



Nova Scotia Experience: Express Entry Application Guide

Nova Scotia Nominee Program

Nova Scotia Experience • Nova Scotia Nominee Program
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Contents

Thank you for choosing Nova Scotia!	4
Is the Nova Scotia Experience: Express Entry stream right for you?	5
What you need to know BEFORE you apply	7
You must apply to 2 levels of government: federal and provincial	7
You are responsible for your application	8
Know which family members are allowed to immigrate with you	9
Know the National Occupational Classification (NOC) for your job	9
You may use a representative	10
Misrepresentations disqualify you for 5 years	11
Criteria may change; streams may close	12
We may withdraw your nomination	12
Gather the documents you need	13
Documents in languages other than English or French ...	13
Documents related to your work experience	14
Documents related to your education and training	16
Documents related to your ability to communicate in English or French	17
Documents about you and your family	19

The application process 20

- 1. Create an Express Entry profile..... 20
- 2. Apply to NSNP and the Nova Scotia Experience:
 - Express Entry stream 20
- 4. You will either be nominated or refused..... 22
- 5. Apply to IRCC for permanent residence..... 23
- 6. IRCC issues permanent resident visas..... 23
- 7. Tell us when you become a permanent resident..... 23

Forms and Supporting Documents Checklist 24

Questions? 26

Thank you for choosing Nova Scotia!

Read this guide carefully to find out how you can apply to the Nova Scotia Experience: Express Entry stream of the Nova Scotia Nominee Program (NSNP). This stream is aligned with Immigration, Refugees and Citizenship Canada's (IRCC) Express Entry intake system. If you are accepted through this stream, you, your spouse, and your dependents may apply to the Canadian government for permanent resident visas.

The Nova Scotia Experience: Express Entry stream is for skilled persons who have at least one year of work experience in Nova Scotia and who want to make Nova Scotia their permanent home. It is only one way to apply for a permanent resident visa in Canada. We encourage you to explore the options available through NSNP and IRCC.

This stream is part of an economic immigration program. You may NOT use it as a way to immigrate to Canada for any of these reasons:

- family reunification
- protected persons
- humanitarian or compassionate grounds

Is the Nova Scotia Experience: Express Entry stream right for you?

The Nova Scotia Experience: Express Entry stream is only for skilled persons who have at least one year of work experience in Nova Scotia and who want to make Nova Scotia their permanent home. Read the following 2 columns carefully to see if this stream is right for you.

The Nova Scotia Experience: Express Entry stream MAY be right for you	The Nova Scotia Experience: Express Entry stream is NOT right for you
<p>The Nova Scotia Experience: Express Entry stream may be right for you IF you meet ALL of the criteria listed below</p>	<p>Do NOT apply to the Nova Scotia Experience: Express Entry stream if even ONE of the statements below applies to you</p>
<ul style="list-style-type: none"> • You have a total of 1,560 hours of work experience in Nova Scotia in the 3 years before you submit your application. This work experience can be one of the following: <ul style="list-style-type: none"> - Full time: 30 hours per week for 12 months at one or more jobs - Part time: 15 hours per week for 24 months • Your work experience does NOT include any of the following: <ul style="list-style-type: none"> - work done when you were self-employed - work done while you were a full-time student - co-op work terms - unpaid internships - volunteer work • Your work experience meets the criteria described in National Occupational Classification (NOC) 2016 for skill levels <u>0, A, or B</u>. • During your work experience, you did at least 51% of the main duties described in <u>NOC 2016 for your job</u>. • You were <u>authorized to work in Canada</u> when you gained your work experience. For example, you had a work permit. • You are between the ages of 21 and 55. • You have proof that you <u>graduated from high school or a post-secondary institution in Canada or abroad</u>. • You have proof that you meet our requirements for <u>communicating in English or French</u>. • You can <u>show that you intend to live in Nova Scotia permanently and will be able to support yourself and your family</u>. 	<ul style="list-style-type: none"> • You are currently living in a country in which you are NOT legally allowed to live. • You have received a nomination under the NSNP within the last 12 months. • You are in Canada as part of the <u>Live-in Caregiver Program</u> • You plan to work in a job that falls under <u>National Occupational Classification (NOC) skill levels C or D</u>. • You have applied to immigrate to Canada on compassionate or humanitarian grounds or to claim refugee status. • You are related to a Canadian citizen or permanent resident living in Canada in one of these ways: <ul style="list-style-type: none"> - a grandparent - spouse - common-law partner • You have unresolved custody or child support issues affecting one or more of your dependents. • You have received a removal order from IRCC or the Canada Border Services Agency (CBSA). • You are currently studying at a Canadian post-secondary institution. • You received a scholarship or award that requires you to return to your home country upon graduation and you have not yet done so. • You have a federal post-graduation work permit and work in a job that falls under <u>NOC skill levels C or D</u>. • You have been offered a sales job for which you will ONLY be paid commission. Commission means you are paid a percentage of the value of the item you sell or the profit your employer makes from that item.

