

Permanent Residence Fees – Fee Schedule

Program	Applicants	Current Fee April 2022 - March 2024	New Fee April 2024 - March 2026 ¹
Right of Permanent Residence Fee	Principal applicant & Accompanying spouse or common-law partner	\$515	\$575
Federal High Skilled, Provincial Nominee Program and Quebec Skilled Workers, and most Economic Pilots (Rural, Atlantic Immigration Program, Atlantic, Agri-Food)	Principal applicant	\$850	\$950
	Accompanying spouse or common-law partner	\$850	\$950
	Accompanying dependent child ²	\$230	\$260
Live-in Caregiver Program and Caregivers Pilots (Home Child Provider Pilot and Home Support Worker Pilot)	Principal applicant	\$570	\$635
	Accompanying spouse or common-law partner	\$570	\$635
	Accompanying dependent child ²	\$155	\$175
Business (Federal and Quebec)	Principal applicant	\$1,625	\$1,810
	Accompanying spouse or common-law partner	\$850	\$950
	Accompanying dependent child ²	\$230	\$260
Family Reunification (Spouses, Partners and Children; Parents and Grandparents; and other relatives)	Sponsorship Fee	\$75	\$85
	Sponsored principal applicant	\$490	\$545
	Sponsored child (Principal applicant under 22 and not a spouse/partner) ²	\$75	\$85
	Accompanying spouse or common-law partner	\$570	\$635
	Accompanying dependent child ²	\$155	\$175
Protected Persons	Principal applicant ²	\$570	\$635
	Accompanying spouse or common-law partner ²	\$570	\$635
	Accompanying dependent child ²	\$155	\$175
Humanitarian and Compassionate / Public Policy	Principal applicant ²	\$570	\$635
	Accompanying spouse or common-law partner	\$570	\$635
	Accompanying dependent child ²	\$155	\$175
Permit Holders	Principal applicant ³	\$335	\$375

¹ New rate is calculated in accordance with the cumulative percentage increase to the Consumer Price Index for Canada, published by Statistics Canada, for the two previous years (2022 & 2023), rounded to the nearest five dollar.

² These applicants are exempt from paying Right of Permanent Residence Fee (normally paid by all permanent resident applicants except dependent children and protected persons). Note: principal applicants in the Humanitarian and Compassionate category are only exempt under certain circumstances.

³ Members of the Permit Holder class may not include accompanying family members in their applications for permanent residence. Such individuals must submit their own applications as a principal applicant.

Canadian Experience Class

May 9, 2023 6:54 AM

The Canadian Experience Class launched in September 2008 and it aims to facilitate the transition from temporary to permanent residence for certain temporary foreign workers and foreign nationals who studies in Canada.

Attracts more temporary foreign workers/students to Canada and retain them as permanent residents.

Focuses on foreign nationals with good language skills, education, and skilled Canadian work experience.

[Fee list \(canada.ca\)](#)

Updated Fees as of April 2024 - [Updated Fees](#)

Case Analyst - Overview

October 13, 2023 11:20 AM

s.16(1)(c)
s.21(1)(a)

s.21(1)(b)

The Case Analyst (CA) assessment portion of the Canadian Experience Class applications allows for the Case Processing Officer (CPO) to focus more on the necessary eligibility concerns that the Case Analyst had during their assessment, as well as on the admissibility side of the application.

Document Overview:

[Document Overview: CEC Notes & Points.xlsx \(ci.gc.ca\)](#)

1. Open GCMS in Microsoft Edge - *the buttons will only work with Microsoft Edge.*
2. Go to SARA and pull CEC-Eligibility applications
3. Open _____ from Overview or Links Page
4. Click IMM - PR on GCMS
5. Click Query
6. Paste your application number.
7. Click Go.
8. While on the application screen in GCMS, ensure that you are on the "Clients and Parties" tab.
9. Click "GCMS Pull" on the _____ to automatically pull in the clients information from GCMS.

s.21(1)(a)

s.21(1)(b)

10. Select "Case Analyst" for the "Review Type"

11. If an error message pops up after completing your GCMS Pull, click OK. This will jump you back to the clients and parties tab in GCMS.
12. To pull additional information from GCMS into the _____ click the Multipull button on _____ (ensure that you are back on the clients and parties tab in GCMS).
 - a. This will bring in medical information for all clients and CRS points for the Primary Applicant (PA).
 - b. All Dependent and the Spouse Pull buttons will pull information for all clients EXCEPT the PA. These buttons should only be used if necessary (EG. If there has been a change to family composition since the last review date.)

13. While in the EE-Eligibility Screen after doing the _____ pull in your work experience as well.
 - a. Click **Employment History** Tab in GCMS
 - i. Sort all of the entries by "status" to bring all of the received lines to the top.
 - b. On _____ tool go to the "Work Experience" tab.
 - i. Click on an empty Work Experience tab.
 - ii. Highlight a received employment history line in GCMS.
 - 1) You may choose to pull all of the clients Canadian work first, followed by their foreign work experience (if they are claiming any.)
 - 2) _____ - Only pull in the work experience that is under an eligible TEER 0, 1, 2, or 3 NOC
 - 3) _____ ONLY PULL IN the work where the client was NOT a full time student or self employed.
 - a) Highlight an employment line and scroll down to view the details of each period of employment.

IF THE CLIENT HAS DECLARED EXCESS WORK EXPERIENCE IN AN INELIGIBLE NOC OR DURING A TIME WHEN THEY WERE SELF EMPLOYED OR STUDYING FULL TIME AND YOU ARE NOT PULLING THIS WORK INTO THE TOOL - MAKE NOTE IN SUMMARY NOTES ON RECOMMENDATION TAB.

- iii. Click the Work Experience Pull button on the right hand side of the tool to pull in the appropriate work experience line.
 - 4) Do this for each - eligible received employment line that the client has declared.
 - 5) A new/blank "work experience" tab on the [redacted] will pop up after you have pulled one in.
 - a) Click on that blank work experience tab
 - b) Highlight your next employment line in GCMS
 - c) Click the Work Experience Pull button.

Complete Integrated Search

- 14. Click on the Go to Search button on GCMS to complete an Integrated Search.
 - a. The top of the Integrated search page will list all clients and parties on the application.
 - b. Click on "Search All"
 - c. Click "Refresh" until the search status for all clients is "Complete"
 - d. In IRCC Integrated Search Hit List Field, ensure that the correct UCI record is highlighted in blue.

Identifying Client's Status on [redacted]

- e. Go to the Integrated Search tab on [redacted] tool

- f. **Note** client's current status as per GCMS
 - i. **In Status** indicates that:
 - 1) The client has an **approved** TR application ie. WP, SP, or VR in Canada which has not expired OR
 - 2) The client has **Implied Status** ie. An in progress TR application that was received prior to the expiry of their previous permit.
 - g. **Not in Status** indicates that:
 - i. The client **does not** have a valid TR application, all applications have either expired or been refused.
 - ii. The client has applied for **restoration** within the 90 days restoration period.
 - iii. The client has **NOT** applied for a new TR application within the 90 day restoration period.

Clients do not need to hold Temporary Resident Status at the time of applying for their Canadian Experience Class application.

You may find that the **client** is currently **residing outside of Canada**, which is **fine**. **MAKE NOTE** on **integrated search tab** indicating where the client is currently residing if it is not Canada.

- g. Select the clients correct UCI, Click "**Get Foss Details**" (if there is any) and scroll down to the GCMS section.
 - i. If the client appears to have a **duplicate UCI** **make note** of it on your , on the Integrated Search tab under "**Additional Notes.**" **Send household request** to OSC if the UCI's have not already been householded.
- h. Sort records in GCMS section by "Rec'd Date" until the newest record is at the top.
- i. Click on the hyperlink of the latest TR application that the client held with the most recent received date.
- j. Record in the under the Integrated Search tab whether the client is currently "**In Status**" or "**Not in Status**".



- k. Ensure that you have the **line of the TR document highlighted** on the "**Finalized Application**" tab. **NOT** the ETA
- l. In the to pull in the work permit details.
 - i. Note this function will only work **IF** you have already indicated the client is **in status**.
 - ii. If the clients **TR** is **expired** at the time of your assessment but the client has submitted a **new TR** application before the expiry of their previous one and are currently on implied status; indicating that the client has a **WP/SP/VR in progress** with the received date.
 - iii. If PA is on a **Post Grad Work Permit**, note the **date** that the PGWP was **received** in the notes section on the right hand side. **Clients are only authorized to work under R186(W) once they have submitted their PGWP.**

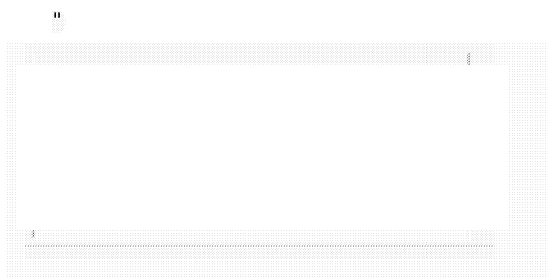


While completing the Integrated Search click on the Work Experience Tab on a valid work permit during the times they are declaring Canadian work. and confirm that the client held

- m. If the clients authorized work period was during a work permit that they held in the past. **MAKE NOTE** in the integrated search tab on the of the issue and expiry date of that previous WP.
 - i. If client held multiple WP's for the time periods that they are claiming for Canadian work experience. **Make note** of the **entire authorized work period.**

15. Go back to Integrated Search page in GCMS

- a. Note in ,
- b. If there is ;



- c. Include details for any NCB records located in the FOSS section of the Integrated Search by clicking the box and entering text.
- d. Include details of any previous refusal that was of note by clicking the box and entering text.

- e. Confirm whether Spouse and/or dependent children are in status and

- i. Status:
 - 1) If client is in status, click appropriate box and enter the validity date.
 - 2) If not in status, click appropriate box.

- ii. /
 - 1)
 - 2)

- iii. If Spouse or dependent children have never entered Canada, click on the box indicating no immigration history.

If Spouse and Dependents are currently residing **overseas MAKE NOTE** of the **country** they are currently residing in under the **Additional Information** section of the **Integrated Search** tab of your

16. Go back to your CEC application in GCMS.

17. Click on the notes tab in CEC application.

- a. /
- b. Click on the **CR-04's Program Assistant note** and review it. This is when you should capture the countries that the CR-04 has noted the client requires and has provided (or not) a Police Certificate for.
 - i. Copy and paste the Police Certificate section of the CR-04's note onto a sticky note, note pad, etc. This is for your future reference when reviewing the clients background information.
 - ii. Check to ensure the CR-04 has stated that they have verified the clients language test results and that they have stated that the client meets the threshold.
 - 1) If the note does not confirm this information, make note for the CPO on your

18. Go to the Clients and Parties tab.

19. Click into the clients UCI to check all of the necessary information for each client on file.

- a. Check their marital status.
 - i. Click into the marital status applet
 - ii. If a previous relationship is identified, add details to the .
 - 1) Check off whether the required documents are already on file or not.
 - 2) If the client has been in a previous marriage or common - law relationship, documents are required to indicate that the marriage has been dissolved (eg. Divorce documents, notice of absolution, Severance of Common-Law Relationship IMM5519 etc.)

s.16(1)(c)
s.21(1)(a)

s.21(1)(b)

- b. Click the Background Info tab.
 - i. Go through sub tabs; Additional Family Info (ensure that their Mother and Father are listed, if not request IMM5406,) Travel History and Education/Personal History to ensure that the CR-04 didn't miss any countries that the client may have been in for 6 months or more to require a Police Certificate from.
 - ii. Check , or anything worth noting for the CPO.
 - iii. Check . If found, make note on summary notes in .
- c. Click the Addresses Tab.
 - i. Look for any countries that the client may have resided in for 6 months or more within the last 10 years or since their 18th birthday, whichever comes first.
 - ii. Check for any
 - iii. Check client's most recent current residential address.

1)

2)

- d. Check medical tab for the code that the clients medicals were assessed under. Make note if it is anything higher than an M1.
- e. Check UCI Notes for any (

20. Go back to CEC application

21. On confirm that the Medical tab shows valid meds for all clients.

- a. Go to the Admissibility's > Medical tab on GCMS. If the medical line for one or more clients are not on this tab, create a new line for the corresponding client.
- b. If a medical will expire within the next 6 months, the "Meds, re-evaluation required" box on your , should appear checked off.

- c. If the Meds Re-Evaluation required box is checked off, you will be required to send a medical re-evaluation to the appropriate office. **See Medical Instructions.**
- d. If the status of a clients medical is "Not Started", attempt to locate upfront medicals. To do so, click Go to Search on the top of the application screen.
 - i. In the IRCC Integrated Search Hit List, look for UCI starting with a T# with a high percentage with a matching name, DOB, as your client.
 - ii. Click to highlight the T# line that matches your client.
 - iii. Scroll down and click on the "Medical History", this will bring you right back to the top of the search screen.
 - iv. Scroll down again and determine if there is a line under the Medical History tab for your clients medicals
 - v. If a valid medical result exists under the T#, you must associate it to the client's primary UCI using the following instructions:
 - 1) Scroll up to copy clients UCI from search view.
 - 2) Go into valid medical (click IME hyperlink)
 - 3) Overwrite T# with clients primary UCI
 - a) Click on UCI# applet within the T#

- b) Enter Client's Primary UCI into first column
- c) Press Go

- d) Confirm result matches client of interest
- e) Click OK
- f) Press CNTRL + S to save changes
- g) Return to your CEC application.

s.16(1)(c)
s.21(1)(a)
s.21(1)(b)

Capture claimed CRS Points and CRS score.

22. Go to CRS Points tab within

- a. Enter "Marital Status" as listed in GCMS at LOCK IN
- b. Note how many points the PA is claiming for employment. This indicates how many years of employment must be validated during CA review.
 - i. I.e Foreign work experience must be evaluated **ONLY IF** the client has claimed points for foreign experience and requires these points to meet the minimum CRS score after their R87.1 CDN work experience is assessed.
 - a) Identify how many years of Canadian and Foreign work experience the client needs to meet the minimum CRS Score.
 - b) If the client only needs 3 years of Canadian work experience to meet R87.1 and to meet A11.2, but they are declaring 3 years of Canadian work experience and 3 years of Foreign work experience, then the only work experience that you need to assess is the 3 years of their Canadian work experience and **no** foreign work experience as they do not require this time to meet the minimum CRS score if the 3 years of Canadian is sufficient and satisfies the Officer. **Only do this if you are satisfied with the 3 years of Canadian Work Experience and if the application is going to be "Passed/Recommend Passed" based off of the clients work experience.**

c)

- ii. The client may declare more qualifications than they require to meet the minimum CRS score.
 - i. On the CRS points tab of analyze what qualifications the client is claiming towards their CRS score. Determine by looking at the clients CRS score in the top right corner if the client has "**excess**" points after they have met the minimum score. Eg. Minimum CRS score is 450 and clients CRS score is 545. This means that the client has an extra 95 points that they have claimed. After you have determined that they have met the minimum score, if your client still has qualifications that you have not assessed, you do not need to assess them.
 - 1) Always start with **verifying** the clients **R87.1 Canadian work experience** because that is a **minimum entry criteria**. If they meet the minimum CRS score with just that work experience and are claiming multiple other qualifications, you will **not** need to assess them. **MAKE NOTE.**
 - 2) Since you have to enter it on the Work Experience tab anyways, if the client is claiming additional points for their **Canadian Education**, **assess and award** the points **regardless** if these are "**excess**" points for your client or not.

You are able to manipulate the tool to see what you for sure need to assess and what you don't. To do this, check off the "**verified**" button on a few of the clients claimed qualifications to see how many items need to be assessed in order for their CRS score in the top right corner to turn **green** to signify that the client meets the minimum CRS Score.

Always start with checking off the "**verified**" button of the clients claimed Canadian work experience. If the clients CRS score turns green with just the Canadian work experience, and you can see that the client is claiming points for foreign work, sibling residing in Canada, French proficiency etc. You may **not** need to assess any of these additional qualifications.

Note: This is only to get an overview of what the client requires to meet the minimum CRS score. Once you have manipulated the CRS Points tab by checking off the "**verified**" button, uncheck that button until after you have finished your assessments and are satisfied.

To uncheck the "**verified**" button, click on it, and press the backspace button on your keyboard.

- c. To determine how many points the client has been awarded look in the top right hand side of the CRS score tab on the There will be a section for **Score at ITA, Score at APR, and the Minimum Score** they must meet for the **CRS round** in order to be **invited to apply**.
 - i. Go into EE- Eligibility Screen
 - ii. Click second line down from 11.2 Not Started line and scroll down.
 - iii. Click the complete line
 - iv. Note any changes in summary notes of
 - v. Amend scores on CRS Score tab on accordingly.
- d. If the clients **score changed** from **ITA** to **e-APR** due to their points for their **age** changing you must determine whether or not the client's **birthday** fell in **between** the date that the client was **invited to apply** and the **date** that the **APR was received**. To do this follow the following steps:
 - i. Click on the EE-Eligibility tab in GCMS.
 - ii. Find the most recent line that says "EE-Campaign" under the "Campaign Date" column will be the date that client was invited to apply (ITA) for CEC.
 - iii. You will take this date and the received date of the APR and locate the client's birth date in the Clients and Parties tab. If their birthdate fell in between the date of invitation and the date the APR was received you will **NOT** amend the clients score based on the changes and leave it the same. Make a note in summary notes stating '
 - "Clients are exempt from losing points due to their birthday as per A25.2.

Confirm required correspondence is on file & review documentation

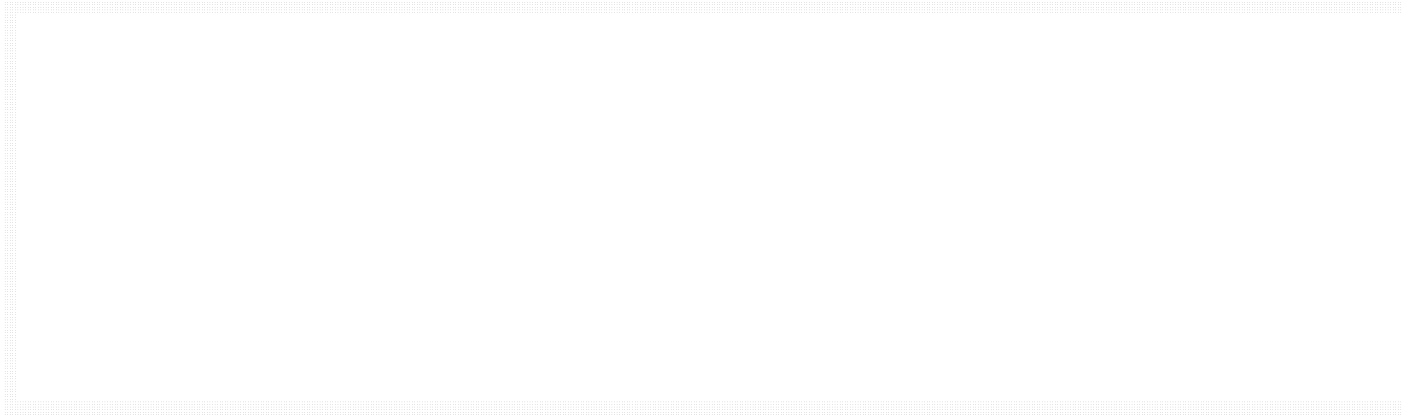
Identify which work experience tabs you need to assess and in what order.

- a. If the client has multiple work experience tabs in the first try and assess the work experiences with the longest duration of time to make up the years of work that the client requires to meet the minimum CRS score. If you are **satisfied** with the work experience from those with the longer duration and it **accumulates** the amount of time the client requires to **meet** the **CRS score**, you may click the "**Clear Page**" button to get rid of all of the other work experience tabs that are not required to be assessed. Make a Summary note that states; "
 - A7124802_7-000009
- b. If you have **concerns** with the work experience tab with the longest duration of time and the client **has** other work experience

ENOUGH TIME by themselves for them to acquire the points that they need to meet the minimum CRS score, then **clear the page and make the work** experience with the longest duration **review required**. When doing this make a note in the summary notes that states:

- c. If the client has other work experience entries that **do equal** an additional year or more, **then assess the work experience. Only do this if the work experience entry with the longest duration that you initially assessed, is not satisfactory.**
- d. **Same as (a.)** There will be times when the client has provided **more work experience than required** to meet the minimum CRS score. If you are able to **confirm** the clients time based on some of the work experience tabs submitted and you are **satisfied**, those other tabs are no longer required (to meet the minimum score.) You can clear the pages on all these extra work experience tabs and make a Summary note that states:
- e. There will be instances when the client has accumulated the total amount of work experience time they are claiming, amongst multiple employers. They could have worked 4 months for one employer, 6 months for another employer, and 2 months for a third employer.

23. Verify Correspondence. Once documents have been reviewed, update the correspondence review status to either Checked, Assessed, or Review Required.



SORT CORRESPONDENCE BY ITEM TO BRING CLIENT ENQUIRY'S and CLIENT INFORMATION TO THE TOP OF THE LIST.

- a. Client Information
 - i. Always open all documents with this label.
 - 1) If the CR-04 changed the review status to review required or assessed. Assess it yourself and determine if it is something you need to assess or something that the CPO needs to review. Change the review status accordingly based on your assessment.
- b. Birth Certificates
 - i. Must include the names of client and BOTH parents.
 - 1) If one parent is not a client on the application, you must locate or request an authorization form signed by the non - accompanying parent/guardian (IMM5604) and/or custody/adoption documents.
 - 2) If both parents listed on the birth certificate are on the application but one is non accompanying. There must be an IMM5604 on file from the non-accompanying parent.
 - 3) If birth certificate was registered late, note such.
- c. Divorce:
 - i. If a client's civil status is Divorced, a divorce certificate or proof of divorce proceedings must be on file.
 - ii. Divorce and remarried, verify that the date of marriage occurred after divorce. Otherwise, make note for officer

If any documents for the Civil Status portion assessment of your application are missing (B/C, Marriage, CLP, or Divorce), you must initiate a correspondence request letter and request the client to provide the required document within 7 days.

- f. Education Documents should be assessed and entered under the "Education Credentials Provided" section under the Work Experience tab on

The CR-04 at the R10 stage in Sydney, Nova Scotia will verify the clients highest level of education points. Always double check to ensure the client is eligible to receive points for the educational institution and program that they attended if they are claiming additional points for Canadian Education.

