



Ministry of Immigration  
and Career Training

# **SINP Online Application Guide For Saskatchewan Employers**

*For more information, please contact:*

**Government of Saskatchewan**  
**Ministry of Immigration and Career Training**  
**International Recruitment Unit**  
7<sup>th</sup> Floor – 1945 Hamilton Street  
Regina, Saskatchewan, S4P 2C8

Telephone: (Canada 001) 833-613-0485 option 1 ext 2  
Email: [employerservices@gov.sk.ca](mailto:employerservices@gov.sk.ca)

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## 1.0 Register as a New Employer to Receive a Certificate of Registration

1.1 Click [here](#) to access the Online SINP Administration Web Application.

1.2 Select the **'Create an Account'** button

Saskatchewan Immigrant Nominee Program

Login to SINP online

User ID

Password

Forgot your password?

Log In

New to OASIS?

Create an Account

Government of Saskatchewan

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When prompted to select the registration type, choose 'Employers' and click the green **'Continue'** button.

Select a Create an Account Type

Employers

Continue

**1.3** Complete all fields and select '**Submit**' on the bottom of the page. This action will return you to the login page. A username and password will automatically be emailed to the email address submitted.

**Employers Registration**

Welcome to the Saskatchewan Canada Immigration's Employer Online Services.

**Please review Registration Terms and Conditions by clicking on this link**

To register enter the fields below. Once you have successfully submitted your information an email containing your new temporary password will be sent to the address provided.

*All items with a red icon are mandatory.*

Please create a Username\*   
*Must not contain spaces or any special characters other than '\_'*

Legal Company Name\*

Operating Name\*

Incorporation (and/or) Business

License Number\*   
*Indicate your Corporation Number as per Saskatchewan Justice, includes expiry date*

GST Number\*

Email Address\*   
*Password will be sent here.*

I agree to the Terms and Conditions (link to document provided above):\* ☐

**Submit**

**1.4** Log-in using your temporary username and password provided in the email. You will be prompted to create a new password.

**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.

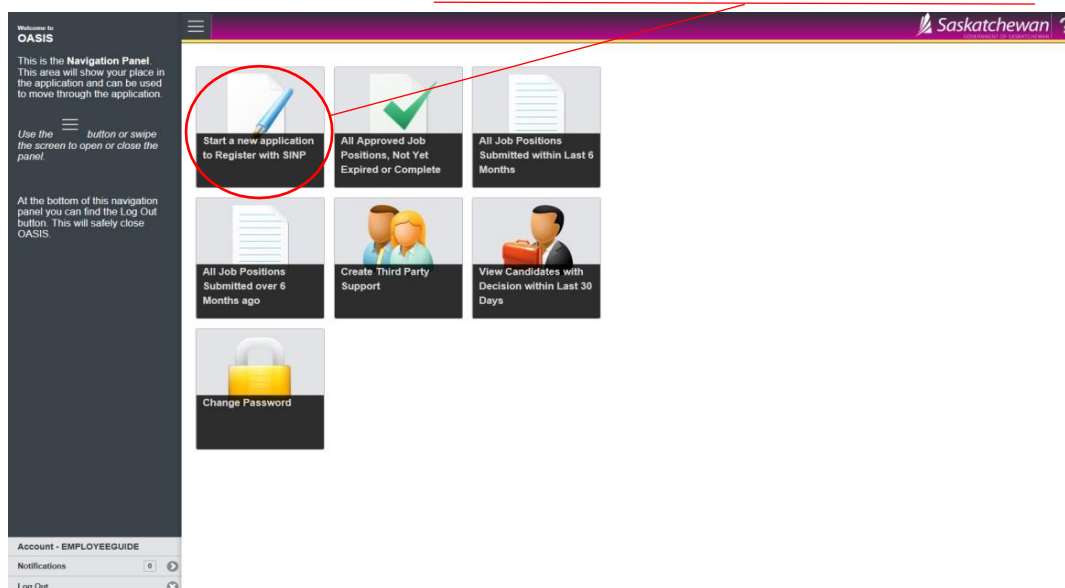
Current Password

New Password

New Password (Confirm)

**Change Password** **Cancel**

Once completed, this will bring you to your account homepage. To begin a new application, selection the icon on the top left titled **'Start a new application to Register with SINP'**



**1.5** This will take you to an online form which will require you to complete **6 Steps**:

**Step 1:** General Company Contact Information

**Step 2:** Company Details

**Step 3:** Contact Information

**Step 4:** Disclosure Form

**Step 5:** Subscribe to SINP Services

**Step 6:** End of Application



*Do not submit your application until all fields are complete. Information submitted must be accurate and verifiable.*

To continue on to the next section of information, click **'Next'** until all sections are filled. As the sections are being filled they will become green to indicate the step has been completed.

The screenshot displays the 'Employer Self-Register' portal for Saskatchewan. The left sidebar lists six steps: Step 1 (General Company Contact Information, green), Step 2 (Company Details, green), Step 3 (Contact, active), Step 4 (Disclosure Form), Step 5 (Subscribe to SINP Services), and Step 6 (End of Application). The main content area for Step 3 shows a home button, a message about assistance, a 'Contact Type' input field, and buttons for 'Submit Employer Information' and 'Create a New Contact Record'. A red circle highlights the 'Next' button in the top right corner, with a red arrow pointing from the text above to it.



*If you are working with a third-party representative, you are required to disclose them as a Third Party Representative in Step 3. Recruiters should not be listed as the authorization email. The authorization email should be the Company Owner/Key Company Representative, responsible for the overall account and foreign worker recruitment. The authorization email is also responsible for receipt of passwords to access the account.*

*Receipt of Correspondence: The account can identify multiple contacts who receive correspondence generated by activity in the account.*

If multiple contacts will be using the account, you must return to step three and select **'Create a New Contact Record'**. Once selected, fill out the contact information for each individual contact.

The top screenshot shows the 'Employer Self-Register' interface for Step 1: 'Employer Contact Information for exampleemployer'. The left sidebar lists steps 1 through 6, with Step 1 highlighted. The main content area includes instructions and a form for business address. A red circle highlights the 'Create a New Contact Record' button in the top right corner.

The bottom screenshot shows Step 3: 'Contact -'. The left sidebar lists steps 1 through 6, with Step 3 highlighted. The main content area includes instructions and a form for contact type. A red circle highlights the 'Create a New Contact Record' button in the top right corner.

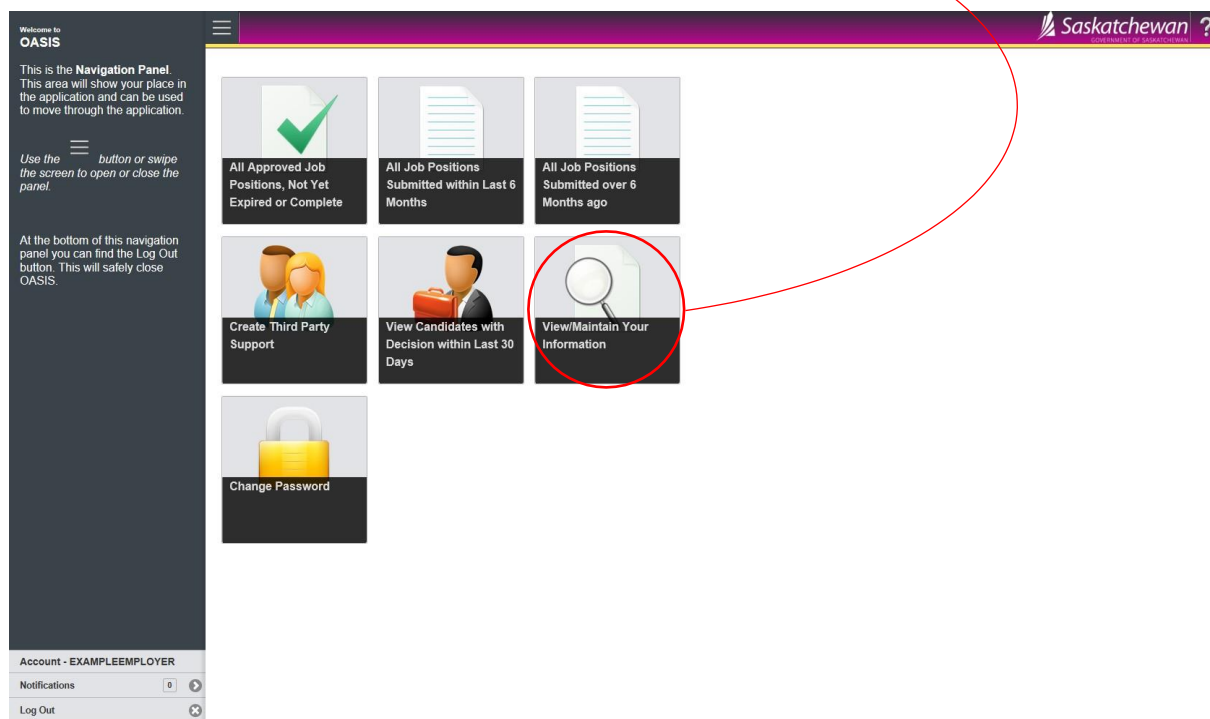
Once you have reached **Step 6 'End of Application'**, select **'Next'** to return to **Step 1**. If everything is complete, select **'Confirm all Contact Information'** followed by **'Submit Employer Information'**. This will submit your registration for review.

The top screenshot shows the 'Employer Self-Register' interface for Step 1: 'Employer Contact Information for exampleemployer'. The left sidebar lists steps 1 through 6, with Step 1 highlighted. The main content area includes instructions and a form for business address. A red circle highlights the 'Confirm All Contact Information' button in the top right corner.

The bottom screenshot shows Step 3: 'Contact -'. The left sidebar lists steps 1 through 6, with Step 3 highlighted. The main content area includes instructions and a form for contact type. A red circle highlights the 'Submit Employer Information' button in the bottom right corner.

### Additional Notes:

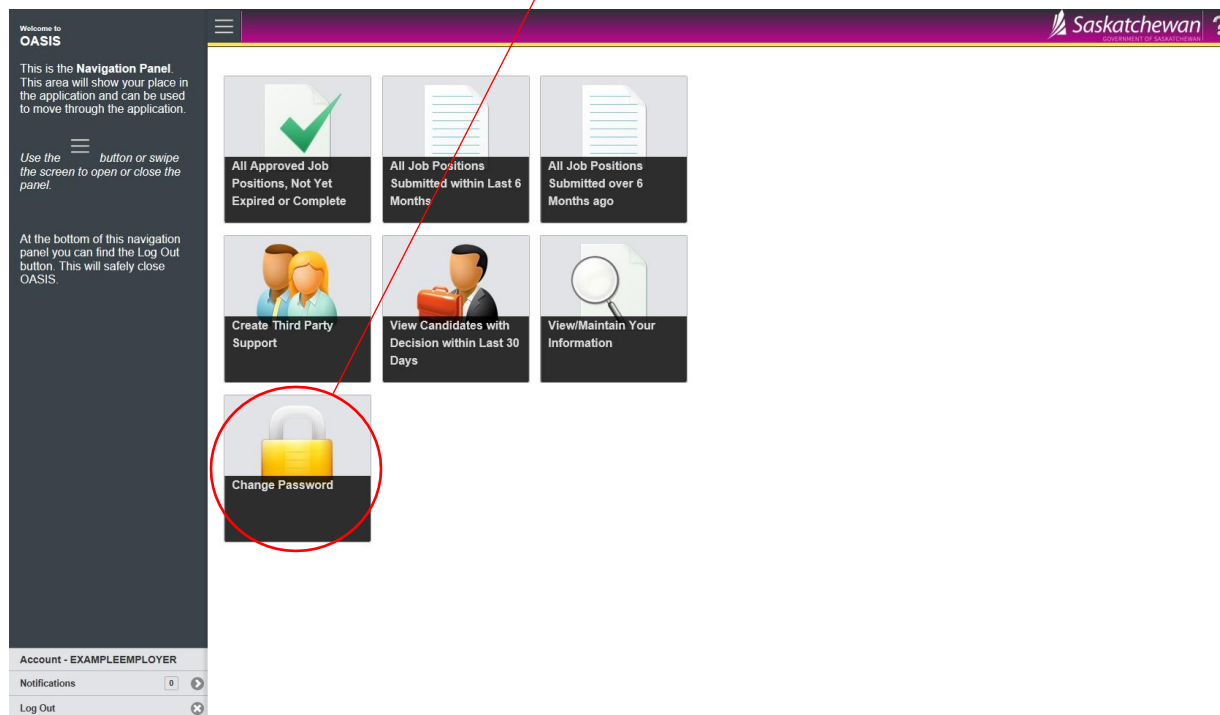
To check the status of your account, go to **'View/Maintain your information'**. Select **Step 2 'Company Details'** and your status will be listed at the top right hand side of the page.





## 2.0 Passwords

### 2.1 Go to the homepage and select 'Change Password'.



### 2.2 Enter your current password and a new password into the required fields and then select **'Change Password'**.

If you forget your password, go to the login page, select 'Forgot your password?' and enter your User ID. A password will be sent to you via your authorization email.

The screenshot shows the 'Login to the SINP Online Application' form. It has two input fields: 'User ID' and 'Password'. Below these fields is a link that says 'Forgot your password?'. This link is circled in red, and a red line points from the text 'Forgot your password?' in the section header to it. Below the input fields is a large teal button labeled 'Log In'. At the bottom of the form, there is a link that says 'New to OASIS?' and a button labeled 'Create an Account'.

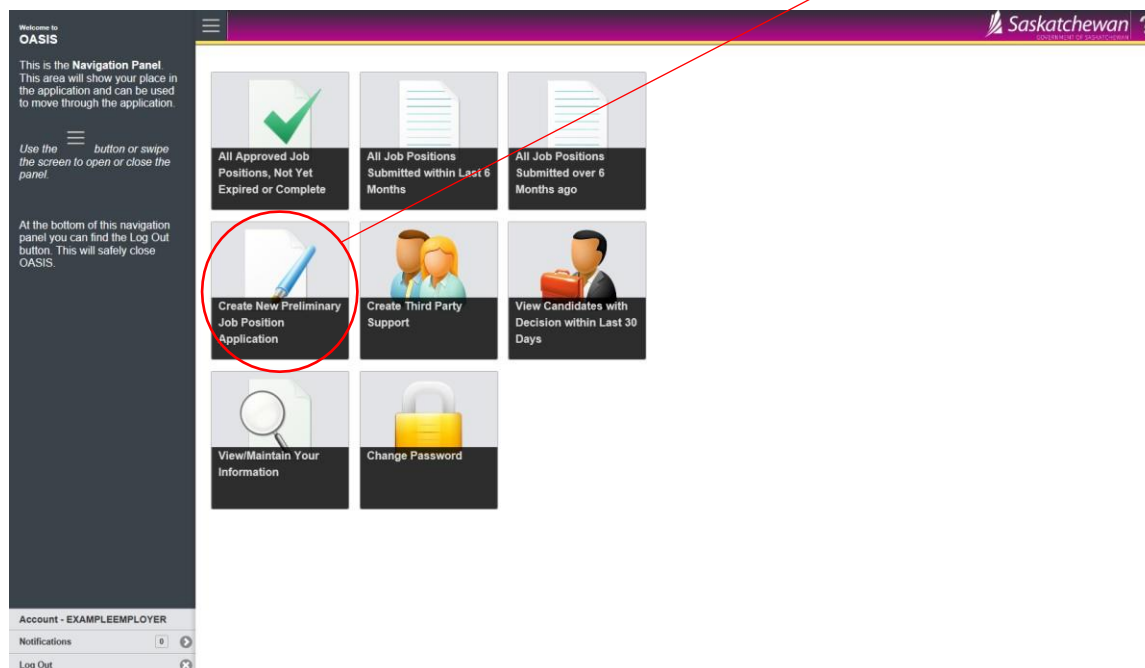
### 3.0 Add Job Position



*Positions may only be submitted by employers who have received a Certificate of Registration.*

**3.1** Log in to your active employer account online.

**3.2** On the employer account home screen, select the **'Create New Preliminary Job Position Application'** option.



**3.3** Complete all questions under **Step 1 'Job Position'**. Once completed, **'Save'** (floppy disk icon) your responses and proceed by selecting the **'Next'** function located on the upper right hand side of the page.

**Create Job Position**

Step 1  
Job Position -

In order for the SINP Applicant to be eligible for nomination, a job offer must:

- Be for a permanent, full time position(s) in Saskatchewan (non-seasonal)
- Meet prevailing regional wage standards and the wages indicated on this Job Approval Form
- Be made to persons who meet the required qualifications in terms of skills, experience and language abilities for the position
- Not conflict with existing collective bargaining agreements or labour disputes

Please complete this for each type of job you are interested in hiring for.

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

Once you think have filled out all the questions, please click the Next Button in the upper, right corner to begin a SINP application.

What is the job title for the position you are filling?\*

Indicate what job title you are looking to hire:

NOC ID\*

Please note that semi and low skilled positions (NOC level C and D) are not eligible under the SINP's Skilled Worker Category, but may be eligible for the Hard-to-Fill Skills Pilot.

For more information about the Hard-to-Fill Skills Pilot, please see: [https://www.saskatchewan.ca/hard-to-Fill-Skills-employers](https://www.saskatchewan.ca/hard-to-fill-skills-employers)

If you need information regarding the national occupation code, please see the **National Occupational Classification (NOC) System**. Type your job title or anticipated code into the Quick Search field to see which NOC codes apply to your position. You can review each occupation's description and then choose the one that most closely matches your needs. Please note that the worker you hire must have education that corresponds with what is described under that NOC's Employment Requirements and work experience that corresponds with the Main Duties of the NOC.

For information on the SINP's categories, visit the SINP website: <http://www.saskatchewan.ca/sinp>

Enter total number of positions you are applying for on the Job Approval Form.\*

Indicate whether the position is Permanent (minimum 2-year contract) and Full-Time (minimum 30 hours per week). Non Permanent Full-Time position will be deemed ineligible.

Is this a Permanent Full-Time position\*

Physical Address of Job Location\*

Employer must submit a new Job Approval Form for each location.  
If the physical location is not available on the drop-down, please contact Ministry of Labour Relations and Workplace Safety (LRWS) at [employer\\_registration@gov.sk.ca](mailto:employer_registration@gov.sk.ca) to add the location as a Business Address to your SINP Employer account.

Account - EXAMPLEEMPLOYER

Notifications 0

Log Out

## Additional Notes:

Recruitment through the **Hard-to-Fill Skills Pilot** requires employers to demonstrate efforts to recruit domestic workers and provide settlement supports to foreign workers.

If the job position is for a current employee who is working on a LMIA-supported work permit, you are required to attach a copy of the Labour Market Impact Assessment (LMIA) and a completed Employer Supports form.

**Create Job Position**

Step 1  
Job Position -

Do you have a Labour Market Impact Assessment (LMIA) for this position?\*

Yes No

Please attach a copy of the Labour Market Impact Assessment (LMIA).

Labour Market Impact Assessment (LMIA)\*

Upload File

Is this position for a semi-skilled or low-skilled worker as part of the Hard-to-Fill Skills Pilot?\*

Yes No

Recruitment through the Hard-to-Fill Skills Pilot requires employers to demonstrate efforts to recruit domestic workers and provide settlement supports to foreign workers. For more information, please see: <https://www.saskatchewan.ca/hard-to-fill-skills-employers>.

You have completed the Employer Supports form?\*

Yes No

If yes, please attach a completed Employer Supports form.

Employer Supports form:\*

Upload File

Save  
Next  
Files

If the job position is for an employee who is not on LMIA-supported work permit OR for a foreign worker who is not a current employee, you are required to provide proof of domestic recruitment activities, SaskJobs ID for the position and a completed Employer Supports form. See the [Employers Guide to Printing SaskJobs Order Information](#) for how to print your SaskJobs order information.

**Create Job Position**

Do you have a Labour Market impact Assessment (LMIA) for this position?\*

Yes No

Is this position for a semi-skilled or low-skilled worker as part of the Hard-to-Fill Skills Pilot?\*

Yes No

Recruitment through the Hard-to-Fill Skills Pilot requires employers to demonstrate efforts to recruit domestic workers and provide settlement supports to foreign workers. For more information, please see: <https://www.saskatchewan.ca/hard-to-fill-skills-employers>.

You have advertised for this position on SaskJobs in the three months prior to submitting the Job Approval Form (for each position being recruited) for a minimum of four consecutive weeks in order to seek qualified Canadians and permanent residents?\*

Yes No

The required job advertisement information includes:

- company operating name
- business address
- title of the position
- job duties (for each position, if advertising is for more than one vacancy)
- terms of employment (must be full-time (30+ hours), permanent position)
- language of work
- benefits package offered (if applicable)
- location(s) of work (local area, city or town)
- contact information, including telephone number, cell phone number, email address, fax number, or mailing address
- skills requirements (includes education and work experience)

**Document Uploads**

Proof of Domestic Recruitment Activities

Proof of Domestic Recruitment Activities\*

Upload File

Please upload a copy of the advertisement and any additional information to support where, when and for how long the position was advertised.

Please provide the SaskJobs ID for the position: \*

You have completed the Employer Supports form?\*

Yes No

If yes, please attach a completed Employer Supports form.

Employer Supports form: \*

Upload File

Save  
Next  
Files

**3.4** Continue to complete all questions throughout **Step 2**. For mobility between each of the steps (Step 1 to 2), use the next and previous functions located at the upper right-hand side of the screen. Note that you may only proceed to the next step once the information on the current step has been completed.

- Step 2 – Administrative Details

**3.5** Upon completing **Step 2 ‘Administrative Details’**, review responses throughout **Step 1 to 2** and proceed to **Step 3 ‘End of Application’**. Select the **‘Submit Job Position Application’** option. This activity will change the job status to Submitted for Review and will automatically return you to the employer account home screen.

**3.6** To verify that you have submitted your job position application correctly, please choose the **‘All Job Positions Submitted within the Last 6 Months’** button located on the employer home screen. Find the corresponding job position that you have recently submitted. A successful submission will have the current status of **‘Submitted for Review’**.

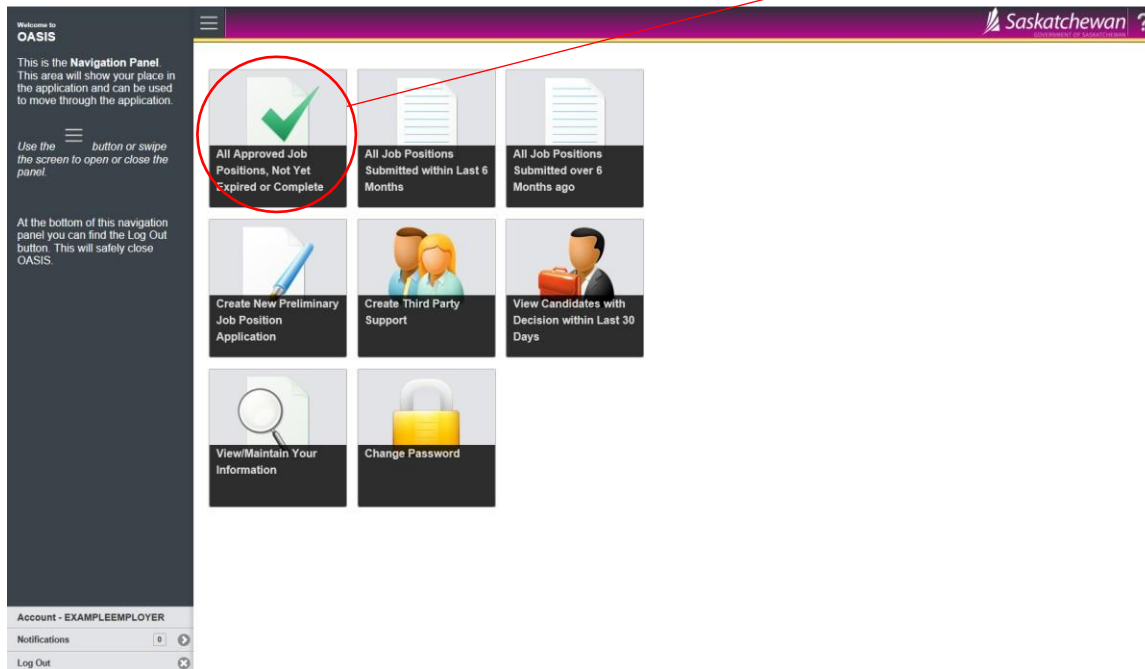
### Additional Notes

- \* A separate job position form for each different position must be completed and submitted.
- \* Upon the successful submission of a job position, the position will be reviewed by an Employer Services Consultant and, if the position meets SINP criteria, may be approved. A letter will be emailed out to the employer that day – this is not a Job Approval Letter, just a receipt of the application.
- \* When a position is approved, you are ready to proceed to the **‘Create a Candidate’** section.

## 4.0 Create a Candidate

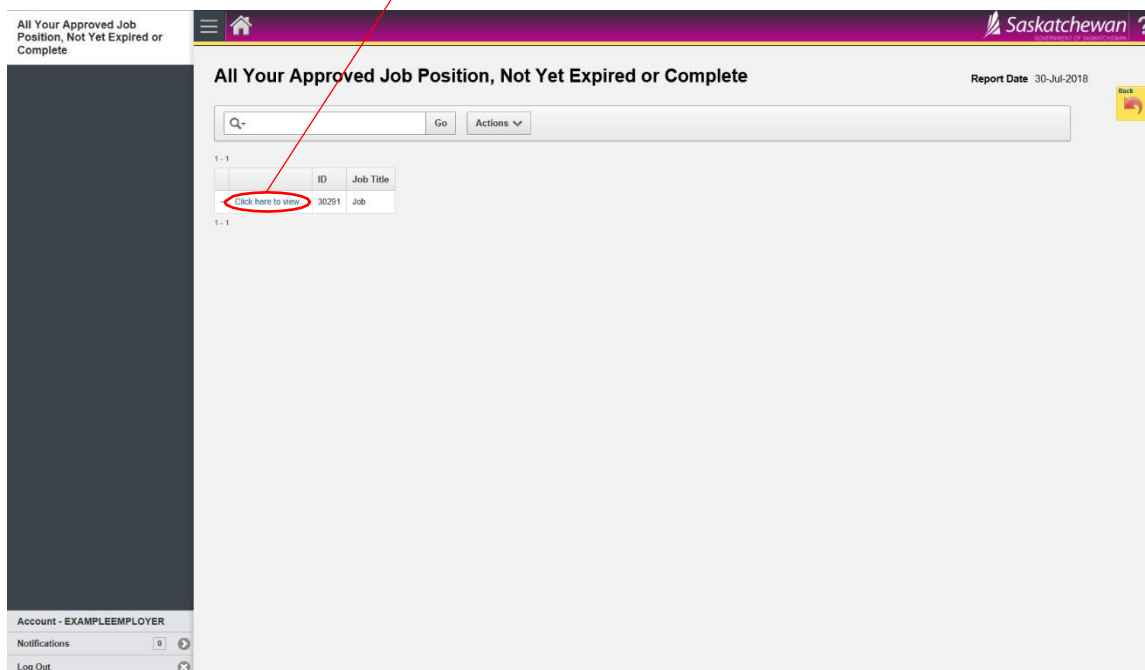
4.1 Log in to your online active employer account.

4.2 On the employer account home screen, select the **'All Approved Job Positions, Not Yet Expired or Complete'** option.



4.3

Locate the corresponding Job Position ID/Title for which you wish to add a candidate's name and proceed to choose the **'Click here to view'** option.



#### 4.4 Select the 'Create a Candidate for this Job Position' option

**Saskatchewan** ?

Start typing to filter list

Job Position: Job

Back to Inquiry | Job Position: Job

In order for the SINP Applicant to be eligible for nomination, a job offer must:

- Be for a permanent, full time position(s) in Saskatchewan (non-seasonal)
- Meet prevailing regional wage standards and the wages indicated on this Job Approval Form
- Be made to persons who meet the required qualifications in terms of skills, experience and language abilities for the position
- Not conflict with existing collective bargaining agreements or labour disputes

Status: **Approved**

**Create a Candidate for this Job Position**

**Submit ALL** Candidates for this Job Position for Approval

Job Position ID: 30291

What job title you are looking to hire: Job

NOC ID: 6311 - Food service supervisors

Enter total number for available positions: 1

Is this a Permanent Full-Time position: Yes

Indicate the starting hourly wage you will pay the immigrant worker (s) for this job: \$14.00

Annual Salary Range: \$29,120

Benefits: 3 weeks of vacation annually

Account - EXAMPLEEMPLOYER

Notifications

Log Out

4.5 Complete the form with your candidate's information. You will require your candidate's full name and date of birth.

4.6 Upon completion, select 'Save' (floppy disk icon) located in the upper right hand side of the page.



*If you accidentally save a blank candidates name, you will need to contact Employer Services to change this.*

4.7 Select '**Submit only this Candidate for Approval**' option. If the candidate information has been submitted successfully, a status confirmation will appear on the next page on the top right hand side.

**Saskatchewan** ?

Start typing to filter list

Candidate - Last Name

Back to Inquiry | Job Position: Job

Candidate - Last Name, First Name

Status: **Not Yet Submitted**

Go to Job Position Screen where you can submit all your Candidates at once

**Submit only this Candidate for Approval**

**Cancel** only this Candidate

First Name\*

Middle Name

Last Name\*

Birth Date\*

01-Jan-2000

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

Account - EXAMPLEEMPLOYER

Notifications

Log Out

4.8 The name of a candidate can be changed providing that the Job Approval Letter is valid and has not expired and the candidate has not applied for the SINP.

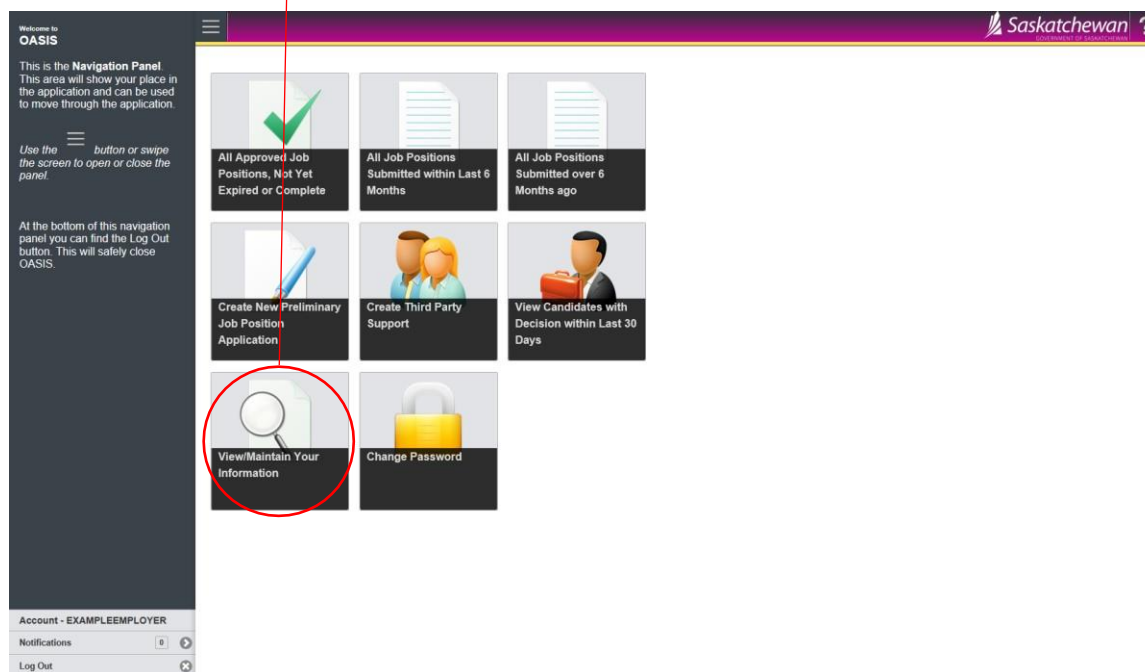
**Additional Notes**

- \* If multiple candidates need to be added under one approved job form, repeat steps 4.4 to 4.7 for each candidate.
- \* A successful candidate approval will automatically generate the **Candidate Specific Job Approval Letter** which will be emailed to the employer later on that day. The **Candidate Specific Job Approval Letter** must be provided to the candidate for their application to the SINP. The candidate requires the Candidate Specific Job Approval Letter AND Letter of Job Offer from the employer for their SINP application.
- \* **All correspondence generated by SINP is electronic and automatically generated at 5:00 PM each day.**
- \* If the candidate's application to SINP meets eligibility criteria, it may result in an SINP Nomination with applicable support documentation to apply for an IRCC work permit. The employer must pay a federal [IRCC Employer Compliance Fee](#) of \$230.00 prior to the candidate's application for the work permit. Please visit the [IRCC Employer Portal](#) for additional information.

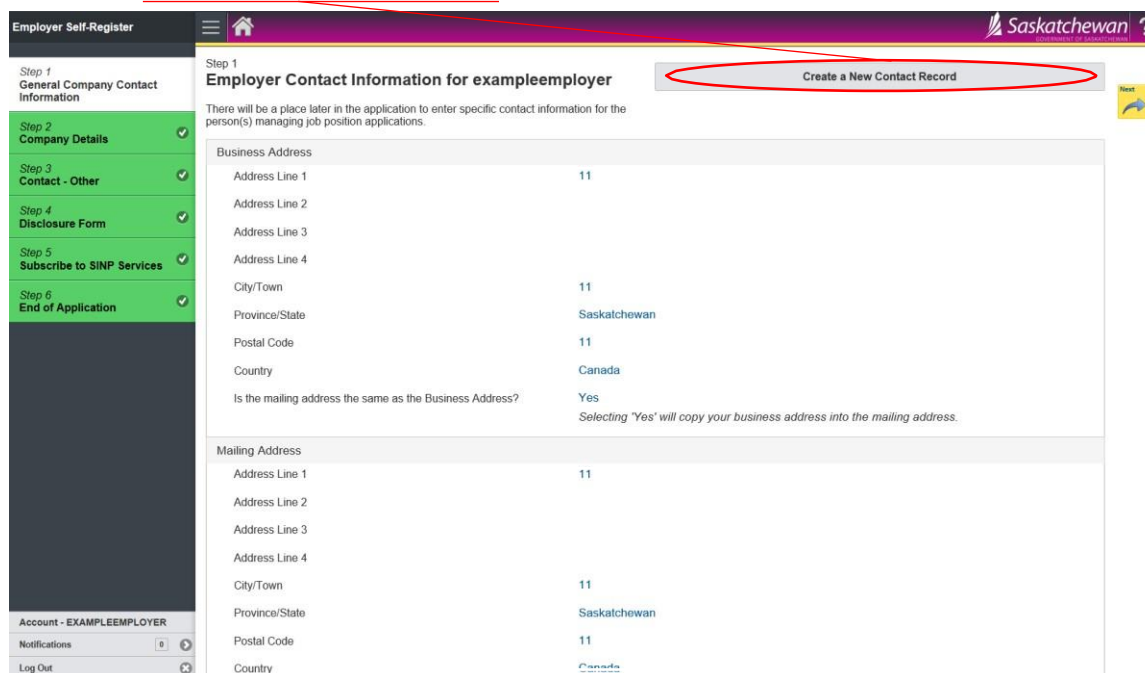
## 5.0 Adding a Contact/Third Party Representative

5.1 Log in to your online active employer account.

5.2 Select **'View/Maintain Your Information'** on the homepage.



5.3 Select **'Create a New Contact Record'**.





5.4 Choose contact type, then complete all required fields below.

5.5 Select **'Create a New Contact Record'** at the bottom of the screen.

Employer Self-Register

Step 1 General Company Contact Information

Step 2 Contact -

Step 3 Company Details

Step 4 Contact - Other

Step 5 Disclosure Form

Step 6 Subscribe to SINP Services

Step 7 End of Application

Account - EXAMPLEEMPLOYER

Notifications 0

Log Out

Step 2 Contact -

Create a New Contact Record

Delete Contact

Click the button at the top to return to the Home/Main screen.

If you received assistance with your employer application, you must enter the contact information for them.

Contact Type\*

Create a New Contact Record

Delete Contact

5.6 This will create the new contact record. Fill out the required information and click on the **'Save'** button to ensure all changes are saved.

### Additional Notes

\*Please contact Employer Services to update or add any contact information at [employerservices@gov.sk.ca](mailto:employerservices@gov.sk.ca).

## 6.0 Attaching Documents

**6.1** For items where document inline upload is required, select **'Upload File'**.

Please attach the Job Offer Letter\*

 Upload File

Select **'Browse'** and choose the file you want to upload, then click **Upload File**.

Click or tap here to enter text.

Organization Chart

Is this a unionized position?\*

Please explain why international recruitment is required to fill this vacancy.

**Attach a File**

Browse... No file selected.

Upload File


If you are submitting additional optional documents, you may also click **'Add an Additional Document'**.

Additional Documents, i.e. schedule:

Add an Additional Document

Clicking this button will open an inline upload section.

Additional Documents

 Upload File

Alternatively, you can also attach documents under **Files** folder described below.

**6.2** Select the **'Files'** option on the right hand side of the page. This can be seen when maintaining employer information or when viewing a job position.

Employer Self-Register

Step 1 General Company Contact Information ✓

Step 2 Contact - Third Party Support ✓

Step 3 Company Details

Step 4 Contact - Other ✓

Step 5 Contact - Other ✓

Step 6 Disclosure Form ✓

Step 7 Subscribe to SINP Services ✓


Step 8 End of Application ✓

Step 3 Employer - examplemployer

Status You are now an active employer and can submit a Job Approval Form.

Create a New Job Position

Create a New Contact Record

If you do not see a list on the left, please click on the  button in the top, left corner. This is a list of buttons that, when clicked on, will bring up additional information.

Document Uploads

Employer Registration Documents No Document Attached

Employer ID 9125

Indicate the legal name of the company examplemployer

Operating Name examplemployer


Incorporation (and/or) Business Number examplemployer

GST Number examplemployer

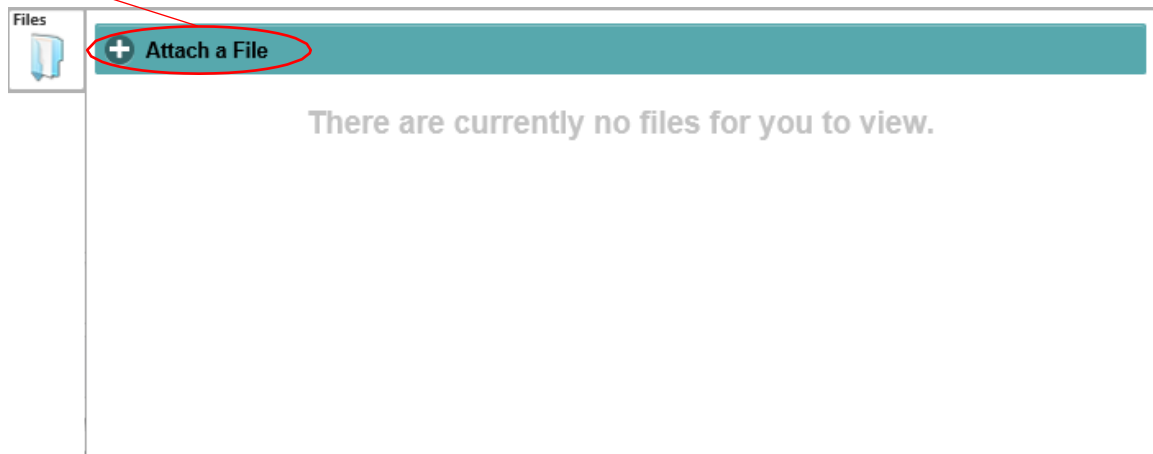
Indicate the occupation type as per the North American Industry Classification System (NAICS) 11-Agriculture, Forestry, Fishing and Hunting

Does your company have a website? No

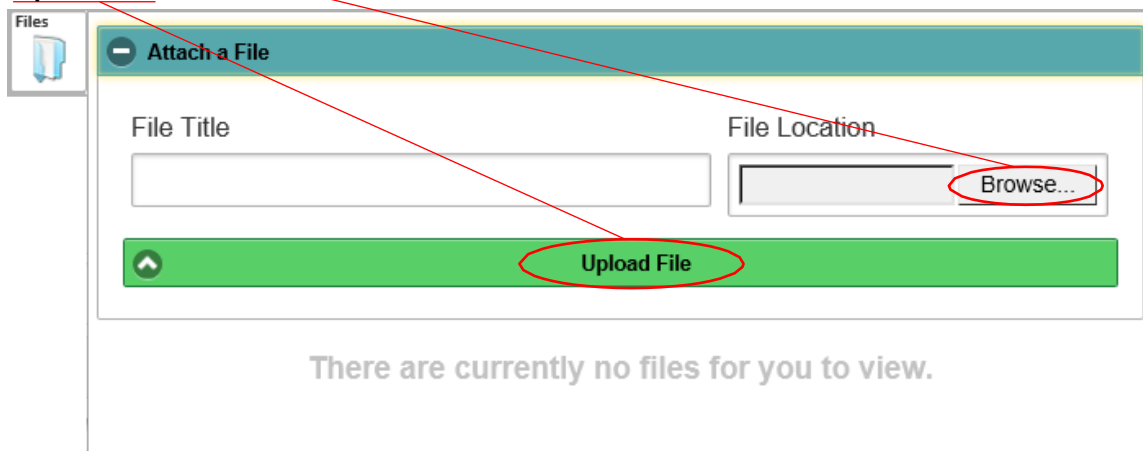
Would you like the SINP to refer prospective foreign workers to this business? No



**6.3** This is where all previously saved files will be stored and also where new files can be attached. Select **'Attach a File'** to attach new files.

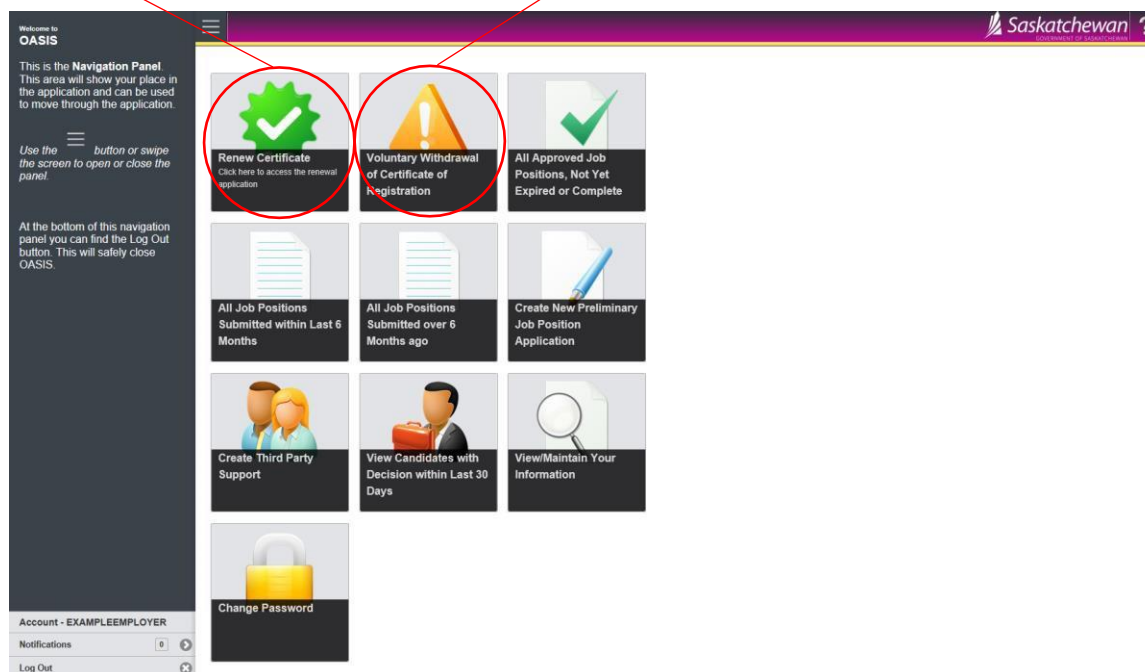


**6.4** Select **'Browse...'**, choose the document that you wish to upload from your computer and select **'Upload File'**.



## 7.0 Certificate of Registration Renewal

7.1 When the account status is at **'Renewal Required'**, after logging in you will see the options of either **'Renew Certificate'** or **'Voluntary Withdrawal of Certificate of Registration'**.



**7.2** After selecting **'Renew Certificate'** you will be taken to the Certificate Renewal screen. The Certificate Renewal screen will allow you to Review the Terms and Conditions and complete the following contact information form. Before submitting renewal, ensure that all of the information in your account is up date and accurate (this can be done by selecting **'View/Maintain Your Information'** from the homepage).

The individual who is submitting the contact information for the Certificate of Registration Renewal must also be a contact for the account. When this information is complete, select **'Apply for Renewal'**.

**Account - EXAMPLEEMPLOYER**

Notifications 0

Log Out

**Saskatchewan ?**

**Certificate Renewal**

You have not yet submitted your application for renewal of your Certificate of Registration

If you wish to renew certification, you should review the Terms and Conditions for Registration and must complete the Contact Information fields below. To submit your renewal, please click the Apply for Renewal button in either the top, right corner or bottom of your screen. By clicking this button you are agreeing to the Terms and Conditions for Registration.

If you do not wish to renew certification, you can click the Voluntary Withdrawal of Renewal in either the top, right corner or bottom of your screen. Once you voluntarily withdraw, your Certificate of Registration will no longer be valid and you are required to submit a new application for an Employer Certificate of Registration if you choose to hire foreign workers.

If you do not take action by the expiry date, July 27, 2020 your Certificate of Registration will no longer be valid and you are required to submit a new application for an Employer Certificate of Registration if you choose to hire foreign workers.

Please click here for the [Terms and Conditions for Registration](#).

Employer ID 9125

Operational Name exampleemployer

Legal Name exampleemployer

Business Number exampleemployer

Details for the person that SINP may contact regarding future job position applications, if renewal is approved

First Name\*

Last Name\*

Title/Role\*

Phone\*

Email\*

**Apply for Renewal** **Voluntary Withdrawal of Renewal**

This will complete the renewal process and submit your information to be reviewed.

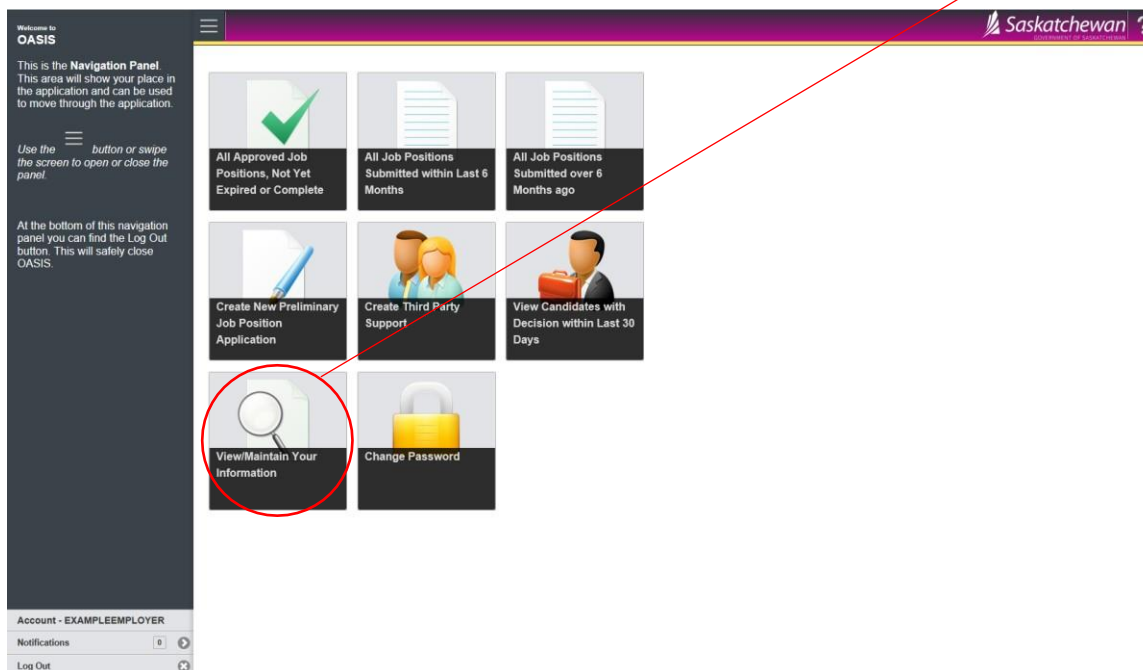
The Certificate of Registration will be valid for two years from the date of renewal. Reminders about the renewal process will be sent at 90, 60 and 30 day intervals prior to the expiry date.



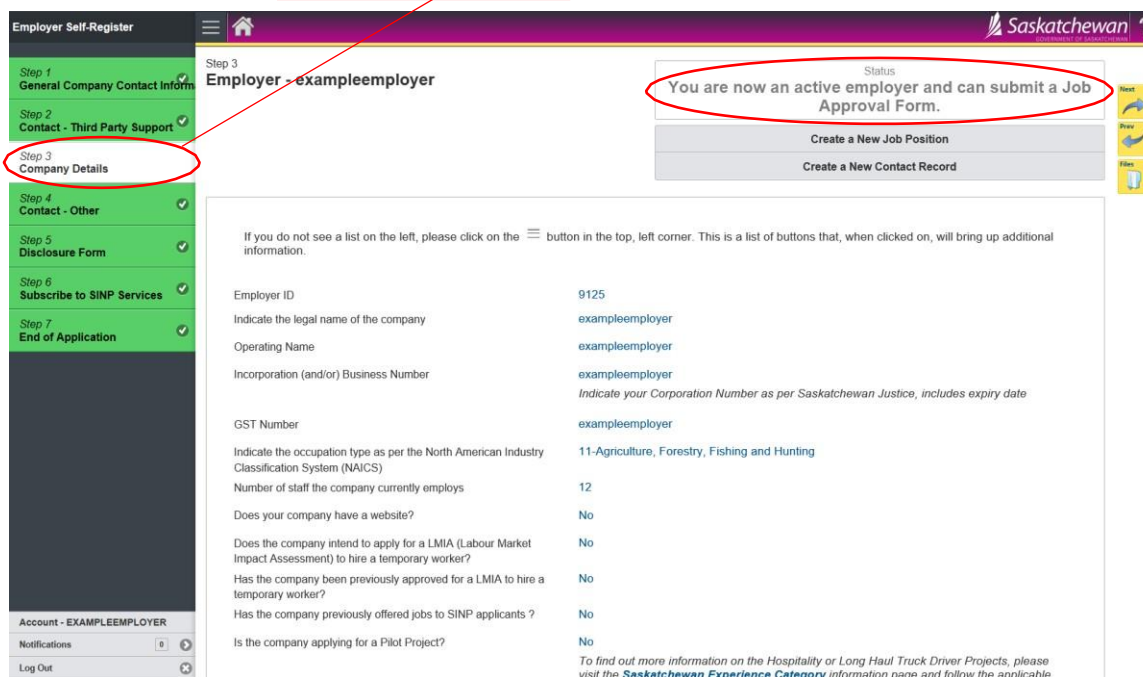
If the account has not been renewed by the final expiry date, a new Certificate of Registration will be required.

## 8.0 View/Maintain Information

**8.1** To view or make changes to your business/contact information select **'View/Maintain Your Information'** from your account homepage.



**8.2** On this page you will have the ability to look over all of the account information. To see your current account status, select **Step 2 'Company Details'** and your status will be listed in the upper right.



**8.3** When the account status is set to **'Active'** you will only have the ability to change Contact Information.

To add a contact to the account, go to Step 3 and select **'Create a New Contact Record'**.

The screenshot shows the 'Employer Self-Register' portal for 'exampleemployer'. The left sidebar lists steps 1 through 7, with Step 3 'Company Details' currently active. The main content area displays a status message: 'You are now an active employer and can submit a Job Approval Form.' Below this, two buttons are visible: 'Create a New Job Position' and 'Create a New Contact Record', with the latter circled in red. The form fields are as follows:

Employer ID	9125
Indicate the legal name of the company	exampleemployer
Operating Name	exampleemployer
Incorporation (and/or) Business Number	exampleemployer
GST Number	exampleemployer
Indicate the occupation type as per the North American Industry Classification System (NAICS)	11-Agriculture, Forestry, Fishing and Hunting
Number of staff the company currently employs	12
Does your company have a website?	No
Does the company intend to apply for a LMIA (Labour Market Impact Assessment) to hire a temporary worker?	No
Has the company been previously approved for a LMIA to hire a temporary worker?	No
Has the company previously offered jobs to SINP applicants?	No
Is the company applying for a Pilot Project?	No

At the bottom right, a note states: 'To find out more information on the Hospitality or Long Haul Truck Driver Projects, please visit the [Saskatchewan Experience Category](#) information page and follow the applicable'.

Once all of the fields have been filled, select the **'Save'** button.

## 9.0 Terms and Definitions

<b><u>Term:</u></b>	<b><u>Definition:</u></b>
Active:	The account has been reviewed and activated. A Certificate of Registration is issued. Active account is ready for positions to be submitted for pre-approval.
Approved:	The position meets SINP criteria and is approved. The candidate can be added to the position.
Canadian Visa Office:	A Citizenship and Immigration Canada (IRCC) immigration office outside Canada, typically located at a Canadian Embassy, Canadian Consulate General, or Canadian High Commission.
Certificate of Nomination:	A certificate issued by a province or territory that recommends a foreign national for permanent residence under the Provincial Nominee Program. The Certificate of Nomination is issued by Immigration Services Branch (ISB). For more information, contact ISB at (306) 798-7467 or <a href="mailto:immigration@gov.sk.ca">immigration@gov.sk.ca</a> .
Certificate of Registration:	A valid Certificate of Registration pursuant to the Foreign Worker Recruitment & Immigration Services (FWRIS) Act. For more information, contact Labour Relations and Workplace Safety (LRWS) at (306) 798-1350 or <a href="mailto:employer.registration@gov.sk.ca">employer.registration@gov.sk.ca</a> .
Compulsory Trade:	To work in a compulsory apprenticeship trade you must hold a journeyperson certificate or be registered as an apprentice with the Saskatchewan Apprenticeship and Trade Certification Commission. Additional information can be found at: <a href="#">Saskatchewan Apprenticeship and Trade Certification Commission (SATCC)</a> .
Designated Trade:	This is an occupation recognized as a trade by the <a href="#">Saskatchewan Apprenticeship and Trade Certification Commission (SATCC)</a> .
Employer Services Branch:	Employer Services Branch (ESB) helps existing and potential Saskatchewan employer develop, recruit and retain a productive workforce to improve labour market outcomes for all stakeholders. The division assists employers with strategic workforce planning and provides support to <a href="#">Hire, Train and Manage Employees</a> which includes <a href="#">Saskatchewan Immigration</a> and the job approval process, <a href="#">National Job Bank</a> , <a href="#">Saskjobs.ca</a> , <a href="#">Canada Saskatchewan Job Grant</a> , and <a href="#">Apprenticeship</a> to meet workforce needs. For more information, contact ESB at (306) 787-7428 or <a href="mailto:employerservices@gov.sk.ca">employerservices@gov.sk.ca</a> .
Foreign National:	A person who is not a Canadian citizen or permanent resident, and includes a stateless person.
Foreign Worker Recruiter:	A person who, for a fee or compensation, provides recruitment services. The Recruiter must be licensed under FRWISA. For more information, visit <a href="#">Immigration Consultant and Foreign Worker Recruiter Licensing and Responsibilities</a> .



Foreign Worker:	A temporary resident who is legally allowed to work in Canada on a temporary basis.
Immigration Consultant:	A person who, for a fee or compensation, provides immigration services. For more information, visit <a href="#">Immigration Consultant and Foreign Worker Recruiter Licensing and Responsibilities</a> .
Immigration Services:	Services that assist a foreign national in immigrating to Saskatchewan, including: (i) researching and advising on immigration opportunities, laws or processes; (ii) preparing or assisting in the preparation, filing and presentation of applications and documents related to immigration; (iii) representing a foreign national to or before immigration authorities; and (iv) providing or procuring settlement services. For more information, refer to <a href="#">Guidelines for Defining Recruitment and Immigration Services</a> .
Immigration Services Branch:	Candidates interested in living and working in Saskatchewan or supported by a Saskatchewan employer with a job offer can apply to the SINP for Certificate of Nomination. Candidates eligible for an SINP Certificate of Nomination will receive work permit support documents to apply for a work permit. Candidates can apply to the federal department of Immigration, Refugee and Citizenship Canada (IRCC) with the provincial nomination for permanent residency. SINP applications are processed by the Immigration Services Branch (ISB). For more information, contact ISB at 1 (833) 613-0485 or <a href="mailto:immigration@gov.sk.ca">immigration@gov.sk.ca</a> .
Ineligible:	The position submitted does not meet SINP criteria.
International Mobility Program:	This program allows employers to hire or bring in foreign workers without the need of a Labour Market Impact Assessment (LMIA). Exemptions from the LMIA process are available where there are reciprocal benefits for Canadians and other competitive advantages for Canada.
Job Approval Letter:	Employers applying to the Saskatchewan Immigrant Nominee Program (SINP) will be required to apply for a Job Approval Letter. Job Approval Letters are issued by Employer Services Branch and are required for an SINP application. For more information, contact ESB at (306) 787-7428 or <a href="mailto:employerservices@gov.sk.ca">employerservices@gov.sk.ca</a> .
Labour Market Impact Assessment (LMIA):	A document that an employer in Canada must usually get before hiring a foreign worker. A positive LMIA will show that there is a need for a foreign worker to fill the job and that no Canadian worker can do the job. A positive LMIA is sometimes called a Confirmation Letter.
<a href="#">Labour Relations and Workplace Safety</a> :	Labour Relations and Workplace Safety (LRWS) encourages healthy, safe and productive workplaces by setting, promoting and enforcing employment and occupational health and safety standards. LRWS works with businesses, labour groups, workers and other stakeholders to foster a positive environment. For more information, contact LRWS at 1 (833) 613-0485 or <a href="mailto:employer.registration@gov.sk.ca">employer.registration@gov.sk.ca</a> .

<a href="#">National Occupation Classification (NOC):</a>	This is a tool that provides a standardized system for understanding Canadian occupations. It describes duties, skills, interests, aptitudes, education requirements and work settings for occupations in the Canadian labour market
NOC Matrix:	A chart called the <a href="#">National Occupation Classification Matrix 2011</a> shows the relationship between skill types and skill levels within the NOC system. It provides an overview of the entire classification structure.
Nominate:	The term used by the Government of Saskatchewan to describe the assessment and selection of individuals by the Saskatchewan Immigrant Nominee Program (SINP) for immigration. The SINP nominates approved individuals/applicants to the Government of Canada (Immigration, Refugees and Citizenship Canada) for permanent residency. Nominees apply to Immigration, Refugees and Citizenship Canada (IRCC) for permanent residency and undergo health, security, and criminality screening by IRCC.
Permanent Resident Visa:	A document issued by a IRCC visa office overseas to a foreign national. It allows that person to travel to Canada to become a permanent resident.
Permanent Resident:	A permanent resident is someone who has been given permanent resident status by immigrating to Canada, but is not a Canadian citizen.
Post-Graduation Work Permit:	A document issued by IRCC to eligible foreign students who have: (i) graduated from an approved program of study at an eligible post-secondary institution in Canada that is participating in the Post-Graduation Work Permit Program; (ii) applied to IRCC within 90 days of completing all degree or program requirements. It allows the bearer to work legally in Canada after completing studies
Principal Applicant:	When a family applies together, one member must be the main or "principal" applicant.
Professional License:	In some professions, you require a license in order to work in that occupation (i.e. nurse, doctor, engineer, etc.). For information on regulated and non-regulated occupations in Canada, visit <a href="#">Is my occupation regulated?</a> And <a href="#">Job Bank</a> .
Provincial Nominee Program (PNP):	A program that allows provinces and territories to nominate candidates for immigration to Canada.
Provincial or territorial nominee:	Someone who is nominated for immigration to Canada by a provincial or territorial government that has a Provincial Nominee Program. Nominees have the skills, education and work experience needed to make an immediate economic contribution to the province or territory that nominates them.
Recruitment Representatives:	A recruiter is someone who assists an employer to find a worker or assists workers in connecting with an employer. Recruiters cannot assist someone with their immigration application. For more information, visit

	<a href="#">Immigration Consultant and Foreign Worker Recruiter Licensing and Responsibilities.</a>
Recruitment Services:	Services that assist a foreign national or employer to secure employment for a foreign national in Saskatchewan, including: (i) finding or attempting to find employment in Saskatchewan for a foreign national; (ii) assisting or advising an employer in the hiring of a foreign national; (iii) assisting or advising another person in doing the things mentioned in sub clauses (i) and (ii); (iv) referring a foreign national to another person who does the things mentioned in sub clauses (i) and (ii); and, (v) providing or procuring settlement services. For more information, refer to <a href="#">Guidelines for Defining Recruitment and Immigration Services.</a>
SINP Registered Employer:	An employer who holds a Certificate of Registration to use with either federal or provincial immigration streams.
Regulated Occupations:	Some jobs in Canada require that you have a special license before you can begin work. These are called regulated occupations. Most regulated occupations require that you have specialized education and experience. A regulatory body sets the standards for the profession and eligibility criteria. In order to work in a regulated occupation with mandatory (compulsory) certification or licensing, you must have a license or certificate or be registered with the regulatory body for your occupation before you begin work. Physicians and electricians are examples of workers who need to be licensed in order to do their job. For information on regulated and non-regulated occupations in Saskatchewan and Canada, visit <a href="#">Is my occupation regulated?</a> And <a href="#">Job Bank.</a>
Settlement Services:	Services provided to assist a foreign national in adapting to the Saskatchewan economy or community.
SINP-Registered Employer:	An approved Saskatchewan employer that is registered with the SINP and is able to hire foreign workers and nominees.
Study Permit:	A document issued by IRCC that authorizes a foreign national to study at an educational institution in Canada for the duration of the program of study. It sets out conditions for the student such as: (i) whether their travel within Canada is restricted, and; (ii) when they have to leave. An employee on a Study Permit can only work full-time during off seasons.
Submitted for Review:	The application has been successfully completed and is ready for SINP review. An Employer Services Consultant will be in contact shortly.
Suspended:	Account is inactive until further notice.
Temporary Foreign Worker Program:	This program allows employers to hire foreign workers to fill short-term labour and skill shortages when no Canadians are available to do the job. A Labour Market Impact Assessment is needed to hire through this program. Foreign workers hired as part of this program are referred to as temporary foreign workers. They may get a work permit only after a

	Labour Market Impact Assessment has concluded that no Canadians are available to do the job.
Temporary Resident Visa:	An official counterfoil document issued by a visa office abroad that is placed in a person's passport to show that he or she has met the requirements for admission to Canada as a temporary resident (a visitor, student or worker). A counterfoil is a specially designed sticker on which missions abroad print visa information. Informally known as a visitor or tourist visa, the TRV may be issued for single or multiple entries to Canada.
Update Required:	Additional information must be provided by the employer.
Work Permit:	A document issued by IRCC that authorizes a person to work legally in Canada. It sets out conditions for the work such as: (i) the type of work they can do; (ii) the employer they can work for; (iii) where they can work, and; (iv) how long they can work.