Saskatchewan

Ministry of Immigration and Career Training

SINP – OASIS
User Guide for Applicants

For more information, please contact:

Government of Saskatchewan
Immigration Services Branch
Saskatchewan Immigrant Nominee Program
7th Floor, 1945 Hamilton Street
Regina, Saskatchewan S4P 2C8

Telephone:	(Canada 001) 833-613-0485
Inquiries:	immigration@gov.sk.ca
Website:	www.saskatchewan.ca/sinp

Updated November 2019

Table of Contents

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 Caregory:
http://www.saskatchewan.ca/residents/moving-to-saskatchewan/immigrating-to-saskatchewan/saskatchewan-immigrant-nominee-program/applicants-international-skilled-workers
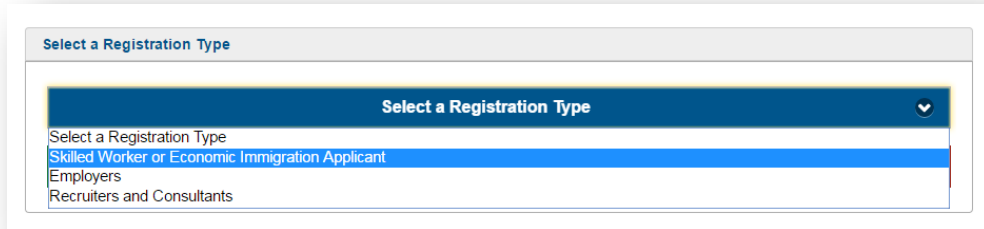
Click on the link below for Saskatchewan Experience Category:
http://www.saskatchewan.ca/residents/moving-to-saskatchewan/immigrating-to-saskatchewan/saskatchewan-immigrant-nominee-program/applicants-with-saskatchewan-experience

1.1   Register on OASIS

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

- 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.

- 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:
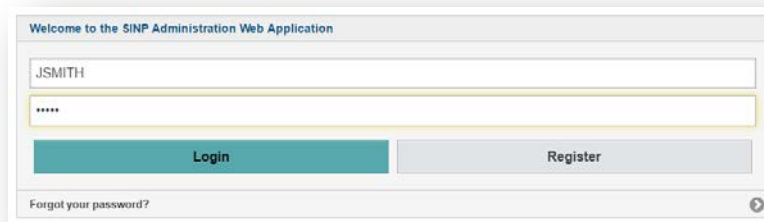
Username: JSMITH
Password: *p65T
This user name and password will allow you to create and submit your application with the SINP.
Note - The password is case sensitive.

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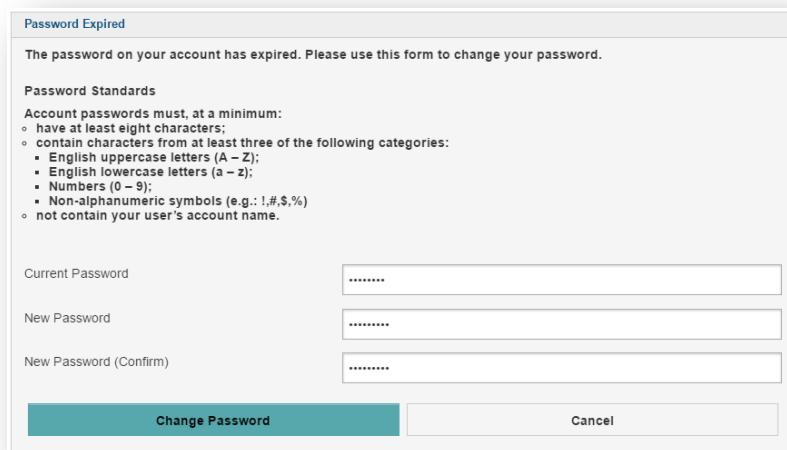
- On the login page, type in your username and password sent in the email and click **Login**.

Welcome to the SINP Administration Web Application

JSMITH

•••••

| Login | Register |

Forgot your password?

- 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.

Password Expired

The password on your account has expired. Please use this form to change your password.

Password Standards

Account passwords must, at a minimum:
○ 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.

