



## Using an Immigration Representative

### **Q: Who is an immigration representative?**

An immigration representative is a person who conducts business on your behalf with the Saskatchewan Immigrant Nominee Program, Citizenship and Immigration Canada, the Immigration and Refugee Board, and/or the Canadian Border Services Agency in respect of your immigration application. An immigration representative is someone you have appointed to advise or help you with your immigration application, receive updates and respond on your behalf to questions about your immigration application. Immigration representatives usually charge money for their services.

Go to [Citizenship and Immigration Canada \(CIC\)](#) for more information on immigration representatives or call CIC toll-free (no cost) at 1-888-242-2100.

### **Q: Do I have to use an immigration representative?**

No. You do not have to use a representative for immigration. The Governments of Saskatchewan and Canada treat every applicant equally, whether you use an immigration representative or not.

All the information and [application forms](#) that you need to apply for immigration are available for [free](#) on the Government of Saskatchewan [Immigration website](#). This website also contains an application guide that includes instructions on how to prepare and submit your application. If you have questions, you can contact the Saskatchewan Immigrant Nominee Program by calling (306) 798-7467 or sending an email to [immigration@gov.sk.ca](mailto:immigration@gov.sk.ca).

### **Q: Will my application be processed faster if I use an immigration representative?**

No. All applications are treated equally, so your application will not be processed faster if you use an immigration representative.

**Q: Can an immigration representative guarantee that my application will be approved?**

No. Immigration representatives cannot guarantee your application will be approved because the decision is made by the Saskatchewan Immigrant Nominee Program and is based on the information in your application and any applicable program criteria and policies. Immigration representatives are not involved in the decision.

**Q: Can my friend or family member be my immigration representative?**

Yes. There are two types of immigration representatives: unpaid and paid.

- **Unpaid representatives**

- Friends and family members who do not charge money for their help.
- Organizations that do not charge money for providing immigration advice or help. These include community organizations, religious organizations, or ethno-cultural associations.

- **Paid representatives**

Only the following individuals are authorized to charge money for representing you or for giving you immigration advice and services:

- *Immigration consultants* who are members of the [Immigration Consultants of Canada Regulatory Council \(ICCRC\)](#)
- *Lawyers* who are members of a Canadian provincial or territorial law society. For example, in Saskatchewan: [Law Society of Saskatchewan](#)
- *Notaries* who are members of the [Chambre des notaires du Québec](#)

If you use a paid representative who is not authorized, then your application will not be processed. Please make sure your paid representative is a member in good standing of one of the above professional organizations.

**Q: What is “good standing” and how can I find out if an immigration representative is authorized and in “good standing”?**

Typically, a member in good standing of a professional licensing organization is one who is not under discipline or suspension by the association to which they belong.

To find out more about “good standing” and to find out if an immigration representative is authorized and in good standing, you must:

- Ask the representative what organization they belong to

AND

- Contact the organization and/or look at licensing organization's website.

**Q: How much money does it cost to hire an immigration representative?**

Each immigration representative may ask for different amounts of money for their services. If you want to hire an immigration representative, make sure you ask what services they provide and how much those services cost. Before you agree to hire them, they should give you a detailed description of all costs and services that they *may* charge.

Tips:

- Don't sign a blank application form or document
- Don't sign any form or document if you do not understand what it says
- Make sure you get a copy of any documents that your immigration representative prepares for you
- Don't leave your original documents or photos with your immigration representative
- Any time you give money to your immigration representative, you should get a written receipt. The receipt must say what service you are paying for, and how much you paid.

**Q: Do I have to tell the Governments of Saskatchewan and Canada if I have used the services of an immigration representative?**

Yes. You must fill out the Government of Canada's [Use of a Representative](#) form if you are using an immigration representative. Go to [Citizenship and Immigration Canada's webpage](#) to find the form and instructions on how to fill it out.

All applicants must also complete and submit an original copy of the Government of Saskatchewan's [Code of Conduct for Representatives and Applicant Declaration to the Saskatchewan Immigrant Nominee Program](#) form.

For your application to be processed, you must give the name of your immigration representative to:

- The Saskatchewan Immigrant Nominee Program;
- Citizenship and Immigration Canada,
- The Immigration and Refugee Board, **OR**;
- The Canadian Border Services Agency

It is against the law to give false or misleading information to the government.

**Q: What can I do if I have a problem with my immigration representative?**

If you are having a problem with your immigration representative, you should speak with your representative directly and try to fix the problem.

If speaking with your representative does not fix the problem, you can file a complaint with the organization they belong to (for example, their [law society](#), [ICCRC](#), or the [Chambre des notaires du Quebec](#)) in order to resolve the problem.

If your representative is not a member of one of the above organizations, you can file a complaint through the [Canadian Consumer Information Gateway](#) or the [Canadian Council of Better Business Bureaus](#).

**Q: What if I still have questions about using an immigrant representative?**

If you want more information, you can contact the [Program Integrity Unit](#) of Saskatchewan Immigration.

The Program Integrity Unit was created to protect the rights of current and future immigrants in Saskatchewan, including temporary foreign workers, permanent residents, and applicants to the Saskatchewan Immigrant Nominee Program. All complaints and concerns are taken seriously. The Program Integrity Unit will review any complaint related to the mistreatment, abuse, and exploitation of applicants and foreign workers while protecting their privacy and confidentiality.

For more information, or to speak to a Program Integrity Officer, call (306) 787-0006 or send an e-mail to [immigrationpi@gov.sk.ca](mailto:immigrationpi@gov.sk.ca).

**This document contains links and is best viewed online.  
This document, along with information on other topics,  
is available in various languages at:**

[www.saskimmigrationcanada.ca/information-in-various-languages](http://www.saskimmigrationcanada.ca/information-in-various-languages)

**Questions?**

Email: [immigration@gov.sk.ca](mailto:immigration@gov.sk.ca)

Tel: (Canada 001) 306-798-7467

Website: [www.saskimmigrationcanada.ca](http://www.saskimmigrationcanada.ca)