

Newfoundland and Labrador Provincial Nominee Program

International Graduate Entrepreneur Category

APPLICATION
GUIDE



Newfoundland
Labrador

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This document is available in alternate format upon request.

Introduction

The Newfoundland and Labrador Provincial Nominee Program (NLPNP) is an immigration program that is administered by the province of Newfoundland and Labrador. It operates under the Canada-Newfoundland and Labrador Immigration Agreement with the federal Department of Immigration, Refugees and Citizenship Canada (IRCC). It allows Newfoundland and Labrador to nominate applicants to the federal government for permanent residency under these categories: Skilled Worker, Express Entry-Skilled Worker, International Graduate, International Entrepreneur, and International Graduate Entrepreneur.

The goal of the NLPNP is to help the province address its labour market needs via immigration from other countries. If an individual meets the criteria and eligibility requirements for one of the categories, the province will support that individual's application for permanent residency to IRCC. Provincial nominees must settle in Newfoundland and Labrador and have sufficient ability to communicate in either English or French. Depending upon the program category in which an application is submitted, specific financial and other criteria will apply.

The International Graduate Entrepreneur Category of the NLPNP is designed to provide a pathway for individuals who have graduated from Memorial University of Newfoundland (MUN) or College of the North Atlantic (CNA) after at least two (2) years of full-time study; have started or acquired a business in Newfoundland and Labrador, including actively operating and managing it for at least one (1) year; and who intend to settle permanently in Newfoundland and Labrador.

This category is designed to attract emerging entrepreneurial talent to the province. Established entrepreneurs and senior business managers may be eligible to apply for nomination through the International Entrepreneur Category.

There are four (4) steps an applicant must follow in this program:

- 1 Expression of Interest (EOI)
- 2 Invitation to Apply (ITA)
- 3 In-Person Interview and Nomination
- 4 Apply for Permanent Residence

Each of these steps is described in clear detail on the following pages.

Disclaimer: The NLPNP is an immigration recruitment and selection program that allows the Government of Newfoundland and Labrador to nominate individuals to the federal government who can meet provincial labour market and economic needs and who intend to permanently establish themselves in Newfoundland and Labrador. A nominee, along with any dependents, approved under this program may become permanent residents of Canada following approval by the Government of Canada. This category is part of an economic immigration program and is not intended to be used for family reunification, protected persons, or humanitarian or compassionate reasons.

The NLPNP and its categories are dependent upon application volumes and labour market needs.

The NLPNP and stream criteria may change without notice.

The NLPNP reserves the right to close or suspend application intake for any NLPNP category at any time.

Regardless of when an application was submitted, the Office of Immigration and Multiculturalism (OIM) may decline to consider applications in closed or suspended streams or categories.

If application criteria or forms are updated or if there are changes to the NLPNP or its streams or categories including closure or suspension of a stream or category, you will find the most current information at www.nlimmigration.ca.

Applications may be assessed with the most current criteria irrespective of the date of submission of an application.

By submitting an application, you agree and acknowledge that OIM is not obligated to assess or process any application submitted.

Applications to the NLPNP are treated as an indication of interest, and may be processed at OIM's discretion, in a manner that will best support the goals of the NLPNP.

The decision to process applications can depend on the following factors: application volumes, quality of the application, labour market information, occupational supply and demand forecasting, and/or any other factors as determined by OIM.

By submitting an application to the NLPNP you agree and acknowledge the decision whether to assess or process any application, and the outcome of that assessment or processing is at OIM's sole discretion.

You also agree and acknowledge that meeting NLPNP basic eligibility requirements does not guarantee nomination or that your application will be assessed or processed.

At the time of application to Immigration, Refugees and Citizenship Canada (IRCC), you must meet all IRCC criteria for permanent residency and supporting documents must be valid. Please review the following website for additional criteria: <https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/provincial-nominees/after-apply-next-steps.html>

You also agree and acknowledge that a nomination from OIM does not guarantee that a permanent resident visa will be issued, and that OIM is not responsible for any processes or decisions of IRCC.

Misrepresentation: If it is found that any person included in or associated with the application, including but not limited to the Expression of Interest (EOI), has misrepresented or intentionally omitted material information in the course of applying to the NLPNP that is relevant to the application, the Expression of Interest or the decision to nominate, the applicant will be refused for misrepresentation, regardless of their ability to meet any or all of the eligibility requirements. Any person refused by the OIM for misrepresentation is unable to submit an EOI or apply to the NLPNP for a period of five (5) years.

Withdrawal of Application: Other than in the case of suspected or actual misrepresentation, an applicant may withdraw their application at any time prior to nomination without penalty.

The International Graduate Entrepreneur Category is a pilot project and is subject to change. Category changes will be communicated on our website: www.nimmigration.ca.

