

*Nova Scotia Nominee Program*

# Skilled Worker Application Guide

# Nova Scotia Nominee Program Skilled Worker Stream Application Guide



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## Introduction

This guide explains how you can apply to the Nova Scotia Nominee Program (NSNP) through the **Skilled Worker** stream to be nominated for permanent residence. 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 the provincial labour market and economic needs and who intend to establish themselves in Nova Scotia. Nominees, along with their spouse 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 NSNP *Skilled Worker* stream assists employers in hiring workers whose skills are in limited supply in the province. The stream helps employers recruit and/or retain foreign workers with the required skills for positions that they have been unable to fill with a permanent resident or Canadian citizen.

The Nova Scotia Nominee Program is only one means of applying for permanent resident status in Canada. Applicants are encouraged to explore alternatives at the Immigration, Refugees and Citizenship Canada website (<http://www.cic.gc.ca/>).

## Required Levels of Approval

Applications under the Skilled Worker stream require two levels of approval before permanent resident status can be obtained.

### Level 1: Application to the Nova Scotia Nominee Program Skilled Worker stream

If you meet **all** the eligibility criteria, you are eligible to apply to the NSNP by submitting a **complete** application package. The processing time for a complete 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 the Nova Scotia Office of Immigration.

### Level 2: Application to Immigration, Refugees and Citizenship Canada for a permanent resident visa

If you are nominated by the Province of Nova Scotia, you may then apply to the Government of Canada for a permanent resident visa, through Immigration, Refugees and Citizenship Canada (IRCC), as a Nova Scotia Provincial Nominee. In this case, you will send your application to the IRCC Centralized Intake Office in Sydney, Nova Scotia, Canada.

In some cases, you may be asked to go for an interview. You, your spouse and dependents must meet statutory requirements for medical, security and criminal admissibility. IRCC has the final authority to issue a permanent resident visa.

There is no guarantee that IRCC will approve your permanent resident application even if you are nominated by Nova Scotia.

## Fees

There is no provincial application fee under the Nova Scotia Nominee Program (NSNP). You must, however, pay all the required Government of Canada immigration fees when you submit your file to Immigration, Refugees and Citizenship Canada (IRCC).

## Disclaimer

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://novascotiaimmigration.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.

## When Not to Apply

**Do Not Apply** for the Skilled Worker Stream if you are:

- **an individual who has received a nomination under the Nova Scotia Nominee Program dated within the last 12 months;**
- 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 federal post-graduation work permit whose occupation falls under NOC skill Level 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;
- a seasonal, part-time or casual worker;
- in a sales position that is based solely on commission for compensation;
- an individual in Canada who is in the Caregiver Program;
- an individual whose job is not based 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);
- basing your application on a job offer where you are self-employed in Nova Scotia;
- basing your application on a job offer where you are a majority shareholder in a Nova Scotia business;
- basing your application on a job offer where you are intending to start a business and/or becoming self-employed in Nova Scotia.

## Job Offer

You must have a **full-time, permanent<sup>1</sup> job offer** from a Nova Scotia employer before submitting an application to the NSNP *Skilled Worker* stream. For greater certainty, your application must not be based on a job offer where you are self-employed in Nova Scotia, on being the majority shareholder in a Nova Scotia business, or on the intention to start a business and/or become self-employed in Nova Scotia. Provincial priorities may change as skills shortages are met by permanent residents or Canadian citizens. Generally, the NSNP will not support nominations in occupations where labour market information shows that there are individuals in Nova Scotia with the necessary skills and that there is no indication of a skills shortage. The Nova Scotia Office of Immigration, however, will consider local labour market conditions.

## Occupations

The Office of Immigration does not have a specific occupation or skills shortage list for the Skilled Worker Stream. The Office of Immigration uses the National Occupation Classification (NOC) to classify jobs according to duties, formal qualifications and experience specified by the employer. The NOC helps determine whether a job meets the skill levels established for skilled and semi-skilled worker 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 details on NOC skill levels and types, visit <http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/AboutNOC.aspx>.

