



Classification (if any)

# Law Society of Upper Canada Summit

Express Entry Operational Highlights

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John Acheson



Immigration, Refugees  
and Citizenship Canada

Immigration, Réfugiés  
et Citoyenneté Canada

Canada



## Overview

- Portal Enhancements
- Profile Builder- New Questions
- Canadian Education Credentials
- Passport/Travel Document Submission
- Tips to Maximize Points
- Increased Client Responsiveness
- Reminders
- FAQs

## Portal Enhancements (1/4)

- On July 23, 2016, the Authorized Paid Representatives Portal was revamped to enhance the user experience and improve the Portal's functionality and speed.
- ***Representative Queue*** now only display applications that are currently in progress that have **not** yet been submitted to IRCC.
- A new search functionality now allows to search for all submitted applications.

## Portal Enhancements (2/3)

- **Note:** All closed applications will be removed from a representative's account after 180 days and **cannot** be retrieved using the ***Search All Applications*** button. Should a representative need to access a closed application after 180 days, it will need to be re-linked to the representative's account in order to see it again. It will remain active for an additional 90 days

## Portal Enhancements (3/3)

### How does this help you?

- The new search functionality organizes the queue list and allows representatives to conduct searches using different data fields, such as the applicant's name, ID number, application number, category (i.e. study permits, work permits), etc.
- This also addresses logging, porting and loading issues previously experienced, which often resulted in slowing down the portal or error messages.

## Profile Builder – New Questions

- As part of the Express Entry changes, additional questions have been added to the Profile Builder to assess the following:
  - Canadian education credentials
  - Intended work in Canada

# Profile Builder – New Questions

- Canadian education credentials

Was this degree, diploma or certificate:

- from a public post-secondary school, such as a college, trade/technical school, university or CEGEP (in Quebec)
- from a private post-secondary school that operates under the same rules as public schools
- a diplôme d'études professionnelles (DEP) or an attestation de spécialisation professionnelle (ASP) earned through a qualifying study program of at least 900 hours from a private school in Quebec, or
- a Bachelor's, Master's or Doctorate degree from a Canadian private school that can legally award degrees under provincial law. (The student must have been enrolled in a study program that led to a degree as set out by the province.)



Yes



What is the Designated Learning Institution (DLI) number of the school? (If you don't know it, [you can find it on our site.](#))

Was more than half the study program English or French as a second language courses?

Yes



Did Jon Snow study in Canada based on an award that required them to go back to their home country to apply their knowledge and skills? This includes some awards from Global Affairs Canada.

## Profile Builder – New Questions

- Intended work in Canada

Information about the job offer

Is this job offer for work that is:

- full-time
- continuous and
- for at least one year?

Yes

Is this job offer for work that is non-seasonal?



## Canadian Education Credentials

- Applicants must provide Designated Learning Institution (DLI) number of the Canadian institution where they completed their highest degree to be assigned points for Canadian education credentials.
- Candidates will be prompted in the system at the EE profile and application stage to enter in the # of their DLI by using the DLI list posted on the IRCC website.

## Canadian Education Credentials- Distance Learning

- Applicants are instructed to indicate that their education was completed by correspondence by typing in brackets {by correspondence} on the same line as the education institution name in their profile and application.
- **Note:** If more than 50 percent of an applicant's education was obtained via distance learning, additional CRS points for a Canadian education credential will not be awarded.

## Passport/Travel Document Submission- e-APR

- Passport or travel document information will now be mandatory when applicants **submit their application** in Express Entry
- Applicants will no longer be able to submit details of the National ID document instead of a passport.

## Maximizing Points

- Candidates are encouraged to maximize points for human capital factors to increase likelihood of being invited to apply
- **ECA-** Candidates should get all foreign credentials assessed. Until now, many applicants are only getting their highest level of education credentials assessed
- **Language-** Candidates should submit a second Official Language assessment if applicable
- **Skills Transferability-** Combination of some human capital factors and Canadian work experience, foreign work experience (NOC 0, A or B), and/or Certificate of Qualifications (trade occupations)
- **Spousal factors-** Spouses should submit education, first Official Language and Canadian work experience (if applicable)

## Increasing Client Responsiveness

- You will now have 90 days to submit your online application for permanent residence once you are invited to apply. (This used to be 60 days)
- The extra time will make it easier to get all the documents together and submit a complete application. An application that is missing documents takes longer to process.
- Note: The six month processing time starts when IRCC receives your complete application.