What you need to know BEFORE you apply

There are 2 ways to enter the Nova Scotia Experience: Express Entry stream:

- You apply directly to the Nova Scotia Office of Immigration (NSOI), that's us.

OR

- We choose you from the Express Entry pool.

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

Level 1: Nova Scotia (provincial)

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 Experience: Express Entry stream. You will continue to use the Express Entry online system throughout the application process.

Next, apply to the NSNP Nova Scotia Experience: Express Entry stream. If you are nominated for this stream, you will have 30 days to accept the nomination within the Express Entry system. After you do this, IRCC will send you an invitation to apply for a permanent resident visa.

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](#)

Level 2: Canada (federal)

If IRCC invites you to apply for a permanent resident visa, submit an application and supporting documents through your IRCC account. Find out more about applying for a permanent resident visa on the [Government of Canada Express Entry website](#).

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](#).

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, your spouse or common-law partner, and your [dependents](#). 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.

Know which family members are allowed to immigrate with you

Family members who immigrate with you as part of the Nova Scotia Experience: Express Entry stream are called “dependents.” These are limited to the following:

- your spouse, that is, the person you are legally married to
- your common-law partner:
 - Your partner may be of the same or opposite sex.
 - You must have lived together like spouses for at least one continuous year.
 - If you were prevented from living together, you must provide proof of what prevented you from living together.
 - You must provide a Statutory Declaration of Common-Law Union.
- your children including adopted children:
 - children under the age of 22 and without a spouse or common-law partner
 - children over the age of 22, dependent on you financially since before turning 22, and unable to support themselves financially because of a physical or mental condition.

Know the National Occupational Classification (NOC) for your job

The NOC has 5 levels. To qualify for the Nova Scotia Experience: Express Entry stream, you must have a NOC level of 0, A, or B.

0 – management jobs

A – professional jobs that usually require a university degree

B – technical jobs and skilled trades. These usually require a college diploma or training as an apprentice

Find out more about NOC skill levels on the [National Occupational Classification website](#).

The NOC is important for 2 reasons:

- It helps you to determine the level of English or French language ability you will need.
- It helps us to determine if your qualifications and experience match the requirements for the Nova Scotia Experience: Express Entry stream.

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](#).

You don't need to use a representative to prepare and submit an application. If you choose to use a representative—paid or unpaid—they must complete an NSNP 50 – Use of a Representative form. You must submit this form with your application.

Warning! We strongly recommend that if you choose to hire a representative, you choose one from the categories listed above. We do NOT deal with unauthorized representatives. Also, if your representative is NOT authorized, you may not have the ability to hold them accountable if they make an error or give you bad advice.

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 spouse or common-law partner, your dependents, your employers, and your immigration representative if you decide to use one.

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 Experience: Express Entry stream do NOT guarantee that your application will be processed and assessed.

Even if you are successful and we nominate you for Express Entry, 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 close this stream. Closing the stream means that we will stop accepting applications. We may also suspend the stream 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 closed the stream.

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 the [NSOI 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 NSNP Nova Scotia Experience: Express Entry 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 Experience: Express Entry 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 a dependent 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.

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 Experience: Express Entry stream. It may take some time to gather all the documents you need.

Important!

- All documents must be valid on the dates of your application 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 work experience

You must show that you have the following:

- at least 12 months of full-time paid work experience—30 hours per week for 12 months (1,560 hours)

OR

- at least 24 months of part-time work experience—15 hours per week for 24 months (1,560 hours)

AND

- the work experience was with a Nova Scotia employer

AND

- the work experience took place within the 3 years before the date of your application to the Nova Scotia Experience: Express Entry stream

AND

- the work experience was in a job that meets the criteria for NOC level 0, A or B AND you completed duties set out in the lead statements of the occupation description, including at least 51% of the main duties

Submit proof of your eligibility for this stream

- work permit – this proves that you were legally allowed to work in Canada when you gained your work experience
- employment contracts
- pay stubs
- letters of reference

Letters of reference

To prove that you have the work experience and skills required for the Nova Scotia Experience: Express Entry stream, you must include letters of reference from your employers. These letters must be **written on company letterhead** and they must be **stamped with the company's official seal** if it has one.

They must also include ALL of the following:

- the company's full address, telephone and fax numbers, email and website addresses
- your supervisor's signature or that of a responsible officer
- 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

Send the above list to each employer you ask for a reference letter. This will help to ensure that they include all the information we need.

