



## OASIS User Guide for Applicants

*Expression of Interest Profiles for Express Entry and Occupations In-Demand Candidates*

*For more information, please contact:*

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July 2018

# OASIS Guide

## *Expression of Interest Profiles for Express Entry and Occupations In-Demand Candidates*

### Introduction

As of July 16, 2018, all prospective applicants applying under the International Skilled Worker Express Entry or Occupation In-Demand subcategories must create an Expression of Interest (EOI) profile before they are able to apply. This document provides step-by-step instructions to create and submit an Expression of Interest profile.

To learn more about Expression of Interest system, please visit:

[www.saskatchewan.ca/worker-eoi](http://www.saskatchewan.ca/worker-eoi)

If you had a pending online application created before July 16, 2018, you can create and submit an EOI with your existing SINP account. Please see Section #5 to see instructions on creating an EOI.

You must register and create an account on the SINP's online application system, OASIS, in order to create an EOI profile. Please see Section #1 to see instructions on registering.

You are not required to submit any documents in your EOI however we strongly encourage you to have all the required documents in your possession in order to complete an application in the case that you are invited to apply.

Please review the criteria before you submit an EOI. The criteria for each category can be found at the following links.

Express Entry (if you have an Express Entry profile number):

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

Occupation In-Demand:

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

There are 5-6 steps to create and submit an EOI profile:

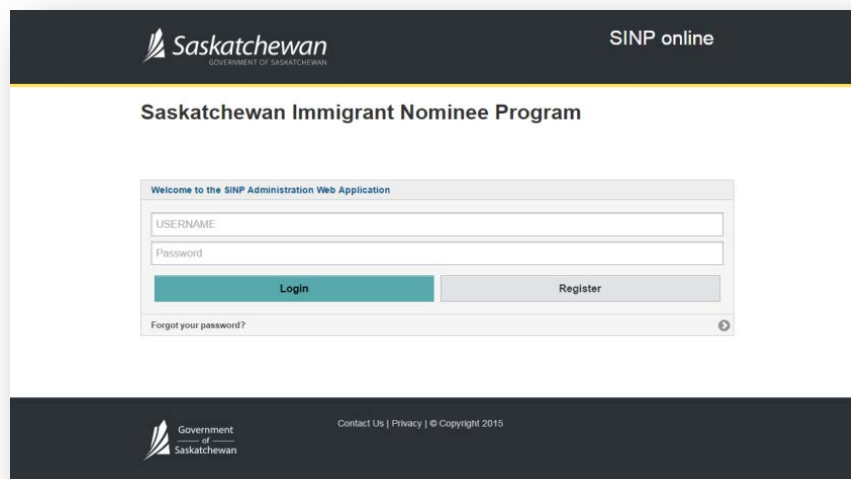
1. Create an OASIS account
2. Enter personal details
3. Determine your eligibility and sub-category
4. Declare Consultant (if applicable)
5. Complete EOI Points Grid
6. Review and Submit EOI

## Section 1: Create an OASIS Account

You do not need to create a new account if you previously had a pending application. Please see Section #5 to continue.

- I. Click on the following link to access the SINP Online Application system:

<https://immigration.saskatchewan.ca/>



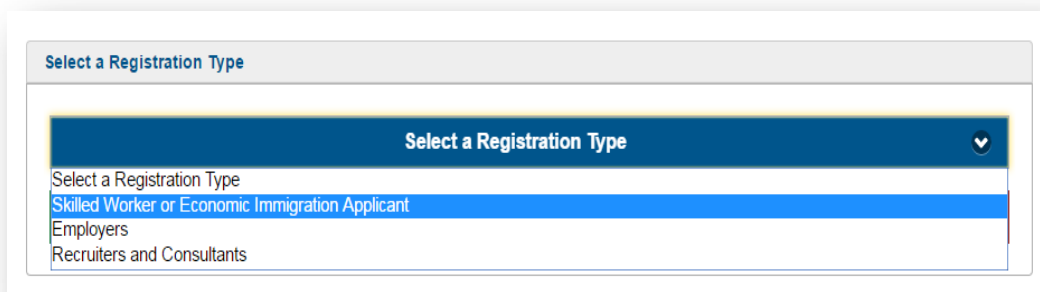
The screenshot shows the login page for the Saskatchewan Immigrant Nominee Program (SINP) online application system. The page features the Saskatchewan Government logo and the text "SINP online". Below the header, the title "Saskatchewan Immigrant Nominee Program" is displayed. The main content area contains a login form with the following elements:

- A welcome message: "Welcome to the SINP Administration Web Application"
- Input fields for "USERNAME" and "Password"
- Buttons for "Login" and "Register"
- A link for "Forgot your password?"

