

# **Nova Scotia Labour Market Priorities Application Guide**

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Nova Scotia Nominee Program

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# Thank you for choosing Nova Scotia

Read this guide carefully to find out how you can apply to the Nova Scotia Nominee Program (NSNP) through the Nova Scotia Labour Market Priorities stream.

This stream aims to fill the needs of our changing labour market. Therefore, what we are looking for in applicants changes as the needs of our labour market change. You must meet the needs of the current labour market at the time of your application. These are posted on the [Nova Scotia Office of Immigration \(NSOI\) website](#).

Before you can apply to this stream, Immigration, Refugees and Citizenship Canada (IRCC) must accept you into their Express Entry intake system. We send letters of interest to Express Entry applicants who meet our province's current priorities. You must have such a letter of interest BEFORE you can apply to this stream.

# Is the Nova Scotia Labour Market Priorities stream right for you?

This stream is only for people who meet specific labour market needs as set out on our [website](#). Applicants must also have a Letter of Interest from us (NSOI) AND be registered in IRCC's Express Entry online system. Read the following 2 columns carefully to see if this stream is right for you.

<b>The Nova Scotia Labour Market Priorities stream may be right for you</b>	<b>The Nova Scotia Labour Market Priorities stream is NOT right for you</b>
<p>The Nova Scotia Labour Market Priorities stream may be right for you IF you meet ALL of the criteria listed below</p>	<p>Do NOT apply to the Nova Scotia Labour Market Priorities stream if even ONE of the statements below applies to you</p>
<ul style="list-style-type: none"> <li>• You have a valid <a href="#">Express Entry profile</a> number.</li> <li>• You stated in your Express Entry profile that you are interested in moving to Nova Scotia.</li> <li>• You received a Letter of Interest from us (NSOI).</li> <li>• You meet the <a href="#">criteria</a> in place at the time you received the Letter of Interest.</li> <li>• You meet the work experience <a href="#">requirements for the Express Entry</a> stream for which you have qualified.</li> <li>• During your work experience, you did at least 51% of the main duties set out in the <a href="#">National Occupational Classification (NOC)</a> for your job.</li> <li>• You have proof of your immigration status in the country where you are currently living.</li> <li>• You can show that <a href="#">you will be able to support yourself and your family</a>.</li> </ul>	<ul style="list-style-type: none"> <li>• You are currently living in a country in which you are NOT legally allowed to live.</li> <li>• You have received a nomination through the NSNP within the last 12 months.</li> <li>• You have applied to immigrate to Canada on compassionate or humanitarian grounds or to claim refugee status.</li> <li>• You have applied for refugee status in Canada and been refused.</li> <li>• You have received a removal order from IRCC or the Canada Border Services Agency (CBSA)</li> </ul>

# What you need to know BEFORE you apply

You must apply to 2 levels of government:  
federal and provincial

## **Level 1: Canada (federal)**

First, create an Express Entry profile in [IRCC's online Express Entry system](#). After you create your profile, you will get an Express Entry profile number. You need this number to apply to the Nova Scotia Labour Market Priorities stream. You will continue to use the Express Entry online system during the application process.

In your Express Entry profile, you must state that you are interested in moving to Nova Scotia.

After you have been nominated to the Nova Scotia Labour Market Priorities stream, you will have to apply for permanent resident status with the federal Government of Canada.

## **Costs**

You must pay all the required Government of Canada immigration fees when you submit your file to IRCC. For current fees, see the [fee list on the IRCC website](#).

## **Level 2: Nova Scotia (provincial)**

If we find that you meet the criteria for a particular labour market priority, we will send you a Letter of Interest through the Express Entry online system.

Once you receive the Letter of Interest, you have 30 calendar days to apply to the Nova Scotia Labour Market Priority stream through our [online service](#). If you are successful, we will send you a nomination certificate.

***Important!*** We will refuse your application if you submit it later than 30 calendar days after you received your Letter of Interest.

## Costs

There is no application fee for the NSNP, but there may be costs related to your application. For example,

- translation costs if your required documents are in neither English nor French
- fees charged by a representative should you choose to hire one
- fees for English or French language testing if this is required

## You are responsible for your application

It is up to you to provide ALL of the documents we require including those that you get from your employers, immigration representative, and anyone who is immigrating with you. You must also ensure that all documents are valid when you submit your application for this stream AND when you submit your file to IRCC. If you are missing documents or any document is invalid, we will refuse your application.

**Important!** You must tell us if your status changes at any time before you receive a permanent resident visa. For example, let us know if your marital status changes or if you need to add a dependent child.

## You may use a representative

There are 2 kinds of representatives: paid and unpaid. Both can help you to complete and submit your application. When you appoint a representative, you do 2 things:

- You authorize us to share information about your application with them.
- You authorize them to act on your behalf.

