

# NOVA SCOTIA NOMINEE PROGRAM

Nova Scotia  
Labour Market Priorities  
Application Guide

# Nova Scotia Nominee Program Nova Scotia Labour Market Priorities Application Guide



Contact Information.....	1
Introduction.....	2
Important Information.....	2
Eligibility Criteria.....	4
Application Process.....	6
Document Checklist.....	8

## 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  
Toll Free in Nova Scotia: 1-877-292-9597  
Fax: (902) 424-7936  
Email: [nsnp@novascotia.ca](mailto:nsnp@novascotia.ca)

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

## Introduction

This guide provides general eligibility criteria and guidelines on the application process for the Nova Scotia Labour Market Priorities Stream under the Nova Scotia Nominee Program (NSNP) of the Nova Scotia Office of Immigration (NSOI).

The Labour Market Priorities stream is flexible to meet Nova Scotia's complex labour market needs. Under this stream, the NSNP will issue letters of interest to candidates in the Express Entry system based on current priorities of the province.

In order to apply for nomination under the Nova Scotia Labour Market Priorities stream, you must meet the minimum criteria set out in the five areas of the Eligibility Criteria section of this guide:

- Letter of Interest from NSOI
- Additional draw-specific eligibility criteria
- Work Experience
- Settlement Funds
- Immigration Status

## Important Information

- It is your responsibility to submit all documents required to validate eligibility criteria as set out in this guide and in draw-specific guidelines.
- All eligibility criteria and supporting documentation must be valid at the time of application to NSOI and must also be valid at the time of application to Immigration, Refugees and Citizenship Canada (IRCC) for permanent residency.
- If your application is not complete or if you do not meet basic eligibility requirements, your application will be refused.
- The NSOI reserves the right to close or suspend application intake for any NSNP stream at any time. Regardless of when an application is submitted, the NSOI may decline to consider applications in closed or suspended streams.
- Stream criteria may change without notice. 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 [www.novascotiainmigration.com](http://www.novascotiainmigration.com). 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:
  - meeting eligibility criteria does not guarantee nomination;
  - NSOI is not obligated to assess or process any application submitted;
  - the decision whether to assess or process any application, and the outcome of that assessment, or processing, is at the NSOI's sole discretion;
  - the decision to refuse an application is final. There is no appeal process; and
  - NSOI is not responsible for any processes or decisions of IRCC.

## Withdrawals

NSOI 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 any of the minimum eligibility requirements of the Nova Scotia Labour Market Priorities Stream;
- NSOI is advised by the Government of Canada that any information provided in your application for permanent residency is false or fraudulent; or
- IRCC finds that you or a dependent is inadmissible to Canada.

You may withdraw an application at any time prior to nomination without penalty, except in the case of suspected or actual misrepresentation.

If you receive an Invitation to Apply (ITA) from IRCC while your application is being processed by the NSNP, you must advise the NSOI of your intention to reject the ITA and request that the NSNP continue to process your application, or you must withdraw your application to the NSNP.

## 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, you will be refused for misrepresentation regardless of your 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 or the Atlantic Immigration Pilot for a period of five years.

## Fees

There is no provincial application fee under the NSNP. You must, however, pay all the required Government of Canada immigration fees when you submit your file to IRCC. There may also be costs associated with third parties for services such as language testing or educational credential assessment.

## Use of a Representative

A representative is someone who provides advice or guidance to you at any stage of the application process, whether they are paid or unpaid. Unpaid representatives provide the same services as paid representatives, but they do not charge a fee. An unpaid representative could be a family member, a friend or another third party.

You don't need to use a representative to prepare and submit an application, but if you choose to use a representative, they must complete an [NSNP 50 – Use of a Representative form](#) and submit it with your application, whether they are paid or unpaid.

If you are using a paid immigration representative, they must be authorized. If you use an unauthorized representative, we will return your application or refuse it. To be authorized, representatives must be either:

- An immigration consultant who is a member in good standing with the Immigration Consultants of Canada Regulatory Council (ICCRC) (visit [www.iccrc-crcic.ca](http://www.iccrc-crcic.ca)); OR
- A lawyer or paralegal who is a member in good standing of a Canadian Law Society or a student-at-law under the supervision of a recognized lawyer (visit [www.flsc.ca/about-us/our-members-canadas-law-societies](http://www.flsc.ca/about-us/our-members-canadas-law-societies)); OR
- A notary public who is a member in good standing of the Chambre des notaires du Québec or a student-at-law under their supervision (visit [www.cnq.org/](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. NSOI will not deal with non-regulated representatives.