- i. Enter the Canadian Equivalency for the clients foreign education based off of the ECA report provided. Enter it as: **FOR: Bachelor of Commerce in Finance.**
- ii. Enter Canadian education as: **CAN: Bachelor of Commerce in Finance**
 - 1) **Always enter what the clients education is specialized in, if it is.**
- iii. If the client is claiming **additional points for Canadian Education**, enter the **edoc #'s** for their provided **diploma and/or transcript** in the appropriate boxes on the **CRS points tab** of
- iv. If the client is claiming additional points for Canadian Education, and they have **not provided a diploma and/or transcript**, try to locate the applicable documents via the clients previous PGWP or **select the appropriate requested box on CRS Points tab** and send a **request letter** and give client **7 days** to respond. **MAKE NOTE**



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s.21(1)(a)
s.21(1)(b)

- g. All employment documents relevant to your review must be opened. IE. Employment records, letter of employment, and offer of employment.
- h.
 - i. When opening the clients Employment Records, LOE's or Offer of Employment that they have provided for their declared work experience, enter the employers name under the "Via Details" column in Incoming Correspondence. You may copy and paste this from the individual work experience tabs on



s.16(1)(c)
s.21(1)(a)
s.21(1)(b)

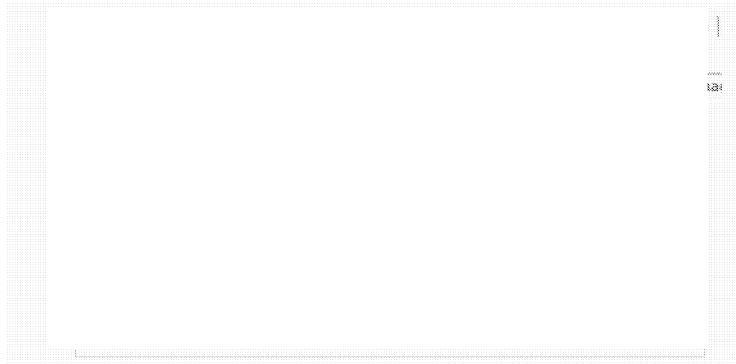
Confirm Work Experience using Correspondence

Verify each relevant Work Experience using the client's employment records, letter of employment (LOE), or offer of employment. *This is the main task you are assigned*:

- a. Open the Employment Records one at a time and match them to the corresponding work experience tab on
 - i. Enter the edoc# of the employment record in the corresponding w/e tab on
- b. Read the LOE to identify the PA's position, period of employment and duties associated with their position.
 - i. Confirm that PA's position is at the NOC TEER level 0, 1, 2, or 3 using the NOC website and that the duties on the LOE match the duties of the declared NOC.
 - ii. Ensure that the LOE for the client's **current** employer (if they are currently employed) is recently dated in comparison to the LOCK IN date of their application. **This is to verify the clients end date of their employment if they state they are currently working there as of the LOCK IN date of the application. If the LOE is NOT dated and you are able to verify the clients employment period using the provided pay stubs, MAKE NOTE.**
 - iii. Never assess a different NOC to make the NOC match the letter. Only always assess the NOC that the client has declared to the duties listed on the LOE. If the duties listed on the LOE do not match the NOC that the client is declaring, **check off "no"** for the "Job description consistent with lead statement/main duties of declared NOC" question on your and make the application review required if the client continues to not meet R87.1 or A11.2
 - iv. Visually review the LOE

Enter Work Experience details from LOE into

- a. Enter the R87.1 employment details into corresponding individual work experience tabs in the and respond to the questions asked.



- i. Confirm that the letter of employment confirms the declared work period - **answer "yes/no" for this question on the**
 - 1)
 - 2)
 - ii. Ensure that the duties listed on the letter of employment match the lead statement/main duties of the declared NOC. - **answer "yes/no" for this question on the**
 - iii. Enter the clients salary/wage in the appropriate box on however it is written on the LOE. EX. 30,000 CDN/year, \$30/hr etc.
 - 1) If the clients LOE does not confirm the clients wage/salary then enter "N/A" in this box.
 - 2) enter the salary in the currency they were paid.
- b. If **income documents** are provided, check off the relevant box and include details.
- i. If the client has provided pay stubs with their LOE for multiple different years, enter them as "Pay Stubs" and under the "Year" section on the put the range of submissions. **For example: Pay stub 2015-2019.**
 - ii. If the client's LOE does not indicate an end date of the employment but has submitted multiple pay stubs, you may be able to confirm the declared work period using the provided pay stubs. **MAKE NOTE.**
 - iii. If no income documents were provided make note stating "**no income documents provided.**"

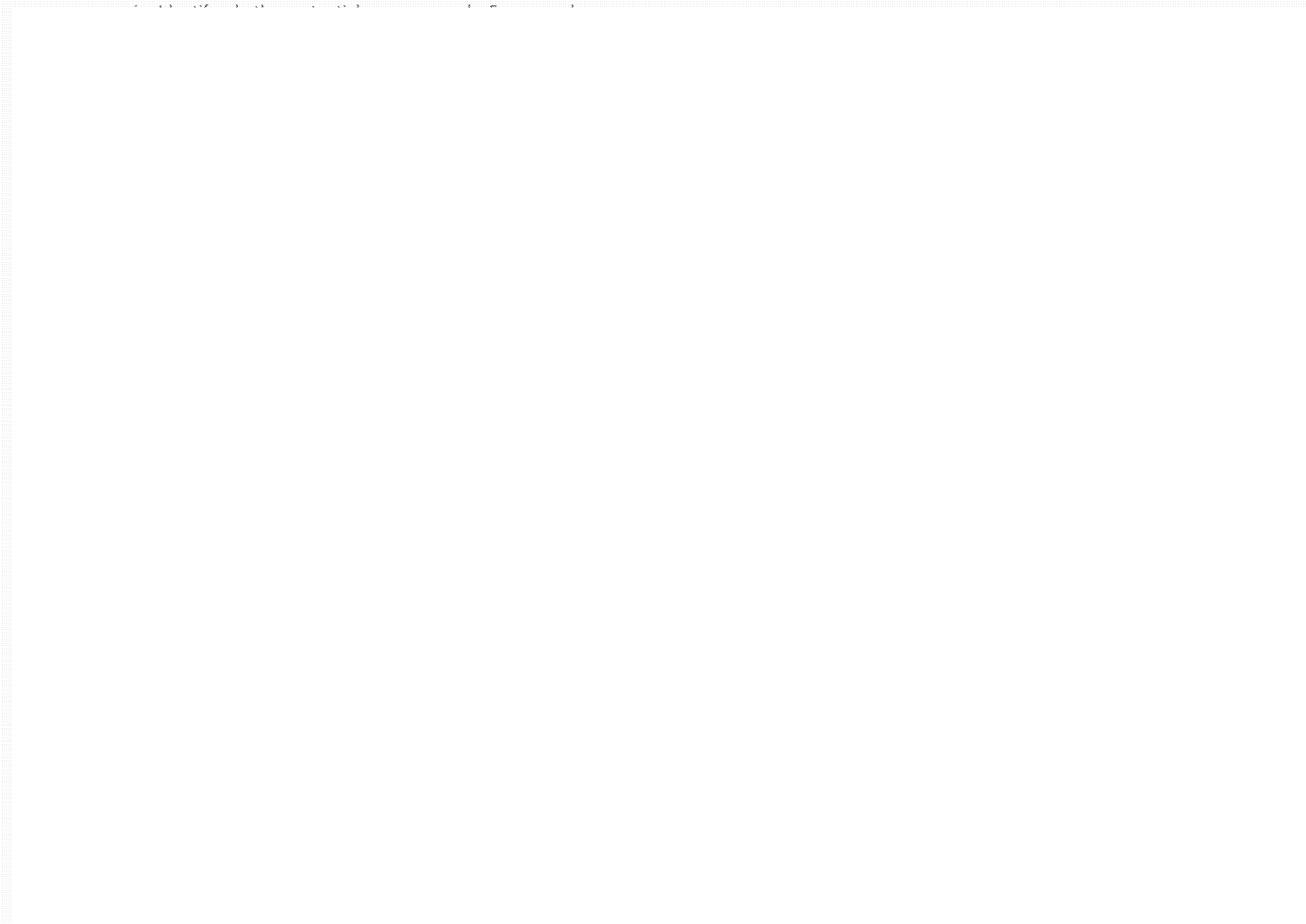


c. [redacted] and make a note stating: [redacted]

d. If other concerns are identified, click on the 'Other Concerns' box and add details to the **Additional Notes** field below.



e. Conduct an open source (google) search for employer using Web Search button.



24. Enter Recommendation for R87.1 work experience.

- a.
- b.

If the PA is claiming points for their Spouse's Canadian work experience. Assess it similarly to how you would assess the clients foreign work experience. See "A11.2 Qualification Assessment" page for requirements.

Once you have completed opening up all of the clients Employment Records, and Letter/Offer of Employment, continue to open up the remaining important documents in correspondence in the same sorted order.

Marriage Certificate:

- Enter the date of marriage on the civil status tab of
-

Medical Documents:

- Should only be opened if one or more clients do not have medicals under their UCI, as there may be an explanation provided.

Passport:

- Open to ensure client has provided a passport that is valid for a minimum of 6 months.

Police Certificates:

- Open each certificate and review it to verify that there is no adverse information. Compare the certificate provided to the _____ for the countries that they have been in for 6+ months within the last 10 years or since their 18th birthday.

Statutory Declaration of Common-Law Union

- If client is in a common-law relationship, this declaration should be on file. Proof of co-habitation is often provided with it.
 - If declaration is not on file, send request letter.
- Enter the date that the PA and Common-Law partner entered into a relationship onto the Civil Status tab of the _____
- Check off "proof of co-habitation is on file" box on the civil status tab of _____ if they have provided it.

s.16(1)(c)

s.21(1)(a)

s.21(1)(b)

Verify/Revise CRS Points for Claimed Qualifications

25. Go to CRS Points tab on _____ to "verify" CRS points based on correspondence review and what the client has claimed for points towards their CRS score.

A7124802_11-000013

To evaluate A11.2 and/or CRS point allocation you should consult the CRS requirements outlined under the [MI](#)

Arranged Employment:

- a. To gain points for Arranged Employment, the PA must provide the following:
- A recently dated letter of offer confirming employment for at least one year after PR is issued or that confirms that the employment is permanent or indeterminate.
- AND
- A valid LMIA at the time of LOCK IN
- OR
- A valid WP based on an LMIA at the time of LOCK IN
- OR
- A valid LMIA Exempt WP
 - ◆ Issued under R204(a) or (C) or section 205 of IRPR. See Exemption codes under these regulations [here](#).
- AND
- ◆ The employer is specified on the WP
- AND
- ◆ The applicant has already acquired at least one year of work for that employer.
- b. If satisfied, click the verified button.
- c. If not satisfied, click the "revised" button and enter "0" in the revised score box.
- d. If not assessing due to the client not requiring these additional points, click "not assessed"

PA Work Experience:

- a. If fully satisfied with PA's Canadian Work Experience, click verified button
- b. If fully satisfied with PA's Foreign Work Experience, click verified button under Skill Transferability section.
- c. If the client only requires 1 out of the 2 years of work experience that they are claiming in order to meet the minimum CRS score and you can only confirm 1 out of the 2 years then you may select the "Revised" button and enter their "Revised Score" for their 1 year instead of 2. **See Points breakdown.**
- d. If there appears to be over all problems with the client's employment and you are not able to confirm any of the claimed work experience select the "revised" button and revise the clients score to "0" in the "revised score" box.
- e. If the PA does not require these points to meet the minimum score, select "not assessed"

Spouse Work Experience:

- a. If fully satisfied with the spouse's Canadian work experience, click the "verified" button.
- b. If there appears to be over all problems with the spouse's work experience and you are not able to confirm any of the details, select the "revised" button and revise the clients score to "0" in the "revised score" box.
- c. If the PA does not require these points to meet the minimum score, select "not assessed"

Canadian Education:

- a. Client is only eligible to receive points for Canadian education if the institution that the client attended is a "recognized" institution based on the [Designated Learning Institution](#) list used to determine PGWP eligibility. The requirements are generally aligned with the requirements for a post graduate work permit.
 - i. If they are **eligible** according to the DLI list to receive additional points for Canadian Education, **enter the diploma and/or transcript edoc#** under the **Canadian Education** section of the **CRS points tab** on _____ and **select the "Verified"** button to award the points.
 - ii. If they are claiming additional points for Canadian Education and you determine that they are **NOT** eligible to receive these points according to the DLI list. Select the **"Revised"** button and enter **"0"** in the **Revised Score box**.

Adaptability:***Client is Bilingual or is Proficient in French -***

- a. The Program Assistant/CR - 04 at CIO will assess whether or not the client has completed a language test in the French language and will verify the results. If they have confirmed in their Program Assistant note that they have verified clients French language test and the client is claiming these points, they are then eligible to receive them.
 - i. Select 'Verified' on CRS points tab to award the client points, if you have verified this qualification via the program assistant note.
 - ii. If the client has claimed these points, but has **not** completed a **French language test**, select the **revised** button and enter **"0"** in the **Revised Score box**.
 - iii. If the PA does not require these points to meet the minimum score, select "not assessed"

Relative is a sibling in Canada -

PA is eligible to receive these points for a step sibling or half sibling as well.

- a. PA is eligible to receive these points only if they have submitted proof of three requirements:
 - i. Proof of siblings Permanent Residence or Canadian Citizenship
 - ii. Proof of relationship to sibling
 - iii. Proof of sibling currently residing in Canada.
- b. If the PA does not require these points to meet the minimum score, select "not assessed"

s.21(1)(b)

Enter Review Recommendation

- 26. Go to Recommendation tab of
 - a. Enter any pertinent summary notes (I.E, reiterate flags of concerns identified in earlier assessment sections.) May want to enter important notes that were mentioned at other parts of the assessment within the on this section too, so that it brings the concerns right to the top of the final note for the officers attention.
 - b. If you are **NOT** awarding points for something that the client has claimed, always **make note** in summary notes stating

Summary Notes

c.

27.

- 28. GCMS Notes tab -
 - a. Click the grey "GCMS Notes" button in order for your note to populate into the blank field.
 - b. Review note to ensure it all makes sense
 - c. At the very top of the note next to where it states "
 - d. Click Copy to Clipboard
- 29. Go to the IMM - Application screen in GCMS.
 - a. Click into the Notes tab
 - b. Click New
 - c. Change the label of the note to "EE Eligibility"
 - d. Paste note that you copied from
- 30.

1)
2)

31. Assign the application to DM8944

s.16(1)(c)

s.21(1)(a)

s.21(1)(b)

At this point you have completed your Case Analyst assessment of the application. See the criminality tab of this guide to complete the criminality portion for each of your clients 18 years of age or older and enter your notes once completed.

Important points for each step of processing.

October 17, 2023 2:13 PM

s.21(1)(b)

Integrated Search:

- PA is currently on implied status? - Pull through expired TR document and make note of when new TR was received.
- PA is the holder of a PGWP? - note the received date of PGWP. Clients are only authorized to work under R186(W) once they have submitted their PGWP.
- While completing integrated search on GCMS, open work experience tab on _____ and ensure that the client was authorized to work in Canada for the employment they are claiming.
- If the clients authorized work period was on a previous work permit and not their current one. **MAKE NOTE** in the integrated search tab on the _____ of the issue and expiry date of that previous WP.
 - If client held multiple WP's for the time periods that they are claiming for Canadian work experience. Make note of the entire authorized work period.
- If any clients on file are currently residing overseas, **make note** of which applicant is residing where.
- Check the CRS Points tab of _____ to see if PA is **claiming** points for their **Spouse's work experience**. If so, ensure that the **spouse was authorized to work** in Canada during their declared work period and **make note** of their **authorized work period** on Integrated Search tab of _____

CR-04 - Program Assistant Note:

- Capture the _____ section of CR-04's note and copy and paste it to a notebook/sticky note.
- Verify that the CR-04 has verified the clients language test results and confirmed that they meet the threshold. **If the note does not confirm this information - make note for CPO on _____ summary notes.**

UCI:

Marital Status -

- If the PA or spouse have a previous marriage, ensure that there is proof of divorce on file. If not on file, send request letter.
- If PA or Spouse were previously in a common law relationship that ended less than 6 months ago - request IMM5519 (Severance of Common Law Relationship) if not on file.
- Legally Separated - ensure proof of separation is on file. If not, sent request letter.

Background Info -

- Additional Family Information
 - Ensure Mother and Father are listed for PA and Spouse.
 - If not listed, check UCI edocs tab for any previously submitted IMM5406 Additional Family Information forms. If found, enter Mother's and Father's information.
 - If no IMM5406 is found - **send request letter. Give 7 days.**
 - **Enter the following information for the PA and Spouse's (if applicable) Mother and Father into the appropriate fields on the Background Info > Additional Family Information tab:**
 - **Family Name**
 - **Given Name**
 - **Date of Birth**
 - **Relationship**
 - **Gender**
 - **Country of Birth**
 - **Country & City/Town (This is the country & city/town that the client is currently residing) - If you do not have this information, enter "unknown" for both fields.**
 - **Date of Death if mother or father is deceased.**

- Travel History -
 - Sort the entries in **date order**.
 - Scan to verify that the CR-04 didn't miss any time periods of which the client was in another country for 6+ months to require a police certificate from _____
- Personal/Education History -
 - Sort the entries in **date order**.
 - Scan to verify that the CR-04 didn't miss any time periods of which the client was in another country for 6+ months to require a police certificate from _____
 - **TIP: Look through the countries column rather than the dates column to see if there is any other country listed, other than the ones that you noted from the CR-04 note.**
- Addresses -
 - **Sort** the entries in **date order**.
 - Scan to verify that the CR-04 didn't miss any time periods of which the client was in another country for 6+ months to require a police certificate from _____
 - _____
- Medical -
 - Check clients medicals under the UCI to verify what level the clients meds were assessed under.
 - Make note of any Medical results that are M2 or M3
 - _____
 - Send medical re-assessment if required and eligible.
 - Request new medicals if necessary.
- Notes -

A7124802_15-000017

- Check the UCI notes and review and make note of any

Correspondence:

- For CEC processing, the incoming correspondence tab in GCMS is used rather than the Edoc tab.
- Sort the Incoming Correspondence by the "Item" column so that the client enquiries and client information are at the top - click "item" and then the up arrow.
- Always check client enquiries that have come in prior to your assessment of the application you are working on.
 - If there is a client enquiry, you are required to change the "status" of the enquiry in GCMS from "Provided" to "Received" and lastly to "Completed". **This is a crucial step as it creates more notifications for the officer reviewing client enquiries if they are not completed correctly.**
- Missing documentation? Request it. **ALWAYS** enter an "Item Requested" for all of your request letter.
- Children on application? Do they have a different parent than the ones listed on the application? Ensure custody documents and/or IMM5604 (Declaration from non-accompanying parent) is on file.
- Children on application? Is one of the parents on file non accompanying? Ensure IMM5604 (Declaration from non-accompanying parent) is on file.

Work Experience assessment:

Authorization to work:

- Clients may have received interim work authorization on their previous/initial PGWP that is valid until May 31, 2024 at the latest.
 - Confirm via PGWP notes if concerns are raised regarding work without authorization.
 - **Client must still hold TR status as well as authorization to work. Interim work authorization does NOT count as TR status.**

Employer web search -

- If you are unable to find the foreign employer during your web search, make note. DO NOT make file review required.
- If the address on the LOE does not match the address online and it is a large company with a headquarters. Unless you have further concerns, DO NOT make file review required.

Duties -

- **Looks like a duck, Walks like a duck, Talks like a duck.** If the clients LOE does not have duties listed, though you can see that the client is educated under the work position they have declared, their employer is of that same nature and there isn't necessarily any other position the client would be doing and you can see that they are making a fair wage - you can still be satisfied. **MAKE NOTE.** Example: Client is educated as an accountant, is employed by Deloitte or another accounting firm, is making a skilled worker wage.

Part time work -

- Must have a total of 1560 hours of part time work if they have ONLY part time jobs. GCMS and the

Letter of Employment Authenticity:

-

Work Experience 'Other Concerns' box:

- If you have other concerns with the clients period of employment such as; other concerns box and make detailed note about what concerns you have.

Check off

FEES:

[Fee list \(canada.ca\)](#)

Updated Fees as of April 2024 - [Updated Fees](#)

- Ensure all required fees are on file for the applicants
- RPRF Outstanding for PA and Spouse? - Send request letter.

EE - Eligibility GCMS:

- Only the "received" lines in the EE-Eligibility tabs are assessed.

Request Letters:

- Passports & Police Certificates - 30 days.
- Everything else - 7 days.

R87.1:

- Work overseas for a Canadian Employer **does not** count.
- Work for a foreign employer that occurs inside Canada **does** count.
- Must not reside in Quebec (must provide intention to reside outside of Quebec at the time of landing if they are currently residing there.)
- Must acquire at least 1 year of full time Canadian work experience within the last 3 years before the lock in date of their application. Work experience must be in a NOC TEER 0, 1, 2, or 3
- Able to acquire 1 year of work experience through the equivalent in part time work = 1560 hours.
- Employment **does not** need to be continuous with the same employer.
- Client must have performed the majority of the NOC duties listed on the NOC website. Corresponding with the NOC they claimed on their application.
- Clients must have a minimum level of CLB 7 (English) or NCLC 7 (French) for a NOC 0 or 1 job. (CR – 04's will verify this)
- Clients must have a minimum level of CLB 5 (English) or NCLC 5 (French) for a NOC 2 or 3 job. (CR – 04's will verify this)
- Any work time claimed when the client was a full time student **does not** count. Work during regular scheduled breaks **does not** count.
- Any time the client was self-employed **does not** count. (consultants/contractors, doctors etc.)
- Unauthorized work **does not** count ie: refugees, not the holder of a WP, restoration periods etc.
- Work acquired while on implied status **does** count.
- Work acquired on a VR that was authorized to work under R186 **does** count ie. Religious workers.
- Work acquired from the time the client completed their studies to the time they submitted their PGWP **does** count under R186(w)
- It is **not** mandatory for clients to provide documented income.

