About becoming a Permanent Resident
Permanent Resident (PR) status provides you with the right to stay in Canada on a permanent basis, subject to some conditions. There are many ways to become a Permanent Resident of Canada. Some different paths to become a permanent resident include:

- **Express Entry** (Federal Skilled Worker Program, Canadian Experience Class, Federal Skilled Trades Program)
- **Manitoba Provincial Nominee Program** (see IIRSS's information sheet 'The Manitoba Provincial Nominee Program')

- Other Provincial/Territorial Nominee Programs, Family sponsorship, Self-employed Persons Program, Start-up Visa Program, Caregiver Program, etc.

Express Entry is an intake system used to manage applications for three different permanent residence streams: Federal Skilled Worker program (FSW), Canadian Experience Class (CEC), and Federal Skilled Trades Program (FSTP). If you meet the eligibility criteria for one of the three streams, you can complete an Express Entry profile. This information sheet explains applying for the Federal Skilled Worker program through Express Entry.

Process to apply for PR status through Express Entry

STEP 1: DETERMINE IF YOU ARE ELIGIBLE FOR THE FEDERAL SKILLED WORKER PROGRAM &
COMPLETE LANGUAGE/EDUCATION ASSESSMENTS

See the criteria listed below under 'Am I eligible for the Federal Skilled Worker Program?' for more information. You should complete an authorized language test (i.e: IELTS-General or CELPIP-General) and an Educational Credential Assessment (ECA) for any education that you have completed outside of Canada for which you are claiming Express Entry points OR that you are using to meet the requirements for the FSW program.

STEP 2: COMPLETE AN EXPRESS ENTRY (EE) PROFILE & RECEIVE RANKING POINTS

After logging into your IRCC Online account, create an EE profile and answer questions about your personal circumstances. The questions will assess your eligibility for the Federal Skilled Worker program as well as other immigration programs. You will be given points under the Comprehensive Ranking System (CRS) based on factors including: language proficiency, age, work experience, education and adaptability. You must submit language test results and an Educational Credential Assessment (ECA), if applicable. Before submitting an EE profile, you may wish to start gathering the documents that you will need if issued an ITA, as some documents can take a long time to obtain (i.e: police certificates from some countries can take 6 months or more to obtain).

STEP 3: BE SELECTED IN A DRAW & ISSUED A LETTER OF INVITATION TO APPLY (ITA)

Draws are conducted, on average, twice per month. IRCC has the right to limit draws to specific programs or categories of occupations. To see the minimum scores of recent draws, please see: http://www.cic.gc.ca/english/express-entry/rounds.asp

STEP 4: SUBMIT YOUR PERMANENT RESIDENCE APPLICATION

You must submit your permanent residence application within 90 days of receiving your ITA, including all required supporting documentation. You may also want to submit the results from a recent, up-front medical exam from an IRCC panel physician.

STEP 5: RECEIVE PERMANENT RESIDENCE STATUS

Average processing time for PR applications under Express Entry is 6 months. To see the most up-to-date processing times, please visit the IRCC website: http://www.cic.gc.ca/english/information/times/index.asp (Select 'Economic Class', 'Skilled Workers (Federal)', and 'On or after January 1, 2015').

Am I eligible for the Federal Skilled Worker program? If you have work experience, you may be eligible for the Federal Skilled Worker (FSW) program. If you are eligible for the FSW program, you may wish to submit an Express Entry profile. To meet the criteria for the FSW program you must:

- ✓ Have 1 year of continuous, full-time (or the equivalent in part-time) paid work in one occupation at skill type 0, A, or B in the 2011 National Occupation Classification (NOC) within the last 10 years (http://www.cic.gc.ca/english/resources/tools/perm/econ/fsw/minimum.asp) ;
- ✓ Meet minimum language level of Canadian Language Benchmark (CLB) 7 in all four abilities (http://www.cic.gc.ca/english/immigrate/skilled/language-testing.asp);
- ✓ Have a Canadian secondary or post-secondary certificate, diploma, or degree OR a foreign credential that is deemed equivalent to a Canadian credential (http://www.cic.gc.ca/english/immigrate/skilled/assessment.asp);
- ✓ Meet minimum financial requirements (http://www.cic.gc.ca/english/immigrate/skilled/funds.asp);

- ✓ Score a minimum of 67 points in the six selection factors (http://www.cic.gc.ca/english/immigrate/skilled/apply-factors.asp)[1];
- ✓ Plan to live outside of Quebec; and
- ✓ Not be inadmissible to Canada (http://www.cic.gc.ca/english/information/inadmissibility/who.asp).

