

*Nova Scotia  
Nominee Program*

# International Graduate Entrepreneur Stream

## Application Guide

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## Introduction

The International Graduate Entrepreneur (IGE) Stream of the Nova Scotia Nominee Program (NSNP) is designed to provide a pathway for individuals who have graduated from a recognized university in Nova Scotia or the Nova Scotia Community College after at least two years of full-time study; have started or acquired a business in Nova Scotia, including operating it for at least one year, and who intend to settle in Nova Scotia permanently.

The IGE Stream of the NSNP is designed to attract emerging entrepreneurial talent to the province. Established entrepreneurs and senior business managers should apply for nomination through the Entrepreneur Stream.

The eligibility criteria for the IGE Stream are set out in Part One of this document.

There are four (4) steps an applicant must follow in this program:

Step 1 Expression of Interest

Step 2: Invitation to Apply

Step 3: In-Person Interview and Nomination

Step 4: Apply for Permanent Residence

Each of these steps is described in detail in Part Two of this guide.

**NSOI RECOMMENDS THAT APPLICANTS READ AND UNDERSTAND THE ENTIRE INTERNATIONAL GRADUATE ENTREPRENEUR STREAM GUIDE PRIOR TO SUBMITTING AN EXPRESSION OF INTEREST.**

## Disclaimer

The NSNP is an immigration recruitment and selection program that allows the Government of Nova Scotia to nominate individuals to the Canadian government 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 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 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 NSOI is not obligated to assess or process any application submitted.

Applications to the NSNP are treated as an indication of interest, and may be processed at the NSNP's discretion, in a manner that will best support the goals of the NSNP.

The decision to process applications can depend on the following factors: 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.

**At the time of application to Immigration, Refugees and Citizenship Canada (IRCC), you must meet all IRCC criteria and supporting documents must be valid. Please review the following website for additional criteria:**  
[http://www.cic.gc.ca/english/immigrate/provincial/next\\_steps.asp](http://www.cic.gc.ca/english/immigrate/provincial/next_steps.asp)

You also agree and acknowledge that a nomination from the NSOI does not guarantee that a permanent resident visa will be issued, and that NSOI is not responsible for any processes or decisions of IRCC.

**Misrepresentation:** If it is found that any person included in or associated with the application, including but not limited to the Expression of Interest, has misrepresented or intentionally omitted material information in the course of applying to the NSNP that is relevant to the application, the Expression of Interest 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 EOI 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.

**The IGE Stream is a pilot project and is subject to change. Stream changes will be communicated on our website:**  
<http://novascotiainmigration.com>.

## Fees

There is no provincial application fee under the Nova Scotia Nominee Program (NSNP). However, there may be fees associated with obtaining and preparing the required documents for the IGE Stream (e.g., education credentials, language testing, translations, audited services, etc.)

You must pay all the required Government of Canada immigration fees when you submit your file to IRCC.

## 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); or
- A lawyer or paralegal who is a member in good standing of a Canadian Law Society or a student-at-law under their supervision; 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.

**WARNING:** Payment to an individual who is not regulated as above offers no legal opportunity for complaint and is strongly discouraged by this office.

If you are using a paid representative to assist you with your application, you will need to complete the NSNP 50 – Use of Representative form.

If you are authorizing the Province of NS to release information from your case file to someone other than yourself or your paid representative, you will need to complete the NSNP 60 – Authority to Release Information to a Designated Individual.

### Definitions of Dependent and Relative

For the purposes of the Nova Scotia Nominee Program, family members eligible to be included in an application for nomination for permanent residency 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 22 and do not have a spouse or common-law partner;
  - are 22 years of age or older and have depended substantially on the financial support of the parent since before the age of 22 and are unable to be financially self-supporting due to a physical or mental condition

For the purposes of the International Graduate Entrepreneur stream a **relative** is defined as a:

- parent;
- grandparent;
- brother/sister;
- aunt/uncle;
- niece/nephew;

of yours, or, if it applies, your spouse or common-law partner.

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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>.

