**EXPRESS ENTRY GUIDE** 

# **Completing and Submitting Your Express Entry Profile**

Everything you need to know to create your profile and increase your chances of success.



# **Express Entry Guide**

This guide is intended to give you a general overview of the steps you must take to prepare and submit your Express Entry profile. It is not individual legal advice and does not replace the review or advice of a professional immigration representative.

We will go through each section of the Express Entry profile, explaining how you should approach the questions and the information you must include.



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# Set Up Your Express Entry Profile

To prepare and submit your Express Entry profile, you will need an IRCC secure account. You can create your IRCC secure account by setting up a GCKey account or signing in through a third-party sign-in partner. You can create an account <u>here</u>.

| Option 1: GCKey username and password  | or Option 2: Canadian Interac® Sign-in Partner   |
|--|--|
| Register with a GCKey username and password  | ⚠ Register with Interac® Sign-in Partner   |
| <ul> <li>You have a GCKey username and password</li> <li>You don't have a GCKey username and password</li> </ul> | You may be able to sign in privately through your<br>Canadian bank or credit union. Use your online<br>banking ID and password to sign in. |
| ► GCKey help   | Banks and credit unions that are Sign-In<br>Partners:  |

## 01.01. Get Started

Once you have registered for a GCKey account or can log in through a thirdparty sign-in partner, log in to begin your Express Entry profile.

For this, on the main dashboard, under the heading 'Start an application', click 'Apply to come to Canada'.

### Start an application

#### Apply to come to Canada

Includes applications for visitor visas, work and study permits, Express Entry and International Experience Canada. You will need your personal reference code if you have one.

If you're applying for a study permit, we encourage you to <u>apply using the</u> <u>IRCC Portal.</u>

Note: You **must** apply through this portal (IRCC secure account) if you're applying with a family member who needs a work permit.

#### Students: Transfer schools

For approved study permit holders only.Tell us if you are changing designated learning institutions. You will need your application number.

## Refugees: Apply for temporary health care benefits

Use this application if you are a protected person or refugee claimant who wants to apply for the Interim Federal Health Program.

#### <u>Citizenship: Apply for a search or</u> proof of citizenship

Use this application to apply for proof of citizenship (citizenship certificate) or to search citizenship records.

## 01.02. Personal Checklist

If you have previously generated a personal checklist, enter the personal reference code here.

If you have not generated a personal checklist, click the Express Entry (EE) button under the 'Determine your eligibility and apply online' section.

This will then prompt a series of questions used to determine your eligibility to enter the Express Entry pool. When asked which province you wish to reside in, if you state Quebec, it will be determined that you do not qualify. This is because the Express Entry system is for applicants intending to reside outside the province of Quebec. For this reason, you should select any province other than Quebec.

| Personal Reference Code  |  |
|--|--|
| you have already completed the Come to Canada or the<br>ference code, based on the answers you provided.     | Express Entry wizard, you would have received a document checklist and/or a personal               |
| lease enter your personal reference code to begin you  | ur application. <mark>(required)</mark>  |
|  | 0  |
| Cartinua   |  |
| Cancel   |  |
|  |  |
| I do not have a Personal Reference Code  |  |
| you do not have a personal reference code, you may ans<br>rr Express Entry, and begin an online application. | swer a series of questions to find out if you are eligible to apply for a visa and/or permit, appl |
| you begin your application <b>after you have logged into</b><br>ocument checklist right into your account.   | your account, you will not receive a personal reference code, as the system will save your         |
| etermine your eligibility and apply online:  |  |
| Visitor visa. study and/or work permit   |  |
|  |  |
| Express Entry (EE)   |  |
|  |  |

## 01.03. Are You Married?

If you are married, this is where you should disclose your marital status and determine whether or not your spouse will be accompanying you to Canada.

Once completed, you should receive confirmation that you are eligible to enter the express entry pool and can begin entering your information.

Some information you enter at this point will be transferred to your Express Entry profile. If at any point you wish to change the information provided here, this must be done on the Express Entry profile main page under Modify Family Information.





# **Express Entry Profile Sections**

There are six sections to complete as part of the profile creation that appear on the Express Entry profile main page. If you have listed an accompanying spouse, there will be three sections to complete with your spouse's information.

