

British Columbia Provincial Nominee Program

Skills Immigration Application Guide

In the event of a discrepancy between the Skills Immigration Application Guide and the Skills Immigration Program Guide, the program guide shall be considered correct.

The BC Provincial Nominee Program
Vancouver, B.C.
Canada

E-mail: PNPinfo@gov.bc.ca
Website: WelcomeBC.ca/PNP

The offices of the BC Provincial Nominee Program are located on the traditional territory of the Squamish, Musqueam, and Tsleil-Waututh peoples, who have been stewards of this area for many generations.

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Part 1: Skills Immigration Application Guide Instructions

About the Skills Immigration Application Guide

The Skills Immigration Application Guide will help you understand how to register (if applicable) and apply to a Skills Immigration stream, including how to select the Express Entry BC option. It will also help you understand how to request a review of a refusal decision.

Each stream has different document requirements. These are identified in this guide.

General information

How to find eligibility criteria for Skills Immigration streams

Before registering or applying to one of the BC PNP's Skills Immigration streams, you should understand the eligibility requirements

- The best way to do this is to read the Skills Immigration Program Guide
- After reading the Skills Immigration Program Guide, you should be able to identify which stream best fits your situation.
- Once you've selected the correct stream, you can then choose whether to select the Express Entry BC option for that stream. This is explained further in part 3 of this guide.
- If you have registered and/or applied to the BC PNP without selecting the EEBC option, your registration/application **cannot** later be converted to the EEBC option.

The Skills Immigration Program Guide can be found on the documents page of our website.

Communication with the BC PNP

Our website explains how to contact the BC PNP by email, request a call-back by phone, or schedule a video appointment. Please note that BC PNP staff cannot provide advice.

If you have submitted a registration or application, BC PNP staff will only communicate with you if you are using the email address in the BCPNP Online user portal. It is important to make sure you use the same email address, and that you always have access to that email.

If you would like confirmation that your e-mail messages to the BC PNP have been received, please enable delivery receipts and/or read receipts in your email.

As part of an application assessment, BC PNP staff may contact you for additional information or documents. For more information, please see additional document requests in this guide or section 1.6 of the Skills Immigration Program Guide.

Fees and Processing times

Fees for **applications** and **requests for review** are listed on the Workers page of our website.

- There is no cost to **register** for the BC PNP
- The BC PNP only accepts payment through the BCPNP Online user portal

Processing times are listed at [the bottom of the Process section of our website](#).

- Processing times start on the date we receive your complete application
- Registrations are different from applications, and do not have processing times. A registration is how you express interest in applying for the BC PNP.
- We will not respond to application status inquiries when the application is within our standard processing times

Be aware of immigration fraud

Immigration fraud is a serious issue. Please refer to the [fraud awareness page of our website](#) for important information on fraud risks to help protect yourself.

It is important to make sure you get accurate and up-to-date **immigration information**. The best place to get information about the BC PNP is ***from*** the BC PNP. The BC PNP's website is: https://www.welcomebc.ca/immigrate-to-b-c. Information from other sources may be incorrect or outdated.

If you are seeking **immigration advice**, make sure you only get advice from someone licenced and authorized to do so, even if they are outside Canada.

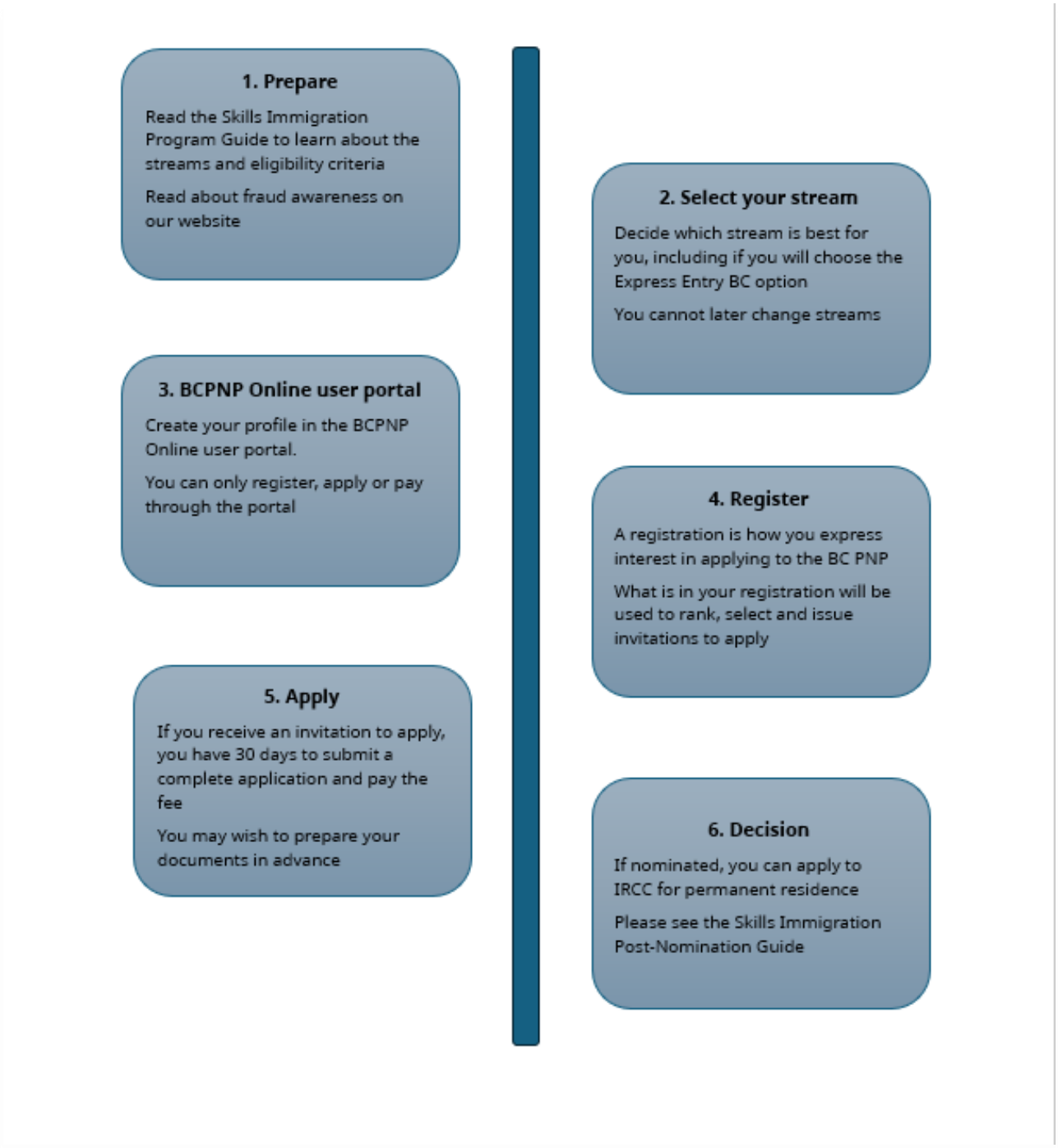
Anyone providing immigration advice **must** be a member in good standing of a Canadian law society, the College of Immigration and Citizenship Consultants, or La Chambre des notaires du Québec. More information can be found in part 2 of the Skills Immigration Program Guide.

Examples of the differences between providing immigration **information** and immigration **advice**:

Immigration information	Immigration advice
Providing general facts about immigration processes, policies, requirements, and procedures.	Applying the facts to a specific situation; providing guidance and helping someone navigate the process.
Helping someone find information or forms online.	Telling someone how to answer the questions on an application form
Providing the correct links to websites or specific webpages for more information	Providing guidance on the criteria of an immigration program

Skills Immigration Application Process at a Glance

The figure below is a brief overview of the steps involved in applying for a Skills Immigration stream. More thorough information about each step is provided in this guide.



Part 2: The BCPNP Online User Portal

The BCPNP Online User Portal is the BC PNP's registration and application system. All registrations, applications, and requests for review must be submitted through the BCPNP Online user portal. The user portal is also used to submit many post-nomination requests.

The BCPNP Online User Portal has a home page, a profile, a dashboard and a representative section. Each conveys different information between you and the BC PNP.

The user portal is also a secure way of submitting payment. Certain BC PNP processes require the payment of a fee, such as when you submit an application or a request for review. Payments to the BC PNP are **only** accepted through the BCPNP Online user portal.

Please note: The BC PNP will never ask for credit card or other payment information via email.

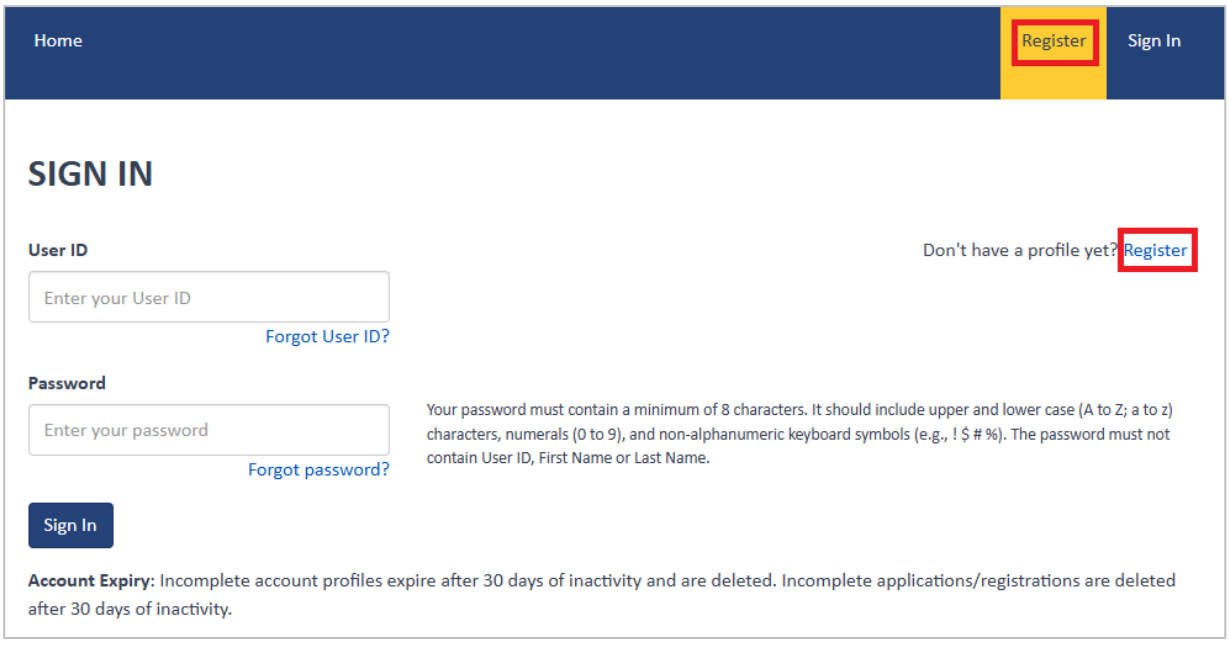
This BCPNP Online user portal is best experienced through a desktop computer using the latest version of Microsoft Edge, Mozilla Firefox or Google Chrome browsers.

BCPNP Online User Portal: 'My Profile'

Before you can submit a registration or application, you must complete your profile. Your profile is where you tell us who you are and how to contact you.

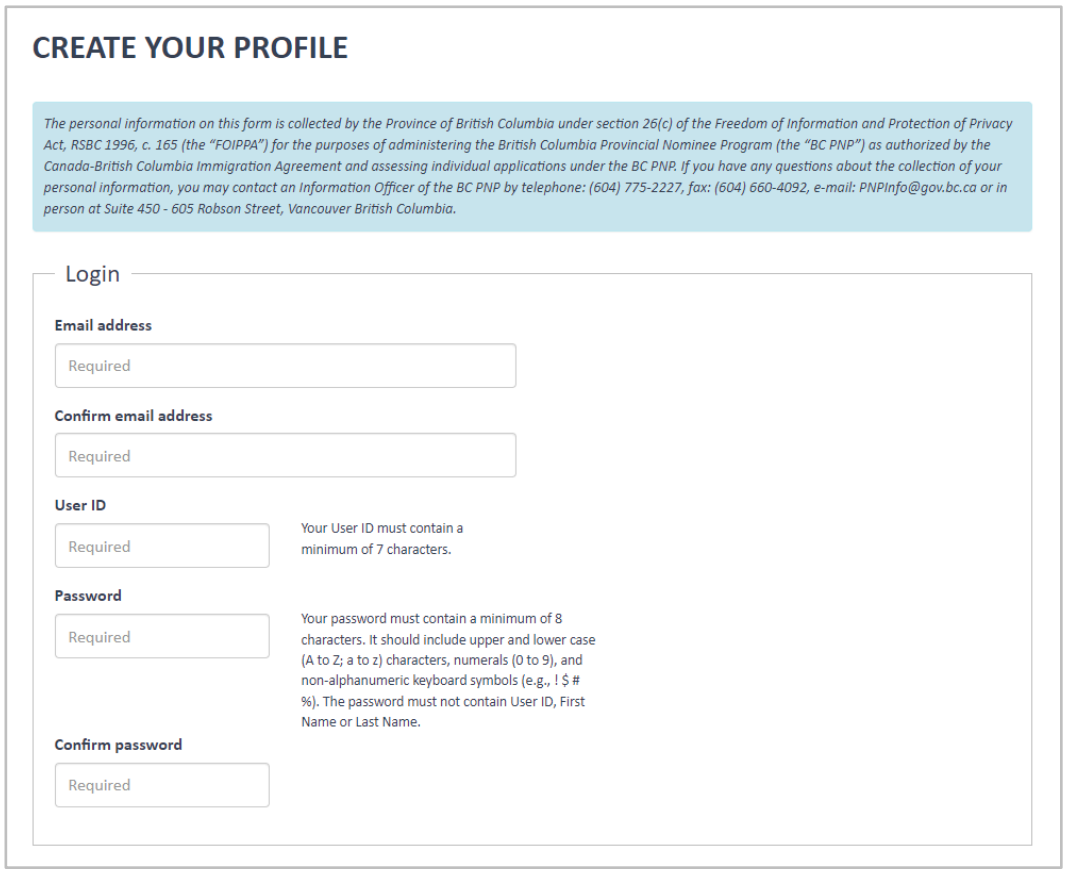
Your profile will remain the same, even if you submit more than one registration or application, or if you withdraw a registration or application. You should not create more than one profile.

Start by clicking Register:



Next, set up a user ID and a password.

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Login and Security Questions

The information required to set up a user ID and a password includes:

Information Fields	Technical Notes
Email address	Only enter your own email address in your profile and make sure you have access to that email. The BC PNP will use the email address entered in your profile as your unique personal identifier and will only communicate with you if you are using that same email address. If you have a representative, their contact information must be added to the 'My Representative' section.
User ID	Your User ID must contain a minimum of 7 characters
Password	Your password is case-sensitive and must contain a minimum of 8 characters. It should include: • upper and lower case (A to Z; a to z) letters • numerals (0 to 9)

	• a non-alphanumeric keyboard symbols (such as ! $ # %) The password must not contain User ID, First Name or Last Name
Three security questions and answers	All questions and answers are required. Create combinations you will easily remember.

Provide personal and contact information

Once your User ID and password are created, you will be asked to provide personal information, such as your birthdate, passport number and contact information. Should you submit a registration or application, the system will automatically fill some fields for you.

