

EE documents checklist

1. Police certificate (you, your spouse, children 18-19, each countries resided for more than 6 months)

Requirements:

- 1) You must provide a “police certificate” for every country, region or territory, other than Canada, in which you lived for 6 months or more.
- 2) A police certificate is a copy of your criminal record, or a declaration of the absence of any criminal record.

Police certificates are different in each country and territory and may be called police clearance certificates, good conduct certificates, judicial record extracts, etc. They are issued by police authorities or government departments and used by Citizenship and Immigration Canada (CIC) to determine a person’s admissibility to enter Canada.

- 3) Certain countries will not issue a police certificate, or provide the certificate directly to you. If this applies to you please provide a letter of explanation in lieu of a police certificate. You will be advised if you are required to obtain a police certificate for Canada.

How to obtain your police certificate:

Step 1—Follow the link: “police certificate”

<http://www.cic.gc.ca/english/information/security/police-cert/index.asp>

Step 2—select your country(countries) where you resided for 6 months or more

Step 3—follow the instructions on CIC website for your country(countries) and apply

Please be aware of that the processes of obtaining a police certificate in Canada are little bit difficult. Not all the police service in Canada offer electronic submission options. You have to verify (such as phone the police office) whether they can provide this service before you make a visit. Or the easiest way is contacting RCMP-Accredited companies for electronic fingerprint submission directly. Most of these company can provide you one stop fingerprint submission service.

2. Document: Marriage License/Certificate

- 1) If you were married in Canada:

You must have a marriage certificate issued by the province or territory where the marriage took place.

- 2) If you were married outside Canada:

The marriage must be valid under the law of the country where it took place and under Canadian law.

A marriage performed in an embassy or consulate must comply with the law of the host country where it took place, not the country of nationality of the embassy or consulate.

3. Document: Certificate of Qualification

In Canada, provinces and territories are in charge of education and training. This includes apprenticeships in the skilled trades. They also decide on the standards and conditions used to assess and recognize foreign credentials for certain trades.

To get a certificate of qualification, the “body that governs trades” in a province or territory must assess your training, trade experience and skills to decide if you are eligible to write an exam to be certified.

You will likely have to physically go to the province or territory to write the certification exam. You may also need an employer in Canada to give you training and work experience before you are allowed to write the exam.

Because the requirements to be certified in a trade are different in each province, you should contact the provincial or territorial body for more information.

How to find information about a certificate of qualification:

Step 1—Follow the link:

“body that governs trades”

<http://www.cic.gc.ca/english/immigrate/trades/apply-who.asp>

“if you are eligible”

<http://www.cic.gc.ca/english/immigrate/trades/apply-who.asp>

Step 2—select your province or territory where you intend to work under “Other requirements” category

Step 3—get your certificate follow the instruction.

4. Document: Offer of Employment

You must provide an official document from your proposed employer, printed on company letterhead, stating that you will be employed in Canada for a specified period of time by that company.

The letter should include contact information for the company (address, telephone number and e-mail address).

5. Document: Proof of Means of Financial Support

1) If you are visiting Canada, you must prove that you can support yourself and the family members accompanying you while you are in Canada by providing as many of the following documents:

- your bank statements for the past four months
- a bank draft in convertible currency
- pay stubs
- an employment letter
- proof of assets or business
- proof of payment of tuition and accommodation fees
- tax reports, declarations or statements
- proof of a student/education loan from a financial institution

- a letter from the person or institution providing you with money
 - proof of funding paid from within Canada, if you have a scholarship or are in a Canadian-funded educational program
 - proof of a Canadian bank account in your name if money has been transferred to Canada
- 2) If you are applying for permanent residence in Canada, you must provide an official letter issued by your financial institution indicating your financial profile.

Your financial profile includes a listing of all your bank (chequing and savings) and investment accounts. The official letter must be printed on the letterhead of the financial institution and must include your name, the contact information of the financial institution (address, telephone number and e-mail address), the account numbers, dates of when each account was opened and the balance of each account over the previous 6 months.

You must scan all proof of funds documents and save them as one file.