### Main sections:

- 1 Personal details
- 2 Contact details
- 3 Study and language
- 4 Application details
- 5 Representative
- 6 Work history

### Sections for a spouse:

- 1 Personal details
- 2 Contact details
- 3 Study and language

## **Quick Tips For Using The Express Entry Portal**

- 01. When the subsection is complete, the red circle in the subsection header will turn green. In-process sections appear as amber progress bars.
- 02. Once the section is complete, click 'save and exit' to return to the Express Entry profile main page. Under the status section, you will then be able to see the status as complete.
- **03.** To submit the profile, all sections must show as complete.

- 04. If you cannot complete your Express Entry profile in one sitting, you can save the data at any point and leave your account.
- **05.** Your draft Express Entry profile will be available in your account for 60 days.
- 06. Your draft profile will be deleted if it is not submitted within 60 days. You will need to start again if this happens.

## **Express Entry profile**

Complete your online application by choosing a section below.

You should review your application before you send it to make sure that it is complete and accurate.

| Main Applicant Example: | Candidate Express Entry |               |
|-------------------------|-------------------------|---------------|
| Form name               | Status                  | Options       |
| Personal details        | In progress             | Continue form |
| Contact details         | Not started             | Start form    |
| Study and languages     | Not started             | Start form    |
| Application details     | Not started             | Start form    |
| Representative          | Not started             | Start form    |
| Work history            | Not started             | Start form    |

| Spouse Example: Accompanying, E | Express Entry Spouse Form |               |
|---------------------------------|---------------------------|---------------|
| Form name                       | Status                    | Options       |
| Personal details                | In progress               | Continue form |
| Study and languages             | Not started               | Start form    |
| Work history                    | Not started               | Start form    |

## 02.01. Personal Details

In this section, you will need to provide the following information:

#### Name

This should be the name that appears on your passport. If you do not have a family name on your passport, enter all of your given names in the surname field and leave the given name field blank.

#### **Personal Description**

The gender and date of birth you entered in the questions used to determine your eligibility will be transferred to this section. If you made a mistake here, it can only be changed on the Express Entry profile main page under "Modify Family Information."

| Tell us Smith John's name(s) exactly as shown in Smith Joh<br>identity document. | in's passport, travel document or national  |  |
|--|---|--|
| Last name(s) 😧   |   |  |
| John   | Personal description  |  |
| First name(s) 🕜  |   |  |
| Smith<br>Next →  | Tell us Smith John's personal details exactly as shown in Smith John's passport, travel document or national identity document. You can change your answers by clicking the "Modify Family Information button on the previous page. |  |
|  | Male  |  |
| Personal description   | Date of birth 🕜   |  |
| Marital status   | 1999 V April V 07 V   |  |
| ID documents - summary   | * Country of birth ( <i>required</i> )  |  |
| ·  | Please select ~   |  |
| Immigration history and citizenships   | * City/town of birth ( <i>required</i> )  |  |
| Family   |   |  |
| Relatives in Canada  |   |  |

#### **Marital Status**

This information is transferred from the initial questions used to determine your eligibility.

#### **ID Documents - Summary**

In this section, you must provide your passport and/or travel document information. If you have more than one passport, enter the passport information you want to be associated with your Express Entry profile.

| -  |   |   |
|--|---|---|
| Married  | ~   |   |
| Will this person accompany Smith John to Canada? |   |   |
| Yes  |   |   |
|  | <ul> <li>ID documents - summary</li> </ul>  |   |
| ← Previous Next →                                | Tell us about Smith John's passport or travel document. If Smith John does not h<br>document, tell us about his/her national identity document.<br>Enter the details exactly as shown in the document.  | ave a passport or travel                |
|  | <ul> <li>Check the list at the bottom of the form first to see information you have alree</li> <li>When you click "Save and Add", each ID document will be saved to the list.</li> <li>The fields will go blank to let you add another ID document.</li> <li>Use the modify or delete button if you want to change details that you have a</li> </ul> | ady saved.<br>Iready saved to the list. |
|  | * Does Smith John have a passport or National ID document? (required)   |   |
|  | Please select ~   |   |
|  |   |   |
|  | Note: If you are invited to apply, you will need a passport to submit with you  | r application.                          |
|  | Do you have another government issued ID?   |   |
|  | Please select ~   |   |
|  |   |   |
|  | Documents - summary   | to Expire data Action                   |
|  | No data available in the table  | ate expiry date Action                  |
|  |   |   |
|  |   |   |
|  | to Draviaua Mart a  |   |

## **Immigration History and Citizenships**

If you have ever applied to IRCC for any application, you must indicate "yes." If you have previously submitted an Expression of Interest, you will need to state "yes" and provide your Express Entry file number. All previous applications (visit, work, study, etc.) must be declared.