The footer includes the Government of Saskatchewan logo and the text "Contact Us | Privacy | © Copyright 2015".

- II. Click on Register.

- III. Click Select a Registration Type.



The screenshot shows a dropdown menu titled "Select a Registration Type". The menu is open, displaying the following options:

- Select a Registration Type
- Skilled Worker or Economic Immigration Applicant
- Employers
- Recruiters and Consultants


- IV. Choose your appropriate registration type and click Continue:
- **For Applicants:** *Skilled Worker of Economic Immigration Applicant,*
  - **For Immigration Consultants:** *Recruiters and Consultants*
- V. Create a username. Your 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**.

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



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

Please create a Username*	<input type="text" value="JSMITH"/> <small>Must not contain spaces or any special characters other than '_'</small>
First Name*	<input type="text" value="John"/>
Middle Name	<input type="text"/>
Family Name*	<input type="text" value="Smith"/>
Date of Birth*	<input type="text" value="10-Jan-1980"/>  <small>Date must be entered as DD-Mon-YYYY Example: 01-Jan-2015</small>
Email Address*	<input type="text" value="johnsmith@gmail.com"/> <small>Password will be sent here.</small>
<input type="button" value="Register"/> <input type="button" value="Cancel"/>	

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

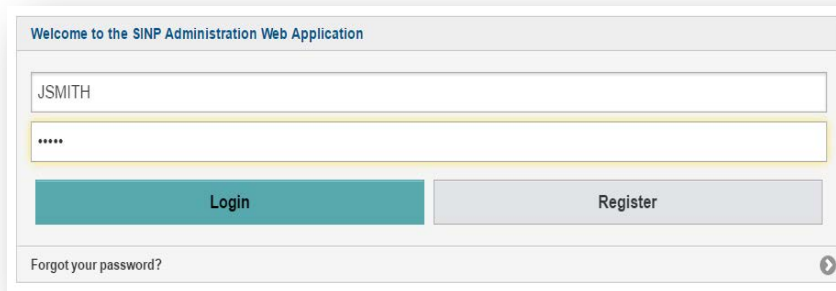
Password: \*p65T

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

**Note** - The password is case sensitive.

## 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.

**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

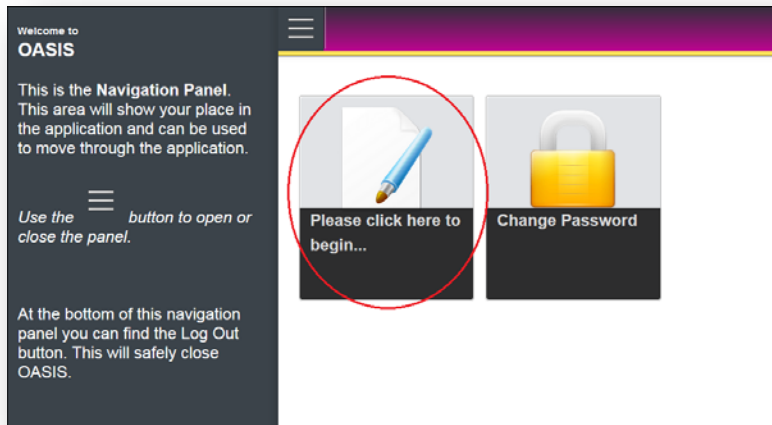
New Password

New Password (Confirm)

**Change Password**

## Section #2: Enter Personal Details

- I. Click on “Please click here to begin” button



- II. Fill in your primary passport # and its expiry date:

Passport Number\*

Passport Expiry Date\*

III. Fill in your 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	

If your Home Address is the same as your mailing address, choose 'Yes':

Is the mailing address the same as the Residential/Home Address?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
<i>Selecting 'Yes' will copy your residential address into the mailing address.</i>	

### Mailing Address and Contact Information

IV. Fill in your 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

- V. 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

- VI. Select the appropriate option. EOI Candidates must choose the Skilled Worker International worker category, which is the first option.

