

*Nova Scotia Nominee Program*

Nova Scotia  
Experience:  
Express Entry  
Application  
Guide



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



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## Introduction

The **Nova Scotia Experience: Express Entry** stream selects skilled individuals who wish to live in the Province of Nova Scotia permanently and who have at least one year work experience in Nova Scotia. **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 Experience: Express Entry** stream to be nominated for permanent residence. The Nova Scotia Experience: Express Entry stream is aligned with Immigration, Refugees and Citizenship Canada's (IRCC) Express Entry intake system.

There are two application routes to the Nova Scotia Experience: 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 Immigration, Refugees and Citizenship 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 Experience: Express Entry stream occur within the Express Entry system. For further information on Express Entry, visit: [www.canada.gc.ca/expressentry](http://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 Experience: 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 Immigration, Refugees and Citizenship Canada (<http://www.cic.gc.ca/>).

## Disclaimer

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

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 Immigration, Refugees and Citizenship 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 Experience: 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 Immigration, Refugees and Citizenship Canada (IRCC).

## When Not to Apply

**Do Not Apply** for the Nova Scotia Experience: 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 country 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 valid 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;
- an individual whose 12 months full-time (or an equal amount in part-time) skilled work experience in the three years before your application is not based in Nova Scotia;
- 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);

## Eligibility Criteria for the Principal Applicant

Applicants eligible for nomination must meet all the eligibility criteria below and not meet any of the **When Not to Apply** conditions. Further information on eligibility criteria can be found in subsequent sections of this document.

In order for NSOI to assess your application, you must ensure you provide all supporting forms and documentation to demonstrate your eligibility

**Minimum requirements:** At the time of your **complete** application to NSOI, you must:

- Be between the ages of 21 and 55;
- Have at least 12 months full-time (or an equal amount in part-time) skilled work experience in Nova Scotia in the three years before you apply;
- Have gained your experience in Nova Scotia with the proper authorization (work permit, etc.);
- Have completed Canadian secondary (high school) 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 IRCC if your educational credential was obtained outside of Canada;
- Meet the required language levels needed for your job for each language ability (speaking, reading, writing, and listening). These levels are CLB 7 for NOC 0 and A and CLB 5 for NOC B;
- Demonstrate that you will become economically established in Nova Scotia and that you intend to live in the province permanently.

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

## Work Experience

To be considered for Nova Scotia Experience: Express Entry, you must have skilled work experience. To be counted toward your application, your experience must be:

- Gained by working for an employer in Nova Scotia
- Gained within three years of the date you are applying to NSOI and to IRCC
- At least 12 months (1,560 hours) of full-time or an equal amount in part-time hours
- Paid experience which cannot have been gained through self-employment or while you were a full-time student (volunteer work, unpaid internships, co-op terms, etc. do not count)
- In NOC 2011 Skill Type 0, Skill Level A or B

Full time: 30 hours/week for 12 months (1,560 hours)

Part time: 15 hours/week for 24 months = 1 full year full time (1,560 hours)

OR

30 hours/week for 12 months at more than one job = 1 year full time (1,560 hours)

You must show that you did the duties set out in the lead statement of the occupational description in the NOC 2011, including all the essential duties and most of the main duties listed.

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

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>.

## Education

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 IRCC.

**If you do not submit a copy of your Canadian credential or the ECA 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, a copy of the 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 IRCC
- Must meet IRCC format and content requirements
- Not be more than five years old on the date that NSOI receives your application and on application for permanent residence to IRCC
- Show your credential is equal to a completed Canadian one

For more information and a list of organizations designated by IRCC, 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 a copy of your ECA report for your records and future use.

## Language Ability

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.

- For NOC 0 or A jobs, you must meet a minimum language level of Canadian Language Benchmark (CLB) 7
- For NOC B jobs, you must meet a minimum language level of CLB 5

You must show that you meet the requirements in English or French by including your results from a language test approved by Immigration, Refugees and Citizenship Canada that shows you meet the level for speaking, listening, reading, and writing.

Your language test results must not be more than two years old on the day you apply to NSOI and must be renewed if they would expire at any time before your application to IRCC is approved for processing.

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.**

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>

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 (CELPIP – General, IELTS – General Training, or TEF) language test result be sent directly to NSOI. Submit your language proficiency test results with your complete application to NSOI.

Keep a copy 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.

## Interview

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



## 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 Immigration, Refugees and Citizenship Canada's online Express Entry system before you apply to the Nova Scotia Nominee Program. Your Express Entry Profile Number is necessary for your application. A Job Seeker Validation Code may also be required.

### 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 1: 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 <a href="http://novascotia.ca/eNSNP">http://novascotia.ca/eNSNP</a> where you can:</p> <ul style="list-style-type: none"> <li>• Create an account</li> <li>• Save your application in process</li> <li>• Submit supporting documents as PDF attachments</li> </ul>	<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 1: 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 50 megabytes (MB).
- The file names of attachments must be no more than 50 characters.

**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 a **valid** Express Entry profile number and, if applicable, Job Seeker Validation Code will not be processed. Your application will be refused and closed.

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

- Spouse (legal marriage),
- Common-law partner<sup>1</sup> 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

**Settlement Plan:** You must show that you have a genuine intention to settle in Nova Scotia in your application form. You must provide a detailed explanation of why you choose to settle permanently in Nova Scotia and what you feel Nova Scotia can offer to you and your family. Your explanation can include details such as your plans for accommodation/housing; transportation; employment/job; schools or child care; language training plans; and integration into community. Include all information you think is relevant. **All responses must be in your own words. Do not copy information from other sources.**

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<sup>1</sup> 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>.

