



Ministry of Immigration and Career Training

SINP – OASIS

User Guide for Applicants

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Updated November 2019

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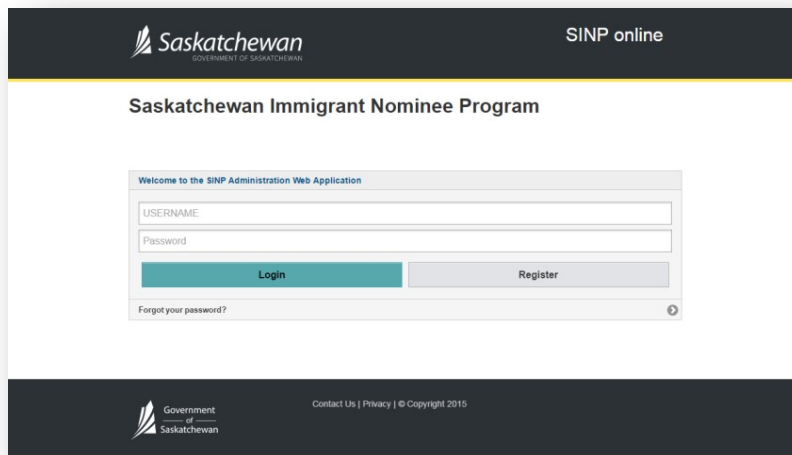
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1.0 Introduction and Log On

This guide explains how to access and use the various screens associated with SINP Online Applications on the OASIS system.

Click on the following link to access SINP Online:

<https://immigration.saskatchewan.ca/apex/f?p=305:101:816149727231:::>



The **Welcome** screen above will be displayed. You need to **Register** first, in order to access the system.

We encourage you to review all the requirements for documentation and forms that you need to attach to your application and review the criteria below before you begin your application.

Click on the link below for International Skilled Worker Category:

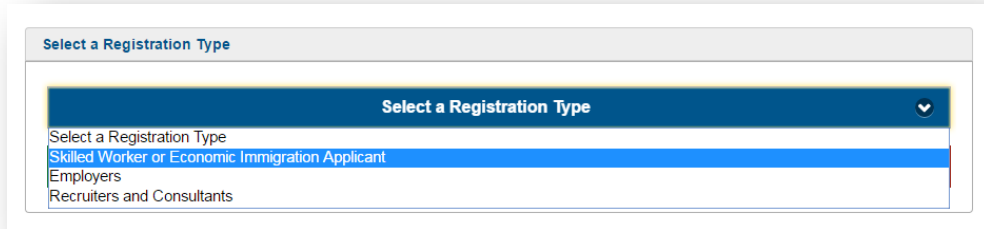
<http://www.saskatchewan.ca/residents/moving-to-saskatchewan/immigrating-to-saskatchewan/saskatchewan-immigrant-nominee-program/applicants-international-skilled-workers>

Click on the link below for Saskatchewan Experience Category:

<http://www.saskatchewan.ca/residents/moving-to-saskatchewan/immigrating-to-saskatchewan/saskatchewan-immigrant-nominee-program/applicants-with-saskatchewan-experience>

1.1 Register on OASIS

- Click on **Register**.
- Click Select a Registration Type.



The screenshot shows a dropdown menu titled "Select a Registration Type". The menu is open, displaying four options: "Select a Registration Type", "Skilled Worker or Economic Immigration Applicant", "Employers", and "Recruiters and Consultants". The "Skilled Worker or Economic Immigration Applicant" option is highlighted in blue.

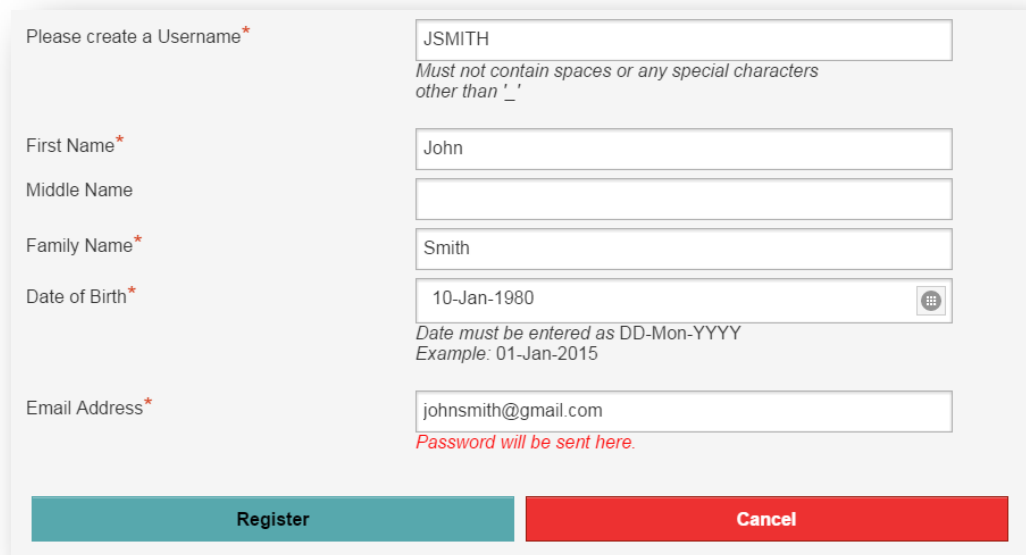
- Choose **Skilled Worker of Economic Immigration Applicant**, and click Continue.
- Create a username. Username must not contain spaces or any special characters other than an underscore ('_'). Your username will be used to access your OASIS account.

Please type username on the space provided.
Please type all other entries in **Title Case**.

- Enter your First, Middle, and Family (Last) Name **as they appear on your passport**.
- Enter your Date of Birth in DD-Mon-YYYY format.
- Enter your Email address.



This Email address will be used for all future correspondence for your OASIS application, including password recovery.



The screenshot shows a registration form with the following fields and instructions:

- Please create a Username***: JSMITH. *Must not contain spaces or any special characters other than '_'*
- First Name***: John
- Middle Name**: (empty)
- Family Name***: Smith
- Date of Birth***: 10-Jan-1980. *Date must be entered as DD-Mon-YYYY. Example: 01-Jan-2015*
- Email Address***: johnsmith@gmail.com. *Password will be sent here.*

At the bottom of the form are two buttons: "Register" (teal) and "Cancel" (red).

- Click **Register**.

An email including your username and password will be sent to you. You will need this information to login to OASIS.

Your username and password are:

Username: JSMITH

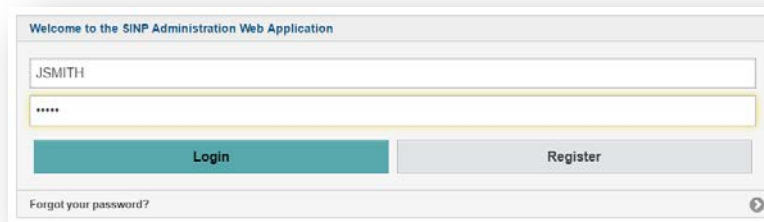
Password: *p65T

This user name and password will allow you to create and submit your application with the SINP.

Note - The password is case sensitive.

1.2 Login to OASIS

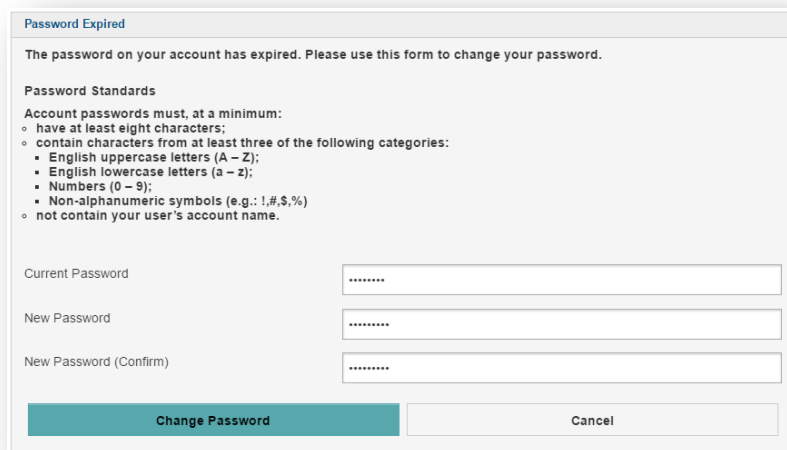
- On the login page, type in your username and password sent in the email and click **Login**.



- The system will then prompt you to change your password.

Please note the following password requirements:

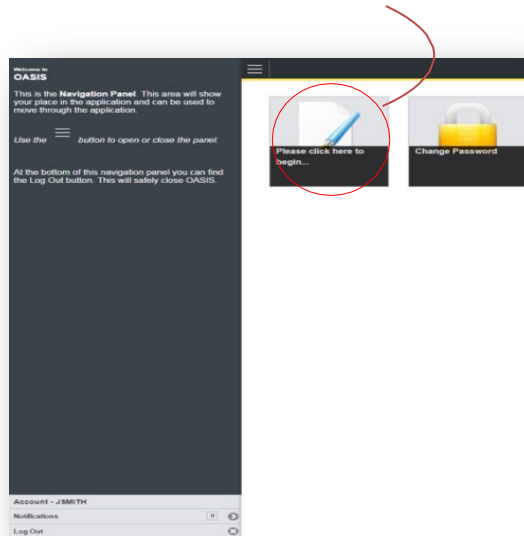
- have at least eight characters;
- contain characters from at least three of the following categories:
 - English uppercase letters (A – Z);
 - English lowercase letters (a – z);
 - numbers (0 – 9);
 - non-alphanumeric symbols (e.g.: !, #, \$, %)
- not contain your user's account name.



