GOVERNMENT OF SASKATCHEWAN

SASKATCHEWAN IMMIGRANT NOMINEE PROGRAM (SINP)

Hospitality Sector Project Checklist

Please check each item on the checklist and include the checklist with your documents.

- ☐ **All SINP forms require original signatures in ink.**
- ☐ **Please provide photocopies of all other forms and documents**
- ☐ Where documents are in a language other than English, the applicant must submit a photocopy of the original document and a photocopy of the English translation.
- ☐ Translators can be any person other than a family member of the applicant or spouse, and must not work for, or be, a paid consultant or representative who is preparing the application. The applicant must also supply an affidavit from the translator describing their translation ability. Please be aware that some Canadian immigration visa offices may require that the translator is certified by a regulatory body as a translator. It is the responsibility of the applicant to ensure all federal requirements are met with respect to translations.
- ☐ If documents are missing, not translated, or unclear, your application may be returned to you unassessed.
- ☐ 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.

For further clarification, refer to the Application Guide for the Hospitality Sector Project.

Once completed, remember to make a photocopy of the entire application package for your records. Place all your documents and completed application forms in a sealed envelope and mail them to:

Government of Saskatchewan
Immigration Services Division
Saskatchewan Immigrant Nominee Program
7th Floor, 1945 Hamilton Street
Regina SK S4P 2C8
CANADA

REMEMBER TO PHOTOCOPY EVERYTHING ON THIS LIST FOR YOUR PERSONAL RECORDS.

Updated May 2012

Required Forms	Attached
SINP-100-26 SINP Hospitality Sector Project Checklist • Completed by the principal applicant.	☐
SINP-100-12 SINP Hospitality Sector Project Employee Application (original) • Completed by the principal applicant.	☐
SINP Code of Conduct for Representatives and Applicant Declaration to the SINP • Completed by the principal applicant.	☐
IMM-0008 Generic Application Form for Canada (copy) • Completed by the principal applicant	☐
IMM-0008DEP Additional Dependents / Declaration (copy) • Completed by the principal applicant.	☐

Schedule A: Background/Declaration (copy)
• Completed by:
  o The principal applicant
  o Spouse or common-law partner
  o Each dependent child over 18 yrs of age if accompanying the applicant to Canada or not.
	☐

Schedule 4: Economic Classes – Provincial Nominee (copy) • Completed by the principal applicant	☐
Supplementary Information – Your Travels (copy) Completed by the principal applicant	☐

IMM-5406 Additional Family Information (copy)
• Completed by:
  o The principal applicant
  o Spouse or common-law partner
  o Each dependent child over 18 yrs of age if accompanying the applicant to Canada or not.
	☐

Other forms (if applicable)	Attached	Not Applicable
IMM-5476 Use of a Representative (copy) • Completed by the principal applicant. Use this form to permit the SINP to release your application information to another person or agency acting on your behalf.	☐	☐
IMM-5475 Authority to Release Personal Information to a Designated Individual • Completed by the principal applicant. Use this form to permit the SINP to release your application information to another person or agency acting on your behalf.	☐	☐
IMM-5409 Statutory Declaration of Common Law Relationship (copy) • Completed by the principal applicant and the common law partner and notarized by a Notary Public or Commissioner of Oaths.	☐	☐

Supporting Documents (required) (copies only) Attached

The following is a list of required documents for your SINP application. 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.

1. Temporary Work Permit ☐

- Must confirm that the applicant has been working in their occupation for at least six months.

2. 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): ☐

1. **Letter of Offer for Full-time permanent, employment in Saskatchewan(Copy)**
   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 Job Approval letter from a Saskatchewan Employer (Copy)**
   You must include a copy of the SINP Job Approval form in your application to the SINP, or your application will be returned. Your employer will receive the SINP job approval form from the SINP.

3. Education Documents ☐

- The principal applicant must provide proof of Grade 12 (or its equivalent)

4. Language Test Results ☐

- 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'evaluation de francais (TEF) with minimum scores of:
  - Listening – 145
  - Reading – 121
  - Writing – 181
  - Speaking – 181

5. Identity and Civil Status Documents (photocopies)

- **Birth Certificates**, that list both parents, for: ☐
  - the principal applicant
  - spouse or common-law partner
  - dependent children if accompanying the applicant to Canada or not.
- **Marriage Certificate** (if applicable) ☐ ☐
- **Proof of Common Law relationship** (if applicable) ☐ ☐
- **Death Certificate for former spouse** (if applicable) ☐ ☐
- **Adoption Papers** (if applicable) ☐ ☐
- **Proof of continuous full-time studies** for dependent children aged 22 or older ☐ ☐
- **Final Divorce, custody and maintenance documents** ☐ ☐
  - For both applicant and spouse (if applicable)

6. Passports ☐

- Photocopies of the passports for
  - the principal applicant,
  - spouse or common-law partner
  - dependent children if accompanying the applicant to Canada.
- Include photocopies of only those pages showing the passport number, date of issue and expiry, photo, name, date and place of birth.
- If you live in a country different from your nationality, include a photocopy of your visa for the country where you currently live.

7. Police Reports (if applicable) ☐ ☐

- If the applicant or any family member over the age of 18 has committed an offence or been convicted of a crime, please provide a copy of a police report from the country or countries where the offence(s) occurred. In addition to the police report, submit any proof of rehabilitation (if applicable).

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