For the profile question about your country of citizenship, you need to list each citizenship you hold. Your country of residence should be your current country of residence.

| * Has Smith John applied t | o Immigration, Refugees and Citizenship Canada | before? (require | ed)          |
|----------------------------|--|------------------|--------------|
| Please select              |  | ~                | *            |
| Country/territory          |  | Action           | 🛱 Doloto row |
| Please select              |  | G Insert Row     | Delete row   |
| * Country of residence (re | wired)   |                  |              |
| Please select              |  | ~                |              |

## Family

You will need to state how many family members you have. This includes you, your spouse, and any dependent children, whether they are accompanying you to Canada or not.

For the funds you declare, they must be at least the minimum required for the size of your family. Please refer to section 3.2.3 for more information on this.

| We need to know                     | w some information about Smith John's  | s family. Tell us about his/her family.              |               |
|-------------------------------------|--|--|---------------|
| * How many fami<br>dependent child  | ly members does Smith John have? (Th<br>lren, and their dependent children.) ( <i>re</i> | is includes Smith John, a spouse or pa<br>equired) 🕢 | artner,       |
| Please select                       |  | ~  |               |
| * How much mon                      | ev (in Canadian dollars) will Smith Johr   | hring to Canada to support themsel                   | ves and their |
| * How much mon<br>family? (required | ey (in Canadian dollars) will Smith Johr<br>り 😧  | n bring to Canada to support themsel                 | ves and their |
| * How much mon<br>family? (required | ey (in Canadian dollars) will Smith Johr<br>ﷺ) 😧   | n bring to Canada to support themsel                 | ves and their |
| * How much mon<br>family? (required | ey (in Canadian dollars) will Smith Johr<br>り 🕜  | n bring to Canada to support themsel                 | ves and their |

#### 

#### Settlement funds increase

Each year (normally in January), the minimum required settlement funds increase. To ensure your profile remains active once the minimum funds have increased, add an additional \$1,000 to the current minimum funds required. This prevents your profile from becoming flagged as no longer qualifying and subsequently removed.

## **Relatives in Canada**

If you have a qualifying relative who is a Canadian citizen or permanent resident, enter the information here. You can only enter one relative in this section. If you have more than one qualifying relative, this section becomes more complicated.

| We we also have a second                              | - for which have the set of the large form                           | ile. Tell og ek endelsig (kom for |                    |
|---|--|-----------------------------------|--------------------|
| we need to know some                                  | nformation about Smith John's fan                                    | nily. Tell us about his/her fai   | niiy.              |
| * Does Smith John have a<br>18 or older and living in | relative who is a citizen or perman<br>Canada.) ( <i>required)</i> 🚱 | ent resident of Canada? (Th       | e relative must be |
| Yes   |  | ~                                 |                    |
|   |  |                                   |                    |
| * This person is Smith Joh                            | n's: ( <i>required)</i>  |                                   |                    |
| Please select   |  | ~                                 |                    |
| Province or Territory wh                              | ere Smith John's relative resides:                                   |                                   |                    |
| Please select   | ere sinti join s relative resides.                                   | ~                                 |                    |
|   |  |                                   |                    |
|   |  |                                   |                    |

#### П тір

#### **Listing Your Relatives Strategically**

Some provinces will issue a Notification of Interest to Express Entry profiles that have a family connection to that province. If you have more than one relative in different provinces, review the PNP eligibility requirements, as this may dictate which relative you should list here.

## 02.02. Contact Details

### Language of Correspondence

Select the language you want to receive correspondence from IRCC in, English or French.

### Email

State the email address you wish to receive notifications about your profile to, including your Invitation To Apply if you get one.

| Email address  |  | e                            |
|--|--|------------------------------|
| Provide an email address below w<br>account. However, we may need to<br>authorize correspondence, includi<br>when needed.<br>* Email address ( <i>required</i> ) ? | here correspondence can be sent. Correspondence will be ser<br>o send correspondence by email. Indicating an email address<br>ng file and personal information, to be sent to this email add | nt to your<br>will<br>łress, |
|  |  |                              |
| - Previous   |  |                              |
|  |  |                              |

## 02.03. Study and Language

In this section, you will need to provide your education and language information.

## **Education**

You need to list all secondary and post-secondary education. Be careful when entering this information, as it will determine the points you receive under the education section of the CRS score.

