Application Guide for Nominees: International Students with a Job Offer

Ontario Immigrant Nominee Program

Disponible en français

Effective: July 24, 2015
The information in this guide provides details on the Ontario Immigrant Nominee Program. The Government of Ontario reserves the right to change any aspect of the Ontario Immigrant Nominee Program, including any time limits, nomination categories, eligibility criteria, distribution of nominations by category and supporting documentation requirements, at any time and without notice.

For the most recent updates to the program, please check the Ontario Immigrant Nominee Program website at http://www.ontarioimmigration.ca/en/pnp/index.htm.

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INTRODUCTION: NOMINEES

The Ontario Immigrant Nominee Program (OINP) offers international students with a job offer the opportunity to permanently live and work in Ontario.

Prospective nominees (the applicant) can only apply if they have received an approved permanent full-time job offer from an Ontario employer, or from a business making an approved and endorsed investment in Ontario.

**IMPORTANT: BEFORE APPLYING AS A NOMINEE**

In order to apply as a nominee, the applicant must have a job offer that has been approved by OINP. To do this:

**Ontario employers** must first submit a Pre-Screen Application to have the position they wish to fill approved by OINP. For information on the Pre-Screen application process for Ontario employers, visit the Employer section of the OINP website.

**Companies making an investment in Ontario under the Investment Component of OINP** must first have their investment approved and endorsed by an Ontario ministry. They can then submit a Pre-Screen Application. For more information, visit the Investor section of the OINP website.

The application fee for international students with a job offer is **$1500**.

This fee can be paid by either the applicant or the employer, but must be included in the nominee application package.

OINP no longer accepts incomplete nominee applications, and will return them to applicants. In cases where OINP returns incomplete applications to applicants, OINP will also return the enclosed application fees.

Applicants submitting applications in person must note that reception staff are not authorized to provide application advice or review the completeness of applications.
1. ELIGIBILITY

To be eligible to apply, an International Student must have a job offer that meets the following criteria:

- be an approved permanent, full-time job offer in a high-skilled occupation (NOC 0, A or B), and

- meets the entry-level wage levels in Ontario for that occupation.

The International Student must also:

- have graduated from or have met the requirements of a full-time degree or diploma program at an eligible publicly-funded Canadian college or university that is at least two (2) years in length or a one year post-graduate certificate program, which requires a previous degree in order to qualify,

- have completed at least half of their studies in Canada, and

- apply within two years from the date on which they graduated.

OINP will not accept applications from International Students in their final semester of studies. Applicants must have met all the degree requirements at the time of application.

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1 The job offer must be for a position approved by OINP through the Employer Pre-Screen Application.
2 For information the National Occupation Classification, and for information on how to find the NOC Code for the position to be filled, see the Appendix on Page 21 of this Application Guide.
3 Information about wage levels in different occupations can be found on the Government of Canada Job Bank (http://jobbank.gc.ca) and selecting Explore Careers: Wages. Job Bank identifies “entry-level wage” as “low wage”.
4 Visit the OINP website for a list of eligible publicly-funded Canadian colleges and universities.
IMPORTANT: DEFINITION OF “FULL-TIME”

A full-time position is considered to be a position that consists of **1,560 hours** of paid employment in a 12 month period.

The following are not considered permanent, full-time employees even if they work 1,560 hours in a 12-month period:

- Seasonal or part-time Employees regardless of their working hours,
- Subcontractors, independent contractors, business owners or agency workers,
- Employees who do not work on the company’s premises, such as employees who work from home, or employees who work in a “virtual” location, and serve the employer by telecommuting.

Refugee claimants with an application to remain in Canada that is pending are not eligible to apply for OINP. A refugee claimant whose claim has been rejected, abandoned or withdrawn must exit Canada prior to applying for OINP. Refugee claimants may only apply to OINP once they have left Canada. For more information related to refugee claimants, visit the Citizenship and Immigration Canada (CIC) website: [http://www.cic.gc.ca/English/refugees/index.asp](http://www.cic.gc.ca/English/refugees/index.asp).

