



**GOVERNMENT OF
SASKATCHEWAN**

**Application Guide for
the Family Referral Category
SASKATCHEWAN IMMIGRANT NOMINEE PROGRAM (SINP)**

This Application Guide outlines the requirements for the Family Referral Category of the Saskatchewan Immigrant Nominee Program (SINP). It includes all the instructions necessary for preparing your application. To find out if you are likely to qualify for the program, read this guide carefully before applying.

Saskatchewan selects the applicants who best meet the requirements of the SINP.

For more information, please contact:

**Government of Saskatchewan
Immigration Branch**
Saskatchewan Immigrant Nominee Program
7th Floor – 1945 Hamilton Street
Regina, Saskatchewan CANADA S4P 2C8

Telephone: (Canada 001) 306-798-7467

Facsimile: (Canada 001) 306-798-0713

E-mail: immigration@gov.sk.ca

Website: www.saskimmigrationcanada.ca/appguide-family-members

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I. What is the SINP?

The Saskatchewan Immigrant Nominee Program (SINP) is an immigration program that the province administers. It 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 landed immigrant status. The SINP offers:

- Applicant selection based on the province's economic and labour force needs
- Application processing times faster than other federal immigration classes
- Provincial immigration officers who can explain the program and help applicants, employers and supporting families

What is the SINP Family Referral Category?

The SINP creates Family Referral Category for families living in Saskatchewan who want to help their skilled worker relatives live and work in the province. Supporting family household must provide settlement assistance to applicants and their dependents, which may include employment and financial support.

How the SINP Works

Two-Step Immigration Process

Step 1: Apply to the SINP office for nomination.

- The SINP immigration branch reviews your application.
- If approved, the SINP immigration branch will:
 - Send a nomination certificate to Citizenship and Immigration Canada (CIC)
 - Send a nomination letter to you explaining how to forward your application to the CIC Centralized Intake Office (CIO)

Step 2: Apply to CIC with your SINP nomination.

- CIC considers your application after they receive the nomination certificate from the SINP.
- CIC does health, security and criminal reviews, and then issues visas to you and your Family Members.

In addition to Health, Criminality and Security checks, Citizenship and Immigration Canada may request any additional information that it deems appropriate at any time during the application process. This may include asking Saskatchewan Immigrant Nominee Program (SINP) nominees to submit International English Language Testing System test results.

Who is not eligible under Family Referral Category?

- Refugee claimants in Canada claiming refugee status from the government of Canada.
- Spouses or common-law partners may be supported by an alternative family member or apply under the CIC Family Class (see www.cic.gc.ca/english/immigrate/sponsor/index.asp).
- Health Professionals currently working in Saskatchewan in their field (see the SINP Health Professions Category).

You may **not** be eligible for immigration to Canada if any of the following situations is true:

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

II. Eligibility Requirements

Principal Applicant – A family member who is not living in Canada and wants to come to Saskatchewan to live and work. The principal applicant (you or your spouse) is the person who has a better chance of meeting the nomination criteria for the SINP Family Referral Category.

Supporting Household in Saskatchewan – Supporting households are the relatives of the principal applicant. The supporting household consists of the supporting family member, their spouse, their dependants, and any additional family members or friends residing at the same address. The supporting family member, their spouse and dependents must be living in Saskatchewan for at least the past year and be self supporting. They must be willing to give settlement support, including financial support, to the principal applicant. All members of the supporting household must maintain their Saskatchewan residency throughout the SINP and CIC application processes.

Both the applicant and the family members of the supporting household must intend to remain in Saskatchewan. The SINP will assess whether both the applicant's and supporting household's intentions are to live, work and remain in Saskatchewan.

Who Can Apply Under the SINP Family Referral Category?

If you have Family Members who are Canadian citizens or permanent residents living in Saskatchewan for at least one year including:

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

Spouses or common-law partners are not eligible to apply under the SINP Family Referral Category. They need to apply under the [Citizenship and Immigration \(CIC\) Family Class](#).