Current Password   ••••••••

New Password   ••••••••

New Password (Confirm)   ••••••••

| Change Password | Cancel |

2.0   Start your application

Ensure that you have scanned all required documents and forms preferably in pdf format before you **begin your application**.
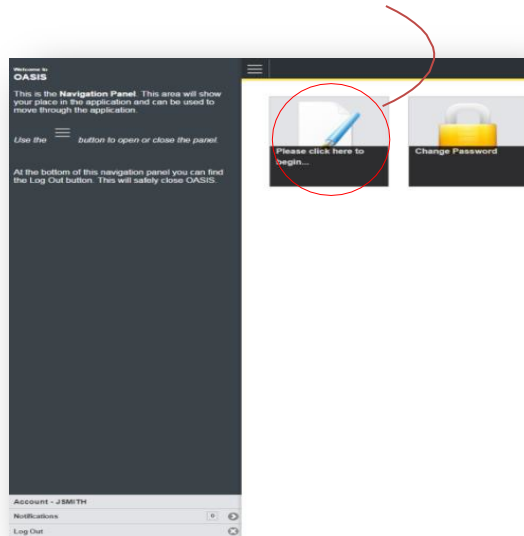
When scanning documents that have been translated, please scan the original document and the English or French translation, and the SINP Translator Affidavit as one document. Please find the affidavit form at:
(https://publications.saskatchewan.ca:443/api/v1/products/76058/formats/85134/download)

- 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 have questions, trouble with your username or password, or to reset your password; please email immigration@gov.sk.ca or call 1 (833) 613-0485 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
If International, please specify province or state name	

Is the mailing address the same as the Residential/Home Address?*	Yes No
	Selecting 'Yes' will copy your residential address into the mailing address.

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   **Continue to Next Section**   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:*

- 0213 - Computer and information systems managers
- 0423 - Managers in social, community and correctional services
- 0513 - Recreation, sports and fitness program and service directors
- 0714 - Facility operation and maintenance managers
- 0821 - Managers in agriculture
- 1224 - Property administrators
- 1225 - Purchasing agents and officers
- 1252 - Health information management occupations
- 2161 - Mathematicians, statisticians and actuaries
- 2171 - Information systems analysts and consultants
- 2221 - Biological technologists and technicians
- 2225 - Landscape and horticulture technicians and specialists
- 2231 - Civil engineering technologists and technicians
- 2232 - Mechanical engineering technologists and technicians
- 2244 - Aircraft instrument, electrical and avionics mechanics, technicians and inspectors
- 2253 - Drafting technologists and technicians
- 2255 - Technical occupations in geomatic and meteorology
- 7253 - Gas fitters
- 7312 - Heavy-duty equipment mechanics

Cancel this pre-application

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?*   **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**

> 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?*   **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**

> 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?*   **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 Sta
- As a Long Haul Trucker
- Other

Cancel this pre-application

Hospitality:

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).

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).

Truck Driver:

Health:

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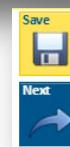
After choosing the appropriate category, click **Save** then **Next** located at the upper right corner of your screen.

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

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 Files 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.

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'**.

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

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.

You can upload more files/documents by clicking on [Add an Additional Document +] button. Please see sample screenshot below.

Additional Documents   *AdditionalDocument.pdf*
↓ Download File   ❎ Remove File
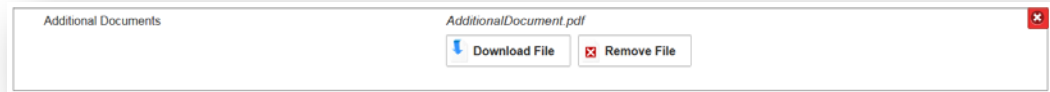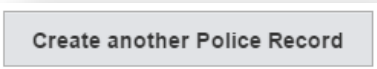
3.6 Police Record

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:

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

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

Click [Create another Police Record] to add another record.