2.0 Start your application



Ensure that you have scanned all required documents and forms preferably in pdf format before you **begin your application**.



When scanning documents that have been translated, please scan the original document and the English or French translation, and the SINP Translator Affidavit as one document. Please find the affidavit form at:

(<http://publications.gov.sk.ca/documents/310/85134-translator-affidavit.pdf>)

- To reduce the size of the documents scanned, SINP does not require blank pages from your passport.
- Ensure all scanned copies are clear and easy to read.
- Please review the category specific checklist to ensure your application is complete with all required documents.

Important Note:

If you are requested to provide additional documentation to the SINP, please send additional documents by email to immigration.documents@gov.sk.ca, please include your name and the file number in the subject line.

If you have questions, trouble with your username or password, or to reset your password; please email immigration@gov.sk.ca or call 306-798-7467 and choose option one.

To secure your personal information, please log out of the SINP Online Application and ensure you completely close your web browser when you are finished with your session.

2.1 Residential/Home Address

Fill in residential/home address:

| Residential/Home Address | |
|--------------------------|-------------------|
| Address Line 1* | 123 Centennial St |
| Address Line 2 | |
| Address Line 3 | |
| City / Town* | Regina |
| Province/State* | Saskatchewan |
| Postal Code | S4S 3C6 |
| Country* | Canada |

If your home address is outside Canada, under Province/State, choose International/Outside Canada and type in your province.

| | |
|--|------------------------------|
| Province/State* | International/Outside Canada |
| <small>If International, please specify province or state name</small> | |

| | |
|---|--------|
| Is the mailing address the same as the Residential/home Address?* | Yes No |
| <small>Selecting "Yes" will copy your residential address into the mailing address.</small> | |

If your Home Address is the same as your mailing address, choose 'Yes' for the question 'Is the mailing address the same as the Residential/Home Address?'.

2.2 Mailing Address and Contact Information

Fill in mailing address and telephone number if different from your home address.

| Mailing Address | |
|------------------|---------------------|
| Address Line 1* | 123 Whitmore St |
| Address Line 2 | |
| Address Line 3 | |
| City / Town* | Regina |
| Province/State* | Saskatchewan |
| Postal Code | S4T 1X0 |
| Country* | Canada |
| Telephone Number | (999) 999-9999 |
| Email Address | johnsmith@gmail.com |


2.3 Representative

Choose 'Yes' if you are appointing a representative, otherwise choose 'No'.

| | | |
|---|-----|----|
| Do you have a representative that will be conducting business on your behalf with Immigration, Refugees and Citizenship Canada (IRCC), the Immigration and Refugee Board (IRB), Canada Border Services Agency (CBSA) and the Saskatchewan Immigrant Nominee Program(SINP)?* | Yes | No |
|---|-----|----|

Click on the link below for information about use of a representative in your SINP application:

<http://www.saskatchewan.ca/residents/moving-to-saskatchewan/immigrating-to-saskatchewan/using-an-immigration-representative>

Click  to proceed with your application.

3.0 Pre-Application and Applicant Details

The following pre-application questions about job offer or employment are designed to direct you to the appropriate application category.

3.1 Job Offer/Employment

If you are applying under **International Skilled Worker Category, Occupations In-Demand:**

| | | |
|---|-----|----|
| Do you currently have a job offer?* | Yes | No |
| Have you been accepted into Immigration, Refugees and Citizenship Canada's Express Entry pool and have an Express Entry Profile Number and a Job Seeker Validation Code?* | Yes | No |

Express Entry:

| | | |
|---|--|----|
| Do you currently have a job offer?* | Yes | No |
| Have you been accepted into Immigration, Refugees and Citizenship Canada's Express Entry pool and have an Express Entry Profile Number and a Job Seeker Validation Code?* | Yes | No |
| Express Entry Profile Number* | E000459554 | |
| Job Seeker Validation Code* | 2548 | |
| I have at least one year of work experience in:* | <ul style="list-style-type: none">0213 - Computer and information systems managers0423 - Managers in social, community and correctional services0513 - Recreation, sports and fitness program and service directors0714 - Facility operation and maintenance managers0821 - Managers in agriculture1224 - Property administrators1225 - Purchasing agents and officers1252 - Health information management occupations2101 - Mathematicians, statisticians and actuaries2117 - Information systems specialists and consultants2221 - Biological technologists and technicians2225 - Landscape and horticulture technicians and specialists2231 - Civil engineering technologists and technicians2232 - Mechanical engineering technologists and technicians2244 - Aircraft instrument, electrical and avionics mechanics, technicians and inspectors2253 - Drafting technologists and technicians2256 - Technical occupations in geomatic and meteorology7253 - Gas fitters7312 - Heavy-duty equipment mechanics | |

Choose your intended occupation.

You must have at least one-year paid work experience in the past ten years in your field of education or training to be eligible.

With Employment Offer:

| | | |
|--|--------------------------------------|-------------------------------------|
| Do you currently have a job offer?* | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Do you have a SINP Job Approval Letter?* | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Are you working in an occupation related to your post-secondary education on a valid post-grad work permit issued by Immigration, Refugees and Citizenship Canada? * | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Are you currently working for the employer that has offered you full-time employment in Saskatchewan?* | <input type="radio"/> Yes | <input checked="" type="radio"/> No |

You must have a Job Approval before you can apply to SINP under this category. This can be obtained from your employer.

OR

| | | |
|--|--------------------------------------|-------------------------------------|
| Do you currently have a job offer?* | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Do you have a SINP Job Approval Letter?* | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Are you working in an occupation related to your post-secondary education on a valid post-grad work permit issued by Immigration, Refugees and Citizenship Canada? * | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Are you currently working for the employer that has offered you full-time employment in Saskatchewan?* | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Have you worked for the employer that has offered you full-time employment for at least 6 months?* | <input type="radio"/> Yes | <input checked="" type="radio"/> No |

Choose 'No' if you are not applying under the Student Sub-Category.

If you are applying under **Saskatchewan Experience Category,**

Existing Work Permit:

| | | |
|--|--|-------------------------------------|
| Do you currently have a job offer?* | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Do you have a SINP Job Approval Letter?* | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Are you working in an occupation related to your post-secondary education on a valid post-grad work permit issued by Immigration, Refugees and Citizenship Canada? * | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Are you currently working for the employer that has offered you full-time employment in Saskatchewan?* | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Have you worked for the employer that has offered you full-time employment for at least 6 months?* | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| I am working in:* | <input type="text"/> | |
| <input type="button" value="Cancel this pre-application"/> | <small>In a skilled occupation (NOC level 0, A, or B) or a designated trade on a valid work permit issued by Citizenship and Immigration Canada In a Health occupation In one of the following hospitality positions: Food/Beverage Server, Food Counter Attendant/Kitchen Helper or Housekeeping/Cleaning Staff As a Long Haul Truck Driver Other</small> | |

Hospitality:

| | | |
|---|--|--------------------------|
| Do you currently have a job offer?* | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Do you have a SINP Job Approval Letter?* | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Are you working in an occupation related to your post-secondary education on a valid post-grad work permit issued by Immigration, Refugees and Citizenship Canada?* | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Are you currently working for the employer that has offered you full-time employment in Saskatchewan?* | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Have you worked for the employer that has offered you full-time employment for at least 6 months?* | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| I am working in:* | <input type="text"/> | |
| <input type="button" value="Cancel this pre-application"/> | <small>In a skilled occupation (NOC level 0, A, or B) or a designated trade on a valid work permit issued by Citizenship and Immigration Canada In a Health occupation In one of the following hospitality positions: Food/Beverage Server, Food Counter Attendant/Kitchen Helper or Housekeeping/Cleaning Staff As a Long Haul Truck Driver Other</small> | |

Student:

Post-secondary education completed in Saskatchewan: You must have at least six (6) months of full-time employment (or 960 hours) in Saskatchewan and a Post Graduate Work Permit issued by Immigration, Refugees and Citizenship Canada (IRCC).

| | | |
|---|---|--------------------------|
| Do you currently have a job offer?* | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Do you have a SINP Job Approval Letter?* | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Are you working in an occupation related to your post-secondary education on a valid post-grad work permit issued by Immigration, Refugees and Citizenship Canada?* | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Do you have a certificate, diploma or degree from recognized a post-secondary school:* | <input checked="" type="radio"/> in Saskatchewan <input type="radio"/> outside of Saskatchewan | |
| Have you had full-time employment within SK for at least 6 months?* | <input checked="" type="radio"/> Yes | <input type="radio"/> No |

Post-secondary education completed outside Saskatchewan: You must have six (6) consecutive months (960 hours) of full-time employment in Saskatchewan **related to your field of study** and a Post Graduate Work Permit issued by Immigration, Refugees and Citizenship Canada (IRCC).

| | | |
|---|---|--------------------------|
| Do you currently have a job offer?* | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Do you have a SINP Job Approval Letter?* | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Are you working in an occupation related to your post-secondary education on a valid post-grad work permit issued by Immigration, Refugees and Citizenship Canada?* | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Do you have a certificate, diploma or degree from recognized a post-secondary school:* | <input type="radio"/> in Saskatchewan <input checked="" type="radio"/> outside of Saskatchewan | |
| Do you have six consecutive months of full-time employment in Saskatchewan related to your field of study?* | <input checked="" type="radio"/> Yes | <input type="radio"/> No |

Truck Driver:

Do you currently have a job offer? Yes No

Do you have a SINP Job Approval Letter? Yes No

Are you working in an occupation related to your post-secondary education on a valid post-grad work permit issued by Immigration, Refugees and Citizenship Canada? Yes No

Are you currently working for the employer that has offered you full-time employment in Saskatchewan? Yes No

Have you worked for the employer that has offered you full-time employment for at least 6 months? Yes No

I am working in:

In a skilled occupation (NOC level 0, A, or B) or a designated trade on a valid work permit issued by Citizenship and Immigration Canada
In a Health occupation
In one of the following hospitality positions: Food/Beverage Server, Food Counter Attendant/Kitchen Helper or Housekeeping/Cleaning Staff
As a Long Haul Truck Driver
Other

Health:

Do you currently have a job offer? Yes No

Do you have a SINP Job Approval Letter? Yes No

Are you working in an occupation related to your post-secondary education on a valid post-grad work permit issued by Immigration, Refugees and Citizenship Canada? Yes No

Are you currently working for the employer that has offered you full-time employment in Saskatchewan? Yes No

Have you worked for the employer that has offered you full-time employment for at least 6 months? Yes No

I am working in:

In a skilled occupation (NOC level 0, A, or B) or a designated trade on a valid work permit issued by Citizenship and Immigration Canada
In a Health occupation
In one of the following hospitality positions: Food/Beverage Server, Food Counter Attendant/Kitchen Helper or Housekeeping/Cleaning Staff
As a Long Haul Truck Driver
Other

Choose your health occupation:

I am working in:

I am working in the following health occupation:

In a Health occupation

- Physician
- Nurse
- Other Health Professional

After choosing the appropriate category, click **Save** then **Next** located at the upper right corner of your screen.