Fees

There is a provincial application fee for the International Graduate Entrepreneur category (for the principal applicant and associated partners). Please refer to the website for the current fee structure. The provincial application fee is subject to change without notice. There may be fees associated with obtaining and preparing the required documents for this category (e.g., education credentials, language testing, translations, financial reports, etc.).

You are responsible for any and all costs associated with travel to Newfoundland and Labrador for the exploratory visit and in-person interview. In addition, you (and associated partners, if applicable) must pay all required Government of Canada immigration fees when you submit your application to IRCC for the work permit as well as for permanent residence.

Use of a Representative

If you are using a paid immigration representative to conduct business on your behalf with the Province of Newfoundland and Labrador, that individual must be either:

- An immigration consultant who is a member in good standing of the Immigration Consultants of Canada Regulatory Council (ICCRC); or
- A lawyer or paralegal who is a member in good standing of a Canadian Law Society or a student-at-law under their supervision; or
- A notary public who is a member in good standing of the Chambre des notaires du Québec or a student-at-law under their supervision.

WARNING:

Payment to an individual who is not regulated as above offers no legal opportunity for complaint and is strongly discouraged by the Office of Immigration of Multiculturalism (OIM).

If you are using a paid representative to assist you with your application, you will need to complete the Use of Representative Form.

Definitions of Dependent and Relative

For the purposes of the Newfoundland and Labrador Provincial Nominee Program (NLPNP), family members eligible to be included in an application for nomination for permanent residency are called “**dependents**” and include:

- Spouse (legal marriage),
- Common-law partner¹ of at least one (1) year, and
- Dependent children: daughters and sons, including adopted children, who:
 - are under the age of 22 and do not have a spouse or common-law partner;
 - are 22 years of age or older and have depended substantially on the financial support of the parent since before the age of 22 and are unable to be financially self-supporting due to a physical or mental condition

For the purposes of the International Graduate Entrepreneur Category a relative is defined as a:

- parent;
- grandparent;
- brother/sister;
- aunt/uncle;
- niece/nephew;

of yours, or, if it applies, your spouse or common-law partner.

1 You are a common-law partner either of the opposite sex or same sex if you have been living together in a conjugal relationship for at least one year in a continuous, non-interrupted 12-month period. If you have maintained a conjugal relationship for at least one year but have been prevented from living together or marrying, you may be considered common-law after providing evidence there was a satisfactory reason you could not live together. In either case, you will need to provide a Statutory Declaration of Common-Law Union [IMM 5409] available at <https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5409e.pdf>.

Eligibility Criteria for the Principal Applicant

To qualify, an applicant must:

- Be at least 21 years of age;
- Provide a business continuity plan with supporting financial documentation verified by a recognized third-party professional service (applicants are solely responsible for payment of associated fees related to obtaining these documents);
- Have completed a degree or diploma after at least two (2) academic years of full-time, in-person study at Memorial University or College of the North Atlantic with the degree or diploma having been completed within two (2) years of submission of the Expression of Interest;
- Have a valid post-graduate work permit;
- Want to live permanently in Newfoundland and Labrador while owning and actively managing a local business that has the potential to create significant economic benefit to Newfoundland and Labrador;
- Have at least one (1) year's continuous experience actively managing and owning the current business (33.3 per cent minimum ownership);
- Demonstrate ability to create at least one full-time equivalent job for the local population (permanent residents and Canadian citizens);
- Demonstrate that the business is a for-profit entity with the primary purpose of earning profits through the sale of goods and/or services;
- Have a score of at least seven (7) on the Canadian Language Benchmark in speaking, listening, reading and writing in English or French;
- Complete an online Expression of Interest; and
- Receive an Invitation to Apply from the Office of Immigration and Multiculturalism.

Applicants intending to support regional economic development or focus on high-demand industries or sectors, (e.g. Agriculture, Aquaculture, Technology, Natural Resources) will receive priority consideration.

Ineligible Applicants for International Graduate Entrepreneur Category:

- An individual living illegally in one's country of residence;
- A person who has had a removal order issued against them by IRCC or Canada Border Services Agency;
- A person who is prohibited from entering Canada;
- A passive investor (individuals who intend to invest in a Newfoundland and Labrador business with very limited or no involvement in the day-to-day management of the business); and
- An individual who does not have legal status (ineligible to apply until their status is restored).

Business and Financial Criteria

Applicants must also meet the following business and financial eligibility criteria:

- Own, operate, and actively manage a business in Newfoundland and Labrador for at least one (1) continuous year prior to the date of EOI submission.
- Applicants must own at least 33.3% of the equity of the eligible business and provide active and on-going participation in the day-to-day management and direction of the business.
- The applicant must demonstrate that they are receiving compensation in the form of a salary from the business, which must, at minimum, meet the Low Income Cut-Off (LICO) as defined by Statistics Canada. The eligible business has to be in sound financial health. This means that it must be producing revenue and earning sufficient profits to allow the owner to become economically established in the province. An Audit Opinion and Special Purpose Report from a certified Audit Verifier will be required to assess the financial health of the business. More information on this requirement can be found in the **Invitation to Apply** section.