What is the National Occupation Classification (NOC) and how can I find my job skill level? The NOC is a system that the Government of Canada uses in order to classify and categorize jobs in Canada. You are required to have work experience in a job categorized as NOC 0, A, or B in order to qualify for FSW. To find the NOC code for your previous employment, please see: http://www.cic.gc.ca/english/immigrate/skilled/noc.asp or page 3 of IIRSS's information sheet 'Submitting an Expression of Interest for MPNP'.[2]

Can I use work experience that I gained part-time during the school year to qualify for FSW? Under FSW, you can count part-time work experience that you gained while studying in Canada towards the requirements of the FSW program, provided that the work meets the FSW requirements including that it was continuous, in one occupation, equivalent to 1 year of FT work and in NOC skill type 0, A, or B.[3]

How do I figure out how many points I will get under Express Entry? You can view the Comprehensive Ranking System (CRS) for Express Entry here: http://www.cic.gc.ca/english/express-entry/grid-crs.asp. You can use the CRS tool to estimate how many points you should receive: http://www.cic.gc.ca/english/immigrate/skilled/crs-tool.asp.

Can I get points for 'arranged employment' or 'Canadian work experience' under the CRS? While holding a Post-Graduation Work Permit (PGWP), you CANNOT get points under CRS-D for 'Arranged Employment' or a 'valid job offer'.[4] While holding a PGWP, you can get points under the CRS for 'Canadian work experience' if your work was full-time (or the equivalent in part-time) and in NOC 0, A, or B. While studying full-time, any part-time or full-time work completed CANNOT be counted towards 'Canadian work experience' for the CRS.[5]

Can I get points under the CRS for my program of study in Canada? Yes, if you complete an undergraduate/graduate degree or post-graduate diploma at the University of Winnipeg, you can get points under the CRS for this education. You cannot get points for a program which is still in progress. You cannot get points for completing the English Language Program.

Can I apply for Express Entry while studying? Yes! As long as you meet the criteria of the FSW or another stream, you can apply to Express Entry while studying in Canada on a valid Study Permit. You would simply indicate in your Express Entry profile that you are currently living in Canada. If invited to submit a full application, you should provide a copy of your Study Permit and proof of your status as a student (i.e: letter of enrolment, transcript).

How long will it take to get a decision? Express Entry draws occur, on average, every two weeks. If you are not selected in a draw, your Express Entry profile will remain active for 1 year and you may be selected in a future draw. Once selected in a draw and issued an ITA, you have 90 days to submit all of the required documentation. Once IRCC receives a complete application, it takes on average, 6 months for permanent residence to be issued.

How much does it cost to apply for Express Entry? There is no cost to completing an Express Entry profile. If you are issued an ITA and submit a full application you will be required to pay a $550 application fee. If granted PR, you will have to pay a $490 Right of Permanent Residence Fee. Additional fees are required if you are applying with family members. These fees do not include the cost of language tests, Educational Credential Assessments, etc.

Should I apply to the Manitoba Provincial Nominee Program (MPNP) or through Express Entry (EE)? If you are eligible for both programs, there are several factors to consider. The Manitoba Provincial Nominee Program is a provincial

immigration program for people who plan to stay and settle in Manitoba. Express Entry is a federal intake system for people who want to live in any location in Canada (other than Quebec). Express Entry applications are processed more quickly than MPNP applications. Express Entry applications require different, often more extensive documentation than what is required for the MPNP and the online application process for Express Entry is more complex than that of the MPNP.

Can I submit both a MPNP and FSW application? You can have an active Express Entry and Expression of Interest profile at the same time. If you are invited to submit a full application to either program and change your mind, you can withdraw your application from one of the programs and submit an application to the other program OR one application will be administratively withdrawn automatically upon the approval of the other application.[6]