2. PREPARING THE APPLICATION

Applicants can begin their nominee application once they have received the following documents from their prospective employer:

- a copy of the **Employer Pre-Screen Approval letter**,  
- original **job offer letter** signed by the employer which includes the prospective occupation title, duties and responsibilities, wage to be paid and that the offer being made is for a permanent, full-time position,  
- original **Pre-Screen Position form** signed by the employer and the applicant, and  
- original **Joint Verification Form** signed by the employer and the applicant (See Section 3.3 for information on completing this form).
Nominee applications must be received within 60 days of the date the **Pre-Screen Position form** is issued to the employer. This date is found on the form itself. If the nominee application is not received in connection with the position within 60 days, the approved position is no longer eligible and the employer will be required to reapply should they wish to secure another approved position. If the deadline to submit the application falls on a weekend or a statutory holiday, the deadline to submit the application will be extended to the next working day.

**2.1 OBTAINING THE FORMS**

The Nominee Application Form is available for free download on the OINP website. The form has two parts which are downloaded separately:

- **Nominee Application Form with a Job Offer** (required)
- **Authorizing or Cancelling a Representative Form** (optional)

Detailed instructions for completing the Nominee Application can be found in **Section 3.1: Completing the Nominee Application Form.**

**2.2 AUTHORIZING A REPRESENTATIVE**

Applicants are not obliged to hire a representative.

However, if the applicant receives help from an individual in applying for OINP and the applicant wishes to authorize this individual to act on their behalf with OINP, the applicant must submit the **Authorizing or Cancelling a Representative Form** with their application.

An applicant may only have one representative at a time, and this representative may only be appointed through the Authorizing or Cancelling an Employer Representative Form. If a new representative is appointed, the previous representative will no longer be authorized to conduct business on behalf of the applicant, or receive information about the application.

Paid **Authorized Representatives** are defined by the Immigration and Refugee Protection Act of Canada (IRPA). Paid Authorized Representatives are:

- immigration consultants who are members in good standing of the Immigration Consultants of Canada Regulatory Council (ICCRC),
• lawyers who are members in good standing of a Canadian provincial or territorial law society, along with students-at-law under their supervision, and

• Notaries who are members in good standing of the Chambre des notaires du Quebec.

If an applicant authorizes a paid representative who does not qualify as a paid Authorized Representative, the applicant will be contacted by OINP and advised that the individual must be removed or replaced as the representative. If the applicant designates a new authorized representative, any communications will be forwarded to the new representative. Otherwise, processing of the applicant’s file will continue without representation.

See Section 3.2 for more information on completing the Authorizing or Cancelling a Representative Form.

2.3 SUPPORTING DOCUMENTS

The Nominee Application form must be accompanied by a number of supporting documents which help establish that the applicant meets OINP eligibility criteria. Applicants can use this checklist to ensure that they have included all of the supporting documents within their application package.

**IMPORTANT: DOCUMENT TRANSLATION**

If a supporting document is not in English or French, the applicant must provide a copy of the document and a complete, certified translation of the document.

If the applicant is applying from within Ontario, the translations must be completed by a certified translator accredited by the Association of Translators and Interpreters of Ontario (ATIO). For more information on certified translators in Ontario, visit http://www.atio.on.ca/

If the applicant is applying from outside Ontario, the translation can be completed by any translator. However, the translation must be notarized. OINP reserves the right to require applicants to submit translations completed by a certified translator accredited by ATIO if the notarized translation is deemed insufficient by officers assessing the application.

Applications with translations that are not complete, certified or notarized are considered incomplete and will not be processed.

