



I / CAN

**A GUIDE TO PERMANENT
RESIDENCY**

[February 2020]

Thinking of Permanent Residency?

There are three **main** options:

1. Express Entry (does not apply to [Quebec](#))
2. Family Sponsorship
3. Provincial Nomination Program

This guide focuses on these main options.

There are also 6 other specialized categories that may apply to you.

1. Temporary public policy for out-of-status construction workers in the Greater Toronto Area
See [here](#).

2. Caregivers
See [here](#).

3. Rural and Northern Immigration Pilot
See [here](#)

4. Atlantic Immigration Pilot
See [here](#)

5. Agri-Food Immigration Pilot
See [here](#)

6. Self-employed Person: extremely limited professions
You need to be prepared to invest hundreds of thousands of dollars in Canada; or have significant (world-renowned) experience in cultural activities or athletics and intend and be able to make a significant contribution to the cultural or athletic life of Canada; or have experience in farm management and intend and be able to buy and manage a farm in Canada.
See [here](#)



EXPRESS ENTRY

This is an overview; please see all details on IRCC's website. Express Entry is an **electronic/online program** that manages the processing of applications for permanent residence under these federal economic immigration programs:

- Federal Skilled Worker Program
- Federal Skilled Trades Program
- Canadian Experience Class

See [highlights](#) below for an overview of criteria for each.

How does EE work?

1. Meet the EE Criteria

Determine that you meet the criteria for one of the above streams (see criteria below).

2. Create an EE Profile

You *must* meet the criteria for one of the three streams to be eligible to submit an Express Entry profile. If you believe you meet the criteria, you will communicate your interest in immigrating to Canada (or if already here in becoming a permanent resident) by creating an *online Express Entry profile*. You will give IRCC information about your skills, work experience, language ability, education, and other details that contribute to success in Canada.

To open the profile, you will need your language test results (based on your score from the mandatory test), your [NOC](#) skill type, and your Education Credential Assessment (as assessed by an IRCC recognized body)—see below under *Getting Ready*.

[Open a Profile](#)

TIP

When you create your profile, list only your relevant work experience—work for which you will be claiming points. Later, when you fill in the full application, you can list other work experience under the personal history section. Do not omit info—be sure that all info appears in the personal history section.

Update your profile frequently to accurately reflect your situation.

2.1 Register for Job Bank

Registration in the Canada Job Bank is no longer mandatory for candidates without a qualifying job offer or a provincial nomination, though candidates may still choose to enter the Job Bank and pursue employment opportunities via this free service.

Register [here](#).

4. Receive an ITA

Candidates with the highest scores in the pool will be issued an Invitation to Apply (ITA).

Candidates who receive an ITA will have **60 days** to submit a complete electronic application for permanent residence. Extensions will not be granted. **(NB: the deadline to submit can change at any time—follow IRCC’s directions when you receive your ITA.)**

Getting an invitation to apply will be entirely dependent upon the other candidates in the pool. You are competing with other applicants—candidates in the pool are ranked against each other.

When you receive an ITA the IRCC message will provide further instructions re the application and the forms to be completed.

Check your email and junk-mail EVERY DAY—IRCC’s timelines are short and ruthless.

5. Complete the Application Carefully Following IRCC’s Instructions

You cannot access an application until IRCC sends you an ITA. Any mistakes may be interpreted as a misrepresentation which could lead to a 5-year bar from Canada.

NB: Express Entry profiles will be valid for one year from the date a candidate submits a profile. If a candidate does not get an Invitation to Apply (ITA) for permanent residence after 12 months and they still want to come to Canada as a skilled immigrant, they will need to complete and submit a new profile. Entry into the Express Entry pool does not guarantee you will get an ITA for permanent residence.

Important Links

[Before you start](#)

[Estimate your EE Comprehensive Ranking Score](#)

[Express Entry FAQ](#)

[Breakdown of grid \(points awarded\)](#)

[How the pool and draws work](#)

[Answer a few questions to find out if you might be able to apply under Express Entry](#)

Highlights for the Three Economic Streams—What are the criteria for each?