## Unpaid representatives

As the name suggests, unpaid representatives do NOT charge for their services. Your representative could be a family member, a friend, or someone else.

## Paid representatives

Paid representatives charge a fee for their services. If you are using a paid immigration representative, they must be authorized. Authorized representatives must be one of the following:

- An immigration consultant who is a member in good standing with the Immigration Consultants of Canada Regulatory Council (ICCRC). Visit the [ICCRC website](#).
- A lawyer or paralegal who is a member in good standing of a Canadian law society, barristers' society, or barreau, or a law student under the supervision of a recognized lawyer. Visit the [Federation of Law Societies of Canada](#) website for links to law societies across Canada.
- A notary public who is a member in good standing of the Chambre des notaires du Québec or a law student under their supervision. Visit the [Chambre website](#).

## Misrepresentations disqualify you for 5 years

What is misrepresentation? Misrepresentation happens when you or someone else involved in your application does one of these things:

- is not truthful about one or more of the eligibility criteria
- leaves out information we need to assess your application

The people involved in your application include yourself, your [immigration representative](#) if you decide to use one, and anyone who is immigrating with you.

**Important!** If you are refused for misrepresentation, you will NOT be allowed to apply to any immigration stream for 5 years.

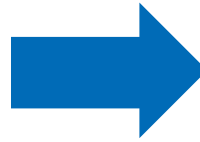
## There are no guarantees

Submitting an application and meeting the eligibility requirements for the Nova Scotia Labour Market Priorities stream do NOT guarantee that your application will be processed and assessed.

Even if you are successful and we nominate you for this stream, we cannot guarantee that IRCC will issue a permanent resident visa. IRCC has its own application process. They are the only ones who can issue these visas.

### **Responsibilities of NSOI**

- assess nominee applications
- issue letters of support for work permits (if applicable)
- issue nomination certificates



### **Responsibilities of IRCC**

- assess work permits (if applicable)
- assess permanent resident applications
- issue permits and visas

***Important!*** NSOI-issued letters of support or nomination certificates do NOT guarantee approval by IRCC.

## **Criteria may change; streams may close**

We may suspend the stream for a period of time or close it altogether. In either case, it means that we will stop accepting applications, at least for a period of time.

If we close or suspend the stream before we review your application, we may not consider it even if you submitted it before we stopped accepting applications.

There may be a delay between the time we receive your application and when we can process it. During that time, criteria may change. We will assess your application based on the criteria in place at that time. Check our [website](#) regularly to stay up-to-date with all changes.

## **Decisions are final; there are no appeals**

If we decide to refuse your application for the Nova Scotia Labour Market Priorities stream, our decision is final. There is no appeal process.



## We may withdraw your nomination

We may withdraw your nomination at any time before you receive a permanent resident visa and before you arrive in Canada for any of these reasons:

- You no longer meet the eligibility requirements for the Nova Scotia Labour Market Priorities stream.
- The Government of Canada has advised us that some information in your application for permanent residency is false.
- IRCC finds that you, your spouse or common-law partner, or someone immigrating with you is not allowed to immigrate to Canada.

## You may withdraw your application

You may withdraw your application without penalty at any time before you receive a nomination certificate. There is one exception. You may NOT withdraw your application without penalty if we know or suspect that you have NOT been truthful or have left out important information in your application.

If you accept an Invitation to Apply (ITA) from IRCC while your application is being processed by the NSNP, you must withdraw your application to the NSNP.

# Gather the documents you need

You will need a number of documents to complete your application. You will have to complete some of these documents yourself. Some will have to be completed by your employers. You will also have to get documents from third parties such as educational institutions and governments. Begin to gather these documents as soon as you know that you will apply for the Nova Scotia Labour Market Priorities stream. It may take some time to gather all the documents you need.

## **Important!**

- All documents must be valid on the dates of your applications to both NSOI and IRCC.
- All documents must be PDF files.
- Documents with images must be scanned in colour.
- Text-only documents may be scanned in black and white.
- The total size of all documents must be no more than 50 megabytes (MB).
- Each file name must be no more than 50 characters.
- All documents must be clear enough to read.
- Scanner resolution must be 300 dots per inch (dpi).

**Warning!** We may close your application if documents are missing, unsigned, unclear, or have been enhanced or edited.

## Documents in languages other than English or French

Documents in languages other than English or French must be translated by a certified translator.

- Submit a copy of the original document AND a copy of the certified translation.
- Submit proof from the translator of their certification.

**Warning!** These people are NOT allowed to translate your documents:

- members of your family
- anyone who works for the paid representative you have hired to help you with your application

If your documents are NOT translated by a certified translator, we may NOT accept your application.

## Documents related to your application to the Nova Scotia Labour Market Priorities stream

- a copy of the Letter of Interest we sent you
- documents showing that you meet the criteria for the draw you have been invited to apply to. These documents change depending on the draw. They are posted on our [website](#).