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

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

You may download the form at:
https://publications.saskatchewan.ca:443/api/v1/products/82326/formats/94342/download

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 [Upload File] 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

AUTHORITY TO DISCLOSE PERSONAL INFORMATION
- I authorize the Saskatchewan Immigrant Nominee Program (SINP) of the Ministry of the Economy (ECON) to collect, use and disclose, as necessary, information from this application to officials in the Government of Saskatchewan, and to officials within the Government of Canada administering immigration, temporary foreign worker or other programs related to permanent residence or temporary residence in Canada.
- I authorize my employer(s) to provide details of our employment contract to the SINP and further authorize the SINP to collect such information for the purpose of assessing this application.
- I understand and authorize the Government of Canada, to disclose, as necessary, any information about me collected under the Immigration and Refugee Protection Act and its Regulations to the SINP.
- I understand and authorize the SINP to disclose, as necessary, information collected from this application to a contracted third party for the purpose of verifying and confirming my qualifications and background as per the contract. I further understand and authorize the information provided to the third party to be shared with their worksites in the required countries in order to perform this service. I understand that the verification and confirmation from the third party will be used by the SINP to assess this application.
- I understand and authorize the SINP and/or a contracted third party to contact previous institutions or employers I have identified to verify my qualifications, background and eligibility for the SINP. This information is collected for the purpose of assessing my SINP application.
- I understand and authorize the SINP to use information collected from this application and/or other sources for the purpose of evaluating provincial immigration programs of the Government of Saskatchewan. I also understand the SINP may disclose, as necessary, such information to officials of the Government of Saskatchewan as well as a third party under contract by the SINP to conduct evaluations on behalf of the Government.
- I confirm my understanding of all the previous statements, and have asked for and received an explanation, or language translation if required, of every point that was not clear to me.

Agree to Terms and Conditions?*   ☑ Yes

This box must be checked (clicked on) to indicate that you have read and accept the terms and conditions for this application to the SINP. The application cannot be submitted until this is done.

> 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:

Citizenship*   Cameroon   ⌄
Select citizenship type from drop down list

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.

Enter birth name of applicant as it appears on birth document
First Name at Birth*   John
Middle Name at Birth
Family Name at Birth   Smith

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

Click   🔼 Upload File   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.

Country*	Cameroon	⊙
	Select passport issuing country from drop down list	
Passport Number*	P123456	
Passport Expiry Date*	01-Jan-2020	🔲
	Date must be entered as DD-Mon-YYYY *Example: 01-Jan-2015*	

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   🔼 Upload File   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:

Marital Status*	Single	⊙

Create another Marital Status screen	Check All Applicant Screens	Annulled Marriage Common Law Divorced Legally Separated Married Single Widowed

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

Marital Status*	Single	⊙

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.

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: [Create another Marital Status screen].

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

Click [Upload File] 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	- 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:

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 | **Enter/Change Education** | on the upper right corner of your screen.

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.
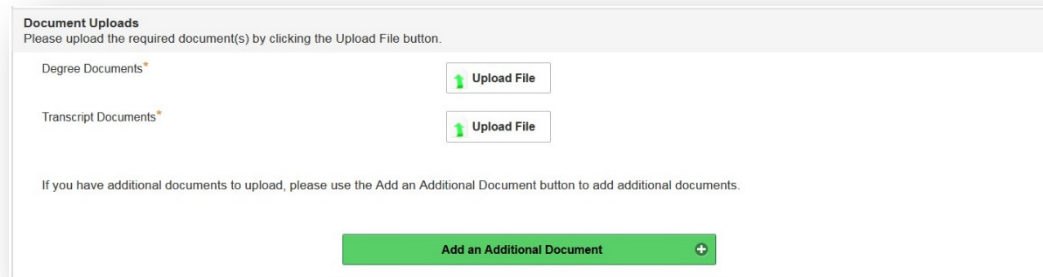

On the Education screen, enter the following information as it appears on your post-secondary or trade-related degree, diploma, or certificate.
- Country,
- Start Date, and End Date in DD-Mon-YYYY format,
- Institution (where education was received), and
- Specialty (program of study).

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

Click ![Upload File] 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 ![Add Another Education screen] to add another record.