Translations that are completed by the applicant, the applicant’s representative, or other individuals with personal ties to the applicant are not acceptable in any case even if these individuals are certified translators.
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| Job offer that is for an approved permanent, full-time position in a highly skilled occupation (NOC 0, A or B) that meets the entry-level wage levels. | Each of the following documents must be included:  
Copy of the **Employer Pre-Screen Approval letter**  
- indicates that the employer has been approved for the position being offered, as well as the date of approval and the expiry of the approval.  
Original **job offer letter** signed by the employer which meets the following requirements:  
- Printed on company letterhead and identify company address, telephone/fax numbers, email, and website addresses;  
- Identify the responsible Officer/Supervisor and include his/her signature;  
- Stamped with the company’s corporate seal (if applicable); AND  
- includes:  
  - Occupation title  
  - Wage for full-time, permanent position being offered  
  - Duties and responsibilities  
  - Number of hours per week and a number of weeks of work per year  
  - Number of days/weeks of vacation  
  - Workplace location  
  - Employment start date, and  
  - an indication that the offer being made is for a permanent, full-time position |  
Original **Pre-Screen Position Form**
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<td>• identifies the position that the employer was approved to fill; this form will include the Pre-Screen file number, position title, NOC Code, date of employer Pre-Screen approval, expiry date of position approval. This form must be signed by the employer signing officer and the applicant.</td>
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<td>Original <strong>Joint Verification Form</strong>&lt;br&gt;• identifies the company name, name of authorized signing officer, title of the position, the name of the employee (prospective nominee), rate of pay per hour or week, number of hours worked per week, the number of weeks per year. This form must be signed by the employer signing officer and the applicant.</td>
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<td>Applicant must be <strong>residing abroad</strong> or be <strong>residing in Canada temporarily</strong> on a valid work permit, study permit or with a visitor record.</td>
<td>Copy of <strong>applicant’s entire passport</strong>&lt;br&gt;• must include clear copies of each page including all blank pages, Temporary Resident Visas, entry stamps, and/or any other immigration stamps. You must also include copies of Work Permits, Study Permits, and/or any other Canadian immigration documents.</td>
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<td>• the passport must have been valid for at least two years prior to submission of the nominee application. If the passport has not been valid for at least two years (i.e. the previous passport expired less than two years before the submission of the nominee application), then copies of all of the pages of the previous passport must also be included.</td>
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Applicant must be residing abroad or be residing in Canada temporarily on a valid work permit, study permit or with a visitor record.

Copy of applicant’s entire passport

- must include clear copies of each page including all blank pages, Temporary Resident Visas, entry stamps, and/or any other immigration stamps. You must also include copies of Work Permits, Study Permits, and/or any other Canadian immigration documents.

- the passport must have been valid for at least two years prior to submission of the nominee application. If the passport has not been valid for at least two years (i.e. the previous passport expired less than two years before the submission of the nominee application), then copies of all of the pages of the previous passport must also be included.
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| - the passport must be valid for at least two more years. If the applicant is unable to renew the passport prior to applying to the program, they must apply with the current passport with an explanation of why the passport could not be renewed at the time of the application. | Copy of **current** study permit, temporary resident visa, visitor record and/or any other Canadian immigration document or entry stamp from principal applicant.  
  - include copies of previous Canadian immigration documents (if applicable). |       |
| Have completed at least half of their studies in Canada and graduated from an eligible publicly-funded Canadian college or university.\(^5\) | **If the degree has been granted:**  
  **Certified true copies** of degree(s) and/or diploma(s) earned from the Canadian institution(s).  
  **Official transcripts** submitted by the applicant as part of a complete application package must be in the original sealed envelope from the academic institution in Canada that has granted the degree. OINP  
  If the degree has **not yet been granted:**  
  **Official letter** (on institution letterhead) from the academic institution in Ontario which will be granting the degree confirming:  
  - that degree requirements have been successfully completed by the applicant,  
  - that there are no outstanding fees to be paid by the applicant, and  
  - the scheduled date on which the applicant’s degree will be granted. |       |

\(^5\) Visit the OINP website for a list of eligible publicly-funded Ontario colleges and universities.
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<td><strong>Official transcripts</strong> submitted by the applicant as part of a complete application package must be in the original sealed envelope from the academic institution in Canada that has granted the degree.</td>
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<td><strong>Other Information Required</strong></td>
<td>Copy of <strong>applicant’s current résumé</strong></td>
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<td>Copy of <strong>proof of certification and/or license</strong> if applicant intends to work in an occupation that requires licensing in Ontario.</td>
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<td>Copy of <strong>applicant’s birth certificate</strong>.</td>
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<td>• or an acceptable national document if an original Birth Certificate is not available (i.e. letter from appropriate government authority indicating why birth certificate is not available).</td>
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<td>Copy of <strong>each dependent’s passport page</strong> showing his/her photo and personal information.</td>
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<td><strong>Two original photos of</strong> the applicant:</td>
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<td>• Dimensions: final frame size of the photo must be at least 35mm by 45mm (1 3/8” x 1 3/4”), showing full front view of the head, with the face in the middle of the photograph and including the top of the shoulders.</td>
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<td>• Head, from chin to crown, must be between 31mm and 36mm (1 1/4” or 1 7/16”).</td>
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<td>• The background of the photo must be white.</td>
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<td>• The applicant’s name and date of birth</td>
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must be written on the back of each photo.
- The photos must be placed in a small envelope and attached to the first page of the application to enclose with the applicant’s application package submission.
- Note: Photos that are unclear or of low-quality will not be accepted.