3.2 Skilled Worker Points Grid



This is only applicable to Applicants under the **International Skilled Worker Category**.

Click **Save** then **Next**.

3.3 Current Residency and Settlement Destination




From the drop-down, choose your current country of residence, residency status, length of residency, and settlement destination in Saskatchewan. These items must match your answers in the Generic Application Form for Canada.

Status in Canada – if you are currently in Canada as a Visitor, or Student, you must provide a copy of your Visitor or Study permit. Attach this document under **Passport** record.

3.4 Applicant Details

- Your age is calculated by OASIS based on your date of birth.
- Type in Birth City/Town.
- Select Birth Country.
- Select Highest Education Level completed.
- Select Intended Occupation NOC. For Express Entry Applications, this must be the same with the occupation you had chosen earlier.

- Type in Schedule 4 Funds – this is the amount of funds you stated in Schedule 4 form.
- Answer the questions related to health, preferred language, and criminality.

If the age listed here is incorrect, please click the  button at the top of the screen. From there you will see a 'View Birthdate and Address' button.

Age

Birth City/Town
Enter name of city of birth

Birth Country*
Select country of birth from drop down list

Highest Education Level*
Highest education level completed - select from drop down list

Intended Occupation NOC*
Select occupation from drop down list

Schedule 4 Funds*
Enter the funds that you put in Box 4 of the Schedule 4

Health Issues

Preferred Language*

Have you committed, or been convicted of a criminal offence?*

If you have or had health issues, you must provide more information:

Health Issues

Had any serious disease or physical or mental disorder?

Health Notes
Provide details


Have you committed, or been convicted of a criminal offence?*

If you have or had committed, or been convicted of a criminal offence, you must provide a **police report** from the country where you committed the offence.

Click **Save** then **Next**.

3.5 Uploading your documents

Do not forget to upload a scanned (**readable**) copy of your document as required. If possible, use a file name that describes each document, i.e. passport, birth certificate – this will help us improve application processing times.

If you have previously uploaded documents under the  section, you are only able to view and download these documents. Any upload must be done using **“Upload File”**.

You will not be able to move forward in your application until your documents are uploaded for each section.

If your document is not in English or French, please provide an English (or French) translation including the Translator's Affidavit and submit them with the original document. Please attach the original, translation, and affidavit to the corresponding OASIS record.

To upload your document in OASIS, please click **'Upload File'** button.

The screenshot shows the 'Document Uploads' section of the OASIS interface. It includes the heading 'Document Uploads' and the instruction 'Please upload the required document(s) by clicking the Upload File button.' Below this, there is a list of documents, with 'Ethical Conduct Disclosure and Declaration Form*' selected. To the right of this document name is a green button with a white arrow icon and the text 'Upload File', which is circled in red. Below the button, there is a note: 'You must complete the Ethical Conduct Disclosure and Declaration Form whether or not you have used a Representative'. At the bottom of the section, there is a green button with a white plus icon and the text 'Add an Additional Document'.

A pop-up window will show up as shown below. Click **'Browse'** button, select the document that you want to upload and then click **'Upload File'**.

The screenshot shows the 'Document Uploads' section of the OASIS interface. A pop-up window titled 'Attach a File' is open in the center. The pop-up has a 'Browse...' button and the text 'No file selected.' Below this is a green button with a white arrow icon and the text 'Upload File'. The background of the main page is dimmed, showing the 'Document Uploads' section with the 'Ethical Conduct Disclosure and Declaration Form*' document and the 'Add an Additional Document' button.

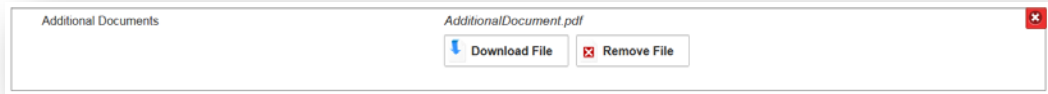
Once a document is uploaded, a popup confirmation message will show up on the lower right corner of your screen:

File Uploaded Successfully.

You are able to download the attached document by choosing **'Download File'**. If you attached the wrong document, remove it by clicking the **'Remove File'** button.

The screenshot shows the 'Document Uploads' section of the OASIS interface. The document 'Ethical Conduct Disclosure and Declaration Form*' is now listed with a file icon and the filename 'EthicalConductDisclosureandDeclarationForm.pdf'. Below the filename are two buttons: a blue button with a white download icon and the text 'Download File', and a red button with a white trash icon and the text 'Remove File'. Below the buttons, there is a note: 'You must complete the Ethical Conduct Disclosure and Declaration Form whether or not you have used a Representative'. At the bottom of the section, there is a green button with a white plus icon and the text 'Add an Additional Document'.

You can upload more files/documents by clicking on button. Please see sample screenshot below.



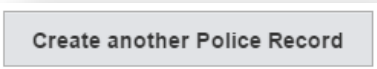
3.6 Police Record

If you have or had committed, or been convicted of a criminal offence, you must provide a **police report** from the country where you committed the offence. Fill in the required field as shown below:

A screenshot of a form titled "Criminal Record Issued By". It contains several fields: "Country" (a dropdown menu with "Cameroon" selected), "Record Issued Date" (a date picker with "01-Oct-2000" selected), "Offence Type" (a text field with "Driving Under the Influence of Alcohol (DUI)" entered), and "Offence Date" (a date picker with "25-Sep-1998" selected). There are also labels for "Criminal Record Issued By" and "Country".

Please upload a scanned copy of the police report(s).

Click  then select **Browse**. Find the document in your file directory, select the document and click on **Upload File**.

Click  to add another record.

Click **Save** then **Next**.

3.7 Ethical Conduct Disclosure and Declaration Form (Code of Conduct)

A screenshot of a form titled "Representation". It has three radio button options: "No Representative" (selected), "Paid Representative", and "Unpaid Representative". Below the options is a note: "If you are using a paid or unpaid representative, you must complete and attach the 'Use of Representative' form that can be found on the Immigration, Refugees and Citizenship Canada webpage."

You may download the form at:
<http://publications.gov.sk.ca/documents/310/85135-ethical-conduct-disclosure-and-declaration-form.pdf>

If you are appointing a representative, you must provide a Federal Form IMM 5476 – Use of Representative. This form can be found on the Immigration, Refugees and Citizenship Canada (IRCC) webpage:

<http://www.cic.gc.ca/english/information/applications/representative.asp>



Please upload a scanned copy of the **Ethical Conduct Disclosure Form**.

Click  then select **Browse**. Find the document in your file directory, select the document and click on **Upload File**.

Click **Save** then **Next**.

3.8 Information Disclosure

Please read and accept the terms and conditions for this application to the SINP and click **Save** then **Next**.

3.9 Citizenship

Choose your Country of Citizenship:

Create another **Citizenship** record if you have more than one citizenship.

Click **Save** then **Next**.

3.10 Birth Document

Type in your First Name, Middle Name (if applicable), and Family (Last) Name at Birth as it appears on your birth document. You can leave the field blank if it does not apply to you, i.e. Middle Name.



Please upload a scanned copy of your **Birth Document**.

Click  then select **Browse**. Find the document in your file directory, select the document and click on **Upload File**.

An affidavit or passport is not acceptable for the Birth Document.

Click **Save** then **Next**.

3.11 Passport

- Select passport issuing Country from the drop down list.
- Type in Passport Number.
- Type in Passport Expiry Date using DD-Mon-YYYY format.

Please note that you don't need to create record(s) for your old/expired passport(s).



Please upload a scanned copy of your **Passport (and Visitor or Study Permit, if applicable)**.

Click  then select **Browse**. Find the document in your file directory, select the document and click on **Upload File**.

Click **Save** then **Next**.

3.12 Marital Status

Select your marital status from the drop down list:

If you are **Single**, your screen must look like this:

For Annulled Marriage, Common Law, Divorced, Legally Separated, Married and Widowed:

- Enter your previous First Name and Last Name as it appears on the marital status document and enter the date that you and your spouse entered into the selected marital status.

Marital Status* Annulled Marriage

Previous First Name
Enter the applicable first name as it appears on the marital status document

Previous Last Name
Enter the applicable last name as it appears on the marital status document

Date
Enter the date that the Applicant or spouse entered into the selected marital status.
Date must be entered as DD-Mon-YYYY
Example: 01-Jan-2015

You must create another marital status screen if you had more than one (1) marital status (for example, if you were divorced and are now married) by clicking this button:



Please upload a scanned copy of your **Marital Status Document**.