Your profile: Personal Information

Information Fields	Technical Notes
Family name(s)	Last name(s)
Given name(s)	First and middle names(s)
Have you ever used any other name?	Select Yes or No
Other family name(s)	If you use another name (alias, English name)
Other given name(s)	If you use another name (alias, English name)
Date of birth	Should be in YYYY-MM-DD format
Country of birth	Use the drop-down list to select Please note: your country of birth should match what is in your passport and/or travel documents
City of birth	
Gender	Use the drop-down list to select
In which of Canada's two official languages could you hold a conversation?	Use the drop-down list to select
Do you speak a language other than French or English?	Select Yes or No
If yes, which language do you speak most often at home?	Use drop-down list to select (choose Other if language is not listed)

Your profile: Passport Information

Information Fields	Technical Notes
Passport number	
Passport country	From your passport – use the drop-down list to select Please note: Passport country means the country that produced your passport, not the country where you received it. It is usually on the cover of the passport.
Passport Issue date	Should be in YYYY-MM-DD format
Passport Expiry date	Should be in YYYY-MM-DD format

Your profile: Primary Contact

Information Fields	Technical Notes
Phone number	Provide all numbers required to place a call from B.C.
Secondary phone number	
Business phone number	

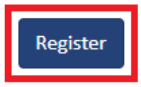
Your profile: Residential Address

Information Fields	Technical Notes
Country	Use the drop-down list to select
Address line	
City/Town	
Province/State	
Postal/ZIP code	

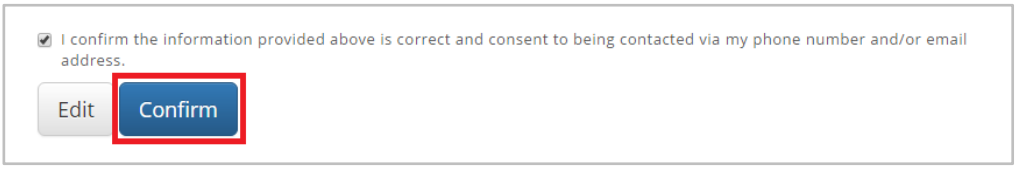
Your profile: Additional Information

Information Fields	Technical Notes
How did you learn about the BC PNP	Use the drop-down list to select where you first found out about the BC PNP

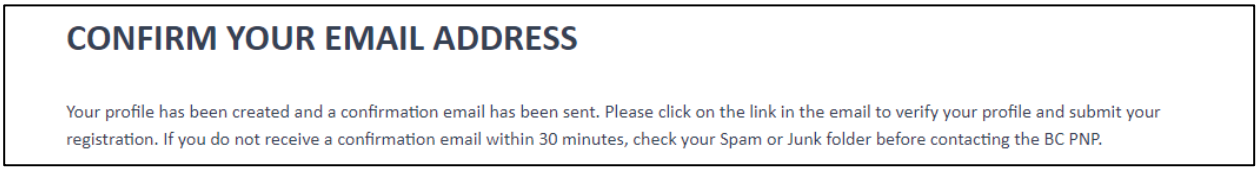
Once these sections are complete, click the *Register* button at the bottom.



You will be asked to review the information in your profile and confirm it is correct by selecting a checkbox and clicking the *Confirm* button.

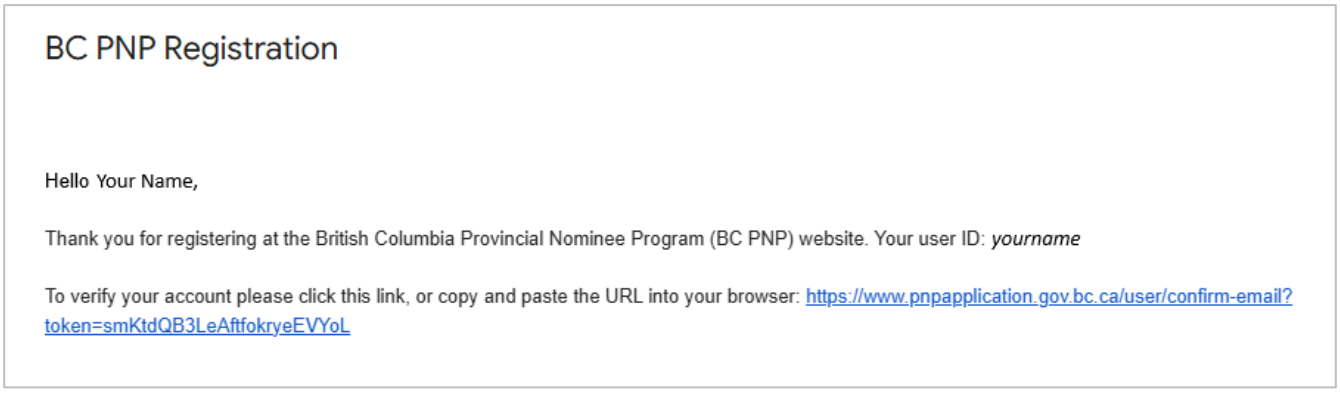


You will then see a screen confirming that your profile has been created, and that a confirmation email has been sent to the email address you provided.



To continue using the BCPNP Online user portal, you will need to confirm your email address. This is done by clicking on the verification link that was sent to your email. **This verification link should be used within 24 hours.**

If you do not confirm your email address before the verification link expires, you can request a new verification link by logging into the BCPNP Online user portal again. There will be a banner at the top of your profile that will allow you to request a new verification link.



Please note: completing this verification step simply creates your profile. It does **not** mean you have registered for or applied to the BC PNP.

You should create your profile and complete the verification step within 30 days. Unverified accounts will be subject to deletion after 30 days of inactivity. Verified accounts with incomplete registrations or applications that have had no activity for 30 days may also be deleted.

Ensure your profile remains current and accurate

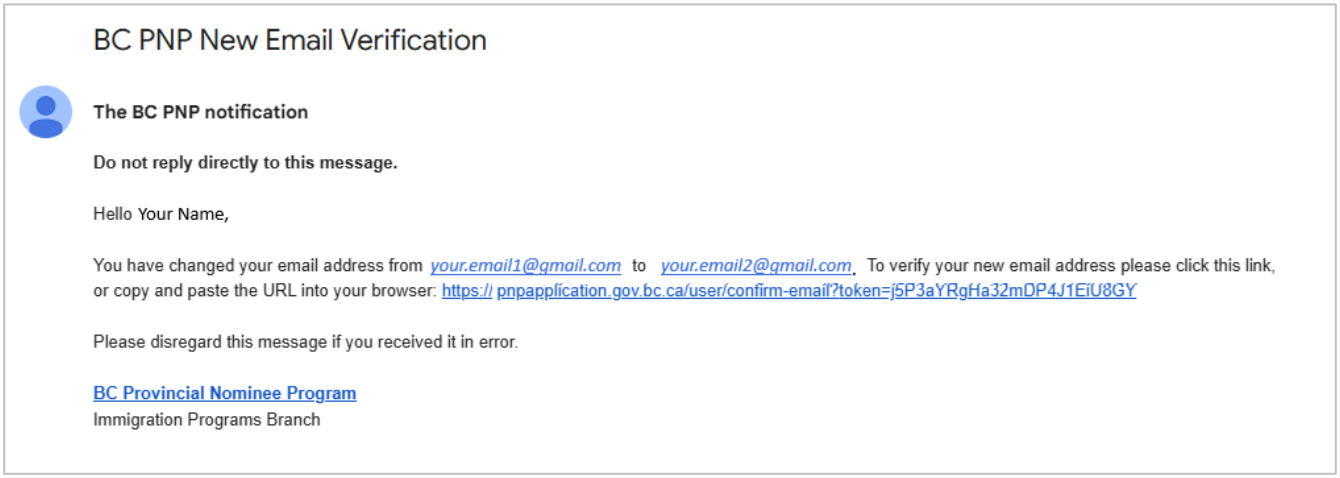
It is very important to ensure that the information in your profile is current and accurate at all times, including after nomination.

If your information changes, for example, you may move or renew your passport, you can update the fields in your profile at any time.

The only field you cannot change is your date of birth. If you make an error in this field, you must contact the BC PNP and request a change.

If you change your email address, you will receive an email confirming that you have made this change.

- Please follow the prompts to verify your new email address by clicking on the link in the confirmation email.
- If you do not verify this change within the required timelines, log in to the BCPNP Online user portal and request a new verification link by clicking on the banner at the top of your profile.



BC PNP New Email Verification

The BC PNP notification

Do not reply directly to this message.

Hello Your Name,

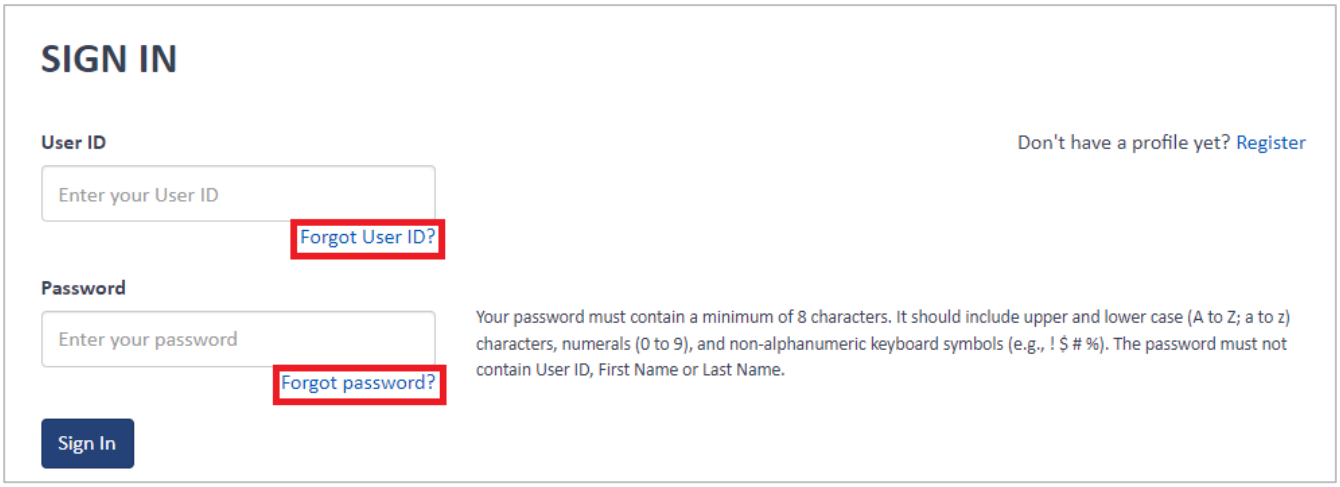
You have changed your email address from *your.email1@gmail.com* to *your.email2@gmail.com*. To verify your new email address please click this link, or copy and paste the URL into your browser: https:// pnpapplication.gov.bc.ca/user/confirm-email?token=j5P3aYRgHa32mDP4J1EiU8GY

Please disregard this message if you received it in error.

BC Provincial Nominee Program
Immigration Programs Branch

Your previous email address will continue to be used for communication purposes until the new one is confirmed. If you requested a new verification link but did not receive a confirmation email, contact the BC PNP immediately.

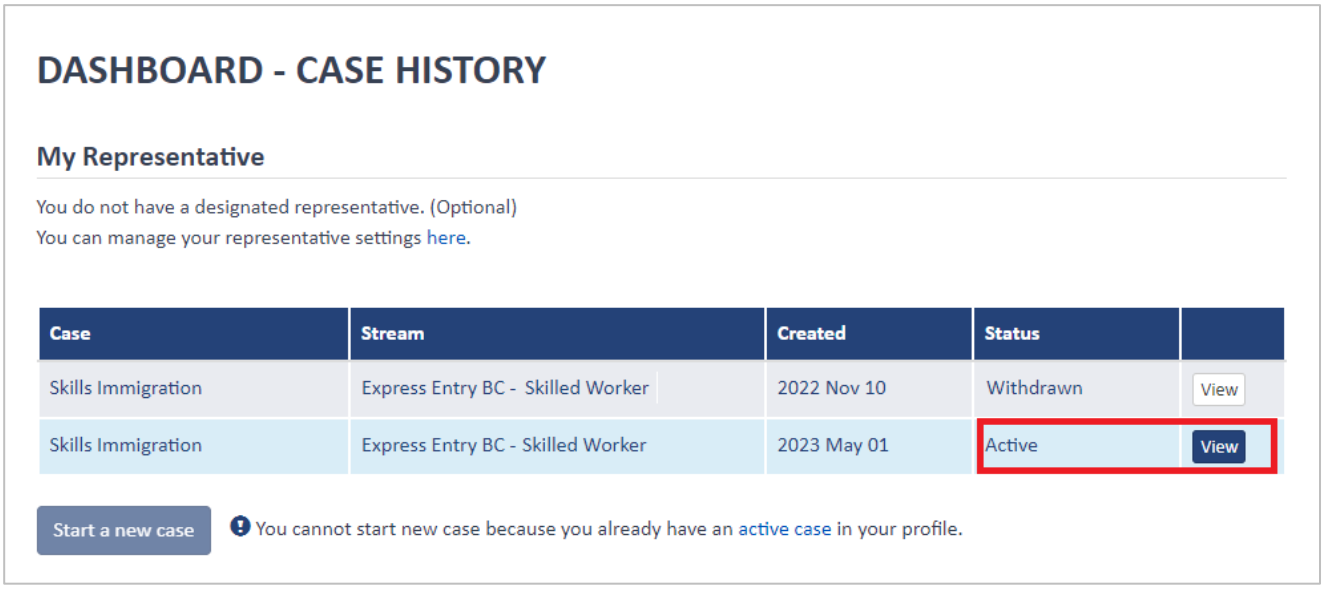
If you forget your password or user ID, click *Forgot User ID?* or *Forgot password?* on the main sign in page.



BCPNP Online User Portal: 'My Dashboard'

Your dashboard area of the portal is where you can see the progress of your submissions. If you have submitted more than one registration or application, you will see a dashboard that shows your case history.

You can click the *View* button next to your case(s) to see case details. If you have an active case, it will be listed last.



BCPNP Online User Portal: 'My Representative'

You do not need to hire an immigration consultant or lawyer to use the BC PNP. If you choose to get help with any part of the immigration process, it is important to understand who is authorized by law to provide immigration advice. Please refer to part 1 of this guide.

If you choose to get help with your BC PNP registration or application, please refer to part 2 of the Skills Immigration Program Guide. It explains the difference between paid and unpaid representatives, and details that could affect your eligibility, such as declaring a representative.

Declaring a representative

If you have retained a person to represent you **throughout** the BC PNP process, you must follow the steps below:
Click *My Representative* at the top of your profile.