**Letters of employment** (optional).
- If provided, the letter must meet the following requirements:
  - Printed on company letterhead and identify company address, telephone/fax numbers, email, and website addresses;
  - Identify the responsible Officer/Supervisor and include his/her signature;
  - Stamped with the company’s corporate seal (if applicable); AND
  - Specify:
    o employment period;
    o positions held, duties and responsibilities during the employment period for each position, and the time spent in each position (if applicable);
    o total annual salary plus benefits;
    o Number of hours worked per week; and
    o Any extended periods of leave (i.e., more than one month).

Additional supporting documents may include (optional):
- Copy of employment contracts; and
- Copy of pay stubs.

If the applicant is currently working in Canada:
- Copy of employment contracts;
- Copies of all work permits issued by
### CRITERIA

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<td>CIC and all immigration records authorizing employment for the period of work stated in the application;</td>
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<tr>
<td>• Employer reference letters for all periods of work stated in the application;</td>
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<tr>
<td>• Copies of Canada Revenue Agency T4 <em>Statement of Remuneration Paid</em> and <em>Notice of Assessment</em> (NOA) statements (if applicable) for the periods of work experience stated in the application; <strong>AND</strong></td>
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<td>• Pay statements and any relevant documentation that can support the applicant’s work experience.</td>
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Any unauthorized periods of work in Canada cannot be considered.

Applicants must **only send copies** of supporting documents **unless otherwise stated**. **Do not submit originals of civil documents** (i.e. birth certificate or passport), as the application will not be returned. Applicants are strongly encouraged to create a copy of their complete application package prior to submission.

Officers assessing the application may request other documents not listed above if they deem that these documents are necessary to assess the application. Failure to provide the requested documents in the timelines requested by officers will result in the refusal of the application.

### IMPORTANT: PRIVACY AND CONFIDENTIALITY

Although the applicant may consider some information in the application form or the supporting documents submitted to OINP to be proprietary or confidential, any such material may be disclosed to a third party, in accordance with the applicant’s consent, and where required by law or if required of a court or tribunal.
3. COMPLETING THE APPLICATION

3.1: Completing the Nominee with a Job Offer Form

Please print clearly. All fields in the form must be completed. If questions are not applicable, mark the space with “N/A,” with the exception of date and number fields, which must be left blank. The application will not be processed if it is illegible or incomplete.

The Nominee with a Job Offer application form is locked and data cannot be entered onto the form until the applicant enters a valid Pre-Screen file number. This number can be found on the Pre-screen Position Form provide by the prospective employer after their Pre-Screen Employer Application has been approved.

**IMPORTANT: PRE-SCREEN FILE NUMBER**

Individuals without a valid pre-screen file number are not eligible to use this form. Nominee applications with a job offer forms from individuals without pre-approved positions with an Ontario employer or an endorsed investor will be returned. No record will be kept of the submission.

**Individuals found using this form fraudulently may be disqualified from future participation in any immigration program with the Government of Ontario.**

Sections with an asterisks (*) in the application form are mandatory.

**Part A: Pre-Screen Approval Information**

Provide the following:

- Pre-Screen file number
- Pre-Screen date of issue (Year/Month/Date format)
- Name of company
- Applying as: International Student OR Foreign Worker
  - This application guide applies only to International Students with a Job Offer. Applicants should review the Application Guide: Foreign Workers if they are a foreign worker.)
Part B: Personal Information

Provide the following for the applicant:

- Last name (family name), first name (given name) and middle name
- Date of Birth
- Place of Birth (City or Town)
- Country of Birth
- Gender
- Citizenship
- Country of Residence
- Marital Status

- If the applicant is currently in Canada, provide the following information:
  - Status (Temporary Foreign Worker, Student, Visitor or Other[1])
  - The Unique Client Identifier number (UCI) issued by CIC is also known as a client ID number. It has four numbers, a hyphen, and four more numbers (Example: 0000-0000).
  - Expiration date of Current Citizenship and Immigration Document.