Click  then select **Browse**. Find the document in your file directory, select the document and click on **Upload File**.

| Marital Status | Document |
|-------------------|--|
| Single | None |
| Annulled Marriage | Annulment Papers or Certificate |
| Common Law | <ul style="list-style-type: none"> - Completed IMM 5409 – Statutory Declaration of Common-Law Union - Proof of at least one year of common law relationship. (i.e., statements or letters from a bank or financial institute showing a joint bank, trust, credit union, or charge card account; copy of signed joint lease or mortgage; copy of jointly owned property other than your residence; copy of bills or receipts made to both of you; copy of life insurance naming the other partner as the beneficiary, etc.) |
| Divorced | Divorce Certificate / Final divorce documents from the court |
| Legally Separated | Separation documents, preferably from the court |
| Married | Marriage Certificate from a government body or church |
| Widowed | Death Certificate of Spouse |

Click **Save** then **Next**.

3.13 Education

Under Education, you must answer the following questions:

Do you have any post-secondary education?*

Yes No

Does your intended occupation or job offer require Professional Certification or Licensure?*

Yes No

If you are applying under a category that does not require Education (i.e. Existing Work Permit, Truck Driver, or ISW-With Employment Offer and not claiming points for education), you may choose to click **'No'**. Otherwise, click **'Yes'** and **Save**.

If your intended occupation or job offer requires Professional Certification or Licensure, choose ‘Yes’ to the next question, otherwise choose ‘No’.

If you have a job offer, please see

<https://www.saskatchewan.ca/residents/moving-to-saskatchewan/immigrating-to-saskatchewan/working-in-saskatchewan/regulated-occupations-and-licensing-requirements>

If you do not have a job offer, please see

<http://www.saskatchewan.ca/residents/moving-to-saskatchewan/immigrating-to-saskatchewan/saskatchewan-immigrant-nominee-program/applicants-international-skilled-workers/sinp-in-demand-occupation-list>

You will find more information in regards to Professional Certification or Licensure under section 3.14 (next section) of this guide.

To enter your Education Credentials, click on the upper right corner of your screen.

Enter/Change Education

You must submit documents to verify your training and/or post-secondary education with one or more of the following:


- education/trade certificates, degrees or diplomas with a copy of official transcripts wherever applicable, showing school(s) attended or courses taken;
- professional designations, professional licenses and/or professional association memberships; and,
- certification of apprenticeship/certificate equivalent (that is verifiable and comparable to the Canadian education system programs) with details of program structure, courses, length and its administering or regulatory authority.

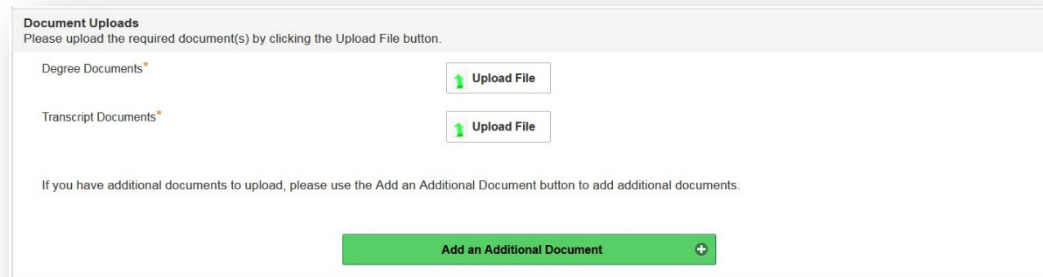
On the Education screen, enter the following information as it appears on your post-secondary or trade-related degree, diploma, or certificate.

- Country,
- Start Date, and End Date in DD-Mon-YYYY format,
- Institution (where education was received), and
- Specialty (program of study).

The screenshot shows a form with the following fields and values:


| | |
|--------------|--|
| Country* | Cameroon |
| Start Date* | 01-Sep-2000 <small>Date must be entered as DD-Mon-YYYY Example: 01-Jan-2015</small> |
| End Date* | 30-Jun-2004 <small>Date must be entered as DD-Mon-YYYY Example: 01-Jan-2015</small> |
| Institution* | University of Maroua <small>Enter institution where education was received</small> |
| Specialty* | Bachelor of Science in Information Technology <small>Enter program of study</small> |

Click  then select **Browse** to upload a copy of your education documents. Find the document in your file directory, select the document and click on **Upload File**. Please upload your document where applicable as shown below:



Click **Save**.

Click  to add another record.

Click  to go back to the main Education screen.

3.14 Regulatory or Licensing Credentials and Education Credentials Assessment (if applicable)

Regulatory or Licensing Credentials

If you are intending to work in an occupation that is regulated in Saskatchewan and requires mandatory (compulsory) certification or licensing in Saskatchewan, you are required to obtain proof of eligibility for Saskatchewan licensure to be able to work in that profession before you apply to the SINP. Proof of eligibility for Saskatchewan licensure from the regulatory body is required as part of your SINP application. If your application does not include this proof of eligibility then the SINP may reject your application and you can reapply when you obtain this proof.

If you are intending to work in an occupation in a **SKILLED TRADE** you are required to have a certificate of qualification (also known as a letter of invitation) in your skilled trade from the **Saskatchewan Apprenticeship & Trade Certification**

Please click on the link below for more information in regards to regulated occupations or licensing requirements:

<http://www.saskatchewan.ca/residents/moving-to-saskatchewan/immigrating-to-saskatchewan/working-in-saskatchewan/regulated-occupations-and-licensing-requirements>

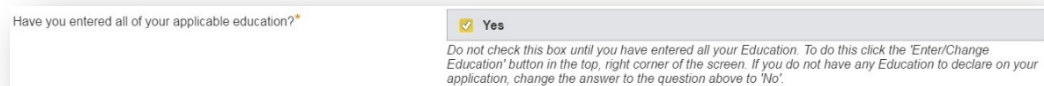
Education Credentials Assessment

Saskatchewan Express Entry and Occupation in Demand Sub-Categories (excluding trade occupations) must include an Educational Credential Assessment from a designated organization.

Please click on the link below for information about obtaining an Educational Credentials Assessment (ECA):

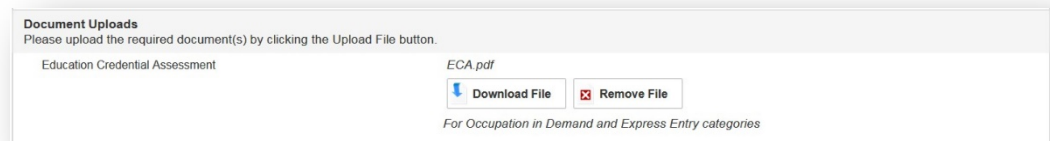
<http://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=681&top=29>

On the main Education Screen, check the box after the question: “Have you entered all of your applicable education?”



For Occupation in Demand and Express Entry categories, you must upload a copy of your Education Credential Assessment on the main Education page.

Click  then select **Browse**. Find the document in your file directory, select the document and click on **Upload File**.



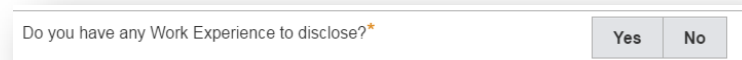
Do the same for your Regulatory or Licensing Credentials (Saskatchewan Licensure), if applicable.



Click **Save** then **Next**.

3.15 Work Experience

Disclose your work experience by answering ‘Yes’ to the question:



Click **Save**.

Click  to create a work experience screen.

Fill in the required fields:

- Search and select the NOC ID that corresponds to your work experience by typing at least three characters:

Search for an Option

After you enter **at least three characters** all possible matches will appear.

information

- 0213 - Computer and Information Systems Managers
- 2171 - Information Systems Analysts and Consultants**
- 1453 - Customer Service, Information and Related Clerks
- 1213 - Supervisors, Library, Correspondence and Related Information Clerks

- Select Country.
- Enter Start Date, and End Date using DD-Mon-YYYY format.
- Enter Employer – name of employer (company name).
- Enter Employer Contact Name – contact name for the employer.
- Enter City/Town – location of employment.
- Enter your Position Title while working at this employer.

Sample work experience screenshot:

NOC ID: 2171 - Information Systems Analysts and Consultants
For the NOC ID field, please refer to: <http://www30.hrsdc.gc.ca/NOC/English/NOC/2006/Welcome.aspx>

Country: Cameroon
Select country from drop down list

Start Date*: 01-Jan-2002
Date must be entered as DD-Mon-YYYY
Example: 01-Jan-2015

End Date*: 15-Oct-2012
If you are still employed with this Employer, choose today's date for the end date.
Date must be entered as DD-Mon-YYYY
Example: 01-Jan-2015

Employer*: ABC Company
Enter name of employer for this position

Employer Contact Name: Charles Johnson
Enter contact name for the employer for this position

City/Town*: Jaunde
Enter city or town of employment for this position

Position Title*: Systems Analyst
Enter description of this job position

Click **Save**.

Click  then select **Browse**. Find the document in your file directory, select the document and click on **Upload File**.

You can upload more files/documents by clicking on

 Add an Additional Document

Required documentation for work experience:

- an official reference letter from the employer printed on company letterhead, which includes
 - the applicant's name, the company's contact information (address, telephone number and email address), and the name, title and signature of the immediate supervisor or personnel officer at the company, along with their telephone number and email address.
 - all positions held while employed at the company, along with the job title, duties and responsibilities, job status (if current job), dates worked for the company, number of work hours per week (total number of hours worked in SK for student applicants) and annual salary plus benefits
- if the applicant is self-employed, articles of incorporation or other evidence of business ownership, evidence of self-employment income and documentation from third-party individuals indicating the service provided along with payment details

Self-declared main duties or affidavits are not acceptable proof of work experience or self-employment.