Under Express Entry there are three streams:

- Canadian Experience Class
- Federal Skilled Trades
- Federal Skilled Worker

Carefully read the **Determine My Eligibility** guides for each stream. There are specific and significant criteria for each. Here are a **few** standouts:

Canadian Experience Class



- 1 year full-time (30 hours/week) **SKILLED** work in Canada or the equivalent in part-time (you may combine two part-time jobs; you may use more than 1 full-time job to accumulate the 12 months, for example, 6 months in one job and 6 in the other; you may combine different NOC roles as long as they are all skilled). The work does not have to be continuous.
- 52 weeks of work (IE you cannot work overtime to get the necessary hours in under 52 weeks). You must have a total of 1560 hours.
- total amount of skilled work must be 12 months in the 36 months preceding the submission of the application
- self-employment and work experience gained while you were a full-time student (for example, on a co-op work term) does not count under this program
- **Skilled = NOC code A, B, or O.** You must meet a substantial number of the duties listed under the code and the lead statement must be true to your role.
- meet the language test benchmarks: minimum language level of Canadian Language Benchmark (CLB) 7 for NOC 0 or A jobs OR Canadian Language Benchmark (CLB) 5 for NOC B jobs.

More details [here](#).

Federal Skilled Trades

- 2 years of full-time work experience (or an [equal amount of part-time work experience](#)) in a skilled trade within the 5 years before you apply.

Skilled trades for the Federal Skilled Trades Program are organized under these groups of the National Occupational Classification (NOC):

Major Group 72, industrial, electrical and construction trades

Major Group 73, maintenance and equipment operation trades

Major Group 82, supervisors and technical jobs in natural resources, agriculture and related production

Major Group 92, processing, manufacturing and utilities supervisors and central control operators

Minor Group 632, chefs and cooks

Minor Group 633, butchers and bakers

You must show that you performed the duties set out in the lead statement of the occupational description in the NOC. This includes all the essential duties and most of the main duties listed. You must meet the job requirements for that

skilled trade as set out in the National Occupational Classification, except for needing a certificate of qualification.

- A valid [job offer of full-time employment](#) for a [total period of at least 1 year](#)

or

[certificate of qualification](#) in that skilled trade [issued by a Canadian provincial, territorial or federal authority](#)

See here for definition of [valid job offer](#).

- [Minimum](#) score of [Canadian Language Benchmark 5](#) for speaking and listening, and [Canadian Language Benchmark 4](#) for reading and writing.
- Show that you have enough [money for you and your family to settle](#) in Canada, unless you are currently able to [legally work in Canada](#) and have a [valid job offer](#) from an employer in Canada
- There is no education requirement for the Federal Skilled Trades Program. However, if you want to improve your [rank in the Express Entry pool](#), there are 2 ways you can do this:

if you went to school in Canada, you can get points for a certificate, diploma or degree from a Canadian

- secondary (high school) or
- post-secondary school

or

If you have foreign education, you can get points for

- a completed foreign [credential](#) and

- an [Educational Credential Assessment](#) report from an approved agency showing that your education is equal to a completed certificate, diploma or degree from a Canadian:
 - secondary (high school) or
 - post-secondary school

Federal Skilled Worker

- skilled work experience (in the same NOC skill type O, A, or B) of at least one year (1,560 hours total / 30 hours per week), continuous full-time (or an equal amount in part-time)
- paid work (volunteer work, unpaid internships do not count)
- within the last 10 years
- a Canadian secondary (high school) or post-secondary certificate, diploma or degree, or an Educational Credential Assessment (ECA) report from an agency approved by IRCC to show your foreign education is equal to Canadian education standards
- unless you are currently authorized to work in Canada **and** have a valid job offer (LMIA-approved) from an employer in Canada, you must show that you have enough money to support yourself and your family after you get to Canada

How much?

A parent can gift their child monies, but it must be clear that this is a gift and not a loan. The monies should be in the account at the time of applying for permanent residence and should remain in the account until the individual becomes a permanent resident.

- meet the language test benchmarks: CLB 7 in **each** ability

NB: In addition to the selection criteria above, IRCC assesses federal skilled worker applications based on six selection factors. **You must score 67 points or higher (out of 100).** This is separate from Express Entry points. First you need to score the 67 points to qualify for the FSW and then, once in the Express Entry pool, you will need to compete with everyone else in the pool.

