



Your Guide to the New Brunswick Private Career College Graduate Pilot

***New Brunswick Provincial Nominee Program
Effective: July 2024***

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In the event of a discrepancy between the website and program guides, the information in the application program guides shall be considered correct. Please check our website regularly to ensure you are using the most up-to-date version of the application program guides.

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Do I need a representative to help me apply?

No. The Government of Canada and the Government of New Brunswick treat everyone equally, whether they use a representative or not.

All the forms and information that you need to apply to immigrate to Canada are available for free. If you follow the instructions in the application guide, you can complete the application form and submit it on your own.

If you decide to use an immigration representative, be careful whom you ask for advice.

If you're hiring a paid representative find out if they're authorized:

- This means they have a license to practice and give advice
- If you choose a paid representative who's not authorized, we may return your application or refuse it
- If you give a representative money or compensate them in any other way in exchange for their services, they're considered paid and must be authorized

Tips to protect yourself from fraud

- Be careful of anything that sounds too good to be true
- Using a representative will not draw special attention to your application or guarantee that we'll approve it
- Beware of representatives who encourage you to give false information in your application. It's against the law, and you could be denied entry into Canada or deported after you arrive
- Don't leave original documents or photos with your representative
- Don't sign blank application forms
- Don't sign forms or documents unless you can read them. If you don't understand them, ask someone to translate
- Make sure to get copies of any documents your representative makes for you
- Any time you pay your representative, get a signed receipt
- Make sure your representative updates you on your application often
- Protect your money and remember:
 - we'll **never** call you and ask you to deposit money into a personal bank account
 - we'll **never** ask you to transfer money through a private money transfer company
 - processing fees are in Canadian dollars and they're the same around the world

Part 1: Introduction

The New Brunswick Provincial Nominee Program (NBNP), administered by the Government of New Brunswick (GNB), is an immigration program that allows GNB to nominate individuals with the greatest ability to become economically established in New Brunswick. The New Brunswick Private Career College Graduate Pilot (hereafter referred to as “Pilot”) is part of an economic immigration program and is not intended for family reunification, protected persons or for humanitarian and compassionate reasons.

The Pilot is for international graduates with the skills, education and work experience to contribute to New Brunswick’s economy, and who are ready to live and work in New Brunswick permanently. This guide provides complete and comprehensive information about program requirements and eligibility. Please carefully read it before you apply.

Students who do not qualify for the Pilot are encouraged to review other New Brunswick [provincial immigration programs and streams](#). Students with qualifying work experience and a job offer from a New Brunswick employer may be eligible to apply when they complete their studies.

Objective

The objective of the Pilot is to make available an immigration pathway to international graduates from select one-year and two-year programs of study that lead to careers in priority occupations in Education and Social Development, in Health, in IT and Cybersecurity, in Business Administration, and in Supply Chain and Logistics. These occupations have been selected through consideration of numerous criteria, including current and forecasted employment levels, potential for labour shortage and recruitment challenges and alignment with various government priorities.

Three Stages of Approval

Applications require three stages of approval.

1. Apply for a nomination certificate

If you meet all eligibility criteria and selection factors, and you have the support of your New Brunswick employer as indicated through a completed and signed Employer Information form (NBNP-004), you can then apply by submitting an online application. The processing time varies depending on the time required for the verification of documents included in your application and on the volume of applications received. In some cases, you may be asked to attend an interview.

2. Apply to Immigration, Refugees and Citizenship Canada for a T13 Work Permit and PR visa

If you are nominated by GNB, you should then apply to the Government of Canada for a work permit and for a PR visa, through Immigration, Refugees and Citizenship Canada (IRCC). You, your spouse and dependents must meet statutory requirements for medical, security and criminal admissibility. IRCC has the final authority to issue a PR visa. There is no guarantee that IRCC will approve your PR application even if you are nominated by GNB.

To submit your permanent residence application to IRCC, you can choose the [online application process](#) or the [paper-based application process](#).

3. Confirm employment and maintained nomination

12 months following your nomination, you must submit a declaration along with the following supporting documents:

- Proof of employment (employment contract with description of duties, pay stubs and Canada Revenue Agency tax information)
- Proof of residence in New Brunswick during the employment period (lease, utility bills, bank information, NB driving license, etc.)

After 18 months, should you have not obtained Permanent Residency, you must submit a declaration, along with the following supporting documents:

- Proof of employment (employment contract with description of duties, pay stubs and Canada Revenue Agency tax information)
- Proof of residence in New Brunswick during the employment period (lease, utility bills, bank information, NB driving license, etc.)

Candidates who fail to maintain full-time employment in a priority occupation (in your field of studies), in New Brunswick, while your PR application is being processed will have their nomination rescinded and this pathway to permanent residence will be closed.

