



BRITISH COLUMBIA PROVINCIAL NOMINEE PROGRAM

SKILLS IMMIGRATION AND EXPRESS ENTRY BC

POST-NOMINATION GUIDE

In the event of a discrepancy between the BC PNP Skills Immigration and Express Entry BC Post-Nomination Guide and the BC PNP Skills Immigration and Express Entry BC Program Guide, the program guide shall be considered correct.

For more information, please contact:

The BC Provincial Nominee Program
450-605 Robson Street
Vancouver, B.C. V6B 5J3
Canada

E-mail: PNPpostNom@gov.bc.ca

Website: www.WelcomeBC.ca/PNP

PART 1: AFTER NOMINATION.....	4
ABOUT THE BC PNP POST-NOMINATION GUIDE.....	4
THE PROCESS	4
NOTIFYING BC PNP OF CHANGES IN YOUR CIRCUMSTANCES	5
BC PNP WITHDRAWAL OF YOUR NOMINATION	7
USING A REPRESENTATIVE.....	7
CONTACT INFORMATION	8
PART 2: APPLYING FOR PERMANENT RESIDENCE WITH IRCC – NOMINEES APPROVED UNDER EXPRESS ENTRY BC CATEGORIES	9
COMPILING YOUR DOCUMENTS.....	10
OBTAINING POLICE CERTIFICATES.....	10
MEDICAL SCREENING	10
IRCC PROCESSING FEES	10
EXTENSION OF NOMINATION.....	11
PART 3: APPLYING FOR PERMANENT RESIDENCE WITH IRCC – NOMINEES APPROVED UNDER NON-EXPRESS ENTRY BC CATEGORIES.....	12
COMPILING YOUR DOCUMENTS.....	12
OBTAINING POLICE CERTIFICATES.....	13
MEDICAL SCREENING	14
IRCC PROCESSING FEES.....	14
EXTENSION OF NOMINATION.....	14
PART 4: WORK PERMIT SUPPORT AFTER NOMINATION	16
WORK PERMITS.....	16
BRIDGING OPEN WORK PERMITS	16
WORK PERMIT SUPPORT LETTERS	16
PART 5: USEFUL INFORMATION.....	19
USEFUL WEBSITES FOR NEW IMMIGRANTS.....	19
INFORMATION ON EMPLOYMENT STANDARDS FOR FOREIGN WORKERS.....	20
APPENDIX 1: REQUIRED DOCUMENTS FOR POST-NOMINATION SUPPORT REQUESTS.....	21

Part 1: After Nomination

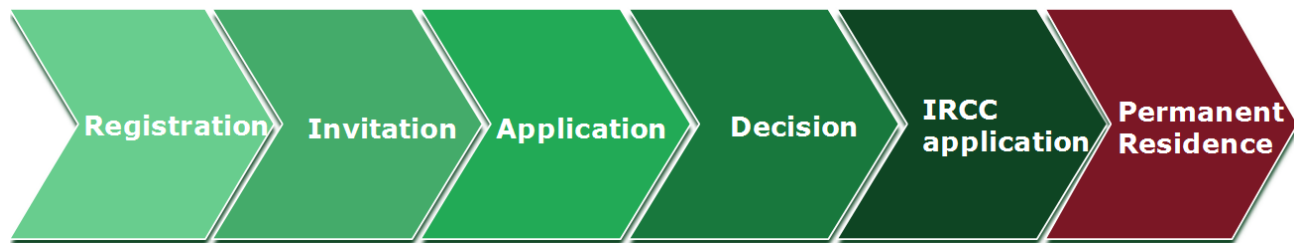
About the BC PNP Post-Nomination Guide

The BC Provincial Nominee Program (BC PNP) Post-Nomination Guide provides information about what happens after you are nominated as a provincial nominee by the BC PNP.

Please carefully review the information in this guide once you are nominated by the BC PNP.

All dollar figures in this guide are expressed in Canadian dollars.

The Process



What is the post-nomination process?

Congratulations on your nomination by the BC PNP. As a provincial nominee, you are now entitled to apply for permanent residence to Immigration, Refugees and Citizenship Canada (IRCC) under the Provincial Nominee Class.

