



# BRITISH COLUMBIA PROVINCIAL NOMINEE PROGRAM

SKILLS IMMIGRATION  
AND  
EXPRESS ENTRY BC

## **PROGRAM GUIDE**

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<b>PART 1: THE B.C. PROVINCIAL NOMINEE PROGRAM: INTRODUCTION.....</b>	<b>4</b>
SKILLS IMMIGRATION AND EXPRESS ENTRY BC STREAMS.....	4
ABOUT THE SKILLS IMMIGRATION AND EXPRESS ENTRY BC PROGRAM GUIDE.....	4
USING A REPRESENTATIVE.....	5
DECLARATION AND CONSENT .....	6
<b>PART 2: PROGRAM REQUIREMENTS – SKILLS IMMIGRATION .....</b>	<b>7</b>
GENERAL REQUIREMENTS.....	7
MINIMUM INCOME REQUIREMENTS - SKILLS IMMIGRATION.....	10
LANGUAGE REQUIREMENTS - SKILLS IMMIGRATION .....	12
SKILLS IMMIGRATION - SKILLED WORKER.....	13
SKILLS IMMIGRATION - HEALTH CARE PROFESSIONAL .....	15
SKILLS IMMIGRATION - INTERNATIONAL GRADUATE .....	18
SKILLS IMMIGRATION - INTERNATIONAL POST-GRADUATE.....	21
SKILLS IMMIGRATION - ENTRY LEVEL AND SEMI-SKILLED.....	23
SKILLS IMMIGRATION - NORTHEAST PILOT PROJECT.....	28
<b>PART 3: PROGRAM REQUIREMENTS - EXPRESS ENTRY BC.....</b>	<b>29</b>
GENERAL REQUIREMENTS – EXPRESS ENTRY BC.....	29
MINIMUM INCOME REQUIREMENTS - EXPRESS ENTRY BC.....	32
LANGUAGE REQUIREMENTS – EXPRESS ENTRY BC.....	34
EXPRESS ENTRY BC - SKILLED WORKER.....	35
EXPRESS ENTRY BC - HEALTH CARE PROFESSIONAL .....	37
EXPRESS ENTRY BC - INTERNATIONAL GRADUATE .....	39
EXPRESS ENTRY BC - INTERNATIONAL POST-GRADUATE.....	42
<b>PART 4: EMPLOYER REQUIREMENTS .....</b>	<b>44</b>
EMPLOYER RESPONSIBILITIES.....	44
GENERAL EMPLOYER REQUIREMENTS.....	44
PUBLIC SECTOR AND NON-PROFIT EMPLOYERS .....	47
INELIGIBLE EMPLOYERS .....	48
<b>PART 5: PROCESS .....</b>	<b>49</b>
REGISTRATION .....	49
IMPORTANT INFORMATION .....	51
REGISTRATION SCORING.....	52
INVITATIONS TO APPLY.....	60
APPLICATION AND NOMINATION DECISION .....	62
WITHDRAWING YOUR REGISTRATION, APPLICATION, OR NOMINATION .....	62
WORK PERMIT SUPPORT .....	63

## Part 1: The B.C. Provincial Nominee Program: Introduction

### Skills Immigration and Express Entry BC Streams

The BC Provincial Nominee Program (BC PNP) Skills Immigration and Express Entry BC (EEBC) streams are intended for workers or international graduates with the skills, education and/or experience required for high-demand occupations in B.C.

To understand the program requirements and determine your eligibility, you must review this program guide before you register and/or apply online for one of the program categories below. If approved as a provincial nominee, you and your dependent family members can apply to Immigration, Refugees and Citizenship Canada (IRCC) to become a permanent resident of Canada in the Provincial Nominee class.

Skills Immigration categories:

- [Skills Immigration – Skilled Worker](#)
- [Skills Immigration – Health Care Professional](#)
- [Skills Immigration – International Graduate](#)
- [Skills Immigration – International Post-Graduate](#)
- [Skills Immigration – Entry Level and Semi-Skilled](#)
- [Skills Immigration – Northeast Pilot Project](#)

Express Entry BC categories:

- [Express Entry BC – Skilled Worker](#)
- [Express Entry BC – Health Care Professional](#)
- [Express Entry BC – International Graduate](#)
- [Express Entry BC – International Post-Graduate](#)

### About the Skills Immigration and Express Entry BC Program Guide

The BC PNP Skills Immigration and Express Entry BC Program Guide provides complete and comprehensive information about program eligibility requirements. For information on how to register and apply using BC PNP Online, please refer to the [BC PNP Skills Immigration and Express Entry BC Technical Guide](#).

Please carefully review the information in this guide before you register and/or apply.

All dollar figures in this guide are expressed in Canadian dollars.

If you have any questions, please refer to the frequently asked questions section [on our website](#).

## Using a Representative

You are not required to use a representative – such as an immigration consultant or lawyer – to register and/or apply to the BC PNP. The program is designed for you to be able to complete the process on your own.

The BC PNP assesses all applications equally, regardless of whether they were prepared with the assistance of a representative. Your application will not receive special attention, faster processing, or a more favourable outcome if it was submitted using the services of a representative.

Some people choose to use a representative to provide immigration advice or to assist with the process. If you pay someone to act as your representative, they must meet the requirements for authorized representatives stated below.

### Paid representatives

If you are paying a third-party representative to help you prepare and/or submit your registration and/or application to the BC PNP, they must meet the following definition of an “authorized paid representative.”

Authorized paid representatives are:

- immigration consultants who are full members in good standing of the [Immigration Consultants of Canada Regulatory Council](#)
- lawyers who are members in good standing of the [Law Society of BC](#) or another law society in Canada and students-at-law under their supervision

### Unpaid immigration third parties

You may use the services of an unpaid third party, such as a family member, friend, or a member of a non-governmental or religious organization, to act on your behalf.

The BC PNP only considers third party representatives as unpaid if they **do not charge fees or receive any other compensation or benefit** for providing immigration advice or related services.

### Use of a representative form

If you are using an authorized paid representative or an unpaid representative, you must submit the following disclosure consent form for third party representatives:

- [Use of a Representative form](#)

If you are invited to apply and your employer is using a representative, your employer must also complete their own use of representative form, even if your employer is appointing the same representative.



## Declaration and Consent

By completing the BC PNP's use of a representative form, you, and your employer, where applicable, have authorized the individual named on the form (such as an immigration consultant, lawyer, friend or family member) to represent you and act on your behalf with the BC PNP. This may include representation throughout the registration, application and assessment processes, and communication with program staff as required, including disclosure of personal or confidential information to your representative.

The declaration in the online registration and application requires your consent and is the legal equivalent of your signature. As the registrant and/or applicant, you must ensure that you have read and understood the declaration.

BCPNP Online uses your personal email as the unique personal identifier for your profile. The email and contact information provided in your profile will be associated with the application in the system and will be used by BC PNP staff for communication of final decisions.

At its discretion, the BC PNP may contact you and/or your employer directly to request additional evidence or information to verify information in your registration and/or application, and to determine if you meet or continue to meet all program requirements.

You may only have one third-party representative for your profile at any given time. If you wish to change your representative during the BC PNP registration and/or application process, you (and if applicable, your B.C. employer) must update the information in the *My Representative* tab and submit another use of a representative form allowing your representative to represent you and allowing the BC PNP to disclose information to them. Filing a new use of a representative form will automatically cancel any previously appointed representative.

## Beware of immigration fraud

We encourage you to protect yourself from immigration fraud. Learn more about [protecting yourself from fraud](#).

## Part 2: Program Requirements – Skills Immigration

You must meet all of the program requirements to be approved, or nominated, by the BC PNP. There are program requirements for each stage of the process including the registration, application, and nomination stages. Please carefully review the requirements in the sections below for complete details.

For more information about how to register and apply to the BC PNP, please review the [Process section of this guide](#).

### General Requirements

The BC PNP Skills Immigration stream is an economic immigration option intended for people with the skills, experience and qualifications needed by B.C. employers. This stream is designed for individuals who are committed to live and work in B.C. and become permanent residents of Canada.

To be eligible for the program, you will need to satisfy the criteria in one of the following categories:

- [Skilled Worker](#) - managers, professionals and skilled tradespeople
- [Health Care Professional](#) - physicians, registered nurses and other health care workers employed with provincial health authorities
- [International Graduate](#) - with a degree or diploma from a Canadian college or university
- [International Post-Graduate](#) - with a master's or doctoral degree in the natural, applied or health sciences from a B.C. university. Note that for this category only, a job offer is not required
- [Entry Level and Semi-Skilled](#) - workers in tourism/hospitality, food processing and long-haul trucking
- [Northeast Pilot Project](#) - for entry level or semi-skilled workers who are living in the Northeast region of the province

It is your responsibility to demonstrate that you meet all program requirements.

Meeting the minimum eligibility requirements does not guarantee that you will be invited to apply, or that you will be nominated.

A registration in the Skills Immigration Registration System is **not** an application to the Skills Immigration stream and does not guarantee that you will be invited to apply.

For more information, please refer to the [Process section of this guide](#).

**All program and category requirements must be met at the time of registration and, if applicable, application.**

Except where otherwise noted, the following are requirements in all categories of both the Express Entry BC and Skills Immigration streams:

1. Your employer has offered, and you have accepted, indeterminate, full-time employment in an eligible occupation (Exception: Skills Immigration - International Post-Graduate and EEBC - International Post-Graduate).
2. You must be qualified for the offered position. The BC PNP may refer to the [National Occupational Classification](#) (NOC), [WorkBC](#) or industry standards to determine the minimum qualifications for an occupation.
3. The wage you have been offered must be competitive with B.C. wage rates for the occupation. For more information, please refer to individual category requirements.
4. For occupations classified under National Occupational Classification (NOC) Skill Levels B, C, and D occupations, you must demonstrate English or French language proficiency at [Canadian Language Benchmark 2000](#) (CLB) level 4. If you are registering and/or applying with a job offer in a [National Occupational Classification](#) Skill Level 0 or A occupation, you are not required to submit valid language test results. However, at its discretion, the BC PNP may require valid language test results to demonstrate that you have the language proficiency to perform the duties of the position.
5. You must demonstrate that you meet minimum income requirements. For more information, please see the [minimum income requirements section](#).
6. You must not have an ownership/equity stake of more than 10 percent in the B.C. company that has offered you employment.
7. Your employment must provide economic benefit to B.C. For example, your employment will contribute to:
  - maintaining or creating jobs for Canadians
  - transferring knowledge and skills to Canadians
  - supporting the development of proprietary new products
  - building the workforce for a major project
8. Your employment must not adversely affect the settlement of a labour dispute, or the employment of anyone involved in any such dispute, or adversely impact training or employment opportunities for Canadian citizens or permanent residents.
9. If invited to apply, you must submit the \$550 application fee with your online application before your application will be processed. Incomplete applications will not be processed and fees may not be refunded.

10. The BC PNP will **not** nominate you if you:

- are prohibited from entering Canada
- have not been lawfully admitted in the country of current residence
- are in Canada and are out of status
  - if your status has expired, and you cannot demonstrate you have applied for restoration of status within the 90-day eligibility period, you will be considered out of status
- are working in Canada without authorization
- have an unresolved refugee claim in Canada
- are under a removal order in or outside of Canada



## Minimum Income Requirements - Skills Immigration

To be eligible for the BC PNP's Skills Immigration streams, with the exception of the International Post-graduate stream, you must demonstrate that you are able to support yourself (and your dependants) according to your:

- annual wage in B.C.
- location of residence in B.C.
- number of dependants

The BC PNP has established minimum family income thresholds for Metro Vancouver and the rest of B.C. Your family must meet the minimum family income threshold for your chosen area of residence.

Family income is the total of:

- your regular gross annual wage from the B.C. employer supporting your BC PNP application
- your spouse or common-law partner's regular gross annual wage in B.C. from work authorized under a valid work permit (if applicable)

In calculating your family income, the BC PNP will only consider regular gross annual wages. BC PNP does not consider bonuses, commissions, profit-sharing distributions, tips/gratuities, overtime wages, housing allowances, room and board or other similar payments to be part of your wage. Please note that your annual wage is calculated using the number of hours of work/week to a maximum of 40 hours/week.

The onus is on your employer to demonstrate that the offered wage is genuine and bona fide. Applications will not be approved where there are reasonable grounds to believe that the offered wage has been inflated or increased for the purpose of meeting minimum income requirements, or for the purpose of obtaining a higher registration score.

If you are working for your B.C. employer on a valid work permit, you must be able to demonstrate a history of earning the offered wage and a history of meeting [minimum income requirements](#) prior to submitting a registration and/or application to the BC PNP. Entry level and semi-skilled applicants must be able to demonstrate a history of meeting the applicable income threshold requirement for the full nine month period prior to submitting a registration and/or application.

If you were originally hired based on a positive federal Labour Market Impact Assessment, the wage you are earning at the time of registration and/or application must be equal to or greater than the wage stated in the offer of employment and on the [Labour Market Impact Assessment](#).

Your spouse or common-law partner's annual wage will only be included in the family income calculation if your spouse or common-law partner has a valid work permit and is currently employed in B.C. The table below includes the size of your family unit (your spouse or common-law partner and dependants, whether or not they come with you to live in B.C.), to determine if you meet the minimum family income threshold for your area of residence.

Please note that your spouse will be included in the size of your family unless you provide a signed Statutory Declaration of your official separation, a Divorce Certificate, or an equivalent official document indicating that the relationship has ended. Please also note that the number of dependants



declared on your federal application for permanent residence to IRCC must match the number of dependants listed on your BC PNP application. The BC PNP must be informed of any changes to your family size throughout the BC PNP and IRCC permanent residence application process. Any changes to your dependant information may affect minimum income requirements. Failure to notify the BC PNP of any changes may result in a refusal of your application or withdrawal of your nomination.

<b>Family Income Threshold by Area of Residence</b>		
Size of Family	Metro Vancouver	Rest of B.C.
1	\$21,895	\$18,248
2	\$27,257	\$22,716
3	\$33,510	\$27,927
4	\$40,685	\$33,908
5	\$46,145	\$38,457
6	\$52,043	\$43,374
7 or more	\$57,943	\$48,290

The income thresholds in this table represent 90% of an amount calculated from the appropriate 2014 Low-Income Cut-Off (LICO) figures set by Statistics Canada. This table will be updated regularly to reflect the latest published LICO figures.

## Language Requirements - Skills Immigration

While language test results may not be mandatory for the category under which you are registering, providing valid language test results may impact your registration score.

If you are registering and/or applying with a job offer in a [National Occupational Classification](#) Skill Level 0 or A occupation, you are not required to submit valid language test results. However, at its discretion, the BC PNP may require valid language test results to demonstrate that you have the language proficiency to perform the duties of the position.

If you are registering and/or applying with a job offer in a [National Occupational Classification](#) Skill Level B, C or D occupation, you must submit valid language test results showing you have obtained a minimum score equal to or greater than a benchmark 4 under the [Canadian Language Benchmark 2000 \(CLB\)](#) in all four competencies: listening, speaking, reading and writing.

A benchmark score of 4 is considered Basic Proficiency and means that you can:

- communicate basic needs and personal experience
- follow, with considerable effort, simple formal and informal conversations
- read a simple set of instructions in plain language
- write short messages, postcards, notes or directions

The valid language test results must be from one of the following language proficiency tests administered by a designated testing agency:

- the [International English Language Testing System \(IELTS\) General Training](#)
- the [Canadian English Language Proficiency Index Program \(CELPIP-General\)](#)
- the [Test d'évaluation de français \(TEF\)](#)

Test results will be considered valid for the two years from the date of issuance. Test results must be valid at the time of registration AND application.

The following table shows the minimum scores required in each of the designated tests:

Minimum Language Test Scores Required				
	Listening	Reading	Writing	Speaking
IELTS	4.5	3.5	4.0	4.0
CELPIP	4	4	4	4
TEF	145	233	349	181

## Skills Immigration - Skilled Worker

### Eligibility Requirements

In addition to meeting [general requirements](#), to qualify for the Skills Immigration – Skilled Worker category, you must have the following:

**1) minimum two years of directly related full-time (or full-time equivalent) work experience in the skilled occupation that has been offered to you, and, if applicable, the credentials and qualification requirements of the position**

The position you have been offered must be classified as Skill Level 0, A or B in the [National Occupational Classification Matrix](#). These positions normally require post-secondary education and training. You must also have a minimum of two (2) years of directly related full time (or full time equivalent) work experience in the position you have been offered.

The BC PNP defines directly related work experience as paid employment that is classified under the same National Occupation Classification (NOC) code as the B.C. job offer that you have accepted. Experience in a related occupation at a NOC skill level equal to or greater than the NOC code of the B.C. job offer may also be included if, at the time of application, you can satisfactorily demonstrate how this work experience is directly related. Experience in a lower skill level NOC will not be considered as directly related.

If the offered position is in a regulated occupation that requires mandatory certification, licensing or registration, you must demonstrate that you meet these requirements when you apply to the BC PNP.

**2) an offer of indeterminate, full-time employment from an eligible B.C. employer at a wage that meets industry standards**

Your employer must provide you with a written offer of employment on official company letterhead.

The letter must be:

- signed and dated by a person authorized to hire employees
- signed and dated by you confirming that you accept the job offer

In addition, the offer of employment must include:

- your job title and duties
- your rate of pay
- your standard hours of work
- that the position is indeterminate and full-time (at least an average of 30 hours a week, year-round)
- any discretionary benefits in addition to those required by law (such as pension and medical plans, disability insurance, sick pay, accommodation and meal allowances, and extra paid vacations)
- if the position is covered by a collective agreement, a reference to the agreement



Your employer cannot make any deductions from your pay (or require you to pay any fees) for recruitment or retention, including fees related to immigration.

The wage stated on your offer of employment must be at market rate and comparable to the rate paid to workers with a similar level of experience and training for equivalent jobs in B.C. and consistent with the wage compensation structure of your employer. For examples of market wage rates by occupation, please visit [Job Bank](#).

You must be establishing an employee/employer relationship with your employer. If you will be providing services as an independent contractor you are not eligible for the Skills Immigration stream of the BC PNP.

If you were originally hired based on a positive federal Labour Market Impact Assessment, the wage you are earning at the time of registration and/or application must be equal to or greater than the wage stated in the offer of employment and on the [Labour Market Impact Assessment](#).

Your employer must also meet [program requirements](#).

### **3) evidence that you meet minimum income requirements**

You must demonstrate that you are able to support yourself (and your dependants) according to your:

- annual wage in B.C.
- location of residence in B.C.
- number of dependants

Information about how the BC PNP assesses your [minimum income requirements can be found here](#) in this guide.

### **4) language proficiency**

If you are working in a Skill Level B occupation, you must submit valid language test results showing you have obtained a minimum score equal to or greater than a benchmark 4 under the [Canadian Language Benchmark 2000](#) (CLB) in all four competencies: listening, speaking, reading and writing.

If you are registering and/or applying with a job offer in a [National Occupational Classification](#) Skill Level 0 or A occupation, you are not required to submit valid language test results. However, at its discretion, the BC PNP may require valid language test results to demonstrate that you have the language proficiency to perform the duties of the position.

Test results will be considered valid for the two years from the date of issuance. Test results must be valid at the time of registration AND application.

Information about how we assess your [language requirements can be found here](#) in this guide.

**All requirements must be met at the time of registration and, if applicable, application.**

## Skills Immigration - Health Care Professional

Health care workers are in demand across British Columbia. If you are a physician, nurse, psychiatric nurse or allied health professional with a job offer from a public health authority, you may be eligible to apply to the BC PNP under the Skills Immigration – Health Care Professional category.

### Health Match BC

If you are looking for opportunities to work as a healthcare professional in B.C., we encourage you to contact [Health Match BC](#). This free provincial service recruits healthcare professionals on behalf of B.C.'s health authorities. In addition to helping you find a job in your field, Health Match BC staff can answer your questions about the BC PNP and assist you with your application.

### Eligibility Requirements

In addition to meeting [general requirements](#), to qualify for the Skills Immigration – Health Care Professional category, you must have the following:

**1) an offer of indeterminate, full-time employment with a [public health authority](#) as a:**

- physician
- specialist
- registered nurse
- registered psychiatric nurse
- nurse practitioner
- an allied health professional such as a:
  - diagnostic medical sonographer
  - clinical pharmacist
  - medical laboratory technologist
  - medical radiation technologist
  - occupational therapist
  - physiotherapist

OR

- midwife
  - must have a letter of confirmation from an established practice group in British Columbia confirming your acceptance into the group as an affiliated midwife for a period of at least six months. This letter must be on the practice group's official letterhead, and must be signed by you and the head of the practice group.
  - must be registered with the [College of Midwives of British Columbia](#).

**2) minimum two years of directly related full-time (or full-time equivalent) work experience in the skilled occupation that has been offered to you, and, if applicable, the credentials and qualification requirements of the position**

You must have a minimum of two years of directly related full-time (or full-time equivalent) work experience.

If you are working in a regulated occupation that requires mandatory certification, licensing or registration you must demonstrate that you meet these requirements when you apply to the BC PNP.

### **3) a written offer of employment on official company letterhead from your employer**

The letter must be:

- signed and dated by a person authorized to hire employees
- signed and dated by you confirming that you accept the job offer

In addition, the offer of employment must include:

- your job title and duties
- your rate of pay
- your standard hours of work
- that the position is indeterminate and full-time (at least an average of 30 hours a week, year-round)
- any discretionary benefits in addition to those required by law (such as pension and medical plans, disability insurance, sick pay, accommodation and meal allowances, and extra paid vacations)
- if the position is covered by a collective agreement, a reference to the agreement

Your employer cannot make any deductions from your pay (or require you to pay any fees) for recruitment or retention, including fees related to immigration.

The wage stated on your offer of employment must be at market rate and comparable to the rate paid to workers with a similar level of experience and training for equivalent jobs in B.C. and consistent with the wage compensation structure of your employer. For examples of market wage rates by occupation, please visit [Job Bank](#).

You must be establishing an employee/employer relationship with your employer. If you will be providing services as an independent contractor you are not eligible for the Skills Immigration stream of the BC PNP. If you are a physician with a job offer from a public health authority, this criteria is deemed to have been met.

If you were originally hired based on a positive federal Labour Market Impact Assessment, the wage you are earning at the time of registration and/or application must be equal to or greater than the wage stated in the offer of employment and on the [Labour Market Impact Assessment](#).

Your employer must also meet [program requirements](#).



#### 4) evidence that you meet minimum income requirements

You must demonstrate that you are able to support yourself (and your dependants) according to your:

- annual wage in B.C.
- location of residence in B.C.
- number of dependants

Information about how the BC PNP assesses your [minimum income requirements can be found here](#) in this guide.

#### 5) language proficiency

If you are working in a Skill Level B occupation, you must submit valid language test results showing you have obtained a minimum score equal to or greater than a benchmark 4 under the [Canadian Language Benchmark 2000](#) (CLB) in all four competencies: listening, speaking, reading and writing.

If you are registering and/or applying with a job offer in a [National Occupational Classification](#) Skill Level 0 or A occupation, you are not required to submit valid language test results. However, at its discretion, the BC PNP may require valid language test results to demonstrate that you have the language proficiency to perform the duties of the position.

Test results will be considered valid for the two years from the date of issuance. Test results must be valid at the time of registration AND application.

Information about how we assess your [language requirements can be found here](#) in this guide.

**All requirements must be met at the time of application.**

## Skills Immigration - International Graduate

If you are an international student who has graduated from a Canadian university or college in the past two years, you may be eligible for the BC Provincial Nominee Program (BC PNP).

Although you do not need to demonstrate work experience, you do need a job offer from an employer for an indeterminate full-time position.

### Eligibility Requirements

In addition to meeting [general requirements](#), to qualify for the Skills Immigration - International Graduate category, you must have the following:

#### 1) a degree, diploma or certificate from an eligible post-secondary institution in Canada

You must submit your registration to the BC PNP within **two years** of the date shown on your official transcript indicating that you have completed all requirements of the degree or diploma program.

##### Degrees

Your undergraduate or graduate degree must be from a Canadian post-secondary institution authorized to grant degrees. Your education is not eligible if it is a distance education learning program either from abroad or from within Canada.

If the location is in B.C.:

- see the [Education Planner](#) for a list of degree programs offered in B.C.
- see the [Ministry of Advanced Education](#) website for a list of authorized degree programs offered by B.C. private post-secondary institutions

Note: Some graduate level degrees are eligible under the [Skills Immigration - International Post Graduate](#) category.

##### Diplomas and Certificates

If you have a diploma or certificate, it must be from a public post-secondary institution in Canada.

**Diplomas and Certificates from private institutions are not eligible.** Language training (an ESL program, for example) does not qualify. Your education is not eligible if it is a distance education learning program either from abroad or from within Canada.

Your program must have been at least 8 months (two semesters) of full-time equivalent study. You may be requested to provide a letter from your educational institution that confirms your program meets this requirement. Your program of study is not eligible if you spent more than one-quarter of the program time in a co-op work term or internship.

See the [Ministry of Advanced Education](#) for a list of public post-secondary institutions in B.C.



## **2) a job offer for a full-time, indeterminate position that typically requires a university or college education at a wage that meets industry standards**

The position you have been offered must be classified as Skill Level 0, A or B in the [National Occupational Classification Matrix](#).

If your current occupation is classified as Skill Level C or D and if your employer can satisfactorily demonstrate that there is a structured plan in place with the supporting employer for your career progression to an occupation classified as Skill Level 0, A or B, you can apply to the BC PNP. In this case, you will also need to submit the results of a valid language test results.

Note: If you have been offered a job in a regulated occupation that requires mandatory certification, licensing or registration, you must provide documentation showing that you meet these requirements.

Your employer must provide you with a written offer of employment on official company letterhead.

The letter must be:

- signed and dated by a person authorized to hire employees
- signed and dated by you confirming that you accept the job offer

In addition, the offer of employment must include:

- your job title and duties
- your rate of pay
- your standard hours of work
- that the position is indeterminate and full-time (at least an average of 30 hours a week, year-round)
- any discretionary benefits in addition to those required by law (such as pension and medical plans, disability insurance, sick pay, accommodation and meal allowances, and extra paid vacations)
- if the position is covered by a collective agreement, a reference to the agreement

Your employer cannot make any deductions from your pay (or require you to pay any fees) for recruitment or retention, including fees related to immigration.

The wage stated on your offer of employment must be at market rate and comparable to the rate paid to workers with a similar level of experience and training for equivalent jobs in B.C. and consistent with the wage compensation structure of your employer. For examples of market wage rates by occupation, please visit [Job Bank](#).

You must be establishing an employee/employer relationship with your employer. If you will be providing services as an independent contractor you are not eligible for the Skills Immigration stream of the BC PNP.

If you were originally hired based on a positive federal Labour Market Impact Assessment, the wage you are earning at the time of registration and/or application must be equal to or greater than the wage stated in the offer of employment and on the [Labour Market Impact Assessment](#).

Your employer must also meet [program requirements](#).

### **3) evidence that you meet minimum income requirements**

You must demonstrate that you are able to support yourself (and your dependants) according to your:

- annual wage in B.C.
- location of residence in B.C.
- number of dependants

Information about how the BC PNP assesses your [minimum income requirements can be found here](#) in this guide.

### **4) language proficiency**

If you are working in a Skill Level B, C or D occupation, you must submit valid language test results showing you have obtained a minimum score equal to or greater than a benchmark 4 under the [Canadian Language Benchmark 2000](#) (CLB) in all four competencies: listening, speaking, reading and writing.

If you are registering and/or applying with a job offer in a [National Occupational Classification](#) Skill Level 0 or A occupation, you are not required to submit valid language test results. However, at its discretion, the BC PNP may require valid language test results to demonstrate that you have the language proficiency to perform the duties of the position.

Test results will be considered valid for the two years from the date of issuance. Test results must be valid at the time of registration AND application.

Information about how we assess your [language requirements can be found here](#) in this guide.

**All requirements must be met at the time of registration and, if applicable, application.**

## Skills Immigration - International Post-Graduate

If you have recently graduated from a B.C. post-secondary institution with a master's or doctoral degree in the natural, applied or health sciences, you may be eligible for the BC PNP's International Post-Graduate category. You do not need a job offer from an employer to apply to this category.

### Eligibility Requirements

In addition to meeting [general requirements](#), to qualify for the Skills Immigration - International Post Graduate category, you must have the following:

#### **1) a master's or doctoral degree received within the past two years from an eligible program at a post-secondary institution in B.C.**

Your master's or doctoral degree must be from an eligible B.C. post-secondary institution. (See the [Education Planner](#) for a list of degree programs offered by B.C. public post-secondary institutions. See the [Ministry of Advanced Education](#) website for a list of degree programs offered by B.C. private post-secondary institutions.)

#### **AND**

Your graduate degree (master's or doctorate) must be in one of the following programs of study in the natural, applied or health sciences:

- agriculture
- biological and biomedical sciences
- computer and information sciences and support services
- engineering
- engineering technology
- health professions and related clinical sciences
- mathematics and statistics
- natural resources conservation and research
- physical sciences

Further details regarding the classification of these programs of study can be found on Statistics Canada's [Classification of Instructional Programs \(CIP\)](#) website.

Your education is not eligible if it is a distance education learning program either from abroad or from within Canada.

You must submit your application to the BC PNP within **two years** of the date shown on your official transcript indicating that you have completed all requirements of the degree or diploma program.

## **2) evidence that you intend to reside in B.C.**

You must provide evidence that you intend to live and work in B.C.

This evidence may include:

- the length of any previous and/or current period of residence in B.C.
- your connections to B.C. through work, study or family
- a description of any actions you've taken to permanently settle in B.C., such as finding a job or place to live

**All requirements must be met at the time of application.**



## Skills Immigration - Entry Level and Semi-Skilled

You may be eligible in this category if you are currently working in B.C. in an eligible occupation in the tourism/hospitality, long-haul trucking or food processing industry.

### Eligibility Requirements

In addition to meeting [general requirements](#), to qualify for the BC PNP as an Entry Level and Semi-Skilled worker, you must have the following:

#### 1) B.C. work experience in an eligible occupation

You must have been employed full-time (at least an average of 30 hours a week) by your B.C. employer in an eligible occupation for at least nine consecutive months immediately prior to applying to the BC PNP.

Eligible occupations are divided into three categories:

- tourism and hospitality
- long-haul trucking
- food processing

[Refer to this section for a complete list of eligible occupations.](#)

You must maintain full-time employment with your employer in B.C. throughout both the BC PNP and the permanent residence processes.

Employment that is part of a program of study (such as co-op) or obtained using an Off-Campus Work Permit does not qualify.

Long-haul trucker drivers must have at least two years of employment experience as a long-haul truck driver in the three years before registering with the BC PNP. This experience can be obtained from within Canada or abroad.

#### 2) an offer of indeterminate, full-time employment from an eligible B.C. employer at a wage that meets industry standards

Your employer must provide you with a written offer of employment on official company letterhead.

The letter must be:

- signed and dated by a person authorized to hire employees
- signed and dated by you confirming that you accept the job offer

In addition, the offer of employment must include:

- your job title and duties
- your rate of pay
- your standard hours of work
- that the position is indeterminate and full-time (at least an average of 30 hours a week, year-round)
- any discretionary benefits in addition to those required by law (such as pension and medical plans, disability insurance, sick pay, accommodation and meal allowances, and extra paid vacations)
- if the position is covered by a collective agreement, a reference to the agreement

Your employer cannot make any deductions from your pay (or require you to pay any fees) for recruitment or retention, including fees related to immigration.

The wage stated on your offer of employment must be at market rate and comparable to the rate paid to workers with a similar level of experience and training for equivalent jobs in B.C. and consistent with the wage compensation structure of your employer. For examples of market wage rates by occupation, please visit the [Job Bank](#).

You must be establishing an employee/employer relationship with your employer. If you will be providing services as an independent contractor you are not eligible for the Skills Immigration stream of the BC PNP.

If you were originally hired based on a positive federal Labour Market Impact Assessment, the wage you are earning at the time of registration and/or application must be equal to or greater than the wage stated in the offer of employment and on the [Labour Market Impact Assessment](#).

Your employer must also meet [program requirements](#).

### **3) evidence that you meet minimum income requirements**

You must demonstrate that you are able to support yourself (and your dependants) according to your:

- annual wage in B.C.
- location of residence in B.C.
- number of dependants

Entry level and semi-skilled applicants must be able to demonstrate a history of meeting the applicable minimum income requirements for the full nine month period prior to submitting a registration and/or application.

Information about how the BC PNP assesses your [minimum income requirements can be found here](#) in this guide.

#### **4) completion of secondary education and any licensing or certification required for your job**

At a minimum, you must have successfully completed secondary education (graduated from high school) either within or outside of Canada. You will need to submit a copy (in English) of your highest-level diploma, certificate, degree, or transcripts.

You must also meet any regulatory or licensing requirements of your occupation.

Long-haul truck drivers must have:

- a valid B.C. Class 1 driver's licence
- air brake endorsement
- other certification(s), if required (such as certification for transporting dangerous goods)

#### **5) language proficiency**

You must submit valid language test results showing you have obtained a minimum score equal to or greater than a benchmark 4 under the Canadian Language Benchmark 2000 (CLB) in all four competencies: listening, speaking, reading and writing.

Test results will be considered valid for the two years from the date of issuance. Test results must be valid at the time of registration AND application.

Information about how we assess your [language requirements can be found here](#) in this guide.

**All requirements must be met at the time of registration and, if applicable, application.**

## Eligible Occupations for Entry Level and Semi-Skilled

If you work in an eligible occupation within the tourism and hospitality or food processing sectors, or if you are a long-haul truck driver as defined by the National Occupational Classification, you may be eligible for the BC PNP. Below is a complete list of eligible occupations.

Please see the [National Occupational Classification](#) for a description of the main duties and employment requirements for each occupation.

Occupations in Travel and Accommodation	
NOC	Occupation
6525	Hotel Front Desk Clerks

Tour and Recreational Guides and Casino Occupations	
NOC	Occupation
6531	Tour and Travel Guides
6532	Outdoor Sport and Recreational Guides
6533	Casino Occupations

Occupations in Food and Beverage Service	
NOC	Occupation
6511	Maîtres d'hotel and Hosts/Hostesses
6512	Bartenders
6512	Food and Beverage Servers

Food Counter Attendants, Kitchen Helpers and Related Occupations	
NOC	Occupation
6711	Food Counter Attendants, Kitchen Helpers and Related Occupations
6512	Bartenders
6512	Food and Beverage Servers

Note: If you are working as a chef or a cook, you must apply under the Skilled Worker category.



