

**Application Guide for the
International Skilled Worker Category
Occupations In-Demand
Saskatchewan Immigrant Nominee Program (SINP)**

This Application Guide outlines the requirements for the International Skilled Worker Category of the Saskatchewan Immigrant Nominee Program (SINP). Use this guide if you are applying without a job offer from a Saskatchewan employer but are highly skilled in an occupation in-demand in Saskatchewan. If you have a job offer in Saskatchewan, please refer to this [application guide](#). This guide includes the instructions and process necessary for preparing your application. To find out if you are likely to qualify for the program, read this guide carefully before applying.

Please note that program criteria may change without notice and the SINP will assess applications according to the criteria in the application guide posted on the Saskatchewan immigration website at the time your application is received. Ensure that you have the most up-to-date [application guide](#).

Please note that this electronic version contains hyperlinks to important information.

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Table of Contents

I. What is the SINP?	3
<i>What is the SINP International Skilled Worker Category?</i>	3
<i>How the SINP Works</i>	3
<i>Who is not eligible to apply under the International Skilled Worker Category?</i>	3
II. Eligibility Requirements	4
<i>Eligibility</i>	4
<i>Assessment Rating</i>	5
<i>Supporting Documents</i>	8
III. The Application Process	14
<i>How to Apply</i>	14
<i>General Guidelines for Completing the Forms</i>	14
<i>Who is Included with Your Application?</i>	15
<i>What Happens to Your Application Package?</i>	15
<i>About Immigration Representatives and Designated Individuals</i>	16
IV. Important Terms	18
Appendix A – SINP In-Demand Occupation List	22

I. What is the SINP?

The Saskatchewan Immigrant Nominee Program (SINP) is an immigration program, administered by the province that operates under an agreement with the federal government. This program can provide a quicker means of entry into Canada; it allows Saskatchewan to nominate applicants to the federal government for permanent residence. The SINP offers:

- applicant selection based on the province's economic and labour force needs;
- competitive application processing times; and,
- provincial immigration officers who can provide customer support with the process.

What is the SINP International Skilled Worker Category?

The International Skilled Worker Category is for skilled workers who want to work and live in Saskatchewan. This category enables the SINP to nominate individuals with post-secondary education and/or high-skilled work experience that have the education, experience, language ability and other factors to help them to successfully establish and integrate into Saskatchewan's labour market and communities.

How the SINP Works

Two-Step Immigration Process

Step 1: [Apply online](#) to the SINP for nomination.

- the SINP reviews your application; and,
- if approved, the SINP will:
 - send a nomination certificate to Immigration, Refugees and Citizenship Canada (IRCC); and,
 - send a nomination letter to you explaining how to submit an application to IRCC.

Step 2: After receiving a nomination from the SINP, apply to the IRCC Centralized Intake Office (CIO) with your SINP nomination for permanent residence. View IRCC's [application process](#) for permanent residency for provincial nominees.

- IRCC considers your application after they receive the nomination certificate from the SINP; and,
- IRCC conducts health, security, and criminality reviews and verifies other inadmissibility provisions in *Immigration and Refugee Protection Act* (IRPA) before issuing permanent resident visas to you and your accompanying family members. View more information on IRCC [eligibility](#) and [health assessments](#).

Who is not eligible to apply under the International Skilled Worker Category?

- Refugee claimants in Canada claiming refugee status from the Government of Canada.

You may not be eligible for nomination if any of the following situations is true:

- you failed to submit documentation as requested by SINP;
- you failed to establish that your intent to live and work in Saskatchewan is genuine; and,
- you and or your representative have intentionally misrepresented yourselves in the application.

II. Eligibility Requirements

Eligibility

(See Supporting Documents section for detailed information)

You may apply under the SINP International Skilled Worker Category without a job offer in Saskatchewan if you live outside of Canada or you have proof of legal status in Canada **and** you meet the following criteria:

1. Score a minimum of 60 points out of 100 on the point assessment grid.
2. Have a minimum language score of [Canadian Language Benchmark \(CLB\) 4](#). Please note: CLB 4 is the minimum; employers and regulatory bodies may require higher language scores.
3. Have completed a minimum of one year of post-secondary education or training which is comparable to the Canadian education system and has resulted in a degree, diploma, certificate, or a certificate equivalent to a trade certificate (that is verifiable).
4. Have a minimum of one-year paid work experience in the past ten years related to your field of education or training.
 - Your work experience must be in a high skilled occupation (NOC “0”, “A” or “B”) that is considered to be in-demand in Saskatchewan. Please see Appendix A for the list of eligible occupations.
 - If your work experience is in an occupation that is regulated in Saskatchewan and requires mandatory (compulsory) certification or licensing, you are required to obtain proof of eligibility for Saskatchewan licensure to be able to work in that profession before you apply to the SINP. Proof of eligibility for Saskatchewan licensure from the regulatory body is required as part of your SINP application. To see if your occupation is regulated in Saskatchewan, go to [Regulated Occupations and Licensing Requirements](#) or refer to Appendix A of this guide.
5. Have proof of settlement funds and a settlement plan.

Nomination Limit and Application Intake Thresholds

Please be advised the SINP is subject to a nomination limit set by the federal government. The ability to be nominated is affected by these constraints as well as program criteria. No application is guaranteed to be accepted and/or nominated. Visit [Maximum Number of SINP Applications](#).

Assessment Rating

You must score a minimum of 60 points out of 100 points on the Point Assessment Grid to be considered for nomination.

You are awarded points on the basis of five factors:

- education and training;
- skilled work experience;
- language ability;
- age; and,
- connections to the Saskatchewan labour market and adaptability.

You must attach documents to support the information for the eligibility criteria and points factors. For example, if you claim 20 points for having a university degree, you must attach a copy of your university degree and complete transcripts. If your degree is printed in a language other than English or French, you must also attach a translated version.

For more information on the requirements for supporting documents, please see the **Supporting Documents** and **Important Terms** sections of this guide.

POINT ASSESSMENT GRID
FACTOR I: LABOUR MARKET SUCCESS INDICATORS

FACTOR I (A): EDUCATION & TRAINING

The principal applicant's education points are calculated according to documented proof of completed post-secondary education and/or training programs from a nationally or provincially recognized institution or regulatory body. The principal applicant must include copies of diplomas, certificates or degrees for any education or training with their complete transcripts. (Maximum total points = 23)

Master's or Doctorate degree; OR	23
University Degree that required at least three years of full-time study; OR	20
Trade certification equivalent to journey person status in Saskatchewan (credential must be approved by the Saskatchewan Apprenticeship and Trade Certification Commission); OR	20
Degree, diploma or certificate that required at least two years of full-time post-secondary study, or certificate equivalent; OR	15
Degree, diploma or certificate that required at least one year of full-time post-secondary study, or certificate equivalent to a trade certificate; OR	12

FACTOR I (B): SKILLED WORK EXPERIENCE

The principal applicant's work experience points are calculated according to documented proof of skilled work experience (NOC 0, A, B) in the last ten years in an occupation that is in-demand in Saskatchewan (refer to Appendix A for the list of in-demand occupations). The applicant must show at least one full time year, or equivalent, of paid work experience in order to be eligible. Documentation must include a letter of reference from the supervisor or Human Resources officer, for each work experience listed, that is printed on company letterhead, or the applicant's official work book or other official government document. A letter of reference must state the job title, job duties, wage and duration of employment. (Maximum total points = 15)

Work experience gained over the last ten years is weighted. Applicants get two points for each year worked in the most recent five years, and one point for each year from the six to ten year period prior to applying, up to a maximum of 15 points.

(A) WORK EXPERIENCE DURING THE MOST RECENT FIVE YEARS PRIOR TO APPLICATION	
5 years	10
4 years	8
3 years	6
2 years	4
1 year	2
(B) WORK EXPERIENCE DURING THE SIX TO TEN YEAR PERIOD PRIOR TO APPLICATION	
5 years	5
4 years	4
3 years	3
2 years	2
1 year	0

i.e., If an application is submitted on 1-Jan-2014, points for experience gained during the most recent five years would be from 2009-2013, and points for experience gained during the six to ten year period would be from 2004-2008.

FACTOR I (C): LANGUAGE ABILITY

The principal applicant’s language ability is calculated according to documented ability in one of Canada’s official languages, English or French. If the applicant is proficient in both, s/he should choose the language that is most comfortable as their first official language. Applicants must submit official results of a recent SINP-approved language test as proof of language proficiency. SINP-approved language tests are the International English Language Testing Systems (IELTS, GENERAL TRAINING), Canadian English Language Proficiency Index Program (CELPIP) and Test d’evaluation de francais (TEF).