If the credential is supported by an ECA report, indicate "yes." Pay extra attention when entering the ECA certificate number, as it will be verified with the ECA institution to check for authenticity.

| We will assess M                        | ain Applicant Example's secondary and post-secondary periods of study for eligibility for          |
|---|--|
| Express Entry, ar                       | d use them to calculate Main Applicant Example's score. You can tell us about each                 |
| period of study b                       | y filling in the fields below.   |
| Check the list at                       | the bottom of the form first to see information you have already saved.                            |
| <ul> <li>When you cli</li> </ul>        | ck "Save and Add", each period of study will be saved to the list.                                 |
| <ul> <li>The fields wi</li> </ul>       | ll go blank to let you add details about another period of study.                                  |
| <ul> <li>Use the mod</li> </ul>         | ify or delete button if you want to change details that you have already saved to the list.        |
| * Has Main Applica<br>or vocational tra | ant Example finished high school or any higher education (including university, college<br>ining)? |
| Please select                           | ~  |
|   |  |
| Next 🔿                                  |  |
|   |  |
|   |  |

For the level of education under the ECA section, IRCC provides an equivalence table to guide you on how to enter the level of education for your Express Entry profile. You can find this table <u>here</u>. Use this tool to determine how to input the level of education, especially to determine whether your bachelor's degree is considered a professional degree required for practice, as this will give you additional CRS points.

If your credential was completed in Canada, you do not need an ECA report, but you will need to answer additional questions about your Canadian credential.

#### П тір

#### Do you need an ECA report?

If you have two post-secondary credentials, one completed in Canada and one completed outside of Canada, you should obtain an ECA report for the credential completed outside of Canada. This could increase your CRS score.

If you have completed a professional degree, master's, or PhD in Canada, it is not necessary to get an ECA report for your foreign credential.

## **Official Language**

In this subsection, the information you entered during the eligibility stage of the application will appear. If you have approved test results for both French and English, make sure to enter both sets of results.

Be careful when entering the test results and certificate numbers, as these will be verified.

