing, and referrals to settlement services agencies or language classes. Examples of employer retention activities include settlement assistance, bonuses or incentives, career training plans, benefits packages and advancement opportunities.

Workplace and Business Practices

The **employer's business** must demonstrate good workplace and business practices, including compliance with employment, immigration, health and safety standards and regulations. NSOI prohibits employers from making deductions from wages or salaries for business costs such as bringing a foreign worker to Canada. Employment agencies and similar placement firms cannot act as an employer under the NSNP unless they are establishing a full-time permanent employer-employee relationship with the applicant themselves.

Deviation or violation of these obligations will result in the Nova Scotia Office of Immigration's refusal to accept NSNP applications by workers employed with such employers.

³ A **permanent job** has no pre-determined end date; it is a long-term job offer. **Full-time employment** means that the employee is expected to work year round and, on average, at least 30 hours a week.

Application and Assessment Process

If you meet all the eligibility criteria, you can prepare and submit a **complete** application package to the Nova Scotia Nominee Program (NSNP).

After submitting your application package, you must notify NSOI of any changes in your status or eligibility criteria for this stream.

Note: any misrepresentation in your application package is grounds for refusal of your application.

Step 1: Create an Express Entry profile

You must create an Express Entry profile within Citizenship and Immigration Canada's online Express Entry system before you apply to the Nova Scotia Nominee Program. Your Express Entry Profile Number and Job Seeker Validation Code are necessary for your application.

Step 2: Prepare and submit your NSNP application online or by mail

APPLICATIONS WHICH DO NOT FOLLOW THESE INSTRUCTIONS WILL NOT BE ASSESSED.

Gather and prepare all your application materials. [Appendix 2: Forms and Supporting Documents Checklist](#) will assist you in preparing your NSNP application. Read it and this guide carefully and thoroughly.

You have two options to submit your application:

<p>Apply through Nova Scotia's online service at http://novascotia.ca/eNSNP where you can:</p> <ul style="list-style-type: none"> • Create an account • Save your application in process • Submit supporting documents as PDF attachments 	<p>Apply by mailing paper applications to:</p> <p>Nova Scotia Office of Immigration PO Box 1535 Halifax NS B3J 2Y3 CANADA</p>
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Organize your completed forms and supporting documents according to [Appendix 2: Forms and Supporting Documents Checklist](#). It is your responsibility to submit all requested documents. If documents are missing, not signed, not translated by a certified translator, or not clear, your application may not be assessed.

FOR ONLINE APPLICATIONS: All supporting documents must be provided as portable document format (PDF) files. You will have to scan paper documents into PDF files and convert electronic documents into PDF files.

Note that all documents must be clear enough to read and:

- Documents with images should be scanned in colour.
- Text-only documents may be scanned at a grayscale setting to reduce file size.
- Scanner resolution should be a minimum of 300 dots per inch.
- No enhancement or editing should be done to a scanned document.
- The total size of all documents attached to your application should be no more than 15 megabytes (MB).

FOR PAPER APPLICATIONS: Photocopy or scan all your completed forms and supporting documents and keep those copies for your records. When preparing your application package **DO NOT:**

- make double-sided copies,
- bind your application or put the pages in a ring binder,
- enclose individual pages in plastic, envelopes or folders,
- tie, sew, bolt, or glue the pages together,
- use multiple staples on a page,
- send multiple copies of identical documents.

FOR ALL APPLICATIONS:

Express Entry profile number: Applications received without an Express Entry profile number and Job Seeker Validation Code will not be processed. The NSOI will send an email request to you for the profile number and code. If no number or code is received within five business days, your application will be closed.

Eligible family members included in the application are called “dependents” and include:

- Spouse (legal marriage),
- Common-law partner⁴ of at least one year, and
- Dependent children: Daughters and sons, including adopted children, who:
 - are under the age of 19 and do not have a spouse or common-law partner;
 - are 19 years of age or older and have depended substantially on the financial support of the parent since before the age of 19 and are unable to be financially self-supporting due to a physical or mental condition

Certified Translation of Documents: When documents are not in English or in French, the principal applicant must submit a copy of the original document and a copy of the certified translation. The Office of Immigration will only accept translations prepared by certified translators. Translators must be certified by a regulatory body and cannot be a family member of the applicant or spouse, or common-law partner, or work for a paid consultant or representative who is preparing the application. The applicant must also supply proof from the translator describing their translation ability or certification.