Your BC PNP nomination is valid for 180 days (approximately 6 months) only – the expiry date is noted on your Confirmation of Nomination. **Submit your complete application for permanent residence to IRCC as soon as possible.**

At the time of nomination, if necessary, we will provide you with a work permit support letter so you can apply to IRCC to obtain or renew a work permit to start or continue working in B.C. for your employer while you wait for the decision on your permanent residence application.

If IRCC approves your application, you will be issued a permanent resident visa to live in Canada.

We highly recommend that you review the following websites for more information:

- [Provincial Nominees: How to Apply – Application Kit](#) (Please review IRCC's *Application for Permanent Residence: Guide for Provincial Nominees* under this section.)
- [Visa Office Website](#)

Notifying BC PNP of Changes In Your Circumstances

Nominees have an ongoing obligation to report a material change in their circumstances and must comply with any conditions on their approval.

Changes In Your Employment Status

The BC PNP may consider changes in your employment after you have been nominated if your new position continues to meet the requirements for nomination and if you can demonstrate that you have the ability to economically establish in B.C.

You must report changes in your employment status to the BC PNP. This can include a change of any circumstances which were relevant to the decision to approve the application, or to the conditions imposed on an approval, such as:

- change of employer, job title, work location, or job duties
- decrease in wage or decrease in regular work hours below 30 hours per week
- loss of employment

The employer and applicant **must both notify the BC PNP** in the event of any changes in the employment status – such as whether you have been demoted, terminated, laid off, on extended leave, or if the business has closed or changed ownership.

If the change of employment is accepted, the BC PNP will issue a work permit support letter to allow you to obtain a work permit, if necessary.

Please see the [BC PNP Skills Immigration and Express Entry BC Program Guide](#) for more information on continued support of your nomination following cessation or termination of your employment.

Other Changes

You must also inform the BC PNP if any of the following occurs after you have been nominated:

- change in immigration status
- refusal of work permit

How to Notify the BC PNP of Changes in Employment Status

As soon as possible, log on to [BCPNP Online](#), access *My Dashboard* and you will be able to select *Post-Nomination Support*. From there, you will be able to select *Change of Employment*. Fill out the form, upload the [necessary documents](#), and submit your change of employment status request.

If you were nominated with a paper application (submitted prior to July 2015), please send an email to PNPPostNom@gov.bc.ca with the following information:

- subject line: **Change in Employment Status**
- your full name
- your date of birth (DD MMM YYYY) e.g. 01 JAN 1981
- your provincial nominee file number
- description of your circumstances including any supporting documentation

All attachments must be a PDF or JPG file and under 3MB in size.

You will be asked to submit the necessary documents based on the reported change.

How to Notify the BC PNP of Other Changes

As soon as possible, send an e-mail to PNPPostNom@gov.bc.ca with the following information:

- your full name
- your date of birth (DD MMM YYYY) e.g. 01 JAN 1981
- your provincial nominee file number
- description of your circumstances including any supporting documentation

All attachments must be a PDF or JPG file and under 3MB in size.

You will be asked to submit the necessary documents based on the reported change.

BC PNP Withdrawal of Your Nomination

The BC PNP may withdraw your nomination under certain conditions. You must abide by the Conditions of Nomination document included in your nomination package.

Please refer to the [BC PNP Skills Immigration and Express Entry BC Program Guide](#) for more information.

Using a Representative

Some people choose to use a representative to provide immigration advice or to assist with the process.

You are not required to use a representative – such as an immigration consultant or lawyer – to register and/or apply to the BC PNP or to IRCC.

Learn more about [using a representative on IRCC's website here](#).

Beware of immigration fraud and scams

We encourage you to protect yourself from immigration fraud and scams. Learn more about [protecting yourself from fraud](#).

Contact Information

Contact Information for IRCC	
Website	www.CIC.gc.ca
Express Entry website	www.canada.ca/ExpressEntry
IRCC On-Line Services	http://www.CIC.gc.ca/english/helpcentre/index-featured-can.asp
General information (within Canada)	1-888-242-2100
General information (outside of Canada)	Contact your local visa office
IRCC Application Status Update Requests	https://secure.cic.gc.ca/enquiries-renseignements/case-cas-eng.aspx?mission=sydney

Contact Information for the BC PNP	
Website	www.WelcomeBC.ca/PNP
General information	(604) 775-2227
Email	PNPPostNom@gov.bc.ca
Fax	(604) 660-4092

Please remember to include your BC PNP file number in all correspondence with our office.