<b>Cleaners (Employed Directly by Hotels/Resorts)</b>	
NOC	Occupation
6731	Light Duty Cleaners
6732	Specialized Cleaners
6733	Janitors, Caretakers and Building Superintendents
6721	Support Occupations in Accommodation, Travel and Facilities Set-Up Services

<b>Other Service Occupations (Employed Directly by Hotels/Resorts)</b>	
NOC	Occupation
6741	Dry Cleaning, Laundry and Related Occupations
6742	Other Service Support Occupations

<b>Food Processing</b>	
NOC	Occupation
9461	Process Control and Machine Operators, Food and Beverage Processing
9462	Industrial Butchers and Meat Cutters, Poultry Preparers and Related Workers
9463	Fish and Seafood Plant Workers
9465	Testers and Graders, Food, Beverage and Associated Products Processing
9617	Labourers in Food, Beverage and Associated Products Processing
9618	Labourers in Fish and Seafood Processing

<b>Long-Haul Truck Drivers</b>	
NOC	Occupation
7511	Long-Haul Truck Driver

Note: To qualify in this category, you must meet the eligibility requirements for the Entry Level and Semi-Skilled worker category.

## Skills Immigration - Northeast Pilot Project

In April 2012, the B.C. government launched a two-year pilot project to expand the types of workers eligible for the BC PNP in the Northeast development region only.

The Northeast Pilot Project has been extended to March 31, 2016.

### Eligibility Requirements

You may be eligible for the BC PNP's Northeast Pilot Project if you are currently working in the [Northeast Development Region](#) in any occupation listed as Skill Level C or D in the [National Occupational Classification Matrix](#) in an occupation not included in the [Entry Level and Semi-Skilled Worker category](#). These occupations usually require completion of secondary school, occupation-specific training or on-the-job training.

The occupations include (but are not limited to) mine service workers, heavy equipment operators, machine operators and retail sales clerks.

If you have a work permit under the federal Live-In Caregiver program, you are not eligible for the BC PNP as this federal program already provides participants with a pathway to permanent residence.

All other [requirements of the Entry Level and Semi-Skilled Worker category](#) apply to this category, including:

- nine months of full-time employment with the supporting employer immediately prior to the date of registration
- minimum education
- language proficiency
- a family income that meets or exceeds the BC PNP's minimum income requirements

If you have an offer of indeterminate full-time employment for a higher-skilled occupation at the [National Occupational Classification Matrix](#) Skill Level 0, A or B, you may be eligible to apply to the BC PNP under the Skills Immigration Skilled Worker category.

## Part 3: Program Requirements - Express Entry BC

Express Entry is an online application management system introduced by Immigration, Refugees and Citizenship Canada (IRCC) in January 2015. British Columbia introduced Express Entry BC (EEBC) at the same time. EEBC allows the BC PNP to use IRCC's Express Entry system to meet the province's specific labour market needs.

For more information about how to register and apply to the BC PNP, please review the [Process section of this guide](#).

### General Requirements – Express Entry BC

You must meet all of the following EEBC requirements to receive priority processing of your permanent residence application. You must:

- meet the criteria for at least one of the federal economic immigration programs subject to IRCC's Express Entry system
- obtain an IRCC Express Entry Profile Number and a Job Seeker Validation Code, and indicate your interest in immigrating to B.C.
- receive a nomination under one of the BC PNP's EEBC categories

If you are interested in applying to the BC PNP under an EEBC category, you need to ensure that you meet the minimum criteria for **both** the relevant BC PNP category as well as one of the eligible federal economic immigration programs.

You must meet the minimum criteria for one of the categories under the Express Entry BC stream:

- [Express Entry BC – Skilled Worker](#)
- [Express Entry BC – Health Care Professional](#)
- [Express Entry BC - International Graduate](#)
- [Express Entry BC - International Post Graduate](#)

All EEBC categories, with the exception of EEBC – International Post-Graduate, require a valid offer of indeterminate, full-time employment from a B.C. employer.

In addition to meeting BC PNP requirements, you must **also** meet the minimum criteria for one of the following federal economic immigration programs:

- [Federal Skilled Worker Program](#)
- [Federal Skilled Trades Program](#)
- [Canadian Experience Class](#)

These federal programs require a language proficiency test at a prescribed level and may require an independent evaluation of your education that is assessed against Canadian standards.

You must review IRCC's Express Entry system, complete the self-assessment, and if eligible, create a profile. You must also indicate that you are interested in settling in B.C.



You will be required to enter information regarding your education, language and work experience as part of the Express Entry system. If you meet the criteria for one of the federal economic immigration programs subject to Express Entry, you will receive an Express Entry Profile Number and a Job Seeker Validation Code. These are specific numbers assigned only to you.

Except where otherwise noted, the following are requirements in all categories of both the Express Entry BC and Skills Immigration streams:

1. Your employer has offered, and you have accepted, indeterminate, full-time employment in an eligible occupation (Exception: Skills Immigration - International Post-Graduate and EEBC - International Post-Graduate).
2. You must be qualified for the offered position. The BC PNP may refer to the [National Occupational Classification](#) (NOC), [WorkBC](#) or industry standards to determine the minimum qualifications for an occupation.
3. The wage you have been offered must be competitive with B.C. wage rates for the occupation. For more information, please refer to individual category requirements.
4. You must meet the [minimum language requirements](#) for the federal category under which you are eligible and provide your language test results from an agency designated by IRCC. Acceptable language tests include: the [International English Language Testing System \(IELTS\) General Training](#); [Canadian English Language Proficiency Index Program \(CELPIP-General\)](#) or; the [Test d'évaluation de français \(TEF\)](#).
5. You must demonstrate that you meet minimum income requirements. For more information, please see the [minimum income requirements section](#).
6. You must not have an ownership/equity stake of more than 10 percent in the B.C. company that has offered you employment.
7. Your employment must provide economic benefit to B.C. For example, your employment will contribute to:
  - maintaining or creating jobs for Canadians
  - transferring knowledge and skills to Canadians
  - supporting the development of proprietary new products
  - building the workforce for a major project
8. Your employment must not adversely affect the settlement of a labour dispute, or the employment of anyone involved in any such dispute, or adversely impact training or employment opportunities for Canadian citizens or permanent residents.
9. If invited to apply, you must submit the \$550 application fee with your online application before your application will be processed. Incomplete applications will not be processed and fees will not be refunded.
10. The BC PNP will **not** nominate someone who:
  - is prohibited from entering Canada

- has not been lawfully admitted in the country of current residence
- is in Canada and is out of status
  - An individual whose status has expired, and who has not applied for restoration of status within the 90 day eligibility period, will be considered out of status
- is working in Canada without authorization
- has an unresolved refugee claim in Canada
- is under a removal order in or outside of Canada

**All program and category requirements must be met at the time of registration and, if applicable, application.**

## Minimum Income Requirements - Express Entry BC

To be eligible for the BC PNP's Express Entry BC streams, with the exception of the International Post-graduate stream, you must demonstrate that you are able to support yourself (and your dependants) according to your:

- annual wage in B.C.
- location of residence in B.C.
- number of dependants

The BC PNP has established minimum family income thresholds for Metro Vancouver and the rest of B.C. Your family must meet the minimum family income threshold for your chosen area of residence.

Family income is the total of:

- your regular gross annual wage from the B.C. employer supporting your BC PNP application
- your spouse or common-law partner's regular gross annual wage in B.C. from work authorized under a valid work permit (if applicable)

In calculating your family income, the BC PNP will only consider regular gross annual wages. BC PNP does not consider bonuses, commissions, profit-sharing distributions, tips/gratuities, overtime wages, housing allowances, room and board or other similar payments to be part of your wage. Please note that your annual wage is calculated using the number of hours of work/week to a maximum of 40 hours/week.

The onus is on your employer to demonstrate that the offered wage is genuine and bona fide. Applications will not be approved where there are reasonable grounds to believe that the offered wage has been inflated or increased for the purpose of meeting minimum income requirements, or for the purpose of obtaining a higher registration score.

If you are working for your B.C. employer on a valid work permit, you must be able to demonstrate a history of earning the offered wage and a history of meeting [minimum income requirements](#) prior to submitting a registration and/or application to the BC PNP. Entry level and semi-skilled applicants must be able to demonstrate a history of meeting the applicable income threshold requirement for the full nine month period prior to submitting a registration and/or application.

If you were originally hired based on a positive federal Labour Market Impact Assessment, the wage you are earning at the time of registration and/or application must be equal to or greater than the wage stated in the offer of employment and on the [Labour Market Impact Assessment](#).

Your spouse or common-law partner's annual wage will only be included in the family income calculation if your spouse or common-law partner has a valid work permit and is currently employed in B.C. The table below includes the size of your family unit (your spouse or common-law partner and dependants, whether or not they come with you to live in B.C.), to determine if you meet the minimum family income threshold for your area of residence.



Please note that your spouse will be included in the size of your family unless you provide a signed Statutory Declaration of your official separation, a Divorce Certificate, or an equivalent official document indicating that the relationship has ended. Please also note that the number of dependants declared on your federal application for permanent residence to IRCC must match the number of dependants listed on your BC PNP application. The BC PNP must be informed of any changes to your family size throughout the BC PNP and IRCC permanent residence application process. Any changes to your dependant information may affect minimum income requirements. Failure to notify the BC PNP of any changes may result in a refusal of your application or withdrawal of your nomination.

The income thresholds in the table below represent 90% of an amount calculated from the appropriate 2014 Low-Income Cut-Off (LICO) figures set by Statistics Canada. This table will be updated regularly to reflect the latest published LICO figures.

<b>Family Income Threshold by Area of Residence</b>		
Size of Family	Metro Vancouver	Rest of B.C.
1	\$21,895	\$18,248
2	\$27,257	\$22,716
3	\$33,510	\$27,927
4	\$40,685	\$33,908
5	\$46,145	\$38,457
6	\$52,043	\$43,374
7 or more	\$57,943	\$48,290

All Express Entry British Columbia applicants must meet the BC PNP minimum income requirements outlined above.

Under the Express Entry British Columbia stream, you may have to show that you meet the [minimum proof of settlement funds](#) criteria of one of the federal economic immigration programs subject to Express Entry.

[Please carefully review IRCC's website](#) for detailed information on when proof of settlement funds are required under Express Entry. Requirements for settlement funds differ across the federal economic immigration programs for which applicants may be eligible.

Please note that IRCC's proof of funds requirement is separate from the BC PNP's minimum income requirements.

## Language Requirements – Express Entry BC

Under the Express Entry British Columbia stream, you will have to meet the [minimum language criteria](#) of one of the federal economic programs.

You must meet the [minimum language requirements](#) for the federal category under which you are eligible and provide your language test results from an agency designated by IRCC. Acceptable language tests include:

- the [International English Language Testing System \(IELTS\) General Training](#), or
- the [Canadian English Language Proficiency Index Program \(CELPIP-General\)](#).
- the [Test d'évaluation de français \(TEF\)](#)

Test results will be considered valid for the two years from the date of issuance. Test results must be valid at the time of registration AND application.



## Express Entry BC - Skilled Worker

B.C. is looking for skilled workers who have post-secondary education or training and several years of employment experience in a professional, management, technical, trade or other skilled occupation.

### Eligibility Requirements

In addition to meeting the [general requirements](#), to qualify for the BC PNP under the Express Entry BC - Skilled Worker category, you must have the following:

**1) an IRCC Express Entry Profile Number and a Job Seeker Validation Code that indicates you meet the eligibility criteria for one of the federal economic immigration programs subject to IRCC's Express Entry system**

These federal economic immigration programs are:

- [Federal Skilled Worker Program](#)
- [Federal Skilled Trades Program](#)
- [Canadian Experience Class](#)

**2) minimum two years of directly related full-time (or full-time equivalent) work experience in the skilled occupation that has been offered to you, and, if applicable, the credentials and qualification requirements of the position**

The position you have been offered must be classified as Skill Level 0, A or B in the [National Occupational Classification Matrix](#). These positions normally require post-secondary education and training. You must also have a minimum of two (2) years of directly related full time (or full time equivalent) work experience in the position you have been offered.

The BC PNP defines directly related work experience as paid employment that is classified under the same National Occupation Classification (NOC) code as the B.C. job offer that you have accepted. Experience in a related occupation at a NOC skill level equal to or greater than the NOC code of the B.C. job offer may also be included if, at the time of application, you can satisfactorily demonstrate how this work experience is directly related. Experience in a lower skill level NOC will not be considered as directly related.

If the offered position is in a regulated occupation that requires mandatory certification, licensing or registration, you must demonstrate that you meet these requirements when you apply to the BC PNP.

**3) an offer of indeterminate, full-time employment from an eligible B.C. employer at a wage that meets industry standards**

Your employer must provide you with a written offer of employment on official company letterhead.

The letter must be:

- signed and dated by a person authorized to hire employees

- signed and dated by you confirming that you accept the job offer

In addition, the offer of employment must include:

- your job title and duties
- your rate of pay
- your standard hours of work
- that the position is indeterminate and full-time (at least an average of 30 hours a week, year-round)
- any discretionary benefits in addition to those required by law (such as pension and medical plans, disability insurance, sick pay, accommodation and meal allowances, and extra paid vacations)
- if the position is covered by a collective agreement, a reference to the agreement

Your employer cannot make any deductions from your pay (or require you to pay any fees) for recruitment or retention, including fees related to immigration.

The wage stated on your offer of employment must be at market rate and comparable to the rate paid to workers with a similar level of experience and training for equivalent jobs in B.C. and consistent with the wage compensation structure of your employer. For examples of market wage rates by occupation, please visit [Job Bank](#).

You must be establishing an employee/employer relationship with your employer. If you will be providing services as an independent contractor you are not eligible for the Skills Immigration stream of the BC PNP.

If you were originally hired based on a positive federal Labour Market Impact Assessment, the wage you are earning at the time of registration and/or application must be equal to or greater than the wage stated in the offer of employment and on the [Labour Market Impact Assessment](#).

Your employer must also meet program requirements

#### **4) evidence that you meet minimum income requirements**

You must demonstrate that you are able to support yourself (and your dependants) according to your:

- annual wage in B.C.
- location of residence in B.C.
- number of dependants

Information about how the BC PNP assesses your [minimum income requirements can be found here](#) in this guide.

**All requirements must be met at the time of registration and, if applicable, application.**

## Express Entry BC - Health Care Professional

Health care workers are in demand across British Columbia. If you are a physician, nurse, psychiatric nurse or allied health professional, you may be eligible to apply to the BC PNP in the Health Care Professional category.

### Health Match BC

If you are looking for opportunities to work as a health care professional in B.C., we encourage you to contact [Health Match BC](#). This free provincial service recruits health professionals on behalf of B.C.'s public health care authorities. In addition to helping you find a job in your field, Health Match BC staff can answer your questions about the BC PNP and assist you with your BC PNP application.

### Eligibility Requirements

In addition to meeting the [general requirements](#), to qualify for the BC PNP under the Express Entry BC - Health Care Professional category, you must have the following:

- 1) an IRCC Express Entry profile number and a Job Seeker Validation Code that indicates you meet the eligibility criteria for one of the federal economic immigration programs subject to IRCC's Express Entry system**

These federal economic immigration programs are:

- [Federal Skilled Worker Program](#)
- [Federal Skilled Trades Program](#)
- [Canadian Experience Class](#)

- 2) an offer of indeterminate, full-time employment from a [public health authority](#) as a:**

- physician
- specialist
- registered nurse
- registered psychiatric nurse
- nurse practitioner
- allied health professional such as a:
  - diagnostic medical sonographer
  - clinical pharmacist
  - medical laboratory technologist

OR

- midwife
  - must have a letter of confirmation from an established practice group in British Columbia confirming your acceptance into the group as an affiliated midwife for a period of at least six months. This letter must be on the practice group's official letterhead, and must be signed by you and the head of the practice group.
  - must be registered with the [College of Midwives of British Columbia](#).

In order to be eligible for consideration under this category, in addition to meeting IRCC's Express Entry requirements, you must also meet the BC PNP's Health Care Professional category requirements. Please refer to the [Skills Immigration - Health Care Professionals section](#) of this Guide for comprehensive information about these requirements.



## Express Entry BC - International Graduate

If you are an international student who has graduated from a Canadian university or college in the past two years, you may be eligible for the BC PNP. You need a job offer from a B.C. employer for an indeterminate, full-time position that typically requires a university or college education.

### Eligibility Requirements

In addition to meeting the [general requirements](#), to qualify for the BC PNP under the Express Entry BC - International Graduate category, you must have the following:

**1) an IRCC Express Entry profile number and a Job Seeker Validation Code that indicates you meet the eligibility criteria for one of the federal economic immigration programs subject to IRCC's Express Entry system**

These federal economic immigration programs are:

- [Federal Skilled Worker Program](#)
- [Federal Skilled Trades Program](#)
- [Canadian Experience Class](#)

**2) a degree, diploma or certificate from an eligible post-secondary institution in Canada**

You must submit your registration to the BC PNP within **two years** of the date shown on your official transcript indicating that you have completed all requirements of the degree or diploma program.

#### Degrees

Your undergraduate or graduate degree must be from a Canadian post-secondary institution authorized to grant degrees. Your education is not eligible if it is a distance education learning program either from abroad or from within Canada.

If the location is in B.C.:

- see the [Education Planner](#) for a list of degree programs offered in B.C.
- see the [Ministry of Advanced Education website](#) for a list of authorized degree programs offered by B.C. private post-secondary institutions

#### Diploma and Certificates

If you have a diploma or certificate, it must be from a public post-secondary institution in Canada.

**Diplomas and Certificates from private institutions are not eligible.** Language training (an ESL program, for example) does not qualify. Your education is not eligible if it is a distance education learning program either from abroad or from within Canada.

Your program must have been at least 8 months (two semesters) of full-time equivalent study. You may be requested to provide a letter from your educational institution that confirms your program meets this requirement. Your program of study is not eligible if you spent more than one-quarter of the program time in a co-op work term or internship.

See the [Ministry of Advanced Education](#) for a list of public post-secondary institutions in B.C.

### **3) a job offer for a full-time, indeterminate position that typically requires a university or college education at a wage that meets industry standards**

The position you have been offered must be classified as Skill Level 0, A or B in the [National Occupational Classification Matrix](#).

Please note, if your current occupation or job offer is classified at a NOC C or D level, you are not eligible for this category, as NOC C & D occupations are not eligible under Express Entry. However, you may still be eligible under the [Skills Immigration - International Graduate](#) category.

Note: If you have been offered a job in a regulated occupation that requires mandatory certification, licensing or registration, you must provide documentation showing that you meet these requirements.

Your employer must provide you with a written offer of employment on official company letterhead.

The letter must be:

- signed and dated by a person authorized to hire employees
- sign signed and dated by you confirming that you accept the job offer

In addition, the offer of employment must include:

- your job title and duties
- your rate of pay
- your standard hours of work
- that the position is indeterminate and full-time (at least an average of 30 hours a week, year-round)
- any discretionary benefits in addition to those required by law (such as pension and medical plans, disability insurance, sick pay, accommodation and meal allowances, and extra paid vacations)
- if the position is covered by a collective agreement, a reference to the agreement

Your employer cannot make any deductions from your pay (or require you to pay any fees) for recruitment or retention, including fees related to immigration.

The wage stated on your offer of employment must be at market rate and comparable to the rate paid to workers with a similar level of experience and training for equivalent jobs in B.C. and consistent with the wage compensation structure of your employer. For examples of market wage rates by occupation, please visit [Job Bank](#).

You must be establishing an employee/employer relationship with your employer. If you will be providing services as an independent contractor you are not eligible for the Skills Immigration stream of the BC PNP.

If you were originally hired based on a positive federal Labour Market Impact Assessment, the wage you are earning at the time of registration and/or application must be equal to or greater than the wage stated in the offer of employment and on the [Labour Market Impact Assessment](#).

Your employer must also meet [program requirements](#).

#### **4) evidence that you meet minimum income requirements**

You must demonstrate that you are able to support yourself (and your dependants) according to your:

- annual wage in B.C.
- location of residence in B.C.
- number of dependants

Information about how the BC PNP assesses your [minimum income requirements can be found here](#) in this guide.

**All requirements must be met at the time of registration and, if applicable, application.**

## Express Entry BC - International Post-Graduate

If you have recently graduated from a B.C. post-secondary institution with a master's or doctoral degree in the natural, applied or health sciences, you may be eligible for the EEBC – International Post-Graduate category.

If you are applying in this category, you do not need a job offer from an employer.

### Eligibility Requirements

In addition to meeting the [general requirements](#), to qualify for the BC PNP under the Express Entry BC - International Post-Graduate category, you must have the following:

**1) an IRCC Express Entry profile number and a Job Seeker Validation Code that indicates you meet the eligibility criteria for one of the federal economic immigration programs subject to IRCC's Express Entry system**

These federal economic immigration programs are:

- [Federal Skilled Worker Program](#)
- [Federal Skilled Trades Program](#)
- [Canadian Experience Class](#)

**2) a master's or doctoral degree received within the past two years from an eligible program at a post-secondary institution in B.C.**

Your master's or doctoral degree must be from an eligible B.C. post-secondary institution.

See the [Education Planner](#) for a list of degree programs offered by B.C. public post-secondary institutions.

See the [Ministry of Advanced Education](#) website for a list of degree programs offered by B.C. private post-secondary institutions.

### AND

Your graduate degree (master's or doctorate) must be in one of the following programs of study in the natural, applied or health sciences:

- agriculture
- biological and biomedical sciences
- computer and information sciences and support services
- engineering
- engineering technology
- health professions and related clinical sciences
- mathematics and statistics
- natural resources conservation and research
- physical sciences



Further details regarding the classification of these programs of study can be found on Statistics Canada's [Classification of Instructional Programs \(CIP\)](#) website.

Your education is not eligible if it is a distance education learning program either from abroad or from within Canada.

### **3) evidence that you intend to reside in B.C.**

You must provide evidence that you intend to live and work in B.C.

This evidence may include:

- the length of any previous and/or current period of residence in B.C.
- your connections to B.C. through work, study or family
- a description of any actions you've taken to permanently settle in B.C., such as finding a job or place to live

**All requirements must be met at the time of application.**

## Part 4: Employer Requirements

The Skills Immigration and Express Entry British Columbia streams of the BC PNP are employer-driven and are designed to help B.C. businesses attract and retain international workers and students to meet B.C.'s labour market needs.

If you have the support of your current or prospective B.C. employer and you meet the eligibility criteria, you can submit a registration online to the BC PNP. If you are invited to apply and your application is approved, you and your dependent family members can apply for permanent resident visas from IRCC under the Provincial Nominee Class.

### Employer Responsibilities

Your employer must:

- ensure that the company meets the general employer requirements below
- issue you a written offer of employment
- complete the Employer sections of the application forms
- notify the BC PNP if there are any changes in your employment status – such as whether you have been promoted, terminated, laid off, on extended leave, or if the business has closed or changed ownership

### General Employer Requirements

Your employer must meet specific requirements in order to support your BC PNP application. The onus is on your employer to demonstrate that these requirements are met. Your employer may be required to provide financial statements or other documents as supporting evidence.

#### 1) be established as an employer in good standing in B.C.

Your employer must be in good standing and:

- incorporated or extra-provincially registered or
- registered as a limited liability partnership in B.C. or
- be an eligible public sector or non-profit employer

Your employer must be permanently established in B.C., as defined by the federal *Income Tax Act*.

If you are applying under the Northeast Pilot Project, your place of work must be within the Northeast Development Region of B.C.

Your employer must have operated in B.C. for at least one year (two years if you are applying under the Entry Level and Semi-Skilled category or the Northeast Pilot Project category).

#### 2) have indeterminate, full-time employees

If your employer is **located within Metro Vancouver**, your employer must have at least five indeterminate, full-time employees (or full-time equivalents) in B.C.

If your employer is **located outside of Metro Vancouver**, your employer must have at least three indeterminate, full-time employees (or full-time equivalents) in B.C.

You must be establishing an employee/employer relationship with your employer as defined by the [Employment Standards Act](#). Please note that for the purposes of the BC PNP, independent contractors are not considered as indeterminate employees.

At its sole discretion, the BC PNP may consider your application if your employer does not meet this minimum requirement. However, in order to be considered, your employer must make a sufficiently compelling business case in writing to the BC PNP that demonstrates how your nomination will generate economic benefit to B.C.

You must not have an ownership/equity stake of more than 10 percent in the B.C. company that has offered you employment. Individuals who own 10 percent or more do not meet the eligibility criteria for the Skills Immigration category of the BC PNP.

### **3) have a history of good workplace and business practices**

Your employer must be financially sound and have a history of good workplace and business practices, including complying with all applicable B.C. employment, labour, immigration, health and safety laws and regulations.

### **4) sign an employer declaration**

Your employer must sign a declaration that the company meets all of the requirements set out in *Employer Requirements*, has been in operation in B.C. for at least one or two years (as applicable), and is in compliance with employment, immigration, health, and safety laws and regulations.

### **5) meet domestic labour market recruitment requirements**

Your employer must demonstrate that genuine and bona fide efforts were made to recruit from the local labour market, and that hiring you will not adversely affect employment or development opportunities for local candidates (Canadian citizens and/or permanent residents).

Subject to verification, the BC PNP may consider this requirement to be met if:

1. you have a valid work permit from IRCC and are currently working for the supporting B.C. employer in the occupation identified in the job offer

**OR**

2. your employer can provide evidence of a genuine and bona fide effort to recruit from the domestic labour market and is able to demonstrate the results of these recruitment efforts, such as advertisements based on the following minimum requirements:

- a. For NOC Skill Level 0 or A occupations (based on the [National Occupational Classification](#)), recruitment advertisement must be for at least 14 days.

Acceptable recruitment advertisement locations include:

- recognized job posting websites
- professional association websites
- national newspapers, professional journals or newsletters

The 14 day recruitment advertisement requirement may be waived for the recruitment of senior executives or highly specialized senior managers and professionals. In these cases your employer must demonstrate targeted recruitment activities consistent with industry practices, such as the creation of an executive recruitment team or the hiring of a specialized human resources recruitment agency.

- b. For NOC Skill Level B occupations (based on the [National Occupational Classification](#)), recruitment advertisement must be at least 14 days.

Acceptable recruitment advertisement locations include:

- recognized job posting websites
- professional association websites
- national newspapers, professional journals or newsletters

Advertisements must include:

- company operating name
- job title and duties
- rate of pay
- location of work (local area, city or town)
- contact information
- skills requirements for the job including:
- education and/or qualifications
- work experience

Please note that the onus is on your employer to demonstrate that genuine and bona fide efforts were made to recruit from the local labour market, and it is expected that the employer will only identify a qualified candidate for the position after a rigorous effort was made to recruit from the local labour market.

Genuine and bona fide recruitment efforts are assessed against, but not limited to, the following:

- The specific efforts made to identify a Canadian or permanent resident for the position
- The recruitment methods and duration are consistent with industry standards and practices
- The qualifications listed in the recruitment ads are reasonable, are sufficient to allow a Canadian or permanent resident to qualify for the position, do not require a candidate to have a foreign network or foreign work experience, and are not specifically catered to a particular candidate
- The level of scrutiny exercised when verifying the qualifications of all potential candidates



Please note that positions that require the employee to spend the majority of time outside of B.C. do not qualify.

## **6) a job offer for a full-time, indeterminate position**

Your employer must state that you have been offered and have accepted a full-time job (at least an average of 30 hours a week, year-round) that does not have an end date. Contract positions are not eligible.

## **7) offer a market wage rate that meets industry standards**

The wage stated on your offer of employment must be at market rate and comparable to the rate paid to workers with a similar level of experience and training for equivalent jobs in B.C. and consistent with the wage compensation structure of your employer. For examples of market wage rates by occupation, please visit [Job Bank](#).

The BC PNP will not consider bonuses, commissions, profit-sharing distributions, tips/gratuities, overtime wages, housing allowances, room and board, or other similar payments to be part of your wage.

For more information on wages and working conditions in Canada and B.C., visit the [WorkBC](#) or [WorkinginCanada](#) websites.

**IMPORTANT:** The BC PNP will not nominate an individual if their employment affects the settlement of a labour dispute or the employment of a person involved in such a dispute.

## **Public Sector and Non-Profit Employers**

The BC PNP accepts applications from the following public sector or non-profit organizations with a permanent establishment in B.C.:

- provincial and regional health care authorities and agencies
- public post-secondary education and training institutions
- private non-profit post-secondary institutions that are accredited by, or registered with, The Private Career Training Institutions Agency of BC
- institutions supported by the Government of Canada or the Province of B.C. conducting research in natural and applied sciences, engineering, computer and information systems, or health sciences
- provincial/federal/municipal government organizations and agencies
- other non-profit groups registered as charitable organizations and incorporated under the Society Act (RSBC 1996) or the Canada Corporations Act, Part II, 1970

## Ineligible Employers

The BC PNP will **not** approve applications from:

- employers involved in producing, distributing or selling pornographic or sexually explicit products, or providing sexually oriented entertainment or services
- employment agencies and similar placement firms unless they are establishing an employer/employee relationship with the registrant and/or applicant

## Part 5: Process

### Registration

#### BC Provincial Nominee Program Pathway to Permanent Residence



#### What is the process?

You accept an offer of indeterminate, full-time employment from a B.C. employer who is willing to support you through the BC PNP process. The only exception to the job offer requirement is if you have a graduate degree from a B.C. university in the natural, applied or health sciences.

If you and your employer meet the program requirements and your employer is prepared to support your submission, you can submit a registration to the BC PNP.

Please note that if you are interested in the following categories, you do **not** need to register and may proceed directly to the application via [BCPNP Online](#):

- [Skills Immigration – Health Care Professional](#)
- [Skills Immigration – International Post-Graduate](#)
- [Express Entry BC – Health Care Professional](#)
- [Express Entry BC – International Post-Graduate](#)

#### What is the Skills Immigration Registration System?

The Skills Immigration Registration System is a dynamic intake management system that allows the BC PNP to prioritize high-impact candidates to ensure strong economic outcomes for the province. As it is a points-based system, you will receive a score based on the information you provide.

Your registration score will determine whether you will receive an invitation to apply under the BC PNP Skills Immigration stream.

## How does it work?

You must create an online profile with [BCPNP Online](#) and complete all of the sections of the registration. You are responsible for updating your contact information in your profile and ensuring that all required information is current and up-to-date. For instructions on how to complete the registration, please see the [BC PNP Skills Immigration and Express Entry BC Technical Guide](#).

Once you submit your registration, you will receive your registration score and will be entered into a selection pool for the category in which you have registered. You will receive confirmation of registration email once you successfully submit your registration. Your registration will remain in the selection pool for a maximum of twelve months from the date of submission.

The registration is free of charge. If you are invited to submit an application, you will be asked to pay a fee as part of the online application process.

Periodically, the BC PNP will invite the highest-scoring registrants from each category to apply. More information about the invitation to apply process can be found in the [Invitation to Apply section](#).

A registration into the Skills Immigration Registration System is **not** an application to the BC PNP or a guarantee that you will be invited to apply.

**Please carefully review the program and category requirements before completing your registration.**



## Important Information

- your registration will be assigned a score according to the scoring factors applicable at the time of registration
- there is no registration fee
- you may only have one active registration at a time
- your registration is valid only for the category that you have selected
- periodically the BC PNP will invite the highest scoring registrants to apply from each of the categories under the Skills Immigration Registration System
- if you need to make changes to the information that you have entered in your registration, you will need to withdraw your registration and submit a new registration with the updated information. This will be done using your existing profile
- it is important to make sure your registration information is up-to-date, as differences between the information in your registration and your application **may** lead to refusal of your BC PNP application
- an invitation to apply does not guarantee that your application will be approved for nomination
- you can check the most up-to-date information regarding the status of your registration at any time by logging in to see [your profile dashboard](#)

## What else should I know?

The BC PNP reserves the right to make changes to the Skills Immigration Registration System without prior notice, including changes to the scoring grids, the length of time your registration can remain in the selection pool and the number and frequency of invitations to apply.

A registration into the Skills Immigration Registration System is **not** an application to the BC PNP or a guarantee that you will be invited to apply.

Your registration is valid for twelve months from the date of submission. If you do not receive an invitation to apply before your registration expires, it will no longer be valid. You may then create and submit a new registration using your existing [BC PNP Online](#) profile.

The number and frequency of invitations to apply will be determined by the BC PNP's processing capacity and is subject to change. Please [check our website](#) for information on the most recent invitations.

Your registration will be assessed according to the scoring factors applicable at the time of submission.

## Registration Scoring

Your registration will be scored based on the information you provide. The factors below outline how your score will be calculated. You are not required to upload any documentation during the registration process.

If you are invited to apply, all the information you have provided in the registration will be verified against the information provided in the application.

### The BC PNP may refuse your application if:

- the information in your registration is different from what you submitted in your application
- you were not eligible to receive the points assigned to you at the time of registration
- your application does not meet applicable category requirements in effect at the time of your application

You must complete each section of the registration in order to be entered into the selection pool for your category.

The maximum score available is 200.

You must still meet the requirements of the category that you select. Please carefully review all category and program requirements before completing your registration.

**If you are invited to apply, and choose to submit an application that does not meet program criteria, your application will be refused. Application fees are non-refundable.**

For instructions on how to complete the registration, please see the [BC PNP Skills Immigration and Express Entry BC Technical Guide](#).

Scoring Sections		Maximum Points
Economic Factors (120)	Skill Level of the B.C. Job Offer	60
	Wage of the B.C. Job Offer	50
	Regional District of Employment	10
Human Capital Factors (80)	Directly Related Work Experience	25
	Highest Level of Education	25
	Language	30
<b>Total Points Available</b>		<b>200</b>

## Economic Factors

As an economic immigration program, the BC PNP is designed to meet the labour market needs and the economic development priorities of the province.

The following are key economic factors that support the attraction and integration of workers who will provide economic benefits to B.C.

### 1) skill level of the B.C. job offer

Points for this factor are determined by the occupation identified in your B.C. job offer. Your occupation is classified into different levels according to the [National Occupation Classification \(NOC\)](#).

Bonus points are available for:

- occupations in the "00" NOC skill type (senior management occupations)
- occupations that have been identified in the Top 100 occupations in the [B.C. Labour Market Outlook 2014-2024](#)
- current employment for the B.C. employer in the occupation identified in the BC PNP registration. You can receive this bonus only if you are currently employed in the same occupation that you have been offered. You are not eligible for this bonus if your job offer is a promotion from your current occupation with the employer.

Skill Level of the B.C. Job Offer	Points
NOC Skill Level A (including Skill Type 0)	25
NOC Skill Level B	10
NOC Skill Level C	5
NOC Skill Level D	5
<b>Bonus points:</b>	
Occupation is a "00" NOC	15
Occupation identified in the Top 100 occupations in the BC Labour Market Outlook 2014-2024	10
Currently working in B.C. for the employer in occupation identified in the BC PNP registration	10
<b>Maximum Score Available</b>	<b>60</b>

## 2) annual wage of the B.C. job offer

The wage is calculated on an annual basis as outlined in your job offer. Please note that you must meet program criteria specific to the wage, job offer and minimum income requirements as outlined for [Skills Immigration](#) or [Express Entry BC](#).