A11.2

- Client has 60 Calendar days to apply after ITA.
- NOC TEER 0, 1, 2 or 3 is GOOD
- NOC TEER 4, or 5 is BAD
- Client must meet the minimum entry criteria (R87.1)
- Client's CRS score must be over the minimum score for their round of invitation.
- Client is awarded points according to their marital status.
- If the PA's spouse is not accompanying them to Canada or their spouse is a Canadian citizen or PR, PA will earn points as if they do not have a spouse.
- Client is able to claim additional Canadian and Foreign work experience within the last 10 years from the lock in date for additional points.
- Must be remunerated. **Stipends DO count.**
- A work period that exceeds full time work in more than 1 full time occupation shall be evaluated as a single work period. (Not allowed to claim 2 full time jobs during the same time period.)
- Clients claiming foreign work experience are allowed to be a full time student or self-employed during the work period.
- Certificate of Qualification – Must be an actual trade listed on the [CEC PDI](#)
- Arranged employment: If not giving points for arranged employment for whatever reason. Make note and click the revised button on CRS points tab and revise points to "0."
- Arranged employment: If their LMIA or LMIA Exempt WP is expired now...but it was valid at the time their CEC application was received, they are eligible.
- Canadian education:
 - Institution must be recognized or authorized and confer degrees, aligned with PGWP requirements.
 - Bachelor and Master Programs are 30 points OR 3 year diploma programs.
 - Certificate and diploma programs are 15 points
 - Distance Learning for more than 50% of program, **DOES NOT COUNT**
 - Part time programs do not count
 - ESL programs DO NOT count for points.
- Sibling in Canada:
 - Can be sibling of accompanying spouse as long as spouse is not a Canadian Citizen.
 - Must provide proof of relationship, proof they are living in Canada currently, and proof of sibling being a Canadian citizen or PR.
 - Can be a half/step sibling.
- French Language proficiency:
 - Check CR- 04 note stating that French language has been verified....award points.
- If clients score has changed from ITA to E-APR being received...make note and amend points accordingly if necessary (no need to amend points if clients score changed based off their birthdate if it fell in between ITA and APR, no need to amend points if client is claiming more work experience that they do not require if they have already met the CRS score with what they claimed at ITA etc.)
- Try and verify foreign employers via web search (don't stress too much if unable to find them. Make a note and if everything else is good on your application you are still able to pass.

Work Experience Reminders:

- For the Canadian Experience Class, the PA must meet the requirements of R87.1, as well as A11.2
 - For R87.1 you must confirm that the PA has acquired at least one year of Canadian work experience in NOC TEER level 0, 1, 2, or 3 within the three years before the date on which their application is made.
 - They must not have been self employed or engaged in full-time studies during the period of employment they are claiming.
 - Clients do not need to be working in occupations of which they are educated under. For example. If a client has a Bachelor of Education but are working as a Financial Sales Representative, this **does not** make the client **ineligible** and does not make an application "review required."
 - Clients do not need to meet the education requirements of the NOC they are claiming.
 - Officers must confirm that the client meets the minimum CRS score for their invitation round in order for them to meet the requirements of A11.2.
 - Some periods of employment claimed by the client may not be eligible for CEC. Any ineligible employment should be flagged for the officer to review using the appropriate check boxes or Additional Notes fields in the
 - Any period of employment where the client was engaged in full time studies.
 - Any periods of self-employment for Canadian work experience. Clients may be self employed for their Foreign Work Experience.
 - Clients are not able to claim 2 full time jobs during the same time period. Only 1 will count.
 - Any period of employment where the client was out of status and needed restoration is not eligible for CEC. This period is calculated from the date the client's status expired to the date the client's status was restored with a new application.
 - Any period of Canadian employment which was not authorized by IRCC should be listed in the Additional Notes field on with details included (Eg. Client did not hold a valid work period and/or work permit was issued for a different position/employer.)

s.21(1)(b)

Express Entry GCMS Glitches

October 17, 2023 2:19 PM

s.16(1)(c)
s.21(1)(a)
s.21(1)(b)

CAN #'s:

Some applications will show 2 entries for the PA's Spouse on the Clients & Parties tab in GCMS. One entry will be under a 8-10 digit UCI like we normally see, and the other entry will have a number that starts with "CAN". This "CAN" number is a "candidate" temporary UCI that is assigned to applicants prior to them submitting their application for permanent residence. Often if you see both a UCI line and a CAN# line for the same client, it will be an indication of the PA changing something on their application during the time they were invited to apply and the time they submitted their application. The only line that you should focus your attention to, is the line with the spouse's UCI.

A7124802_18-00020

If your application has a CAN # under the Clients & Parties tab, you will notice that during your **criminality** and **security** assessment, there will also be an **additional line** created under the spouse's CAN# as well as under their UCI. Go ahead and **cancel** the line that was automatically created under the **CAN#**.

s.16(1)(c)

s.21(1)(a)

s.21(1)(b)

CAN# indicates that the spouse was accompanying/non accompanying and the UCI indicates the opposite of the CAN#? Send a request letter to the client asking them for clarification on whether or not they would like their spouse to accompany them on their application or not.

Often the reason for the different accompanying status' from the CAN# to the UCI is an indication of the client not paying application fees for their spouse.

General Reminders

November 29, 2023 7:51 AM

General Information:

- When sending a medical reassessment, make sure to create a new med line in the application screen for each client that you are sending the reassessment for. This is so that the PM03 will be able to easily see that you sent a reassessment and pull in the reassessed meds if they are there, or send new meds if needed.
- If previous C/L relationship ended less than 6 months ago, request the IMM 5519 Severance of Common – Law Union.
- Request IMM5406 if mother and father are not listed in additional family info for PA and spouse.
- Request RPRF if file is Passed, Recommend Passed OR Approved (CPO)
- Non-accompanying o/s deps DO NOT require biometrics.
- Everyone requires meds whether accompanying or not.
- PM-01's will be requesting biometrics if they have not already been provided. If fees are not provided already, request them (give 7 days) and hold the CEC file for the fees to come in. Then send BIL letter. (THIS IS NEW)
- If R87.1 and A11.2 are “passed” but you have outstanding items such as police certificate, meds, 5406, 5519, RPRF....you can still make your assessment “passed.” Make a separate GCMS note from your assessment one stating “Outstanding Items:”
- COVID Procedures for RCMP Fingerprints; If client has provided biometrics but not RCMP fingerprints....we DO NOT request them. The biometrics give us all of the same information that the PM03's require for security purposes.
- When “Passing” an application...make sure to change A11.2 line in the EE Eligibility screen to “Met”
- When “Passing” an application...make sure to cancel outgoing correspondence “Application Transferred” letter.
- When Passing change note to state: _____
- If client is requesting a withdrawal – we must have written letter requesting it, and are able to do the withdrawal the same as we would with a TR

Withdrawals

January 29, 2024 7:32 AM

Clients will sometimes call into the call centre or submit a client enquiry, requesting to withdraw their application.

For Permanent Resident applications, clients are required to provide a written and signed letter requesting their withdrawal in order for us to action it. **If it has not been provided, but there is a note or a client enquiry on file indicating that the client would like a withdrawal, send the client a request letter asking them for a signed letter.**

Agents/Officers are also required to withdraw applications where the client had previously received Permanent Resident status on a different APR. A written/signed letter from the client is not required in this circumstance.

Processing fees are retained, RPRF fees are refunded.

1. Select "Withdraw" from "Final" drop down in assessment section on application screen.
2. Refund RPRF (if paid)
3. Go to Correspondence and generate auto-populated withdrawal letter.
4. Send letter to client.

Category Based Selection - Overview

December 12, 2023 4:45 PM

In order for a client to be invited under a CBS round, they must meet the CBS criteria, along with the criteria for the program. The CBS work experience does not need to be completed in Canada.

There are 2 main categories under these CBS rounds of invitation:

1. Occupation based on the following industries, each round of invitation being based on a different industry:
 - a. Healthcare
 - b. Trade
 - c. Transport
 - d. Agriculture and Agri-food
 - e. STEM (Science, Technology, Engineering, and Math)
2. French Language Proficiency

[Ministerial instructions respecting invitations to apply for permanent residence under the Express Entry system - Canada.ca](#)

[IPG clarification on CEC CBS rounds of invitation ... \(ci.gc.ca\)](#)



CBS Round
Cheat Sheet

Clients must meet the eligibility requirements of the CBS round they were invited to apply on, as well as the eligibility requirements of R87.1 and A11.2 of the Canadian Experience Class.

Determined that the client does not meet the membership of the category they were invited on?
This is NOT a refusal.

s.21(1)(b)

French Language Proficiency

January 23, 2024 1:03 PM

s.21(1)(a)

s.21(1)(b)

Eligibility Requirements:

- French language test must be provided and valid at the time of ITA and e-APR. Must not be more than 2 years old.
- Client must hold a minimum of CLB 7 or NCLC 7. in each competency.

Assessing CBS - French Language Proficiency

1. Review the Program Assistant (CR-04)'s application note to determine that they have verified that the client meets the threshold of the language test they have completed.
2. Refer to the "Language Proficiency" page on the "CEC Eligibility - R87.1" tab of this OneNote and follow the steps to determine if your client has a CLB 7 in the French Language.
3. If you are satisfied that the client holds a minimum of a CLB 7 in the French Language, this will indicate that they meet the criteria for membership in this category.
 - o **Enter onto officer note:** "l
"
4. Following this assessment, continue to assess the application as normal to determine if the client still meets the requirements of R87.1 and A11.2.

Eligibility Requirements:

- Only specific NOC's are eligible for each industry category. Can be found under the specific campaign number of the round the client was invited to apply on.
 - o [Ministerial instructions respecting invitations to apply for permanent residence under the Express Entry system - Canada.ca](#)
- Work Experience
 - o At least 6 months of **CONTINUOUS** full time work, or equivalent in part time (**780** hrs) within the last 3 years preceding the time the ITA was sent and that the e-APR was received.
 - **Work experience can be either Canadian or Foreign work within the last 3 years.**
 - o Letters of employment must demonstrate that the client performed the actions in the lead statement and a substantial number of the main duties of the NOC they are claiming their work experience under.

Assessing Occupation Based CBS:

1. Review the CR-04's note and the EE Eligibility tab under the "Campaign Name" column in GCMS to determine which industry occupational category the client was invited to apply on and what campaign number they received their invitation under.

-
2. Locate the campaign number on the [list of rounds of invitations](#) and click into it.
 3. Review the clients claimed work experience and determine if they have accumulated a minimum 6 months of continuous full/part time work in one of the NOC's that are listed within the round of invitation.
 4. Review the clients supporting documentation (letters/offers of employment) and determine if the client has performed the actions in the lead statement and a substantial number of the main duties of the NOC they are claiming their work experience under.
 5. If satisfied that the client meets these occupation based CBS eligibility requirements, this indicates that they meet the criteria for the membership of the category they were invited to apply on.
 - a. **Enter onto officer note:** '
 6. Following this assessment, continue to assess the application as normal to determine if the client still meets the requirements of R87.1 and A11.2.

R87.1 - Eligibility Requirements

May 9, 2023 7:00 AM

Clients must meet the Minimum Entry Criteria (MEC) of R87.1 in order to be ranked in the Comprehensive Ranking System based on their other qualifications to potentially be invited to submit their application.

Eligibility Requirements:

- 1 year of skilled (TEER 0, 1, 2, or 3) Canadian work experience within the last 3 years preceding the day of which points were assigned.
- Client must have performed the actions described in the lead statement for the occupation(s) as set out in the description of the NOC they are claiming.
- Client must have also performed a substantial number of the main duties, including all the essential duties, of the occupation(s) they are claiming as set out in the description of the NOC they are claiming.
- Meet the required language threshold (see below) needed for the NOC skill level of the work experience with the greater amount of time they are claiming for each language ability (speaking, reading, writing, listening.)
- Intend to live outside the province of Quebec.

Language Ability:

Results of language test provided must not be more than 2 years old at the time of E-APR

Language Threshold:

TEER 0 or 1 the minimum level is CLB7 for English and NCLC 7 for French
TEER 2 or 3 the minimum level is CLB 5 for English and NCLC 5 for French

Parameters that applicants work experience must follow:

- Work Experience does not need to be continuous for R87.1 or A11.2 (non CBS)
- Client does not have to be employed at the time they submit their APR.
- Client must have been authorized to work in Canada.
 - Are able to be authorized under R186 but must meet regulation requirements, and have been authorized to work on their TR (if applicable.)
- Client must have had temporary resident status during their period of work experience
 - Refugees, and failed refugees do not qualify.
 - TRP holders are eligible as a TRP does confer temporary resident status.
- Work experience acquired while the client was on implied status with a work permit in progress will be count. As long as the client continued to work in Canada under the same conditions of their original WP.
- Any period of self employment does not count.
- Work acquired while the client was considered to be a full time student will **not** count.
 - Including time acquired while on a CO-OP work permit.
- The "Employment Requirements" listed in the NOC descriptions are **not** applicable.
- Clients are allowed a **reasonable period of vacation** time during a 52 week period.

Skilled Work Experience:

According to the Canadian National Occupational Classification (NOC), skilled work experience means anyone that holds a position in a TEER 00, 0, 1, 2, or 3 of the NOC classification system.

- Senior Management - TEER 00
- Managerial occupations - TEER 0
- Occupations that usually require a university degree - TEER 1
- Occupations usually require a diploma or apprenticeship training of 2+ years - TEER 2
- Occupations usually require a diploma or apprenticeship training of 2 years or 6+ months of training - TEER 3

Work Experience must be a minimum of 12 months in length of full time or equivalent in part time. Does NOT need to be continuous.

Full time: 30hrs/week for 12 months = 1 year of full time (1,560 hours)
Part time: 15hrs/week for 24 months = 1 year of full time (1,560 hours)

Clients are able to accumulate their 12 months of full/part time Canadian work experience at more than 1 job.

More than 1 full time job during the same time period = only 1 full time job.

Proof of Canadian Work Experience:

Clients **must** provide proof of their Canadian work experience through a detailed letter of employment which **must** include:

- Should be an official documented printed on company letterhead
- Applicants name, the company's contact information (address, telephone # and email address)
- Title and signature of the immediate supervisor or personnel officer at the company
- Information about all of the positions held while employed with their company. Must include the following details:
 - Job title
 - Duties and responsibilities
 - Job status (if current job)
 - Dates worked for the company
 - Number of hours/week
 - Annual Salary

Pay stubs, T4's, NOA's and other documented income is NOT a mandatory upfront requirement. Officer may send a PFL and request the client to provide this information if they have concerns with the employment the client is claiming.

s.21(1)(a)

s.21(1)(b)

As per R87.1(2)(d) foreign nationals must have had their proficiency in the English or French language evaluated by a recognized by IRCC and that is approved under subsection 74(3) of the Immigration, Refugee and Protection Regulations.

The clients language test results must indicated that they have met the applicable threshold that is fixed by the Minister under subsection 74(1) for each of the four language skilled areas.

If the client has acquired their work experience in more than one occupation, they must meet the threshold for proficiency in the English or French Language for the occupation with the greater amount of work experience.

Canadian Experience Class

The skills you need will depend on the group your job is classified in under the [National Occupational Classification system \(NOC\)](#).

	Minimum level for all four language abilities (English)	Minimum level for all four language abilities (French)
TEER 0 or 1	CLB 7	NCLC 7
TEER 2 or 3	CLB 5	NCLC 5

Clients language test must not be more than 2 years old at the time application is received.

This will cause the client to not meet the eligibility requirements of R87.1(2)(d)

Calculating CLB and NCLC score:

A clients CLB score will be determined based on the type of language test they completed.

GCMS will calculate the clients CLB based on the information that the client entered in their Express Entry profile.

The **program assistant (CR04) at CIO** will then **verify** the clients language test results and **note** whether or not the client **meets** the **CLB threshold** for the work experience they are claiming.

The CLB score is an overall average of the clients individual ability language test scores. See "Calculating Canadian Language Benchmark" page.

Viewing CLB in GCMS:

Skill Transferability

Education:	Post-Sec & Cl. ▾	Post-Sec & Cl. ▾
Foreign Work Experience:	3+ yrs intl work ▾	3+ yrs intl work ▾
Certificate of Qualification:	▾	▾

Scroll over in this box to view the rest of the text. It should say either CLB 7 or CLB 9 for English applications.

Program Assistant Note:

s.21(1)(a)

s.21(1)(b)

Calculating Canadian Language Benchmarks (CLB)

October 11, 2023 12:55 PM

English Language Tests

CELPIP:

Canadian English Language Proficiency Index Program (CELPIP) – General Test score equivalency chart

CLB Level	Reading	Writing	Listening	Speaking
10	10	10	10	10
9	9	9	9	9
8	8	8	8	8
7	7	7	7	7
6	6	6	6	6
5	5	5	5	5
4	4	4	4	4

CELPIP exams - if a client receives a 9 in each language ability, they will be a CLB 9. If they received a 7 in each ability they would be a CLB 7.

Clients CLB level will always be the lowest score of all language abilities. Eg. Client scored a 8 in Reading, writing and listening, an scored a 7 in speaking, they would be CLB 7.

IELTS:

International English Language Testing System (IELTS) – General Training – Test score equivalency chart

CLB Level	Reading	Writing	Listening	Speaking
10	8.0	7.5	8.5	7.5
9	7.0	7.0	8.0	7.0
8	6.5	6.5	7.5	6.5
7	6.0	6.0	6.0	6.0
6	5.0	5.5	5.5	5.5
5	4.0	5.0	5.0	5.0
4	3.5	4.0	4.5	4.0

To score a CLB 7 clients must have a minimum score of a 6 in each language ability.

To score a CLB 9 clients must have a minimum score of 7 in Reading, Writing, and Speaking and a minimum score of 8 in listening.

French Language Tests

TEF:

Test d'évaluation de français pour le Canada (TEF Canada) – Test score equivalency chart

CLB Level	Reading	Writing	Listening	Speaking
10	263-277	360-415	318-335	360-450
9	248-262	373-392	298-315	371-392
8	233-247	349-370	260-297	349-370
7	207-232	310-348	249-279	310-348
6	181-206	271-306	217-248	271-306
5	151-180	228-270	181-219	228-270
4	121-150	181-225	145-180	181-225

TCF:

Test de connaissance du français pour le Canada (TCF Canada) – Test score equivalency chart

CLB Level	Reading	Writing	Listening	Speaking
10 and above	549-609	16-20	549-609	16-20
9	524-549	14-15	523-548	14-15
8	499-523	12-13	503-522	12-13
7	453-498	10-11	458-502	10-11
6	405-452	7-9	388-457	7-9
5	375-405	6	369-397	6
4	342-374	4-5	331-368	4-5

Base - Eligibility - Approval Use this if there is outstanding documents and/or you are not able to pass security.
Base - Short Approval Note Final note after eligibility approval note. Use this if there is no outstanding information and security has been passed.
Add on - CBS Round of Invitation
Add on - If reviewing Marriage and Birth Certificates
Add on - If reviewing ONLY Marriage Certificate/Relationship
Add on - If confirming C/L relationship
Add on - Approval CDA W/E
Add on - Approval Foreign W/E
Add on - Quebec Residency
Add on - Canadian Study
Add on - Sibling in Canada
Add on - Certificate of Qualification
Add on - Spouse's CDN W/E
Add on - Proficient or Bilingual in French Language
Add on - Arranged Employment
[Redacted]
R87.1 Refusal Note
[Redacted]
A11.2 Refusal Note
[Redacted]
Procedural Fairness
[Redacted]
Changing clients declared dates/information
[Redacted]
Employer Verification Note
[Redacted]

s.21(1)(a)

s.21(1)(b)

No Job Offer - Canada

No Job Offer - Foreign

Quebec Residency Refusal

Decision Upheld

Client's Score changed due to age

No arranged employment letter

CEC - Mandatory Instructions

CEC - Mandatory Instructions for Arranged Employment

Education Not Eligible

Withdrawn

Not Eligible after Expiry

Reconsideration Note - education refused

Note - Eligibility passed by CFS

Refusal for no LOE

Arranged employment - TADA

No LMA or LMA except #

313.2 Certificate of Qualification Refused

Notes do not match declared RDC Refusal R27.1/A11.2

Comprehensive Ranking System (CRS)
 Version 2018/06/26

Core / human capital factors	Without a spouse		With a spouse	
	500	460	Primary Applicant	Spouse
Age : MI 10(1)	110	100		
17 years of age or less	0	0		
18 years of age	99	90		
19 years of age	105	95		
20 to 29 years of age	110	100		
30 years of age	105	95		
31 years of age	99	90		
32 years of age	94	85		
33 years of age	88	80		
34 years of age	83	75		
35 years of age	77	70		
36 years of age	72	65		
37 years of age	66	60		
38 years of age	61	55		
39 years of age	55	50		
40 years of age	50	45		
41 years of age	39	35		
42 years of age	28	25		
43 years of age	17	15		
44 years of age	6	5		
45 years of age or more	0	0		
Level of Education : MI 11(1)	150	140	10	
Less than Secondary school (high school) credential	0	0	0	
Secondary school (high school) credential	30	28	2	
One-year post-secondary program credential	90	84	6	
Two-year post-secondary program credential	98	91	7	
Post-secondary program credential of three years or longer	120	112	8	
Two or more post-secondary program credentials AND at least one of these credentials was issued on completion of a post-secondary program of three years or longer	128	119	9	
University-level credential at the Master's level OR an entry-to-practice professional degree. CIC only accepts as an entry-to-practice professional degree, those degrees issued in relation to an occupation listed at NOC Skill level A and for which licensing by a provincial regulatory body is required, in one of the following fields of study: Medicine; Veterinary Medicine; Dentistry; Podiatry; Optometry; Law; Chiropractic Medicine; and Pharmacy.	135	126	10	
University-level credential at the Doctoral level	150	140	10	
OL proficiency - first OL : MI 13(1) reading: 32/34, writing: 32/34, speaking: 32/34 and listening: 32/34	136	128		
For each ability	34	32		
Less than CLB 4	0	0		
CLB 4 or 5	6	6		
CLB 6	9	8		
CLB 7	17	16		
CLB 8	23	22		
CLB 9	31	29		
CLB 10 or more	34	32		
OL proficiency - second OL : MI 14(1) reading: 5/6 writing: 6/6 speaking: 6/6 and listening: 6/6	24	22	20	
For each ability	8	6	5	
CLB 4 or less	0	0	0	
CLB 5 or 6	1	1	1	
CLB 7 or 8	3	3	3	
CLB 9 or more	6	6	5	
Canadian Work Experience : MI 15(1)	80	70	10	
None or less than a year	0	0	0	
1 year	40	35	5	
2 years	53	46	7	
3 years	64	56	8	
4 years	72	63	9	
5 years or more	80	70	10	
Subtotal : Core / human capital factors	500	460	40	

- CRS – Human Capital – Age
- CRS – Human Capital – Level of Education
- CRS – Human Capital – First Official Language
- CRS – Human Capital – Second Official Language
- CRS – Human Capital – Canadian Work Experience
- CRS – Spouse – Level of Education
- CRS – Spouse – First Official Language Proficiency
- CRS – Spouse – Canadian Work Experience
- CRS – Skill Transferability – Education
- CRS – Skill Transferability – Foreign Work Experience
- CRS – Skill Transferability – Certificate of Qualification
- CRS – Arranged Employment
- CRS – Provincial/Territorial Nomination