Important Information

Provincial immigration pathways are dependent upon federal immigration allocations, application volumes and labour market needs. For this reason:

- GNB will determine the availability of immigration streams, pilots, and categories depending on the volume of applications;
- GNB reserves the right to close or pause application intake without prior notice for any stream, pilot and category at any time;
- GNB is not obligated to process any expression of interest or application submitted to one of its streams, pilots or categories;
- GNB may decline to consider applications, irrespective of when an application was submitted;
- GNB will assess applications according to the most current criteria, regardless of the date of submission of an application;
- GNB will process applications at its discretion and in a manner that best supports the goals of the NBNP. This can be based on application volumes, quality of individual applications, labour market information, economic forecasting and/or any other factors as determined by GNB;
- GNB will grant priority processing to applicants who have the greatest ability to become established economically in New Brunswick – as determined by GNB – and will not process applications on a first come, first served basis;
- The decision to process (or assess) any application and the outcome is at the sole discretion of GNB; and
- The decision to issue a nomination certificate is at the sole discretion of GNB.

By submitting an application to IRCC, employers and applicants agree and acknowledge that:

- Receipt of a nomination certificate from GNB does not guarantee that a PR visa will be issued by IRCC;
- IRCC has the sole authority to decide if persons will receive a PR visa. GNB is not responsible for any processes or decisions of IRCC; and
- IRCC will assess the application based on Canadian immigration law and make the final decision for granting a PR visa.

Misrepresentation

If it is found that you, or any person included in or associated with your application, has directly or indirectly misrepresented or intentionally withheld, or failed to submit, material fact(s) or information that induced or could have induced errors in the administration of the program whereas you could have been issued a nomination certificate without having provided truthful and complete information to enable GNB to properly assess the application, your application will be refused due to misrepresentation, regardless of your ability to meet any, or all of the eligibility requirements.

Applicants who are refused for misrepresentation are prohibited from applying to New Brunswick for five years from the date of decision.

Furthermore, the Government of New Brunswick is obligated to cooperate with the Government of Canada to ensure the integrity of the program. This includes sharing information including personal information and intelligence related to program abuses, as per the details set out in the *Canada-New Brunswick Memorandum of Understanding on Information Sharing*. As such New Brunswick will report to Canada without delay any

instances of suspected or confirmed fraud involving, but not limited to, applicants, employers, third-party immigration representatives and educational institutions, subject to Section 10 of the agreement, and in accordance with the policies and procedures outlined in the *Canada-New Brunswick Memorandum of Understanding on Information Sharing*.

Legal Status

If you are residing in Canada during the application process, you must maintain legal immigration status in this country. Legal status means that you are authorized to enter and remain in Canada as a temporary resident for a specific period, either as a visitor, worker, or student.

Expiring Work Permits

It is your responsibility to maintain legal status throughout the application process. GNB cannot guarantee that your application will be processed before the expiry of your present permit. Furthermore, a provincial nomination cannot be guaranteed.

The federal government, through Immigration, Refugees and Citizenship Canada (IRCC), is responsible for all decisions with respect to legal status, including work and study permits.

You can use IRCC's Client Support Centre to help answer your questions around [renewing, changing, or extending your work permit](#). Your employer may also be willing to support your work permit application through a [Labor Market Impact Assessment \(LMIA\)](#). Keep in mind that obtaining a new LMIA can be a lengthy process.

If you need assistance or advice about your legal status in Canada, you may wish to contact a [Canadian immigration lawyer or reputable Regulated Canadian Immigration Consultant \(RCIC\)](#).

After Nomination

If you are nominated under one of New Brunswick's provincial immigration programs, you may then be eligible to apply for an employer-specific work permit with the support of your New Brunswick employer.

An R204 letter of support for work permit may be issued if you:

- have been approved as a provincial nominee;
- have an offer of employment from an eligible New Brunswick employer; and
- have received an employer-specific nomination; or
- have received an unrestricted nomination and may not be eligible for a Bridging Open Work Permit ([BOWP](#)).

To be eligible for an R204 letter, you must continue meet the conditions of your nomination. Other situations may be considered on a case-by-case basis.

IMPORTANT: If you are requesting a work permit support letter, we advise that you submit your request within **90 days** prior to the expiration of your current work permit. Due to the volume of requests for an R204 letter of support and nomination extension, GNB cannot guarantee urgent processing.

Maintained Status

You may register and/or apply providing you are a temporary resident with [maintained status](#) in Canada. You obtain maintained status if you are a temporary resident who submitted an application to IRCC to renew/extend your period of authorized stay (i.e. renewal of study or work permit) before its expiry date. You can remain in Canada and continue to work under the same conditions as your existing permit until a decision is made on your pending IRCC application.

New Brunswick Employment Standards Act

Foreign workers have the same rights and obligations under the *Employment Standards Act* as all employees in New Brunswick. Employers cannot:

- Require foreign workers to use and pay an immigration consultant;
- Recover ineligible recruitment and transportation costs from the foreign worker;
- Misrepresent employment opportunities;
- Supply false information about employer and employee rights and responsibilities;
- Prevent workers from vacating employer-provided accommodations for private accommodations;
- Reduce wages or changing any other terms or conditions of employment undertaken in the recruitment of a foreign worker;
- Threaten deportation; and
- Take possession of a foreign worker's identity documents (e.g., passport) and work permit.

Part 2: Eligible private career colleges

This Pilot is accessible to new graduates, from specific private career colleges in New Brunswick, that are not eligible for the federal Post-graduation Work Permit (PGWP) program.

