

Nova Scotia Nominee Program

Nova Scotia Demand:
Express Entry
Application
Guide





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Introduction

The Nova Scotia Demand: Express Entry stream selects highly skilled individuals who wish to live in the Province of Nova Scotia permanently and either have a one year or longer full-time job offer from a Nova Scotia employer or have a reasonable ability to attach quickly to Nova Scotia's labour market. **Stream changes will be communicated on our website: <http://novascotiainmigration.com/>.**

This guide explains how you can apply online to the Nova Scotia Nominee Program (NSNP) through the **Nova Scotia Demand: Express Entry stream** to be nominated for permanent residence. The Nova Scotia Demand: Express Entry stream is aligned with Immigration, Refugees and Citizenship Canada's (IRCC) Express Entry intake system. The principal applicant will need to create an Express Entry profile within Immigration, Refugees and Citizenship Canada's online Express Entry system AND submit a complete application to Nova Scotia Office of Immigration (NSOI) through our online application system. These guidelines will assist you with this application submission. All nominations under the Nova Scotia Demand: Express Entry stream occur within the Express Entry system. For further information on Express Entry, visit: www.canada.gc.ca/expressentry.

The NSNP is an immigration recruitment and selection program that allows the Government of Nova Scotia to nominate to the Canadian government individuals who can meet provincial labour market and economic needs and who intend to establish themselves permanently in Nova Scotia. A nominee, along with his or her spouse or common-law partner and dependents, approved under this program may become permanent residents of Canada following approval by the Canadian government. This stream is part of an economic immigration program and is not intended to be used for family reunification, protected persons, or humanitarian or compassionate reasons. The Nova Scotia Demand Express Entry Stream is only one means of applying for permanent resident status in Canada. Applicants are encouraged to explore alternative options through the Nova Scotia Nominee Program (<http://novascotiainmigration.com>) and through Immigration, Refugees and Citizenship Canada (<http://www.cic.gc.ca/>.)

Disclaimer

- The NSNP and its streams are dependent upon application volumes and labour market needs. NSNP and stream criteria may change without notice.
- The NSNP reserves the right to close or suspend application intake for any NSNP stream at any time.
- Regardless of when an application was submitted, the NSNP may decline to consider applications in closed or suspended streams.
- If application criteria or forms are updated or if there are changes to the NSNP or its streams including closure or suspension of a stream, you will find the most current information at <http://novascotiainmigration.com/immigrate/>.
- Applications may be assessed with the most current criteria irrespective of the date of submission of an application.
- By submitting an application to the NSNP, you agree and acknowledge that the Nova Scotia Office of Immigration (NSOI) is not obligated to assess or process any application submitted.
- Applications to the NSNP are treated as an expression of interest, and may be processed at the NSNP's discretion, in a manner that will best support the goals of the NSNP. This can be based on application

volumes, quality of the application, labour market information, occupational supply and demand forecasting, and/or any other factors as determined by the NSNP.

- By submitting an application to the NSNP you agree and acknowledge the decision whether to assess or process any application, and the outcome of that assessment, or processing, is at the NSNP's sole discretion.
- You also agree and acknowledge that meeting NSNP basic eligibility requirements does not guarantee nomination or that your application will be assessed or processed.
- You also agree and acknowledge that a nomination from the Nova Scotia Office of Immigration does not guarantee that a permanent resident visa will be issued, and that the Nova Scotia Office of Immigration is not responsible for any processes or decisions of Immigration, Refugees and Citizenship Canada.

Fees: There are no provincial application fees under the Nova Scotia Nominee Program (NSNP). There may be fees associated with the preparation of documents. You must, however, pay all the required Government of Canada immigration fees when you submit your file to Immigration, Refugees and Citizenship Canada (IRCC).

Interview: If required, you may have to attend an in-person interview in Nova Scotia. You will be notified if such an interview is required.

Misrepresentation: Misrepresentation includes false statements, false information, false or altered documents, and withholding information relevant to your application. **You are responsible for all the information in your application, even if your representative completes it for you.** If Nova Scotia Office of Immigration finds that you or your representative have misrepresented information relevant to your application, your application will be refused. Any person refused by the NSOI for misrepresentation is unable to submit an expression of interest or apply to the NSNP for a period of five years.

Use of a Representative: A representative is someone who provides advice or guidance to you at any stage of the application process. They may be paid (and authorized) and unpaid. 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.

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); 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 <http://flsc.ca/about-us/our-members-canadas-law-%20societies>); 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).

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. Your unpaid representative must also complete the *NSNP 50 – Use of a Representative* to notify NSOI that you are using a representative.

Use of a Recruiter: In Nova Scotia, most individuals who are in the business of foreign worker recruitment are required to have a recruiter license. Businesses that recruit foreign workers for others must have a licensed recruiter to do this work, or use the services of a licensed recruiter for all transactions that involve the recruitment of a foreign worker.

It is against the law in Nova Scotia to charge a fee to, or collect a fee (directly or indirectly) from a foreign worker, for helping the worker seek or find work. For more information, contact Nova Scotia's Labour Standards Division: <https://novascotia.ca/lae/employmentrights/>.

Withdrawal of Application: Other than in the case of suspected or actual misrepresentation, an applicant may withdraw their application at any time prior to nomination without penalty.

