



PROVINCIAL NOMINEE PROGRAM (NLPNP)

APPLICATION GUIDE International Graduate Category

This Application Guide outlines the requirements for the International Graduate Category of the Newfoundland and Labrador Provincial Nominee Program (NLPNP). It includes all the instructions necessary for preparing your application. **There is no fee for this category.**

To find out if you are eligible to apply for this category, read this guide carefully before applying.

Newfoundland and Labrador will select only those applicants who meet the requirements of the NLPNP.

Decisions about applications are final.

For more information, please contact:

Office of Immigration and Multiculturalism
Provincial Nominee Program
P.O. Box 8700
St. John's A1B 4J6
Newfoundland
CANADA

Phone: 1-709-729-6607
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1.0 Introduction

These guidelines explain the application process for the Newfoundland and Labrador Provincial Nominee Program (NLPNP) International Graduate category.

The NLPNP International Graduate category allows international students, who have graduated from a recognized Canadian post-secondary educational institution, to be considered for nomination for permanent residence in Canada.

This category targets international graduates who have established strong ties to Newfoundland and Labrador and intend to live, work, and become economically established in this province.

The International Graduate must have:

- (a) a full-time job offer from a Newfoundland and Labrador employer in his/her field of study or in an area that is **related to the field of study**; **OR**
- (b) a proven attachment to the local labour market. *For example:* Although you may be currently working in a temporary (full-time) position or on contract, if you can show that the position has potential to be extended **OR** that you would be able to secure another position within this organization, you would be deemed to have a labour market attachment.

Applications will be assessed on a case-by-case basis and will be given priority processing. Applications will **NOT** require a processing fee.

2.0 What is the NLPNP?

The Newfoundland and Labrador Provincial Nominee Program (NLPNP) is an immigration program that is administered by the province of Newfoundland and Labrador. It operates under an agreement with the federal Department of Citizenship and Immigration Canada. It allows Newfoundland and Labrador to nominate applicants to the federal government for permanent residence. The NLPNP offers:

- Applicant selection based on the province's economic and labour force needs;
- Application processing times that are faster than for other federal immigration classes; and
- Provincial Nominee Program Officers who can offer advice and assistance to applicants.

2.1 How the NLPNP Works

The NLPNP is a Two-Step Immigration Process:

Step 1: Nomination Process

- Send your Application to the Provincial Nominee Program for processing.
- A Provincial Nominee Program Officer will conduct an interview and will carry out an employer reference check (if applicable).
- A Provincial Nominee Program Officer ensures the application meets program criteria.

If approved, the NLPNP will:

- (a) send a nomination certificate to a Canadian visa office;and
- (b) send a nomination letter to you and instructions explaining how to forward your application for permanent residence to the appropriate Canadian visa office.

Step 2: Permanent Resident Visa Process

- Send your permanent resident application to the appropriate Canadian visa office with your NLPNP nomination letter.
- The Canadian visa office will match your application with the NLPNP certificate and then begin processing your permanent residence application.
- The Canadian visa office will conduct health, security and criminal reviews, and will then issue a visa to qualified applicants.

2.2 Follow-Up for Permanent Residents

Upon being granted a Permanent Resident Visa, Nominees are asked to advise the OIM as follows:

- (a) that your application for Permanent Resident Visa has been approved;
- (b) when you have determined your travel dates and confirmed your travel arrangements, you are asked to: provide us with the date(s) of travel and you may be required to provide us with copies of your travel document(s);
- (c) if you are eligible to "land" from within Canada, you should contact us to arrange for an appointment with Border Control Officers to effect your landing;
- (d) schedule a meeting with your Program officer following your arrival in Newfoundland and Labrador.

Upon landing, we request that you forward the following information as proof of residency:

- (a) confirmation of landing (copy of passport page with "landed" stamp);
- (b) address and phone number(s) of your current Newfoundland residence;
- (c) confirmation that dependents (if applicable) are registered at local schools/day care centres;
- (d) Medical Care Plan (MCP)/Health Numbers;
- (e) Social Insurance Numbers for you and your dependents;
- (f) If appropriate, you may be required to provide proof of registration for training in English as a Second Language (ESL).