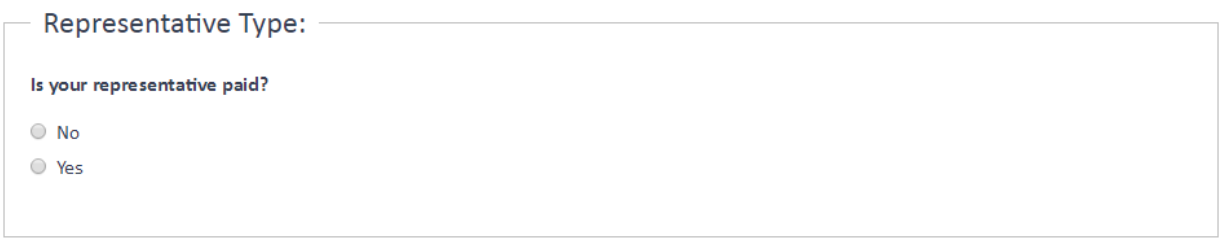
Complete all of the fields under the My Representative section

Representative Information

Information Fields	Technical Notes
Family name(s)	Last name(s)
Given name(s)	First and middle name(s)
Name of firm/organization	If applicable
Primary phone number	Provide all numbers required to place a call from B.C.
Secondary phone number	If applicable - provide all numbers required to place a call from B.C.
Email address	
Country	Use the drop-down list to select
Address line	
City/Town	
Province/State	
Postal/ZIP code	

Representative Type

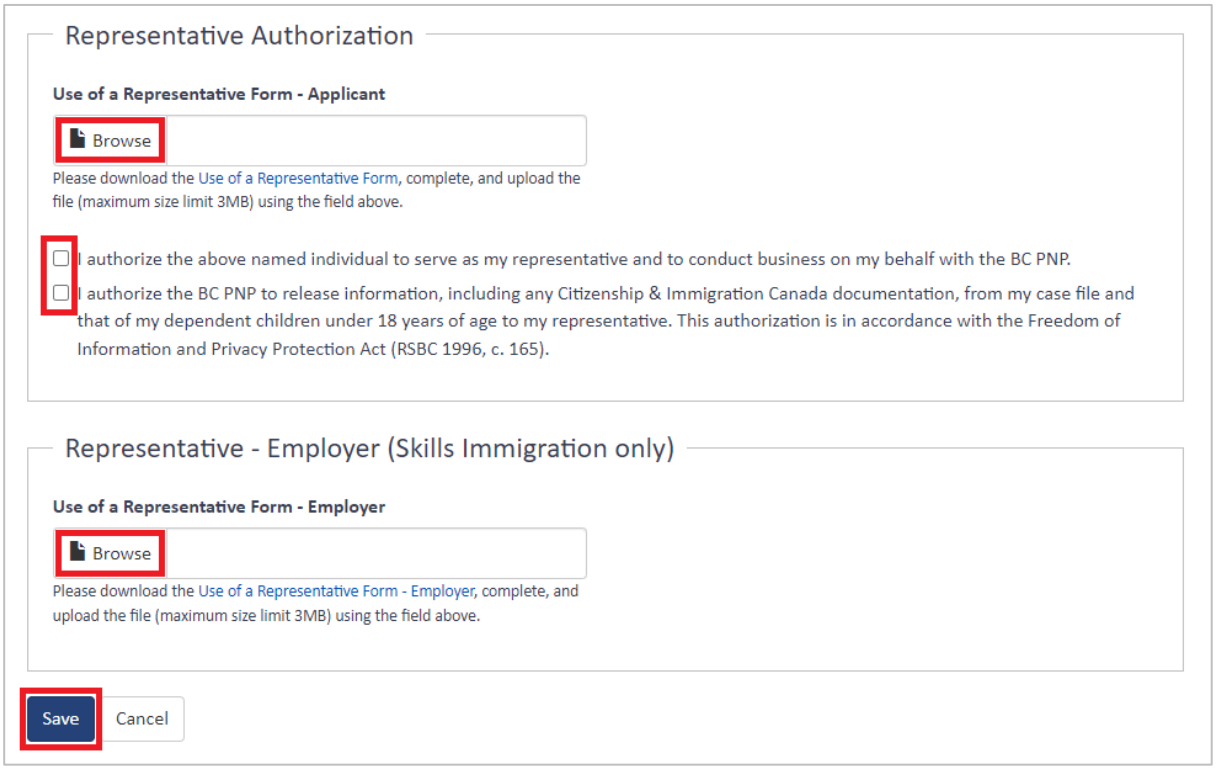
If your representative is not paid, select *No*. If they are paid, select *Yes*.



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You will be asked to indicate the membership of your representative from a drop-down list before proceeding to the next step.

Representative Authorization



Select the checkboxes, including the checkbox authorizing the representative to conduct business on your behalf with the BC PNP.

Click the *Browse* button to attach your completed BC PNP Use of Representative form(s). The blank forms are found on the documents page of our website. Click the Save button when you are done.

Changing or removing your representative

You can add or change a representative at any time, but you can only have one representative at any given time.

To **change** your immigration representative, complete the following steps:

- Log into your BCPNP Online user portal and navigate to your profile
- Update all fields in the 'My Representative' tab with your new representative's information
- Complete and upload a new Use of Representative form – applicant

Submitting a new Use of a Representative form will automatically cancel any previously appointed representative.

To **remove** your immigration representative, complete the following steps:

- Log into your BCPNP Online user portal and navigate to your profile
- Click 'remove information regarding your representative' in this tab
- Then, contact the BC PNP to confirm that you would like to remove your representative

Part 3: Your Registration

A registration is how you tell the BC PNP that you want to apply to the program, and which stream you have selected. Information in each registration is scored and used to select which registrations will be invited to apply.

You must complete each section of the registration in order to be entered into the registration pool. You can see your score at any time as you complete your registration.

It is important to make sure the information in your registration is completed correctly. If you don't receive an invitation to apply because your registration information was inaccurate, you will not receive an invitation to apply retroactively. Please refer to the section on making changes to your registration for more information.

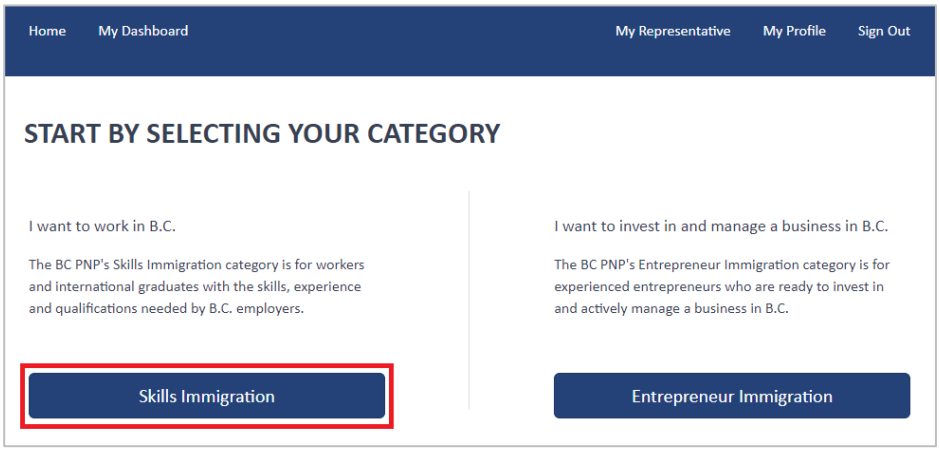
Once your registration has been successfully submitted, you will receive a confirmation of registration email that includes your BC PNP registration number.

If you would like to apply to the Health Authority stream, you do not need to register. Health Authority stream candidates can start a Health Authority stream application immediately after creating a profile.

Select your stream

It is very important to make sure you register and apply for the correct stream. This includes deciding if you will use the Express Entry BC option.

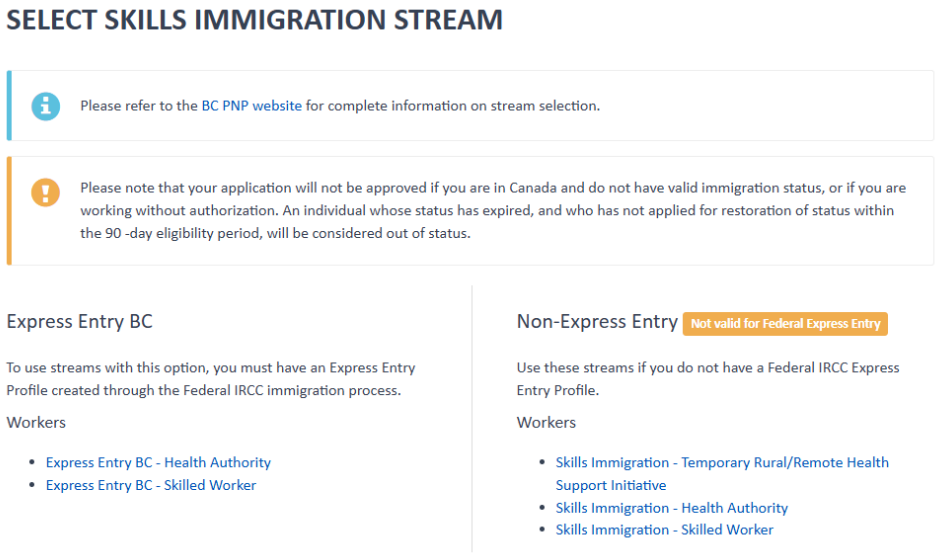
Go to the 'Home' page of your user portal, where you will be asked if you are a worker or an entrepreneur. Click the *Skills Immigration* button, then select your stream from the list.



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Decide if you will use the Express Entry BC option

Once you have determined which stream best fits your personal situation, you'll need to determine whether to select the Express Entry BC option. The Express Entry BC option is for candidates who wish to pursue permanent residency through a federal Express Entry pathway. If you register and/or apply to the BC PNP without selecting the EEBC option, your registration/application **cannot** later be converted to the EEBC option.



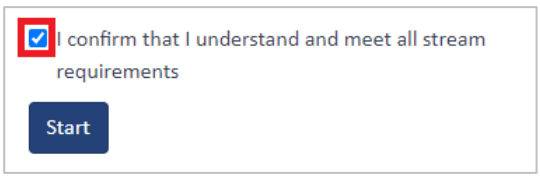
If you want to choose the Express Entry BC option, select:

- Express Entry BC – Skilled Worker

If you do not want to choose the Express Entry BC option, select from these streams:

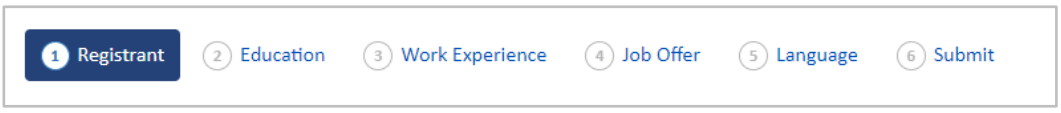
- Skills Immigration – Skilled Worker
- Skills Immigration – Temporary Rural/Remote Health Support initiative

Once you have chosen your stream, and after reviewing the stream requirements, select the checkbox confirming you meet all stream requirements and click the *Start button*.



Complete all tabs of the registration form

Once you have started your new registration, you will be directed to a page where you can begin filling out your personal information. There are tabs across the top of the page which will show how far along you are in the registration process. You can click on these tabs to move to a different section of the form.

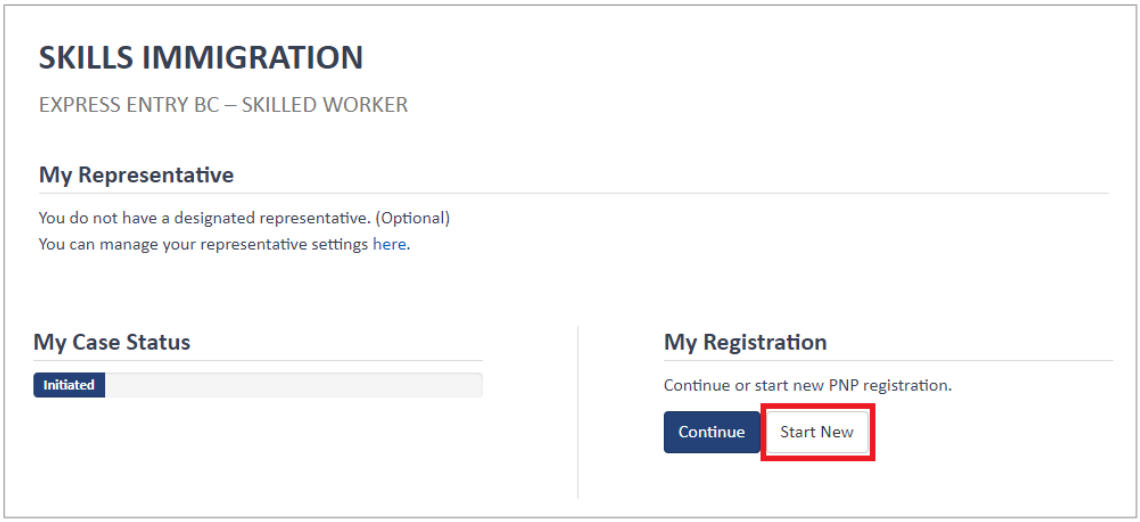


As you work on your registration, you can also use the menu bar at the bottom to navigate between sections. You can click *Next* to advance to the next tab, or return to the previous tab by clicking *Previous*. You can also use the drop-down menu to jump to any other tab.



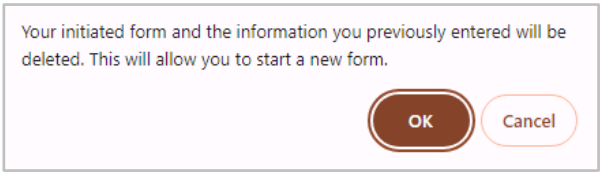
The system will automatically save your information when you move to a new tab.

If you have started, but not yet completed your registration, you can return to it by logging in to the portal and clicking *Continue*.



You can also start a new registration by clicking *Start New* at any time prior to submitting.

Please note that clicking *Start New* will delete the information in your current registration. This will not affect your profile information.

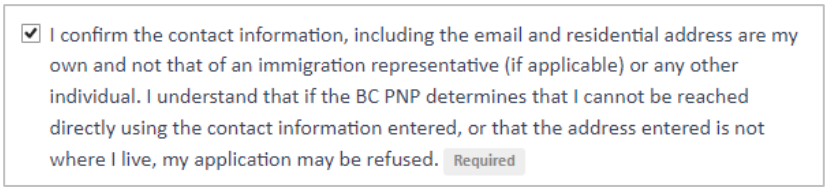


Registrant tab

Many of the fields in the Registrant tab will be auto-filled with the personal and contact information you provided in your profile.

If you selected the Express Entry BC option, you will enter it on this tab.

Once you have completed the contact information and residential address sections, you will be required to check a box confirming that the contact information you have provided is your own.



Current and previous applications

Information Fields	Technical Notes
Do you currently have any other active registrations or applications with the BC PNP?	This includes any submissions with Skills Immigration or Entrepreneur Immigration pathways. Please note that you cannot have more than one active registration or application with the BC PNP.
Have you applied to the BC Provincial Nominee Program in the past?	If Yes, provide your BC PNP file number

Express Entry information (if applicable)

If you are using the Express Entry BC option , you must provide your federal Express Entry information from Immigration, Refugees and Citizenship Canada (IRCC).

Information Fields	Technical Notes
Express entry profile number	Provided by IRCC upon Express Entry registration
Express entry profile submission expiry date	Provided by IRCC upon Express Entry registration
Job seeker validation code (JSVC)	Provided by IRCC upon Express Entry registration
Comprehensive ranking score (CRS)	Provided by IRCC upon Express Entry registration
NOC (National Occupational Classification)	Enter the 5-digit NOC code listed in your Express Entry registration. This NOC code normally matches the NOC of your B.C. job offer
Job title	The job title you listed in your Express Entry registration

Education tab

The Education tab is where you provide information on your post-secondary education. You will be asked if you completed post-secondary education in B.C., in Canada (but outside B.C.) and outside of Canada. Below are the details you'll need to complete.