See [here](#)

Getting Ready to Apply under Express Entry

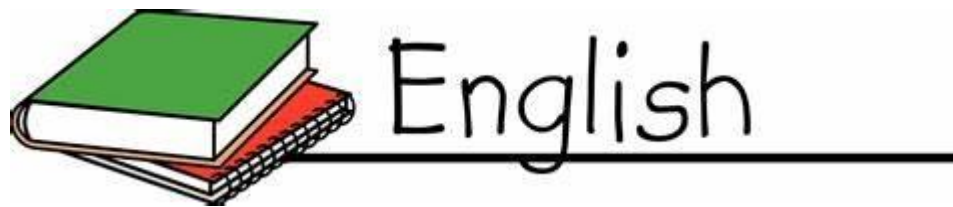
Taxes

If already working in Canada, pay your taxes. Being able to provide the Notices of Assessment from the [CRA](#) (Canada Revenue Agency) will be useful.

English Test

You must prove your language skills by taking an approved language test. You need your results to open an EE profile. There are specific language thresholds for each NOC code—be sure you know how high you must score on the test. No matter what, aim to score 10-12 to get the most points possible. Use the study guides and practice tests provided by the agency.

- schedule your test with an [agency approved by IRCC](#) and pay the costs
- enter the test results into your Express Entry profile (and the Personal Information Number, if the system asks for it)
- include the results with your application if you are invited to apply. If you don't include, IRCC will not process your application.



French Test

Do it as well as the English test if you think you can—you will get more points if you score well.

IRCC now accepting results of new TCF Canada language test [See here](#)



Educational Credential Assessment

If you have a secondary (Leaving Cert, GCSE) or post-secondary education (diploma, BA, MA, PhD) get an educational credential assessment (you can only get the points for your education if you have an assessment from one of the IRCC approved organizations--to get the points you need a verifiable report). Even if the class under which you hope to be selected (IRCC determines this) does not require the assessment, you will get more points in the ranking system if you have this. You only need to get your highest level of education assessed; however, if you have two degrees at the same level, it **may** be worth getting both done. This is also true if you have a degree plus a diploma (or possibly a trade certification)—you **may** wish get the degree **and** the other assessed. **In all cases, consult the designated organization assessing your education before proceeding.**



In order to obtain points, the academic credential must have been obtained in Canada **or** the applicant must have a valid educational credential assessment (**ECA**) issued by one of the IRCC-designated organizations listed below. An ECA is valid for 5 years.

Your spouse can also get his/her credentials assessed if you need the extra points.

[IRCC Designated Organizations](#)

NB for those in the trades: It is very difficult to get international trade credentials assessed. Do try ICAS, but no guarantees.

If the applicant is applying as a specialist physician (NOC 3111) or general practitioner/family physician (NOC 3112), the [Medical Council of Canada](#) must do the ECA for that individual's primary medical diploma.

If the applicant is applying as a pharmacist (NOC 3131), the [Pharmacy Examining Board of Canada](#) must do the ECA.

Arranged Employment

Additional points are available for offers of arranged employment. For IRCC guidance on valid offers of arranged employment see [here](#).

In most cases, your employer needs a Labour Market Impact Assessment (LMIA) to support your job offer. Some jobs are exempt from needing an LMIA. Find out about jobs that are LMIA-exempt [here](#). This may include a Young Professional's permit under the IEC. Follow IRCC's guidance to see if you are eligible.

Tips on the Application Once You've Received Your ITA

Do not leave it till the last minute. Assume that there will be **technical issues** with IRCC's site and therefore expect delays.

Be sure to note the **time the application is due** and **translate into the time zone** in which you are living.

After you receive your ITA, the system will generate a [document checklist](#).

Please note that document checklists are personalized to you.

A selection of items to expect:

(See [here](#))

Police checks are required for:

- all countries you have lived in for a total of 6 months or more since your 18th birthday. If an applicant has a police check from a country where they have formerly lived and this police check was issued **after** the date they left, they do not need to get a new one, as long as they haven't returned to that country.
- **Very Important:** Re NI and the Republic of Ireland: Provide **both** if there is any grey area as to your movements. IE if you lived in the Republic but worked across the border or if you lived in NI but went to school in the Republic.
- Applicants must follow directions from IRCC's [website](#)
- Note that certain countries have specific and unique criteria: ex. Australia. In each case, provide exactly what IRCC requests.
- Be sure to check processes and time frames in case there is lengthy processing (e.g. FBI checks).