The Office of Immigration differentiates between skilled workers, semi-skilled and low-skilled workers.

**Skilled workers** are defined as individuals with an occupation within **NOC 0, A or B**. Priority will be awarded to these higher skilled occupations.

**Semi-skilled** workers have occupations that fall under **NOC C**. The Office of Immigration may consider applications based on local labour market requirements and conditions. At the time of submission, applicants must have at least six (6) months of work experience with the Nova Scotia employer supporting the application.<sup>2</sup>

**Low-skilled** workers have occupations that fall under **NOC D**. The Office of Immigration may consider applications from individuals in these occupations only if all other eligibility criteria are met. At the time of submission, the principal applicant must have worked for at least six (6) months with the Nova Scotia employer supporting the application. There must be indicators of success in the application and strong employer support such as contribution to the immigration fees, accommodation/housing, language training, and career training plans.

The Office of Immigration will not consider applications from individuals on a federal post-graduation work permit whose occupations fall under NOC D.

The Office of Immigration reserves the right to consider only certain types of jobs and occupations for nomination. This decision will depend on the current economic situation of the Nova Scotia labour market needs.

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<sup>1</sup> 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.

<sup>2</sup> In most cases, employers need to obtain a positive Labour Market Impact Assessment (LMIA) from Service Canada to hire a temporary foreign worker in Canada.

## Language Standards and Mandatory Testing

All applicants in NOC C and D occupations must submit official language test results with their application to the Nova Scotia Nominee Program. They must achieve a minimum standard of Canadian Language Benchmark (CLB) 4 across all four categories: listening, reading, writing and speaking.

The Nova Scotia Office of Immigration will only consider results from designated testing agencies. The acceptable tests are:

- International English Language Testing System (IELTS) General Training  
[http://www.ielts.org/test\\_takers\\_information.aspx](http://www.ielts.org/test_takers_information.aspx)
- Canadian English Language Proficiency Index Program (CELPIP-General)  
<http://www.celiptest.ca/for-test-takers/registration-information>
- Test d'évaluation de français (TEF)  
<http://www.francais.ccip.fr/etudiant>

No other evidence of language proficiency will be accepted. 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.

| CLB Level   | Listening  | Reading | Writing | Speaking |
|---|--|---------|---------|----------|
| <b>4</b><br>NOC<br>C and D<br>(mandatory language testing)      | <b>IELTS test results for each ability</b>   |         |         |          |
|   | 4.5  | 3.5     | 4       | 4        |
|   | <b>CELPIP test results for each ability (if test taken before April 1<sup>st</sup>, 2014)</b>      |         |         |          |
|   | 2H   | 2H      | 2H      | 2H       |
|   | <b>CELPIP test results for each ability (if test taken on or after April 1<sup>st</sup>, 2014)</b> |         |         |          |
|   | 4  | 4       | 4       | 4        |
|   | <b>TEF test results for each ability</b>   |         |         |          |
|   | 145  | 121     | 181     | 181      |
| <b>5</b><br>NOC<br>0, A & B<br>(non-mandatory language testing) | <b>IELTS test results for each ability</b>   |         |         |          |
|   | 5  | 4       | 5       | 5        |
|   | <b>CELPIP test results for each ability (if test taken before April 1<sup>st</sup>, 2014)</b>      |         |         |          |
|   | 3L   | 3L      | 3L      | 3L       |
|   | <b>CELPIP test results for each ability (if test taken on or after April 1<sup>st</sup>, 2014)</b> |         |         |          |
|   | 5  | 5       | 5       | 5        |
|   | <b>TEF test results for each ability</b>   |         |         |          |
|   | 180  | 150     | 225     | 225      |

## Criteria and Requirements for the Principal Applicant

The spouse, common-law partner, and children, if applicable, can be included as accompanying dependents.