6. Document: Education Diplomas/Degrees

You must provide proof that you completed your post-secondary education, such as a diploma and/or degree.

Examples of post-secondary education are:

- trade/apprenticeship
- training completed in a specific trade, such as carpentry or auto mechanics
- non-university certificate/diploma
- training in a profession that requires formal education but not at the university level (for example, dental technician or engineering technician)
- a Bachelor's degree
- an academic degree awarded by a college or university to those who completed an undergraduate curriculum; also called a baccalaureate. (e.g., a Bachelor of Arts, Science or Education)
- a Master's degree
- an academic degree awarded by a graduate school of a college or university (You must have completed a Bachelor's degree before a Master's degree can be earned.)
- A Ph.D. (A Ph.D. is the highest university degree usually based on at least three years of graduate studies and a thesis. Normally, you must have completed a Master's degree before a PhD can be earned.)

7. Document: Proof of Medical Exam

You require a medical exam.

Instructions on how to get an upfront medical exam are available at: <http://www.cic.gc.ca/english/information/medical/medexams-temp.asp>

In order to submit your online application, you will need to upload either the information printout sheet, or the IMM 1017B Upfront Medical Report form. Your doctor will give you one of these documents when you complete your medical exam.

8. Document: Digital Photo

Dimensions:

- The final frame size of the photo must be at least 35 mm x 45 mm (1 3/8" x 1 3/4").
- The photographs must show the full front view of the head, with the face in the middle of the photograph, and include the top of the shoulders.
- The size of the head, from chin to crown, must be between 31 mm (1 1/4") and 36 mm (1 7/16").
- Digital dimensions are often expressed in pixels or DPI (dots per inch). The physical dimensions in pixels must be at least 420 x 540.
- Quality/Resolution:
- If an existing photo is being scanned, the minimum resolution must be 600 pixels per inch.

File Format:

- The file may be submitted in JPEG or JPEG2000 format.

File Size:

- The final size of the image should be ideally 240 kB (kilobytes), but not less than 60 kB.

Colour:

- The image must be in color (24 bits per pixel) in sRGB colour space which is the common output for most digital cameras.

9. Document: Use of Representative (IMM5476)

You must provide a completed Document: Use of Representative (IMM5476)
<http://www.cic.gc.ca/english/information/applications/representative.asp>.

A representative (either paid or unpaid) can conduct business on your behalf.

In other words, a representative can obtain information on the status of an application, request file separation or transfer, provide updated information on your behalf, request that an action be taken by Citizenship and Immigration Canada, or change an address.

You may only select one person to act as your representative.

10. Document: Passports/Travel Documents (Multiple)

You must provide a clear, legible copy of your valid passport.

Include a copy of the page that shows your birth date, country of origin, etc. any pages with stamps, visas or markings. If you are a citizen or permanent resident of the United States, a citizen of Denmark living in Greenland, or a citizen of France living in St. Pierre and Miquelon, you are not required to present a passport. You may present an identity document. Your identity document must show proof of status or citizenship as well as photo identification. Your identity document must include your name, photo, date of birth, document number, and the issue and expiry dates. This document must be issued by your country of citizenship or permanent

residence. You must ensure that the identity document you present provides proof of status or citizenship and photo identification. If not, you must scan all necessary identity documents and save them under one identity document file.

11. Document: Employment Records

You must provide proof of each of your current and previous work experiences.

Your evidence should include a reference letter from your employer and previous pay stubs, where available.

The reference letter is an official document printed on company letterhead and must include your name, the company's contact information (address, telephone number and e-mail address), the signature of your immediate supervisor or personnel officer at the company and a business card of the person signing the letter. The letter should indicate all positions held while employed at the company and must include the following details: job title, duties/responsibilities, job status (if current job), the dates you worked for the company, the number of work hours per week and your annual salary plus benefits.

You must scan all documents for this work experience and save them as one file. (Each work experience requires a separate file.)

12. Document: Legal Name Change Doc.

You indicated you have another name. You must provide information on the use of this other name (such as a letter of explanation, legal documents of a name change, etc).