



OFFICE OF IMMIGRATION

94 Euston Street, 2nd Floor | Charlottetown, PE

Express Entry Application Guide

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Background

The Prince Edward Island Provincial Nominee Program (PEI PNP) is administered by the Office of Immigration (the Office) in partnership with the federal government department responsible for immigration - Immigration, Refugees and Citizenship Canada (IRCC) as outlined in the Agreement for Canada – Prince Edward Island Co-operation on Immigration. The purpose of the provincial nominee program (PNP) is to increase the economic benefits of immigration to Prince Edward Island (PEI), by providing the province with a mechanism to prioritize and nominate candidates for permanent residency. IRCC allocates a limited number of nominations to each province under provincial nominee programs on an annual basis.

Introduction

The PEI PNP is a selection program whereby the Province is able to nominate individuals to the federal government of Canada for permanent residency. If approved as a provincial nominee, you and your dependent family members can apply to Immigration, Refugees and Citizenship Canada (IRCC) to become a permanent resident of Canada in the Provincial Nominee class.

This guide is for foreign nationals who have created a profile with IRCC's Express Entry system, and would like to apply for a nomination for permanent residency through the PEI PNP. The PEI PNP operates through an Expression of Interest (EOI) system. Interested individuals must create a profile online and will be ranked based on human capital and adaptability factors. Only the highest-ranked individuals will be invited to submit an application.

Use of Representatives

If you choose to use an immigration representative, they must be a member in good standing of the Immigration Consultants of Canada Regulatory Council or a provincial law society. All representatives must register with the Office by submitting the PEIPNP L-07: *Provincial Representative Form*. Upon approval, the Representative will be issued a system-generated key required to access the online system. A Use of Representative Form (IMM5476) must also be provided at time of application if you are issued an invitation to apply.

You are not required to use a representative to complete the work on your behalf if you have the ability to represent your own interest in the immigration process. The Office does not give preferential treatment to applicants represented by an immigration lawyer or consultant. Working with an immigration consultant does not guarantee you will receive a nomination from the Province of PEI.

Step 1: Assess Your Eligibility

To be eligible for the PEI Express Entry Stream, you must already be registered in the federal Express Entry system. To register in the federal system, you must meet the requirements of at least one of the following Federal Economic programs:

- Federal Skilled Worker Program;
- Federal Skilled Trades Program; or
- Canadian Experience Class.

The requirements for each program are different. Details on Federal Express Entry can be found on Immigration, Refugees, and Citizenship Canada's website:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry.html>.

There are two pathways to permanent residency through the PEI Express Entry Category, depending on if you have a job offer in PEI or not. Priority will be given to applicants living and working in PEI.

Step 2: Create a Profile

If you meet the eligibility requirements of one of the programs listed above and are registered in the federal express entry system you or your representative may create a profile in the EOI system. To create a profile you will be asked to provide a valid email address, and identification information including your passport details. Once your account has been verified, you will be able to proceed to complete your profile.

Your profile will remain active for a period of six months. You must ensure information provided in your profile is accurate and verifiable. If your situation changes prior to being invited to apply, you may update your profile. If your situation changes after being invited to apply you must contact the Office with the new information; this may impact the ultimate decision on your file. Please see the EOI User Guide for step by step instructions. You can find additional information on the EOI points grid in Appendix A.

Important: An Expression of Interest is not an application, but an indication of your interest in being considered to apply to the PEI PNP Express Entry Category. The Office reserves the right to limit intake or make exclusions from Expressions of Interest draws.

Step 3: Invitation to Apply

If you are invited to apply you will receive an email notification that will include your file and instructions for submission of your file. Individuals who are invited to apply will be removed from the pool and have up to 60 days from the invitation date to submit an application. If you are invited to apply and decide not to proceed with the application you can withdraw your expression of interest and your invitation to apply will be withdrawn. Your profile will be removed from the qualified pool and your invitation will be cancelled. You may submit a new profile at any time; however, this does not guarantee another invitation to apply.

The frequency of invitations to apply is based on annual nomination allocations, processing capacity, and other provincial priorities.

