



**Ministry of Economic Development, Job Creation and Trade**

# **Application Guide: PhD Graduate Stream**

**Ontario Immigrant Nominee Program**

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**Disponible en français**

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**PLEASE NOTE THAT THIS GUIDE IS AN EXPLANATORY DOCUMENT ONLY. PLEASE REFER TO THE [ONTARIO IMMIGRATION ACT, 2015](#) AND ITS REGULATIONS. TO THE EXTENT THAT THERE IS ANY DISCREPANCY BETWEEN THIS GUIDE AND THE ACT OR ITS REGULATIONS, THE ACT AND REGULATIONS GOVERN.**

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# 1.0 INTRODUCTION: PhD GRADUATE STREAM

## 1.1 What is the PhD Graduate Stream?

The PhD Graduate Stream provides international students with PhD degrees an opportunity to live and work permanently in Ontario. This stream enables the Ontario Immigrant Nominee Program (OINP) to nominate individuals who have the required education and other requirements to help them successfully establish and integrate into Ontario's labour market and communities. Applicants do **not** need a job offer to apply.

Once you receive a nomination from Ontario, you must apply to Immigration, Refugees and Citizenship Canada (IRCC) for permanent residence. Regular IRCC application fees will apply. For more information, please visit the [IRCC website](#).

## 1.2 OINP e-Filing Portal

All applicants must apply to the PhD Graduate Stream online through the OINP e-Filing Portal. Applicants and representatives must register for a ONE-key account and create a profile in the e-Filing Portal before submitting an application.

The application will take approximately two hours to complete. It does not have to be completed in one session. You can save your work as you go and return to complete it at another time. However, you must submit your application to the OINP within **14 calendar days** after registering a profile in the OINP e-Filing Portal.

Your online application will only be considered complete if you have:

- Answered all mandatory fields in the online application,
- Uploaded all required supporting documentation,
- Read and agreed to all declarations and authorizations, and
- Made an electronic payment of your application fee.

The application fee for the PhD Graduate Stream is **\$1,500**.

Please note that your application will not be deemed complete until it is reviewed for completeness by the OINP. If your application is found to be incomplete, it will not be processed and your payment will be refunded.

Please see [section 4.0](#) for more information on how to complete an application online.

## 2.0 ELIGIBILITY CRITERIA

To be eligible for nomination under the PhD Graduate stream, you must meet the criteria outlined in sections 2.1 to 2.6.

**IMPORTANT:** Please refer to the Document Checklist in [Appendix 1](#) for a list of supporting documents that you must include with your application.

### 2.1 Education

All applicants must have **completed the requirements** necessary to obtain a PhD degree from an eligible Ontario institution and have completed **at least two years** of the degree requirements while lawfully living and studying in Ontario.

The list of eligible Ontario institutions offering PhD programs can be found on the [OINP website](#).

### 2.2 Residency in Ontario

All applicants must demonstrate at least **one year** (12 cumulative months) of **residence in Ontario** in the past two years prior to the application submission date.

You will be required to provide documentation with your full name and address in Ontario to prove that you meet this requirement. Supporting documents may include, but are not limited to:

- phone bills, car insurance, house/apartment insurance, hydro or energy bills,
- leasing document demonstrating residence, and/or
- pay stubs from an Ontario employer, if applicable.

**Important:** The OINP does **NOT** accept credit card statements to support residency requirements.

### 2.3 Settlement Funds

You must possess sufficient funds and/or income to cover the settlement costs for yourself and your dependent family members, whether they are accompanying you to Ontario or not. Dependent family members can include your spouse or common-law-partner, your children under the age of 22 and their children.

The settlement fund requirement can be met through one or both of the following:

1. Unencumbered funds that are readily transferable in a convertible currency that meet or exceed the required amount for your family size.  
“Unencumbered” means that your funds are easily accessible and free of debt or other financial liability. You must be able to use this money to pay the costs of living for you and your dependent family members; **and/or**
2. A job offer in Ontario with a salary that meets or exceeds the required funds for your family size, or a salary, that when combined with your savings, meets or exceeds the required funds for your family size.

To determine the settlement funds required for your family size, please review the chart found on [IRCC’s website](#). These amounts are updated every year.

**Note:** If the number of family members in your household changes (e.g., through marriage, birth of a child, death, divorce, etc.), you must inform OINP. See [section 5.4](#) on Changes in Personal Information.

You must maintain the minimum amount of funds required from the time of application submission up until the time a decision is made on your application.

To demonstrate that you meet the settlement funds requirement, you must submit **copies of six months of your most recent bank statements**. All applicants must submit their bank statements, including those who are claiming ongoing employment income in Ontario.

- The bank statements must include your name or your spouse or common-law partner’s name, account number, transit and institution number, account balance and currency.
- The bank statements must also demonstrate a personal account standing/final balance that meets or exceeds the required settlement funds, unless you submit further documentation to support your funds.

If you provide bank statements in your spouse or common-law partner’s name, you must include a letter from the financial institution and/or your spouse or common-law partner indicating that you have access to these funds.

If your bank statements include a one-time large deposit to meet the settlement fund requirement, you must include additional documents to explain the source of funds. This may include an affidavit attesting to the source of funds, additional bank statements and/or remittance forms issued by a bank confirming the wire transfer of funds to your account.

If your account balance on your bank statements does not meet or exceed the settlement fund requirement, you may also submit copies of your fixed term deposits, stocks, mutual funds, investments, and/or pensions to demonstrate you have the required funds. However, you must confirm that these funds can be immediately liquidated and indicate at what value, and that they are free of debt or financial liability.

**Remember:** all of your funds must be immediately accessible and transferable in a convertible currency in order for the funds to contribute towards your required settlement funds.

You may also claim your ongoing employment income in Ontario **OR** a valid job offer in Ontario to satisfy the settlements funds requirement if you do not possess the minimum amount of funds. To be eligible, you must be currently residing in Ontario and be able to legally work in Canada. You will be required to submit proof of your employment or job offer in Ontario to demonstrate your salary.

**Note:** The OINP may request additional proof of funds (i.e. more recent bank statements) at any point during the processing of your application.

## 2.4 Intention to Reside in Ontario

All applicants must intend to reside in Ontario.

You will be required to list your established ties to Ontario that can include, but are not limited to, the following:

- Current and/or previous employment in Ontario,
- Job offers or jobs applied/interviewed for in Ontario,
- Education in Ontario,
- Volunteer work in Ontario,
- Lease agreements for a residence in Ontario or property ownership,
- Professional networks and affiliations,
- Family ties,
- Social connections or personal relationships, and/or
- Previous visits to Ontario.

## 2.5 Legal Status in Canada (if applicable)

If you are residing in Canada, you must have legal status in Canada at the time of application and should maintain it until the time of nomination. This means that you are authorized to enter and remain in Canada as a temporary resident for a specific period of time, either as a visitor, worker or student. You must be in possession of a valid visitor record, work permit or study permit, or be a visa-exempt foreign national.

If your temporary status document (i.e. visitor record, work permit, study permit) has expired, you may still apply to the OINP from within Ontario if you have submitted an application to Immigration, Refugees and Citizenship Canada (IRCC) to renew/extend your temporary status document before its expiry date. In these cases, you are considered to be in **implied status**. You can remain in Canada and continue to work or study under the same conditions as your existing permit until a decision is made on the pending application.