## Eligibility Criteria for the Principal Applicant

### Ineligible Applicants

Do not apply for the IGE Stream if you are:

- A refugee claimant in Canada claiming refugee status from the Government of Canada.
- Living illegally in your country of residence.
- A person who has had a removal order issued against them by IRCC or Canada Border Services Agency.
- A person who is prohibited from entering Canada.
- 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);
- An individual who does not have status; you are not eligible to apply until your status has been restored;

Businesses that are **not** eligible under the IGE Stream:

- Businesses that are conducted remotely (from another Canadian jurisdiction or from another country)
- Property rental, investment, and leasing activities.
- Real estate construction/development/brokerage, insurance brokerage or business brokerage. Unless the applicant can prove their business in one of these areas is of compelling benefit to the Province of Nova Scotia.
- Professional services or self-employed business operators requiring licensing or accreditation.
- Pay day loan, cheque cashing, money changing and cash machines.
- Pawnbrokers.
- Credit unions.
- Home-based businesses; unless the applicant can prove their business will have a compelling benefit to the Province of Nova Scotia.
- Businesses involved in the production, distribution or sale of pornographic or sexually explicit products or services.
- Co-operatives.
- Investments into a business operated primarily for the purposes of deriving passive investment income.
- Joint ventures between NSNP program applicants.
- Any other type of business that by association could would tend to bring NSOI, NSNP, or the Government of Nova Scotia into disrepute.

### Minimum Eligibility Criteria for Applicants

Applicants must meet the following minimum eligibility criteria:

- Applicants must have completed a full-time Nova Scotia post-secondary diploma or degree of at least two years (15 hours of class per week) in length from a recognized university in Nova Scotia or the Nova Scotia Community College.
- Have resided in Nova Scotia during the academic program (no distance-learning programs or compressed academic programs will be eligible.)
- Demonstrate an intention to settle in Nova Scotia.
- Have a minimum of Canadian Language Benchmark (CLB) 7 in all four language abilities in either English or French demonstrated by either Canadian English Language Proficiency Index Program (CELP) General test, International English Language Testing System (IELTS) General Training test or Test d'évaluation de français (TEF) taken within two years prior to date of EOI submission.
- Be at least 21 years of age.

- Have a valid Post-Graduation Work Permit at time of application to NSOI.

## Business and financial criteria

Applicants must also meet the following business and financial eligibility criteria:

- Own and operate a business in Nova Scotia for at least one continuous year prior to the date of EOI submission.
- Applicants must own 100% of the equity of the eligible business and provide active and on-going participation in the day-to-day management and direction of the business.
- The applicant must demonstrate that they are receiving compensation in the form of a salary from the business, which must, at minimum, meet the Low Income Cut-Off (LICO) as defined by Statistics Canada. The eligible business has to be in sound financial health. This means that it must be producing revenue and earning sufficient profits to allow the owner to become economically established in the province. An Audit Opinion and Special Purpose Report from an NSOI designated Audit Verifier will be required to assess the financial health of the business. More information on this requirement can be found in the Invitation to Apply section.

These requirements must be met by any person applying to the IGE Stream. It is the applicant's responsibility to demonstrate with supporting documents (see Appendix B for the IGE Stream Document Checklist) that they meet the eligibility criteria.

## Eligibility Criteria for Applicant's Business

In addition to meeting the minimum eligibility criteria above, the applicant's proposed business must also meet the following criteria:

- The business has to be have been started as a career objective. Businesses created solely for immigration purposes are ineligible.
- Businesses must meet the legal requirements of the community in which they operate.
- The business must be a for-profit entity with the primary purpose of earning profits through the sale of goods and/or services.
- The business must be considered a "permanent establishment" as defined under subsection 400(2) of the Canadian *Income Tax Regulations*, 1985.
- The business is liable to pay income tax on taxable income earned as a result of a "permanent establishment" in Nova Scotia, irrespective of income or other taxes which may also be payable in other jurisdictions as a result of income earned or other business activity.
- The business must be actively managed by the applicant from the place of business in Nova Scotia. The business must not be managed from another location in Nova Scotia or from another Canadian province or territory or another country.
- The business must have the potential to create significant economic benefit to Nova Scotia. For example:
  - Increasing value added manufacturing or processing, exports, destination tourism, research and development, and technology commercialization;
  - Developing innovative approaches to traditional businesses
  - Transferring technology and specialized knowledge to Nova Scotia.
  - Providing products or services to an under-served local or regional market.

There are two categories within the IGE Stream, Starting a New Business and Purchasing an Existing Business. Each category has unique criteria in addition to the criteria noted above.