Please select one: \*


- I am a skilled worker who wants to work and live in Saskatchewan.
- I am a foreign national currently working and living in Saskatchewan.
- I wish to invest my management talent and capital in a Saskatchewan business or farm operation.

- VII. Click **Continue to Next Section** to proceed.

### Section #3: Determine your Eligibility and Sub-category


- I. Answer all the questions to determine if you are eligible to apply under SINP.

**Birthdate and Address Info for Jane Doe**  
**Eligibility for Application** Cancel Save

At any time you can click the  to the right to save your responses. You must respond to all the questions below before you can proceed.

Do you have a current 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? \* Yes No

You cannot proceed until all required responses have been saved. Please answer all the required questions and click on the Save button  to proceed.

- II. Select your occupation –in Canada each occupation has a [code or number](#).

I have at least one year of work experience in: \*

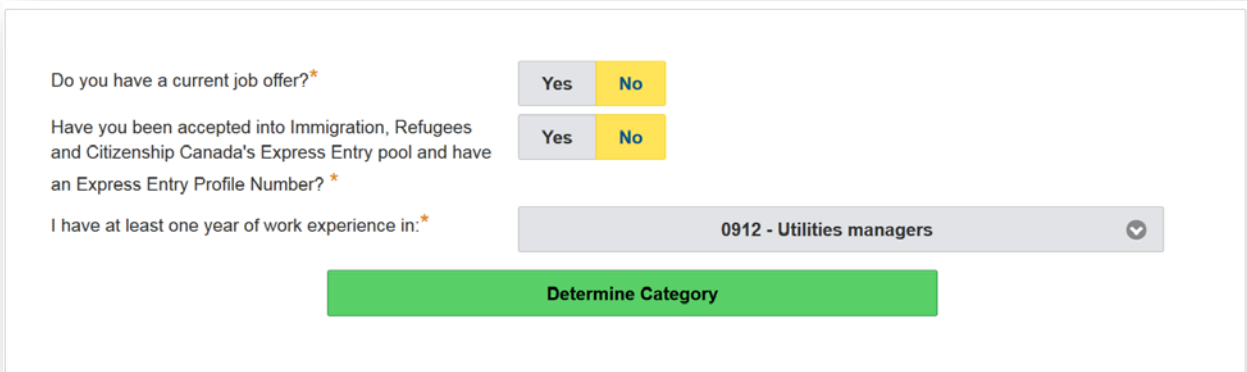
- 0423 - Managers in social, community and correctional services
- 0821 - Managers in agriculture
- 2225 - Landscape and horticulture technicians and specialists
- 7312 - Heavy-duty equipment mechanics



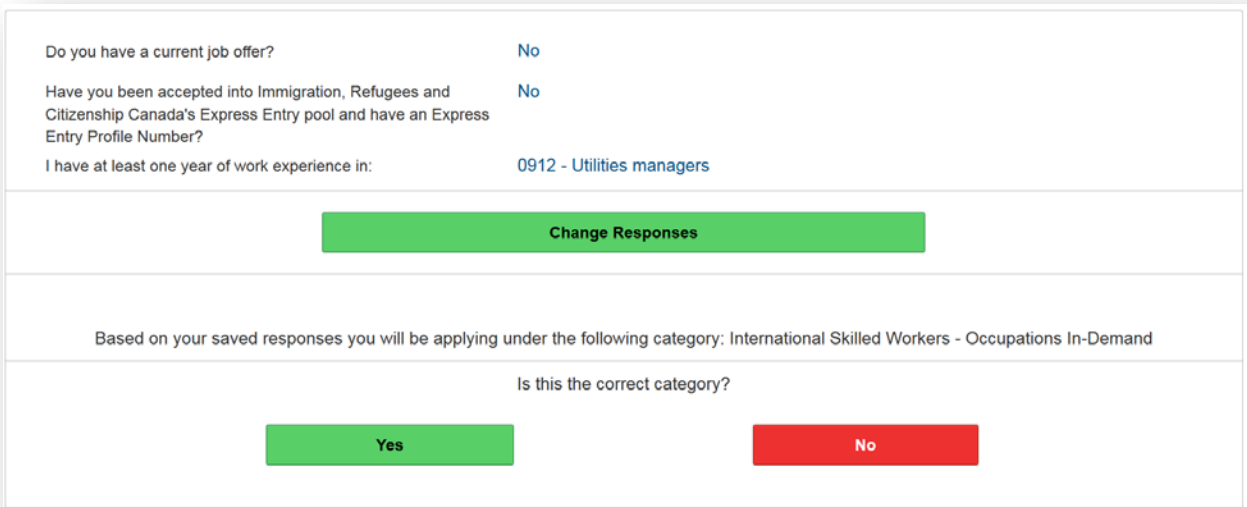
Once you have answered all the questions, click on