Click ![Go back to main Applicant Sections] 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
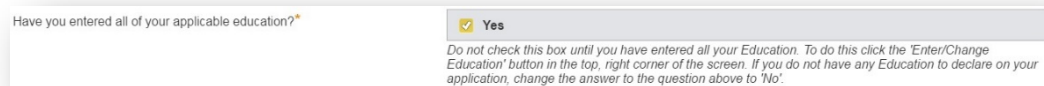
Education Credentials Assessment

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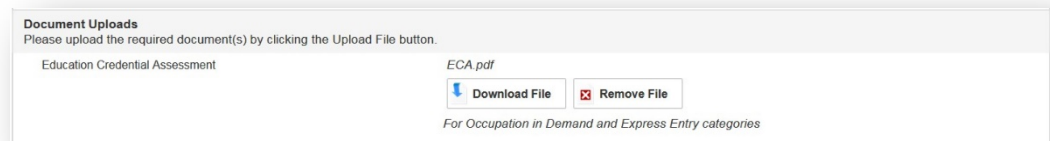http://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=681&top=29

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

Have you entered all of your applicable education?*

☑ Yes

Do not check this box until you have entered all your Education. To do this click the 'Enter/Change Education' button in the top, right corner of the screen. If you do not have any Education to declare on your application, change the answer to the question above to 'No'.

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

Click **Upload File** then select **Browse**. Find the document in your file directory, select the document and click on **Upload File**.
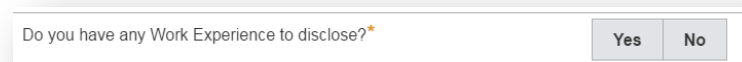
Document Uploads
Please upload the required document(s) by clicking the Upload File button.

Education Credential Assessment   ECA.pdf

⬇ Download File   ❌ Remove File

For Occupation in Demand and Express Entry categories

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

Saskatchewan Licensure document   ⬆ Upload File

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

3.15 Work Experience

Disclose your work experience by answering '**Yes**' to the question:

Do you have any Work Experience to disclose?*   Yes   No

Click **Save**.

Click **Enter/Change Work Experience** 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:

- 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:

Click **Save**.

Click [Upload File] 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] button.

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 **Add Another Work Experience** to create another record.

Click **Go back to main Applicant Sections** to continue with your application.

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

Have you entered all of your applicable work experience?*

☑ Yes

Do not check this box until you have entered all your Work Experience. To do this click the 'Enter/Change Work Experience' button in the top, right corner of the screen. If you do not have any Work Experience to declare on your application, change the answer to the question above to 'No'.
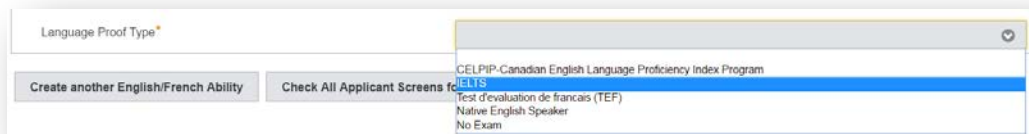
Click **Save** then **Next**.

3.16 English/French Ability

Valid language test results are mandatory for some SINP categories.

Choose Language Proof Type:

Language Proof Type*

Create another English/French Ability | Check All Applicant Screens f

CELPIP-Canadian English Language Proficiency Index Program
IELTS
Test d'evaluation de francais (TEF)
Native English Speaker
No Exam

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

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 **Upload File** 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**'.

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

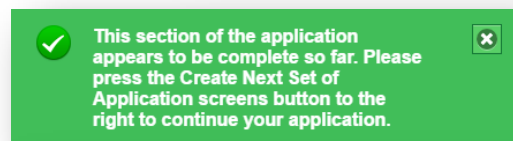You are not required to upload any documentation at this point.

Click **Save**. Click **Check All Applicant Screens for Completeness** .

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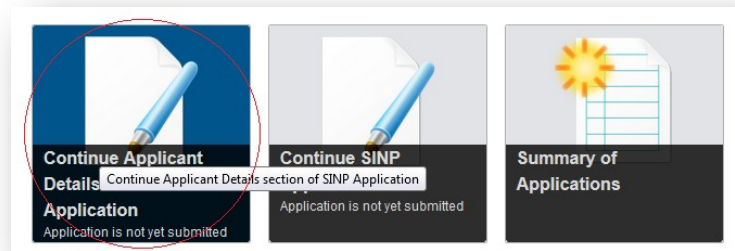

Click **Create Next Set of Application screens** to proceed with your application.