Click  to create another record.

Click  to continue with your application.

Once this section is completed, check 'Yes' to the work experience question:



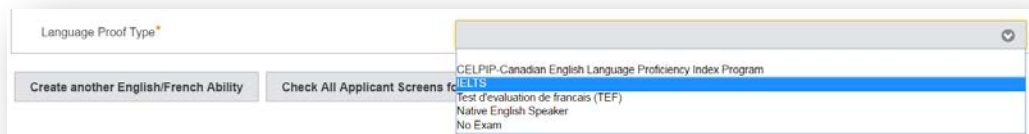
Click **Save** then **Next**.

3.16 English/French Ability



Valid language test results are mandatory for some SINP categories.

Choose Language Proof Type:



Fill in the required fields as it appears on your document:

Valid language test results are mandatory for some SINP categories and if your application is submitted without these test results it will be returned. Please refer to the SINP website for more information on the requirements of the category you are applying to.

| | |
|----------------------|--|
| Language Proof Type* | IELTS |
| Test Mark | 6.0 <small>Enter the overall score from your English or French language test if applicable</small> |
| Listening Test Mark | 6.5 <small>Enter the score from the Listening section of your English or French language test</small> |
| Reading Test Mark | 5.5 <small>Enter the score from the Reading section of your English or French language test</small> |
| Writing Test Mark | 6.0 <small>Enter the score from the Writing section of your English or French language test</small> |
| Speaking Test Mark | 6.0 <small>Enter the score from the Speaking section of your English or French language test</small> |
| Language Test Date | 25-Jan-2016 |

Click the link below for Language Requirements for SINP:

<http://www.saskatchewan.ca/residents/moving-to-saskatchewan/immigrating-to-saskatchewan/saskatchewan-immigrant-nominee-program/language-requirements-for-sinp>

Click  then select **Browse**. Find the document in your file directory, select the document and click on **Upload File**.

Click **Save** then **Next**.

3.17 Applicant Details-Final Page

Choose **'Yes'** if you have a relative in Saskatchewan, otherwise choose **'No'**.

Do you have any family in Saskatchewan?*

| | |
|-----|----|
| Yes | No |
|-----|----|

Choose **'Yes'** if you have submitted a provincial or federal Canadian immigration application, otherwise choose **'No'**.

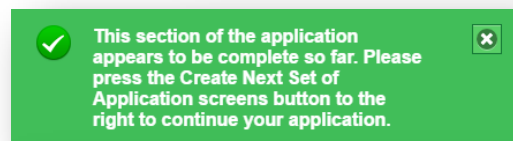
Have you previously submitted a provincial or federal Canadian immigration application?*

| | |
|-----|----|
| Yes | No |
|-----|----|

You are not required to upload any documentation at this point.

Click **Save**. Click .

If you have done everything correctly, this message will come up:



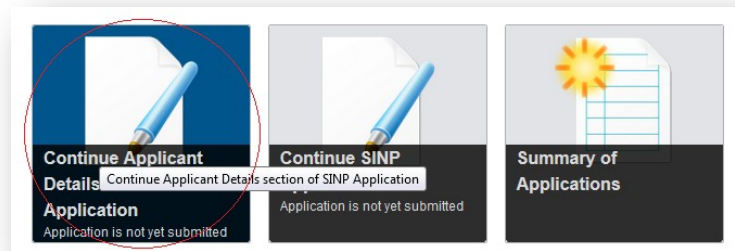
Click  to proceed with your application.

3.18 Making a Change on Pre-Application and Applicant Details

If you need to make a change on your pre-application and/or applicant details,

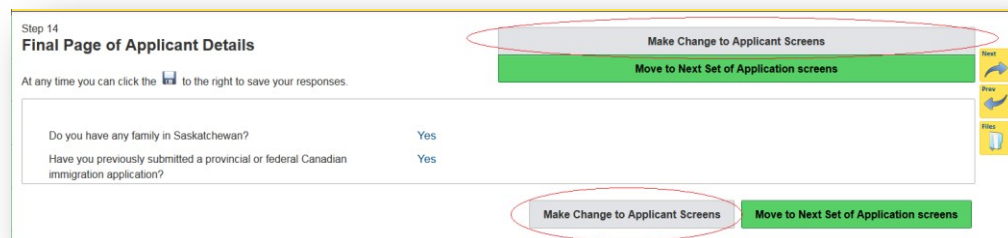
Click on **Home**  button,

Click on **Continue Applicant Details** section of **SINP Application**,



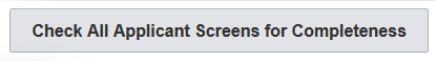
Click on **Applicant Details-Final Page** record,

Click on **Make Change to Applicant Screens**,

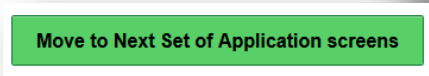


Make your changes or upload documents,

When you are done, ensure you click on



Click on



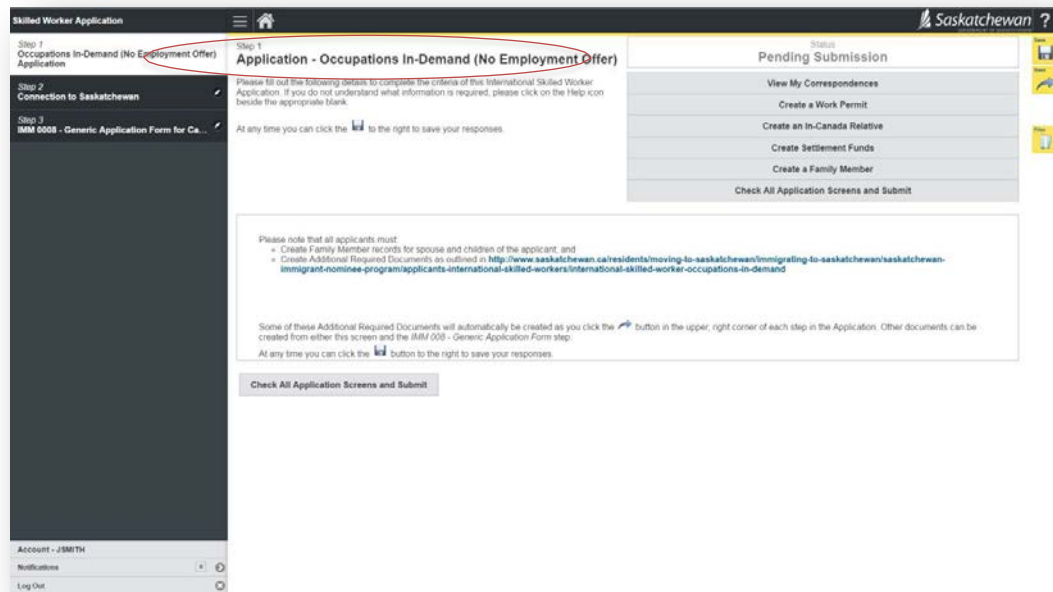
to proceed.


4.0 Skilled Worker Application Screens

After you click **Create Next Set of Application screens** button, the Application screen will come up on the left of your screen.

4.1 Application Screen

The first screen will show the application category. Below is a sample screen for **International Skilled Worker – Occupations In-Demand (No Employment Offer)**:



Click  to continue.

4.2 Connection to Saskatchewan

| | | |
|--|-----|----|
| Do any of the questions below apply to you?* | Yes | No |
|--|-----|----|

Choose 'Yes' for the above question if one of these items apply to you:

- Studied in Saskatchewan
- Worked in Saskatchewan
- Close Relative in Saskatchewan

Otherwise, choose 'No' and click 'Next'.

If you have studied in Saskatchewan and claiming points, fill in the fields as shown below:

| Studied in Saskatchewan | |
|-------------------------|--|
| Institution Name | University of Saskatchewan |
| Start Date | 01-Sep-2012 <small>Date must be entered as DD-Mon-YYYY Example: 01-Jan-2015</small> |
| End Date | 23-Apr-2014 <small>Date must be entered as DD-Mon-YYYY Example: 01-Jan-2015</small> |

If you are claiming points for studying in Saskatchewan you must submit the following documents:

- education/trade certificates, degrees or diplomas with official transcripts wherever applicable, showing school(s) attended or courses taken; or
- a letter from the registrar stating that you studied at a Saskatchewan Institute.

If you have work experience in Saskatchewan, fill in the fields as shown below:

| Worked in Saskatchewan | |
|------------------------|--|
| Employer Name | ABC Company |
| Start Date | 01-Jan-2014 <small>Date must be entered as DD-Mon-YYYY Example: 01-Jan-2015</small> |
| End Date | 14-Jul-2016 <small>Date must be entered as DD-Mon-YYYY Example: 01-Jan-2015</small> |

If you are claiming points for working in Saskatchewan you must submit documents to verify that you have previously worked in Saskatchewan for a minimum of 12 months in the past five years. You will need to provide the following:

Letters of reference from your previous employer(s) that are written on official company letterhead and signed by an authorized representative of the company who is identified by name and title along with contact information. Each letter should indicate the following:


- your job position;
- dates of employment; and,
- your main duties/responsibilities.