Eligibility

To be considered for the Family Referral Category, you must:

1. Be between 18 – 49 years old at time of your application.
2. Have a signed affidavit of support (**SINP 500-22**) from your supporting household in Saskatchewan.
3. Have completed post-secondary education, training, or apprenticeship of at least one year in length that has resulted in a diploma, a certificate or a degree.
4. Have at least one year of work experience in the past ten years in your intended occupation (your employment offer in Saskatchewan).
5. Have an offer of permanent, full-time employment in Saskatchewan either in an occupation or trade in the National Occupational Classification (NOC) Matrix level "A" and "B", or in a designated trade in Saskatchewan.
6. Have sufficient language proficiency in one or both of the official languages in Canada.

Who Can Be a Supporting Household in Saskatchewan?

Supporting family members include:

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

A qualified supporting family member in Saskatchewan is automatically qualified for supporting their spouse's family relatives as listed and vice versa.

Eligibility

The supporting family member of your supporting household must meet the following conditions:

1. Be a Canadian citizen or permanent resident of Canada at the time that your application is submitted to the SINP;
2. Prove that Saskatchewan has been their principal residence for a minimum of one year;
3. Prove their genealogical family relationship to you or your spouse; and
4. Be self-supporting (have reliable income from employment or self employment; have not received financial support through the Saskatchewan Assistance Plan, Employment Insurance, or the Resettlement Assistance Program within the last six months)

When you apply to the SINP Family Referral Category, you must indicate if the supporting household is already supporting other applicants to the SINP. If the supporting household has previously supported a family member they must show that the applicant has economically established in Saskatchewan.

Under the SINP Family Referral Category, your supporting household will receive all written correspondence from the SINP to you. Your supporting household is therefore responsible for making sure that you receive all information concerning your application.

Roles and Responsibilities

Agreeing to be a supporting family member is a big responsibility. You are promising to ensure that:

1. **All pre-arrival costs of the principal applicant and their accompanying dependents are paid.** This includes Citizenship and Immigration Canada (CIC) processing fees, permanent residence fees, medical and transportation costs, and any other pre-arrival costs;
2. **The principal applicant their accompanying dependents have everything that they need as soon as they arrive in Canada.** This includes shelter, food, clothing, goods and services necessary for daily living in Saskatchewan, dental care, eye care, and other health care needs not provided by Saskatchewan Health. It also includes anything else that they may need so that they will not have to apply for social assistance benefits; and
3. **The principal applicant receives all information concerning their application for SINP nomination.** After the applicant submits their application to the SINP, the supporting family member will receive all the written correspondence from the SINP to the applicant.

Required Forms and Documents

As the supporting household for the principal applicant, you must provide the principal applicant with **all** of the following documents, which they will submit with their application to the SINP. Please see the supporting documents section for a detailed list of all the required documents:

1. **SINP-500-22 Family Referral Category Affidavit of Support.** You (spouses) must complete and sign this form. The applicant will submit it with their application to the SINP. The purpose of this form is to declare that you meet all of the eligibility criteria as the applicant's supporting family household. By signing it, you are promising to help the applicant with all aspects of settlement in Saskatchewan. This form **must** be notarized by a Notary Public or Commissioner of Oaths.
2. **Documents that prove your relationship to the applicant.**
3. **Photocopies of your Canadian permanent resident or citizenship card, or your Canadian passport.**
4. **Proof that you have lived in Saskatchewan for the past year.**
5. **Proof that you have been self supporting for the past year.**

PLEASE NOTE: You must maintain your Saskatchewan residency and self supporting status throughout the SINP and CIC application processes.

If you have previously supported a family member applicant to the SINP, you must show

that the family member has economically established in Saskatchewan. You will be required to submit photocopies of the following documentation for the family member regarding his residency and settlement status:

Proof of Permanent Resident status or Canadian Citizenship through photocopies of one of the following:

- Canadian permanent resident card;
- Canadian citizenship card; or
- Canadian passport.

Proof that they have been living in Saskatchewan for the past six months. This must include photocopies of the following:

- Utility bills from the past six months from either SaskPower; SaskEnergy; a city or town office. We will not accept telephone, cellular or cable bills;
- Saskatchewan Health Cards of all the members of the previous application;
- Saskatchewan Driver's license; and
- Proof that they are a registered tenant at 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.

Proof that they have been self-supporting . This must include photocopies of the following:

- Proof of employment for the past six months. This can either be copies of paystubs or a letter from your employer stating your position, start date, and wage. This letter should be on company letter head.
- At least six months of their bank statements from their principal bank account and credit card indicating all transactions made to and from those accounts from the past six months.

