

# Document Checklist

Submit **PHOTOCOPIES** of all applicable documents, along with your photocopied application forms. Translations of any documents in languages other than English or French must be certified or notarized.

**Assemble** your documents in the order listed below. Attach the relevant DOCUMENT CHECKLIST TAGS provided in this package. Use this checklist to verify that you have all the required documents.

**NOTE: DO NOT SEND ORIGINALS OF OFFICIAL DOCUMENTS SUCH AS BIRTH CERTIFICATES, PASSPORTS, ETC. ONLY PHOTOCOPIES ARE TO BE FORWARDED BY MAIL.**

ITEM NO.	DOCUMENT	CHECK IF COMPLETE
1.	<p><b>(IMM 0008): GENERIC APPLICATION FOR PERMANENT RESIDENCE IN CANADA</b> Please provide one photograph or photograph copy of the principal applicant and all accompanying family members.</p> <p><b>(IMM 0008 - DEP): APPLICATION FORM FOR ADDITIONAL DEPENDENTS</b> Completed by the principal applicant.</p> <p><b>(IMM 5669) SCHEDULE A: BACKGROUND DECLARATION</b> Include a Schedule A form completed by:</p> <ul style="list-style-type: none"> <li>• the principal applicant</li> <li>• spouse or common-law partner</li> <li>• each dependent child over 18 years of age.</li> </ul> <p><b>(IMM 0008); SCHEDULE 4: ECONOMIC CLASSES – Provincial Nominees</b> Completed by the principal applicant.</p> <p><b>(IMM 0008); SCHEDULE 4A: ECONOMIC CLASSES – Provincial Nominees</b> Completed by the principal applicant.</p> <p><b>(IMM 5476): USE OF REPRESENTATIVE FORM</b> Completed by the principal applicant.</p> <p><b>(IMM 5562): TRAVEL HISTORY</b> Completed by the principal applicant.</p>	
2.	<p><b>ADDITIONAL FAMILY INFORMATION (IMM 5406 – 1 page)</b> Completed by:</p> <ul style="list-style-type: none"> <li>• The principal applicant</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Spouse or common-law partner</li> <li>• Each dependent child over the age of 18 years.</li> </ul> <p>Each person who completes an IMM 0008 form must also fill out the IMM 5406.</p> <p>Check that it is complete and signed. Attach additional pages, if necessary. Write IMM 5406 on the corner of each additional page.</p>	
3.	<p><b>MANITOBA YOUNG FARMER SUPPLEMENTARY FORM (MYFSUP)- 3 pages</b></p> <p>MYFSUP form should be completed by the principal applicant ONLY. Ensure that:</p> <ul style="list-style-type: none"> <li>a) appropriate questions are answered in full;</li> <li>b) all attachments are included; and</li> <li>c) the form is signed by both principal applicant and spouse.</li> </ul> <p>Attach additional pages, where necessary. Write MYFSUP on the top of each additional page.</p>	
4.	<p><b>MANITOBA INFORMATION RELEASE FORM (MREL) – 1 page</b></p> <ul style="list-style-type: none"> <li>a) complete, sign and date this form; and</li> <li>b) ensure that a witness has also signed.</li> </ul> <p>This form permits the Province of Manitoba to work on your behalf.</p>	
5.	<p><b>RELEASE OF INFORMATION FOR EVALUATION OF PROVINCIAL NOMINEE PROGRAM (MEVA) – 1 page</b></p> <ul style="list-style-type: none"> <li>a) complete, sign and date this form; and</li> <li>b) ensure that a witness has also signed.</li> </ul> <p>This form permits the Manitoba Government to evaluate the Provincial Nominee Program for Business.</p>	
6.	<p><b>IDENTITY / MARRIAGE INFORMATION</b></p> <p>Submit:</p> <ul style="list-style-type: none"> <li>a) all appropriate birth, marriage, divorce, proof of separation, and/or death certificates for yourself and your spouse;</li> <li>b) if there are discrepancies in these documents, provide a sworn Affidavit explaining the discrepancies; and</li> <li>c) a clear copy of your National Identity Card/Certificate or Cedula (where applicable).</li> </ul>	
7.	<p><b>CHILDREN'S INFORMATION</b></p> <p>Submit:</p> <ul style="list-style-type: none"> <li>a) each child's birth certificate (which includes the name of their</li> </ul>	