If, upon your arrival in Newfoundland and Labrador, you wish assistance in going about your settlement into the community, we recommend you contact:

The Association for New Canadians www.anc-nf.cc/
144 Military Road, St. John's, NL
Tel: 709.722.9680 Fax: 709.754.4407

3.0 What is the NLPNP International Graduate Category?

The NLPNP International Graduate Category is for international graduates who:

1. Have completed at least half of their studies in Canada, and have graduated from an eligible publicly funded Canadian college or university;
2. Have completed a minimum of a two-year diploma or degree program, while studying on a full-time basis. One-year post-graduate degree programs and certificate programs which require a previous degree or diploma (which may have been obtained abroad), are also eligible.
3. (a) Have a full-time job offer in their field of study, or a related field of study, from a Newfoundland and Labrador employer **OR**
(b) Have a proven attachment to the local labour market. *For example:* Although you may be currently working in a temporary (full-time) position or on contract, if you can show that the position has potential to be extended **OR** that you would be able to secure another position within this organization, you would be deemed to have a labour market attachment.
4. Have applied to the NLPNP within two years of the date on which they received their degree or diploma **OR** during the last semester of completing their degree or diploma (in which case they will have to provide transcripts which indicate that they will be graduating at the end of the semester;
5. Have legal status in Canada; that is to say, have a Citizenship and Immigration Canada Post-Graduate Work Permit.

Note: International students subsidized by grants obtained through the Canadian International Development Agency (CIDA) or who have home country scholarships with return obligations will not be eligible for the NLPNP International Graduate Category.

See detailed eligibility requirements in Section 4.0.

3.1 Fees

There is **no application fee** under the NLPNP International Graduate category.

You must, however, pay all the required Government of Canada immigration fees when you submit your permanent residence application to the Canadian visa office. For further information on these fees check the website of Citizenship and Immigration Canada at www.cic.gc.ca.

3.2 Individuals Who are Not Eligible

You will **NOT** be eligible to submit an application to the International Graduate category if you are:

- (a) a student who has not yet completed his/her studies;
- (b) a failed refugee claimant or a refugee claimant living in Newfoundland and Labrador;
- (c) a student who has studied in Canada under sponsorship from an agency or government that expects the individual to return to his/her country of origin once he/she has graduated;
- (d) parents, spouses, common-law, or conjugal partners of Canadian citizens or permanent residents. These individuals are encouraged to apply under the federal Family Class which exists for this purpose.

Note: You **may not be eligible** for immigration to Canada if any of the following apply to you:

- You or any dependent family member (whether or not they are accompanying you) has a serious medical condition;
- You or any dependent family member over the age of 18 (whether or not they are accompanying you) has a criminal record;
- You have unresolved custody or child support disputes affecting any member of your family;
- You have intentionally misrepresented yourself in the application.

4.0 Eligibility Requirements

You may qualify to apply under the NLPNP International Graduate category if you:

1. Have completed at least half of their studies in Canada, and have graduated, or from an eligible publicly funded Canadian college or university;
2. Have completed a minimum of a two-year diploma or degree program, while studying on a full-time basis. One-year post-graduate degree programs and certificate programs which require a previous degree or diploma (which may have been obtained abroad), are also eligible;
3.
 - (a) Have a full-time job offer in their field of study, or a related field of study, from a Newfoundland and Labrador employer **OR**
 - (b) have a proven attachment to the local labour market. *For example:* Although you may be currently working in a temporary (full-time) position or on contract, if you can show that the position has potential to be extended **OR** that you would be able to secure another position within this organization, you would be deemed to have a labour market attachment;
4. Have applied to the NLPNP within two years of the date on which they received their degree or diploma **OR** during the last semester of completing their degree or diploma (in which case they will have to provide transcripts which indicate that they will be graduating at the end of the semester);
5. Have legal status to work in Canada; that is to say, have a Citizenship and Immigration Canada Post-Graduate Work Permit.
6. Have the qualifications, training, skills, and accreditation required for the job;
7. Can demonstrate the intention and ability to settle permanently in Newfoundland and Labrador;
8. Have a job or job offer for a position which corresponds to your education and specific skill levels;
9. Have a job or job offer that has compensation in the form of a salary and benefits package that meets provincial employment standards and prevailing wage rates;
10. Have a job or job offer that has opportunity for advancement;
11. Have a job or job offer that does not contravene existing bargaining unit agreements or any employment disputes;
12. Can demonstrate that you have sufficient settlement funds and financial resources to successfully establish yourself and any dependents in Newfoundland and Labrador;
13. Can demonstrate sufficient English or French language capability to perform the employment duties. Your English language ability must be verified by one of the following:
 - (a) An Affidavit of English Language Ability from a Newfoundland and Labrador employer who has offered you a full-time job; **OR**
 - (b) education and/or training documents.