Highest Level of Education

Information Fields	Technical Notes
Highest level of education completed	Provide the highest level of education you completed Please refer to section 8.2 of the Skills Immigration Program Guide for information about what education is eligible for points
Date highest level of education completed?	
Did you obtain this education in Canada?	Select Yes or No
Did you obtain this education in B.C.?	Select Yes or No
Do you have an Education Credential Assessment? ECAs do not qualify for registration points. However, you may wish to provide an ECA from a qualified supplier to support the rapid verification of your information.	If Yes, you must provide the name of the qualified supplier and your certificate number Qualified suppliers include: Comparative Education Service – University of Toronto School of Continuing Studies International Credential Assessment Service of Canada World Education Services International Qualifications Assessment Service International Credential Evaluation Service Medical Council of Canada (professional body for Doctors) Pharmacy Examining Board of Canada (professional body for Pharmacists)
Do you meet the requirements for a BC PNP-eligible professional designation?	Select Yes or No
Which eligible professional designation?	If Yes, select the eligible professional designation from the drop-down. Please see section 8.2 of the Skills Immigration Program Guide to find out which professional designations are eligible.

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Work Experience tab

The Work Experience tab is where you provide information on your **directly related work experience** for the last 10 years.

If you are already working in the job you have been offered, please include your current position.

The BC PNP defines directly related work experience as paid employment that is classified under the **same NOC code** as the B.C. job offer that you have accepted. Experience in a related occupation at a NOC TEER category equal to or higher than the NOC TEER category of the B.C. job offer may also be included if, at the time of application, you can satisfactorily demonstrate how this work experience is directly related. For NOC TEER 0 job offers, work experience in a related NOC TEER 1 occupation may also be considered.

Directly Related Work Experience

Information Fields	Technical Notes
Do you have directly related work experience at the same or higher NOC TEER category in the past 10 years, including the Job Offer?	Please list any paid work experience from the past 10 years that is directly related to your job offer. This may include your current position. You may add multiple past jobs if they are directly related experience.
Job title	
NOC	Determine the correct 5-digit NOC code for your position by reviewing the Government of Canada's NOC website.
Job hours	Full-time employment is as at least an average of 30 hours per week, year-round. Part-time is a minimum of 20 hours per week.
Start date	Use calendar tool to select your job's start date
End date	Use calendar tool to select your job's end date. Check the box next to *Present* if your job does not have an end date.
Total months	This field is automatically calculated based on your Start date and End date

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Company name	
Was this work in Canada?	Select Yes or No
Add job	Click the green "+" sign to add more rows

Job Offer tab

The Job Offer tab is where you provide information on your B.C. job offer and employer. Below are the details you'll need to complete.

Company Details

Information Fields	Technical Notes
Company legal name	Provide your supporting employer's full legal name
Company operating name	If different from legal name

Work Location Details

Information Fields	Technical Notes
Unit number	
Street address	Provide the address of the main location where you will work, as stated on your job offer letter. It must be a physical location in B.C. and may be different from company headquarters.
City/Town	Use the drop-down list to select
Postal code	
Phone number	Provide all numbers required to place a call from B.C.

Job Offer Details

Information Fields	Technical Notes
Job title	Provide you job title as listed on your job offer
NOC	Provide your 5-digit NOC code. You can determine the correct NOC code for your job offer by reviewing the Government of Canada's NOC website.
Hours of work per week	Based on an average in a 52 -week period

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Hourly wage	Enter the hourly wage listed in your job offer. If your job offer does not list your hourly wage, please refer to section 8.4 of the Skills Immigration Program Guide. It is important to accurately calculate your hourly wage. Please note: your hourly wage must NOT include gratuities, bonuses, commissions, etc.
Annual Salary	Enter the annual wage listed in your job offer. If your job offer does not list your annual wage, please refer to section 3.10 of the Skills Immigration Program Guide. It is important to accurately calculate your annual wage. Please note: your annual wage must NOT include gratuities, bonuses, commissions, etc.
Are you currently working for the employer in the job being offered?	Select Yes or No
Are you working full-time in B.C. in the job being offered?	Select Yes or No
Do you meet the requirements for either Regional Experience or Regional Alumni?	If Yes, select the option that best fits your situation. If No, select 'Does not apply' Please see section 8.5 of the Skills Immigration Program Guide for information about points for regional experience and regional alumni.

Language tab

Test details

Information Fields	Technical Notes
Have you completed a valid English language proficiency test within the past two years?	Select Yes or No. If Yes, you will see the fields listed below.

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Type of test taken	The valid language test results must be from one of the following language proficiency tests administered by a designated testing agency: CELPIP-General IELTS General Pearson PTE Core
Date of test taken	The name of this field changes, depending on the type of test taken: For CELPIP General tests, this field is "Date of issue" For IELTS General tests, this field is "Date of administrator's signature" For Pearson PTE Core, this field is "Test date"
Listening score	
Reading score	
Writing score	
Speaking score	
Validation number provided on language test certificate	The name of this field changes, depending on the type of test taken: For CELPIP General tests, this field is "Registration number" For IELTS General tests, this field is "Test report form number" For Pearson PTE Core, this field is "Score Report Code"
PIN/Registration ID	This field does not apply to IELTS General For CELPIP General, there is a field for your "PIN" For Pearson PTE Core, there is a field for your "Registration ID"
Have you completed a valid French language proficiency test within the past two years?	Select Yes or No. If Yes, you will see the fields listed below.
Type of test taken	The valid language test results must be from one of the following language proficiency tests administered by a designated testing agency:

	TCF Canada TEF Canada
Date of test taken	For both tests this field is "Date de session"
Listening score	
Reading score	
Writing score	
Speaking score	
Validation number provided on language test certificate	The name of this field changes, depending on the type of test taken: For TCF tests, this field is "No de l'attestation" For TEF tests, this field is "Attestation No"

Submit tab

Registration Declaration and consent
The last tab contains the registration declaration and consent that you must agree to in order to submit your registration. To do so, you must click the checkbox and enter your full name as it appears on your passport.



Use of paid representative

You will then be asked if you hired a paid representative to help fill out this form. If you select "Yes," the following fields will appear:

Information Fields	Technical Notes
Representative Family Name(s)	Last name(s) of your representative
Representative Given Name(s)	First and middle name(s) of your representative
Phone number of paid representative	Provide all numbers required to place a call from B.C.

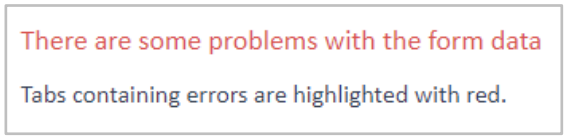
If you have retained a person to represent you **throughout** the BC PNP process, you must also declare them as your representative. Please see your representative section in Part 3 of this guide for information about updating your profile.

If you have paid a person to help you fill out these forms, but you are **not** authorizing them to represent you throughout the BC PNP process, you only need to complete this section.

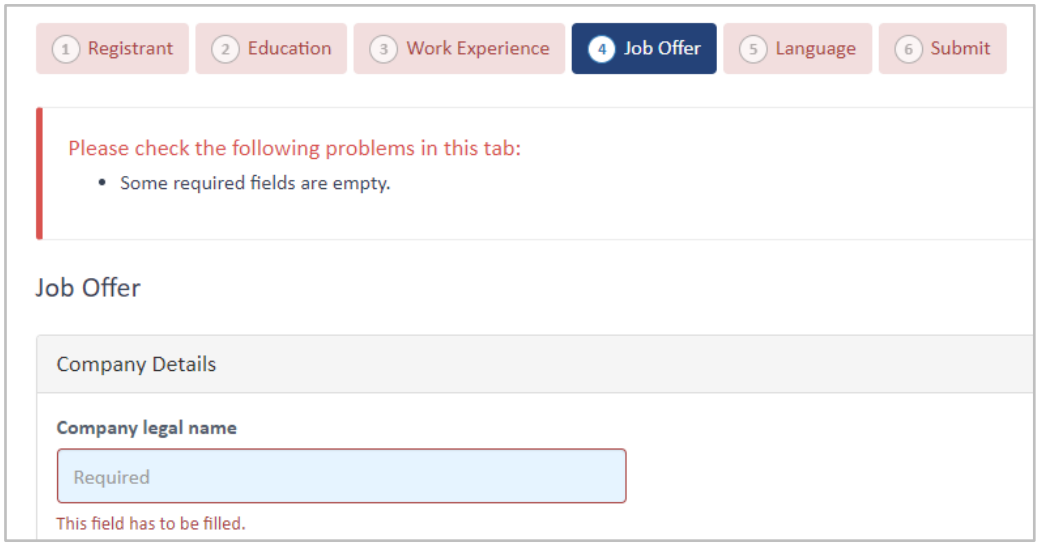
Once you have finished completing your form, you can click *Validate* to verify the information in your registration is complete.



If there are any missing pieces of information, you will see the following message:



Click on any tabs with a light red background. You will then see the field(s) with missing information highlighted in red.



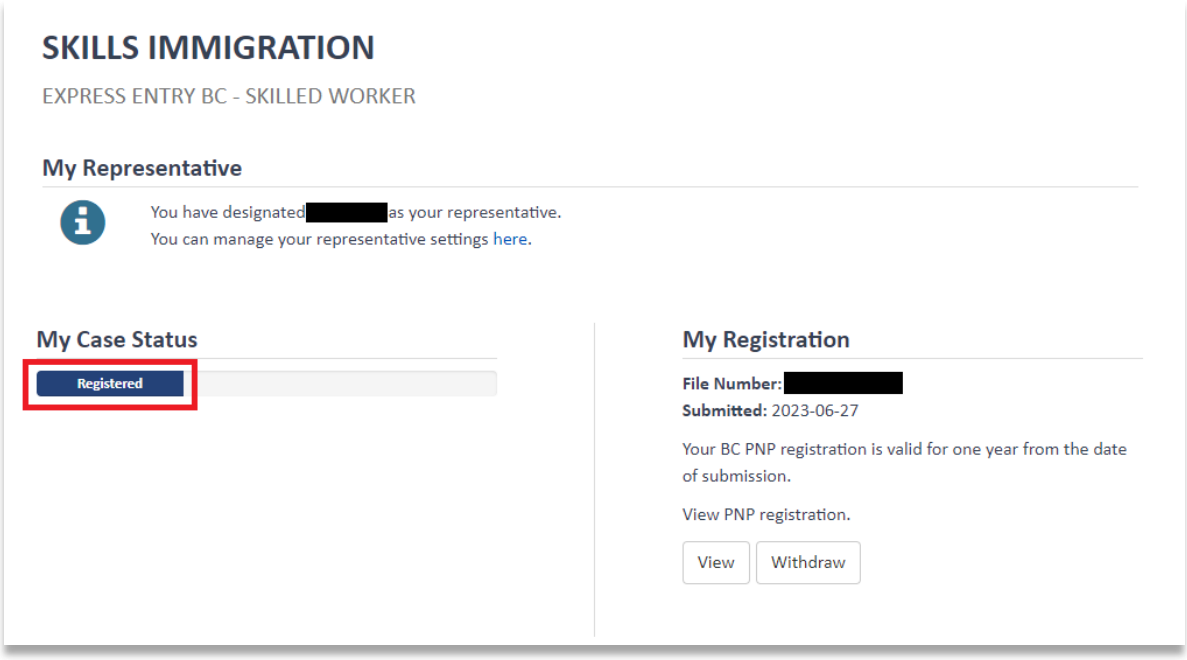
Complete the required information in each tab, then click on the *Submit* tab at the top, and click the *Validate* button at the bottom once again. If no missing information is found, you can submit your registration.

When you are ready to submit your registration, click the *Submit* button.



Once you successfully submit your registration, you will receive an email that will include your file number, your stream, the date your registration was received, and the date your registration will

expire. In the BCPNP Online user portal, you will see the file number for your registration and your case status will show as "*Registered*".



After submitting a registration , if you do not receive a confirmation email within 24 hours with your file number included, please check your email's 'junk' or 'spam' folder.

If you do not see a file number in the BCPNP Online user portal, contact the BC PNP immediately to ensure your submission has been received for processing. Failure to do so may result in delays to file processing.

Your registration is valid for twelve months from the date of submission. If you do not receive an invitation to apply before your registration expires, it will no longer be valid. You may then create and submit a new registration through the BCPNP Online user portal using your existing profile.

Making changes to your registration

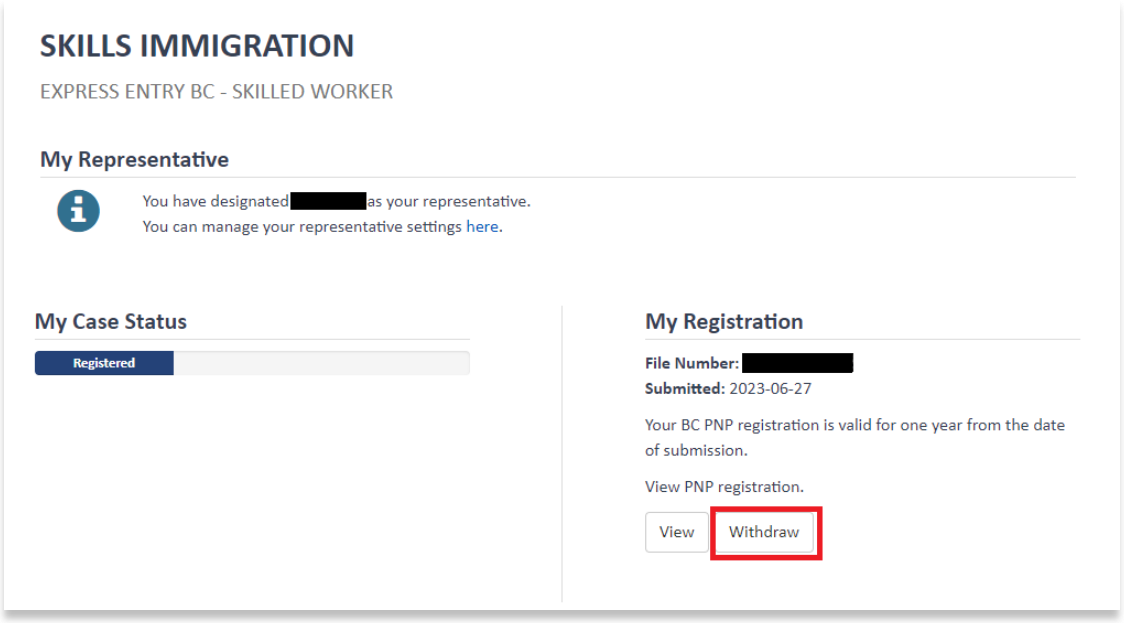
Once a registration is submitted, the information contained in your registration is locked. The BC PNP will not make corrections to the information in your registration and will not change the stream under which you registered.

If you need to make changes to your submitted registration, you will need to withdraw and submit your registration again.

To withdraw your registration, complete the steps below:

- Click the *Withdraw* button on your existing profile
- This will start a new registration
- Complete your registration following the steps at the start of part 3

Once submitted, your new registration will go back into the registration pool for your stream.