####

Checklist

- FOSS Search
- Meets
- RPAF
- Marital status/passport/counterfoil
- One year Canadian work experience in past 3 years
- CRS Score
- Criminality
- Security (Background info)

Comprehensive Ranking System (CRS) MI 8(1)
 Version 2018/06/26

Skill Transferability factors	Max 100	
Education	Max 50	
With good OL proficiency and a post-secondary degree MI 21(1)	50	
	CLB 7 or more on all first OL abilities, one or more under 9	CLB 9 or more on all four first OL abilities
Secondary school (high school) credential or less (levels 1&2)	0	0
Post-secondary program credential of one year or longer (levels 3,4 & 5)	13	25
Two or more post-secondary program credentials AND at least one of these credentials was issued on completion of a post-secondary program of three years or longer (levels 6,7 & 8)	25	50
a university-level credential at the master's level or an entry-to-practice professional degree for an occupation listed in TEER Category 1 of the National Occupational Classification for which licensing by a provincial regulatory body is required, or	25	50
a university-level credential at the doctoral level	25	50
With Canadian Work Experience and a post-secondary degree MI 22(1)	50	
	1 year of Canadian work experience	2 years or more of Canadian work experience
Secondary school (high school) credential or less (levels 1&2)	0	0
Post-secondary program credential of one year or longer (levels 3,4 & 5)	13	25
Two or more post-secondary program credentials AND at least one of these credentials was issued on completion of a post-secondary program of three years or longer (levels 6,7 & 8)	25	50
a university-level credential at the master's level or an entry-to-practice professional degree for an occupation listed in TEER Category 1 of the National Occupational Classification for which licensing by a provincial regulatory body is required, or	25	50
a university-level credential at the doctoral level.	25	50
Foreign Work Experience	Max 50	
With good OL proficiency and foreign work experience MI 23	50	
	CLB 7 or more on all first OL abilities, one or more under 9	CLB 9 or more on all four first OL abilities
No foreign work experience	0	0
1 or 2 years of foreign work experience	13	25
3 years or more of foreign work experience	25	50
With Canadian Work Experience and foreign work experience MI 24	50	
	1 year of Canadian work experience	2 years or more of Canadian work experience
No foreign work experience	0	0
1 or 2 years of foreign work experience	13	25
3 years or more of foreign work experience	25	50
Certificate of qualification (trade occupations)	Max 50	
With good OL proficiency and a certificate of qualification MI 27	50	
	CLB 5 or more on all first OL abilities, one or more under 7	CLB 7 or more on all four first OL abilities
With a certificate of qualification	25	50
Subtotal - Core + Spouse + Skill transferability factors	600	
Additional points	Max 600	
Canadian Education MI 30(1)	Max 30	
Secondary credential or below	0	
One or two year post-secondary credential	15	
Post-secondary credential three years or longer	30	
Arranged employment MI 29(2)	Max 200	
NOC 0, A or B	50	
NOC 00	200	
PN nomination MI 29(1)	600	
French-Language Proficiency MI 32(1)	Max 50	
NCLC 7 or higher on all four French language skills	25	
NCLC 7 or higher on all four French language skills & CLB 5 or higher on all four English skills (if language test provided)	50	
Siblings (brother or sister) MI 31(1)	15	
Grand total	Max 1200	

English								
CLB/NOC Level	Reading		Writing		Listening		Speaking	
	CELP	IELTS	CELP	IELTS	CELP	IELTS	CELP	IELTS
10 (0/A)	10	8	10	7.5	10	8.5	10	7.5
9 (0/A)	9	7	9	7	9	8	9	7
8 (0/A)	8	6.5	8	6.5	8	7.5	8	6.5
7 (0/A)	7	6	7	6	7	6	7	6
6 (B)	6	5	6	5.5	6	5.5	6	5.5
5 (B)	5	4	5	5	5	5	5	5
4 (C)	4	3.5	4	4	4	4.5	4	4

French				
NCLC/NOC Level	Reading	Writing	Listening	Speaking
10 (0/A)	263-277	393-415	316-333	393-415
9 (0/A)	248-262	371-392	298-315	371-392
8 (0/A)	233-247	349-370	280-297	349-370
7 (0/A)	207-232	310-348	249-279	310-348
6 (B)	181-206	271-309	217-248	271-309
5 (B)	151-180	226-270	181-216	226-270
4 (C)	121-150	181-225	145-180	181-225

NOC NOT FOUND? Search round of information here:
 Round of certifications

Occupation Categories

Eligibility	6 month Continuous (Full-Time or equivalent Part-Time) work experience in one of the qualifying NOCs within the last 3 years (may or Performed the actions described in the lead statement for the occupation in the NOC description Performed a substantial number of main duties described for the occupation in the NOC Description				
Categories	Healthcare occupations	Engineering and Math (STEM)	Trade occupations	Transport occupations	Agriculture and agri food occupations
Eligible NOCs	31100 - Specialists in clinical and laboratory medicine	21200 - Architects	73200 - Residential and commercial installers and servicers	83200 - Aircraft assemblers and aircraft assembly inspectors	82031 - Contractors and supervisors, landscaping, grounds maintenance and horticulture services
	31101 - Specialists in surgery	20013 - Architecture and science managers	73406 - Elevator constructors and mechanics	73300 - Transport truck drivers	82030 - Agricultural service contractors and farm supervisors
	31102 - General practitioners and family physicians	21221 - Business systems specialists	72405 - Machine fitters	73604 - Railway traffic controllers and marine traffic regulators	63201 - Butchers, retail and wholesale
	31103 - Veterinarians	21300 - Civil Engineers	72402 - Heating, refrigeration and air conditioning mechanics	72603 - Engineer officers, water transport	
	31110 - Dentists	20012 - Computer and information systems managers	72400 - Construction millwrights and industrial mechanics	73602 - Deck officers, water transport	
	31111 - Optometrists	21311 - Computer engineers (except software engineers and designers)	72310 - Carpenters	72601 - Air traffic controllers and related occupations	
	31112 - Audiologists and speech language pathologists	21220 - Computer systems developers and programmers	72300 - Plumbers	72600 - Air pilots, flight engineers and flying instructors	
	31121 - Dietitians and nutritionists	21220 - Cybersecurity specialists	72200 - Electricians (except industrial and power system)	72404 - Aircraft mechanics and aircraft inspectors	
	31200 - Psychologists	21211 - Data scientists	72106 - Welders and related machine operators	72403 - Railway carmen/women	
	31201 - Chiropodists	21223 - Database analysts and data administration	72014 - Contractors and supervisors, other construction trades, installers, repairers and servicers	70020 - Managers in transportation	
	31202 - Physiotherapists	21310 - Electrical and electronics engineers			
	31203 - Occupational therapists	20010 - Engineering managers			
	31204 - Kinesiologists and other professional occupations in therapy and assessment	21221 - Industrial and manufacturing engineers			
	31209 - Other professional occupations in health diagnosing and treating	21222 - Information systems specialists			
	31200 - Nursing coordinators and supervisors	21203 - Land surveyors			
	31201 - Registered nurses and registered psychiatric nurses	21205 - Landscape Architects			
	31302 - Nurse practitioners	21210 - Mathematicians, statisticians and actuaries			
	31303 - Physician assistants, midwives and allied health professionals	21322 - Metallurgical and materials engineers			
	32101 - Licensed practical nurses	41400 - Natural and applied science policy researchers, consultants and program officers			
	32102 - Paramedical occupations	21233 - Software developers and programmers			
	32103 - Respiratory therapists, clinical perfusionists and cardiopulmonary technologists	21231 - Software engineers and designers			
	32106 - Other technical occupations in therapy and assessment	21202 - Urban and land use planners			
	32120 - Medical laboratory technologists	21233 - Web designers			
	32121 - Medical radiation technologists	21234 - Web developers and programmers			
	32122 - Medical sonographers				
	32200 - Traditional Chinese medicine practitioners and acupuncturists				
32201 - Massage therapists					
32206 - Other practitioners of natural healing					
33101 - Medical laboratory assistants and related technical occupations					
33102 - Nurse aides, orderlies and patient service associates					
33103 - Pharmacy technical assistants and pharmacy assistants					
33109 - Other assisting occupations in support of health services					
41301 - Therapists in counselling and related specialized therapies					
41320 - Education counsellors					
42203 - Instructors of persons with disabilities					

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**is withheld pursuant to sections
est retenue en vertu des articles**

21(1)(a), 16(1)(c), 21(1)(b)

**of the Access to Information Act
de la Loi sur l'accès à l'information**

1. Open up 2 GCMS screens in **chrome**.
 - a. One normal and one incognito (**CTRL + Shift + N**)
2. Go to IMM tab on both GCMS screens
 - a. Query App# and click into application
3. Open up **Sticky notes** on your computer and choose the base note that you want to use from the Notes and Points spreadsheet.
 - a. If you are assessing your own security and have nothing outstanding at the end of your assessment - use the "Short Approval Note" base template.
 - b. If you are NOT assessing your own security - use the "Eligibility Approval" base note.
 - i. You will be required to add anything that you have assessed, onto this base note. **Add-on notes** are found within the Notes and Points spreadsheet as well.

**** Note: this base note could change by the end of the assessment of your application, depending on if there are outstanding items or not. You will just be required to change the 2nd half of the note to reflect the outstanding items.**

The Incognito GCMS will only be used to view the EE Eligibility tab (PA's express entry profile)

4. On Incognito GCMS, go to the EE eligibility tab.
5. On main GCMS, first go to the Admissibility's > Info Sharing tab
 - a.
 - b.
6. Go to the clients and parties - Client Details Screen
 - a. Pull through the most recent residential address for each client on file.
 - b. Ensure that the clients COR matches the same country that their residential address says they are residing.
 - c. Verify that each clients travel document is valid for a minimum of 3 months if in Canada, 6 months if currently overseas.
 - d. Client currently residing overseas = check off "counterfoil required" box.

Biometric potential risk

7. Go to the Notes tab.
 - a.
 - b. Open Program Assistant note and review the information.
 - i. Check to see if they have indicated your application is part of a "CBS Round"
 - ii. Ensure that the CR-04 has verified the clients language test results and that the client has met the threshold.
 - iii. Take note of the type of education they state they have verified.
 - 1) If there is Canadian Education, this will be an indication that the PA is claiming additional points for this.
 - 2) CR-04 will verify to make sure the client has entered the correct education in their express entry profile, in order to be satisfied that the client was awarded the correct amount of points for their highest level of education and skill transferability education points.
 - c. Copy and Paste the **Police Certificate** section of **CR-04's note** onto a **sticky note** for future reference.
8. On Incognito GCMS, check to see what credentials the client is claiming for points towards their comprehensive ranking system score.
 - a. First, ensure that the client's CRS score is above the minimum
 - b. Click to highlight the "APR" line and scroll down
 - c. Click to highlight the CRS line in the second section, scroll down.
 - d. Capture how many extra points the client has after they have met the minimum score.
 - e. Get an overview of the points you will have to assess as the officer. Remember, certain points have already been verified by the program assistant. Such as; First & Second Official language and Highest level of education for the PA and Spouse as well as, skill transferability > Education.
 - f. Compare to the Notes and Points spreadsheet to know how many years of work experience the client is claiming according to how many points they were awarded.
 - i. If the client has excess points, after they meet the minimum CRS score, there may be some credentials that the client is claiming that you do not need to assess. As long as you are satisfied with all of the other points that the client requires to meet the minimum score.
 - g. Go to the employment history tab, and determine what eligible Canadian work experience the client is claiming and what you have to assess.
 - i. Sort employment history tab by "status" to bring all of the "received" lines to the top.
 - ii. Keep this screen open on your 2nd monitor in order to cross reference to it when completing integrated search.

If the PA is claiming points for the spouse's Canadian work experience, also take note of the spouse's Canadian work experience start date while viewing the "employment" history tab. This is to ensure that both the PA and the Spouse held TR status and authorization to work during the time they are claiming for their work.

9. On main GCMS, click Go to Search
 - a. Complete an integrated search for the PA and any family members on the application.
 - b. Ensure that your client had authorization to work and valid TR status for the time they are claiming under their employment history on your other GCMS screen.
 - c. Check to see if your client currently holds valid temporary resident status.
 - i. Enter a note on your base note indicating when the clients status is valid until.
 - ii. If they have a WP in progress, make note of this on your note template as well.

If the PA is claiming points for their spouse's Canadian work experience, verify that the spouse held TR status and authorization to work and make note on base note of their current TR status.

s.16(1)(c)
s.19(1)
s.21(1)(a)
s.21(1)(b)

10. Enter the clients status into your application base note under
 - a. If they have an application in progress, note the received date of that application and that the client has maintained their status.

11. Go back to CEC application
12. Click into each applicants UCI to review the necessary information.
 - a. Check Marital status for any previous marriages/CL relationships
 - i. Verify if you have any divorce certificate on file if there is an indication of a previous marriage.
 - b. Click on the Background Info tab.
 - i. Review the Additional Family Information - Is the mother and father listed? If not, locate or request an IMM5406 and enter this information prior to making a decision on the application.
 - ii. Review the Travel History for any countries that the PA and Spouse have travelled to for 6+ months or more that the CR-04 has not indicated on their note that you copied and pasted to sticky notes.
 - iii. View the Personal/Education history for PA and Spouse (if applicable) for any countries that the client would require a police certificate from that the CR-04 did not indicate in their note.
 - iv.
 - v.
 - c. Go to the Addresses tab.
 - i. Check the clients addresses to ensure there is no other countries that the CR-04 didn't list, that the client was in for 6 months or more to require a police certificate from.
 - ii.
 - d. Click on the Medical tab.
 - i. Capture what code the clients medicals were assessed under.
 - 1) Review the medicals if they are an M2 or M3
 - 2)
 - e.

13. Go back to the CEC application screen.
14. Click on the Correspondence tab.
15. Sort the item column by clicking the title and then selecting the up arrow to put the items in alphabetical order.
16. Begin opening the necessary documents and reviewing what the client has provided to support their claims in the Express Entry profile.
 - a. Birth Certificates (dependent children on file)
 - i. Review to ensure that the PA and Spouse on the application are the parents listed on the children's birth certificates.
 - ii. If parents of child are not both the PA and the Spouse, determine if they provided custody documents and/or the IMM5604 - authorization from the non-accompanying spouse.
 - iii. Adopted child? - legal adoption documents must be provided.
 - b. Open Client Information - review for any cover letters the client may submit as they may provide you with important information.
 - i. Clients may provide police certificates within the client information item - take note of this for your criminality review later on in your assessment.
 - c. Open clients education documents.
 - i. Review the documents to get an overview of the clients education, this could help satisfy an officer to know if client is educated in the field that they claim to be working in.
 - ii. If the client is claiming additional points for the Canadian study, determine if the client attended a DLI that is PGWP eligible and that meet the requirements of MI30(4)/
 - iii. Confirm that the client entered the correct education under the education subtab of the EE Eligibility tab in GCMS. This will ensure that your client was awarded the correct amount of points for their highest level of education as well. Cross reference to points spreadsheet to double check. This information is initially verified by the CR-04 at CIO.
 - d. Begin opening the clients employment records and reviewing the supporting documentation that has been provided for each period of claimed work experience. Remember to take into account all of the important work experience requirements while assessing this information.
 - i. While you are assessing the information that has been provided, you should be cross referencing it to the Employment History subtab under the EE eligibility tab in GCMS to ensure that the client has declared accurate information according to their letters of employment.
 - ii. Ensure that the client has accumulated a minimum of 1 year of work experience within the last 3 years in order to meet the minimum entry criteria of R87.1. The timeline of the clients work experience can be found on the employment history tab of GCMS and be verified using the letters of employment being reviewed.
 - iii. Ensure that the client has met the requirements for the remaining credentials that they have claimed towards their CRS score in order to continue to meet the minimum score of the round they were invited to apply on.
 - iv. Verify that the duties listed on the provided letter of employment match the duties of the NOC the client claimed - located on the employment line under the employment history tab of GCMS.
 - 1) Open NOC website, and compare the duties listed on LOE to duties listed for the declared NOC that you search on website.

If there are multiple "received" lines in the Employment History tab, this reflects that the client has worked multiple jobs. While you are assessing the clients correspondence, find the letters of employment that correspond with the longest employment durations found under the employment history tab. You will want to start with assessing these periods first in order to accumulate the # of years of work experience the client is claiming to meet the minimum CRS score, if you are satisfied with the information you have assessed. Assess the ones with a shorter duration to equal the number of years the client is claiming ONLY if you are not satisfied with the other longer durations, or if you require additional time to equal the years they are claiming.

Remember, if the client has excess points and you have assessed all of the points that they require to meet R87.1 and the minimum CRS score of the round they were invited on and you discover that there is additional credentials that the client has claimed in order to have been given these excess points, you may not need to assess the remaining credentials.

- e. Marriage Certificate (if married)
 - i.
 - f. Passports
 - i. Review each clients passport to ensure they are valid for 3 months if residing in Canada, and 6 months if currently residing overseas.
 - g. Police Certificates
 - i. Review police certificates for any clients 18 years of age or older.
 - 1)
 - 2)
 - 3)
 - h. Statutory Declaration of Common-Law Relationship (if PA has Common-Law partner)
 - i. Review for any proof of cohabitation on file to confirm genuine common-law relationship
17. Pass Eligibility in the EE Eligibility tab of GCMS.
- a. There must be an "11.2-EE MI" line under the "Assessment" sub tab that has been created and calculated. The default status will be "not started"
 - i. To calculate, change status from "not started" to "calculate"
 - ii. Press ALT Enter on key board until the status returns as "review required"
 - iii. If the clients score continues to meet the minimum score of the round they were invited, change the status from "review required" to "met"
 - b. Create a "Selection-EE Econ" line above the "11.2-EE MI" line.
 - i. Click New
 - ii. Select "Selection-EE Econ" from the drop down list.
 - c. Change the status from "not started" to "passed"
 - d. Press ALT Enter on keyboard.

Assess the clients Admissibility's

18. Click on the Admissibility's tab in GCMS
 - a. On this tab work from right to left, starting with the **Info Sharing** tab.
 - i.
 - b. Click on the **medicals** tab and determine if medicals are valid for the appropriate validity
 - i. Send medical re-assessment if necessary as per medical re-assessment instructions on **Medical** tab of this document.
 - ii. Request new medicals if client does not meet the requirements of a medical re-assessment.
 - c.

- d.
- 19. Enter officer note under application notes under the EE Eligibility GCMS note label.
- 20. If passing Criminality, enter criminality note from notes and points spreadsheet under application notes under the "ADM/Criminality" label.

- 21. Select "Approved" from the "Final" assessment in the top right hand side of the application screen in GCMS.
- 22. Click on the "Finalize Application" tab.
- 23. Ensure that the appropriate print queue is selected according to the clients current residential address.
- 24. Verify that the valid to date on the COPR (and counterfoil if applicable) is valid for the minimum durations.
- 25. Change the secondary office on the application to match the print queue that you selected.
- 26. Unassign the application from yourself.

s.16(1)(c)

s.21(1)(a)

s.21(1)(b)

Applications that have been assessed by a PM01 at CPC-E

1. Under the clients and parties tab, in the client details section. Select each client's current residential address.
 - a. Ensure that their COR matches the country that their current residential address states they are in.
 - b. Check to make sure that each applicants passport is valid for a minimum of 3 months if in Canada, and 6 months if currently residing overseas.
 - c. If applicant is currently residing overseas, check off the "counterfoil required" box under their client "line".

2. Review the Case Analysts notes to identify any concerns that they may have addressed within their assessment.
 - a. If the Case Analyst passed eligibility during their assessment, this is an indication that they had no concerns during their review..
 - b. If application is "review required", determine if you have concerns with the same assessments as the PM-01.
 - i. Review the clients documentation and claimed credentials in areas that the PM01 has identified a concern.
 - ii. After review, if satisfied with the information that the Case Analyst was concerned with, make note of what you assessed on your officer note to indicate that you are satisfied.
3. No concerns identified during assessment
 - a. Ensure that the clients medicals are still valid the required duration.
 - b. Determine if PM-01 has passed criminality - if not, identify PM01's concerns and assess the criminality yourself.
 - c. Assess Security if you are trained to do so, or send to appropriate CPO to have security reviewed.

Once all assessments meet the required validity and have been passed:

4. Enter Approval note selected from Notes/Points spreadsheet.
 - a. If you have assessed Security yourself, use the "Short Approval Note" template.
 - i. Indicate any pertinent information that you assessed during your review that would be helpful for the landing office.
 - 1) IE. '.....'
 - 2) If you have assessed something that the PM01 had concerns with and you are satisfied with the information provided - enter the appropriate "add on" note to this initial "Eligibility Approval" template.
 - b. If another CPO assessed security for your application, use the "Eligibility Approval" note initially.
 - i. Indicate any pertinent information that you assessed during your review that would be helpful for the landing office, or yourself once you receive the application back from other CPO.
 - 1) IE. '
 - 2) IE. '
 - 3) If you have assessed something that the PM01 had concerns with and you are satisfied with the information provided - enter the appropriate "add on" note to this initial "Eligibility Approval" template.
 - c. Enter these notes under the application in GCMS under the label "EE Eligibility"
5. Select "Approved" from the "Final" assessment in the top right corner of the application screen.

IN CANADA CLIENTS:

6. Go to the Finalize Application tab
 - a. Ensure that the correct print queue is entered according to the province the client is residing.
 - b. Add the appropriate secondary office

Satisfactory level:

- PM01's must be 75% satisfied with the information that they are assessing that the client has provided. **s.19(1)**
 - This is to ensure that they are extra detailed in their assessment of the application. **s.21(1)(a)**
- During the PM03's assessment of the application, officers are required to be 50 + 1% satisfied with the information that they reviewed. **s.21(1)(b)**
 - If the PM01 has identified a concern during their assessment, and the CPO reviews it - it could mean that the CPO will not have the same concerns because of this difference in satisfactory level.

These assessments are what determine the length of validity of a client's COPR.

- Passport
- Medicals
- Criminality
- Security

All applicants COPR's/Counterfoils must be valid for the following durations depending on residential address:

- 3 months - In Canada
- 6 months - Currently Overseas.

Out of Status?

This should only be entered in cases where the client is in Canada without status at the time of final decision. If the client loses status between FD and landing, the landing office will handle the inadmissibility.