Do you have any application tips?
- Keep copies & take screen shots! The Express Entry system has a reputation for technical glitches. Keep a copy of everything that you submit & take screen shots at various points during the application process, including pictures of any error messages that you receive. Make sure to save all of your information on your computer, not just on your Express Entry profile as the information you enter in Express Entry may be accidently erased.
- Read. Make sure that you understand all of the stream requirements and the points to which you are entitled. Double check that you are providing all of the required documentation and that the Express Entry system has correctly assessed your points and eligibility.
- Only provide relevant, essential information. Only put information in your Express Entry profile if it impacts your eligibility for FSW or CRS points (i.e.: do not include additional work experience information if it will not give you any additional CRS points AND if it does not impact your eligibility for FSW). Also, you should be able to prove any work experience or education that you entered into EE. Any education that you enter into EE which you obtained outside of Canada should be accompanied by an ECA.
- Provide complete and detailed employment letters. The IRCC officer looking at your application will be directly comparing the tasks and duties outlined in your employment letter to the NOC description for the job. Make sure that your employment letters provide detailed information (i.e.: letters should include date of employment, detailed lists of duties and responsibilities, salary, benefits, signature of company representative, date, email address and phone number of company, etc.). You may also wish to provide additional proof of employment (i.e.: such as T4 or income tax slips, pay slips, contracts, old job offer letters, etc.).
- Be truthful & update your profile. It is important that all information that you submit in your Express Entry profile is truthful. If you are not truthful, you could face charges of misrepresentation and be banned from submitting an immigration application for five years. Also, if your information changes, you must promptly update your Express Entry profile to avoid any issues with misrepresentation.
- Be ready to go. Once receiving an Invitation to Apply, you have 90 days to submit all of the required documentation for a full application. If you think that you have a good chance of being drawn quickly, start obtaining your documents early, even before submitting an Express Entry profile. The following documents should be provided when submitting a PR application: language test results, employment letters, e-medical receipt, all pages of passport, copies of all temporary resident documents (i.e.: Study Permits, Work Permits, etc.), ECA report & copy of diploma/transcripts, police clearance certificates, photo(s), birth certificate for each person in application, marriage certificate/statutory declaration of common-law union, divorce certificate, custody document, authorization from non-accompanying parents, previous refusal letters, proof of settlement funds, letter of explanation, etc.). Additional documents may be required, depending on your personal situation.
- Get good advice. The IIRSS immigration advisor cannot advise about PR options. For more complete application assistance, you may wish to hire a professional immigration consultant or lawyer with experience in Express Entry. A professional will ensure that you have provided all of the required documentation and information and will also assist you with navigating the complex electronic application system. You may also wish to review the IRCC website for further information: http://www.cic.gc.ca/english/express-entry/

This document does not constitute legal advice, and should not be relied upon as a source of legal advice. It is a reference sheet designed to provide general information on Express Entry and Immigration, Refugees, and Citizenship Canada's (IRCC) process for applying for Permanent Residence through the FSW class and describes existing requirements under the *Immigration and Refugee Protection Act (IRPA)* and the regulations made under the Act in general terms. As this class of immigration has complex requirements, it is strongly recommended that students contact Immigration, Refugees, and Citizenship Canada (IRCC) or a regulated consultant or immigration lawyer to review their specific case. IRCC Regulations, policies, and procedures may change without notice. For the most current information, please visit the IRCC Website at www.cic.gc.ca or contact the Call Centre at **1.888.242.2100**. This document was approved by a Regulated Canadian Immigration Consultant in good standing with the ICCRC with the intention to be used as resource/reference by students currently registered at The University of Winnipeg. – Revised May 19, 2019.

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[1] A Post-Graduation Work Permit does not qualify the holder to claim points for 'arranged employment' or a 'valid job offer' under the FSW selection factors (http://www.cic.gc.ca/english/immigrate/skilled/apply-factors.asp). Due to this, providing proof of minimum settlement funds for a FSW application is required.

[2] You must have performed the actions in the lead statement for the occupation and a substantial number of the main duties, including all essential duties, as described in the NOC. For more information about finding your NOC, see IIRSS's information sheet: 'Submitting an Expression of Interest' http://www.uwinnipeg.ca/student/intl/information-for-all-students/visas-study-permits.html

[3] For more information, see: http://www.cic.gc.ca/english/resources/tools/perm/econ/fsw/minimum.asp

[4] As the Post-Graduation Work Permit is an open work permit and does not list a specific employer, it does not qualify the holder to claim a job offer as 'arranged employment' for the purpose of obtaining CRS points (http://www.cic.gc.ca/english/immigrate/skilled/offer.asp).

[5] Self-employed work or work completed without authorization (i.e: full-time work during the school year) CANNOT be counted towards 'Canadian work experience' for the CRS. For more information see section 15 of the Ministerial Instruction for the Express Entry Application Management System (http://www.cic.gc.ca/english/department/mi/express-entry.asp).

[6] Note that processing fees may not be refunded if an application is withdrawn, depending on stage of processing