Ensure your contact information (i.e. new telephone number, address, etc.) is kept up to date by logging in to your dashboard in BCPNP Online, going to *My Profile*, and clicking on *Edit My Profile*.

You are able to add an authorized representative or update information about your representative at any stage of the process by clicking on the *My Representative* tab.

Please note: The BC PNP does not have any information from IRCC regarding the status of your application for permanent residence.

Part 2: Applying for Permanent Residence with IRCC – Nominees approved under Express Entry BC categories

Under IRCC's Express Entry system, a nomination by the BC PNP will provide you with 600 additional points in the Comprehensive Ranking System (CRS) which will normally allow you to rank high enough to be invited to apply for permanent residence.

Important: Although the BC PNP may nominate you for permanent residence under the Provincial Nominee Class, the federal government (IRCC) has the final decision-making authority and discretion on your permanent residence application.

As a provincial nominee nominated under the Express Entry British Columbia stream, you must wait for IRCC to invite you to apply (called a "round") via your MyCIC account. IRCC states that these draws will be made on a regular basis.

Once you are invited to apply, you will get a message in your MyCIC account telling you:

- which federal program you are invited under
- what to do next

If you are invited to apply for permanent residence, you may need to show proof of the information you gave to IRCC in your Express Entry profile. IRCC may refuse your application if the information in your profile is different from what you submitted in your application for permanent residence.

You must update your MyCIC profile if there is a change in your (or that of your spouse or partner's) immigration and/or employment status, qualifications, or any other relevant information, as indicated as a part of your Express Entry profile.

Once IRCC has issued you an invitation to apply, you will have 60 days to fill out your application for permanent residence and submit all supporting documents, as indicated as part of your Express Entry profile.

Ensuring you have all required documents ready will make it easier to apply within 60 days. If IRCC determines that you are eligible, they will notify you and tell you what to do next.

If you fail to submit your permanent residence application within 60 days, your Express Entry profile will be deleted. If your BC PNP nomination has not yet expired, you may create a new Express Entry profile and inform the BC PNP of your new Express Entry profile number and Job Seeker Validation Code.

We will then verify your nomination with IRCC and you will be eligible for the next IRCC draw. If you are unable to apply within 60 days, you may decline the ITA from IRCC and await the next ITA.

Please note: Failure to apply for permanent residence within 180 days (approximately six months) of nomination may require you to apply again to the BC PNP for a new nomination.

Compiling your documents

When you receive your invitation to apply for permanent residence, IRCC will send you a personalized document checklist of the supporting documents you will need to upload with your application.

IRCC requires that all information in the document checklist be provided at the time of application. Failure to provide this information may lead to your application being returned to you without a decision on admissibility for permanent residence.

Please note that even though your Express Entry application is completed online, you must print, **sign** and upload your application form as a supporting document for your permanent resident application. If you have a spouse, your spouse must also sign these forms.

Please consult the [“How to Apply” section of IRCC’s website](#) for more details.

Obtaining Police Certificates

When you apply to become a permanent resident, you and your family members must include a police certificate. A police certificate is a copy of your criminal record or a statement that you do not have a criminal record.

In general, you and all the people in your family who are 18 or older need to get a police certificate. You must get one from each country or territory where you have spent six or more months since the age of 18.

For more information on obtaining police certificates, please refer to [IRCC’s website](#).

Medical Screening

All persons applying for permanent residence must pass a medical examination. Your dependants must also pass a medical examination whether or not they will accompany or immigrate with you to Canada.

Please DO NOT schedule a medical examination prior to receiving instructions and forms from IRCC requesting you to do so. Once you have received the medical instructions and forms from the visa office, please arrange to complete your medical as soon as possible.

For more information on obtaining medical screening, please refer to [IRCC’s website](#).

IRCC processing fees

You must pay these fees online through your MyCIC account using a credit card.

Application fees must be exact, and must include the necessary fees for you and your dependants (if applicable).

Please consult the [Immigration, Refugees and Citizenship Canada Fee Schedule](#) for details.