**Note:** When we need to fill a specific need in our labour market, we create a “draw.” Draws are issued for specific dates and for specific categories of workers or professionals.

## Documents related to your work experience

- documents showing that you meet the minimum work experience requirements for one of these Express Entry streams:
  - [Canadian Experience Class](#)
  - [Federal Skilled Worker Program](#)
  - [Federal Skilled Trades Program](#)
- letters of reference from previous employers. Each letter of reference must be a single document **written on company letterhead** and **stamped with the company’s seal** if it has one. They must include ALL of the following:
  - the signature of the responsible human resources officer, supervisor, or manager
  - the company’s full address, telephone and fax numbers, email and website addresses
  - the specific period of time that you worked for the company
  - the titles of the jobs you held while you worked for the company
  - the amount of time you worked in each job
  - your main duties in each job
  - your annual salary plus benefits for each job
  - the number of hours you worked per week in each job
  - the number of hours you worked in total in each job
  - proof that your work experience meets the lead statement definition in the [National Occupational Classification \(NOC\)](#) for your job and that you did at least 51% of the main duties listed there

**Important!** We will refuse your application if you fail to show that your work experience meets the description in the [National Occupational Classification](#) for your job.

## Documents about you and your family

### Passports

You, and everyone immigrating with you, must have a valid passport. The expiry date of all passports should be at least 2 years from the date of your application. Do NOT include the original passports in your application.

Instead, include copies of pages that show these things:

- the passport number
- the date of issue and expiry
- the photo of the passport holder
- the name of the passport holder as well as their date and place of birth
- any changes to the passport holder's name, date of birth, or other identifying information
- any changes to the passport's expiry date
- any visas or visits to Canada

## Documents related to your immigration status

Include the documents that apply to you:

- **If you currently live in Canada**, include a copy of proof of your legal status in Canada. Ensure that your proof is valid when you submit your application.
- **If you currently live in a country of which you are NOT a citizen**, include a copy of proof of your legal status in that country.
- **If you have applied to immigrate to Canada before**, include copies of every letter you have received from the Canadian government or any provincial or territorial government regarding each application.

**Important!** If you are in Canada on a work permit, your work permit must be valid when you submit your application.

## Documents related to your move to Nova Scotia

You may provide one or both of the following:

- banking statements from the past 3 months showing all account balances and transaction history
- statements from your investment portfolio showing fixed deposits and the terms for withdrawing funds before the investment matures

This may include transferable funds in your name or your spouse's name.

**Important!** Do NOT include real estate or personal items such as jewelry, furniture, and vehicles.

**Why do I need to include banking and investment information? We need to know that you have enough money to pay for these things:**

- your immigration costs
- your travel expenses
- the costs related to settling in Nova Scotia such as having enough money for food, rent, clothing, etc.

You can find the requirements regarding the settlement funds for your family size, and the form in which funds will be accepted on [IRCC's website](#).

These requirements may be reduced if you are already living in Nova Scotia or have arranged employment. In all cases, you must provide proof of your financial resources in your own name. Officers assess this reduction on a case-by-case basis.

We will refuse your application if it appears likely that your family income will be below Statistics Canada's Low Income Cut-Off (LICO). We calculate the LICO requirement based on your family size whether they are coming to Canada with you or not. Your family income includes these things:

- the income you will earn in Nova Scotia
- your spouse's income even if they are not coming to Nova Scotia with you

To find out if your income will be above or below LICO, compare your family income to the minimum incomes listed in [Table 1 of the Federal Income Scale](#).

# The application process

## 1. Create an Express Entry profile

Go to the [Immigration, Refugees and Citizenship Canada \(IRCC\) Express Entry website](#) and follow the steps to create an Express Entry profile. After you create your profile, you will get an Express Entry profile number. You will need this number to complete your application. You will continue to use the Express Entry online system during the application process.

## 2. Look for a Letter of Interest in the Express Entry online system

You must have a Letter of Interest from us (NSOI) to apply to the Nova Scotia Labour Market Priorities stream.

## 3. Apply to the Nova Scotia Labour Market Priorities stream

You must apply to this stream **within 30 calendar days** of receiving a Letter of Interest from us. To apply:

- Submit your application through [our online service](#).
- Include all documents listed in the section of this guide titled Gather the documents you need.

***Important!*** Be sure to include documents showing that you meet the criteria for the draw you have been invited to apply to. These documents change depending on the draw. They are posted on our [website](#).

## 4. You will either be nominated or refused

### **If you are nominated**

If we approve your application, we will send you a letter through the Express Entry online system telling you of your nomination. We will also email this information and your nomination certificate to you or your [representative](#). You must accept our nomination **within 30 calendar days** of receiving it. You do this through the Express Entry online system.

