Application Guide for Nominees: International Students – Masters Graduates

Ontario Immigrant Nominee Program

Disponible en français

Effective: July 24, 2015
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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 an opportunity for International Students – Masters Graduates to live and work permanently in Ontario.

Prospective nominees applying under the Masters Graduate stream can apply without a job offer. Applicants can send nominee applications directly to OINP.

The application fee for Masters Graduates is $1500. This fee 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 as a Masters Graduate, the applicant must meet the following criteria:

- have graduated or have met degree requirements from a Masters Degree program that is at least one academic year, completed full-time at an eligible publicly-funded university in Ontario,¹
- applying within two years of the date on which their Masters Degree was granted,
- have legal status in Canada (i.e. study permit, work permit, visitor record),
- currently reside in Ontario,
- intends to live and work in Ontario,
- demonstrate high official language proficiency equivalent to Canadian Language Benchmark 7

¹ Visit the OINP website for a list of eligible publicly-funded Ontario colleges and universities.
Demonstrated through the following International English Language Testing (IELTS) General Test scores and Test d’Evaluation de Français (TEF) scores in each language competency:

- Listening: IELTS 6 or TEF 249-279
- Reading: IELTS 6 or TEF 207-232
- Writing: IELTS 6 or TEF 310-348
- Speaking: IELTS 6 or TEF 310-348,

- demonstrate a minimum level of savings/income to support themselves and their dependents,
- demonstrate at least 12 cumulative months of residence in Ontario in the 24 months prior to the submission of the application, and
- must not be intending to pursue further academic studies in Ontario.

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.

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.
2. PREPARING THE APPLICATION

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 for International Students – PhD and Masters Graduates** (required)
- **Authorizing or Cancelling a Representative Form** (optional)

Detailed instructions for completing the Nominee Application Form 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 a 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 (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.

OINP 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.
<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>SUPPORTING DOCUMENTS</th>
<th>CHECK</th>
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</thead>
</table>
| Have graduated or have met the degree requirements of a Masters Degree program that is at least one academic year, completed full-time, at an eligible, publicly-funded university in Ontario | If the degree **has been granted:**  
A **certified true copy** of applicant’s Masters Degree granted from an academic institution in Ontario.  
**Official transcripts** OINP 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. |       |
| AND                                                                     | 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.  
**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. |       |
| Applying within two years of the date on which their Masters Degree was granted | Currently reside in Ontario, and have resided in Ontario for at least 12 cumulative months prior to the submission of the application.  
- monthly credit card statements demonstrating routine expenditures,  
  - Ensure credit card number is removed/redacted or blacked out in credit statements prior to submission.  
- phone, car insurance, house/apartment insurance, hydro or energy bills,  
- leasing document demonstrating | |
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<tr>
<th>CRITERIA</th>
<th>SUPPORTING DOCUMENTS</th>
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<tr>
<td>Have legal status in Canada (i.e. study permit, work permit, visitor record)</td>
<td>Copy of applicant’s entire passport  &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.  &lt;br&gt;• 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. 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.  &lt;br&gt;• 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.  &lt;br&gt;Copy of current study permit, work permit, temporary resident visa, visitor record and/or any other Canadian immigration document or</td>
<td>-------</td>
</tr>
</tbody>
</table>

All documents must show the applicant’s full name and Ontario address.

Note: Applicants will also be asked to list all travels to Ontario and outside of Ontario (including international travels) within the two years prior to the application. See Section 3, Part E of this application guide.
<table>
<thead>
<tr>
<th><strong>CRITERIA</strong></th>
<th><strong>SUPPORTING DOCUMENTS</strong></th>
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<tbody>
<tr>
<td>entry stamp from principal applicant.</td>
<td>• include copies of previous Canadian immigration documents (if applicable).</td>
<td></td>
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<tr>
<td>Intent to live and work in Ontario</td>
<td>A <strong>statement of intent</strong> from the applicant which states their reasons to settle in Ontario and their ties to Ontario. This can include (but is not limited to):</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Employment in Ontario;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Job offers or jobs applied/interviewed for in Ontario;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Volunteer work in Ontario;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Lease agreements for a residence in Ontario or property ownership;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Professional networks and affiliations;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Family ties;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Social connections or personal relationships; and/or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Previous visits to Ontario.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Please provide documentation to support the statement where possible (i.e. copy of job offer, completed volunteer application forms, lease agreements, etc.).</td>
<td></td>
</tr>
<tr>
<td>Demonstrate high official language proficiency equivalent to CLB 7</td>
<td>English language proficiency: original test results of <strong>IELTS General Test</strong> with minimum score in each of the following language competencies:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Listening: 6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Reading: 6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Writing: 6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Speaking: 6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>French language proficiency: original test results of <strong>TEF General Test</strong> with minimum score in each of the following language competencies:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Listening: 249-279</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Reading: 207-232</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Writing: 310-348</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Speaking: 310-348</td>
<td></td>
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</tbody>
</table>
CRITERIA
Demonstrate a minimum level of savings/income to support themselves and their dependents.