When Not to Apply

Do Not Apply for the Nova Scotia Demand: Express Entry stream if you are:

- an individual who has received a nomination under the Nova Scotia Nominee Program dated within the last 12 months
- intending to work in an occupation that is a National Occupational Classification (NOC) level C or D
- a grand-parent, parent, spouse, or common-law partner of a Canadian citizen or permanent resident living in Canada, an applicant under humanitarian and compassionate grounds, a refugee claimant or a failed refugee claimant
- not legally present in your current country of residence
- in Canada illegally, under a removal order, or are prohibited from entering or being in Canada
- an individual who does not have legal status in Canada; you are not eligible to apply until your status has been restored
- an international student who is currently studying at a Canadian post-secondary institution
- an international graduate who has studied in Canada, whose studies have been sponsored by an agency or government and who is contractually obligated to return to their country of origin
- on a federal post-graduation work permit whose occupation falls under NOC skill level C or D
- an individual with unresolved custody or child support disputes affecting any dependent
- an individual whose job offer is not based in Nova Scotia
- an individual in Canada who is in the Caregiver Program
- intending to start a business and/or be self-employed in Nova Scotia
- a passive investor (individuals who intend to invest in a Nova Scotia business with very limited or no involvement in the day-to-day management of the business)
- unable to provide proof of required funds (<http://www.cic.gc.ca/english/immigrate/skilled/funds.asp>)

Eligibility Criteria for the Principal Applicant

There are two categories under the Nova Scotia Demand: Express Entry stream:

Category A: Arranged employment in Nova Scotia

You have a valid job offer (offer of arranged employment). For a job offer to be valid in Express Entry and receive points, employers will usually need an LMIA from ESDC. There are a few exceptions:

www.cic.gc.ca/english/immigrate/skilled/exempt.asp.

A valid job offer must be:

- made by one employer
- for continuous, paid, full-time work (at least 30 hours a week),
- for work that is:
 - for at least one year after your permanent resident visa is issued
 - not seasonal, and
 - in a job that is Skill Type 0, or Skill Levels A or B of the 2016 National Occupational Classification (NOC)

The job offer must meet the arranged employment requirements described in this guide.

Category B: Paid Work Experience in an Opportunity Occupation

You have at least one year of continuous full-time (or 1,560 hours or more) or an equal amount in part-time paid work experience in the last 6 years in an opportunity occupation.

The following occupation list represents professions where there may be employment opportunities in Nova Scotia. The occupations are classified with National Occupational Classification 2016 (NOC). The NOC helps determine whether a job meets the skill levels established for skilled and semi-skilled occupations, and whether the candidate's qualifications and experience match the requirements of the job. The NOC Matrix provides an overview of the entire occupational classification structure based on skill levels and skill types. For more information visit: noc.esdc.gc.ca/English/Home.aspx

	Occupation Title	NOC	Skill
1	Financial auditors and accountants	1111	A
2	Other financial officers	1114	A
3	Professional occupations in advertising, marketing and public relations	1123	A
4	Administrative assistants	1241	B
5	Accounting technicians and bookkeepers	1311	B
6	Civil engineers	2131	A
7	Registered nurses and registered psychiatric nurses	3012	A
8	Licensed practical nurses	3233	B
9	College and other vocational instructors	4021	A
10	Paralegal and related occupations	4211	B
11	Social and community service workers	4212	B

NSOI reserves both the right to consider only certain types of jobs and occupations for nomination and to limit those occupations that are eligible for the Nova Scotia Demand: Express Entry stream or to target specific occupations, groups of occupations, occupations in specific industries or occupations in specific sectors of the economy. The NSOI reserves the right to modify this occupation list at its discretion, at any time.

Once you have determined that you meet the eligibility criteria in one of the two categories, you must also meet **all minimum requirements** for the Nova Scotia Demand: Express Entry stream, obtain sufficient points under the selection factors, and meet the Minimum Funds requirement.

Meeting minimum requirements

To be eligible for the Nova Scotia Demand: Express Entry stream, you need to meet the following three minimum requirements:

- Valid foreign diploma, certificate or credential and its educational credential assessment (ECA) by a designated body or valid Canadian educational credential.
- A minimum of 1 year of full-time (or equivalent part-time) paid work experience (in Canada or international) in the last 6 years in NOC 2016 Skill Type 0, Skill Level A or B.
- Valid English or French language test results from a designated agency IELTS (General training test only); CELPIP (General test only); or TEF demonstrating CLB 7 in each of the 4 language abilities (reading, writing, listening and speaking).

If you do not meet these requirements, do not apply at this time.

Obtaining sufficient points under the selection factors

If you do not fall under any of the When Not to Apply categories, and you have the three minimum requirements for the Nova Scotia Demand: Express Entry stream, you may proceed to determine if you score **67 points or more** out of 100 from the following **six selection factors**.

Selection factor	Points
Factor 1: Education	Maximum 25 points
Factor 2: Ability in English and/or French	Maximum 28 points
Factor 3: Work experience	Maximum 15 points
Factor 4: Age	Maximum 12 points
Factor 5: Arranged employment in Nova Scotia	Maximum 10 points
Factor 6: Adaptability	Maximum 10 points
Total	Maximum 100 points
Pass mark:	67 Points

If you are ineligible within factors 1 to 4 or have a score less than 67 points you do not qualify for Nova Scotia Demand: Express Entry stream. Do not apply at this time.

Factor 1: Education (maximum of 25 points)

You must submit a completed Canadian secondary or post-secondary educational credential

OR

A completed foreign educational credential from a recognized institution or authority **AND** an Educational Credential Assessment (ECA) issued by an organization designated by IRCC.

If you do not submit this documentation when you apply, your application is not complete and will be refused.

Educational Credential Assessments (ECAs)

An ECA is used to verify that your foreign degree, diploma, certificate (or other proof of your educational credential) is valid and equal to a completed credential in Canada. The ECA will also indicate the authenticity of your foreign educational credential(s).