### **Additional Criteria When Starting a New Business**

If starting a business the applicant must have created a minimum of one full-time or equivalent part-time employment opportunity for a Canadian citizen or Permanent Resident in Nova Scotia (non-relative worker). This position(s) must:

- Be over and above any position filled by the approved applicant. For clarity, jobs created for or filled by dependents or relatives of the applicant are not eligible.
- Be relevant and directly related to the applicant's business.
- Meet the prevailing wage levels. (see [http://www.workingincanada.gc.ca/search\\_occupation-eng.do](http://www.workingincanada.gc.ca/search_occupation-eng.do)),

### **Additional Criteria When Purchasing an Existing Business**

If the applicant has purchased an existing Nova Scotia business, all of the following apply:

- The Nova Scotia based business must have been in continuous operation in Nova Scotia by the same owner for the previous five (5) years.
- Applicants must have offered employment on similar terms and conditions to existing staff, including maintaining existing wages and employment terms.



## Application and Assessment Process

The following section outlines the four steps required to obtain permanent residency. NSOI is involved in the first three steps. The final step, applying for Permanent Residency, involves the federal department of Immigration, Refugees and Citizenship Canada (IRCC). More information on all of these steps is outlined below.

### Step 1: Submit Expression of Interest

Prospective applicants must indicate their interest in applying for the International Graduate Entrepreneur (IGE) Stream by submitting an online Expression of Interest (EOI). An EOI is an expression of your interest in the IGE Stream. NSOI will select EOIs who will then be given an Invitation to Apply (ITA) to submit a full application package for consideration by NSOI. NSOI will select EOIs based upon their score on the points grid, with the top scoring EOIs being prioritized for selection. **Submitting an EOI does not guarantee acceptance to the program or nomination.**

Follow these steps to submit your EOI to the program:

- Review the International Graduate Entrepreneur Stream Eligibility Criteria. Only those who meet the minimum eligibility criteria can submit an EOI.
- If you are eligible to apply under the IGE Stream review the IGE Points Grid in Appendix A prior to completing the online EOI.
- Complete your online EOI at <http://novascotia.ca/sns/access/online-services/immigration/eoi-international-graduate.asp>. Instructions are provided online. The system will calculate your score based upon the information you enter and your EOI will be placed in a pool for potential selection.
- You must ensure you understand the questions before providing an answer. Review the NSOI website and this application guide if needed.
  - If selected, your EOI will form part of your application. You must ensure your EOI is up to date at the time of selection, and that all answers are accurate and truthful. If your EOI is not accurate, it may result in your EOI being removed from consideration for an Invitation to Apply (ITA). If you are selected, it is your responsibility to notify NSOI of any change in the information submitted in your EOI.
- There is no fee for submitting an EOI.
- Your EOI is ranked based upon your points assessment score and placed in an EOI pool.
  - EOIs can remain in the pool for twelve months from the date of receipt. If your EOI is not selected during this time, it will be removed from the pool, but you will be able to submit a new EOI.
  - If you are able to acquire additional points after submitting your EOI, you will need to submit a new EOI.

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### Step 2: Invitation to Apply

If your EOI is selected you will receive an ITA letter from NSOI. This letter will include an ITA File Number.

As part of your application to NSOI, you are expected to provide the following:

1. A complete application form, which can be found at <http://novascotiaimmigration.com/move-here/international-graduate-entrepreneur>;
2. All supporting documentation, a list of which can be found in Appendix B;
3. An Audit Opinion and Special Purpose Report (see below for more information)

All documentation for your application must be provided in English or French. NSOI will only accept translations prepared by certified translators. Translators must be certified by a regulatory body and cannot be a dependent or

relative 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.

### **Application Form**

The application form for the International Graduate Entrepreneur stream can be found at <http://novascotiainmigration.com/move-here/international-graduate-entrepreneur>.

You must list all dependents on your application to the IGE Stream whether or not they are coming to Canada with you. Any new dependents must be declared to NSOI and IRCC before any visas are issued.

### **Supporting Documentation**

You need to provide supporting documents with your application form. Please carefully review Appendix B which provides the IGE Document Checklist and outlines all required documents.

### **Audit Opinion and Special Purpose Report**

As part of your application, you must provide an Audit Opinion and a Special Purpose Report. These reports must be prepared by one of NSOI's designated Audit Service Verifiers, as listed at: <http://novascotiainmigration.com/move-here/international-graduate-entrepreneur>. These verifiers are experts in auditing financial statements.

The Audit Opinion will include an audit of the financial statements of your business.