Prepare documents for application

Once in the registration pool for a Skills Immigration stream, you will wait for an invitation to apply. If you are invited to apply, you have a maximum of 30 calendar days to submit a complete application.

To submit a complete application, you will be required to provide documentation to verify any information you declared in your registration and application. Your supporting employer will also be required to provide documentation.

While waiting for an invitation, you may wish to prepare the documents that will be required to submit an application.

Maintain your Express Entry profile

If you registered or applied under one of the BC PNP's Express Entry BC options, it is important to make sure your federal Express Entry profile remains valid throughout the BC PNP process. Please refer to part 5 of the Skills Immigration Program Guide for more information.

If your federal Express Entry profile expires during the BC PNP process, you will need to create a new federal Express Entry profile. Once you have done this, please email PNPInfo@gov.bc.ca to inform the BC PNP of your new Express Entry profile number and Job Seeker Validation Code

Part 4: Your Application

Submit an application

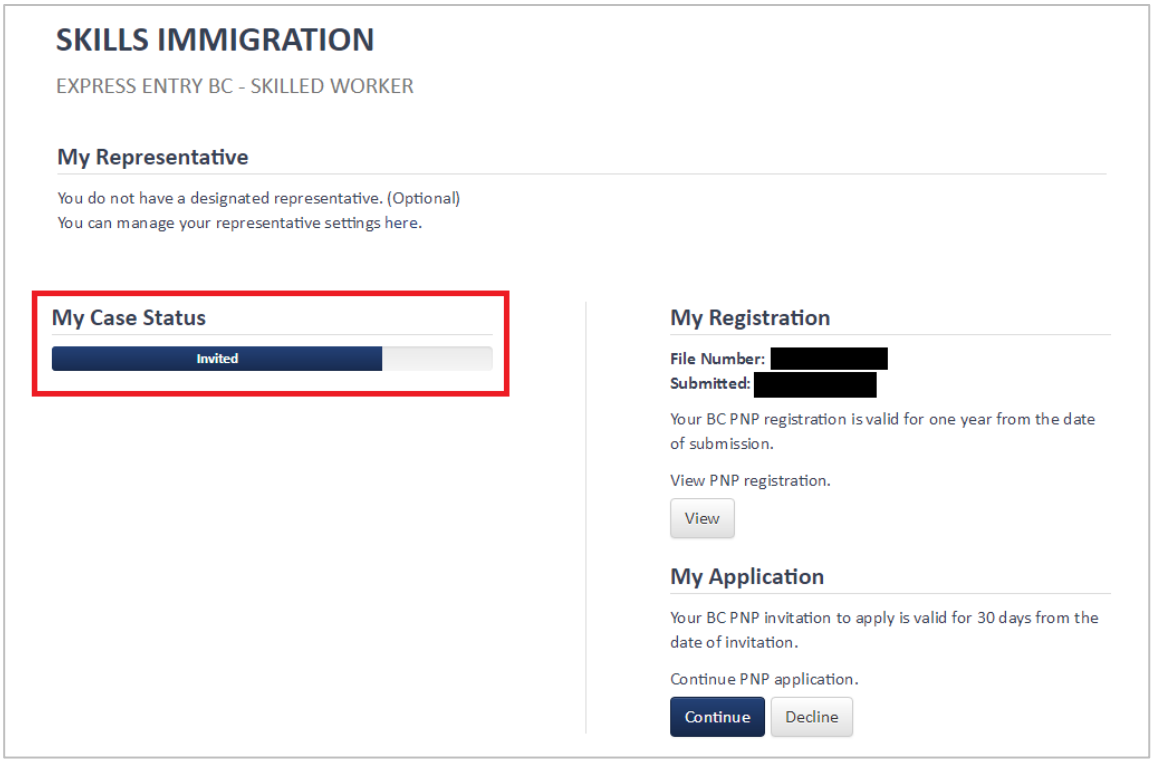
You can only apply to a Skills Immigration stream if you receive an invitation to apply, or if you are applying directly to the Health Authority stream.

Your application is where you can demonstrate you meet the criteria for your Skills Immigration stream. To do this, you will complete the application form and upload documentation that can confirm all information you have declared. You will also need to pay the application fee.

The required documents are described in part 6 of this guide. You may wish to prepare these documents in advance.

After you receive an Invitation to Apply

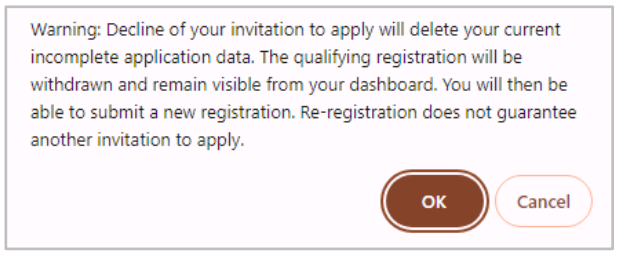
If you have submitted a registration and are invited to apply, you will receive an email notification. When you login to the BCPNP Online user portal, your Case Status will say "Invited".



To proceed with submitting an application, click the “Continue” button.

Should you choose to not proceed with an application, you can decline the invitation by clicking the *Decline* button. Your registration will then be removed from the selection pool and your registration and invitation will be cancelled. Your account, profile information, and case history will be retained.

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Click the *Continue* button under "My Application"

Start a Health Authority stream application

If you have a job offer with one of B.C.'s provincial health authorities and you qualify for the Health Authority stream, you do not need to complete a registration form.

After creating your profile in the BCPNP Online user portal, select one of the following options:

- Express Entry BC – Health Authority
- Skills Immigration – Health Authority

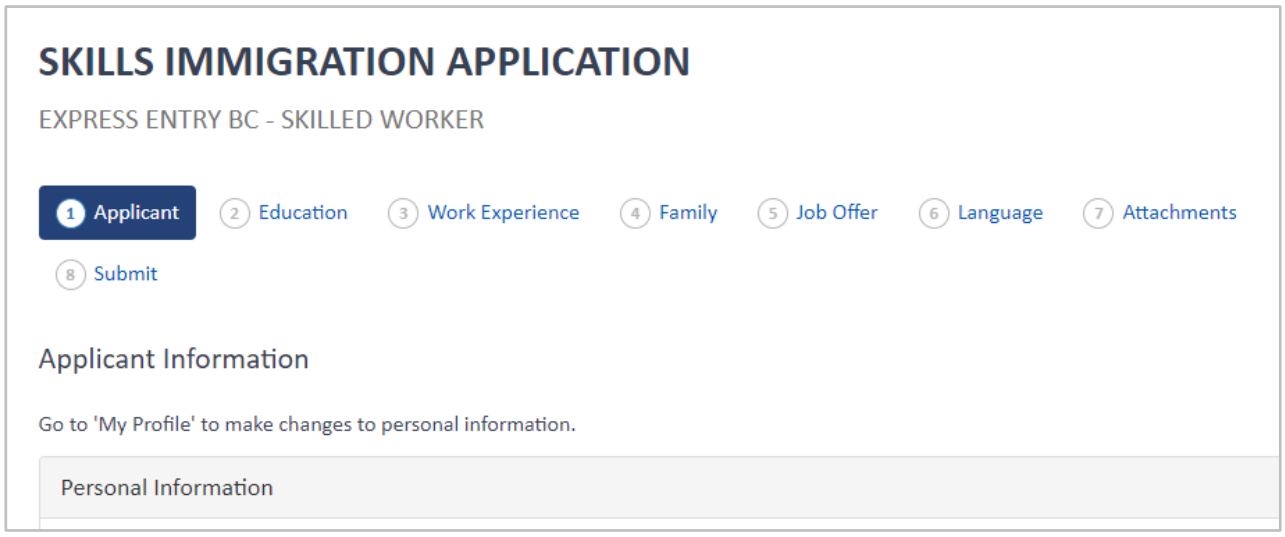
Once you have selected one of these streams, you will be taken directly to the application form. Click the *Start* button under the stream you have selected

Complete all tabs of the application form

You will be asked to confirm that your profile and representative information is correct and up to date before proceeding to the application form. If you wish to make changes to either your profile or your representative information, you can click the *Edit profile* or *Edit representative* button.

Once you have confirmed the information is correct, click the *Proceed* button.

An application form will appear, with tabs across the top of the page showing how far along you are in the application process.



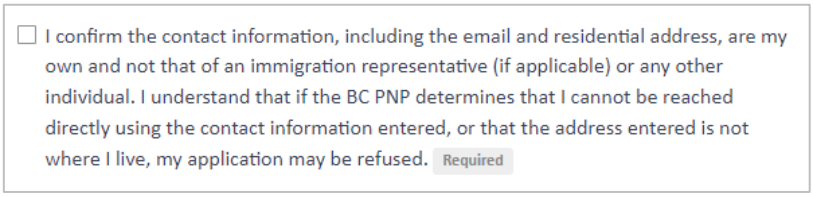
The tabs you see may be different depending on the stream you have selected.

Applicant tab

Many of the fields in the Applicant tab will be auto-filled with the personal and contact information you provided in your profile.

You will also be asked to provide additional details, such as intended place of residence within B.C., current or previous application details, current status in Canada and previous visits to Canada, language proficiency, settlement funds, and how you learned about the BC PNP.

Once you have completed the contact information and residential address sections, you will be required to check a box confirming that the contact information you have provided is your own.



Intended Place of Residence

Information Fields	Technical Notes
In which city/town will you live after nomination?	Use the drop-down list to select

Current/Previous Applications

You will be required to indicate and explain if you have applied previously for provincial nomination or permanent residence, if you have an application in process, and information about your status in Canada.

Information Fields	Technical Notes
Do you have another active application or registration with BC PNP?	Select Yes or No
Have you had another Skills Immigration or Entrepreneur Immigration registration or application refused or approved with BC PNP?	Select Yes or No
Do you have an active application for provincial nomination or permanent residence under any other federal or provincial program?	Select Yes or No

Have you ever had an application refused for provincial nomination or permanent residence in Canada under any other federal or provincial program?	Select Yes or No
Have you ever had an application refused for a Canadian visitor visa, study permit, or temporary work permit?	Select Yes or No
Have you made a claim for refugee protection in Canada, or have you been refused refugee status in Canada?	Select Yes or No
Are you under a removal order from Canada (e.g. departure order or exclusion order)?	Select Yes or No

Express Entry Information (if applicable)

If you have selected an Express Entry BC option, you must provide your federal Express Entry information from Immigration, Refugees and Citizenship Canada (IRCC).

Information Fields	Technical Notes
Express entry profile number	Provided by IRCC upon creating an Express Entry profile
Express entry profile submission expiry date	Provided by IRCC upon creating an Express Entry profile
Job seeker validation code (JSVC)	Provided by IRCC upon creating an Express Entry profile
Comprehensive ranking score (CRS)	Provided by IRCC upon creating an Express Entry profile
NOC	Enter the 5-digit NOC code listed in your Express Entry profile. This NOC code normally matches the NOC of your B.C. job offer.
Job title	Provide the job title you entered in your Express Entry profile

Current Status in Canada

You will be asked if you are currently in Canada. If you select "Yes," the following field will appear:

Information Fields	Technical Notes
Indicate your current status in Canada	Use the drop-down list to select If you are on maintained status, please select 'Other'

Depending on your selection, you will be required to provide additional information about your current status.

Education tab

The Education tab is where you provide information on your post-secondary education within Canada and B.C. (if applicable), and outside of Canada. You may add multiple educational institutions.

Post-Secondary Education in B.C.

Information Fields	Technical Notes
Have you enrolled in or completed a BC PNP eligible post-secondary program within B.C.?	Select Yes or No
From	Use the calendar tool to select
To	Use the calendar tool to select
Name of institution	
City/town	Use the drop-down list to select
Level of post-secondary education attained	Use the drop-down list to select
Field of study	Use the drop-down list to select
Add post-secondary education within B.C.	Click the green "+" sign to add more rows

Post-Secondary education in Canada, but not in B.C.

Information Fields	Technical Notes

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Have you enrolled in or completed a BC PNP eligible post-secondary program in Canada but not in B.C.?	Select Yes or No
From	Use the calendar tool to select
To	Use the calendar tool to select
Name of institution	
City/town	
Province/territory	Use the drop-down list to select
Level of post-secondary education attained	Use the drop-down list to select
Field of study	Use the drop-down list to select
Add post-secondary education within Canada, but outside of B.C.	Click the green "+" sign to add more rows

Post-Secondary Education Outside of Canada

If you have obtained post-secondary education outside of Canada, provide the following details:

Information Fields	Technical Notes
Have you enrolled in or completed a BC PNP eligible post-secondary program outside of Canada?	Select Yes or No
From	Use the calendar tool to select
To	Use the calendar tool to select
Name of institution	
City/town	
Country	Use the drop-down list to select
Level of post-secondary education attained	Use the drop-down list to select
Field of study	Use the drop-down list to select
Add post-secondary education outside of Canada	Click the green "+" sign to add more rows

Secondary/High School Education

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Information Fields	Technical Notes
From	Use the calendar tool to select
To	Use the calendar tool to select
Name of Institution	
City/town	
Country	Use the drop-down list to select
Did you successfully complete high school?	Select Yes or No
Add secondary education	Click the green "+" sign to add more rows

Work experience tab

The Work Experience tab is where you provide information on your work experience for the last 10 years, including work experience that is directly related to your current position.

Information Fields	Technical Notes
Do you have work experience in the past ten years?	Select Yes or No
Job title	Provide the job title listed in your job offer
NOC	Provide your 5-digit NOC code. You can determine the correct NOC code for your job offer by reviewing the Government of Canada's NOC website.
From	Use the calendar tool to select your job's start date.
To	Use the calendar tool to select your job's end date. Check the box next to *Present* if your job does not have an end date.
Job hours	Full-time employment is as at least an average of 30 hours per week, year-round. Part-time is a minimum of 20 hours per week.
Company name	
Company phone number	
Company website (if applicable)	
Unit number (if applicable)	

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Address	
City/town	
Province	
Country	Use the drop-down list to select
Postal/zip code	
Your responsibilities	
Add job	Click the green "+" sign to add more rows

Family tab

The family tab is where you provide details on your spouse/common-law partner and dependent children, parents, siblings and family members in Canada.

Your spouse or common-law partner and dependent children must be included, whether or not they come with you to live in B.C.

Spouse or Common-law Partner

If you are currently married or in a common-law relationship, select "Yes" and continue with the questions below.

If you are separated or divorced, you must provide a signed Statutory Declaration of your official separation, a Divorce Certificate, or an equivalent official document indicating that the relationship has ended. Without this information, your spouse will be included as part of your family in your application.

If you have a spouse, they must agree to the application declaration and consent on the final page of the application (in the Submit tab).

Information Fields	Technical Notes
Are you currently married or in a common-law relationship?	Select Yes or No
Family name(s)	Spouse/common-law partner's last name(s)
Given name(s)	Spouse/common-law partner's first and middle name(s)
Gender	Use the drop-down list to select
Date of birth	Use the calendar tool to select
Country of birth	Use the drop-down list to select
Country of citizenship	Use the drop-down list to select

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Present address	Add your current civic or physical address
Date entered into marriage or common-law relationship	Use the calendar tool to select
Is your spouse or common-law partner in Canada?	Select Yes or No. If Yes, you will see the fields listed below.
Spouse or common-law partner status in Canada	Use the drop-down list to select. Different fields will appear depending upon selection.
Date spouse or common-law partner documents expire	Use the calendar tool to select
Is your spouse or common-law partner working?	Select Yes or No. If Yes, you will see the fields listed below.
Spouse or common-law partner occupation	(if working)
Spouse or common-law partner employer	(if working)

Dependent Children

You will be asked if you have any children that meet Immigration, Refugees and Citizenship Canada's (IRCC) definition of a dependent child. Include all children you have that meet this definition. For more information, please refer to IRCC's website.