3.18 Making a Change on Pre-Application and Applicant Details

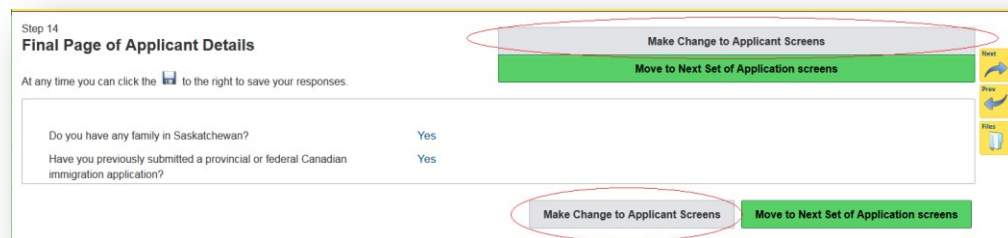If you need to make a change on your pre-application and/or applicant details,

Click on **Home** 🏠 button,

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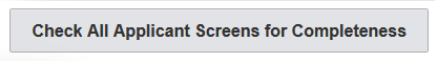

Click on **Applicant Details-Final Page** record,
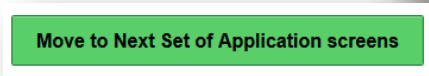
Click on **Make Change to Applicant Screens**,

Make your changes or upload documents,

When you are done, ensure you click on [Check All Applicant Screens for Completeness] .

Click on [Move to Next Set of Application screens] 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)**:
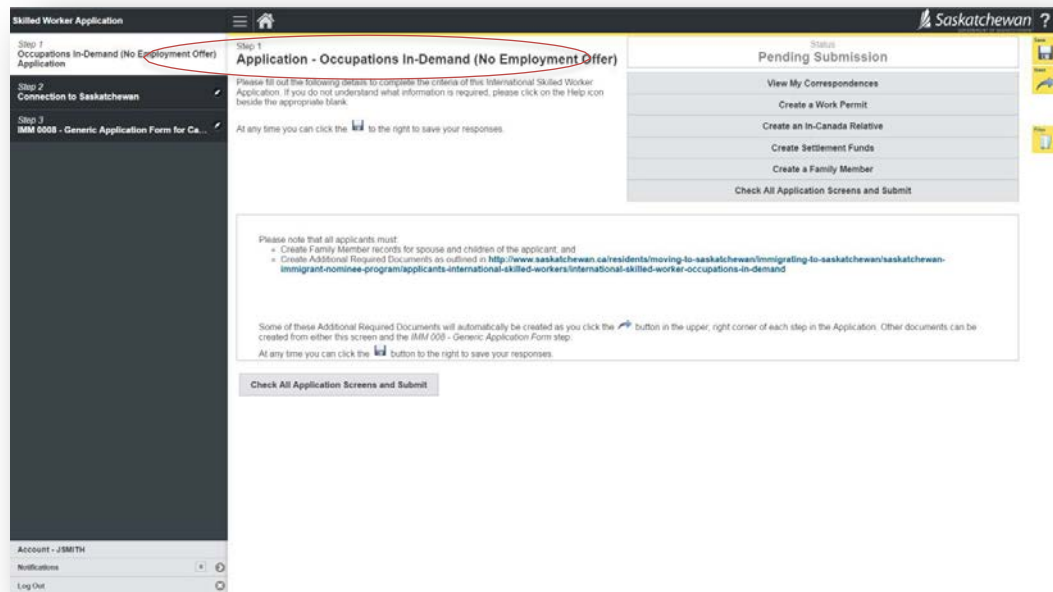
Click to continue.