| Criteria  | Eligibility Requirements  |
|---|---|
| <b>Legal status in country of residence</b>       | <p>If you are living in Canada, you must provide proof of your legal status as a temporary worker or visitor.</p> <p>If you apply from outside Canada, you must provide proof that you have legal status in your country of residence.</p> <p>If you have lost your status, you are not eligible to apply until your status has been restored.</p>  |
| <b>Age</b>  | You are between the ages of 21 and 55 at the time the Office of Immigration receives your application.  |
| <b>Full-time, permanent job offer<sup>3</sup></b> | <p><b>Full time, permanent job offer</b> from an established employer in Nova Scotia, preferably for a <b>NOC 0, A or B occupation</b>.</p> <p>The job, located in Nova Scotia, must:</p> <ul style="list-style-type: none"> <li>▪ have compensation in the form of salary and benefits package that meets provincial employment standards and the provincial wage range. (see <a href="http://www.jobbank.gc.ca/wage-outlook_search-eng.do?reportOption=wage">www.jobbank.gc.ca/wage-outlook_search-eng.do?reportOption=wage</a>),</li> <li>▪ be a position which has a shortage of qualified permanent residents or Canadian citizens to fill the position, and</li> <li>▪ not contravene any existing bargaining unit agreements, labour agreements/standards or be in any employment disputes.</li> </ul> <p>The NSNP will consider selected jobs defined as <b>NOC C</b> based on local labour market requirements and conditions, and six (6) months of work with the Nova Scotia employer supporting the application. Consideration for <b>NOC D</b> occupation is based on the criteria listed under the “Occupations” section above.</p> |
| <b>Education and training</b>                     | <p>You have completed a high-school diploma and have the appropriate training, skills, and/or accreditation required for the job.</p> <p>For occupations requiring <b>licensing or certification</b> in Nova Scotia, contact the appropriate provincial, national and/or industry regulatory association prior to applying to verify that you meet licensing or certification requirements.<sup>4</sup></p>   |

<sup>3</sup> 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.

<sup>4</sup> For information on regulated and non-regulated occupations in Nova Scotia, contact the Canadian Information Centre for International Credentials at [www.cicic.ca](http://www.cicic.ca)



| Criteria   | Eligibility Requirements   |
|--|--|
| <p><b>Language ability</b></p>                     | <p><b>NOC 0, A and B</b><br/>           If your first language is not English or French, your written proof or explanation must clearly show that you meet the criteria listed in the Canadian Language Benchmarks (CLB) or Niveaux de compétence linguistique canadiens (NCLC) for at least <b>CLB/NCLC Level 5</b>.</p> <p>Your abilities are verified by one or more of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Educational transcripts or other documentation indicating English or French as the principal language of instruction or communication.</li> <li><input type="checkbox"/> Employment history and references with English or French as the principal language of communication.</li> <li><input type="checkbox"/> Internationally recognised test results to prove a <b>CLB/NCLC Level 5</b>.</li> </ul> <p><b>NOC C and D</b><br/>           Even if your first language is English or French, you <u>must</u> submit internationally recognized test results to prove a minimum <b>CLB/NCL Level 4</b>.</p> <p>See above section <u>Language Standards and Mandatory Testing</u> for more information.</p> |
| <p><b>Work experience</b></p>                      | <p>At the time of submission, you must have work experience of 12 months within the last 5 years (1,560 hours or more), related to the position and skills for the job. Volunteer work and unpaid internships do not count.</p> <p>The evidence of work experience or transferable skills will be verified by certified education and work experience via your résumé or curriculum vitae (CV), letters of reference from employers and supporting employment documents.</p>   |
| <p><b>Adaptability and intention to settle</b></p> | <p>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 chose Nova Scotia to permanently settle and what you feel Nova Scotia can offer to you and your family.</p> <p>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.</p> <p>Include all information you think is relevant.</p> <p><b>All responses must be in your own words. Do not copy information from other sources.</b></p>  |
| <p><b>Financial and settlement supports</b></p>    | <p><b>SETTLEMENT SUPPORTS:</b> You can demonstrate that you have sufficient settlement supports and financial resources, including transferable funds in your name or your spouse's name, to pay your immigration costs and travel expenses (if applicable) and to successfully establish yourself and your family in Nova Scotia.</p> <p>Federal guidelines generally recommend that immigrants arrive with a minimum of \$11,000, plus \$2,000 for each dependent. This recommended amount is reduced in the case of a principal applicant who is already living in Nova Scotia or has arranged employment. In all cases, proof of some financial resources in your own name is required.</p> <p><b>NOTE: The Office of Immigration will 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 <u>Low-Income Cut-Off</u> at Table 3 of <a href="http://www.cic.gc.ca/english/information/applications/guides/5196ETOC.asp#5196E9">www.cic.gc.ca/english/information/applications/guides/5196ETOC.asp#5196E9</a></b></p>                                |