Use of a Representative: If you are using a paid immigration representative to conduct business on your behalf with the Province of Nova Scotia, that individual must be either:

- An immigration consultant who is a member in good standing with the Immigration Consultants of Canada Regulatory Council (ICCRC) (visit www.iccrc-crcic.ca); OR
- A lawyer or paralegal who is a member in good standing of a Canadian Law Society or a student-at-law under the supervision of a recognized lawyer (visit flsc.ca/about-us/our-members-canadas-law-societies);OR

⁴ You are a common-law partner either of the opposite sex or same sex if you have been living together in a conjugal relationship for at least one year in a continuous, non-interrupted 12-month period. If you have maintained a conjugal relationship for at least one year but have been prevented from living together or marrying, you may be considered common-law after providing evidence there was a satisfactory reason you could not live together. In either case, you will need to provide a Statutory Declaration of Common-Law Union [IMM 5409] available at <http://www.cic.gc.ca/english/pdf/kits/forms/IMM5409E.pdf>.

- A notary public who is a member in good standing of the Chambre des notaires du Québec or a student-at-law under their supervision (visit <http://www.cnq.org/>).

WARNING: Payment to an individual who is not regulated as above offers no legal opportunity for complaint and is strongly discouraged by this office. The Office of Immigration will not deal with non-regulated representatives.

Step 3: Nova Scotia Office of Immigration assesses your application

A. Eligibility and completion check

After your application is received and subject to application volumes, NSOI will review your application to ensure that it is complete and meets eligibility criteria before it is accepted for assessment. If your application is not complete or if you do not meet basic eligibility requirements, your application may be returned.

B. Assessment

NSOI will conduct a full review and evaluation of the complete application, subject to application volumes and the possible circumstances set out in this Guide under “Disclaimer.” The Nova Scotia Office of Immigration reserves the right to request an interview with the applicant. The processing time for a completed application eligible for consideration can take three months or more depending on the time required for the verification of documents included in the application and on the volume of applications received. Nomination under the NSNP is at the sole discretion of NSOI.

C. Decision

NSOI will communicate the decision in writing to you or your representative **via email**. This decision will be either that you have been nominated or that you have been refused.

i. Nomination

- NSOI will confirm nomination within Citizenship and Immigration Canada’s Express Entry system.
- You will need to accept the nomination within Express Entry system.

ii. Refusal

If your application is being considered for refusal, you or your representative will receive a letter of intent to refuse from the Nova Scotia Office of Immigration. You have 10 business days to submit additional information to be considered by the Nova Scotia Office of Immigration.*

After 10 business days the file will be re-assessed, including any new information submitted, and a final decision made. This decision will be sent in writing to you or your representative. There is no appeal process.

In extenuating circumstances (hospitalization or death in family), extensions **may be given, on a case by case basis.*

Note: Officers at NSOI cannot divulge information over the phone about whether or not your application has been nominated, refused or its status. You must wait to receive written correspondence from the Nova Scotia Office of Immigration.

Step 4: Citizenship and Immigration Canada (CIC) Express Entry System

A. NSOI will nominate you in the Express Entry system.

Once you are nominated, you will have 30 days to accept the nomination within the Express Entry system.

B. Invitation to Apply for permanent residence by CIC

Following acceptance of the nomination with the Express Entry system, you will receive an Invitation to Apply for permanent residence by CIC. You will have 60 days to submit an electronic application for permanent residence. You will need to upload your application and supporting documents via your MyCIC account. You, your spouse, common-law partner and dependents must meet requirements for medical, security and criminal admissibility to CIC's satisfaction. In some cases, you may be asked to go for an interview. For further information on applications through Express Entry, see the following website: www.canada.ca/expressentry

C. Issuance of permanent resident visa

If approved by Citizenship and Immigration Canada, you, your spouse and dependents will be issued a Confirmation of Permanent Residence.