The Special Purpose Report will include the following:

- The financial viability and sustainability of the business discussing any relevant issues affecting the business' ability to continue in the near future as a going concern;
- Recommendations for the business to improve its viability and sustainability
- A determination of any issues, challenges or concerns pertaining to auditing the financial statements;
- A business review which may for example include but not be limited to: market analysis, product analysis, competitive analysis, and financial analysis.

You must select one of the designated Audit Services Verifiers, who will assess your financial statements and provide the required reports. You are responsible for submitting the required documents to your chosen Audit Services Verifier. The Audit Services Verifier can provide compilation services, if needed.

Once the reports are completed, you should submit them to NSOI for inclusion with your application. In order to ensure a prompt verification process by the third party of your choice, please ensure that all information is up to date and accurate.

Applicants should supply their ITA file number to their chosen Audit Services Verifier when submitting their supporting financial documents for review.

**Any and all costs associated with the provision of services by the Audit Services Verifier is the complete responsibility of the applicant.**

**Note:** If the information in your application does not materially match the information in your EOI, your application will be rejected and your file will be closed. If misrepresentation is found, you will be unable to submit another EOI to NSOI for five years. If your situation or any of your information has changed and these changes would result in a loss of points or you would no longer meet the minimum criteria, then you should request to withdraw your EOI and

not submit an application.

Selection for an ITA does not guarantee that your application will be approved or that you will receive nomination or permanent residence.

### Application Timelines

Please carefully review the following application timelines. If you have not submitted the required information within the required deadlines your Invitation to Apply will expire and your file will be closed. If your file is closed and you are still interested in applying to the NSNP you will have to submit a new EOI and begin the process again.

1. You will have 20 calendar days from the issuance date of the ITA letter in which to:
  - a. select a NSOI designated Audit Services Verifier; and
  - b. notify NSOI of your chosen Audit Services Verifier.
  
2. You will have 90 calendar days from the issuance date of the ITA letter to submit:
  - a. a complete application form;
  - b. all required supporting documents; and
  - c. your Audit Opinion and Special Purpose Report.

### NSOI Assessment of Your Application

#### 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 will be rejected and your file will be closed. After your file is closed, you would need to start the entire process over again if you still wish to apply to the NSNP through the IGE Stream.

#### 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 processing time for a completed application eligible for consideration will depend on the time required for the verification of documents included in the application and on the volume of applications received. Your application will be assessed against the IGE Stream Eligibility Criteria and your EOI points assessment will be verified. If upon review of your application you do not meet IGE Stream Eligibility Criteria your application will be declared ineligible, and subsequently closed.

- If your application is declared ineligible you may choose to submit a new EOI once you meet program criteria.

If it is found that you or any person associated with your application or Expression of Interest intentionally omitted relevant information or provided misleading information:

- Your application will be refused, and
- You will not be permitted to submit an EOI or application to the NSNP for a period of five years. This decision cannot be appealed.

### Step 3: In Person Interview and Nomination

#### In Person Interview

If you appear to meet the IGE Eligibility Criteria you will be contacted to participate in an in-person interview with NSOI staff. The interview will include a site visit to the eligible business. It is anticipated that the interview will take place within 15 business days of NSOI’s request. Failure to participate in the interview within the time period

determined by NSOI will result in the closure of your application.

If your interview is not successful, your file will be closed. This decision cannot be appealed.

If the NSNP Officer assessing your application is satisfied that you meet program criteria, and there are no other reasons (such as alleged misrepresentation, etc.) that would prevent your nomination, you may be nominated for permanent residence in Canada.

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

## Step 4: Apply for Permanent Residence

If you are nominated by the Province of Nova Scotia, then it is your responsibility to submit a complete application for a permanent resident visa to the Centralized Intake Office as indicated in NSOI's Letter of Nomination, **within 6 (six) months**.

To find out how to apply, review the IRCC 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.**

### Application for Permanent Residence

- To obtain Permanent Residence status, you must apply to IRCC with your NSNP nomination. You must:
  - Ensure you maintain your legal status in Canada;
  - Have a valid Work Permit while you are waiting for IRCC to process your permanent resident application.
- IRCC considers your application after they receive the nomination certificate from the NSNP.
- IRCC completes health, security and criminal reviews, and then, if approved, issues a permanent residency visa to you and your dependents.

