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## Skilled Worker Application Guide

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# NEWFOUNDLAND AND LABRADOR PROVINCIAL NOMINEE PROGRAM

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## 1. What is the Newfoundland and Labrador Provincial Nominee Program (NLPNP)?

The Newfoundland and Labrador Provincial Nominee Program (NLPNP) is an immigration program that is administered by the province of Newfoundland and Labrador. It operates under an agreement with the federal Department of Citizenship and Immigration Canada. It allows Newfoundland and Labrador to nominate applicants to the federal government for permanent residence under two categories: Skilled Worker and International Graduate.

The NLPNP offers:

- Applicant selection based on the province's economic and labour force needs;
- Application processing times that are faster than for other federal immigration classes;
- Provincial Nominee Program Officers who can offer advice and assistance to applicants.

## 2. How does the NLPNP work?

The NLPNP is a **two-step immigration process**:

### Step 1: Nomination Process

- Send your Application to Provincial Nominee Program for processing.
- A Provincial Nominee Program Officer will conduct an interview and will carry out an employer reference check (if applicable).
- A Provincial Nominee Program Officer reviews and processes your application.

If approved, the NLPNP will:

- (a) send a nomination certificate to Citizenship and Immigration Canada (CIC) and,
- (b) send a nomination letter and a letter explaining how to forward your application to the appropriate CIC visa office.

Applications will be assessed on a case-by-case basis and will be given priority processing. Once you are nominated, you then submit your Permanent Resident application to the appropriate Visa officer as directed by your PNP specialist.

## **Step 2: Permanent Resident Visa Process**

- Send your permanent resident application to CIC with your NLPNP nomination letter. The address will be given to you by your PNP specialist.
- CIC will consider your application after they receive the nomination certificate from the NLPNP.
- CIC completes health, security and criminal reviews and will then issue a visa to qualified applicants.

## **3. What is the NLPNP Skilled Worker Category?**

The Skilled Worker category is for prospective immigrants and Temporary Foreign Workers currently working in NL who have certain skills which are beneficial to the provincial labour market. These skills must fill a shortage or specialized need in the existing provincial labour market. Applicants must have either a guaranteed job offer from a local employer or be currently employed within the province on a valid work permit.

## **4. Who is eligible to apply to the NLPNP Skilled Worker Category?**

You are eligible for the Skilled Worker category if you:

- Have a full-time job offer from a Newfoundland and Labrador employer, or a job or job offer that has compensation in the form of a salary and benefits package that meets provincial employment standards and prevailing wage rates;
- Have a Citizenship and Immigration Canada Work Permit or is entitled to apply for one;
- Have the qualifications, training, skills, and/or accreditation required for the job;
- Can demonstrate the intention and ability to settle permanently in Newfoundland and Labrador;
- Have a job or job offer that does not contravene existing bargaining unit agreements or any employment disputes;
- Can demonstrate that you have sufficient settlement funds and financial resources to successfully establish yourself and any dependents in Newfoundland and Labrador;
- Your employer (or future employer) can demonstrate a need for your skill set; and
- Can demonstrate sufficient English or French language capability to perform your employment duties.

## 5. Who is *not* eligible to apply to the NLPNP Skilled Worker Category?

You are **not** eligible for the Skilled Worker category if:

- You are a failed refugee claimant or a refugee claimant living in Newfoundland and Labrador;
- You do not have a full-time job offer from a Newfoundland and Labrador employer.
- You or any dependent family member over the age of 18 (whether or not they are accompanying them) have a criminal record;
- You have unresolved custody, marriage or child support disputes. You must have these issues resolved before starting the immigration process
- You have intentionally misrepresented yourself in the application; or
- If the employer has intentionally misrepresented themselves or you in relation to their role in business.

## 6. How do I apply to the NLPNP Skilled Worker Category?

**Step 1:** Print off the Application Guide for the Skilled Worker Category.

**Step 2:** Read the instructions in the Application Guide before completing your application.

**Step 3:** Download and print off all the required forms from [nlpnp.ca/skilledworker.html](http://nlpnp.ca/skilledworker.html)

**Step 4:** Obtain all the required supporting documents and make photocopies of them. Ensure that all photocopies are notarized as true copies of the original documents. For further information on supporting documents, see the Supporting Documents section of the Application Guide.