These requirements must be met by any person or persons applying to this category. It is the applicant's responsibility to demonstrate with supporting documents (see Appendix B for the Document Checklist) that they meet the eligibility criteria.

Eligibility Criteria for Applicant's Business

In addition to meeting the minimum eligibility criteria above, the applicant's proposed business must also meet the following criteria:

- The business has to have been started as a career objective. Businesses created solely for immigration purposes are ineligible.
- Businesses must meet the legal requirements of the community in which they operate.
- The business must be a for-profit entity with the primary purpose of earning profits through the sale of goods and/or services.
- The business must be considered a "permanent establishment" as defined under subsection 400(2) of the Canadian Income Tax Regulations, 1985.
- The business is liable to pay income tax on taxable income earned as a result of a "permanent establishment" in Newfoundland and Labrador, irrespective of income or other taxes which may also be payable in other jurisdictions as a result of income earned or other business activity.
- The business must be actively managed by the applicant from the registered place of business in Newfoundland and Labrador. The business must not be managed from another location in Newfoundland and Labrador or from another Canadian province or territory or another country.

- The business must have the potential to create significant economic benefit to Newfoundland and Labrador. For example:
 - Increasing value added manufacturing or processing, exports, destination tourism, research and development, and/or technology commercialization;
 - Developing innovative approaches to traditional businesses;
 - Transferring technology and specialized knowledge to Newfoundland and Labrador;
 - Providing products or services to an under-served local or regional market.

Ineligible Businesses for International Graduate Entrepreneur Category

- Businesses that are conducted remotely (from another Canadian jurisdiction or from another country);
- Property rental, investment, and leasing activities;
- Real estate construction/development/brokerage, insurance brokerage or business brokerage; unless the applicant can prove their business in one of these areas is of compelling benefit to the province, and can demonstrate the ability to manage the daily operations of the business;
- Professional services or self-employed business operators requiring licensing or accreditation;
- Pay day loan, cheque cashing, money changing and cash machines;
- Pawnbrokers;
- Taxi companies;
- Home-based businesses; unless the applicant can prove their business will have a compelling benefit to the province;
- Businesses involved in the production, distribution or sale of pornographic or sexually explicit products or services;
- Not-for-profit businesses;
- Investments into a business operated primarily for the purposes of deriving passive investment income;
- Businesses operating primarily for the purpose of deriving investment income such as interest, dividends or capital gains;
- Businesses that will compensate employees solely on the basis of commission; and
- Any other type of business that by association could would tend to bring OIM, NLPNP, or the Government of Newfoundland and Labrador into disrepute.

International Graduate Entrepreneur – Additional Criteria

There are two sub-categories within the International Graduate Entrepreneur category - Starting a New Business and Purchasing an Existing Business. Each sub-category has unique criteria in addition to the criteria noted above.

Additional Criteria When Starting a New Business

If starting a business, the applicant must create a minimum of one (1) full-time year-round equivalent employment opportunity for a Canadian citizen or permanent resident in Newfoundland and Labrador. This position must:

- Be over and above any position filled by the approved applicant. For clarity, jobs created for or filled by dependents or relatives of the applicant are not eligible.
- Be relevant and directly related to the applicant's business.
- Meet the prevailing provincial wage levels (see <https://www.jobbank.gc.ca/explorecareers?select=ec-wages>).

Additional Criteria When Purchasing an Existing Business

If the applicant is purchasing an existing Newfoundland and Labrador business, all of the following apply:

- The business must have been in continuous operation by the same owner for the previous five (5) years;
- Applicants must provide evidence that reasonable efforts were taken to establish a fair market value for the business;
- The business must be actively in operation and not in receivership;
- Applicants must offer employment on similar terms and conditions to existing staff, including maintaining existing wages and employment terms.

Partnerships

The International Graduate Entrepreneur (IGE) category allows up to three (3) partners (i.e. the primary applicant and two (2) additional partners) associated with one application. International graduates and Canadian citizens or permanent residents can be partners on the same application. Those applicants seeking permanent residency through this category must have at least one-third (33.3 per cent) ownership of the company.

Note: If there are associated partners seeking permanent residency through the same business, they are responsible for submitting the same documentation as the principal applicant.

Those seeking permanent residency through the International Entrepreneur category cannot be partners under the International Graduate Entrepreneur category.

Application and Assessment Process



The following sections outline the four (4) steps required to obtain permanent residency via the NLPNP. The OIM will work with you during the first three (3) steps. The final step, **Apply for Permanent Residence**, involves the federal Department of Immigration, Refugees and Citizenship Canada (IRCC).