D. Provide contact information to Nova Scotia Office of Immigration

When you are granted permanent residence, you must contact the NSOI within 30 days of your arrival in Nova Scotia. You must provide NSOI with a copy of the Confirmation of Permanent Residence, a copy of your passport and your Nova Scotia contact information such as current address, phone number(s) and email.

Note:

- Incorrectly completed application forms will slow processing time for your application at both the NSNP and CIC steps and may result in your application being returned or refused.
- **You must meet all CIC criteria for the Express Entry pool and all supporting documents must be valid at the time of application to CIC.**
- Citizenship and Immigration Canada makes the final decision for the granting of permanent resident visas after ensuring that all legislative requirements are met, including medical, criminality and security checks. **A nomination by the Province of Nova Scotia does not guarantee that a permanent resident visa will be issued.**
- The Nova Scotia Office of Immigration may withdraw your nomination at any time prior to the issuance of the permanent resident visa and prior to landing in Canada if:
 - You no longer meet minimum eligibility requirements of the NSNP;
 - The Nova Scotia Office of Immigration is advised by the Canadian visa office that any information provided in your application for permanent residency is false or fraudulent; or
 - Citizenship and Immigration Canada finds that you or a dependent is inadmissible as a result of medical, criminality, security checks or having an invalid passport.

Appendix 1: Opportunity occupations in Nova Scotia

The following occupation list represents professions where there may be employment opportunities in Nova Scotia. The occupations are classified with National Occupational Classification 2011 (NOC). The NOC helps determine whether a job meets the skill levels established for skilled and semi-skilled occupations, and whether the candidate's qualifications and experience match the requirements of the job. The NOC Matrix provides an overview of the entire occupational classification structure based on skill levels and skill types. For more information visit: <http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/Matrix.aspx>.

In your application to NSOI you will need to demonstrate that you:

- performed the actions described in the lead statements for the occupation as set out in the occupational description of the NOC 2011, and
- performed a substantial number of the main duties, including all of the essential duties, of the occupation as set out in the occupational description of NOC 2011

NSOI reserves both the right to consider only certain types of jobs and occupations for nomination and to limit those occupations that are eligible for the Nova Scotia Demand: Express Entry stream or to target specific occupations, groups of occupations, occupations in specific industries or occupations in specific sectors of the economy. The NSOI reserves the right to modify this occupation list at its discretion, at any time.

	Occupation title	NOC	Skill
1	Financial Auditors and Accountants	1111	A
2	Financial and Investment Analysts	1112	A
3	Human Resources Professionals	1121	A
4	Purchasing Agents and Officers	1225	B
5	Geoscientists and Oceanographers	2113	A
6	Civil Engineers	2131	A
7	Mechanical Engineers	2132	A
8	Electrical and Electronic Engineers	2133	A
9	Industrial and Manufacturing Engineers	2141	A
10	Computer Engineers	2147	A
11	Information Systems Analysts and Consultants	2171	A
12	Database Analysts and Data Administrators	2172	A
13	Software Engineers	2173	A
14	Computer Programmers and Interactive Media Developers	2174	A
15	Web Designers and Developers	2175	A
16	Civil Engineering Technologists and Technicians	2231	B
17	Mechanical Engineering Technologists and Technicians	2232	B
18	Electrical and Electronics Engineering Technologists and Technicians	2241	B
19	Drafting Technologists and Technicians	2253	B
20	Engineering Inspectors and Regulatory Officers	2262	B
21	User Support Technicians	2282	B
22	Registered Nurses	3012	A
23	Physiotherapists	3142	A
24	Occupational Therapists	3143	A
25	Medical Laboratory Technologists	3211	B

26	Licensed Practical Nurses	3233	B
27	Psychologists	4151	A
28	Family, Marriage and Other Related Counsellors	4153	A
29	Financial Sales Representatives	6235	B

If your occupation falls within this list, research it before applying to the Nova Scotia Demand: Express Entry stream. One of the challenges Canadian employers face when hiring international candidates is that standards for training, education, and certifications can be different from place to place. Some professions, like those in the health care industry for example, are regulated. This means certain qualifications or training certifications are required for employment. You may already have the training needed, but if it was gained outside of Nova Scotia it may not be fully recognized. Employers and regulatory bodies will need to determine the Nova Scotia equivalent to help them decide what positions you qualify for. This will also help you decide if there are any additional training or upgrades you may need. Even unregulated professions have generally-accepted credentials. Despite extensive training, you may need further education/training to upgrade or verify that your abilities meet Nova Scotia standards.