## 2.6 Application Period

You must submit your application to the OINP **within two years** of completing the requirements necessary to obtain your PhD degree. For OINP purposes, this will be the date on your degree, or if your degree has not yet been granted, the date on your official letter from your academic institution stating when your degree will be granted. For example, if your degree indicates June 1, 2017, you must apply before June 1, 2019.

## 2.7 Who is Not Eligible to Apply

The following individuals are not eligible to apply under the PhD Graduate Stream:

- Individuals who have not yet completed their PhD degree. The OINP will not accept applications from international students who are in their final semester of studies. Applicants must have **met all** the degree requirements at the time of application.
- Individuals who completed their PhD degree more than two years ago.
- Individuals who are the recipient of a grant, bursary, or scholarship that requires them to return to their home country or another jurisdiction (another Canadian province/territory or another country) after the completion of their studies (provided that the obligations have **not** been fulfilled).
- Individuals who currently live in Canada without legal status.

### **IMPORTANT: NOTE ON REFUGEE CLAIMANTS**

Refugee claimants with a pending application to remain in Canada are not eligible to apply to OINP. Refugee claimants whose claim has been rejected, abandoned, or withdrawn must exit Canada prior to applying to OINP. Refugee claimants may only apply to OINP once they have left Canada.

For more information related to refugee claimants, visit the [Immigration, Refugees, and Citizenship Canada \(IRCC\) website](#).

## 3.0 BEFORE SUBMITTING AN ONLINE APPLICATION

Before submitting your application to the OINP, you should ensure that you meet all stream requirements.

Your online application will only be considered complete if you have:

- Answered all mandatory fields in the online application,
- Uploaded all required supporting documentation,
- Read and agreed to all declarations and authorizations, and
- Made an electronic payment of your application fee.

### 3.1 Access the OINP e-Filing Portal

You must access the OINP e-Filing Portal directly from the [OINP website](#) where you will find further [instructions on how to register](#) for, and apply to, the PhD Graduate Stream.

#### **Important:**

- You may only register once for the PhD Graduate Stream.
- Once you complete your registration, you have **14 calendar days** to complete and submit your application to the OINP. After 14 days, your registration will expire and be withdrawn by the OINP.

For more information about completing your online application, please see [section 4.0](#).

### 3.2 Authorizing a Representative

If you receive help from someone with your application to the OINP, you must disclose this fact to the OINP. In addition, if you wish for this individual to act on your behalf with the OINP, you must authorize this individual as your representative before completing your online application.

#### **Please note the following important information about using a representative:**

- All representatives, whether paid or unpaid, must be disclosed to the OINP.
- You may only have one active representative at a time, and this representative may **only** be appointed using the processes outlined below.
- All representatives must use their representative account to submit an application on your behalf. Representatives must **not** submit an application through your ONE-key account.
- If you have not appointed a representative, you are prohibited from using the email address or mailing address of a representative in your application.
- Once a representative is authorized to act on your behalf during the OINP application process, all OINP communications will be directed to your representative. However, you may log in to your ONE-key account at any time to view the status of your application.
- Note that even if you have a representative, you are still responsible for the accuracy and completeness of information that is provided to the OINP.

**IMPORTANT:** You must disclose the use of a representative to the OINP. If the OINP discovers that you have not disclosed a representative, the program may return or refuse your application.

For information on how to choose a representative and for tips about how to protect yourself from fraud, please visit [IRCC's website](#).

### **3.2.1 Who is a Representative?**

A representative is a person who has permission to conduct business on your behalf. The representative can be paid or unpaid.

Paid authorized representatives are defined under the *Ontario Immigration Act, 2015* and include:

- citizenship or immigration consultants who are members in good standing of the [Immigration Consultants of Canada Regulatory Council](#),
- lawyers who are members in good standing of a [Canadian provincial or territorial law society](#), and
- notaries who are members in good standing of the Chambre des notaires du Québec.

**Note:** Please note that the Program only recognizes the representatives listed above as authorized to charge you a fee or receive any other type of payment.

If you appoint a paid representative who is not recognized by the Program as a paid authorized representative (as listed above), you will be contacted by the OINP and advised that the individual must be removed or replaced as the representative.

You may appoint an unpaid representative to conduct business on your behalf with the OINP. Unpaid representatives include:

- family members,
- friends, and
- other third parties who do not charge a fee.

### **3.2.2 How to Authorize a Representative Online**

#### **Before Registering**

Your representative must access the OINP e-Filing Portal directly from the [OINP website](#) where they will find [further instructions](#) on the process to register as a representative and submit an application to the PhD Graduate Stream on your behalf.

If you have not registered a profile in OINP e-Filing Portal, you will receive two emails from the OINP after your representative registers a profile on your behalf.

- The first email will include your enrollment number and the second will include your PIN number.
- You must then sign up for a *ONE-key* account using these two numbers.
- Once logged into the e-Filing Portal, you can authorize your representative.

Your representative will only be able to complete your online application after having been authorized by you to do so.

### **After Registering**

However, if you have already registered a profile in the OINP e-Filing Portal and you now wish to authorize a representative after the fact, you must complete the following steps:

1. Provide your representative with the application number found under "File Number" on the main page of your OINP e-Filing Portal.
2. Your representative must then log in to their *ONE-key* account and select "Add an Existing Application" on their main page.
3. Your representative will need to enter your "File Number" and your email address in the boxes provided.
4. Once your file number appears, your representative can click on "Add this Application".
5. Once your representative successfully adds your application, you will receive an email notification from the OINP asking you to log in to your *ONE-key* account to authorize this representative. You can do so by clicking on "Authorize" found on the section entitled "My Representative".
6. Once authorized, your representative will be able to log in to their *ONE-key* account and view and/or continue your application. **Note:** any fields that you have already filled out in your application will appear as read-only for your representative.

### **3.2.3 Cancelling a Representative**

You may cancel your representative at any time. To do so, log in to your OINP e-Filing account via *ONE-key* and select "Cancel" under the "My Representative" section.

Once you have cancelled your representative, they will no longer be able to access any information about your application with the OINP, nor will they be authorized to conduct any business on your behalf. You will become the primary contact for the OINP.

### 3.3 Document Translation and Notarization

If a supporting document is not in English or French, you must provide a copy of the document and a complete, **certified or notarized translation** of the document.

If you are applying from within Ontario, the translations must be completed by a **certified translator** accredited by the Association of Translators and Interpreters of Ontario (ATIO). For more information on certified translators in Ontario, visit the [ATIO's website](#).

If you are applying from within Ontario but cannot locate a certified translator accredited by ATIO with proficiency in the language required for translation, the translation may be completed by any translator as long the translation is **notarized**. To request this exception, the applicant must include a letter to explain why the translations are not certified and demonstrate their efforts to locate a certified translator.

If you are applying from outside Ontario, the translation can be completed by any translator. However, the translation must be **notarized**. The OINP reserves the right to require applicants to submit translations completed by a certified translator accredited by ATIO if the notarized translation is deemed insufficient by officers assessing the application.

You are responsible for all translation and notarization costs.

Applications with translations that are not complete and certified or notarized are considered incomplete and will not be processed.

Translations that are completed by the applicant, the applicant's representative, or other individuals with personal ties to the applicant are not acceptable even if these individuals are certified translators.