Extension of Nomination

(Express Entry BC nominees only)

If you applied for permanent residence to IRCC before the expiry of your BC PNP nomination and you have received a letter from IRCC that your application for permanent residence is being returned because it is incomplete (R10), you will need to create a new IRCC Express Entry profile and obtain a new job seeker validation code in order to request a nomination extension from the BC PNP.

The BC PNP will only provide a nomination extension if you are able to demonstrate that you submitted your application for permanent residence to IRCC before the nomination expiry date listed on the Confirmation of Nomination, or in other extenuating circumstances on a case-by-case basis.

To request the BC PNP to extend your nomination, log on to [BCPNP Online](#), access *My Dashboard* and you will be able to select *Post-Nomination Support*. From there, you will be able to select *Nomination Extension*. Fill out the form, upload the [necessary documents](#), and submit your request.

If you were nominated with a paper application (submitted prior to July 2015), you must contact PNPPostNom@gov.bc.ca with the following:

- Subject line: **Extension of Nomination**
- your full name
- your date of birth (DD MMM YYYY) e.g. 01 JAN 1981
- your BC PNP file number
- provide a scanned copy of the R10 letter from IRCC which states that your application was returned to you
- confirmation from IRCC of the date you submitted your initial permanent residence application
- confirmation from IRCC of your new express entry profile number and job seeker validation code
- if you have applied for a work permit for the nominating employer, provide a copy of this document and copies of your last two wage statements as proof of employment

When you create your new IRCC Express Entry profile, do **not** select that you have a BC PNP nomination as this creates a short timeline for the BC PNP to confirm your nomination and may result in your IRCC Express Entry profile being deleted yet again.

Please note: if IRCC has made a decision to refuse your permanent residence application you will not be eligible for renomination even if the date on your BC PNP nomination is not yet expired. Once IRCC has concluded processing of your permanent residence application, your BC PNP nomination is closed.

Please refer to the [BC PNP Skills Immigration and Express Entry BC Program Guide](#) for more information.

Part 3: Applying for Permanent Residence with IRCC – Nominees approved under non-Express Entry BC categories

Once you have been approved as a provincial nominee under a Skills Immigration **non**-Express Entry BC category, you and your dependants, if applicable, may then apply for permanent residence to Immigration, Refugees and Citizenship Canada (IRCC) under the Provincial Nominee Class.

IRCC will assess that you meet federal security and [admissibility requirements](#) to be issued permanent residence to Canada, including medical and security checks. IRCC may review additional information related to your application and ensure you continue to meet the conditions of your nomination.

Important: Although the BC PNP may nominate you for permanent residence under the Provincial Nominee Class, the federal government (IRCC) has the final decision-making authority and discretion on your permanent residence application.

If IRCC approves your application, you will be [issued a permanent resident visa to live and work in Canada](#).

Compiling Your Documents

Please follow carefully IRCC's [Application for Permanent Residence: Guide for Provincial Nominees](#). This guide will list all of the documents you need to submit.

Please remember:

- do not staple your application package together
- do not separate sections with plastic page protectors, binders or envelopes
- do remove transcripts from envelopes (if applicable)
- you and your spouse, if applicable, must both sign the application form

Assemble your application package in the order listed on this [IRCC checklist](#).

Please note that you only have to provide the documents listed under the “PNC” column of the checklist.

Have all required documents together when you submit your application to the visa office. However, if you are just initiating the process of getting your police certificates, it is best to send your application to the Centralized Intake Office (CIO) without them so as not to delay the process. Include a note that says you will send police certificates when you receive them.

If your documents are not in English or in French, send a certified translation with a copy of the originals.

For more information, we highly recommend that you review the following websites:

- [Provincial Nominees: How to Apply – Application Kit](#) (Please review IRCC's *Application for Permanent Residence: Guide for Provincial Nominees* under this section.)
- [Visa Office Website](#)

Provincial nominees approved under a **non**-Express Entry BC category must submit their applications for permanent residence to the Centralized Intake Office (CIO):

By Regular Mail:

Immigration, Refugees and Citizenship Canada
Provincial Nominee Program
Centralized Intake Office
P.O. BOX 1450
Sydney, NS B1P 6K5
Canada

By Courier:

Immigration, Refugees and Citizenship Canada
Provincial Nominee Program
Centralized Intake Office
49 Dorchester Street
Sydney, NS B1P 5Z2
Canada

If the application has been properly completed and all required supporting documents have been provided, then the CIO will notify you of this and provide you with an IRCC file number.