To help you with your search, go to the following website and insert the NOC code under quick search:
<http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/Welcome.aspx>

For contact information on professional organizations in Nova Scotia, go to the following website (though note this website is using NOC 2006): <http://careers.novascotia.ca/searchjobprofiles>

The NSOI is not responsible for finding employment or providing assistance in finding employment to any applicant or Nominee.

Appendix 2 – Forms and Supporting Documents Checklist

A detailed explanation of all the forms and supporting documents can be found in [Appendix 3: Forms and Supporting Documents Reference Sheet](#).

APPLICATIONS WHICH DO NOT FOLLOW THESE INSTRUCTIONS WILL BE RETURNED WITHOUT ASSESSMENT.

If copies are requested, do not send originals as they will not be returned to you. Review and organize your completed forms and supporting documents in the order below before submitting your application.

Nova Scotia Nominee Program Forms		
<input type="checkbox"/>	eNSNP 100 - online application (http://novascotia.ca/eNSNP) or NSNP 100 – Application Form, provide original paper form	For the principal applicant
Provide originals or copies		
<input type="checkbox"/>	NSNP 200 – Employer Form (if applicable, for arranged employment) and supporting documents	For the employer who has made the permanent job offer
<input type="checkbox"/>	NSNP 50 – Use of a Representative (if applicable)	For the principal applicant and dependents aged 19 or older.
<input type="checkbox"/>	NSNP 60 – Authority to Release Personal Information to a Designated Individual (if applicable)	For the principal applicant and dependents aged 19 or older.

Supporting Documents – provide COPIES ONLY		
<input type="checkbox"/>	Valid passports and/or travel documents	For the principal applicant, spouse or common-law partner and dependents
<input type="checkbox"/>	Visas and permits: Proof of legal presence in your country of residence if other than your country of nationality (e.g., work permit)	For the principal applicant, spouse or common-law partner and dependents
<input type="checkbox"/>	Correspondence from past immigration attempts to Canada (if applicable)	For the principal applicant, spouse or common-law partner and dependents
<input type="checkbox"/>	Birth certificates identifying both parents	For dependents
<input type="checkbox"/>	Marriage certificate (if applicable)	For the principal applicant

Supporting Documents – provide COPIES ONLY		
<input type="checkbox"/>	Custody documents and permission for the child to come to Canada (if applicable)	For the principal applicant and spouse
<input type="checkbox"/>	Adoption papers (if applicable)	For the principal applicant and spouse or common-law partner
<input type="checkbox"/>	Education proof: Certificates, diplomas, degrees	For the principal applicant and spouse or common-law partner (if applicable)
<input type="checkbox"/>	Educational Credential Assessment (ECA) from CIC's designated agencies for foreign credentials	For the principal applicant
<input type="checkbox"/>	Proof of English or French language ability	For the principal applicant and spouse or common-law partner (if applicable)
<input type="checkbox"/>	Letters of reference from employers and supporting documents	For the principal applicant and spouse or common-law partner (if applicable)
<input type="checkbox"/>	Documentation to show work experience match with NOC 2011	For the principal applicant
<input type="checkbox"/>	Proof certified to work in Nova Scotia: Certification with licensing bodies, regulatory agencies (if applicable)	For the principal applicant
<input type="checkbox"/>	Resume / Curriculum Vitae	For the principal applicant
<input type="checkbox"/>	Financial documents – proof of settlement supports and transferable funds (e.g., bank statements, investments portfolio)	For the principal applicant and spouse or common-law partner
<input type="checkbox"/>	Close relative in Nova Scotia (if applicable), include proof of status, proof of relationship and proof of residency	For the principal applicant and spouse or common-law partner (if applicable)

Appendix 3 – Forms and Supporting Documents Reference Sheet

The following is a detailed explanation of all the documents referred to in Appendix 2: Forms and Supporting Documents Checklist. Be sure to read this section carefully to ensure you provide all required information/documentation.