- If the applicant, their spouse or common law partner, or their dependent children have applied for permanent residency:
  - CIC File Number
  - Visa Post the application where the application was submitted
  - Date of the application submission

- If the applicant, their spouse or common law partner, or their dependent children have applied for Nomination in another province or territory:
  - Explanation (i.e. which province/territory, status of application)

- Passport Number

[1] Please provide information on “other” status, i.e. “Working with a valid work permit”.
- Name as it appears on passport
- Address of applicant
- Telephone Number (Home, Cell & Work)
- Email Address
- Mailing Address
- Preferred Official Language of Correspondence
- Visits to Canada in the last ten years
  - Reason for visit
  - Province visited
  - Length of stay
  - Year of visit
- Native Language
- Other Languages spoken fluently
- Intention to Reside in Ontario

Part C: Assistance with Application

The applicant must indicate whether they received help preparing their OINP Nominee with a Job Offer application package (other than assistance provided by OINP directly) and if they have paid this individual for the assistance provided.6

If the applicant wishes to authorize this individual to communicate on their behalf regarding the application, the applicant must complete the Authorizing or Cancelling a Representative Form. For information on completing this form see Section 3.2: Authorizing or Cancelling a Representative Form.

Part D: Learning About Ontario Immigrant Nominee Program

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6 See Section 2.2: Authorizing a Representative for information on paid authorized representatives.
OINP is interested in how the applicant or their company learned about the program. This information will be used solely for evaluation purposes. The applicant should check only one box.

**Part E: Occupation and Education**

Provide the following information for the applicant:

- **Current Occupation**
  - enter “Student” if only studying in Canada (currently).

- **Current Employer**
  - enter “N/A” if only currently studying in Canada (currently).

- **Intended Occupation in Ontario**

- **Total Years of Experience in intended Ontario Occupation**

- **Four Digit National Occupation Classification (NOC) Code**

- **NOC Skill Level**

- **Personal and Work History**
  - Dates of Employment
  - Name of Employer, School or Facility
  - City/Country
  - Occupation

- **Education Level**
  - Dates of Education
  - Name of School/Organization
  - City/Country
  - Field of Study

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7 For information the National Occupation Classification, and for information on how to find the NOC Code for the position to be filled, see the Appendix on Page 22 of this Application Guide.

8 Attach supporting certificate, degrees and diplomas as required in Section **2.3: Supporting Documents**.

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Part F: For International Students Only

Provide the following information:

- current or previous school of enrolment in Canada (name of institution).
- years of post-secondary study in Canada.
- Program or Field of Study
- Education History (including dates attended, name of school/organization).\(^9\) Start with the most recent information.

Applicants must also indicate if they have ever received a grant, bursary or scholarship that requires them to return to their home country after the completion of their studies.

Part G: Family Information

Provide the following information for each member of the applicant’s immediate family. Please do not include family members who are Canadian Citizens or Permanent Residents of Canada, or who are not eligible dependents under Citizenship and Immigration Canada’s definition of dependents (i.e. parents, siblings and other family members).

- Last name (family name), first name (given name), middle name
- Date of Birth
- Gender
- Citizenship
- Country of Residence
- Relationship to Applicant
- Current Occupation
  - Mark “N/A” if family member is a dependent child aged 16 and under.
- Native Language

\(^9\) Attach supporting certificate, degrees, diplomas and letters of reference as required in Section 2.3: Supporting Documents.
• Other Languages
• Total Number of Years of Formal Education
• Education Level

Use a separate sheet if necessary.

**Part H: Fees**

The application fee for international students with a job offer is **$1500**.

The application fee is per application. The fee must be submitted with the application package, or the application will not be processed. All fees must be made **payable** to the **Ontario Minister of Finance**. Payments must be made in Canadian dollars only. No other currency will be accepted.