I Submit Expression of Interest

Prospective applicants must indicate their interest in applying for the International Graduate Entrepreneur Category by submitting an online EOI. OIM will select EOIs from applicants who will then be given an ITA to submit a full application package. OIM will assess EOIs based upon their score on the points grid, with the top scoring EOIs being prioritized for selection. **Submitting an EOI does not guarantee acceptance to the program or nomination.**

Follow these steps to submit your EOI to the program:

- Review the International Graduate Entrepreneur Category Eligibility Criteria. Only those who meet the minimum eligibility criteria can submit an EOI.
- If you are eligible to apply under this category, review the Points Grid in Appendix A prior to completing the online EOI.
- Complete your online EOI at www.nlimmigration.ca.
- Instructions are provided online. The system will calculate your score based upon the information you enter and your EOI will be placed in a pool for potential selection.
- You must ensure you understand the questions before providing an answer. Review the OIM website and this application guide if needed.
 - If selected, your EOI will form part of your application. You must ensure your EOI is up to date at the time of selection, and that all answers are accurate and truthful. If your EOI is not accurate, it may result in your EOI being removed from consideration for an Invitation to Apply (ITA). If you are selected, it is your responsibility to notify OIM of any change in the information submitted in your EOI.

- There is no fee for submitting an EOI.
- Your EOI is ranked based upon your points assessment score and placed in an EOI pool.
 - **You WILL NOT be contacted unless your EOI is selected.**
 - EOIs can remain in the pool for twelve months from the date of receipt. If your EOI is not selected during this time, it will be removed from the pool, but you will be able to submit a new EOI, if interested.
 - If you are able to acquire additional points after submitting your EOI, you will need to submit a new EOI.

OIM recommends that applicants read and understand this entire guide prior to submitting an EOI.

2 Invitation to Apply

If your EOI is selected, you will receive an ITA letter from OIM. This letter will include an ITA File Number.

- As part of your application to OIM, you are expected to provide the following:
- A complete application form, which can be found at www.nimmigration.ca;
- All supporting documentation (see Appendix B);
- A Review Engagement and Special Purpose Report (see below for more information)

All documentation for your application must be provided in English or French. If the supporting documents are not in English or French, the applicant must submit a photocopy of the original document and a photocopy of the certified translation. OIM will only accept translations prepared by individuals who are certified by a regulatory body and cannot be a family member of the applicant or spouse, or common-law or conjugal partner, or work for a paid consultant or representative who is preparing the application. The applicant must supply proof from the translator describing their translation ability.

Application Form

The application form for the International Graduate Entrepreneur Category can be found at www.nimmigration.ca.

You must list all dependents on your application whether or not they are coming to Canada with you. Any new dependents must be declared to OIM and IRCC before any visas are issued.

Supporting Documentation

You need to provide supporting documents with your application form. Carefully review Appendix B which provides the Document Checklist and outlines all required documents.

Business Continuity Plan

The business continuity plan is an integral part of your application. Please refer to Step 3 for details on business continuity plan requirements.

Review Engagement and Special Purpose Report

As part of your application, you must provide a Review Engagement and a Special Purpose Report.

The Review Engagement will consist of a review of the financial statements of the applicants business and include a conclusion (Review Report).

The Special Purpose Report will include an opinion regarding the following:

- The financial viability and sustainability of the business, discussing any relevant issues affecting the business' ability to continue in the near future as a going concern;
- Recommendations for the business to improve its viability and sustainability;
- A determination of any issues, challenges or concerns pertaining to auditing the financial statements; and
- A business review which may for example include but not be limited to: market analysis, product analysis, competitive analysis, and financial analysis.

Both the Review Engagement and Special Purpose Report must be provided by an individual or firm (henceforth, the verifier) that is licensed to provide such services under the Chartered Professional Accountants and Public Accountants Act of Newfoundland and Labrador. The proponent must hold a public accountant's license allowing one to issue such reports in Newfoundland and Labrador.

You are responsible for submitting the required documents to your chosen verifier. They can also provide compilation services, if required.

Upon engaging the services of a verifier, you must provide written direction, including the ITA number, instructing them to forward any files and reports generated as a result of the analysis directly to OIM for inclusion with your application. Applicants may review and discuss the files with their verifier prior to submission, however, only those files submitted by the verifier directly to OIM will be considered in the application process. In order to ensure a prompt verification process and accuracy of reports, applicants shall ensure that all information provided to the individual or firm is accurate and up to date.

Any and all costs associated with the provision of services by the Verifier are the responsibility of the applicant.

Selection for an ITA does not guarantee that your application will be approved or that you will receive nomination or permanent residence.

Application Timelines

Carefully review the following application timelines. If you have not submitted the required information within the required deadlines, your Invitation to Apply will expire and your file will be closed. If your file is closed and you are still interested in applying to the NLPNP you will have to submit a new EOI and begin the process again.

- I. You will have **20 calendar days** from the issuance date of the ITA letter in which to:
 - a. select a certified verifier; and
 - b. notify OIM of your chosen verifier.