“CLB” refers to Canadian Language Benchmarks. Visit [IRCC](#) to convert IELTS, CELPIP and TEF scores to CLB 5 to 9+ and visit [Saskatchewan Immigration](#) to convert to CLB 4. (Maximum total points = 20)

FIRST LANGUAGE

CLB 8 and higher	20
CLB 7	18
CLB 6	16
CLB 5	14
CLB 4 (minimum requirement)	12
English or French native speaker without language test results	0

FACTOR I (D): AGE

The principal applicant’s age points are calculated according to the date of application to the SINP.

<18 years	0
18-21 years	8
22-34 years	12
35-45 years	10
46-50 years	8
>50 years	0
MAXIMUM POINTS – FACTOR I LABOUR MARKET SUCCESS INDICATORS	70

FACTOR II: CONNECTION TO SASKATCHEWAN LABOUR MARKET & ADAPTABILITY

The principal applicant’s points are calculated according to documented proof of a strong connection to Saskatchewan with genuine intention and ability to successfully settle and economically establish in Saskatchewan as a permanent resident. (Maximum total points = 30)

Close relative in Saskatchewan (The applicant or accompanying spouse has a close relative that is a Canadian citizen or permanent resident residing in Saskatchewan – includes: parent, sibling, grandparent, aunt, uncle, niece, nephew, cousin and step-family members or in-laws of the same relationships. The family members in Saskatchewan must meet the requirements as listed in this Application Guide)	20
Previous work experience in Saskatchewan (The applicant <u>worked</u> in Saskatchewan for at least twelve months in the past five years on a valid work permit)	5
Previous student experience in Saskatchewan (The applicant <u>studied</u> at a recognized Saskatchewan education institution for at least one full time academic year on a valid study permit)	5
MAXIMUM POINTS – FACTOR II CONNECTION TO SASKATCHEWAN LABOUR MARKET & ADAPTABILITY	30

MAXIMUM POINTS TOTAL - FACTOR I & II	100
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Supporting Documents

General Guidelines

Supporting documents are required to substantiate your eligibility for SINP nomination and to prove your identity, work experience, academic credentials, language ability, finances, etc. During application assessment, the SINP may request additional documentation that is not listed in the guide as necessary.

All supporting documents must be clear and easy to read copies of the original documents. If your documents are in a language other than English or French, you must submit the following three documents:

- a copy of the original document;
- a copy of the English or French translation of the document; and,
- a copy of an affidavit from the translator describing their translation ability.

Translators can be any person other than your family member or spouse. Translators must not work for or be a paid consultant or representative who is preparing the application.

Please note: IRCC CIO requires that the translator be certified by a regulatory body as a translator. It is the responsibility of the applicant to ensure that translations meet all federal requirements when applying for permanent residency.

If documents are unclear, missing, or not translated into English or French, your application will be rejected and the SINP will send you instructions on what is missing and how to apply again.

1. Education/Training Credentials

You must have completed a minimum of one year of post-secondary education or training, which is comparable to the Canadian education system that has resulted in a degree, diploma, certificate, or a certificate equivalent to a trade certificate.

You must submit documents to verify your training and/or post-secondary education with one or more of the following:

- education/trade certificates, degrees or diplomas with a copy of official transcripts wherever applicable, showing school(s) attended or courses taken;
- professional designations, professional licenses and/or professional association memberships; and,
- certification of apprenticeship/certificate equivalent (that is verifiable and comparable to the Canadian education system programs) with details of program structure, courses, length and its administering or regulatory authority.

2. Work Experience Credentials

A minimum of one-year paid work experience in a skilled occupation over the past ten years related to your field of education is required. Your work experience must be in a high skilled occupation (NOC “0”, “A” or “B”) that is considered to be in-demand in Saskatchewan. Please see Appendix A for the list of eligible occupations.

You must submit letters of reference from previous employers to prove your work experience for each work experience listed for the point assessment grid.

Documentation must include letters of reference from the supervisor or Human Resources Officer printed on company letterhead or the applicant’s official work book or other official government documents.