## Data Entry Limits

- **There is a limit of 30 entries / lines per section in ALL sections.**
- Additional information entered in excess of these 30 lines will not be saved or retained by the system.
- **If you have more than 30 entries, submit a letter of explanation with details requested below**
- 
- **Profile:** Include personal history since 18 years of age or within last 10 years, whichever comes first.
- **E-APR:** For admissibility reasons, you must declare all activities. Please submit any additional information (ie. court documents, final dispositions, etc.) by uploading details via “Letter of Explanation” field as part of the electronic submission.

## Submitting Additional Documents

- Under Express Entry, you must submit a complete application, including all documents on the personalized checklist or the application will be rejected.
- If the applicants do not have all the required documents, they can decline the Invitation to Apply (ITA), obtain the missing documents, and then submit after receiving a new ITA.
- You cannot submit more documents after submission unless we ask you for them.
- If an applicant's circumstances change after submission, they must inform IRCC through the Case Specific Web Form.

<https://secure.cic.gc.ca/enquiries-renseignements/canada-case-cas-eng.aspx>

## Submitting Additional Documents- Admissibility

- Applicants who require the Authorization to Return to Canada (ARC) or a Rehabilitation application must submit this separately from their e-APR via paper
- The application must be submitted to the nearest Canada Immigration Centre (if in Canada), or to the visa office responsible for the applicant's region (if outside Canada)
- Disclose this information in the applicant's e-APR by uploading a letter of explanation, indicating where the application has been sent



## Frequently Asked Questions

If a candidate has more than one post-secondary program credential, should he/she have **ALL** credentials assessed, in order to be awarded the **additional points under the Skills Transferability Factor?**

- **Example:** If a candidate has a Master's degree assessed, but does not have the Bachelor's degree assessed.
- **Answer:** To obtain the maximum 25 CRS points under “Two or more post-secondary program credentials AND at least one of these credentials was issued on completion of a post-secondary program of three years or longer”, the applicant would be required to obtain ECAs for the Bachelor's degree and the Master's degree if both credentials were obtained in a foreign country.

## Frequently Asked Questions

- When are applicants required to submit police certificates?
- Applicants are required to submit police certificates from each country or territory where they visited, worked or resided for a period of 6 months or more (consecutively and/or cumulatively) since the age of 18.
- Example: An applicant has visited a country for two months, left for three years and then returned for four months would require a police certificate.

## Frequently Asked Questions

Will a scanned photocopy of a police certificate be accepted?

- Police certificates submitted into the applicant's e-APR must be a colored scan of the original
- Applications which are supported by certified true copies, unauthorized copies, or visibly altered police certificates will be considered incomplete for having provided unacceptable police certificates, and thus rejected per section 10 of the Immigration & Refugee Protection Regulations.

## Frequently Asked Questions

- How long do medical results have to be valid for?
- Medical results are valid for 12 months
- Applicants are encouraged to undergo their medical as close to the time of application as possible
- This helps in ensuring IRCC meets the 6 month processing time and minimizes the likelihood of applicants having to undergo a new medical examination.

## Frequently Asked Questions

### Locked out of the Rep Portal?

To re-enrol:

- **Create** a new GCKey using the [Immigration Representative Portal](#)
- **Submit** a new **portal enrolment request** (find out how using our [enrolment guide](#))
- When you complete the **enrolment form**, indicate that you were **previously enrolled** and we will **merge** your old account with the new one

## Frequently Asked Questions

How should dates for work experience be entered in order to be awarded accurate points?

- **Example:** Applicant works from 01 June 2015 to 07 July 2016.
- **Answer:** IRCC's calculation is based off of monthly units and we do not take into account days. As such, the system only prompts for month and year for each entry. The date range is inclusive, meaning the month in the To date will count towards the calculation of full time equivalent units for that particular work experience entry. In this example, the applicant would enter the end date as June 2016.

## Frequently Asked Questions

How do you enter two or more degrees or diplomas?

- If you have two Bachelor degrees, or one Bachelor and a two-year college diploma, choose:

“Two or more certificates, diplomas, or degrees. One must be for a program of three or more years.”

None, or less than secondary (high school)  
 Secondary diploma (high school graduation)  
 One-year program at a university, college, trade or technical school, or other institute  
 Two-year program at a university, college, trade or technical school, or other institute  
 Bachelor's degree OR a three or more year program at a university, college, trade or technical school, or other institute  
 Two or more certificates, diplomas, or degrees. One must be for a program of three or more years (see Help) ←  
 Master's degree, or professional degree needed to practice in a licensed profession  
 Doctoral level university degree (PhD)

IF Applicable: choose “Two or more certificates, diplomas, or degrees. One must be for a program of three or more years.”