**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](http://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](http://flsc.ca/about-us/our-members-canadas-law-societies));OR
- 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 Immigration, Refugees and Citizenship 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 the status of your application, including whether it has been nominated or refused. You must wait to receive written correspondence from the Nova Scotia Office of Immigration.

#### Step 4: Immigration, Refugees and Citizenship Canada (IRCC) 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 IRCC**

Following acceptance of the nomination with the Express Entry system, you will receive an Invitation to Apply for permanent residence by IRCC. 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 IRCC account. You, your spouse, or common-law partner and dependents must meet requirements for medical, security and criminal admissibility to IRCC'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](http://www.canada.ca/expressentry)

**C. Issuance of permanent resident visa**

If approved by Immigration, Refugees and Citizenship 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:**

- **You must meet all IRCC criteria for the Express Entry pool and all supporting documents must be valid at the time of application to IRCC.**
- Incorrectly completed application forms will slow processing time for your application at both the NSNP and IRCC steps and may result in your application being returned or refused.

- Immigration, Refugees and Citizenship 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
  - Immigration, Refugees and Citizenship Canada finds that you or a dependent is inadmissible as a result of medical, criminality, security checks or having an invalid passport.

## Appendix 1 – Forms and Supporting Documents Checklist

A detailed explanation of all the forms and supporting documents can be found in [Appendix 2: 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"/>	<b>eNSNP 100</b> - online application ( <a href="http://novascotia.ca/eNSNP">http://novascotia.ca/eNSNP</a> )  <b>or</b> <b>NSNP 100</b> – Application Form, provide original paper form	For the principal applicant
Provide originals or copies		
<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
<input type="checkbox"/>	Custody documents and permission for the child to come to Canada (if applicable)	For the principal applicant and spouse or common-law partner
<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
<input type="checkbox"/>	Educational Credential Assessment (ECA) from IRCC-designated agencies for foreign credentials	For the principal applicant
<input type="checkbox"/>	Proof of English or French language ability	For the principal applicant
<input type="checkbox"/>	Letters of reference from employers and supporting documents	For the principal applicant
<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

## Appendix 2 – Forms and Supporting Documents Reference Sheet

The following is a detailed explanation of all the documents referred to in [Appendix 1: 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><b>eNSNP 100</b> - online application (<a href="http://novascotia.ca/eNSNP">http://novascotia.ca/eNSNP</a>)</p> <p>or</p> <p><b>NSNP 100</b> – Paper Application Form</p> <p>Submit one completed and signed <u>original</u> form (signature can be in native script).</p>	
<p><b>Provide originals or copies</b></p>	
<p><b>NSNP 50 – Use of a Representative</b></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 18 or older.</p>
<p><b>NSNP 60 – Authority to Release Personal Information to a Designated Individual</b></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 <b>will not</b> 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 18 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><b>Passports, Travel Documents and Visas</b></p> <p>For the principal applicant, spouse, or common-law partner, and all accompanying dependents.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Valid regular <b>passport</b>. 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.</li> <li><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.</li> <li><input type="checkbox"/> All previous temporary residence permits, if applicable and available.</li> <li><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.</li> </ul>
<p><b>Civil Status Documents</b></p> <p>If applicable:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Marriage certificate</li> </ul>
<p><b>Children's Information</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Birth certificates indicating both parents.</li> </ul> <p>If applicable:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Adoption papers.</li> <li><input type="checkbox"/> Custody documents for children under age 19 (0-18) <ul style="list-style-type: none"> <li>▪ if accompanying, proof that the children may accompany the principal applicant to Canada</li> </ul> </li> </ul>
<p><b>Education</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Canadian Educational Credential or Educational Credential Assessment (ECA) Report</li> </ul> <p>For you as the principal applicant:</p> <ul style="list-style-type: none"> <li>• Proof of a Canadian secondary or post-secondary educational credential; OR</li> <li>• Proof of a foreign educational credential from a recognized institution or authority AND a copy of the 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)</li> </ul> <p>Note: Your ECA report must have been issued on or after the date on which the organization was designated by IRCC and must meet IRCC 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 IRCC.</p>

**Proof of Education**

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.

**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)

For NOC 0 or A jobs, you must meet a minimum language level of Canadian Language Benchmark (CLB) 7

For NOC B jobs, you must meet a minimum language level of CLB 5

Language test results must not be older than two years upon receipt at the Nova Scotia Office of Immigration and must be renewed if they would expire at any time before your application to IRCC is approved for processing.

**Work experience**

For the principal applicant:

The applicant must have accumulated at least 12 months of full-time paid work experience, or the equivalent in part-time work experience, with a Nova Scotia employer within three years preceding the date of their application. The work experience must be in an occupation in NOC 2011 Skill Type 0, Skill Level A or B.

Letters of reference from all employers for the past 3 years

**Letters must be:**

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

**Letters must include all 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 work experience match with NOC 2011**

In your application to NSOI you will need to demonstrate that you completed duties set out in the lead statements of the occupation description in the NOC 2011, including all of the essential duties and most of the main duties listed. 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>

**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

**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  
3<sup>rd</sup> Floor  
Halifax NS  
CANADA

Tel: (902) 424-5230

Fax: (902) 424-7936

Email: [nsnp@novascotia.ca](mailto:nsnp@novascotia.ca)

[www.novascotiaimmigration.ca](http://www.novascotiaimmigration.ca)

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