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
	Date must be entered as DD-Mon-YYYY Example: 01-Jan-2015
End Date	23-Apr-2014
	Date must be entered as DD-Mon-YYYY Example: 01-Jan-2015

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
	Date must be entered as DD-Mon-YYYY Example: 01-Jan-2015
End Date	14-Jul-2016
	Date must be entered as DD-Mon-YYYY Example: 01-Jan-2015

> 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:

Close Relative in Saskatchewan

Name of Close Relative   Stephen Smith, Brother

Please enter the First and Last Name of your close relative in Saskatchewan and their relationship to the applicant (i.e. John Doe, Brother).

Please click the 'Create an In-Canada Relative' button below to enter more required details regarding your close relative in Saskatchewan.

> 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 [Create an In-Canada Relative] to create a record for your relative currently residing in Canada.

Click [⬆ Upload File] 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 ⊕] button.
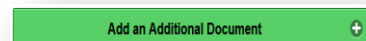
4.3 Federal Forms

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

- IMM 0008 – Generic Application Form for Canada

  Click [⬆ Upload File] 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 [Delete/Remove this screen] 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
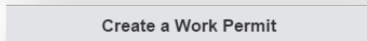
then choose the sub-category.
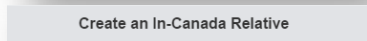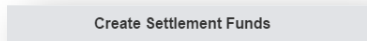
4.4 Step 1 Create Buttons

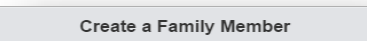Click the **Create…** button(s) if it applies to you:

Create a Work Permit
Create an In-Canada Relative
Create Settlement Funds
Create a Family Member
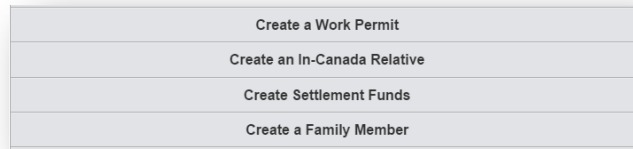
Click [Create a Work Permit] if you are currently working in Canada.

Click [Create an In-Canada Relative] if you have a relative currently residing in Canada.

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

Click [Create a Family Member] 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
	Date must be entered as DD-Mon-YYYY
	Example: 01-Jan-2015
Expiry Date	13-Jan-2017
	Date must be entered as DD-Mon-YYYY
	Example: 01-Jan-2015
Employer	ABC Company
Location	Saskatchewan Nes
Occupation	Systems Analyst

Click **Upload File** 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?*	Yes	No

Fill in the required fields as shown below:
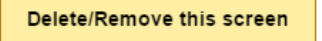
Given Name	Stephen
Surname	Smith
Mailing Address	
Address Line 1*	123 Robinson St.
Address Line 2	
Address Line 3	
City / Town*	Regina
Province	Saskatchewan
Postal Code	S4S 2C1
Correspondence Email	stephsmith@gmail.com
Correspondence Telephone Number	306-500-8888
Home Telephone Number	306-500-8888
Work Telephone Number	306-511-1234
Cell Telephone Number	306-150-9500
Fax Number	
Relationship Type*	Brother
	Select relationship type from drop down list
Length of Residence in Canada*	5
	How long has the relative been in Canada - in years
Length of Residence in SK	5
	Enter length of residence of relative(s) - in years

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

Click **Save**.

Click Create another In-Canada Relative to add another In-Canada relative.

Click Delete/Remove this screen to delete a screen if it was added by mistake.

4.7   Settlement Funds and Settlement Plan

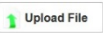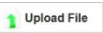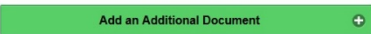If you need to provide Proof of Settlement Funds, create this screen from Step 1.

Click **Create Settlement Funds** .

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 **Upload File** 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* | Upload File |
| Settlement Plan* | Upload File |