Nova Scotia Nominee Program (NSNP) Forms

<p>This form must be completed by the principal applicant.</p> <p>eNSNP 100 - online application (http://novascotia.ca/eNSNP)</p> <p>or</p> <p>NSNP 100 – Paper Application Form</p> <p>Submit one completed and signed <u>original</u> form (signature can be in native script).</p>	
<p>Provide originals or copies</p>	
<p>NSNP 200 – Employer Form (if applicable, for arranged employment)</p>	<p>This form must be completed by the Nova Scotia employer who is making the permanent full-time job offer. It should be completed by the authorized signing officer of the company that made the job offer.</p> <p>The Nova Scotia Office of Immigration reserves, at its sole discretion, the right to not accept applications from employers who have failed to comply with the requirements of the NSNP.</p>
<p>NSNP 50 – Use of a Representative</p>	<p><u>Optional</u>. Use this form if you wish to designate an authorized representative who has your permission to conduct business on your behalf with the Nova Scotia Office of Immigration. When you appoint a representative, you also authorize the Province of Nova Scotia to share information from your case with this person.</p> <p>This form must be completed by the principal applicant and by all accompanying family members age 19 or older.</p>
<p>NSNP 60 – Authority to Release Personal Information to a Designated Individual</p>	<p><u>Optional</u>. Use this form if you wish to have your application information sent to a designated individual other than yourself or your representative.</p> <p>The individual you designate will be able to obtain information on your case file, such as the status of your application; however, he or she will not be a representative who can conduct business on your behalf with Nova Scotia Office of Immigration.</p> <p>This form must be completed by the principal applicant and by all accompanying family members age 19 or older.</p>

Supporting Documents – Provide COPIES ONLY

Where the documents are not in English or in French, the principal applicant must submit a copy of the original document and a copy of the certified translation.

<p>Travel Documents, Passports and Visas</p> <p>For the principal applicant, spouse or common-law partner, and all accompanying dependents.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Valid regular passport. Include only copies of pages showing the passport number, date of issue and expiry, your photo, name, date and place of birth, any amendments in name, date of birth, expiration, etc., and any previous visas and/or visits to Canada. In order to ensure successful immigration processing, it is recommended that passports have an expiry date no less than two years from the date of your Nova Scotia Nominee Program application. <input type="checkbox"/> If you live in a country other than your country of nationality, include a photocopy of your visa for the country where you currently live. <input type="checkbox"/> All previous temporary residence permits, if applicable and available. <input type="checkbox"/> Correspondence from previous attempts to immigrate to Canada through provincial or federal immigration categories. Include correspondence received from the provincial or Canadian government associated with each previous application.
<p>Civil Status Documents</p> <p>If applicable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Marriage certificate
<p>Children's Information</p> <ul style="list-style-type: none"> <input type="checkbox"/> Birth certificates indicating both parents. <p>If applicable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Adoption papers. <input type="checkbox"/> Custody documents for children under age 19 (0-18) <ul style="list-style-type: none"> ▪ if accompanying, proof that the children may accompany the principal applicant to Canada
<p>Education</p> <ul style="list-style-type: none"> <input type="checkbox"/> Canadian Educational Credential or Educational Credential Assessment (ECA) Report <p>For you as the principal applicant:</p> <ul style="list-style-type: none"> • Proof of a Canadian secondary or post-secondary educational credential; OR • Proof of a foreign educational credential from a recognized institution or authority AND an ECA report issued by a designated organization indicating the authenticity of your completed foreign educational credential(s) and its equivalence to a completed Canadian educational credential(s) <p>Note: Your ECA report must have been issued on or after the date on which the organization was designated by CIC and must meet CIC format and content requirements. The ECA report must not be more than 5 years old on the date that NSOI receives your application and at the time of application for permanent residence to CIC.</p>

Proof of Education

To receive points for your education, you must provide proof that you have completed a Canadian secondary or post-secondary educational program OR submit an ECA report along with proof of the foreign educational credential(s) for which you are claiming points.

