

# How to Complete the Forms

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## Application for Permanent Residence in Canada (IMM 0008)

### To be completed by:

- You, as the principal applicant

At the top of this form, you will find three boxes:

### Category under which you are applying...

Check the “Economic class” box.

### How many family members...

Write the total number of people included in your application, including yourself and any family members, whether they are accompanying you to Canada or not.

Family members include your:

- **Spouse:** A husband or wife of the opposite or same sex
- **Common-law partner:** A person of the opposite or same sex with whom you have lived in a conjugal relationship for at least one year

Note: A marriage between two persons of the same sex will be recognized, for immigration purposes, where the marriage:

1) was legally performed in Canada; or

2) if performed outside of Canada, the marriage must be legally recognized according to both the law of the place where the marriage occurred and under Canadian law. This applies to same-sex marriages performed in the following jurisdictions:

- Belgium
- the Netherlands
- South Africa
- Spain
- the State of Massachusetts.

For additional information on same-sex marriages, consult the website: [www.cic.gc.ca](http://www.cic.gc.ca)

- **Dependent children:** Daughters and sons, including children adopted before the age of 18, who:
  - are under the age of 22 and do not have a spouse or common-law partner;
  - have been continuously enrolled as full-time students and financially supported by their parents since turning 22 (or from the date of becoming a spouse or common-law partner if this happened before the age of 22); or

- o have substantially depended on the financial support of their parents since before turning 22 and are unable to support themselves due to a medical condition.

### Language you prefer for...

**Correspondence:** Decide which of English or French you are more comfortable reading and writing, and check the appropriate box.

**Interview:** You may be selected for an interview. Interviews can be conducted in English or French. You may also be interviewed in another language of your choice; however, you will be responsible for the cost of hiring an interpreter.

Instructions for filling out the rest of the form are listed below:

1. Print your full **family name** (surname) as it appears on your passport or on the official documents that you will use to obtain your passport. Print all of your **given names** (first, second or more) as they appear on your passport or official documents. Do not use initials.

5. If you are a citizen of more than one country, give details on a separate page.

10. This section requires you to give details of your past marriages or common-law relationships. If you have never had a spouse or common-law partner other than your current one, check the “No” box and proceed to Question 11. If you have, check the “Yes” box and provide the details requested. If you have had more than two previous spouses or common-law partners, give details on a separate page.

12. Check the box that best describes the highest level of education you have completed. If you have not completed secondary school, check the “No secondary” box.

**Secondary education:** the level of schooling after elementary and before college, university, or other formal training. Also called high school.

**Trade/Apprenticeship:** completed training in an occupation, 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).

**Bachelor’s degree:** An academic degree awarded by a college or university to those who complete the undergraduate curriculum; also called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.

**Master’s degree:** An academic degree awarded by the graduate school of a college or university. Normally, you must have completed a Bachelor’s degree before a Master’s degree can be earned.

**PhD:** the highest university degree, usually based on at least three years graduate study and a dissertation. Normally, you must have completed a Master’s degree before a PhD can be earned.

14. This is the address we will use to mail correspondence regarding your application. Print your address in English and, if applicable, also in your own native script.

19. Identity cards issued by a foreign national, provincial, municipal or other government, as well as cards issued by a recognized international agency such as the Red Cross, can be used to identify yourself. If you have such a card, print the number in the space provided. Photocopy both sides of the card and attach the photocopy to your application. If you do not have an identity card, print “N/A”.

## Details of family members

There is space for three family members on this form. If you have more than three family members, photocopy this page before you start to fill it in so you have enough space for everyone.

### Given name(s)

Print all of your family members' given names (first, second or more) as they appear on their passports or official documents. Do not use initials.

### Country of citizenship

If your family member is a citizen of more than one country, give details on a separate page.

### Relationship to you

Indicate whether the family member is your spouse, common-law partner, daughter or son.

### Will accompany you to Canada

Tell us if your family member will come to Canada with you. He or she must immigrate before the visa expires, but may arrive in Canada after you.

### Education

Indicate the level of education your family member has successfully completed. Use the categories listed in Question 12.

### Photos

Ask a photographer to provide you with a set of photos of yourself and each of your family members included in your application, whether they will be accompanying you or not. **The required number of photos for each individual is indicated in Appendix A, under Photos.**

Photos must comply with specifications given in **Appendix C, Photo Specifications**. Make sure you give a copy of these specifications to the photographer.

- On the back of one photo (and only one) in each set, write the name and date of birth of the person appearing in the photo as well as the date the photo was taken.
- Enclose each set of photos in separate envelopes. Write the family member's name, date of birth and relationship to you on the corresponding envelope and close the envelope with a paper clip.
- Photos must not be stapled, scratched, bent or bear any ink marks.