Documents related to your education and training

If you were educated or trained in Canada

Provide the documents that apply to you:

- a copy of your high school diploma
- a copy of a certificate, diploma, or degree from a post-secondary institution
- copies of transcripts of successfully completed high school or post-secondary education
- copies of the licences or certificates you need for the work you plan to do in Nova Scotia

If you were educated or trained outside Canada

Provide the documents listed above or other proof of education AND

- a copy of your educational credential assessment (ECA) report from an organization designated by IRCC

What is an ECA?

An ECA proves that your certificate, diploma, degree, or other proof of education is real and as valid as if it were earned in Canada.

When you submit your ECA, be sure that it meets these criteria:

- It was issued on or after the date the organization was designated by IRCC.
- It meets the IRCC format and content requirements.
- It was issued within 5 years of the date that we receive your application AND of the date that you apply for permanent residence.
- It shows that your certificate, diploma, degree, or other proof of education is as valid as if it were earned in Canada.

Find out more about ECAs and the organizations that provide them on the [Government of Canada educational credential assessment website](#).

Important! You must include your proof of education AND your ECA report (if you need one) in your application for the Nova Scotia Experience: Express Entry stream. Do NOT request that your ECA report be sent directly to us. Keep a copy of it for your records and future use.

Documents related to your ability to communicate in English or French

NOC levels 0 and A

You must meet one of the following:

- the criteria listed under Canadian Language Benchmarks (CLB) Level 7 or higher
- the criteria listed under Niveaux de compétence linguistique canadiens (NCLC) Level 7 or higher

To show that you meet the above criteria, you must submit the results of one of these language tests even if your first language is English or French:

- International English Language Testing System (IELTS) General Training
- Canadian English Language Proficiency Index Program (CELPIP) General
- Test d'évaluation de français (TEF) Canada
- Test de connaissance du français (TCF) Canada

This table shows the scores you need in each language test to meet the CLB/NCLC 7 standard.

Test	Listening	Reading	Writing	Speaking
IELTS	6	6	6	6
CELPIP	7	7	7	7
TEF	249	207	310	310
TCF	458	453	10	10

NOC level B

You must submit the results of one of these language tests even if your first language is English or French:

- IELTS General Training
- CELPIP-General
- TEF Canada
- TCF Canada

Your test results must show that you meet at least the CLB level 5 criteria for either the Canadian Language Benchmarks (CLB) OR Niveaux de compétence linguistique canadiens (NCLC).

This table shows the scores you need in each language test to meet the CLB/NCLC 5 standard.

Test	Listening	Reading	Writing	Speaking
IELTS	5	4	5	5
CELPIP	5	5	5	5
TEF	181	151	226	226
TCF	369	375	6	6

Warning! You must have had your language skills tested within 2 years of applying to the Nova Scotia Experience: Express Entry stream. We do NOT accept test results dated more than 2 years before the date on your application.

Important! Do NOT request that your language test results be sent directly to us. Submit them as part of your application to the Nova Scotia Experience: Express Entry stream. Keep a copy of your test results for your records and future use. You may use them in the future as part of another immigration application as long as they are not more than 2 years old when we receive them.

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 spouse and children if they are immigrating with you

Include the documents that apply to you:

- a copy of your marriage certificate
- copies of birth certificates for dependent children
- copies of adoption papers
- copies of custody documents and permission to come to Canada for children under the age of 19

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.

The application process

1. Create an Express Entry profile

Follow the steps on the [IRCC website](#): [Submit an Express Entry Profile: Online form](#) to complete your Express Entry profile. If, after completing your profile, you are accepted into the Express Entry pool, IRCC will send you an Express Entry profile number and a job seeker validation code. You need both of these numbers to apply to the Nova Scotia Experience: Express Entry stream.

2. Apply to NSNP and the Nova Scotia Experience: Express Entry stream

Go to novascotia.ca/ensnp to submit your application. You must complete the eNSNP 100 form online and ensure that you include all [the documents we need](#). On the form you must show your intention to settle in Nova Scotia. Be sure to write in detail

- why you chose to settle in Nova Scotia permanently
- what Nova Scotia can offer you
- what Nova Scotia can offer your family if you have one

These are some details you may want to include:

- where you plan to live
- how you will meet your daily needs
- where you will work, including details about your job
- where you will send your children, if any, to school or daycare
- what your plans are for improving your English or French
- how you plan to become part of the community to which you are moving

Important! You must write all this information in your own words. Do NOT copy information from other sources.