**Step 5:** Read and complete the required forms.

**Step 6:** Review and organize your completed forms and supporting documents as outlined in the Skilled Worker Category Checklist. This helps to make sure that you have a complete application package.

**Step 7:** Photocopy all your completed forms and supporting documents. Keep the photocopies for your records.

**Step 8:** Prepare your cheque or bank draft for the sum of **\$250.00** CAD and make it payable to "Newfoundland Exchequer". Please note this fee is non-refundable.

**Step 9:** Mail the original forms and notarized photocopies of your supporting documents to: (We recommend that you use Registered Mail)

Office of Immigration and Multiculturalism  
Provincial Nominee Program  
P.o. Box 8700  
St. John's, Newfoundland A1B 4J6

If you have any questions at any time during this process, contact our office for assistance.

Telephone: 1-709-729-6607

Fax: 1-709-729-7381

Email: [info@nlpnp.ca](mailto:info@nlpnp.ca)

Website: [www.nlpnp.ca](http://www.nlpnp.ca)

## 7. What forms do I need to apply to the NLPNP Skilled Worker Category?

In order to apply to the Skilled Worker Category, you need to complete and submit two sets of forms to your Program Officer. These forms can be downloaded and printed from our website, [www.nlpnp.ca/skilledworker.html](http://www.nlpnp.ca/skilledworker.html). If you do not have internet access, please contact our office to have the forms sent to you.

### Federal Forms

- [Federal Form - Application for Permanent Residence: Guide for Provincial Nominees](#)
- [Federal Form - Generic Application Form for Canada](#)
- [Federal Form - Additional Dependants/Declaration](#)
- [Federal Form - Schedule A - Background/Declaration](#)
- [Federal Form - Additional Family Information](#)
- [Federal Form - Schedule 4 - Economic Classes - Provincial Nominees](#)
- [Federal Form - Use of a Representative \(if applicable\)](#)

### Provincial Forms

- Skilled Worker Application Guide
- [Provincial Form - Application](#)
- [Provincial Form - Employment Offer](#)
- [Provincial Form - Declaration of Personal Net Worth](#)

- [Provincial Form - Document Checklist](#)

## 7.1. Guidelines for completing forms.

- **All forms require original signatures in blue ink .**
- Print clearly with a pen or fill out the forms on your computer and print them out.
- **Answer all questions.** If you leave any sections blank, your application may be returned to you. This means that processing will be delayed.
- Attach a separate sheet of paper if you need more space and indicate the number of the question you are answering.
- If any sections do not apply to you, answer with "N/A" ("not applicable"). For example, on Schedule A: Background/Declaration, there is a question about past military service. If you have never served in the military, answer this question with "N/A".
- **If your application is accepted and the information you provide on the forms changes, you must inform, in writing, the NLPNP office via your PNP specialist and the visa office where you made your original application. Do this even if your visa has already been issued.**

## 8. What supporting documents do I need to apply to the NLPNP Skilled Worker Category?

In addition to the forms mentioned in the previous section, you also need to submit a variety of supporting documents along with your NLPNP Skilled Worker Application. See below for an overview of these documents.

### 8.1. Guidelines for supporting documents.

Supporting documents are the documents required for your NLPNP Skilled Worker Category application, for example: documents that prove your identity, work experience, language ability, finances, etc. All documents must be clear and easy to read. When documents are in a language other than English, you must submit all of the following:

- A notarized photocopy of the original document;
  - A notarized photocopy of the English translation of the document; and
  - An affidavit from the translator describing their translation ability.
- (Translators of documents can be any person other than a family member or spouse. You must also supply an Affidavit of Translator describing their translation ability). If documents are missing, not translated, or unclear, your application may not be assessed and may be returned to you.