Each letter should indicate the following:

- your job position and dates of employment;
- your main duties/responsibilities;
- the number of hours you worked each week if the position was not full-time; and,
- the contact information of your supervisor or manager.

3. Regulatory or Licensing Credentials (if applicable)

If your work experience is in an occupation that is regulated in Saskatchewan and requires mandatory (compulsory) certification or licensing in Saskatchewan, you are required to obtain proof of eligibility for Saskatchewan licensure to be able to work in that profession before you apply to the SINP. Proof of eligibility for Saskatchewan licensure from the regulatory body is required as part of your SINP application. If your application does not include this proof of eligibility then the SINP will reject your application and you can reapply when you obtain this proof. To see if your occupation is regulated go to [Regulated Occupations and Licensing Requirements](#) or refer to Appendix A of this guide.

If your education and work experience is in a health profession, you must apply under the SINP [Health Profession Sub-Category](#).

For more information on licensing, regulated and non-regulated occupations in Saskatchewan and Canada, visit [Job Bank](#).

4. Language Credentials

To meet the language requirement you must provide language test results from a designated testing agency. You must have English and/or French language ability of Canadian Language Benchmark (CLB) 4 or higher. Your test results cannot be more than two years old at the time of application. CLB 4 is the minimum; employers and regulatory bodies may require higher language scores.

The acceptable tests and equivalence to CLB 4 (minimum scores) are:

- International English Language Testing Systems (IELTS, GENERAL TRAINING):
 - Speaking – 4
 - Listening - 4.5
 - Reading - 3.5
 - Writing - 4
- Canadian English Language Proficiency Index Program (CELPIP):
 - Speaking - 4
 - Listening - 4
 - Reading - 4
 - Writing - 4
- Test d'évaluation de français (TEF):
 - Speaking – 181
 - Listening - 145
 - Reading - 121
 - Writing - 181

Note: If you are a native speaker from an English or French speaking country where you are a citizen or permanent resident, you are not required to provide the language test results, however, you will not receive any points on the points assessment for language.

5. Settlement Funds and Settlement Plan

In the absence of an offer of permanent employment from a SINP-registered employer, you must prove that you are able to support your household during your employment search after you arrive, as well as show that you have a plan for your settlement.

Settlement Funds

The minimum required amount for your application is based on the size of your family and outlined in the table below. Your settlement funds must meet the following criteria:

- The minimum amount must be maintained for at least 3 months prior to submitting your application to the SINP and you are required to maintain these funds throughout the entire immigration process.
- The account(s) must be in the principal applicant or spouse's name(s) only.
- Account statements must show detailed transaction history.
- Only provide documents for accounts that maintain the minimum required value, not documents for all financial assets.
- Only the following funds will be accepted: checking accounts, savings accounts, GICs, Mutual Funds, RRSPs, TFSAs, term deposits and time deposits.

Number of Persons in Household	Funds Required (in Canadian dollars)
One person	\$12,164
Two people	\$15,143
Three people	\$18,617

Four people	\$22,603
Five people	\$25,636
Six people	\$28,913
Seven or more	\$32,191

Settlement Plan

You are required to complete IRCC's online settlement planning tool. The [Living in Canada](#) tool will help you build a customized settlement plan based on your current situation. Once you fill out the online questionnaire, please email the plan to yourself. Once you receive the plan by email, attach a copy to your SINP application.

For more information about settlement services in Saskatchewan visit [Language Training and Settlement Services](#).

6. Close Relative in Saskatchewan (if applicable)

The following is considered a close relative:

- parents
- sisters/brothers
- aunts/uncles
- nieces/nephews
- first cousins
- grandparents
- step-family members/in-laws of the same relationship

If you are claiming points for a close family member, you must provide the following from the family member:

- birth certificate, marriage certificate and/or any other official government education or religious documents that prove your relationship to your close family relative. Please note: the SINP does not accept affidavits.
- copy of the relative's Canadian permanent resident or citizenship card, or Canadian passport;
- proof that they have been living in Saskatchewan for the past twelve months and are self-sufficient:
 - utility bills from the past twelve months from either SaskPower; SaskEnergy; a city or town office. (We will not accept telephone, cellular or cable bills);
 - Saskatchewan Health Card or Saskatchewan Driver's license;
 - proof that the family member is a registered tenant of a Saskatchewan address (lease agreement and rental receipts OR proof of ownership) and names of other occupants at this address including their relationship to them; and,
 - proof of receipt of income for the past three months.