## **Background / Declaration (IMM 0008, Schedule 1)**

To be completed by:

- You
- Your spouse or common-law partner (whether accompanying you to Canada or not)
- Your dependent children aged 18 or over (whether accompanying you to Canada or not)

1. Write all of your given names. Do not use initials.

6. Indicate your current status in the country where you now live (for example, citizen, permanent resident, visitor, refugee, no legal status, etc.).

10. Provide details of all secondary and post-secondary education. Begin with the most recent program completed.

11. You must account for every month since your 18<sup>th</sup> birthday. Under “Activity”, print your occupation or job title if you were working. If you were not working, enter what you were doing (for example, unemployed, studying, travelling, etc.). Attach another sheet if necessary.

15. Give a complete address including the street, town or city, province or region, and country. If there was no street or street number, explain exactly the location of the house or building. You must account for every month since your 18<sup>th</sup> birthday. Do not use post office (P.O.) box addresses.

### **Declaration**

Read the statements carefully. Sign and date in the boxes provided. By signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, truthful, and correct. If you do not sign, the application will be returned to you.

## **Economic Classes - Provincial Nominees (IMM 0008, Schedule 4)**

To be completed by:

- You, as the principal applicant

4. “Funds” refers to money in Canadian dollars, and includes the value of any property you own. It does not include jewellery, cars or other personal assets.

## **Economic Classes – Provincial Nominees, Farm Business Nominees (IMM 0008, Schedule 4A)**

To be completed by:

- You, as the principal applicant
4. Please provide details of every business in which you have been an owner or a partner
  5. If you intend to establish a business in Canada, please provide a short outline.
  6. Please provide details of your assets and liabilities. In Part I provide a total of your net worth, i.e. assets minus liabilities, and in Part J indicate the funds which you will take to Canada. In Part K, please provide a brief written summary of the way in which your assets were acquired.

## **Additional Family Information (IMM 5406)**

To be completed by:

- You
- Your spouse or common-law partner (whether accompanying you to Canada or not)
- Your dependent children aged 18 or over (whether accompanying you to Canada or not)

It is very important that you list on this form any other children (even if they are already permanent residents or Canadian citizens) that you, your spouse or common-law partner or your dependent children might have who are not included in your Application for Permanent Residence. This includes:

- married children
- adopted children
- step-children
- any of your children who have been adopted by others
- any of your children who are in the custody of an ex-spouse, common-law partner or other guardian

You must answer all questions. If any sections do not apply to you, answer "N/A".

## Use of a Representative (IMM 5476)

**Complete this form if you are appointing a representative.**

If you have dependent children aged 18 years or older, they are required to complete their own copy of this form if a representative is also conducting business on their behalf.

A representative is someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada. When you appoint a representative, you also authorize CIC to share information from your case file with this person.

You are not obliged to hire a representative. We treat everyone equally, whether they use the services of a representative or not. If you choose to hire a representative, your application will not be given special attention nor can you expect faster processing or a more favourable outcome.

The representative you appoint is authorized to represent you only on matters related to the application you submit with this form. You can appoint only one representative for each application you submit.

There are two types of representatives:

### Unpaid representatives

- friends and family members who do not charge a fee for their advice and services
- organizations that do not charge a fee for providing immigration advice or assistance (such as a non-governmental or religious organization)
- consultants, lawyers and Québec notaries who do not, and will not, charge a fee to represent you

### Paid representatives

If you want us to conduct business with a representative who is, or will be charging a fee to represent you, he or she must be authorized. Authorized representatives are:

- immigration consultants who are members in good standing of the Canadian Society of Immigration Consultants (CSIC)
- lawyers who are members in good standing of a Canadian provincial or territorial law society and students-at-law under their supervision
- notaries who are members in good standing of the Chambre des notaires du Québec and students-at-law under their supervision

If you appoint a paid representative who is not a member of one of these designated bodies, your application will be returned. For more information on using a representative, visit our website.

### Section B.

5. Your representative's full name

If your representative is a member of CSIC, a law society or the Chambre des notaires du Québec, print his or her name as it appears on the organization's membership list.

8. Your representative's declaration

Your representative must sign to accept responsibility for conducting business on your behalf.

**Section D.**

10. Your declaration

By signing, you authorize us to complete your request for yourself and your dependent children under 18 years of age. If your spouse or common-law partner is included in this request, he or she must sign in the box provided.

Release of information to other individuals

To authorize CIC to release information from your case file to someone other than a representative, you will need to complete form Authority to Release Personal Information to a Designated Individual (IMM 5475) which is available on our website and from Canadian embassies, high commissions and consulates abroad.

The person you designate will be able to obtain information on your case file, such as the status of your application. However, he or she will not be able to conduct business on your behalf with CIC.

**You must notify us if your representative's contact information changes or if you cancel the appointment of a representative.**