For more information on applying for permanent residence including processing times, please visit [IRCC's website](#).

Please follow the instructions specific to provincial nominees when compiling your application package. These instructions are found on [IRCC's website](#).

Obtaining Police Certificates

When you apply to become a permanent resident or a Canadian citizen, you and your family members must include a police certificate. A police certificate is a copy of your criminal record or a statement that you do not have a criminal record.

In general, you and all the people in your family who are 18 or older need to get a police certificate. You must get one from each country or territory where you have spent six or more months since the age of 18.

In order to avoid delaying the processing of your application for permanent residence we encourage you to begin the process of obtaining your police certificate immediately and to submit your application for permanent residence even if the police certificate has not yet been issued.

When you send your police certificate to IRCC, quote your full name, date of birth, and file number (beginning with an "E" or "EP").

For more information on obtaining police certificates, please refer to [IRCC's website](#).

Medical Screening

All persons applying for permanent residence must pass a medical examination. Your dependants must also pass a medical examination whether or not they will accompany or immigrate with you to Canada.

Please DO NOT schedule a medical examination prior to receiving instructions and forms from IRCC requesting you to do so. Once you have received the medical instructions and forms from the visa office, please arrange to complete your medical as soon as possible.

For more information on obtaining medical screening, please refer to [IRCC's website](#).

IRCC Processing Fees

All IRCC processing fees must be included with your application. If you do not include the correct fee with your application it will be returned to you. You must complete and include the [fee payment form IMM 5620](#) along with your application for permanent residence.

Please note:

- personal cheques are NOT accepted
- application fees must be exact, and must include the necessary fees for you and your dependants (if applicable)

Please consult the [Immigration, Refugees and Citizenship Canada Fee Schedule](#) for details.

Extension of Nomination

The BC PNP will only provide a nomination extension if you are able to demonstrate that you submitted your application for permanent residence to IRCC before the nomination expiry date listed on the Confirmation of Nomination, or in other extenuating circumstances on a case-by-case basis.

To ask whether the BC PNP can extend your nomination, log on to [BCPNP Online](#), access My *Dashboard* and you will be able to select *Post-Nomination Support*. From there, you will be able to select *Nomination Extension*. Fill out the form, upload the [necessary documents](#), and submit your request.

If you were nominated with a paper application (submitted prior to July 2015), you must contact PNPPostNom@gov.bc.ca with the following:

- Subject line: **Extension of Nomination**
- your full name
- your date of birth (DD MMM YYYY) e.g. 01 JAN 1981
- your BC PNP file number
- provide a scanned copy of the R10 letter from IRCC which states that your application was returned to you
- confirmation from IRCC of the date you submitted your initial permanent residence application
- if you have applied for a work permit for the nominating employer, provide a copy of this document and copies of your last two wage statements as proof of employment

Please note: if IRCC has made a decision to refuse your permanent residence application, you will not be eligible for an extension of nomination, even if the date on your BC PNP nomination was not yet expired at the time of your permanent residence application, or appears to still be valid.

Once IRCC has concluded processing of your permanent residence application, your BC PNP nomination is closed.

Part 4: Work Permit Support After Nomination

Work Permits

You must maintain legal immigration status while in Canada, and you must have a valid work permit to work in B.C.

IRCC and the Canada Border Services Agency (CBSA) are responsible for issuing work permits.

A BC PNP nomination by itself does not authorize you to work in B.C.

Bridging Open Work Permits

IRCC may issue a Bridging Open Work Permit (BOWP) under very limited conditions:

- you applied for permanent residence
- your current work permit expires in 4 months or less
- you have valid status on your work permit
- you are currently in Canada

If you have recently been nominated and you have not yet applied for PR or you have applied for PR but do have confirmation that your PR application has been accepted by IRCC and is being processed, your BOWP application will be refused, and:

- you will not receive a refund of the work permit fee
- you must obtain proof your employer has paid the employer compliance fee
- if you have been working under implied status, you must stop working
- if you have been working under implied status, you must pay to apply for restoration of status and apply for a closed work permit

Work Permit Support Letters

If you have been nominated, the BC PNP may issue you a work permit support letter that allows you to apply for a work permit from the federal government without the need for a Labour Market Impact Assessment (LMIA).