If you have a close relative in Saskatchewan and claiming points, fill in the required field(s) as shown:



If you are claiming points for a close family member, you must provide the following from the family member:

- birth certificate, marriage certificate and or any other official government education or religious documents that prove your relationship to your close family relative. Please note: the SINP does not accept affidavits.
- copy of the relative's Canadian permanent resident or citizenship card, or Canadian passport;
- proof that they have been living in Saskatchewan for the past twelve months and are self-sufficient:
 - utility bills from the past twelve months from either SaskPower; SaskEnergy; a city or town office. (We will not accept telephone, cellular or cable bills);
 - Saskatchewan Health Card or Saskatchewan Driver's license;
 - proof that the family member is a registered tenant of a Saskatchewan address (lease agreement and rental receipts OR proof of ownership) and names of other occupants at this address including their relationship to them; and,
 - proof of receipt of income for the past three months.

Click  to create a record for your relative currently residing in Canada.

Click  then select **Browse**. Find the document in your file directory, select the document and click on **Upload File**.

You can upload more files/documents by clicking on



4.3 Federal Forms

The following are the required (**mandatory**) federal forms:

- IMM 0008 – Generic Application Form for Canada

Click  then select **Browse**. Find the document in your file directory, select the document and click on **Upload File**.

Click **Save** then **Next**.

Do the same for the rest of the forms.

- IMM 5562 – Supplementary Information: Your Travels
- IMM 5406 – Additional Family Information
- Schedule 4: Economic Classes – Provincial Nominee
- Schedule A – Background/Declaration

On the upper right corner of your screen, create the following forms if they apply to you:

- IMM 5476 – Use of Representative
- IMM 5475 – Authority to Release Personal Information

Click  if you added a form in error.

You can download the forms at:

International Skilled Workers

<http://www.saskatchewan.ca/residents/moving-to-saskatchewan/immigrating-to-saskatchewan/saskatchewan-immigrant-nominee-program/applicants-international-skilled-workers>

then choose the sub-category.

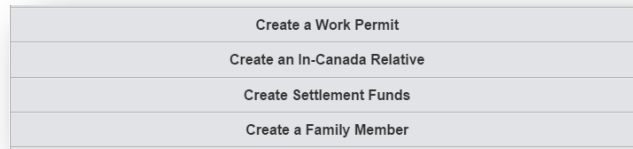
Saskatchewan Experience

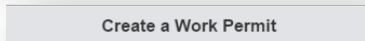
<http://www.saskatchewan.ca/residents/moving-to-saskatchewan/immigrating-to-saskatchewan/saskatchewan-immigrant-nominee-program/applicants-with-saskatchewan-experience>

then choose the sub-category.


4.4 Step 1 Create Buttons

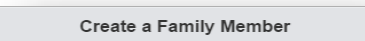
Click the **Create...** button(s) if it applies to you:



Click  if you are currently working in Canada.

Click  if you have a relative currently residing in Canada.

Click  if you are applying under **International Skilled Worker Category - Express Entry OR Occupations In-Demand (No Employment Offer)**.

Click  if you have family member(s) coming with you to Canada.

4.5 Work Permit

Work Permit record will be created automatically if you apply under **Saskatchewan Experience** category. If you are applying under **International Skilled Category – With Employment Offer** but currently working in Canada, please create a work permit record.

Fill in the required fields as it appears on your document:

| | |
|--------------------|--|
| Work Permit Number | DD153 914 125 |
| Issued Date | 12-Jan-2015 <small>Date must be entered as DD-Mon-YYYY Example: 01-Jan-2015</small> |
| Expiry Date | 13-Jan-2017 <small>Date must be entered as DD-Mon-YYYY Example: 01-Jan-2015</small> |
| Employer | ABC Company |
| Location | Saskatchewan Nes |
| Occupation | Systems Analyst |

Click  then select **Browse**. Find the document in your file directory, select the document and click on **Upload File**.

Click **Save** then **Next** to continue.

4.6 In-Canada Relative

'**Relative currently residing in Canada**' record will be created automatically, if you answered '**Yes**' to this question:

| | | |
|--|---------------------------|--------------------------|
| Do you have any family in Saskatchewan?* | <input type="radio"/> Yes | <input type="radio"/> No |
|--|---------------------------|--------------------------|

Fill in the required fields as shown below:

| | |
|--|----------------------|
| Given Name | Stephen |
| Surname | Smith |
| Mailing Address | |
| Address Line 1* | 123 Robinson St. |
| Address Line 2 | |
| Address Line 3 | |
| City / Town* | Regina |
| Province | Saskatchewan |
| Postal Code | S4S 2C1 |
| Correspondence Email | stephsmith@gmail.com |
| Correspondence Telephone Number | 306-500-8888 |
| Home Telephone Number | 306-500-8888 |
| Work Telephone Number | 306-511-1234 |
| Cell Telephone Number | 306-100-9900 |
| Fax Number | |
| Relationship Type* | Brother |
| <small>Select relationship type from drop down list</small> | |
| Length of Residence in Canada* | 5 |
| <small>How long has the relative been in Canada - in years</small> | |
| Length of Residence in SK | 5 |
| <small>Enter length of residence of relative(s) - in years</small> | |

Click  then select **Browse**. Find the document in your file directory, select the document and click on **Upload File**.


Click **Save**.

Click  to add another In-Canada relative.

Click  to delete a screen if it was added by mistake.

4.7 Settlement Funds and Settlement Plan

If you need to provide Proof of Settlement Funds, create this screen from Step 1.

Click .

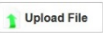
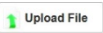
Fill in the required fields as shown below:

| | |
|--|-----------------------------|
| Institution Name* | Commercial Bank of Cameroon |
| Account Number | 35601234 |
| Account Holder's Name | John Smith |
| Settlement Fund Type | Term Deposits |
| Total Dollar Amount in Foreign currency | 10,000,000.00 |
| Currency Type | Central African CFA franc |
| Total Dollar amount in Canadian currency | 21950.07 |
| Date of Bank Statement | 18-May-2016 |
| Date of Conversion | 18-May-2016 |

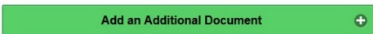
Click  then select **Browse**. Find the document in your file directory, select the document and click on **Upload File**.

You must attach a copy of your account statement(s) and Settlement Plan as shown below:

Document Uploads
Please upload the required document(s) by clicking the Upload File button.

| | |
|----------------------------|---|
| Proof of Settlement Funds* |  |
| Settlement Plan* |  |

If you have additional documents to upload, please use the Add an Additional Document button to add additional documents.



Click **Save** then **Next** to proceed.

Required documentation for Settlement Funds:

- **Bank / Account statement(s)** must show detailed transaction history at minimum the past three (3) months prior to the date of submitting your application.

Settlement Plan: You are required to complete Immigration, Refugees, and Citizenship Canada's online settlement planning tool. The [Living in Canada](http://www.cic.gc.ca/ctvac/english/index) tool at <http://www.cic.gc.ca/ctvac/english/index> will help you build a customized settlement plan based on your current situation. Once you fill out the online questionnaire, please email the plan to yourself. Once you receive the plan by email, attach a copy to your SINP application.

The minimum required amount for your application is posted on our website. Please click on <http://www.saskatchewan.ca/residents/moving-to-saskatchewan/immigrating-to-saskatchewan/saskatchewan-immigrant-nominee-program/applicants-international-skilled-workers>, choose the category you are applying under, click on "Required documents for ISWs...", and find "Settlement Funds".

Proof of funds must:

- be official letters, official statements, and/or certificates from one or more financial institutions.
- have been maintained at least 3 months prior to submitting your application and maintained throughout the entire immigration process (not expire after the application has been submitted).
- be in the name of the principal applicant or spouse or held jointly.

Fund statements must show a detailed transaction history for at least three months prior to submitting an application and include the type of currency, fund holder's name, contact information of the financial institution, account numbers, transactions and balances.

All documents not issued in English or French must be accompanied by a certified translation.

To determine whether settlement funds are sufficient, the account must show that when the account was at its lowest amount, it met the settlement requirement for the size of the household.

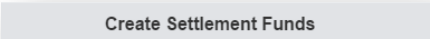
The following funds will be accepted:

- Personal chequing or savings accounts
- Bonds
- Cash value life insurance
- Guaranteed Investment Certificate (GICs) or Certificates of Deposit
- Mutual Funds
- Provident Funds (an official letter from the provident fund organization indicating the amount of funds that are accessible is required)
- Registered Retirement Savings Plans (RRSPs)
- Stocks
- Tax Free Savings Accounts (TFSAs)
- Term deposits and time deposits (must be valid at the time of application and remain valid throughout the entire application process)
- Treasury Bills

Debentures, credit cards, lines of credit, gold, cash, property or businesses are NOT

Create a separate **Settlement Funds** record for each **account**.

To create another Settlement Funds record, go to Step 1,

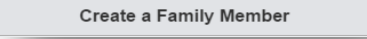
and click  .