PLEASE NOTE: The supporting household may be requested to submit additional documentation or information as deemed necessary by the SINP.

III. The Application Process

How to Apply

- Step 1:** Print off the application package for the Family Referral Category, the provincial forms, the required federal forms and any other federal forms that apply to your situation.
- Step 2:** Read the Application Guide for both the applicant and supporting family member and the instructions for completing the application carefully.
- Step 3:** Obtain all the required supporting documents and make photocopies of them. For a detailed description, see the [Supporting Documents](#) section of this guide.

- Step 4:** Complete the required provincial and federal forms and any other forms that apply to your situation.
- Step 5:** Review and organize your completed forms and supporting documents in the same order as the [SINP 100-23: Family Referral Category Checklist](#). This helps to ensure that you have a complete application package.
- Step 6:** Photocopy all your completed forms and supporting documents. Keep the photocopies for your records.
- Step 7:** Mail the original SINP forms, photocopies of the federal forms, and supporting documents to:

Government of Saskatchewan, Immigration Branch
Saskatchewan Immigrant Nominee Program
7th Floor – 1945 Hamilton Street
Regina, Saskatchewan CANADA S4P 2C8

There is also an online application option:

<http://www.saskimmigrationcanada.ca/immigrating/>.

You can apply online following the instructions and steps given on the portal.

If you have any questions at any time during this process, contact our office for assistance:
Telephone: (Canada 001) 306-798-7467
Facsimile: (Canada 001) 306-798-0713
Email: immigration@gov.sk.ca
Website: www.saskimmigrationcanada.ca

Who is included with Your Application?

You must list all dependents on your application to the SINP Family Referral Category 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 committed relationship for at least one year. This relationship is considered to be a marriage but is not a legal marriage.
- ***Dependent children*** – Daughters and sons, including step-children and children adopted before the age of 18 and children who are not in your custody. One of the following must apply:
 - Is under the age of 22 and does not have a spouse or common-law partner
 - Is currently a full-time student and financially supported by their parents since before turning 22 or from the date of becoming a spouse or common-law partner if this happened before the age of 22
 - Has depended on your financial support before turning 22 and is unable to support themselves due to a medical condition
- ***Overage dependent children*** – Daughters and sons that no longer meet the definition of dependent child may be issued a separate nomination if they:
 - Are between the age of 22 and 29
 - Are not married
 - Have a minimum of grade twelve certificate (or secondary equivalent);
 - Have no dependents
 - Is not currently a full-time student and financially supported by their parents since before turning 22, **or** is in full-time study but will have completed the education study before CIC issuance of a Permanent Resident visa

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 wish to have dependent family members join you in Canada later, you will need to make a separate application to the Government of Canada 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.

Please note: if you are the main applicant, your parents, brothers and sisters may not be included in the SINP application. If you become a permanent resident of Canada, live in Saskatchewan for at least one year, and can prove you have been self-supporting for at least six months, you may be eligible to support these family members through the Category in this Guide at that time.

What Happens to Your Application Package?

Once your application package arrives at our office, an immigration officer will review it to see if it meets the eligibility criteria for the SINP Family Referral Category.

- You will be contacted by letter, fax, or electronic mail (e-mail) with the results. The SINP may ask for additional clarification or documentation. If further documents are required, the Immigration Officer will inform you of the time you have to submit the documents.
- If you are accepted for immigration under the SINP Family Referral Category, the SINP will nominate you to the federal government for landed immigrant 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 [Citizenship and Immigration Canada \(CIC\)](#). Your federal forms, supporting documents, and a letter of nomination will be sent to you. You will also receive detailed instructions on sending your application to the Centralized Intake Office (CIO) located in Sydney, Nova Scotia.
2. The Canadian visa office will send you instructions on medical examinations. The Canadian visa office may require and request 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.
4. If you receive a certificate of nomination and you have a job offer from a Saskatchewan Employer, you may be eligible to apply for a Temporary Work Permit. If you are eligible, the SINP will include instructions on applying for a Temporary Work Permit with your nomination package.

Correspondence between the SINP and the Applicant and Information about Using a Representative

Under the SINP Family Referral Category, your supporting family household in Saskatchewan will receive all written correspondence from the SINP. Your supporting family household is responsible for making sure that you receive all information concerning your application, including applications where a representative has been appointed.