Review with IRCC before proceeding—requirements may change before we have a chance to update this guide.

Other items:

- Letters from previous employers (Canadian and back home/abroad) for any work you claimed/received points for
- Passport (up to date with validity of 2 years)
NB: include all stamps (not just Canada)

- Marriage Certificate if applicable
- LMIA or PNP nomination if applicable
 - Very Important:** If you have a LMIA or are LMIA-exempt, the letter from your employer must state that they are giving you a [permanent job offer](#).
- Proof of funds if applicable
- ECA (Educational Credential Assessment) **DO include** even if they do not appear on the document checklist—if you provided these in your profile you should include the results with the full application
- Educational Certificates (must be in English or French)
- Work Permit number
- Work History—only paid-work, not co-op or volunteer (list all skilled experience in the first part; later it asks you to fill in gaps and here you can mention semi-skilled work)
- NOC codes for ALL work experience
- Addresses for previous employers
- Details of education (start and end dates etc)
- If you listed a family member living in Canada, proof of relationship means you must show a direct connection. Use birth certs and something to prove the maiden names if it is your mother's relative. Include a letter of explanation re the relationship. See [here](#).
- Medicals: [Here](#).
- Financial Records: You must provide an official letter issued by your financial institution indicating your financial profile. This must:
 - list all of your bank (chequing and savings) and investment accounts, the account numbers, dates each account was opened and the balance of each account over the past six months.
 - list all outstanding debts, such as credit cards and loans
 - be printed on the letterhead of the financial institution and include your name and the contact information of the financial institution (address, telephone number and email address). (**follow IRCC's instructions**)

Very Important

The supporting documents you send must be in one of the official languages of Canada. Any document that is not in English or French must be accompanied by:

- the English or French translation;
- an *affidavit from the person who completed the translation; and
- a certified copy of the original document

Please note that the person who is translating the documents cannot be a family member of the applicant.

*An affidavit is a document on which the translator has sworn, in the presence of a commissioner authorized to administer oaths in the country in which the translator is living, that the contents of their translation are a true translation and representation of the contents of the original document. Translators who are certified members in good standing of one of the provincial or territorial organizations of translators and interpreters of Canada do not need to supply an affidavit.

Read [more](#).

Further Tips on Completing the Application (tips only—in all cases follow IRCC's instructions)

Work Experience

- If you have work experience in Canada Provide T4 and Notice of Assessment
- Provide the employment contract and pay-stubs
- Make sure your letters of employment are accurate (IE match the dates on your application/profile)
- Make sure your letters of employment provide your NOC code, title, and a clear list of duties.
- Remove all ambiguities. Be clear re salary and if the position was full-time. Provide start and end dates.
- Make sure letters of employment are signed and dated and provide your contract details.

Uploading

- Consider downloading a free 30-day trial of Acrobat Pro which allows you to combine all of your documents into one PDF. You must submit most items in 1 file.
- Note that IRCC's system will not allow you to upload anything bigger than 4MG.
- Include a submission letter with your application. Say exactly what you are doing and note anything relevant or unusual about your application.
- **Trouble shooting tech issues:** if you run into trouble you will have to submit an IRCC [web form](#)
- **Take screenshots of every page you submit with your application**

Fees

Must be paid online with a credit card.

Application Fee:

Adults: \$550

Children: \$150

Right of Landing Fee:

Adults: \$490

There is no fee for dependent children.

There are additional fees for:

English Tests

Educational Credential Assessments

Medicals

Other case-specific items

IRCC recommends paying the application fee and the Right of PR fee at the same time to avoid delays.

Bridging Open Work Permits

This type of work permit lets you keep working while you wait for the results of your permanent residence application.

You may be eligible for a bridging open work permit if:

- you applied for permanent residence (see NB below)
- your current work permit expires in 4 months or less
- you have valid status on your work permit
- you are currently in Canada

When you apply, you must:

- select “Open Work Permit” as the type of work permit when you complete your [work permit application](#), and
- pay the work permit processing fee **and** the Open Work Permit Holder fee
- when answering the third question on the first page of the application form “I am applying for one or more of the following”, make sure you check off: “Apply for a work permit with the same employer”, as this will ensure that your application gets processed in the right office

If you decide to send in your bridging open work permit application by post, make sure you send it to the right address.