## Eligibility Criteria

You are ineligible for the Labour Market Priorities Stream if you:

- have received a nomination under the NSNP dated within the last 12 months; or
- are a refugee claimant or a failed refugee claimant who has not yet left Canada.

In order to apply for nomination under the Nova Scotia Labour Market Priorities stream, you must meet **all** of the eligibility criteria set out in the following five areas.

### 1. LETTER OF INTEREST FROM NSOI

To be eligible to apply to the Nova Scotia Labour Market Priorities stream, you must have received a Letter of Interest in your IRCC online account indicating that Nova Scotia is inviting you to apply under the NSNP. Letters of Interest will only be offered to candidates:

- with a valid Express Entry profile,
- who meet a labour market priority identified by Nova Scotia, and
- who have indicated their interest in moving to Nova Scotia in Express Entry.

Letters of Interest will remain valid for 30 calendar days. Failure to submit a complete application with all required supporting documentation within 30 calendar days will result in your application being refused.

#### Supporting Documentation:

- Copy of the valid Letter of Interest

### 2. ADDITIONAL DRAW-SPECIFIC ELIGIBILITY CRITERIA

Candidates will be offered Letters of Interest based on specific criteria identified by NSOI. Criteria may be different for each draw and depends on labour market needs. It is your responsibility to demonstrate eligibility based on these criteria, which will be specified on NSOI's website.

#### Supporting Documentation:

- Will be displayed on NSOI's website during each round of invitations:  
[www.novascotiainmigration.com/move-here/labour-market-priorities](http://www.novascotiainmigration.com/move-here/labour-market-priorities)

### 3. WORK EXPERIENCE

All applicants to the Labour Market Priorities stream must demonstrate they meet the minimum work experience requirements of the Express Entry stream for which they have qualified.

- Current criteria for Canadian Experience Class can be found at:  
<https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/eligibility/canadian-experience-class.html>
- Current criteria for the Federal Skilled Worker Program can be found at:  
<https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/eligibility/federal-skilled-workers.html>

- Current criteria for the Federal Skilled Trades Program can be found at:  
<https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/eligibility/skilled-trades.html>

### Supporting Documentation:

- Letters of Reference from all employers to demonstrate you meet the work experience criteria for the Express Entry stream for which you are qualified, and which meet the requirements outlined below. Letters must include all information below and be submitted in the required format.

Letters must:

- be written on company letterhead
- be signed by the responsible human resources officer, supervisor, or manager
- show company's full address, telephone number, e-mail and website addresses and be stamped with the company's official seal (if applicable)
- include all of the following information in one document:
  - the specific period of your employment with the company
  - the positions you have held during the period of employment and time spent in each position
  - your main responsibilities and duties in each position
  - your annual salary plus benefits in each position
  - the number of hours worked per week in each position
  - proof that your work experience meets the lead statement and the majority (at least 51%) of the main duties as set out in NOC 2016, found here:  
<http://noc.esdc.gc.ca/English/home.aspx>

If you do not show that your experience meets the description in the NOC 2016, we will refuse your application.

## 4. SETTLEMENT FUNDS

When applying to the Labour Market Priorities stream, you must demonstrate sufficient funds to successfully establish yourself and your family in Nova Scotia and to pay your immigration costs and travel expenses (if applicable).

The requirements regarding the settlement funds for your family size and specific stream for which you have qualified, and the form in which funds will be accepted, can be found on IRCC's website here:  
<https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/documents/proof-funds.html>

NSOI 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 Low Income Cut-Off, found here:  
<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5196-sponsorship-adopted-children-other-relatives-sponsor.html#5196E9>

### Supporting Documentation:

- Official banking statements from financial institutions for the past three months indicating the account(s) balance and transactional history

- Statements for investment portfolios and fixed deposits and the terms and conditions for withdrawing these funds prior to maturity (if applicable)

## 5. IMMIGRATION STATUS

In order to apply to the Nova Scotia Labour Market Priorities stream, you must have legal status in your current country of residence.

You are ineligible if you are under a removal order in Canada or prohibited from entering or being in Canada.