When you apply with a foreign educational credential, an ECA **must**:

- Be included with your application along with proof of your foreign credential
- Be issued on or after the date the organization was designated by IRCC. For more information and a list of organizations designated by IRCC, visit: <http://www.cic.gc.ca/english/immigrate/skilled/assessment.asp>
- Meet IRCC format and content requirements
- Not be more than five years old on the date that NSOI receives your application and at submission of a complete application for permanent residence to IRCC
- Show your credential is equal to a completed Canadian credential
- If you use World Education Services (WES) to complete your ECA, select the Nova Scotia Office of Immigration as the recipient of your WES report.

Using your Educational Credentials and ECA

You may receive points for your education based on your highest completed Canadian educational credential(s) or the results of your ECA indicating the equivalency of your completed foreign educational credential(s) to completed Canadian educational credential(s):

Education	Points
University degree at the Doctoral (PhD) level	25
University degree at the Master's level OR University level entry-to-practice professional degree or equal For entry-to-practice professional degrees, the degree program must have been in: medicine, veterinary medicine, dentistry, optometry, podiatry, law, chiropractic medicine, or pharmacy AND The related occupation must be: <ul style="list-style-type: none"> • NOC 2016 Skill Level A, and • licensed by a provincial regulatory body 	23
Two or more post-secondary degrees or diplomas (at least one must be for a program of at least three years)	22
Post-secondary degree or diploma for a program of three years or longer	21
Post-secondary degree or diploma for a two-year program	19
Post-secondary degree or diploma for a one-year program	15
Secondary school diploma (high school graduation)	5
Less than secondary school (high school)	Ineligible

Before you apply, confirm that the outcome on your ECA matches one of the assessment outcomes identified in the table at http://www.cic.gc.ca/english/information/applications/guides/pdf/ECA_table_EN.pdf

Factor 2: Language Ability in English and/or French (maximum of 28 points)

You must demonstrate that you meet the minimum level of language proficiency set by the NSOI by providing proof of your proficiency in each of the four language abilities (listening, speaking, reading and writing) in English or French. If you wish to be awarded points for your proficiency in **both** official languages, you must include the results of your official English and French language proficiency tests with your application.

All language test results must not be more than 2 years old at the time of application to NSOI. Language test results must remain valid throughout the assessment process with NSOI and remain valid at time of submission of a complete application for permanent residence to IRCC.

When you submit your application to NSOI:

- Do not request that your language test result be sent directly to NSOI
- Do not submit the original to NSOI, keep this for your records

We will not process your application if you do not include one of these recognized language test results:
English

- CELPIP: Canadian English Language Proficiency Index Program (**General test only**)
- IELTS: International English Language Testing System (**General Training test only**)

French

- TEF: Test d'évaluation de français

Calculate your language points

To determine your language proficiency, your test results will be matched to the Canadian Language Benchmarks/Niveaux de compétence linguistique canadiens (CLB/NCLC). You must meet the minimum level of **CLB 7** (for your first official language in each of the four language areas). **To use your test results to determine your CLB level, visit:** <http://www.cic.gc.ca/english/resources/tools/language/charts.asp>

To receive points for your second official language, you must meet the minimum level of **CLB 5** (in each of the four language areas). You can only get four 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.

First official language	Points			
	Speaking	Listening	Reading	Writing
CLB level 9 or higher	6	6	6	6
CLB level 8	5	5	5	5
CLB level 7	4	4	4	4
Below CLB 7	Not eligible to apply			

Second official language	Points
At least CLB 5 in each of the four abilities	4
CLB 4 or less in any of the four abilities	0

Note: English is the predominant language spoken in Nova Scotia, but the province is also home to a large French-speaking community. Nova Scotia's French-Language Services Act provides for the delivery of French language services by designated departments, offices and agencies of Government, however, private sector services are not required to provide French language delivery. This should be taken into account when considering adaptability into a community.

Factor 3: Work experience (maximum of 15 points)

Your work experience in Canada or international must be:

- at least one year (1,560 hours), continuous full-time or an equal amount in continuous part-time
- paid work (volunteer work and unpaid internships do not count)
- in the same occupation, and
- within the last 6 years before your application to NSOI and at application for permanent residence to IRCC, and
- in NOC 2016¹ Skill Type 0, Skill Level A or B (if no arranged employment, paid work experience must be one of the opportunity occupations identified in this guide)

To demonstrate work experience, letters of reference from all employers for the past 6 years are required and must include all of the following in one document;

Letters must:

- be written on company letterhead
- be signed by the responsible human resources officer, supervisor, or manager
- show company's full address, telephone and fax numbers, e-mail and website addresses be stamped with the company's official seal (if applicable)

Letters must include all the following information:

- 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 you have performed the actions described in the lead statements for the occupation as set out in the occupational description of the NOC 2016, and proof that you have performed a substantial number of the main duties, as set out in the occupational description of NOC 2016 of your identified NOC code.

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

To help you identify the NOC code(s) for your work experience visit: <http://noc.esdc.gc.ca/English/home.aspx>

Note: self-employed individuals must provide documentation from 3rd party individual(s) indicating the service provided along with payment details. Self-declared main duties or affidavits are not acceptable evidence of work experience.

Work Experience	Points
Less than 1 year	Ineligible
1 year	9
2-3 years	11
4-5 years	13
6 or more	15

¹ The National Occupational Classification (NOC) is a system used to classify jobs in the Canadian economy. It describes duties, skills and work setting for different jobs. NSOI uses the 2016 edition of the NOC to assess Nova Scotia Demand: Express Entry applications.