## Criteria and Requirements for the Employer

| Criteria                   | Eligibility Requirements  |
|----------------------------|---|
| <b>Registration status</b> | <p>The business must have a permanent establishment in Nova Scotia.<sup>5</sup></p> <p>The Office of Immigration 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.</p>   |
| <b>Operational status</b>  | <p>The employer's business must have been in active operation in Nova Scotia for <b>at least two years</b> and be in good standing with provincial occupational health and safety and labour authorities and not be in violation of the Immigration, Refugee and Protection Act (IRPA) or Immigration, Refugee and Protection Regulations (IRPR).</p>   |
| <b>Business Practices</b>  | <p><b>Employers must pay the federal employer compliance fee when hiring foreign nationals unless exempt.</b> See <a href="http://www.cic.gc.ca/english/work/employers/hire-how.asp">www.cic.gc.ca/english/work/employers/hire-how.asp</a> for further information.</p> <p>Employer must have a history of good workplace and business practices, and must be compliant with all applicable laws and regulations.</p> <p>Most employers who wish to recruit and hire foreign workers for employment in Nova Scotia must obtain a <b>Foreign Worker Employer Registration Certificate</b> from Labour Standards. (see <a href="http://novascotia.ca/lae/employmentrights/FW/ForeignWorker_Employer_Registration_Information.asp">http://novascotia.ca/lae/employmentrights/FW/ForeignWorker_Employer_Registration_Information.asp</a>)</p> <p>Employers cannot make deductions from wages or salaries for business costs such as bringing a foreign worker to Canada.</p> <p>Employment agencies and similar placement firms cannot act as an employer unless they are establishing a full-time permanent employer-employee relationship with the applicant themselves.</p> <p>Deviation or violation of these obligations will result in the Office of Immigration's refusal to accept NSNP applications by workers employed with such employers.</p> |
| <b>Employment offer</b>    | <p>The employer must make a <b>full time, permanent job offer</b><sup>6</sup> for a job preferably for a <b>NOC Level O, A or B</b>.</p> <p>The job, located in Nova Scotia, must:</p> <ul style="list-style-type: none"> <li>▪ have compensation in the form of salary that meets provincial employment standards and the provincial wage range. (see <a href="http://www.jobbank.gc.ca/wage-outlook_search-eng.do?reportOption=wage">www.jobbank.gc.ca/wage-outlook_search-eng.do?reportOption=wage</a>),</li> <li>▪ be a position which has a shortage of qualified permanent residents or Canadian citizens to fill the position,</li> <li>▪ not contravene any existing bargaining unit agreements, labour agreements/standards or involved in any employment disputes.</li> </ul> <p>The NSNP will consider selected jobs defined as <b>NOC C</b> based on local labour market requirements and conditions, and six (6) months of work with the Nova Scotia employer supporting the application. Consideration for <b>NOC D</b> occupations is based on the criteria listed under the section "Occupations" in this guide.</p>  |

<sup>5</sup> "Permanent establishment" has the meaning contained in the Income Tax Act, Canada.

