

**The following list is not exhaustive, but for the majority of applications includes all the documents required to process an application:**

- . completed and signed immigration application form;
- . marriage, separation, final divorce or death certificates, if applicable;
- . birth certificate for yourself, your spouse and dependent children, adoption papers for adopted dependents children, proof of continuous full time studies of all dependent children aged 19 or over;
- . if applicable, proof of custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court: if the children will not accompany you to Canada. Proof that you have fulfilled any obligation stated in custody agreements;
- . passports or travel documents for yourself, your spouse and dependent children. Only include copies of pages showing the passport number, date of issue and expiry, your photo, name, date and place of birth. If you reside in a country different from your nationality include a copy of your visa for the country where you currently reside;
- . proof of relationship to your close relatives in Canada, such as birth and marriage certificate;
- . completion of secondary education, apprenticeship documents, university /college degrees, diplomas, professional training;
- . letters from previous employers providing a statement of duties and/or employment contract which describe our responsibilities and performance;
- . proof that you meet the licensing or certification requirements for your chosen occupation in Canada. Where applicable, you must provide evidence that you are qualified to follow your occupation in Canada;
- . any letters/contracts offering employment or information you believe may be relevant to your successful establishment in Canada which may help to demonstrate your adaptability, initiative, motivation or resourcefulness. This may include formal proof of arranged employment in Canada. That is employment validated by a Canada Employment Centre to demonstrate there is no suitability qualified and available Canadian or permanent residency to fill the position;

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- . Proof of sufficient funds to maintain yourself and your dependents until you are self-supporting in Canada. These funds must be readily transferable to Canada in a convertible currency;
  
- . police certificates or clearances for you and your dependents from countries where you have resided over six months during the past 10 years. THE ORIGINAL DOCUMENTS ARE REQUIRED-see step three and Information Sheet No 1
  
- . Evidence of your English or French language skills-speaking, reading and writing, for example TOEFL score, any certificates in language training or university courses
  
- . 4 photo from each family member