Factor 4: Age (maximum of 12 points)

You will receive points for your age on the date that NSOI receives your complete application and on date of submission of a complete application for permanent residence to IRCC.

Age	Points
Under 18 years of age	Ineligible
18-35 years of age	12
36 years of age	11
37 years of age	10
38 years of age	9
39 years of age	8
40 years of age	7
41 years of age	6
42 years of age	5
43 years of age	4
44 years of age	3
45 years of age	2
46 years of age	1
47 years of age or older	0

Factor 5: Arranged employment in Nova Scotia (maximum of 10 points)

To receive points for arranged employment you must have a valid job offer from a Nova Scotia employer and, NSOI must be satisfied that you can perform the job offered to you. If the occupation is regulated in Nova Scotia, NSOI must be satisfied that you can be expected to qualify for licensing/certification in Nova Scotia.

A valid job offer must be:

- made by one employer
- for continuous, paid, full-time work (at least 30 hours a week),
- for work that is:
 - located in Nova Scotia
 - for at least one year after your permanent resident visa is issued
 - not seasonal, and
 - in a job that is Skill Type 0, or Skill Levels A or B of the 2016 National Occupational Classification (NOC)

The job must:

- have compensation in the form of salary and benefits package that meets provincial employment standards and **prevailing median wage rates** (see http://www.workingincanada.gc.ca/search_occupation-eng.do),
- be a position which has a shortage of qualified permanent residents or Canadian citizens to fill the position, and
- not contravene any existing bargaining unit agreements or be involved in any employment disputes

Additionally, you must meet one of the following:

- The employer making you the job offer has a valid positive Labour Market Impact Assessment (LMIA) from Employment and Social Development Canada that approves the offer and names you and your position

OR

- You are currently working in Canada in a NOC 0, A or B job on a work permit that was issued based

on a Labour Market Impact Assessment, and

- you are working for an employer listed on your work permit,
- you are authorized to work in Canada on the day you apply for a permanent resident visa, and when the visa is issued, and
- your current employer made you an offer to give you a full-time job for at least one year if you are accepted as a permanent resident

OR

- You have a valid work permit for a NOC 0, A or B job that is exempt from needing an LMIA, and you:
 - are currently working for the employer specified on the work permit
 - have one year of full-time work experience (or an equal amount of part-time work) for that employer and
 - have a valid job offer from that employer for at least one year after your permanent resident visa is issued.

Note: You cannot get a Labour Market Impact Assessment from Employment and Social Development Canada (ESDC). Your employer must do this for you.

Criteria and Requirements for the Employer (if applicable, for arranged employment)

Criteria	Eligibility Requirements
Registration status	The business must have a permanent establishment in Nova Scotia. ² NSOI accepts applications from workers with employers in the public sector and not-for-profit organizations with a permanent establishment in Nova Scotia. A not-for-profit organization must be registered under the Societies Act and demonstrate financial ability and stability to support the position on a long-term basis.
Operational status	The employer's business must have been in continuous active operation for at least two years in Nova Scotia.
Business practices	Employer must be in good standing with provincial occupational health and safety and labour authorities and not be in violation of the Immigration, Refugee and Protection Act (IRPA) or Immigration, Refugee and Protection Regulations (IRPR). If your occupation is NOC 2016 skill level B, your employer may require a Nova Scotia Employer Registration Certificate from Nova Scotia Labour Standards.

² Permanent establishment" has the meaning contained in the Income Tax Act, Canada.

Job offer	<p>The employer must make a valid job offer (offer of arranged employment). A valid job offer must be:</p> <ul style="list-style-type: none"> • made by one employer • for continuous, paid, full-time work (at least 30 hours a week) • for work that is: <ul style="list-style-type: none"> ○ located in Nova Scotia ○ for at least one year after your permanent resident visa is issued ○ not seasonal, and ○ in a job that is Skill Type 0, or Skill Levels A or B of the 2016 National Occupational Classification (NOC) <p>The job must:</p> <ul style="list-style-type: none"> • have compensation in the form of salary and benefits package that meets Provincial employment standards and prevailing median wage rates (see http://www.workingincanada.gc.ca/search_occupation-eng.do), • be a position which has a shortage of qualified permanent residents or Canadian citizens to fill the position, and • not contravene any existing bargaining unit agreements or be involved in any employment disputes
Recruitment efforts	The employer must provide a copy of a current Labour Market Impact Assessment (LMIA)

Support and Retention Plan

When reviewing an application, NSOI will consider the employer's support to the employee. Supports may consist of financial or non-financial assistance such as covering or contributing to immigration fees, accommodation/housing, and referrals to settlement services agencies or language classes. Examples of employer retention activities include settlement assistance, bonuses or incentives, career training plans, benefits packages and advancement opportunities.

Workplace and Business Practices

The employer's business must demonstrate good workplace and business practices, including compliance with employment, immigration, health and safety standards and regulations. NSOI prohibits employers from making deductions from wages or salaries for business costs such as bringing a foreign worker to Canada. Employment agencies and similar placement firms cannot act as an employer under the NSNP unless they are establishing a full-time, continuous employer-employee relationship with the applicant for at least one year after a permanent resident visa is issued. Violation of these obligations will result in the Nova Scotia Office of Immigration's refusal to accept NSNP applications by workers employed with such employers.

Factor 6: Adaptability (maximum of 10 points)

You will receive points if you can show that you or your spouse/common-law partner have experience and abilities that will help you adapt to living in Nova Scotia.

Even if you qualify for points under several criteria, you can only receive a maximum of 10 points for adaptability. You cannot claim points for a spouse who is a permanent resident living in Canada or a Canadian citizen.