5.0 The Application Process

5.1 HOW TO APPLY

- Step 1:** Print off the Application Guide for the International Graduate Category.
- Step 2:** Read the instructions in the Application Guide before completing your application.
- Step 3:** Print off all the required forms associated with this category.
- Step 4:** Obtain all the required supporting documents and make photocopies of them. Ensure that all photocopies are notarized as true copies of the original documents. For further information on supporting documents, see the Supporting Documents section of the Application Guide.
- Step 5:** Read and complete the required forms.
- Step 6:** Have your employer complete all the employer-related forms. See the Application Guide for more information.
- Step 7:** Review and organize your completed forms and supporting documents as outlined in the International Graduate category checklist. This helps to make sure that you have a complete application package.
- Step 8:** Photocopy all your completed forms and supporting documents. Keep the photocopies for your records.
- Step 9:** Send the original forms and notarized photocopies of your supporting documents by registered mail to:

Provincial Nominee Program
Office of Immigration and Multiculturalism
Dept of Human Resources, Labour and Employment
P.o. Box 8700
St. John's, Newfoundland
A1B 4J6
CANADA

If you have any questions at any time during this process, contact our office for assistance.

Telephone: 1-709-729-6607

Fax: 1-709-729-7381

Email: info@nlpnp.ca

Website: www.nlpnp.ca

5.2 Who Should be included with Your Application?

You must list all dependents, if applicable, on your application to the NLPNP International Graduate category whether or not they are accompanying you to Canada. These may include:

- Spouse
- Common-law partner
- Dependent children

Should an applicant fail to include a dependent family member in his or her application, that dependent family member cannot be nominated for permanent residence as part of your NLPNP application at a later date.

5.3 What Happens to Your Application Package?

Once your application package arrives at the Office of Immigration and Multiculturalism, an Assessment Officer will review it to see if it contains all the application forms and supporting documents. Once it is determined that the application is complete, a Program Officer will review the application to determine if it meets the eligibility criteria for the NLPNP International Graduate category.

You will be contacted by letter, fax, or e-mail to acknowledge receipt of your application. The NLPNP may ask for additional clarification or documentation. During the processing of your application, the Office of Immigration and Multiculturalism reserves the right to contact both you and the employer for additional information. You will be required to attend an interview with a Program Officer.

You must notify your Program Officer of any changes in your status or eligibility criteria for this category, including change of employer or loss of employment.

If your application under the International Graduate category is approved, you will be advised, in writing, that you have been nominated and will be provided with instructions on submitting your application for permanent residence status in Canada.

If the NLPNP determines that you are **not** eligible for immigration to the province, you may apply again at a later date if your situation changes and you meet the requirements.

5.4 If Your Application is Approved for Nomination, Your Next Steps Are:

- (1) Apply to Citizenship and Immigration Canada (CIC). Your federal forms, supporting documents, and a letter of nomination should be sent to the visa office. You will receive detailed instructions from your Program Officer on sending your application to the appropriate Canadian visa office.
- (2) The Canadian visa office will send you instructions on medical examinations. They may require additional documentation at this time. In some cases, you may need to attend an interview.
- (3) If you meet all the requirements, Citizenship and Immigration Canada will issue permanent residence visas for you and your dependents.