Other documents may be asked for but are not required at the time of application. For example, if your close relative has children between the ages of five and seventeen, you may be asked for copies of their enrollment in the Saskatchewan education system.

Close family members can support one application at a time (one household can support one application at a time). If your close family member is already supporting an SINP application, they cannot support your application until the nominee they are supporting has lived and worked in Saskatchewan for six months. Your application will need to include documentation from your close relative regarding the previously supported applicant to show that the nominee has settled in Saskatchewan, including:

- proof of Permanent Resident status or Canadian Citizenship:
 - Canadian permanent resident card; or
 - Canadian citizenship card; or
 - Canadian passport.
- proof that they have been living and working in Saskatchewan for the past six months:
 - utility bills from the past six months from either SaskPower; SaskEnergy; a city or town office (SINP will not accept telephone, cellular or cable bills);
 - Saskatchewan Health Card or Saskatchewan Driver's license;
 - proof that they are a registered tenant of a Saskatchewan address (lease agreement and rental receipts OR proof of ownership) and names of other occupants at this address including their relationship to them; and,
 - proof of employment during the past six months. Documentation must include copies of paystubs or a letter from the employer confirming employment. This letter should be on company letterhead.

PLEASE NOTE: the SINP may request that you submit additional documents or information as deemed necessary.

7. Previous work experience in Saskatchewan (if applicable)

If you are claiming points for working in Saskatchewan you must submit documents to verify that you have previously worked in Saskatchewan for a minimum of 12 months in the past five years. You will need to provide the following:

Letters of reference from your previous employer(s) that are written on official company letterhead and signed by an authorized representative of the company who is identified by name and title. Each letter should indicate the following:

- your job position;
- dates of employment; and,
- your main duties/responsibilities.

8. Previous study experience in Saskatchewan (if applicable)

If you are claiming points for studying in Saskatchewan you must submit the following documents:

- education/trade certificates, degrees or diplomas with official transcripts wherever applicable, showing school(s) attended or courses taken; or
- a letter from the registrar stating that you studied at a Saskatchewan Institute.

9. Identity and Civil Status Documents

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

- Birth Certificates that list both parents for:
 - you (the principal applicant);
 - your spouse or common-law partner (if applicable); and,
 - each dependent child, including those who will not accompany you to Canada (if applicable).
- If you are married or widowed you must include:
 - A marriage certificate; and/or,
 - A death certificate of your former spouse (if applicable).
- If you are in a common-law relationship you must include:
 - [IMM 5409 Declaration of Common-Law Union](#); and,
 - proof of at least one year of common law relationship. (i.e., 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.).
- If you or your spouse is divorced you must include:
 - final divorce documents for all divorces; and,
 - custody and child support documents (if applicable).
- Adoption papers for your dependent children who were adopted (if applicable).
- If you have dependent children, whether they are accompanying you to Canada or not, 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).
- If you have dependent children that are not accompanying you to Canada you must include:
 - their name, age and contact information (mailing and email address, and phone number); and,
 - a detailed reason why each dependant is not accompanying you along with supporting documentation (e.g. legal separation).

10. Passports

Your passport must be valid throughout the immigration process (from application to permanent residency). You will need to include copies of pages in your passport that show the passport number, date of issue, expiry date, photo, name, 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 than your nationality, please include a copy of your visa for the country in which you currently live.

11. Police Report(s) (if applicable)

If you or any dependent over the age of 18 has committed an offence or has been convicted of a crime, you must provide a copy of a police report from the country or countries where the offense(s) occurred and your current country of residence. In addition to the police report, submit any proof of rehabilitation, if applicable.

III. The Application Process

How to Apply

- Step 1:** Read and review the Application Guide and checklist for instructions on completing your application.
- Step 2:** Obtain all the required supporting documents.
- Step 3:** Complete the required federal forms and any other federal forms that apply to your situation.
- Step 4:** Review and organize your completed forms and supporting documents to ensure you have a complete application package.
- Step 5:** Apply [online](#). Complete online forms and scan and upload all your supporting documents in PDF format onto your electronic application. Keep the originals for your records.
- Step 6:** Ensure that you save and submit your application online.