Please note:

- work permit support letters are only issued to individuals who have been approved as nominees by the BC PNP
- the nominee is responsible for applying for a work permit from the federal government
- the nominee is expected to obtain and/or maintain a work permit following nomination

At the time of nomination, the BC PNP may include a work permit support letter in your nomination package if:

- you do not already have a valid work permit
- OR**
- your current work permit will expire within 180 days (approximately six months)

Following nomination, and in response to a written request from you, the BC PNP may only issue a work permit support letter if **all** of the following are met:

- you have been nominated by the BC PNP
- your work permit will expire within 180 days
- you submitted an application for permanent residence to IRCC as a BC PNP nominee before the nomination expiry date
 - note: if you have not yet submitted an application for permanent residence as a nominee, and if your BC PNP nomination expiry date has not passed, you may request a work permit support letter
- you continue to meet the conditions of nomination

If you require a work permit, you must apply to IRCC for your own work permit. **The BC PNP cannot apply for a work permit on your behalf.**

Please see the next section for more information on how to request a work permit support letter from the BC PNP.

How to Request a Work Permit Support Letter

To request a work permit support letter from the BC PNP, please ensure you meet **all** of the criteria described on the previous page. Then, log on to [BCPNP Online](#), access My Dashboard and you will be able to select Post-Nomination support. From there, you will be able to select Work Permit Support Letter. Fill out the form, upload the [necessary documents](#), and submit your request.

If you were nominated with a paper application (submitted prior to July 2015), you must contact PNPPostNom@gov.bc.ca with the following:

- Subject line: **Work Permit Support Letter Request**
- your full name
- your date of birth (DD MMM YYYY) e.g. 01 JAN 1981
- your BC PNP file number
- a scanned copy of your wage statements for the last two pay periods
- a scanned copy of your current work permit
- evidence that you have submitted your application for permanent residence to IRCC within the six-month period after you have been nominated

All attachments must be a PDF or JPG file and under 3MB in size.

For time-sensitive work permit support letter requests, we strongly encourage you to submit your request early to allow us enough time to process.

Please refer to the [Processing Times](#) page of the BC PNP website for more information.

More information on work permits

For information on **applying** for a work permit, including application forms:

www.CIC.gc.ca/english/information/applications/work.asp

For information about **extending** your work permit, including application forms:

www.CIC.gc.ca/english/information/applications/extend-worker.asp

Current **processing times** for work permit extension applications sent to IRCC (Vegreville, Alberta):

www.IRCC.gc.ca/english/information/times/temp.asp

Part 5: Useful Information

Useful Websites for New Immigrants

Welcome BC: <http://www.welcomebc.ca>

Contains general information on living and working in British Columbia, including information on the job market and economic opportunities, information on communities within the province, health care, housing, education, and arts and recreation.

WorkBC: <https://www.workbc.ca/>

WorkBC helps people find jobs, explore career options and improve their skills. WorkBC offers a comprehensive database of B.C. job postings, career tools and live chat for help with using the website and finding information.

Medical Services Plan (MSP) of BC: <http://www.health.gov.bc.ca/insurance/bcresidents.html>

MSP provides British Columbians with coverage for medically required services, laboratory services and diagnostic procedures. MSP is a prepaid plan and account holders are billed for premiums a month in advance.

PharmaCare subsidizes eligible prescription drugs and designated medical supplies, protecting British Columbians from high drug costs. PharmaCare provides financial assistance to British Columbians under Fair PharmaCare and other specialty plans.

BC Health Guide: <http://www.bchealthguide.org/>

The BC HealthGuide Program provides reliable health information and online advice, and contains useful links to medically-approved resources that can be used to help you stay healthy and work with your doctor and other health professionals to manage your health concerns.

Employment Standards Branch, Ministry of Labour & Citizens' Services:

<http://www.labour.gov.bc.ca/esb/>

The Employment Standards Branch administers the *Employment Standards Act and Regulation*, which set minimum standards of wages and working conditions in most workplaces. Includes translations in Chinese, Tagalog, Punjabi, French and Spanish.

Eligibility for Canadian Employment Insurance: <http://www.servicecanada.gc.ca/eng/sc/ei/index.shtml>

Employment Insurance (EI) provides temporary income support during periods of unemployment. Temporary Foreign Workers must meet the same eligibility requirements as Canadian citizens and permanent residents.