2. You will have **90 calendar days** from the issuance date of the ITA letter to submit:
 - a. a complete application form;
 - b. all required supporting documents; and
 - c. your Review Engagement and Special Purpose Report.

OIM Assessment of Your Application

Eligibility and Completion Check

After your application is received and subject to application volumes, OIM will review your application to ensure that it is complete and meets eligibility criteria before it is accepted for assessment. If your application is not complete or if you do not meet basic eligibility requirements, your application will be rejected and your file will be closed. After your file is closed, you would need to start the entire process over again if you still wish to apply to the International Graduate Entrepreneur Category.

Assessment

OIM will conduct a full review and evaluation of the complete application, subject to application volumes and the possible circumstances set out in this Guide under “Disclaimer” (page 2). The processing time for a completed application eligible for consideration will depend on the time required for the verification of documents included in the application and on the volume of applications received. Your application will be assessed against the Eligibility Criteria and your EOI points assessment will be verified. If upon review of your application you are found not to meet the Eligibility Criteria, your application will be declared ineligible, and subsequently closed.

- If your application is declared ineligible, you may choose to submit a new EOI once you meet program criteria.

If it is found that you or any person associated with your application or Expression of Interest intentionally omitted relevant information or provided misleading information:

- Your application will be refused, and
- You will not be permitted to submit an EOI or application to the NLPNP for a period of five (5) years. **This decision cannot be appealed.**

3 In-Person Interview, Business Continuity Plan, and Nomination

In-Person Interview

If you appear to meet the International Graduate Entrepreneur category eligibility criteria you will be contacted to participate in an in-person interview with OIM staff. The interview will include a site visit to the eligible business. It is anticipated that the interview will take place within 15 business days of OIM's request. Failure to participate in the interview within the time period determined by OIM will result in the closure of your application. If your interview is not successful, your file will be closed. **This decision cannot be appealed.**

If the Immigration Program Development Officer assessing your application is satisfied that you meet program criteria, you may be nominated for permanent residence in Canada.

Any and all costs associated with travel to Newfoundland and Labrador for the in-person interview are the responsibility of the applicant.

Business Continuity Plan

As part of your application package, you will need to provide a business continuity plan after actively managing your business in Newfoundland and Labrador for at least one continuous year. There is no specific format for the business continuity plan, however, the document must clearly address the following:

- Business idea
- Commercial viability
- Sales and Marketing plan
- Regulatory requirements
- Financial analysis
- Human Resource plan
- Operations plan
- Risk analysis
- Job creation

See Appendix B for a list of required documents which need to be submitted along with your business continuity plan. The overall assessment of the plan will consider both the written document and supporting documentation as well as the individual's discussion during the in-person interview.

Incorporating a Business

Once you are nominated for permanent residence, you may choose to incorporate your business.

If you choose to incorporate your business you will need to contact the Registry of Companies at Service NL. Your first step of incorporation will be to reserve a corporate name. A 90-day corporate name reservation can be made online at <https://cado.eservices.gov.nl.ca/CadoInternet/Main.aspx> for a \$10 fee.

Please refer to the corporate name approval policy at http://www.servicnl.gov.nl.ca/registries/companies/corp_name.html when deciding upon the name of the corporation.

Once your proposed corporate name has been approved by the Registrar of Companies, you may then proceed to the incorporation step.

Applicable forms (Form 1 – Articles of Incorporation, Form 3 – Notice of Registered Office and Form 6 – Notice of Directors) can be located at http://www.servicnl.gov.nl.ca/registries/companies/corp_inc.html.

The original signed forms can be mailed or hand delivered to the Registry of Companies at:
59 Elizabeth Ave.,
P.O. Box 8700
St. John's, NL
Canada A1B 4J6

The incorporation fee is \$300 (please make cheque payable to the Newfoundland Exchequer Account).

Additionally, you will be required to submit to the Registrar of Companies confirmation from the Office of Immigration and Multiculturalism, Department of Advanced Education, Skills and Labour, of acceptance as a nominee under the International Graduate Entrepreneur Category established in accordance with the Newfoundland and Labrador Provincial Nominee Program.

Upon incorporation of your business the Registry of Companies will issue a Certificate of Incorporation. Once incorporated, the corporation will be required to file a corporate annual return (Form 23; \$100 fee) after each 12 month period. Additionally, if the corporation changes its registered office address (Form 3; \$10 fee) or board of directors (Form 6; \$10 fee) it will be required to notify the Registry of this change within 15 days.

Additional information can be obtained from the Registry of Companies at 1-709-729-3317 or <https://www.gov.nl.ca/dgsnl/registries/companies/>.

4 Apply for Permanent Residence

If you are nominated by the Government of Newfoundland and Labrador, then it is your responsibility to submit a complete application for a permanent resident visa to the Centralized Intake Office of IRCC as indicated in OIM's Certificate of Nomination **within six (6) months**.

To find out how to apply, review the IRCC website: <https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/provincial-nominees.html>

A nomination by the Government of Newfoundland and Labrador does not guarantee that a permanent resident visa will be issued.