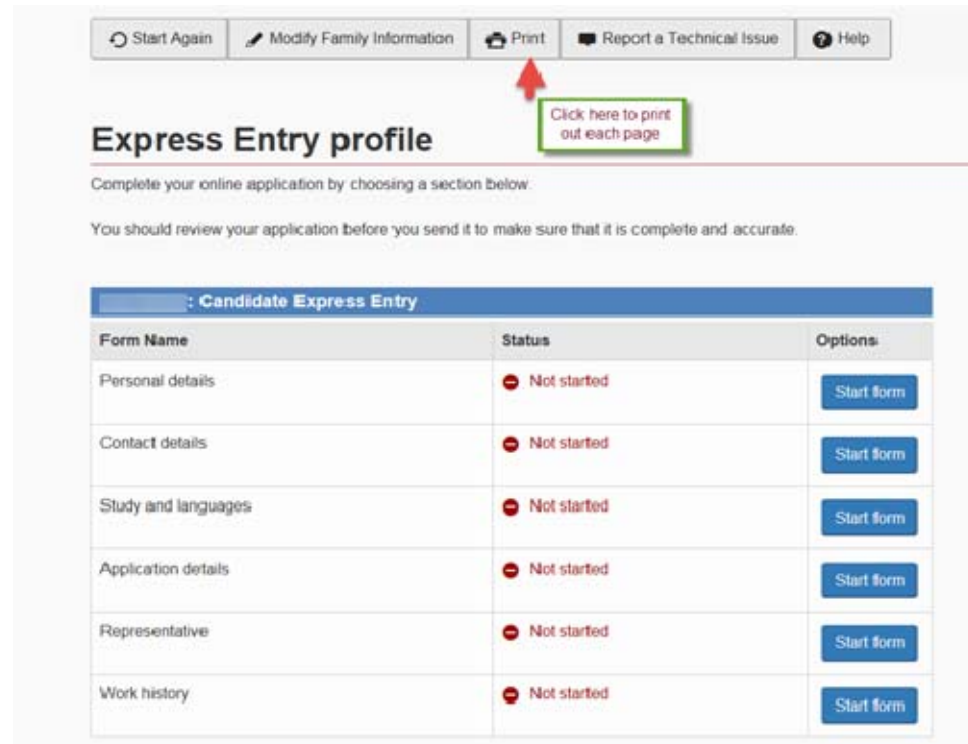
Was [redacted] awarded a Canadian degree, diploma or certificate for this period of study? ?

Save and add

## Frequently Asked Questions

When can we expect a “Print All” button to be able to print a copy of a complete submitted application?

- Although ideal in principle, having a “Print all” button isn’t feasible due to the complexities of the dynamic form used for Express Entry. IRCC has provided the alternative, which allows applications to print individual screens. Please see the top “Print button” on each page of an express entry application.



The screenshot shows the top navigation bar of the Express Entry profile page. The 'Print' button is highlighted with a red arrow and a callout box that says 'Click here to print out each page'. Below the navigation bar, the page title is 'Express Entry profile'. The main content area contains a table with the following data:

Form Name	Status	Options
Personal details	Not started	Start 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



## Frequently Asked Questions

**Why do I not receive messages for my client's EE application through my Authorized Paid Representative (APR) portal account since being retained as an APR, when application is already in process?**

- In order for all IRCC correspondence from an application to be received in the APR portal, the APR must first link the existing application to their portal account.

## Where do I find information on Express Entry?

- IRCC Portal Enrolment Guide – Authorized Paid Representatives
- <http://www.cic.gc.ca/english/e-services/apr-enrolm.asp>
- Ministerial Instructions
- <http://www.cic.gc.ca/english/department/mi/index.asp?expand=mi-express#mi-express>
- Frequently Asked Questions (FAQs):
- <http://www.cic.gc.ca/english/department/media/notices/2014-12-01.asp>
- For Program Delivery Instructions (policy, procedures and guidance):
- <http://www.cic.gc.ca/english/resources/tools/perm/index.asp>

## How to Contact IRCC

- **General Questions:**

[ImmigrationRepresentatives@cic.gc.ca](mailto:ImmigrationRepresentatives@cic.gc.ca)

- **Case-Specific Enquiry Form:**

<https://secure.cic.gc.ca/enquiries-renseignements/canada-case-cas-eng.aspx>