<sup>6</sup> 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.

| Criteria                   | Eligibility Requirements  |
|----------------------------|---|
| <b>Recruitment efforts</b> | <p>The employer must provide evidence of recruitment for the position. This evidence must <b>predate</b> the applicant's current offer of employment. Satisfactory evidence can be either:</p> <ul style="list-style-type: none"> <li>• a current positive Labour Market Impact Assessment (LMIA), as described below,</li> <li>• proof that the position offered or worker is considered to be LMIA exempt, or</li> <li>• three advertisements and related information that meet the conditions described below.</li> </ul> <p><b>LABOUR MARKET IMPACT ASSESSMENT</b></p> <p>If the employer has received a positive LMIA from Employment and Social Development Canada (Service Canada) <b>for this position</b>, attach a copy of the LMIA in which the applicant is named. No other recruitment documentation is required. The LMIA's expiry date must be on or after the date of application to the Nova Scotia Office of Immigration (NSOI).</p> <p><b>LABOUR MARKET IMPACT ASSESSMENT EXEMPTION</b></p> <p>If the position offered and/or the worker is LMIA exempt as identified by Immigration, Refugees and Citizenship Canada, proof must be submitted. (see: <a href="http://www.cic.gc.ca/english/work/apply-who-permit.asp">www.cic.gc.ca/english/work/apply-who-permit.asp</a>)</p> <p><b>ADVERTISEMENTS</b></p> <p>If there is no current positive LMIA, or the offered position and/or worker is not considered LMIA exempt, provide a copy of the job advertisement that appeared in three different publications, one being national in scope (i.e., Job Bank or any other Canada-wide resources considered an effective method of recruitment for the position are acceptable.)</p> <p>All advertisements must occur in the six months prior to the date of the job offer to the applicant. Each advertisement must be publicly available for no less than four consecutive weeks. The employer must be able to demonstrate that the print media and websites used to advertise the job target an audience in Canada that has the appropriate education, professional experience, language ability and skill level required for that job.</p> <p>The advertisement must be in English or French and include the:</p> <ul style="list-style-type: none"> <li>• Company operating name and contact information: telephone number, cell phone number, email address, fax number, or mailing address;</li> <li>• Title of position</li> <li>• Job duties</li> <li>• Skill requirements</li> <li>• Location of work (city or town)</li> </ul> <p><b>NOTE</b></p> <p>Recruitment efforts are mandatory, unless the applicant is in possession of a valid LMIA or is in a position considered LMIA exempt. The Office of Immigration reserves the right to request additional information to demonstrate recruitment efforts in support of an application.</p> |

## Support and Retention Plan

When reviewing an application, the Office of Immigration 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.

## Application and Assessment Process

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

Both you and your employer will be required to provide documents. You will submit a complete application package with all documentation. **You must notify the NSNP of any changes in your status or eligibility criteria for this stream, including change of employer or loss of employment.**

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

### 1. The principal applicant prepares an application

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.

### 2. The employer prepares an employer form

Your employer must prepare:

- NSNP 200 Employer Form
- Supporting documents

### 3. 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:

|  |   |
|--|---|
| Apply through Nova Scotia's online service at <a href="http://novascotia.ca/eNSNP">http://novascotia.ca/eNSNP</a> where you can: <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> | Apply by mailing paper applications to:<br><br>Nova Scotia Office of Immigration<br>PO Box 1535<br>Halifax NS B3J 2Y3<br>CANADA |
|--|---|

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, including the signed NSNP 200 Employer form and supporting documents. If documents are missing, not translated by a certified translator, or are not clear, your application will 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 must 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:**

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

- Spouse (legal marriage),
- Common-law partner<sup>7</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

**Certified Translation of Documents:** When documents are not in English or in French, the principal applicant must submit a photocopy of the original document and a photocopy 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 of 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

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<sup>7</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>.

- 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-authorized representatives.

#### 4. The application is assessed by the Nova Scotia Office of Immigration

##### A. Eligibility and completion check

If your application is considered, the Office of Immigration will review your application to ensure that it is complete and meets eligibility criteria before it is assessed. If your application is not complete or if you do not meet basic eligibility requirements, your application will be returned.