4.8 Accompanying Family Member

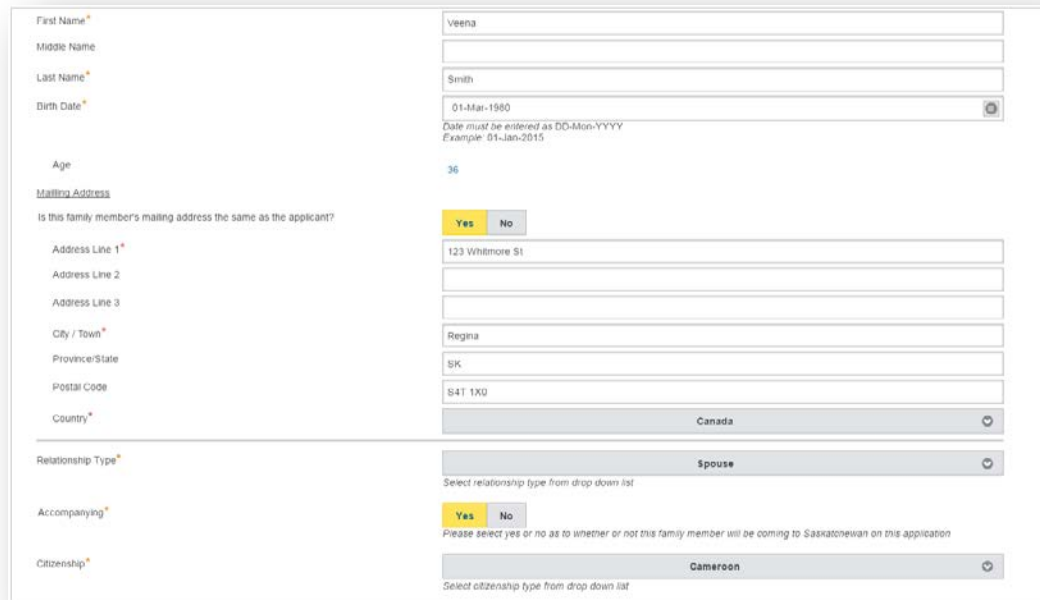
An individual (spouse, common-law partner, or dependent child), who is planning to immigrate with you to Saskatchewan. Accompanying adult child dependents may be included under the SINP Certificate of Nomination if you are approved as a provincial nominee and if the adult child dependent meets at least **one** of the following criteria:

- is under the age of 22 and does not have a spouse or common-law partner; and/or
- has depended on your financial support because of a mental or physical condition.


Parents and siblings of the principal applicant cannot be included in the SINP application.

Under Step 1, click  if you have family member(s) coming with you to Canada.

Fill in the required fields as shown below:



Click **Save**.

Click  if this screen was created in error.

Click  to add screens for:

Dependants:

- Birth Document
- Passport

Spouse:

- Birth Document
- Passport
- Marital Status
- IMM 5406 - Additional Family Information
- Schedule A – Background/Declaration

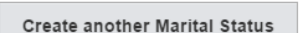
Birth Document – Fill in First Name, Middle Name (if applicable), and Family Name (Last Name) at Birth – as it appears on birth document.

If you have a family member who was **born in Canada**, you must create a record and attach the Birth Certificate to prove **Canadian citizenship**. Passport is not required.

Passport – Fill in Country, Passport Number (without spaces), and Passport Expiry Date (in DD-Mon-YYYY format) as it appears on your document.

Marital Status – Choose marital status in the drop-down list.

For the Spouse, fill in Previous First Name, Previous Last Name and Date that Spouse entered into the selected marital status and attach required document(s).

Click  to add another marital status record.

IMM 5406 – Additional Family Member Information

You must download, fill in, and attach this federal form.

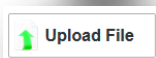
Schedule A – Background Declaration

You must download, fill in, and attach this federal form.

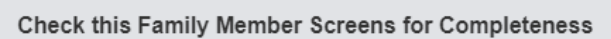
For each screen, click



to save your entries, and



to attach the required document(s).

Click  then

click  to continue your application.

4.9 Job Offer (and Job Approval)

If you have a job offer, please fill in the following required fields:

| | |
|-----------------|---|
| Employer Name | XYZ Company |
| Position | Systems Analyst <small>Please enter the position for your offer of employment</small> |
| City/Town | Regina |
| Contact Name | Carl Jones |
| Contact Number | 306-888-1000 |
| Offer Date* | 15-Jun-2016 <small>Date must be entered as DD-Mon-YYYY Example: 01-Jan-2015</small> |
| Hourly Wage | 25.00 <small>Please enter your hourly wage</small> |
| Employer ID | 1234 |
| Job Position ID | 35678 <small>This number can be found on your SINP Job Approval letter which you must also upload.</small> |

Use this information from your **SINP Job Approval Confirmation** letter when filling in the job offer screen.

Employer Name

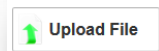
Employer ID

**Re: Saskatchewan Immigrant Nominee Program (SINP) Job Approval Confirmation – Identified Candidates
XYZ Company (1234)
Job Position ID: 35678
Candidate: Smith, John**

Click



to save your entries, and



to attach your **Job Offer Letter** and **Job Approval Letter**

as shown below:

Document Uploads
Please upload the required document(s) by clicking the Upload File button.

| | |
|----------------------|--|
| Job Offer Letter* | <input type="button" value="Upload File"/> |
| Job Approval Letter* | <input type="button" value="Upload File"/> |

Please note that the Job Approval Letter (JAL) must list the principal applicant's name and not be expired at the time of application. If the JAL does not have the principal applicant's name or is expired, please contact your employer.

If you have additional documents to upload, please use the Add an Additional Document button to add additional documents.

The Letter of Offer must:

- be addressed to the principal applicant;
- state the job title, duties and responsibilities, wage, benefits, and company contact information;
- list the location (i.e., town/city) of your position in Saskatchewan;
- be issued on the company's letterhead; and,
- be signed by the employer.

Click **Next** to continue.

4.10 Medical License

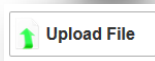
If you are applying under any Health Sub-Category, you must provide a copy of your medical license, and fill in these fields:

Health Licensing Body* COPSS SRNA Other Licencing Body
Health License Type* Full
Health License Number* 2516
Expiry Date* 31-Dec-2016
Date must be entered as DD-Mon-YYYY
Example: 01-Jan-2015

Click



to save your entries, and



to attach the required document(s).

This is an example screen for a **Nurse** application:

Health Licensing Body* COPSS SRNA Other Licencing Body
Health License Type* Full
Health License Number* 1234
Expiry Date* 31-Dec-2016
Date must be entered as DD-Mon-YYYY
Example: 01-Jan-2015

Click **Next** to continue.

4.11 Driver's License

If you are applying under the Truck Driver Sub-Category, you must have a valid Class 1A Saskatchewan Driver's License.

Fill in these required fields:

Driver's License Class Type* Class 1
Select drivers license class type from drop down list
License Number* 123456
Enter license number
Expiry Date* 31-Dec-2017
Enter license expiry date
Date must be entered as DD-Mon-YYYY
Example: 01-Jan-2015

4.11.1 Endorsement

Add an endorsement record. This can be found on your driver's license:

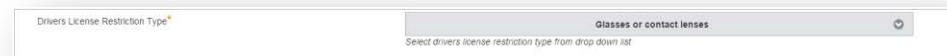


The screenshot shows a dropdown menu for "Drivers License Endorsement Type". The selected option is "Air Brakes A". Below the dropdown, there is a small text prompt: "Select drivers license endorsement type from drop down list".

Click  to add another endorsement record.

4.11.2 Restriction (if applicable)

Add a restriction record if it applies to you. This can be found on your driver's license.



The screenshot shows a dropdown menu for "Drivers License Restriction Type". The selected option is "Glasses or contact lenses". Below the dropdown, there is a small text prompt: "Select drivers license restriction type from drop down list".

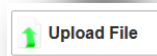
Click  to add another restriction record.

Attach a copy of your **Class 1A Saskatchewan Driver's License**.

Click



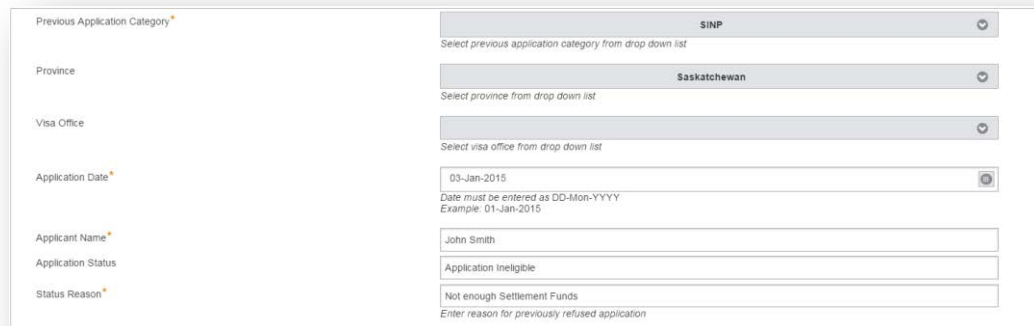
to save your entries, and



to attach the required document(s).

4.12 Previous Application

If you have previous provincial or federal Canadian applications, you must fill in these required fields:



The screenshot shows a form with the following fields:

- Previous Application Category*: SINP (dropdown menu)
- Province: Saskatchewan (dropdown menu)
- Visa Office: (dropdown menu)
- Application Date*: 03-Jan-2015 (calendar icon)
- Applicant Name*: John Smith (text input)
- Application Status: Application Ineligible (dropdown menu)
- Status Reason*: Not enough Settlement Funds (text input)

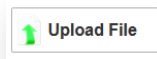
Below the Status Reason field, there is a small text prompt: "Enter reason for previously refused application".

Attach final document(s) received in regards to your previous application, i.e. IRCC Refusal Letter, SINP Ineligible Letter, etc.

Click



to save your entries, and



to attach the required document(s).

Click

A grey rectangular button with the text "Create another Previous Application" in black.

to create another record.

Click **Next** to continue.