You must provide proof that you or, if applicable, your spouse/common-law partner meet adaptability criteria to obtain points. Refer to the Document Checklist for more information.

Adaptability	Points
A. Arranged employment (principal applicant only) You earned points under Factor 5: Arranged Employment.	5
B. Your previous study in Nova Scotia You completed at least two academic years of full-time study (in a program of at least two years in duration) at a secondary or post-secondary school in Nova Scotia in the past five years. Full-time study means at least 15 hours of classes per week, and you must have remained in good academic standing (as defined by the school) during the period of full-time study in Nova Scotia.	5
C. Your accompanying spouse or common-law partner's previous study in Nova Scotia Your accompanying spouse or common-law partner completed at least two academic years of full-time study (in a program of at least two years in duration) at a secondary or post-secondary school in Nova Scotia in the past five years. Full-time study means at least 15 hours of classes per week, and your accompanying spouse or common-law partner must have remained in good academic standing (as defined by the school) during the period of full-time study in Nova Scotia.	5
D. Your previous work in Nova Scotia You completed a minimum of one year of authorized, full-time work in Nova Scotia in an occupation in Skill Type 0, Skill Level A or B of NOC 2016 in the past five years.	10
E. Your accompanying spouse or common-law partner's previous work in Nova Scotia Your accompanying spouse or common-law partner completed a minimum of one year of authorized, full-time work in Nova Scotia in the past five years.	5
F. Relatives in Nova Scotia You or, if applicable, your accompanying spouse or common-law partner have a relative, (parent, grandparent, brother/sister, aunt/uncle or niece/nephew), who is 19 years of age or older as of the date we receive your application, and who is a Canadian citizen or permanent resident residing in Nova Scotia.	5
G. Your accompanying spouse or common-law partner's level of language proficiency Your accompanying spouse or common-law partner's level of language proficiency in either English or French is at the CLB 4 level or higher in all four language abilities (speaking, listening, reading and writing). To receive points for your spouse or common-law partner's language proficiency, you must submit a copy of the language test results from a designated testing agency with your application. Your spouse or common-law partner's language test results must not be more than two years old at the time of application to NSOI. Language test results must remain valid throughout the assessment process with NSOI <u>and</u> remain valid at time of submission of a complete application for permanent residence to IRCC.	5

Settlement requirements

Proof of Funds

You must show that you have sufficient funds to successfully establish yourself and your family in Nova Scotia and to pay your immigration costs and travel expenses (if applicable) at the time of application to NSOI and your application for permanent residency to IRCC (as well as at Express Entry profile submission stage).

The amount of money you need to demonstrate to NSOI to support your family is determined by the size of your family, as shown here: <http://www.cic.gc.ca/english/immigrate/skilled/funds.asp>.

The funds must be in your name or in the name of your accompanying spouse. These funds must be unencumbered by debts or obligations transferable and available to you. Funds must be liquid (i.e. not real estate) and cannot be borrowed. These funds can be in the form of:

- Cash
- Documents that show property or capital payable to you (such as stocks, bonds, debentures, treasury bills, etc.)
- Documents that guarantee payment of a set amount of money, which are payable to you (such as bankers' drafts, cheques, travellers' cheques or money orders)

You do not have to show that you have these funds if:

- You have a valid job offer (offer of arranged employment) in Nova Scotia

AND

- You are currently working or authorized to work in Nova Scotia

Arranged Employment Income

The Nova Scotia Office of Immigration will not approve an application if it appears likely that your family income (based on your job offer and any spousal income) will be below Statistics Canada's applicable [Low-Income Cut-Off](#) at Table 1.

Settlement Plan

You must show that you have a genuine intention to settle in Nova Scotia in your NSNP 100 Application Form. You must provide a detailed explanation of why you choose to settle permanently in Nova Scotia and what you feel Nova Scotia can offer to you and your family. Your explanation can include details such as your plans for accommodation/housing; transportation; employment/job; schools or child care; language training plans; and integration into community. Include all information you think is relevant. **All responses must be in your own words. Do not copy information from other sources.**

Application and Assessment Process

If you meet all the eligibility criteria, you can prepare and submit an online application. After submitting your application, you must notify NSOI of any changes in your status or eligibility criteria for this stream or any other information provided to NSOI. Failure to do so may result in your application being refused and closed, or your nomination could be rescinded.

FOR ALL APPLICATIONS:

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

- Spouse (legal marriage),
- Common-law partner³ of at least one year, and
- Dependent children 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

Certified Translation of Documents: When documents are not in English or in French, the principal applicant 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.

Step 1: Create an Express Entry profile

You must create an Express Entry profile within Immigration, Refugees and Citizenship Canada’s online Express Entry system before you apply to the Nova Scotia Nominee Program. Your Express Entry Profile Number and Job Seeker Validation Code are necessary for your application. If you do not have a valid Express Entry Profile number and Job Seeker Validation Code at time of application and assessment your application will be refused and closed.

Step 2: Prepare and submit your NSNP application online

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

It is your responsibility to submit all requested documents. If documents are missing, not signed, not translated by a certified translator, or not clear, your application will not be assessed.

You must submit your application online through Nova Scotia’s online service at <http://novascotia.ca/eNSNP> where you can:

- Create an account
- Save your application in process
- Submit supporting documents as PDF attachments

³ 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>

All documents must be clearly readable and:

- Documents with images must be scanned in colour.
- Text-only documents may be scanned at a grayscale setting to reduce file size.
- Scanner resolution must be a minimum of 300 dots per inch.
- No enhancement or editing should be done to a scanned document.
- The total size of all documents attached to your application must be no more than 50 megabytes (MB).
- The file names of attachments must be no more than 50 characters.