Check the appropriate boxes to indicate the **method of payment** and the **amount enclosed**.

Acceptable Methods of Payment:

• Money Order
• Cashier/Certified Cheque
• Postal Money Order
• Bank Draft

Please note that OINP will **not** accept:

• Cash
• Personal cheques
• Credit card payments
• Any amount of funds other than $1,500.

**IMPORTANT: NON-REFUNDABLE APPLICATION FEES**

Fees are **non-refundable**. The province of Ontario charges fees to partially recover the cost of administering OINP. Since the application fee helps pay for the cost of processing applications, it will not be refunded even if the application is not successful, if the applicant withdraws the application at any stage of the process, or if the province cancels or withdraws the nomination.
**Part I: Application Checklist**

Check the appropriate boxes to indicate that all of the required supporting documents have been included in application package.

**Part J: Applicant’s Statements and Authorization**

Applicants should carefully read and understand the authorizations and certifications set out in this application. Any applicant that does not agree with any of these, or is not prepared to abide by them, should not submit an application. If any amendments are made to the authorizations and certifications in the form, the application will be treated as an incomplete application and will be returned to the applicant.

**Part K: Accompanying Spouse or Common-Law Partner’s and Accompanying Dependents’ (aged 16 and over) Statement and Authorizations.**

Applicant’s accompanying spouse or common-law partner, and accompanying dependents (aged 16 years and over) must read and understand the Statements and Authorizations and enter their full name(s) and sign and date the appropriate section.

**Appendix A: Contact Authorization (for International Students only)**

Applicants must complete this section to give the Ontario Ministry of Citizenship, Immigration and International Trade the authority to contact the Canadian academic institution where they studied to collect additional information as required.

### 3.2 COMPLETING THE AUTHORIZING OR CANCELLING A REPRESENTATIVE FORM

Review Section 2.2 for information on Authorizing Representatives.

Applicant must check the appropriate box to indicate whether they are appointing a representative or cancelling an appointment of a representative.

Applicants **appointing** a representative must complete Sections B, C and E.

Applicants **cancelling** a representative must complete Sections B, D and E.
**Part A: Company Signing Information**

This section applies only to employers. Please write “N/A” on each field.

**Part B: Prospective Nominee Information**

Provide the following information for the applicant:

- Last name (family name), first name (given name), middle name(s)
- Date of Birth

**Part C: Appointment of a Representative**

Applicant must read and ensure that they understand the authorization statements at the beginning of Part C.

Applicant must provide the following information about the representative to be appointed:

- Last name (family name), first name (given name) and middle name(s)
- Whether the representative is paid or unpaid
- The name of the firm or organization
- Full mailing address
- Telephone Number, including country code and area code
- Email address

Representative must read, understand, and sign and date the declarations presented at the bottom of Section C.

**Part D: Cancel the Appointment of a Representative**

Applicant must provide the following information about the representative whose appointment is to be cancelled:

- Last name (family name), first name (given name) and middle name(s)
- The name of the firm or organization

**Part E: Declaration**

Applicant must:

- Read and ensure the statements at the beginning of the section
• Print Last name (family name), first name (given name) and middle name(s)
• Sign and date the form.

3.3 COMPLETING THE JOINT VERIFICATION FORM

The Joint Verification Form can be found on the OINP website. This form must be signed by the employer and the applicant and must accompany the nominee application package (otherwise, the nominee application will not be processed).

Applicant must provide the:
• Pre-Screen File Number
• Pre-Screen Date of Issue

The applicant must complete the Prospective Nominee section by providing:
• Last name (family name), first name (given name) and middle name
• Date of Birth
• Signature and date of signature to ensure that the applicant has read and understood the form.

The applicant’s prospective employer should complete the Employer section. Information on how employers can complete this section is included in the OINP Application Guide: Employers document.

3.4 SUBMITTING THE COMPLETE NOMINEE APPLICATION PACKAGE

Completed nominee application forms must be submitted within 60 days of the date that the Employer Pre-Screen Application is approved (as indicated in the Pre-Screen Approval letter that the employer will receive). If the deadline to submit the application falls on a weekend or a statutory holiday, the deadline to submit the application will be extended to the next working day. Submit the completed nominee application package by mail, courier or personal delivery to:

Ontario Immigrant Nominee Program
Ministry of Citizenship, Immigration and International Trade
400 University Avenue, Ground Floor
Toronto, Ontario
M7A 2R9
Incomplete nominee applications will not be accepted by OINP and will be returned to the applicant.