5.5 If Your Application is Refused for Nomination:

If your application is refused, you will receive a Letter of Refusal from the Office of Immigration and Multiculturalism. The letter will provide you with details concerning the reasons for the refusal of your application.

There is no appeal - nomination under the Newfoundland and Labrador Provincial Nominee Program is at the sole discretion of the Office of Immigration and Multiculturalism.

Both you and your dependents may re-apply to the NLPNP after six months from the date indicated on your Letter of Refusal.

5.6 Conditions for Withdrawal of an NLPNP Nomination Certificate

The OIM may withdraw the nomination certificate at any time prior to the issuance of a Permanent Resident visa from Citizenship and Immigration Canada or prior to landing in Newfoundland and Labrador if any of the following occur:

- (1) The Canadian visa office advises that you, or an accompanying dependent, are inadmissible as a result of medical, criminality, or security checks;
- (2) The Canadian visa office confirms that any information provided in your application is false or fraudulent;
- (3) It is determined at the port of entry, prior to being landed, that you do not intend to travel to, nor do you intend to permanently reside in, Newfoundland and Labrador;
- (4) You have lost your employment in the province as a result of:
 - charges having been laid against you under the Criminal Code of Canada;
 - having been convicted of a criminal offence;
 - having had your employment terminated as a result of contravention of any employment, labour, or union regulations in force as a result of your employment; and
- (5) You are unable to find a suitable replacement position within a reasonable period of time. The replacement position needs to meet the same criteria as the original job and the OIM needs to be satisfied that the position has potential as an ongoing career path and has the ability to provide adequate financial support.
- (6) It has been determined by OIM that you have permanently left Newfoundland and Labrador.

Prior to a decision being taken to withdraw a nomination certificate, applicants will receive notification of the matter, in writing, and will be provided the opportunity to present any information that they believe to be relevant respecting a final decision of withdrawal.

OIM reserves the right to conduct an investigation of any other matter that may come to its attention respecting the nomination.

6.0 General Guidelines for Supporting Documents

Supporting documents are the documents required for your NLPNP International Graduate category application, for example: documents that prove your identity, work experience, language ability, finances, etc.

All documents must be clear and easy to read. When documents are not in English, you must submit all of the following:

- A notarized photocopy of the original document;
- A notarized photocopy of the English translation of the document; and
- An affidavit from the translator describing their translation ability.
(Translators of documents can be any person other than a family member or spouse).

If documents are missing, not translated, or unclear, your application may not be assessed and may be returned to you.

6.1 Post-Graduate Work Permit

You must submit a copy of your valid post-graduate work permit issued by [Citizenship and Immigration Canada \(CIC\)](#).

6.2 Employment Offer

A. Offer of Employment from a Newfoundland and Labrador Employer

You must have an offer of employment from a Newfoundland and Labrador employer. You must include a letter from your employer, addressed to you, indicating:

- job duties and responsibilities;
- the salary you will receive;
- the benefits provided by the employer;
- duration of employment; and
- company contact information.

B. OR Proof of Attachment to the Labour Market

Proof of attachment to the labour market would include all the documents relating to Section 6.1 and 6.2 A. above for the current position. You will also be required to provide a copy of your contract (if the position is contractual) and a separate letter

from your employer indicating whether they are prepared to offer you an extension to your term of work and/or if they would be to offer you another position within the organization.

All positions must offer wages and working conditions that match the Newfoundland and Labrador Standards for in that occupation.

6.3 Education Credentials

You must submit documents to verify your education. This can be one or more of the following:

- education/trade certificates, degrees or diplomas;
- professional designations, professional licenses and/or professional association memberships; and
- official transcripts showing school(s) attended or courses taken.

