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Common Pitfalls of Express Entry

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Express Entry



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Changing Representatives

- Express Entry profile must be completed via Authorized Representative Portal or through client's MyCIC account.
- Currently, there is no way to transfer a profile to a different portal (ie different person's Authorized Representative Portal or client's portal)
- Note: CIC is aware of this issue

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Express Entry Eligibility

- Problems with eligible clients being found ineligible in the initial “Eligibility Calculator” anecdotally, it appears that the issue may lie with CELPIP scores of 11 or 12. The temporary solution appears to be lowering scores to 10 in the initial Eligibility Calculator and then amending the score when inputting the Express Entry profile.
- Note: CIC is aware of this issue.

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Express Entry Profile - Spouse

- Once submitted, you can amend all aspects of the Express Entry profile except the response to “Is your spouse/common-law partner included in this application”
- There is also no option to designate a spouse as non-accompanying under “Modify Family Information.”
- Does a failure to include a spouse in the profile constitute a misrepresentation?

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Express Entry Profile - PNP

- Imm Rep:
 - Candidates in the Express Entry pool would be nominated by a province or territory for their Express Entry-specific provincial nominee stream.
 - While a province may nominate a candidate in the Express Entry pool for their regular program, the process would take place outside Express Entry and be managed through the existing paper-based process. No Express Entry PNP Stream in Ontario yet.

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Express Entry Profile – CEC v. FSW

- Client can qualify under more than one program, the system chooses program (FST/FSW/CEC) when ITA is issued. Must prove claim of points.
- CIC will assess applicant in the following order :
1st PNP 2nd FSTC 3rd FSW 4th CEC
- This hierarchy aligns with CIC's target levels.
- Candidate can decline ITA for FSW & remain in the pool until program specific rounds of invitations are held

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CEC vs FSW- System Failure

- CEC candidates with qualifying part-time work experience, that is non-continuous are NOT being credited for this work experience and are not qualifying for CEC.
- Only FSW Applicants with qualifying part-time non-continuous work experience are credited for this employment experience.
- EE system fails to capture part-time non-continuous work experience for CEC applicants.

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Express Entry Profile – Qualifying Job Offer

- Does John Doe have a job offer?
 - A qualifying job offer is one which is supported by an LMIA or a valid LMIA supported work permit
 - If the LMIA supported work permit expires before the Completeness Check Letter, the client no longer qualifies for the 600 points issued for the qualifying job offer and the ITA will be rescinded

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Express Entry Profile – Date Qualified

- On what date did John Doe first become qualified to practice in this occupation?
 - Imm Rep: For qualified trades this is the date when the applicant first became qualified to practice independently (i.e. when they moved from apprentice to fully qualified tradesperson).
 - Imm Rep: For candidates listing any other ‘primary occupation’ this question does not apply. We are working on a change to our system so this question will no longer be asked to candidates listing any other “primary occupation”. In the meantime, indicate the date upon which they received the minimum level of education or training that is required to perform the stated employment as per the NOC or if high school is the only requirement, the date the candidate graduated.

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Express Entry Profile – Valid Work Permit

- Does John Doe have a valid work permit for the current job in Canada?
 - Imm Rep: If your client answers ‘Yes’ to the question, “Does SMITH have a valid work permit for the current job in Canada” that indicates that your client’s work permit enables your client to do her current job in Canada legally. For details please see the [Determine your Eligibility - Work Permits page](#) on the CIC website.

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Express Entry Profile – Previous Immigration Record

- Has John Doe applied to CIC before?
 - Imm Rep: You should answer ‘Yes’ to the question if your client has made a formal application to CIC in the past or has had an incident with CBSA which would have led to the creation of a Unique Client Identifier (UCI).
 - Imm Rep: We would like candidates to indicate that they have applied to CIC previously, even if they cannot find their UCI. To that end we are working on a system change allowing candidates to indicate that they have previously applied to CIC, but cannot locate their UCI.
 - Imm Rep: In the meantime, if a candidate has applied previously to CIC but cannot find their UCI, we would ask that they input '00000000' in the UCI field of the Express Entry profile.

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Express Entry – Proof of Funds

- Must include this proof of funds as part of your Express Entry profile regardless of whether you have arranged employment.
- Can salary be included as amount under proof of funds if the client doesn't meet the LICO but has a contract of employment in Canada?

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Express Entry - Education

- Definition of Academic Year:
 - Imm Rep: CIC does not determine what constitutes a full academic year. A complete/full academic program year is as defined by the academic institution in question and supported by a transcript. The client should refer to the course syllabus for the definition and apply it to their particular case.

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Express Entry Profile – Employment History

- In uploading an applicant's Express Entry profile, how much of their work experience should be included? Should they only include the minimum required to qualify for CEC, FSW, FST or should they be including the past 10 or more years?
 - Imm Rep: Candidates should complete their work experience within the last 10 years.