General Guidelines for Completing the Forms

- **All Federal forms must be uploaded and saved to your SINP online application.**
- If you need more space for any form, attach a separate sheet of paper to the back of the intended form and indicate the number of the question you are answering.
- **Answer all questions.** If you leave any sections blank, your application will be rejected.
- **If any sections do not apply to you, write the answer “None”.** For example, on [Schedule A - Background/Declaration](#), question 11 is about past military service. If you have never served in the military, answer this question with “None”.
- If your application is accepted and the information you provide on the forms changes before you arrive in Canada, you must inform the SINP office and the visa office where your application was sent. Do this even if your visa has already been issued.

Who is Included with Your Application?

You must list all dependents on your application to the SINP whether or not they are coming to Canada with you. Accompanying dependents include:

- ***Spouse*** – A husband or wife of the opposite or same sex;
- ***Common-law partner*** – A person of the opposite or same sex with whom you have lived in a conjugal relationship for at least one year. This relationship is considered to be a marriage but is not a legal marriage; and,
- ***Dependent children*** – Daughters and sons (including step-children, children adopted before the age of 18, and children who are not in your custody) who:
 - are under the age of 19 and do not have a spouse or common-law partner; and/or
 - have depended on your financial support because of a mental or physical condition.

Dependent family members that are not included in your application cannot be nominated for permanent residence as part of your SINP application at a later date. If you have dependants that are not accompanying you to Canada, you must provide a detailed reason as to why they are non-accompanying with supporting documentation. Acceptable reasons and documentation are a legal separation and custody orders. The SINP may deem your file ineligible if the reason your dependants are not accompanying you and the supporting documentation is insufficient (e.g. financial reasons, unresolved custody issues, etc.).

If you wish to have dependent family members join you in Canada later, you will need to make a separate application to the Government of Canada's Family Sponsorship program or another immigration category. That application will have to be approved before your dependent family members will be allowed to join you.

Note: Parents and siblings of the principal applicant cannot be included in the SINP application.

What Happens to Your Application Package?

- A receipt letter will be sent via email once an initial document check has been completed. Please note that your application number does not change from submission and is to be used to reference all inquiries or submissions throughout the assessment process.
- Once your complete online application is received, the SINP will assess it against the eligibility criteria.
- You will only be contacted by the SINP with requests for missing documents and/or with the results of our assessment. All communication will be through email. All requested documents should be sent via email to: immigration.documents@gov.sk.ca.
- If you are approved for immigration under the SINP, you will be nominated to

the federal government for Permanent Residency status.

- If the SINP decides 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.

If your application is **approved** for nomination, your next steps are:

1. Apply to [IRCC](#) following the instructions sent to you with your SINP nomination. All applications for permanent residency must be sent to the Centralized Intake Office in Sydney, Nova Scotia.
2. The Canadian visa office will send you instructions on medical examinations. The Canadian visa office may require additional documentation. In some cases, you may have to attend an interview.
3. If you meet all the requirements, IRCC will issue permanent residence visas for you and your accompanying family members.

About Immigration Representatives and Designated Individuals

Please note that you do not need to hire a lawyer, an immigration consultant or a representative to access the SINP.

[The Foreign Worker Recruitment and Immigration Services Act](#) (FWRISA) and regulations came into effect on October 11, 2013. The legislation protects foreign nationals during the process of immigrating and being recruited to work in Saskatchewan by regulating employers, immigration consultants and recruiters.

IMPORTANT: Applicants may only work with foreign worker recruiters and immigration consultants who are licensed by the Government of Saskatchewan or who are working in partnership with someone who is licensed by the Government of Saskatchewan. Failure to do so could result in loss of protection under the FWRISA, including the ability to compensate foreign nationals for financial losses they may have incurred as a result of a violation of the Act by the immigration consultant or recruiter. To find licensed individuals visit [Licensed Recruiters](#) and [License Immigration Consultants](#).

You must complete and sign Section B of the [Ethical Conduct Disclosure and Applicant Declaration Form](#) to declare whether or not you are appointing a representative to act on your behalf with the SINP and whether or not you obtained assistance from anyone in completing the application form. If you have appointed a representative, he/she must also complete and sign Section C of the form.