## 4.0 COMPLETING YOUR ONLINE APPLICATION

**Note:** You must first [register](#) for the PhD Graduate Stream in the OINP e-Filing Portal before you can complete an online application.

To begin your application, you must log into the OINP e-Filing Portal. You can access the OINP e-Filing Portal [here](#). Once you have arrived at the main page of your OINP e-Filing Portal, you can click on the alpha-numeric number found under "File Number" (i.e. XPHD-1703158).

You can now begin your application. You will notice approximately 19 tabs on the left column of each application page. Each tab corresponds to a section of the application and is categorized by subject.

To navigate between tabs, you can click on any tab at any time to review and complete the questions, or click the "next" or "previous" to move back and forth through the application.

It will take approximately two hours to complete your online application, but you are not required to complete the entire application in one session.

## **4.1 Saving your Application**

You can save your application and return to it at any time, provided that you submit it within 14 calendar days of registering a profile.

There are three ways to save your application:

1. Click the "Save" button at the bottom right corner of each page;
2. Click the "Next" or "Previous" buttons at the bottom of each page; or
3. Click the "Check for Errors" button at the bottom right corner of each page.

Note that saving your incomplete application does not submit your application to the program. Your application will only be submitted once you have completed all mandatory fields, uploaded all required documentation, read and agreed to all declarations and authorizations, and paid your application fee.

To determine whether or not you have missed any of the mandatory fields or to see if there are errors in your application, click the "Check for Errors" button at the bottom right corner of each page or at the end of your application.

## **4.2 Application Tabs**

The following provides information on the tabs you will navigate to complete the online application.

### **4.2.1 General Information**

In this tab, you must read the information about the application and how to complete it.

## 4.2.2 Assistance with Application

In this tab, you must indicate whether or not you have received, or are receiving, help preparing or completing your application. If yes, you must provide the person's name and relationship to you.

You must also indicate whether you have paid or will pay this person to assist you with your application. Please see [section 3.2](#) for more information on representatives.

If you wish to appoint this individual to serve as your representative and conduct business on your behalf with the OINP, you will be directed to submit your application through the representative's account once they have been authorized to act as your representative.

**IMPORTANT: You must disclose the use of a representative to the OINP. If the OINP discovers that you have not disclosed a representative, the program may return or refuse your application.**

## 4.2.3 Applicant Information

In this tab, you must provide information about yourself such as your name, date and place of birth, sex, citizenship, country of residence, marital status, and passport information. This information is required for program integrity purposes.

If you have used or currently use other names including your name at birth, maiden name, previous married name, alias and nicknames, you must list them and provide details.

Please review the descriptions below to assist you in choosing the correct option for marital status:

- *Annulled Marriage:* This is a marriage that is legally declared as not valid. An annulment can also be a declaration by the Catholic Church that the marriage union did not have a binding force.
- *Common-Law:* This means that you have lived continuously with your partner in a marital-type relationship for a minimum of one (1) year.
- *Divorced:* This means that you are officially separated and have legally ended your marriage.
- *Legally Separated:* This means that you are married, but no longer living with your spouse, and you have signed a Separation Agreement.
- *Married:* This means that you and your spouse have had a ceremony that legally binds you to each other. Your marriage must be legally recognized in the country where it was performed and in Canada. Please see [section 5.30](#) of the IRCC Guide for more information on recognized marriages in Canada.
- *Never Married:* This means that you have never been married and are not in a common-law relationship.

- *Partner:* This means that you are in a relationship, but you do not live together, or have lived together for less than one (1) year.
- *Widowed:* This means that your spouse has died and that you have not re-married or entered into a common-law relationship.

#### **4.2.4 Contact Information**

In this tab, you must provide your contact information such as your alternate phone number(s), current residential address, mailing address (if different from current residential address) and preferred language of correspondence.

**Note:** If you have not appointed a representative, you are prohibited from using the email address or mailing address of a representative in your application.

#### **4.2.5 Residency in Ontario**

In this tab, you must indicate whether you have resided in Ontario for at least one year within the last two years. You must substantiate this claim by including all of your residential addresses in Ontario within the last two years.

#### **4.2.6 Immigration Information**

In this tab, you must indicate if you have legal status in Canada. If you indicate that you do have legal status in Canada, you will be asked to provide a copy of your status document, such as a work permit, study permit, temporary resident visa, and/or any other Canadian immigration document or entry stamp.

You must also enter your Client Identification (Client ID) number issued by Immigration, Refugees and Citizenship Canada (IRCC), which you can find on the top right corner of your immigration document. The Client ID number consists of eight or ten numbers (example: 0000-0000 or 00-0000-0000).

If you are currently a visitor in Canada and you did not require a visa to travel to Canada, you are not required to fill in your Client ID number.

You must also indicate if you, your spouse/common-law partner and dependent children are named in another application for permanent residence to IRCC or to another Nominee Program in another province or territory.

#### **4.2.7 Education History**

In this tab, you must provide detailed information about your PhD degree, including start and end dates, field of study, whether it was full-time or part-time, the Ontario university that granted or will grant your degree, and whether your degree has been granted or whether you have completed all degree requirements. You



must also include information about all other post-secondary education that you have completed.

You will need to indicate whether you are the recipient of a grant, bursary or scholarship that requires you to return to your home country or another jurisdiction (another Canadian province or another country) after the completion of your studies.

**Note:** International students with return obligations are not eligible for nomination unless such obligations have been fulfilled.

Please see [section 2.1](#) on Education for more information.

#### **4.2.8 Work History**

In this tab, you must list all of your paid work experience in the last ten years (or since the age of 18 if this was less than ten years ago). You must include your start date, hours of work per week, job title, employer name and country of work. You must also list what occupation you intend to work in, as well as the [National Occupational Classification](#) (NOC) code.

#### **4.2.9 Other Activities (excluding education and paid work)**

In this tab, you must indicate whether you were involved in any other activities, besides attending secondary/post-secondary school or working, in the last ten years (or since the age of 18 if this was less than ten years ago). Other activities may include travel (personal or business), training, unemployment, volunteer work, sick leave, parental leave, etc. When combined with your education and work history, there should be no gaps in time. This section is only required if you were involved in other activities outside of education and work.

#### **4.2.10 Intent to Reside in Ontario**

In this tab, you must list all of your established ties in Ontario and confirm your intention to reside in Ontario by entering your full name and date. All applicants must intend to reside in Ontario.

Ties to Ontario can include but are not limited to, the following:

- Current and/or previous employment in Ontario;
- Job offers or jobs applied/interviewed for in Ontario;
- Education in Ontario;
- Volunteer work in Ontario;
- Lease agreements for a residence in Ontario or property ownership;
- Professional networks and affiliations;

- Family ties;
- Social connections or personal relationships; and/or
- Previous visits to Ontario.

If you require additional space to list your established ties, or you would like to include further evidence to support your intention to reside in Ontario, you may upload additional documents at the end of your application.

#### **4.2.11 Family Information**

In this tab, you must provide information on your dependent family members. Eligible dependents include your spouse, common law partner and your children under the age of 22, including their children.

Please provide the name and date of birth of the family member as it appears on their passport or official identification document, as well as their relationship to you. Please indicate whether your family member is a Canadian citizen or a permanent resident of Canada.