Application for Permanent Residence

- To obtain permanent residence status, you must apply to IRCC with your NLPNP nomination certificate. You must:
 - Ensure you maintain your legal status in Canada;
 - Have a valid Work Permit while you are waiting for IRCC to process your permanent resident application.
- IRCC considers your application after they receive the nomination certificate from the NLPNP.
- IRCC completes health, security and criminal reviews, and then, if approved, issues a permanent resident visa to you and your dependents.

IRCC makes the final decision for the granting of permanent resident visas after ensuring that all legislative requirements are met, including medical, criminality and security checks.

OIM is not responsible for IRCC's decision to grant or deny permanent resident status.

OIM may withdraw your nomination at any time prior to the issuance of the permanent resident visa if:

- OIM is advised by the Canadian Visa office that any information provided in your application for permanent residency is false or fraudulent; or
- IRCC finds that you or a dependent is inadmissible as a result of medical, criminality, security checks or invalid passport.

If approved by the visa office, you and your dependents will be issued a Confirmation of Permanent Residence form.

You must provide OIM a copy of the signed Confirmation of Permanent Residence form within 30 business days of landing in Canada.

If your application is accepted for processing by IRCC and the information that you provided changes such as your family composition, marital status, country of residence, or contact information, you must inform OIM. You are required to update your application even if your visa has already been issued.

Appendix A:

Points Grid – Expression of Interest

The International Graduate Entrepreneur Points Grid reflects Newfoundland and Labrador’s economic and labour market priorities, and awards points for factors such as language, education, work experience, adaptability and age. Each International Graduate Entrepreneur candidate must achieve a score of 67 in the application assessment in order to qualify under the NLPNP International Graduate Entrepreneur category. The maximum score possible is 110.

I. LANGUAGE

First Official Language	Points – First Official Language				Total Points (Max. 28)	Documents Required
	Speaking	Listening	Reading	Writing		
CLB 9 +	5	5	5	5	20	IELTS or CELPIP or TEF
CLB 8 +	4	4	4	4	16	
CLB 7 +	3	3	3	3	12	
	Points – Second Official Language					
	Speaking	Listening	Reading	Writing		
CLB 5 +	2	2	2	2	8	

2. EDUCATION

Education	Points (Max. 30)	Documents Required
Completion of Doctoral level (PhD) degree in NL	30	Transcripts; Diploma / Degree; Letter from University confirming completion of PhD.
Completion of Master’s level degree in NL	20	Transcripts; Diploma / Degree.
Completion of a post-secondary degree or diploma from NL post-secondary institution of two (2) years or longer	15	Transcripts; Diploma / Degree.

3. AGE

Age	Points (Max. 10)	Documents Required
21-30	10	Birth certificate; passport; national identity document.
31-40	10	
41-50	5	
51+	0	

4. NEWFOUNDLAND AND LABRADOR ECONOMIC PRIORITIES

NL Economic Priorities	Points (Maximum 15)	Documents Required (where applicable)
Business in Technology, Agriculture, Aquaculture, or Natural Resources	10	Incorporation Documents; Proof of registration with CRA; industry-specific permits; other proof as required.
Business in sector not listed as priority above	5	
Business in Rural Area (Outside St. John's CMA)	5	

5. ADAPTABILITY

Adaptability Factor	Points (Maximum 12)	Documents Required
Relatives in Newfoundland and Labrador	6	Proof of status (PR card, passport); Proof of relationship; proof of residency (bills, lease, employer's letter).
Previous work experience in Newfoundland and Labrador of two (2) years or more (contract of service, i.e. waged employment)	6	Reference letters from prior employers.
Previous work experience in Newfoundland and Labrador of one (1) year to two (2) years (contract of service, i.e. waged employment)	3	

6. BUSINESS OWNERSHIP EXPERIENCE

Ownership Experience	Points (Max 15)	Documents Required (where applicable)
Ownership of current business of two (2) years or more	10	Incorporation Documents; Proof of registration with CRA; other proof as required.
Ownership of current business for one (1) to two (2) years	5	
Ownership of current business related to field of study	5	Transcripts; Diploma / Degree.

Appendix B:

Document Checklist

Applications which do not follow these instructions will be returned and will not be assessed.

If copies are requested, do not send originals as they will not be returned to you. Review and organize your completed forms and supporting documents in the order below before submitting your application.

When preparing your application package **DO NOT:**

- Send double-sided copies
- Bind you application or put the pages in ring binder
- Enclose individual pages in plastic, envelopes or folders
- Tie, sew, bolt, or glue the pages together
- Use multiple staples on a page
- Send multiple copies of identical documents

To better assess applicants, OIM reserves the right, at any point in the application process to:

- Make a decision on an application;
- Request additional documentation; and/or
- Request that the principal applicant attend an interview.