Immigration Representatives

An application that does not include a duly signed [Code of Conduct for Representatives and Applicant Declaration Form](#) will be returned.

A representative is someone who has your permission to conduct business on your behalf, including assistance with your application to Citizenship and Immigration Canada once the SINP has approved you as a Provincial Nominee.

Representatives can be either paid or unpaid. An unpaid representative is a person or organization that does not charge a fee for their representation. This could be a friend or family member, for example. A paid representative must be either a lawyer or a consultant who is registered with the [Immigration Consultants of Canada Regulatory Council \(ICCRC\)](#).

You do NOT need to hire a lawyer, an immigration consultant or a representative to access the Saskatchewan Immigrant Nominee Program. If you feel that language assistance or guidance is required, an immigration representative may be of assistance in completing your application or advising you on the application process. The hiring of a representative will NOT lead to any special prioritization or different handling of your application to the SINP.

All applicants must complete and submit an original copy of the [Code of Conduct for Representatives and Applicant Declaration Form](#).

If you are using a representative you must **also** complete [IMM-5476: Use of a Representative](#) and submit it with your application.

The *SINP Code of Conduct for Representatives* is a contract between a representative (paid or unpaid) and the Government of Saskatchewan. It specifies the minimum standards that can be expected of anyone who is acting as a representative under the SINP.

You must complete and sign Section C of the *Code of Conduct for Representatives 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 B of the form.

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, your application may be refused. A representative who advises an applicant to provide false or misleading information is also breaking the law.

The SINP reserves the right not to recognize or communicate with a representative who has violated the terms of the Code of Conduct.

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 at anytime, you must communicate this in writing to the SINP by letter, fax or email. If you wish to appoint another representative, you and your new representative must submit a new *Code of Conduct for Representatives and Applicant Declaration Form*.

The SINP does not serve as a mediator in disputes between you and your representative. All matters of dispute are to be addressed by the professional association to which your representative belongs, i.e. ICCRC or a Law Society in Canada, if applicable. You must be aware that representatives who are not members of a professional association (ICCRC or a Law Society in Canada) are not regulated. This means that they may not have sufficient knowledge or training and you cannot seek help from the professional bodies if that person provides you with the wrong advice or behaves in an unprofessional way.

Please visit www.saskimmigrationcanada.ca/immigration-representatives or the [Citizenship and Immigration Canada website](#) to learn more about how to choose a licensed, reputable and trustworthy representative and how to protect yourself from scams and immigration fraud.

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) 306-798-2209.

General Guidelines for Completing the Forms

- All **SINP forms** require **original signatures** in ink.
- All **Federal forms** must be **photocopies** only (do not submit original signatures).
- Print clearly with a pen or fill out the forms on your computer and print them out.
- Attach a separate sheet of paper if you need more space and indicate the number of the question you are answering.
- **Answer all questions.** If you leave any sections blank, your application **will** be returned to you. This means that processing will be delayed.
- If any sections do not apply to you, answer with “N/A” (“not applicable”). 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, in writing, the SINP office and the visa office where your application was sent. Do this even if your visa has already been issued.

General Guidelines for Supporting Documents

- When documents are in a language other than English or French, you must submit a photocopy of the original document and a photocopy of the English or French translation. **Although the SINP requires photocopies of original documents, CIC may require original documents or certified copies.**
- 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. You must also supply an **affidavit** from the translator describing their translation ability. The CIO requires that the translator is certified by a regulatory body as a translator. It is the responsibility of the applicant to ensure that translations meet all federal requirements.

If documents are missing, not translated, originals, or unclear, your application may not be assessed and will be returned to you with instructions on what is required.

Supporting Documents

Supporting documents are the documents required for your (applicant's) immigration application (e.g. documents that prove your identity, work experience, language ability, finances, etc.).

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

- A photocopy of the original document
- A photocopy of the English translation of the document
- An affidavit from the translator describing their translation ability

1. 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)
 - each dependant child whether accompanying you to Canada or not (if applicable)

If you are married or widowed you must include:

- Marriage certificate
- Death certificate of former spouse (if applicable)

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)
- Proof of at least one year of 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).

