



Document Checklist – Canada Permanent Residency Application

S.no	Document Name & Description	Individuals required to submit this document
1.	All pages of a valid passport <ul style="list-style-type: none"> Full Passport Booklet scanned in order 	<ul style="list-style-type: none"> The principal applicant Their spouse or common-law partner Their dependent children, including non-accompanying
2.	Birth certificate In case of unavailability, need to provide: <ul style="list-style-type: none"> NABC (Non-Availability of Birth certificate) Affidavit from Parents, explaining reason for Birth not being registered Class 10th Certificate 	<ul style="list-style-type: none"> All the dependent children, including non-accompanying The principal applicant and their spouse (only need to provide in case of Provincial Nomination Program)
3.	Marriage Certificate for each marriage (if applicable) <ul style="list-style-type: none"> a copy of a legal (marriage) certificate issued by the country, the territory or the region where the marriage took place must be provided. marriage must be valid under the law of the country where it took place 	<ul style="list-style-type: none"> The principal applicant Their spouse or common-law partner
4.	Divorce certificate and legal separation agreement for each marriage (if applicable) <ul style="list-style-type: none"> Legal Certificate issued by the country, the territory or the region where the divorce took place must be provided. Legal Agreement (if applicable) 	<ul style="list-style-type: none"> The principal applicant Their spouse or common-law partner
5.	Adoption Certificate for dependent child (if applicable) <ul style="list-style-type: none"> Adoption certificate, legal adoption papers, and/or other relevant documents issued by the country/ territory or the region that formalized the adoption must be provided. 	<ul style="list-style-type: none"> The dependent children, including non-accompanying
6.	Death Certificate of Former Spouse-If Applicable	<ul style="list-style-type: none"> The principal

		applicant <ul style="list-style-type: none"> • Their spouse or common-law partner, if applicable
6.	Other name (s) - Confirming identity, if ever used aliases name or had maiden name <ul style="list-style-type: none"> • Letter of explanation/ legal document for name change • Name Difference Affidavit 	<ul style="list-style-type: none"> • The principal applicant • Their spouse or common-law partner • Their dependent children, including non-accompanying
7.	Evidence of common-law union and cohabitation <ul style="list-style-type: none"> • Statutory Declaration of Common-Law Union form [IMM 5409] • Evidence of cohabitation for a period of at least 12 continuous months copies of joint bank account statements/ copies of leases/utility bills 	<ul style="list-style-type: none"> • The principal applicant • Their spouse or common-law partner
8.	Proof of Work Experience Occupation type - Employed→ Reference letter from employer, on company letter head. It must be provided for all the employments in last 10 years. Format of reference letter will be shared as separate attachment in the email. <ol style="list-style-type: none"> A reference letter is an official document printed on company's letterhead (must include the applicant's name, the company's contact information [address, telephone number and email address], and the name, title and signature of the immediate supervisor or personnel officer at the company) Should indicate all positions held while employed at the company and must include the following details: job title, duties & responsibilities, job status (if current job), dates worked for the company, number of work hours per week and annual salary plus benefits <ul style="list-style-type: none"> • Quarterly Payslips / Salary certificate/ Form 16/ ITR/Bank Statements showing salary credited in the account, covering complete tenure with the organization, must be provided for each employment in last 10 years. If work ex is in Canada, include copies of T4 tax information slips and notices of assessment issued by the Canada Revenue Agency (the time period for these documents should reflect the work experience timeframe. • Appointment letter, promotion letter, experience letter, additional documents (if any) Occupation Type→ Self Employment <ul style="list-style-type: none"> • Articles of incorporation/ other evidence of business ownership, • Registration certificate • Letter from CA depicting earnings 	<ul style="list-style-type: none"> • The principal applicant • If spouse/ common law partner's Canadian work experience is claimed, reference letter is required for respective work experience. • If spouse/common law partner has foreign work experience, all documents are required except Reference Letter.