4.13 Required Application Screens for Each Category

4.13.1 International Skilled Worker

- a. Occupations In-Demand
 - [Settlement Funds and Settlement Plan](#)
 - [Relative Currently Residing in Canada](#) (if applicable)
 - [Connection to Saskatchewan](#)
 - [Family Members](#) (if applicable)
 - [Federal Forms](#)
- b. Express Entry
 - [Settlement Funds and Settlement Plan](#)
 - [Relative Currently Residing in Canada](#) (if applicable)
 - [Connection to Saskatchewan](#)
 - [Family Members](#) (if applicable)
 - [Federal Forms](#)
- c. With Employment Offer
 - [Job Offer \(and Job Approval\)](#)
 - [Work Permit](#) (if applicable)
 - [Family Members](#) (if applicable)
 - [Federal Forms](#)

4.13.2 Saskatchewan Experience

- a. Existing Work Permit
 - [Job Offer \(and Job Approval\)](#)
 - [Work Permit](#)
 - [Family Members](#) (if applicable)
 - [Federal Forms](#)


-
- b. Health Professionals (Physician, Nurse, Other Health Professionals)
 - [Job Offer \(and Job Approval\)](#)
 - [Work Permit](#)
 - [Medical License](#)
 - [Family Members](#) (if applicable)
 - [Federal Forms](#)

 - c. Hospitality
 - [Job Offer \(and Job Approval\)](#)
 - [Work Permit](#)
 - [Family Members](#) (if applicable)
 - [Federal Forms](#)

 - d. Long-Haul Truck Driver
 - [Job Offer \(and Job Approval\)](#)
 - [Work Permit](#)
 - [Driver's License](#)
 - [Driver's License Endorsement](#)
 - [Driver's License Restriction](#) (if applicable)
 - [Family Members](#) (if applicable)
 - [Federal Forms](#)

 - e. Students
 - [Job Offer \(and Job Approval\)](#)
 - [Work Permit](#)
 - [Family Members](#) (if applicable)
 - [Federal Forms](#)

5.0 Check Application Screens and Submit

Click  to submit your application. Make sure to review all warnings and errors before submission.

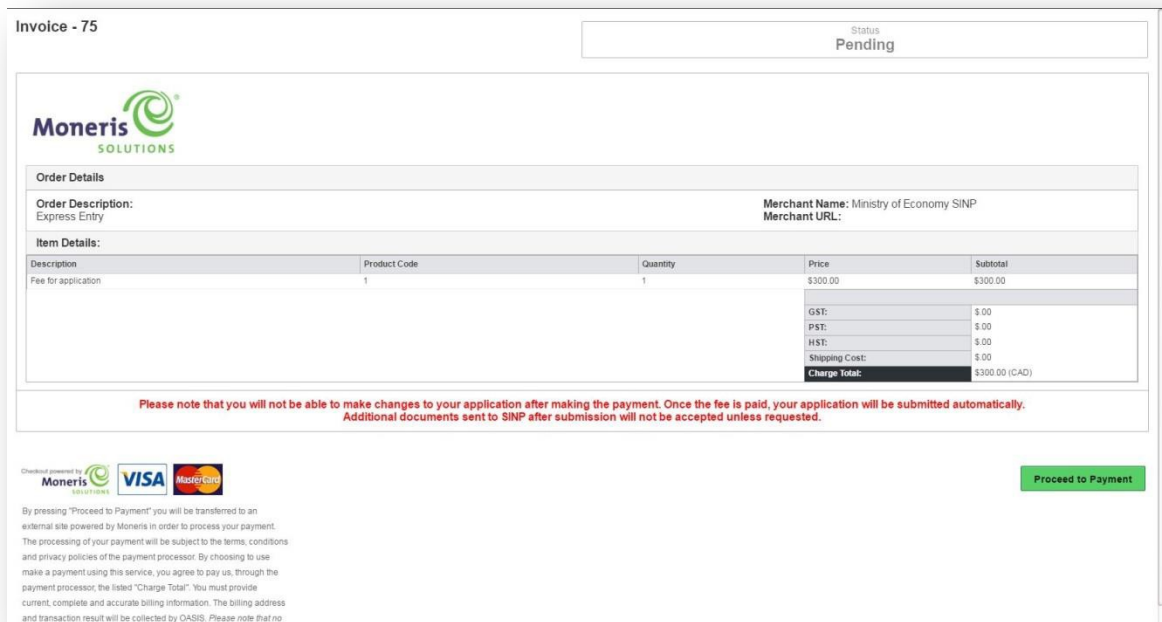
It is important that all required documents are attached in your application. If you submit an incomplete application where documents are missing from your application, your application will be rejected and your fee is non-refundable (if applicable). Additional documents sent after submitting your application will not be accepted unless requested.

6.0 Fee Payment – Occupations In-Demand and Express Entry Only

If you are applying under International Skilled Worker – Occupations In-Demand or Express Entry Sub-Categories, you will need to pay the corresponding fees.

Please note that you won't be able to make changes to your application after making the payment. Once the fee is paid, your application will be submitted automatically. Additional documents sent after submission will not be accepted.

After clicking “Check All Application Screens and Submit” button, an Invoice Page stating payment due is displayed. Invoice status is on “Pending” until payment is successful.



Invoice - 75 Status
Pending

Moneris SOLUTIONS

Order Details




Order Description: Express Entry Merchant Name: Ministry of Economy SINP
Merchant URL:

Item Details:

| Description | Product Code | Quantity | Price | Subtotal |
|---------------------|--------------|----------|----------|----------|
| Fee for application | 1 | 1 | \$300.00 | \$300.00 |

GST: \$ 0.00
PST: \$ 0.00
HST: \$ 0.00
Shipping Cost: \$ 0.00
Charge Total: \$300.00 (CAD)

Please note that you will not be able to make changes to your application after making the payment. Once the fee is paid, your application will be submitted automatically. Additional documents sent to SINP after submission will not be accepted unless requested.

Checked out powered by    **Proceed to Payment**

By pressing "Proceed to Payment" you will be transferred to an external site powered by Moneris in order to process your payment. The processing of your payment will be subject to the terms, conditions and privacy policies of the payment processor. By choosing to use make a payment using this service, you agree to pay us, through the payment processor, the listed "Charge Total". You must provide current, complete and accurate billing information. The billing address and transaction result will be collected by OASIS. Please note that no

After reviewing the payment due, click on “Proceed to Payment”.

On the Moneris Payment Page, please enter your billing address.

Choose a payment method, enter payment details then click “Process Transaction” to proceed.

QA Merchant 3

Mandatory fields marked by *

Item Details

| Description | Product Code | Quantity | Price |
|---------------------|--------------|----------|-----------|
| Fee for application | 1 | 1 | \$3300.00 |

| | |
|--------------|----------|
| Shipping: | \$0.00 |
| GST: | \$0.00 |
| PST: | \$0.00 |
| HST: | \$0.00 |
| Total (CAD): | \$300.00 |

Customer Details

Customer ID: EE7253

Email Address:

Note:

Customer Details

Customer ID: EE7253

Email Address:

Note:

Billing Address

First Name:

Last Name:

Company:

Address:

City:

Prov/State:


Country:

Postal Code:

Phone:

Fax:

Payment Details

Transaction Amount: \$300.00 (CAD) 

Order ID: mhp17166104128p54

Please complete the following details exactly as they appear on your card.
Do not put spaces or hyphens in the card number.

Cardholder Name*:

Card Number*:

Expiry Date (MMYY)*:

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

You will be able to review and print payment information by clicking on “Print” button. To go back to the Invoice Page, click on “Back to Invoice”.

[Back to Invoice - 75](#) [Print](#)

Payment for Invoice - 75
Invoice - 75

Moneris SOLUTIONS JUN 16, 2017 10:50:22
Order ID: mhp17166104128p54

| | |
|--|---|
| Payment Details: | |
| Amount: \$300.00 (CAD) | Transaction Type: PURCHASE Cardholder: John Smith Card Number: *****0007 |
| Response: 01/027 - APPROVED * = Reference Number: 660144990018002360 Authorization Code: 472232 | |

| | |
|--|--|
| Order Details | |
| Order Description: Express Entry | Merchant Name: Ministry of Economy SINP Merchant URL: |

| Item Details: | | | | |
|----------------------|--------------|----------|----------|-----------------------|
| Description | Product Code | Quantity | Price | Subtotal |
| Fee for application | 1 | 1 | \$300.00 | \$300.00 |
| | | | | GST: \$0.00 |
| | | | | PST: \$0.00 |
| | | | | HST: \$0.00 |
| | | | | Shipping Cost: \$0.00 |
| Charge Total: | | | | \$300.00 (CAD) |

The Invoice Page will show invoice status “Payment Received” if the payment is successful.

Status
Payment Received

Invoice - 75 JUN 16, 2017 10:50:22
Order ID: mhp17166104128p54

Moneris SOLUTIONS

| | |
|--|---|
| Payment Details: | |
| Amount: \$300.00 (CAD) | Transaction Type: PURCHASE Cardholder: John Smith Card Number: *****0007 |
| Response: 01/027 - APPROVED * = Reference Number: 660144990018002360 Authorization Code: 472232 | |

| | |
|--|--|
| Order Details | |
| Order Description: Express Entry | Merchant Name: Ministry of Economy SINP Merchant URL: |

| Item Details: | | | | |
|----------------------|--------------|----------|----------|-----------------------|
| Description | Product Code | Quantity | Price | Subtotal |
| Fee for application | 1 | 1 | \$300.00 | \$300.00 |
| | | | | GST: \$0.00 |
| | | | | PST: \$0.00 |
| | | | | HST: \$0.00 |
| | | | | Shipping Cost: \$0.00 |
| Charge Total: | | | | \$300.00 (CAD) |

Your payment is confirmed and application has been submitted for Review to the SINP.

[Go to Home Page](#)

Click on “Go to OASIS Home Page” button to return to your application. You may view the invoice by clicking on

[View Invoice](#)

7.0 Application Received

You will get a file number after submitting your application:

| | |
|--------------------|---------|
| Application Number | 1099252 |
|--------------------|---------|

You will receive a **receipt letter** within **24 – 48 hours** after submission.

Thank you for your interest in the Saskatchewan Immigrant Nominee Program.