6.4 Identity and Civil Status Documents

You need to provide the following documents to confirm your identity and civil status:

- (1) Birth Certificates that list both parents for:
 - you (the principal applicant);
 - your spouse or common-law partner (if applicable); and
 - each dependent child whether accompanying you to Canada or not (if applicable).
- (2) If you are married or widowed you must include:
 - Marriage certificate;
 - Death certificate of former spouse (if applicable).
- (3) If you are in a common-law relationship you must include:
 - [IMM 5409 Declaration of Common-Law Union](#) (if in a common-law relationship of 1 year or more). This form is available at www.cic.gc.ca;
 - Proof of at least one year of involvement in the common-law relationship (Examples of proof include: statements or letters from a bank or financial institute showing a joint bank, trust, credit union, or charge card account; copy of signed joint lease or mortgage; copy of jointly owned property other than your residence; copy of bills or receipts made to both of you; copy of life insurance naming the other partner as the beneficiary, etc).
- (4) If you or your spouse is divorced you must include:
 - Final divorce documents for all divorces;
 - Custody and child support documents (if applicable).
- (5) If you have dependent children, you must include the following documents that apply to your situation:
 - Birth certificates of all dependent children;
 - Adoption papers;

- Proof of continuous full-time studies for all dependent children aged 22 or older (e.g. letter(s) from the school(s) signed by a school official confirming continued enrollment since turning 22 years of age).
- (6) If you have dependent children (whether or not they are accompanying you), and the child's **other parent is not** accompanying you to Canada, you must include:
- A letter from the other parent stating that they are aware of your intention to immigrate to Canada (with or without the child/children) and that there are no outstanding custody or child support issues; or
 - Proof of custody for the child/children under the age of majority and proof that you have legal authority to remove the child/children from your home country (if applicable).

6.5 Passports

The expiry date on passports should be one (1) year or more from the date of your NLPNP application. You will need to include photocopies of pages in your passport that show the passport number, date of issue and expiry date, photo, name, date, and place of birth for:

- yourself (the principal applicant);
- your spouse or common-law partner (if applicable); and
- all dependent children accompanying you to Canada (if applicable).

If you live in a country that is different from your nationality, please include a photocopy of your visa for the country in which you currently live.

6.6 Regulatory or Licensing Credentials (if applicable)

If you intend to work in an occupation that requires licensing or certification in Newfoundland and Labrador, you must contact the provincial, national and/or industrial regulatory association before applying for nomination to verify that you will be able to meet licensing or certification requirements. Before nomination, the NLPNP will require you to provide confirmation of your eligibility to be licensed or certified by the appropriate regulatory body.

For information on regulated and non-regulated occupations in Newfoundland and Labrador and Canada, contact the Foreign Credentials Referral Office at www.credentials.gc.ca, Canadian Information Centre for International Credentials at www.cicic.ca or Services Canada Work Destinations at www.workdestinations.org.

6.7 Police Report(s)

If you, or any dependent over the age of 18, have committed an offence or have been convicted of a crime, you must provide a photocopy of a police report from the country or countries where the offense(s) occurred, as well as a police report from

your current country of residence. In addition to the police report(s), submit any proof of rehabilitation, if applicable.

6.8 Proof of Transferable Settlement Funds

Proof of settlement funds can come from one or a combination of the following:

- Letters from financial institutions that show the balance and history of your account for the last three months; and/or
- Bank account statements that show you have access to transferable, liquid funds and assets that have been available to you for at least three months.

7.0 General Guidelines for Completing the Federal Forms

- **All forms require original signatures in ink**
- Print clearly with a pen or fill out the forms on your computer and print them out.
- **Answer all questions.** If you leave any sections blank, your application may be returned to you. This means that processing will be delayed.
- Attach a separate sheet of paper if you need more space and indicate the number of the question you are answering.
- If any sections do not apply to you, answer with "N/A" ("not applicable"). For example, on Schedule 1: Background/Declaration, question 14 is about past military service. If you have never served in the military, answer this question with "N/A".

If the information you provide on the forms changes you must inform, in writing, the NLPNP office and the visa office where you made your original application.
Do this even if your visa has already been issued.