If you are using a representative you must also complete and submit a copy of the form [IMM-5476: Use of a Representative](#).

It is against the law to give false or misleading information to the Government of

Saskatchewan or any of its officials. If you have a representative and do not disclose the name of your representative to the SINP or if you use an unlicensed representative, your application may be refused.

You may only appoint one paid or unpaid representative to conduct business on your behalf with the SINP at any time. If you wish to cancel the appointment of your representative or appoint a new representative at any time, you must complete a new **IMM 5476** form and ensure that you complete Section C: Cancel a Representative. If you wish to appoint another representative, you must also submit a new **Ethical Conduct Disclosure and Applicant Declaration Form**. If you are making a change after your application has been submitted, email the forms to immigration.documents@gov.sk.ca.

To learn about the ethical practices you should expect from immigration consultants and recruiters, please visit [Protection for Immigrants and Foreign Workers](#). If you are being recruited for a job with a Saskatchewan employer, your recruitment cannot be contingent upon you purchasing other services, such as immigration services.

To learn more about how to choose a licensed, reputable and trustworthy representative and how to protect yourself from scams and immigration fraud visit [Saskatchewan Immigration and IRCC](#).

Definitions

Immigration Representatives

A representative is someone who has your permission to provide assistance with your application to the SINP or IRCC. Representatives can be either “paid” or “unpaid”. An “unpaid” representative is someone who is a family member or an organization or individual exempted from the requirement to obtain a license under The Foreign Worker Recruitment and Immigration Services Act, and who does not charge a fee for their representation. An “unpaid” friend cannot legally act as an unpaid representative in your application. The definition of a family member exempted from the licensing requirement applies to the applicant or the applicant’s spouse, parent, child, brother or sister, uncle or aunt, niece or nephew, first cousin, or grand-parent (including step family relationships). A “paid” representative must be either a lawyer or a consultant who is registered with the Immigration Consultants of Canada Regulatory Council (ICCRC). Immigration consultants are required to follow a code developed by the [Immigration Consultants of Canada Regulatory Council](#).

Recruitment Representatives

A recruiter is someone who assists an employer to find a worker or assists workers in connecting with an employer. Recruiters cannot assist someone with their immigration application.

Designated Individuals

In addition to your paid or unpaid representative, you may choose to let someone else have access to information about the application. For example, if you hire a lawyer to assist with the application, you may also want a family member to have access to information about the

application. If you wish to have personal information released to someone who is not your representative, you must complete the form [IMM-5475: Authority to Release Personal Information to a Designated Individual](#) and submit it with your application to the SINP. Designated individuals will not receive any written communication from the SINP, but they can receive verbal information about the application by calling (001 for Canada) 306-798-7467.

Immigration Lawyers

If you choose to use an immigration lawyer, you must use one that is currently entitled to practice law. Immigration lawyers are required to follow The Foreign Worker Recruitment and Immigration Services Act, however they do not need to be licensed in order to provide immigration services. Lawyers providing immigration services must be members in good standing with the provincial law society in which they practice. Active members can be searched in each province at [Canada's Law Societies](#). Lawyers must be licensed as a foreign worker recruiter if they provide recruitment services.

IV. 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 is planning to immigrate with you to Saskatchewan. Accompanying adult child dependents may be included under the SINP 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 19 and does not have a spouse or common-law partner; and/or
- has depended on your financial support because of a mental or physical 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 of fact in writing.

Apprenticeship – Apprenticeship is an agreement between an individual who wants to learn a skill and an employer who needs a skilled worker. Apprentices learn the skills of a trade through working in the occupation, supervised by a journeyman. Apprenticeship usually combines on-the-job experience with technical classroom training. After a period of supervised employment, the apprentice attends in-school training, where they learn additional skills that reflect the needs and standards of the industry. On-job-training alone may not be recognized as formal apprenticeship.

Canadian Visa Office – An Immigration, Refugees and Citizenship Canada (IRCC) immigration office outside Canada, typically located at a Canadian Embassy,

Canadian Consulate General, or Canadian High Commission.

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 who has been living with the principal applicant in a conjugal relationship for at least one year. This relationship is considered to be a marriage but is not a legal marriage.

Compulsory Trade – To work in a compulsory apprenticeship trade you must hold a journeyperson certificate or be registered as an apprentice with the Saskatchewan Apprenticeship and Trade Certification Commission.