Proof of your completed Canadian or foreign educational credential(s) can include copies of your:

- Secondary or post-secondary education documents (certificates, diplomas or degrees), and
- Transcripts for successfully completed secondary or post-secondary studies, if available.

You must provide a copy of all certification and training obtained by the principal applicant

Language Ability

Copies of test results from one of the designated testing agencies. Language proficiency test results:

- International English Language Testing System (IELTS): General Training test only
- Canadian English Language Proficiency Index Program (CELPIP) - General test only
- Test d'évaluation de français (TEF)

You must meet the minimum level of **CLB 7** (for your first official language in all four language areas).

Language test results must not be older than two years upon receipt at the Nova Scotia Office of Immigration.

Work experience

For the principal applicant:

The applicant must have accumulated at least one year of continuous full-time paid work experience, or the equivalent in continuous paid part-time work experience, in the occupation identified as their primary occupation, that is listed in Skill Type 0, Skill Level A or B of NOC 2011.

In order to meet the minimum requirements, the applicant's skilled work experience must have occurred within the 10 years preceding the date of their application.

Letters of reference from all employers for the past 10 years

Letters must:

- be written on company letterhead
- be signed by the responsible officer/supervisor
- show company's full address, telephone and fax numbers, e-mail and website addresses
- be stamped with the company's official seal (if applicable)

Letters must include all of the following information:

- the specific period of your employment with the company
- the positions you have held during the period of employment and time spent in each position

- your main responsibilities and duties in each position
- your annual salary plus benefits in each position, and
- the number of hours worked per week in each position

Documentation to show experience match with NOC 2011

In your application to NSOI you will need to demonstrate that you:

- performed the actions described in the lead statements for the occupation as set out in the occupational description of the NOC 2011, and
- performed a substantial number of the main duties, including all of the essential duties, of the occupation as set out in the occupational description of NOC 2011

To help you with your search, go to the following website and insert the NOC code under quick search:
<http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/Welcome.aspx>

Note: The applicant does not need to demonstrate that they meet the “Employment Requirements” listed in the NOC occupational description.

If you do not show that your experience meets the description in the NOC 2011, we will refuse your application.

Additional supporting documents may include:

- copies of employment contracts, and
- copies of pay stubs

Arranged employment (only for applicants with an offer of permanent full-time employment from a Nova Scotia employer)

You must submit the NSNP 200 – Employer Form, accompanied by a job description and a copy of the letter from your employer indicating that you will be employed on a permanent full-time (non-seasonal) basis upon receiving permanent resident status.

The letter from your employer/prospective employer must:

- be written on company letterhead
- be signed by the responsible officer/supervisor
- be signed by you as the employee/prospective employee
- show the company’s full address, telephone and fax number, email and website address
- be stamped with the company’s official seal (if applicable)
- have an expected start date of employment in Nova Scotia should your application for permanent residence be approved
- commit that you will be employed on a permanent, full-time (non-seasonal) basis
- contain the number of hours per week you are anticipated to work

If you...

are currently working in Nova Scotia under a work permit or other authorization

Then submit...

A copy of the work permit or visitor record.