SUPPORTING DOCUMENTS

Proof of Savings/Revenues:
Accumulated funds and expected revenues for 12 months following nomination and from the time of application submission to nomination.

The minimum amount of funds is based on family size in accordance with the Low Income Cut-Offs (LICO).¹

<table>
<thead>
<tr>
<th># of Family Members*</th>
<th>Funds Required (minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$11,931</td>
</tr>
<tr>
<td>2</td>
<td>$14,853</td>
</tr>
<tr>
<td>3</td>
<td>$18,260</td>
</tr>
<tr>
<td>4</td>
<td>$22,170</td>
</tr>
<tr>
<td>5</td>
<td>$25,145</td>
</tr>
<tr>
<td>6</td>
<td>$28,359</td>
</tr>
<tr>
<td>7 or more</td>
<td>$31,574</td>
</tr>
</tbody>
</table>

Note that the number of family members includes both accompanying and non-accompanying dependents.

If the applicant has sufficient money in their bank account(s):

Copy of bank statements for the six months prior to the submission of the application to OINP from the applicant's personal bank account in Canada. The bank statements must:

- Demonstrate a personal account standing/final balance that meets or exceeds the LICO; AND
- Include the applicant’s name.

Applicants can submit overseas bank accounts but must provide six months of original up-to-

<table>
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<th>CRITERIA</th>
<th>SUPPORTING DOCUMENTS</th>
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<tr>
<td>date bank statements from a recognized financial institution. The bank statements must:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Demonstrate a personal account standing/final balance that meets or exceeds the LICO; AND</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Include the following details:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>o The applicant’s name;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Account number;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Transit and institution number;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Account balance; and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Currency.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If the applicant **does not have sufficient money in their bank account(s):**

**Personal Funds Explanatory Letter**
addressed to OINP, signed and dated by the applicant, which explains the level of savings and revenue sources that the applicant has, and shows how they meet the minimum level of savings/revenues required for their family size. Examples could include:

• current or prospective job in Ontario

• gifts from family members.

Each revenue source and balance statement specified in the Personal Funds Explanatory Letter needs to be demonstrated through supporting documents:

• signed contract from an Ontario employer, including pay stubs, or

• bank statements showing regular deposits into applicant’s account (i.e. from family members); statements must show account number and account holder name
<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>SUPPORTING DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Information Required</td>
<td>Copy of applicant’s current résumé.</td>
</tr>
<tr>
<td></td>
<td>Copy of applicant’s other university degree(s), college diploma(s), transcripts and/or occupational certificates.</td>
</tr>
<tr>
<td></td>
<td>Copy of applicant’s birth certificate.</td>
</tr>
<tr>
<td></td>
<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>
</tr>
<tr>
<td></td>
<td>Copy of each dependent’s passport page showing his/her photo and personal information.</td>
</tr>
<tr>
<td></td>
<td><strong>Two original photos</strong> of the applicant:</td>
</tr>
<tr>
<td></td>
<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>
</tr>
<tr>
<td></td>
<td>• Head, from chin to crown, must be between 31mm and 36mm (1 1/4” or 1 7/16”).</td>
</tr>
<tr>
<td></td>
<td>• The background of the photo must be white.</td>
</tr>
<tr>
<td></td>
<td>• The applicant’s name and date of birth must be written on the back of each photo.</td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td></td>
<td>• Note: Photos that are unclear or of low-quality will not be accepted.</td>
</tr>
</tbody>
</table>
Importantly, 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 by a court or tribunal.