Step 4: Prepare your Application

If you are invited to apply you must complete all relevant Provincial and Federal forms, and gather the required supporting documentation, listed in Appendix B. Answer all questions and sign all forms, where applicable. By signing these documents you are certifying that all information provided therein, whether prepared by you or not, is complete and true in all respects. The Office reserves the right to request additional supporting documents, at any time.

If there are changes in your circumstances, such as family status, employment, contact information, etc., you must notify the Office immediately. If any changes occur after nomination, you must notify the Office and IRCC.

Provincial Forms	
EE-1: Express Entry Application Form	To be completed by the Principal Applicant.
EE-2: Express Entry Consent to Validate	To be completed and signed by the Principal Applicant and spouse/common-law partner (if applicable).
EE-3: Express Entry Information Release Form for Applicant and Spouse	To be completed and signed by the Principal Applicant and spouse/common-law partner (if applicable).
EE-4: Provincial Representative Form	To be completed one time by any Representative not previously approved by the Office
Federal Forms	
IMM 0008 – Generic Application Form for Canada	To be completed and signed by Principal Applicant.
IMM 0008DEP – Additional Dependents/Declaration Form	To be completed if there are more than five dependents.
IMM 5669 – Schedule A Background/Declaration	To be completed and signed by the Principal Applicant and spouse/common-law partner, and any dependent children 18 years of age or older, if applicable (1 form each).
IMM 5406 – Additional Family Information	To be completed and signed by the Principal Applicant, spouse/common-law partner, and any dependent children 18 years of age or older, if applicable (1 form each).
IMM 5409 – Statutory Declaration of Common-law Union	To be completed and signed by the Principal Applicant and Common-law Partner, if applicable.
IMM 5476 – Use of a Representative	To be completed and signed by any person who has given you advice or guidance, if applicable.
IMM 5562 – Supplementary Information Your Travels	To be completed by the Principal Applicant.

Step 5: Submit Your Application

When submitting your application leave documents unbound. If your documents are not in English or French, you must provide a copy of the certified translation and a copy of the original document. Only submit requested documents with your initial application. Your complete application along with all supporting documentation can be submitted either in person or through courier or mail package within 60 days of receiving an invitation to apply.

Your application package must clearly display your application number and must be accompanied by the \$300 application fee. If your file is not accepted, the entire fee will be refunded. If the application is accepted the fee is non-refundable. Keep a copy of the completed forms and supporting documents for your own records.

Acceptable forms of payment are bank draft, certified cheque, or money order, made payable to **Island Investment Development Inc.**

Complete application package can be submitted to:

Office of Immigration
94 Euston Street, 2nd Floor
PO Box 1176
Charlottetown, PE
Canada
C1A 7M8

Step 6: Submit Your Application for Permanent Residency

If you are selected for nomination by PEI, you must then accept the nomination through your MyCIC account online. After you are Invited to Apply by IRCC you must submit an electronic application for permanent residency with all supporting documentation and fees through your MyCIC account. IRCC is responsible for the decision on all applications for Permanent Residency.

Step 7: Landing in Prince Edward Island

If you are approved for permanent residency by IRCC you must report to the Office within 30 days of landing in Canada. You may report in person to 94 Euston Street, 2nd floor, or email immigratepei@gov.pe.ca to schedule an appointment. Please note you may be contacted for up to five years after landing with a short survey to update your file.

Appendix A: Points Grid

Within the EOI system there are six areas with associated points. The maximum points are 100. If evidence of proficiency in both official languages is submitted a bonus of 10 points will be awarded. The Office of Immigration reserves the right to change selection criteria and points at any time without notice.

Express Entry	Express Entry with Job Offer	Express Entry no Job Offer
Age	20	20
Language	20	20
Education	15	15
Work Experience	15	20
Employment	15	10
Adaptability	15	15
Maximum Points	100	100

Points for Age are awarded based on the date of birth entered in your profile.

