

Employer Toolkit for Hiring Newcomers

Appendix A: Basic Information on Provincial and Federal Immigration Applications for Workers

Government Level	Immigration Program	Purpose and Description	Immigrant Categories Served	Basic Eligibility Criteria	Key Information for Employers	More Information:
Federal (Operated by Government of Canada and available nationally)	Express Entry Express Entry is an online points-based system administered by the Government of Canada (Federal) to manage applications for permanent residence from skilled workers in Canada and around the world. Candidates must submit their profile online into the Express Entry system and they will be ranked in the Express Entry pool using the Comprehensive Ranking System (CRS). The CRS is a points-based system used to assess and score the candidates profile and rank it in the Express Entry pool. Invitations are done in rounds frequently throughout the year. Candidates will be invited to apply for permanent residence if they score above the minimum points score during a round of invitations. There are 3 program streams in Express Entry offered to skilled workers:					https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry.html
	Federal Skilled Worker (FSW)	Permanent residence application for skilled workers who have work experience.	Temporary foreign workers and foreign nationals outside of Canada	<ul style="list-style-type: none"> • eligible profile in Express Entry system • skilled work experience (in or outside of Canada) • language ability • education (in or outside of Canada) • pass an assessment of specific selection factors (these are NOT related to the Express Entry CRS score) • proof of funds if no work permit in Canada 	<ul style="list-style-type: none"> • If applicable, provide candidate with written job offer on company letterhead indicating: <ul style="list-style-type: none"> ○ the job title ○ full or part time status ○ length of time of position (for candidate to qualify must be at least one year) ○ NOC Code of the position they have held/hold • May be asked by candidate to provide letters indicating proof of work experience 	https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/eligibility/federal-skilled-workers.html
	Federal Skilled Trades Program (FSTP)	Permanent residence application for skilled workers who are qualified in a skilled trade.	Temporary foreign workers and foreign nationals outside of Canada	<ul style="list-style-type: none"> • eligible profile in Express Entry system • job offer or certificate of qualification in skilled trade • language ability • skilled trades work experience (in or outside of Canada) • proof of funds if no work permit in Canada 	<ul style="list-style-type: none"> • If applicable, provide candidate with written job offer on company letterhead indicating: <ul style="list-style-type: none"> ○ the job title ○ full or part time status ○ length of time of position (for candidate to qualify must be at least one year) ○ NOC Code of the position they have held/hold • May be asked by candidate to provide letters indicating proof of work experience 	https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/eligibility/skilled-trades.html
	Canadian Experience Class (CEC)	Permanent residence application for skilled workers who have Canadian work experience.	Temporary foreign workers and foreign nationals outside of Canada, who have Canadian work experience	<ul style="list-style-type: none"> • eligible profile in Express Entry system • Canadian skilled work experience (at least one year of full- time work) • language ability 	<ul style="list-style-type: none"> • May be asked by candidate to provide letters indicating proof of work experience (Candidates do not require a job offer but must prove employment experience in Canada) 	https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/eligibility/canadian-experience-class.html

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Federal (Operated by Government of Canada and available nationally)	Stand Alone Immigration Programs (not through Express Entry)						
	Agri-food Pilot	Addresses labour needs of the Canadian agri-food sector. Provides a pathway to permanent residence for experienced, non-seasonal workers in specific farming/agricultural/food production based industries.	Temporary foreign workers and foreign nationals outside of Canada	<ul style="list-style-type: none"> • have eligible work experience in eligible industry/occupation • have an eligible job offer • meet language requirements • meet educational requirements • have temporary resident status (if already in Canada) • have proof of funds if no work permit in Canada 	<ul style="list-style-type: none"> • Employer to fill out the following form from the “Offer of Employment to a Foreign National” form from the IRCC website • If applicable, provide candidate with written job offer on company letterhead indicating: <ul style="list-style-type: none"> ○ Full-time, permanent non-seasonal job offer for position in an eligible occupation in eligible industry. ○ For unionized positions, wage must be determined by the applicable collective agreement ○ For non-unionized positions, wage must meet the Job Bank’s prevailing (median) wage for the occupation listed in the province of employment 	https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/agri-food-pilot/about.html	
	Economic Mobility Pathways Project (EMPP)	<ul style="list-style-type: none"> • Combines refugee resettlement and economic immigration • Permanent residence pathway assisting skilled refugees immigrate to Canada through existing programs. • Gives employers access to a new pool of qualified candidates for job openings. 	Refugees or displaced persons	<ul style="list-style-type: none"> • Candidate must be a refugee or displaced person with proof of status • Two ways to apply: Candidate must meet eligibility criteria of one of the following two options: <ol style="list-style-type: none"> 1) Through Federal EMPP (based on work experience, education, language skills) <ul style="list-style-type: none"> Two streams offered: job offer stream or no job offer stream 2) Through an economic immigration program (Provincial Nominee Program, Atlantic Immigration Pilot, Rural and Northern Immigration Pilot) in which candidate meets criteria of chosen program. 	<ul style="list-style-type: none"> • If the candidate is applying through option: <ol style="list-style-type: none"> 1) EMPP directly to the federal government: the employer must fill out and sign off on the following form: Offer of Employment to a Foreign National [IMM 0197] – Federal EMPP (PDF, 1.49 MB) 2) An economic immigration program (AIP, RNIP, PNP): the employer must provide documentation that is related to needs from employers via one of the economic programs 	https://www.canada.ca/en/immigration-refugees-citizenship/services/refugees/economic-mobility-pathways-pilot.html	
	Rural and Northern Immigration Pilot (RNIP): Permanent residence pathway for skilled foreign workers who want to work and live in one of the participating communities. Not available in Quinte region.						https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/rural-northern-immigration-pilot.html
	Atlantic Immigration Program (AIP): Permanent residence pathway for skilled foreign workers and international graduates who want to work and live in 1 of Canada’s 4 Atlantic provinces. Not available in Ontario.						https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/atlantic-immigration.html

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Federal (Operated by Government of Canada and available nationally)	Permits for Temporary Residence and Temporary Foreign Worker Programs					
	Study Permit	Document issued by IRCC allowing foreign nationals to study temporarily at Canadian institutions. Most foreign nationals need a study permit to study in Canada.	Foreign nationals inside/outside of Canada, refugee claimants, family members of students, workers, PRs or Citizens	<ul style="list-style-type: none"> be enrolled at a DLI have proof of funds to pay for tuition fees and living expenses have return transportation funds get a medical exam (if required) prove to an officer that they will leave Canada when study permit expires candidates should apply before traveling to Canada. 	If employing an international student, employers should: <ul style="list-style-type: none"> View/check the candidate's study permit to ensure they are allowed to work in Canada and the hours they are allowed to work If the student has applied for an extension to study permit, check requirements for "Maintained status" in Canada 	<p>Study Permit: https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada.html</p> <p>Work in Canada as a Student: https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/work-off-campus.html</p>
	Work Permit	Document issued by IRCC that allows foreign nationals to work temporarily in Canada. Most foreign nationals need a work permit to work in Canada.	Foreign nationals inside/outside of Canada, refugee claimants, family members of students or workers	<p>Two types of work permits:</p> <ol style="list-style-type: none"> Employer Specific work permit – usually requires an LMIA and allows candidates to work according to the conditions on work permit, which include: <ul style="list-style-type: none"> name of the employer length of work location Open work permit (does not require LMIA) <ul style="list-style-type: none"> allows candidate to work for almost any employer in Canada open work permits can only be obtained in specific situations. <p>See the "Find out if you need a work permit" questionnaire on the IRCC website.</p>	<ol style="list-style-type: none"> For workers to obtain an "employer specific" work permit, employers generally must apply for a Labour Market Impact Assessment (LMIA) from ESDC. If a positive LMIA is received, the employer will provide results to the worker to apply for the work permit. See page 35 of this Toolkit for information on the LMIA rules and processes. For an open work permit, there are no requirements for employers, but employers should check candidates work permit to ensure candidates working conditions meet the position offered. <p>For both types, if the worker has applied for an extension to their work permit, check requirements for "Maintained status" in Canada</p>	<p>Work Permit: https://www.canada.ca/en/immigration-refugees-citizenship/services/work-canada/permit.html</p> <p>Maintained Status https://ircc.canada.ca/english/help-centre/answer.asp?qnum=188&top=17</p> <p>Need a work permit? https://www.canada.ca/en/immigration-refugees-citizenship/services/work-canada/permit/temporary/need-permit-1.html</p>
	Post-Graduate work permit (PGWP):	Open work permit document issued by IRCC. Allows international students who have graduated from eligible post-secondary Canadian institutions to work in Canada for up to three years.	International student graduates that meet requirements	<ul style="list-style-type: none"> candidates must apply up to 180 days after graduation AND must have: completed a study program at a designated learning institution in Canada maintained full-time status as a student in Canada during each semester of study have a study permit that has been valid within the last 180 days OR submitted an application to extend a study permit or extend a visitor record in Canada before the previous study permit expired 	<ul style="list-style-type: none"> International graduates must receive a letter or official transcript from their learning institution before they can apply for PGWP, meaning waiting several weeks after their graduation to make a PGWP application. They can start working immediately as soon as they SEND the application to IRCC. PGWPs are only valid for up to 3 years PGWPs cannot be extended past the end date that on the PGWP document. Candidates can apply for a closed work permit to extend their work (usually requiring an LMIA) 	https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/after-graduation/about.html
	Seasonal Agricultural Program SAWP:	<ul style="list-style-type: none"> Employer specific work permit for seasonal workers. Allows employers to hire temporary foreign workers on a seasonal basis when Canadians and permanent residents are not available. 	Foreign nationals outside of Canada from specific Caribbean countries and Mexico	<ul style="list-style-type: none"> employers can hire TFWs for a maximum period of 8 months, between January 1 and December 15. employers must meet 3 criteria: <ol style="list-style-type: none"> TFWs hired must be citizens from Mexico or participating Caribbean countries production must be in specific commodity sectors the activity must be related to on farm primary agriculture 	<ul style="list-style-type: none"> Employers will generally need to go through the LMIA process for this temporary immigration program. Once a positive LMIA is obtained, the worker candidate will need a copy of the LMIA to apply for the work permit. This is often done through agencies supporting the worker in their home country. 	<p>SAWP https://www.canada.ca/en/immigration-refugees-citizenship/services/workcanada/permit/agricultural-workers-work-temporarily.html</p> <p>Hire a SAWP worker: https://www.canada.ca/en/employment-social-development/services/foreign-workers/agricultural/seasonal-agricultural.html</p>

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Provincial (Operated by Government of Ontario and available only in Ontario)	Ontario Immigrant Nominee Program (OINP)					
	The OINP is the provincial government program that offers pathways to newcomers to gain permanent residence in Canada. There two intake systems to manage applications for newcomer candidates. They are the 1) Expression of Interest system (provincial management) or 2) the Express Entry system (federal management). Candidates must register and apply through one of those two systems to access one of the 9 streams of immigration.					
	Expression of Interest Job Offer Streams: candidates must register an expression of interest online, have a valid job offer, and receive an invitation to apply from the government of Ontario					
	Employer Job Offer: Foreign Worker stream	Employers provide a job offer to a candidate in a skilled occupation meeting certain criteria of the National Occupational Classification (NOC).	Temporary foreign workers and foreign nationals outside of Canada Temporary foreign workers and foreign nationals outside of Canada	<ul style="list-style-type: none"> applicant must demonstrate they have work experience in the same occupation as the job offer or are sufficiently licensed/ authorized to do the work applicants must have a profile in the OINP e-Filing Portal, have registered an expression of interest for the Employer Job Offer stream of choice and have received an invitation to apply 	<ul style="list-style-type: none"> Employer's must complete an Employer Form to get the job position approved and provide it to the prospective employee (applicant). Applicant will then submit it with their online application online within 14 calendar days of receiving an invitation to apply. Employer's business must: <ul style="list-style-type: none"> have been in active business for at least three years prior to application have business located in Ontario where the applicant will work have no outstanding orders made against business under the <i>Ontario Employment Standards Act, 2000</i> or the <i>Occupational Health and Safety Act</i> meet relevant revenue requirements 	<p>Guide for Employers: https://www.ontario.ca/page/oinp-employer-job-offer-streams-employer-guide</p> <p>OINP Programs: https://www.ontario.ca/page/ontario-immigrant-nominee-program-oinp</p>
	Employer Job Offer: International Student stream	Employers provide a job offer to a international graduate candidate in a skilled occupation meeting certain criteria of the National Occupational Classification (NOC).	Temporary foreign workers and foreign nationals outside of Canada Temporary foreign workers and foreign nationals outside of Canada	<ul style="list-style-type: none"> applicant must have a degree, diploma or certificate from an eligible Canadian institution that has been completed within two years of submitting their application 	<ul style="list-style-type: none"> Employer's must complete an Employer Form to get the job position approved and provide it to the prospective employee (applicant). Applicant will then submit it with their online application online within 14 calendar days of receiving an invitation to apply. Employer's business must: <ul style="list-style-type: none"> have been in active business for at least three years prior to application have business located in Ontario where the applicant will work have no outstanding orders made against business under the <i>Ontario Employment Standards Act, 2000</i> or the <i>Occupational Health and Safety Act</i> meet relevant revenue requirements 	<p>Guide for Employers: https://www.ontario.ca/page/oinp-employer-job-offer-streams-employer-guide</p> <p>OINP Programs: https://www.ontario.ca/page/ontario-immigrant-nominee-program-oinp</p>
	Employer Job Offer: In-Demand Skills stream	Employers provide a job offer for an in-demand occupation meeting certain criteria of the National Occupational Classification (NOC).		<ul style="list-style-type: none"> applicant must have work experience in Ontario in the same occupation as the job offer and have the equivalent of a Canadian high school diploma and language skills in English and/or French. 		
	Expression of Interest Masters or PhD degree streams: There is no job offer or interaction with employers required. Candidates must have graduated from an Ontario university, with a Master's Degree or PHD and can apply through this stream for permanent residence.					
Ontario's Express Entry Streams: There is no job offer required for these streams, but they are operated through the federal government's Express Entry System. Candidates must have an IRCC Express Entry profile. If chosen by the government of Ontario, candidates will receive a notification of interest from Ontario directly through their Express Entry profile. The streams are Human Capital Priorities, Skilled Trades and French-Speaking Skilled Worker.						