The OINP requires this information to support program integrity and also so that these family members can be included and verified by Immigration, Refugees and Citizenship Canada (IRCC) as part of the application process if you are successfully nominated for permanent residence.

#### **4.2.12 Settlement Funds**

In this tab, you must indicate the amount of funds available, or an ongoing employment income in Ontario, to support yourself and your dependent family members in Canada.

Your funds must be unencumbered, readily transferable in a convertible currency, and supported by bank statements. "Unencumbered" means that your funds are easily accessible and free of debt or other financial liability.

The system will prepopulate your total number of dependent family members based on the information you provided in the Family Information section. If this number is incorrect, please return to the previous section and make any required changes.

You may also claim your ongoing employment income in Ontario OR a valid job offer in Ontario to satisfy the settlements funds requirement (note that you must be able to legally work in Ontario).

Please see [section 2.3](#) for more information.

### 4.2.13 Learning about OINP

In this tab, you must indicate how you learned about the OINP. This information will be used solely for evaluation purposes. You should check only one box.

### 4.2.14 Supporting Documents

You must attach supporting documents to substantiate the information you provide in the online application and to help establish that you meet the eligibility criteria.

**Note:** All supporting documents must be scanned and uploaded in your online application. This includes copies of your degree and transcripts.

**Please see [Appendix 1](#) for the list of documents that must be submitted with your online application.**

**Reminder:** If a supporting document is not in English or French, you must provide a copy of the document and a complete, certified or notarized translation of the document. Please see [section 3.3](#) for more information.

Your supporting documents must be uploaded using one of the following document formats: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf, .rtf, and .txt, or image file types: .jpeg, .bmp, .png, .gif, and .tiff. The file size limit is 5 MB per file except for passport pages which have a file size limit of 10 MB.

Ensure that all text and images are clear, legible, and complete (for example – you are required to provide copies of all pages of your passport).

In addition, please ensure that all pages for a specific document are uploaded into one file (for example, all pages of a passport should appear in one document, rather than a separate document for each passport page).

Please also make sure that you redact or black out any credit card numbers so they are not visible before uploading your supporting documents.

### 4.2.15 Schedules

As part of your application, you must read and sign Schedules A, B, and C. If applicable, your accompanying spouse or common-law partner and any accompanying dependents (aged 16 and over) must also read and sign Schedules B and D.

Please see [Appendix 2](#) for plain-language guidance about the Schedules.

### **Schedule A: Declarations**

Please ensure that you carefully read and understand the declarations. You must acknowledge your agreement before you can submit your application to the OINP. If you do not agree with any of the declarations, or you are not prepared to abide by them, you should not submit an application.

### **Schedule B: Authorizations and Notice of Collection**

Please ensure that you and your accompanying spouse or common-law partner and any dependents aged 16 and over (if applicable) carefully read and understand the authorizations and Notice of Collection.

The authorizations will permit the Ministry of Economic Development, Job Creation and Trade to collect, use, retain and disclose your personal information contained in your application, including the personal information of your spouse or common-law partner and any dependents.

The Notice of Collection explains that all information collected by the Ministry of Economic Development, Job Creation and Trade in connection with your application will be used for the purposes of ensuring the program's proper administration, including assessing your application for nomination for permanent residence, as well as for program integrity, program evaluation, and statistical purposes.

You and all accompanying dependents over the age of 16 must agree to the authorizations and Notice of Collection before you can submit your application to the OINP. If you do not agree with any of the statements, or you are not prepared to abide by them, you should not submit an application.

### **Schedule C: Relevant Federal Legislation**

Please ensure that you carefully read and understand the federal legislation. You must acknowledge your agreement before you can submit your application to the OINP. If you do not agree with any of the statements, or you are not prepared to abide by them, you should not submit an application.

### **Schedule D: Authorizations Concerning Representatives**

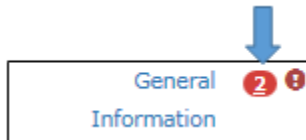
Your accompanying spouse or common-law partner and any dependents aged 16 and over (if applicable) must acknowledge their agreement with the authorization concerning representatives. By agreeing, they are authorizing you (as the applicant) to appoint or cancel a representative on their behalf.

## **4.2.16 Summary**

The summary tab will outline whether or not your application has any errors. If there are no errors, you may proceed with your fee payment. If there are any

errors, you will be directed to the tab(s) with the errors. You must fix the error in order to submit your application. You can press the "Check for Errors" button on each tab to locate the errors and fix them.

**Note:** When reviewing your application for errors, please ensure that you click on the red circle beside the section header. If you click directly on the section hyperlink, the errors will disappear.



The system will not allow you to submit your application until you have completed all mandatory fields, uploaded all required documentation, read and agreed to all declarations and authorizations, and submitted an electronic payment.

## 4.3 Privacy and Confidentiality

### 4.3.1 How your Personal Information is used

The Ministry of Economic Development, Job Creation and Trade collects your personal information in order to assess whether you meet program criteria and to determine that the information you have provided, including all of your supporting documentation, is true, correct and complete.

The ministry may also use this information to contact you, as well as other individuals regarding you, such as other ministries of the Government of Ontario, officials administering immigration programs, law enforcement agencies, academic institutions and financial institutions to verify the information you have provided or to request additional information if needed, to determine whether you meet program criteria.

The ministry may use this information for the purposes of quality assurance and program evaluation.

If you, your spouse or common law partner and accompanying dependents are uncomfortable with or disagree with any part of the declarations and authorizations contained in the application, you should not submit an application to the OINP.

### 4.3.2 Protection of your Personal Information

The information provided in your application is subject to the [Freedom of Information and Protection of Privacy Act](#) (the "Act"). The Act provides a general right of access to information in the custody or control of institutions, which includes ministries. However, the right of access to information is limited by a set of

exemptions and exclusions. In this regard, section 17 of the Act protects certain third party information (*i.e.*, information that applicants might submit to the Program) from being disclosed in response to an access to information request. More specifically, s. 17 of the Act states:

17. (1) *A head shall refuse to disclose a record that reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly, where the disclosure could reasonably be expected to,*

- (a) prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;*
- (b) result in similar information no longer being supplied to the institution where it is in the public interest that similar information continue to be so supplied;*
- (c) result in undue loss or gain to any person, group, committee or financial institution or agency; or*
- (d) reveal information supplied to or the report of a conciliation officer, mediator, labour relations officer or other person appointed to resolve a labour relations dispute.*

If an applicant's information meets the three-part test included in s. 17 – that is, the information is the type of information that the Act protects, the information was "supplied in confidence", and the disclosure of the information could reasonably be expected to result in one of the enumerated harms – then the OINP is prohibited from disclosing this information in response to an access to information request. The OINP cannot advise you on whether any particular information satisfies this test.

In the event the OINP receives a request for an applicant's information, the OINP is obligated under s. 28(1)(a) of the Act to provide the applicant with notice of the request, along with an opportunity to make representations as to why its information should be exempt from disclosure.

## **4.4 Processing Fee**

Before you can submit your online application, you must pay the application fee of **\$1,500**.

You can make an electronic payment by credit card only (VISA or MasterCard). Please note that the OINP will **not** accept:

- Money Order
- Cashier/Certified Cheque
- Postal Money Order

- Bank Draft
- Cash
- Personal Cheques

Once you make the payment, your application will be submitted to the OINP and you will not be able to make any changes. You will receive an email acknowledging receipt of your application, as well as a payment receipt.