8.0 Important Terms

The following definitions will help you to understand this Application Guide:

Accompanying Dependent – An individual (spouse, common-law partner, or dependent child) who depends on your financial support and is planning to immigrate with you to Newfoundland and Labrador. Accompanying adult child dependents may be included under the NLPNP Certificate of Nomination if you are approved as a provincial nominee and if the adult child dependent meets at least **one** of the following criteria:

- Is under the age of 22 and does not have a spouse or common-law partner;
- Has been a full-time student, financially supported by their parents since turning 22; or,
- Has depended on your financial support before turning 22 and is unable to support himself/herself due to a medical condition.

Adoption – When an adult becomes the legal parent of a child who is not the adult’s biological child.

Adoption Papers – The documents that prove you are the legal parent of your adopted child.

Affidavit – A sworn statement in writing. It is a written promise that this is your statement. This documents needs to be signed in the presence of a notary or a commissioner of oaths.

Canadian Visa Office – A Citizenship and Immigration Canada (CIC) immigration office outside Canada, typically located at a Canadian Embassy, Canadian Consulate General, or Canadian High Commission.

Certified Copy – An authorized photocopy of a document. To have documents certified, you must take your original documents and a photocopy of each document to an authorized person in your community. They need to sign your copies to prove that the copies are true representations of the original, print their name and position, and if possible, stamp it with their official stamp. Authorized persons include Notary Publics and Commissioners of Oaths.

Child Support – If the parents of a child (or children) are divorced, this is the agreement they have made about who pays for the children’s needs.

Commissioner of Oaths – A public official who is present when you make an oath (or sign an affidavit). They sign on your copies that they are true and correct, print their name and position, and if possible, affix an official stamp.

Common-Law Partner – A person of the opposite or same sex with whom you have lived in a committed relationship for at least one year. This relationship has the legal obligations of a marriage but is not considered a legal marriage.

Custody Documents – If the parents of a child (or children) are divorced, these are the legal documents that describe the agreement the parents have made about where and with whom the children live.

Family Registry – This is a central registry used in many countries to record family information (e.g. births, deaths, and marriages). This is also called a family register or household register.

Family Tree – A drawing that shows the connections among individual members of families. It lists individuals' names, dates of birth, marriages, and deaths. Family members are connected by lines that show marriages and family relationships.

In-laws – Relatives by marriage (e.g. your wife’s father is your father-in-law).

Nominate (sometimes referred to as a Certificate of Nomination) – The term used by the Province of Newfoundland and Labrador to describe the selection of individuals for the Newfoundland and Labrador Provincial Nominee Program.

Notary Public (also called a notary) - This is a public official who verifies that documents are real and/or official. They sign on your copies that they are true and correct, print their name and position, and if possible, affix an official stamp.

Oath – a promise that a statement is true.

Permanent Resident – This is a person who lives legally in Canada as a landed immigrant but is not yet eligible to apply for Canadian citizenship or does not yet have Canadian citizenship.

Professional Designation – A statement of your education and/or occupation. For example, if you have a doctorate degree, you can write “Ph.D” after your name as a statement of your education. Licensed engineers can use the designation “P.Eng” after their name. For information on Newfoundland and Labrador regulations for your occupation, visit Foreign Credentials Referral Office at www.credentials.gc.ca or Service Canada Work Destinations at www.workdestinations.org

Professional License – In some professions, you require a license in order to work in that occupation (e.g. nurse, doctor, engineer, etc.). For information on Newfoundland and Labrador regulations for your occupation, visit Foreign Credentials Referral Office at www.credentials.gc.ca or Service Canada Work Destinations at www.workdestinations.org.

Regulated Occupation - Some jobs in Canada require that you have a special license before you can begin work. These are called regulated occupations. Most regulated occupations require that you have specialized education and experience before receiving your license. Physicians and electricians are examples of workers who need to be licensed in order to do their job. For information on Newfoundland and Labrador regulations for your occupation, visit Foreign Credentials Referral Office at www.credentials.gc.ca or Service Canada Work Destinations at www.workdestinations.org.

Spouse – A husband or wife of the opposite or same sex.

Supporting Documents – The documents required for your immigration application (e.g. documents that prove your identity, work experience, language ability, finances, etc.)