Do take note of the processing times, as these fluctuate. Paper applications usually take twice as long to process as online applications.

A **\$100 fee** applies to open work permit applications **in addition** to the standard government processing **fee of \$155**. This must be paid before you submit your application and included with the application. Make sure you check off ‘Open Work Permit Fee’ as well as the regular work permit fee when you complete your profile, so that your total is \$255 when you pay at the end of the online submission.

NB from IRCC Re EE and BOWP:

“if an applicant is eligible to apply for a BOWP (i.e. currently working in Canada on a work permit due to expire within 4 months), he/she may submit an application for an open work permit to CPC-Vegreville **upon submission of an electronic application for permanent residence (eAPR) in Express Entry. The Acknowledgment of receipt - Application for permanent residence letter, which is automatically issued to applicants in their MyCIC account, must be submitted along with the BOWP application to support the above claim.** Before a BOWP can be issued, the applicant’s eAPR must first pass the completeness check in accordance with section 10 of the Immigration and Refugee Protection Regulations. Officers at CPC-Vegreville will check our processing system to ensure that the eAPR is complete before issuing a BOWP. If an eAPR is found to be incomplete, the application will be rejected and the applicant is no longer eligible for a BOWP. In these cases, the application for a BOWP will be refused.”

See [here](#).

* A spouse/partner does not get a BOWP – only the primary applicant does. The partner is eligible to apply for an open spousal if applying at the same time as the primary applicant (as the PA's accompanying partner), or, if applying subsequently (which could be done after the PA has obtained the WP). See [here](#).

FAMILY SPONSORSHIP: SPOUSAL

Marriage or Common-Law relationship (conjugal in rare cases) with a Canadian citizen or permanent resident.

You can become a sponsor if you are:



- at least 18 years old
- a Canadian citizen, a person registered in Canada as an Indian under the Canadian Indian Act, or a permanent resident living in Canada. If you are a Canadian citizen living Outside Canada, you must show that you plan to live in Canada when your sponsored relative(s) become(s) a PR. You cannot sponsor someone if you are a permanent resident living outside Canada.
- able to prove that you are not receiving social assistance for reasons other than a disability
- can provide for the basic needs of any person you are sponsoring

Note: There is no low income cut-off (LICO) for spouse, partner or dependent child sponsorships, unless a dependent child also has one or more dependent children of their own. If a dependent child you are sponsoring has one or more dependent children of their own, you must include a Financial Evaluation (IMM 1283) form with your application (see your checklist for more details).

There are other criteria, please check the IRCC website for details.

[Here](#)

You cannot be a sponsor if:

- you have failed to pay back an immigration loan / family support payment (e.g. child support)
- you have failed to provide for the basic needs of a previously sponsored relative (received social assistance)
- you are under a removal order or in jail
- you are going through bankruptcy
- you were sponsored by a spouse and became a permanent resident less than five years ago
- you have been convicted of a violent or sexual offence

Definitions

Spouse

- A partner with whom you are legally married
- Marriage needs to be recognised in Canada
- Includes both opposite and same-sex relationships
- Must have marriage certificate as proof, as well as supporting documents

Common-Law Partner

- A person who has been living together with another person in a marital-style / conjugal relationship for **at least** one year
- Includes opposite and same-sex relationships
- Must sign a Declaration of Common Law Union, and provide supporting documents

Conjugal Partner

- A person **outside** Canada who has had a binding relationship with a sponsor for at least one year, but could not live with their partner
- Need to show legal reasons e.g. is against the law to live together if not married, or where same-sex relationships are banned
- Includes both opposite and same-sex relationships
- Narrow definition, can be difficult to prove

Medicals

Generally, those doing a spousal sponsorship will do upfront medicals, but processing times under the SS program are long, so applicants may be asked to re-do. Technically the medical expires after 12 months but IRCC can extend validity. **In all cases follow IRCC's instructions.**

See [here](#).

Sponsors Living in Quebec

The province of Quebec has its own immigration rules. After your application is received, IRCC will send you an email or letter with instructions about [how to apply to the Quebec government](#) to become a sponsor.