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.

Step 3: Nova Scotia Office of Immigration assesses your application

A. 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 returned and not processed.

B. 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 Nova Scotia Office of Immigration reserves the right to request an interview with the applicant. All submitted documents will be subject to verification by NSOI for integrity purposes. The processing time for a complete eligible application can take three months or more, depending on the volume of applications received, and the time required for the verification of documents included in the application. Nomination under the NSNP is at the sole discretion of NSOI.

C. Decision

NSOI will communicate the decision in writing to you or your representative **via email**. This decision will be either that you have been nominated or that you have been refused.

i. Nomination:

NSOI will confirm nomination within Immigration, Refugees and Citizenship Canada’s Express Entry system. You will need to accept the nomination in the Express Entry system within 30 days. Once this has been done, your nomination certificate will be emailed.

A one-time re-issuance of a nomination may be granted on a case-by-case basis.

ii. Refusal:

After submitting your application, you must notify NSOI of any changes in your status or eligibility criteria for this stream or any other information provided to NSOI. Failure to do so may result in your application being refused and closed, or your nomination could be rescinded.

If your application is being considered for refusal, you or your representative will receive a letter of intent to refuse from NSOI. You have 10 business days to submit additional information to be considered by NSOI. In extenuating circumstances (hospitalization or death in 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. NSOI employees cannot disclose information over the phone about the status of your application. You must wait to receive written correspondence from NSOI.

Should you fail to submit the requested information, or if it is determined you do not meet eligibility requirements of this stream, your application will be refused and your file will be closed. This decision will be sent in writing via email to you or your representative. There is no appeal process.

Step 4: Immigration, Refugees and Citizenship Canada (IRCC) Express Entry System

A. NSOI will nominate you in the Express Entry system

Once you are nominated, you will have 30 days to accept the nomination within the Express Entry system.

B. Invitation to Apply for permanent residence by IRCC

Following acceptance of the nomination with the Express Entry system, you will receive an Invitation to Apply for permanent residence by IRCC. You will have 90 days to submit an electronic application for permanent residence. You will need to upload your application and supporting documents via your MyCIC account. You, your spouse, common-law partner and dependents must meet eligibility criteria as well as requirements for medical, security and criminal admissibility. In some cases, you may be asked to go for an interview. For further information on Express Entry applications, visit www.canada.ca/expressentry.

C. Issuance of permanent resident visa

If approved by Immigration, Refugees and Citizenship Canada, you, your spouse and dependents will be issued a Confirmation of Permanent Residence.

D. Provide contact information to Nova Scotia Office of Immigration

When you are granted permanent residence, you must contact the 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. You must advise NSOI of any changes in your application or your status.

Note:

- Incorrectly completed application forms will slow processing time for your application at both the NSOI and IRCC steps and may result in your application being returned or refused.
- You must meet all IRCC criteria for the Express Entry pool and all supporting documents must be valid at the time of application to IRCC.
- 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. **A nomination by the Province of Nova Scotia does not guarantee that a permanent resident visa will be issued.**
- 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 minimum eligibility requirements of the NSNP or other requirements for the stream;
 - IRCC finds that you or a dependent is inadmissible because of medical, criminality, security checks or having an invalid passport;
 - It is learned that your application to NSOI contains fraudulent information or misrepresentation;
 - NSOI is advised by the Canadian visa office that any information provided in your application for permanent residency is false or fraudulent.

Document Checklist

The Checklist below will help you to organize your documents before submitting your application to Nova Scotia Office of Immigration. Review the Checklist carefully to ensure that you have all required documents before submitting your application. Your application and all supporting documentation must be submitted online through Nova Scotia's online service at <http://novascotia.ca/eNSNP>.

Nova Scotia Nominee Program Forms		
Check *n/a=not applicable	Document	Who must provide the document
<input type="checkbox"/>	NSNP 100 – Application Form (required)	For the principal applicant
<input type="checkbox"/> / <input type="checkbox"/> n/a	<p>DEMAND 200 – Employer Form (if applicable, for arranged employment) and supporting documents as described on the form, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> a detailed position description <input type="checkbox"/> detailed conditions of employment <input type="checkbox"/> a signed copy of the accepted job offer <p>The form must be completed by the Nova Scotia Employer who is making the one year (or longer) full-time job offer. It should be completed by the authorized signing officer of the company that made the offer.</p> <p>The Nova Scotia Office of Immigration reserves, at its sole discretion, the right to not accept applications from employers who have failed to comply with the requirements of the NSNP.</p>	For the principal applicant (to be completed by Nova Scotia Employer who has made a job offer)
<input type="checkbox"/> / <input type="checkbox"/> n/a	<p>NSNP 50 – Use of a Representative (if applicable)</p> <p>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.</p> <p>This form must be completed by the principal applicant and by all accompanying family members age 19 or older</p>	For the principal applicant, and dependents (age 19 or older)

Nova Scotia Nominee Program Forms		
Check *n/a=not applicable	Document	Who must provide the document
<input type="checkbox"/> / <input type="checkbox"/> n/a	<p>NSNP 60 – Authority to Release Personal Information to a Designated Individual (if applicable)</p> <p>Use this form if you wish to have a designated individual other than yourself or your representative to obtain information on your case file, such as the status of your application; however, he or she will not be a representative who can conduct business on your behalf with Nova Scotia Office of Immigration.</p> <p>This form must be completed by the principal applicant and by all accompanying family members age 19 or older.</p>	For the principal applicant, and dependents (age 19 or older)

Supporting Documents

Check *n/a=not applicable	Document	Who must provide the document
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Travel Documents, Passports and Visas:

<input type="checkbox"/>	<p>Valid passports / travel documents</p> <ul style="list-style-type: none"> <input type="checkbox"/> Valid regular passport. 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. To ensure successful immigration processing, it is recommended that passports have an expiry date no less than two years from the date of your application to NSOI. <input type="checkbox"/> If you live in a country other than your country of nationality, include a photocopy of your visa for the country where you currently live. <input type="checkbox"/> All previous temporary residence permits, if applicable and available. <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. 	For the principal applicant, and accompanying dependents
<input type="checkbox"/> / <input type="checkbox"/> n/a	Proof of legal status in Canada (if applicable) (e.g., work permit)	For the principal applicant, and accompanying dependents

Identity and Civil Status Documents:		
<input type="checkbox"/> / <input type="checkbox"/> n/a	Marriage certificate (if applicable)	For the principal applicant
Children's Information:		
<input type="checkbox"/> / <input type="checkbox"/> n/a	Birth certificates identifying both parents	For dependent children
<input type="checkbox"/> / <input type="checkbox"/> n/a	Adoption papers (if applicable)	For dependent children
<input type="checkbox"/> / <input type="checkbox"/> n/a	<ul style="list-style-type: none"> • Custody document and permission for the child to come to Canada (if applicable). This is for children under age 19 (0-18) and • If accompanying, proof that the children may accompany the principal applicant to Canada 	For the principal applicant, spouse/common law partner

Education		
<input type="checkbox"/>	<p>Canadian Educational Credential or Educational Credential Assessment (ECA)</p> <p>To receive points in the education criteria you must provide</p> <ul style="list-style-type: none"> • Proof of a Canadian secondary or post-secondary educational credential; <p>OR</p> <ul style="list-style-type: none"> • Proof of a foreign educational credential from a recognized institution or authority <p>AND</p> <p>an ECA issued by a designated organization indicating the authenticity of your completed foreign educational credential(s) and its equivalence to a completed Canadian educational credential(s).</p> <p><i>Your ECA must have been issued on or after the date on which the organization was designated by IRCC and must meet IRCC format and content requirements. The ECA must not be more than 5 years old on the date that NSOI receives your application, throughout the assessment period with NSOI, and until the time of complete application for permanent residences to IRCC.</i></p>	For the principal applicant
<input type="checkbox"/>	Copies of secondary or post-secondary education documents (certificates, diplomas, degrees)	For the principal applicant
<input type="checkbox"/>	Transcripts for successfully completed post-secondary studies	For the principal applicant
<input type="checkbox"/>	A copy of all certification and training obtained	For the principal applicant

Language		
<input type="checkbox"/>	<p>Provide copies of your language results from one the following tests:</p> <ul style="list-style-type: none">• IELTS (General Training Test only)• CELPIP (General test only)• TEF (Test d'Évaluation de Français) <p>You must meet the minimum CLB 7 level for your first official language in Canada for each of the four language areas (reading, writing, speaking, listening).</p> <p>Language test results must not be more than two years old at the time of application to NSOI. Language test results must remain valid throughout the assessment process with NSOI <u>and</u> remain valid at time of submission of a complete application for permanent residence to IRCC.</p>	For the principal applicant

Work Experience		
<input type="checkbox"/>	<p>The applicant must have accumulated at least one year of continuous full-time paid work experience, or the equivalent in continuous paid part-time work experience, in the occupation identified as their primary occupation, that is listed in Skill Type 0, Skill Level A or B of NOC 2016.</p> <p>In order to meet the minimum requirements, the applicant's skilled work experience must have occurred within the 6 years preceding the date of their application.</p> <p>Submit letters of reference from all employers for the past 6 years. The following criteria must be in one document.</p> <p>Letters must include all of the following information:</p> <ul style="list-style-type: none"> • be written on company letterhead • be signed by the responsible officer/supervisor • show company's full address, telephone and fax numbers, e-mail and website addresses • be stamped with the company's official seal (if applicable) • the specific period of your employment with the company • detail all positions you have held during the period of employment and the specific length of time spent in each position • your annual salary plus benefits in each position • the number of hours worked per week in each position • your main responsibilities and duties in each position • proof that you have performed the actions described in the lead statements for the occupation as set out in the occupational description of the NOC 2016, and • proof that you have performed a substantial number of the main duties, as set out in the occupational description of NOC 2016 of your identified NOC code. <p>If you do not show that your experience meets the description in the NOC 2016, we will refuse your application.</p>	<p>For the principal applicant</p>
Arranged employment (only for applicants with an offer of at least one year of full-time employment from a Nova Scotia employer)		
<input type="checkbox"/> / <input type="checkbox"/> n/a	Demand 200 – Employer Form	For the principal applicant
<input type="checkbox"/> / <input type="checkbox"/> n/a	Job Description	For the principal applicant