Please note that for the purpose of federal immigration requirements, the age(s) of your dependent children, if any, are locked in at the time of application to the BC PNP.

Please also note that the number of dependants declared on your federal application for permanent residence to IRCC should match the number of dependants listed on your BC PNP application.

Information Fields	Technical Notes
Family name(s)	Child's last name(s)
Given name(s)	Child's first and middle name(s)
Date of birth	Use the calendar tool to select
Country of birth	Use the drop-down list to select
Country of citizenship	Use the drop-down list to select
Present address	

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Add a dependent child	Click the green "+" sign to add more rows

Family members

Information Fields	Technical Notes
Number of family members	This field indicates the total number of family members included in your application. It is automatically calculated based on your entries in the Family tab. This includes yourself, your dependent children and spouse/common-law partner, regardless of whether they intend to accompany you to Canada.

Parent 1 and Parent 2

If you do not know information about your parents, enter "N/A" into applicable fields.

Information Fields	Technical Notes
Family name(s)	Parent's last name(s)
Given name(s)	Parent's first and middle name(s)
Date of birth	Use the calendar tool to select
Country of birth	Use the drop-down list to select
Deceased	Check this box if your parent is deceased
Present address	

Siblings

If you have siblings, select Yes and continue with the questions below:

Information Fields	Technical Notes
Family name(s)	Sibling's last name(s)
Given name(s)	Sibling's first and middle name(s)
Date of birth	Use the calendar tool to select
Country of birth	Use the drop-down list to select

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Marital status	Use the drop-down list to select
Deceased	Check this box if your sibling is deceased
Present address	
Add a brother or sister	Click the green "+" sign to add more rows

Other family members in Canada

If you have other family members in Canada, select Yes and continue with the questions below:

Information Fields	Technical Notes
Family name(s)	Family member's last name(s)
Given name(s)	Family member's first and middle name(s)
Gender	Use the drop-down list to select
Relationship to applicant	
City/town of relative	
Province/territory of relative	Use the drop-down list to select
Immigration status in Canada	Use the drop-down list to select
Years in Canada	
Add a family member	Click the green "+" sign to add more rows

Job Offer tab

The job offer tab is where you provide information about your job offer and the supporting B.C. employer's company or organization.

If you are completing a Health Authority stream application, please jump to the Job Offer tab – Health Authority section.

Company Details

Information Fields	Technical Notes
Company legal name	Enter the full legal name of your B.C. supporting employer
Company operating name if different than legal name	
Company legal structure	Use the drop-down list to select

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Incorporation or registration number	
Number of full-time equivalent employees	
Year established in B.C.	
Company economic sector	Use the drop-down list to select
Company website (if applicable)	

Physical Address

Information Fields	Technical Notes
Unit number	
Street address	
City/town	Use the drop-down list to select
Province/territory	
Postal code	
Country	Use the drop-down list to select
Is the mailing address the same as the physical address?	If No, provide mailing address

Employer Contact

Information Fields	Technical Notes
Family name	Employer contact's last name(s)
Given name	Employer contact's first and middle name(s)
Job title	Employer contact's job title
Phone number	Employer contact's phone number where they can be reached directly
Email	Employer contact's email address where they can be reached directly

Job offer

If you select Yes to having a full-time job offer, the following fields will appear:

Information Fields	Technical Notes
Do you have an indeterminate job offer?	Select Yes or No. If you select No, you will be asked to provide the end date of your job.
Job title	
NOC	Provide your 5-digit NOC code. You can determine the correct NOC code for your job offer by reviewing the Government of Canada's NOC website.
Is the occupation regulated/licensed?	Indicate whether you require licensing or registration to work in this job/NOC in B.C. Select Yes or No
Hours of work per week	Use the average number of hours worked per week over the last 52 weeks or since starting in your role. If you have not yet started working for your employer, use the number of hours you have been offered.
Hourly wage	Enter the hourly wage listed in your job offer. If your job offer does not list your hourly wage, please refer to section 8.4 of the Skills Immigration Program Guide. It is important to accurately calculate your hourly wage. Please note: your hourly wage must NOT include gratuities, bonuses, commissions, etc.
Annual salary	Enter the annual wage listed in your job offer. If your job offer does not list your annual wage, please refer to section 3.10 of the Skills Immigration Program Guide. It is important to accurately calculate your annual wage. Please note: your annual wage must NOT include gratuities, bonuses, commissions, etc. Your annual wage will be verified on the Employer Declaration Form which will be completed by your supporting employer.

Work location

This is where you provide information for all work site locations you will be working at.

Information Fields	Technical Notes
Unit number	
Street address	
City/Town	Use the drop-down list to select
Phone number	
Add a work location	Click the green "+" sign to add more rows

Job Offer tab – Health Authority

Health Authority Details – Health Authority stream applications only

Information Fields	Technical Notes
Which Health Authority is your employer?	Use the drop-down list to select the Health Authority that directly employs you If you are a physician or nurse practitioner select the Health Authority that is supporting your application If you are a midwife, select either the Health Authority that is supporting your application, or the health authority where you provide services. For example, where you have hospital privileges
Name of Hospital, Clinic, Facility or Midwife Practice Group	Provide the name of the main hospital, clinic, facility, or midwife practice group where you will work.

Physical Address – Health Authority stream applications only

Information Fields	Technical Notes
Unit number	
Street address	
City/town	Use the drop-down list to select
Province/territory	
Postal code	
Country	Use the drop-down list to select
Is the mailing address the same as the physical address?	If No, provide mailing address

Health Authority Employer Contact – Health Authority stream applications only

Information Fields	Technical Notes
Family name	Employer contact last name(s)
Given name	Employer contact first and middle name(s)
Job title	Employer contact's job title
Phone number	Employer contact's phone number where they can be reached directly
Email	Employer contact's email address where they can be reached directly

Job offer – Health Authority stream applications only

If you select Yes to having a full-time job offer, the following fields will appear:

Information Fields	Technical Notes
Do you have an indeterminate job offer?	Select Yes or No. If No, you will be asked to provide the end date of your employment contract.
Job title	
NOC	Provide your 5-digit NOC code. You can determine the correct NOC code for your job offer by reviewing the Government of Canada's NOC website.
Does this occupation require licencing or certification/registration with a regulatory body?	Select Yes or No
Do you currently have a copy of this licence or certification?	Select Yes or No
How do you plan to work in this occupation without licencing/certification, and what steps are you taking to meet licencing/certification requirements?	
Hours of work per week	Use the average number of hours worked per week over the last 52 weeks or since starting in your role. If you

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	have not yet started working for your employer, use the number of hours you have been offered.
Hourly wage	Enter the hourly wage listed in your job offer. If your job offer does not list your hourly wage, please refer to section 8.4 of the Skills Immigration Program Guide. It is important to accurately calculate your hourly wage. Please note: your hourly wage must NOT include gratuities, bonuses, commissions, etc.
Annual salary	Enter the annual wage listed in your job offer. If your job offer does not list your annual wage, please refer to section 3.10 of the Skills Immigration Program Guide. It is important to accurately calculate your annual wage. Please note: your annual wage must NOT include gratuities, bonuses, commissions, etc.

Language tab

Test details

Information Fields	Technical Notes
Have you completed a valid English language proficiency test within the past two years?	Select Yes or No. If Yes, you will see the fields listed below.
Type of test taken	The valid language test results must be from one of the following language proficiency tests administered by a designated testing agency: CELPIP-General IELTS General Pearson PTE Core Please refer to the Skills Immigration Program Guide for more information about accepted language proficiency tests
Date of test taken	The name of this field changes, depending on the type of test taken: For CELPIP General tests, this field is "Date of issue"

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	For IELTS General tests, this field is "Date of administrator's signature" For Pearson PTE Core, this field is "Test date"
Listening score	
Reading score	
Writing score	
Speaking score	
Validation number provided on language test certificate	The name of this field changes, depending on the type of test taken: For CELPIP General tests, this field is "Registration number" For IELTS General tests, this field is "Test report form number" For Pearson PTE Core, this field is "Score Report Code"
PIN/Registration ID	This field does not apply to IELTS General For CELPIP General, there is a field for your "PIN" For Pearson PTE Core, there is a field for your "Registration ID"
Have you completed a valid French language proficiency test within the past two years?	Select Yes or No. If Yes, you will see the fields listed below.
Type of test taken	The valid language test results must be from one of the following language proficiency tests administered by a designated testing agency: TCF Canada TEF Canada Please refer to the Skills Immigration Program Guide for more information about accepted language proficiency tests
Date of test taken	For both tests this field is "Date de session"
Listening score	
Reading score	
Writing score	

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Speaking score	
Validation number provided on language test certificate	The name of this field changes, depending on the type of test taken: For TCF tests, this field is "No de l'attestation" For TEF tests, this field is "Attestation No"

Attachments tab

The attachments tab is where you can upload scanned copies of documents to verify the information in your registration (if applicable) and application. Please see part 7: document requirements by stream for lists of documents you and your employer are required to submit. It also provides a description of these documents. The required attachments will vary depending on your stream.

If the required documentation is not provided or is incomplete, it may result in delayed processing or a refusal of your application.

Personal documentation

Information Fields	Technical Notes
Express entry candidacy	If you applied to a stream with the Express Entry BC option, upload your Express Entry Profile Number and Job Seeker Validation Code
Are you currently living in Canada?	Select yes or no
Canadian immigration records	If yes, please upload your work permits, study permits, visitor records, extension applications, etc. Click the green "+" sign to add more rows
Biographical page of passport	
Current photograph (PDF or JPEG)	Please provide a passport-style photograph of you taken within the last 6 months
Do you require a valid B.C. driver's licence for your job offer?	Select yes or no If your job offer requires a driver's licence but you have a Canadian (non-B.C.) driver's license, click no to this question.
B.C. driver's licence	Include the front and back of the licence.

	If your job requires a Canadian driver's licence, you must upload your Canadian (non-B.C.) driver's licence in this field.
Was your work permit issued as a result of a positive LMIA?	Select yes or no If yes, upload your Labour Market Impact Assessment (LMIA)
Language test results	
Did you claim points for language proficiency in English and French?	Select yes or no If yes, upload your language test results in second official language
Current resume / CV	
Did you complete an educational credential assessment (ECA)?	Select yes or no If yes, upload your educational credential assessment (ECA)
Do you require certifications or registrations for your job offer?	Select yes or no
Education Certificates (Diploma, Degree, etc)	Upload your education certificates Click the green "+" sign to add more rows
Did you claim points for a BC PNP eligible professional designation on your registration?	Select yes or no If yes, upload evidence of Professional Designation
Did you claim points for either Regional Experience or Regional Alumni on your registration?	Select yes or no If yes, upload evidence of meeting either Regional Experience or Regional Alumni requirements
Occupational Licence or Certificate	Upload your occupational licence or certification

Spouse information

Information Fields	Technical Notes
Do you have a spouse or common-law partner currently working in Canada on a work permit?	Select yes or no
Spousal Canadian work permit	
Spousal Canadian two most recent pay stubs	Upload of copy of your spouse's two most recent wage statements for employment in Canada

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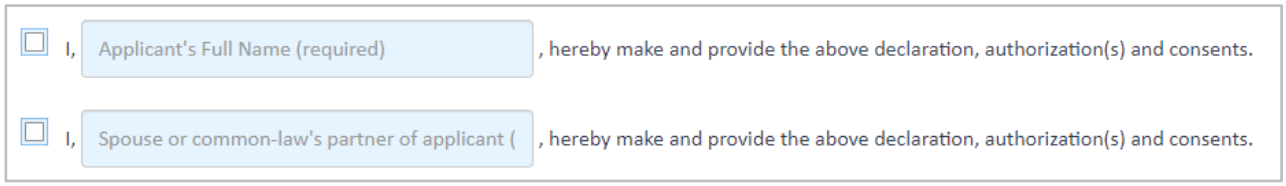
Spousal Canadian employment offer letter	

Employer documentation

Information Fields	Technical Notes
Employer Declaration Form	
Employer recommendation letter	
Signed Job Offer Letter	
Detailed job description	
Evidence of recruitment	
Company information	
Certificate of incorporation	
Municipal business licence	
9-digit National Safety Code (NSC) number (if applicable)	Employers that operate commercial vehicles, such as trucks or buses, require certification with B.C.'s National Safety Code (NSC) Program. If your employer operates commercial vehicles, such as trucks or buses, provide your employer's 9-digit National Safety Code number in any of the employer documentation fields. For example, you may provide a copy of the vehicle registration showing this number.

Submit tab

The last tab contains the declaration and consent. If you agree with the declaration, click the checkbox and enter your full name as it appears on your passport. If you have a spouse, they must also agree to the declaration and consent.



Use of paid representative

You will be asked if you paid a representative to help fill out this form. If you select Yes, you must complete the following fields:

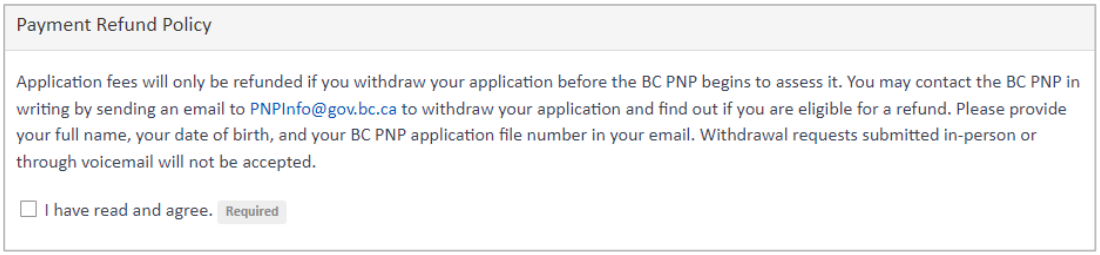
Information Fields	Technical Notes
Representative Family Name(s)	Last name(s) of your representative
Representative Given Name(s)	First and middle name(s) of your representative
Phone number of paid representative	Provide all numbers required to place a call from B.C.

If you have retained a person to represent you **throughout** the BC PNP process, you must also declare them as your representative. Please see your representative section in Part 3 of this guide for information about updating your profile.

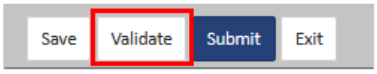
If you have paid a person to help you fill out these forms, but you are **not** authorizing them to represent you throughout the BC PNP process, you only need to complete this section.

Payment Refund Policy

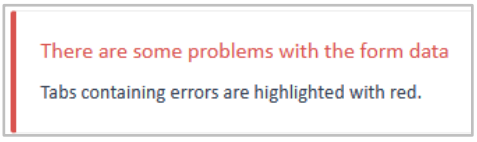
You will be required to check a box to confirm that you understand and agree that application fees will only be refunded if you withdraw your application before the BC PNP begins to assess it.