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

Add an Additional Document ⊕

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 tool at http://www.cic.gc.ca/lctvac/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.
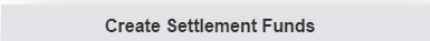
The following funds will be accepted:
- Personal chequing or savings accounts
- Bonds
- Cash value life insurance
- Guaranteed Investment Certificate (GICs) or Certificates of Deposit
- Mutual Funds
- Provident Funds (an official letter from the provident fund organization indicating the amount of funds 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 [Create Settlement Funds] .
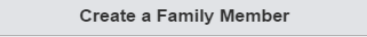
4.8   Accompanying Family Member
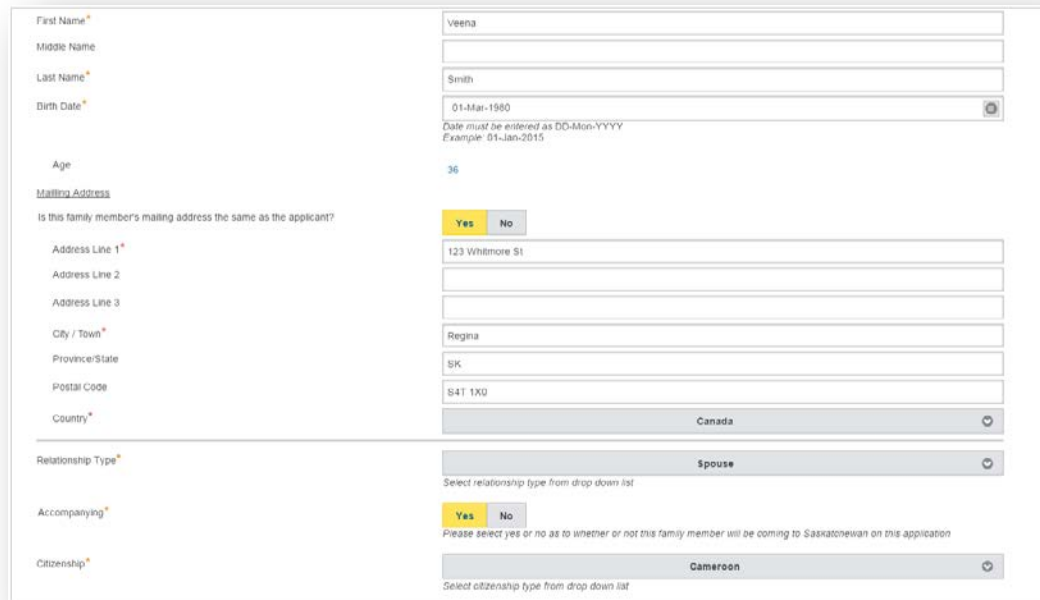
An individual (spouse, common-law partner, or dependent child), who is planning to immigrate with you to Saskatchewan. Accompanying adult child dependents may be included under the SINP Certificate of Nomination if you are approved as a provincial nominee and if the adult child dependent meets at least **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 [Create a Family Member] if you have family member(s) coming with you to Canada.

Fill in the required fields as shown below:

Click **Save**.

Click [Delete/Remove this screen] if this screen was created in error.

Click **Create/Change Application Screens for Family Member** to add screens for:

Dependants:
- Birth Document
- Passport

Spouse:
- Birth Document
- Passport
- Marital Status
- IMM 5406 - Additional Family Information
- Schedule A – Background/Declaration
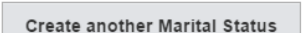
Birth Document – Fill in First Name, Middle Name (if applicable), and Family Name (Last Name) at Birth – as it appears on birth document.

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 **Create another Marital Status** *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.
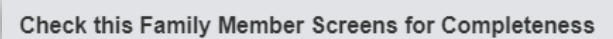
For each screen, click

Save to save your entries, and

↑ Upload File to attach the required document(s).

Click **Check this Family Member Screens for Completeness** then
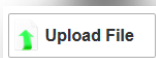
click **Go back to main Application Sections** to continue your application.

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

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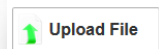
to attach your **Job Offer Letter** and **Job Approval Letter**

as shown below:

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

Job Offer Letter*   Upload File

Job Approval Letter*   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.

Add an Additional Document

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:

Click to save your entries, and
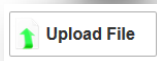
 to attach the required document(s).

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

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:

4.11.1 Endorsement

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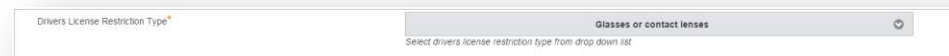
Click to add another endorsement record.

4.11.2 Restriction (if applicable)

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

Click to add another restriction record.