<input type="checkbox"/> / <input type="checkbox"/> n/a	<p>Job Offer- An offer from your employer indicating that you will be employed for at least one year, full-time (non-seasonal) upon receiving permanent resident status. The letter from your employer/prospective employer must:</p> <ul style="list-style-type: none"> • be written on company letterhead • be signed by your direct supervisor/manager or a responsible officer of your human resource department • be signed by you as the employee/prospective employee • show the company's full address, telephone and fax number, email and website address • be stamped with the company's official seal (if applicable) • have an expected start date of employment in Nova Scotia should your application for permanent residence be approved • commit that you will be employed for at least one year, full-time (non-seasonal) basis • the number of hours per week you are anticipated to work • demonstrate you have compensation in the form of salary and benefits package that meets provincial employment standards and the prevailing median wage rates. 	<p>For the principal applicant</p>
<input type="checkbox"/> / <input type="checkbox"/> n/a	<p>Labour Market Impact Assessment (LMIA) or proof of job exemption from a Labour Market Impact Assessment</p>	<p>For the principal applicant</p>
<input type="checkbox"/> / <input type="checkbox"/> n/a	<p>If applicable, a letter confirming job offer does not conflict with any bargaining agreements, the settlement of any labour dispute, the employment of a person involved in such a dispute.</p>	<p>For the principal applicant</p>
<input type="checkbox"/> / <input type="checkbox"/> n/a	<p>Nova Scotia Employer Registration Certificate- If your occupation is NOC 2016 skill level B, your employer may require a Nova Scotia Employer Registration Certificate from Nova Scotia Labour Standards https://novascotia.ca/lae/employmentrights/FW/EmployerRegistrationHowTo.asp</p>	<p>For the principal applicant</p>
<p>Financial Documents (For the principal applicant, spouse or common-law partner. You must provide one or a combination of the following to demonstrate you meet the IRCC Proof of Funds-Skilled Immigrants (Express Entry criteria for you and your family http://www.cic.gc.ca/english/immigrate/skilled/funds.asp)</p>		
<input type="checkbox"/> / <input type="checkbox"/> n/a	<p>Official banking statements from the financial institution for the past three months indicating the account(s) balance and transactional history</p>	<p>For the principal applicant and/or spouse, common-law partner</p>
<input type="checkbox"/> / <input type="checkbox"/> n/a	<p>Statements for investment portfolios, fixed deposits and the terms and conditions for withdrawing these funds prior to maturity.</p>	<p>For the principal applicant and/or spouse, common-law partner</p>

Adaptability (if applicable)		
<input type="checkbox"/> / <input type="checkbox"/> n/a	<p>Arranged employment (with at least a one year full-time job offer from a Nova Scotia employer) See information detailed earlier under Arranged Employment</p>	For the principal applicant
<input type="checkbox"/> / <input type="checkbox"/> n/a	<p>Previous study in Nova Scotia</p> <p>If you and/or your accompanying spouse or common-law partner has finished at least two academic years of full-time study (in a program at least two years long, with proper authorization) at a secondary or post-secondary school in Nova Scotia, in the past five years.</p> <p>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>Provide:</p> <ul style="list-style-type: none"> <input type="checkbox"/> study permit(s); <input type="checkbox"/> academic transcripts, and <input type="checkbox"/> The certificate, diploma or degree received for completing the program. 	For the principal applicant
<input type="checkbox"/> / <input type="checkbox"/> n/a	<p>Principal applicant's previous work in Nova Scotia:</p> <p>If you have completed at least one year of full-time work in an occupation listed in Skill Type 0 or Skill Levels A or B of the National Occupational Classification (NOC) in Nova Scotia, and on a valid work permit or while authorized to work in Canada, in the past five years, provide the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Letter(s) of reference from past Nova Scotia employer(s) <input type="checkbox"/> A copy of T4s (if available) <input type="checkbox"/> A copy of the employment authorization <p>Note: self-employed individuals must provide documentation from 3rd party individual(s) indicating the service provided along with payment details. Self-declared main duties or affidavits are not acceptable evidence of work experience.</p>	For the principal applicant
<input type="checkbox"/> / <input type="checkbox"/> n/a	<p>Your spouse or common law partner's previous work in Nova Scotia:</p> <p>If your accompanying spouse or common-law partner has completed at least one year of full-time work in Nova Scotia on a valid work permit or while authorized to work in Canada, in the past five years provide:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Letter(s) of reference from past Nova Scotia employer(s) <input type="checkbox"/> A copy of T4s (if available) <input type="checkbox"/> A copy of the employment authorization <p>Note: self-employed individuals must provide documentation from 3rd party individual(s) indicating the service provided along with payment details. Self-declared main duties or affidavits are not acceptable evidence of work experience</p>	For the principal applicant

<input type="checkbox"/> / <input type="checkbox"/> n/a	<p>Relatives in Nova Scotia:</p> <p>If you or your accompanying spouse/common-law partner has a close relative (a parent, grandparent, brother/sister, aunt/uncle, niece/nephew) who is 19 years of age or older and who is a Canadian citizen or permanent resident living in Nova Scotia, provide all of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proof of relationship Provide evidence that you are a close relative, 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. <input type="checkbox"/> Proof of status If your close relative is a permanent resident of Canada then submit a copy of their: <ul style="list-style-type: none"> • Record of Landing (IMM100) or • Confirmation of Permanent Residence, or • Permanent Resident Card Or, if your close relative is a Canadian citizen then submit a copy of their: <ul style="list-style-type: none"> • Photo page of a Canadian passport, or • Canadian citizenship card <input type="checkbox"/> Proof of residency 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: <ul style="list-style-type: none"> • Lease agreements • The most recent Notice of Assessment from the Canada Revenue Agency • An employer's letter confirming employment • Monthly bills (one page of each bill is sufficient) • Credit card invoices and bank statements 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>For the principal applicant</p>
<input type="checkbox"/> / <input type="checkbox"/> n/a	<p>Your accompanying spouse or common-law partner's level of language proficiency</p> <p>If you are claiming adaptability points for your spouse or common-law partner's language proficiency, 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 more than 2 years old at the time of application to NSOI. Language test results must remain valid throughout the assessment process with NSOI <u>and</u> remain valid until time of submission of a complete application for permanent residence to IRCC.</p>	<p>For the spouse/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
CANADA

Tel: (902) 424-5230

Fax: (902) 424-7936

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