Participation is limited to private career colleges that:

- have held a [Designated Learning Institution](#) designation for at least five years at the time of launch;
- are registered with the province of New Brunswick;
- are compliant with relevant Acts and Regulations;
- offer eligible programs of study in targeted priority sectors;
- have been in continuous operation in New Brunswick for longer than eight years, with a majority of voting or ownership interests held by Canadian citizens, or permanent residents;
- are not directly affiliated with immigration consulting businesses;
- have not changed ownership, in part or completely, between program announcement (August 2021) and the conclusion of the Pilot; and
- provide multidisciplinary education programs (i.e. not limited to training for a specific occupation).

Eligible DLI's are required to:

- maintain regular contact with the Government of New Brunswick;
- provide evidence that sufficient measures are in place to protect students and their personal records; and
- provide annual reports and independently audited financial statements.

Eligible private career colleges include [Eastern College](#) and [Oulton College](#).

Part 3: Sectors, programs of study and eligible occupations

Sectors, Programs of Study, and Eligible Occupations	
Eastern College	
Programs of Study	Eligible Occupations
Education and Social Development	
Child and Youth Care with Addictions Support Worker	42201 Social and Community Service Worker
Early Childhood Education	42202 Early Childhood Educators and Assistant
Health	
Medical Administrative Specialist	13112 Medical Administrative Assistant
Personal Support Worker	33102 Nurse Aides, Orderlies, and Patient Service Associates
	44101 Home Support Workers, Housekeepers, and related Occupations
IT and Cybersecurity	
Application Development (Mobile Web) Video Game Development	21230 Computer Programmer and/or Interactive Media Developer
	21233 Web Designers 21234 Web Developers and programmers
IT Systems and Security Administrator Advanced Systems Management and Cybersecurity	22220 Computer Network Technician
	22221 User Support Technician
Business Administration	
Accounting and Payroll Administrator	12200 Accounting Technician and Bookkeeper
	13102 Payroll Clerk
	14200 – Accounting and related clerks
	14201 – Banking, insurance and other financial clerks
Supply Chain and Logistics	
Supply Chain & Logistics	14400 Shipper and Receiver
	12013 Supply Chain, Tracking and Scheduling Supervisor
	13201 Production and Transportation Logistics Coordinator

Sectors, Programs of Study, and Eligible Occupations	
Oulton College	
Programs of Study	Eligible Occupations
Education and Social Development	
Early Childhood Education / Educational Assistant	42202 Early Childhood Educators and Assistant
	43100 Elementary and Secondary School Teacher Assistant
Child and Youth Care Human Services Counsellor	42201 Social and Community Service Worker
Health	
Medical Office Administration	13112 Medical Administrative Assistant
Medical Laboratory Assistant	33101 Medical Laboratory Technician and Pathologist Assistants
Medical Laboratory Technology	32120 Medical Laboratory Technologist
Practical Nurse	32101 Licensed Practical Nurses
Primary Care Paramedic	32102 Paramedic and related occupations
IT and Cybersecurity	
Systems Management and Cybersecurity	22220 Computer Network Technician
	22221 User Support Technician
Business Administration	
Business Management and Entrepreneurship	12200 Accounting Technician and Bookkeeper
	13102 Payroll Clerk
	14200 – Accounting and related clerks
	14201 – Banking, insurance and other financial clerks

National Occupational Classification 2021

On November 16 2022, IRCC adopted the 2021 version of the [National Occupational Classification](#) (NOC). To consult these changes brought to the NOC system, you can visit [Statistics Canada's Correspondence Table Tool](#).

Part 4: Candidate Eligibility Requirements

There are requirements for each stage of the Pilot, including registration, application, nomination, and post-nomination. You must meet the minimum eligibility requirements for age, language, job offer and education, and pass all the selection factors to be considered for nomination by GNB.

Eligibility requirements must be met at the time of registration, application, nomination and post-nomination. Meeting eligibility requirements does not guarantee that you will be nominated.

Failure to meet candidate eligibility requirements and pass all selection factors will result in the refusal of your application. Additionally, if your employer fails to meet eligibility requirements, outlined in Part 2, your application will be refused.

Students who do not qualify for the Pilot are encouraged to review other New Brunswick [provincial immigration programs and streams](#). Students with qualifying work experience and a job offer from a New Brunswick employer may be eligible to apply when they complete their studies.

Intent to reside

It is your responsibility to prove a genuine intention to reside in New Brunswick as described in Section 87(2) (b) of the *Immigration Refugee Protection Act* (S.C. 2001, c 27) Regulations which state that “a foreign national is a member of the nominee class if they intend to reside in the province that nominated them”.

To demonstrate intent, you may be asked to demonstrate your attachment to New Brunswick, that may include, but are not limited to:

- A description of any actions you have taken to permanently settle in New Brunswick;
- Current employment in New Brunswick;
- Employment search details;
- The length of any previous and/or current period of residence in New Brunswick;
- Community involvement;
- Ability to support yourself in New Brunswick;
- Your connections to New Brunswick through work, study or family;
- Completion of studies from a post-secondary institution in New Brunswick;
- Professional networks and affiliations;
- Residency including household lease agreements and/or property ownership;
- Family ties and other social relationships and connections;
- Details of prior visits to Canada; and
- Your connection to other jurisdictions in Canada.