Fees are **non-refundable** unless your application is deemed to be incomplete or you withdraw your application before the OINP has started processing it. The Province of Ontario charges fees to recover the cost of administering the OINP. Since the application fee helps pay for the cost of processing applications, fees will not be refunded if the application is unsuccessful, if the applicant withdraws the application after the OINP has started to process it, or if the province cancels or withdraws the nomination.

Please note that the application fee only covers processing by the OINP. Costs incurred for services such as translation, certification, notarization, travel, accommodation and incidentals (for exploratory visits, interviews or otherwise) are to be paid by the applicant. Once the OINP nominates an individual, that nominee must apply directly to Immigration, Refugees and Citizenship Canada (IRCC) for permanent resident status. Regular IRCC application fees will apply.

## 5.0 AFTER YOU APPLY

### 5.1 Application Assessment

You (or your representative, if applicable) will receive an acknowledgement email to indicate that your application and payment have been received.

Once the OINP has received your online application, your application will be assessed. All information that you provide will be verified to ensure accuracy, legitimacy and completeness.

Average processing times are posted [here](#). Please regularly check this website for updates.

Once the OINP completes the assessment of your application, you (or your representative, if applicable) will be notified in writing of whether your application was approved or refused.

### 5.2 Checking Your Status

After you have submitted your application, you can log into the OINP e-Filing Portal through your ONE-key account to check the status of your application. Look for the column labeled "Status" on your main page. As your application makes its way through the various processing stages, your application status will be updated.

Please ensure that you check your status online before sending an inquiry to the OINP.

### **5.3 Incomplete Applications**

Your application will not be deemed complete until it is reviewed for completeness by the OINP. If your application is found to be incomplete, it will not be processed and you will need to resubmit a new application.

An application may be deemed incomplete if:

- Incorrect supporting documents are provided; or
- Documents requiring translation are not certified or notarized.

**Note:** Your application fees will be refunded if your application is deemed incomplete.

### **5.4 Changes in Personal Information**

The OINP must be notified if there are any changes to the information provided in your application, including (but not limited to):

- Change in contact information
- Change in immigration status (expiration or change in temporary work permit)
- Change in family composition due to:
  - Marriage or common-law relationship
  - Birth of a child
  - Change of custody of a child
  - Divorce/separation
  - Death

Changes to your primary telephone number, email address and country of residence can be made online by logging into the OINP e-Filing Portal and clicking on "My Profile" on your main page. After the change has been made, click "Save".

For all other changes, you must complete the [Change of Personal Information](#) form.



This form must also be used to request a correction of a data entry error (i.e. spelling mistake) in your name or your date of birth made while registering. **Note:** The program will not accept requests for complete name or date of birth changes.

Once the form is completed, you must send it by email as an attachment to [ontarionominee@ontario.ca](mailto:ontarionominee@ontario.ca) indicating in the subject line "Application Change Notice – [File number]". If you are requesting a correction to your name or date of birth, please also include the personal details page of your passport to validate your request.

Failure to notify the OINP of any changes to personal information will impact the outcome of OINP and IRCC applications.

You must not send in additional documents and/or information to the OINP unless you need to notify the program of a change, or unless you have received a required form for additional information. In both cases, you must contact the OINP by email.

**Note:** Paper documents are no longer accepted by mail, fax or in person.

## 5.5 Restoration of Status in Canada

If you lose legal status in Canada after you have applied to the OINP (i.e. your status document expired and you did not apply to extend your status before it expired), you must apply to IRCC to restore your status within 90 days of having lost your status. You must notify the OINP of your loss of status in Canada and provide proof that you applied to IRCC within the 90 day deadline to restore your status.

Please note that you are permitted to remain in Canada while your restoration application is being processed, however, you are prohibited from working or studying during this time.

If you do not apply to restore your status, you must leave Canada and provide proof of your departure to the OINP.

## 5.6 Withdrawing your Application

If you wish to withdraw your application, you may do so in one of two ways:

1. Click on the "Withdraw" button next to your application on your main page of the OINP e-Filing Portal; or
2. Send an email to [ontarionominee@ontario.ca](mailto:ontarionominee@ontario.ca) asking the OINP to withdraw your application.

**Note:** Your processing fee will not be refunded if the OINP has already started processing your application.

## 5.7 Internal Review

After the OINP has made a decision on your application, you may seek an internal review of the decision should you believe an error was made by the program in making its decision.

You must send a written request for internal review by email to [internalreview-revisioninterne@ontario.ca](mailto:internalreview-revisioninterne@ontario.ca) as follows: within 30 calendar days after receiving notice of the original decision if you are a resident in Canada, or within 60 calendar days after receiving notice of the original decision if you are not a resident in Canada.

In your request for internal review, you must clearly identify any error in the program's decision that, if not made, would have resulted in the decision being decided differently. The request must not include any evidence that was not submitted to the program before the decision was made, unless the evidence was not reasonably available at that time.

Internal review requests are reviewed by an individual who was not involved in the original decision and who is independent of the original decision-maker. The internal review decision is final.

**Note:** Written requests for internal review are not accepted by mail, fax, or in person. All requests for internal review must be sent by email.

## 6.0 AFTER NOMINATION

If your application is successful, you will receive a Letter of Nomination along with the OINP Confirmation of Nomination document.

Successful nominees must submit an application for permanent residence to IRCC within six (6) months of being nominated by the OINP. You must include a copy of your Letter of Nomination and a copy of the OINP Confirmation of Nomination document.

**Note:** Nomination by OINP does not guarantee the approval of your application for permanent residence by IRCC.

### 6.1 Extension of Nomination Certificate

Your Confirmation of Nomination document (i.e. Nomination Certificate) is valid for six (6) months.

You may submit a request for an extension of your Nomination Certificate if it is no longer valid and:

- IRCC returns your permanent residence application due to incompleteness, requiring the submission of a new application, or
- you are experiencing delays in securing supporting documents for your permanent residence application (i.e. a police criminal record check) and you have not yet applied to IRCC.

To request an extension, please email the OINP at [ontarionominee@ontario.ca](mailto:ontarionominee@ontario.ca) and provide the following information:

1. A letter of explanation describing the reason to extend your Nomination Certificate; and
2. A copy of the incompleteness letter from IRCC (if applicable).

You must also return by mail the original Nomination Certificate issued by the OINP at:

Ontario Immigrant Nominee Program  
400 University Avenue, 4th Floor  
Toronto, ON M7A 2R9

# APPENDIX 1: PHD GRADUATE STREAM DOCUMENT CHECKLIST

Supporting Documents	Submitted
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## 1. Identity Documents (mandatory)

### 1.1 Photograph (mandatory)

Upload a copy of your photograph to meet the following requirements:

- **Dimensions:** final frame size of the photo must be at least 35mm by 45mm (1 3/8" x 1 3/4"), 300dpi or 413 pixels x 531 pixels or greater, showing full front view of the head, with the face in the middle of the photograph and including the top of the shoulders.
- Head, from chin to crown, must be between 31mm and 36mm (1 1/4" or 1 7/16").
- The background of the photo must be white.
- Save the file with your name, for example, "John Smith passport photo.jpg".

**Note:** Photographs that are not clear or are of low-quality will not be accepted.

### 1.2 Passport (mandatory)

A copy of your entire valid passport.