	<ul style="list-style-type: none">Reference letter from CA (in case of sole proprietorship)Reference letter from Partner (in case of Partnership firm)Reference letter from other director (in case of Pvt Ltd company)Client recommendation letters depicting association & work done with applicant & his/her companyVendor letters/ Invoices depicting payment details																			
9.	Education Proof <ul style="list-style-type: none">Valid ECA reportEducational credentials : Degree Certificate & Marksheets from 10th class onwardsIn case of completed Canadian Credential, need to provide DLI number of institution where applicant completed his degree	<ul style="list-style-type: none">The principal applicantTheir spouse or common-law partner																		
10.	Proof of Language Proficiency English→ One among below test <ul style="list-style-type: none">IELTS – GeneralCELP- General French → One among below test (if applicable) <ul style="list-style-type: none">TEFTCF	<ul style="list-style-type: none">The principal applicantTheir spouse or common-law partner																		
11.	Proof of funds/Settlement Funds <ul style="list-style-type: none">The amount of settlement funds required is based on the number of applicants on the application.Please refer to the grid below for settlement funds requirement as on today. In addition to this, we suggest you maintain additional Rs.80,000 approximately to cover up for changes in exchange rate. <table><tr><th>Number of Family Members</th><th>Amount in CAD</th></tr><tr><td>1</td><td>\$12,669</td></tr><tr><td>2</td><td>\$15,772</td></tr><tr><td>3</td><td>\$19,390</td></tr><tr><td>4</td><td>\$23,542</td></tr><tr><td>5</td><td>\$26,701</td></tr><tr><td>6</td><td>\$30,114</td></tr><tr><td>7</td><td>\$33,528</td></tr><tr><td>For each additional applicant</td><td>\$3,414</td></tr></table> <ul style="list-style-type: none">The applicants are suggested to maintain funds for at least 6 months prior to filing Visa Application. In case of PNPs, the maintenance period may vary- please check with your Visas Avenue case manager for the same.The funds must be available both when you apply, and you get the PR card once landed in Canada.	Number of Family Members	Amount in CAD	1	\$12,669	2	\$15,772	3	\$19,390	4	\$23,542	5	\$26,701	6	\$30,114	7	\$33,528	For each additional applicant	\$3,414	<ul style="list-style-type: none">The principal applicantTheir spouse or common-law partner
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	<ul style="list-style-type: none"> • One must get official letters from banks or financial institutions where you are keeping the money. Letter(s) must: • be printed on the financial institution's letterhead include their contact information (address, telephone number& email address) • include applicant's name • list outstanding debts such as credit card debts and loans • include, for each current bank and investment account: <ul style="list-style-type: none"> ○ account numbers ○ the date each account was opened ○ the current balance of each account ○ the average balance for the past six months <p>Acceptable Funds: Liquid Funds that are readily available →</p> <ul style="list-style-type: none"> • Personal and Savings accounts • Term deposits and time deposits (must be valid at the time of application and remain valid throughout the entire application process) FD AND RD'S. • Also, CIC can accept mutual funds however it is suggested that mutual funds should only form 10% of the total funds. <p>Funds can be in the name of either:</p> <ul style="list-style-type: none"> • Principal Applicant only OR Spouse (only if accompanying on the PR application): If spouse is accompanying on application, principal applicant can count funds in spouse's name however principle applicant must prove that he/she has access to the spouse's money for which they need to provide a NOC from the spouse. These funds can be in the name of spouse only or in joint account of primary applicant & spouse. • Funds in joint account with any other family member other than spouse do not work for Canadian PR application 	
12.	<p>Valid Job Offer</p> <ul style="list-style-type: none"> • A letter from the employer(s) offering the job in Canada is required, and it must • be printed on company letterhead and include the applicant's name, the company's contact information (address, telephone number and email address), and the name, title and signature of the applicant's proposed immediate supervisor or personnel officer; and • include the following details: expected start date, commitment that the applicant will be employed on a continuous, paid, full-time work, for work that is for at least one year after issuance of a permanent resident visa, job title, duties and responsibilities, current job status (if current job), number of work hours per week and annual salary plus benefits. If there is an associated Labour Market Impact Assessment (LMIA) to the offer of employment, the LMIA number is requested as part of the application. 	<ul style="list-style-type: none"> • The principal applicant

13.	Digital Photos <ul style="list-style-type: none"> Specifications will be shared as separate attachment in email 	<ul style="list-style-type: none"> The principal applicant Their spouse or common-law partner. Their dependent children, including non-accompanying
14.	Medical Examination <ul style="list-style-type: none"> The applicant must provide a copy of either the information printout sheet or the Upfront Medical Report form [IMM 1017B, whichever the panel physician provides upon completion of the medical examination. Medical examination is valid for 1 year and hence must be procured closer to application date i.e. post receiving ITA 	<ul style="list-style-type: none"> The principal applicant Their spouse or common-law partner. Their dependent children, including non-accompanying
15.	Police Clearance Certificates <ul style="list-style-type: none"> Police certificates are mandatory for each country (except Canada) where an individual has spent 6 months or more in a row within the last 10 years. The individual does not need to provide one for any period of time before the age of 18. For current country of residence, police certificate must have been issued no more than 6 months. For India, PCC needs to be procured from RPO (Regional Passport Office). For countries in which the applicant no longer resides, the police certificate must have been issued after the last time the applicant stayed in that country for 6 months or more in a row. Police certificates need to be a scan of the original police certificate(s) in colour. Since Police Certificates have an expiry, it should be procured closer to application date, i.e. post receiving ITA. 	<ul style="list-style-type: none"> The principal applicant Their spouse or common-law partner Their dependent children 18 years of age or older, including non-accompanying
16.	Provincial Nomination Certificate (if applicable)	<ul style="list-style-type: none"> The principal applicant Their spouse or common-law partner, if applicable
17.	Proof of relationship to a relative in Canada <ul style="list-style-type: none"> Copy of both sides of Canadian Citizenship Card/Canadian PR Card/ Canadian Birth certificate Proof of relative's stay - residential lease/ utility bills etc, showing their address in Canada and should be recent (within 6 months prior to submission) Proof of relationship to applicant such as birth certificate, passports, marriage certificate etc. 	<ul style="list-style-type: none"> The principal applicant Their spouse or common-law partner
18.	Use of a Representative form [IMM 5476] (if applicable)	<ul style="list-style-type: none"> The principal applicant