Offer of employment

You have 90 days upon graduating to secure in-province, full-time employment in an identified priority occupation related to your field of study. Full-time means that you are expected to work a minimum of 30 hours per week, or 1,560 hours per year.

The offer of employment cannot be from a company where you or your spouse/common-law partner is the majority owner.

Competitive wage

The wage you have been offered must be competitive with New Brunswick wage rates for the occupation. The wage stated on your offer of employment must:

- be comparable to the rate paid to workers with a similar level of experience and training for equivalent jobs in New Brunswick; and
- be consistent with the wage compensation structure of your employer.

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

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

Remote work arrangements

Remote work arrangements provide employees with the flexibility to perform all or part of their duties from an approved remote location (e.g., employee's home) either on a full time, part time or temporary basis. To be considered, candidates must:

- Be currently residing in New Brunswick and have lived in New Brunswick in the 12 months prior to submitting an application; and
- Working for an eligible New Brunswick employer, with a valid authorization to work.

Regulated occupations

There are a variety of [regulated occupations in New Brunswick](#). If your intended job offer is in a regulated occupation, you are required to be certified or licensed by the regulatory authority for that occupation. A regulatory authority is an organization, usually provincial, responsible for ensuring members of the occupation follow the rules outlined by legislation. This includes making sure that workers meet all necessary requirements and follow occupational standards. In general, standards are set to protect the public's health and safety, or the environment.

One of the first steps in becoming certified or licensed in New Brunswick is to obtain an equivalency for the foreign qualifications you have earned outside of Canada. Your academic credentials and work experience will be evaluated to determine how your credentials and experience compare to Canadian-trained professionals.

PR ready

When applying to any of New Brunswick's immigration streams or pilots, you must be PR Ready. It means that you meet all minimum eligibility requirements and selection factors and have all the required documents on hand to prepare and submit a complete and correct application to the Government of New Brunswick and to the Government of Canada. Being PR Ready means more efficient processing, fewer delays and a better experience navigating the New Brunswick and Canadian immigration programs. In most cases, this means your application will be processed faster. For details refer to [First Steps](#), available at www.gnb.ca/immigration.

Part 5: Employer eligibility requirements

Good standing in New Brunswick

Applications must be supported by eligible employers. To be eligible, employers must:

1. Have an established place of business, defined as a physical structure that is:
 - owned or leased by the Employer;
 - located within New Brunswick and which has both a street and mailing address within New Brunswick;
 - open for business and staffed during regular business hours by one or more persons employed on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the employer's business operations, and which has:
 - clear signage representing the business; and
 - telephone service in the business name (mobile or landline).
2. Have been in continuous, active operation in New Brunswick for at least two years (24-months) under the same ownership. If there is or has been a change in ownership, the business must continue to operate for at least two years under new ownership before being able to access New Brunswick immigration programs. This does not apply, if the change of ownership has been to a direct family member.
3. Be in good standing with any provincial and or federal legislation governing employment standards and occupational health and safety legislation.
4. Not be in violation of the [Immigration and Refugees Protection Act \(IRPA\)](#) or [Immigration and Refugees Protection Regulations \(IRPR\)](#).
5. Employers must be actively engaged in the NB business, and therefore directly connected to the employment of candidates. Consequently, recruitment-type, temporary placement-type, or broker-type agencies (i.e. where candidates are nominated with the support of one employer and then contracted out to other businesses) are not permitted. An Immigration Program Officer must be satisfied that the individual making the offer of employment has an employer-employee relationship.

Relationship with candidates

Employers are required to establish an employer/employee relationship. GNB will not consider applications from individuals who have not been vetted through the employer, by an executive recruitment team created by the employer, or by a specialized human resources recruitment agency. The employer may be asked to explain the hiring process.

Complete NBNP-004

All applications must be supported by an Employer Information Form (NBNP-004) completed by the employer and signed by both the employer and the applicant. Applications submitted without the express support of the New Brunswick employer, as indicated by this form, are not eligible for nomination under this Pilot.

Pay the federal compliance fee

The employer must pay a [federal compliance fee](#) and submit an offer of employment form through the [IRCC Employer Portal](#) before the applicant can submit an application for their work permit.

Criteria for leveraging workforce expansion

If a business is leveraging immigration to expand its workforce and increase its operating capacity, it must meet the following additional criteria:

- The business must demonstrate an average of \$500,000 total gross annual revenue in the previous two years; and
- The business must employ a minimum of three full-time employees who are Canadian citizens or permanent residents that work for the business in New Brunswick.

Misrepresentation

Employer and/or person who recruits foreign workers for employment on behalf of an employer shall not misrepresent employment opportunities, including misrepresentations with respect to the position to be filled by a foreign worker, the duties of the position, the length of employment, the rate of wages, benefits and other terms and conditions of employment. They shall not supply or cause to be supplied false or misleading information to a foreign worker about employment and employee rights and responsibilities. If it is determined that an employer, or any person who recruits foreign workers on behalf of an employer, has misrepresented employment opportunities or supplied false or misleading information to a foreign worker, they shall be excluded.