- Find out how to [sponsor someone if you live in Quebec](#)
- If you need help, [contact the Quebec ministry of immigration](#)
- If Quebec approves you as a sponsor, you'll get a Quebec Selection Certificate (Certificat de selection Québec)

Two Types of Spousal Applications

In-Canada Spousal Application:

- Limited mobility—cannot leave Canada during stage 1 processing (**you must check with IRCC before travelling in all cases**)
- Work permit while you wait:

You can include an application for a work permit simultaneously with your In-Canada spousal sponsorship application at the time of submitting that application. If your In-Canada spousal sponsorship application is already in process, and you did not include an application for a work permit simultaneously with that application, you can proceed with submitting a **paper** application to the Case Processing Centre in Vegreville with proof that you submitted an In-Canada Spousal Sponsorship application (such as the courier confirmation of delivery/any documentation received from IRCC).

[Work permit pilot extended to 2019](#) for spouses and common-law partners applying for permanent residence from within Canada.

Application

For In-Canada Spousal Sponsorship applicants, another way of obtaining an Open Work Permit is after Stage 1 (the assessment of the sponsor) completes (under the In-Canada stream only). The letter from IRCC confirming that stage 1 has completed and that the sponsor is eligible to sponsor his/her spouse should be included with the work permit application.

A **\$100** fee applies to open work permit applications **in addition** to the standard government processing fee of **\$155**. This must be paid before you submit your application and included with the application.

NB: Applicants for permanent residence under the Spouse or Common-Law Partner In-Canada Class should have valid legal immigration status: IE a visitor record, study permit or current work permit. At the time of applying under this category an applicant should include proof of status in Canada with the Spousal Sponsorship application. The status document does not have to be a work permit specifically.

If you have lost status, contact IRCC or consult an immigration lawyer or consultant before proceeding.

Out-of-Canada Spousal Application:



- Processing is usually completed at the Embassy / High Commission responsible for the Principal Applicant's citizenship e.g. CHC-London
- Used to have faster processing times but this has now changed—check regularly for updates
- No work permit

NB: Permanent residents residing abroad may not sponsor from outside of Canada but Canadian citizens may.

Submitting Spousal Sponsorship Applications

You must send **both** the sponsorship application and your permanent residence application at the same time. Your family members must also be included, even if they are not accompanying you to Canada. This is critical—if you do not include them you will be permanently barred from ever sponsoring them.

Fees

Application Fee:

Sponsor \$75

Principal applicant \$475

Right of Permanent Residency Fee:

Adults \$490

These people do not have to pay this fee:

- dependent children of a principal applicant or sponsor, a child to be adopted, or an orphaned brother, sister, niece, nephew or grandchild; and
- protected persons, including Convention refugees.

IRCC strongly recommends paying the Right of Permanent Residence Fee along with your processing fees. By doing so, it will reduce the processing time of your application.

Document Checklist

- Pay attention to exactly what is requested
- Check off every section or write **not applicable** and explain why e.g. no children
- If documents are missing, the application will be returned
- Check country-specific checklists
- If you cannot provide a document, make sure there is a clear explanation on the checklist and within the body of documents
- Make sure all of the forms are properly signed and dated

Proving the Relationship

(tips only—in call cases follow IRCC’s instructions/document checklists)

- Joint lease /property ownership
- Joint bank account /credit card
- Wills
- Joint insurance (travel, car, home, medical)
- Joint bills (electricity, phone, etc.)
- Government documents at same address
- Joint statement and accompanying photos
- Proof of travel
- Jointly owned pets
- Social media posts
- Statements from family and friends
- IRCC Statutory Declaration of Common-Law Union / or Marriage Cert

Tips

- Include a submission letter and address any issues e.g. non-accompanying children
- Include detailed Relationship History Statement
- Make sure certified translations are included
- Pay the application fee and Right of Permanent Residency fee upon submission
- Make sure you fill out the information / forms properly and completely
- If IRCC ask for it, then provide it

These are examples only—follow IRCC’s direction/application/document checklist.

Important Links

[Applicant Information](#)

[FAQs](#)

Other Family Sponsorships

Dependent Children and Parents/Grandparents

See [here](#)

Alert:

Pilot exempting certain family members from lifetime sponsorship ban now in effect.

See [here](#)

PROVINCIAL NOMINATIONS PROGRAM (PNP)



Most Provinces and territories can nominate immigrants through the PNP. Each province and territory has its own streams (that target certain groups) and criteria. A program stream may target students, business people, skilled- or semi-skilled workers.