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	parents); b) adoption papers; c) proof of custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court; d) proof that you have fulfilled any obligation stated in a custody agreement for any children not accompanying you to Canada; and e) proof of continuous full-time studies for all dependent children aged 19 or over such as letter(s) from the school(s), signed by a school official, confirming continued enrolment in full-time studies since turning 19 years of age.	
8.	<b>PASSPORT / TRAVEL DOCUMENTS</b> Submit: a) photocopies of passport or travel documents that are valid for at least two years for yourself, your spouse and dependent children; <b>DO NOT SEND ORIGINAL DOCUMENTS.</b> Children must each have their own passport, separate from their parents. You are required to submit only photocopies of pages showing the Passport number, date of issue and expiration, your photo, name, date and place of birth. If you reside in a different country than your nationality, include a copy of your visa for the country in which you currently reside. Note: Nationals of the People's Republic of China should note that Public Affairs Passports are NOT valid for immigration to Canada. b) copies of entry or exit visas from previous visits to Canada.	
9.	<b>EDUCATION INFORMATION</b> Submit: a) copies of educational degrees, diplomas or certificates for both the principal applicant and the spouse. Proof of education must include official transcripts showing school(s) attended, courses taken, degree(s) completed and photocopies of professional licenses; b) all documents translated into English or French; and if the principal applicant studied in Manitoba, provide documentation.	
10.	<b>EMPLOYMENT INFORMATION (as applicable)</b> Submit: a) copies of letters of reference detailing both the principal applicant and spouse's past and present work experience. Letters of reference must be official and signed by an authorized Representative of the company who is identified by name and title. Each letter should indicate: <ul style="list-style-type: none"> <li>• specific period of your employment with the company;</li> <li>• position(s) you held, and time spent in each position;</li> <li>• your main responsibilities in each position; and</li> <li>• total annual salary during your employment.</li> </ul> b) any letter(s) or contract(s) about your employment or information you believe may be relevant to your successful establishment in Manitoba. This may help to determine the	

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	<p>suitability of your employment skills, as well as demonstrate your motivation, adaptability, initiative or resourcefulness; and</p> <p>c) evidence of past employment in Manitoba, if applicable.</p>	
	<p><b><i>*Numbers 11 to 16 are related to the information requested on the Manitoba Young Farmer Supplementary Form (MYFSUP).</i></b></p>	
11.	<p><b>PROOF OF RELATIONSHIP TO FAMILY IN MANITOBA</b>            If you have relatives in Manitoba, submit:</p> <p>a) Photocopies of birth and marriage certificates of the relative in Manitoba (showing the names of common parents); <b>AND</b></p> <p>b) Photocopies of Canadian Passports or Certificates of Citizenship, or Immigration Visas of relatives in Manitoba.</p>	
12.	<p><b>FARM EXPERIENCE OR FARM MANAGEMENT BACKGROUND</b>            Submit:</p> <p>a) Curriculum Vitae (or Resume);</p> <p>b) Description of each farm business that you have owned or operated in the last three years;</p> <p>c) It is advisable to include reference letters from business associates such as your bank manager, accountant, lawyer, partners/company shareholders, or business associations who can confirm your farm business experience.</p>	
13.	<p><b>FINANCIAL INFORMATION</b>            Submit photocopies for each business owned or operated in the last 3 years:</p> <p>a) Business licences or business registration certificates;</p> <p>b) Balance sheets, income statements, statements of changes to financial position (cash flow) for the last 3 years;</p> <p>c) Farm income tax returns for the last 3 years.</p>	
14.	<p><b>PERSONAL NET WORTH STATEMENT</b>            Submit personal income tax returns for the last 3 years.</p>	
15.	<p><b>PROOF AND REPORT ON VISIT TO MANITOBA</b>            Submit:</p> <p>a) Itinerary of your visit (example: airline ticket copies);</p> <p>b) Description of your research (places visited, people met, lessons learned)</p> <p>c) Proof of stay in Manitoba (hotel receipts, etc.)</p>	
16.	<p><b>FARM INTEREST IN MANITOBA</b>            Submit details of intended farm venture and refer to Guidelines for Farm and Off-farm Income Estimates.</p>	
17.	<p><b>CODE OF CONDUCT</b>            Completed by:</p> <ul style="list-style-type: none"> <li>• principal applicant</li> <li>• representative (if applicable)</li> </ul> <p>Submit original document</p>	
18.	<p><b>DECLARATION OF INTENT</b></p>	

<b>ITEM NO.</b>	<b>DOCUMENT</b>	<b>CHECK IF COMPLETE</b>
	Completed by principal applicant. Submit original document.	