If you or your spouse is divorced you must include:

- Final divorce documents for all divorces
- Custody and child support documents (if applicable)

If you have dependent children, you must include the following documents that apply to your situation:

- 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 before turning 22 years of age)

If you have dependent children, accompanying or not, and the child's other parent is not accompanying you to Canada you must include one of the following:

- 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
- 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).

2. Passports

The expiry date on passports should be two years or more from the date of your SINP 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)
- all dependent children accompanying you to Canada (if applicable)

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

3. Education/Training Credentials

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

- education/trade certificates, degrees or diplomas, wherever applicable, with official transcripts showing school(s) attended or courses taken
- professional designations, professional licenses and/or professional association memberships
- certification of apprenticeship/apprenticeship equivalent programs with details of program structure, courses, length and its administering or regulatory authority

4. Work Experience Credentials

You must submit a letter (or letters) of reference from previous employers or other proof of employment to prove that you have at least one year of work experience in your intended occupation (employment offer in Saskatchewan). Letters of reference must be written on the company's official 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 and the start and end dates of employment
- your main duties/responsibilities
- the number of hours you worked each week if the position was not full-time
- The contact information of your supervisor or manager to assist Saskatchewan Immigration in verifying your former employment

5. Regulatory or Licensing Credentials (if applicable)

If you intend to work in an occupation that requires licensing or certification in Saskatchewan, you must contact the provincial, national and/or industrial regulatory association before applying to verify that you will be able to meet licensing or certification requirements. Before nomination, the SINP will contact the appropriate regulatory body to ensure it has no objections to SINP nomination.

If you intend to work in a medical profession that requires licensing or certification, you must apply under the [SINP Health Professions Category](#).

For information on regulated and non-regulated occupations in Saskatchewan and Canada, contact the [Canadian Information Centre for International Credentials](#) or [Service Canada's \(SC\) Work Destinations](#).

6. Offer of Permanent Fulltime Employment from a Saskatchewan Employer

1. ***Letter of offer for Full-time, permanent employment from a Saskatchewan employer. (copy)***

You must have an letter of offer for full-time, permanent employment in Saskatchewan. **All positions must offer wages and working conditions that match Canadian standards in that occupation.**

The offer of full-time, permanent employment must:

- be addressed to the principal applicant
- state the job title, duties and responsibilities, wage, benefits, and company contact information
- list the location (e.g. town/city) of your position in Saskatchewan
- be issued on the company's letterhead and signed by the employer

2. SINP Confirmation of Job Approval letter from a Saskatchewan Employer (Copy)

Your job offer must be approved by the SINP before you apply to the SINP, or your application will be returned. Include a copy of the SINP Job Approval form in your application. The employer offering you a job received this form from the SINP when the job offer was approved.

7. Have sufficient language proficiency in one or both of the official languages in Canada

The language proficiency can be verified by the Saskatchewan employer who has made your the offer of employment this can be demonstrated by a copy of SINP employment approval letter issued to the employer through Employer Online Information System; or

You can provide valid English language test results from a language test administered by a federally designated testing agency showing a minimum of equivalent of CLB 4 in all categories. The acceptable tests include:

- International English Language Testing Systems (IELTS) with minimum scores of:
 - Listening – 4.5
 - Reading – 3.5
 - Writing – 4
 - Speaking – 4
- Canadian English Language Proficiency Index Program (CELPIP) with minimum scores of:
 - Listening – 2H
 - Reading – 2H
 - Writing – 2H
 - Speaking – 2H
- Test d'évaluation de français (TEF) with minimum scores of:
 - Listening – 145
 - Reading – 121
 - Writing – 181
 - Speaking – 181

8. Police Report(s) (if applicable)

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

9. Proof of Supporting Family Member(s) Living in Saskatchewan as a

Canadian Citizen or Permanent Resident

The SINP must be able to trace your relationship to your supporting family household living in Saskatchewan through official documentation. This can be one or more of the following:

- photocopies of birth certificates or passports showing the names of common family members
- marriage certificates showing the names of common family members, and
- government issued family registry

You may require several documents to prove your family relationship to a current Saskatchewan resident (e.g. if your supporting family household is your first cousin). In these circumstances, please provide a letter or family tree, in addition to official documentation (birth certificates, etc.), that clearly outlines the relationship between you and your supporting family household in Saskatchewan.