Pre-Arrival Services: <http://www.cic.gc.ca/english/newcomers/before-services.asp>

Get help before arriving in Canada with online and in-person services that you and your family can access as soon as you are selected to immigrate to Canada. These services are provided free of charge by settlement service providers while you are still overseas.

Settlement Services: <http://www.cic.gc.ca/english/newcomers/map/services.asp>

IRCC's free, interactive map will help you to search for immigrant services in your area.

Information on Employment Standards for Foreign Workers

The [Employment Standards Branch](#) provides important information for foreign workers. This website contains useful information regarding rights that are covered by the Employment Standards Act and Regulation, including the [Foreign Workers Factsheet](#) below. Please refer to the Employment Standards Branch website for the most up-to-date information.



This factsheet has been prepared for general information purposes. It is not a legal document. Please refer to the *Employment Standards Act* and Regulation for purposes of interpretation and application of the law.

July 2016

Temporary Foreign Workers

Temporary foreign workers are covered by the *Employment Standards Act* and Regulation. These provisions include overtime pay, statutory holidays and holiday pay, annual vacations and vacation pay, and minimum wage.

No charge for hiring

No one can charge a fee to a person to:

- help that person find a job; or
- provide information about prospective jobs.

A temporary foreign worker cannot be required to pay for immigration assistance as a condition of being placed in a job.

A temporary foreign worker cannot be required to post a bond or pay a deposit to ensure they will finish a work term or employment contract, or to pay a penalty if they do not.

A temporary foreign worker cannot be required to pay back any costs the employer paid to an employment agency or anyone else to recruit the worker.

Deductions from wages

An employer may only deduct wages as required by law (e.g. income tax, Canada Pension Plan contributions, Employment Insurance premiums, union dues).

An employer cannot require an employee to pay any portion of a business cost, including:

An employer may not refuse to continue to employ a person who files an Employment Standards complaint, or otherwise discriminate against a person with respect to their employment.

- costs of bringing a temporary foreign worker to Canada; or
- costs incurred due to theft, damage, breakage, poor quality of work, failure to pay by a customer, etc.

An employer may deduct advances and overpayments from wages if the employee gives written authorization.

Payment of wages

Wages must be paid in Canadian currency by cheque, draft, money order or direct deposit to an employee's bank account. An employer cannot provide goods or services in lieu of wages.

Employers must pay the wage rate specified on the Labour Market Opinion. If a lesser rate is paid, the difference is recoverable as wages.

If employment ends

An employer may terminate an employee upon giving the required notice or pay in lieu of notice.

An employer or an employment agency cannot force a temporary foreign worker to return to his or her country of origin if the employer terminates an employment contract before the work permit expires or if the temporary foreign worker finds a job with another employer. Only the Government of Canada has the legal authority to remove a person from Canada.

Continued ...

Complaints

Temporary foreign workers with language difficulties are not required to use the Self-Help Kit before filing an Employment Standards complaint.

Appendix 1: Required Documents for Post-Nomination Support Requests

Work Permit Support Letter:

- copies of your two most recent pay stubs
- a copy of your current work permit
- verification that you have submitted your application for permanent residence to IRCC before the nomination expiry date (e.g. first page of the IRCC application for permanent residence including the date stamp)

Nomination Extension (all categories):

- copy of your work permit or application for work permit
- verification that you have submitted your application for permanent residence to IRCC before the nomination expiry date (i.e. first page of the IRCC application for permanent residence including the date stamp)
- confirmation that your permanent residence application has been returned or refused (i.e. IRCC R10 rejection letter), if applicable

Nomination Extension (additional upload for Express Entry BC categories):

- IRCC candidacy letter – which includes the new Express Entry profile number and Job Seeker Validation Code (IMM5786)

Change of Employment:

- a copy of your offer of employment (signed and dated by nominee and employer)
- detailed job description
- job offer form (pages 1 and 3 of this form must be completed)
- company's valid business license
- certificate of incorporation
- copy of current Canadian immigration status document
- verification that you have submitted your application for permanent residence (if your Confirmation of Nomination document has expired)

Note: all attachments must be a PDF or JPG file and under 3MB.