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Express Entry Profile – Employment History

- Imm Rep: For completing Unemployment Periods please follow these steps:
 - Choose “Employment” for the Activity Type.
 - Enter the dates for the period of unemployment in the Date to Date section.
 - Enter “Not Working” for the question “Please describe what this person was doing during this period.”
 - Enter “None” for the question “Please provide the name of the company, employer, school, facility as applicable.”
 - Enter the city of residence during this period under the City/Town section.

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Express Entry Profile – Employment History

- Imm Rep: For completing Travel/Vacation periods, please follow these steps:
 - Choose “Employment” for the Activity Type.
 - Enter the dates for the period of travel/vacation in the Date to Date section.
 - Enter “Travel / Vacation” for the question “Please describe what this person was doing during this period.”
 - Enter “None” for the question “Please provide the name of the company, employer, school, facility as applicable.”
 - Enter the city of travel/vacation during this period under the City/Town section.

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Express Entry Profile – Client Approval

- Prior to submitting the application, you should send a copy of all of the pages of the application to your client to review and approve.
- As you add the information to each section of the application:
 - Click on the Settings button and click Print (or press Ctrl+P)
 - In the bottom left corner select “PDF” and then select “Save as PDF”
 - A box will open asking you to choose where you want to save the PDF.
- This will allow you save a copy of each section of the Application to send to your client for their review and approval. Under the Education and Employment sections, save each school and work place individually.

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Express Entry Profile – Submitting the Application

- Any time changes are made to the profile, the “Personal Details” section has to be “Updated” by going into it and clicking “Save and Exit”
- Triple check that the application has actually been submitted as it may need to be submitted more than once, note that you must press “Continue” and sign the application before it is submitted
- Application must be resubmitted following any updates to the Profile

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Invitation to Apply – Proof of Funds

- Proof of funds required to ensure the LICO is met
 - Document Checklist: “Applicant should provide official letter(s) from financial institution(s) which list all current bank and investment accounts, as well as outstanding debts such as credit cards and loans”
 - However, LICO does not apply and you do not have to show that you have these funds if you have arranged employment
<http://www.cic.gc.ca/english/immigrate/skilled/funds.asp>

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Invitation to Apply – Proof of Funds

- Imm Rep: Submission of proof of funds is mandatory for all applications through Express Entry to be considered complete, **only those applicants who must meet the settlement fund requirement in accordance with regulatory requirements for a given program will be assessed against the settlement fund requirement.**
 - ie, an individual invited to apply under **CEC** with or without a job offer must submit proof of funds with their application to meet R10 completeness check requirements, but **would not need to demonstrate that they meet the settlement fund requirement** when assessed against program eligibility criteria **as there is no regulatory requirement for settlement funds under this class.**
 - Individuals invited to apply under the **FSW** or **FST** who are **not currently authorized to work in Canada** and who **do not also have a valid job offer** from an employer in Canada would **have to demonstrate that they meet the settlement funds** requirement in accordance with regulatory requirements for those classes.

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Invitation to Apply – Proof of Funds

- Imm Rep: For those candidates who must demonstrate that they meet the settlement funds requirement, information provided about the funds available to them comes into play at all stages of the Express Entry process. In other words, a candidate who is not currently authorized to work in Canada and who does not also have a valid job offer must indicate in their Express Entry profile that they have sufficient funds for their family size to meet the minimum entry criteria for entry into the pool, and to be eligible to receive an invitation to apply under the FSW or FST. They would need to submit proof of funds with their application for permanent residence, and a determination of whether they meet the settlement funds requirement would be part of the assessment of their application against program eligibility criteria.

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Invitation to Apply – Travel / Vacation History

- Limited number of drop-downs available to applicants to summarize personal history – CIC is working to resolve this issue
- Start with most recent trips, as there is currently a maximum of 30 entries permitted – additional trips should be included with Letter of Explanation

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Invitation to Apply – Travel / Vacation History

- Imm Rep: For completing travel/vacation periods: follow these steps:
 - Choose “Employment” for the Activity Type.
 - Enter the dates for the period of travel/vacation in the Date to Date section.
 - Enter “Travel / Vacation” for the question “Please describe what this person was doing during this period.”
 - Enter “None” for the question “Please provide the name of the company, employer, school, facility as applicable.”
 - Enter the city of travel/vacation during this period under the City/Town section.

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Invitation to Apply – Medical

- What if the applicant is unable to get an appointment to see a Panel Physician within the 60 days following an ITA?
 - Provide proof of all attempts to secure an appointment within the 60 days with the application.
- What if the applicant or spouse is pregnant when their ITA is pulled and they cant complete the medical (ie Xray requirement)?

