

# Applying for Permanent Residence through **Express Entry**

*Postdoctoral Fellow*

## PERMANENT RESIDENCE (PR)

Permanent residence status in Canada refers to those who are not Canadian citizens but who have been granted the right to live and work in Canada without any time limit to their stay. A permanent resident must live in Canada for two years out of every five, or risk losing that status.

## EXPRESS ENTRY

*Express Entry (EE)* refers to the online application management system that automatically determines whether you qualify under one of the federal economic based immigration programs (FSW, CEC and FST) and thereafter scores and ranks applicants according to the Comprehensive Ranking System (CRS) Criteria before offering an *Invitation to Apply (ITA)* for Permanent Residence to the top ranked applicants.

*Comprehensive Ranking System (CRS) Criteria:* <http://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/eligibility/criteria-comprehensive-ranking-system/grid.html>

The minimum CRS score required to receive an Invitation to Apply (ITA) changes with each draw. For the latest score cut-off, please see: <http://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/submit-profile/rounds-invitations.html>

If you think your score is low, please contact HRS to find out whether the BCPNP program is available to you.

## STEPS IN THE PR APPLICATION PROCESS

\*Before you start any immigration applications, speak with Faculty Staff Housing & Relocation Services. They can help you through the PR process. \*

### Step 1

#### LANGUAGE TEST+ECA

Before completing any forms or obtaining any documents you will first need to take a language test: <http://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/documents/language-requirements/language-testing.html>. The test can be taken in French or in English. English: <https://www.celpip.ca/> or French: [www.francais.cci-paris-idf.fr/](http://www.francais.cci-paris-idf.fr/). If taking the CELPIP, you must take the “CELPIP-General 2014” test to support your immigration application. If taking the IELTS, you must take the “General Training” option. The principal applicant only is required to take the language test – children and spouses do not need to. Don't ask for your language test results to be sent directly to IRCC.

In order to get enough points for an ITA, apply for an Education Credential Assessment. <http://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/documents/education-assessed.html>

#### EXPRESS ENTRY

Once you have received your language test results, complete the Express Entry Profile, <https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/submit-profile.htm>

### Step 2

#### PERMANENT RESIDENCY

You will be given an invitation to apply for Permanent residence and **you will have 60 days to complete the PR application and submit it.**

### Step 3

# Applying for Permanent Residence through **Express Entry**

*Postdoctoral Fellow*

## PREPARATION TIPS:

---

It is recommended that you request the following documentation **as soon as possible for you and, if applicable, your spouse or common-law partner\***. It may take a while to gather the documents and it will make it easier when completing the application:

- Police certificate for every country you have lived in for at least 6 months in the last 10 years: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/police-certificates/how.html>. You do not need one for Canada. Be aware that police certificates are generally valid for 1 year.
- Compile a list of your travel history for the past 10 years: include exact dates and reason you traveled (eg. May 26-28, 2016 business, June 5-10, 2010 visiting family etc.) and compare to stamps in your passport.
- Compile a list of your personal addresses for the past 10 years including exact dates you lived at said addresses
- Only once an ITA has been issued, please undergo a medical exam by a CIC panel physician. The medical exam is valid for 12 months: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/medical-exams/requirements-permanent-residents.html>. A medical exam is also required for each child\*.
- You will be required to collect employment confirmation letters from every employer listed in your Express Entry profile for points. This often can take some time, so you should start collecting the documents as soon as you can.

## TIP:

---

- Upload a copy of your T4 and 2 Pay stubs for each job you are getting points for (if possible).
- Upload a scan of your entire passport, not just the pages requested. Plus, scan of your work permit.
- Provide a scan of your language result with your ECA
- Any documents not provided in French or English requires certified translation

*\*applies also if non- accompanying*

## EMPLOYER REFERENCE LETTERS MUST BE:

---

- written on company letterhead
- signed by the responsible officer/supervisor
- have the printed name and title of the responsible officer/supervisor beneath the signature
- show the company's full address, telephone and fax numbers, e-mail and website addresses
- stamp with the company's official seal (if applicable).

## REFERENCE LETTERS MUST INCLUDE ALL OF THE FOLLOWING INFORMATION:

---

- the specific period of your employment with the company
- the positions you have held during the period of employment and the time spent in each position
- your main responsibilities and duties in each position
- the corresponding National Occupation Classification (NOC) code (4011)
- your total annual salary plus benefits
- the number of hours worked per week

## CONTACT:

---

Faculty Staff Housing & Relocation Services

Email: [immigration.help@ubc.ca](mailto:immigration.help@ubc.ca)

Phone: 604-827-4467