A formal H&C activity does NOT need to be created in GCMS for this action.

Enter the following separate GCMS note prior to landing to address the client(s) being without status:

Note Label - General

Approving application - Overseas clients

December 12, 2023 8:49 AM

Upon reviewing and discovering that one or more of the clients on your application are currently residing overseas, follow the following steps.

1. Pull in their current residential address to the client details screen on the Clients & Parties tab.
 - a. If overseas - check off counterfoil box for overseas clients under the client line.
2. Enter note on your officer application note stating that "
3. Approve application from the "Final" assessment in the top right corner of application screen.
4. Go to the Finalize Application tab.
5. Delete the populated print queues and leave COPR and Counterfoil for the overseas client blank.
6. Ensure that the COPR/Counterfoil for overseas clients are valid for a minimum of 6 months.
7. Go to Webcart, under "country info guide" and determine the overseas office that the secondary office must be set to be based on the country they currently residing.
8. Change the secondary office.
9. Send an "Information"(RFV) letter to the client and make the appropriate changes to the letter if you have more than just the PA residing overseas.
 - a. These letters can be found under the "International" folder under "office specific templates" located in the T drive.

RFV Letter Wording Amendments - only if **more** than the PA are currently residing overseas:

s.16(1)(c)

Dear «Given_Name» «Family_Name»

s.21(1)(a)

Please review your contact details above and advise us of any errors or updates.

s.21(1)(b)

The processing of your application for permanent residence in Canada is almost complete. You must complete the following steps **within 30 days** in order for our office to issue you, your spouse, and dependent children Confirmation of Permanent Residence and, if applicable, your permanent residence visa. If for any reason you are not able to meet this deadline, please inform our «Primary_Office_Name» office **immediately** via the IRCC Web Form <http://www.cic.gc.ca/english/contact/web-form.asp> with details concerning your situation.

STEP 3: PREPARE YOUR DOCUMENTS

You must submit together:

1. One copy of this letter.
2. Passport(s) **OR** photocopy(ies) of passport(s), as explained in **Step 2**
3. **Two (2) photos** of yourself and of each accompanying family member. Photos **MUST** meet the precise specifications found in the link below or in Appendix A at the end of this letter. If you submit photos that do not meet the exact specifications, your package will be returned to you (www.cic.gc.ca/english/information/applications/guides/pdf/5445E-B-9.pdf)

All required documents must be submitted in **one single package**.

A) To submit your package for all your overseas dependents listed below:

Please submit your package to the nearest Visa Application Centre along with the VAC Passport Transmission fee.

Sending Procedural Fairness

November 23, 2023 1:48 PM

s.16(1)(c)

s.21(1)(a)

s.21(1)(b)

When a concern has been identified during the assessment of the application, and it is based on information that the client has provided in comparison to the information they declared, or the information you have found during the assessment, the officer will be required to send a procedural fairness letter to the client.

This letter will clearly detail the officers concerns and give the client a chance to respond and try to rectify the concerns.

Procedures:

1. Identify the concerns that you may have.
2. Copy PFL note template from the CPO Points/Notes spreadsheet and make the appropriate amendments to it.
3. You will first want to address what exactly the concern is and explain in great detail.
4. Secondly, detail exactly what you would like to see the client provide, if there is something specific. ie. Please provide a new letter of employment from (employer) that clearly outlines the duties that you performed while employed with their company. As well please provide pay stubs for the entire duration of your employment.
5. Generate a Procedural Fairness Letter in the Correspondence tab in GCMS
6. For Quebec concerns - Select the "Quebec PFL" from the CPO tab.
7. For all other concerns - Select the "Concerns Letter".

Example PFL Notes:

Quebec Residency concerns:

OFFICER REVIEW – APPLICATION:

FOSS/GCMS Search completed.

*****A11.2 ASSESSMENT/ R87.1 ELIGIBILITY*****

Round Of Invitation date: August 17, 2022

Having reviewed the application as a whole, and upon review I have concerns that the PA is currently residing in the province of Quebec.

Therefore I am asking you to submit any additional information/documentation that would allay my concerns. You have until January 13, 2023 to submit the additional information using your MyCIC account. Submissions field available to upload documents.

PFL sent for duties for CDN and Foreign work experience:

Arranged Employment:

Clarification on work dates:

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**is withheld pursuant to sections
est retenue en vertu des articles**

21(1)(a), 16(1)(c), 21(1)(b)

**of the Access to Information Act
de la Loi sur l'accès à l'information**

Refusing an Application

November 25, 2023 1:49 PM

Example Refusal Notes:

Arranged Employment:

Not enough work time to meet CRS:

Certificate of Qualification:

Applications that have been assessed by a PM01 at CPC-E

1. Identify the concerns that the PM01 had during their assessment of the application and determine as the officer if you have the same concerns. Remember the satisfactory level of each position.
2. Send a procedural fairness letter if necessary and give the client 7 days to respond.
3. If officer is still not satisfied with the PA's response to PFL, or with the information that the PA provided, they may refuse the application.
4. Determine which regulation the clients application will be refused under.
 - a. Usually R87.1 or A11.2
 - b. If additional information was requested from the client (aside from PFL) and the client did not comply, they may be refused for non-compliance under A16
5. Once determined what you will be refusing the application under, change the status of the applicable claim under the EE Eligibility tab to "rejected".
 - a. Once rejected, some credentials under A11.2 require officer to re-create line and enter the details to reflect the reasons why the client does not meet the requirements of the claim in order to re-calculate their score. Do this if necessary.
 - b. After rejection and re-creation of line has taken place, officer is required to re-calculate the clients score in GCMS under the Assessment screen on the EE eligibility tab.
 - i. There must be an "11.2-EE MI" line under the "Assessment" sub tab that has been created and calculated.
 - i. To calculate, change status from "not started" to "calculate"
 - ii. Press ALT Enter on key board until the status returns as "review required"
 - iii. If the clients score continues to meet the minimum score of the round they were invited, change the status from "review required" to "met"
 - iv. If score does not meet minimum score, change status to "not met"
 - ii. Create a "Selection-EE Econ" line above the "11.2-EE MI" line.
 - i. Click New
 - ii. Select "Selection-EE Econ" from the drop down list.
 - iii. Change the status from "not started" to "failed"
 - iv. Press ALT Enter on keyboard.
6. Choose the appropriate refusal note template from spreadsheet and make necessary edits.
7. Enter refusal note into the application screen on GCMS under the label "EE Eligibility"
8. Refund the RPRF payment for PA and Spouse if paid.
9. Select "Refused" from the "Final" assessment in the top right corner of application screen.
10. Go to the Finalize Application tab.
 - a. Go to the "refusal grounds" sub tab and select the appropriate refusal ground.
 - i. If refusing for non-compliance, 2 refusal grounds must be selected. A16 and another one.
11. Go to Outgoing Correspondence
 - a. Generate refusal letter and select "R87.1" or A11.2 refusal letter template from T Drive
 - b. Copy and paste portion of refusal note into letter. Change the wording, the note should be in third person (the client) and the letter should be in 2nd person (you).
 - c. Save letter as a PDF
 - d. Save to GCMS
 - e. Send letter.

Rejecting/Re-creating/Re-Calculating Employment History and Arranged Employment

January 25, 2024 8:35 AM

s.16(1)(c)
s.21(1)(a)

s.21(1)(b)

Rejecting/Re-creating/Re-Calculating Education

January 25, 2024 3:03 PM

If you notice an error in the PA or Spouse's highest level of education, or in the PA's additional Canadian Education points, you may need to reject and re-calculate an education line.

Instructions:

1. Go to the EE Eligibility > Education tab
2. Determine which "received" line you have an issue with.
3. Change the status from "received" to "rejected"
4. On the same highlighted "rejected" line, press "CTRL B" on keyboard.
 - a. An error message may pop up, click ok, and press "CTRL B" again.
5. Once new "received" line is populated, DO NOT step off and make necessary changes in the below details screen on the Education tab.
 - a. At e-APR a client may accidentally enter their credential information incorrectly, resulting in a loss of points from ITA to e-APR. Determine what the error is in the details and amend whatever it is.
6. Press ALT ENTER on keyboard to refresh
7. Go to the EE Eligibility > Assessment tab
8. Re-calculate the client's 11.2 line and determine if they continue to meet the minimum CRS score or not.

Example:

A client may claim additional Canadian Education points that does not meet the eligibility. This is often because the client selected "yes" for the "Recognized Institution" question on the details screen on the EE Eligibility > Education tab.

This will require you to reject and re-create the line and change the answer to "no" for the "Recognized Institution" question and then re-calculate their score to determine if they still meet the minimum score.

The only time you need to re-create any of the education lines is if the client declared something in error that you need to amend.

If you are not satisfied that they meet the education requirements at all and the client has entered all of the accurate information, you can just reject the line and re-calculate the score to determine if your application will be a refused.

Rejecting/Re-creating/Re-Calculating - Certificate of Qualification and Sibling in Canada.

January 26, 2024 2:23 PM

Upon review, if you determine that the client does not meet the eligibility requirements for "Certificate of Qualification" or "Canadian Citizen or Permanent Resident sibling currently residing in Canada", you will need to reject and re-create the lines in the EE Eligibility tab in GCMS.

Instructions:

1. Go to the EE Eligibility > Other Candidate Info tab in GCMS.
2. Sort the "Status" column to bring all of the received lines to the top.
3. Locate the line that you have determined the client doesn't meet the eligibility for - either Qualification Details or Family Details.
4. Select "Rejected" from the "Status" field drop down.
5. On the same highlighted "rejected" line, press "CTRL B" on keyboard.
 - a. An error message may pop up, click ok, and press "CTRL B" again.
6. Once new "received" line is populated, DO NOT step off and make necessary changes in the below details screen on the "Other Candidate Info" tab.
 - a. For Qualification Details:
 - i. Remove all of the details from the boxes in the right hand side column of the details screen. (Leave them blank)
 - b. For Family Details:
 - i. Change the answer of the "Relative with CDA PR or CIT" question to "No"
 - ii. Remove all other details and leave blank.
7. Press ALT ENTER on keyboard to refresh
8. Go to the EE Eligibility > Assessment tab
9. Re-calculate the client's 11.2 line and determine if they continue to meet the minimum CRS score or not.

Qualification Details Example:

Pages 53 to / à 54

**are withheld pursuant to section
sont retenues en vertu de l'article**

s.16(1)(c), s.16(1)(c), s.21(1)(a), s.21(1)(a), s.21(1)(b), s.21(1)(b)

**of the Access to Information Act
de la Loi sur l'accès à l'information**

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**is withheld pursuant to section
est retenue en vertu de l'article**

19(1)

**of the Access to Information Act
de la Loi sur l'accès à l'information**

Withdrawals

January 29, 2024 7:19 AM

Clients will sometimes call into the call centre or submit a client enquiry, requesting to withdraw their application.

For Permanent Resident applications, clients are required to provide a written and signed letter requesting their withdrawal in order for us to action it. **If it has not been provided, but there is a note or a client enquiry on file indicating that the client would like a withdrawal, send the client a request letter asking them for a signed letter.**

Agents/Officers are also required to withdraw applications where the client had previously received Permanent Resident status on a different APR. A written/signed letter from the client is not required in this circumstance.

Processing fees are retained, RPRF fees are refunded.

1. Select "Withdraw" from "Final" drop down in assessment section on application screen.
2. Refund RPRF (if paid)
3. Go to Correspondence and generate auto-populated withdrawal letter.
4. Send letter to client.

Creating a Ghost Application

April 25, 2024 7:29 AM

Ghost Application - PDI

s.21(1)(a)

s.21(1)(b)

1. You must review the original file linked to the Confirmation of Permanent Residence document (CoPR) in order to determine which applicant(s) require a ghost application. From the IMM Tab, Query Original Application, click on the **Finalize Application Tab**:
 - o CoPR Status "Confirmed" means the client has already landed in Canada and obtained PR Status. (Does not require a ghost application).
 - o Any other client on the original application who is listed as an Accompanying Dependant (spouse and/or child) and has a CoPR with a status that is not "Confirmed" may need to be included/added to the ghost application depending on the circumstances of the case.
 - o If applicable, cancel the CoPR on the original application. (Only the CoPR belonging to applicants who will be added to a ghost application. Do NOT cancel the CoPR of any client who has already become a PR.) This step will prevent these documents from appearing in CoPR wastage reports from OPPB and ensure the application does not continue to erroneously appear within the network and Primary Office's inventory queries.
NOTE: There may be instances when the processing office has already cancelled the dependant(s)' CoPRs in preparation for a ghost application to be created. This does not affect the file creation process and you may proceed as normal. We simply need to ensure no clients who have a "Confirmed" CoPR in GCMS are included in the ghost application.
2. In GCMS, once you have opened the **original application #**, scroll down to the **"Clients & Parties"** tab and sub-tab. It is important to ensure that the following information/details are populated and current for each of the "accompanying" DEPENDANTS you will be adding to the ghost application:
 - **Travel Doc Info**
 - **Telephone #**
 - **Email** (add the original PA's authorized email address to the ghost application, not the dependant's)
 - **Residential Address** (The most current residential address of the dependants who require the ghost application. Ensure the most current residential address is the one set as "Primary")
3. (For Scenario 1): Verify whether the dependant is already on the original application. If they are listed on the original application, click the hyperlink of the UCI that requires the Ghost application.
If the dependant is not listed on the complete application and an existing UCI has not been provided by the applicant, run a FOSS search to verify the new dependant does not already have an existing UCI within GCMS.
In cases where the new dependant does not have an existing UCI, Repeat this step for each additional new dependant, if applicable.

Note: If there is a new spouse, select them as the new PA for the ghost application. Otherwise, if the ghost application is for a new child, the child will become the PA on the ghost application (if more than one child requires the ghost application, select the oldest child as the new PA and the rest as dependants).

In scenario 1, assess the dependant(s) in the ghost application as per general processing guidelines
4. Go into the UCI of the dependant you wish to make the Primary Applicant, then go to *Associations / Associations & Cases*.
*****Look to make sure a Ghost application was not already created by someone else (look for an application listed with same category and the same received date as your original application)*****
5. Click "New" – enter the following:
 - Category/Case - **CEC**
 - Rec'd date - (same as original PA's application).
 - Rec'd via: Online
 - Ctrl +S to save. A temporary application number (prefixed with an X) will be created.
6. Enter the following details in the main application screen:
 - Received date (lock-in date) if not already populated – same as original application
 - Province of Destination– same as original application
 - City of Destination– same as original application
 - Select "On-Line" from the "Rec'd Via" drop down.
 - Select "TFW" from the "Subcategory" drop down.
 - Enter Ministerial Instructions on main application screen. Select MI12 from "Type:" drop down.

Requesting Additional Information

***** If needing to request additional information from client you are creating ghost application for (ie. Passport, RPRF, Schedule A, Travel History etc.) request it on original application as it is still linked to PA's online profile. *****

7. Scroll down to **Clients & Parties** and fill in the following info if not already populated:
 - Citizenship
 - CIR
 - Place of Birth
 - Marital Status
 - Travel Doc # (Travel Doc Expiry Date, Travel Doc Country of Issue)
 - **Official Language** details (copy from original application)
 - **NOC** - copy from original application
 - Occupation – This will auto-populate when the NOC is entered
 - **Email** (**Original PA's email address**)
 - **Address** (most recent residential address of the UCI you are adding).
8. If there are any additional dependants to add, click NEW under the Clients&Parties tab, and paste the new dependant's UCI into the proper field. Follow the same steps listed in step 7, ensuring that the "Relationship" is selected (Relationship can be "Other", with the description of "Accompanying Dep from original application").
NOTE: An exceptional scenario may arise where a dependant on a ghost file may need to be landed separately from the primary applicant on the ghost file. If the processing office is satisfied that circumstances necessitating this are reasonable, they may create an individual ghost application for each accompanying family member, making them the new principal applicant of their own file. If IRCC is not notified ahead of time and the dependant presents themselves at a Port of Entry, Border Services Officers (BSOs) are instructed to follow the established procedures and notify IRCC's processing office who can then follow the steps outlined above to create a new ghost

A7124816_17-000056

file for the dependant so they can be landed virtually from within Canada.

REMINDER: Use the PA's email address provided on the original application as the dependants' email within the ghost application however, make sure to add the newest residential address provided for the dependant to the UCI and ghost application as this would be the dependant's current residential address)

9. Go to Paper File Location – change paper file location to your GCMS USER ID. Once complete, go back to IMM>PRScreen – add your GCMS USER ID to 'Assigned to' field.
10. Transfer the necessary Fees from original application to ghost application, if required. **Employees should follow their internal procedures for fee allocation/de-allocation.**
 - o Go to the Fees view on the original application to de-allocate fees.
 - o In original file, select the fee line you wish to de-allocate / click into the Payment # box (applet), click **de-allocate**.
 - o Update the status of de-allocated fee line to "Entered in Error".
 - o Copy the Payment #. Go to the Fees view of the ghost application, click "Associate" then "Query". Paste the Payment # you copied from the original application then click "Go". Once the data is populated, click "OK".
 - o Go into the ghost file, select the corresponding fee line*
 - o Click into Payment # box, click **New** and add the Payment # you just de-allocated.
 - o Once the payment info has been associated to the ghost application, you will now need to allocate the fees to the application. Ensure the proper fee lines are generated.

*The fee categories in the ghost application should correspond to the fees in the original file (example. If the new PA in the ghost application is a child, you will have to change the Fee type from "PA, FC" to "DEP < 22 yrs" to ensure the fee amounts correspond).

***Biometrics Fee – Should a Bio fee line appear in ghost application for a client that does not require biometrics, you can update the status of this fee to "Entered in Error."

11. Scroll up and click the **Promote Application** button. Once you receive the window telling you the create process is complete, the application has been promoted (a new App # will have now been assigned).
12. Go to the Eligibility tab
 - a. Ensure that you are on the Eligibility Assessment sub tab.
 - b. Click New
 - c. Select "Eligibility CEC" from the "Type" column.
 - d. Select "Passed" on the "Status" column.

UCI	Family Name	Given Name	Type	Status	Conditional	Status (Updated)	Status Date	Assigned By	Assigned To
			Eligibility CEC	Passed		2024/10/11 11:11			28
			Minors (all non-minors)	Not Started		2024/10/11 11:11			28

13. Click on the **History** Tab and ensure the App Status Reason is set to "In Progress"
14. Go to Correspondence Outgoing and cancel any auto-generated documents (i.e. for economic cases, the generated AOR can be changed to cancelled).
15. Click on **Associations / Applications & Cases**, and click **New**. In the newly populated window, copy the original application number into the App/Case # field and click **Go**. Once you confirm you have entered the correct application number, click **OK**. This will now link the two applications together and will appear in the Associated App field on the IMM>PRscreen.
16. Navigate to **Associations / Organizations & Entities** and add the following ORG ID# O157366989185 to the new Ghost applications:
 - Click "New"
 - Paste the ORG ID# (O157366989185), hit Enter then click OK
 - Reason: **Other**
 - Other Reason Description: **Tracking**
 - Name: **Ghost App**

17. Admissibility assessments:

Medicals:

Click on the Admissibilities Tab / Medicals sub tab /Click New and select the client's UCI from the UCI field applet/ click in the search icon in the IME# box and select the applicant's most current/or valid IME. Click OK. If medicals are expired, a new medicals or reassessment may be required. Send a medical reassessment if necessary.

Requesting New Medicals on Ghost Application:

- Select "New" on the Admissibility > Medical tab.
- Select "Generate" from Status drop down.
- Select ALT Enter on keyboard.
- Go to correspondence and open medical forms that automatically generated.
- Save a copy to desktop under clients UCI
- Ensure that the PA's email address from original application is added to client on ghost application's UCI.
 - Select "Email" from "via" on the Medical report in outgoing correspondence.
 - Paste email address under "Via details" on the Medical Report line in outgoing correspondence.
- Open External Email - <https://webmail.ci.gc.ca>
 - Login using your network username (email) and password.
 - You will see your own mailbox in outlook on the browser.
 - In the top right corner, click your user icon
 - Click "Open another mailbox"
 - Type a partial name for the CPCV-Extcom mailbox and find it in the search, the mailbox will open in a new browser tab.
- Use the external email to send the medical report via email to the original PA's email address for their dependants that have not been landed on original application.
 - This is done because once the original application is approved or closed, GCMS will not allow us to generate new medicals and the ghost application is not connected to the PA's online profile.
- Attached medical report documents to original CEC application as a request letter and send it to the clients online profile.
 - This is because the clients still have access to their online profile and will get notification of new mail there to alert them. That way then they have received the request in more than one area.

Other Admissibilities:

For other admissibility assessments, if the applicant was already examined and admissibility assessments were made on the original application, replicate the existing admissibility assessment results for each applicant onto the new ghost application. In cases where a ghost application was created to add a new family member who was not previously examined and assessed for admissibility, follow normal procedures to initiate and complete admissibility assessments on the ghost application as required.

18. Add notes to the both the original AND the ghost application:

Original Application Notes:

Scenario 1:

s.16(1)(c)

s.21(1)(a)

s.21(1)(b)

Ghost Application Notes:

Scenario 1:

How to get a police certificate

Biometrics

Info Sharing

Who needs to be examined for criminal admissibility to Canada?

- All Permanent Residence applicants and their family members over the age of 18.

Police Certificate requirements:

Clients must provide a police certificate for each country that they have visited or resided in for 6+ months within the last 10 years or since their 18th birthday. Whichever is sooner.

Biometrics:

NON Accompanying in Canada dependents do not require biometrics. Instead, we will send an RCMP screening under the Admissibility's > Criminality tab under sub activities.

- Submit an RCMP Screening for non-accompanying biometric age people. See "Assessing Criminality" page for instructions.

Accompanying applicants?

- Biometrics not started and no biometric fees provided? - Send request letter to request biometric fee.
- Fees on file, biometrics not started? - Generate biometrics and send BIL

Info Sharing:

- If the Info Sharing on any clients over the age of 18 has a status of "no fingerprints", the onus is on the agent/officer to re-submit this info sharing now that we have fingerprints from the clients biometrics on file.
 - o
- Create a new line for the lines that are required to be re-submitted.
- Select "Biometric FCC" from the "Type" field.
- Select "USA" from the "Partner" field.
- Change the status from "Not Started" to "Submit"
- Press ALT Enter on keyboard a few times to refresh.

The info sharing results sometimes come back very quickly, and other times take a whole day to come back.

If Info Sharing is in progress the CPA (PM01) or the CPO (PM03) will not be able to pass Criminality.