**IRCC 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.**

**NSOI is not responsible for IRCC's decision to grant or deny Permanent Residence status.**

NSOI may withdraw your nomination at any time prior to the issuance of the permanent resident visa if:

- NSOI is advised by the Canadian visa office that any information provided in your application for permanent residency is false or fraudulent; or
- IRCC finds that you or a dependent is inadmissible as a result of medical, criminality, security checks or invalid passport.

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

You must provide NSOI a copy of the Confirmation of Permanent Residence within 30 business days.

If your application is accepted for processing by IRCC and the information that you provided changes such as your family composition, marital status, country of residence, contact information, you **must** inform NSOI. You are required to update your application even if your visa has already been issued.



## Appendix A: Points Grid - Expression of Interest

The International Graduate Entrepreneur Points Grid is a key component of the IGE Stream. The points assessment allocates points for language, education, work experience, adaptability, age and Nova Scotia economic priorities. **Please refer to the International Graduate Entrepreneur Stream Document Checklist in Appendix B for detailed instructions on the forms and supporting documents required to earn assessment points.**

### Minimum Criteria:

All applicants are required to be operating a business for at least one continuous year in Nova Scotia, with 100 percent ownership of the business and have an active day-to-day, on-going management role in the business.

### Factor 1: Language

First official language	Points				Points (minimum of 20 points from first official language; maximum 35)	Documentation required
	Speaking	Listening	Reading	Writing		
CLB level 9 or higher	7	7	7	7	28	English language: CELPIP – General test or IELTS- General training test
CLB level 8	6	6	6	6	24	
CLB level 7	5	5	5	5	20	
<b>Note:</b> You can only get 7 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 in your first official language.						French: TEF  Language test must be taken no more than two years prior to the date the EOI is submitted.
<b>Second official language</b>						
At least CLB 5 in all of the four abilities					7	

### Factor 2: Education

Education	Points (maximum 25)	Documentation required
Completion of a Nova Scotia post-secondary diploma for a two-year program	12	Canadian educational credential  Proof of your completed Canadian educational credential(s) can include copies of your: <ul style="list-style-type: none"> <li>• post-secondary education documents (certificates, diplomas or degrees)</li> <li>• Transcripts for successfully completed post-secondary studies</li> </ul>
Completion of a Nova Scotia post-secondary degree or diploma for a program of three years or longer	15	
Two or more Canadian post-secondary degrees or diplomas (at least one must be for a program of at least three years completed at a Nova Scotia institution)	17	
Nova Scotia university degree at the Master's level	22	
Completion of a Nova Scotia university level entry-to-practice professional degree.	22	
Occupation related to the degree must be: <ul style="list-style-type: none"> <li>• NOC 2011 Skill Level A, and</li> <li>• Licensed by a provincial regulatory body</li> </ul>		
Nova Scotia university degree at the Doctoral (PhD) level	25	

### Factor 3: Work Experience

In addition to operating the business for at least one continuous year in Nova Scotia applicants can score points if they have work experience in one of the following categories:

Work Experience	Points (maximum 15)	Documentation required
3 to 5 years of work experience in the last 10 years at NOC 0, A or B level	10	<ul style="list-style-type: none"> <li>• Resume</li> <li>• Employment Letters</li> <li>• Reference Letters</li> <li>• Record of Employment</li> </ul>
Greater than 5 years of work experience in the last 10 years at NOC 0, A or B level	15	

Applicants are awarded points if they have a history of work experience in an occupation that corresponds to the National Occupational Classification (NOC) 2011 Skill Type 0, Skill Level A or B. In order to prove this experience, applicants must provide a reference letter from previous employers explicitly stating how the applicant performed the duties described in the specific occupation under the specific NOC. Please visit <http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/Welcome.aspx> to find the corresponding NOC Code and a detailed description of the duties involved with that occupation.

You 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.

The reference letters should:

- Be written on company letterhead
- Be signed by a person occupying a position of authority and must include that person's name and title
- Show company's full address, telephone and fax numbers, e-mail and website addresses
- Be stamped with the company's official seal (if applicable)
- indicate the specific period of your employment with the company
- indicate the positions you have held during the period of employment and time spent in each position
- state your main responsibilities and duties in each position including number of employees supervised.
- state your annual salary plus benefits in each position, and
- state the number of hours worked per week in each position.