10. Supporting Household Documents

You need to provide proof of your relationship to supporting family household living in Saskatchewan.

In addition, you must provide photocopies of the following from your supporting household in Saskatchewan:

- Canadian permanent resident card, or Canadian citizenship card, or Canadian passport
- Proof that they have lived in Saskatchewan for the past year. This must include photocopies of:
 - Utility bills from the past year from either SaskPower; SaskEnergy; a city or town office. We will not accept telephone, cellular or cable bills;
 - Saskatchewan Health Cards of all the members of the supporting household
 - Saskatchewan Driver's license.
 - Proof that you are a registered tenant at your address (lease agreement and rental receipts OR proof of ownership) in Saskatchewan and names of other occupants at your address including their relationship to you.
- Proof that they have been self-supporting. This must include photocopies of:
 - Proof of employment for the past year. This can either be copies of paystubs for the year or a letter from your employer stating your position, start date, and wage. This letter should be on company letter head.
 - At least one year of your bank statements from your principal bank account or credit card indicating all transactions made to and from those accounts from the past year.

11. Supporting Additional Family Members

If your supporting household previously supported a family member you must show that the applicant has economically established in Saskatchewan. The previous applicant will be required to submit photocopies of the following:

Proof of Permanent Resident status or Canadian Citizenship through photocopies of one of the following:

- Canadian permanent resident card;
- Canadian citizenship card; or
- Canadian passport.

Proof that they have been living in Saskatchewan for the past six months. This must include photocopies of the following:

- Utility bills from the past six months from either SaskPower; SaskEnergy; a city or town office. We will not accept telephone, cellular or cable bills;
- Saskatchewan Health Cards of all the members of the previous application;
- Saskatchewan Driver's license; and
- Proof that they are a registered tenant at 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.

Proof that they have been self-supporting . This must include photocopies of the following:

- Proof of employment for the past six months. This can either be copies of paystubs or a letter from your employer stating your position, start date, and wage. This letter should be on company letter head;
- ; and
- At least six months of their bank statements from their principal bank account and credit card indicating all transactions made to and from those accounts from the past six months.

V. 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 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 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 from the date of becoming a spouse or common-law partner if this happened before the age of 22
- Has depended on your financial support before turning 22 and is unable to support themselves 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.

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 is considered to be a marriage but is not 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 the children live.

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

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

Immigration Representative – Someone who has your permission to conduct business for you with the SINP and Citizenship and Immigration Canada (CIC). Representatives can be either paid or unpaid.

“Unpaid Representative”- means a person who provides assistance, information, counseling, or advice to the applicant about the application without charging a fee or receiving any kind of payment.

The term “unpaid representative” does not necessarily include anyone with whom you discuss your plans in an informal way, but it is intended to include anyone, including a friend, family member or a representative of a charitable organization, who provides assistance, advice, or information about the SINP, about Saskatchewan, or about immigration to Canada in a repeated or sustained manner.

If you have received help with your application from someone and you are not sure whether you should consider that person to be an unpaid representative, please ask them to complete the Code of Conduct for Representatives and Applicant Declaration Form. This provides an opportunity for your representative to declare that he/she has conscientiously sought to provide accurate information and advice, and has not participated in obtaining or providing any kind of fraudulent or counterfeit document with respect to your application.

“Paid Representative”- means a person who is a member in good standing of either the Immigration Consultants of Canada Regulatory Council (ICCRC) or the Canadian Law Society who acts on behalf of an applicant applying for immigration under the SINP. Only members of ICCRC or the Canadian Law Society are authorized to charge fees for immigration advice and/or services under the SINP. If using the services of a paid representative, the applicant must confirm that the representative is a member in good standing of at least one of these two professional associations. For more information, please visit www.cic.gc.ca/english/information/representative/index.asp

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

NOC–The National Occupational Classification (NOC) is the nationally accepted reference on occupations in Canada. It organizes over 40,000 job titles into 500 occupational group descriptions. It is used daily by thousands of people to compile, analyze and communicate information about occupations, and to understand the jobs found throughout Canada's labour market.

Nominate – The term used by the Province of Saskatchewan to describe the selection of individuals for the Saskatchewan Immigrant Nominee Program dependent on health, security, and criminality screening by CIC.

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 have Canadian citizenship yet.