Verifying Iran Police Certificates

For entering the security imagine information, it is in Persian. Please follow the chart below for the English numerical translation from Persian characters to numbers and enter accordingly.

۱	۲	۳	۴	۵	۶	۷	۸	۹	*
1	2	3	4	5	6	7	8	9	0

Biometrics results =

s.16(1)(c)

s.21(1)(a)

s.21(1)(b)

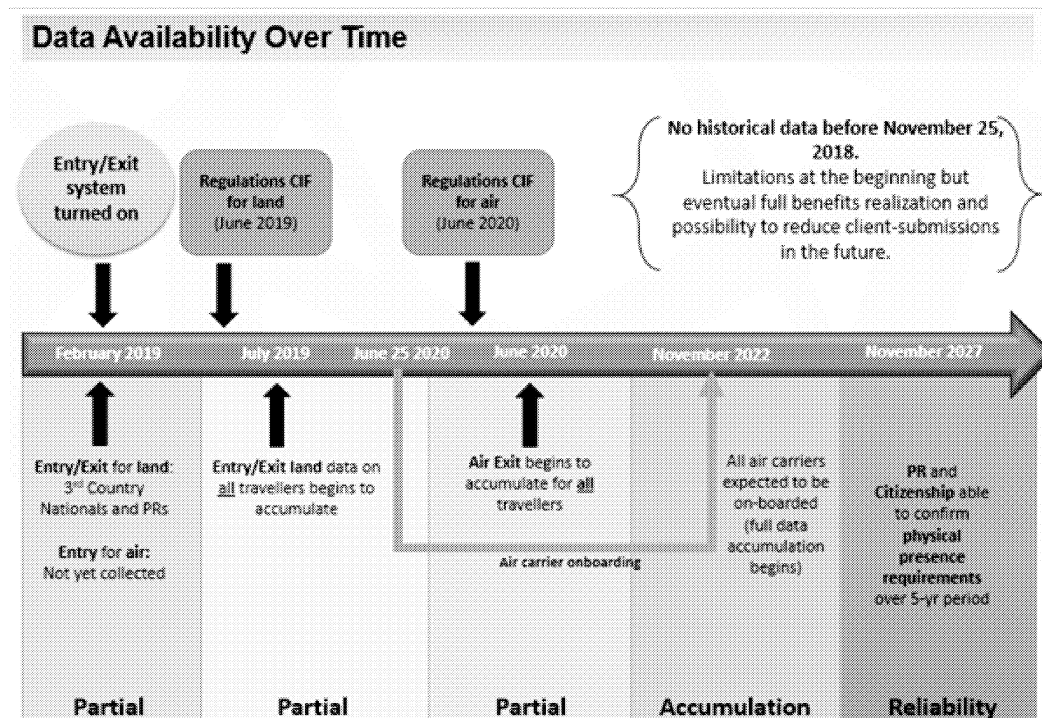
Entry/Exit - Overview

January 24, 2024 12:41 PM

Entry/Exit information based on air travel started to be stored in this database in June 2020 and all air carriers started to record this information as of November 2022.

Officers may not find any Entry/Exit information if looking for information prior to this time.

Available Data Timeline:



While completing a search of the Entry/Exit database, there are two ways of searching:

1. Search by UCI
2. Search by Passport
 - a. If a client had multiple passports, you will want to do a search on the passport with the oldest validity, or a search of both the UCI and the Passport.
 - b. Can only search 1 passport at a time, each passport would have to be it's own Entry/Exit query.

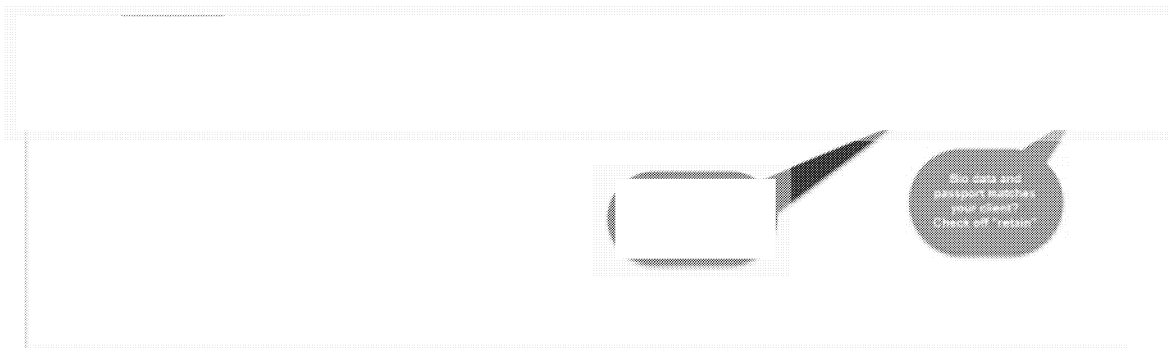
NOTE: The information on the "Summary Response" tab within the "Entry/Exit" hyperlink only tells us the most recent contact with a POE. To obtain a more detailed request with every time the client has entered/exited Canada, complete an additional search (within the same sub activity) under the "Detail Requests" tab.

Summary Response/Latest Entry/Exit:

1. Go to the Entry/Exit > Summary tab on application screen
2. Click New
3. Check off box under "Search UCI" field.
4. Change status from "Not started" to "Generate"
5. Click ALT ENTER on keyboard until status changes to "Ready to be Assessed"
6. Click into the "Entry/Exit Summary" hyperlink under the "Type" field.



7. Click on "Summary Response" tab.
 - a. This will only show you the clients latest time of entry OR exit.
 - b. If the bio data and travel document number match your client, check off the "retain" box.
 - c. Change the status to "Complete - Match"



Detailed Entry/Exit Request:

1. After retaining and completing match from "summary response," click on the "detail requests" tab.
2. Click "New"
3. Change the status from "Not Started" to "Submit"
4. Press ALT ENTER until status comes back as "Ready to be Assessed"
5. Scroll down to "Passages" section
6. Once reviewed, change status from "ready to be assessed" to "complete"

This will give you details about every time the client has entered and exited Canada on the passport that is attached to this UCI rather than just the most recent entry/exit.

Page 63

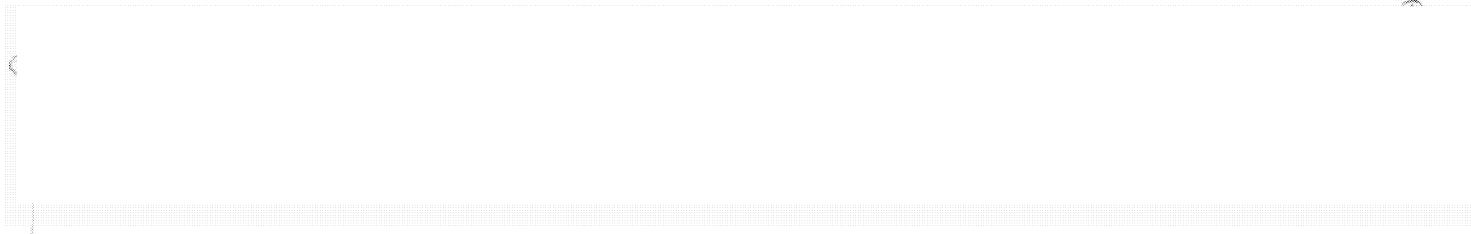
**is withheld pursuant to section
est retenue en vertu de l'article**

19(1)

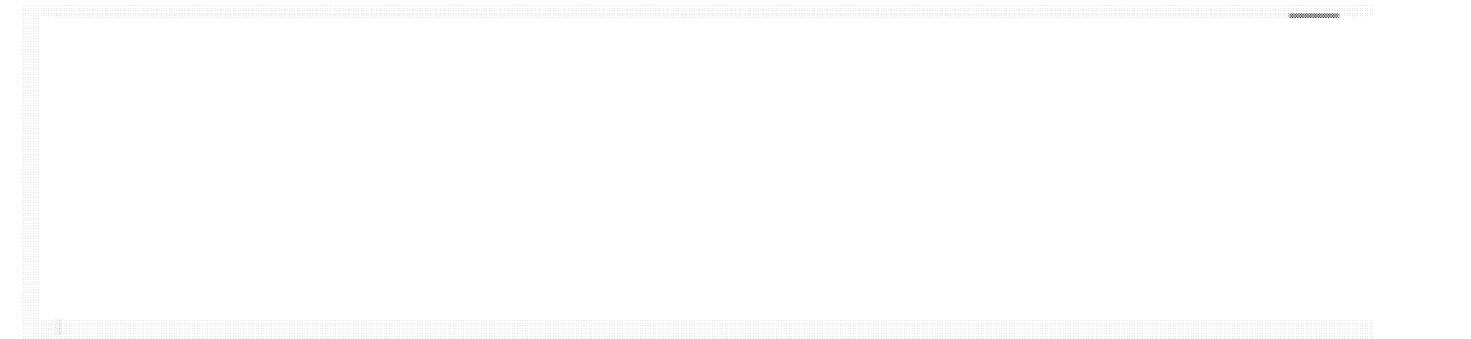
**of the Access to Information Act
de la Loi sur l'accès à l'information**

Summary Response/Latest Entry/Exit:

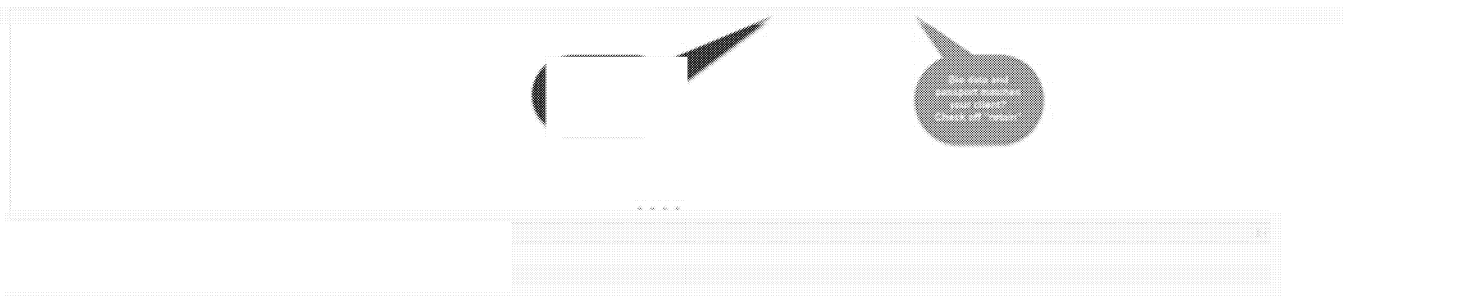
1. Go to the Entry/Exit on application screen
2. Click on Summary tab (usually it's the default)
3. Click New
4. Click into "Entry Exit Summary" hyperlink under the "Type" field.



5. Click the "Travel Documents" tab.
6. Find the passport here that has a validity of the time frame you are looking for information from. There could be more than 1, but you can only search 1 passport at a time.
7. Check off the box in the "Search" field.
8. Change the status in the top right section from "Not Started" to "Submit"
9. Press ALT ENTER until the status comes back as "Ready to be Assessed"



10. Click on "Summary Response" tab.
 - a. This will only show you the clients latest time of entry OR exit.
 - b. If the bio data and travel document number match your client, check off the "retain" box.
 - c. Change the status to "Complete - Match"



Detailed Entry/Exit Request:

1. After retaining and completing match from "summary response," click on the "detail requests" tab.
2. Click "New"
3. Change the status from "Not Started" to "Submit"
4. Press ALT ENTER until status comes back as "Ready to be Assessed"
5. Scroll down to "Passages" section
6. Once reviewed, change status from "ready to be assessed" to "complete"

This will give you details about every time the client has entered and exited Canada on the passport that is attached to this UCI rather than just the most recent entry/exit.

Page 65

**is withheld pursuant to section
est retenue en vertu de l'article**

19(1)

**of the Access to Information Act
de la Loi sur l'accès à l'information**

Express Entry

May 9, 2023 7:00 AM

Once it has been determined that a client meets the Minimum Entry Criteria (MEC) of the Canadian Experience Class, they will be assigned a number of points for each qualification that they possess towards their total Comprehensive Ranking System (CRS) score.

Express Entry Pool:

Any client that appears to meet the minimum entry criteria of one of the three Express Entry programs will automatically be entered into an "Express Entry Pool" of candidates and will be assigned a CRS score based on the qualifications they entered into their profile. Their total CRS score will determine where they rank in the pool and only the top ranked candidates are issued an Invitation to Apply for permanent residency.

There is no cap as to how many candidates are accepted into the pool.

A candidates rank will change with every round of invitation, as their rank is relative to that of all other candidates in the pool at the time of the round. A candidates rank in the Express Entry pool is much more important than the candidates total number of CRS points. This is because of the minimum CRS score changing with every round of invitation.

Invitation to Apply (ITA):

Candidate has 60 days from the time of ITA to submit their application for permanent residency.

What is the Comprehensive Ranking System?

The CRS is a points system used to assess and score a candidate's Express Entry profile based on what they have entered, in order to rank the candidate against all other candidates in the Express Entry Pool at the time of a round of invitation.

Comprehensive Ranking System Criteria:

- A. Core/human Capital factors:
 - i) Age
 - ii) Level of Education
 - iii) Official Languages Proficiency
 - iv) Canadian Work Experience
- B. Spouse or Common-Law Partner factors:
 - i) Level of Education
 - ii) Official Language Proficiency
 - iii) Canadian Work Experience

Core/human capital + Spouse or Common-Law Partner factors = Maximum 500 points (with OR without a spouse or common-law partner)

- C. Skill Transferability Factors (Maximum 100 points)
 - i) Education
 - ii) Foreign Work Experience
 - iii) Certificate of Qualification

Core/human capital + Spouse or common-law partner + Skill Transferability factors = Maximum 600 points.

- D. Additional points
 - i) Canadian Citizen or Permanent Resident sibling currently residing in Canada.
 - ii) French Language skills
 - iii) Post-Secondary Canadian Education
 - iv) Arranged Employment - Major TEER group 00
 - v) Arranged Employment - NOC TEER 1, 2, 3, or any TEER 0 other than Major group 00
 - vi) PN nomination (PV2)

Core/human capital + Spouse or common-law partner + Skill Transferability + Additional points = Grand total CRS score - Maximum 1200 points.

Main requirements of each CRS credential clients can claim:

Ministerial Instructions

Foreign Education:

- ◆ Provide an Equivalency Credential Assessment (ECA) in order to determine what the equivalency of that education is, in Canada.
- ◆ Clients sometimes don't provide the physical scan of this report, but will provide a number to the World Education Services assessment that they had completed. This information is verified by the CR-04
- ◆ NOTE: An ECA report that reflects "Four Years of Professional Study in (any field)" does not demonstrate an equivalency to a completed Canadian education credential.
- ◆ NOTE: An ECA that states "XXXX from a non-recognized institution" does not demonstrate an equivalency to a Canadian secondary or post secondary education credential.

[Educational Credential Assessment requirements \(ci.gc.ca\)](#)

Additional points for Canadian Education:

If unable to locate Diploma/Transcript on CEC application, can often locate them in previous PGWP if they held one.

COVID measures for Canadian Education - Exemptions during the COVID time period.

- ◆ Eligibility requirements align directly with the requirements of a PGWP.
 - If the client was issued a PGWP in error, they will not be eligible to receive the points for Canadian Education on CEC application.
- ◆ Diploma, Degree, Certificate, Doctorate
- ◆ Education Transcript
- ◆ Enrolled Full Time.
- ◆ Not been enrolled in distance learning
- ◆ ESL/FSL programs do not count
- ◆ Must not be receiving a scholarship from their home country that stipulates the client must return to their home country to apply knowledge and skills gained.

Canadian Work Experience:

- ◆ Detailed letter/offer of employment that includes the following details:
 - Obtained within 10 years of the received date of the APR.
 - This is any additional work experience that the client has acquired in addition to the R87.1 CEC qualifying work experience of a minimum of 1 year within the last 3 years.
 - On company letterhead/has company logo with contact information (address, phone #, email address etc) that includes the name, title and signature of the immediate supervisor or personnel officer at the company.
Details information about the position client held with their business including but not limited to; applicants name, job title, duties/responsibilities, job status (if current job), dates worked, number of hours worked per week, and annual salary/hourly wage.
 - Must be employed in a NOC TEER 0, 1, 2, or 3
 - Clients duties listed on letter/offer of employment must match the duties/lead statement of the declared NOC.

Clients may include documented income such as; pay stubs, T4's/income tax documents, Notices of assessments, records of employment, etc.

Foreign Work Experience:

- ◆ Detailed letter/offer of employment that includes the following details:
 - On company letterhead/has company logo with contact information (address, phone #, email address etc) that includes the name, title and signature of the immediate supervisor or personnel officer at the company.
 - Details information about the position client held with their business including but not limited to; applicants name, job title, duties/responsibilities, job status (if current job), dates worked, number of hours worked per week, and annual salary/hourly wage.
- ◆ client should have a notarized document declaring their self employment with proof of incorporation of business and invoices from jobs that they carried out in order to satisfy the officer that they were self employed the position and for the duration they declared.
- ◆ Acquired within the last 10 years preceding the date of which their application is received.
- ◆ Had been employed in NOC TEER 0, 1, 2, or 3
- ◆ Clients duties listed on letter/offer of employment must match the duties/lead statement of the declared NOC.

Clients may include documented income such as; pay stubs, T4's/income tax documents, Notices of assessments, records of employment, etc.

Spousal Work Experience:

- ◆ Detailed letter/offer of employment that includes the following details:
 - On company letterhead/has company logo with contact information (address, phone #, email address etc) that

title and signature of the immediate supervisor or personnel officer at the company.

- Details information about the position client held with their business including but not limited to; applicants name, job title, duties/responsibilities, job status (if current job), dates worked, number of hours worked per week, and annual salary/hourly wage.
- Must accumulate their time within 10 years preceding the date of which their application was received.
- Spouse must be employed in a NOC TEER 0, 1, 2, or 3
- Spouse's duties must also match the duties and lead statement of their declared NOC

Arranged Employment:

- ◆ Recently dated letter of employment that confirms clients employment of 1 year after receiving Permanent Residence.
 - Indeterminate, Permanent, 24, 36, 48 months, or actually stating 1 year after receiving Permanent Residence.
- ◆ Valid LMIA at time of LOCK IN
- ◆ Valid LMIA WP at the time of LOCK IN
- ◆ Valid LMIA Exempt WP that the client has acquired 1 year of WP experience with and that has WP valid for at least 1 year after receiving PR.

Certificate of Qualification:

- ◆ Client must provide a certificate that clearly indicates is a "Certificate of Qualification" or "Qualification Certificate" in one of the applicable trade occupations listed on the [CEC PDI](#)

Sibling that is a PR/Canadian Citizen currently residing in Canada:

- ◆ Proof of PR/Citizenship: Birth Certificate, citizenship certificate, PR Card, Confirmation of PR form, Passport etc.
- ◆ Proof of Relationship: Both PA and Siblings birth certificates, if citizens of India - copies of passport section that shows the same parents, any other official document that proves that the two are related.
- ◆ Proof of Residency: Lease agreement, drivers license, utility bills etc.

Bilingual or Proficient in the French Language:

- ◆ Completed a French language exam and scored a level of a NCLC 7 or higher AND took a language exam and scored a CLB 5 or higher in English. - CR04 will verify this information for Officer in their Program Assistant note

From: Meleshko, David (IRCC/IRCC)
Sent: June 28, 2024 10:01 AM
To: Friesen.Aaron; Kozicki.MJ; Lizotte.Luc; Nshogoza, Diane (IRCC/IRCC); Peterson, Janet (IRCC/IRCC); Wade, Tammy (IRCC/IRCC); Bucumi, Alice (IRCC/IRCC); Dobush, Renee (IRCC/IRCC); Ferguson, Gail (IRCC/IRCC); MacWilliams.Leanne; Prezanowski, Yvette (IRCC/IRCC); Spagnuolo, Sabino (IRCC/IRCC); Doyle.Alexander
Cc: Choromic, Mariya (IRCC/IRCC); Bhantooa, Kevin (IRCC/IRCC)
Subject: FW: Medicals on CEC
Importance: High

Good morning everyone. An important email from Karen about a change that we have to implement immediately. We are not to request any medical re-assessments unless there is no note about it in the CR4's R10 note (and we'd need to notify Karen Boyd if it occurs). As we are quite current and actioning files almost as soon as we get them from CIO, it is apparently causing an issue. The process with CIO is that after they transfer the files to us, lists of apps that may need a re-assessment are sent to a team at CIO. They are then supposed to send re-assessment requests to MHB. As we've been requesting re-assessments ourselves, right away, this has caused an issue. We can discuss in more detail during a meeting on Tuesday. In short, we've been directed to stop requesting re-assessments ourselves.

This means we will have to hold onto more files and check them regularly to see if the meds have been re-assessed. Karen Boyd has highlighted the negative effect this will have but ultimately this is something they've wanted to test, how much of an effect the not sending meds upfront with all apps would have. Since January, I've have to run a query on the last business day of each month to see how many files we had only waiting for meds. The answer has been, not many. But this is because we were requesting the re-assessments ourselves.

I understand that this won't be a popular direction. See the email below for more details. Thank you.

David Meleshko

Supervisor | Superviseur
Centralized Network | Réseau centralisé
Immigration, Refugees and Citizenship Canada / Government of Canada
Immigration, Réfugiés et Citoyenneté Canada / Gouvernement du Canada
David.Meleshko@cic.gc.ca
Cellular / Cellulaire: |

From: Boyd.Karen <Karen.Boyd@cic.gc.ca>
Sent: Friday, June 28, 2024 8:19 AM
To: Choromic, Mariya (IRCC/IRCC) <Mariya.Choromic@cic.gc.ca>; Meleshko, David (IRCC/IRCC) <David.Meleshko@cic.gc.ca>
Cc: Bhantooa, Kevin (IRCC/IRCC) <Kevin.Bhantooa@cic.gc.ca>

Subject: Medicals on CEC

Importance: High

Effective immediately we will change the way we handle medicals on CEC files.

- Medicals should have been/will be requested by CIO, attached or sent for re-assessment. We will not do this ourself (or it should be very rare)
- We will **not** request any re-assessments ourselves unless there is no note in the R10 about meds (flag those to me).
- You will need to wait until the meds are re-assessed etc and then finalize the file (30 day threshold)
- If you have files that you are holding for more than 30 days and you still don't see the re-assessment please flag to your supervisor.