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Invitation to Apply – Police Certificates

- Police Certificates must be less than 3 months old
- Imm Rep: It is CIC policy that the issuance date of Police Certificates should be no more than 3 months prior to submission of the electronic application for permanent residence (for our purposes here, a “current” Police Certificate). An application that does not include a “current” Police Certificate will be rejected. However, CIC recognizes that for some countries and in some circumstances, a request for a Police Certificate can have a lengthy wait time. Accordingly, CIC may not reject an application without a “current” Police Certificate, only if the applicant includes a letter explaining that they have made reasonable efforts to obtain one.

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Invitation to Apply- Police Certificates

- Certain countries will only send police certificates directly to CIC. What address should the foreign police agencies send the records to?

Attention: CSU-EE

P.O. Box 7500

Sydney, N.S. B1P 0A9

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Invitation to Apply – Employment Records

- Imm Rep: For CEC, CIC requires that your client list past 10 years of work experience. However, once the ITA is issued proof of work experience is only required to support one year of work experience in Canada in NOC 0, A or B.
- Imm Rep: Qualifying Offer of Employment is not a requirement for CEC, however if your client received 600 points for a qualifying job offer, and cannot support that claim at the time of ITA, their application may be refused under 11.2 IRPA and may be open to a finding of misrepresentation.

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Invitation to Apply – Employment Records

- Imm Rep: For FSW, CIC requires that your client list past work experiences. CIC requires proof of employment for any year of employment that will count toward points in the FSW grid.
 - If your client cannot provide a letter of reference from a former employer, they will need to provide other evidence of employment (e.g. T4 or Record of Employment) and a note explaining why the letter of reference is unavailable.
 - If your client shows employment for the past ten years, but only chooses to offer proof of employment for the past 6 years, they should provide a note in the field explaining that this is why proof of employment is not being offered.

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Invitation to Apply – Employment Records

- Spouse's Employment Record: Once issued an ITA, it is mandatory to provide spouse's employment references and business cards from previous employer for the past 10 years.
- Why is this necessary if one is not relying on the spouses background to qualify? This is a serious inconvenience and will cause delay for most applicants.

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Invitation to Apply – Additional Information / Letter of Explanation

- A Letter of Explanation can be uploaded in the field “Documents related to the application for permanent residence not captured in other fields”

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Invitation to Apply – Review Document

- Currently unable to review the data inputted before it is submitted
- Best practice is to save each page of the application as a pdf and provide it to the client for their review and approval prior to submitting the completed application

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Documents Filed Outside 60 Days

- Documents filed outside of 60 days can be sent to:

ATTN: CSU-EE

P.O. Box 7500

Sydney, NS B1P 0A9

- Documents can be sent via registered mail to:

ATTN: CSU-EE

Centralized Intake Office

49 Dorchester Street

Sydney, NS B1P 5Z2

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Completeness Check

- CIC claims that completeness check will occur within 30 days of receipt of the completed application
- Completeness Letter will be sent via CIC portal

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Bridging Open Work Permit

- Imm Rep: Individuals invited to apply for permanent residence through Express Entry will be eligible to apply for a bridging open work permit provided they are **currently in Canada**, have received an **acknowledgement of receipt from CIC indicating that their application was complete** and they have **valid status on a work permit that is due to expire within four months**.
- Existing [program delivery instructions](#) regarding bridging open work permits will be updated to reflect eligibility requirements for applicants under Express Entry.

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Bridging Open Work Permit

- Please note: In Express Entry, two letters are sent to applicants. Only the second letter can be used to support an application for a bridging open work permit.
- A first letter is automatically issued to the applicant when they submit their application. This letter indicates, “Your application is being checked to determine whether it meets the requirements of a complete application pursuant to Section 10 of the Immigration and Refugee Protection Regulations.” **This letter cannot be used to support a bridging open work permit**, as it does not reflect that the applicant has received a ‘positive eligibility assessment’ as required for the bridging open work permit.
- A second letter is issued to the applicant once their application has passed a completeness check. This letter indicates, “CIC has reviewed your application and determined that it meets the requirements of a complete application as described in sections 10 and 12.01 of the Immigration and Refugee Protection Regulations. **This is the official *Acknowledgement of Receipt* letter and may be used to support a bridging open work permit** if all other requirements are met.

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Express Entry Draws

Draw Number	Draw Date	Min. CRS	# of ITAs Issued
1	January 31, 2015	886	779
2	February 7, 2015	818	779
3 (CEC Only)	February 20, 2015	808	849
4	February 27, 2015	735	1187
5	March 20, 2015	481	1620
6	March 27, 2015	453	1,637
7	April 10 2015	469	925

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Comprehensive Ranking System Calculator

- To be used to calculate whether points have changed since the date of invitation to apply, can be used to calculate estimated number of points:

<http://www.cic.gc.ca/english/immigrate/skilled/crs-tool.asp>

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