If you are in Canada on a work permit, your work permit must be valid at the time of application.

### Supporting Documentation:

- Valid regular passports for all accompanying family members. 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.
- A copy of your valid visa or work permit, if you are not a citizen of the country where you currently live (including Canada).
- 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.

## Application Process

### Apply to NSNP under the Labour Market Priorities Stream

- After you receive a Letter of Interest from Nova Scotia through your IRCC online account, you have **30 calendar days** to apply to NSNP under the Labour Market Priorities stream.
- To apply, you must submit your application through Nova Scotia's online service ([www.novascotia.ca/ensnp](http://www.novascotia.ca/ensnp)) and ensure that you include all the required supporting documents.
- A list of supporting documents required for the application process related to the additional draw-specific eligibility criteria will be posted on our website at [www.novascotiainmigration.com/move-here/labour-market-priorities](http://www.novascotiainmigration.com/move-here/labour-market-priorities).
- 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 should be no more than 50 megabytes (MB).
  - The file names of attachments must be no more than 50 characters.
- When documents are not in English or in French, you must submit a copy of the original document and a copy of the certified translation. NSOI 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.

- It is your responsibility to submit all requested documents outlined in this guide and on our website. If documents are missing, unsigned, not translated by a certified translator, or not clear, your application may be closed.

## **Nomination/Refusal**

Nomination under the Nova Scotia Labour Market Priorities stream is at the sole discretion of NSOI.

### *Nomination*

If your application is approved by Nova Scotia, you will receive a letter from NSOI through your IRCC online account notifying you of your nomination. NSOI will also communicate the decision and provide the Nomination Certificate to you or your representative via email.

### *Intent to Refuse*

You may receive a letter of Intent to Refuse from NSOI via email. You have 10 business days to submit additional information to be considered by NSOI. In extenuating circumstances such as hospitalization or death in the family, extensions may be given on a case-by-case basis. After 10 business days the file will be re-assessed, including any new information submitted, and a final decision made. This decision will be sent via email to you or your representative.

### *Refusal*

If your application has been refused by NSOI, you or your representative will receive notification via email. Refusal decisions are final; there is no appeal process.

## **Accepting the Nomination**

You have 30 calendar days to accept the nomination from Nova Scotia in the IRCC Express Entry system.

Once the nomination has been accepted, the next step is to receive an invitation to apply from IRCC. You will then be required to follow all guidelines and instructions from IRCC to apply for permanent residency.

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

## **Extension of Nomination**

At NSOI's discretion, NSNP may issue one extension of nomination valid for a period of six months. The decision to issue an extension will be made on a case-by-case basis where there is evidence of extenuating circumstances.

## **Notification of Permanent Residence**

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



## Document Checklist

The checklist below will help you organize your documents before submitting your application to NSOI. It is your responsibility to submit all documents required to validate eligibility criteria as set out in this guide and in draw-specific guidelines.

Criteria and Supporting Documents	Who must provide the document
<b>LETTER OF INTEREST</b>	
<input type="checkbox"/> Copy of the valid Letter of Interest	Principal Applicant
<b>DRAW-SPECIFIC ELIGIBILITY CRITERIA</b>	
<input type="checkbox"/> Supporting documentation will be communicated on NSOI's website during each round of invitations: <a href="http://www.novascotiainmigration.com/move-here/labour-market-priorities">www.novascotiainmigration.com/move-here/labour-market-priorities</a>	See website
<b>WORK EXPERIENCE</b>	
<input type="checkbox"/> Letters of Reference from all employers to demonstrate you meet the work experience criteria for the Express Entry stream for which you are qualified, and which meet the requirements outlined in the Application Guide	Principal Applicant
<b>SETTLEMENT FUNDS</b>	
<input type="checkbox"/> Official banking statements from a financial institution for the past three months indicating the account(s) balance and transactional history <input type="checkbox"/> Statements for investment portfolio and fixed deposits and the terms and conditions for withdrawing these funds prior to maturity (if applicable)	Principal Applicant, spouse, and accompanying dependents
<b>IMMIGRATION STATUS</b>	
<input type="checkbox"/> Valid regular passports for all accompanying family members. 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. <input type="checkbox"/> If you live in a country other than your country of nationality, a copy of your valid visa or work permit for the country where you currently live (including Canada). <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.	Principal Applicant, spouse, and accompanying dependents