Age	Express Entry with Job Offer	Express Entry no Job Offer
18-24	7	7
25-29	20	20
30-44	15	15
45-49	10	10
Over 49	0	0
Maximum Points	20	20

Points for Language are awarded based on submitted language test. If evidence of proficiency in both official languages is submitted a bonus of 10 points will be awarded. Your language test must be a valid language test written within the last 2 years. The lowest score achieved in the 4 skills (Reading, Writing, Speaking, Listening) is your score. For example if you have a 7 in Reading, Writing and Speaking but a 5 in Listening your CLB will be 5. Refer to the [Language Test Equivalency Charts](#) to determine your Canadian Language Benchmark (CLB or Niveaux de compétence linguistique canadiens (NCLC)) level from a valid language test.

Language Ability	Express Entry with Job Offer	Express Entry no Job Offer
CLB/NCLC 10	20	20
CLB/NCLC 9	20	20
CLB/NCLC 8	15	15
CLB/NCLC 7	10	10
Below CLB/NCLC 7	0	0
Maximum Points	20	20

Points for Education will be awarded based on the highest level of education completed.

Education	Express Entry with Job Offer	Express Entry no Job Offer
Master's level or PhD from a graduate school of a college or university, after completion of a Bachelor's or Master's degree	15	15
Post-secondary academic degree (Bachelor) from a college or that required at least three years of full-time study	12	12
Post-secondary diploma in a specific trade that required at least two years of full-time study after secondary school	10	10
Completion of secondary school	0	0
Maximum Points	15	15

**Shaded boxes indicate points are not relevant to Stream*

Points for Work Experience will be awarded based on work experience in the NOC reported in your Federal Express Entry profile.

Work Experience	Express Entry with Job Offer	Express Entry no Job Offer
More than 6 years	15	20
4-6 years	15	15
2-4 years	10	10
1-2 years	5	5
Maximum Points	15	20

Points for Employment will be awarded based on work experience and job offer.

Employment	Express Entry with Job Offer	Express Entry no Job Offer
Working in PEI on a valid work permit	5	
Job offer in PEI related to education	5	
Foreign qualification verified with the regulated body in PEI. This is not an ECA.	5	5
At least 1 year continuous full-time work experience in PEI	5	5
Maximum Points	15	10

Adaptability points will be awarded based on proof submitted of any of the adaptability factors.

Adaptability	Express Entry with Job Offer	Express Entry no Job Offer
Currently have close family member(s) living in PEI for at least 12 consecutive months who are permanent residents or Canadian citizens	5	5

Spouse/common-law partner and/or dependent child(ren) have a language ability of CLB/NCLC 6 or higher in English or French	5	5
Currently own residential property in PEI for at least 12 consecutive months	5	5
Graduated from a recognized PEI post-secondary institution	5	5
Spouse/common-law partner has at least 3 years of work experience in the last 5 years	5	5
Dependent child(ren) have been enrolled in a PEI educational institution for at least 6 continuous months	5	5
Maximum Points	15	15

Appendix B: Required Supporting Documentation

You must submit all forms listed in order in Step 4, and provide copies of all supporting documentation in the order listed below.