| Section 1: Knowledge of official languages Canada's official languages are English and French.  Can Main Applicant Example communicate in English and/or French? (required) Please select  Section 2: Official language assessment This section will assess your language skills in English or French for your profile.  Has Main Applicant Example taken an approved language test to assess their English skills? ( Yes  Language test taken (required) ?  Language test version (required) ?  Date of language test (required) ?  2024 	 April 	 05  | (           |
|---|-------------|
| Section 1: Knowledge of official languages<br>Canada's official languages are English and French.<br>* Can Main Applicant Example communicate in English and/or French? (required)<br>Please select<br>Section 2: Official language assessment<br>This section will assess your language skills in English or French for your profile.<br>* Has Main Applicant Example taken an approved language test to assess their English skills? (<br>Yes<br>* Language test taken (required)<br>CELPIP<br>* Language test version (required)<br>Please select<br>* Date of language test (required)<br>Z024<br>April<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes | required) 😧 |
| Section 1: Knowledge of official languages<br>Canada's official languages are English and French.<br>* Can Main Applicant Example communicate in English and/or French? (required) ?<br>Please select<br>Section 2: Official language assessment<br>This section will assess your language skills in English or French for your profile.<br>* Has Main Applicant Example taken an approved language test to assess their English skills? (<br>Yes<br>* Language test taken (required) ?<br>CELPIP<br>* Language test version (required) ?<br>Please select<br>* Date of language test (required) ?<br>2024 		 April 		 05   | required) 😧 |
| Canada's official languages are English and French.  * Can Main Applicant Example communicate in English and/or French? (required) ?  Please select  Section 2: Official language assessment This section will assess your language skills in English or French for your profile.  * Has Main Applicant Example taken an approved language test to assess their English skills? ( Yes  * Language test taken (required) ?  * Language test version (required) ?  * Date of language test (required) ?  2024 		 April 		 05  | required) 😯 |
| <ul> <li>Can Main Applicant Example communicate in English and/or French? (required) Please select</li> <li>Section 2: Official language assessment<br/>This section will assess your language skills in English or French for your profile.</li> <li>Has Main Applicant Example taken an approved language test to assess their English skills? (<br/>Yes</li> <li>Language test taken (required) ?</li> <li>CELPIP</li> <li>Language test version (required) ?</li> <li>Please select</li> <li>Date of language test (required) ?</li> <li>2024 	 April 	 05 	 </li> </ul>  | required) 😯 |
| Please select   Section 2: Official language assessment This section will assess your language skills in English or French for your profile. * Has Main Applicant Example taken an approved language test to assess their English skills? ( Yes * Language test taken (required) ? CELPIP * Language test version (required) ? Please select * Date of language test (required) ? 2024  April  05   | required) 😧 |
| Section 2: Official language assessment<br>This section will assess your language skills in English or French for your profile.<br>* Has Main Applicant Example taken an approved language test to assess their English skills? (<br>Yes<br>* Language test taken (required) ?<br>CELPIP<br>* Language test version (required) ?<br>Please select<br>* Date of language test (required) ?<br>2024<br>April<br>05<br>V   | required) 😯 |
| Section 2: Official language assessment<br>This section will assess your language skills in English or French for your profile.<br>* Has Main Applicant Example taken an approved language test to assess their English skills? (<br>Yes<br>* Language test taken (required) ?<br>* Language test version (required) ?<br>Please select<br>* Date of language test (required) ?<br>2024 	 April 	 05 	 V  | required) 😯 |
| Section 2: Official language assessment<br>This section will assess your language skills in English or French for your profile.<br>* Has Main Applicant Example taken an approved language test to assess their English skills? (<br>Yes<br>* Language test taken (required) ?<br>CELPIP<br>* Language test version (required) ?<br>Please select<br>* Date of language test (required) ?<br>2024<br>April<br>05<br>V   | required) 😧 |
| This section will assess your language skills in English or French for your profile.   * Has Main Applicant Example taken an approved language test to assess their English skills? ( Yes  * Language test taken (required) ?  * Language test version (required) ?  * Language test version (required) ?  * Date of language test (required) ?  2024 		 April 		 05  | required) 😯 |
| <ul> <li>* Has Main Applicant Example taken an approved language test to assess their English skills? (<br/>Yes ~ ~</li> <li>* Language test taken (required) ?</li> <li>* Language test version (required) ?</li> <li>* Language test version (required) ?</li> <li>* Date of language test (required) ?</li> <li>2024 ~ April ~ 05 ~</li> </ul>   | required) 😧 |
| <ul> <li>Yes</li> <li>* Language test taken (required) ?</li> <li>* Language test version (required) ?</li> <li>* Please select</li> <li>* Date of language test (required) ?</li> <li>2024 ~ April ~ 05 ~</li> </ul>   |             |
| <ul> <li>Language test taken (required) (</li> <li>CELPIP</li> <li>Language test version (required) (</li> <li>Please select</li> <li>Date of language test (required) (</li> <li>2024 </li> <li>April </li> <li>05 </li> </ul>   |             |
| CELPIP   * Language test version (required) ? Please select * Date of language test (required) ? 2024  April  05  |             |
| <ul> <li>* Language test version (required) ?</li> <li>Please select </li> <li>* Date of language test (required) ?</li> <li>2024 </li> <li>April </li> <li>05 </li> </ul>  |             |
| * Language test version (required) ? Please select  * Date of language test (required) ? 2024  April  05  |             |
| * Date of language test ( <i>required</i> ) ?<br>2024 ~ April ~ 05 ~  |             |
| * Date of language test ( <i>required</i> )<br>2024   |             |
| 2024 V April V 05 V   |             |
|   |             |
|   |             |
| * Date of test results ( <i>required</i> ) 🚱  |             |
| Select year V Select month V Select day V   |             |
|   |             |
| * Language test result form or certificate number (see help button for Language test taken) (r  | equired)    |
|   |             |
|   |             |
| * Language test PIN ( <i>required</i> )   |             |
|   |             |
| * Charling (required) * Deading (required) * Listening (required) * Writing (required)  |             |

## 02.04. Application Details

Under this section, you need to provide information about where you intend to live, along with details on a provincial nomination, if applicable.

## **Provinces and territories of interest**

In this section, you need to indicate which province you intend to reside in.

Once you have selected your provinces, you will need to authorize some provinces to access the information in your Express Entry profile.

If you have a provincial nomination, select the province that issued the nomination, and you will need to enter that information in this section.

### Nomination and selection

If you have a provincial nomination, you need to enter the requested information here.

#### 

#### **Notification of Interest**

To open your application to receive a Notification of Interest from any province, select all provinces and territories. If you only select Ontario as your intended province, all other provinces will not be able to view your profile.

#### **Provinces and territories of interest**

#### \* Which Provinces or Territories would Mai

Alberta
British Columbia
Manitoba
New Brunswick
Newfoundland and Labrador
Northwest Territories
Nova Scotia
Nunavut
Ontario
Prince Edward Island
Saskatchewan
Yukon
All Provinces and Territories

#### Next 🜩

#### Nomination and selection

## 02.05. Representative

If you have a representative or wish to authorize a designated individual for your file, you will need to provide their information in this section.

