

Instructions to Request a Revision and/or Extension to a Certificate of Nomination

Please be advised that SINP will NOT revise or extend a nomination certificate if you have received a letter from Immigration, Refugee Citizenship Canada (IRCC) stating that your application for permanent residency has been refused. In this case, your SINP application is now considered closed and the SINP nomination certificate number cannot be used again. You may re-apply with a new, complete, online application to the SINP. All new applications will be subject to availability within the current intake thresholds, as well as the SINP criteria that is in place at that time.

In order to revise and/or extend your nomination:

- Read the SINP [Procedural Guidelines](#) to view the procedure for amendments to a nomination certificate.

Examples of reasons you may request a Revision and/or Extension:

- IRCC requests a revised and/or extended nomination certificate.
- You have a new job offer from the same or different employer.
- You and/or your accompanying family members have obtained new passports.
- Your nomination certificate has expired and you require additional time to submit your application for permanent residency.
- You have updated your Express Entry Profile Number and Job Seeker Validation Code.

Please note:

- The SINP will not revise your certificate of nomination to reflect a change in family composition (i.e. new child, change in marital status).
- If approved, a nomination with a revision and/or extension will be sent by email to the applicant listed on the Request for a Revision and/or Extension Form.
- Requests for extensions and/or revisions on files older than 2 years may require further documentation.

Instructions:

1. Please type your information in the Request for Revision and/or Extension Form (page3);
2. Print and sign the Form;
3. Scan and upload the Form; and
4. Submit to the SINP at: immigration.documents@gov.sk.ca
5. Please insert your Nomination Certificate # in the subject line of your email as follows:
 - i.e. "Request for Revision and/or Extension – Nomination #XXXXXXX"

Required Documents

- Request for a Revision and/or Extension Form
- Copy of principal applicant passport (if a new passport has been obtained)
- Copy of any accompanying family member passports (if a new passport has been obtained)
- Copy of current work permit (if you are working in Saskatchewan)
- Copy of IRCC Letter (if IRCC requested the revision and/or extension)
- Copy of Job Offer Letter and Job Approval Letter (if your job has changed)
- Copy of updated Job Offer Letter or Reference Letter stating that your job is still valid (if you were nominated with a job offer over 2 years ago)

- Explanation letter that states the reason as to why you have not applied for Permanent Residency (If requesting an extension)
- Copy of IRCC correspondence that states why your original Permanent Residency application was not accepted.
- Copy of recent paystubs of supporting family member in Saskatchewan (if you were nominated through the **Family Referral Category**)
- Copy of proof of Canadian residency of supporting family member in Saskatchewan (if you were nominated through the **Family Referral Category**)
- Copy of updated bank statements indicating balances and transaction history of the account(s) for the last three months showing a minimum of CAD \$10,000 for the Principal Applicant and CAD \$2,000 for each accompanying family member (if you were nominated through the **Family Referral Category with settlement funds**)
- Copy of IRCC letter indicating why your original Express Entry and Job Seeker Validation Code has changed (if a new Express Entry profile and Job Seeker Validation Code has been obtained)
- Copy of IRCC Correspondence that states your current Express Entry and Job Seeker Validation Code (if a new Express Entry profile and Job Seeker Validation Code has been obtained)

Request for a Revision and/or Extension Form

Do not submit this request form if the required documents are not included. Incomplete requests will be considered ineligible.

SINP Nomination # _____

Applicant Name _____
Name Last First Middle

Date of Birth _____
Day / Month / Year

Address _____
Street

_____ City Province Postal Code

Phone Number _____ **Alternative Phone No.** _____

Applicant Email Address _____

Representative Email Address _____
(if applicable)

I am requesting a Revision Extension Both **to my Certificate of Nomination**
This is my First request Second request Other

My application was nominated over 2 years ago No Yes
If yes, you were nominated: with a job offer without a job offer

Reason for request: _____

Please attach a typed letter if you require more space

I declare that I am the applicant, _____ . I have attached copies of all
Print Name

required documents to this package. I understand that failure to submit all required documents will result in an ineligible request.

Applicant's Signature

Date