Principal Applicant – A family member who is not living in Canada and wishes to come to Saskatchewan. The principal applicant is the person (you or your spouse) who has a better chance of meeting the selection criteria for the SINP Family Referral Category.

Professional Designation – A statement of your education and/or occupation. For example, if you have a doctorate degree, you can write “PhD” after your name as a statement of your education. Licensed engineers can use the designation “P.Eng” after their name. For information on Saskatchewan regulations for your occupation, visit www.workdestinations.org.

Professional License – In some professions, you require a license in order to work in that occupation (e.g. nurse, doctor, engineers, etc.). For information on Saskatchewan regulations for your occupation, visit www.workdestinations.org.

Self-supporting – Supporting family members (household) must be self-supporting. This means that they have reliable income and they have not received financial support through the Saskatchewan Assistance Plan, Employment Insurance, or the Resettlement Assistance Program within the last six months.

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.) See the [Supporting Documents](#) section of this guide for more information.

For a detailed list of family member definitions, please see [Family Member Definitions](#).

Family Member Definitions

1. Family Members or Relatives

Aunt: The sister of your father or mother, or the wife of your father or mother's brother.

Brother: A male who has the same parents as you.

Child: A son or daughter of any age.

Cousin: The child of your uncle or aunt.

Daughter: One's female child.

Father: A male parent of a child.

First cousins: A child of your uncle or aunt. ***Grandchild:***

The child of your son or daughter. ***Granddaughter:*** The daughter of your son or daughter. ***Grandfather:*** The father of your father or mother. ***Grandmother:*** The mother of your father or mother. ***Grandparent:*** One of the parents of your father or mother. ***Grandson:*** The son of your son or daughter.

Half-brother: A brother who is the son of only one of your parents (or who has the same mother or father as you).

Half-sister: A sister who is the daughter of only one of your parents (or who has the same mother as father as you).

Mother: A female parent of a child.

Nephew: The son of your brother or sister, or the son of your spouse's brother or sister.

Niece: The daughter of your brother or sister, or the daughter of your spouse's brother or sister.

Parent: The father or mother of a person.

Second cousin: A child of a cousin of one of your parents (**not eligible**).

Sister: A female who has the same parents as you.

Son: One's male child.

Uncle: The brother of your father or mother, or the husband of your father or mother's sister.

2. Step-relative of the Same Level (step means a relation not by birth but because a parent has remarried)

Step-aunt: The step-sister of your father or mother, or the wife of your father's or mother's stepbrother.

Step-brother: A male who is not your brother, but whose father or mother has married your father or mother.

Step-cousin: A step-child of your uncle or aunt, or a child of your step-aunt or step-uncle.

Step-daughter: Your spouse's daughter from a previous relationship.

Step-father: A male who is married to your mother, but who is not your father.

Step-granddaughter: The step-daughter of your son or daughter, or the daughter of your step-son or step-daughter.

Step-grandfather: The step-father of your father or mother, or the father of your step-father or step-mother.

Step-grandmother: The step-mother of your father or mother, or the mother of your step-father or step-mother.

Step-grandson: The step-son of your son or daughter, or the son of your step-son or step-daughter.

Step-mother: A female who is married to your father, but who is not your mother.

Step-nephew: The step-son of your brother or sister, or the step-son of your spouse's brother or sister. Also, the son of your step-brother or step-sister, or the son of your spouse's step-brother or step-sister.

Step-niece: The step-daughter of your brother or sister, or the step-daughter of your spouse's brother or sister. Also, the daughter of your step-brother or step-sister, or the daughter of your spouse's step-brother or step-sister.

Step-sister: A female who is not your sister, but whose father or mother has married your father or mother.

Step-son: Your spouse's son from a previous relationship.

Step-uncle: The step-brother of your father or mother, or the husband of your step-aunt.

3. In-laws (relatives by marriage)

Brother-in-law: Your spouse's brother, or your sister's husband, or the husband of your spouse's sister.

Father-in-law: Your spouse's father.

Mother-in-law: Your spouse's mother.

Sister-in-law: Your spouse's sister, or your brother's wife, or the wife of your spouse's brother.

4. Other Family Relations

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 is considered to be a marriage, but is not a legal marriage.

Spouse: A husband or wife of the same or opposite sex. This relationship is defined by marriage.