#### Factor 4: Adaptability

Adaptability	Points (maximum 10)	Documentation required
<p><b>Your spouse or partner's language level</b> Your spouse or common-law partner has a language level in either English or French at <u>CLB 4 level</u> or higher in all four language abilities (speaking, listening, reading and writing)</p>	5	<p>English language: CELP/IP – General test or IELTS- General training test</p> <p>French: TEF</p> <p>Test must be taken no more than two years prior to the date the EOI is submitted.</p>
<p><b>Your spouse or partner's past study in Nova Scotia</b> Your spouse or common-law partner finished at least two academic years of full-time study (in a program at least two years long) at a secondary or post-secondary school in Nova Scotia. Full-time study means at least 15 hours of instruction per week, and must have remained in good academic standing (as defined by the school) during the period of full-time study in Nova Scotia.</p>	5	<ul style="list-style-type: none"> <li>• Study permits</li> <li>• Academic transcript</li> <li>• Certificate, diploma or degree you received for completing the program</li> </ul>
<p><b>Your spouse or common-law partner's past work in Nova Scotia</b> Your spouse / partner did at least one year of full-time work in Nova Scotia on a valid work permit or while authorized to work in Canada.</p>	5	<ul style="list-style-type: none"> <li>• Letter(s) of reference from past Nova Scotia employer(s)</li> <li>• A copy of any T4s if available</li> <li>• A copy of employment authorization</li> </ul>
<p><b>Relatives in Nova Scotia</b> You, or, if it applies, your spouse or common-law partner, have a relative, either a parent, grandparent, brother/sister, aunt/uncle, niece/nephew, who is living in Nova Scotia for at least one continuous year, 19 years or older, and a Canadian citizen or permanent resident.</p>	5	<ul style="list-style-type: none"> <li>• Proof of relationship</li> <li>• Proof of status</li> <li>• Proof of residency in Nova Scotia</li> </ul>

#### Factor 5: Age

Age	Points (maximum 10)	Documentation required
21-39	10	<ul style="list-style-type: none"> <li>• Birth certificate,</li> <li>• Passport, or</li> <li>• National Identity Card</li> </ul>
40-44	7	
45-55	5	
56+	0	
Applicants are eligible for points on the basis of the applicant's age at the time of submission of EOI.		



**Factor 6: Nova Scotia Economic Priorities**

Nova Scotia Economic Priorities	Points (maximum 5)	Documentation required
Export-oriented business	5	<ul style="list-style-type: none"> <li>• NSNP 500</li> </ul>
Business location outside of Halifax County	5	
Purchasing an Existing Business	5	
<p><b>Export-oriented business:</b> Applicants will receive points if their business is an export-oriented business.</p> <p><b>Proposed business located outside of Halifax County:</b> Applicants may claim points under this criterion if their business is in another county other than Halifax.</p> <p><b>Purchasing an Existing Business:</b> Applicants may claim points in this section if they have acquired all (100%) of an existing business in Nova Scotia. The Nova Scotia based business must have been in continuous operation in Nova Scotia by the same owner for the previous five (5) years.</p>		

## Appendix B: Document Checklist

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

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.

When preparing your application package DO NOT:

- Send double-sided copies
- Bind you application or put the pages in 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

To better assess applicants, NSOI reserves the right, at any point in the application process to:

- Make a decision on an application;
- Request additional documentation; and/or
- Request that the principal applicant attend an interview.

Nova Scotia Nominee Program forms – provide <u>ORIGINALS</u>		
Check	Document	Who must provide the document
<input type="checkbox"/>	NSNP 500 – Application Form	For the principal applicant
<input type="checkbox"/> / <input type="checkbox"/> n/a	NSNP 50 – Use of a Representative (if applicable) <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.  This form must be completed by the principal applicant and by all accompanying family members age 19 or older	For the principal applicant, and dependents (age 19 or older)
<input type="checkbox"/> / <input type="checkbox"/> n/a	NSNP 60 – Authority to Release Personal Information to a Designated Individual (if applicable) <u>Optional</u> . Use this form if you wish to have a designated individual other than yourself or your representative 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.  This form must be completed by the principal applicant and by all accompanying family members age 19 or older.	For the principal applicant, and dependents

Nova Scotia Nominee Program forms – provide <b>ORIGINALS</b>		
Check	Document	Who must provide the document
<input type="checkbox"/>	Audit opinion of financial statements and Special Purpose Report Applicants may choose any one of the NSOI designated Audit Services Verifier listed at: <a href="http://novascotiainmigration.com/move-here/international-graduate-entrepreneur">http://novascotiainmigration.com/move-here/international-graduate-entrepreneur</a> . The audit opinion of financial statements and Special Purpose Report received must be submitted as part of your NSNP application.	Audit opinion of financial statements and Special Purpose Report must be prepared by an NSOI designated Audit Services Verifier