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

Click to save your entries, and
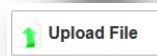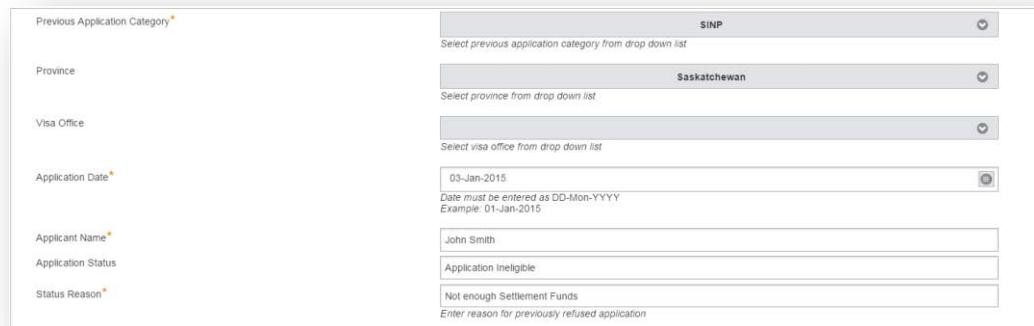
 to attach the required document(s).

4.12 Previous Application

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

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

Click ![Save icon] to save your entries, and
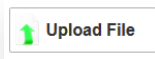
![Upload File button] to attach the required document(s).

Click ![Create another Previous Application button] 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 Check All Application Screens and Submit to submit your application. Make sure to review all warnings and errors before submission.
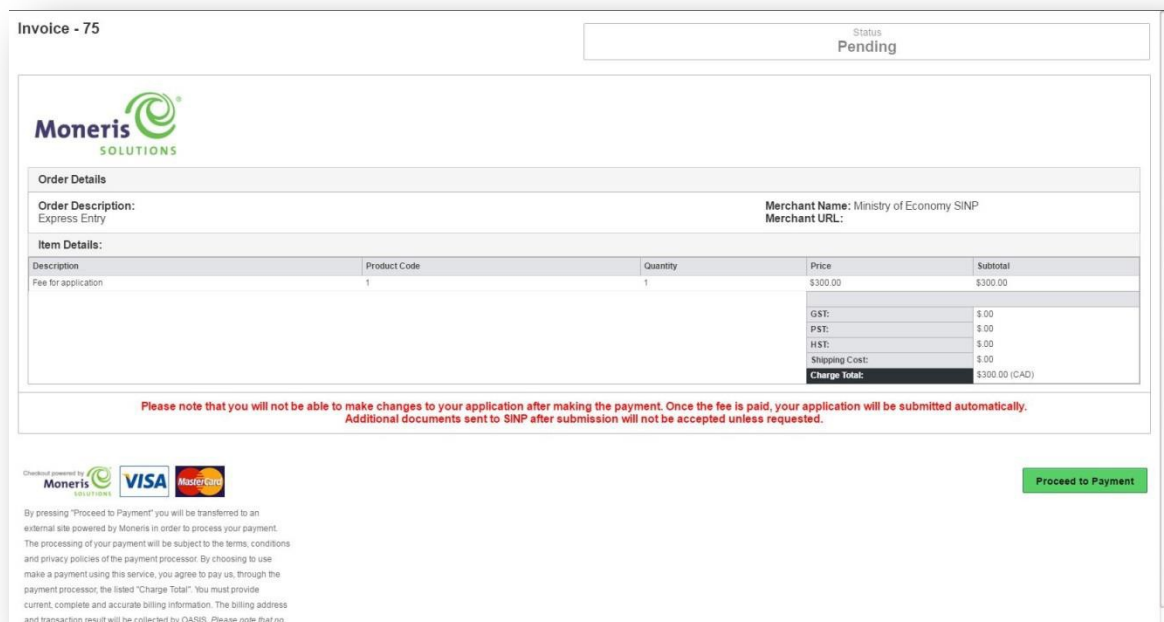
It is important that all required documents are attached in your application. If you submit an incomplete application where documents are missing from your application, your application will be rejected and your fee is non-refundable (if applicable). Additional documents sent after submitting your application 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.

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.

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".

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

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.