Identity	
Birth certificate for Principal Applicant and spouse/common-law partner (if applicable) or other official identity document	<input type="checkbox"/>
Marriage certificate (if applicable)	<input type="checkbox"/>
Divorce certificate (if applicable)	<input type="checkbox"/>
Divorce agreement (If applicable)	<input type="checkbox"/>
Death certificate of former spouse (if applicable)	<input type="checkbox"/>
Proof of close family member living in PEI (if applicable)	<input type="checkbox"/>
Children's Information (if applicable)	
Birth Certificate	<input type="checkbox"/>
Official Adoption Papers (if applicable)	<input type="checkbox"/>
Proof of custody and proof that he/she may be removed from the jurisdiction of the court (if applicable)	<input type="checkbox"/>
Proof of enrollment in PEI educational institution (if applicable)	<input type="checkbox"/>
Travel/Status Documents	
Color photocopy of bio data page of passport for all people included in application	<input type="checkbox"/>
Status documents for country of residence, if different from country of citizenship	<input type="checkbox"/>
Correspondence and/or refusal letters for previous applications for immigration to Canada through Federal and/or Provincial programs (if applicable)	<input type="checkbox"/>
Language	
Photocopy of a valid language test showing results obtained within the last 2 years that meet minimum Express Entry eligibility criteria for the federal stream through which you are apply. More information can be found at https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/become-candidate/eligibility/language-requirements.html	<input type="checkbox"/>
Photocopy of valid language test showing results obtained within the last 2 years of a minimum CLB/NCLC 4 in second official language (if applicable)	<input type="checkbox"/>
Photocopy of valid language test showing results obtained within the last 2 years of a minimum CLB/NCLC 6 for spouse or common-law partner (if applicable)	<input type="checkbox"/>
Education	
If school is inside Canada, you must have a certificate, diploma, or degree from a Canadian secondary or post-secondary school. If you have foreign education, you must have an Education Credential Assessment (ECA) report from an approved agency showing that your foreign education is equal to a completed certificate, diploma, or degree from a Canadian secondary or post-secondary school. More information can be found at: http://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=681&top=29	<input type="checkbox"/>
Employment	
Detailed resume for the Principal Applicant and spouse/common-law partner (if applicable)	<input type="checkbox"/>
Letters of reference from previous employers supporting work experience claimed for Principal Applicant and spouse/common-law partner (if applicable)	<input type="checkbox"/>
Employment contract signed with PEI employer (if applicable)	<input type="checkbox"/>
Record of hours and weeks worked	<input type="checkbox"/>
Labour Market Impact Assessment (if applicable)	<input type="checkbox"/>

Net Worth	
Most recent six months bank statements from all accounts for Principal Applicant and spouse/common-law partner	<input type="checkbox"/>
T1 General tax return for Principal Applicant and spouse/common-law partner who resided in Canada in the past tax year (if applicable)	<input type="checkbox"/>
Proof of ownership of residential property in PEI for at least the past year (if applicable)	<input type="checkbox"/>

Appendix C: Definitions

Application: A package including all forms, supporting documents and information required for Provincial Nomination and Permanent Residency.

Canadian Language Benchmark (CLB): The Canadian standard used to describe, measure and recognize English language ability of adult immigrants and prospective immigrants who plan to live and work in Canada, or apply for citizenship. The Niveaux de compétence linguistique canadiens (NCLC) is used to assess abilities in the French language. More information can be found at:

<http://www.cic.gc.ca/english/resources/tools/language/charts.asp>.

Close family member: Includes brother/sister, aunt/uncle, niece/nephew, parents or grandparents of the applicant or the applicant's spouse/common-law partner.

Common-law partner: A person who has been living with another person in a conjugal relationship for at least one year. The term refers to opposite-sex and same-sex relationships.

Comparative industry wage rate: The median wage, as determined by Economic and Social Development Canada (ESDC), based on the NOC code for the position. More information can be found at: http://www.jobbank.gc.ca/LMI_report_area.do?lang=eng&area=11336&reportOption=wage.

Dependent: A spouse, common-law partner or dependent child of a permanent resident or principal applicant.

Dependent child: Children qualify as a dependent if they are under 22 years old and do not have a spouse or common-law partner. Children 22 years old or older (also known as an overage dependent child) qualify as dependants if they have depended on their parents for financial support since before the age of 22 and they are unable to financially support themselves because of a mental or physical condition. The dependent child must meet this criteria on the date the complete application is submitted to the Office of Immigration.

Educational Credential Assessment (ECA): is a report issued by an organization designated by the Minister of Immigration, Refugees and Citizenship Canada that verifies the authenticity of a foreign diploma, certificate or credential, and assesses its equivalence to a Canadian educational credential. More information can be found at:

<http://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=681&top=29>

Expression of Interest Pool: People who meet PEI PNP criteria may submit their EOI Profile into an electronic pool of candidates.

Expression of Interest Profile: An online profile created by a foreign national expressing interest in becoming a permanent resident and residing in PEI through PEI's immigration programs.