##### B. Assessment

The Office of Immigration will conduct a full review and evaluation of the complete application subject to application volumes and the possible circumstances set out above under “Disclaimer.” The Office of Immigration reserves the right to request an interview with the applicant and/or to contact the employer to gather additional information or to clarify information provided.

##### C. Decision

Nomination is at the sole discretion of the Office of Immigration. If an application is assessed, the Office of Immigration will communicate the decision in writing to the applicant or their representative. If nominated by the Province of Nova Scotia:

- the applicant will receive a letter from the Office of Immigration to confirm that a **Nomination** has been issued; and
- the Proof of Nomination will be sent directly to Immigration, Refugees and Citizenship Canada by the Office of Immigration. Note: the Proof of Nomination expires **6 months** after the date of issuance.

##### D. Refusal

If the application is being considered for refusal, the applicant or their representative will receive a letter of intent to refuse from the Office of Immigration. The applicant has 10 business days to submit additional information to be considered by the Office of Immigration.\*

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

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

#### 5. Temporary work permit for provincial nominees

**If you are not applying for a temporary work permit, proceed to Number 6.**

##### Letter of Support

If nominated by the Province of Nova Scotia, it is possible to request a letter from the Office of Immigration to support the application of a temporary work permit or the renewal of an existing work permit. This letter of support replaces the Labour Market Impact Assessment (LMIA) from Service Canada in applying for the new work permit.

This request should not be submitted until within three (3) months of the expiry of the current work permit, if applicable. Also, Immigration, Refugees and Citizenship Canada cannot authorize status documents (e.g., work permit) if the individual's passport will not be valid during the requested timeframe.

**Note:** For a new work permit or a work permit extension, the applicant must be paid within the current wage range for the position. For current wage information, see [www.jobbank.gc.ca/wage-outlook\\_search-eng.do?reportOption=wage](http://www.jobbank.gc.ca/wage-outlook_search-eng.do?reportOption=wage).

The work permit will enable the applicant to continue working in Nova Scotia while the application for a permanent resident visa is being processed at the Canadian visa office. Contact the Office of Immigration.

## **6. If nominated, the applicant applies for a permanent resident visa**

If nominated by the Province of Nova Scotia, then you, the applicant, are responsible for submitting a complete application for a permanent resident visa to the Centralized Intake Office as indicated in the Office of Immigration's Letter of Nomination, **within 6 (six) months**.

To find out how to apply, review the Immigration, Refugees and Citizenship Canada website: [www.cic.gc.ca/english/immigrate/provincial/index.asp](http://www.cic.gc.ca/english/immigrate/provincial/index.asp).

**A nomination by the Province of Nova Scotia does not guarantee that a permanent resident visa will be issued.**

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.

The 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 such as changes in your employment;
- The 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 invalid passport.

## **7. Issuance of permanent resident visa**

If approved by the visa office, you, your spouse and dependents will be issued a Confirmation of Permanent Residence.

You must contact the Nova Scotia Office of Immigration within 30 days of your arrival.

You must provide the Office of Immigration with a copy of the Confirmation of Permanent Residence, as well as a current Nova Scotia address and contact information such as phone number(s) and email address.



## 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](#).

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. The Office of Immigration reserves the right to request further information if required.

| 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> )<br><br><b>or</b><br><b>NSNP 100</b> – Application Form, provide original paper form   | For the principal applicant   |
| Provide originals or copies       |   |   |
| <input type="checkbox"/>          | NSNP 200 – Employer Form, signed by employer, and supporting documents as described on the form, including:<br><input type="checkbox"/> a detailed position description<br><input type="checkbox"/> detailed conditions of employment<br><input type="checkbox"/> a signed copy of the accepted job offer | Principal applicant collects the NSNP 200 form from 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 <b>COPIES ONLY</b> |   |  |
|---|---|--|
| <input type="checkbox"/>                          | Valid passports and 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             |

| <b>Supporting Documents – provide <u>COPIES ONLY</u></b> |  |  |
|--|--|--|
| <input type="checkbox"/>                                 | Education proof: Certificates, diplomas, degrees   | For the principal applicant                                  |
| <input type="checkbox"/>                                 | Proof of English or French language ability  | For the principal applicant (see criteria section)           |
| <input type="checkbox"/>                                 | Letters of reference from employers  | 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 |

## 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](#).

### Nova Scotia Nominee Program (NSNP) Forms

This form must be completed by the principal applicant.