### 8.1.1. Identity and Civil Status Documents

You need to provide the following documents to confirm your identity and civil status:

- Birth Certificates that list both parents for:
    - (a) yourself
    - (b) your spouse or common-law partner (if applicable)
    - (c) each dependant child whether accompanying you to Canada or not (if applicable)
- If you are married, or have been married, you must include:
- Marriage Certificate (if applicable)
  - Death Certificate of former spouse (if applicable)

Other documents that you may be required to submit if claiming dependent children are:

- Adoption papers;
- Proof of continuous full-time studies for all dependent children aged 19 or older (e.g. letter(s) from the school(s) signed by a school official confirming continued enrollment since turning 19 years of age);
- Final divorce, custody, separation and child support documents;
- A letter from the other parent stating that they are aware of your intention to immigrate to Canada (with or without the child/children) and that there are no outstanding custody or child support issues; and
- Proof of custody for children under the age of 19 and proof that the children may be removed from the jurisdiction of the court.

### 8.1.2. Passports

The expiry date on passports should be two (2) years or more from the date of your NLPNP application. You will need to include photocopies of pages in your passport that show the passport number, date of issue and expiry date, photo, name, date, and place of birth for:

- yourself;
- your spouse or common-law partner (if applicable); and
- all dependent children accompanying you to Canada (if applicable).

If you live in a country that is different from your nationality, please include a photocopy of your visa for the country in which you currently live.



### 8.1.3. Education/Training Credentials

You must submit documents to verify your education. This can be one or more of the following:

- education/trade certificates, degrees or diplomas;
- professional designations, professional licenses and/or professional association memberships; and
- official transcripts showing school(s) attended or courses taken.

### 8.1.4. Work Experience Credentials

You must submit a letter (or letters) from previous employers which confirms your employment and to prove that you have at least one year of work experience. These letters from the employer must be written on the company's official letterhead and signed by an authorized representative of the company who is identified by name and title. Each letter should indicate the following:

- your job position and dates of employment;
- your main duties/responsibilities; and
- employer contact information
- the number of hours you worked each week if the position was not full-time.

### 8.1.5. Offer of Employment from a Newfoundland and Labrador Employer

You must include a letter from your Newfoundland and Labrador employer, addressed to you, indicating:

- job duties and responsibilities;
- the salary you will receive;
- the benefits provided by the employer;
- duration of employment; and
- company contact information.

The letter from the Newfoundland and Labrador employer must be written on the company's official letterhead and signed by an authorized representative of the company who is identified by name and title.

**All positions must offer wages and working conditions that match Canadian standards for that occupation and respect bargaining unions and labour standards.**

### 8.1.6. Proof of Transferable Settlement Funds

Proof of settlement funds can come from one or a combination of the following:

- Letters from financial institutions that show the balance and history of your account for the last three months; and/or
- Bank account statements that show you have access to transferable, liquid funds and assets that have been available for three months.

### 8.1.7. Language Credentials

If your first language is not English, you must prove your English language ability with one of the following:

- Employer Affidavit of English Language Ability;  
If you have a job offer from a Newfoundland and Labrador employer, they must complete this form to verify that you have the language skills necessary to do the job;
- Education/training documents that demonstrate you have attended education institutions where the language of instruction was English and show the length of the program;
- Language testing results that equal a score of four or greater on the International English Language Testing System (IELTS);
- Certificates of English Language training with a letter that shows the length of the program; and/or
- Employment references with English as the principal language of communication.

### 8.1.8. Police Reports

If you or any dependent over the age of 18 have committed an offence or have been convicted of a crime, it may affect your admissibility for Permanent Resident Status. See: <http://www.cic.gc.ca/english/visit/faq-inadmissibility.asp> for more details. If you have a criminal record, you must provide a photocopy of a police report from the country or countries where the offense(s) occurred and your current country of residence. In addition to the police report, submit any proof of rehabilitation, if applicable.