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 the children live.

Designated Trade – This is an occupation recognized as a trade by the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC). [Click here](#) for a list of designated trades in Saskatchewan.

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

Intended/Intending Occupation – the occupation that the applicant has a job offer in from a Saskatchewan employer and that they have worked in over the past ten years related to their field of education.

National Occupation Classification (NOC) – This is a tool that provides a standardized system for understanding Canadian occupations. It describes duties, skills, interests, aptitudes, education requirements and work settings for occupations in the Canadian labour market.

NOC Matrix – A chart called the [NOC 2006 matrix](#) shows the relationship between skill types and skill levels within the NOC system. It provides an overview of the entire classification structure.

Nominate – The term used by the Government of Saskatchewan to describe the assessment and selection of individuals by the Saskatchewan Immigrant Nominee Program (SINP) for immigration. The SINP nominates approved individuals/applicants to the Government of Canada (Immigration, Refugees and Citizenship Canada (IRCC)) for permanent residency. Nominees apply to (IRCC) for permanent residency and undergo health, security, and criminality screening by IRCC.

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 – A permanent resident is someone who has been given permanent resident status by immigrating to Canada, but is not a Canadian citizen.

Principal Applicant – The person (you or your spouse) who has a better chance of meeting the selection criteria for the International Skilled Worker Category.

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 regulated and non-regulated occupations in Saskatchewan and Canada, visit [Regulated Occupations and Licensing Requirements](#) and [Job Bank](#).

Professional License – In some professions, you require a license in order to work in that occupation (i.e. nurse, doctor, engineer, etc.). For information on regulated and non-regulated occupations in Saskatchewan and Canada, visit [Regulated Occupations and Licensing Requirements](#) and [Job Bank](#).

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. A regulatory body sets the standards for the profession and eligibility criteria. In order to work in a regulated occupation with **mandatory** (compulsory) certification or licensing, you must have a license or certificate or be registered with the regulatory body for your occupation before you begin work. Physicians and electricians are examples of workers who need to be licensed in order to do their job. For information on regulated and non-regulated occupations in Saskatchewan and Canada, visit [Regulated Occupations and Licensing Requirements](#) and [Job Bank](#).

Recruitment Representatives – A recruiter is someone who assists an employer to find a worker or assists workers in connecting with an employer. Recruiters cannot assist someone with their immigration application.

SaskJobs – This website is the largest job-posting site in the province, with opportunities in all labour market sectors. Job postings range from entry level to trade, professional or management positions. Visit [Working in Saskatchewan](#) to learn more about finding work and becoming familiar with Saskatchewan workplaces.

SINP-Registered Employer – an approved Saskatchewan employer that is registered with the SINP and is able to hire foreign workers and nominees.

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

Supporting Documents – The documents required for your immigration application (i.e.

documents that prove your identity, work experience, language ability, finances, etc.). See the Supporting Documents section of this guide for more information.

Appendix A – SINP In-Demand Occupation List

NOC 2006 Equivalent	NOC 2011 Code	NOC 2011 Title	Mandatory (compulsory) certification or licensing
213	0213	Computer and information systems managers	No
314	0423	Managers in social, community and correctional services	No
513	0513	Recreation, sports and fitness program and service directors	No
721	0714	Facility operation and maintenance managers	No
8251	0821	Managers in agriculture	No
1224	1224	Property administrators	No
1225	1225	Purchasing agents and officers	No
1211/1413	1252	Health information management occupations	No
2161	2161	Mathematicians, statisticians and actuaries	No
2171	2171	Information systems analysts and consultants	No
2221	2221	Biological technologists and technicians	No
2225	2225	Landscape and horticulture technicians and specialists	No
2231	2231	Civil engineering technologists and technicians	No
2232	2232	Mechanical engineering technologists and technicians	No
2244	2244	Aircraft instrument, electrical and avionics mechanics, technicians and inspectors	No
2253	2253	Drafting technologists and technicians	No
2212/2255	2255	Technical occupations in geomantic and meteorology	No
7253	7253	Gas fitters	No
7312	7312	Heavy-duty equipment mechanics	No
7321	7321	Automotive service technicians, truck and bus mechanics and mechanical repairers	No
7332	7332	Appliance servicers and repairers	No