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## Express Entry

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# Apply for permanent residence

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## 1. Fill out the application form

If we invite you to apply for permanent residence, you'll get a message in your account telling you:

- which program you've been invited to apply for
- what to do next

Your invitation to apply is **valid for 60 days only**. Start filling out the application form right away, so that you can get all the information and documents you need before your invitation expires.

To fill out the application form:

1. Sign in to your account.
2. Go to “Continue my profile / application, not yet submitted”.
3. On the right-hand side of the row with “application type” as “permanent residency,” choose the blue “Continue application” button.

Sign in to your IRCC secure account

### ▼ Help filling out the application form

The form will ask **if you’ve applied to IRCC before**. This means a full application – for example, for a visa, a work permit, another immigration program. Filling out an Express Entry profile doesn’t count.

It will also ask **if you’ve applied for Express Entry before**.

Similarly, you should only answer “yes” if you filled out a permanent residence application and submitted it electronically. A profile on its own, even if you got an invitation to apply, doesn’t count as applying.

### ▼ If you're not invited to apply

If you're not invited to apply within 12 months of submitting your Express Entry profile, it will automatically expire. You can see this date in your account.

When your profile expires, it will be removed from the system. You will get a message in your account.

You can still create a new profile. If your profile is about to expire, you can print out screen shots of your profile to make it easier to re-enter your data.

Don't create a new profile until your existing profile expires. If you do, you'll need to withdraw your existing profile first.

To withdraw your profile:

1. Sign in to your account.
2. Go to "View the applications you submitted" on the main page.
3. Click the "Withdraw profile" link.
4. Click the "Continue" button below the "Warning!" text.

If you don't submit a new profile, you can't mention Express Entry in your profiles on any job boards.

If you submit a new profile, you'll get a new:

- Express Entry profile number
- Job Seeker validation code for Job Bank

## Other ways to immigrate

You may consider applying directly to a province or territory through the [Provincial Nominee Program](#) or [find out about other options to immigrate to Canada](#).

### ▼ If you decline your invitation to apply

If you decline an invitation, you'll be put back into the Express Entry pool of candidates. You'll be considered in future rounds of invitations, if you're still eligible.

The cut-off score varies from round to round. If your score isn't high enough, you might not be invited to apply again. In some cases, you may have to take steps to be invited to apply again. For example, you may need to:

- [improve your score](#)
- update your Express Entry profile

There is no guarantee that you'll be invited to apply again. However, if you choose to re-enter the pool, declining an invitation **won't** affect whether or not you're invited to apply later.

If you **don't** decline an invitation and you **don't apply within 60 days**, the invitation will expire and your profile will be removed from the pool. To be considered in future rounds of invitations you'll have to:

- fill out and submit a new Express Entry profile
- meet the eligibility
- be accepted into the pool again

### ▼ If your personal situation changes

If your situation (or that of your spouse or common-law partner) changes, you should re-calculate your score before applying online for permanent residence.

If your recalculated score is less than the lowest score in your round of invitations, you should decline the invitation. If you decide to apply anyway, we may:

- refuse your application
- not refund your application fee

Some examples of changes that could lower your score:

- you no longer have a valid job offer
- you no longer have a provincial nomination

- your language test scores:
  - have expired
  - are lower after you were retested

### ▼ If your work permit expires before you apply

If your work permit expires before you apply, **your score may drop**. For example, this could happen if you got points for a job offer based on the expired work permit.

If your score drops below the minimum cut-off:

- You should **decline** the invitation.
- If you submit your application anyway, we'll refuse it.

After you decline:

- You'll be put **back in the pool**.
- Update your Express Entry profile to show the change in your work status.

## 2. Upload your documents

### Get the right documents

You'll need to upload copies of the documents you used for your profile. The system gives you a **personalized** document checklist once you've completed the online form.

Most applicants will also need to upload:

- police certificates
- proof of funds
- birth certificate, if you're declaring dependent children
- Use of a Representative form [IMM 5476], if you've hired a representative
- common-law union form [IMM 5409], if you've declared your marital status as "common-law"
- marriage certificate, if you've declared your marital status as "married"
- divorce certificate and legal separation agreement, if you've declared your marital status as "divorced"
- death certificate, if you've declared your marital status as "widowed"
- adoption certificate, when a dependent child is listed as "adopted"

#### ▼ Other documents you might need



You **only** need to submit these if we included them in your personalized document checklist:

- proof of relationship to a relative in Canada
- digital photos to confirm your identity
- other name to confirm aliases
- authority to release personal information to a designated individual form [IMM 5475]
- any other documents that you feel are relevant to your application

Your application may be refused or rejected if you don't submit these documents. They're used to check if you meet the requirements of the program you're applying for.

## ▼ Translation of documents

If one of your documents is in a language other than English or French, you must also upload:

- an English or French translation that's:
  - stamped by a certified translator
    - The translator should photocopy your original document and stamp it if that's what they based the translation on.
    - All stamps and seals that aren't in English or French must also be translated.

- You can include a scanned copy of a letter explaining that you don't need an affidavit because you used a certified translator.

**or**

- accompanied by an affidavit from the person who completed the translation
  - Use this option only if a translation cannot be completed by a certified translator.
  - Both the translated document and the original document the translator worked from must be referred to in the affidavit.

**and**

- a scan of the original document, or a scan of a certified photocopy of the original document that the translator worked from
  - You only need to provide a scan of a **certified photocopy** of the original document if the translation was based on the certified photocopy.

## ▼ How to sign PDF forms

- **Hand signature** (also called a wet signature): Print and sign the form by hand.

- **Digital signature:** Insert on PDF forms. You can type your name, use DocuSign or use secure signatures.

## Scan and upload

Gather all the documents on your checklist and make electronic copies using a scanner or camera. Make sure you use one of the formats we accept.

Once you have your documents ready, upload them in your document checklist.

## Get a medical exam, if you need one

An immigration medical exam (IME) from a panel physician is a requirement for permanent residence. Your family members must also have a medical exam, even if they aren't coming with you.

► If you've never had a medical exam

► If you've had a medical exam before

### 3. Pay the fees



#### **Our permanent residence fees increased on April, 2024**

If you paid your fees before April 30, 2024, but have not yet submitted your complete application, you will need to pay the difference.

The system will show you a list of fees you need to pay, including:

- processing fee for you and your family members
- right of permanent residence fee
- biometrics fee

Find out how much you can expect to pay.

Pay your fees through your IRCC secure account. You'll need a debit or credit card to do this.

At a minimum, you must pay your processing fees when you submit your application. Avoid delays by paying **all of your fees now** (including your right of permanent residence fee).

► Refunds

► Paying fees after you apply

## 4. Submit your application

Before you submit your application, make sure you:

- fill out all mandatory fields on the form
- pay your processing fee and biometrics fee
- include clear scans of all documents listed in your checklist

The system won't let you submit the application unless you include all the required documents and fill out all the mandatory form fields.

Sign in to your IRCC secure account

After you apply ➡

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