Many provinces and territories have launched new Express Entry streams.

See PNP info [here](#).

The province of Quebec does not have a PNP. See their immigration [website](#) to learn more about their programs.

Atlantic Immigration Pilot

The Atlantic Immigration Pilot is for skilled workers and international student graduates who want to permanently live in:

- [New Brunswick](#)
- [Newfoundland and Labrador](#)
- [Nova Scotia](#)
- [Prince Edward Island](#)

See [here](#)

I've Applied for PR, What Happens Next?

[Submission Completion Check](#)

Once you have submitted your application, IRCC will check to determine that all required application forms have been properly completed and submitted, the application processing fee has been paid, and that all requested supporting documentation has been provided. If your application package does not meet these requirements, IRCC will return it to you. If you filed under Express Entry, your application may simply be cancelled. No file will be created or record kept until a complete application has been submitted.

Acknowledgment of Receipt

If your application is complete, IRCC will begin to process it. You will be sent a letter that:

- notifies you of this fact and provides you with your file number
- sets out some basic instructions for contacting IRCC
- gives you a brief outline of future processing steps

Processing/Review for Decision

Your application will undergo a detailed review by an IRCC officer. The officer will consider all the information and documentation you have provided, and will assess it against current selection criteria and admissibility requirements.

Factors that can facilitate processing

There are certain things you can do to help ensure that your application is processed as fast as possible:

- ensure that all the documentation and information requested are provided with your application
- advise the visa office of changes to:
 - mailing address
 - telephone number(s)
 - facsimile number (fax)
 - e-mail address

Factors that may delay processing

The following factors may delay the processing of your application:

- missing signature on application forms
- unclear photocopies of documents
- documents not accompanied by a certified English or French translation
- verification of information and documents provided
- a medical condition that may require additional tests or consultations
- a criminal or security problem
- consultation is required with other offices in Canada and abroad

Permanent Resident Status

If your application is successful, you and your family members will receive status as permanent residents of Canada.

To validate a Confirmation of Permanent Residence (COPR) or an immigration document in Canada, you can either:

- bring your COPR or immigration document to an officer at a land border,
- or go to an appointment at a local IRCC office with your family members, **if IRCC asks you to.**

In call cases follow IRCC's instructions.

You will have to show the officer:

- your passport, travel or identity document (including your visa counterfoil [IMM 1346], **if you have one**), **and**
- your COPR, immigration document, letter of introduction or any instructions from the Canadian visa office, **and**
- your proof of legal status in Canada, such as a valid work permit, study permit, temporary resident permit, or visitor document, or any immigration document you have (whether valid or not), **and**
- proof of implied status (if you applied to extend your stay before it ended). Proof of this status may include:
 - payment receipt,
 - copy of your application to extend your stay,
 - printout of online application, or
 - proof of mailing.

Further documents may be required. Read your COPR carefully and confirm with IRCC.

To find the land border closest to you, see the [Canada Border Service Agency](#).

Once you become a PR, some conditions will apply:

- You will remain a permanent resident until you become a Canadian citizen, as long as you spend at least **two (2) years of each five (5) year period in Canada**. Otherwise you will lose your status.
- You may leave and re-enter Canada as often as you wish

NB: Be sure to obtain a [Permanent Resident Card](#) if you plan to travel outside Canada.

The Permanent Resident Card

- All new permanent residents will be issued a card as part of the process. Cards will be mailed to your home address after you become a permanent resident.

- The permanent resident card (PR card) is the official proof that you are a permanent resident of Canada. You use this wallet-sized plastic card to show you can enter and stay in Canada when you return from another country.

You must show this card when you re-enter Canada on a commercial vehicle, such as an airplane, boat, train or bus. If you return to Canada in a private vehicle, such as your car, there are other documents you may be permitted to use. Contact IRCC.

If you plan to leave Canada, check your card's expiry date to make sure that it will still be valid when you return. If you are outside of Canada, have lost your PR card, and need proof of your status to return to Canada, see [here](#).

Most cards are valid for five years.



This guide is an overview only—please consult IRCC for all programs and details.

Please note IRCC rules and regulations can be updated at any time. Be sure to clear your cookies and cache to get the most up-to-date documents and checklists as you complete your application.

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