If you are using a representative, they must be authorized to represent you in an immigration application, such as an immigration consultant or a Canadian lawyer.

| Representative  |  | 0       |
|---|--|---------|
| An applicant can appoint a person to do busine<br>(IRCC) on their behalf. Does Test Test want to all  | ss with Immigration, Refugees and Citizenship Canad<br>low IRCC give their information to an appointed perso             | a<br>on |
| (such as an immigration consultant, lawyer, frie<br>This person can also get details on their case fil<br>(This person is called a "representative".) ( <i>requi</i>  | nd or family member) to contact IRCC on their behalf<br>e, such as the status of their submission or applicatio<br>red)  | ?<br>n. |
| (such as an immigration consultant, lawyer, frie<br>This person can also get details on their case fil<br>(This person is called a "representative".) ( <i>requin</i> | end or family member) to contact IRCC on their behalf<br>e, such as the status of their submission or applicatio<br>red) | ?<br>n. |
| (such as an immigration consultant, lawyer, frie<br>This person can also get details on their case fil<br>(This person is called a "representative".) (requir         | end or family member) to contact IRCC on their behalf<br>e, such as the status of their submission or applicatio<br>red) | ?<br>n. |
| (such as an immigration consultant, lawyer, frie<br>This person can also get details on their case fil<br>(This person is called a "representative".) (requir         | end or family member) to contact IRCC on their behalf<br>e, such as the status of their submission or applicatio<br>red) | ?<br>n. |
| (such as an immigration consultant, lawyer, frie<br>This person can also get details on their case fil<br>(This person is called a "representative".) (requir         | end or family member) to contact IRCC on their behalf<br>e, such as the status of their submission or applicatio<br>red) | ?<br>n. |

#### Need help finding a representative?

Moving2Canada is not an immigration consultancy and we do not provide one-on-one immigration services. However, we have partnered with a handful of exceptional immigration consultants across Canada who would be happy to assist with your application.

#### Learn more

## 02.06. Work History

Under this section, you must list all your paid work experience acquired in the last 10 years as well as provide information on a job offer in Canada.

#### Occupation

This is the lead occupation you wish to submit your application under.

#### 🗋 ТІР

#### Applying for a Provincial program in addition to the Express Entry

If you are applying to a provincial program in addition to the federal Express Entry system, the lead occupation should be the same for all applications. Be sure to check all applications for consistency.

| * Primary occupat<br>This means the jo<br>on. This is how we<br>the NOC for the p  | tion (Five-digit NOC Code) ( <i>required</i> )<br>b Main Applicant Example has experience in and wants to base the immigration application<br>will determine your eligibility for federal programs. You will need to know the job title and<br>rimary occupation and for any other jobs you add, as well as for any job offer.  |
|--|---|
| Go to the <u>Find you</u>  | <u>ur NOC</u> page to learn more.   |
|  | Q Search  |
| Please select  | ×   |
| *Date Main Appli   | ant Example first became qualified to practice in this occupation   |
| * Date Main Applie<br>If the "primary o<br>• Qualified tra<br>codes begin<br>• any other jol<br>NOC descrip<br>( <i>required</i> ) | cant Example first became qualified to practice in this occupation<br>ccupation" is:<br>des occupations (five-digit codes) include occupational code 62200 and occupational<br>ning with 72, 73, 82, 83, 92, 93 and 6320 (except occupations beginning with 726 or 932).<br>b, this is the date they first obtained the minimum education or training stated in the<br>tion. (Note: if the NOC only states high school, this is the date they graduated.) |

If you are applying under the Federal Skilled Worker Program, you need to ensure that you have 12 months of consecutive work experience in this occupation within the last 10 years

If you are applying under the Canadian Experience Class, this work experience should be from within the last 3 years.

#### П тір

If you are a **Federal Skilled Worker** applicant, choose an occupation you have experience in within the last nine years. If you are a **Canadian Experience Class** applicant, choose an occupation you have experience in within the last two years.

This is important because your profile remains in the Express Entry pool for 12 months, and to remain valid throughout this period, your primary occupation's work experience must fall within the eligible time frame at all times.

## **Canadian Certificate of Qualification**

This subsection is mainly applicable to applicants who qualify under the Federal Skilled Trade program. If you have a certificate of qualification from a province, enter the information in this subsection.