I do understand this is not the most efficient way for us as it means we will need to go back and check on these apps to see if a note was entered by MHB to see if meds were re-assessed, then pull the meds in and make our FD. But from what I am being told is CIO has always done this work on CEC files and this is only a problem now because we are working on inventory as soon as it is transferred.

Let me know if you have any questions.

Karen Boyd

A/Operations Manager | Gestionnaire d'opérations p.i
Centralized Network | Réseau centralisé
Immigration, Refugees and Citizenship Canada / Government of Canada
Immigration, Réfugiés et Citoyenneté Canada / Gouvernement du Canada
Karen.Boyd@cic.gc.ca
Office / Bureau: () Cellular / Cellulaire: ()

Links/Resources

December 1, 2023 12:10 PM

[Immigration and Refugee Protection Regulations](#)

s.21(1)(a)

[Immigration and Refugee Protection Act](#)

s.21(1)(b)

[Ministerial Instructions](#)

[CEC PDI](#)

[Permanent residence: COVID-19 program delivery \(ci.gc.ca\)](#)

[Confirming permanent resident \(PR\) status in Canada online \(ci.gc.ca\)](#)

[Certificate of Qualification PDI](#)

[Comprehensive Ranking System \(CRS\) Criteria - Express Entry - Canada.ca - Clients View](#)

[Fee list \(canada.ca\)](#)

[Updated Fees - April 2024](#)

[Country Information Library](#) - For specific info about each individual country including; overview, history, level of confidence given to documents, Concerns for applying for PR or TR

[Document Overview:](#)

Office Contacts:



[Rounds of Invitation - Specific Category based rounds](#)

[Document Overview: Copy of CBS Round Cheat Sheet.xlsx \(ci.gc.ca\)](#)

[Document Overview: CEC Notes & Points.xlsx \(ci.gc.ca\)](#)

[WebCart - General](#) - Use to find overseas office to set secondary office as for overseas landings and for countries that send p/certs directly [†]
A7124832_1-000072

our office. IE. Mexico, Israel, Colombia.

[NOC Webpage](#)

[Comparing NOC 2016 to NOC 2021](#)

[Biometrics](#)

[Info Sharing](#)

[Designated learning institutions list - Canada.ca](#)

[Temporary public policy to exempt certain foreign nationals from the immigration medical examination requirement - Canada.ca](#)

[Medical Temporary Public Policy Instructions](#)

[Medically Designated Country List](#)

<https://www.timeanddate.com/date/duration.html>

[How to get a police certificate](#)

[Find out if you need a medical exam - Canada.ca](#)

Reconsiderations:

"CSU Officer" for CEC applications is Gail Ferguson.



Request to
Reconsid...

Medical Requirements PR

October 12, 2023 7:42 AM

s.16(1)(c)

s.21(1)(a)

s.21(1)(b)

All PR applicants require medicals whether accompanying or not.

Medicals for accompanying family members must be valid for a minimum of 3 months if in Canada, and 6 months if residing overseas.

Majority of applicants are eligible for a medical re-assessment to prevent them from having to complete new meds.

UPDATE:

If CR-04 makes the following remark in their *program assistant* note indicating that they have sent an email to CIO Sydney Medical for possible medical extension - **DO NOT send a medical reassessment**. Wait for the reassessment to be complete prior to finalizing, this could take up to 30 days.

Held for 30 days and still no completed reassessment? - **Flag to Supervisor**

No medical extension note made by CR-04 and medicals require an extension? - **Send medical reassessment and flag to supervisor.**

CR-04 requested new medicals when the client was still eligible for a medical reassessment under the TPP? - **Cancel new medicals (if not started) and send a medical reassessment. Flag to supervisor.**

EE Eligibility



FW
Medicals ...

Medical Re-Assessments - Regular Protocol

December 4, 2023 7:22 AM

Medical Re-Assessment - Regular Protocol

- Expired within the last 3 months.
- Still valid for 3+ months, but less than 6 months and NOT previously re-assessed
- Residing O/S in a "non-designated" country
- Not previously re-assessed
- M1, 2, 3

Procedures:

1. Determine if client meets the medical re-assessment requirements of the regular protocol or the temporary public policy.
2. Fill out the template below and send it to the specific RMO office with the subject line "Standard Reassessment Request"
 - London: _____
 - Manila: _____
 - New Delhi: _____
 - Ottawa: _____
3. Create a new "not started" medical line under the Admissibility's > Medical tab of application screen in order to pull them through when the medical office responds to you.

UCI	IME Number	Name	DOB	COR (last 6 months*) * <i>validate this information</i> * No reassessment for <i>designated countries. designated country</i>	RMO (must be Ottawa)	IME Validity Date <i>*medical results can not be more than 3 months expired.</i>	M Code	Is the applicant a non-accompanying dependent?	Application received date?

Medical Reassessments Temporary Public Policy

December 4, 2023 7:55 AM

[Temporary public policy to exempt certain foreign nationals from the immigration medical examination requirement - Canada.ca](#)

Temporary Public Policy Instructions

- Expired for 3+ months **AND** 5 years or less since initial exam date as of the received date of application.
- Still valid for 3+ months **BUT** Previously Re-Assessed
- M1, 2, 3
- Previously Re-Assessed

Procedures:

1. Determine if the client meets the requirements of the temporary public policy.
2. Fill out the template below and send it in bulk to the email below with the subject line "Temporary Reassessment Request"
 - a. IRCC.MHBOttawaReassessments-ReevaluationsOttawaDGMS.IRCC@cic.gc.ca
3. Create a new "not started" medical line under the Admissibility's > Medical tab of application screen in order to pull them through when the medical office responds to you.

UCI	IME Number	Name	DOB	COR (last 6 months*) * validate this information * No reassessment for designated countries. <i>designated country</i>	RMO (must be Ottawa)	IME Validity Date *medical results can not be more than 3 months expired.	M Code	Is the applicant a non-accompanying dependent?	Application received date?

Requesting New Medicals

January 26, 2024 1:20 PM

Clients require new medicals under the following circumstances:

- Do not meet the requirements under the TPP - **more than 5 years has passed since the "Initial Exam Date" as of the received date of application.**
- Have been residing overseas for 6+ months in a designated country since completing their original medical exam.

Before sending a new medical request, ensure that the client has NOT completed a more recent medical exam that may be eligible under the public policy and that the client has NOT provided new medicals under a T#.

Sending New Medical Request:

1. On the application screen, go to the "Admissibility's" tab.
2. Click on Medical tab.
3. Click New
4. Change status from "Not Started" to "Generate"
5. Press ALT ENTER on keyboard until result comes back as "Sent"
 - a. If the result does not change from "Generate" to "Sent", go to the Correspondence tab and change the status of the auto generated medical letter from "Generate" to "Sent"

Occupation Categories

Eligibility	6 month Continuous (Full-Time or equivalent Part-Time) work experience in one of the qualifying NOCs within the last 3 years (may or may not be the Primary NOC)				
	Performed the actions described in the lead statement for the occupation in the NOC Description				
	Performed a substantial number of main duties described for the occupation in the NOC Description				
Categories	Healthcare occupations	Science, Technology, Engineering and Math (STEM) occupations	Trade occupations	Transport occupations	Agriculture and agri-food occupations
Eligible NOCs	21200 - Specialist in clinical and laboratory medicine	21200 - Architects	72200 - Residential and commercial installers and servicers	82300 - Aircraft assemblers and aircraft assembly inspectors	82001 - Contractors and supervisors, landscaping, grounds maintenance and horticulture services
	31101 - Specialists in surgery	20011 - Architecture and science managers	72406 - Elevator constructors and mechanics	73300 - Transport truck drivers	82000 - Agricultural service contractors and farm supervisors
	21102 - General practitioners and family physicians	21221 - Business systems specialists	72405 - Machine fitters	72604 - Railway traffic controllers and marine traffic regulators	62300 - Butchers-retail and wholesale
	31103 - Veterinarians	21300 - Civil Engineers	72402 - Heating, refrigeration and air conditioning mechanics	72603 - Engineer officers, water transport	
	31110 - Dentists	20012 - Computer and information systems managers	72408 - Construction millwrights and industrial mechanics	72602 - Deck officers, water transport	
	31111 - Optometrists	21311 - Computer engineers (except software engineers and designers)	72330 - Carpenters	72601 - Air traffic controllers and related occupations	
	31112 - Audiologists and speech language pathologists	21230 - Computer systems developers and programmers	72300 - Plumbers	72600 - Air pilots, flight engineers and flying instructors	
	31121 - Dietitians and nutritionists	21220 - Cybersecurity specialists	72200 - Electricians (except industrial and power system)	72404 - Aircraft mechanics and aircraft inspectors	
	31200 - Psychologists	21211 - Data scientists	72106 - Welders and related machine operators	72403 - Railway carmen/women	
	31201 - Chiropractors	21223 - Database analysts and data administrators	27016 - Contractors and supervisors, other construction trades, installers, repairers and servicers	74020 - Managers in transportation	
	31202 - Physiotherapists	21310 - Electrical and electronics engineers			
	31203 - Occupational therapists	20010 - Engineering managers			
	31204 - Kinesiologists and other professional occupations in therapy and assessment	21321 - Industrial and manufacturing engineers			
	31209 - Other professional occupations in health diagnosing and treating	21222 - Information systems specialists			
	31300 - Nursing co-ordinators and supervisors	21203 - Land surveyors			
	31301 - Registered nurses and registered psychiatric nurses	21201 - Landscape Architects			
	31302 - Nurse practitioners	21210 - Mathematicians, statisticians and actuaries			
	31303 - Physician assistants, midwives and allied health professionals	21322 - Metallurgical and materials engineers			
	31304 - Licensed practical nurses	41400 - Natural and applied science policy researchers, consultants and program officers			
	32102 - Paramedical occupations	21232 - Software developers and programmers			
	32103 - Respiratory therapists, clinical perfusionists and cardiopulmonary technologists	21231 - Software engineers and designers			
	32109 - Other technical occupations in therapy and assessment	21202 - Urban and land use planners			
	32120 - Medical laboratory technologists	21233 - Web designers			
	32121 - Medical radiation technologists	21234 - Web developers and programmers			
	32122 - Medical sonographers				
	32200 - Traditional Chinese medicine practitioners and acupuncturists				
	32201 - Massage therapists				
	32209 - Other practitioners of natural healing				
	33101 - Medical laboratory assistants and related technical occupations				
	33102 - Nurse aides, orderlies and patient service associates				
	33103 - Pharmacy technical assistants and pharmacy assistants				
	33109 - Other assisting occupations in support of health services				
	41301 - Therapists in counselling and related specialized therapies				
	41320 - Education counsellors				
	42203 - Instructors of persons with disabilities				

Francophone Category

Eligibility

Must have a French-language test result, valid at the time of submission (no more than 2 years old)

CLB must be 7* in all 4 language abilities on the Niveaux de compétence linguistique Canadiens (compréhension de l'écrit, compréhension de l'oral, expression écrite, expression orale) *Subject to change based on pool candidates and Francophone commitment levels, always check MIs for the specific round



April 11, 2025

UCI: «Formatted_UCI»

Application: «Application_Num»

«Application_Num»

«Given_Name» «Family_Name»

«PA_Unit» - «PA_StreetNum» «PA_StreetAddr»

«PA_StreetAddr2»

PO Box «PA_POBox»

«PA_CityTown», «PA_ProvinceState» «PA_PostalCode»

Dear «Given_Name» «Family_Name»,

This letter is in response to your request for reconsideration of the decision rendered on your application number «Application_Num».

After careful review of the reconsideration request, and based on the information provided, I have determined that sufficient grounds exist for your application to be re-opened.

Please note that this does not mean that the decision will change, it means that the application has been re-opened and that a new decision will be rendered.

In addition, it does not mean that a final decision will be able to be rendered immediately on your application. Additional documents may need to be requested or additional requirements may need to be met.

Should further information be required, an officer will send you a request letter outlining the documents needed to assess your application.

Please note that your application has been reopened under the same file number as before. Your application number remains: «Application_Num».

NOTE: Passports must be valid for the duration of your stay in Canada. Documents will not be issued beyond the validity of passports.

When should I contact IRCC?

You must notify Immigration, Refugees and Citizenship Canada (IRCC) of any changes to your application. Examples of changes include:

- Changes in your personal circumstances, such as birth or adoption of a child, death of a family member, a marriage or a divorce;
- Change of contact information (e-mail, mailing address, telephone number);
- Appointment or change of immigration representative or designated individual;
- Decision to withdraw your application.



Changes to your address should be made through our online service at [Change my address – Immigration and citizenship - Canada.ca](#)

If you require additional assistance, please contact us online via our Webform:

- o English: [IRCC Web form - Canada.ca](#)
- o French: [Formulaire Web d'IRCC - Canada.ca](#)

How do I check the status of my application?

To check the status of your application on the IRCC website, please visit [How to check your application status - Canada.ca](#) and select the appropriate option.

How long will it take to process my application?

Processing times vary. You can consult the processing times by visiting the IRCC website at [Check processing times - Canada.ca](#). Please note that, given the high volume of inquiries submitted to this office and Canadian visa offices abroad, status updates on cases are not normally provided unless the processing time for a file is longer than the service standards outlined in the IRCC website.

Link My Application

For some paper applications, you can get detailed application status and your correspondence online. You can do this by linking your paper application to an online account. Through your account, you will be able to see the **most up-to-date information about your application**. Find out how: [Link an application to your IRCC secure account - Canada.ca](#).

Sincerely,

Officer

**Case Processing Centre – Edmonton
Immigration, Refugees and Citizenship Canada**



April 11, 2025

UCI: «UCI»

Application: «Application_Num»

«Application_Num»

«Given_Name» «Family_Name»
«PA_Unit» - «PA_StreetNum» «PA_StreetAddr»
«PA_StreetAddr2»
PO Box «PA_POBox»
«PA_CityTown», «PA_ProvinceState» «PA_PostalCode»

Dear «Given_Name» «Family_Name»,

This letter is in response to your request for reconsideration of the decision rendered on your application number «Application_Num».

I have reviewed your request for reconsideration and find that there are insufficient grounds to merit reconsidering the decision. You were provided with the reasons for refusal by letter fully concluding your application. After considering the additional submissions, the initial decision on your application remains unchanged.

Should you have different or additional information, you may wish to submit a new application and applicable fees.

When should I contact CIC?

You must notify Citizenship and Immigration Canada (CIC) of any changes to your application. Examples of changes include:

- Changes in your personal circumstances, such as birth or adoption of a child, death of a family member, a marriage or a divorce. Please indicate in your written statement whether your new spouse or child is in Canada, his/her status in Canada, and whether or not he/she is to be added to your application. If your spouse or child is a Canadian citizen or permanent resident, please provide a copy of their document which details their status in Canada;
- Change of contact information (e-mail, mailing address, telephone number);
- Appointment or change of immigration representative or designated individual;
- Decision to withdraw your application.

Changes to your address should be made through our online service at www.cic.gc.ca/english/information/change-address.asp.

How do I check the status of my application?

You may use your 8-digit Unique Client Identifier (UCI) number located at the top left of this correspondence to check the status of your application on the CIC website. Please visit



www.cic.gc.ca/english and select the “My Application” link.

How long will it take to process my application?

Processing times vary. You can consult the processing times by visiting the CIC website at www.cic.gc.ca/english/information/times/temp.asp. Please note that, given the high volume of inquiries submitted to this office and Canadian visa offices abroad, status updates on cases are not normally provided unless the processing time for a file is longer than the service standards outlined in the CIC website.

Sincerely,

Officer

**Case Processing Centre – Edmonton
Immigration, Refugees and Citizenship Canada**

Pages 84 to / à 87

**are withheld pursuant to sections
sont retenues en vertu des articles**

s.16(1)(c), s.16(1)(c), s.21(1)(a), s.21(1)(a), s.21(1)(b), s.21(1)(b)

**of the Access to Information Act
de la Loi sur l'accès à l'information**

Case Processing Centre Edmonton Service Delivery Sector

Requests for Reconsiderations

STANDARD OPERATING PROCEDURES

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Document revision history

Version	Date	Revised By	Nature of Revisions
1.0	03/12/2024	Richelle Tatarin	Updated SOP for CPCE
2.0	24/01/2025	Richelle Tatarin	Updated SOP for CPCE

Background

A request for reconsideration is a request made by any party to an application to have the officer, who rendered a decision, review their decision. In the event that the officer is not available to review their own decision, another officer must review it on their behalf. This decision, like any other decisions made by an officer, is reviewable at the Federal Court and as such, it is essential that the officer documents the request, documents submitted and the rationale behind their reconsideration decision. There is no limit to the number of reconsideration requests which may be requested and each request for reconsideration can be challenged at the Federal Court.

How are Reconsiderations Handled?

Reconsiderations are submitted through Webform, MP enquiries, and Representatives letters and are received by the Client Service Unit (CSU). Some reconsiderations may come through e-mail directly to a team's mailbox and are handled by the team that receives them.

CSU reviews all reconsiderations that come from the Client Support Centre (CSC) and forwards the reconsideration, where further action is required or additional information has been submitted, to the officer who rendered the decision, copying their supervisor. The supervisor is responsible for re-assigning the reconsideration to a different officer if the initial officer will not be available. In the event that the officer is no longer employed at CPC-E, or their email is deactivated as they are on long term leave, the CSU will send the request to the supervisor normally assigned to that employee.

Officers are responsible for actioning reconsideration requests within 2 days. Supervisors are to follow-up to ensure the officer has completed the reconsideration. This will help to reduce further enquiries on the same application.

Officers who receive a reconsideration request on an application that is being litigated must contact the CPC-E Litigation Team in OSU to discuss further steps prior to making their reconsideration decision.

What needs to be reviewed and how do I make a decision?

Officers must review all documentation provided in the request for reconsideration, including new information. This is done in two stages:

Stage 1 (request for reconsideration): Should the file be reopened: in this initial stage, the officer must review whether there are sufficient grounds to merit reopening the application and rendering a new decision. This does not mean that the application will be approved, it just means that there are sufficient grounds to “quash” the original decision or review it for other reasons set out in the PDI. If there are not sufficient grounds to reopen the file, then the request is denied. If there are sufficient grounds, then the officer moves on to stage 2.

Stage 2 (new decision): If the officer determines that sufficient grounds exist to reopen the file, then they have quashed the old decision and must now render a new decision. Approving the request for reconsideration does not mean that the decision will be positive. It only means that sufficient grounds exist to merit reopening the file and that a new decision will be rendered.

A client can request reconsideration of any decision not just a refused decision. To help with reconsideration refusals, officers should review the PDI on reconsiderations located at <https://cicintranet.ci.gc.ca/connexion/tools-outils/temp/visa/processing-traitement/reconsider-refusals-reexamen-refus-eng.aspx>

Procedures - Reconsiderations

A reconsideration request of a decision occurs anytime an authorized party (applicant or authorized representative) requests that an officer review their decision regarding a file. They may specifically use the word “reconsideration” or may allude to the fact that they would like the decision revisited. In either case, the officer has a duty to review their request.

There is no limit to the number of reconsideration requests which may be requested. It is important to remember that decisions on requests for reconsideration are subject to judicial review.

Process:

- I. The CSU officer will change the status of the initial reconsideration enquiry in Incoming Correspondence to “Received” and “Completed” or “Received” and “Replied” for MP enquiries.
- II. **Tracking:** The CSU officer starts a Reconsideration Item in incoming correspondence for tracking purposes in GCMS. For the teams that receive reconsideration through another avenue, that team is responsible for changing the status of the initial reconsideration enquiry as per step 1 above and for creating the tracking reconsideration request. *This means that for every reconsideration request, an application will have two reconsideration lines in incoming correspondence (one created by the call centre and one created by CPC-E).*

A new reconsideration Item line must be created for each reconsideration request on an application.

- a. From the application screen, go to Correspondence sub tab → Incoming sub tab → Click New → Under Item field, type “Reconsideration” → Press Tab to confirm the selection → Leave the status as Not Started until the reconsideration decision is made.
- b. CSU will assign the reconsideration to the officer responsible (under Assigned to) and send the officer the request.

Note: there is no need to change any “due date” as the status updated date is changed automatically and this will be used to pull applications where officers have not completed the reconsideration request within timelines.

s.16(1)(c)

s.21(1)(a)

s.21(1)(b)

Due Date	Status	Via
2018/01/05	Not Started	
2018/01/04	Requested	
2017/12/13	Received	
2017/12/13	Cancelled	
2017/12/13	Provided	
2017/12/13	Rejected	
2017/12/13	Completed	
2017/12/13	Received	

- III. CSU sends the reconsideration request to the officer via direction slip or the paper application.
- IV. Review: Officer reviews their decision and determines whether they made a sound decision based on the information provided to them at the time and considers the new information provided. Officers should review the PDI for information on how to assess a reconsideration request. It can be found <https://cicintranet.ci.gc.ca/connexion/tools-outils/temp/visa/processing-traitement/reconsider-refusals-reexamen-refus-eng.aspx>

Refuse to Reconsider

Refuse request for reconsideration: If the officer is satisfied that their decision is correct and that there are not sufficient grounds to reconsider, then their decision stands:

I. Notes: Reconsideration notes should come in 3 parts

- a)
- b)
- c)

See Annex for example of note

II. Communicate: Send the Reconsideration Refused letter(previous Decision Upheld letter) found in the T:Drive as an "information letter"

Reconsideration Refused (En)

Reconsideration Refused (Fr)

III. Track: Update the status of the reconsideration correspondence in GCMS to "Rejected"

Due Date	Status	Via
2018/01/05	Not Started	
2018/01/04	Requested	
2017/12/13	Received	
2017/12/13	Cancelled	
2017/12/13	Provided	
2017/12/13	Rejected	
2017/12/13	Completed	
2017/12/13	Received	
2017/12/13	Received	
2017/12/13	Received	

Agree to Reconsideration

Approve request for reconsideration: If you are satisfied that grounds exist to reopen the file.

Action:

- I. Reopen: The status of the application must be re-opened. From the application screen, go to History sub tab → Application Status → Select Re-Opened for App Status.
- II. Track: Update the status of the reconsideration correspondence in GCMS to "Completed".

Due Date	Status	Via	Via D
2018/01/05	Not Started		
2018/01/04	Requested		
2017/12/13	Received		
2017/12/13	Cancelled		
2017/12/13	Provided		
2017/12/13	Rejected		
2017/12/13	Completed		
2017/12/13	Received		

- III. **Notes:** enter notes indicating why there are sufficient grounds to reconsider the application.
- IV. **Communicate:** Send a letter advising of the re-opening of the application found in the T:Drive as an “information letter” in Outgoing Correspondence..
[Reconsideration Granted \(EN\)](#)
[Reconsideration Granted \(Fr\)](#)
- V. **New decision:** a new decision should now be rendered. Please note that agreeing to reopen the file does not mean that you are necessarily approving the decision – simply that new information is relevant that merits consideration or that an error had been made. . . Request additional information if required to render your decision. If no information required from the client, once you approve the application, an automatic approval letter will be sent to the applicant. If refusing the application, send a refusal letter advising of the decision.
 - ❖ Enter notes and render your decision as you normally would; i.e. restart as if it were a new file.

