



**GOVERNMENT OF  
SASKATCHEWAN**

**Application Guide for the Hospitality Sector Project**  
SASKATCHEWAN IMMIGRANT NOMINEE PROGRAM (SINP)

This Application Guide outlines the requirements for the Hospitality Sector Project 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. Decisions about applications are final.

*For more information, please contact:*

**Government of Saskatchewan**  
**Immigration Services Division**  
Saskatchewan Immigrant Nominee Program  
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Regina, Saskatchewan CANADA S4P 2C8

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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 that are faster than other federal immigration classes
- Provincial immigration officers who can explain the program and help applicants

### ***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:
  - o Send a nomination certificate to Citizenship and Immigration Canada (CIC).
  - o 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 Language Testing System test results.

## ***What is the SINP Hospitality Sector Project?***

Under the Hospitality Sector Project the SINP can nominate foreign workers that are currently working in Saskatchewan in one of the following categories: Food/Beverage Server (NOC 6453); Food Counter Attendant/Kitchen Helper (NOC 6641); or Housekeeping/Cleaning Staff (NOC 6661) for a minimum of six (6) months on a temporary work permit issued by Citizenship and Immigration Canada (CIC), supported by Service Canada's (SC) Temporary Foreign Worker labour market confirmation.

Workers in the categories listed in the preceding paragraph must first begin working in Saskatchewan for an approved Saskatchewan company on a temporary foreign work permit. If an approved business offers the worker permanent employment, **after a minimum of 6 months employment** he/she may apply to the SINP for permanent resident status.

## ***Who is not eligible to apply under the Hospitality Sector Project?***

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

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

- 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.
- You have intentionally misrepresented yourself in the application.

## **II. Eligibility Requirements**

*Principal Applicant* – The person making application to the SINP Hospitality Sector Project.

**Applicants to the SINP Hospitality Sector Project must already be working in Saskatchewan on a temporary work permit for at least six months in order to apply.**

### ***Eligibility***

To be considered for the Hospitality Sector Project you must:

1. Hold a valid work permit for one of the following categories: Food/Beverage Server ( NOC 6453); Food Counter Attendant/Kitchen Helper (NOC 6641); or Housekeeping/Cleaning Staff (NOC 6661).
2. Have completed a minimum of Grade 12 (or its equivalent)
3. Be employed in Saskatchewan for a minimum of six months and meet or exceed all employer established work and performance standards
4. Have a minimum of CLB 4 or higher English Language ability across all 4 categories (listening, speaking, reading, writing).

### **III. The Application Process**

#### ***How to Apply***

- Step 1:** Print off the application kit for the Hospitality Sector Project, the provincial forms, the required federal forms and any other federal forms that may apply to your situation.
- Step 2:** Read the Application Guide and the instructions for completing your 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 forms and any other provincial forms that apply to your situation.
- Step 5:** Complete the required federal forms and any other federal forms that apply to your situation.
- Step 6:** Review and organize your completed forms and supporting documents in the same order as the [SINP 100-29 – Hospitality Sector Project Checklist](#). This helps to ensure that you have a complete application package.
- Step 7:** Photocopy all your completed forms and supporting documents and keep the photocopies for your records.
- Step 8:** Mail the original SINP forms and photocopies of federal forms and your supporting documents to:

**Government of Saskatchewan**  
**Immigration Services Division**  
Saskatchewan Immigrant Nominee Program  
7<sup>th</sup> Floor – 1945 Hamilton Street  
Regina, Saskatchewan CANADA S4P 2C8

If you have any questions at any time during this process, please contact our office:  
Telephone: (Canada 001) 306-798-SINP (7647)  
Facsimile: (Canada 001) 306-798-0713  
Email: [immigration@gov.sk.ca](mailto:immigration@gov.sk.ca)  
Website: [www.saskimmigrationcanada.ca](http://www.saskimmigrationcanada.ca)

## ***Who is Included with Your Application?***

You must list all dependents on your application to the SINP Hospitality Sector Project 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 who:
  - Are under the age of 22 and do not have a spouse or common-law partner
  - Are 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
  - Have depended on your financial support before turning 22 and are 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
  - Have not been enrolled in full time post secondary education since before the age of 22 **or** will complete education 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 SINP Family Members Category at that time.

## ***What Happens to Your Application Package?***

Once your application package arrives at our offices, an immigration officer will review it against the eligibility criteria for the Hospitality Sector Project.

- 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 you are accepted for immigration under the Hospitality Sector Project, you will be nominated 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 CIO.
2. The Canadian visa office will send you instructions on medical examinations. The Canadian visa office may require additional documentation at this time. In some cases, you may have 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.

## ***About Immigration Representatives and Designated Individuals***

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

### **Immigration Representatives**

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](http://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.**
- Please provide photocopies of all other documents and forms.**

- 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 may 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, or unclear, your application may not be assessed and returned to you.

## **IV. Supporting Documents**

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

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

- A photocopy of the original document

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

## **1. Temporary Work Permit**

The principal applicant must submit a copy of their temporary work permit issued by [Citizenship and Immigration Canada \(CIC\)](#) for one of the following National Occupational Classifications: 6453, 6641 or 6661. The permit must show that they have been working in Saskatchewan for an approved Saskatchewan company for **a minimum of 6 months**.

## **2. Offer of Permanent Employment from an Approved Saskatchewan Company**

You must have an Letter of Offer and SINP Confirmation of Job Approval (must be provided to you by the Saskatchewan Employer, to be submitted with your SINP application) for whom you have worked for the past 6 months:

### **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.

### **3. Service Canada Employer/Employee Contract**

You must include a copy of the Service Canada employer-employee contract.

### **4. Education Documents**

You must provide proof that you have completed a minimum of Grade 12 (or its equivalent)

### **5. Proof of English Language Ability**

You must 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

### **6. 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:
  - o you (the principal applicant)
  - o your spouse or common-law partner (if applicable)
  - o 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, are 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).

## **7. 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 dependant 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.

## **8. Police Report(s)** (if applicable)

If you or any dependent over the age of 18 has committed an offence or has been convicted of a crime, you must provide a 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.

## **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; or
- 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.

***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](http://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).

***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*** – The person (you or your spouse) who has a better chance of meeting the selection criteria for the SINP Long Haul Trucker Drivers Project.

***SINP Hospitality Sector*** – This project allows Saskatchewan companies to bring workers to the province for one of the following categories: Food/Beverage Server (NOC 6453), Food Counter Attendant/Kitchen Helper (NOC 6641) or Housekeeping/Cleaning Staff (NOC 6661). Workers in these categories can begin working in Saskatchewan for approved companies on a temporary foreign work permit. If an approved business offers them permanent employment, **after a minimum of 6 months employment** they may apply to the SINP for permanent resident status.

***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.