	<ul style="list-style-type: none"> • A Registered ICCRC Member will represent the application and act on on behalf of the applicant and their family members • The IMM 5476 form (PDF, 648.31KB) must be signed by the principal applicant and, if applicable, their spouse or common-law partner. • Each accompanying dependent child 18 years of age or older must complete and sign their own IMM 5476 form if a representative is also conducting business on their behalf. 	<ul style="list-style-type: none"> • Their spouse or common-law partner, if applicable. • Their accompanying dependent children 18 years of age or older
19.	<p>Proof of dependency of children (in case child is 22 years or above and is dependent on parents financially due to physical or mental condition & has been in this condition before the age of 22 years)</p> <ul style="list-style-type: none"> • Education Documents • Medical Records 	<ul style="list-style-type: none"> • Dependent Children 22 years or above
20.	<p>Translation of Documents</p> <ul style="list-style-type: none"> • If a supporting document is in a language other than English or French, the applicant must provide IRCC with a copy of the original document as well as a version translated by a certified translator. • If a supporting document is in a language other than English or French, the applicant must provide IRCC with: <ul style="list-style-type: none"> • the English or French translation; and • an affidavit from the person who completed the translations; and • a certified photocopy of the original document. 	<ul style="list-style-type: none"> • The principal applicant • Their spouse or common-law partner, if applicable • Their accompanying dependent children 18 years of age or older
21.	<p>Proof of relationship to a relative in Canada, status of a relative in Canada and residence status of a relative in Canada (including a brother or sister for the purpose of obtaining additional CRS points)</p> <ul style="list-style-type: none"> • A copy of both sides of the family member's Canadian citizenship document, Canadian birth certificate and/or permanent resident card must be provided. • Evidence that the family member currently resides in Canada must be provided (a residential lease, mortgage documents, utility bills, etc.). • The documents must show their address in Canada and should be recent (dated within six months prior to submission). • Proof of the relationship of the applicant or the accompanying spouse or common-law partner to the family member must also be provided (e.g., a birth certificate, an official document naming the applicant as a relative, a copy of the inside back cover of the relative's passport showing the relative's parents' marriage certificate, legal adoption documents and any other documents that prove or describe the relationship). • If the applicant claims a stepbrother or stepsister, there should be no evidence in the application that the marriage or common-law relationship between the parents of the stepbrother or stepsister has broken down. 	<ul style="list-style-type: none"> • The principal applicant • Their spouse or common-law partner

22.	<p>FORMS</p> <ul style="list-style-type: none"> • Form IMM008 - Generic Application Form to Canada Completed by principal applicant on behalf of self, spouse and all dependent children - including non-accompanying • Form IMM5562 - Supplementary Information/ travel details – Completed by principal applicant on behalf of self, spouse & each dependent child 18 years or older - including non-accompanying • Form IMM0008-Schedule 3: Economic Classes –Federal skilled Workers Completed dated and signed by principal applicant 	The principal applicant
	<ul style="list-style-type: none"> • Form IMM5406 - Additional Family Information Completed, dated and signed by respective applicant • Form IMM5669 - Schedule-A, Background Declaration Completed, dated, and signed by respective applicant 	<ul style="list-style-type: none"> • The principal applicant • Their spouse or common-law partner • All dependent children 18 years of age or older including non accompanying

FEES* ACROSS DIFFERENT STAGES OF THE PROCESS	
Educational Credential Assessment	
WES	ECA Processing & Report: CAD 227
ICAS	ECA Processing & Report: CAD 200
IQAS	ECA Processing & Report: CAD 275
MCC	Account Set up: CAD 290
	Source Verification: CAD 170 per medical credential
	Translation fee: CAD 140 per page
	ECA Report: CAD 108
PEBC	Document Evaluation: CAD 665
	ECA Report: CAD 100

FEES* ACROSS DIFFERENT STAGES OF THE PROCESS	
Provincial Nomination Application (For Prominent Provinces only)	
ONTARIO	CAD 1500
SINP	CAD 350
PEI	CAD 300
Visa Application Fees	
PROCESSING FEES	CAD 550 per adult
	CAD 150 per child
RPRF/ LANDING FEES	CAD 490 per adult
BIOMETRIC FEES	CAD 85 for single applicant
	CAD 170 for a family of two or more
<i>*Please note that the above fees is applicable as on today and the same might revise at the time of application, your case manager at Visas Avenue shall update you on the requisite fee revisions at the time of application.</i>	
<i>*All the above-mentioned documents are required as colour scanned PDF copies only.</i>	