- Your passport copy must include clear copies of all pages including your personal details page, all blank pages, temporary resident visas, entry stamps, and/or any other immigration stamps.
- If your passport has not been valid for at least two years, include copies of all of the pages of your previous passport.

### 1.3 Your Family Member's Passports (if applicable)

A copy of the personal details page from the passport of each dependent family member.

### 1.4 Birth Certificate (mandatory)

A copy of your birth certificate or an acceptable national document where an original birth certificate is not available (i.e. letter from appropriate government authority indicating why your birth certificate is not available).

## 2. Status Documents issued by IRCC or CBSA (mandatory)

Copies of current and previous status documents issued by Immigration, Refugees and Citizenship Canada (IRCC) or the Canada Border Services Agency (CBSA). Documents may include work permits, study permits,

temporary resident visas, and/or any other Canadian immigration document.

If you are currently in implied status, provide a copy of the letter from IRCC acknowledging receipt of your application to extend your status, the IRCC fee receipt and/or post office mailing receipt (if applicable).

### 3. Residency in Ontario (mandatory)

Copies of the following documents, which show your full name and address in Ontario:

- phone bills, car insurance, house/apartment insurance, hydro or energy bills;
- leasing document demonstrating residence; and/or
- pay stubs from an Ontario employer, if applicable.

### 4. Education (mandatory)

#### 4.1 If your PhD degree has been granted, provide the following:

- A copy of your PhD degree granted from an academic institution in Ontario; **AND**
- A copy of your official transcripts issued from the academic institution in Ontario that granted the degree.

#### 4.2 If your PhD degree has not been granted, provide the following:

- A copy of your official letter (on institution letterhead) from the academic institution in Ontario which will be granting the degree confirming that degree requirements have been successfully completed by the applicant; there are no outstanding fees to be paid by the applicant; and the scheduled date on which the applicant's degree will be granted; **AND**
- A copy of your official transcripts issued from the academic institution in Ontario that granted the degree.

#### 4.3 Other Education Documents (if applicable)

Copies of other university degree(s), college diploma(s), transcripts and/or occupational certificates.

### 5. Settlement Funds (mandatory)

Copies of your bank statements for the six months prior to your application submission date.

- Bank statements should include your name or your spouse or common-law partner's name, account number, transit/institution number, account balance and currency.
- If you provide bank statements in your spouse or common-law

partner's name, you must include a letter from the financial institution and/or your spouse or common-law partner indicating that you have access to these funds.

- If your bank statements do **not** demonstrate a personal account standing/final balance that meets or exceeds required settlement funds, you may include proof of fixed term deposits, stocks, mutual funds, investments, and/or pensions, along with a confirmation that these funds can be immediately liquidated and at what value, and that they are free of debt or financial liability.
- If your bank statements include a one-time large deposit to meet the settlement fund requirement, you must include additional documents to explain the source of funds. This may include an affidavit attesting to the source of funds, additional bank statements and/or remittance forms issued by a bank confirming the wire transfer of funds to your account.

**AND if applicable:**

- Evidence of ongoing employment in Ontario or a valid job offer in Ontario if you are demonstrating employment income to satisfy the settlement funds requirement (note that you must be able to legally work in Ontario).

**Note:** If you are providing evidence of current employment or a valid job offer in Ontario, you must submit a copy of the original job offer on company letterhead, signed by the employer, which includes the occupation title, duties and responsibilities, wage and employment start date.

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**6. Intent to Reside in Ontario (if applicable)**

If applicable, provide additional information on your established ties in Ontario and/or further documents to demonstrate your intention to reside in Ontario.



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**7. Résumé (mandatory)**

Copy of your most current résumé.



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**8. Other (if applicable)**

Any other documents not captured in the previous sections to support your application.



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# APPENDIX 2: SCHEDULES

## **Schedules A through D: the Applicant's Declarations and Authorizations**

This section provides plain-language guidance about Schedules A through D: Schedule A: Declarations, Schedule B: Authorizations and Notice of Collection, Schedule C: Relevant Federal Legislation, and Schedule D: Authorizations Concerning Representatives.

Schedules A through D must be read and understood by the applicant. The Ontario Immigrant Nominee Program cannot process the application if the applicant does not indicate in the application submission that all of the content of Schedules A through D have been read, understood, and agreed with. Plain-language explanations of all of that content follow below; in each section, the content of the Schedules is listed in **bold**, with plain language explanations following each excerpt from the Schedules.

### **Schedule A: Declarations**

In this section, you are being asked to confirm your understanding of a number of program policies and procedures. In agreeing with the declarations, you are confirming that you understand the following:

**1. The information given in this application, including all supporting documentation, is true, correct, and complete.**

That all of the information in your application, including in all of the submitted supporting documentation, is true, correct, and complete.

**2. I understand and agree that my failure to provide a complete application, including all required supporting documentation, may result in this application's refusal.**

That submitting an incomplete application and/or incomplete supporting documents can result in your application being refused by OINP.

**3. I understand and agree that the Director appointed under the *Ontario Immigration Act, 2015, S.O. 2015, c. 8* (the "Director") may request clarification or the submission of supplementary information in relation to this Ontario Immigrant Nominee Program (the "Program") application.**

That the Director could contact you after you submit your application to request more information or more documentation in order to process your application.

**4. I understand and agree that the Director may refuse my application or withdraw my nomination for permanent residence if I give false information or fail to provide any requested information.**

That the Director can refuse your application or withdraw your nomination for permanent residence if you provide false information or do not provide requested information.

**5. I understand and agree that the Government of Canada is solely responsible for approving and granting all applications for temporary work permits and permanent residence under the *Immigration and Refugee Protection Act, S.C. 2001, c. 27* notwithstanding any nomination made by the Program.**

That the Canadian federal government is the only government body that can issue to you a temporary work permit and/or permanent residence in Canada.

Confirming this statement also indicates that you understand that your nomination from the Program does not guarantee that you will receive from the Canadian federal government a temporary work permit and/or permanent residence in Canada.

**6. I agree not to hold the Ministry of Economic Development, Job Creation and Trade responsible for any damages, injuries, costs, expenses, lost profits, or any other losses whatsoever, including indirect, special, or consequential damages that are in any way related to my participation in the Program.**

That you agree not to hold the Ministry of Economic Development, Job Creation and Trade responsible for any negative consequences caused in any way by your participation in the Program including damages, injuries, costs, expenses, lost profits, or any other losses whatsoever, including indirect, special, or consequential damages.

**7. I understand and agree that, even if I submit a complete application within the specified time frame, and even if I meet all eligibility criteria, I have no entitlement to have the Program accept this application. I understand and agree that the decision to accept this application is at the Director's sole discretion in accordance with the *Ontario Immigration Act, 2015, S.O. 2015, c. 8*, and that submitting this application or even meeting Program criteria does not guarantee that this application will be accepted or granted.**

That submitting a complete application and meeting all program eligibility requirements does not guarantee that your application will be accepted, processed, or approved, and that it is the Director's decision alone to accept your application.



**8. I understand and agree that the Government of Ontario may decide to change any aspect of the Program, including any time limits, nomination categories, eligibility criteria, distribution of nominations by category, and supporting documentation requirements at any time and without notice to me.**

That the Government of Ontario can change the Program at any time, and that this includes changing guidelines about applying to the Program, eligibility criteria, the types of applicants that will be nominated, and supporting document requirements.