Newfoundland and Labrador Provincial Nominee Program forms – provide ORIGINALS		
Check	Document	Who must provide the document
<input type="checkbox"/>	Application Form	Principal applicant
<input type="checkbox"/> <input type="checkbox"/> N/A	Use of a Representative Form (if applicable) Optional. Use this form if you wish to designate an authorized representative who has your permission to conduct business on your behalf with the Newfoundland and Labrador Office of Immigration and Multiculturalism. When you appoint a representative, you also authorize the Province of Newfoundland and Labrador to share information from your case with this person. This form must be completed by the principal applicant and by all accompanying family members age 19 or older	Principal applicant, and dependents (age 19 or older)

<input type="checkbox"/> <input type="checkbox"/> N/A	<p>Business Continuity Plan</p> <ul style="list-style-type: none"> <input type="checkbox"/> Business idea <input type="checkbox"/> Commercial viability <input type="checkbox"/> Sales and Marketing plan <input type="checkbox"/> Regulatory requirements <input type="checkbox"/> Financial analysis <input type="checkbox"/> Human Resources plan <input type="checkbox"/> Operations plan <input type="checkbox"/> Risk analysis <input type="checkbox"/> Job creation 	Principal applicant
<input type="checkbox"/> <input type="checkbox"/> N/A	<p>Audit Opinion of Financial Statements and Special Purpose Report</p> <p>Applicants may choose any one of the certified Audit Services Verifiers. The audit opinion of financial statements and Special Purpose Report received must be submitted directly to OIM by the Audit Services Verifier as part of your NLPNP application.</p>	Principal applicant Audit opinion of financial statements and Special Purpose Report must be prepared by a certified Audit Services Verifier

Supporting Documents – Provide COPIES ONLY:		
Check	Document	Who must provide the document
Travel Documents, Passports and Visas:		
<input type="checkbox"/>	<p>Valid passports / travel documents and photocopies of each page.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Valid regular passport. Include copies of pages showing the passport number, date of issue and expiry, your photo, name, date and place of birth, any amendments in name, date of birth, expiration, etc., and any previous visas and/or visits to Canada. In order to ensure successful immigration processing, it is recommended that passports have an expiry date no less than two years from the date of your NLPNP application. <input type="checkbox"/> Photocopy of your post-graduation work permit or other legal authority allowing you to live and work in Canada <input type="checkbox"/> All previous temporary residence permits, if applicable and available. <input type="checkbox"/> Correspondence from previous attempts to immigrate to Canada through provincial or federal immigration categories. Include correspondence received from the provincial or Canadian government associated with each previous application. 	Principal applicant, spouse/common-law partner and dependents. This also applies to associated partners if applicable.

<input type="checkbox"/>	Proof of legal status in Canada (e.g., post-graduation work permit)	Principal applicant, spouse/common-law partner and dependents. This also applies to associated partners if applicable.
Identity and Civil Status Documents:		
<input type="checkbox"/>	Marriage certificate (if applicable)	Principal applicant, spouse/common-law partner and dependents. This also applies to associated partners if applicable.
Children's Information:		
<input type="checkbox"/>	Birth certificates identifying both parents	Dependents. This also applies to associated partners if applicable.
<input type="checkbox"/>	Adoption papers (if applicable)	Dependents. This also applies to associated partners if applicable.
<input type="checkbox"/>	Custody document and permission for the child to come to Canada (if applicable). This is for children under age 19 (0-18) and <ul style="list-style-type: none"> If accompanying, proof that the children may accompany the principal applicant to Canada 	Principal applicant, spouse/common law partner. This also applies to associated partners if applicable.

Residency Documents: (All listed residency documentation must be complete for associated partners if applicable.)		
<input type="checkbox"/>	Signed lease/mortgage agreement for a residence in Newfoundland and Labrador	Principal applicant and spouse/common law partner.
<input type="checkbox"/>	Utility bills for the applicant's residence	Principal applicant and spouse/common law partner.
<input type="checkbox"/>	Newfoundland and Labrador Medical Care Plan (MCP) Card	Principal applicant and dependents.