<p>have a permanent full-time job offer and a positive Labour Market Impact Assessment (LMIA) issued by Service Canada in relation to this job offer</p>	<p>A copy of Service Canada confirmation letter (LMIA) which was sent to your employer Note: this applies to you even if you are not working in Canada under a work permit or other authorization</p>
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<p>Financial Documents</p> <p>For the principal applicant, spouse or common-law partner. You may provide one or a combination of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Letter from financial institutions indicating the balance and transactional history for the last three months. <input type="checkbox"/> Financial institutions' statements demonstrating access to transferable, liquid funds and assets. <input type="checkbox"/> Investment portfolio. <p>Do not include the value of real estate or jewellery, vehicles and other personal assets.</p>
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<p>Adaptability</p>
<p>Arranged employment (only for applicants with an offer of permanent full-time employment from a Nova Scotian employer) See information detailed earlier under Arranged Employment.</p>
<p>Previous study in Nova Scotia (if applicable)</p>
<p>If you and/or your accompanying spouse or common-law partner have engaged in full-time study in Nova Scotia, with appropriate authorization, for a period of at least one year in the past 5 years, or completed an authorized education or training program at a public, or registered private vocational, post-secondary institution in Nova Scotia (Language studies are not authorized.) provide:</p> <ul style="list-style-type: none"> <input type="checkbox"/> your study permit(s); <input type="checkbox"/> your academic transcripts, and <input type="checkbox"/> the certificate, diploma or degree you received for completing the program.
<p>Previous work in Nova Scotia (if applicable)</p>
<p>If you and/or your accompanying spouse or common-law partner have engaged in full-time work in Nova Scotia, with appropriate authorization, for a period of at least one year in the past 5 years, provide:</p> <ul style="list-style-type: none"> • letter(s) of reference (as per requirements stated above) from your past Nova Scotia employer(s) • a copy of any T4s if available • a copy of the employment authorization <p>Note: self-employed individuals must provide documentation from 3rd party individual(s) indicating the service provided along with payment details. Self-declared main duties or affidavits are not acceptable evidence of work experience.</p>

- If applicable, proof of certification for principal applicant with a licensing or regulatory association or organization or any permits required to hold an occupation abroad or in Nova Scotia.

Note: The NSOI will consider available labour market data and information from the mandated organization to ensure your intended occupation meets the labour market needs of the community.

Relatives in Nova Scotia (if applicable)

- Submit proof of relationship showing you have, or your accompanying spouse/common-law partner has a close relative who is 18 years of age or older and who is a Canadian citizen or permanent resident living in Nova Scotia.

This close relative can be:

- parent, grandparent,
- brother, sister,
- aunt, uncle, who is a brother or sister of a parent or
- niece, nephew

Proof of status:

If your close relative is a

- Permanent resident of Canada

- Canadian citizen

- Then submit a copy of his or her

- Record of Landing (IMM100) or
- Confirmation of Permanent Residence, or
- Permanent Resident Card

- Photo page of a Canadian passport, or
Canadian citizenship card

Proof of relationship:

Submit proof of relationship to your close relative in Nova Scotia, such as birth, marriage or adoption certificates. For example, to prove that your relative is your paternal aunt, it would be necessary to submit copies of birth certificates for her and for your father showing they have at least one common parent.

Proof of residency:

Provide evidence your listed relative physically resides and is established in Nova Scotia and has been living in the province continuously for at least one year. This may include copies of:

- Lease agreements
- The most recent Notice of Assessment from the Canada Revenue Agency
- An employer's letter confirming employment
- Monthly bills (one page of each bill is sufficient)
- Credit card invoices and bank statements

Note: The evidence should show the relative's name and full address in Nova Scotia and must be less than six (6) months old from the date of application submission. Provide evidence your listed relative will assist with employment (job search) and settlement support (e.g., housing, finding a school).

Your accompanying spouse or common-law partner's level of language proficiency (if applicable)

If you are claiming adaptability points for your spouse or common-law partner's language proficiency, you must include the results of their official English language proficiency test (CELPIP – General or IELTS – General Training) OR their official French language proficiency test (TEF) with your application to NSOI.

Language test results must not be older than two years upon receipt at the Nova Scotia Office of Immigration.

The Nova Scotia Office of Immigration reserves the right to request further information throughout the assessment process.

Contact Information

Postal Box Address (Mail)

Nova Scotia Office of Immigration
PO Box 1535
Halifax NS B3J 2Y3
CANADA

Civic Address (In person)

Nova Scotia Office of Immigration
1469 Brenton Street
3rd Floor
Halifax NS
CANADA

Tel: (902) 424-5230

Fax: (902) 424-7936

Email: nsnp@novascotia.ca

www.novascotiaimmigration.ca

Find “*Nova Scotia Immigration*” on the following social media websites:

