User Guide for Requesting Revision/Extension/Continued Health Coverage

For more information, please contact:

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August 2021

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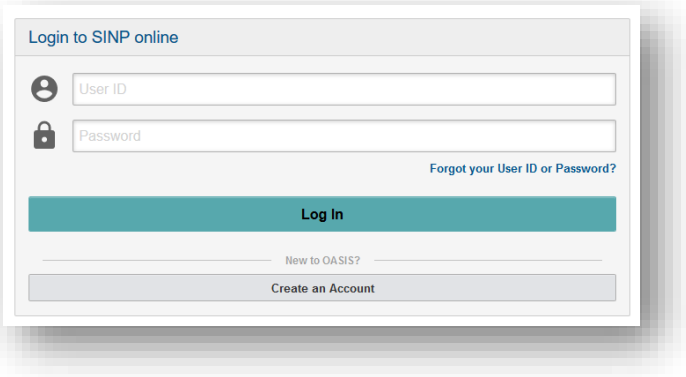
1. Introduction and Log in

This guide explains how to request a revision/extension to a nomination certificate or request to continue the Saskatchewan (SK) health coverage after receiving the nomination from Saskatchewan Immigrant Nominee Program (SINP).

Click the following link to access the SINP Online portal:
https://immigration.saskatchewan.ca

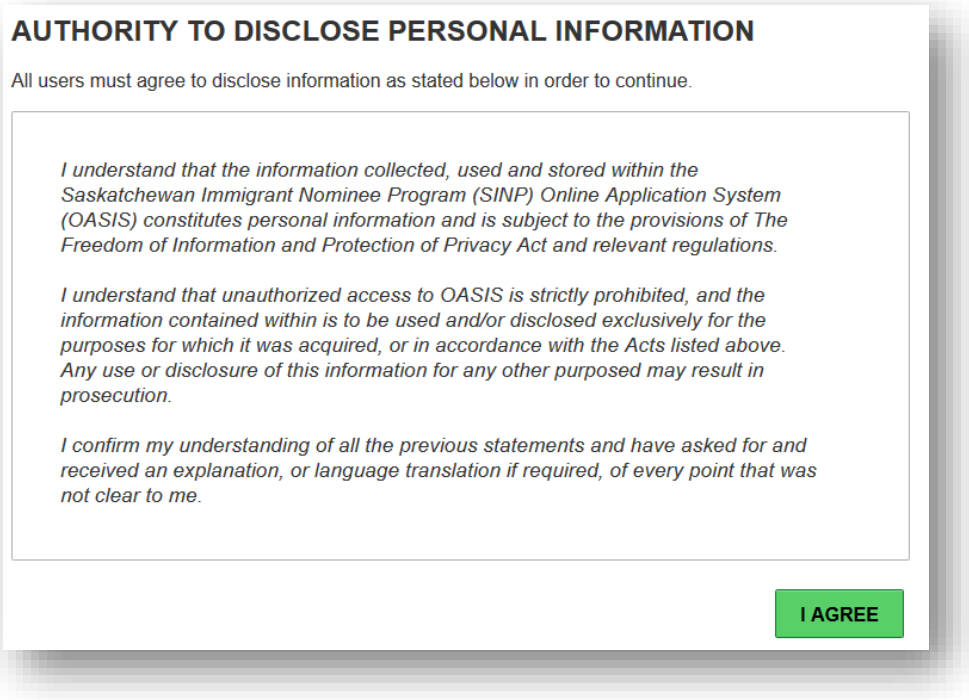
1.1 Login to SINP Online

- On the login page, type in your username & password; and then click **Log In**



1.2 Authority to Disclose Personal Information

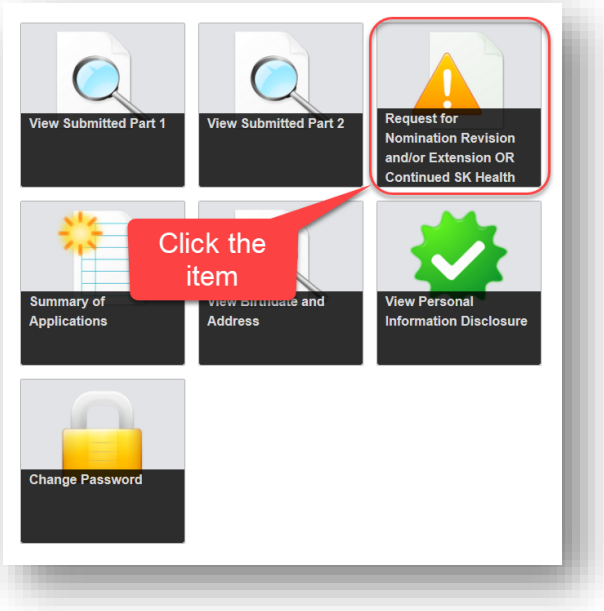
- In order to continue logging into OASIS, all users must agree to disclosure statement each time by clicking "I AGREE" button.
  - ➢ Disclosure statement will be different in representative account



2. Start your Request

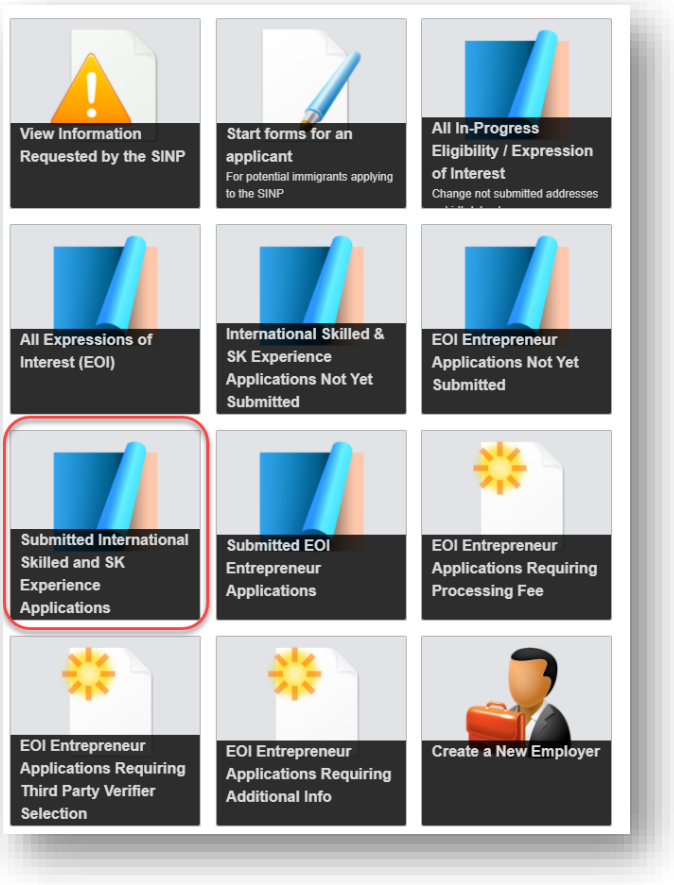
- **<u>From Applicant Account</u>**

Click the item "**Request for Nomination Revision and/or Extension OR Continued SK Health Coverage**" to create a new screen of the request.

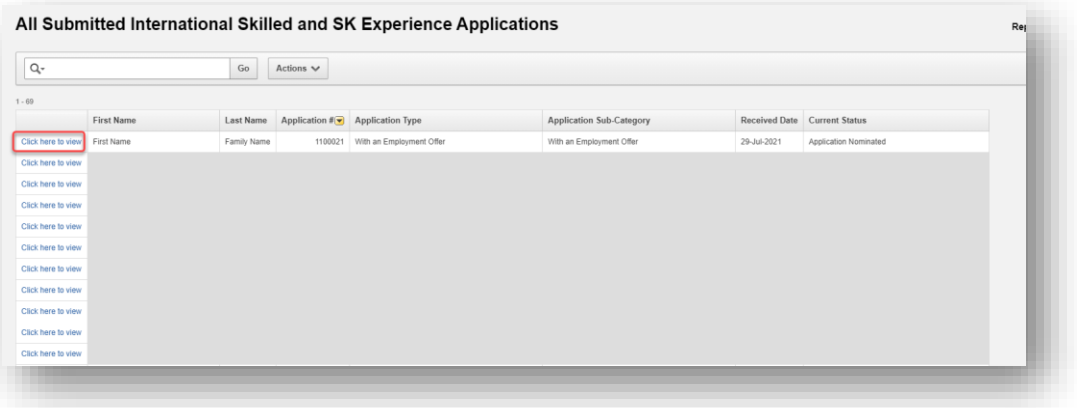


- **From Representative Account**

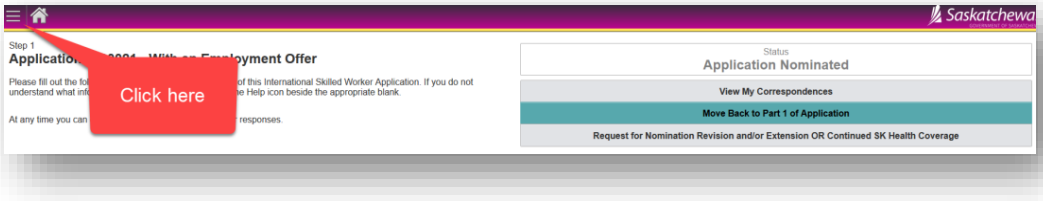
Click the item "**Submitted International Skilled and SK Experience Applications"** to view the list of authorized applications.



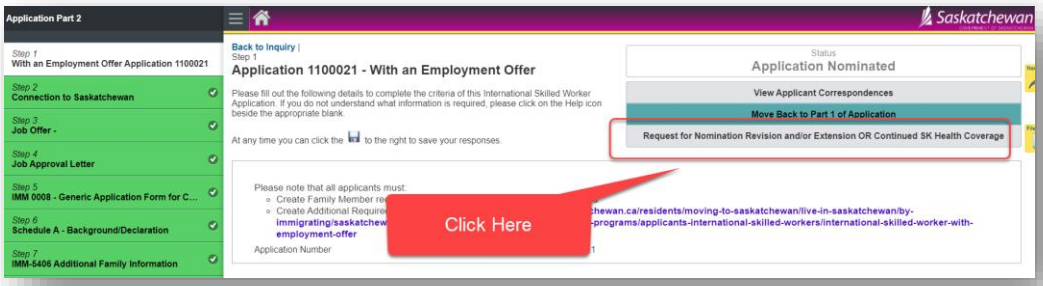
➢ Choose the appropriate application;



- You may need to click on Navigation Menu to show all the screens.



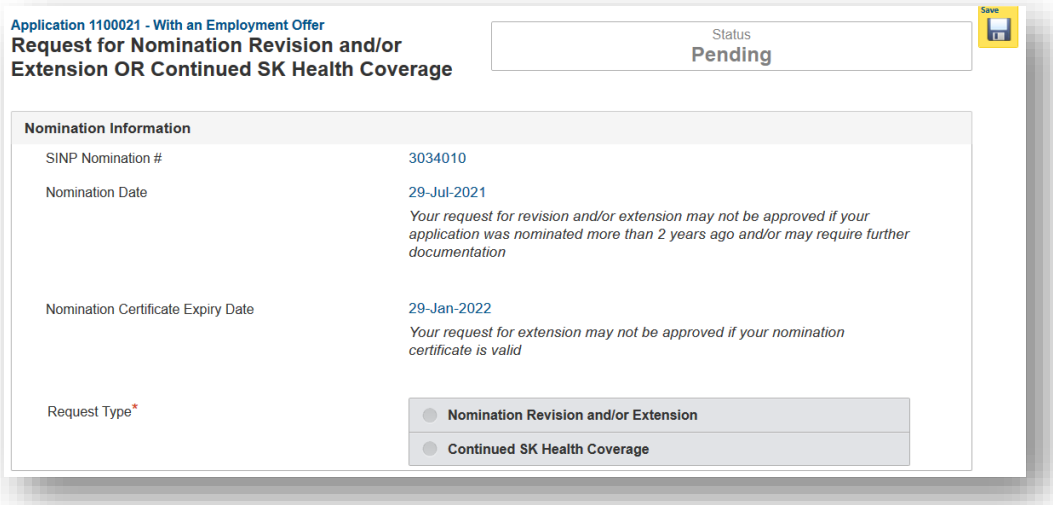
- Click the button "**Request for Nomination Revision and/or Extension OR Continued SK Health Coverage**" to create a new screen of the request.



2.1 Selecting the Type of Request

Screen will be displayed with existing information from the application.

- Status "Pending" means request has been created but not submitted yet. Navigating away from this screen will not delete the screen and clicking again on the item from Step 2 will navigate back to this screen. Navigation to this screen will continue until final decision has been made after the submission of this request.

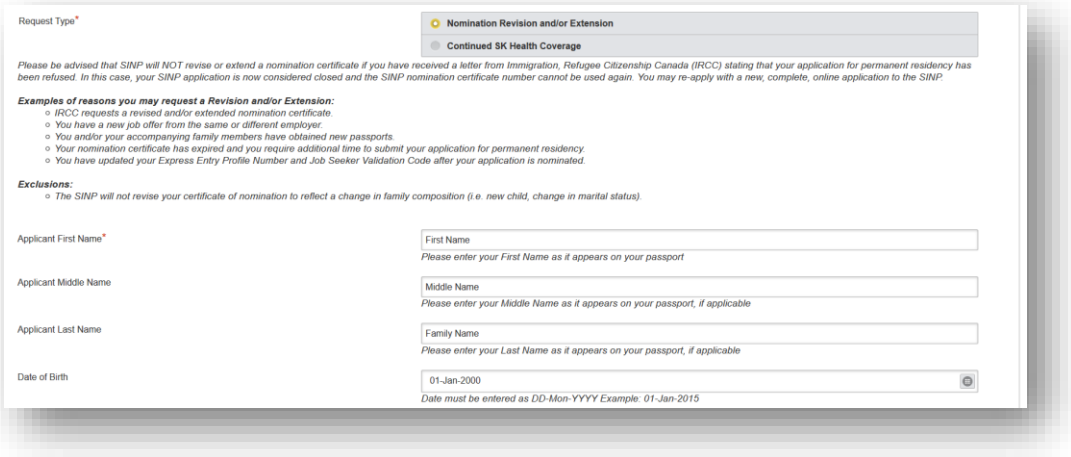


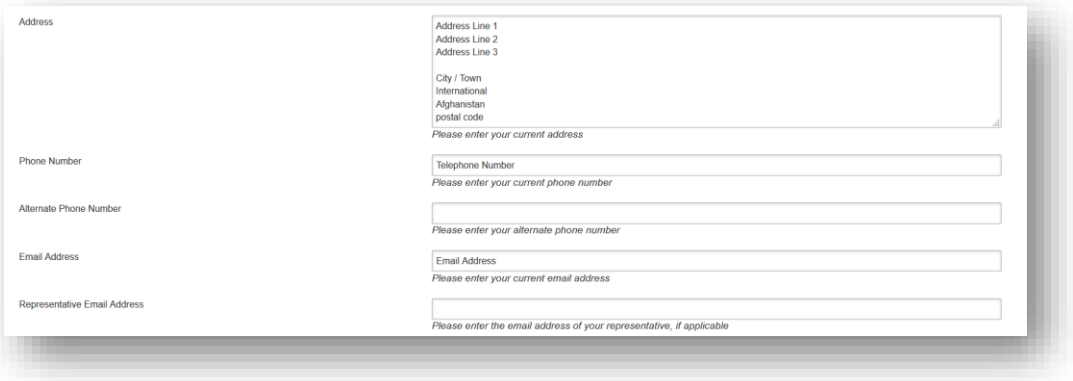
Choose the type of your request to further populates the applicable fields:

- **Nomination Revision and/or Extension** – If any change is required on the received nomination certificate. For example:
  - IRCC requests a revised and/or extended nomination certificate.
  - You have a new job offer from the same or different employer.
  - You and/or your accompanying family members have obtained new passports.
  - Your nomination certificate has expired and you require additional time to submit your application for permanent residency.
  - You have updated your Express Entry Profile Number and Job Seeker Validation Code after your application is nominated.
  - **New –** You want to update your application category from Express Entry/Occupation in-Demand to Employment Offer (With Job Offer and Job Approval Letter)
- **Continued SK Health Coverage** - If yours/your family member's health card is expired and you are eligible to continue your provincial health coverage.

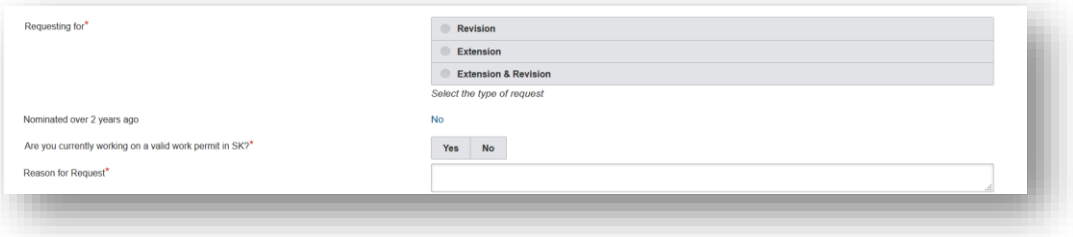
2.2 Nomination Revision and/or Extension

- Review the populated information below:

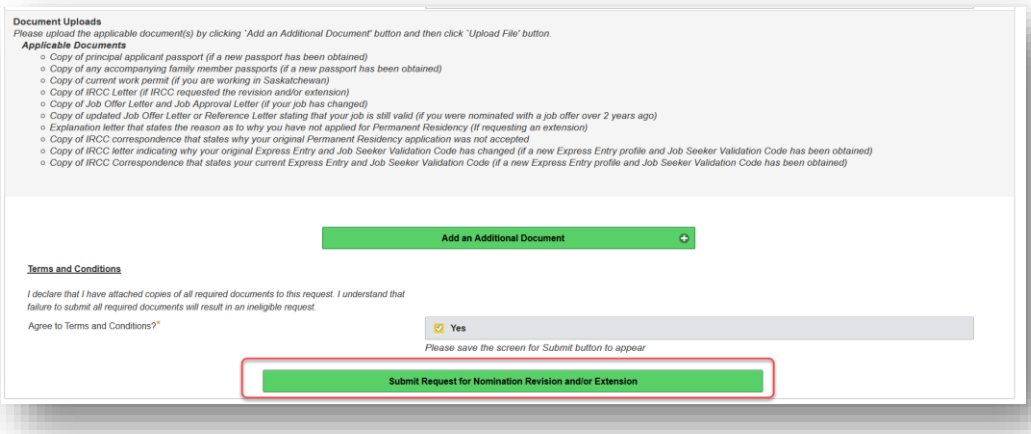




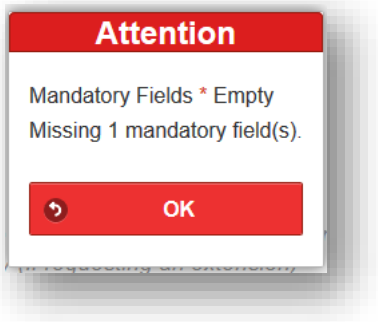
- Fill in the type of and reason for the Request.
  - Entering your work permit expiry date may prioritize your request.
  - If you were nominated more than two years ago, then please provide an updated job offer or reference letter stating that your job is still valid. You can attach this/these documents at the bottom of the screen.



- Agreeing to terms and conditions and then saving the screen will populate the submit button.

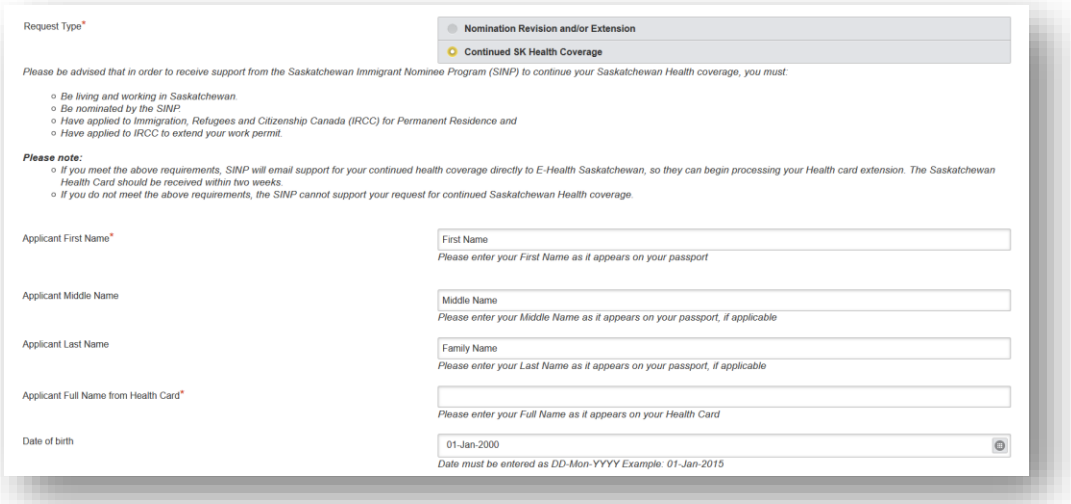


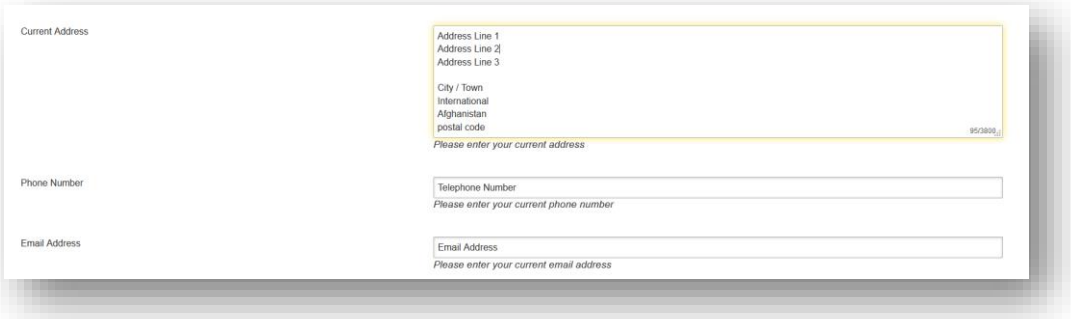
➢ All required fields must be filled in order to submit the request successfully.



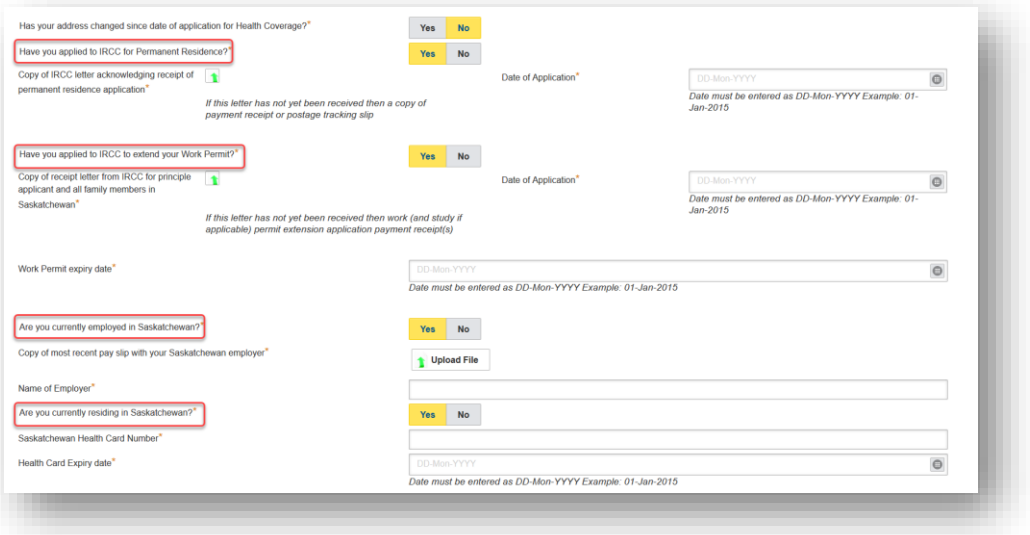
2.3 Continued SK Health Coverage

- Review the populated information below:

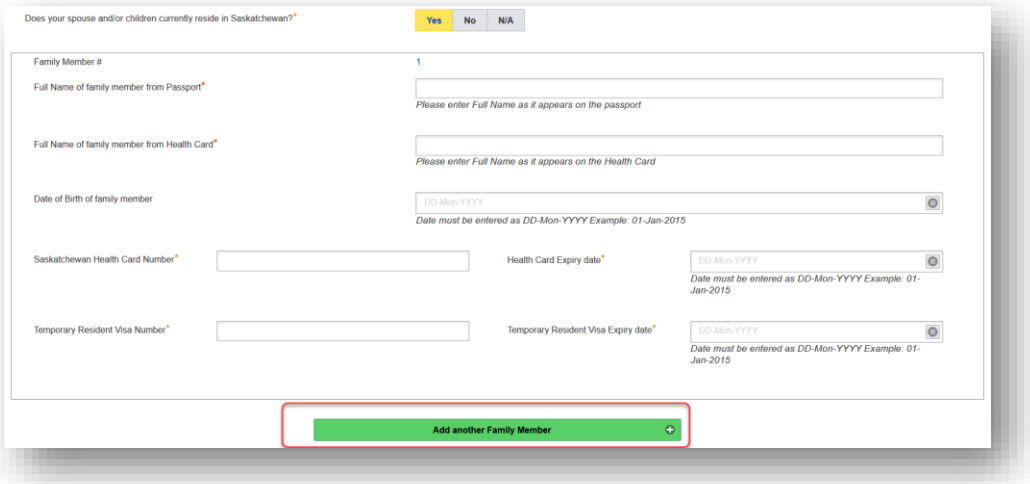




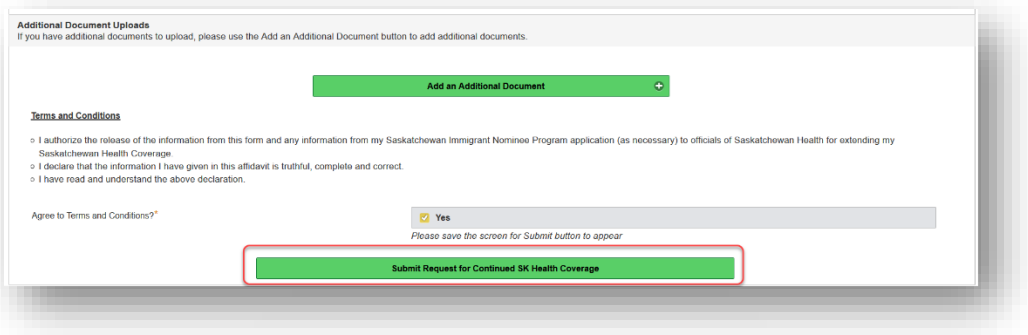
- Following four requirements must be met in order to be request continued SK health coverage



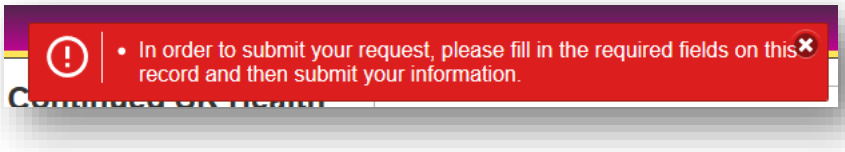
- Declare if any family member(s) needs to be included in the request
  - Additional member can be added by clicking the button "Add another Family Member" as shown below;



- Agreeing to terms and conditions and then saving the screen will populate the submit button.

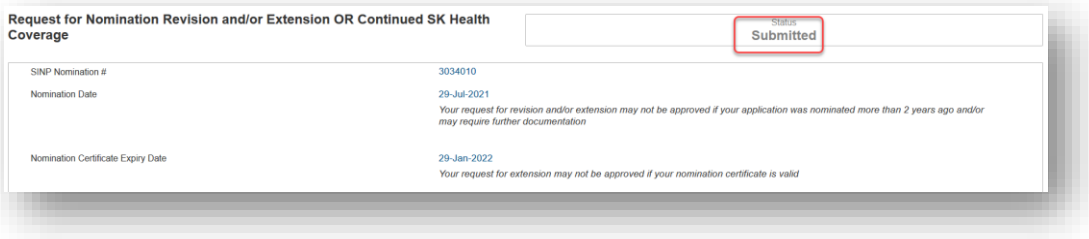


- All required fields must be filled in order to submit the request successfully.



2.4 Submitted Request

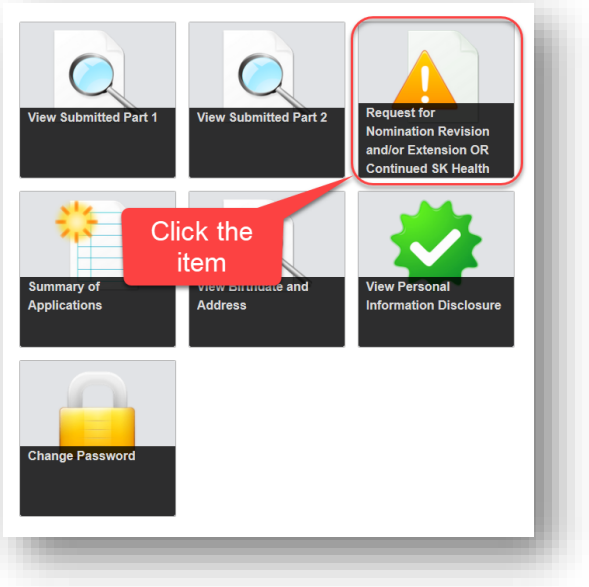
Status of the request will change to "Submitted"



3. Status Inquiry of Request

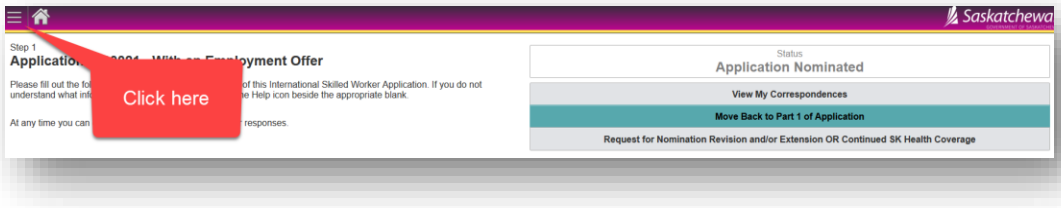
- **Applicant Home Screen**

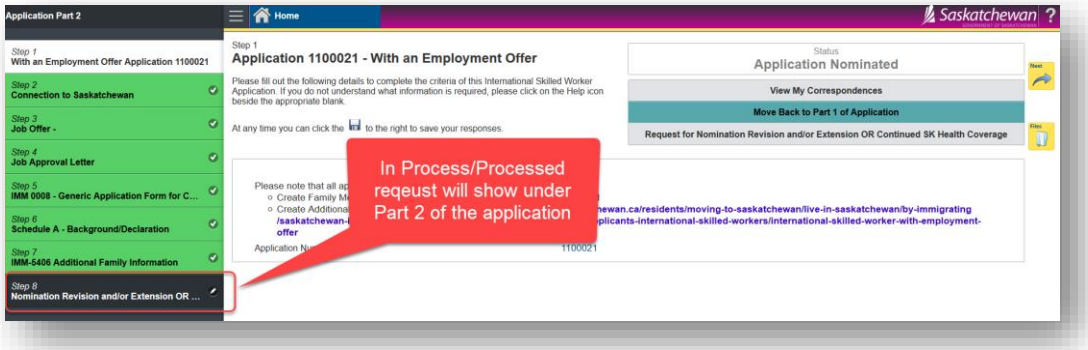
Click the item "**Request for Nomination Revision and/or Extension OR Continued SK Health Coverage**" will show the current status of the request until a decision has not been made. Once the decision is made then this link will create a new request.

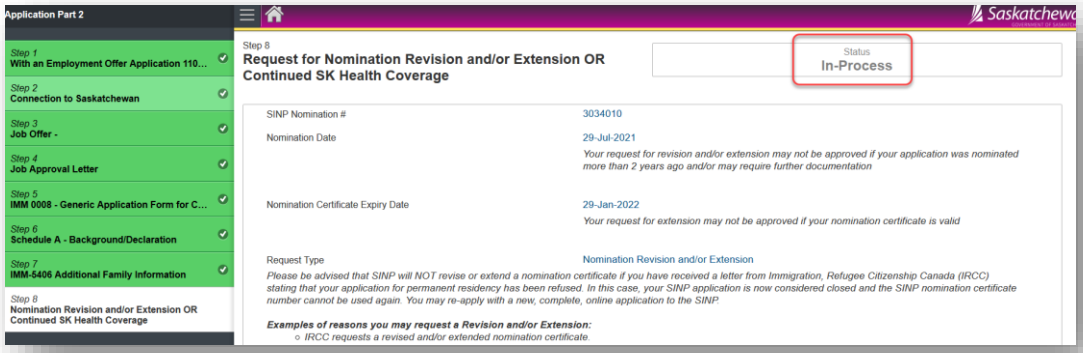


Once the processing has started on the request, then status can be inquired by clicking "View Submitted Part 2"

You may need to click on Navigation Menu to show all the screens.







4. Request for Additional Information

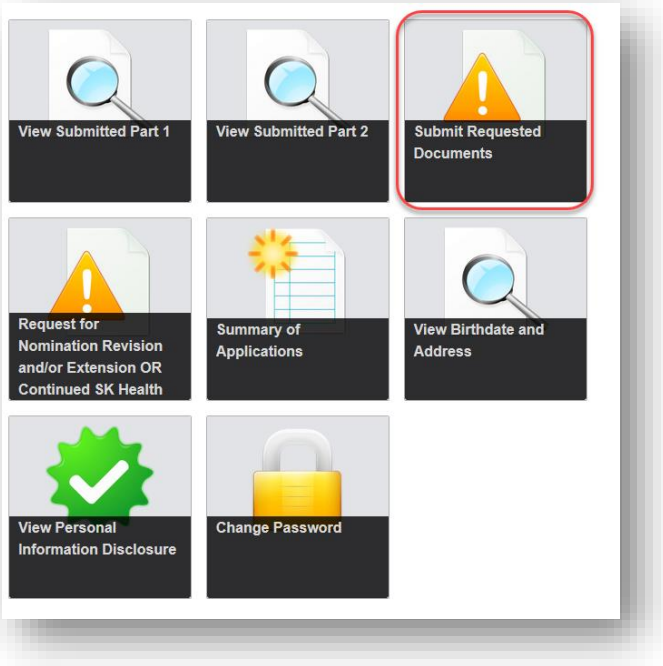
If your application requires additional documents to be processed, you will receive a correspondence from the SINP through OASIS. To check your correspondence, you may click on the link provided on the email, or you may login to OASIS.

To submit your documents, please log into your OASIS account and click on 'Submit Requested Documents'. Upload the requested document(s) on the 'Request Additional Information' record and click the 'Submit' button.

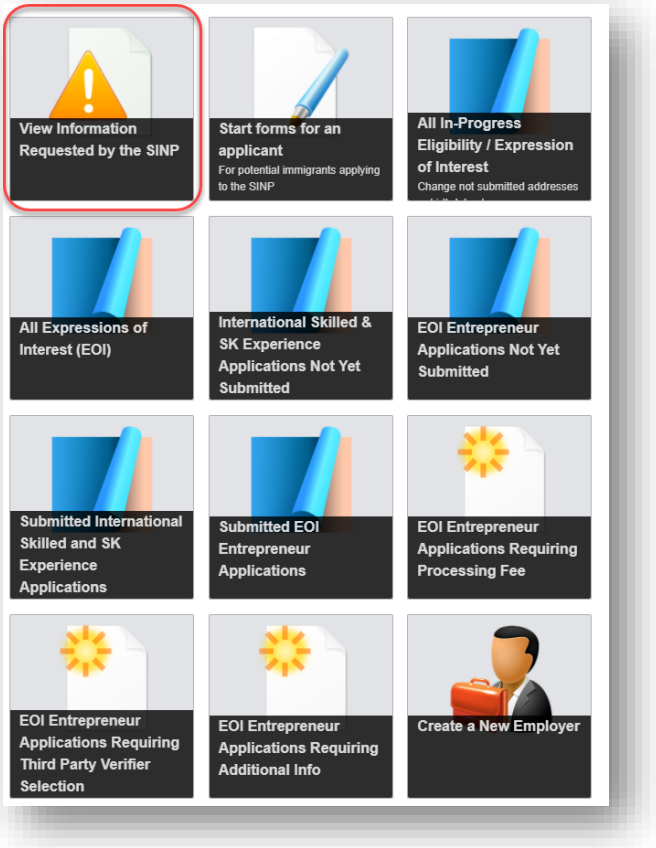
You may also access 'Request Additional Information' record by clicking View Submitted Part 2.

Please note that documents received via email will not be accepted. You must attach all documents through your OASIS account.

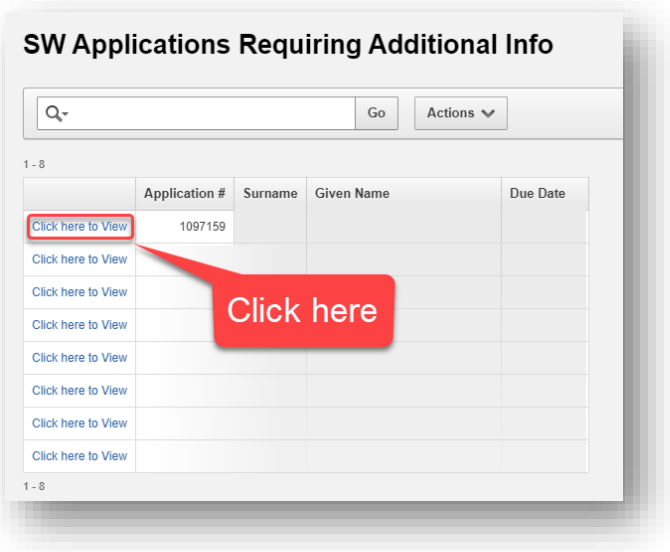
- **Applicant Home Screen**



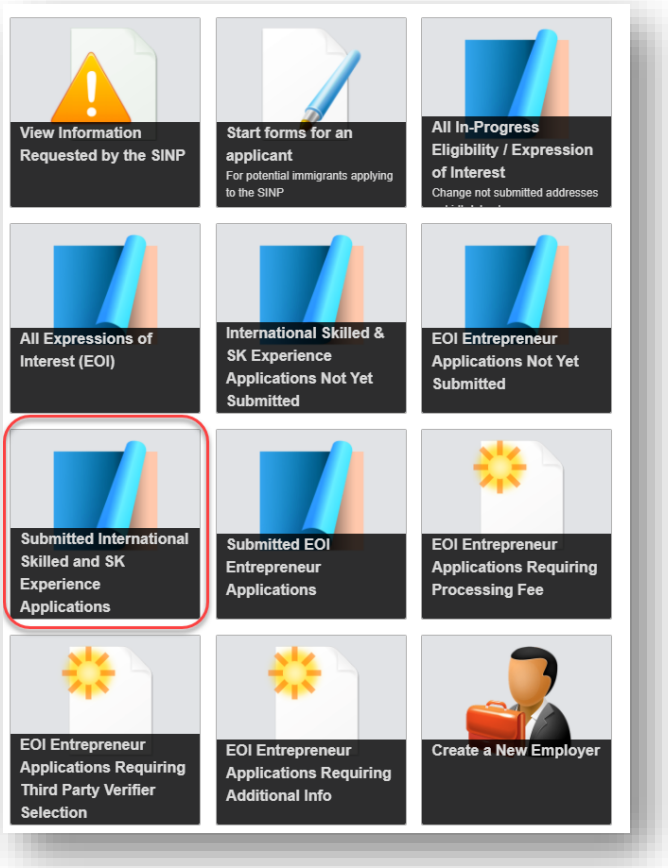
- **Representative Home Screen**

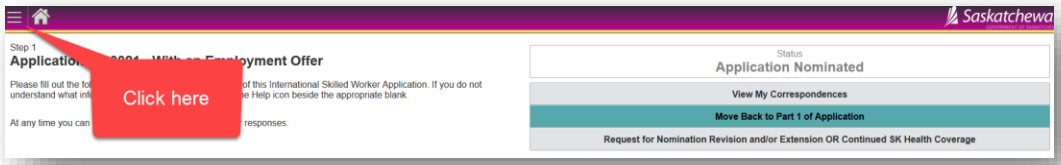


Choose the appropriate application;



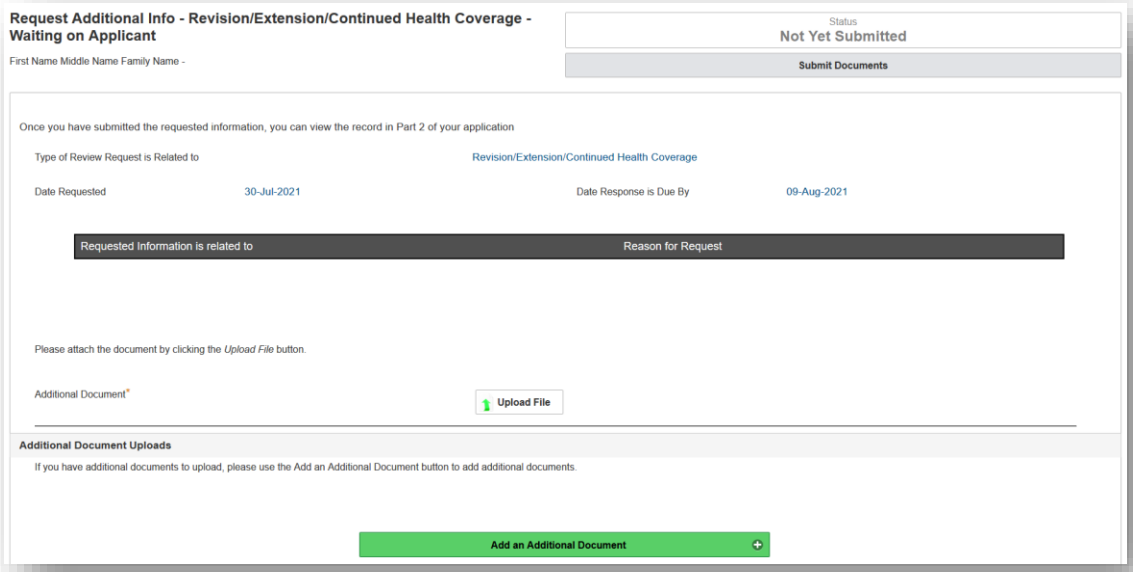
Alternatively, these requests can be accessed by the link shown below. You may need to click on Navigation Menu to show all the screens.





4.1 Request Additional Info screen.

View and upload the requested information.



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