- III. The **Determine Category** button will appear under the questions. Click on the button to see the determined category.

A screenshot of a web form. It contains three questions with radio button options: "Do you have a current job offer?" with "Yes" and "No" (No is selected); "Have you been accepted into Immigration, Refugees and Citizenship Canada's Express Entry pool and have an Express Entry Profile Number?" with "Yes" and "No" (No is selected); and "I have at least one year of work experience in:" with a dropdown menu showing "0912 - Utilities managers". Below the questions is a large green button labeled "Determine Category".

- IV. To confirm the category, click **Yes** to continue. If you want to revise your responses, click on **Change Responses**.

A screenshot of a web form. It shows the same three questions as the previous screenshot, but with the "No" options selected. Below the questions is a large green button labeled "Change Responses". Below that, a message states: "Based on your saved responses you will be applying under the following category: International Skilled Workers - Occupations In-Demand". Below this message is the question "Is this the correct category?" with two buttons: a green "Yes" button and a red "No" button.

## Section #4: Declare Consultant (If Applicable)

- I. If you have declared the use of an immigration representative in your registration, a Consultant screen will automatically be created. More information about this process can be found here: [Using a Representative](#).

Please select your representative from the list of approved representatives. Correspondence from the SINP will automatically be sent to the selected representative.

Step 3  
**Consultant** Cancel EOI

Please know that only immigration consultants who are licensed and registered by the SINP or lawyers with a valid membership with a Canadian provincial or territorial law society are eligible to submit EOIs to the SINP Entrepreneur category. Friends are not permitted to represent candidates and representatives that are family members must be able to prove a family relationship to be eligible.

**Please ensure that you click on "Submit Expression of Interest" button on EOI Points record after completing the EOI. Only those that have been Submitted are eligible to receive an invitation to apply. EOIs not Submitted within 30 days of creation will expire.**

Expression of Interests (EOIs) can remain in the pool for 12 months from the date of receipt. If your EOI is not selected during this time it will be removed from the Expression of Interest pool and you will be able to reapply if you wish to be reconsidered.

Please select your Consultant\* Representative Lawyer

*If your representative cannot be found, please type in 'Not listed' and click on the 'Representative is not listed' option.*

This is the email address that the consultant would like to receive correspondence to.

Email Address\*

- II. Save the screen by clicking on  and  to continue forward.

## Section #5: Complete EOI Points Grid

- I. Review your Birthdate and Address Information. If you want to update your personal details, please click on **Edit Birthdate and/or Address** button.

Step 1  
Birthdate and Address Info for Jane Doe

Please enter the applicant's personal contact information and birth date in the fields below. If the applicant has a representative that will be conducting business on their behalf, the representative's contact information should be provided on the federal Use of a Representative (IMM5476) form.

At any time you can click the to the right to save your responses.

**Please ensure that you click on "Submit Expression of Interest" button on EOI Points record after completing the EOI. Only those that have been Submitted are eligible to receive an invitation to apply. EOI's not Submitted within 30 days of creation will expire.**

Expression of Interests (EOIs) can remain in the pool for 12 months from the date of receipt. If your EOI is not selected during this time it will be removed from the Expression of Interest pool and you will be able to reapply if you wish to be reconsidered.