### 3. COMPLETING THE APPLICATION

**3.1: Completing the Nominee: International Student (PhD and Masters Graduates) Form**

The following section is with regards to the Nominee Application Form for International Students – PhD and Masters Graduates. Each section title (i.e. Part A, B, C, etc.) corresponds with the section in the application 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.

To begin the application, select “Masters”.

- This application guide applies only to Masters Graduates. Applicants should review the Application Guide: International Students – PhD Graduates if they are a PhD graduate who completed a PhD program at an eligible publicly-funded university in Ontario.
Part A: 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 where the application was submitted; and,
  - 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
- Name as it appears on passport

[1] Please provide information on “other” status, i.e. “Working with a valid work permit”.

12
• Address of applicant
• Telephone Number (Home, Cell & Work)
• Email Address
• Mailing Address
• Preferred Official Language of Correspondence
• All travels to Ontario and outside of Ontario (including international travels) within two years prior to the application
• Native Language
• Other Languages spoken fluently
• Intention to Reside in Ontario
• Master’s Applicants Only—Amount of funds available and total number of family members.

Part B: Assistance with Application

Applicant must indicate whether they received help preparing their OINP Nominee Application package (other than assistance provided by OINP directly) and if they have paid this individual for the assistance provided.¹

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 C: Learning About Ontario Immigrant Nominee Program

OINP is interested in how the applicant learned about the program. This information will be used solely for Program evaluation purposes. The applicant should check only one box.

Part D: Occupation and Education

Provide the following information for the applicant:

¹ See Section 2.2: Authorizing a Representative for information on paid authorized representatives.
• Highest graduate degree obtained in Ontario
• Degree completed on full-time or part-time basis
• Name of Ontario Institution that granted degree
• Program or Field of Study
• Years of Graduate Studies (in total, within and outside of Ontario)
• Years of Graduate Studies in Ontario (if different from previous question)
• If degree has been granted and date degree was granted (if granted)
• If degree has not been granted, date thesis/major research project was defended
• Education History
  o Dates of study
  o Name of School
  o City/Province/Country
  o Field of Study
  o Degree obtained
• Applicant must indicate if they:
  o received a grant, bursary, or scholarship that requires them to return to their home country after the completion of their studies (If yes, provide explanation), and
  o have other types of obligations in another jurisdiction (Canadian province or country) under a grant, bursary, or scholarship, or
  o completed a graduate program run jointly by another academic institution in Ontario, or another jurisdiction, and if they have any outstanding obligations to academic institutions in the other jurisdiction.

  **Note that international students with return obligations will not be eligible for OINP unless such obligations have been fulfilled.**

• Personal and Work History
  o Dates of Employment
Part E: For Masters Graduates Only

- Provide IELTS or TEF Results (see Section 2.3: Supporting Documents)
  - Four competencies: Speaking, Listening, Reading and Writing
  - Date of most recent language test.

- Indicate whether you have physically resided in Ontario for a cumulative 12 months within the last 24 months (see Section 2.3 Supporting Documents).

- List all the travels to Ontario and outside of Ontario (including international travels) within the last 24 months.

- List all addresses in Ontario within the last 24 months.

- Indicate if intending to pursue further studies.

Part F: 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 CIC’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
• Other Languages
• Total Number of Years of Formal Education
• Education Level

Use a separate sheet if necessary.

**Part G: Fees**

The application fee for Masters Graduates 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

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 was not successful, if the applicant withdraws their application at any stage of the process, or if the province cancels or withdraws the nomination.
Part H: Application Checklist

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

Part I: 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 J: 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 and is not relevant to the International Student – Masters Graduates. 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 understanding and agreement with 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 SUBMITTING THE COMPLETE NOMINEE APPLICATION PACKAGE

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.

Applicants will receive an acknowledgement letter to indicate that their application has been received if the application is complete.

Case-specific status inquiries must be made in writing and addressed to OINP at ontarionominee@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 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.

Note that changes in personal circumstances that result in additional dependents in your household (e.g., marriage, birth of a child, etc.) will require additional
settlement funds, regardless of whether or not the additional dependent(s) is/are accompanying you to Canada. Failure to notify OINP of this change and failure to provide evidence of the required funds will result in the denial of your application.

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. If OINP specifically requests additional credit card statements, applicants may submit these only by fax or in-person at the above address. 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.