Annex A: Examples of Potentially Valid Reasons for Granting a Reconsideration (non-exhaustive)

- Documents were not properly uploaded to GCMS or were received prior to the decision but uploaded after the decision.
- The request for documents letter was never sent and was left at “generate” (i.e. client did not receive the request).
- Client was refused solely for not having complied with a request for documents/fees and is requesting reconsideration within a reasonable time period (generally thirty days of receiving the refusal letter).
- The officer did not justify their decision on a balance of probabilities – reconsiderations can be granted if the officer rendered an incorrect decision.
- The officer failed to take into consideration information on the file. If there is relevant information in GCMS that the officer did not mention in their note, then we have to assume that the information was not taken into consideration.
- Incorrect dates applied to determine status.
- An error or omission by the officer.
- Refusal reasons in notes do not match the refusal reasons in the letter.

s.16(1)(c)

s.21(1)(a)

s.21(1)(b)

Annex B: Example Notes (do not use as a template)

Reconsideration Denied:

Reconsideration Granted:

Request Letter Templates:

- **Breadcrumb to CPC Edmonton's CEC CPO folder** - T:\Templates-Modèles\Office Specific Templates - Modèles spécifiques à votre bureau\Centralized Processing\CPC Vegreville - CTD Vegreville\PR\English\CEC\CPO
- **Breadcrumb to CPC Ottawa's CEC Folder** - T:\Templates-Modèles\Office Specific Templates - Modèles spécifiques à votre bureau\Centralized Processing\CPC Ottawa - CTD Ottawa\PR\CEC\Generic\Express Entry
- **Breadcrumb to International Folder for RFV letters (CPO ONLY)** - T:\Templates-Modèles\Office Specific Templates - Modèles spécifiques à votre bureau\International
- **Breadcrumb to CPC Ottawa's "All Teams > Express Entry" folder** - T:\Templates-Modèles\Office Specific Templates - Modèles spécifiques à votre bureau\Centralized Processing\CPC Ottawa - CTD Ottawa\All teams\Express Entry

There is separate letter templates in the CPO folder for items such as:

- Add on spouse/CLP/Child
- RPRF
- Quebec PFL (CPO ONLY)

There is separate letter templates in the CPC Ottawa's Express Entry folder for items such as:

- Medical reminder - **send if client has not completed their medical exam.**
- Singapore PC Request
- FBI Certificate Request
- Hong Kong police certificate

ALL OTHER REQUESTS:

- Use the generic "PR Request - Online" letter template found in **CPC Edmonton's CEC - CPO** folder and enter the items requested in GCMS for them to populate into the letter.
- If you need to be specific with your request detail specifically what you are requesting in the comments of the item requested.
- If you need to request something that there is no "item" for in the "items requested" box, use the "Submissions" item and detail what you require in the comments box for it to populate into the request letter.

Due Dates:

30 days - Add on spouse documents, police certificates, passports, Biometrics.

7 days - PFL, Divorce Certificate, Marriage Certificate, Birth Certificate, IMM5604(Declaration of Non-Accompanying Parent), IMM 5046 (Additional Family Information), Fees, Schedule A

Add On Spouse Request Letter:

- When client has advised our office that they have recently got married and haven't provided anything, or have just provided a copy of their marriage certificate, onus is on the Case Analyst or Case Processing Officer to send the add on spouse letter.
- **After selecting the "Add on Spouse/CLP" letter found in the CEC-CPO T Drive folder, officers MUST remove the highlighted paragraph at the top of the letter.**

Missing Additional Family Information?:

- **Unable to locate older "Additional Family Information" form in clients UCI edocs?** - Send a request letter and give them 7 days to provide the IMM 5406.
- If the client is **not from India, request a Schedule A** at the same time as the IMM 5406. This is because the newest IMM 5406 form **DOES NOT** differentiate between who the clients Mother or Father is.
 - Clients from India's passports will tell you who the clients mother or father is. Compare new IMM 5406 information to the Indian foreign nationals passport details to determine who the mother and father is.
- **Enter the following information for the PA and Spouse's (if applicable) Mother and Father into the appropriate fields on the Background Info > Additional Family Information tab:**
 - **Family Name**
 - **Given Name**
 - **Date of Birth**
 - **Relationship**
 - **Gender**
 - **Country of Birth**
 - **Country & City/Town (This is the country & city/town that the client is currently residing) - If you do not have this information, enter "unknown" for both fields.**
 - **Date of Death if mother or father is deceased.**

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19(1)

**of the Access to Information Act
de la Loi sur l'accès à l'information**

Add-on Spouse

February 1, 2024 1:35 PM

s.21(1)(a)

s.21(1)(b)

1. Received a client enquiry indicating that PA would like to add on their spouse.
2. Review enquiry, and send add on spouse request letter. Give 30 days for the client to provide the required documents.
 1. Create a 30 day request letter in GCMS
 1. Add "Kit, Application Forms" & "Submissions" fields to "Items Requested" box.
 2. Select "Add on Spouse/CLP letter from CPO T drive folder.
 3. Delete entire yellow highlighted section at the top of the letter.
 4. Send it to client
 2. Send a biometric request letter if this spouse is currently residing in Canada.
3. Wait 30 days for PA to respond to request for add on spouse documents.

Once the PA has provided all of the required documentation for their spouse, the CPA or CPO will be required to add on the spouse to the application.

How to Add Spouse to Application:

1. Open up the IMM0008 with the spouses information that was provided.
 - a. Determine if the spouse already has a UCI or not. It should be listed in the UCI box next to their information on the application form.

Spouse has a UCI provided on the application form:

1. On GCMS, go to the Clients and Parties page of your application.
2. Click "New"
3. Enter the provided UCI in the UCI field of the box that comes up
4. Click Go
5. Enter their "relationship" to the PA in the "relationship" field next to their UCI.
6. If they are non-accompanying, select non accompanying from the "ACC" field.

Spouse does NOT have a UCI provided on the application form:

1. Go to Integrated Search
2. Click "New" and enter the spouse's personal details to search them to see if they have a UCI in our database or not.
3. If you do not find a 99% match to the spouse's information, click "New Client"
4. Copy this new UCI
5. Go into your application and add the UCI to the application.
 - a. Click "New"
 - b. Enter the provided UCI in the UCI field of the box that comes up
 - c. Click Go
 - d. Enter their "relationship" to the PA in the "relationship" field next to their UCI.
 - e. If they are non-accompanying, select non accompanying from the "ACC" field.

Spouse is accompanying? - Add the fee receipt that was provided with the clients add on spouse documents and allocate them to the application.

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**is withheld pursuant to sections
est retenue en vertu des articles**

21(1)(a), 16(1)(c), 21(1)(b)

**of the Access to Information Act
de la Loi sur l'accès à l'information**

Households/Data Mix up/Unmerge Requests

June 11, 2024 12:02 PM

Send email to IRCC.CNOSDataIntegrity-IntegriteDonneesCSORC.IRCC@cic.gc.ca with what you are requesting in the subject line.

If requesting a household, the template should be attached to the email.

Household Template:

Household Request Template	UCI 1	UCI 2	UCI 3
UCI #			
Last Name			
Name			
Gender			
DOB			
COB			
Place of Birth			
Passport #			
Application #			
Notes:			

	A	B	C	D	E	F	G
1	Base - Eligibility - Approval Use this if there is outstanding documents and/or you are not able to pass security.						
2	Base - Short Approval Note Final note after eligibility approval note. Use this if there is no outstanding information and security has been passed.						
3	Add on - CBS Round of Invitation						
4	Add on - If reviewing Marriage and Birth Certificates						
5	Add on - If reviewing ONLY Marriage Certificate/Relationship						
6	Add on - If confirming C/L relationship						
7	Add on - Approval CDA W/E						
8	Add on - Approval Foreign W/E						
9	Add on - Quebec Residency						
10	Add on - Canadian Study						
11	Add on - Sibling in Canada						
12	Add on - Certificate of Qualification						
13	Add on - Spouse's CDN W/E						
14	Add on - Proficient or Bilingual in French Language						
15	Add on - Arranged Employment						
16							

s.16(1)(c)

s.21(1)(a)

s.21(1)(b)

	A	B
1	No Job Duties - Canadian	
2	No job duties - Foreign	
3	Quebec Residency Refusal	
4	Decision Upheld	
5	Client's Score changed due to age	
6	No arranged employment letter	
7	CEC - Mandatory instructions	

s.16(1)(c)

s.21(1)(a)

s.21(1)(b)

	A	B
8	CEC - Mandatory Instructions for Arranged Employment	
9	Education Not Eligible	
10	Withdrawal	
11	Age Changed after E-Apr	
12	Reconsideration Note - education refusal	

s.16(1)(c)
s.21(1)(a)
s.21(1)(b)

	A	B
13	Note - Eligibility passed by CPA	
14	Refusal for no LOE	
15	Arranged employment - TATA	
16	No LMIA or LMIA exempt #	

s.16(1)(c)

s.21(1)(a)

s.21(1)(b)

	A	B
17	A11.2 Certificate of Qualification Refusal	
18	Duties do not match declared NOC Refusal R87.1/A11.2	

A	B	C	D	E	F	G	H	I	J	K
Comprehensive Ranking System (CRS) Version 2018/06/26										
2	Core / human capital factors	Without a spouse		With a spouse						
3				Primary Applicant		Spouse				
4		500		460		40				
6	Age MI 10(1)	110		100						
8	17 years of age or less	0		0			CRS – Human Capital – Age			
9	18 years of age	99		90			CRS – Human Capital – Level of Education			
10	19 years of age	105		95			CRS – Human Capital – First Official Language			
11	20 to 29 years of age	110		100			CRS – Human Capital – Second Official Language			
12	30 years of age	105		95			CRS – Human Capital – Canadian Work Experience			
13	31 years of age	99		90			CRS – Spouse – Level of Education			
14	32 years of age	94		85			CRS – Spouse – First Official Language Proficiency			
15	33 years of age	88		80			CRS – Spouse – Canadian Work Experience			
16	34 years of age	83		75			CRS – Skill Transferability – Education			
17	35 years of age	77		70			CRS – Skill Transferability – Foreign Work Experience			
18	36 years of age	72		65			CRS – Skill Transferability – Certificate of Qualification			
19	37 years of age	66		60			CRS – Arranged Employment			
20	38 years of age	61		55			CRS – Provincial/Territorial Nomination			
21	39 years of age	55		50					####	
22	40 years of age	50		45						
23	41 years of age	39		35			Checklist			
24	42 years of age	28		25			FOSS Search			
25	43 years of age	17		15			Meds			
26	44 years of age	6		5			RPRF			
27	45 years of age or more	0		0			Marital status/passport/counterfoil			
28							One year Canadian work experience in past 3 years			
29	Level of Education MI 11(1)	150		140		10	CRS Score			
30							Criminality			
31	Less than Secondary school (high school) credential	0		0		0	Security (Background info)			
32	Secondary school (high school) credential	30		28		2				
33	One-year post-secondary program credential	90		84		6				
34	Two-year post-secondary program credential	98		91		7				
35	Post-secondary program credential of three years or longer	120		112		8				
36	Two or more post-secondary program credentials AND at least one of these credentials was issued on completion of a post-secondary program of three years or longer	128		119		9				
37	University-level credential at the Master's level OR an entry-to-practice professional degree. CIC only accepts as an entry-to-practice professional degree, those degrees issued in relation to an occupation listed at NOC Skill level A and for which licensing by a provincial regulatory body is required, in one of the following fields of study: Medicine; Veterinary Medicine; Dentistry; Podiatry; Optometry; Law; Chiropractic Medicine; and Pharmacy.	135		126		10				
38	University-level credential at the Doctoral level	150		140		10				
40	OL proficiency - first OL MI 13(1) reading: 32/34, writing: 32/34, speaking: 32/34 and listening: 32/34	136		128						
42	For each ability	34		32						
43	Less than CLB 4	0		0						
44	CLB 4 or 5	6		6						
45	CLB 6	9		8						
46	CLB 7	17		16						
47	CLB 8	23		22						
48	CLB 9	31		29						
49	CLB 10 or more	34		32						

	A	B	C	D	E	F	G	H	I	J	K
50	OL proficiency - second OL MI 14(1)										
51	reading: 6/6 writing: 6/6 speaking: 6/6 and listening: 6/6		24		22		20				
52											
53	For each ability		6		6		5				
54	CLB 4 or less		0		0		0				
55	CLB 5 or 6		1		1		1				
56	CLB 7 or 8		3		3		3				
57	CLB 9 or more		6		6		5				
58											
59	Canadian Work Experience MI 15(1)		80		70		10				
60											
61	None or less than a year		0		0		0				
62	1 year		40		35		5				
63	2 years		53		46		7				
64	3 years		64		56		8				
65	4 years		72		63		9				
66	5 years or more		80		70		10				
67											
68					460		40				
69	Subtotal - Core / human capital factors		500		500						

	A	B	C	D	E
1	Comprehensive Ranking System (CRS)		MI 8(1)		
2	Version 2018/06/26				
3	Skill Transferability factors		Max 100		
4					
5	Education		Max 50		
6					
7	With good OL proficiency and a post-secondary degree MI 21(1)		50		
8					
9			CLB 7 or more on all first OL abilities, one or more under 9	CLB 9 or more on all four first OL abilities	
10	Secondary school (high school) credential or less (levels 1&2)		0	0	
11	Post-secondary program credential of one year or longer (levels 3,4 & 5)		13	25	
12	Two or more post-secondary program credentials AND at least one of these credentials was issued on completion of a post-secondary program of three years or longer (levels 6,7 & 8)		25	50	
13	a university-level credential at the master's level or an entry-to-practice professional degree for an occupation listed in TEER Category 1 of the National Occupational Classification for which licensing by a provincial regulatory body is required, or		25	50	
14	a university-level credential at the doctoral level		25	50	
15	With Canadian Work Experience and a post-secondary degree MI 22(1)		50		
16					
17			1 year of Canadian work experience	2 years or more of Canadian work experience	
18	Secondary school (high school) credential or less (levels 1&2)		0	0	
19	Post-secondary program credential of one year or longer (levels 3,4 & 5)		13	25	
20	Two or more post-secondary program credentials AND at least one of these credentials was issued on completion of a post-secondary program of three years or longer (levels 6,7 & 8)		25	50	
21	a university-level credential at the master's level or an entry-to-practice professional degree for an occupation listed in TEER Category 1 of the National Occupational Classification for which licensing by a provincial regulatory body is required, or		25	50	
22	a university-level credential at the doctoral level.		25	50	
23	Foreign Work Experience		Max 50		
24					
25	With good OL proficiency and foreign work experience MI 23		50		
26					
27			CLB 7 or more on all first OL abilities, one or more under 9	CLB 9 or more on all four first OL abilities	
28	No foreign work experience		0	0	
29	1 or 2 years of foreign work experience		13	25	
30	3 years or more of foreign work experience		25	50	
31					
32	With Canadian Work Experience and foreign work experience MI 24		50		
33					
34			1 year of Canadian work experience	2 years or more of Canadian work experience	
35	No foreign work experience		0	0	
36	1 or 2 years of foreign work experience		13	25	
37	3 years or more of foreign work experience		25	50	
38					

	A	B	C	D	E
39	Certificate of qualification (trade occupations)				Max 50
40					
41	With good OL proficiency and a certificate of qualification MI 27				50
42					
43			CLB 5 or more on all first OL abilities, one or more under 7		CLB 7 or more on all four first OL abilities
44	With a certificate of qualification		25		50
45					
46	Subtotal - Core + Spouse + Skill transferability factors				600
47					
48	Additional points				Max 600
49					
50	Canadian Education MI 30(1)				Max 30
51					
52	Secondary credential or below				0
53	One or two year post-secondary credential				15
54	Post-secondary credential three years or longer				30
55					
56	Arranged employment MI 29(2)				Max 200
57					
58	NOC 0, A or B				50
59	NOC 00				200
60					
61	PN nomination MI 29(1)				600
62					
63	French-Language Proficiency MI 32(1)				Max 50
64					
65	NCLC 7 or higher on all four French language skills				25
66	NCLC 7 or higher on all four French language skills & CLB 5 or higher on all four English skills (if language test provided)				50
67					
68	Siblings (brother or sister) MI 31(1)				15
69					
70	Grand total				Max 1200

	A	B	C	D	E	F	G	H	I
1	English								
2	CLB/NOC	Reading		Writing		Listening		Speaking	
3	Level	CELP	IELTS	CELP	IELTS	CELP	IELTS	CELP	IELTS
4	10 (O/A)	10	8	10	7.5	10	8.5	10	7.5
5	9 (O/A)	9	7	9	7	9	8	9	7
6	8 (O/A)	8	6.5	8	6.5	8	7.5	8	6.5
7	7 (O/A)	7	6	7	6	7	6	7	6
8	6 (B)	6	5	6	5.5	6	5.5	6	5.5
9	5 (B)	5	4	5	5	5	5	5	5
10	4 (C)	4	3.5	4	4	4	4.5	4	4
11									
12									
13	French								
14	NCLC/NOC	Reading	Writing	Listening	Speaking				
15	10 (O/A)	263-277	393-415	316-333	393-415				
16	9 (O/A)	248-262	371-392	298-315	371-392				
17	8 (O/A)	233-247	349-370	280-297	349-370				
18	7 (O/A)	207-232	310-348	249-279	310-348				
19	6 (B)	181-206	271-309	217-248	271-309				
20	5 (B)	151-180	226-270	181-216	226-270				
21	4 (C)	121-150	181-225	145-180	181-225				

	A	B	C	D	E	F					
1		NOC NOT FOUND? - Search round of invitation here:									
2		Round of Invitations									
3		Occupation Categories									
4											
5	Eligibility						6 month Continuous (Full-Time or equivalent Part-Time) work experience in one of the qualifying NOCs within the last 3 years (may or				
6							Performed the actions described in the lead statement for the occupation in the NOC description				
7		Performed a substantial number of main duties described for the occupation in the NOC Description									
8	Categories	Healthcare occupations	Science, Technology, Engineering and Math (STEM) occupations	Trade occupations	Transport occupations	Agriculture and agri-food occupations					
9	Eligible NOCs	31100 - Specialists in clinical and laboratory medicine	21200 - Architects	73200 - Residential and commercial installers and servicers	93200 - Aircraft assemblers and aircraft assembly inspectors	82031 - Contractors and supervisors, landscaping, grounds maintenance and horticulture services					
10		31101 - Specialists in surgery	20011 - Architecture and science managers	72406 - Elevator constructors and mechanics	73300 - Transport truck drivers	82030 - Agricultural service contractors and farm supervisors					
11		31102 - General practitioners and family physicians	21221 - Business systems specialists	72405 - Machine fitters	72604 - Railway traffic controllers and marine traffic regulators	63201 - Butchers- retail and wholesale					
12		31103 - Veterinarians	21300 - Civil Engineers	72402 - Heating, refrigeration and air conditioning mechanics	72603 - Engineer officers, water transport						
13		31110 - Dentists	20012 - Computer and information systems managers	72400 - Construction millwrights and industrial mechanics	72602 - Deck officers, water transport						

A	B	C	D	E	F
14	31111 - Optometrists	21311 - Computer engineers (except software engineers and designers)	72310 - Carpenters	72601 - Air traffic controllers and related occupations	
15	31112 - Audiologists and speech language pathologists	21230 - Computer systems developers and programmers	72300 - Plumbers	72600 - Air pilots, flight engineers and flying instructors	
16	31121 - Dietitians and nutritionists	21220 - Cybersecurity specialists	72200 - Electricians (except industrial and power system)	72404 - Aircraft mechanics and aircraft inspectors	
17	31200 - Psychologists	21211 - Data scientists	72106 - Welders and related machine operators	72403 - Railway carmen/women	
18	31201 - Chiropractors	21223 - Database analysts and data administrators	72014 - Contractors and supervisors, other construction trades, installers, repairers and servicers	70020 - Managers in transportation	
19	31202 - Physiotherapists	21310 - Electrical and electronics engineers			
20	31203 - Occupational therapists	20010 - Engineering managers			
21	31204 - Kinesiologists and other professional occupations in therapy and assessment	21321 - Industrial and manufacturing engineers			
22	31209 - Other professional occupations in health diagnosing and treating	21222 - Information systems specialists			

	A	B	C	D	E	F
23		31300 - Nursing co-ordinators and supervisors	21203 - Land surveyors			
24		31301 - Registered nurses and registered psychiatric nurses	21201 - Landscape Architects			
25		31302 - Nurse practitioners	21210 - Mathematicians, statisticians and actuaries			
26		31303 - Physician assistants, midwives and allied health professionals	21322 - Metallurgical and materials engineers			
27		32101 - Licensed practical nurses	41400 - Natural and applied science policy researchers, consultants and program officers			
28		32102 - Paramedical occupations	21232 - Software developers and programmers			
29		32103 - Respiratory therapists, clinical perfusionists and cardiopulmonary technologists	21231 - Software engineers and designers			
30		32109 - Other technical occupations in therapy and assessment	21202 - Urban and land use planners			
31		32120 - Medical laboratory technologists	21233 - Web designers			
32		32121 - Medical radiation technologists	21234 - Web developers and programmers			

	A	B	C	D	E	F
33		32122 - Medical sonographers				
34		32200 - Traditional Chinese medicine practitioners and acupuncturists				
35		32201 - Massage therapists				
36		32209 - Other practitioners of natural healing				
37		33101 - Medical laboratory assistants and related technical occupations				
38		33102 - Nurse aides, orderlies and patient service associates				
39		33103 - Pharmacy technical assistants and pharmacy assistants				
40		33109 - Other assisting occupations in support of health services				
41		41301 - Therapists in counselling and related specialized therapies				
42		41320 - Education counsellors				
43		42203 - Instructors of persons with disabilities				

**Pages 117 to / à 118
are withheld pursuant to sections
sont retenues en vertu des articles**

s.16(1)(c), s.16(1)(c), s.21(1)(a), s.21(1)(a), s.21(1)(b), s.21(1)(b)

**of the Access to Information Act
de la Loi sur l'accès à l'information**