Confirming this statement also indicates that you understand that these changes can occur at any time and without notice.

## **Schedule B: Authorizations and Notice of Collection**

### **I. Authorization to Collect, Use, Retain and Disclose Personal Information**

**The authorization provided below will permit the Ministry of Economic Development, Job Creation and Trade, as the Ministry responsible for administering the Program, to collect, use, retain, and disclose my personal information as might be required in connection with my participation in the Program. I understand that, in the authorization below, the term "personal information" has the same meaning as under the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990 c. F.31 and includes the personal information contained in this application and in any subsequent communication with the Ministry of Economic Development, Job Creation and Trade, whether provided by me or my representative.**

In this section, you are being asked to confirm your authorization of a number of program policies and procedures. In confirming the authorizations, you are confirming the following:

That you allow the Ministry of Economic Development, Job Creation and Trade to collect, use, retain and share your personal information as necessary to process your application and assess your suitability for Program participation.

That you understand the term "personal information" to have the meaning provided in the [Freedom of Information and Protection of Privacy Act](#), R.S.O. 1990 c.F.31.

That you understand that the authorizations apply to the personal information contained in your application submission and any future communication with the Ministry of Economic Development, Job Creation and Trade whether provided by you or your authorized representative.

**1. I authorize the Ministry of Economic Development, Job Creation and Trade to collect, use, retain and disclose my personal information for the**

**purposes of processing, assessing and verifying this application, and for statistical and program evaluation purposes.**

That you authorize the Ministry of Economic Development, Job Creation and Trade to collect, retain, and share your personal information in order to assess your application as well as for the Program's statistical and Program performance evaluations.

**2. I authorize the Ministry of Economic Development, Job Creation and Trade to disclose my personal information to other ministries of the Government of Ontario for the purposes of processing, assessing and verifying this application, and authorize such other ministries to collect my personal information for these purposes. Likewise, I authorize other ministries of the Government of Ontario to disclose my personal information to the Ministry of Economic Development, Job Creation and Trade for these purposes, and authorize the Ministry of Economic Development, Job Creation and Trade to collect my personal information from such other ministries for these purposes.**

That you authorize the Ministry of Economic Development, Job Creation and Trade to share your personal information with other Government of Ontario Ministries in order to assess your application; this statement also includes the authorization of other Government of Ontario Ministries to receive your personal information for the same reason.

That you authorize other Government of Ontario Ministries to share your personal information with the Ministry of Economic Development, Job Creation and Trade in order to assess your application; this statement also includes the authorization of the Ministry of Economic Development, Job Creation and Trade to receive your personal information from other Government of Ontario Ministries for the same reason.

**3. I authorize the Ministry of Economic Development, Job Creation and Trade to disclose my personal information to officials administering immigration programs within the Government of Canada for the purposes of processing, assessing and verifying this application and nominating me for permanent residence, and authorize such officials to collect my personal information from the Ministry of Economic Development, Job Creation and Trade for these purposes. Likewise, I authorize such officials within the Government of Canada to disclose my personal information to the Ministry of Economic Development, Job Creation and Trade for these purposes, and authorize the Ministry of Economic Development, Job Creation and Trade to collect my personal information from such officials within the Government of Canada for these purposes.**

That you authorize the Ministry of Economic Development, Job Creation and Trade to share your personal information with officials in Government of Canada immigration programs in order to assess your application; this statement also

includes the authorization of officials in Government of Canada immigration programs to receive your personal information for the same reason.

That you authorize officials in Government of Canada immigration programs to share your personal information with the Ministry of Economic Development, Job Creation and Trade in order for the Ministry of Economic Development, Job Creation and Trade to assess your application; this statement also includes the authorization of the Ministry of Economic Development, Job Creation and Trade to receive your personal information from officials in Government of Canada immigration programs for the same reason.

**4. I authorize the Ministry of Economic Development, Job Creation and Trade to disclose my personal information to any Canadian law enforcement agency for the purposes of processing, assessing and verifying this application and for program integrity purposes, and authorize such law enforcement agencies to disclose my personal information to the Ministry of Economic Development, Job Creation and Trade for these purposes, and authorize the Ministry of Economic Development, Job Creation and Trade to collect my personal information from such law enforcement agencies for these purposes.**

That you authorize the Ministry of Economic Development, Job Creation and Trade to share your personal information with all Canadian law enforcement agencies in order to assess your application and for program integrity purposes.

That you authorize all Canadian law enforcement agencies to share your personal information with the Ministry of Economic Development, Job Creation and Trade in order for the Ministry of Economic Development, Job Creation and Trade to assess your application, and for the Ministry of Economic Development, Job Creation and Trade to receive your personal information from all Canadian law enforcement agencies for the same reason.

**5. I authorize the Ministry of Economic Development, Job Creation and Trade to disclose my personal information to other Canadian provincial and municipal governments for the purposes of processing, assessing and verifying this application, and authorize such governments to collect my personal information for the same purpose. Likewise, I authorize such governments to disclose my personal information to the Ministry of Economic Development, Job Creation and Trade for these purposes, and authorize the Ministry of Economic Development, Job Creation and Trade to collect my personal information from such governments for these purposes.**

That you authorize the Ministry of Economic Development, Job Creation and Trade to share your personal information with other Canadian provincial and municipal governments in order to assess your application.

Confirming this statement also indicates that you, as the applicant, authorize other Canadian provincial and municipal governments to share your personal information with the Ministry of Economic Development, Job Creation and Trade in order for the Ministry of Economic Development, Job Creation and Trade to assess your application, and for the Ministry of Economic Development, Job Creation and Trade to receive your personal information from other Canadian provincial and municipal governments for the same reason.

**6. I authorize the Ministry of Economic Development, Job Creation and Trade to contact any individuals, academic institutions, or businesses referenced in this application or otherwise provided to the Ministry of Economic Development, Job Creation and Trade for the purposes of processing, assessing and verifying this application, and to collect any additional related personal information for this purpose. I authorize any such individuals, academic institutions, or businesses to provide such verification or additional information to the Ministry of Economic Development, Job Creation and Trade for these purposes.**

That you authorize the Ministry of Economic Development, Job Creation and Trade to contact any individuals, academic institutions, or businesses referenced in your application submission or subsequent communications with the Ministry of Economic Development, Job Creation and Trade in order for the Ministry of Economic Development, Job Creation and Trade to assess your application.

That you authorize the Ministry of Economic Development, Job Creation and Trade to receive any additional personal information related to your application submission for the same reason.

That you authorize any individuals, academic institutions, or businesses referenced in your application submission to provide verification of personal information related to your application submission as well as additional personal information related to your application submission in order for the Ministry of Economic Development, Job Creation and Trade to assess your application.

## **II. Authorization for the Purposes of Quality Assurance and Program Evaluation**

**I authorize the Ministry of Economic Development, Job Creation and Trade to use my personal information provided in connection with this application to determine how my potential nomination meets the Program's objectives, as well as to compile statistical information about the Program and to evaluate its success.**

That you authorize the Ministry of Economic Development, Job Creation and Trade to use your personal information in order to assess program outcomes as well as for the Program's statistical and Program performance evaluations.