Part 6: Selection factors

To apply, you must make sure that you meet all eligibility requirements. If all eligibility requirements have been met, you will be assessed according to the following selection: age, language, education, and occupation in demand. This is a pass or fail, you must pass **all** selection factors to be successful.

Age

You must be between 19-55 years of age. Your age is assessed as of the day that a complete application is submitted to GNB in response to an Invitation to Apply (ITA). Age is not considered as of the date you register.

Official languages

To meet the language requirement, you must submit valid test results from a designated testing organization to show you have obtained a minimum score equal to or greater than a Canadian Language Benchmark (CLB) 5 for English or Niveaux de compétence linguistique canadiens (NCLC) 5 for French in all four language abilities: reading, writing, listening and speaking.

Valid language test results must be from one of the following [designated language-testing organizations](#):

- International English Language Testing System (IELTS) General Training;
- Canadian English Language Proficiency Index Program (CELPIP) General;
- Pearson Test of English Core (PTE Core);
- Test d'évaluation de français pour le Canada (TEF Canada); or
- Test de connaissance du français pour le Canada (TCF Canada).

Your test results will be considered valid for the two years from the date of issuance. Test results must be less than two years old when you submit your application to GNB. The following table shows the minimum scores required in each of the language proficiency tests to meet CLB 5.

Language proficiency test	Reading	Writing	Listening	Speaking
IELTS General	4.0	5.0	5.0	5.0
CELPIP General	5	5	5	5
PTE Core	42	51	39	51
TEF Canada*	151-180	226-270	181-216	226-270
TCF Canada	375-405	6	369-397	6

*For TEF Canada results, please use and refer to your “equivalence ancien score” column.

Education

You must have completed your studies from an eligible private career college in New Brunswick in a priority occupation program that is 10 months or longer.

The Province of New Brunswick will not accept applications for candidates who have not graduated from one of the eligible programs of study nor it will accept applications from programs that are shorter than 10 months

Work experience

Work experience is not required for international graduates under the Pilot.

Part 7: Application process

The following section outlines the steps required to obtain permanent residence to Canada.

Within 90 days of the issuance of your final marks, you must:

- Accept an offer of employment;
- Receive a nomination certificate; and
- Apply for a T13 work permit.

Step #1 Accept an offer of employment

You must accept a genuine offer of full-time (non-seasonal) employment from an eligible New Brunswick employer who is willing to support you through the immigration process.

Step #2 Create an Expression of Interest

You must create an Express of Interest (EOI) in the [Immigration New Brunswick \(INB\) online application portal](#). You can check the most up-to-date information regarding the status of your application at any time by logging in to view *My Dashboard*. Be sure to keep your profile up-to-date.

You are responsible for updating your profile and ensuring that all required information is accurate, current and up-to-date throughout all stages of the immigration process. You must notify GNB of any changes in your life circumstances throughout the application process, including but not limited to: family composition, marital status, country of residence, employment, contact information, decrease in salary, change in immigration status, etc. Failure to notify GNB of any changes may result in the refusal of your application.

Step #3 Receive an invitation to apply

Because you have an offer of employment from a New Brunswick company, you will receive an invitation to apply (ITA). You have up to 20 calendar days from the date of the ITA to submit a complete application via the New Brunswick online system. If you fail to submit a complete application by the deadline, your ITA will be automatically removed, and you will have to start the process again.

An ITA does not guarantee that your application will be approved for nomination. If you receive an ITA, and you submit your application, your application may be refused if you do not meet eligibility requirements and/or selection factors as outlined in this guide.

Step #4 Submit an application to GNB

Once you have submitted your complete online application through INB and pay the processing fee, GNB will conduct a full review of your application and it will be assessed according to eligibility requirements and selection factors outlined in this guide.

The stream or pilot under which you apply cannot be changed once you submit your application. If you do not meet the requirements of the category under which you registered, your application will be refused. Afterward, you may apply under another stream or pilot providing you meet the eligibility requirements.

Additional information for submitting your application

GNB may request additional evidence and information as reasonably required to verify and process your application. Failure to provide such information in a timely manner may result in the refusal of your application. Failure to provide the information within the timeline indicated by GNB may result in the refusal of your application.

Interview

GNB may require you to participate in an interview as reasonably required to verify information related to your application, or any other reason to be disclosed at the time of the request. The interview shall be held in your

preferred language of English and/or French. Interpreters are not permitted during the interview. The format, location and time of the interview shall be determined by GNB. Failure to attend your scheduled interview may result in the refusal of your application.

Age of dependent children

The age(s) of your dependent children, if any, are locked in, for federal immigration requirements, at the time you submit a complete application to GNB. The date you create your online profile or receive an ITA is not considered the lock-in-date.

Non-accompanying family members

Non-accompanying family members are family members who are dependent on the principal applicant but who are not immigrating to Canada. They can include a spouse or common-law partner, dependent children, and the children of a dependent child.

These people must be declared on your provincial application for nomination or endorsement, on your application for permanent residence, and on any other application for a Canadian visa of any kind. They should have a medical exam so they can remain eligible for sponsorship at a later date.