If you have finished completing your form, you can click *Validate* to verify the information in your application is complete.



If there are any missing pieces of information, you will see the following message:



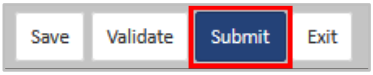
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Click on any tabs with a light red background. When you do so, you will see the field(s) with missing information highlighted in red:

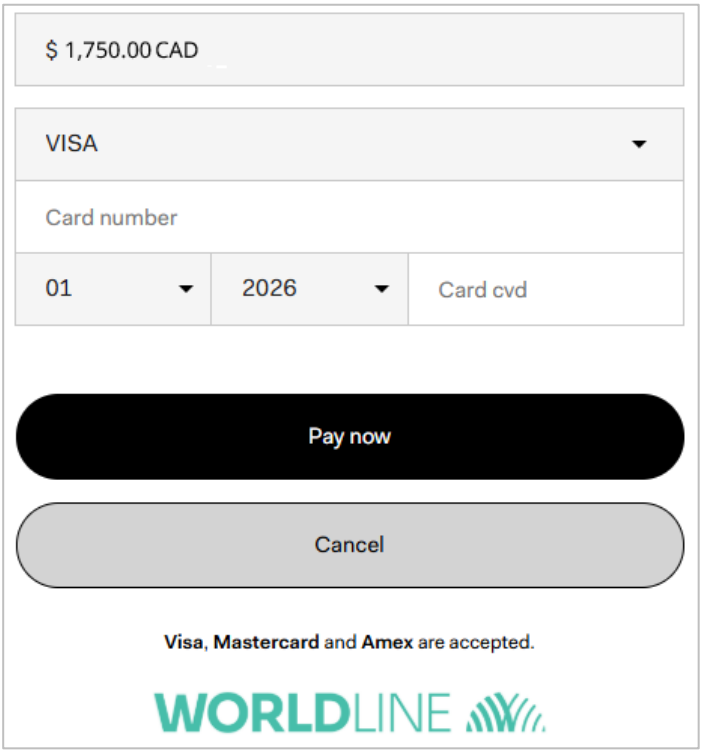


Complete the required information in each tab, then click on the *Submit* tab at the top, and click the *Validate* button at the bottom once again.

If no missing information is found, you will be able to click on the *Submit* button.



You will then be taken to a payment screen to pay the BC PNP application fee.



Enter your credit card details and click *Pay Now*. If the payment is successful, your application will be submitted and you will receive a receipt via email. Receipt details can also be seen on your dashboard.

After your application is submitted, you will be issued an email that includes your application file number and the date your application was received. If you do not receive the confirmation email within 24 hours, please check your email's 'junk' or 'spam' folder. If you are unable to locate your confirmation email, please contact the BC PNP immediately to ensure your submission has been received.

Notify the BC PNP of changes to your application

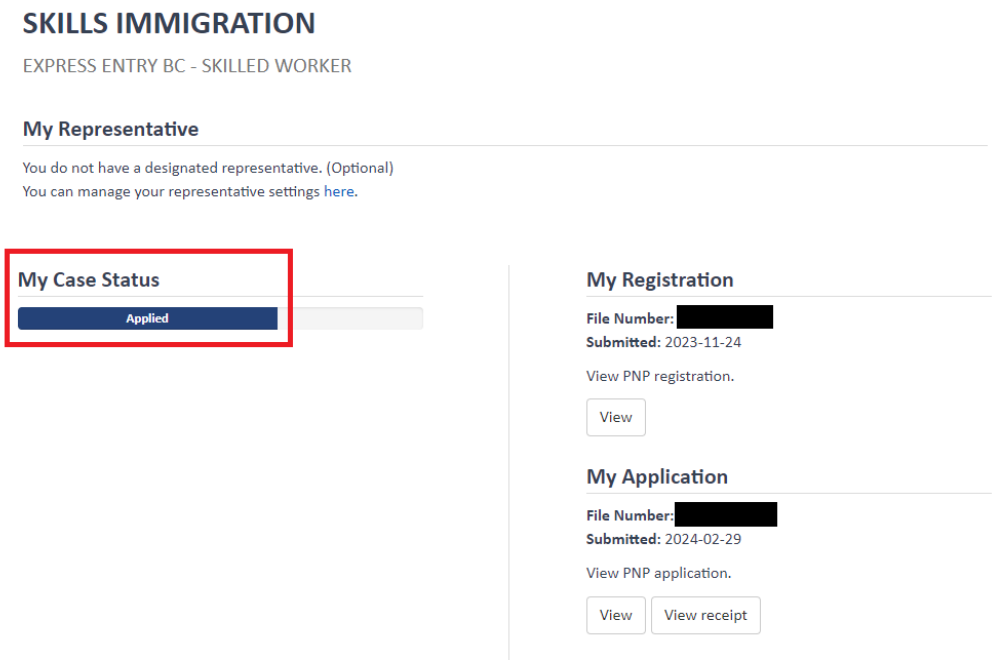
You must notify the BC PNP within 15 calendar days if there are any changes to your B.C. job offer, including, but not limited to, the following:

- Change of employer
- Change of job title and duties
- Decrease in salary
- Decrease in hours of work below 30 hours/week

You can notify the BC PNP by emailing PNPInfo@gov.bc.ca, or by informing program staff assigned to your application.

After submitting your application

After your application is submitted, your Case Status in the BCPNP Online user portal will say "Applied". To view your submitted application form, you can click the View button under "My Application."



You can monitor the progress of your application in the BCPNP Online user portal. This is explained in part 3 of this guide.

Processing times start on the date your complete application is received by the BC PNP, and show how long it may take to make a decision on your Skills Immigration application.

For more information, please see processing times in this guide.

Additional document requests

After you have submitted your application, it will be assessed for completeness and eligibility.

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At any point in the BC PNP process, staff may contact you, your employer or third parties to request further information or documents to substantiate the information provided in your registration or application.

Please refer to section 1.6 of the Skills Immigration Program Guide to learn more about information gathering.

Part 6 of this guide lists minimum document requirements by stream, and instructions on how to prepare your documents.

Request to withdraw your application

To withdraw your application:

- Contact the BC PNP to find out if you may be eligible for a refund
    - Please provide your full name, your date of birth, and your BC PNP application file number in your email request.
    - Withdrawal requests submitted in-person or through voicemail will not be accepted
- Once you have heard back from the BC PNP, confirm by email that you would like to withdraw your application

To apply under a different stream or Express Entry BC option:

- Follow the steps above to withdraw your BC PNP application
- Once your application is withdrawn, you can complete a new registration for the appropriate stream or Express Entry BC option
- Once you submit your registration, it will go into the registration pool for your stream
- Await a new invitation to apply.

For more information about the BC PNP's refund policy, see section 7.5 of the Skills Immigration Program Guide.

Part 5: Decision

Becoming a provincial nominee

If your application is approved, you become a B.C. nominee. You will receive a nomination package within a week or two after the nomination decision is made, which will include your ongoing conditions of nomination, your confirmation of nomination, and a work permit support letter (if applicable).

Information about the next steps to take after you are nominated, such as applying to the federal government for permanent residence, maintaining your conditions of nomination, and requesting post-nomination support, can be found in the Skills Immigration Post-Nomination Guide.

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Applications that are not approved

If your application is *not* approved, and you believe the decision was not fair or reasonable, you can request a review of the decision. This is explained in part 7 of this guide.

The BC Provincial Nominee Program is only one means of applying for permanent resident status in Canada. You may wish to explore the programs offered through Immigration, Refugees and Citizenship Canada (IRCC) by consulting their website at www.ircc.canada.ca.

Part 6: Documentation Requirements by stream

You must provide documentation to verify the information you declare in your registration and application.

The following tables list the minimum documentation required for each stream. The tables are separated in two sections. One includes documents that must be provided by you, and the other includes documents that must be provided by your supporting B.C. employer.

BC PNP staff may request additional information or documents through email to substantiate the information provided in your registration or application. If the required documentation is not provided, or if information you declared cannot be verified, your application may be considered incomplete and will not be approved.

Preparing documents for submission

This section explains how to prepare documents for submission to the BC PNP. Whether you are uploading documents to your application, or responding to an email request from BC PNP staff, all documents must be:

- Clear, scanned copies
- Saved as a PDF
- Less than 3MB for each individual file
    - This is enough for most documents scanned at 300dpi or lower
- In English
    - If your documents are not in English, you must provide a certified translation with photocopies of the originals.
    - Translated documents must be stamped and certified by a person officially authorized to notarize documents as accurate translations.
    - Translators who are certified members in good standing of one of the provincial or territorial organizations of translators and interpreters of Canada do not need to supply an affidavit.
    - Translated documents must contain the date of translation, the translator's signature and certification number.

Please do not submit any documents containing identifying personal information of individuals who are not the BC PNP applicant. Personal information that is not related to the BC PNP applicant should be redacted.

For additional information, please refer to the section on document descriptions.

BC PNP forms can be found on the documents page of our website.

Skilled Worker stream

	The applicant must provide:
	Express Entry candidacy from IRCC *(if using Express Entry BC)*
	Canadian immigration records (if applicable)
	Valid B.C. or Canadian driver's licence (if required by the employment job offer)
	Biographical page of passport
	Current photograph
	Labour Market Impact Assessment (if applicable)
	Language test results (if applicable)
	Current resume/C.V.
	Educational Credential Assessment (if applicable)
	Education Certificates (Diploma, Degree, etc.)
	Occupational Licences or Certificates
	Spouse's Canadian work permit (if applicable)
	Spouse's two most recent pay stubs in Canada (if applicable)
	Spouse's employment offer letter from a Canadian employer (if applicable)
	Evidence of meeting BC PNP-eligible Professional Designation (if applicable) For example, trades apprentices must submit a Skilled Trades BC Official Program Transcript
	Evidence of meeting Regional Experience or Regional Alumni (if applicable)
	Use of Representative – Applicant form (if applicable).
	The B.C. employer must provide:
	Signed BC PNP Employer Declaration Form

	Recommendation letter
	Signed job offer
	Detailed job description
	Evidence of recruitment efforts
	Company information
	Certificate of incorporation (or legal equivalent)
	Evidence they are able to legally operate a business in B.C.
	Vehicle registration showing employer's 9-digit National Safety Code number (if applicable)
	Use of Representative – Employer form (if applicable)

Health Authority stream (direct employees)

Direct employees must provide:	
	Express Entry candidacy from IRCC (if using Express Entry BC)
	Canadian immigration records (if applicable)
	Biographical page of passport
	Current photograph
	Valid B.C. driver's licence (if required by the employment job offer)
	Labour Market Impact Assessment (if applicable)
	Language test results (if applicable)
	Current resume/C.V.
	Occupational licences or certificates (if applicable)
	Education certificates (diploma, degree etc.)
	Spouse's Canadian work permit (if applicable)
	Spouse's two most recent pay stubs in Canada (if applicable)
	Spouse's employment offer letter from a Canadian employer (if applicable)
	Use of Representative – Applicant form (if applicable)

The B.C. Health Authority or equivalent must provide:	
	Signed BC PNP Employer Declaration Form
	Recommendation letter
	Copy of the job offer
	Detailed job description
	Use of Representative – Employer form (if applicable)

Health Authority stream (physicians, nurse practitioners, and midwives)

Physicians, nurse practitioners, and midwives must provide:	
	Express Entry candidacy from IRCC (if using Express Entry BC)
	Canadian immigration records (if applicable)
	Biographical page of passport
	Current photograph
	Labour Market Impact Assessment (if applicable)
	Language test results (if applicable)
	Current resume/C.V.
	Education certificates (diploma, degree etc.)
	Occupational licences or certificates
	Use of Representative – Applicant form (if applicable).
The B.C. Health Authority must provide:	
	Signed BC PNP Employer Declaration Form Physicians and nurse practitioners: this form must be signed by a delegated and authorized employee of the health authority supporting your application Midwives: this form must be signed by a delegated and authorized employee of the health authority supporting your application or by your practice group
	Signed job offer letter Midwives: you may provide your letter of confirmation from a practice group in lieu of a signed job offer letter

	Recommendation letter Physicians and nurse practitioners: the recommendation letter must be provided by a delegated and authorized employee of the health authority supporting your application or by the owner/operator of the medical facility where you work Midwives: the recommendation letter must be provided by a delegated and authorized employee of the health authority supporting your application or by your practice group
	Detailed job description
	Use of Representative – Employer form (if applicable)

Temporary Rural/Remote Health Support initiative

The applicant must provide:	
	Canadian immigration records
	Valid B.C. driver's licence (if required by the job offer)
	Biographical page of passport
	Current photograph
	Labour Market Impact Assessment (if applicable)
	Language test results
	Education certificates (diploma, degree etc.)
	Wage statements for the previous nine months
	Educational Credential Assessment (ECA) (if applicable)
	Occupational Licences or Certificates
	Current resume/C.V.
	Spouse's Canadian Work Permit (if applicable)
	Spouse's two most recent pay stubs in Canada (if applicable)
	Spouse's employment offer letter from a Canadian employer (if applicable)
	Evidence of meeting BC PNP-eligible Professional Designation (if applicable) For example, trades apprentices must submit a Skilled Trades BC Official Program Transcript

	Evidence of meeting Regional Experience or Regional Alumni (if applicable)
	Use of Representative – Applicant form (if applicable).
The B.C. employer must provide:	
	BC PNP Employer Declaration Form
	Recommendation letter
	Signed job offer
	Detailed job description
	Company information*
	Certificate of Incorporation (or legal equivalent)*
	Evidence they are able to legally operate a business in B.C.*
	Wage statements for the previous nine months
	Evidence of recruitment efforts (if applicable)*
	Use of Representative – Employer form (if applicable)

*If your employer is a public health authority, you can re-upload the signed Employer Declaration Form in lieu of these documents

Description of documents

Description of required documents about the applicant

Use of Representative – Applicant form: If you are authorizing someone to represent you throughout the BC PNP process, you must submit this form. Please refer to part 2 of the Skills Immigration Program Guide for information about declaring a representative.

Please note: The Use of Representative – Applicant form is uploaded to your profile in the BCPNP Online user portal instead of your registration or application form.

BC PNP forms can be found on the documents page of our website.

Biographical page of passport: The biographical page of your passport is the page in the passport with the name, photo, passport/travel document number, issue date, expiration date, and signature.

Canadian immigration records: Copies of all Canadian immigration records must be provided. This includes all work permits, study permits or visitor records that you have recently obtained.

If your application includes other family members who have recently visited Canada, a copy of all their Canadian immigration records must also be provided.

Current photograph: You must provide a passport-style photograph taken within the past six months. You do not need a guarantor. Spouses/common-law partners and dependants do not need to submit photographs.

Education certificates (diplomas, degrees etc.): Your education certificates (i.e. parchments) must be provided if you received points for education or if your education is required for the position you have been offered.

Educational Credential Assessment (ECA): If you included the results of your Educational Credential Assessment (ECA) in your Express Entry profile, upload the ECA from a designated agency.

Education transcript(s): A copy of the official transcript from your post-secondary institution.

Express Entry candidacy from IRCC: (Express Entry BC option only) You must provide your Express Entry Profile Number, and Job Seeker Validation Code, as proof you are in IRCC's Express Entry pool. Documents that do not include your full name will not be accepted.