Supporting Documents – Provide Copies ONLY:		
Check	Document	Who must provide the document
<b>Travel Documents, Passports and Visas:</b>		
<input type="checkbox"/>	Valid passports / travel documents and photocopies of each page. <ul style="list-style-type: none"> <li><input type="checkbox"/> Valid regular <b>passport</b>. Include 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"/> Photocopy of your post-graduation work permit or other legal authority allowing you to live and work in Canada</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>	For the principal applicant, and dependents
<input type="checkbox"/>	Proof of legal status in Canada (e.g., post-graduation work permit)	For the principal applicant, and dependents
<b>Identity and Civil Status Documents:</b>		
<input type="checkbox"/>	Marriage certificate (if applicable)	For the principal applicant
<b>Children's Information:</b>		
<input type="checkbox"/>	Birth certificates identifying both parents	For dependents
<input type="checkbox"/>	Adoption papers (if applicable)	For dependents
<input type="checkbox"/>	Custody document and permission for the child to come to Canada (if applicable). This is for children under age 19 (0-18) and <ul style="list-style-type: none"> <li>• If accompanying, proof that the children may accompany the principal applicant to Canada</li> </ul>	For the principal applicant, spouse/common law partner,

<b>Residency Documents:</b>		
<input type="checkbox"/>	Signed lease/mortgage agreement for a residence in Nova Scotia	For the principal applicant, and spouse/common law partner
<input type="checkbox"/>	Utility bills for the applicant's residence	For the principal applicant, and spouse/common law partner
<input type="checkbox"/>	Nova Scotia Health Card	For the principal applicant, and dependents
<b>Education Documents:</b>		
<input type="checkbox"/>	Education certifications received (e.g., degrees, diplomas or certificates)	For the principal applicant
<input type="checkbox"/>	Transcripts for successfully completed post-secondary studies	For the principal applicant
<b>Language Documents – Provide Copies Only:</b>		
<input type="checkbox"/>	<p>Please provide your results from one the following tests:</p> <ul style="list-style-type: none"> <li>• IELTS (General Training Test only)</li> <li>• CELPIP (General test only)</li> <li>• TEF (Test d'Évaluation de Français)</li> </ul> <p>Language test results must not be older than two years prior to date of EOI submission.</p>	For the principal applicant
<b>Supporting Business Documents for International Graduate Entrepreneur Stream Applicants</b>		
<input type="checkbox"/>	Incorporation documents	For the principal applicant
<input type="checkbox"/>	Business registration license	For the principal applicant
<input type="checkbox"/>	Income statements – please indicate/identify the line item where the applicant drew a salary or other income from the company	For the principal applicant
<input type="checkbox"/>	Business-specific licenses (if applicable)	For the principal applicant
<input type="checkbox"/>	Proof of registration with taxation authorities	For the principal applicant
<input type="checkbox"/>	Title deed or lease agreement for business premises	For the principal applicant
<input type="checkbox"/>	Shareholders agreement (if applicable)	For the principal applicant
<input type="checkbox"/>	Shareholders registry (if applicable)	For the principal applicant
<input type="checkbox"/>	Record of share transfers (if applicable)	For the principal applicant

<input type="checkbox"/>	Signed franchise agreement (if applicable)	For the principal applicant
<input type="checkbox"/>	Detailed list of products and/or services	For the principal applicant
<input type="checkbox"/>	Photos of business premises (Interior and Exterior)	For the principal applicant
<input type="checkbox"/>	Amount of inventory, and photo to substantiate claim (if applicable)	For the principal applicant
<input type="checkbox"/>	Company brochure (if available)	For the principal applicant
<input type="checkbox"/>	Canadian Border Service Agency statements of the import of equipment and inventory (if applicable)	For the principal applicant
<b>Proof of Investment Documents:</b>		
<input type="checkbox"/>	Bank statement or documentation showing source of startup investment	For the principal applicant
<input type="checkbox"/>	Bank statement showing the deposit of the start-up investment in the business bank account	For the principal applicant
<input type="checkbox"/>	Receipts for business items such as: <ul style="list-style-type: none"> <li>• Land</li> <li>• Buildings</li> <li>• Equipment</li> <li>• Software</li> <li>• Licenses</li> <li>• Franchise Fees</li> <li>• Leasehold Improvements</li> </ul>	For the principal applicant
<b>Job Creation Documents:</b>		
<input type="checkbox"/>	List of employees with their monthly salaries and number of hours of work paid by the employer per week	For the principal applicant
<input type="checkbox"/>	Proof of payment of employees' salaries for a period of 12 months.	For the principal applicant
<input type="checkbox"/>	Employment offer letters accepted by employees	For the principal applicant
<b>Supporting Documents Required for Applicants Purchasing a Business:</b>		
<input type="checkbox"/>	Proof of establishing fair-market value for business being purchased	For the principal applicant
<input type="checkbox"/>	Financial Statements from the business for the previous five (5) years	For the principal applicant
<input type="checkbox"/>	Documents proving the acquisition of the Nova Scotia entity by the applicant including Agreement of Purchase and Sale, share certificates, company's shareholders' register, notice of change of officers/directors, up to date registration information from the Nova Scotia Registry of Joint Stock	For the principal applicant