For the purposes of the BC PNP, a maximum of 40 hours a week will be used for the calculation of your annual wage.

Applications will not be approved where there are reasonable grounds to believe that the offered wage has been inflated or a wage increase given for the purpose of meeting BC PNP minimum income requirements or a higher registration score.

<b>Annual Wage of the B.C. Job Offer</b>	<b>Points</b>
\$100,000 and above	50
\$97,500 to \$99,999	38
\$95,000 to \$97,499	37
\$92,500 to \$94,999	36
\$90,000 to \$92,499	35
\$87,500 to \$89,999	34
\$85,000 to \$87,499	33
\$82,500 to \$84,999	32
\$80,000 to \$82,499	31
\$77,500 to \$79,999	30
\$75,000 to \$77,499	29
\$72,500 to \$74,999	28
\$70,000 to \$72,499	27
\$67,500 to \$69,999	26
\$65,000 to \$67,499	25
\$62,500 to \$64,999	24
\$60,000 to \$62,499	23
\$57,500 to \$59,999	22
\$55,000 to \$57,499	21
\$52,500 to \$54,999	20
\$50,000 to \$52,499	19
\$47,500 to \$49,999	18
\$45,000 to \$47,499	17



\$42,500 to \$44,999	16
\$40,000 to \$42,499	15
\$38,750 to \$39,999	14
\$37,500 to \$38,749	13
\$36,250 to \$37,499	12
\$35,000 to \$36,249	11
\$33,750 to \$34,999	10
\$32,500 to \$33,749	9
\$31,250 to \$32,499	8
\$30,000 to \$31,249	7
\$28,750 to \$29,999	6
\$27,500 to \$28,749	5
\$26,250 to \$27,499	4
\$25,000 to \$26,249	3
Less than \$25,000	0
<b>Maximum Score Available</b>	<b>50</b>

### 3) regional district of employment

This factor recognizes the challenges faced in regional communities to attract and retain workers. You must enter the main location of your B.C. work location as identified on your job offer.

Please visit the [BC Stats website](#) to find the regional district of your employment.

Regional District of Employment	Points
Stikine, Central Coast, Northern Rockies, Mount Waddington, Skeena-Queen Charlotte, Powell River, Sunshine Coast, Kootenay-Boundary, Alberni-Clayoquot	10
Kitimat-Stikine, Bulkley-Nechako, Squamish-Lillooet, Strathcona, Columbia-Shushwap, East Kootenay	8
Peace River, Comox Valley, Cariboo, Central Kootenay	6
Okanagan-Similkameen, Cowichan Valley, North Okanagan, Fraser-Fort George	4
Thompson-Nicola, Nanaimo, Central Okanagan	2
Capital, Fraser Valley	2
Greater Vancouver	0
<b>Maximum Score Available</b>	<b>10</b>

## Human Capital Factors

Human capital factors are the skills, experience and competencies that individuals contribute to B.C.'s economy. These factors support successful settlement and integration in the province.

### 1) directly related work experience

This factor recognizes that individuals with directly related work experience have a higher likelihood of successful labour market attachment in B.C.

You will receive points based on your years of full time (minimum of 30 hours per week) work experience, as it directly relates to the job you have been offered in B.C. This experience may be from work performed within Canada or abroad.

For the registration process, the BC PNP defines directly related work experience as full time paid employment that is classified under the same [National Occupation Classification](#) (NOC) code as the B.C. job offer that you have accepted. Experience in a related occupation at a NOC skill level equal to or greater than the NOC code of the B.C. job offer may also be included if, at the time of application, you can satisfactorily demonstrate how this work experience is directly related. Experience if a lower skill level NOC will not be considered as directly related.

This experience must have been obtained within the last 10 years.

You can receive bonus points if you have at least one year (12 months at a minimum of 30 hours per week) of this directly related work experience in Canada.

Directly Related Work Experience in the Occupation of B.C. Job Offer	Points
5+ years	15
4 to 5 years	12
3 to 4 years	9
2 to 3 years	6
1 to 2 years	3
Less than 1 year	1
None	0
<b>Bonus points:</b>	
At least 1 year of directly related experience in Canada	10
<b>Maximum Score Available</b>	<b>25</b>

## 2) highest level of education

Points for education will only be awarded for your highest level of education indicated in the registration. For example, if you have a bachelor's and a master's degree, you will only be awarded points for your master's degree. You must have successfully completed your education in order to claim these points. Partial completion will not be recognized. Duration of study must exceed 6 months. This six month requirement is separate from category specific requirements.

You will receive bonus points if you:

- completed your post-secondary education within B.C.
  - **please note that language training (e.g. an English as a Second Language or ESL program, for example) does not qualify for bonus points**
  - your education is not eligible for bonus points if it is a distance education learning program
- completed your post-secondary education within Canada
  - **please note that language training (e.g. an English as a Second Language or ESL program, for example) does not qualify for bonus points**
  - your education is not eligible for bonus points if it is a distance education learning program
- complete an education credential assessment through [the identified qualified suppliers](#)
- obtain a trades certification that has been verified through the [Industry Training Authority](#)

Evidence to support your education will be required at the time of application.

Education	Points
Doctoral or Master's degree	17
Post Graduate Certificate or Diploma	11
Bachelor's degree	11
Trades certification	11
Associate Degree	4
Non-trades certification or Diploma	2
High School	0
<b>Bonus points:</b>	
Post-secondary education completed in B.C	8
Post-secondary education completed in Canada (outside of B.C.)	6
Education Credential Assessment from a qualified supplier	4
Trades certification assessment from the Industry Training Authority	4
<b>Maximum Score Available</b>	<b>25</b>



### 3) language

This factor recognizes the relationship between English or French language ability and successful economic establishment and integration in B.C.

While language test results may not be mandatory for the category under which you are registering, completing an eligible language proficiency test may impact your registration score. You must submit valid language test results if you would like to claim points for your language level in your registration.

You will receive points if you have completed a [language test from a designated testing agency](#). Points are awarded according to the lowest Canadian Language Benchmark (CLB) score obtained in each of the four competencies: listening, speaking, reading and writing.

Test results are valid for the two years from the date of issuance. Test results must be valid at the time of registration AND application.

Canadian Language Benchmark Level	Points
10+	30
9	26
8	22
7	18
6	14
5	10
4	6
Below 4	0
No test	0
<b>Maximum Score Available</b>	<b>30</b>

## Invitations to Apply

### Ranking

If you have entered the selection pool, your registration will be ranked alongside other registrants in the category that you have chosen.

Periodically, the BC PNP will invite the highest-scoring registrants from each of the categories in the Skills Immigration Registration System to apply.

### Guaranteed Invitations

If you achieve or exceed the following registration scores, you will receive an invitation to apply in the next draw for your category.

Invitations to apply may be issued for scores lower than these minimums. The minimum scores and dates for each draw will be posted on the [BC PNP website](#).

The frequency of invitations is based on annual nomination allocations and program capacity to ensure timely processing of applications. Guaranteed invitation scores are subject to change.

Category	Registration Score
Skills Immigration – Skilled Worker	135
Skills Immigration – International Graduate	105
Skills Immigration – Entry Level Semi Skilled	95
Skills Immigration – Northeast Pilot Project	95
Express Entry BC – Skilled Worker	135
Express Entry BC – International Graduate	105

### Invitations to Apply

Periodically, the BC PNP will invite candidates from the selection pool for each category to apply. The number and frequency of invitations to apply is based on annual nomination allocations and the BC PNP's processing capacity.

Registrants who are invited to apply will have up to 30 calendar days from the date of invitation to submit a complete application via the BC PNP Online system.

If you are invited to apply, your registration will be removed from the selection pool.

If you are invited to apply but do not submit a complete application within 30 days, your registration will be removed from the selection pool and your registration and invitation will be cancelled. Your profile will remain. You may submit a new registration at any time.

An invitation to apply does not guarantee that your application will be approved for nomination.

**The BC PNP may refuse your application if:**

- the information in your registration is different from what you submitted in your application
- you were not eligible to receive the points assigned to you at the time of registration
- your application does not meet applicable category requirements in effect at the time of your application

For more information about what information you will need to complete an application, please see the [BC PNP Skills Immigration and Express Entry BC Technical Guide](#).

**What if I am not invited to apply?**

A registration in the Skills Immigration Registration System is **not** an application to the Skills Immigration stream and does not guarantee that you will be invited to apply. The BC PNP will only invite the highest-scoring registrants from the selection pool.

If you have not been invited to apply within 12 months of registration, your registration will be automatically removed from the selection pool.

You may wish to improve your score and register again. For example, you may try to improve your language score or obtain a higher level of education. You must meet the minimum program and category requirements and there is no guarantee that you will be issued an invitation to apply.

**Draws**

For information about invitations to apply including date, the number of invitations issued, and minimum ranking scores, please refer to the [Invitation to Apply section of our website](#).

## Application and Nomination Decision

If you are invited to apply, you will have up to 30 calendar days from the date of invitation to submit a complete application via the BC PNP Online system. Once you have submitted your complete application online and paid the \$550 application fee, the BC PNP will assess your application according to program and category-specific criteria. If your application is approved, you will receive a nomination to apply to IRCC for permanent residence.

If you are nominated for permanent residence by the BC PNP, you have six months from the date on your confirmation of nomination to apply to IRCC for a permanent resident visa. IRCC will assess your application and has the final authority to determine whether you will be granted a permanent resident visa.

If nominated, you may be eligible to receive a work permit support letter so you can apply to IRCC to obtain or renew a work permit to start or continue working in B.C. for your employer while you await the decision on your permanent residence application.

If IRCC approves your permanent residence application, you will be issued a permanent resident visa as a permanent resident in Canada.

## Requests to review a decision

The BC PNP will only review a decision where the applicant demonstrates that the decision was unreasonable or procedurally unfair on the basis of the program criteria and the evidence before the program advisor. If you have questions about the reasons for a refusal decision or wish to request a review of the decision, you may contact the BC PNP through the inbox: [pnpinfo@gov.bc.ca](mailto:pnpinfo@gov.bc.ca).

## Withdrawing your Nomination

Anytime throughout the process, the BC PNP may withdraw or revoke your nomination if you do not continue to meet the requirements under which you were nominated.

Some reasons why we may withdraw a nomination include (but are not limited to):

- the information provided in your application to the BC PNP was false or misleading
- the terms under which you were nominated are no longer being met. For example, if your income was reduced and you no longer meet [the income threshold](#), or if your hours of work have been reduced to casual or part-time employment
- you leave your current job in B.C. or change employers
- you do not notify the BC PNP of changes in your employment status – such as whether you have been promoted, terminated, laid off, on extended leave, or if the business has closed or changed ownership
- you are no longer living in B.C.



## Work Permit Support

You must have a valid work permit to work in B.C. IRCC is responsible for issuing work permits. Nomination by the BC PNP does not authorize you to work while awaiting the processing of your permanent resident visa.

If you do not have a work permit, or your work permit has expired (or is about to expire), and you intend to work or continue working in B.C. while awaiting processing of your permanent residence application, you are responsible to apply for a work permit from IRCC. You must maintain legal immigration status while in Canada.

The BC PNP may only accept requests for work permit support letters to provincial nominees if ALL of the following are met:

- you have been nominated by the BC PNP
- you have submitted your application for permanent residence to IRCC within the six-month period after you have been nominated
- you continue to meet the conditions of nomination
- your current work permit expires within 120 days

The BC PNP cannot apply for a work permit on your behalf. You must apply to IRCC for your own work permit and include the BC PNP work permit support letter with your work permit application.

Current [IRCC processing times are found here](#).

To obtain a work permit support letter, please submit your request to [PNPInfo@gov.bc.ca](mailto:PNPInfo@gov.bc.ca) with the subject line: **Work Permit Support Letter Request**.

Your email request must include:

- your full name
- your date of birth (DD/MMM/YYYY) e.g. 01 JAN 1981
- your Provincial Nominee File Number
- a scanned copy of your pay stubs for the last two pay periods
- a scanned copy of your current work permit
- evidence that you have submitted your application for permanent residence to IRCC within the six-month period after you have been nominated



# BRITISH COLUMBIA PROVINCIAL NOMINEE PROGRAM

## SKILLS IMMIGRATION AND EXPRESS ENTRY BRITISH COLUMBIA **TECHNICAL GUIDE**

*In the event of a discrepancy between the BC PNP Skills Immigration and Express Entry BC Technical Guide and the BC PNP Skills Immigration and Express Entry BC Program Guide, the program guide shall be considered correct.*

**For more information, please contact:**

The BC Provincial Nominee Program  
450-605 Robson Street  
Vancouver, B.C. V6B 5J3  
Canada

E-mail: [pnpinfo@gov.bc.ca](mailto:pnpinfo@gov.bc.ca)  
Website: [www.WelcomeBC.ca/PNP](http://www.WelcomeBC.ca/PNP)

<b>PART 1: REGISTERING &amp; APPLYING TO THE BC PNP.....</b>	<b>4</b>
SKILLS IMMIGRATION AND EXPRESS ENTRY BC STREAMS.....	4
ABOUT THE BC PNP SKILLS IMMIGRATION AND EXPRESS ENTRY BC TECHNICAL GUIDE.....	4
USING A REPRESENTATIVE.....	5
DECLARATION AND CONSENT .....	6
THE PROCESS .....	7
IMPORTANT INFORMATION .....	8
<b>PART 2: ONLINE WALKTHROUGH.....</b>	<b>9</b>
YOUR PROFILE .....	10
YOUR REGISTRATION .....	17
YOUR APPLICATION .....	28
<b>APPENDIX 1: ATTACHMENTS REQUIRED IN BCPNP ONLINE .....</b>	<b>40</b>
SKILLS IMMIGRATION APPLICATIONS DOCUMENTATION .....	40
EXPRESS ENTRY BC APPLICATIONS DOCUMENTATION .....	46
DOCUMENT DESCRIPTIONS .....	50
<b>APPENDIX 2: BCPNP ONLINE SYSTEM SUPPORT .....</b>	<b>53</b>



## Part 1: Registering & Applying to the BC PNP

### Skills Immigration and Express Entry BC Streams

The BC Provincial Nominee Program (BC PNP) Skills Immigration and Express Entry BC (EEBC) streams are intended for workers or international graduates with the skills, education and/or experience for a high-demand occupation in B.C.

To understand the program requirements and process, you must review the [BC PNP Skills Immigration and Express Entry BC Program Guide](#) before you register and/or apply online for one of the program categories below. If approved as a provincial nominee, you and your dependent family members can apply to Immigration, Refugees and Citizenship Canada (IRCC) to become a permanent resident of Canada in the Provincial Nominee class.

#### Skills Immigration program categories:

- [Skills Immigration – Skilled Worker](#)
- [Skills Immigration – Health Care Professional](#)
- [Skills Immigration – International Graduate](#)
- [Skills Immigration – International Post-Graduate](#)
- [Skills Immigration – Entry Level and Semi-Skilled](#)
- [Skills Immigration – Northeast Pilot Project](#)

#### Express Entry BC program categories:

- [Express Entry BC – Skilled Worker](#)
- [Express Entry BC – Health Care Professional](#)
- [Express Entry BC – International Graduate](#)
- [Express Entry BC – International Post-Graduate](#)

### About the BC PNP Skills Immigration and Express Entry BC Technical Guide

The BC PNP Skills Immigration and Express Entry BC Technical Guide describes how to register and apply to the BC PNP using BCPNP Online, and explains the information and documentation you will need to provide with your registration and application.

For program information and requirements, please refer to the [BC PNP Skills Immigration and Express Entry BC Program Guide](#) before you register and/or apply.

All dollar figures in this guide are expressed in Canadian dollars.

If you have any questions, please refer to the [frequently asked questions](#) sections on our website.

## Using a Representative

You are not required to use a representative – such as an immigration consultant or lawyer – to register and/or apply to the BC PNP. The program is designed for you to be able to complete the process on your own.

The BC PNP assesses all applications equally, regardless of whether they were prepared with the assistance of a representative. Your application will not receive special attention, faster processing, or a more favourable outcome if it was submitted using the services of a representative.

Some people choose to use a representative to provide immigration advice or to assist with the process. If you pay someone to act as your representative, they must meet the requirements for authorized representatives stated below.

### Paid representatives

If you are paying a third-party representative to help you prepare and/or submit your registration and/or application to the BC PNP, they must meet the following definition of an “authorized paid representative.”

Authorized paid representatives are:

- immigration consultants who are full members in good standing of the [Immigration Consultants of Canada Regulatory Council](#)
- lawyers who are members in good standing of the [Law Society of BC](#) or another law society in Canada and students-at-law under their supervision

### Unpaid immigration third parties

You may use the services of an unpaid third party, such as a family member, friend, or a member of a non-governmental or religious organization, to act on your behalf.

The BC PNP only considers third party representatives as unpaid if they **do not charge fees or receive any other compensation or benefit** for providing immigration advice or related services.

### Use of a representative form

If you are using an authorized or unpaid representative, you must submit the following disclosure consent form for third party representatives:

- [Use of a Representative form](#)

If you are invited to apply and your employer is using a representative, your employer must also complete their own use of representative form, even if your employer is appointing the same representative.

## Declaration and Consent

By completing the BC PNP's use of a representative form, you, and your employer, where applicable, have authorized the individual named on the form (such as an immigration consultant, lawyer, friend or family member) to represent you and act on your behalf with the BC PNP. This may include representation throughout the registration, application and assessment processes, and communication with program staff as required, including disclosure of personal or confidential information to your representative.

The declaration in the online registration and application requires your consent and is the legal equivalent of your signature. As the registrant and/or applicant, you must ensure that you have read and understood the declaration.

BCPNP Online uses your personal email as the unique personal identifier for your profile. The email and contact information provided in your profile will be associated with the application in the system and will be used by BC PNP staff for communication of final decisions.

At its discretion, the BC PNP may contact you and/or your employer directly to request additional evidence or information to verify information in your registration and/or application, and to determine if you meet or continue to meet all program requirements.

You may only have one third-party representative for your profile at any given time. If you wish to change your representative during the BC PNP registration and/or application process, you (and if applicable, your B.C. employer) must update the information in the *My Representative* tab and submit another use of a representative form allowing your representative to represent you and allowing the BC PNP to disclose information to them. Filing a new use of a representative form will automatically cancel any previously appointed representative.

## Beware of immigration fraud

The BC PNP encourages you to protect yourself from immigration fraud. Learn more about [protecting yourself from fraud](#).



## The Process

### What is the process?

You accept an offer of indeterminate, full-time employment from a B.C. employer who is willing to support you through the BC PNP process. The only exception to the job offer requirement is if you have a graduate degree from a B.C. university in the natural, applied or health sciences.

If you and your employer meet the program requirements and your employer is prepared to support your submission, you can submit a registration via [BC PNP Online](#).

Please note that if you are interested in the following categories, you do **not** need to register and may proceed directly to the application via [BCPNP Online](#):

- [Skills Immigration – Health Care Professional](#)
- [Skills Immigration – International Post-Graduate](#)
- [Express Entry BC – Health Care Professional](#)
- [Express Entry BC – International Post-Graduate](#)

### What is the Skills Immigration Registration System?

The Skills Immigration Registration System is a dynamic intake management system that allows the BC PNP to prioritize high-impact candidates to ensure strong economic outcomes for the province. As it is a points-based system, you will receive a score based on the information you provide. For more information on the scoring system, please refer to the [BC PNP Skills Immigration and Express Entry BC Program Guide](#).

Your registration score will determine whether you will receive an invitation to apply under the BC PNP Skills Immigration stream.

### How does it work?

You must create a profile with [BCPNP Online](#) and complete all of the sections of the registration. You are responsible for updating your contact information in your profile and ensuring that all required information is current and up to date.

Once you submit your registration, you will receive your registration score and will be entered into a selection pool for the category in which you have registered. You will receive confirmation of registration email once you successfully submit your registration. Your registration will remain in the selection pool for a maximum of twelve months from the date of submission.

The registration is free of charge. If you are invited to submit an application, you will be asked to pay a fee as part of the online application process.

Periodically, the BC PNP will invite the highest-scoring registrants from each category to apply. More information about the invitation to apply process can be found in the [Invitation to Apply section](#).

A registration into the Skills Immigration Registration System is **not** an application to the BC PNP or a guarantee that you will be invited to apply.



**Please carefully review the program and category requirements before completing your registration.**

## Important Information

- your registration will be assigned a score according to the scoring factors applicable at the time of registration
- there is no registration fee
- you may only have one active registration at a time
- your registration is valid only for the category that you have selected
- periodically the BC PNP will invite the highest scoring registrants to apply from each of the categories under the Skills Immigration Registration System
- if you need to make changes to the information that you have entered in your registration, you will need to withdraw your registration and submit a new registration with the updated information. This will be done using your existing profile
- it is important to make sure your registration information is up to date, as differences between the information in your registration and your application **may** lead to refusal of your BC PNP application
- an invitation to apply does not guarantee that your application will be approved for nomination
- you can check the most up-to-date information regarding the status of your registration at any time by logging in to see [your profile dashboard](#)

## What else should I know?

The BC PNP reserves the right to make changes to the Skills Immigration Registration System without prior notice, including changes to the scoring grids, the length of time your registration can remain in the selection pool and the number and frequency of invitations to apply.

A registration into the Skills Immigration Registration System is **not** an application to the BC PNP or a guarantee that you will be invited to apply.

Your registration is valid for twelve months from the date of submission. If you do not receive an invitation to apply before your registration expires, it will no longer be valid. You may then create and submit a new registration using your existing [BC PNP Online](#) profile.

The number and frequency of invitations to apply will be determined by the BC PNP's processing capacity and is subject to change. Please [check our website](#) for information on the most recent invitations.

Your registration will be assessed according to the scoring factors applicable at the time of submission.

## Part 2: Online Walkthrough

This section provides an overview of the BCPNP Online registration and application process, including the information and documentation you require to register and apply to the Skills Immigration or Express Entry BC streams of the BC PNP.

**Please make sure that you are familiar with the requirements for your BC PNP category before you submit your online registration and application. More information about the program requirements are in the [BC PNP Skills Immigration and Express Entry BC Program Guide](#).**

### Internet Browser Requirements:

The BCPNP Online system can be [accessed here](#) using the following internet browsers:

Recommended:

- Google Chrome
- Internet Explorer 11 (native mode)

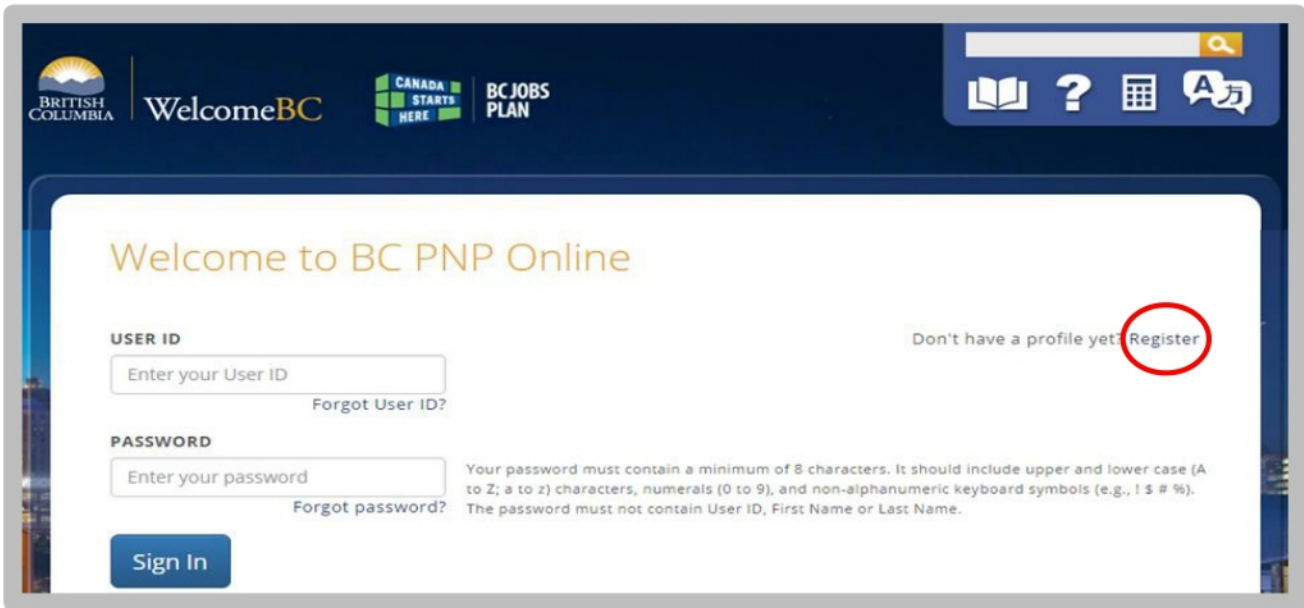
Supported:

- Internet Explorer 9 and higher
- Firefox 3.5 and higher
- Safari 3 and higher

If you cannot access BCPNP Online, please check that your internet browser meets these requirements.

## Your Profile

Click on the Register button.



**Welcome to BC PNP Online**

**USER ID**  
 Enter your User ID  
[Forgot User ID?](#)

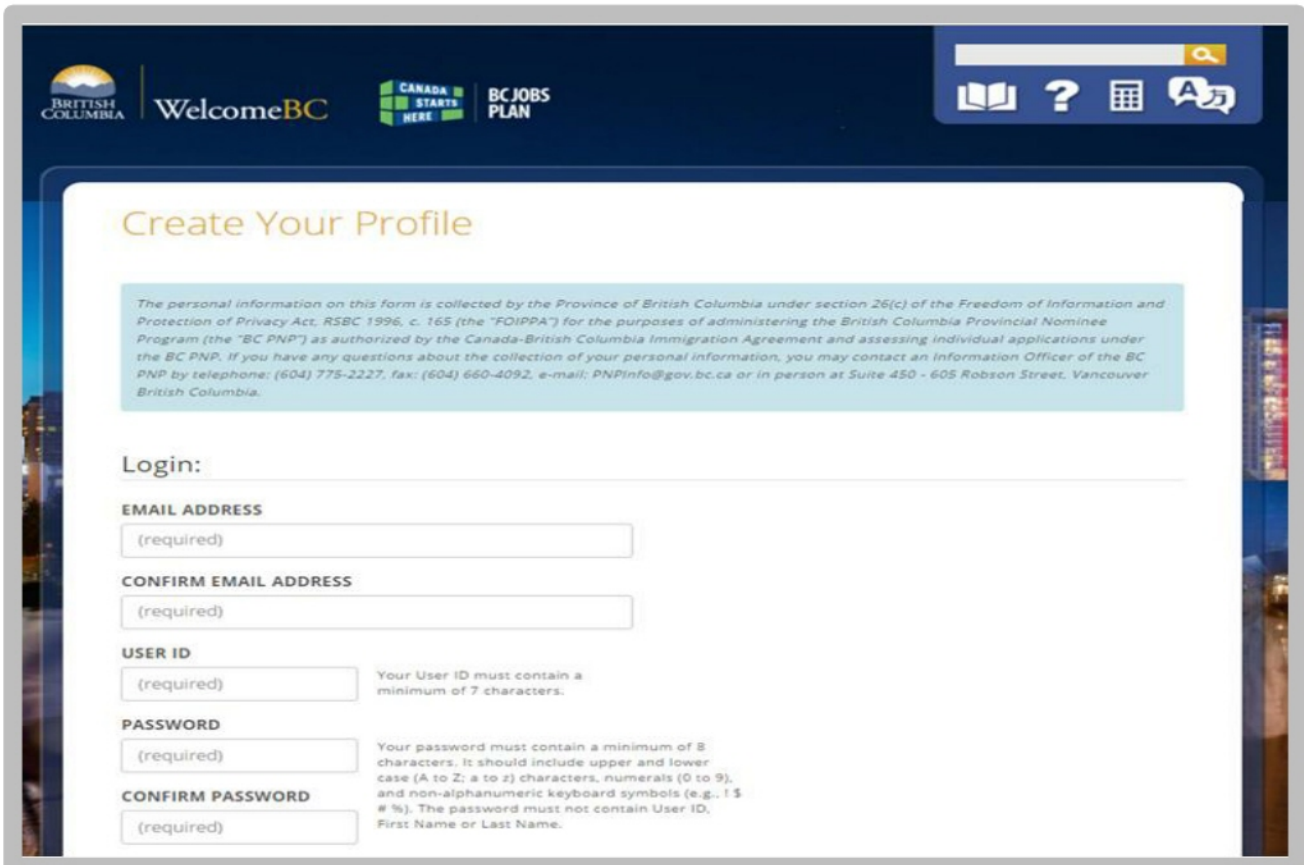
**PASSWORD**  
 Enter your password  
[Forgot password?](#)

Your password must contain a minimum of 8 characters. It should include upper and lower case (A to Z; a to z) characters, numerals (0 to 9), and non-alphanumeric keyboard symbols (e.g., ! \$ # %). The password must not contain User ID, First Name or Last Name.

[Sign In](#)

Don't have a profile yet? **Register**

In order to begin, you must create a user ID and password and provide personal information.



**Create Your Profile**

The personal information on this form is collected by the Province of British Columbia under section 26(c) of the Freedom of Information and Protection of Privacy Act, RSBC 1996, c. 165 (the "FOIPPA") for the purposes of administering the British Columbia Provincial Nominee Program (the "BC PNP") as authorized by the Canada-British Columbia Immigration Agreement and assessing individual applications under the BC PNP. If you have any questions about the collection of your personal information, you may contact an Information Officer of the BC PNP by telephone: (604) 775-2227, fax: (604) 660-4092, e-mail: PNPInfo@gov.bc.ca or in person at Suite 450 - 605 Robson Street, Vancouver British Columbia.

**Login:**

**EMAIL ADDRESS**  
 (required)

**CONFIRM EMAIL ADDRESS**  
 (required)

**USER ID**  
 (required) Your User ID must contain a minimum of 7 characters.

**PASSWORD**  
 (required) Your password must contain a minimum of 8 characters. It should include upper and lower case (A to Z; a to z) characters, numerals (0 to 9), and non-alphanumeric keyboard symbols (e.g., ! \$ # %). The password must not contain User ID, First Name or Last Name.

**CONFIRM PASSWORD**  
 (required)

**The information required in this section includes:**

Information Fields	Technical Notes
email address	must be registrant's/applicant's email
user ID	your User ID must contain a minimum of 7 characters
password	your password must contain a minimum of 8 characters it should include upper and lower case (A to Z; a to z)
three security questions and answers	all 3 security questions and answers are required create question/answer combinations you will easily
name as it appears passport	
date of birth on passport	should be in YYYY-MM-DD format
passport number	
passport country of issuance	
passport issue date	should be in YYYY-MM-DD format
expiry date	should be in YYYY-MM-DD format
phone number	provide all numbers required to place a call from B.C.
mailing address	

**Mailing address:**

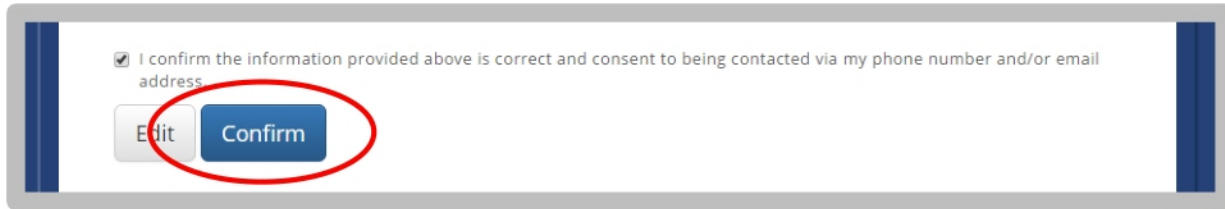
Information Fields	Technical Notes
country	
address line	
city/town	
province/state	
postal/zip code	

Once complete, click on the *register* button.





You will be asked to review the information entered in your profile and confirm the information entered is correct by selecting the indicated checkbox and clicking on *confirm*.

A screenshot of a web form with a light gray background and blue vertical bars on the sides. At the top, there is a checkbox with a checkmark and the text "I confirm the information provided above is correct and consent to being contacted via my phone number and/or email address". Below this, there are two buttons: a light gray "Edit" button and a blue "Confirm" button. A red circle is drawn around the "Confirm" button.

Once confirmed, you will see a screen confirming that your profile has been created, and that a confirmation email has been sent to your email address provided.

In your email account, you will receive an email confirming your registration and stating your user ID, and asking you to verify your account by clicking on an email link. After you have verified your email address, you can sign in by clicking on the sign in button to complete your registration and/or application.

You will be able to edit your passport information, phone number and mailing address in your profile as required. If you forget your password or user ID, click on *Forgot User ID* or *Forgot Password* on the main sign in page.

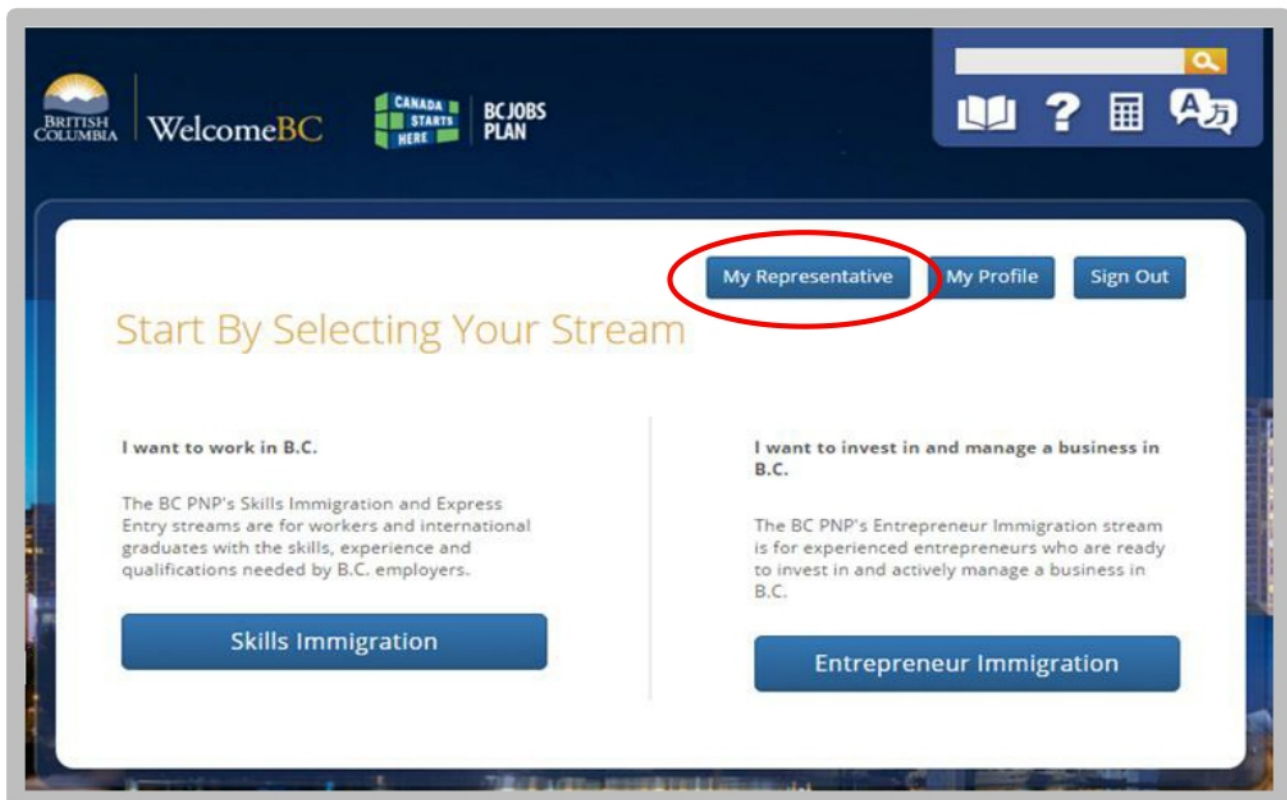
Account profiles expire after 30 days of inactivity and are deleted. Incomplete registrations/applications are deleted 30 days from the date of creation.

Only one registration is permitted in the BC PNP Online system at a time.

## Representatives

If you have retained a representative, you must provide their details once you have created your profile. You can add or change a representative at any time during the process, but can only have one representative at any given time.

Click on the *my representative* button at the top of the page at any time to input information about your representative.




## Representative information:

Information Fields	Technical Notes
representative's name	family and given names
firm/organization name	if applicable
phone number(s)	provide all numbers required to place a call from B.C.
email address	
mailing address	
membership identification with the Immigration Consultants of Canada	
was your representative paid? (Y/N)	
use of a representative form upload	Download and complete the <a href="#">use of a representative form</a> , and upload the file as a PDF (maximum size 3MB)
address line	
city/town	
province/state	
postal/zip code	

Click the checkboxes, including the checkbox authorizing the representative to conduct business on your behalf with the BC PNP, and click on the *save* button.

### Representative Authorization:

#### Use of a Representative Form



Please download the Use of a Representative Form, complete, and upload the file (maximum size limit 3MB) using the field above.

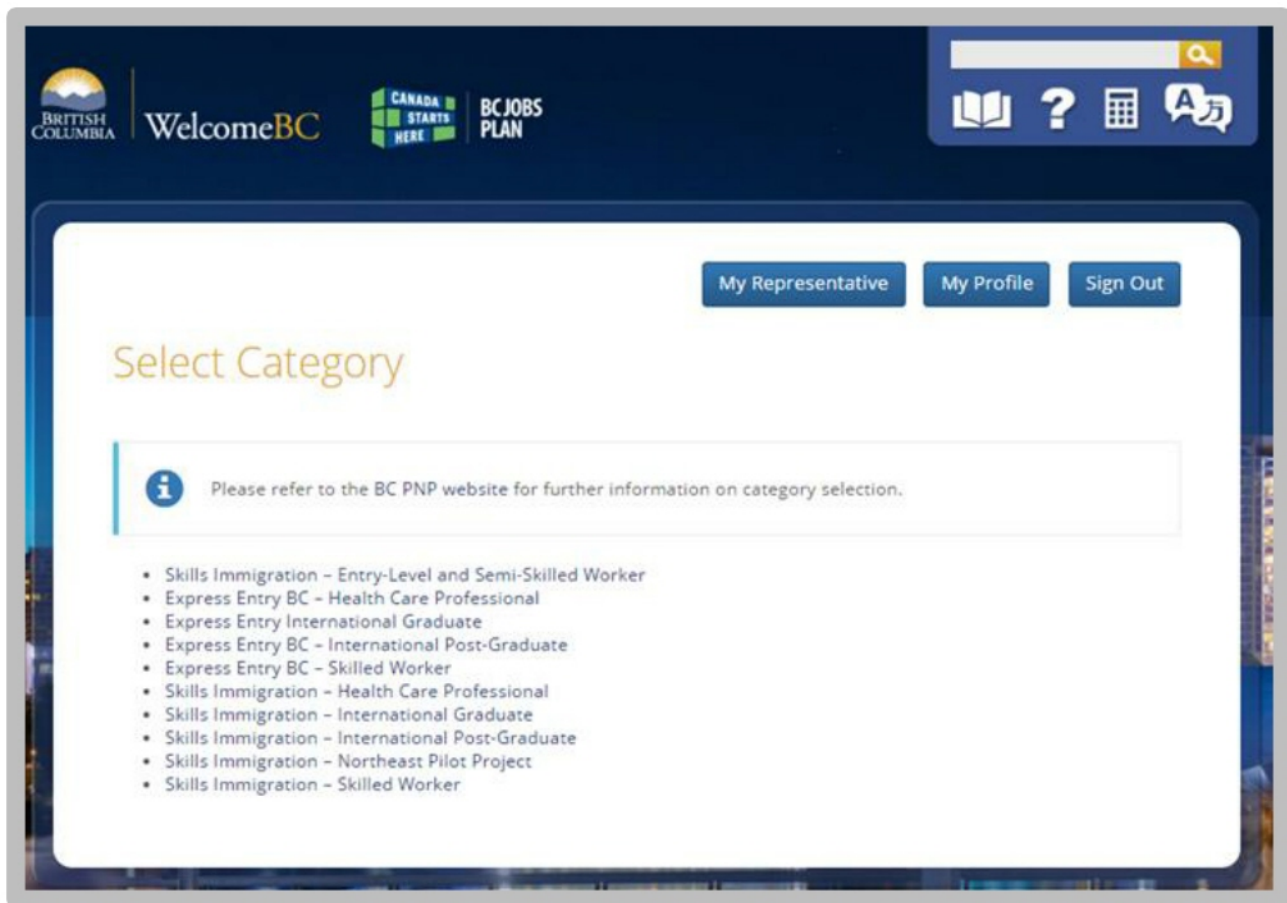
☒ I authorize the above named individual to serve as my representative and to conduct business on my behalf with the BC PNP.

☒ I authorize the BC PNP to release information, including any Citizenship & Immigration Canada documentation, from my case file and that of my dependent children under 18 years of age to my representative. This authorization is in accordance with the Freedom of Information and Privacy Protection Act (RSBC 1996, c. 165).

Save

## Select Your Category

To begin, select *Skills Immigration*, then select your category.



These include:

### Express Entry BC

- Express Entry BC - Skilled Worker
- Express Entry BC - Healthcare Professional
- Express Entry BC - International Graduate
- Express Entry BC - International Post-Graduate

### Skills Immigration

- Skills Immigration - Skilled Worker
- Skills Immigration - Healthcare Professional
- Skills Immigration - International Graduate
- Skills Immigration - International Post-Graduate
- Skills Immigration - Entry Level and Semi-Skilled
- Skills Immigration - Northeast Pilot Project



Once you have selected your category, you will be directed to the dashboard.

Please note that if you are interested in the following categories, you **will not** have to submit a registration and can instead proceed directly to enter an application by selecting your applicable stream from this menu:

- Express Entry BC - Healthcare Professional
- Express Entry BC - International Post-Graduate
- Skills Immigration - Healthcare Professional
- Skills Immigration - International Post-Graduate

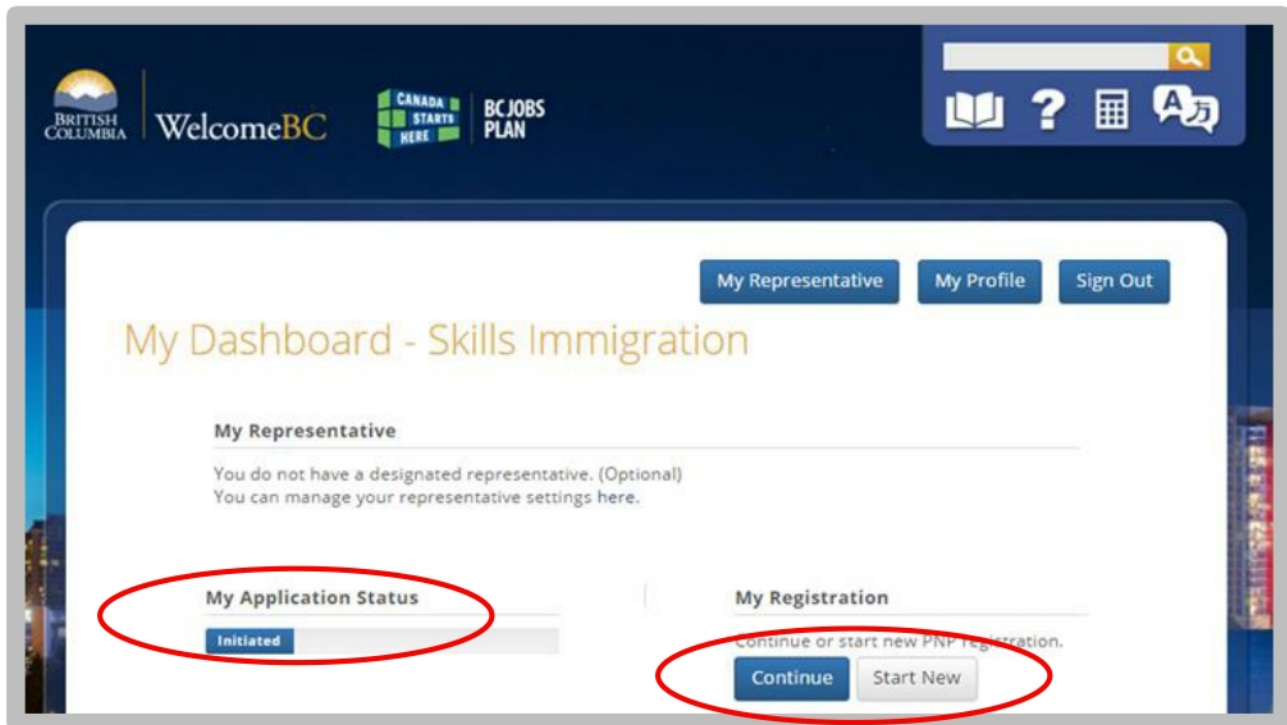
## Your Registration

### My Dashboard – Skills Immigration

From the *My Dashboard – Skills Immigration* page, you can continue completing your registration or select *start new* at any time.

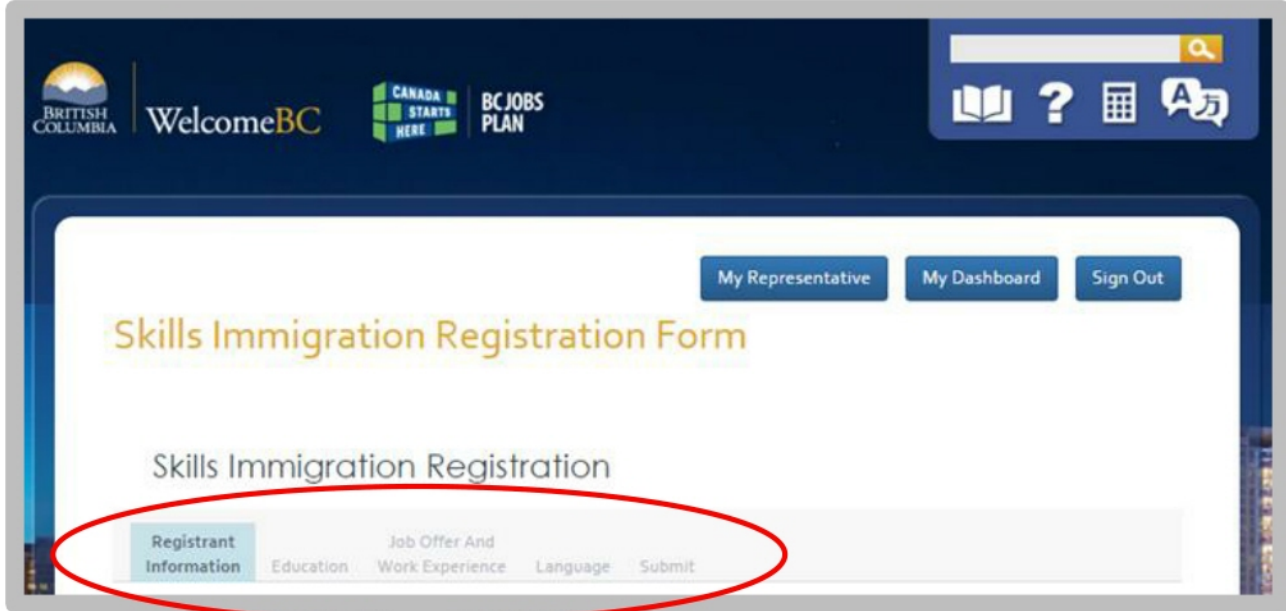
You will see the status of your registration, showing if it has been initiated or submitted. You can choose to start a new registration or continue your current registration.

To create a new registration, click on *start new*, which can be selected at any time prior to submitting.



Once you have started your new Skills Immigration registration, you will be directed to a page where you will begin filling out your personal information.

There are tabs across the top of the page which will help show you how far along you are in the registration process.



**Please make sure that you are familiar with the requirements for your BC PNP category before you submit your online registration and application.**

More information about the program requirements are in the [BC PNP Skills Immigration and Express Entry BC Program Guide](#).

## Registration Form Information

The registration information tab is where you enter your personal information, passport details, contact information, and previous application history. Below are the pieces of information you will need to fill out in this tab. Some of this information will be automatically populated from your profile.

### Your personal information:

Information Fields	Technical Notes
family name(s)	last name(s)
given name(s)	first and middle name(s)
date of birth	
1 <sup>st</sup> citizenship	
2 <sup>nd</sup> citizenship	if applicable

### Passport information:

Information Fields	Technical Notes
passport number	
country of issuance	
issue date	
expiry date	

### Your contact information:

Information Fields	Technical Notes
primary phone number	provide all numbers required to place a call from B.C.
secondary phone number	provide all numbers required to place a call from B.C.
business phone number	provide all numbers required to place a call from B.C.
email address	
mailing address	see the "create your profile" section of this guide for all "mailing address" data fields.
residential address	only provide if different from mailing address



### Current/previous applications:

Information Fields	Technical Notes
Do you have an active registration with the BC PNP? (Y/N)	if yes, you will not be able to submit a 2 <sup>nd</sup> registration
Have you applied to the BC PNP in the past? (Y/N)	if yes, you must provide your BC PNP file number

### Express Entry information (Express Entry categories only):

If you are registering under Express Entry BC - Skilled Worker, Express Entry BC - International Graduate or Express Entry BC - International Post Graduate, you will have to provide your federal Express Entry information from Immigration, Refugees and Citizenship Canada (IRCC).

Information Fields	Technical Notes
express entry profile number	provided by IRCC upon Express Entry registration
express entry profile submission expiry date	provided by IRCC upon Express Entry registration
job seeker validation code	provided by IRCC upon Express Entry registration
comprehensive ranking score	provided by IRCC upon Express Entry registration
NOC	4 digits, as supplied to IRCC
job title	4 digits, as supplied to IRCC

## Education

The Education tab is where you provide information on your post-secondary education within Canada and B.C. (if applicable) and outside of Canada. Below are the details you'll need to complete to continue your registration.

Points for education will only be awarded for your highest level of education declared in this registration. For example, if you have a bachelors and a master's degree, you will only be awarded points for your master's degree.

Information Fields	Technical Notes
highest level of education completed	language training does not qualify for points duration of study must exceed 6 months
date of completion	
was it obtained in Canada? (Y/N)	
was it obtained in B.C.? (Y/N)	
do you have an Education Credential Assessment issued from a qualified supplier? (Y/N)	<p>if yes, you will have to provide the name of the qualified supplier and certificate number your certificate number</p> <p>Qualified suppliers include:</p> <ul style="list-style-type: none"> <li>• <u>Comparative Education Service – University of Toronto School of Continuing Studies</u></li> <li>• <u>International Credential Assessment Service of Canada</u></li> <li>• <u>World Education Services</u></li> <li>• <u>International Qualifications Assessment Service</u></li> <li>• <u>International Credential Evaluation Service</u></li> <li>• <u>Medical Council of Canada</u> (professional body for Doctors)</li> <li>• <u>Pharmacy Examining Board of Canada</u> (professional body for Pharmacists)</li> </ul>
has your training and experience been assessed and certified by the Industry Training Authority? (Y/N)	<p>if yes, you will have to provide a valid certificate number from the ITA confirming certification</p> <p><a href="#">more information on Industry Training Authority assessment</a></p>

Once you have entered all of your information in this tab, click *Next*. You can also click *Previous* to go back to the registration information tab.

Clicking either *Next* or *Previous* saves the information you have entered in the current tab.

After you have filled in these fields, click *Next*. The information is saved in each tab, so you can go back as required.

## Job Offer and Work Experience

The job offer and work experience tab is where you provide information on your B.C. job offer and previous 10 years of work experience, if applicable. Below are the details you'll need to complete to continue your registration.

### Job offer:

Information Fields	Technical Notes
legal name of company/organization	
operating name	if different from legal name
job title	
National Occupation Classification (NOC) code	
hourly wage	
annual wage	will be verified on the job offer form that is required at the application stage
hours of work per week	
primary work location address	
company phone number	provide all numbers required to place a call from B.C.
are you working for the B.C. employer supporting your job offer? (Y/N)	
are you working in the job being offered? (Y/N)	



**Directly related work experience:**

Information Fields	Technical Notes
do you have any full-time work experience within the past ten years that is directly related your B.C. job offer? (Y/N)	you may add multiple past jobs if they are directly related experience
<b>if yes, please provide:</b>	
job title	
National Occupation Classification (NOC) code	
job start date	
job end date	
name of company	
was the work in Canada? (Y/N)	

Once you have entered all of your information in this tab, click *Next*. You can also click *Previous* to go back to the Education tab.

Clicking either *Next* or *Previous* saves the information you have entered in the current tab.

**Language:**

Information Fields	Technical Notes
have you completed a valid language proficiency test within the past two years? (Y/N)	
<b>if yes, you must provide:</b>	
type of test taken	<p>The valid language test results must be from one of the following language proficiency tests administered by a designated testing agency:</p> <ul style="list-style-type: none"> <li>the <a href="#">International English Language Testing System (IELTS) General Training</a></li> <li>the <a href="#">Canadian English Language Proficiency Index Program (CELPIP-General)</a></li> <li>the <a href="#">Test d'évaluation de français (TEF)</a></li> </ul>
date of test taken	
listening score	
reading score	
writing score	
speaking score	
validation number provided on language test certificate	

Once you have entered all of your information in this tab, click *Next*. You can also click *Previous* to go back to the job offer and work experience tab.

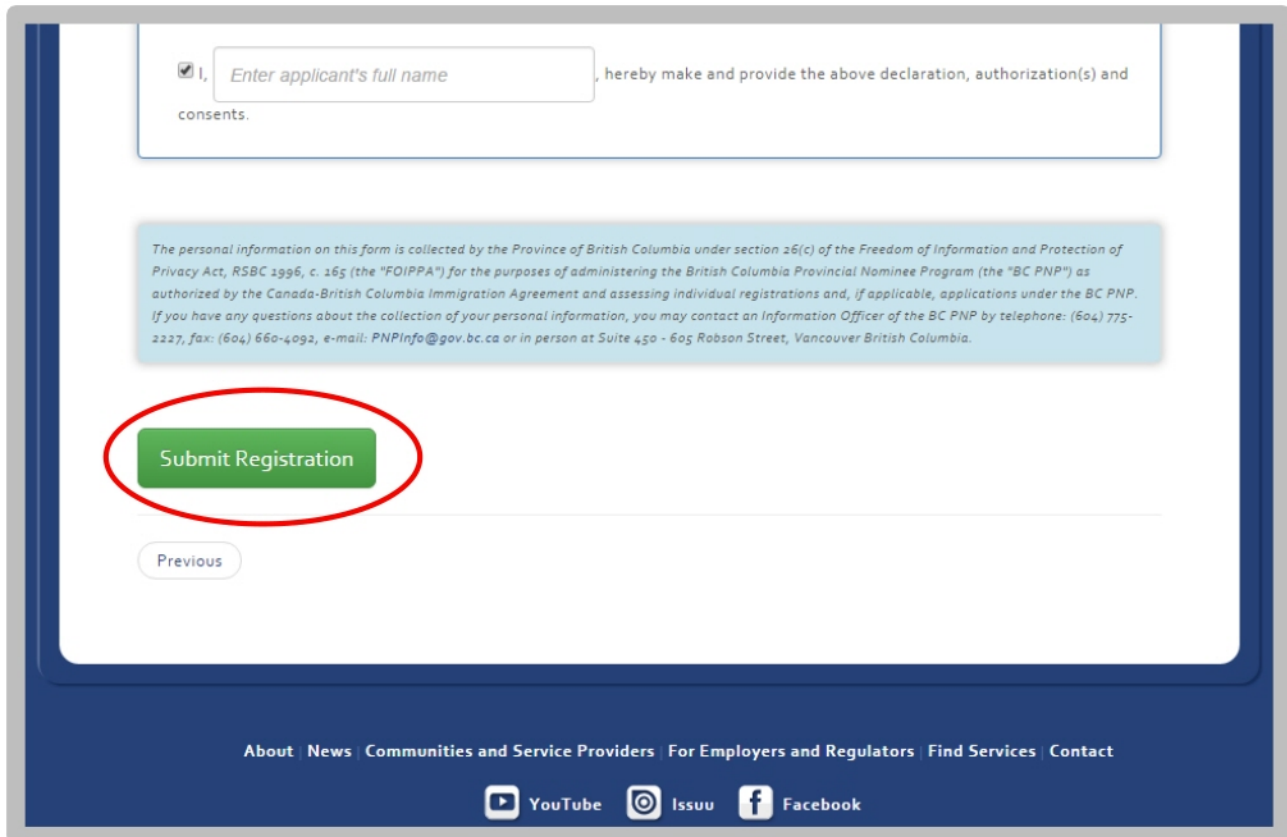
## Submit

The last tab presents you the declaration that you must agree to in order to submit your registration. In doing so, you must enter your full name as it appears on your passport.

You can select *Previous* to return to the language tab, or select *Submit Registration* to submit your BC PNP Skills Immigration Registration.

If required information is not provided, you will not proceed and the tabs containing missing information will be highlighted in light red. The missing information in each tab will be indicated in red. Tabs will remain light red until you have resolved the issue and once again click *Submit Registration*.

You will receive an email notifying you that you have successfully submitted your registration. This email will include your file number and the date that your registration will expire.






☒ I, , hereby make and provide the above declaration, authorization(s) and consents.

The personal information on this form is collected by the Province of British Columbia under section 26(c) of the Freedom of Information and Protection of Privacy Act, RSC 1996, c. 165 (the "FOIPPA") for the purposes of administering the British Columbia Provincial Nominee Program (the "BC PNP") as authorized by the Canada-British Columbia Immigration Agreement and assessing individual registrations and, if applicable, applications under the BC PNP. If you have any questions about the collection of your personal information, you may contact an Information Officer of the BC PNP by telephone: (604) 775-2227, fax: (604) 660-4092, e-mail: PNPInfo@gov.bc.ca or in person at Suite 450 - 605 Robson Street, Vancouver British Columbia.

**Submit Registration**

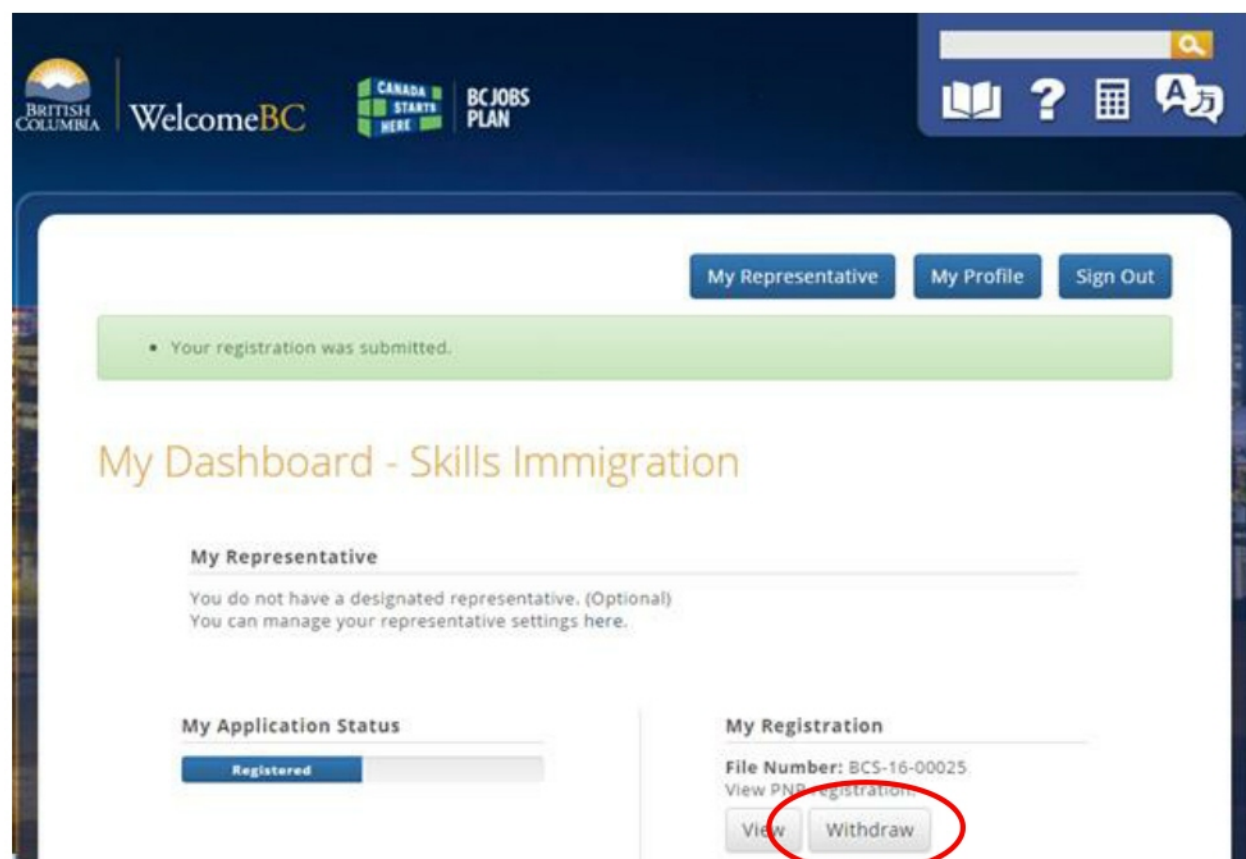
Previous

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## Withdrawing your Registration

If you need to make changes to the information that you have submitted in your registration, you will need to withdraw your registration using the *withdraw* button on your profile dashboard, and submit a new registration with the updated information. This will be done using your existing profile.



New registrations will remain in the selection pool for 12 months regardless of the length of time previous registrations had been submitted for.

## Invitation to Apply

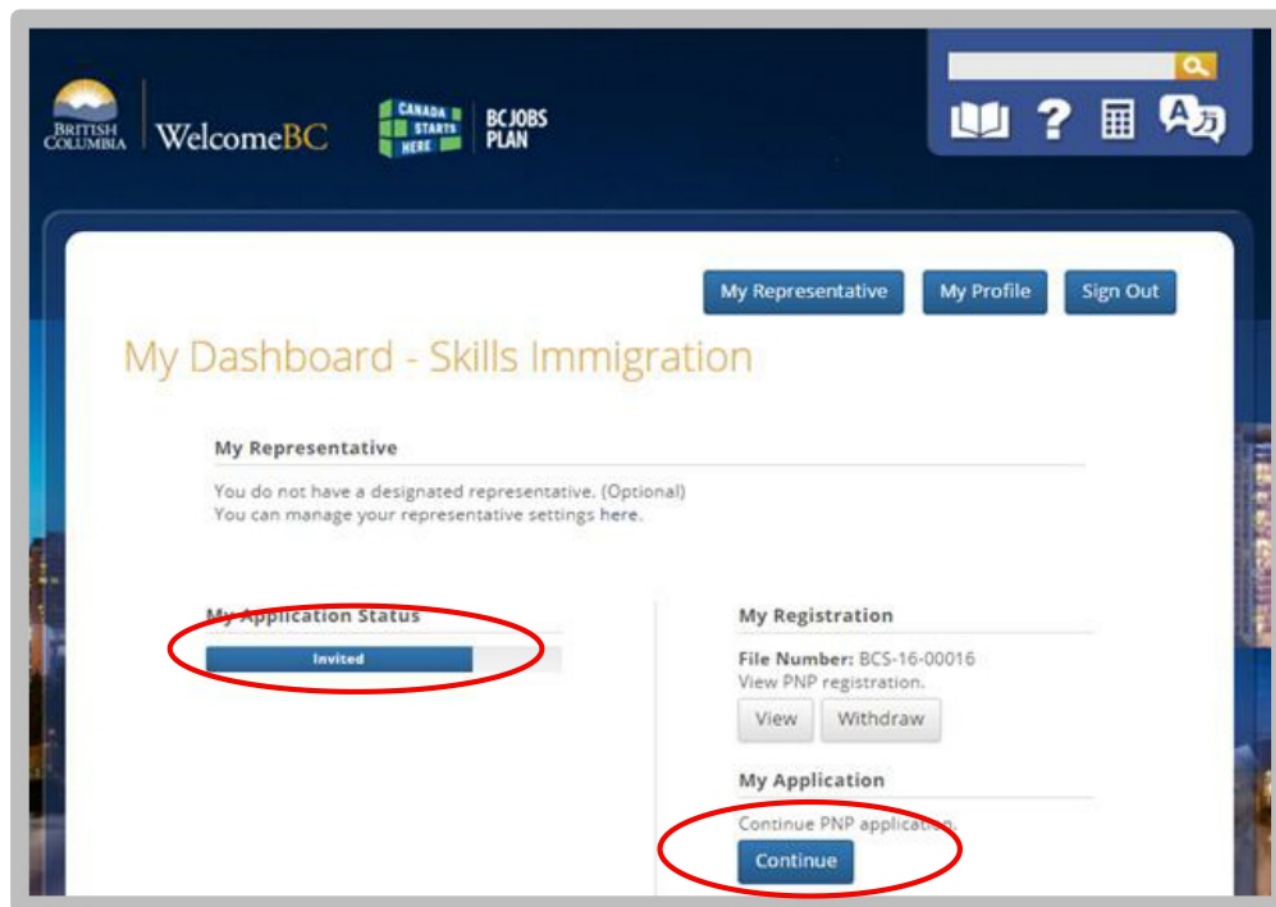
If you are invited to apply, you will receive notification through your BCPNP Online dashboard and via email. Follow the instructions contained within your invitation to apply email in order to complete the BCPNP Online application process.



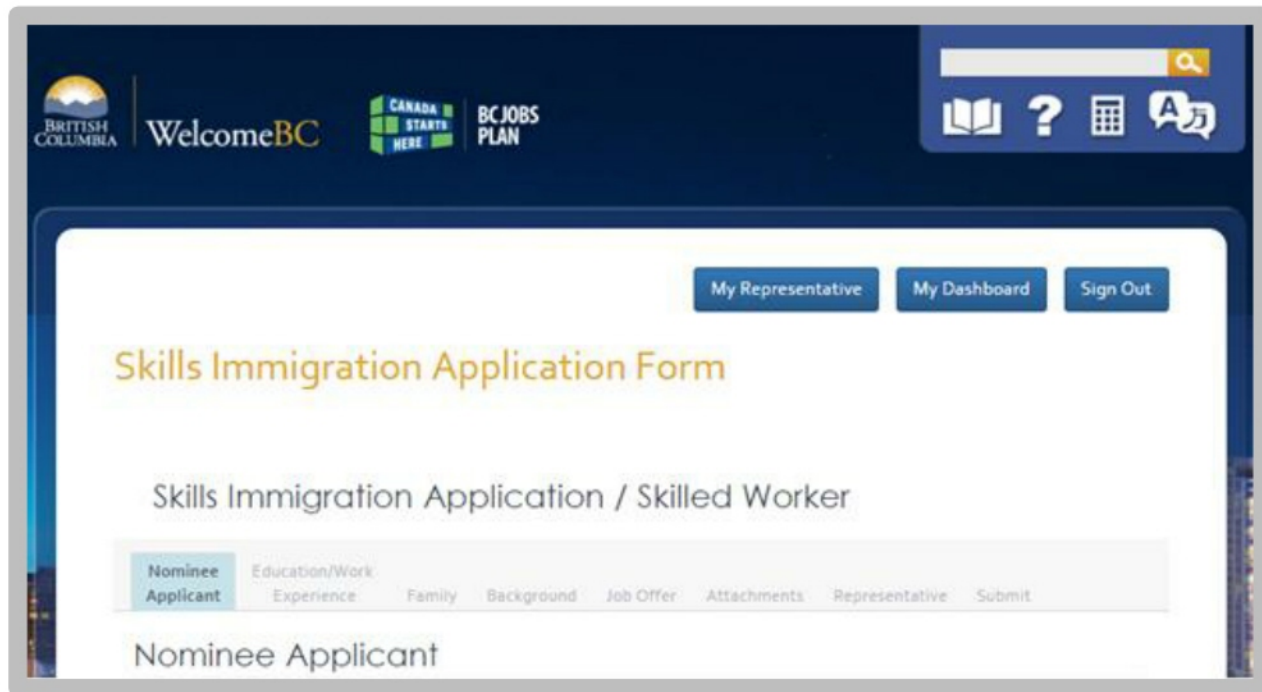
## Your Application

### My Dashboard (Application)

You will see the status of your application showing if you have been invited or if your application is in progress or submitted. You can choose to start a new application, or continue your current application. To create a new application, click on *Continue*.



Once you have started your new Skills Immigration application, you will be directed to a page where you will begin filling out your personal information. There are tabs across the top of the page which will help show you how far along you are in the application process.



## Nominee Applicant

The Nominee Applicant tab is where you enter your personal information, passport details, contact information, intended place of residence within B.C., current or previous application details, current status in Canada and previous visits to Canada, language proficiency, settlement funds and how you learned about the BC PNP. Below are the pieces of information you'll need to fill out this tab.

### Your personal information:

Information Fields	Technical Notes
family name	last name(s)
given name	first and middle name(s)
date of birth	
place of birth	
first citizenship	your country of citizenship as it is listed in your passport(s)
second citizenship	if applicable

**Passport information:**

Information Fields	Technical Notes
passport number	
country of issuance	
issue date	
expiry date	

**Your contact information:**

Information Fields	Technical Notes
primary phone number	provide all numbers required to place a call from B.C.
secondary phone number	provide all numbers required to place a call from B.C.
business phone number	provide all numbers required to place a call from B.C.
email address	
mailing address	
residential address	
intended place of residence within B.C.	

You will be required to indicate and explain if you have applied previously for provincial nomination or permanent residence, or if you have an application in process.

Information Fields	Technical Notes
your status in Canada	
study or work permit information: IRCC Client ID/UCI	
study or work permit information: date signed	
study or work permit information: valid until	

**Past visits to Canada:**

Information Fields	Technical Notes
reason for visit	
location of visit	
dates	use the calendar selector pop-up tool to select your dates

**Language proficiency:**

Information Fields	Technical Notes
mother tongue	
english speaking, reading and writing abilities	

**Settlement funds and how you heard about the BC PNP:**

Information Fields	Technical Notes
amount of settlement funds, in Canadian dollars	<p>settlement funds are funds that will be used to support yourself and if applicable, your family, after you arrive in B.C.</p> <p>these funds could be in the form of:</p> <ul style="list-style-type: none"> <li>• Cash/ Bank accounts</li> <li>• Documents that show property or capital payable to you (such as stocks, bonds, debentures, treasury bills, etc.) or</li> <li>• Documents that guarantee payment of a set amount of money, which are payable to you (such as bankers' drafts, cheques, travellers' cheques or money orders)</li> </ul>
how you heard about the BC PNP	

After you have filled in these fields, click *Next*. The information is saved in each tab, so you can go back as required.



## Education/Work Experience

The education/work experience tab is where you provide information on your post-secondary education within Canada and B.C. (if applicable) and outside of Canada, and your previous 10 years of work experience.

Below are the details you'll need to complete to continue your application. You may add multiple educational institutions and past jobs.

### Post-secondary education:

Information Fields	Technical Notes
start date at educational institution	
end date at educational institution	
name of educational institution	
level of education attained	

### Secondary education:

Information Fields	Technical Notes
start date	
end date	
name of secondary educational institution	
number of years of primary, secondary, university and trade/apprenticeship education	

## Work experience:

Work experience must be from the past 10 years. When completing this section, refer to the list of [NOC codes](#) maintained by the Government of Canada.

The BC PNP defines directly related work experience as paid employment that is classified under the same National Occupation Classification (NOC) code as the B.C. job offer that you have accepted. Experience in a related occupation at a NOC skill level equal to or greater than the NOC code of the B.C. job offer may also be included if, at the time of application, you can satisfactorily demonstrate how this work experience is directly related. Experience in a lower skill level NOC will not be considered as directly related.

Please refer to the [BC PNP Skills Immigration and Express Entry BC Program Guide](#) for more information.

Information Fields	Technical Notes
job title	
National Occupation Classification (NOC) code	
job start date	
job end date	
name of company	
address	
company website	
company phone number	
your responsibilities	

Once you have entered all of your information in this tab, click *Next*. You can also click *Previous* to go back to the nominee applicant tab.

Clicking either *Next* or *Previous* saves the information you have entered in the current tab.

## Family

The family tab is for information on your spouse/common-law partner (if applicable), dependent children (if applicable), parents, siblings and family members in Canada. The fields are below.

### Family members:

Information Fields	Technical Notes
number of family members	indicate the total number of family members included in your application. This includes yourself, your dependent children and spouse/common-law partner, regardless of whether they intend to accompany you to Canada or not

### Spouse information:

Information Fields	Technical Notes
spouse's family name(s)	last name(s)
spouse's given name(s)	first and middle name(s)
spouse's date of birth	
spouse's country of citizenship	
spouse's sex	
spouse's place of birth	
spouse's present address	
spouse's date of marriage or spouse entry into the common-law relationship	
spouse's highest level of education: education start date	
spouse's highest level of education: name of educational institution	
spouse's highest level of education: field of study	

### Dependent children:

You will be asked if you have any children that meet Immigration, Refugees and Citizenship Canada's (IRCC) definition of a dependent child. Include all children you have that meet this definition. For more information, please [refer to IRCC's website](#).

### Dependent children information:

Information Fields	Technical Notes
family name(s)	last name(s)
given name(s)	first and middle name(s)
date of birth	
country of citizenship	
sex	
country of birth	
country of citizenship	
present address	

### Mother/father/siblings:

If you cannot provide information about your mother/father/siblings, enter "N/A" into applicable family name(s), given name(s) and present address fields.

Information Fields	Technical Notes
family name(s)	last name(s)
given name(s)	first and middle name(s)
date of birth	
place of birth	
marital status	
present address	



### Family members in Canada:

Information Fields	Technical Notes
family name(s)	last name(s)
given name(s)	first and middle name(s)
relationship to you	
sex	
city/town	
province	
immigration status	
years in Canada	

Once you have entered all of your information in this tab, click *Next*. You can also click *Previous* to go back to the education/work experience tab. Clicking either *Next* or *Previous* saves the information you have entered in the current tab.

## Background

The background tab requires you to respond to questions regarding your background, including:

Information Fields	Technical Notes
membership or associations with organizations	includes political, social, youth or student organizations, trade unions and professional associations
government positions held	list all government positions (such as civil servant, judge, police officer, employee in a security organization). Do not use abbreviations
information about your criminal status within and outside of Canada	
information about your immigration status history within Canada	
physical and mental health	

## Job Offer

The job offer tab requires you to provide information about your job offer and the supporting B.C. employer's company. This includes the following information:

### Company information:

Information Fields	Technical Notes
name	
mailing and business addresses	
number of employees	
years established	
economic sector	
legal structure	

### Company contact person:

Information Fields	Technical Notes
name	
phone number	
email address	

### Job offer details:

Information Fields	Technical Notes
wage	annual and hourly
hours worked/week	
location of work	provide the work site location(s) where you will be working
NOC code	

## Attachments

In the attachments tab, you are required to upload scanned copies of the documents required for your application as PDF files. This will vary depending on your category.

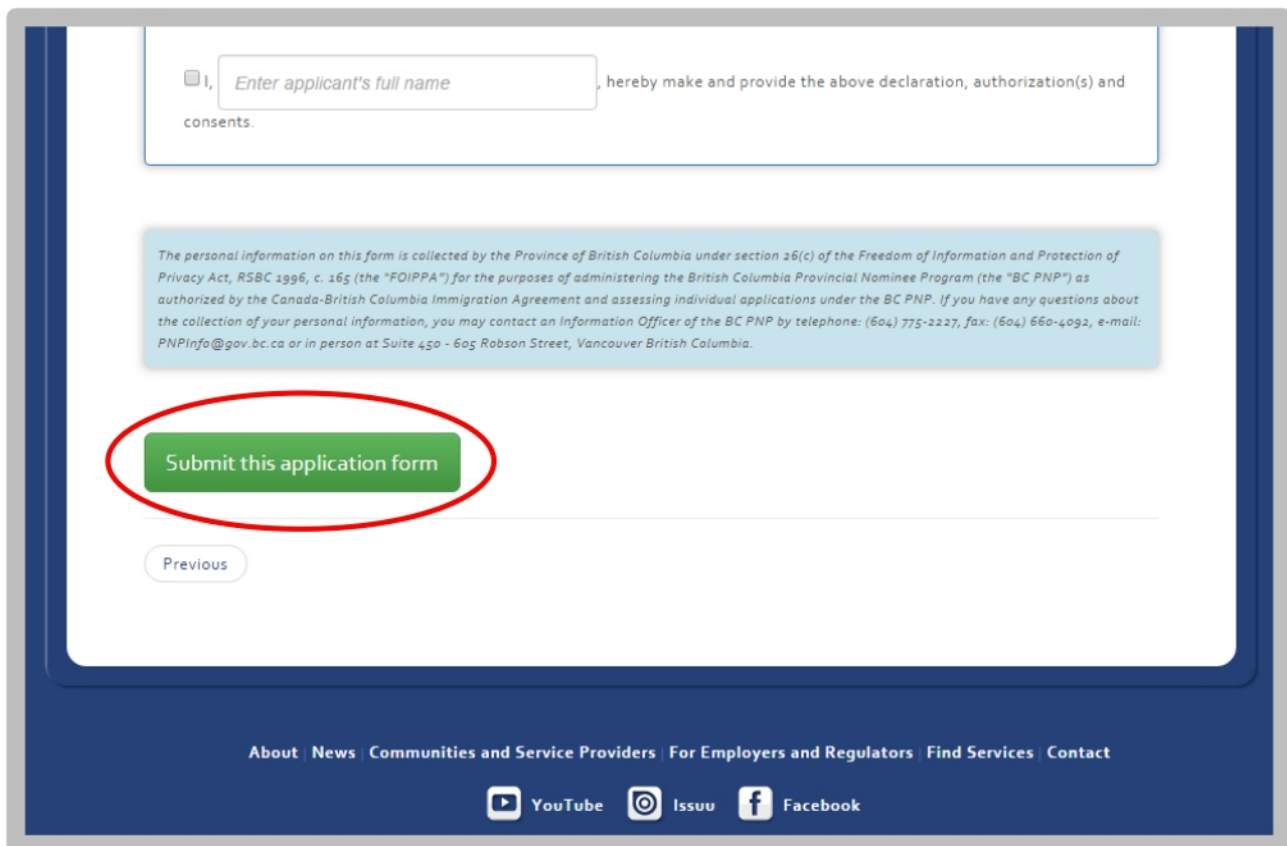
Please note that individual PDF files must not exceed 3MB, which is sufficient for most documents scanned at 300DPI or lower. Please see [the attachments appendix of this guide](#) for detailed information.

## Submit and Pay

The last tab presents you the declaration that you and your spouse or common-law partner (if applicable) must agree to in order to submit your application and proceed to payment (final step).

You can select *Previous* to return to the attachments tab, or select *Submit this application form* to pay the required application fees for your BC PNP Skills Immigration application.

**Selecting “Submit this application form” will take to you the payment screen.**





## Appendix 1: Attachments Required in BCPNP Online

### Skills Immigration Applications Documentation

The following tables list the documentation required for each category when submitting a Skills Immigration application to the BC PNP Online application system. For further information on each document, [please see the descriptions listed here](#).

Skills Immigration - Skilled Worker Category	
The nominee applicant must provide:	
	Copy of biographical page of Passport
	Current photograph
	Use of a representative form <i>(if applicable)</i>
	Copy of Canadian Immigration records <i>(if applicable)</i>
	Copy of LMO / LMIA <i>(if applicable)</i>
	Copy of education and training certificates <i>(if applicable)</i>
	Spouse or Common-Law partner's B.C. employment record <i>(if applicable)</i>
The employer must provide:	
	Job offer form
	Employer recommendation letter
	Copy of the offer of employment
	Detailed job description
	Company information
	Copy of the Certificate of Incorporation <i>(or legal equivalent)</i>
	Copy of the valid B.C. Business License
	Use of a representative form <i>(if applicable)</i>

## Skills Immigration – Healthcare Professional Category

The nominee applicant must provide:

	Copy of biographical page of Passport
	Current photograph
	Use of a representative form <i>(if applicable)</i>
	Copy of Canadian Immigration records <i>(if applicable)</i>
	Copy of LMO / LMIA <i>(if applicable)</i>
	Copy of education and training certificates <i>(if applicable)</i>

The B.C. Public Health Authority must provide:

	Job offer form
	Recommendation letter
	Copy of the offer of employment
	Use of a representative form <i>(if applicable)</i>

For further information on each document, [please see the descriptions listed here](#).

## Skills Immigration – International Graduate Category

The nominee applicant must provide:

	Copy of biographical page of Passport
	Current photograph
	Official education transcripts
	Use of a representative form <i>(if applicable)</i>
	Copy of Canadian Immigration records <i>(if applicable)</i>
	Copy of LMO / LMIA <i>(if applicable)</i>
	Copy of education and training certificates <i>(if applicable)</i>
	Spouse or Common-Law partner's B.C. employment record <i>(if applicable)</i>
	Copy of official language test results <i>(if NOC B, C, or D position)</i>

The employer must provide:

	Job offer form
	Employer recommendation letter
	Copy of the offer of employment
	Detailed job description
	Company information
	Copy of the Certificate of Incorporation <i>(or legal equivalent)</i>
	Copy of the valid B.C. Business License
	Use of a representative form <i>(if applicable)</i>

For further information on each document, [please see the descriptions listed here](#).

## Skills Immigration – International Post-Graduate Category

The nominee applicant must provide:

	Copy of biographical page of Passport
	Current photograph
	Official education transcripts
	Use of a representative form <i>(if applicable)</i>
	Copy of Canadian Immigration records <i>(if applicable)</i>
	Copy of LMO / LMIA <i>(if applicable)</i>
	Copy of education and training certificates <i>(if applicable)</i>
An employer is not required	

For further information on each document, [please see the descriptions listed here](#).



## Skills Immigration – Entry Level and Semi-Skilled Worker Category

The nominee applicant must provide:

	Copy of biographical page of Passport
	Current photograph
	Copy of official language test results
	Use of a representative form <i>(if applicable)</i>
	Copy of Canadian Immigration records <i>(if applicable)</i>
	Copy of LMO / LMIA <i>(if applicable)</i>
	Copy of education and training certificates <i>(if applicable)</i>
	Spouse or Common-Law partner's B.C. employment record <i>(if applicable)</i>

The employer must provide:

	Job offer form
	Employer recommendation letter
	Copy of the offer of employment
	Detailed job description
	Company information
	Copy of the Certificate of Incorporation <i>(or legal equivalent)</i>
	Copy of the valid B.C. Business License
	Copies of wage statements for the previous nine months
	Use of a representative form <i>(if applicable)</i>

For further information on each document, [please see the descriptions listed here](#).

## Skills Immigration – Northeast Pilot Project Category

The nominee applicant must provide:

	Copy of biographical page of Passport
	Current photograph
	Copy of official language test results
	Use of a representative form <i>(if applicable)</i>
	Copy of Canadian Immigration records <i>(if applicable)</i>
	Copy of LMO / LMIA <i>(if applicable)</i>
	Copy of education and training certificates <i>(if applicable)</i>
	Spouse or Common-Law partner's B.C. employment record <i>(if applicable)</i>

The employer must provide:

	Job offer form
	Employer recommendation letter
	Copy of the offer of employment
	Detailed job description
	Company information
	Copy of the Certificate of Incorporation <i>(or legal equivalent)</i>
	Copy of the valid B.C. Business License
	Copies of wage statements for the previous nine months
	Use of a representative form <i>(if applicable)</i>

For further information on each document, [please see the descriptions listed here](#).

## Express Entry BC Applications Documentation

The following tables list the documentation required for each Express Entry BC (EEBC) category when submitting an application to the BC PNP Online application system. For further information on each document, [please see the descriptions listed below](#).

Express Entry BC – Skilled Worker Category	
The nominee applicant must provide:	
	Copy of biographical page of Passport
	Current photograph
	Copy of official language test results
	Copy of Express Entry Candidacy from IRCC
	Copy of educational credential assessment (ECA)
	Use of a representative form <i>(if applicable)</i>
	Copy of Canadian Immigration records <i>(if applicable)</i>
	Copy of LMO / LMIA <i>(if applicable)</i>
	Copy of education and training certificates <i>(if applicable)</i>
	Spouse or Common-Law partner's B.C. employment record <i>(if applicable)</i>
The employer must provide:	
	Job offer form
	Employer recommendation letter
	Copy of the offer of employment
	Detailed job description
	Company information
	Copy of the Certificate of Incorporation <i>(or legal equivalent)</i>
	Copy of the valid B.C. Business License
	Use of a representative form <i>(if applicable)</i>

For further information on each document, [please see the descriptions listed here](#).

## Express Entry BC – Healthcare Professional Category

The nominee applicant must provide:

	Copy of biographical page of Passport
	Current photograph
	Copy of official language test results
	Copy of Express Entry Candidacy from IRCC
	Copy of educational credential assessment (ECA)
	Use of a representative form <i>(if applicable)</i>
	Copy of Canadian Immigration records <i>(if applicable)</i>
	Copy of LMO / LMIA <i>(if applicable)</i>
	Copy of education and training certificates <i>(if applicable)</i>
	Spouse or Common-Law partner's B.C. employment record <i>(if applicable)</i>

The B.C. Health Authority must provide:

	Job offer form
	Employer recommendation letter
	Copy of the offer of employment
	Detailed job description
	Company information
	Copy of the Certificate of Incorporation <i>(or legal equivalent)</i>
	Copy of the valid B.C. Business License
	Use of a representative form <i>(if applicable)</i>

For further information on each document, [please see the descriptions listed here](#).



## Express Entry BC – International Graduate Category

The nominee applicant must provide:

	Copy of biographical page of Passport
	Current photograph
	Copy of official language test results
	Copy of Express Entry Candidacy from IRCC
	Copy of educational credential assessment (ECA)
	Use of a representative form <i>(if applicable)</i>
	Copy of Canadian Immigration records <i>(if applicable)</i>
	Copy of LMO / LMIA <i>(if applicable)</i>
	Copy of education and training certificates <i>(if applicable)</i>
	Spouse or Common-Law partner's B.C. employment record <i>(if applicable)</i>

The employer must provide:

	Job offer form
	Employer recommendation letter
	Copy of the offer of employment
	Detailed job description
	Company information
	Copy of the Certificate of Incorporation <i>(or legal equivalent)</i>
	Copy of the valid B.C. Business License
	Use of a representative form <i>(if applicable)</i>

For further information on each document, [please see the descriptions listed here](#).

## Express Entry BC – International Post-Graduate Category

The nominee applicant must provide:

	Copy of biographical page of Passport
	Current photograph
	Copy of official language test results
	Copy of Express Entry Candidacy from IRCC
	Copy of educational credential assessment (ECA)
	Official education transcripts
	Use of a representative form <i>(if applicable)</i>
	Copy of Canadian Immigration records <i>(if applicable)</i>
	Copy of LMO / LMIA <i>(if applicable)</i>
	Copy of education and training certificates <i>(if applicable)</i>
	Spouse or Common-Law partner's B.C. employment record <i>(if applicable)</i>
An employer is not required	

For further information on each document, [please see the descriptions listed here](#).

## Document descriptions

**Use of a representative form:** This form is only for registrants or applicants who are represented by a paid or unpaid representative. The BC PNP requires permission from the nominee applicant and the supporting B.C. employer to disclose information to the representative about their registration or application.

Applicants do not need a representative in order to submit an registration or application to the BC PNP and should not expect special attention, faster processing, or a more favourable outcome if using the services of a third-party representative. For more information on using a representative, visit the [BC PNP website](#).

### Nominee Applicant documentation:

**Copy of the biographical page of passport:** The nominee applicant must provide a clear, scanned copy of the biographical page of his or her passport, as a PDF file. The biographical page is the page in the passport with the name, photo, passport/travel document number, issue date and expiration date.

**Current photograph:** One passport style photograph taken within the last 6 months is only required for the nominee applicant. Please attach the photograph as a JPG file. Spouses/common-law partners and dependants do not need to submit photographs. A guarantor is not required.

**Official education transcript(s):** Provide a copy of the official transcript from an eligible Canadian post-secondary institution that verifies the completion of an eligible program of study.

**Copy of official language test results:** Submit a clear, scanned copy of the IELTS test results form, the CELPIP official score report or the test d'évaluation de Français (TEF) as a PDF file. Note that the BC PNP may request an original copy of the test results if needed.

Please provide language test results from one of the designated testing agencies to demonstrate that the minimum language requirements have been met. Test results will be considered valid for the two years from the date of issuance. Test results must be valid at the time of registration AND application.

- Express Entry BC categories:

You must meet the [minimum language requirements](#) for the federal category under which you are eligible and provide your language test results from an agency designated by IRCC.

- Skills Immigration categories:

For occupations classified under National Occupational Classification (NOC) Skill Levels B, C, and D occupations, you must demonstrate English or French language proficiency at Canadian Language Benchmark 2000 (CLB) level 4. If you are registering and/or applying with a job offer in a National Occupational Classification Skill Level 0 or A occupation, you are not required to submit valid language test results. However, at its discretion, the BC PNP may

require valid language test results to demonstrate that you have the language proficiency to perform the duties of the position.

**Copy of Canadian immigration records:** Nominee applicants who currently reside or have recently visited or resided in Canada must provide clear, scanned copies of all work permits, study permits or visitor records confirming immigration status as a PDF. If applicable, please provide a scanned copy of all immigration records held by a spouse or common-law partner and dependent children residing in Canada.

**Copy of the LMO / LMIA:** If the nominee applicant's work permit was issued as a result of a positive Labour Market Opinion (LMO)/Labour Market Impact Assessment (LMIA) issued by Service Canada, please provide a clear, scanned copy of this LMO/LMIA as a PDF.

**A copy of the education and training certificates:** Provide clear, scanned copies of all education, trade or course certificates that are relevant to the position. All documents must be translated into English and uploaded as a PDF.

**Spouse or common-law partner's B.C. employment record:** To include a spouse or common-law partner's annual wages in the calculation of the family income, a clear, scanned copy of his or her work permit, B.C. employment offer, and pay stubs for the two most recent pay periods must be provided as a PDF.

**Copy of Express Entry candidacy from IRCC:** Nominee applicants who qualify as Express Entry candidates must submit clear, scanned copies of proof of candidacy from IRCC as a PDF. Documentation must include the nominee applicant's name, Express Entry Profile Number, and Job Seeker Validation Code. Note that the BC PNP may request additional documentation to verify placement into the Express Entry pool.

**Copy of Educational Credential Assessment(s) (ECA):** Nominee applicants with foreign educational credentials who have included the results of their Educational Credential Assessment (ECA) in their Express Entry profile must provide a clear, scanned copy of their ECA as a PDF. The ECA must be from a designated agency. ECAs are valid for five years from the day on which it was issued and must also be valid at the time of receipt by the BC PNP. Note that the BC PNP may request an original copy of the ECA if needed.

You will submit your original ECA to IRCC if your application is approved for nomination under the BC PNP and you are invited to apply for permanent residence by IRCC.

## **Employer documentation:**



**Job offer form:** This form must be completed and signed by the supporting B.C. employer or B.C. Public Health Authority.

**Recommendation letter:** The supporting B.C. employer or B.C. Public Health Authority must submit a recommendation letter on behalf of the nominee applicant. This letter should outline why the employer is recommending the nominee applicant for permanent residence, why he or she is suitable for the position, and how he or she would contribute to the company or organization.

**A copy of the offer of employment:** Provide a clear, scanned copy of the nominee applicant's offer of employment for the eligible occupation, as a PDF. The offer of employment must state the job title and main duties, rate of pay, standard hours of work, and any discretionary benefits. The offer must be for a full-time and indeterminate job, provided on official company letterhead and signed by both the nominee applicant and the supporting B.C. employer or B.C. Public Health Authority.

**Detailed job description:** The supporting B.C. employer must provide a detailed job description for the position offered to the nominee applicant. This should include the specific duties and responsibilities of the position, and the requirements for the job (applicable education, certification or licensing, work experience and language proficiency).

**Company information:** Provide a brief (1 page) profile of the company's business activities, as a PDF file or Word document. If the business is a franchise, provide a profile of the franchisee rather than the parent franchise.

**Copies of wage statements:** Under the Entry Level and Semi-Skilled or Northeast Pilot Project categories, the supporting B.C. employer must provide the nominee applicant's wage statements for the 9 months of employment immediately prior to submitting the application to the BC PNP. Please provide a clear, scanned copy of the wage statements as a PDF.

**Certificate of Incorporation:** You must provide a copy of your certificate of incorporation. If you are a public sector or non-profit organization with a permanent establishment in B.C., please provide the legal equivalent to a certificate of incorporation.

The BC PNP accepts applications from the following:

- provincial and regional health care authorities and agencies
- public post-secondary education and training institutions
- private non-profit post-secondary institutions that are accredited by, or registered with, The Private Career Training Institutions Agency of BC
- institutions supported by the Government of Canada or the Province of B.C. conducting research in natural and applied sciences, engineering, computer and information systems, or health sciences
- provincial/federal/municipal government organizations and agencies
- other non-profit groups registered as charitable organizations and incorporated under the Society Act (RSBC 1996) or the Canada Corporations Act, Part II, 1970

## Appendix 2: BCPNP Online System Support

The following issues have been identified for some users of the BCPNP Online system. If you encounter a problem that is not listed here, please email us at [PNPinfo@gov.bc.ca](mailto:PNPinfo@gov.bc.ca) with a detailed description of the error, and a screenshot if possible.

- [I cannot go past a field, but my answer to the question is "none"](#)
- [attachments will not upload](#)
- [the "From" and "To" dates show an error](#)
- [I can't see a "Payment" option / I can't pay for my application](#)
- [my information is not being saved in my application](#)
- [I did not receive a confirmation email within the specified time](#)
- [the link in my confirmation email is not working](#)
- [when I click the link in my confirmation email, I receive an error message saying "Email Confirmation Token is wrong. Message and title to be defined"](#)
- [I need to reset my password / I forgot my password](#)
- [I have tried resetting my password, but it still isn't working](#)
- [I need to update information in my profile / registration / application](#)
- [I am unable to log in to my profile](#)
- [I requested a withdrawal, but my old application still shows in my dashboard](#)

**Issue: I cannot go past a field, but my answer to the question is “none”****Solution:**

Please note that the online application system does not allow for blank responses. Some fields do not allow for letters to be entered, only numbers. If your answer to a question is zero, please enter “0” into the data field, and attempt to submit your application again.



Trade/Apprenticeship Certificate/Diploma

o

If that does not solve the problem, please take a screenshot of the error you see on-screen and send it to us at [PNPinfo@gov.bc.ca](mailto:PNPinfo@gov.bc.ca).

**Issue: Attachments will not upload****Solutions:**

Please note that BCPNP Online operates best on Google Chrome. Some users have experienced problems with other browsers. Attachments must be a PDF file (unless otherwise indicated) and under 3MB. If applicable, please change your browser, check the format and size of your documents, and try to upload the document again.

If you are still unsuccessful after changing your browser and checking your attachment's format and size, and the attachment is optional, complete and submit your application. Send an email with the attachment to [PNPinfo@gov.bc.ca](mailto:PNPinfo@gov.bc.ca), quoting your file number. The attachment will be added to your file.

If you are still unsuccessful after changing your browser and checking your attachment's format and size, and the attachment is mandatory, upload a substitute document, and then email your correct attachment to [PNPinfo@gov.bc.ca](mailto:PNPinfo@gov.bc.ca). Please quote your file number, describe the issue you encountered, and include a screenshot of the error if possible. The attachment will be added to your file.

**Issue: The “From” and “To” dates show an error****Solution:**

Please use the calendar selector pop-up tool to select your dates.

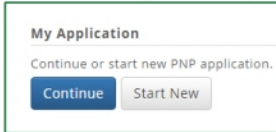
If the problem persists, please send an email to [PNPinfo@gov.bc.ca](mailto:PNPinfo@gov.bc.ca). Describe the error message and provide a screenshot showing the dates entered, and send it to us at [PNPinfo@gov.bc.ca](mailto:PNPinfo@gov.bc.ca).



## Issue: I can't see a "Payment" option / I can't pay for my application

### Solution:

There is no "Pay now" button. Log in to the online system, and from your dashboard, click on *continue* My PNP Application.



My Application

Continue or start new PNP application.

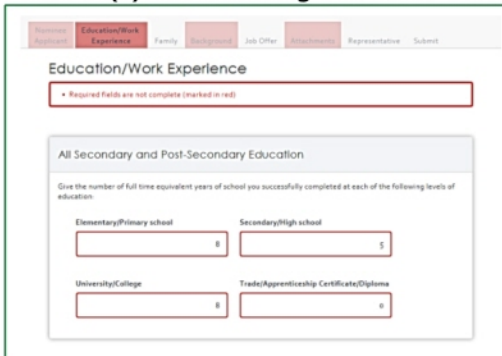
[Continue](#) [Start New](#)

Then select the Submit tab on the far right, and click on the green *submit this application form* button at the bottom of the page. This will open the payment page.



[Submit this application form](#)

If the *submit this application form* button does not appear on the Submit tab, check all of the top tabs to ensure they are white. Any tabs with a pink background to them should be clicked on. You will see the field(s) with missing information highlighted in red.



Navigation tabs: [Home](#) [Registration](#) [Education/Work Experience](#) [Family](#) [Background](#) [Job Offer](#) [Accommodation](#) [Representative](#) [Submit](#)

**Education/Work Experience**

• Required fields are not complete (marked in red)

All Secondary and Post-Secondary Education

Give the number of full time equivalent years of school you successfully completed at each of the following levels of education:

Elementary/Primary school	Secondary/High school
<input type="text" value="8"/>	<input type="text" value="5"/>
University/College	Trade/Apprenticeship Certificate/Diploma
<input type="text" value="0"/>	<input type="text" value="0"/>

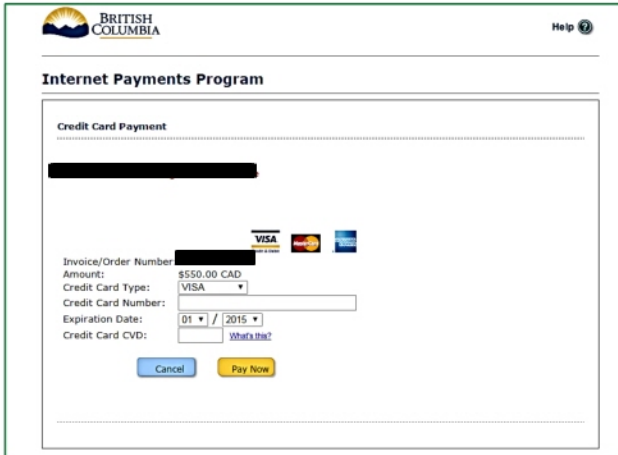
Complete the required information in each tab, then click on the Submit tab. The green 'submit' button should now appear at the bottom of the page.

If the green submit button still doesn't appear at the bottom of the submit page after you have entered all the required information, and the top tabs are all white, please email us at [PNPinfo@gov.bc.ca](mailto:PNPinfo@gov.bc.ca) with a screenshot of the very bottom of the submit page.



When you click *submit this application form*, the payment screen opens up in a separate window which may be affected by pop-up blockers.

If this window does not open, try pressing the 'ctrl' key as you click on the green submit button, (ctrl+click), or temporarily disable the pop-up blocker in your browser window.



### **Issue: My information is not being saved in my registration/application**

#### **Solution:**

At this time, our development team is currently working on a solution for this issue. Please continue with your registration/application, and email the missing information to us at [PNPinfo@gov.bc.ca](mailto:PNPinfo@gov.bc.ca) with a description of your issue, and a screenshot of the fields that are not saving your information. Please quote your file number in all correspondence, if applicable.

### **Issue: I did not receive a confirmation email within the specified time**

#### **Solutions:**

Most workplaces, as well as home internet providers, have filters that may be blocking our confirmation emails. Please check your email's "junk" or "spam" folder. If the email was in your junk / spam folder, you will need to move it into your email's inbox in order for the links to work.

Please note that Gmail email addresses have shown to be the most reliable at receiving our emails. If you still do not receive an email and it is not in your junk folder, you may need to set up a new profile using a Gmail email address.

### **Issue: The link in my confirmation email is not working**

#### **Solutions:**

This is often related to pop-up blockers, as the link in the confirmation email opens up a new window. Please try to press the control key when you click the link, (ctrl+click) or temporarily disable the pop-up blocker in your browser window.

If the email was in your junk / spam folder, you will need to move it into your email's inbox in order for the links to work.

**Issue: When I click the link in my confirmation email, I receive an error message saying "Email Confirmation Token is wrong. Message and title to be defined"**


**Solution:**

At this time, our development team is currently working on a solution for this issue. Please email us at [PNPinfo@gov.bc.ca](mailto:PNPinfo@gov.bc.ca) if you receive this message, and attach a screenshot.

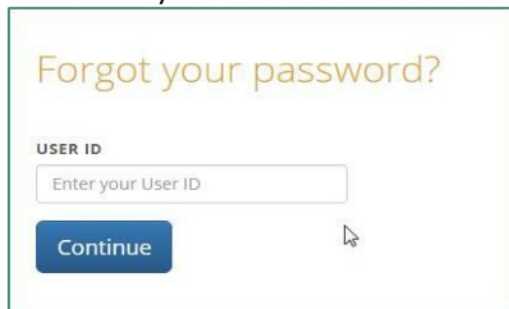
**Issue: I need to reset my password / I forgot my password**

**Solution:**

Click the Forgot Password link on the login page:

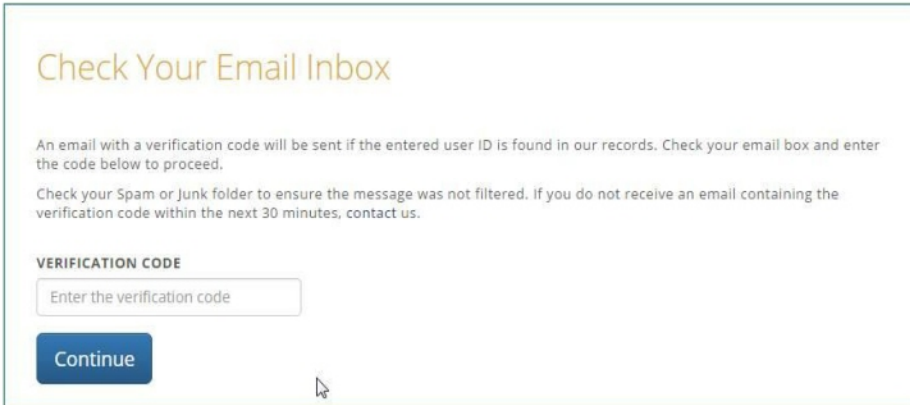


Then enter your user ID and click Continue:



You will then receive an email at the email address used to create your profile. (If you do not receive an email within 30 minutes, please see the steps above for confirmation emails)

Then enter the verification code from the email into the Verification Code field, and click on Continue.



You will then be able to reset your password and log in.

### **Issue: I have tried resetting my password, but it still isn't working**

#### **Solution:**

Please contact us at [PNPinfo@gov.bc.ca](mailto:PNPinfo@gov.bc.ca) with details of your password problem, including a screenshot of the error or issue.

### **Issue: I need to update information in my profile / registration / application**

#### **Solution:**

You are able to make updates to your profile information (including your representative's information) by logging in to your dashboard, going to *My Profile*, and clicking on *Edit My Profile*.



Once your registration is submitted, it is locked and you are unable to make further edits to it within BCPNP Online. To change information in your registration, you must withdraw your registration and submit a new one with the updated information. Please see the [Withdrawing your Registration](#) section of this guide for more information.

Once your application is fully submitted, it is locked and you are unable to make further edits to it within BCPNP Online. Please email your update(s) to [PNPinfo@gov.bc.ca](mailto:PNPinfo@gov.bc.ca) and include scanned copies of documents, if required. The BC PNP may request further information or confirmation of your updates.

### **Issue: I am unable to log in to my profile**

#### **Solution:**

Account profiles expire after 30 days of inactivity and are deleted. Incomplete registrations/applications are deleted 30 days from the date of creation.

**Issue: I requested a withdrawal, but my old application still shows in my dashboard****Solution:**

At this time, our development team is currently working on a solution for this issue. If you have received email confirmation of your application being withdrawn, and your old application is still showing up in your dashboard, please send an email to [PNPinfo@gov.bc.ca](mailto:PNPinfo@gov.bc.ca) describing your problem, and include a screenshot of your dashboard.





**BRITISH COLUMBIA PROVINCIAL NOMINEE PROGRAM  
(BC PNP)**

**ENTREPRENEUR IMMIGRATION**

**Entrepreneur Immigration Application Guide**

## BC PNP Entrepreneur Immigration Application Guide

The British Columbia Provincial Nominee Program (BC PNP) Application Guide will assist you as you prepare to complete and submit your application.

**Before you can submit an application, you must:**

- Have a valid invitation to apply, and
- Obtain a net worth verification report from a BC PNP-qualified supplier

### NET WORTH VERIFICATION REPORT

In order to be able to submit an application to the BC PNP, you must obtain a verification report from a BC PNP-qualified supplier. You are responsible for all costs associated with this verification.

For a complete list of required documents for the qualified supplier, please refer to **Appendix B** of this Guide.

Notwithstanding the conclusions of the net worth verification report by a qualified supplier, the BC PNP has sole responsibility for assessing and evaluating your application including information relating to your reported personal net worth and source of funds. The BC PNP may request additional information, supporting documentation or clarification of details.

For more information about obtaining a verification report from a qualified supplier, please refer to the Entrepreneur Immigration Program Guide in the Documents page of the PNP website.

### PREPARING YOUR APPLICATION

**For the timely processing of your application, please ensure the following:**

- You **MUST** complete each section of every form. If a section does not apply to you, please type "Not applicable". The BC PNP will not accept forms that are not signed and dated.
- If your documents are not in English, you must provide a **certified translation** with photocopies of the originals. Documents must be stamped and certified by a person officially authorized to notarize documents as accurate translations.
- Do not send original supporting documents – only photocopies should be provided. Keep the originals for yourself.
- Please provide double-sided photocopies if possible.
- Please use standard "letter size" paper (8.5 x 11 inch) if possible.
- Do not staple, bind, or place documents in folders.
- The numbers listed below correspond to the Application Checklist.
- **Incomplete applications will be returned without being processed.**

For more information on the BC PNP's program requirements, please refer to the current Entrepreneur Immigration Guide available on our website at [www.WelcomeBC.ca/PNP](http://www.WelcomeBC.ca/PNP).

For Frequently Asked Questions, please refer to our website at [www.WelcomeBC.ca/PNP](http://www.WelcomeBC.ca/PNP).

## **SECTION 1: ENTREPRENEUR IMMIGRATION APPLICATION FORMS**

### **ENTREPRENEUR IMMIGRATION CHECKLIST**

To demonstrate you have submitted all the required documents, complete the **Checklist** and include it with your application.

### **FEE PAYMENT RECEIPT**

You must pay a non-refundable processing fee of **\$3,500 CAD** from your *BC PNP Online* account. Your spouse/common-law partner and dependent children are included in the BC PNP application fee.

If you are proposing a Key Staff member, you must pay an additional \$1,000 CAD.

You must include a copy of your automated fee payment receipt with your application.

### **ENTREPRENEUR IMMIGRATION APPLICATION FORM**



If any information is found to be false or intentionally misleading, your application will be refused, and if applicable, your nomination for permanent residence will be withdrawn.

We may refuse your application if the information in your application is different from what you submitted in your registration. You also may be ineligible to register or apply to the BC PNP for two years.

You must complete the each section of the Entrepreneur Immigration Application form.

If a section does not apply to you, please write, "N/A".

**Question 2 and 3:** If there has been no change in your personal information and contact information, please do not fill in this section. Simply write, "N/A".

**Question 7:** Please summarize the general description of the type of business you intend to operate. You will be able to provide significantly more detail in the formal business plan. Please refer to the Business Plan Guide in Appendix A.

You must provide the North American Industry Classification System (NAICS) code of your proposed business. You can search for the NAICS codes at:

<http://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVDP&Page1&db=imdb&dis=2&adm=8&TVD=11846>

4. The NAICS code is used to identify what type of business you intend to operate in B.C. and, if you are approved, will be the basis of your Performance Agreement.

You must provide the National Occupational Classification (NOC) code of your proposed position with the business. You can search for the NOC at:

<http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/Welcome.aspx>.

**Question 13 and 14:** If you answered "Yes" to either of these questions, you must also provide a photocopy of the rejection letter.





## **USE OF A REPRESENTATIVE FORM (if applicable)**

The BC PNP requires permission from the applicant to disclose information about the application to a third-party representative.

Applicants do not need a representative in order to submit an application to the PNP. Special attention, faster processing, or a more favourable outcome should not be expected on the basis that the application was submitted using the services of a representative.

For more information on [using a Representative](#) visit the PNP website.

## **SECTION 2: CITIZENSHIP AND IMMIGRATION CANADA (CIC) FORMS**

You must submit photocopies of all of the Citizenship and Immigration Canada (CIC) forms listed on the appropriate Application Checklist. Please follow the [CIC Guide for Provincial Nominees](#). The CIC guide provides detailed instructions on completing all of the CIC forms.

- Do not send original documents
- Do not submit CIC application fees to the BC PNP
- Do not submit any forms to CIC until advised to do so by the BC PNP
- Do not submit police certificates or medical results to the BC PNP

The PNP employs CIC's definition of an eligible, dependent child. For the purpose of the application for permanent residence, a dependent child must meet certain conditions, including age and marital status. Please see [CIC's website](#) for more details.

## **SECTION 3: NET WORTH VERIFICATION REPORT**

You must include a copy of your net worth verification report from your chosen BC PNP-qualified supplier.

Do not send any supporting documents unless requested to do so by the BC PNP.

## **SECTION 4: BUSINESS PLAN**

You must submit a business plan to describe your business proposal in detail.

The Business Plan Guide is found in **Appendix A**.

## **SECTION 5: SUPPORTING DOCUMENTS**

- 11. Copy of passport pages:** You must provide a clear photocopy of the **biographical page** and **bearer's signature page** (if they are separate) of you and your spouse/common-law partner's passports.

If you live in a country different from your nationality, include a photocopy of your visa for the country where you currently live.

- 12. Identity and civil status documents:** Birth certificates for you and each of your dependants (which names the parents), marriage certificates, and final divorce, annulment or separation certificates for you and your spouse (if applicable).
- 13. Current photograph:** You must submit a passport-style photo taken within the last four months. Spouses/common-law partners and dependants do not need to submit photographs. The photo should meet the standard passport requirements of 50mm wide and 70 mm in height. A guarantor is not required.
- 14. Educational certificates:** You must provide a copy of your educational certificates as evidence of past studies.
- 15. Evidence of business ownership and/or senior management experience:** You must provide evidence of your business owner-manager and/or senior management experience. This may include:
  - a. Reference letters and/or income certificates from present and former employers (for the past 10 years), which includes businesses you have owned. The letters must be signed by a person occupying a position of authority and must include that person's name and title. These letters must also include:
    - Address and telephone numbers of the business
    - Number of years worked
    - Position and the responsibilities related to the position
    - Annual salary earned, including bonuses, dividends and commission received
  - b. Evidence of authority to sign banking documents for your organization.
  - c. Business registration licence of each business/company
  - d. Business items of your current business/employer such as product brochures, photos, business cards, etc.

***In addition, if you are a shareholder or owners of a private business***

  - e. Documentation indicating ownership structure for each business
  - f. Share registry, indicating shareholding of each business and amount of investment

## **RECOMMENDED DOCUMENTS (if applicable)**

- 16. Evidence of exploratory visit(s) to B.C. (if applicable):** Exploratory visits are encouraged for all Entrepreneur Immigration applicants to help acquire first-hand knowledge about living and doing business in B.C. Visits may include market analysis/research, in-person meetings with industries and government departments or agencies, industry tours, and other important considerations in establishing or buying an existing business.

If you have made an exploratory visit to British Columbia, you must provide evidence of your visit(s).

Evidence to demonstrate you have conducted an exploratory visit(s) may include a copy of the stamp pages from your passport showing entry and exit from Canada, accommodation/hotel receipts while in B.C., photographs of you at the target business premises, email communication or letters, supporting letter provided by local economic development office or other community representatives.

- 17. Evidence of previous Canadian experience (if applicable):** If you have any previous work/business or educational experience in Canada, please provide a copy of your work permit(s) or study permit(s) as evidence of your legal status while performing these activities in Canada.

If you worked at a company, please provide evidence such as a T4 and/or Notice of Assessment from the Canada Revenue Agency. If you have owned a business in Canada, please provide evidence of ownership.



## APPENDIX A: BUSINESS PLAN GUIDE

As an applicant to the BC PNP, and as the proposed owner-manager of the business, you should be actively engaged in the preparation of the Business Plan. If you are invited to attend an in-person interview in Vancouver, you are expected to be conversant in all aspects of your plan.

### BUSINESS PLAN

The BC PNP encourages applicants to provide business plans not exceeding 8-10 pages *plus* appendices.

#### I. BUSINESS OVERVIEW

- Describe the business model and identify specific goods and services that the business will offer
- Identify the key success factors of the proposed business
- Analyze commercial viability of the business
- Describe how you as an applicant are qualified to operate and manage the business and how it relates to your past business/management experience
- Explain how you came to consider this business opportunity
- Describe the proposed location and physical outlay, including the size of the premise and property to be leased or acquired

If you are purchasing an existing business, you must provide background information on the target business including but not limited:

- Business name
- Location
- Current ownership structure
- Years in business
- Target business financial performance trends
- Purchase price and terms

#### II. COMPANY AND OWNERSHIP STRUCTURE

- Describe the proposed type of business structure (proprietary, partnership or corporation)
- What is your proposed percent ownership and how will the venture be financed

#### III. MANAGEMENT STRUCTURE

- Highlight your role in the day-to-day management of the business
- If a Key Staff is proposed, provide a rationale for the role and your current working relationship
- If business partner(s) is/are involved, explain how their prior training and past work experiences are relevant to the proposed business
- If partners, vendors or others are involved in the proposed business, indicate your prior relationship and provide a discussion of prior meetings

#### IV. OPERATIONS

- Identify and provide information on your potential suppliers of products, raw materials or services
  - Describe how your business adds value through the process and the capacity of your operation
  - Identify your immediate customers of your goods/services
- If you are purchasing an existing business, you must provide an expansion or improvement plan for the business:
- Provide a rationale for the proposed expansion and/or improvement of the target business



**V. STAFFING**

- Provide job descriptions, qualifications and remunerations for the job(s) you are creating, and maintaining (if applicable), for Canadian citizens or permanent residents of Canada
- Provide a hiring schedule for each new position

**VI. MARKET ANALYSIS AND RISK MANAGEMENT**

- Identify target segment and positioning of your products/services
- Provide strategy on price, distribution channel, promotional activities
- Identify and analyze major competitors in the segment market
- Provide SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis
- Describe your strategy to manage risks identified in market and financial analysis along with other external risk factors arising from barriers to entry, currency exchange risk, and other business environmental factors

**VII. GOVERNING LAWS, REGULATIONS AND LICENSING**

- Identify relevant laws, regulations, licensing requirements and other barriers to entry for the proposed business and describe how you will address each of them

**BUSINESS PLAN APPENDICES****Appendix 1: Investment Breakdown**

- You must provide an investment breakdown itemizing major investments. The investment breakdown may include any or all of the following:
  - Purchase of an existing business (*if applicable*)
  - Expenses related to the expansion of an existing business (*if applicable*)
  - Purchase of allowable real estate (*if applicable*)
  - Leasehold improvements
  - Capital equipment, furniture, supplies, etc.
  - Start-up inventory
  - Marketing and advertisements
  - Insurance, professional fees
  - Operating expenses (including rent, wages, utilities and other ongoing costs)

Refer to the Program Requirements section of the Entrepreneur Immigration Program Guide for more information.

- Provide descriptions for the major investment items and a rationale for the proposed investment amounts.
- You must provide an estimated timeline for completing the above investments.
- If a partnership is proposed, provide details regarding the partner's investment (in-kind and financial).

**Appendix 2: Pro-forma Financial Statements**

- You must provide 3-year pro-forma financial statements including balance sheets, and income statements.
- Provide assumption notes for your income statements including a rationale for your estimated revenue and profitability.

### **Appendix 3: Resume(s)**

- Your resume, and if applicable, resume(s) of your Key Staff and/or partner(s).

### **Appendix 4: Purchase of an Existing Business (if applicable)**

- If you are purchasing an existing business, you must provide copies of the following documents:
  - Most recent two years of financial statements for the existing business in B.C. including balance sheets and income statements
  - Copy of the business's most recent T4 summary
  - Proof of current ownership of the business in B.C. such as documentation showing the business' current owners and ownership structure, such as a share registry and incorporation documents
  - Business licence of the business in B.C.
  - Evidence that efforts have been made to establish a fair market value for the target business. Provide a description of due diligence performed and negotiations with the vendor to arrive at the final purchase price. If a business valuation has been completed by a professional, submit the report.
  - Purchase agreement or memorandum of understanding to purchase an existing business (if applicable).

*This is not a BC PNP requirement nor does the BC PNP encourage applicants to enter into any agreement to purchase a business or make any investment prior to obtaining approval by the PNP and a valid work permit from CIC. Signing an agreement and making a deposit is solely at your risk. If you do choose to sign a purchase agreement or MOU, ensure that it is contingent upon obtaining a valid work permit from CIC.*

### **Appendix 5: Other Documentation**

- Provide cost analysis of your operation including products/services
- Provide analysis of break-even point, Return on Investment (ROI)
- **For franchise businesses (if applicable):**
  - Franchise agreement with the franchisor indicating their support of you as a potential franchisee
  - Letter from franchisor demonstrating the franchisor's acceptance of your expansion plan (for the purchase of an existing franchise location, if applicable)
- **For farm/agricultural businesses (if applicable):**
  - An application proposing an agricultural activity should be based on or cover the issues described in the document *Taking Stock: A Farm Business Planning Workbook For The Beginning Farmer* prepared by the Ministry of Agriculture and available at: [www.agf.gov.bc.ca/busmgmt/FB\\_Advisory\\_Services.html](http://www.agf.gov.bc.ca/busmgmt/FB_Advisory_Services.html).

All applications with proposing agricultural activities must include a "feasibility statement" showing how the proposed business makes economic sense, prepared by a consultant from the List of Eligible Consultants approved by the Ministry of Agriculture under its BC Farm Business Advisory Services Program. Visit the following webpage: [www.agf.gov.bc.ca/busmgmt/FB\\_Advisory\\_Services.html](http://www.agf.gov.bc.ca/busmgmt/FB_Advisory_Services.html).

## APPENDIX B: VERIFICATION OF PERSONAL NET WORTH

You must engage a BC PNP qualified supplier to evaluate and verify your personal net worth and accumulation of wealth.

You must submit to the qualified supplier a copy of the Citizenship and Immigration Canada form **IMM Schedule 4A – Economic Classes – Business Nominees** ([www.cic.gc.ca/english/pdf/kits/forms/imm0008\\_4Ae.pdf](http://www.cic.gc.ca/english/pdf/kits/forms/imm0008_4Ae.pdf)) and supporting documents detailed below. This section also explains how you should arrange your documents.

Your chosen qualified supplier may have additional instructions and/or requirements.

Important:

- All assets and liabilities must be identified, accompanied by supporting documentation.
- All assets must be your own personal holdings as well as your spouse's and must be documented.
- Do not send original supporting documents – only photocopies should be provided to the qualified supplier.
- All documents not in English or French must include copies of certified translations. The copy of the document in the original language and the translation must both be notarized.
- Provide double-sided photocopies if possible.



**Failure to fully disclose and substantiate your personal net worth, including your spouse's, may result in the refusal of your application.**

### General Guidelines:

1. Schedule 4A Sections A (Assets), B (Real Property), C (Publicly Traded Stocks and Other Investments), E (Pensions and Other Assets), F (Real Property Mortgages), and G (Other Personal Debts) are for the disclosure of personal assets and liabilities. Do not list any type of business assets in these sections.
2. Business assets are included in the Book Value, Section D (Business), of this form.
3. Schedule 4A Section J accumulation of wealth narrative document is required and must provide a complete history of the accumulation of net worth for you and your spouse/common-law partner. For example, provide descriptions of any property purchases and sales, previous business ownership and any other sources of income and capital gains.



Ensure that you also prepare and submit the **Accumulation of Funds** narrative, required under Section J of CIC's Schedule 4A – Net Worth. **Refer to the [CIC Guide for Provincial Nominees](#) for instructions.**

### Labelling your Documents:

1. Label the supporting documents with the Schedule 4A section letter and corresponding account number, property description, business name, etc.



- For example, if you have one bank accounts and the account number is #123456789, the supporting bank statements should include at the top right hand corner of the document, a label indicating it is Assets A1, account #123456789.
- 2. In the case of multiple properties, businesses, or other assets/liabilities, please put all documents specific to that item together in the order as they appear on Schedule 4A.
  - For example, if two properties are declared:
    - Property B1
      - B1a - title deed
      - B1b - property valuation report
      - B1c - purchase agreement
      - B1d - all other required documents relevant to that property
    - Property B2
      - B2a - title deed
      - B2b - property valuation report
      - B2c - purchase agreement
      - B2d - all other required documents relevant to that property
- 3. You are responsible for maintaining a photocopy/original of all documentation for your records and for referencing purposes.
- 4. You will be required to submit country-specific documents if you are from any of the following countries:
 

Bangladesh	Iran	South Korea
China	Pakistan	Ukraine
India	Russia	Vietnam
- 5. Your qualified supplier may request additional documents as part of their review.

## REQUIRED DOCUMENTS FOR ALL APPLICANTS

### I. Personal Financial Information

- Personal Income Tax returns submitted for most recent two years
- Monthly bank statements covering the most recent two years of activity, for each bank account of the applicant and spouse/common-law partner, and ending on the same day for each account
- Term deposit certificates, share certificates, brokerage account statements, pension statements (current value must be clearly indicated), life insurance statements (surrender value must be clearly indicated), loan documents, credit card statements, as applicable

#### **If you or your spouse have real estate holdings** (for each current property)

- Title deed
- Purchase agreement, showing purchase price
- Third-party real estate property valuation, completed within the last two years (the valuation must be completed by an appraiser certified by the jurisdiction)
- Mortgage documentation showing initial and current balance, if applicable
- If any holding is an investment property, identify as such and include rental agreement showing monthly rental income earned and evidence of rental agreement deposits

#### **If you or your spouse have received gift(s), inheritance(s), or settlement(s)**

- Documents attesting to the transfer of sums or assets received together with proof of bank deposit. If asset or property, provide third-party valuation
- Gift: Identification of the donor, relationship to you or your spouse and proof of financial capacity to make a gift. Provide details regarding amount of the gift and the personal



financial situation of the donor, such as employment, shareholding, business ownership, property ownership, etc.

- Inheritance: Act of death certified by the authorized authority, notarized will or court judgment and documents confirming the nature of the inheritance to the Principal Applicant/spouse
- Settlement: Insurance, divorce or other legal settlement documentation attesting to the amounts received.

## **II. Employment and Business Ownership Wealth**

- Reference letters from present and former employers (for the past 10 years) on the official letterhead of the business. They must be signed by a person occupying a position of authority and must include that person's name and title. These letters must also include:
  - address and telephone numbers of the business
  - number of years worked
  - position and the responsibilities related to the position
  - salary earned, including bonuses, dividends and commission received
- Income certificate showing annual salary and bonus/commission (if applicable) prepared by your current employer and signed by a person in authority, and including their name, title and contact information.
- Evidence of authority to sign banking documents for your organization.

**If you are a shareholder or owners of a private business** (for each business owned in the past 10 years; this applies to publicly traded companies if you and/or spouse hold or held more than 10% ownership)

- Incorporation certificates
- Business registration licence of each business
- Registration with the taxation authorities for each business
- Documentation indicating ownership structure for each business
- Share registry, indicating shareholding of each business and amount of investment (initial and any changes)
- Statements of changes to equity
- Indicate salaries and/or dividends paid to you and/or your spouse
- Financial statements for the most recent two years (preferably completed by a Chartered Accountant and audited), including income statement, balance sheet, profit & loss statement and statements of changes to financial position. If ownership by you, spouse or combined ownership exceeds 50%, the financial statements must be audited.
- Corporate Income Tax returns from most recent two years
- Business items of your current business such as product brochures, photos, business cards, etc.

## **COUNTRY-SPECIFIC DOCUMENT GUIDELINE**

In addition to the documentation requirements outlined for all applicants under the BC PNP Entrepreneur Immigration stream, the following lists provide clarification for applications from specific countries.

This list is not exhaustive and is for guidance only.

**BANGLADESH****Required for Applications from Bangladesh**

- Trade Licence issued by the municipality where the business is located
- Memorandum of Association with terms of reference and a list of shareholders showing percentages of ownership and number of shares owned
- Property valuation reports must be prepared by a professional appraiser, approved either by a municipal authority (for the property located in same municipal area), court, nationalized bank, or wealth tax department.
  - The professional appraiser must enclose a copy of his credentials along with the valuation report.
  - The BC PNP does not accept a valuation report prepared for the “purpose of visa only”.
  - The BC PNP does not accept the following as proof of property ownership: Power of Attorney, Gift Deeds, Affidavits or being the eventual beneficiary of an estate.
  - The ownership must be registered with a Land Titles Office, either in the name of applicant, spouse or dependent children, and this registration must be submitted.

**CHINA****Required for all Applications from China**

- Original certificate of work history issued by the Notary Public Office
- For each reference letter submitted, include the original certificate issued by the Notary Public Office certifying the authenticity of the company seal and signature that appears on the letter
- Notarized copy of Individual Income Tax (IIT) returns endorsed by the local tax bureau
- House ownership certificate(s)

**Required for Applicants who have Contractual (Chengbao) Business Agreements**

- Contractual agreement to operate the business
- Original document issued by the Notary Public Office certifying the authenticity of the company seal of the business and signature on the contract
- Business registration licence of the contracting company

**Required for Applicants who are Shareholders and/or Business Owners**

- Original certificate issued by the Notary Public Office certifying the authenticity of the copy of the business registration for each business
- Original certificate issued by the Notary Public Office certifying the authenticity of the copy of the registration with the taxation authorities for each of your businesses
- If the applicant became an owner or partner of a collective enterprise or state-owned enterprise that has been privatized, original certificate issued by the Notary Public Office certifying the authenticity of the copy of the application approved by authorities
- Articles of incorporation and/or articles of association for business(es)
- Capital verification report(s)
- For applicants of a Sino-foreign (joint venture) business, the business registration approval certificate issued by the provincial or municipal government office
- Original certificate issued by the Notary Public Office certifying the authenticity of the copy of business registration approval certificate issued by the provincial or municipal government office

**INDIA****Required for Applications from India**

- Property valuation reports must be prepared by a professional appraiser, approved either by a municipal authority (for the property located in same municipal area), court, nationalized bank or wealth tax department.



- The professional appraiser must enclose a copy of his credentials along with the valuation report.
- The BC PNP does not accept a valuation report prepared for the “purpose of visa only”.
- The BC PNP does not accept the following as proof of property ownership: Power of Attorney, Gift Deeds, Affidavits or being the eventual beneficiary of an estate.
- The ownership must be registered with a Land Titles Office, either in the name of applicant, spouse or dependent children, and this registration must be submitted.

## IRAN

### Required for Applicants who are Shareholders or Business Owners

- Copy of the official licence, registration or incorporation documents for business by way of:
  - The announcement of the registration of the company published in the local gazette; and/or
  - The Guild Union Licence; and/or
  - Notice of change in the shareholders published by the local gazette.
- Documents providing proof of rent or ownership of the location where the business operates. If you are renting the location, include a copy of the “sargofli” (key money) agreement
- Letter from the Social Security Organization indicating the number of insured employees in your business

### Required for Applicants who have Business Management Experience

- The most recent six monthly statements that the employer is required to submit to the Social Service Organization of Iran
- The employer’s payroll lists and the ‘salaries paid’ item of the balance sheets for the past six months

## PAKISTAN

### Required for all Applications from Pakistan

- Property valuation reports must be prepared by a professional appraiser, approved either by a municipal authority (for the property located in same municipal area), court, nationalized bank or wealth tax department.
  - The professional appraiser must enclose a copy of his credentials along with the valuation report.
  - The BC PNP does not accept a valuation report prepared for the “purpose of visa only”.
  - The BC PNP does not accept the following as proof of property ownership: Power of Attorney, Gift Deeds, Affidavits or being the eventual beneficiary of an estate.
  - The ownership must be registered with a Land Titles Office, either in the name of applicant, spouse or dependent children, and this registration must be submitted.

### Required for Applicants who are Shareholders or Business Owners

- Letter from the Board of Investment, Company Registration Office and/or Security and Exchange Commission of Pakistan confirming the amount of the original investment, at the time the business was registered
- List of shareholders and shareholdings, including proof of individual investment (investment capital to start up business)

## RUSSIA

### Required for Applications from Russia

- All pages of the applicant and spouse’s Work Book

### Required for Applicants who are Sole Proprietors

- Extract from the Uniform State Register of Individual Entrepreneurs

**SOUTH KOREA****Required for all Applications from South Korea**

- If the applicant is renting property or are a property landlord, include a copy of the key money agreement

**Required for Applicants who are Shareholders or Business Owners**

- Business Register and/or Certificate of Business Cessation
- Income Distribution Statement for Business Partners

**Required for Applicants who are Business Managers**

- Certificate of Class Kap Income Tax Withholding Statements for the employees

**UKRAINE****Required for Applications from Ukraine**

- All pages of the applicant and spouse's Work Book

**VIETNAM****Required for Applications from Vietnam**

- Company literature indicating size and scope of the company
- List of shareholders and shareholdings, including proof of individual investment (investment capital to start up business)





# **BRITISH COLUMBIA PROVINCIAL NOMINEE PROGRAM (BC PNP)**

## **ENTREPRENEUR IMMIGRATION PROGRAM GUIDE**

### **IMPORTANT**

You must register with the BC PNP if you wish to apply through the Entrepreneur Immigration stream.

Do not submit a registration until you have thoroughly reviewed this Guide.

For more information, please contact:

BC Provincial Nominee Program  
450-605 Robson Street  
Vancouver, B.C. V6B 5J3  
Canada

Telephone: +1 (604) 775-2227  
Fax: +1 (604) 660-4092  
E-mail: [en.imm@gov.bc.ca](mailto:en.imm@gov.bc.ca)  
Website: [www.WelcomeBC.ca](http://www.WelcomeBC.ca)

## Table of Contents

Updates to this Edition.....	4
BC Provincial Nominee Program: Entrepreneur Immigration Stream .....	5
ENTREPRENEUR IMMIGRATION REQUIREMENTS .....	6
<i>General Nomination Requirements</i> .....	6
<i>Personal Requirements</i> .....	7
<i>Business Requirements</i> .....	11
<i>Minimum Investment Requirements</i> .....	15
<i>Job Requirements</i> .....	18
<i>Key Staff Requirements (if applicable)</i> .....	19
<i>Partnership with a Co-Registrant (if applicable)</i> .....	21
ENTREPRENEUR IMMIGRATION PROCESS.....	22
Preparation Before You Register .....	23
Registering with the BC PNP .....	25
Filling out the Registration Form.....	26
Scoring.....	28
Final Scoring and the Selection Pool.....	37
Invitation To Apply .....	38
REVIEW OF PERSONAL NET WORTH .....	39
APPLYING TO THE BC PNP .....	40
Submitting your Application .....	40
Processing Fee .....	40
Interview.....	40
Performance Agreement.....	41
Work Permit .....	41
NOMINATION .....	42
Arrival.....	42
Building your Business .....	42
Final Report .....	42
Nomination.....	42
After Nomination and Applying for Permanent Residence .....	44
Using a Representative .....	45
Cancelling your Registration or Application.....	46
Refusal during the Application or Nomination Stage .....	46

## **Updates to this Edition**

In an effort to clarify information presented in previous editions of the Entrepreneur Immigration Program Guide, there have been updates to the wording of requirements. The following list, with highlighted sections, outlines the updates made to this November 25, 2015 edition of the Program Guide:

1. Improved definition of the requirement of having 100% ownership in a business for three of the past five years in lieu of having at least two years of post-secondary education (page 9)
2. Added wording for business requirements when submitting a registration (page 11)
3. Clarified definition of the eligible investments for the improvement and expansion of an existing business (page 15)
4. Corrected the minimum investment requirements when proposing a Key Staff (page 19)
5. Clarified how business owner-operator and work experience are scored in the Entrepreneur Immigration Registration (page 28)
6. Clarified the number of points that are assigned when a registrant or a co-registrant maintains jobs for an existing business (page 30)
7. Updated the language requirements for the in-person interview with BC PNP Staff to remove French as an option (page 40)



## BC Provincial Nominee Program: Entrepreneur Immigration Stream

The BC Provincial Nominee Program (BC PNP) Entrepreneur Immigration stream is for experienced entrepreneurs who are ready to invest in and actively manage a business in B.C.

As of July 2, 2015, the BC PNP has changed the program requirements and process. You must register with the BC PNP if you wish to apply through the Entrepreneur Immigration stream.

### About the Entrepreneur Immigration Program Guide

The BC PNP Entrepreneur Immigration Program Guide provides complete and comprehensive information about the eligibility requirements and process of the program.

This Guide also provides details on how to register with the BC PNP Online system and explains what information you will need to provide.

Please carefully review the information in this Guide before you register to determine your eligibility.

All dollar figures in this Guide are expressed in Canadian dollars.

If you have any questions, please refer to the [frequently asked questions](#) section on our website.



## ENTREPRENEUR IMMIGRATION REQUIREMENTS

You must meet all of the Entrepreneur Immigration requirements to be nominated by the BC Provincial Nominee Program (PNP). Please note that there are program requirements for each stage of the process including the registration, application and nomination stages.

Please carefully review the requirements in the sections below for complete details.

**It is your responsibility to demonstrate that you meet the program requirements.**

Meeting the minimum eligibility requirements does not guarantee that you will be invited to apply.

A registration in the Entrepreneur Immigration Registration is **not** an application to the Entrepreneur Immigration stream and does not guarantee that you will be invited to apply.

For more information on how registrants will be invited to apply, please refer to the Entrepreneur Immigration Process section of this Guide.

### ***General Nomination Requirements***

#### **Active management:**

- You must demonstrate that you are actively managing the business in B.C.
- Active management means you are accountable for the day-to-day operations of the business. Active management must occur at the place of business in B.C.
- This is a mandatory requirement of the BC PNP as set out in the [\*Immigration and Refugee Protection Regulations section 87\(6\)\(c\)\*](#).
- In order to be nominated, you must demonstrate that you have met this requirement in your Final Report to the BC PNP.

#### **Residency:**

- You must demonstrate that you reside within 100 kilometres of the business you operate in B.C.
- You must also demonstrate that you have been a resident in B.C. for at least 75% of the time while on a work permit. For example, if you submit your Final Report 20 months after arriving in B.C. with your valid work permit, you must demonstrate that you have been physically present in B.C. for at least 15 months while operating your business.
- In order to be nominated, you must demonstrate that you have met this requirement in your Final Report to the BC PNP.

## ***Personal Requirements***

### **Admissibility:**

In order to be eligible under the Entrepreneur Immigration stream, you must have been lawfully admitted in the country where you currently reside.

In addition, you must not:

- be prohibited from entering Canada
- be or have been in Canada illegally
- have an unresolved refugee claim in Canada
- be under a removal order in Canada

### **Personal Net Worth:**

In order to register, you must have at least a minimum of \$600,000 in personal net worth. Your personal net worth must be legally obtained and verifiable.

Your personal net worth includes all your assets and those of your spouse or common-law partner, less any liabilities including mortgages and personal debts:

- cash
- assets in bank accounts
- fixed (term) deposits
- real property
- investments in bonds, stocks and mutual funds
- investments in one or more businesses
- pensions and other assets

The [Citizenship and Immigration Canada form Schedule 4A – Personal Net Worth](#) includes details about how to calculate personal net worth: [www.cic.gc.ca/english/pdf/kits/forms/imm0008\\_4Ae.pdf](http://www.cic.gc.ca/english/pdf/kits/forms/imm0008_4Ae.pdf).

Declared net worth must be in your name and/or your spouse's name.

You must have title to any real estate holdings and business ownership.

If you are invited to apply, you will be asked to provide supporting documentation to substantiate ownership, or percentage ownership, positions in any business, as well as equity amounts based on current market values less outstanding mortgages or other encumbrances for you and your spouse.

Future inheritances cannot be included in your personal net worth. The share of business or property ownership must be supported by legal documents, such as deeds, shareholder agreements, etc.

Under the Entrepreneur Immigration Registration, points will be awarded for personal net worth. For detailed information on how points are calculated, please refer to the [Scoring section](#) of this Guide.

If you receive an invitation to apply:

- You must obtain a verification report from a BC PNP-qualified supplier. For more information, please refer to [Net Worth Review section](#) of this Guide.
- The verification report will be used as part of the BC PNP application assessment process. Notwithstanding the conclusions of the net worth verification report, the BC PNP has sole discretion and responsibility to assess your BC PNP application and may request additional information, supporting documentation or clarification .



- Failure to provide satisfactory evidence to verify your personal net worth and source of funds may result in the refusal of your application.

For information on what documents you must provide for a Net Worth Review, please refer to the [Entrepreneur Immigration Application Guide, Appendix B](#) available on our website.

### **Business and/or work experience:**

The BC PNP will assign points for your business and/or work experience from the last 10 years. Registrants must demonstrate they have sufficient knowledge and experience to successfully establish the proposed business in B.C.

To register, you must have a minimum of:

- more than three years of experience as an *active business owner-manager*, or
- more than four years of experience as a *senior manager*, or
- a combination of at least one year of experience as an active business owner-manager and at least two years of experience as a senior manager.

**Business Experience as an Active Owner-Manager** (business ownership of 10% or more): If you have performed an active role in the management and operations of a company for which you have held 10% or more ownership during the past 10 years.

**Work Experience as a Senior Manager** (no business ownership, or business ownership of less than 10%): If you have worked during the past 10 years for a company/organization as an active senior manager supervising at least three full-time employees.

An active role means that you are personally involved in the day-to-day operations of the company and have direct involvement in decision-making.

To register, you must indicate the industry sector code(s) and occupation code(s) that best relate to your experience:

- To identify the industry sector, please refer to the [North American Industry Classification System \(NAICS\)](#).
- To identify the occupation and associated skill level, please refer to the [National Occupational Classification \(NOC\) system](#).

Under the Entrepreneur Immigration Registration, points will be awarded for business ownership and work experience. For detailed information on how points are assigned, please refer to the [Scoring section](#) of this Guide.

If you are invited to apply, you must provide evidence of your reported business and/or work experience. For information on documents required at the application stage, please refer to the [Entrepreneur Immigration Application Guide](#) on our website.

### **Adaptability Factors:**

The BC PNP will consider adaptability factors and assign points for these factors as part of the registration score. The adaptability factors are not mandatory requirements of the BC PNP but are indicators to support the likelihood of your economic establishment in B.C.

Under the Entrepreneur Immigration Registration, points are awarded for each of the adaptability factors, including a minimum point total for the section. For detailed information on how points are assigned, please refer to the [Scoring section](#) of this Guide.

*The information in this Guide is effective November 25, 2015. Please check our [website](#) to ensure you are using the current version.*



**English language proficiency:**

English language is NOT a mandatory requirement of the BC PNP Entrepreneur Immigration stream. However, points are assigned for self-declared English language proficiency.

To register, you must indicate your current level of English language proficiency.

Evidence of language proficiency, such as test scores, is NOT required when you register. If you are invited to apply, you may be required to provide evidence of language proficiency.

For the purposes of determining your current level of English language proficiency, you may wish to refer to the Centre for [Canadian Language Benchmark's](#) publication, [Canadian Language Benchmarks: English as a Second Language for Adults](#).

**Education:**

You must provide information on your highest level of education completed.

To register, you must have one of the following:

- A minimum of two-years of post-secondary education, **or**
- Experience as an *active business owner-manager* with 100% ownership of the business for at least three of the past five years. The 100% ownership of the business may be shared between you, your spouse or common-law partner, and/or your dependent child(ren). The BC PNP uses Citizenship and Immigration Canada's definition of a dependent child.

"Post-secondary education" refers to full-time studies from a licensed post-secondary institution that leads to obtaining a credential such as a degree, diploma or certificate. Two-years includes scheduled breaks such as winter and summer breaks and holidays. One year of post-secondary education equals a minimum of two consecutive semesters.

Language training such as English as a second language will not be considered towards meeting the post-secondary requirement.

If you are invited to apply, you will be required to provide evidence of your education, and you may be required to provide an education credential assessment.

**Previous visit(s) to B.C.:**

If you have previously visited British Columbia, you must provide details of your visit(s), including cities/municipalities visited, and the dates when you entered and exited B.C. If you are invited to apply, you will be required to provide evidence of your previous visit(s) to B.C.

**Age:**

While the BC PNP does not have any age requirements or age limit, your age will be assigned points under the Entrepreneur Immigration Registration.

**Canadian experience:**

The BC PNP will assign points if you possess any of the following experience obtained in Canada within the last 10 years:

- **Canadian, full-time work experience:** You have legally worked in Canada for at least 12 consecutive months in any occupation, which may include the active management of a business under your ownership in Canada.

- **Full-time studies in Canada:** You have legally studied in Canada under a secondary or post-secondary program for at least 12 consecutive months (including scheduled breaks such as winter and summer breaks and holidays – a minimum of two consecutive semesters).
- Points will not be assigned for language training such as English as a second language.

If you are invited to apply, you will be required to provide evidence of your Canadian experience.

For information on required documents for a complete application please refer to the [Entrepreneur Immigration Application Guide](#) on our website.

## Business Requirements

Your BC PNP registration must include a short business concept that will be assigned points based on proposed commercial viability, transferability of skills, and economic benefits. For details, please refer to the [Scoring section](#) of this Guide.

If you are invited to apply, you will be required to submit a comprehensive business plan including pro-forma financial statements along with other supporting documents. The personal and business requirements remain the same for both the registration and application.

For more information on required documents for an application, please refer to the [Entrepreneur Immigration Application Guide](#) on our website.

### Eligible Businesses

The BC PNP will only consider registrations to establish or purchase and improve a business that contributes to the economic growth of the Province.

The proposed business must be operated for the primary purpose of earning profits by providing products and/or services. Additionally, the business must have strong potential for sustained commercial success.

*The BC PNP does not pre-approve or endorse business proposals.*

The BC PNP will consider registrations to establish a new business, purchase an existing business, form a partnership with an existing business, and partner with a local or foreign entrepreneur to establish a new business.

You must decide on the specific type of business you intend to establish or purchase in B.C. *before* you register. If you plan to purchase an existing business or partner with a local business, you must indicate the specific target business or local partner in your registration.

You cannot change your business concept after you submit your registration.

When assigning points for your business proposal, the BC PNP will consider the following factors:

### Commercial Viability:

- *Business model:*
  - You must describe how your proposed business will generate revenue and profit, and how the business will have the potential for sustained commercial success under your management.
- *Minimum ownership percentage:*
  - You must demonstrate you will own at least one-third (33.3%) of the business in B.C., **or**
  - If your personal equity investment is at least \$1,000,000, you may own less than one-third (33.3%) of the business pursuant to the [Immigration and Refugee Protection Regulations section 87\(6\)\(b\)\(ii\)](#).
- *Market:*
  - You demonstrate a market entry strategy to show how your proposed business will be successful in British Columbia. If you are planning to purchase an existing business, you must be able to demonstrate how the business will grow and expand under your management.
- *Products/services:*



- You must describe the types of products and/or services that will be offered, or that are currently offered if you are purchasing an existing business. Describe the uniqueness of the product(s) and/or service(s).
- *Reasonable proposed investment and job creation figures:*
  - The BC PNP will assign points for the proposed investment and job creation in your registration, and, if you are invited to apply, will evaluate these elements of your application. The reasonableness of your proposed investments and job creation figures will be based on the type and scope of the proposed business, the market, the proposed products and/or services, the business model, and the industry standard.
- *Risk factors:*
  - The BC PNP will consider the potential for any risk factors of your proposed business and your ability to address these risks, including but not limited to whether you are proposing external financing, or whether you are proposing to invest more than 50% of your personal net worth.

In addition to the above, for the purchase of an existing business, including partnerships:

- *Expansion plan (existing business):*
  - If you plan to purchase an existing business, you must identify how you will improve, upgrade and/or expand the existing business. This may include creating new employment, investing in improvements and/or upgrades to the business, introducing new products and/or services, etc.

For more information on expansion requirements, please refer to the [Minimum Investment Requirements section](#) below.

- *Financial stability (existing business):*
  - If you plan to purchase an existing business, you must be able to demonstrate that the business is a going concern, that it can sustain additional expenses and investments, how the business will generate a profit, and how the workforce will be expanded.

For details on how points are assigned in your registration, please refer to the [Scoring section](#) of this Guide.

### **Transferability of Skills:**

In addition to your business and/or work experience, the BC PNP will consider your transferable skills. Transferable skills are assessed by considering the similarity of the occupation and industry of your business/work experience to that of your proposed business in B.C.

- To identify the industry sector, please refer to the [North American Industry Classification System \(NAICS\)](#).
- To identify the occupation and associated skill level, please refer to the [National Occupational Classification \(NOC\) system](#).
- You will be assigned points for your transferable skills at the registration stage, and if you are invited to apply, the BC PNP will assess your transferable skills at the application stage.

For details on how points are assigned in your registration, please refer to the [Scoring section](#) of this Guide.

### **Economic Benefits:**

The BC PNP will review and assign registration points for the following factors used to demonstrate the economic benefits of the proposed business in B.C.

- *Key Sectors:*  
The industry sector of the proposed business.



The following sectors are considered and eligible for additional points:

Agrifoods	Technology and Green Economy
Forestry	Transportation
International Education	Biomedical
Mining & Energy or Natural Gas Sector	Destination Tourism*
Value-Added Manufacturing	Aboriginal Peoples and First Nations

“Destination tourism” refers to businesses that target tourists directly where its business is primarily focused on tourist attraction rather than potential spin-off activities from the tourism industry.

For details on how points are assigned in your registration, please refer to the [Scoring section](#) of this Guide.

- **Significant Economic Benefits:**  
Other significant economic benefits that the proposed business may demonstrate:
  - adopting new technology
  - developing new products and services
  - developing innovative approaches to traditional businesses
  - increasing exports
  - increasing research and development, and technology commercialization
  - providing products or services to an under-served local or regional market
  - transferring technology and specialized knowledge to B.C.

For details on how points are assigned in your registration, please refer to the [Scoring section](#) of this Guide.

- **Location:**  
Points are awarded for the location of the proposed business based on the population sizes of [B.C.’s Regional Districts](#).

BC PNP is focused on attracting investment to regional communities and under the Entrepreneur Immigration Registration, higher points are awarded for investments proposed in smaller communities.

For details on how points are assigned in your registration, please refer to the [Scoring section](#) of this Guide.

## **Franchises:**

Franchises may be considered as eligible businesses if you can demonstrate that the proposed franchise is well-established.

If you are invited to apply, your application must include evidence that you are eligible to purchase and operate a franchise location by the franchisor.

The BC PNP will only consider the purchase of an existing franchise location as an eligible business if it includes an expansion plan that is consistent with franchisor requirements.

## **Ineligible businesses:**

The following types of businesses are ineligible under the BC PNP:

- an immigration-linked investment scheme pursuant to [Immigration and Refugee Protection Regulations section 87\(5\)\(b\)](#) and as defined in *IRPR* 87(9)
- any business where the terms of investment include a redemption option pursuant to *IRPR* 87(6)(d)
- bed and breakfasts, hobby farms and home-based businesses

- pay day loan, cheque cashing, money changing and cash machine businesses
- pawnbrokers
- scrap metal recycling
- coin-operated laundries
- automated car wash operations
- businesses selling used goods (excluding collectibles, or businesses that provide value-added services such as repairs, refurbishing or recycling)
- real estate development/brokerage, insurance brokerage or business brokerage
- businesses involved in producing, distributing or selling pornography or sexually explicit products or services, or providing sexually oriented services
- any other type of business that by association would tend to bring the BC PNP or the Government of British Columbia into disrepute

Your registration will not be accepted if you propose an ineligible business.

The BC PNP may not consider registrations for businesses proposed in locations that are saturated by similar businesses. The following examples are business activities that may not offer significant economic benefit if the local market is already well-served:

- convenience stores
- DVD rental stores
- gasoline service stations
- personal dry cleaning services
- tanning salons

Under the Entrepreneur Immigration Registration, points will be awarded for your Business Concept. For detailed information on how points are assigned, please refer to the [Scoring section](#) of this Guide.

## Minimum Investment Requirements

### Eligible Investment

In order to register, you must demonstrate that you will make an **eligible personal investment** of at least \$200,000 in the proposed business.

Under the Entrepreneur Immigration Registration, points are assigned for this section according to total proposed eligible personal investment. Meeting the minimum eligible investment requirements does not guarantee that you will be invited to apply or be approved as a Provincial Nominee – only the highest-scoring registrants are invited to apply.

The minimum eligible personal investment of \$200,000 must be derived from your personal net worth.

“Eligible Personal Investment” is the minimum required investment of eligible expenditures as described below.

If you are proposing a Key Staff member, you must demonstrate that you will make an eligible personal investment of at least \$400,000. For more information, please refer to the [Key Staff Requirements section](#) below.

Typical eligible expenditures may include:

- purchase of existing business assets (including inventory) or equity to a maximum allowable amount of \$150,000
- new equipment purchases
- start-up inventory or new inventory related to an improvement/expansion plan
- leasehold improvements
- new marketing costs
- operating expenses

Total investment is not the same as **eligible personal investments** under the BC PNP. The eligibility of a proposed investment is assessed based on whether the expenditure is essential to establish and operate a new business or to purchase, improve and operate an existing business. Some investment items may not be eligible while others may be eligible with limitations. For example:

- *Purchase of an existing business:*
  - The BC PNP may consider as eligible investment the lesser of the total business purchase price or \$150,000.
  - You must commit to make an eligible investment of *at least* \$50,000 to improve, upgrade and/or expand the business.
    - Eligible investments toward improving, upgrading and/or expanding a business may include new capital purchases and equipment, leasehold improvements, introduction of new technology, job creation, etc.
    - Improvement/expansion does not include regular operating expenses such as recurring inventory, wages, rent, utilities, or maintaining the same levels of marketing or advertising expenses, legal or professional fees, business licences, etc.
    - Establishing a new location or a separate business will not be considered as an eligible improvement or expansion.

The BC PNP discourages registrants and applicants from making any investment prior to signing a [Performance Agreement](#) with the BC PNP and obtaining a valid work permit from Citizenship and Immigration Canada (CIC). Signing an agreement to purchase a business and/or making a deposit is solely at your own risk.

- *Purchase of real estate (new business only):*



The BC PNP will **not** consider real estate as an eligible investment unless you can demonstrate that the real estate is essential to the business. In which case:

- The BC PNP may consider as eligible investment the lesser of the total purchase price of the real estate or \$150,000.
  - You must make an additional eligible investment of *at least* \$50,000.
  - Eligible investment to meet the minimum \$50,000 requirement can include capital purchases and equipment, leasehold improvements, introduction of new technology, creation of new jobs, etc. It cannot include regular operating expenses such inventory, wages, rent, utilities, or business licences, etc.
- *Purchase of a business vehicle:*  
The BC PNP will **not** consider the purchase of a vehicle as an eligible investment unless you can demonstrate that the vehicle is essential to the business. In which case:
    - The BC PNP may consider as eligible investment a maximum of \$25,000 for the purchase of a business vehicle.
  - *Inventory:*
    - For the establishment of a new business:  
The BC PNP may consider a reasonable amount of start-up inventory. The reasonableness of the start-up inventory is based on the industry, type of products, and size and scope of the proposed business. No more than *three* months of start-up inventory will be eligible.
    - For the purchase and improvement/expansion of an existing business:  
The BC PNP may consider a reasonable amount of up to three months of new inventory related to the improvement and expansion plan where a new product is to be sold. The new product must be substantially different than the type of products already sold by the business.
  - *Operating expenses:*  
Operating expenses refers to regular, recurring monthly expenses such as rent, wages and salaries, utilities, etc. The BC PNP may consider eligible operating expenses in the following circumstances:
    - For the establishment of a new business: A maximum of *six* months of operating expenses.
    - For the purchase of an existing business: A maximum of *three* months of operating expenses.
    - For the establishment of a new franchise location: A maximum of *three* months of operating expenses.

Operating expenses, as recurring expenses required for the business to operate, may **not** form part of the required eligible personal investment for improvement, upgrading and/or expansion of the business.

For the purchase of an existing business:

- In addition to the purchase of the business, you must invest *at least* \$50,000 to improve, upgrade and/or expand the business.
- If the total purchase price of the business is less than \$150,000, the remaining balance of the eligible investment may be made up of other investments such as a maximum of three months of operating expenses.

For example, if the purchase price of the business is \$100,000, and you invest \$60,000 to improve and upgrade the business, the BC PNP may consider up to three months of operating expenses in addition to any other investments to make up the \$40,000 difference.

### *Ineligible Investments*

The following are not considered eligible investments:

- “Cash” and “working capital”.
- Wage payments made to yourself and your family members, if applicable.

### **Timing of your investment:**

The BC PNP will **not** consider as eligible any investment made prior to the date you are invited to apply.

*The information in this Guide is effective November 25, 2015. Please check our [website](#) to ensure you are using the current version.*



The BC PNP discourages registrants and applicants from making any investment or financial commitment prior to signing a [Performance Agreement](#) with the BC PNP and obtaining a valid work permit from Citizenship and Immigration Canada (CIC). Any investment made prior to obtaining approval and a valid work permit is solely at your risk. BC PNP offers no guarantee that your registration will be selected or that your application will be approved.

The BC PNP does not require that you sign a purchase agreement or memorandum of understanding if you are purchasing an existing business.

**External financing:**

BC PNP requires that you make the minimum eligible personal investment from your personal funds. However, you may also use external financing from a business partner or financial institutions.

If external financing is a requirement of business operations, you must identify how you will obtain the financing and how it will be applied in your proposed investment.

## Job Requirements

### Minimum Job Creation Requirements:

In order to register, you must demonstrate that you will create *at least* one permanent, new full-time equivalent job for a Canadian citizen or permanent resident of Canada in the proposed business. You must also demonstrate the likelihood of supporting long-term employment of Canadians or permanent residents of Canada in the proposed business.

Under the Entrepreneur Immigration Registration, points will be awarded for this section. For detailed information on how points are assigned, please refer to the [Scoring section](#) of this Guide.

Job creation requirements differ for applicants who proposed to include a Key Staff member. Please refer to the [Key Staff Requirements section](#) below.

A full-time equivalent (FTE) job means a position of at least 30 hours per week worked by one or more employees under continuous employment.

Independent contractors will not be considered as part of your job creation requirement – only direct employees of the proposed business will be considered. Employees must work at the primary place of business and not remotely. Employment in British Columbia is regulated by the *Employment Standards Act*. For more information, please visit: [www.labour.gov.bc.ca/esb/facshits](http://www.labour.gov.bc.ca/esb/facshits).

### Determining the skill level of positions:

When determining the position(s) to be created, please refer to the [National Occupational Classification \(NOC\)](#) system.

Proposed wages for the employees must be consistent with the skill level of the positions created.

For information on average wages, please refer to information on [Work BC](#).

### Job Maintenance Requirements *(if purchasing an existing business)*

In addition to the job creation requirements listed above, if you are proposing to purchase an existing business, you must commit to maintain the number of existing jobs in the business, and pay your employee(s) a wage that is commensurate to their skill level.

Under the Entrepreneur Immigration Registration, points will be awarded for this section. For detailed information on how points are assigned, please refer to the [Scoring section](#) of this Guide.

For information on average wages, please refer to information on [Work BC](#).

Failure to maintain the number of existing jobs may result in your refusal at the nomination stage.

### Requirements at nomination stage:

In order to be approved for nomination, you must demonstrate that you have consistently employed the required number of full-time equivalent jobs for at least *six* months before submitting your [Final Report](#).

## Key Staff Requirements (if applicable)

### About Proposing a Key Staff:

If you meet the requirements below, you may propose one Key Staff member whose expertise is essential to the success of your proposed business. The Key Staff member will be eligible to apply for a work permit to work for you in B.C. during the business establishment period and may also be eligible to be nominated for permanent residence if you meet the performance expectations of your [Performance Agreement](#).

The Key Staff must demonstrate education and experience consistent with the proposed occupation in B.C. as a senior manager, professional or technical position related to the proposed business.

### Your requirements for Proposing one Key Staff:

- As the employer of the Key Staff, you must demonstrate a rationale for a Key Staff in relation to the domestic labour market - that a Canadian or permanent resident would not be able to perform the proposed duties.

If you fail to demonstrate that the Key Staff is essential to establishing or operating and expanding your business, the proposed Key Staff will be refused.

- Eligible personal investment:  
If you are proposing one Key Staff, you must demonstrate that you will make an eligible personal investment of *at least* \$400,000.

For the purchase of an existing business:

- The amount of eligible investment that can be applied to the purchase of an existing business is the lesser of the total purchase price or \$150,000.
- You must invest *at least* \$50,000 towards the improvement, upgrade, and/or expansion to the existing business.

- Job creation:  
If you are proposing a Key Staff, you must demonstrate that you will create *at least* three new, permanent, full-time equivalent positions for Canadian citizens and/or permanent residents of Canada.

If you are purchasing an existing business, you must maintain the number of jobs as described above, *and* create at least three new full-time equivalent positions.

### Requirements for Key Staff:

- General Requirements:
  - The Key Staff must have worked with you, the Applicant, in a senior position for at least one year out of the last three years, and have a critical skill set for the proposed B.C. business.
  - The proposed position the Key Staff will fill must fall under the [National Occupational Classification \(NOC\)](#) system as skill level 0 or A.
  - If education and work experience are not specifically identified in the proposed position in B.C., the Key Staff must possess a minimum of two-years post-secondary education.
  - The wage offered must be equal to or greater than the median for that occupation in B.C. For information on average wages, please refer to information on [Work BC](#).
- If you are invited to apply:
  - The Key Staff must demonstrate relevant experience that is transferable and essential to the proposed business in B.C.
  - The Key Staff may be required to attend an [in-person interview](#) at the BC PNP offices in Vancouver.
- In order to be approved for nomination:
  - The Key Staff must not hold any ownership of the proposed business.

- Equity ownership may be offered as part of the remuneration package but it must be specified in the employment contract, and, in which case, it must be less than 10%.
- The Key Staff must meet the requirements listed in the [General Nomination Requirements section](#) above regarding active management, residency, and admissibility.
- The Key Staff must have been performing the duties of their position as described in the [Performance Agreement](#) at the place of business in B.C.

For more information on proposing a Key Staff in your registration, please refer to the [Business Concept section](#) of this Guide.



## ***Partnership with a Co-Registrant (if applicable)***

You may choose to partner with another registrant under one business proposal.

If you are proposing to partner with a [co-registrant](#), you must provide a rationale for the business partnership and describe your business relationship with each partner.

Each co-registrant should have worked together either in the same business or demonstrate a prior business relationship.

Each co-registrant must meet the individual eligibility requirements listed in the Entrepreneur Immigration Program Guide in order to be entered into the selection pool.

Co-registrant registration scores will be adjusted to match the lowest score from each of the co-registrants.

For example:

- Two registrants may choose to partner under one business proposal and may individually score 154 and 112 under the Entrepreneur Immigration Registration. For the purposes of selecting registrants from the pool to invite them to submit applications, the partnership scores will be adjusted so that each co-registrant scores 112 points.

If the co-registrants are invited to apply, each application will be assessed separately. There is no guarantee that either or both of the co-applicants will be approved.

Each co-registrant must ensure they provide complete information on their background and work experience, their business proposal, as well as provide a rationale for partnering in the proposed business. For more information, please refer to the [Business Concept section](#) of this Guide.

If you have any questions, please refer to the [frequently asked questions](#) section on our website.

## ENTREPRENEUR IMMIGRATION PROCESS

The BC Provincial Nominee Program (BC PNP) has introduced an online registration process for individuals interested in the Entrepreneur Immigration stream.

This section of the Guide details the registration and application process with the BC PNP.

The BC PNP process involves three main steps before you can apply for permanent residence:

### 1. Preparation Before you Register

- Business research
- B.C. Regions and Regional Districts
- Purchasing an existing Business
- Online resources

### 2. Registering with the BC PNP

- Creating your Profile
- How to Register
- Scoring
- Final Scoring and the Selection Pool
- Invitation To Apply

### Review of Personal Net Worth

### 3. Applying to the BC PNP

- Submit Application
- Interview
- Performance Agreement
- Work Permit

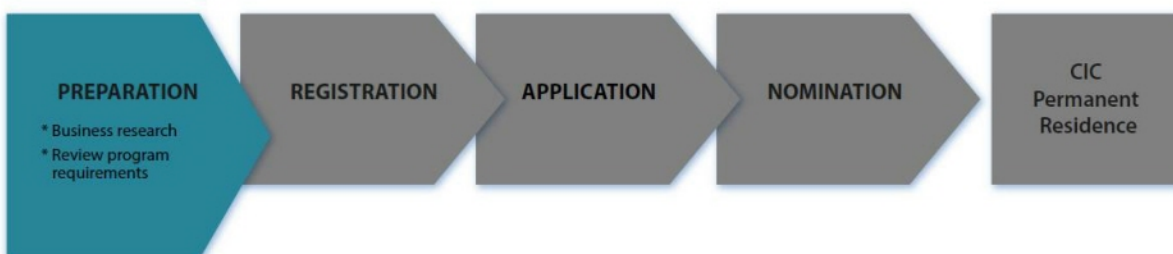
### 4. Nomination

- Arrive in B.C.
- Building your Business
- Submitting your Final Report
- Being Nominated

### After Nomination: Applying For Permanent Residence



## Preparation Before You Register



### Preparation and business research

Please take the time to carefully review the program requirements detailed in this Guide.

We encourage you to make an exploratory visit to B.C. to learn more about opportunities and the local business environment before you register.

During your visit, you can:

- investigate and evaluate potential business opportunities
- make local business contacts
- learn more about what it's like living and doing business in B.C., and gain a better understanding of our health care and education programs, housing, culture, recreation opportunities, and lifestyle

If you require a visitor visa (Temporary Resident Visa) to travel to Canada, you must apply to a Canadian visa office or online: [www.cic.gc.ca/english/information/applications/visa.asp](http://www.cic.gc.ca/english/information/applications/visa.asp).

The BC PNP will not provide a letter of support for you to obtain a Temporary Resident Visa to conduct an exploratory visit to B.C.

### B.C. Regions and Regional Districts

Each of B.C.'s regions offers different key industries, business opportunities, demographics, and lifestyle opportunities. We encourage you to explore B.C.'s regions to find the best place for you.

B.C.'s Communities: <https://tools.britishcolumbia.ca/Invest/Pages/SearchProfiles.aspx>

B.C.'s Regions: [www.welcomebc.ca/Live/about-bc/regions.aspx](http://www.welcomebc.ca/Live/about-bc/regions.aspx)

Industry Sectors: [www.britishcolumbia.ca/invest/industry-sectors.aspx](http://www.britishcolumbia.ca/invest/industry-sectors.aspx)

Reference Maps: [www.bcstats.gov.bc.ca/statisticsbysubject/geography/referencemaps/rds.aspx](http://www.bcstats.gov.bc.ca/statisticsbysubject/geography/referencemaps/rds.aspx)

### Purchasing an Existing Business

If you are interested in purchasing an existing business in British Columbia, you must conduct your own due diligence to determine whether the business meets eligibility requirements.

The BC PNP discourages potential registrants and applicants from making any investments or financial commitments prior to signing a [Performance Agreement](#) with the BC PNP and obtaining a valid work permit from Citizenship and Immigration Canada. Any investment made before you obtain a valid work permit is solely at your own risk. The BC PNP does not guarantee that your registration will be selected or that your application will be approved.

## Online resources

You may also want to explore the following online resources to learn more about our province:

[Welcome BC](#): Learn about living, investing, working and studying in B.C. as an immigrant to Canada.

[Small Business BC](#): This resource centre has information, products, services and support for entrepreneurs at every stage of business development.

[Trade and Invest BC](#): Learn about the many opportunities to invest in high growth businesses, discover B.C.'s innovation clusters, connect to B.C.'s businesses and communities, and explore B.C.'s unique lifestyle.

[Doing Business in British Columbia](#): A detailed guide on how to establish a business in B.C. as well as information you may want to consider before you develop your business concept.

[Hello BC](#): British Columbia's official tourism website, with suggestions on things to see and do, places to stay and information on how to get around.

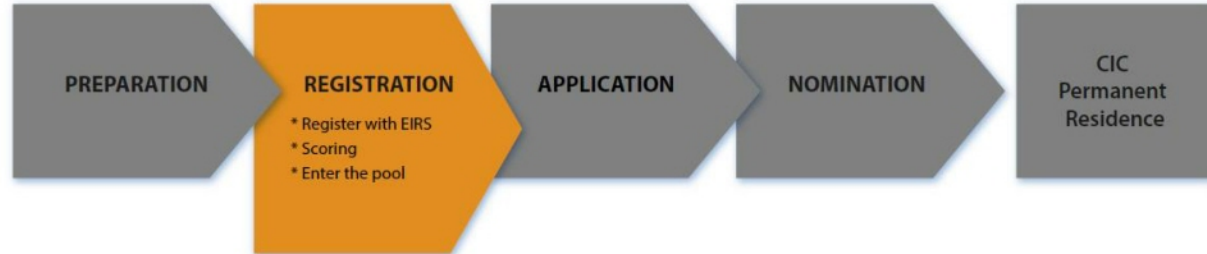
[BCEDA](#): Learn more about the role of economic development in the regions. You may refer to the directory of BCEDA members for specific industry information for a particular B.C. community:

[www.bceda.ca/content/members](http://www.bceda.ca/content/members).

You may also refer to the Business Improvement Association of BC website at [www.bia.bc.ca/index.php](http://www.bia.bc.ca/index.php), and the B.C. Chamber of Commerce website at <http://bccc.bcchamber.org/list/mapview?c=189>.



## Registering with the BC PNP



### What is the Entrepreneur Immigration Registration?

The Entrepreneur Immigration Registration is an online registration process that is the first step to immigrating to British Columbia as an immigrant entrepreneur. As it is a points-based system, you will receive a score based on the information you provide.

Your score will determine whether you will receive an invitation to apply under the BC PNP Entrepreneur Immigration stream.

### How does it work?

You must create an online profile and complete all of the sections, including a short business concept.

You will automatically be assigned points for each section when you submit your registration, except the Business Concept section. Your responses to the [Business Concept](#) section will be scored by the BC PNP within four weeks. The BC PNP will verify the scoring in all sections to finalize your registration score.

If you meet the minimum points requirement for each of the sections, you will be entered into a selection pool. You will remain in the pool for a maximum of six months.

Periodically, the BC PNP will invite the highest-scoring registrants to apply. More information about the invitation to apply process can be found in the [Invitation to Apply section](#) below.

Please carefully review the program requirements before completing your registration.

### What else should I know?

- The BC PNP reserves the right to make changes to the Entrepreneur Immigration Registration without prior notice, including changes to the score grids, the minimum total required in each section, the expiry of registrations in the selection pool, and the number and frequency of registrants invited to apply. Please check our [website](#) to ensure you are using the most up-to-date version of this Guide.
- A registration into the Entrepreneur Immigration Registration is **not** an application to the Entrepreneur Immigration stream or a guarantee that you will be invited to submit an application.
- There is a non-refundable registration fee of \$300.
- The BC PNP will only accept a maximum of 200 registrations per month.
- You do not need to submit attachments with your registration, unless you are using the services of an immigration representative. If you choose to use the services of an immigration representative, you must upload a scanned copy of the [Use of a Representative form](#) available on our website.
- You are not able to make changes or edit any information once the registration is submitted.

- Your registration is valid for six months from the date you receive your total registration score. If you do not receive an invitation to apply before your registration expires, it will no longer be valid. You may then create and submit a new registration.
- The number of invitations and frequency of draws will be determined by the BC PNP's processing capacity and is subject to change. Please check our [website for information on the most recent invitations](#).
- Your registration will be assessed according to the program requirements applicable at the time of submitting your registration.
- The BC PNP will verify the information you provide in your registration and may adjust your score if necessary.
- We may refuse your application if the information in your registration is materially different from what you submitted in your application.

### **Creating your Profile**

In order to register, you must create a profile with BC PNP Online. This includes your email and home address, telephone number and passport information as well as security questions and password. You will receive an email from the BC PNP asking you to confirm your email address and password.

You are responsible for updating your contact information in your profile and ensuring that it is current and up to date.

Once you have completed your profile, click on the "Entrepreneur Immigration stream" button to continue the registration process.

### **Filling out the Registration Form**

When you click on the Entrepreneur Immigration stream, you will be directed to *My Dashboard*, where you can complete your registration.

The registration requires you provide information in all sections, which are listed as tabs across the top of *My Dashboard*.

You are able to copy and paste from another program into text fields. Tables requiring numbers will automatically calculate totals.

The system will save your information when you click on any tab and when you click the "Next" or "Previous" buttons.

### **Submitting your Registration**

When you complete the submit tab, which contains the declaration and confirmation for you and your spouse, and select the "Submit this registration form", the system will calculate your section scores, based on the information you provided. The [Business Concept](#) section will be scored separately by BC PNP.

The registrant declaration in the online registration requires your consent and is the legal equivalent to your signature. As the registrant, you must ensure that you have read and understood the declaration.

If your scores in each section meet the minimum eligibility scores, you will be directed to the electronic payment system to pay the **\$300** non-refundable registration fee.

Your registration will only be submitted to the BC PNP after you have paid the registration fee. You will receive a fee payment receipt and acknowledgment.

The BC PNP will assign points to your Business Concept score and provide you with a total score within four weeks. If you are entered into the selection pool, you will receive an email notification. An update of your final registration score will appear in *My Dashboard*.

### Tips and Information

- You do not need to complete the registration in one session. You may return to your registration as often as needed. Inactive profiles and registrations will be deleted after 30 days.
- If you do not meet the minimum eligibility score, you will be directed to *My Dashboard*. Any sections where you did not meet the minimum score or sections where there was an error will be highlighted in red. You may return to the section and correct any errors.
- Information on the minimum scores is detailed in the [Scoring section](#) below.
- Once you have paid the fee, you will not be able to make any changes or edits to your registration.

If you have any questions, please refer to the [frequently asked questions](#) section of on our website.

## Scoring

Your registration will be scored based on the information you provide. The grids below outline how your score will be calculated.

Each section of the registration has a minimum eligibility score. You must meet the minimum scores in each section to be entered into the selection pool.

The maximum score available is 200.

Scoring Sections	Points
1. Experience	<b>24</b>
2. Net worth	<b>12</b>
3. Personal investment	<b>30</b>
4. Jobs	<b>36</b>
5. Adaptability	<b>18</b>
6. Business Concept	<b>80</b>
<b>TOTAL POINTS AVAILABLE</b>	<b>200</b>

## Experience

You will receive points based on your business ownership and/or senior management work experience.

You must provide details of your business/work experience **for the last 10 years**. Do not duplicate the details of your experience in both sections or during the same period of time.

- Example 1: if you owned 100% of a business but you also worked at that business as the General Manager, you may only select Business Owner-Manager Experience.
- Example 2: if you owned and operated two businesses and you also worked as a senior manager for another company, all during the same period of time, you may only list one in the experience section.

The transferability and relevance of your background to your proposed business in B.C. will be scored by the BC PNP as part of your [Business Concept](#).

The [Program Requirements section](#) of this Guide provides detailed information on business and work experience requirements.

Experience	Total Duration	Points
<b>Business Owner-Manager Experience</b>	Less than 12 months	0
	12 to 24 months	4
	25 to 36 months	6
	37 to 48 months	12
	49 to 60 months	15
	61 months or more	20
<b>Senior Manager Work Experience</b>	Less than 24 months	0
	24 to 48 months	4
	49 to 60 months	8
	61 months or more	12



The maximum score available for this section is 24.

You must score at least 8 points to meet the minimum requirements for this section.

## Net Worth

You will receive points based on your total net worth including that of your spouse or common-law partner, if applicable.

The [Program Requirements section](#) of this Guide provides detailed information on personal net worth requirements.

You will have to provide information on the following:

### *Current Assets:*

- bank deposits (e.g., personal chequing and savings accounts)
- liquid investments (e.g., stocks, bonds, term deposits redeemable/cashable within one year)
- other liquid assets (you must specify)

### *Other Assets:*

- real property (e.g., real estate, personal and commercial property ownership)
- business ownership (current value of your percentage ownership in business(es), excluding stocks held in investment portfolios that have been included under liquid investments above)
- pension funds and other assets (you must specify)

### *Liabilities:*

- real property mortgage
- other debts (e.g., personal loans, credit card debt)

Personal Net Worth		Points
Your total current assets (cash and liquid funds)	Less than \$50,000	0
	\$50,000 to \$199,999	1
	\$200,000 to \$399,999	3
	More than \$400,000	6
Your <i>total personal net worth</i> *	Less than \$600,000	0
	\$600,000 to \$799,999	1
	\$800,000 to \$1,999,999	3
	\$2,000,000 to \$4,999,999	5
	\$5,000,000 or more	6
<p>The maximum score available for this section is 12.</p> <p>* You must score at least 1 point to meet the minimum requirements for <i>total personal net worth</i>.</p>		

## Personal Investment

You will receive points based on your proposed eligible personal investment for the business.

You will be required to include proposed *total investment* and *eligible investment* for your proposed investments.

Under the Entrepreneur Immigration Registration, typical investment items are included in a pre-filled table. For any investment items that are not applicable to you, insert a “0” in the investment column and a “N/A” in the description column. You may also add investment item fields to the table by clicking “Other”.

The following sample items are provided in the pre-filled table:

- purchase of existing business up to a maximum of \$150,000 *(if applicable)*
- new equipment purchases
- start-up inventory or new inventory related to an improvement/expansion plan
- leasehold improvements
- new marketing costs
- operating expenses
- additional investment items, if necessary

The BC PNP will verify the eligibility of your proposed investment and may adjust your score accordingly.

If you are proposing a [partnership with a co-registrant](#), you must include the names of each partner with your registration.

If you intend to use external financing, you must indicate the source of the investment and the amount.

The [Program Requirements section](#) of this Guide provides detailed information on minimum investment requirements.

Eligible Personal Investment	Points
Less than \$200,000	0
\$200,000 to \$399,999	6
\$400,000 to \$999,999	20
\$1,000,000 or more	30
The maximum score available for this section is 30.	
You must score at least 6 points, or 20 points if you are proposing a <a href="#">Key Staff</a> , to meet the minimum requirement for this section.	

## Jobs

You will receive points based on your proposed job creation, and job maintenance if you are purchasing an existing business.

For the proposed business, you must identify the number of full-time equivalent (FTE) positions that will be created, and maintained.

Each registrant or co-registrant will receive points for the total number of jobs maintained. For example, if you and your co-registrant (if applicable) are proposing to purchase an existing business where there are a total of 10 jobs maintained, each registrant (yourself and the co-registrant) will each receive points for maintaining 10 jobs.

To identify the occupation and associated skill level, please refer to the [National Occupational Classification \(NOC\) system](#).

The [Program Requirements section](#) of this Guide provides detailed information on job creation requirements.

Number of FTE Job Positions Created <u>and</u> Maintained	Points
Less than 1	0
1	2
2	6
3-4	12
5-6	20
7-8	28
9-10	32
11 or more	36

The maximum score available for this section is 36.

You must score at least 2 points, or 12 points if you are proposing a [Key Staff](#), to meet the minimum requirements for this section.

In addition, you will not qualify if you do not create at least 1 FTE. If you are proposing a [Key Staff](#), you must create a minimum of 3 FTEs.

## Adaptability

You will receive points based on your self-declared adaptability factors.

Language test results or certificates are **not** required with your registration. If you are invited to apply, you may be required to provide evidence of your language proficiency.

The [Program Requirements section](#) of this Guide provides detailed information on adaptability factors.

Adaptability Factor		Points
English language proficiency	None or minimal, similar to CLB 3 and below	0
	Basic understanding, similar to CLB 4	2
	Intermediate and advanced, similar to CLB 5 and above	4
Education Level*	Less than two years of post-secondary education	0
	Two years or more of post-secondary education	3
Age	Less than 20	0
	21 – 39	3
	40 – 60	4
	61 – 64	2
	65 or older	0
Business exploratory visits to British Columbia	No	0
	Yes, 1 or more years ago	1
	Yes, less than 1 year ago	2
Canadian work experience, business experience, or studies from within Canada for at least 12 months	No	0
	Yes	5

The maximum score available for this section is 18.

There is no minimum required score for this section.

- \* If your score for Education Level is 0, you will not be eligible to register unless you have at least three years of active management experience of a business that you had 100% ownership in the last five years.



## Business Concept

You must provide a brief business concept of 1,000 words, but not exceeding 1,500 words, specific to your proposal. The Business Concept may address topics covered in other sections of your registration. Your proposed Business Concept will be scored by the BC PNP.

Your Business Concept must include an overview of the following:

- description of business and its operations
- competitive analysis
- elaboration of proposed investments, and rationale for major investment items
- human resources, including job creation/maintenance details
- your skill set and experience and an assessment of business viability under your management
- your proposed role in the business
- due diligence activities
- potential risk factors

In addition to the above, if you are purchasing an existing business, wholly or partially, please include:

- identify and describe the business, including staffing
- summarize the company's financial performance, with approximate annual revenue, net profit, and total wages paid from the past three years
- comment on business history and financial health
- explain how you established the value of the business
- provide a description and rationale of your improvement/expansion plan

If you are proposing to partner with a local or foreign businessperson or [co-registrant](#), you must provide a rationale for the business partnership and describe your business relationship with each partner.

If you are [partnering with a co-registrant](#), each co-registrant must submit their registrations within four weeks of the earliest registration. Your registration will not be accepted if your co-registrant(s) submits a registration more than four weeks after your registration is received.

If you are proposing a [Key Staff](#), you must identify the Key Staff and provide a rationale for why the Key Staff is essential to the proposed business, and describe your business relationship with the Key Staff.

Do not include general market research or statistics in your Business Concept.

Your Business Concept will be scored on the following factors:

Business Concept Factors	Points
1. Commercial Viability	28
2. Transferability of Skills	24
3. Economic Benefits	28
<p>The maximum score available for this section is 80.</p> <p>You must score at least 32 points to meet the minimum requirement for this section.</p> <p>There is no minimum required score for each of the three factors.</p> <p>Your registration will not be accepted if you propose an ineligible business.</p>	

For complete information on business requirements, including detailed explanations of factors within the Business Concept, please refer to the [Program Requirements section](#) of this Guide.

## Commercial Viability

You will receive points based on the commercial viability of your proposed business.

Commercial Viability	Points
Business model of new business <i>or</i> improvement/expansion plan	10
What is the market like?	4
Unique selling point/advantage?	4
Due diligence	4
Ownership percentage of the proposed business*	4
Potential risk factors	2
The maximum score available for this section is 28.	

\* You will receive points for ownership percentage based on the following table:

Ownership percentage	Points
100% ownership	4
67 to 99%	3
50 to 66%	2
33 to 49%	1
less than 33% ownership* must invest more than \$1 million	0

For more information on Commercial Viability, please refer to the [Program Requirements section](#) of this Guide.

## Transferability of Skills

You will receive points based on your direct experience and/or experience in related industries for the last 10 years.

*Direct experience* is defined as experience gained in the same industry and sector corresponding to the first three digits of the proposed [NAICS](#) number.

*Related experience* is defined as experience gained in a similar industry operating in a related business line as the proposed business.

Transferability of Skills	Points
Business experience <i>only</i>	24
Work experience <i>only</i>	14
Language ability (bonus)	2
The maximum score available for this section is 24.	

If you have business ownership **and** senior management work experience, your score will be calculated by combining your work history with the following equation:

**(Total Business experience *only* points) + (50% of points calculated from Work experience *only*)\***

**\* Unless your Work Experience Only points are greater than the combined total.**

Business experience only: How many years as an active owner-manager in a *similar business* from the last 10 years based on [NAICS](#).

<b>Business experience only</b>	<b>Points</b>
12+ months of experience in an unrelated industry	2
12 months or less of direct experience or 12 to 36 months of related experience	5
13 to 24 months of direct experience <b>or</b> 37+ months of related experience	8
13 to 24 months of direct experience <b>and</b> 37+ months of related experience	10
25 to 36 months of direct experience	12
25 to 36 months of direct experience <b>and</b> 37+ months of related experience	14
37 to 60 months of direct experience	17
37 to 60 months of direct experience <b>and</b> 37+ months of related experience	21
61+ months of direct experience	24

Work experience only: How many years in a similar position as a *senior manager* from the last 10 years (without ownership or less than 10% ownership) based on [NAICS](#).

<b>Work experience only</b>	<b>Points</b>
12+ months of experience in an unrelated industry	2
12 months or less of direct experience or 12 to 36 months of related experience	4
13 to 36 months of direct experience <b>or</b> 37+ months of related experience	6
13 to 36 months of direct experience <b>and</b> 37+ months of related experience	8
37 to 60 months of direct experience	10
37 to 60 months of direct experience <b>and</b> 37+ months of related experience	12
61+ months of direct experience	14

For more information on Transferability of Skills, please refer to the [Program Requirements section](#) of this Guide.

## **Economic Benefits**

You will receive points based on the potential to add economic benefits to British Columbia.

<b>Economic Benefits</b>	<b>Points</b>
Identify a factor under Key Sector <b>and/or</b> Significant Economic Benefit	16
Location based on B.C. Regional District	12
The maximum score available for this section is 28.	

If your Business Concept identifies at least 1 factor under Key Sector **or** Significant Economic Benefit, you will receive 10 points.

If your Business Concept identifies at least 1 factor under Key Sector **and** Significant Economic Benefit, you will receive 16 points.

For more information on Economic Benefits including a list of Key Sectors and Significant Economic Benefits, please refer to the [Program Requirements section](#) of this Guide.

## **Location based on B.C. Regional District**

Points are awarded for the location of the proposed business based on the population sizes of B.C.'s Regional Districts. For up-to-date population statistics, please refer to the [Highlights and Summary Table](#).

<b>Location based on B.C. Regional District</b>	<b>Points</b>
More than 500,000 people	0
200,000 to 500,000	1
100,000 to 200,000	3
70,000 to 100,000	6
60,000 to 70,000	8
35,000 to 60,000	10
Less than 35,000 people	12

<b>Regional district</b>	<b>Population</b>	<b>Regional district</b>	<b>Population</b>
Greater Vancouver	2,474,123	East Kootenay	58,059
Capital	372,463	Columbia-Shuswap	51,789
Fraser Valley	288,682	Strathcona	44,869
Central Okanagan	189,289	Squamish-Lillooet	41,496
Nanaimo	152,518	Bulkley-Nechako	40,387
Thompson-Nicola	133,270	Kitimat-Stikine	39,169
Fraser-Fort George	93,645	Alberni-Clayoquot	30,876
North Okanagan	82,783	Kootenay-Boundary	30,307
Cowichan Valley	82,407	Sunshine Coast	29,584
Okanagan-Similkameen	81,940	Powell River	19,921
Peace River	66,321	Skeena-Queen Charlotte	18,165
Comox Valley	64,639	Mount Waddington	11,523
Cariboo	63,111	Northern Rockies	6,032
Central Kootenay	60,013	Central Coast	3,240
		Stikine	681

*BC Stats 2014 Sub-Provincial Population Estimates*



## Final Scoring and the Selection Pool

The BC PNP will assign scores to your Business Concept and calculate your final score.

If you qualify for the selection pool, you will receive an email confirmation from the BC PNP.

- You will be able to view your final registration score, including scores for each section in *My Dashboard*.
- Registrations that meet the minimum points total in every section will be entered into the selection pool.
- Registrations that qualify for the selection pool are valid for up to six months from the date you receive your total registration score.
- If you are not invited to apply to the BC PNP within six months of qualifying, your registration will expire. At that time, you may submit a new registration to the BC PNP.
- Registrants may only have one active BC PNP registration at any given time.
- If you are proposing a [partnership with a co-registrant](#), the total score of the lowest-scoring registrant(s) will be applied to all co-registrants.

## **Invitation To Apply**

### **Ranking**

If you have entered the selection pool, your final registration score will be ranked along with other registrants. Periodically, the BC PNP will invite the highest-scoring registrants to apply to the Entrepreneur Immigration stream.

In the event of a tie, registrants will be ranked according to the scores in the individual sections in the following order:

1. Business Concept
2. Eligible Personal Investment
3. Job Creation
4. Business/Work Experience

### **Invitations to apply**

If you are invited to apply to the Entrepreneur Immigration stream, you will receive an email notification including:

- your BC PNP Entrepreneur Immigration file number
- instructions on how to complete the BC PNP Entrepreneur Immigration application
- list of qualified suppliers for the verification of your net worth
- timelines for application submission.

Registrants who are invited to apply will have up to four months from the date of invitation to submit a complete application. This allows you time to finalize your business plan and obtain a verification report of your net worth from a qualified supplier.

Note: If you are invited to apply, your registration will be removed from the selection pool.

The number and frequency of invitations to apply is based on annual nomination allocations and the BC PNP's processing capacity to ensure timely processing of applications.

The BC PNP may refuse your application if the information in your application is materially different from your registration.

### **What if I am not invited to apply?**

Registering does not guarantee that you will be invited to apply. The BC PNP will only invite the highest-scoring registrants from the selection pool.

You may wish to improve your score by developing a new business concept or improving your adaptability. You may also submit a new registration with a new fee.

### **Invitation to Apply**

Information about invitations to apply, including date, number of invitations issued and minimum ranking scores, will be posted in the [Invitation to Apply](#) section of our website.

## REVIEW OF PERSONAL NET WORTH

You will need to engage qualified supplier to review your personal net worth and accumulation of funds in order to submit an application to the BC PNP.

### What is a Qualified Supplier?

A qualified supplier is a professional chartered accounting services supplier, who is qualified by the BC PNP, that will complete a verification report of your personal net worth. The list of qualified suppliers and instructions is included with the invitation to apply.

### How does it work?

You must enter into an agreement with a BC PNP-qualified supplier to complete a review of your personal net worth. You are responsible for all costs associated with this service.

You must have a BC PNP file number before you can engage a qualified supplier.

The qualified supplier will review your personal net worth claims and your accumulation of funds through an analysis of your supporting financial documentation. The qualified supplier will produce a report of your personal net worth and its legal accumulation. The report will outline how much of it is verifiable, and whether there are any concerns that will require further investigation. The qualified supplier may contact you to request additional information.

When the review is complete, the qualified supplier will send you and the BC PNP a copy of the report.

### What will I need to provide?

You must provide the qualified supplier with a completed Citizenship and Immigration Canada [Schedule 4A Personal Net Worth form](#), including the Section J - Accumulation of Wealth Narrative.

You must also provide to the qualified supplier all supporting documentation identified in the [Entrepreneur Immigration Application Guide, Appendix B](#), in the [Documents](#) page of our website.

### What are the details?

The cost of obtaining a verification report will depend on which qualified supplier you choose, and the amount of time it may take to evaluate your financial documentation. The average price may range from \$3,000 to \$5,000 depending on the extent and complexity of your personal net worth.

The amount of time it takes to evaluate your financial documentation and prepare a verification report will vary. Factors such as the volume of financial documentation you provide and the processing capacity of the qualified supplier can impact the timing. The qualified suppliers are required to complete a verification report within 60 days.

### IMPORTANT

**Do not engage a qualified supplier until you have received your BC PNP invitation to apply.**

The verification report will be used as part of the BC PNP application assessment process. Notwithstanding the conclusions of the net worth verification report, the BC PNP has sole discretion and responsibility to assess your BC PNP application and may request additional information, supporting documentation or clarification .

Failure to provide satisfactory evidence to verify your personal net worth and source of funds may result in the refusal of your application.

## APPLYING TO THE BC PNP



### Submitting your Application

If you received an invitation to apply, you will have up to four months to submit a complete application including a verification report of your net worth, all supporting documents and a comprehensive business plan.

For more information on submitting your application, including a Business Plan Guide, please refer to the [Entrepreneur Immigration Application Guide](#).

The BC PNP will screen your application to ensure it is complete. We may contact you to request any missing or incomplete documentation. If you do not provide the missing information within 14 calendar days, we will return your application unprocessed.

### Processing Fee

You must pay a \$3,500 non-refundable processing fee. Your spouse or common-law partner and dependent children are included in the BC PNP application fee.

If you are proposing a [Key Staff](#) member, you must pay an additional \$1,000 non-refundable processing fee.

### Application Assessment

Your application will be assessed by the BC PNP. After a review of your application, a decision will be made on whether you will proceed to the interview stage:

- you may be contacted to attend an in-person interview at our office in Vancouver
- we may offer you an opportunity to respond to any concerns regarding your application
- we may refuse your application if you have not met the minimum eligibility criteria outlined in the program requirements section of this Guide

We may refuse your application if the information in your application is materially different from what you submitted in your registration.

### Interview

If requested, you will be required to attend an in-person interview at the BC PNP offices in Vancouver. In the interview, you will be expected to describe your business/work experience and demonstrate a thorough understanding of your business plan.

A decision on your application will be based on the information you provide up to and during your interview. The BC PNP will not consider any additional or new information after your interview.

Interviews are conducted in English only.

If you are unable to communicate in English, you must obtain the services of a certified translator. This is to ensure you will be able to clearly communicate to BC PNP program staff. Certified translators may include members of the [Society of Translators and Interpreters of BC \(STIBC\)](#) or individuals who are certified court interpreters.



If you require a Temporary Resident Visa (TRV) to attend the in-person interview, the BC PNP will provide you with a letter of support for your TRV application.

### Performance Agreement

If your application is approved, you will be required to sign a Performance Agreement with the Province of British Columbia. This document outlines the performance expectations you must meet for nomination. This includes:

- type of business and location
- investment amounts and timelines
- the number and type of positions to be created for Canadians or permanent residents
- active management requirement
- residency requirements
- timeframes within which you must meet these requirements

Performance Agreements are unique to each applicant and are based on the information provided in the application, business plan, and during the interview.

**Important:** Failure to meet the performance expectations within the timeframes may result in the refusal at the nomination stage and closure of your application.

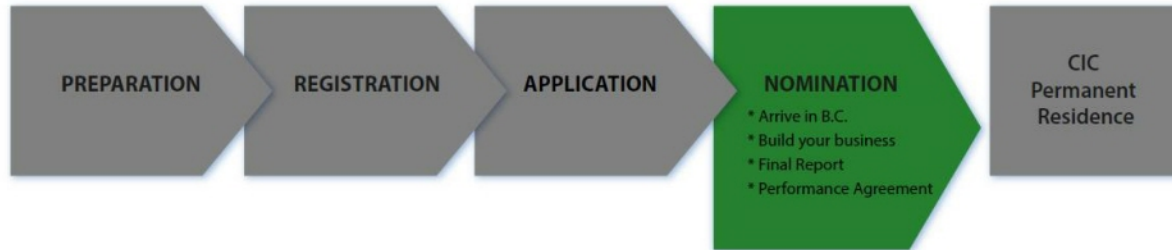
### Work Permit

If your application is approved, the BC PNP will issue you a *Letter of Confirmation* (work permit support letter) so you can apply to Citizenship and Immigration Canada (CIC) for a two-year work permit. This will enable you and your dependants to move to B.C. so you can start implementing your business plan.

A work permit is the official document issued by the Government of Canada that allows a foreign national to legally work on a temporary basis in Canada. It does not confer status on Canada. The length of the temporary work permit may vary at the discretion of CIC, but is usually two years.

For more information, please refer to the [Building Your Business in B.C. Guide](#) available on our website.

## NOMINATION



### Arrival

After you sign your [Performance Agreement](#), you must arrive in B.C. with your valid work permit within 12 months from the date of your Letter of Confirmation.

If you do not arrive to B.C. within the 12-month period from the date of your Letter of Confirmation, your file will be closed.

Within two months of arriving in B.C. with your valid work permit, you must submit an Arrival Report to the BC PNP. The Arrival Report provides basic information about your updated contact information, your work permit, and whether you transferred the requisite funds into a financial institution in B.C.

### Building your Business

Once you arrive in B.C. with your valid work permit, you will have up to 20 months to implement your business plan, actively manage your business, and satisfy the performance expectations of your signed Performance Agreement.

You may refer to the list in the [Building Your Business in B.C. Guide](#) for resources to assist you in starting your business and your transition to Canada.

### Final Report

You must submit a Final Report to the BC PNP between 18 to 20 months after you arrive in B.C. with your valid work permit.

The "Final Report" is the form and supporting documents that you must submit in order to be considered eligible for nomination. The documentation outlines all of the performance expectations and terms and conditions you must complete.

In your Final Report, it is your responsibility to demonstrate to that you have met the performance expectations described in your signed Performance Agreement.

The BC PNP will review and evaluate your Final Report, and may at its discretion, request additional information and/or conduct a site visit at your B.C. business.

The BC PNP will not permit you to submit more than one Final Report.

For more information, please refer to the [Final Report Guide](#) in the [Documents](#) page of our website.

### Nomination

If you are nominated, the BC PNP will issue you a "Confirmation of Nomination" as a Provincial Nominee.

The nomination will allow you and your dependent family members to apply for permanent residence to CIC under the Economic Class for Provincial Nominees.

If you fail to meet the performance expectations of the Performance Agreement during the mandatory timeframes, your application may be refused at the nomination stage and your file will be subsequently closed.

Refunds will not be issued.

## After Nomination and Applying for Permanent Residence

After you have been approved as a Provincial Nominee, you may then apply for permanent residence to [Citizenship and Immigration Canada \(CIC\)](#) under the Provincial Nominee class.

CIC will assess that you meet the [security and admissibility](#) to be issued permanent residence to Canada, including medical and security checks.

CIC may review additional information related to your application and ensure **you continue to meet the conditions of your Performance Agreement such as continuing to actively manage your business.**

**IMPORTANT:** Even if the BC PNP nominates you for permanent residence under the Provincial Nominee class, the Province has no decision-making authority or discretion as to whether or not CIC will grant you permanent residence status in Canada. CIC has the final decision-making authority on whether to issue you a permanent resident visa.

If CIC approves your application, you will be issued a [permanent resident visa to live and work in Canada](#).

For more information on applying for permanent residence please visit [CIC's website](#).

For more information about processing times for applying for permanent residency, please visit [CIC's website](#).

### Work Permit Extension

If your work permit is due to expire within three months and you continue to meet the conditions of your nomination, you must [contact the BC PNP](#) to request a support letter to extend your work permit.

The BC PNP may request evidence to confirm you continue to meet the conditions of your nomination. The BC PNP will then issue you a support letter to extend your work permit so you can apply to CIC for a work permit.

For more information about processing times for applying for a work permit, please visit [CIC's website](#).



## Using a Representative

You do not have to use a representative – such as an immigration consultant or lawyer – to apply to the BC Provincial Nominee Program (BC PNP). The program is designed for you to be able to complete the process on your own.

All BC PNP registrations are scored under the same criteria, and, if invited to apply, the BC PNP assesses all applications equally, regardless of whether they were prepared with the assistance of a representative. Your registration or application will not receive special attention, faster processing, or a more favourable outcome if it was submitted using the services of a representative.

Some people choose to use a representative to provide immigration advice or offer assistance with the application process. If you pay someone to act as your representative, they must meet the requirements for authorized representatives stated below.

### Who is an authorized representative?

If you are using a third-party representative to help you prepare and submit your application to the BC PNP, they must follow federal legislation requiring that all paid immigration representatives meet the definition of an “authorized representative.” Authorized representatives are:

- immigration consultants who are full members in good standing of the [Immigration Consultants of Canada Regulatory Council](#)
- lawyers who are members in good standing of the [Law Society of BC](#) or another law society in Canada and students-at-law under their supervision
- notaries who are members in good standing of the [Chambre des notaires du Québec](#) and students-at-law under their supervision

### Unpaid immigration third parties

You can also use the services of an unpaid third party, such as a family member, friend, or a member of a non-governmental or religious organization, to act on your behalf.

The BC PNP only considers third-party representatives as unpaid if they **do not charge fees or receive any other compensation or benefit** for providing immigration advice or related services.

### Submit a representative form

If you are using an authorized or unpaid representative to help you prepare your application to the BC PNP, you must submit the following disclosure consent forms for third-party representatives:

- [Use of a Representative form](#)

By completing the BC PNP's Authorized Representative Form, you have legally authorized the person on the form (such as an immigration consultant, lawyer, friend or family member) to communicate details about your registration and/or application with the BC PNP on your behalf. This includes submitting your registration and application, submitting payment, submitting supporting documents and discussing details of your file with program staff.

**The legal declaration in the online registration or application is your legal signature. If your representative enters the registration or application on your behalf, you should review the information provided as you will be legally responsible for the accuracy of the form contents.**

BCPNP Online uses your personal email as the unique personal identifier for your client profile. The email and contact information in the authorized representative form will be associated with your registration in the system, and application, if applicable, and can be used by PNP staff for communication and due diligence in the application assessment process.

PNP staff can also contact you directly to discuss your application.

You may only have one third-party representative for your application at any given time. If you wish to change your representative during the BC PNP application process, you must submit a new [Use of a Representative Form](#) allowing the BC PNP to disclose information to a different third-party.

If you wish to remove your representative during the BC PNP application process, you must notify the BC PNP in writing (by email or a signed letter).

### **Beware of immigration fraud and scams**

We encourage you to protect yourself from immigration fraud and scams. Learn more about [protecting yourself from fraud](#).

## **Cancelling your Registration or Application**

If you choose to cancel your registration or application, please [contact the BC PNP](#). Refunds will not be issued.

You may submit a new registration after the BC PNP confirms that your registration or application was cancelled.

## **Refusal during the Application or Nomination Stage**

The BC PNP will only reconsider a decision where the applicant demonstrates that the decision was unreasonable on the basis of the program criteria and the evidence before the program advisor.

If you have questions about the reasons for the refusal decision or wish to request a reconsideration of the decision, you may contact the BC PNP Director through the Entrepreneur Immigration inbox: [en.imm@gov.bc.ca](mailto:en.imm@gov.bc.ca).

You may also submit a new registration to the BC PNP.



**BRITISH COLUMBIA PROVINCIAL NOMINEE PROGRAM  
(BC PNP)**

**ENTREPRENEUR IMMIGRATION**

**Final Report Guide and Checklist**

## **PREPARING YOUR FINAL REPORT**

### **Overview**

The Province requires you to provide evidence to demonstrate you meet the performance expectations set out in your Performance Agreement. The Final Report is used as the basis for determining whether you will be approved as a Provincial Nominee.

During the business establishment period, ensure that you closely follow and adhere to the terms and conditions outlined in your signed Performance Agreement.

Make sure you retain invoices, receipts and records that you will need to submit along with your Final Report.

### **Timing of your Final Report**

After 18 months after your Commencement Date but less than 20 months from your Commencement Date, you must submit to the BC PNP office a completed Final Report.

### **Next Steps**

A Program Advisor will review your Final Report and, if necessary, may interview you and request additional information or supporting documentation. The Program Advisor may also conduct a site visit.

The BC PNP may, at any time in the process, ask you to provide additional information or supporting documentation. Nomination under the BC PNP is at the sole discretion of the Province of British Columbia and all decisions made with respect to nominations are final.

Please note that if you are unable to demonstrate that performance expectations are not met in your Final Report and accompanying documentation (including follow-up information, or evidence from an interview and/or site visit), your application will be refused at the nomination stage, and your file will be closed.

### **Nomination**

If you are approved as a Provincial Nominee, you will receive a *Letter of Acceptance* (also referred to as a Nomination Certificate) from the Province. You may then submit your application for permanent residence to Citizenship and Immigration Canada (CIC) under the Economic classes, Provincial Nominee class.

For more information on applying for permanent residence, please visit:

[www.cic.gc.ca/english/immigrate/provincial](http://www.cic.gc.ca/english/immigrate/provincial)

**The Final Report Checklist, and Guide are included in Appendix A and Appendix B**



## APPENDIX A: FINAL REPORT CHECKLIST

You must submit all applicable supporting documentation identified in the checklist below. Check all of the applicable items listed below to confirm that they are included with your Final Report.

Items that are marked with an asterisk “\*” are explained in the Final Report Guide in Appendix B.

To speed up the processing of your report, please ensure you do the following:

- Arrange the submitted documents in the order indicated below
- Please submit double-sided photocopies
- Do not staple documents, or put them in a binder or folder
- Do not submit original documents

### 1. Applicant Personal Information

- ☐ (a) Final Report Form
- ☐ (b) Copy of your current work permit

### 2. General Terms for the Applicant (and Key Staff, if applicable)

- ☐ (a) Completed copy of CIC form, [Supplementary Information – Your travels](#)
- ☐ (b) Copy of title deed if owned or rental agreement of personal residence in B.C.
- ☐ (c) Evidence of active management\*
- ☐ (d) Copy of all the pages of your current passport\*

### 3. General Business Information

- ☐ (a) Copy of incorporation documents
- ☐ (b) Copy of business licences
- ☐ (c) Copy of trade licences and other business-specific licences (if applicable)
- ☐ (d) Copy of title deed or lease agreement for business premises
- ☐ (e) Copy of shareholders' agreement (if applicable)
- ☐ (f) Copy of shareholder registry (if applicable)
- ☐ (g) Copy of signed purchase agreement and share transfers (if applicable)
- ☐ (h) Copy of signed franchise agreement (if applicable)
- ☐ (i) Detailed list of products and/or services
- ☐ (j) Financial statements that have undergone review engagement\*

### 4. Eligible Personal Investment

- ☐ (a) Evidence of your eligible personal investment made from your personal net worth\*
- ☐ (b) Detailed breakdown of your investments with accompanying invoices and receipts\*

### 5. Job Creation

- ☐ (a) Summary of all of your current employees\*
- ☐ (b) Copy of resumes for all employees
- ☐ (c) Copy of employment offer letters accepted by employees
- ☐ (d) T4 Summary and copies employee pay stubs for the most recent 3 months\*
- ☐ (e) Most recent 6 months of CRA payroll remittances and your company's payroll records\*
- ☐ (f) Record of Employment document for each employee that has quit or was terminated\*

### 6. Reference Documentation

- ☐ (a) Copy of lists and photos of major equipment and machineries purchased\*
- ☐ (b) Photos of business premise (exterior and interior)
- ☐ (c) Copy lists, amounts and photos of inventory (final products, in process and raw materials)
- ☐ (d) Company brochure (if available)
- ☐ (e) Any other supporting documents that are relevant to your business performance evaluation
- ☐ (f) CBSA statements for import of equipment and inventory

### 7. Key Staff (if applicable)

- ☐ (a) Copy of current work permit
- ☐ (b) All items listed in section 2 above

## APPENDIX B: FINAL REPORT GUIDE

This Final Report Guide will provide additional details to the required documents listed in the Final Report Checklist. The Guide's sections will correspond to the sections from the Checklist.

Only items marked with an asterisk (" \* ") are explained.

### 2. General Terms for the Applicant (*and Key Staff, if applicable*)

#### (d) *Evidence of active management*

- You must submit evidence of your active management and participation in the operations of your business.

#### (e) *Copy of all the pages of your current passport*

- You must submit a recent photocopy of all the pages of your current passport. If your passport was issued after you arrived in B.C. with your valid work permit (within the last 20 months), please also provide a photocopy of all the pages of your previous passport.

### 3. General Business Information

#### (j) *Financial statements that have undergone **review engagement***

- Submit the most recent fiscal year-end as well as up-to-date interim financial statements that have undergone review engagement and prepared by an accountant with a professional designation. Financial statements must include balance sheets and profit & loss statements.

### 4. Eligible Personal Investment

#### (a) *Evidence of your eligible personal investment made from your personal net worth*

- Provide evidence that your eligible personal investment was made from your personal net worth. This may include bank statements demonstrating the transfer of funds from your personal account to the business account.

#### (b) *Detailed break down of your investments with accompanying invoices and receipts*

- Please include a subsection for each and every investment item you are claiming in your Final Report that corresponds with the investment items listed in your Performance Agreement such as the purchase price of the existing business, new equipment, leasehold improvements, furniture, wages, advertising, etc.\*

Each subsection must include a covering summary page that lists the individual expenses and costs for each expense item. The amounts for each expense item must add up to the investment amount for each category claimed in your Final Report. The summary page must be followed by receipts and invoices for the major expense items listed in the summary page as documentary evidence.

*For example:*

Investment item: **New Equipment**

Performance Agreement investment requirement: **\$30,000**

Amount claimed in the Final Report: **\$33,746**

Summary page would list the new equipment purchased:

1. Hydraulic lift invoice	\$8,325
2. Welding equipment receipts	\$2,870
3. CNC drill press invoice	\$15,958
4. Towing trailer invoice	<u>\$6,593</u>
	<b>\$33,746</b>

The subsequent four pages would include invoices and/or receipts for these items in the order they are listed on the summary page.

**DOs**

- Include a summary page for each investment category listed in your investment breakdown.
- Ensure you include documentary evidence such as copies of paid bills, statements, purchase orders in your name (principal Applicant) and/or company name related to major eligible investment expenditures.

**DON'Ts**

- Do NOT include invoices or receipts for less than \$1,000 unless requested to do so by the BC PNP.
- Do NOT submit your Final Report if you have not summarized the investments for each investment category.
- Do NOT submit invoices and receipts out of order.

**5. Job Creation**
*(a) Summary of all of your current employees*

- Provide a summary listing all of your current employees along with their job titles, hourly wage rates, average number of hours worked per week, the start date of the employee, the length of time worked by the employee, [NOC](#) codes, and their status in Canada.

*(d) T4 Summary and copies employee pay stubs for the most recent 3 months*

- The pay stubs or pay statements must comply with BC Employment Standards regulations. For more information, please visit: [www.labour.gov.bc.ca/esb/facshts/paying\\_wages.htm](http://www.labour.gov.bc.ca/esb/facshts/paying_wages.htm).

*(e) Most recent 6 months of CRA payroll remittances and your company's payroll records*

- You must provide a copy of payroll remittances from the Canada Revenue Agency for the most recent 6 months. For more information, please visit: [www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/pymnts/menu-eng.html](http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/pymnts/menu-eng.html).
- You must submit a copy of your company's payroll records for the past 6 months

*(f) Record of Employment document for each employee that has quit or that was terminated\**

- For more information on filing ROEs, please visit: [www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/clcltng/ei/rcrdfmplymnt-eng.html](http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/clcltng/ei/rcrdfmplymnt-eng.html).

**DOs**

- Ensure your business is complying with [BC Employment Standards regulations](#)
- Provide only required documentation unless requested by the BC PNP

**DON'Ts**

- Do NOT provide personal information of your employees without their consent
- The [Personal Information Protection Act](#) requires employers to obtain the consent of their employees when disclosing personal information. It is your responsibility as the employer to advise employees and obtain their consent.