Education Documents: (All listed education documentation must be complete for associated partners if applicable.)		
<input type="checkbox"/>	Education certifications received (e.g., degrees, diplomas or certificates)	Principal applicant
<input type="checkbox"/>	Transcripts for successfully completed post-secondary studies	Principal applicant
Language Documents:		
<input type="checkbox"/>	Please provide your results from one the following tests: <ul style="list-style-type: none"> • IELTS (General Training Test only) • CELPIP (General test only) • TEF (Test d'Évaluation de Français) Language test results must not be older than two years prior to date of EOI submission.	Principal applicant
Supporting Business Documents:		
<input type="checkbox"/>	Incorporation documents (where applicable)	Principal applicant
<input type="checkbox"/>	Income statements – please indicate/identify the line item where the applicant drew a salary or other income from the company	Principal applicant
<input type="checkbox"/>	Business-specific licenses (if applicable)	Principal applicant
<input type="checkbox"/>	Proof of registration with taxation authorities	Principal applicant
<input type="checkbox"/>	Title deed or lease agreement for business premises	Principal applicant
<input type="checkbox"/>	Shareholders agreement (if applicable)	Principal applicant
<input type="checkbox"/>	Shareholders registry (if applicable)	Principal applicant
<input type="checkbox"/>	Record of share transfers (if applicable)	Principal applicant
<input type="checkbox"/>	Signed franchise agreement (if applicable)	Principal applicant
<input type="checkbox"/>	Detailed list of products and/or services	Principal applicant
<input type="checkbox"/>	Photos of business premises (Interior and Exterior)	Principal applicant
<input type="checkbox"/>	Amount of inventory, and photo to substantiate claim (if applicable)	Principal applicant
<input type="checkbox"/>	Company brochure (if available)	Principal applicant
<input type="checkbox"/>	Canada Border Service Agency statements of the import of equipment and inventory (if applicable)	Principal applicant

Proof of Investment Documents:		
<input type="checkbox"/>	Bank statement or documentation showing source of startup investment	Principal applicant. This also applies to associated partners if applicable.
<input type="checkbox"/>	Bank statement showing the deposit of the start-up investment in the business bank account	Principal applicant. This also applies to associated partners if applicable.
<input type="checkbox"/>	Receipts for business items such as: <ul style="list-style-type: none"> • Land • Buildings • Equipment • Software • Licenses • Franchise Fees • Leasehold Improvements 	Principal applicant. This also applies to associated partners if applicable.
Job Creation Documents:		
<input type="checkbox"/>	List of employees with their monthly salaries and number of hours of work paid by the employer per week	Principal applicant
<input type="checkbox"/>	Proof of payment of employees' salaries for a period of 12 months	Principal applicant
<input type="checkbox"/>	Employment offer letters accepted by employees	Principal applicant

Supporting Documents Required for Applicants Purchasing a Business:		
<input type="checkbox"/>	Proof of establishing fair-market value for business being purchased	Principal applicant
<input type="checkbox"/>	Financial Statements from the business for the previous five (5) years	Principal applicant
<input type="checkbox"/>	Documents proving the acquisition of the Newfoundland and Labrador business by the applicant including Agreement of Purchase and Sale and additionally for a corporation a copy of the company's shareholders' register, notice of officers/directors, notice of registered office and Certificate of Good Standing from the Registry of Companies at Service NL.	Principal applicant. This also applies to associated partners if applicable.
<input type="checkbox"/>	List of employees with their monthly salaries and number of hours of work paid by the employer per week	Principal applicant. This also applies to associated partners if applicable.
<input type="checkbox"/>	Proof of payment of employees' salaries for a period of 12 months	Principal applicant. This also applies to associated partners if applicable.
<input type="checkbox"/>	Employment offer letters accepted by employees	Principal applicant. This also applies to associated partners if applicable.

Adaptability:

Previous work in Newfoundland and Labrador (if applicable)

Please provide:

- Letter(s) of reference from past Newfoundland and Labrador employer(s)
- A copy of any T4s if available
- A copy of the employment authorization

Relatives in Newfoundland and Labrador (if applicable):

If you or your accompanying spouse/common-law partner has a close relative who is 19 years of age or older and who is a Canadian citizen or permanent resident living in Newfoundland and Labrador, you can gain points. This close relative can be a parent, grandparent, brother/sister, aunt/uncle, niece/nephew.

- Submit proof of relationship** to your close relative in Newfoundland and Labrador, such as birth, marriage or adoption certificates. For example, to prove that your relative is your paternal aunt, it would be necessary to submit copies of birth certificates of her and for your father showing they have at least one common parent.

- Proof of status:**

If your close relative is a permanent resident of Canada then submit a copy of their:

- Record of Landing (IMM100) or
 - Confirmation of Permanent Residence, or
 - Permanent Resident Card

If your close relative is a Canadian citizen then submit a copy of their:

- Photo page of a Canadian passport, or
- Canadian citizenship card

- Proof of residency:**

Provide evidence your listed relative physically lives in and is established in Newfoundland and Labrador and has been living in the province continuously for at least one year. This may include copies of:

- Lease agreements
- The most recent Notice of Assessment from the Canada Revenue Agency
- An employer's letter confirming employment
- Monthly bills (one page of each bill is sufficient)
- Credit card invoices and bank statements

Note: The evidence should show the relative's name and full address in Newfoundland and Labrador and must be less than six (6) months old from the date of application submission.

Principal applicant. **This also applies to associated partners if applicable.**

Contact Information

Postal Box Address (Mail)

Office of Immigration and Multiculturalism
Department of Immigration, Skills and Labour
Government of Newfoundland and Labrador
West Block, Confederation Building
100 Prince Philip Drive
P.O. Box 8700, St. John's, NL A1B 4J6
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