## 9. How do I send my Application Package?

When you have completed all of your application forms and gathered all of your supporting documents, please make note of the following:

- Please address your non-refundable **\$250** CAD bank draft, money order or certified cheque to: NL Exchequer
- If you are currently working in the province, we will accept copies of original supporting documents with your application. If you are currently outside of the province, we require notarized copies
- Ensure that your passports and work permits are valid and not expired
- You may be required to participate in an interview with a NLPNP Program Officer
- Ensure that you include your Federal forms with your NLPNP application. If you are nominated, these forms will be returned to you to submit with your immigration application
- Review your application and document checklist before applying. If you have any questions during this process, please contact:
  - Email: [pnnp@gov.nl.ca](mailto:pnnp@gov.nl.ca)
  - Phone: (709) 729-5847
- Please send your application to:

ATTENTION: PROVINCIAL NOMINEE PROGRAM  
Office of Immigration and Multiculturalism  
Advanced Education and Skills  
P.O. Box 8700  
St. John's, NL  
A1B 4J6

## 10. What happens to my Application Package?

Once your application package arrives at our office, a Program Officer will review it to see if it meets the eligibility criteria for the NLPNP Skilled Worker Category.

You will be contacted by letter, fax, or electronic mail (e-mail) to acknowledge receipt of your application.

The NLPNP may ask for additional clarification or documentation. As part of the nomination process, you will be contacted for an interview with your assigned Program Officer.

***You must notify your Program Officer of any changes in your status or eligibility criteria for this category, including change of employer or loss of employment.***

If the NLPNP decides that you are not eligible for the NLPNP, you may apply again at a later date if your situation changes and you meet the eligibility requirements.

## **11. If your application is approved for nomination**

If your application is approved for nomination, your next steps are:

- Apply to Citizenship and Immigration Canada (CIC). Your federal forms, supporting documents, and a letter of nomination will be sent to you by your Provincial Nominee specialist. You will also receive detailed instructions on sending your application to the appropriate Canadian visa office.
- The Canadian visa office will send you instructions on medical examinations. They may require additional documentation at this time. In some cases, you may need to attend an interview. Wait for instructions from your Visa office.
- If you meet all the requirements, Citizenship and Immigration Canada will issue permanent residence visas for you and your dependents.

## **12. If your application for nomination is refused**

If your application is refused, you will receive a Letter of Refusal from the Office of Immigration and Multiculturalism. The letter will provide you with details concerning the reasons for the refusal of your application.

There is no appeal - nomination under the Newfoundland and Labrador Provincial Nominee Program is at the sole discretion of the Office of Immigration and Multiculturalism.

Both you and your dependents may re-apply to the NLPNP after six months from the date indicated on your Letter of Refusal. If you reapply after six months, you must prove that you have sufficient training, experience, and/or a stronger connection to the province to indicate the possibility of a successful new application.

### 13. Conditions for cancellation of an NLPNP Nomination Certificate

The Office of Immigration and Multiculturalism (OIM) will issue a nomination certificate to an applicant if he/she meets the appropriate program criteria. The OIM may cancel the nomination certificate at any time prior to the issuance of a Permanent Resident visa from Citizenship and Immigration Canada or prior to landing in Newfoundland and Labrador if any of the following occur:

- The Canadian visa office advises that you or an accompanying dependent is inadmissible as a result of medical, criminality, or security checks;
- The Canadian visa office confirms that any information provided in your application is false or fraudulent;
- It is determined at the port of entry, prior to being landed, that you do not intend to travel to, or permanently reside in, Newfoundland and Labrador;
- You have lost your employment in the province as a result of:
  - charges having been laid against you under the Criminal Code of Canada;
  - having been convicted of a criminal offence;
  - having had your employment terminated as a result of contravention of any employment, labour, or union regulations in force as a result of your employment;
- You are unable to find a suitable replacement position within a reasonable period of time. The replacement position needs to meet the same criteria as the original job and the OIM needs to be satisfied that the position has potential as an ongoing career path and has the ability to provide adequate financial support.
- It has been determined by OIM that you have permanently left Newfoundland and Labrador;

Prior to a decision being taken to withdraw a nomination certificate, applicants will receive notification of the matter, in writing, and will be provided the opportunity to present any information that they believe relevant respecting a final decision of withdrawal.

**OIM reserves the right to conduct an investigation of any other matter that may come to its attention that may impact the status of the Nomination Certificate.**