### **Intended Work in Canada**

If you have a valid job offer in Canada, enter all the requested information in this section.

| Does Main Applicant E<br>(required) | xample have a certific          | cate of qualification from a Canadian provinc         | e or territory?                           |                          |
|-------------------------------------|---------------------------------|---|---|--------------------------|
| Yes                                 |                                 | ~   |   |                          |
| Pi.                                 | finner (maning f)               |   |   |                          |
| Province or territory o             | of Issuance ( <i>required</i> ) |   |   |                          |
| T lease select                      |                                 |   |   |                          |
| Occupation associated               | d with the certificate o        | of qualifications (Five digit NOC) ( <i>required)</i> |   |                          |
| Please select                       |                                 | ~   |   |                          |
| Date Main Applicant E               | xample obtained the o           | certificate ( <i>required</i> )                       |   |                          |
| Select year                         | Select month                    | <ul> <li>Select day</li> </ul>                        |   |                          |
|                                     |                                 | ,,,   |   |                          |
|                                     |                                 |   |   |                          |
| ← Previous Next →                   |                                 |   |   |                          |
|                                     |                                 |   |   |                          |
|                                     |                                 | <ul> <li>Intended work in Canada</li> </ul>           |   |                          |
|                                     |                                 |   |   |                          |
|                                     |                                 | * Does Main Applicant Exam                            | ple nave a job offer in Canada?           |                          |
|                                     |                                 | The offer must:                                       | at least one year                         |                          |
|                                     |                                 | meet <u>different require</u>                         | nents depending on type of job (i.e. some | need apprenticeships and |
|                                     |                                 | certification) and                                    | deral Skilled Workers                     |                          |
|                                     |                                 | (required)  | ierur skilled Workers.                    |                          |
|                                     |                                 | lieuulieul  |   |                          |
|                                     |                                 | Please select   |   | ~                        |
|                                     |                                 | Please select   |   | ×                        |
|                                     |                                 | Please select   |   | v                        |
|                                     |                                 | Please select<br>← Previous Next →                    |   | v                        |

### **Work History**

Under this section, enter all your work experience acquired in the last 10 years. Be sure to select the most appropriate NOC code for each listed occupation. To add more experience, click 'Save and add.' All added work experience will appear in the work history table. Make sure to check that all work experience is listed before moving on.

### Research

Completing this section is optional. If you do not wish to answer the questions, select "no." If you are willing to answer the questions, select "yes." If you select "yes," you will need to answer all the questions in order to submit your application.

The answers you provide in this section are for research purposes only and will not be used in assessing your application.

| Work history  |  |  |  |
|---|--|--|--|
| We will assess T<br>calculate Test To<br>work related to  | est Test's current and previ<br>est's score. You can tell us a<br>or performed during an ap  | ous jobs for eligibility for Express Entry, and use them to<br>bout each job by filling in the fields below. Do not enter any<br>prenticeship process. |  |
| Check the list a  | t the bottom of the form fir   | st to see information you have already saved.  |  |
| <ul> <li>When you c</li> <li>The fields w</li> <li>Use the mo</li> <li>* Does Test Test b</li> </ul>  | lick "Save and Add", each jo<br>/ill go blank to let you add a<br>dify or delete button if you<br>nave any work history? (reg  | ob will be saved to the list.<br>another job.<br>want to change a job that you have already saved to the list.<br><i>uired</i> )                       |  |
| <ul> <li>When you c</li> <li>The fields w</li> <li>Use the mo</li> <li>* Does Test Test h</li> <li>Yes</li> </ul>   | lick "Save and Add", each jo<br>/ill go blank to let you add a<br>dify or delete button if you<br>nave any work history? <i>(req</i>   | ob will be saved to the list.<br>another job.<br>want to change a job that you have already saved to the list.<br><i>uired</i> )                       |  |
| When you c     The fields w     Use the mo     Yes     Since what year  | lick "Save and Add", each jo<br>/ill go blank to let you add a<br>dify or delete button if you<br>nave any work history? ( <i>req</i><br>r? ( <i>required</i> )                              | ob will be saved to the list.<br>another job.<br>want to change a job that you have already saved to the list.<br><i>uired</i> )                       |  |
| <ul> <li>When you c</li> <li>The fields w</li> <li>Use the mo</li> <li>* Does Test Test h</li> <li>Yes</li> <li>* Since what year</li> <li>Select year</li> </ul>   | lick "Save and Add", each jo<br>ill go blank to let you add a<br>dify or delete button if you<br>nave any work history? ( <i>req</i><br>r? ( <i>required</i> )<br>Select month               | ob will be saved to the list.<br>another job.<br>want to change a job that you have already saved to the list.<br><i>uired</i> )                       |  |
| <ul> <li>When you c</li> <li>The fields w</li> <li>Use the mo</li> <li>Does Test Test F</li> <li>Yes</li> <li>Since what year</li> <li>Select year</li> <li>This is my cu</li> </ul>                          | lick "Save and Add", each jo<br>ill go blank to let you add a<br>dify or delete button if you<br>nave any work history? ( <i>req</i><br>r? ( <i>required</i> )<br>Select month<br>urrent job | ob will be saved to the list.<br>another job.<br>want to change a job that you have already saved to the list.<br><i>uired</i> )                       |  |
| <ul> <li>When you c</li> <li>The fields w</li> <li>Use the mo</li> <li>Does Test Test F</li> <li>Yes</li> <li>Since what year</li> <li>Select year</li> <li>This is my cu</li> <li>* To (required)</li> </ul> | lick "Save and Add", each jo<br>ill go blank to let you add a<br>dify or delete button if you<br>have any work history? ( <i>req</i><br>r? ( <i>required</i> )<br>Select month<br>urrent job | ob will be saved to the list.<br>another job.<br>want to change a job that you have already saved to the list.<br><i>uired</i> )                       |  |