<input type="checkbox"/>	List of employees with their monthly salaries and number of hours of work paid by the employer per week	For the principal applicant
<input type="checkbox"/>	Proof of payment of employees' salaries for a period of 12 months.	For the principal applicant
<input type="checkbox"/>	Employment offer letters accepted by employees	For the principal applicant
<b>Adaptability (if applicable)</b>		
	<p><b>Previous study in Nova Scotia (if applicable)</b></p> <p><b>If your accompanying spouse or common-law partner has finished at least two academic years of full-time study</b> (in a program at least two years long, with proper authorization) at a secondary or post-secondary school in Nova Scotia. Full-time study means at least 15 hours of instruction per week, and must have remained in good academic standing (as defined by the school) during the period of full-time study in Nova Scotia.</p> <p><b>Please provide:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> study permit(s);</li> <li><input type="checkbox"/> academic transcripts, and</li> <li><input type="checkbox"/> The certificate, diploma or degree received for completing the program.</li> </ul>	For the spouse/common-law partner
	<p><b>Previous work in Nova Scotia (if applicable):</b></p> <p><b>If your accompanying spouse or common-law partner has completed</b> at least one year of full-time work in Nova Scotia on a valid work permit or while authorized to work in Canada please provide:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter(s) of reference from past Nova Scotia employer(s)</li> <li><input type="checkbox"/> A copy of any T4s if available</li> <li><input type="checkbox"/> A copy of the employment authorization</li> </ul>	For the spouse/common-law partner

<p><b>Relatives in Nova Scotia (if applicable):</b></p> <p>If you or your accompanying spouse/common-law partner has a close relative who is 19 years of age or older and who is a Canadian citizen or permanent resident living in Nova Scotia, you can gain points. This close relative can be a parent, grandparent, brother/sister, aunt/uncle, niece/nephew.</p> <p><input type="checkbox"/> <b>Submit proof of relationship</b> 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.</p> <p><input type="checkbox"/> <b>Proof of status:</b></p> <p>If your close relative is a permanent resident of Canada then submit a copy of their:</p> <ul style="list-style-type: none"> <li>• Record of Landing (IMM100) or</li> <li>• Confirmation of Permanent Residence, or</li> <li>• Permanent Resident Card</li> </ul> <p>If your close relative is a Canadian citizen then submit a copy of their:</p> <ul style="list-style-type: none"> <li>• Photo page of a Canadian passport, or</li> <li>• Canadian citizenship card</li> </ul> <p><input type="checkbox"/> <b>Proof of residency:</b></p> <p>Provide evidence your listed relative physically lives in and is established in Nova Scotia and has been living in the province continuously for at least one year. This may include copies of:</p> <ul style="list-style-type: none"> <li>• Lease agreements</li> <li>• The most recent Notice of Assessment from the Canada Revenue Agency</li> <li>• An employer's letter confirming employment</li> <li>• Monthly bills (one page of each bill is sufficient)</li> <li>• Credit card invoices and bank statements</li> </ul> <p><b>Note:</b> 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.</p>	<p>For the principal applicant and spouse/common-law partner</p>
<p><b>If you are claiming adaptability points for your spouse or common-law partner's language proficiency,</b> 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.</p> <p>Language test results must not be older than two years prior to date of EOI submission.</p>	<p>For your accompanying spouse or common-law partner</p>

## 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 B3J 3W7  
CANADA

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