Given Name	Jane
Middle Name	
Surname	Doe
Date of Birth	01-Jan-1990 <small>Date must be entered as DD-Mon-YYYY Example: 01-Jan-2015</small>
Passport Number	12345

Account - JDOE

Notifications

Log Out

View Correspondences

Cancel EOI

Edit Birthdate and/or Address

Next

- II. Click on to continue.

- III. Review the International Skilled Worker Sub-Category selected for your EOI.

Step 2  
Eligibility for Application

At any time you can click the to the right to save your responses. You must respond to all the questions below before you can proceed.

**Please ensure that you click on "Submit Expression of Interest" button on EOI Points record after completing the EOI. Only those that have been Submitted are eligible to receive an invitation to apply. EOI's not Submitted within 30 days of creation will expire.**

Expression of Interests (EOIs) can remain in the pool for 12 months from the date of receipt. If your EOI is not selected during this time it will be removed from the Expression of Interest pool and you will be able to reapply if you wish to be reconsidered.

Do you have a current job offer?	No
Have you been accepted into Immigration, Refugees and Citizenship Canada's Express Entry pool and have an Express Entry Profile Number?	No
I have at least one year of work experience in:	0912 - Utilities managers

Based on your saved responses you will be applying under the following category: International Skilled Workers - Occupations In-Demand

Cancel EOI

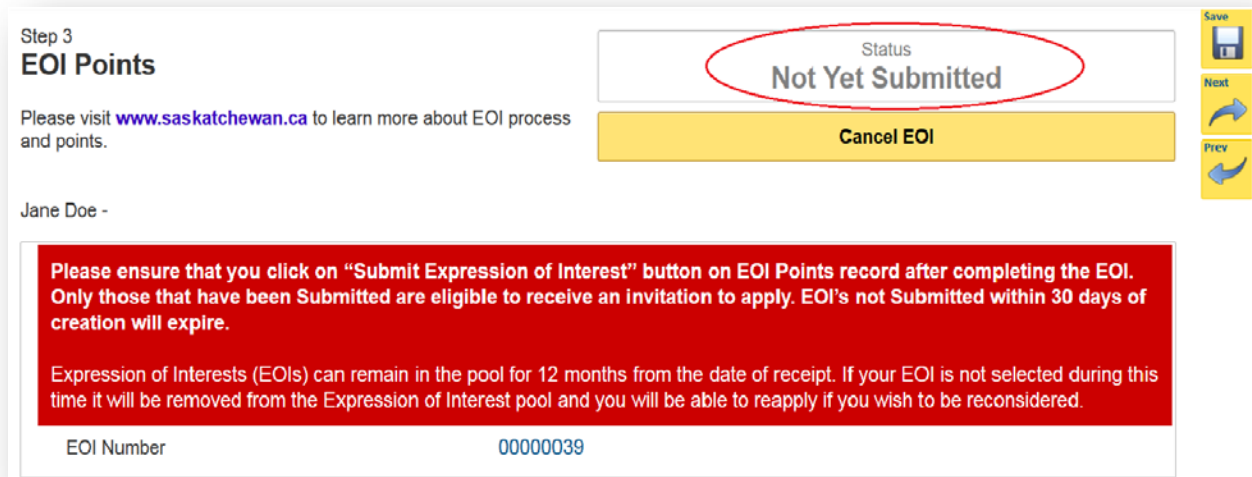
IV. If you would like to cancel your current EOI, you can click on the **Cancel EOI**. This will delete your EOI and you will have to repeat this process again if you wish to submit an EOI in the future.



V. Click on  to continue

VI. Your EOI will be in the “Not Yet Submitted” status initially.

Please answer all the questions and save the screen by clicking on



The information you provide will result in a points score. The EOI profile uses the same point assessment grid as the International Skilled Worker categories.

For more information on the point assessment grid, please visit:

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

## Section #6: Review and Submit EOI

- VII. After answering all the questions and saving the screen, you will see the **Submit Expression of Interest** button at the bottom of the screen.

TOTAL POINTS - FACTOR I & II

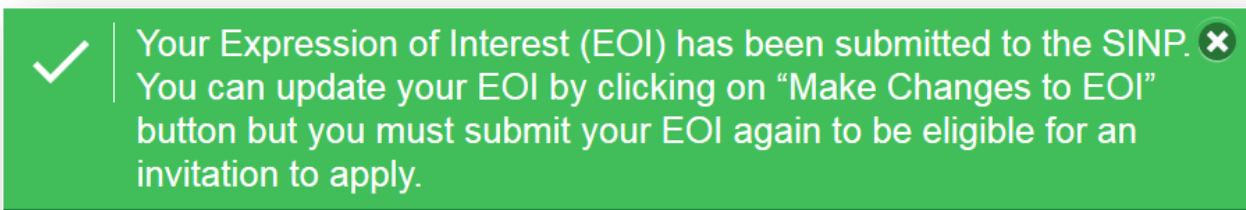
<u>Maximum Points</u>	<u>Minimum Points</u>	<u>Total Applicant Points</u>
<input type="text" value="100"/>	<input type="text" value="60"/>	<input type="text" value="80"/>

*If the Total Points are not equal to or more than the minimum points required, you will not be able to continue with your Expression of Interest.*

You are about to submit an Expression of Interest for International Skilled Workers - Occupations In-Demand category. This EOI will remain in the system for 365 days before it expires. If you wish to cancel your EOI, please press cancel EOI button on the top right corner. To continue submitting your EOI, press *Submit Expression of Interest*. If you have questions, please call the SINP at 306-798-7467 or email [immigration@gov.sk.ca](mailto:immigration@gov.sk.ca)

**Submit Expression of Interest**

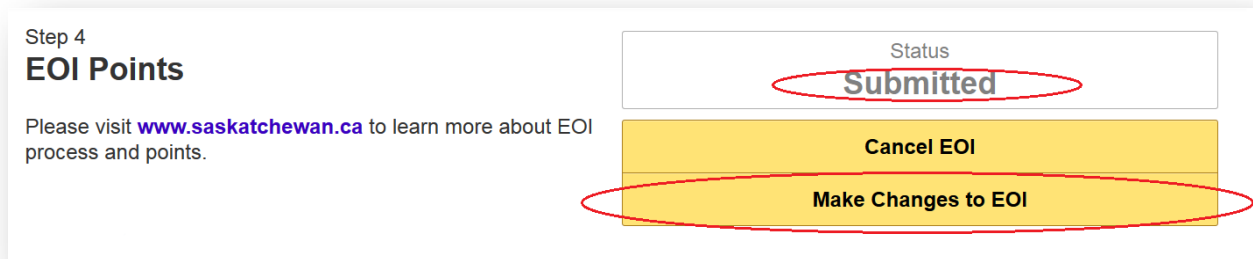
- VIII. Click on **Submit Expression of Interest** button. If all the required information is provided, your EOI will be submitted and a notification will be displayed.



You will be notified if your EOI has been selected and you have been invited to apply. Please visit our website for information on EOI draws at: [www.saskatchewan.ca/worker-eoi](http://www.saskatchewan.ca/worker-eoi)

## Updating Your EOI after Submission

If you want to update the EOI information you provided, click on **Make Changes to EOI** button on the EOI Points screen to update your EOI.



The screenshot shows a web interface for 'Step 4 EOI Points'. On the left, there is a heading 'Step 4 EOI Points' and a paragraph: 'Please visit [www.saskatchewan.ca](http://www.saskatchewan.ca) to learn more about EOI process and points.' On the right, there is a status box labeled 'Status' containing the word 'Submitted'. Below the status box are two yellow buttons: 'Cancel EOI' and 'Make Changes to EOI'. Red ovals are drawn around the 'Submitted' text and the 'Make Changes to EOI' button.

**NOTE: You must save and click on Submit Expression of Interest button again to re-submit your EOI.**

## What do I do when I'm invited to apply?

You will receive an email with an Invitation to Apply letter if you are selected to apply. You have 60 days to complete and submit an application after being invited. In order to submit an application, please log into OASIS with the same account and click on **Start Part 1 of Application** button.

## For more help on completing an application please

see: <https://publications.saskatchewan.ca:443/api/v1/products/89059/formats/105900/download>