**eNSNP 100** - online application (<http://novascotia.ca/eNSNP>)

or

**NSNP 100** – Application Form

Submit one completed and signed original form (signature can be in native script).

#### Provide originals or copies

|  |   |
|--|---|
| <p><b>NSNP 200 – Employer Form, signed by the employer, and supporting documents</b></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 supporting documents, as described on the form, include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> a detailed position description</li> <li><input type="checkbox"/> detailed conditions of employment</li> <li><input type="checkbox"/> a signed copy of the accepted job offer</li> </ul> <p>The 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><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 to this person.</p> <p>This form must be completed by the principal applicant and by all accompanying family members aged 19 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 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 aged 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 photocopy of the original document and a photocopy 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, 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"/> 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>o if accompanying, proof that the children may accompany the principal applicant to Canada</li> </ul> </li> </ul>  |
| <p><b>Education and Training</b></p>                | <p>You must provide a copy of any certification and training obtained by the principal applicant.</p>  |
| <p><b>Language Ability</b></p>                      | <p><u>NOC 0, A and B</u></p> <p>If your first language is not English or French, your written proof or explanation must clearly show that you meet the criteria listed in the Canadian Language Benchmarks (CLB) or Niveaux de compétence linguistique canadiens (NCLC) for at least CLB/NCLC Level 5.</p> <p>Your abilities are verified by one or more of the following:</p> <ul style="list-style-type: none"> <li>• Educational transcripts or other documentation indicating English or French as the principal language of instruction or communication.</li> <li>• Employment history and references with English or French as the principal language of communication.</li> <li>• Internationally recognised test results (IELTS, CELPIP, TEF) to prove a CLB/NCLC Level 5.</li> </ul> <p><u>NOC C and D</u></p> <p>Even if your first language is English or French, you must submit internationally recognized test results (IELTS, CELPIP, TEF) to prove a minimum CLB/NCL Level 4.</p> <p>See Language Standards and Mandatory Testing for more information.</p>   |

|   |   |
|---|---|
| <p><b>Supporting Employment History and Documents</b></p> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Letters of reference from employers</li> <li><input type="checkbox"/> Resume or curriculum vitae.</li> <li><input type="checkbox"/> 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 Canada.</li> </ul> <p>Letters of reference must:</p> <ul style="list-style-type: none"> <li>• be written on company letterhead</li> <li>• be signed by the responsible officer/supervisor</li> <li>• show company's full address, telephone and fax numbers, e-mail and website addresses</li> <li>• be stamped with the company's official seal (if applicable)</li> </ul> <p>Letters must include all the following information:</p> <ul style="list-style-type: none"> <li>• the specific period of your employment with the company</li> <li>• the positions you have held during the period of employment and time spent in each position</li> <li>• your main responsibilities and duties in each position</li> <li>• your annual salary plus benefits in each position, and</li> <li>• the number of hours worked per week in each position</li> </ul> |
| <p><b>Financial Documents</b></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"> <li><input type="checkbox"/> Letter from financial institutions indicating the balance and transactional history for the last three months.</li> <li><input type="checkbox"/> Financial institutions' statements demonstrating access to transferable, liquid funds and assets.</li> <li><input type="checkbox"/> Investments portfolio.</li> <li><input type="checkbox"/> Do <b>NOT</b> include real estate or personal items such as jewelry, furniture and vehicles.</li> </ul>  |

## 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  
nsp@novascotia.ca  
www.novascotiainmigration.ca

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