Expression of Interest System: The PEI Office of Immigration's online system to accept EOI profiles for consideration to apply for the PEI PNP

Federal work place standards: Federal standards in place by ESDC governing work place standards. More information can be found at http://www.esdc.gc.ca/en/jobs/workplace/employment_standards/labour/index.page.

Foreign National: A person who is not a Canadian citizen or a permanent resident.

Foreign qualification recognition: Foreign credential recognition is the process of verifying that the education and job experience obtained in another country are equal to the standards established for Canadian professionals. Credential recognition for regulated occupations is mainly a provincial responsibility that has been delegated in legislation to regulatory bodies. This is not an education credential assessment (ECA).

Full time work: Working an average of 37.5 hours per week with no 4-week period under 120 hours.

Immigration, Refugee and Citizenship Canada (IRCC): The name of the Canadian federal department that facilitates the arrival of immigrants to Canada, provides protection to refugees, and offers programming to help newcomers settle in Canada.

Invitation to Apply: The invitation extended to a foreign national to submit a complete application for nomination to the Office of Immigration. The invitation is only extended to those individuals that have created an expression of interest.

Job Offer Related to Education: Education is considered related to a job offer if it is specifically listed in the NOC description as a requirement for the position.

Labour Market Impact Assessment (LMIA): A document that an employer in Canada must usually get before hiring a foreign worker. A positive LMIA will show that there is a need for a foreign worker to fill the job and that no Canadian worker can do the job. A positive LMIA is sometimes called a Confirmation letter. If you need an LMIA, your employer must send an application to Employment and Social Development Canada (ESDC).

Landing: The final interview with an immigration officer at either a port of entry or a local IRCC office within Canada, during which an applicant becomes a permanent resident. This happens when the person signs the confirmation of permanent residence.

Legal status: You are authorized to enter and remain in Canada as a temporary or permanent resident under the Immigration and Refugee Protection Act, as a Canadian citizen under the Citizenship Act or as a Registered Indian under the Indian Act.

National Occupation Classification Code (NOC Code): A list of all the occupations in the Canadian labor market. It describes each job according to skill type and skill level. The NOC is used to collect and organize job statistics and to provide labour market information. It is also used as a basis for certain immigration requirements. More information can be found at: <http://noc.esdc.gc.ca/English/noc/welcome.aspx?ver=16>

Post graduate work permit: A document issued by IRCC to eligible foreign students who have graduated from an approved program of study at an eligible post-secondary institution in Canada that is

participating in the Post-Graduation Work Permit Program and applied to IRCC within 90 days of completing all degree or program requirements. It allows the bearer to work legally in Canada after completing studies.

Post-Secondary: A stage of higher education that comes after high school. This refers to a college, university or technical school offering programs of study.

Principal Applicant: When a family applies together, one member must be the main or “principal” applicant. For example, a mother applying for permanent residence with her three children would be the principal applicant. When parents are included in an application, dependent children cannot be principal applicants.

Prince Edward Island employer: An employer who is registered and liable to pay tax in Prince Edward Island and legally registered to do business in the province

Provincial work place standards: Provincial standards in place by the Department of Justice and Public Safety government work place standards. More information can be found at: <http://www.gov.pe.ca/labour/index.php3?number=1004723&lang=E>

Publically funded PEI post-secondary institution: A post-secondary institution that derives its’ primary funding from the Province of PEI.

Representative: An immigration lawyer or consultant (Regulated Canadian Immigration Consultant) approved by the Province to submit applications on behalf of foreign nationals, who are applying through Express Entry.

Secondary school: An institution that provides an education to students who have completed elementary school. In PEI this is 12 years of schooling.

Sufficient financial resources: Sufficient funds to cover federal immigration fees, travel costs for all included in the application, as well as everyday living expenses.

Valid job offer: A job offer that is permanent or for a minimum of 24 months.

Work permit: A document issued by IRCC that authorizes a person to work legally in Canada. It sets out conditions for the worker such as: the type of work they can do, the employer they can work for, where they can work, and how long they can work.