**In the event I receive the Ministry of Economic Development, Job Creation and Trade's nomination for permanent residence, I consent to being contacted by the Ministry of Economic Development, Job Creation and Trade, for up to five years after nomination, concerning my participation in the Program. I understand that I am required to participate in such follow-ups, which may occur at different intervals (e.g., eight months, or one, three and five years after nomination), and that these follow-ups will examine whether and how such nomination satisfies the Program's policy objectives. I also understand that the Ministry of Economic Development, Job Creation and Trade reserves the right to take appropriate action if I do not participate in such evaluations, including withdrawing my nomination for permanent residence.**

That you authorize the Ministry of Economic Development, Job Creation and Trade to contact you up to five years after nomination if this application submission results in you being nominated for permanent residence.

That you understand that you are required to participate in follow-up evaluations by the Program at different intervals (e.g., eight months, or one, three and five years after nomination), and that follow-up evaluations are conducted by the Ministry of Economic Development, Job Creation and Trade to assess whether the Program is meeting its policy objectives.

That you understand that the Ministry of Economic Development, Job Creation and Trade could hold you accountable for not participating in follow-up evaluations, including the possibility of the Ministry of Economic Development, Job Creation and Trade withdrawing your nomination for permanent residence.

### **III. *Freedom of Information and Protection of Privacy Act* Notice of Collection**

**The Ministry of Economic Development, Job Creation and Trade is subject to the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. F.31 ("FIPPA"). All information collected in this application is necessary for the Ontario Immigrant Nominee Program's proper administration, including to process this application. The Program is authorized under the *Ontario Immigration Act, 2015*, S.O. 2015, c. 8. Any personal information collected by the Ministry of Economic Development, Job Creation and Trade in connection with this application will be used for the purposes of ensuring the Program's proper administration, including processing, assessing and verifying this application for nomination for permanent residence, as well as for Program integrity, Program evaluation, and statistical purposes. In this application, "personal information" has the same meaning as under FIPPA. Questions about the collection may be directed to the FIPPA Coordinator, Ontario Immigrant Nominee Program, 400 University Ave., 2<sup>nd</sup> Floor, Toronto ON M7A 2R9, Tel.: 1-866-214-6820.**

Acknowledging this Notice of Collection indicates that you, as the applicant, understand the necessity of the Ministry of Economic Development, Job Creation and Trade collecting your personal information in order to assess your application, as well as to ensure program integrity, for program evaluation, and for statistical purposes; acknowledging this Notice of Collection also indicates that you, as the applicant, understand that the Ministry of Economic Development, Job Creation and Trade will collect and use your personal information according to guidelines established by [Freedom of Information and Protection of Privacy Act](#), R.S.O. 1990, c. F.31 (FIPPA). The Notice of Collection also provides information that will allow you to contact a FIPPA coordinator at the Ministry of Economic Development, Job Creation and Trade with questions, if necessary.

## **Schedule C: Relevant Federal Legislation**

### ***Immigration and Refugee Protection Act and Regulations***

**Any false or misleading statement with respect to this application and any supporting document, including the concealment of any material fact, may result in the refusal of this application, the revocation of a nomination, and may be grounds for prosecution under the *Immigration and Refugee Protection Act*. This application will not be processed if it is incomplete and/or you refuse to consent to the exchange or disclosure of any information, including personal information, that the Ministry of Economic Development, Job Creation and Trade may deem necessary for the processing, assessing and verifying of the information in this application.**

In this section, you are being asked to confirm your authorization of a number of program policies and procedures. In confirming the authorizations, you are confirming the following:

That you understand that providing false or misleading statements in your application submission and any supporting documentation, or concealing information that would negatively impact the outcome of your application, can result in the refusal of your application, the withdrawal of your nomination by the Ministry of Economic Development, Job Creation and Trade, and prosecution under the [Immigration and Refugee Protection Act](#) (IRPA). Confirming the authorizations in this section indicates that you understand that your application will not be processed if it is incomplete and/or you refuse to authorize the Ministry of Economic Development, Job Creation and Trade to share and receive your personal information where the Ministry of Economic Development, Job Creation and Trade considers it necessary to do so to process, assess, and verify the information in your application.

**1. I understand that it is an offence, under the *Immigration and Refugee Protection Act*, for any person to employ a foreign national in a capacity in which the foreign national is not authorized under that Act to be employed.**

That you understand that, under IRPA, it is an offence for any person to employ a foreign national in circumstances that are not authorized by IRPA.

**I understand that a person found guilty of such an offence is liable on conviction to a fine of not more than \$50,000 or to imprisonment for a term of not more than two years, or to both.**

That you understand that an individual found guilty of the offence described in (1) above can receive a conviction that includes a fine of up to \$50,000 or a prison sentence up to two years in length, or both.

**2. I understand that it is an offence, under the *Immigration and Refugee Protection Act*, for any person to knowingly, directly or indirectly, misrepresent or withhold material facts relating to a relevant matter that induces or could induce an error in administration of that Act.**

That you understand that it is an offence under IRPA to knowingly misrepresent or withhold information that would impact the outcome of an application submission.

**I understand that it is an offence, under the *Immigration and Refugee Protection Act*, for any person to knowingly counsel, induce, aid or abet, or attempt to counsel, induce, aid or abet any person to, directly or indirectly, misrepresent or withhold material facts relating to a relevant matter that induces or could induce an error in the administration of that Act.**

That you understand that it is an offence under IRPA to knowingly help or influence an individual, or to attempt to help or influence an individual, to misrepresent or withhold information that would impact the outcome of an application submission.

**I understand that a person found guilty of either offence is liable on conviction on indictment, to a fine of not more than \$100,000, or to imprisonment of a term of not more than five years, or to both, or on summary conviction, to a fine of not more than \$50,000 or to imprisonment for a term of not more than two years, or to both.**

That you understand that a person found guilty of the offences described in (3) and (4) above can be convicted of an indictable offence that includes a fine of up to \$100,000 or a prison sentence of up to five years in length, or both, or be convicted of a summary offence that includes a fine of up to \$50,000 or a prison sentence of up to two years in length, or both.

**3. I understand that, under the *Immigration and Refugee Protection Act*, that an act or omission that would by reason of that Act be punishable as an offence if committed in Canada is, if committed outside Canada, an offence under that Act and may be tried and punished in Canada.**

That you understand that an offence defined under IRPA is an offense if committed both inside of outside of Canada, and that offences under IRPA that are committed outside of Canada can be tried and punished in Canada.

### **Schedule D: Authorizations Concerning Representatives**

**For the purposes of appointing or cancelling a representative, I authorize and appoint the Applicant to make or cancel such an appointment on my behalf. I understand that, in the event the Applicant appoints a representative, that representative is deemed to be my representative. I further authorize the Applicant to cancel the appointment of a representative on my behalf. I understand that, in the event the Applicant cancels a representative, that representative is deemed no longer to be my representative.**

Confirming this statement indicates that you, as the applicant's accompanying spouse or dependent aged 16 and more, authorize the applicant to appoint or cancel a representative on your behalf. Additionally, confirming this statement indicates that you, as the applicant's accompanying spouse or dependent aged 16 and more, understand that if the applicant appoints a representative for this application submission, that representative is considered to be your representative. Finally, confirming this statement indicates that you, as the applicant's accompanying spouse or dependent aged 16 and more, understand that if the applicant cancels a representative for this application submission, that representative will no longer considered to be your representative.