3. We assess your application

We check to see if you are eligible and your application is complete

We do a basic review of your application looking for 2 things:

- that you meet all of our eligibility criteria
- that your application is complete; a complete application includes
 - all the documents we ask for in this guide
 - your Express Entry profile number
 - your job seeker validation code

Important! We may return your application to you for these reasons:

- You failed to include even one of the required documents in your application.
- You do NOT meet the basic eligibility requirements for the Nova Scotia Experience: Express Entry stream.

We will refuse your application if you fail to include these numbers:

- your Express Entry profile number
- your job seeker validation code

We conduct a detailed evaluation of your application

It can take 3 months or more to evaluate your application for these reasons:

- It takes time to verify each of the documents you send us.
- We receive a large number of applications and it may take time to get to yours.
- We may need to interview you as part of our evaluation. This interview will take place in person and in Nova Scotia.

Important! Our officers are not allowed to give information about the status of your application over the phone. Do NOT call them to ask whether you have been nominated or refused. Wait to receive an email or letter from us (NSOI).

4. You will either be nominated or refused

If you are nominated

If you meet the Nova Scotia Experience: Express Entry stream criteria, we will email a nomination certificate to you or your representative. The certificate expires 6 months after the date of nomination. We will also confirm our nomination through IRCC's Express Entry online system. You must accept this nomination using the Express Entry online system within 30 days.

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.

If we decide to refuse your application

We will refuse your application if you do NOT meet the criteria for the Nova Scotia Experience: Express Entry 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.

5. 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. You have 60 days to upload your application and supporting documents using your IRCC account. You, your spouse or common-law partner, and your [dependents](#) must meet all of IRCC's requirements. This includes medical, security, and criminal background checks. IRCC may also ask you to attend an in-person interview. Find out more about the Express Entry system on [IRCC's Immigrate through Express Entry website](#).

6. IRCC issues permanent resident visas

If you, your spouse or common-law partner, and your dependents meet all of IRCC's eligibility requirements, IRCC will issue all of you Confirmation of Permanent Residence.

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

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.

Contact us by email at immigration@novascotia.ca or email or phone your assessing officer. Be sure to include your case number if you have one.

Forms and Supporting Documents Checklist

Follow these instructions carefully. If your application does NOT follow these instructions, we will NOT assess it and we will return it to you.

1. Check your documents against the list below. Be sure that you have all the documents we have requested in this guide.
2. Ensure that all documents are valid on the dates of your applications to both NSOI and IRCC.
3. Arrange your forms and documents in the same order as they are listed in the checklist.
4. Provide copies, where we ask for them. We will NOT return original documents to you.

Note: We may ask you for more information at any time during the application process.

Forms, Criteria, and Supporting Documents	Who must provide the document
Nova Scotia Nominee Program forms	
<input type="checkbox"/> eNSNP 100 – Online application at novascotia.ca/ensnp	Applicant
Provide originals or copies	
<input type="checkbox"/> NSNP 50 – Use of a Representative (optional. Use only if a representative has helped you to complete and submit your application). See You may use a representative . <input type="checkbox"/> NSNP 60 – Authority to Release Personal Information to a Designated Individual (optional. Use only if you want us to send your application information to someone other than yourself or your representative) The person you choose will have access to information about your application but they will NOT be able to act on your behalf.	Applicant Dependents aged 19 and older

Supporting Documents – provide COPIES ONLY	Who must provide the document
Immigration status (See Documents related to your immigration status)	
<input type="checkbox"/> Passport pages as described under Passports in this guide <input type="checkbox"/> Proof of legal status in the country where you are currently living, including Canada <input type="checkbox"/> Letters from past attempts to immigrate to Canada <input type="checkbox"/> Previous temporary residence permits, if available	Applicant Spouse or common-law partner <u>Dependents</u>
Accompanying family members (if applicable)	
<input type="checkbox"/> Birth certificates for dependent children <input type="checkbox"/> Marriage certificate <input type="checkbox"/> Custody documents and permission for the child to come to Canada, for children younger than 19 <input type="checkbox"/> Adoption papers	Applicant Spouse or common-law partner
Education (See Documents related to your education and training)	
<input type="checkbox"/> Certificates, diplomas, degrees, and transcripts <input type="checkbox"/> Educational credential assessment (ECA) <input type="checkbox"/> Licences or certificates you need for the work you plan to do in Nova Scotia	Applicant
Language (See Documents related to your ability to communicate in English or French)	
<input type="checkbox"/> Proof of English or French language ability	Applicant
Work Experience (See Documents related to your work experience)	
<input type="checkbox"/> Letters of reference from employers and supporting documents <input type="checkbox"/> Proof that your work experience was in a job that meets the criteria for NOC level 0, A or B <input type="checkbox"/> Work permit	Applicant

Questions?

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

Email 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

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:

