Government of Canada
Immigration, Refugees and Citizenship Canada (IRCC)

Steps for Skilled Immigration

Express Entry Process — Federal Skilled Worker Program

Canada's primary pathway for skilled workers to obtain permanent residence is the Express Entry system. This online system is managed by Immigration, Refugees and Citizenship Canada (IRCC) and covers three federal programs: the Federal Skilled Worker Program (FSWP), the Federal Skilled Trades Program (FSTP), and the Canadian Experience Class (CEC). The steps below outline the typical process for the Federal Skilled Worker Program.

Your assigned Regulated Canadian Immigration Consultant (RCIC) will assist you through most steps of this process. However, certain steps — such as attending medical examinations — must be completed by you personally.

Step **1**

Check Eligibility and Assess Your Credentials

- Different occupations have different credential assessment bodies, usually the relevant professional association for your field. Once an assessment body confirms that your qualifications and work experience are equivalent to Canadian standards for your occupation, you will receive an Educational Credential Assessment (ECA) report.
- You must also meet the Federal Skilled Worker minimum of 67 points on the IRCC six-factor selection grid (education, language, work experience, age, arranged employment, adaptability).
- Your assigned RCIC will guide you through which credential assessment body applies to your occupation and will assist in preparing your submission, unless special steps are required to be completed by you personally.

Step **2**

Demonstrate English or French Language Proficiency

- You must take an approved language test — IELTS or CELPIP for English, or TEF/TCF for French — and achieve a minimum Canadian Language Benchmark (CLB) 7 in each of the four abilities: reading, writing, listening, and speaking.
- Once required, you will be sent study preparation materials and provided support for the process. You will be instructed on when to study and apply.
- Your assigned RCIC will submit your language results as part of your Express Entry profile on your behalf.

Step **3**

Create and Submit Your Express Entry Profile

- Once you are eligible, you must create an Express Entry profile online through the IRCC secure account portal (canada.ca). This formally registers your expression of interest in applying for Canadian permanent residence.
- Your profile is scored under the Comprehensive Ranking System (CRS), which assigns points based on your skills, education, language ability, work experience, and other factors.
- Your assigned RCIC will complete and submit the Express Entry profile on your behalf.

Step **4**

Provincial Nominee Program (PNP) — if applicable

- If you are applying for a provincial nomination, the next step is to apply to the provincial or territorial government of your choice. Each province and territory operates its own streams with different requirements and application procedures.
- A provincial nomination adds 600 points to your CRS score, which virtually guarantees an Invitation to Apply (ITA).
- Your assigned RCIC will assist you in identifying the most suitable provincial stream and will submit the nomination application on your behalf.

Step **5**

Receive an Invitation to Apply (ITA) and Submit Application

- IRCC conducts regular Express Entry draws — typically every two weeks — and issues Invitations to Apply (ITAs) to the highest-ranking candidates in the pool.
- Once you receive an ITA, you have 60 days to submit a complete permanent residence application online. Your application must include certified copies of your professional and work experience documents, certified translations where required, and all other supporting documentation.
- You will be instructed on exactly which documents are required for your specific application.
- Your assigned RCIC will compile and submit the permanent residence application on your behalf.

Step **6**

Medical Examinations and Police Certificates

- To become a permanent resident of Canada, you and your dependants must satisfy Canadian health and character requirements.
- After you submit your permanent residence application, IRCC will instruct you to complete a medical examination with a physician designated by IRCC (called a Panel Physician). All family members included in the application — including non-accompanying dependants — may be required to complete the exam.
- IRCC will also require a police certificate from every country where you have lived for six months or more in the past 10 years. This certificate must be obtained directly from the police or relevant authority in each of those countries.

> *Medical examination fees and police certificate fees are paid separately by the applicant and are not included in immigration consultant fees.*

Step **7**

Receive Confirmation of Permanent Residence (COPR)

- If your application is approved, you will receive a Confirmation of Permanent Residence (COPR) and, if required, a permanent resident visa.
- You must land in Canada before the expiry date on your COPR to activate your permanent residency.
- Upon landing, a border services officer will confirm your permanent resident status. You will receive your Permanent Resident (PR) Card by mail within a few weeks of arriving.

Important Note

Only Regulated Canadian Immigration Consultants (RCICs) licensed by the College of Immigration and Citizenship Consultants (CICC) are legally permitted to provide immigration advice and representation for a fee. Always verify that your consultant is currently licensed at register.college-ic.ca before retaining their services.