Failure to declare non-accompanying family members can be considered misrepresentation, is reportable to IRCC, and could negatively affect your own application and any future possibility of sponsoring these family members.

Disclose previous immigration applications

You must disclose any immigration applications you made to another provincial or federal immigration program and provide copies of all relevant correspondence, regardless of the outcome. Failure to provide such information will result in your refusal.

Withdrawing your application

You may voluntarily withdraw your application at any time without penalty except when a procedural fairness letter has been issued. Processing fees will not be returned. [NB-011 Request to withdraw your application](#).

Step #5 Receive a nomination and work permit support letter from GNB

GNB will advise you and your representative, if applicable, of the final decision in writing and upload that decision to your INB account.

Application approval

The decision to issue a nomination certificate shall be at the sole discretion GNB. If you are nominated you can apply to IRCC for PR. Remember, you must maintain the conditions of your nomination while you are awaiting a decision on your PR application.

The nomination certificate shall be valid for nine months from the date of issuance and is considered valid if you submit a complete application for PR before the expiry date on the nomination certificate.

Work permit support letters

At the time of nomination, GNB will include a work permit support letter, for a T13 work permit, in your nomination package. This letter permits you to apply for a work permit from the federal government without the need for an LMIA. Support letters are restricted to the employer that supported your nomination. (Individuals applying to the Pilot are not eligible for a Post-Graduation Work Permit.)

Most foreign nationals need a valid work permit to work in Canada. IRCC and the Canada Border Services Agency (CBSA) are responsible for issuing work permits. If you require a work permit, you must apply to IRCC for your own work permit. GNB cannot apply for a work permit on your behalf.

Employers must pay the employer compliance fee of \$230 and submit an offer of employment form through the IRCC Employer Portal before you apply for a new work permit.

Application refusal

If it is found that you do not meet the eligibility requirements, your application will be refused. If your application is refused by GNB, you will receive a letter of refusal. There is no appeal process for refused applications. Processing fees will not be returned. You may choose to submit a new application once you meet program requirements.

Withdrawing your nomination certificate

You may voluntarily withdraw your nomination at any time without penalty except when a procedural fairness letter has been issued. Processing fees will not be returned.

Withdrawing a nomination certificate (by GNB)

GNB may withdraw your nomination at any time during the immigration process, if:

- You fail to comply with the terms and conditions under which you have been nominated.
- You fail to inform GNB of material changes in your circumstances.
- You fail to submit a written request to amend a Certificate of Nomination prior to the expiry date on the current certificate.
- You provide GNB with false or misleading information relating to a relevant matter that causes or could cause GNB to make an error in the processing of the application, or the decision to issue a Nomination Certificate.
- It is proven that you lack the genuine intention to live in New Brunswick, or
- GNB determines you are ineligible for any other reason.

Step # 6 Submit your Work Permit (T13) application to IRCC

[IRPR \(R186\(w\)\)](#) states that if a study permit holder has completed their program of study and meets the following requirements, they can start working with their T13 employer, while waiting for the work permit to be processed:

- met the requirements of R186(v) (i.e., enrolled as a full-time student at a DLI, in a post-secondary program of study of at least six months leading to a degree, diploma, or certificate, and was eligible to work off-campus during studies); and
- applies for a [work permit \(T13\)](#) before the expiry of their study permit, including the 90-day period after the issuance of final marks.

Step # 7 Submit your PR application to IRCC

If you are granted a nomination by GNB, you are required to submit your application for a PR visa directly to IRCC prior to the expiry date indicated on your Certificate of Nomination. IRCC will assess the application based on Canadian immigration law and make the final decision for granting a PR visa. GNB is not responsible for any decision made by IRCC to grant or deny permanent status. You must contact IRCC directly for updates on the status of your application.

Step # 8 Confirm your employment and maintained nomination

12 months following your nomination from GNB, you must report to the province the following:

- Proof of Employment (Employment contract with description of duties, pay stubs, tax information);
- Proof of New Brunswick residence during employment period (lease, utility bills, bank information, NB driver's license, etc.)

After **18 months**, should you have not obtained Permanent Residency, you must submit a declaration to GNB, along with the following supporting documentation:

- Proof of Employment (Employment contract with description of duties, pay stubs, tax information);
- Proof of New Brunswick residence during employment period (lease, utility bills, bank information, NB driver's license, etc.)

Failure to report your status to the province and failure to maintain full-time employment in a priority occupation (in your field of studies) while your Permanent Residency application is processed, your nomination will be rescinded by the province.

Step # 8 Receive a decision from IRCC

If IRCC approves your PR application, you will be issued a PR visa which will enable you to become a PR of Canada. If you receive a PR visa from Canada, you must report your landing to GNB within **30 days** of landing in Canada.

Part 8: Using a representative

You are not required to hire a representative. Using one will not draw special attention to your application and doesn't mean we will approve an ITA or the issuance of a nomination certificate. You can get all the forms and instructions you need to apply for nomination for free on our website. If you follow the instructions, you should be able to fill out the forms and submit them yourself. You may choose to use a representative to provide immigration advice or help. If so, you must disclose that you have received assistance in preparing an application whether or not the person is compensated or receives a benefit as a result of such assistance. Failure to declare such assistance will result in the refusal of your application.