Note that the BC PNP may request additional documentation to verify placement into the Express Entry pool. The IMM5786 letter from IRCC displays this information.

Labour Market Impact Assessment (LMIA): A copy of your LMIA is required if your work permit was issued as a result of a positive LMIA issued by Service Canada.

Language test results: You must provide valid language tests to verify your English and/or French language proficiency. Valid language test results include a copy of the IELTS test results form, the CELPIP official score report, the PTE score report, the test d'evaluation de Français (TEF) or the Test Connaissance du Français (TCF) as a PDF file.

Please note: the BC PNP may request an original copy of the test results if needed.

Occupational licenses or certificates: Clear, scanned copies of licenses, certificates and credentials that are relevant for your occupation.

In some cases, an occupational licence may include a valid B.C. driver's licence.

If your job requires mandatory licensing or certification, but you do not yet have your full credential, you must provide evidence from a third party, for example, a letter from a B.C. regulator, that confirms these requirements will shortly be met.

Professional Designation: If you claimed registration points for having a professional designation, you must provide evidence to demonstrate you have completed a BC PNP- eligible professional designation in B.C. Your designation must correspond to your job offer.

If you are a trades apprentice, you must submit a copy of your Skilled Trades BC Official Program Transcript.

Regional Alumni: If you claimed additional points for Regional Alumni, you must provide evidence that you meet the requirements as stated in the current version of the Skills Immigration Program Guide. This can be demonstrated by providing a copy of your education certificate or transcripts from an eligible public post-secondary institution.

Regional Experience: If you claimed additional points for Regional Experience, you must provide evidence that you meet the requirements as stated in the current version of the Skills Immigration Program Guide. You must clearly demonstrate where you worked, the duration in which you obtained your paid experience, your hourly and the average number of hours you worked during this time.

Evidence of this may include, but is not limited to:

- Wage statements
- Job offer letter
- A copy of your T4
- A copy of your Notice of Assessment issued by the CRA
- A copy of your tenancy agreement or mortgage document demonstrating the length of your period of residence in B.C.

Resume/CV: Include an up-to-date copy of your resume showing current employment experience, education, etc. The resume should also include the dates and positions for all previous employment experiences.

Wage statements: (Temporary Rural/Remote Health Support initiative only) You must provide your wage statements for the 9 months of employment immediately prior to registering with the BC PNP, and for the time between submitting a registration and application.

Description of required documents about the applicant's family

Canadian immigration records: If your application includes other family members who have recently visited Canada, a copy of all their immigration records must also be provided. This includes all work permits, study permits or visitor records that were recently obtained.

Minimum income threshold: To consider your spouse or common-law partner's wage in B.C. as part of your family income, you must provide your spouse's:

- Canadian work permit
- Employment offer letter from a B.C. employer
- Two most recent pay stubs from their B.C. employer

Description of required documents about the supporting employer

The employer supporting your application must submit documentation as part of a complete application. In most cases, these documents are provided to you, and you then upload the documents as part of your online application. Your employer may also submit documentation via email to PNPInfo@gov.bc.ca. The email should include your full name and your BC PNP application number.

Employer Declaration Form: All sections of the Employer Declaration Form must be completed. Responses that do not directly answer the questions in each section, or that provide vague, imprecise statements such as 'not applicable,' or 'employee on valid work permit' will be considered incomplete and your application may be refused.

This form must also be signed by the supporting B.C. employer.

If you are employed by a B.C. health authority, the Employer Declaration Form must be signed by a delegated and authorized employee of the health authority.

Midwives must also provide a signed Employer Declaration Form. If you are a midwife, this form can be completed by a B.C. health authority or your practice group.

Please refer to section 6.4 in the Skills Immigration Program Guide for information about who is authorized to sign this form.

Recommendation letter: The supporting B.C. employer must submit a recommendation letter on your behalf. This letter should outline why the employer is recommending you for nomination and for permanent residence, how you are qualified for the position, the recruitment process they undertook before offering the position to you, and how you will contribute to the company or organization.

Physicians and nurse practitioners who have the support of a B.C. health authority, but are not directly employed by the health authority, can provide a recommendation letter from the B.C. health authority, or the clinic where you are working in B.C.

Midwives can provide a recommendation letter from a B.C. health authority or your midwife practice group in B.C.

Signed job offer letter: The job offer letter must be written on official company letter and be signed and dated by an employee, or owner, of your supporting employer who is authorized to hire employees. You must also sign and date the job offer letter to confirm that you accept the offer. Your job offer letter must also include the following details:

- Your job title and duties
- Your hourly and annual wage
- Your regular hours of work
- Your work location, and whether you will regularly work remotely
- That your position is indeterminate and full-time (at least an average of 30 regular hours a week)
  Any discretionary benefits in addition to those required by law (such as pension and medical plans, disability insurance, sick pay, accommodation and meal allowances, and extra paid vacations)

If the job offer is covered by a collective agreement, a reference to the agreement

Certificate of Incorporation: A copy of the certificate of incorporation for your supporting B.C. employer must be provided. Incorporation documents can be obtained directly from your supporting employer.

Employers with other types of business structures with a permanent establishment in B.C. can provide the legal equivalent to a certificate of incorporation. For example, non-profit organizations that are not incorporated, can provide proof of registration under the Societies Act, etc.

If your supporting employer is a public agency in B.C., your employer can re-upload the Employer Declaration Form in lieu of the certificate of incorporation.

Company/Organization information: Provide a brief (1 page) profile of the company's business activities, as a PDF file or Word document. If the business is a franchise, provide a profile of the franchisee rather than the parent franchise.

Detailed job description: Your supporting B.C. employer must provide a detailed job description for the position offered to you. This should include the specific duties and responsibilities of the position, and the requirements for the job (applicable education, certification or licensing, work experience and language proficiency).

Evidence the employer can legally operate a business in B.C.: The supporting B.C. employer must provide evidence that they are authorized to operate a business in B.C. This usually includes a valid municipal business licence.

Regulated businesses and industries must also demonstrate that your employer has approval from the industry's governing body to operate.

Employers supporting early childhood educator or assistants must demonstrate they are licensed by a provincial health authority to operate a child care facility.

National Safety Code (NSC) number: The supporting B.C. employer must provide a copy of their 9-digit National Safety Code (NSC) number. For example, they may provide a copy of the vehicle registration showing this number. The carrier name associated with the 9-digit NSC number must match your employer's legal name on your BC PNP application.

Use of Representative – Employer form: If the supporting employer is authorizing someone to represent them, they must complete a Use of a Representative – Employer form. You must submit your employer's form at the time you apply.

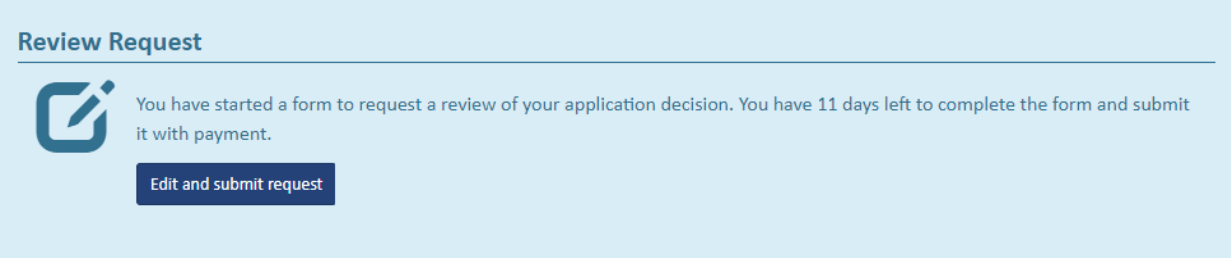
Part 7: Request for Review

If your BC PNP application is refused, you can request a review of the decision. The purpose of a request for review is to determine whether the refusal decision was unreasonable or procedurally unfair. Please refer to section 7.7 in the Skills Immigration Program Guide.

When you receive a refusal decision from the BC PNP, the refusal will include a link to an online form for requesting a review of the decision. This link is specific to your case and will not work for other decisions.

To proceed with a request for review, click the link. This will initiate your Request for Review. Once you have started the form, the link will no longer work, but you will be able to access your Request for Review form through the BC PNP Online user portal.

Once you have clicked the link, log in to the BCPNP Online user portal to complete the form.



If you experience any issues with the link included in your refusal decision, please contact the BC PNP immediately.

Complete all tabs of the Request for Review form

The first tab of the Request for Review form is the **personal information tab**. The fields on this tab will be auto-filled with the personal and contact information you provided in your profile.

You will be asked to confirm that your profile and representative information is correct and up to date. If you wish to make changes to either, you can click the *Edit profile* or *Edit representative* button.

Once you have confirmed the information is correct, click the *Proceed* button.

The next tab of the Request for Review form is the **file information tab**. The fields on this tab will be auto-filled from your BC PNP application.

Grounds for Review Request

Your complete review request must **identify the grounds** on which you are requesting a review. To do this, select "Yes" to one of the following:

Information Fields	Technical Notes
Unreasonable decision	Select this option if you believe the decision was unreasonable. A reasonable decision is defined as: Within the range of decisions that could be reasonably supported by the evidence before the decision maker Made on the basis of the program criteria at the time of decision

Procedurally unfair	Select this option if you believe the decision was procedurally unfair. A procedurally fair decision is defined as: The decision was based on a fair process The decision maker provided an opportunity to respond to concerns

If you select Yes to either, a field will appear in which you can type a detailed explanation of your reasons for requesting a review of the BC PNP's decision. These fields have a limit of 1,000 characters. If your explanation is longer than the limit, you can upload a document with your explanation in the Attachments tab.

Attachments tab

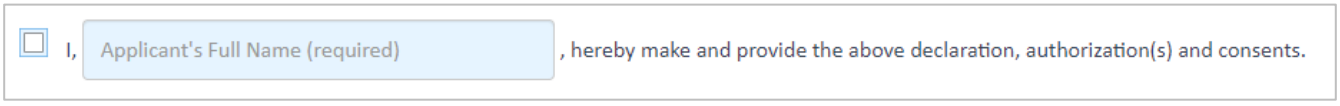
The following documentation is required when requesting a review:

- A copy of your passport biographical and signature page (if separate)
- A copy of your BC PNP decision letter which will be used to verify that your letter is valid

You can also upload additional documents to support your request.

Submit Tab

The last tab presents you with the declaration and consent that you must read and agree to in order to submit your request for review. In doing so, you must click on the checkbox and enter your full name as it appears on your passport.



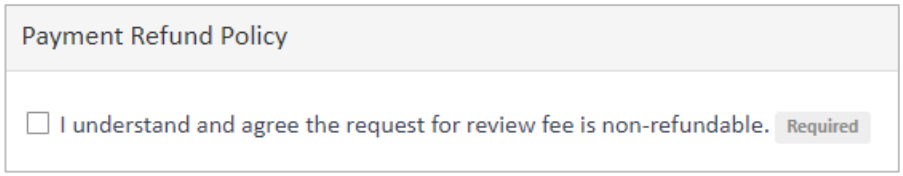
Use of paid representative

You will be asked if you hired a paid representative to help fill out this form. If you select Yes, the following fields will appear:

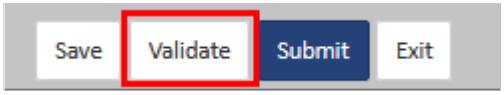
Information Fields	Technical Notes
Representative Family Name(s)	Last name(s) of your representative
Representative Given Name(s)	First and middle name(s) of your representative
Phone number of paid representative	Provide all numbers required to place a call from B.C.

Payment Refund Policy

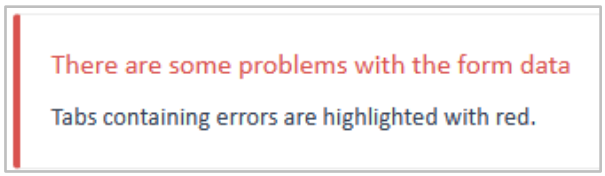
You will be required to check a box to confirm that you understand and agree that the request for review fee is **non-refundable**.



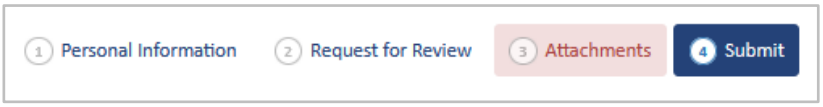
If you have finished completing your form, you can click *Validate* to verify the information in your review request is complete.



If there are any missing pieces of information, you will see the following message:

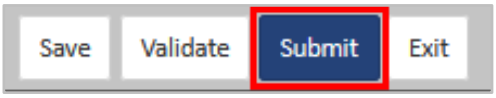


Click on any tabs with a light red background. When you do so, you will see the field(s) with missing information highlighted in red.

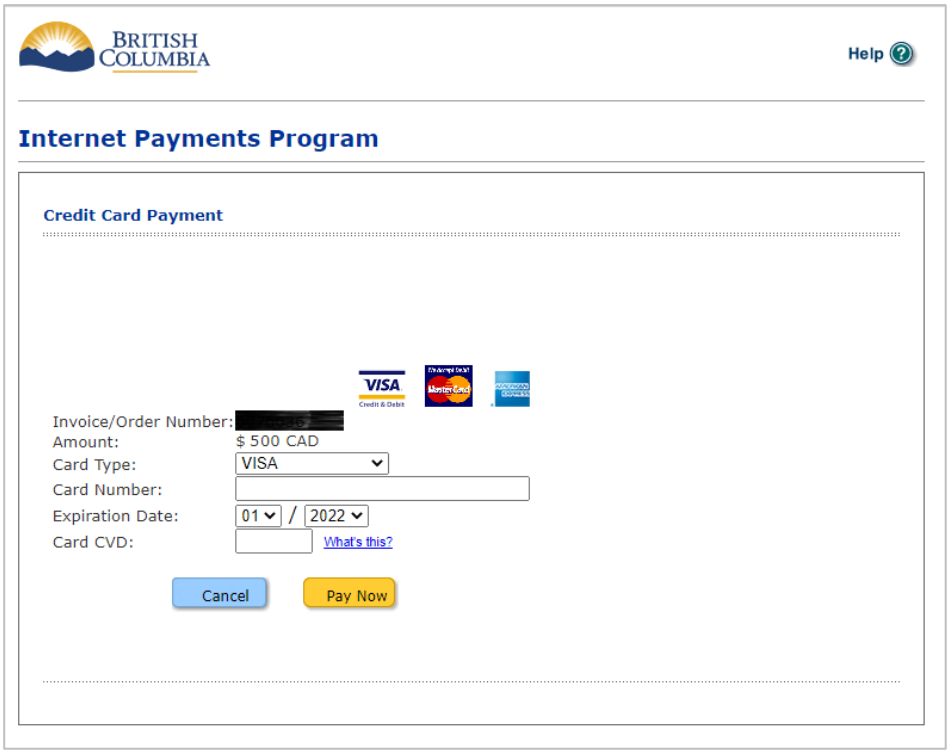


Complete the required information in each tab, then click on the *Submit* tab at the top, and click the *Validate* button at the bottom once again.

If no missing information is found, you will be able to click the *Submit* button.



If all the information in your review request is complete, you will be taken to a payment screen to pay the application fee.



Enter your credit card details and click *Pay Now*. If the payment is successful, your request for review will be submitted, and you will receive an emailed receipt and confirmation of your review request. You will also see receipt details on your dashboard.

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