The application may be deemed incomplete if:

- the Nominee Application Form is illegible or incomplete (all fields must be completed and questions that are not applicable should be marked “N/A”),
- the required supporting documents are not provided,
- documents requiring translation are not certified or notarized, or
- The application fee is not included in the application package or is submitted in an incorrect amount.

Application fees included in the application package will also be returned to the applicant if the application is deemed incomplete.

Applicants submitting applications in person must note that reception staff are not authorized to provide application advice or review applications for completeness. When submitting the application in person, applicants must place the complete application package in a drop box in the reception area. Applicants will receive correspondence from OINP by mail.

4. AFTER SUBMISSION

OINP aims to complete assessment of nominee applications within 90 calendar days of receipt of a complete application if the application is complete.

Applicants will receive an acknowledgement letter to indicate that their application has been received.

Case-specific status inquiries must be made in writing and addressed to OINP at ontari nomine@ontario.ca or sent by mail to the address above.

Enquiries made within 90 calendar days of the date the application was received by OINP will not be answered as this period is the usual processing period for applications and Program resources will be concentrated on completing application evaluations.
4.1 CHANGES IN PERSONAL INFORMATION

OINP must be notified if there are any changes to the information provided on the nominee application form, including (but not limited to):

- change in immigration status (expiration or change in work/study permit)
- change in employment status (loss of employment or new employer)
- change in contact information
- change in family composition due to:
  - marriage or common/law relationship
  - birth of a child
  - change of custody of a child
  - divorce/separation
  - death.

The applicant must complete the Change of Personal Information form if there are any changes to their personal information. This form can be downloaded from the OINP website. Completed forms should be submitted to OINP by mail, fax or email attachment.

Failure to notify OINP of any changes to personal information will impact the outcome of OINP and CIC applications.

Additional supporting documents may be submitted by mail, fax or email if they are related to changes in the applicant’s mailing address, contact address, accompanying dependents, designated representatives, and education, or if the additional information is specifically requested by OINP.

However, sending sensitive personal information through unsecured email channels is risky, and is strongly discouraged by OINP. Users assume the risk associated with any electronic transfer of information to OINP. OINP is not liable for any damages that may arise from interception, loss, theft or other action regarding the applicant’s personal information while in transit.

5. AFTER NOMINATION
If the application is successful, the applicant will receive a **Letter of Nomination** along with the applicant’s (now nominee) **Ontario Immigrant Nominee Program Confirmation of Nomination document**.

Successful nominees must apply to CIC for Permanent Resident status **within six (6) months** of being nominated by OINP. CIC processes and approves work permits and applications for permanent residence in Canada. Extensions to Confirmation of Nomination documents will **only** be granted in cases where applicants can demonstrate that the deadline for applying to CIC cannot be or was not met because of mitigating circumstances.

The nominee must include a **copy** of the **Letter of Nomination** and a **copy** of the **Ontario Immigrant Nominee Program Confirmation of Nomination document** on top of the Permanent Residency Application submitted to CIC.

**IMPORTANT: FEEDBACK FOR THE PURPOSES OF PROGRAM EVALUATION**

OINP may seek feedback from the nominee and the employer up to 5 years after the nomination for permanent residency.
APPENDIX: FINDING THE POSITION NOC CODE

To find the NOC code of a position offered to you, visit the website of the National Occupational Classification (NOC) 2011, the authoritative resource on occupational information in Canada.

For example, if you are offered a position of Corporate Sales Manager in the Toronto Region, for example, follow the steps below to find the NOC code:

**Step 1:** Visit the following NOC website and enter the title of your position in the quick search field: http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/Welcome.aspx.

**Step 2:** Select the most relevant result.
**Step 3:** Review the lead statements, main duties, and employment requirements of the position to ensure that they match the duties and qualifications for the position offered to you, not just the title of the position. Choose the NOC code that most accurately reflects your position.

Example: Selected: Corporate Sales Manager – NOC Code 0601