The nomination certificate expires 6 months after the date it was issued. You must apply to IRCC for permanent residence within this 6-month period.

### **If we decide to refuse your application**

We will refuse your application if you do NOT meet the criteria for the Nova Scotia Labour Market Priorities stream. We will NOT refuse you right away. Instead, we will email you or your representative a letter explaining our concerns or requesting further information. You have **10 business days** to submit new information for us to consider. **After 10 business days** we will re-assess your application, including the new information. We will then make our final decision and email it to you or your representative.

We may extend this 10-day time limit in rare circumstances if you request it. For example, we may extend it if you were in hospital or had a death in the family.

### **If we refuse your application**

We will notify you or your representative by email. This decision is final. There is no appeal process.

### **We may extend your nomination**

You can ask us to extend your nomination period beyond 6 months. This will give you more time to apply to IRCC for your permanent resident visa. You must provide evidence as to why you need the extension and include any supporting documents we ask for.

We allow you only one such extension. This extension will expire 6 months after the original expiry date. We do NOT grant extensions after one year from the original nomination date. After one year, you will have to re-apply to the program.

## **5. Accept our nomination**

You must accept our nomination **within 30 calendar days** of receiving it. You do this through the Express Entry online system.

## **6. Apply to IRCC for permanent residence**

After you accept our nomination in the Express Entry online system, IRCC will send you an invitation to apply for a permanent resident visa. Find out more about the Express Entry system on IRCC's Immigrate through Express Entry website.

## **7. Tell us when you become a permanent resident**

**Contact us within 30 days** of your arrival in Nova Scotia. Send us these documents:

- a copy of the Confirmation of Permanent Residence
- a copy of your passport
- your Nova Scotia contact information including
  - your current address
  - your phone number
  - your email address



# Document checklist

Check your documents against the list below. Be sure that you have all the documents we have requested in this guide. We may ask you for more information if we need it.

Criteria and Supporting Documents	Who must provide the document
<b>NSNP Forms</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>eNSNP 100</b> – Online application at <a href="http://novascotia.ca/eNSNP">novascotia.ca/eNSNP</a></li> <li><input type="checkbox"/> <b>NSNP 50</b> – Use of a Representative (optional. Use only if a representative has helped you to complete and submit your application). See <a href="#">You may use a representative</a>.</li> <li><input type="checkbox"/> <b>NSNP 60</b> – <a href="#">Authority to Release Personal Information</a> (optional. Use only if you want us to send your application information to someone other than yourself or your representative).</li> </ul> <p>The person you choose will have access to information about your application, but they will NOT be able to act on your behalf.</p>	<p>Applicant</p> <p>Any <u>dependents</u> aged 19 and older</p>
<b>Documents Related to the Nova Scotia Labour Market Priorities Stream</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> a copy of the valid Letter of Interest</li> <li><input type="checkbox"/> documents showing that you meet the <u>criteria for the draw</u> you have been invited to apply to</li> </ul> <p>See <a href="#">Documents related to your application to the Nova Scotia Labour Market Priorities stream</a></p>	<p>Applicant</p>
<b>Work Experience</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> letters of reference from previous employers</li> <li><input type="checkbox"/> documents showing that you meet the criteria for one of IRCC's Express Entry streams</li> </ul> <p>See <a href="#">Documents related to your work experience</a></p>	<p>Applicant</p>

<b>Settlement Funds</b>	
<p>You may provide one or both of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Official banking statements from a financial institution for the past 3 months</li> <li><input type="checkbox"/> Statements for investment portfolio and fixed deposits and the terms and conditions for withdrawing these funds prior to maturity</li> </ul> <p>See <a href="#">Documents related to your move to Nova Scotia</a></p>	<p>Applicant</p> <p>Spouse or common-law partner</p> <p>Dependents</p>
<b>Immigration Status</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Copies of passport pages as described under <a href="#">Passports</a> in this guide</li> <li><input type="checkbox"/> A copy of proof of legal status for the country where you are currently living, including Canada</li> <li><input type="checkbox"/> Letters from previous attempts to immigrate to Canada</li> </ul> <p>See <a href="#">Documents related to your immigration status.</a></p>	<p>Applicant</p> <p>Spouse or common-law partner</p> <p>Dependents</p>

# Questions?

**Call** (902) 424-5230 or toll free in Nova Scotia 1-877-292-9597

**Email** [immigration@novascotia.ca](mailto:immigration@novascotia.ca)

**Fax** (902) 424-7936

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

**Visit online** [novascotiainmigration.ca](http://novascotiainmigration.ca)

**Visit in person** Nova Scotia Office of Immigration  
1469 Brenton Street  
3rd Floor  
Halifax NS  
CANADA

Find Nova Scotia Immigration on the following social media websites:

