

# Rural and Northern Immigration Pilot (RNIP) Thunder Bay

## Community Recommendation Application Instructional Guide

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### *Applying for a Community Recommendation*

By submitting the candidate application form along with supporting documents, you are applying for a community recommendation with the Thunder Bay Rural & Northern Immigration Pilot (RNIP).

Candidates who receive a community recommendation will be able to apply for permanent residence under the RNIP.

Candidates must meet all eligibility criteria set by Immigration, Refugees and Citizenship Canada (IRCC) and have a [qualifying job offer](#) with an approved employer in order to be considered for a community recommendation. Thunder Bay CEDC will prioritize candidates for recommendation who are most likely to settle and reside in Thunder Bay and contribute to the local economy. Review Thunder Bay CEDC's [candidate evaluation points system](#) to learn how candidates are scored and use our [estimated points calculator](#) to estimate what your score might be on the application. Note that points estimates are not reviewed by Thunder Bay CEDC.

Candidates are selected using a pool-and-draw system in which the top scorers with all necessary documentation are considered first for a community recommendation. The highest-scoring candidate applications are validated by Thunder Bay CEDC and prepared for the Selection Committee's review. Only candidates who are being considered for a community recommendation will be notified.

Carefully review these instructions and ensure you have all necessary documents. Candidates who do not meet all of Federal eligibility criteria, or are lacking documentation to prove eligibility, will not be considered for a community recommendation. Candidates not selected for review remain in the pool and are may be selected at a later date if their ranking improves.

Applications cannot be updated or changed after they are submitted. If your circumstances change in ways that increase or decrease your score, you are encouraged to submit a new application.

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## **Document Format**

Please prepare clear scanned copies (in PDF format) of all documents and upload them separately where indicated in the application form.

Label all documents with your first and last name the type of document and number (e.g. JaneSmithWork Experience1 , JaneSmithProofofResidence1, JaneSmithEducationCredential1, etc.) Do not include any special characters (#\$!@%^&\*).

## **Document Checklist**

### Federal Eligibility Criteria

- [Schedule 1 Rural and Northern Immigration Pilot \(IMM 5911\)](#) \*\*
- [Offer of Employment to a Foreign National - Rural & Northern Immigration Pilot \(IMM 5984\)](#) \*\*
- Proof of education
- Proof of work experience (unless exempt)
- Language test results
- Proof of settlement funds or valid work permit
- Intent to reside letter

*\*\* The offer of employment and schedule 1 documents are on the Federal Government's website. If you try to open the document in a web browser, you may get an error message. To resolve this, download the file to your computer, go to the file download, right click and open in a pdf viewer.*

### Thunder Bay CEDC Community Factors

- Proof of bilingualism
- Proof of skills alignment (work experience or educational)
- Support letters from family residing in Thunder Bay
- Support letters from friends and colleagues residing in Thunder Bay
- Proof of experience living in Thunder Bay Census Metropolitan Area (CMA) or other small or rural community
- Proof of spouse's language proficiency in English or French
- Proof of spouse's qualifications (work experience or education)

## *Completing the Application Form*

Review the information and confirm your eligibility before proceeding.

### **Contact Information**

Input your contact information. If you are using an agent or representative, their contact information as well as yours must be provided.

### **Personal Information and Federal Eligibility Criteria: Proof of Settlement Funds, and Schedule 1 Form**

Input your personal information.

Unless you are already working legally in Canada, you must prove you have enough money to support yourself and any family members while you get settled in the community. You must prove you have enough money to support any family members you may have, even if they are not coming to Canada with you. The amount of settlement funds needed depends on how many people will accompany you. Learn more about [settlement funds](#) and how much will be necessary for you to show.

Indicate that you are not authorized to work in Canada but have the required settlement funds and upload a bank statement or other document that shows real property or other investments. If you do not have the minimum amount of funds necessary, you are encouraged to apply for a community recommendation at a later date when all Federal eligibility criteria are met.

If you are legally allowed to work in Canada, indicate that you have a work permit and input the expiry date. Upload your work permit.

Upload the Schedule 1 Rural and Northern Immigration Pilot (IMM 5911). Refer to the [Guide 0118 Rural and Northern Immigration Pilot](#) for instructions on completing this form.

### **Canadian Mailing Address and Status (if applicable)**

If applicable, input your mailing address and status in Canada.

### **Federal Eligibility Criteria/Community Factor: Offer of Employment**

Select the appropriate job offer type. Qualifying job offers may fall under three categories:

Type 1: Priority Occupation (20 points)

- The job offer is for a position that has been deemed a [priority occupation](#)

Type 2: French Essential Position (20 points)

- The occupation is in any skill level and any NOC code
- The job requires the use of the French language to perform the main duties

Type 3: Any other occupation (0 points)

- The occupation has not been deemed priority

- The candidate has lived in Thunder Bay for at least 2 years and is currently employed with the employer

Input the title of the job you are being offered, complete 4-digit National Occupational Classification (NOC) code of the job, corresponding skill level, and hourly wage. Review the [NOC profile](#) of the position to find the skill level.

Input your employer's information and expected start date. If you are already working in the job, input the date you started in the job.

Upload the completed Offer of Employment to a Foreign National Rural and Northern Immigration Pilot (IMM 5984). Refer to the [Guide 0118 Rural and Northern Immigration Pilot](#) for instructions on completing this form.

***Federal Eligibility Criteria: Intent to Reside***

You must plan to live in Thunder Bay over the long-term. In 2000 characters or less, tell us why you want to live and work in Thunder Bay.

***Federal Eligibility Criteria: Language Proficiency***

In order to be eligible for the RNIP, you must meet the minimum language requirement in each language ability based on the NOC category of your job offer. The minimum language requirements for each NOC category are as follows:

NOC 0 and A	CLB/NCLC 6
NOC B	CLB/NCLC 5
NOC C and D	CLB/NCLC 4

For example, if your job offer is a Skill Level 0 position, you must achieve a CLB/NCLC 6 in each ability (Reading, Writing, Listening and Speaking). If your job offer is a Skill Level B position, you must achieve a CLB/NCLC 5 in each ability (Reading, Writing, Listening and Speaking).

Use the appropriate [equivalency chart](#) to determine your CLB/NCLC language level based on your test scores.

**Points Allocation**

- Candidate exceeds required CLB/NCLC in all 4 abilities (15 points)
- Candidate exceeds required CLB/NCLC in at least 2 of the 4 abilities (8 points)
- Candidate does not exceed required CLB/NCLC in any of the 4 abilities (0 points)

You must have valid language test results that are not expired (less than two years old). If your language scores do not meet the minimum required level, or if you have taken the test but have not yet received a copy of the results, you cannot be considered for a community recommendation. You are encouraged to return to the application for a community recommendation valid language test results are obtained.

Select the type of test taken. Note that IELTS Academic test scores are not accepted; only IELTS General Training.

Indicate whether or not you have received a copy of the language test results and the date of the results (if applicable).

Indicate whether or not your language skills meet or exceed the minimum required levels for the NOC skill level of your occupation.

### ***Test Scores***

Input your language test results and upload a copy of your test results document.

### ***Community Factor: Proficiency in Both English and French***

Thunder Bay will prioritize candidates who are proficient in both Canadian official languages.

### **Points Allocation**

- Candidate is bilingual (proficiency in both English and French) (5 points)
- Candidate is not bilingual (0 points)

Indicate whether or not you are bilingual (proficient in both English and French).

### ***Bilingual Documentation (if applicable)***

We require one of the following to prove your proficiency in a second language:

- Copies of official language results (official language tests are NOT required, however, if you have completed one in the past, we will accept it); or,
- Proof that your education was instructed in one of Canada's official languages; or
- A basic interview with a committee member conducted in both English and French

If applicable, indicate how you intend to prove your bilingual language proficiency and upload the corresponding document if you selected *Language Test Results* or *Proof of Academic Instruction in English or French*.

### ***Federal Eligibility Criteria: Education***

Confirm that you have an education that is equivalent to Canadian high school at a minimum.

List your credentials. While the minimum requirement is Canadian high school equivalent, candidates are encouraged to disclose any additional education.

Upload your Canadian high school diploma, Canadian post-secondary credential, or your Education Credentials Assessment (ECA). Candidates whose credentials were earned outside of Canada must have an ECA that is less than 5 years old from an [accredited organization](#).

If you have requested your ECA but have not received it yet, you are encouraged to return to the application for a community recommendation after you receive the document.

### ***Federal Eligibility Criteria: Work Experience***

At least one year (1560 hours) of related work experience acquired within the last three (3) years is required. Review complete details on [work experience Federal eligibility criteria](#).

#### **Exemption from Work Experience for International Students**

Candidates who have recently graduated from Confederation College or Lakehead University may be exempt from the work experience criteria via the International Student Exemption.

You may be exempt from the work experience criteria if you are an international student who graduated with

1. A credential from a post-secondary program of 2 years or longer and you
  - were studying as a full-time student for the full duration of the 2+ years
  - received the credential no more than 18 months before your application for permanent residence
  - were in the community for at least 16 of the last 24 months spent studying to get your credential

or

2. A master's degree or higher and you
  - were studying as a full-time student for the duration of your degree
  - got your degree no more than 18 months before your application for permanent residence
  - were in the community for the length of your studies

If you are a recent graduate of Confederation College or Lakehead University, review the full details on the [International Student Exemption](#) to determine if you are eligible to be exempt from the work experience criteria.

Indicate whether or not you qualify for the International Student Exemption from the work experience criteria.

#### ***Federal Eligibility Criteria: Work Experience Exemption (if applicable)***

Input the information regarding the educational institution, program, graduation date, etc.

#### ***Federal Eligibility Criteria/Community Factors: Work Experience***

For candidates who do not qualify for the International student exemption from the work experience criteria, at least one year (1560 hours) of related work experience acquired within the last three (3) years is required. Review complete details on [work experience Federal eligibility criteria](#). Thunder Bay CEDC will prioritize candidates who have more than one year of work experience related to their job offer.

Candidates whom are exempt from the work experience criteria required by IRCC can still achieve points on the Community Factors evaluation if they have work experience related to their job offer.

**Points Allocation**

- Candidate has 5+ years of related work experience (8 points)
- Candidate has 4-5 years of related work experience (6 points)
- Candidate has 3-4 years of related work experience (4 points)
- Candidate has 2-3 years of related work experience (3 points)
- Candidate has 1-2 years of related work experience (1 points)
- Candidate has less than 1 year of related work experience (0 points)

Indicate how many years of work experience you have that is related to your current job offer. If you have less than one year (1560 hours) of related work experience and do not qualify for the International Student Exemption, you are encouraged to apply for a community recommendation after all Federal eligibility criteria are met.

List your related work experience and upload documentation of it. Documentation may include letters from previous employers, records of employment, contracts and job descriptions, or pay stubs that prove that the candidate performed some or all of the main duties of a position similar to the current job offer.

***Community Factor: Skills Alignment***

Thunder Bay will prioritize candidates who possess an education or work experience that aligns with their job offer. Candidates whose work experience, training, or education is required for the demands of the job they are being offered under the RNIP can obtain these points. Candidates whom are over qualified or under qualified for their job will not obtain points.

**Points Allocation**

- Candidate has qualifying education credential or work experience that aligns with the needs of the job (20 points)
- Candidate's education or work experience does not align with the needs of the job (0 points)

Candidates will need to show proof of either of the following

- Qualifying Educational Credential
  - Education that is equivalent to minimum one year Canadian college certificate and satisfies the employment requirements as described in the Government of Canada National Occupation Classification Profile for any of Thunder Bay's priority occupations
- Qualifying Work Experience
  - At least two years of cumulative paid full-time (3,120 hours) work (or the equivalent in part-time) within the past 5 years in a position where the candidate performed some or all of the main duties of a position that is similar to the current job offer. Work experience can be with multiple employers in different occupations, however, work experience acquired through self-employment is not acceptable.

You are asked to consider your education and work experience compared to the requirements of the occupation that is your current job offer. Refer to the [National Occupational Classification \(NOC\) profile](#) to determine what is reasonably required for the job.

### **Example Applicant #1**

Job Offer: Personal Support Worker (NOC 3413)

- Employment Requirements: Some secondary school education and on-the-job training or a nursing aide or health care aide college or private institutional program, or a college nursing orderly program and supervised practical training are required.
- Education: PSW 1-year certificate or other required education

The candidate has an education that meets the employment requirements for the position, therefore, the qualifications align with job offer.

### **Example Applicant #2**

Job Offer: Cook (NOC 6322)

- Employment Requirements: Completion of secondary school is usually required. Completion of a three-year apprenticeship program for cooks or completion of college or other program in cooking or food safety or several years of commercial cooking experience may be required.
- Education: Engineering Technology 2-year college program
- Work experience: 1 year part-time cooking experience

The candidate's education does not meet the requirements for the position, and the candidate does not have enough experience to meet the requirements. Therefore, this candidate's qualifications do not align with the job offer.

Indicate whether or not your education or work experience aligns with the demands of your current job offer and explain your reasoning. Thunder Bay CEDC reserves the right to determine these points based on the employment requirements of your job offer compared to your work experience and/or education as well as other factors.

### ***Community Factor: Family in Thunder Bay***

Thunder Bay will prioritize candidates who have family (sibling, parent, grandparent, child, cousin, aunt or uncle) within Thunder Bay who is a Permanent Resident or Citizen; and has lived in the community for minimum of two (2) years. If the candidate's spouse has family in Thunder Bay, those family members will also qualify.

### **Points Allocation**

- Candidate has 4 eligible family members (8 points)
- Candidate has 3 eligible family members (5 points)
- Candidate has 2 eligible family members (3 points)
- Candidate has 1 eligible family member (2 points)
- Candidate has no eligible family members (0 points)

Indicate how many qualifying family members you have residing in Thunder Bay and upload support letters. Support letter(s) written by family members must include their name, residency status, relationship history, contact information, and description of how they will assist the candidate with settlement in Thunder Bay.

One (1) letter is required per family member to achieve maximum points.

***Community Factor: Other Connections to the Community***

Thunder Bay will prioritize candidate who have non-family (eg: friends or colleagues) within the Thunder Bay who are a Permanent Resident or Citizen and has lived in the community for minimum of two (2) years.

**Points Allocation**

- Candidate has 4 eligible connections (4 points)
- Candidate has 3 eligible connections (3 points)
- Candidate has 2 eligible connections (2 points)
- Candidate has 1 eligible connection (1 points)
- Candidate has no eligible connections (0 points)

Support letter(s) written by friends or colleagues including their name, residency status, relationship history, contact information, and description of how they will assist the candidate with settlement in Thunder Bay.

One (1) letter is required per friend or colleague to achieve maximum points.

***Community Factor: Residence in Thunder Bay***

Thunder Bay CEDC will prioritize candidates who are familiar with living in Thunder Bay or have experience living in a small or rural community. Thunder Bay CMA includes: Oliver-Paipoonge, Shuniah, Neebing, Conmee, O'Connor, Gillies and the Fort William First Nation.

If you have experience living in another small or rural community, the community must have a population of less than 250,000 people and be located more than 100 kilometres from a large and densely populated urban area.

**Points Allocation**

- Candidate has resided in Thunder Bay for 5+ years (16 points)
- Candidate has resided in Thunder Bay for 4-5 years (13 points)
- Candidate has resided in Thunder Bay for 3-4 years (10 points)
- Candidate has resided in Thunder Bay for 2-3 years (7 points)
- Candidate has resided in Thunder Bay for 1-2 years (5 points)
- Candidate has resided in Thunder Bay for 6 months to 1 year (3 points)

- Candidate has resided in a community with a population of less than 250,000 people and more than 100 kilometres from a large and densely populated urban area for a minimum of 6 months (3 points)
- Candidate has not resided in a small or rural community for a minimum of 6 months (0 points)

Indicate whether or not you currently reside, or have previously resided, in Thunder Bay or another small community for at least six months.

If you have experience living in Thunder Bay or other small community, upload two documents that are dated the appropriate time period apart to prove that you have lived in that community for the length of time you have indicated. The documents can be anything that is an official piece of mail or record with your full name, date and local address. For example, utility bills, financial statements, driver's licenses, mail or records from your college or university, any Canadian government mail.

#### **Example Applicant**

An applicant claims to have lived in Thunder Bay for 2-3 years provides the following documents:

- Bank Statement with full name, local address and date of January 15, 2019 (or earlier)
- Government mail with full name, local address and date of February 1, 2022 (or later)

This shows that the applicant has resided in Thunder Bay with a local address for a period of 2+ years.

#### ***Family Status***

Indicate your marital status and the total number of people in your family who intend to immigrate with you. This number should include yourself, your spouse, and any children (not parents or siblings). If you have children who were born in Canada, they are not considered accompanying family members.

#### ***Community Factor: Spouse – Language Proficiency (if applicable)***

Thunder Bay will prioritize candidates whose spouses are proficient in either English or French.

#### **Points Allocation**

- Candidate's spouse is proficient in either English or French (2 points)
- Candidate's spouse is not proficient in either English or French (0 points)

We require one of the following to prove your spouse's language proficiency:

- Copies of official language results (official language tests are NOT required, however, if your spouse has completed one in the past, we will accept it) or,
- Proof that the spouse's education was instructed in one of Canada's official languages, or
- A basic interview with a committee member conducted in both English and French

Indicate whether or not your spouse has language proficiency and how you can prove it. Upload the required documentation or provide your spouse's contact information for Thunder Bay CEDC to arrange an interview over the phone or videoconference.

***Community Factor: Spouse – Qualifications (if applicable)***

Thunder Bay CEDC will prioritize applicants with a spouse whose education or work experience aligns with the employment requirements of at least one of Thunder Bay's [priority occupations](#). View the [NOC profile](#) of any occupation to determine if your spouse's qualifications align with any priority occupations.

**Points Allocation**

- Candidate's spouse has qualifying work experience or education (2 points)
- Candidate's spouse does not have qualifying work experience or education (0 points)

Indicate whether or not your spouse is qualified for any of the jobs on the priority occupations list. Identify which occupation(s) by NOC code are in alignment with your spouse's education or experience and upload documentation of the education or work experience.

Proof of education or work experience may include letters from previous employers, records of employment, contracts and job descriptions, or pay stubs that prove that the candidate performed some or all of the main duties of a position similar to any priority occupation.

An Educational Credential Assessment (ECA) is not necessary to prove the spouse's education. Copies of diplomas, degrees, or certificates are acceptable, however, all documents submitted must be translated to English or French.

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Upon submitting your application for a community recommendation, print or save the confirmation page and record your confirmation number. Your final score (%) and confirmation number are indicated at the bottom of the page.

***What happens next?***

Candidates are selected using a pool-and-draw system in which the top scorers with all necessary documentation are prioritized. The highest-scoring candidate applications are validated by Thunder Bay CEDC and prepared for the Selection Committee's review. Only candidates who are being considered for a community recommendation will be notified.

Candidates not selected for review remain in the pool and are eligible to be selected at a later date if their ranking improves. Applications will not be considered if they are incomplete and/or do not meet federal eligibility criteria.

Applications cannot be updated or changed after they are submitted. If your circumstances change in ways that increase or decrease your score, you are encouraged to submit a new application.