Immigration representatives:

- explain and give advice on your immigration or citizenship options;
- help you choose the best immigration program for you;
- fill out and submit your application;
- communicate with GNB on your behalf; and
- advertise that they can give immigration or citizenship advice.

Representatives could be:

- immigration consultants;
- lawyers;
- friends;
- family members; or
- other third parties.

Types of representatives

There are two types of representatives, paid (must be authorized) and unpaid. Representatives must meet the requirements for authorized representatives stated below.

1. Authorized paid representatives

Only some people can charge a fee or receive any other type of payment. These people are called "authorized representatives." They are:

- Lawyers and paralegals, who are members in good standing of a Canadian provincial or territorial law society;
- Notaries who are members in good standing of the *Chambre des notaires du Québec*; and
- Citizenship or immigration consultants who are members in good standing of [The College of Immigration and Citizenship Consultants](#).

Remember: if you pay a representative or compensate them in any way in exchange for their services, GNB considers that as paid and they must be authorized. GNB will not deal with representatives who charge a fee but are not authorized. If you use an unauthorized representative, in Canada or abroad, GNB may return your application or refuse it.

2. Unpaid representatives or third parties

You may use the services of unpaid representatives, such as family members, friends and other third parties who do not charge a fee. They may provide the same services as paid representatives, but they do it for free.

GNB only considers uncompensated representatives or third parties as unpaid if they do not charge fees or receive any other compensation or benefit for providing immigration advice or related services. If your uncompensated representative or third party is found by GNB to have charged fees for, or otherwise benefited from acting as your representative, GNB will revoke such person's eligibility to serve as your representative and will refuse your application.

Declaration and consent

To protect your privacy, you need to give us your written consent before we'll share any of your personal information with anyone or give anyone access to your application information. If you wish to use the services of a paid or unpaid representative, you must complete the *Use of a Representative Form (NB-007)* and include it with your application. It confirms that you have authorized the individual named on the form to represent you and act on your behalf with GNB. This may include representation throughout the Expression of Interest (EOI), application and assessment processes, and communication with GNB as required, including disclosure of personal and/or confidential information to your representative.

Correspondence from GNB will be sent to you and your representative. Therefore, it is required that you include your personal contact information on the application. At its discretion, GNB may contact you directly to request additional evidence or information to verify information in your EOI and/or application to determine if you meet or continue to meet all program requirements.

Changing or cancelling representatives

You may only have one representative named in your application at any given time. If you change or cancel your paid or unpaid representative, you must provide notification to GNB by submitting a revised *Use of Representative Form (NB-007)*. Submitting a revised form will automatically cancel any previously appointed representative. Failure to declare a change in representative will result in the refusal of your application. You are responsible for ensuring your application is updated to reflect any change in representative.

Beware of fraud

You are responsible for all the information in your application even if a representative completes it for you. It is against the law to give false or misleading information in your application. If the information on your application is false or misleading, your application will be refused.

Part 9: When not to apply

You are not eligible to apply if you:

- Already have an active application registered with GNB;
- Own property and/or a business in another province or territory in Canada;
- Have an immigration application in process in another province or territory in Canada;
- Have been refused for misrepresentation through any immigration program;
- Living in Canada illegally;
- Have been refused admission to, or ordered to leave Canada or any other country or territory;
- Are working in Canada without authorization;
- Are living in Canada and are out of legal status and have not applied for restoration of status within 90 days of having lost your status;
- Are an unresolved or failed refugee or humanitarian and compassionate claimant living in Canada;
- Have not been lawfully admitted to your current country of residence;
- Are not lawfully residing in your current country of residence;
- Are engaged in full-time post-secondary education in Canada;
- Have been offered a seasonal, part-time or casual job in New Brunswick;
- Are in a sales position that is based solely on commission for compensation;
- Are an individual whose job will not be based in New Brunswick;
- Are registered in the federal Live-in Caregiver Program;
- Base your application on a job offer where you are self-employed in New Brunswick;
- Are on a federal post-graduate work permit and your occupation falls under NOC TEER Category 4 or 5;
- Accept an offer of employment that will adversely affect the settlement of a labour dispute, or the employment of anyone involved in any such dispute, or adversely impact training or employment opportunities for Canadian citizen or PR living in New Brunswick;
- Base your application on a job offer where you are a majority shareholder in a New Brunswick business; or
- Base your application on a job offer where you are intending to start a business and/or become self-employed in New Brunswick.

Part 10: Processing fees

GNB charges fees to partially recover the cost of providing some services to the public. The fees are based on the concept that persons specifically requesting a service should pay for that service. Fee levels are set to recover as much of the costs of each service as reasonable without imposing undue hardship or affecting access to services.

Pay your fees through your online account. Your spouse or common-law partner and dependent children are included in the processing fee. **Processing fees are non-refundable.**

The Canadian \$250 processing fee is payable by Visa, MasterCard, Discover, Amex, INTERAC Online or Visa/Debit.

Note: You and your family members must also pay for medical examinations, police clearances, fees associated with language testing and obtaining documents. Other fees may apply including, but not limited to, language testing, educational credential assessments, net worth verification and document translation. These fees are not payable to GNB.