## 02.07. Additional Details

### **Spouse's Information For Express Entry**

If you have listed an accompanying spouse, you will then need to complete the spousal section of the application following the guidance provided above.

| Sinth Onvia. Accompanying, express entry spouse rorm |             |            |  |
|--|-------------|------------|--|
| Form name  | Status      | Options    |  |
| Personal details                                     | Not started | Start form |  |
| Study and languages                                  | Not started | Start form |  |
| Work history   | Not started | Start form |  |



# Submitting Your Express Entry Profile

Once you've gathered all the necessary documents and information, submitting your Express Entry profile is the next crucial step. In this section, we'll guide you through how to save, edit, and successfully submit your profile to ensure everything is in order.

## Saving and Completing Your Express Entry Profile

If you start the application and cannot complete it in one sitting, it will be saved in the 'Continue an application you haven't submitted' section. Once started, you have 60 days to edit and submit the application. After 60 days, your draft profile will be deleted, and you will need to start the process again.

If at any time during the creation of your Express Entry profile you experience technical issues, you can access IRCC support by clicking on the 'Report a technical issue' link on the main page of your Express Entry profile. It can take several days, or even weeks, to receive a response.

Once all the sections are marked as complete in the Status section of the Express Entry profile, you can submit the profile.

Click the 'Continue' button. Agree to the terms and conditions by entering your name, answering the security question, and then clicking 'Sign' and 'Transmit.'

## **Submitted Express Entry Profile**

Once submitted, you will be able to view the application under the 'View the applications you have submitted' section. This will show you:

- The immigration program you qualify under,
- A full breakdown of your CRS score, and
- A "Messages" section containing all notifications you receive from IRCC.

It may take several days for this information to be updated in your account.



# Important Things to Remember

Before you complete and submit your Express Entry profile, there are a few important things to keep in mind. Paying attention to these details can help prevent errors, ensure consistency, and improve your chances of success. Here are some key reminders to guide you through the process and avoid potential setbacks.

### **Take Screenshots of Your Profile**

Take screenshots of all sections of your profile. If your application expires or is selected, you will no longer have access to the information you originally submitted. Keeping a copy of this information can be very useful to ensure consistency in future submissions.

### **Be Honest and Truthful**

You must be 100% honest and truthful in the information you provide. Any misleading or inaccurate information could affect your application at a later stage and may result in a finding of misrepresentation, which carries a 5year ban from entering Canada.

### **Ensure You Have Sufficient Funds**

When stating how much in funds you have available, make sure to show at least \$1,000 over the minimum required. Since the required amounts change each year, if you only declare the minimum, your profile may become ineligible once the amounts are updated.



## **List All Previous IRCC Applications**

Be sure to list any previous applications you have made to IRCC under Section 1 of the application, even if they were refused. This includes any previous Express Entry profiles submitted.

#### 

#### More resources for you

Your Moving2Canada account holds a wealth of additional resources designed to make your immigration journey smoother and more successful. From personalized tips to exclusive tools, everything you need is just a click away.

#### Visit your account





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