

## **BC PNP APPLICATION CHECKLIST**

### **Entry Level and Semi-Skilled Pilot Project**

The checklist below summarizes the requirements for an application to the Entry Level and Semi-Skilled Pilot Project under the BC PNP. You must check all of the applicable items listed below to confirm that they are included with your application. This checklist must also be submitted together with your application.

Note: The BC PNP reserves the right to request additional information to assess your application.

Send all completed BC PNP application packages by *mail or courier only* to:

**BC Provincial Nominee Program**  
Ministry of Economic Development  
Suite 730 - 999 Canada Place  
Vancouver, BC V6C 3E1  
Canada

Phone: 604 775-2227

E-mail inquiries: [pnpinfo@gov.bc.ca](mailto:pnpinfo@gov.bc.ca)

Application forms are available online at: [www.pnp.gov.bc.ca](http://www.pnp.gov.bc.ca)

*To speed up the processing of your application, please arrange the submitted documents in the following order:*

#### **1) BC PROVINCIAL NOMINEE PROGRAM (BC PNP) FORMS**

**Fee Payment Form** (Master Card or Visa, or Money Order/Certified Cheque payable to the Minister of Finance.  
Do NOT send cash)

**Nominee Information Form** (to be completed by the nominee candidate)

**Guaranteed Job Offer Form** (to be completed by the employer)

**Information Release Form** (to be completed by the nominee candidate and spouse)

**Compliance Declaration Form** (to be completed by the employer)

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**The following two items are only for nominee candidates and employers who are represented by an Authorized Representative (immigration lawyer or consultant).** The BC PNP requires permission from the nominee candidate and employer to disclose information to the representative about the application.

**Please note:** You are not required to have an Authorized Representative in order to submit an application to the BC PNP or to Citizenship and Immigration Canada.

#### **Consent from the Nominee Candidate (Employee)**

This form authorizes the BC PNP to disclose information concerning the BC PNP application to an authorized representative. Nominee candidates can use the standardized form: *Letter of Consent for Release of Information to an Authorized Representative: Employee.*

#### **Consent from the Employer**

This form authorizes the BC PNP to disclose information concerning the BC PNP application to an authorized representative. Employers can use the standardized form: *Letter of Consent for Release of Information to an Authorized Representative: Employer.*

#### **2) EMPLOYMENT INFORMATION**

##### **Canadian Immigration Permits or Records – Submit Photocopies Only**

Nominee candidates must submit a copy of a valid work permit. Also include copies of permits or records for any spouse or dependent children living in Canada.

## **British Columbia Provincial Nominee Program (PNP)**

### **Employment Confirmation**

The employer is required to provide either, a copy of the Labour Market Opinion that authorized the original hiring of the applicant under the federal Temporary Foreign Worker Program, OR an official record of the applicant's remuneration showing 9 months of continuous full-time employment prior to the date of this application.

*Check one box only*

Labour Market Opinion          Remuneration records

### **Recommendation Letter from the Employer**

Ensure this letter specifically states that the employer recommends the candidate for nomination under the BC PNP, and outlines why the candidate is suitable for the position and how she/he is likely to contribute to the company.

### **Resume**

Include a copy of the nominee candidate's resume showing employment experience and education with applicable dates and locations (city/country).

### **Education and Training Certificates**

Include photocopies of any education, trade or course certificates that are relevant to the position.

### **Job Offer**

Provide a copy of the accepted job offer. The offer must state the job title and duties, rate of pay, benefits, and the employee's standard hours of work, and must confirm that the position is permanent, full-time. The offer must also contain the provisions detailed in the Requirements for Entry Level and Semi-Skilled Workers under Offer of Employment on the BC PNP website.

The job offer must also include on the same page the signatures of the authorized signing officer and the signature of the employee accepting the offer.

### **Detailed Job Description**

This should describe the specific duties and responsibilities of the position, and the requirements for the job (applicable education, certification, work experience, and English language proficiency).

### **Company Information**

Include the following:

- A brief profile of the employer's company including a summary of business activities
- A copy of the certificate of incorporation
- A copy of a valid BC business license

## **3) CITIZENSHIP AND IMMIGRATION CANADA (CIC) FORMS**

- The principal nominee applicant must submit all of the federal forms listed below.
- If applicable, separate copies of the following forms must be submitted for the nominee applicant's spouse/partner and each dependent 18 or older, regardless of whether they will be accompanying the applicant: Application for Permanent Residence (IMM0008); Background/Declaration (Schedule 1); Additional Family Information (IMM5406)
- Submit only *photocopies* of these forms to the BC PNP. Photos and police certificates are NOT required
- Do NOT submit any of the federal forms to CIC until you receive the written Confirmation of Acceptance of your nomination. The BC PNP will provide nominees with instructions on submitting federal forms to CIC.
- Do NOT submit federal application fees to the BC PNP

Applicant

Spouse/Partner and/or  
Dependent Child 18+

**IMM0008:** Application for Permanent Residence

**Schedule 1:** Background/Declaration

**IMM5406:** Additional Family Information

**Schedule 4:** Economic Classes – Provincial Nominee