Part 11: Document checklist

You are required to submit a complete electronic application within 45 calendar days of being issued an ITA. The application and all supporting documents must be submitted electronically through your online account.

All documents must be provided as PDF files. You will have to scan paper documents into PDF files and convert electronic documents into PDF files. Scanned documents:

- Must not exceed an upload size of 2 GB;
- Must be clear enough to read;
- With images, should be scanned in color; and
- With text-only, may be scanned at a grayscale setting to reduce the file size; and must not be enhanced or edited.

If you are unable to provide any of the requested documentation, please include with your application a written explanation with full details as to why that documentation is unavailable and any other documentation that would support your claim. Failure to provide supporting documents in certain circumstances may result in the refusal of your application.

Sign all forms as applicable. Please note that by signing these documents, you are certifying that all information provided therein, whether prepared by you or not, is complete and true in all respects. If you or someone acting on your behalf directly or indirectly submits false documents or misrepresents facts relating to your application for a PR visa, your application will be refused.

All documents must be in either English or French. If a supporting document is in a language other than English or French, you must upload a copy of the original document as well as a version translated by a certified translator. Translators must be certified by a regulatory body and cannot be a family relative or work for a paid consultant who is preparing your application. You must also supply proof from the translator describing their translation ability or certification.

Completeness check

Candidates are required to submit a complete application, including all mandatory forms, fees, information and supporting documents through their INB account.

Applications are first checked for completeness, according to the document checklist requirements in place at the time the application is received. If the application meets the requirements of the checklist, application processing will begin.

If the application is found to be incomplete, for the following reasons, the application will be closed, and the candidate will be notified through their INB account:

- The principal applicant has not submitted language proficiency test results with the application and/or submitted language proficiency test results that are more than two years old;
- The principal applicant has not submitted evidence of a job offer issued by an eligible New Brunswick employer.

Identity and civil status documents

Document	Description (mandatory, as applicable)
Birth certificate(s)	A birth certificate or equivalent document from the birth country, or letter of explanation where no birth certificate is available in the country, for you and your spouse or common-law partner.
Marriage, divorce/death certificate(s)	Include certificates for each marriage, divorce or death of a spouse, for you and your spouse or common-law partner.
Common-law union	If you have a common law partner, upload a completed Statutory Declaration of Common-Law Union Form (NB-008) and include evidence that you have cohabited with your partner for a period of at least 12 continuous months. Provide the following documents listing both your names: copies of joint bank accounts, copies of leases, and utility bills, etc.
Passport(s)	Page showing your biographical data for you, your spouse or common-law partner and accompanying dependent children.
Travel documents	Visas and permits providing proof of legal status in your country of residence, if other than your country of citizenship (e.g. work permit)
Children's information	<ul style="list-style-type: none"> • Birth certificates (which names their parents); • If applicable, adoption papers issued by recognized national authorities showing the legal, approved adoption of adopted, dependent children; • Proof of custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court; • Proof of current or future studies in Canada, including a confirmation letter from the educational institution(s) and study permit or other authorization. • If the other parent of your children is not accompanying you to Canada, you must submit a IRCC Statutory Declaration from Non-Accompanying Parent/Guardian for Minors
Color digital photo(s)	Digital passport-type photos of yourself and each family member included in your application. Photos must comply with Canadian passport photo specifications.

Eligibility documents

Document	Description (mandatory, as applicable)
Language	Valid language test results from a designated testing agency
Education in New Brunswick	Certificates, diplomas or degrees, and transcripts from an eligible DLI
Proof of residence during studies	Residential lease, utility bills, NB driver's license, Medicare card, bank statements, etc.
Study and/or Work permit(s)	You shall provide copies of current and expired study permits and/or work permits

Job offer documents

Document	Description (mandatory, as applicable)
Skilled Worker Employer Information Form (NBPNP-004)	Completed, dated, and signed by you and your New Brunswick employer
Employment contract	<p>An official work contract or experience or experience letter printed on company letterhead, that includes:</p> <ul style="list-style-type: none"> • your name; • the company's contact information (i.e. address, telephone number, email); • the name, title and signature of the immediate supervisor or personnel officer at the company; and • all positions held while employed at the company including: job title, duties and responsibilities; job status (if current job), dates worked for the company, number of work hours per week and annual salary plus benefits. <p>The letter must be completed, dated, and signed by you and your New Brunswick employer</p>

Other documents

Document	Description
Consent and Declaration (NB-005)	Completed, dated and signed by you and your spouse or common-law partner. This form is mandatory.
Use of Representative (NB-007)	Completed, dated and signed by you and your spouse or common-law partner.
Affidavit of Translation	Any document that is not in English or French must be accompanied by the English or French translation; and an affidavit from the person who completed the translation, if required. An affidavit is a document on which the translator has sworn, in the presence of a commissioner authorized to administer oaths in the place where the affidavit is sworn, that the contents of the translation are a true translation and representation of the contents of the original document. Translators who are certified members in good standing of one of the provincial or territorial organizations of translators and interpreters of Canada do not need to supply an affidavit.