British Columbia Provincial Nominee Program

Skills Immigration Technical Guide

In the event of a discrepancy between the BC PNP Skills Immigration Technical Guide and the BC PNP Skills Immigration Program Guide, the program guide shall be considered correct.

The BC Provincial Nominee Program
450-605 Robson Street
Vancouver, B.C. V6B 5J3
Canada

E-mail: PNPinfo@gov.bc.ca
Website: WelcomeBC.ca/PNP

The offices of the BC Provincial Nominee Program are located on the traditional territory of the Squamish, Musqueam, and Tsleil-Waututh peoples, who have been stewards of this area for many generations.

Part 1: Registering & Applying to the BC PNP

BC PNP Skills Immigration

The British Columbia Provincial Nominee Program (BC PNP) is administered in partnership with the federal government in accordance with the 2021 *Canada-British Columbia Immigration Agreement (CBCIA)*. The Government of Canada allocates a limited number of nominations each year to British Columbia.

The *Provincial Immigration Programs Act* (Act) and the *Provincial Immigration Programs Regulation* (Regulation) governs provincial administration of the BC PNP.

Skills Immigration, including the Express Entry BC (EEBC) option, is intended for workers or recent graduates with the skills, education and experience that are needed in B.C.

Stream	Who is it for?	Eligible NOC TEER categories	EEBC Option?
Skilled Worker	Managers, professionals, and skilled tradespeople	NOC TEER 0, 1, 2 and 3	Yes
Health Authority	Workers employed by provincial health authorities	Any NOC TEER category	Yes
International Graduate	Recent graduates with a degree or diploma from a Canadian college or university.	NOC TEER 1, 2 and 3. NOC TEER 0 (management occupations) are not eligible under this stream.	Yes
International Post-Graduate	Recent graduates with an eligible master's or doctoral degree from a B.C. university. PhD candidates may also be eligible.	N/A This stream does not require a job offer.	Yes
Entry Level and Semi-Skilled	Workers in tourism/hospitality, and food processing	Select occupations in NOC TEER 4 and 5	No

To understand the program requirements and determine your eligibility, you should carefully review the BC PNP Skills Immigration Program Guide before you register or apply.

Please ensure that you review the most current program requirements. If you use an out-dated program guide, select the wrong stream, or do not select the Express Entry BC option, your registration or application cannot be converted.

If approved as a provincial nominee, you and your dependent family members can apply to Immigration, Refugees and Citizenship Canada (IRCC) to become a permanent resident of Canada in the Provincial Nominee class.

About the BC PNP Skills Immigration Technical Guide

To use the BC PNP, your SI registration and application must be submitted using BCPNP Online. The BC PNP Skills Immigration Technical Guide describes how to register and apply to the BC PNP using BCPNP Online, and lists the documentation you will need to provide with your application.

Appendix 2 provides lists of required documents by stream. These lists are split into the documents you must provide, and the documents your employer must provide you with. Detailed descriptions of these documents are also in Appendix 2.

Some streams do not require registration. If you meet all requirements, you can submit an application directly to the following streams:

- Health Authority Stream
- International Post-Graduate Stream

The BC PNP Skills Immigration Technical Guide is intended to assist you in submitting your registration, application or request for review using BCPNP Online.

Skills Immigration also has other useful guides:

The **BC PNP Skills Immigration Program Guide** provides information about the program, including stream requirements, using a representative, protecting yourself from immigration fraud and how we conduct invitations to apply.

The **BC PNP Skills Immigration Post-Nomination Guide** provides instructions on applying to the federal government for permanent residence and how to request post-nomination support from the BC PNP.

These guides and other program lists and forms can be found on the [Documents page of our website.](#)

Please carefully review the program and stream requirements in the BC PNP Skills Immigration Program Guide before completing your registration.

What is the Skills Immigration Registration and Application System?

Skills Immigration uses a points-based expression of interest system that enables the BC PNP to manage applications from candidates to ensure strong economic outcomes for the province. The information provided in a registration is used to rank, select and invite candidates to apply.

Your SI registration and application must be submitted using BCPNP Online. You must also pay the application fee via [BCPNP Online](#).

You are responsible for updating your contact information in your profile and ensuring that all required information is current and up to date.

Information in your BCPNP Online profile – such as your contact details – should be updated as needed. However, the information contained in your registration, including your score, is locked as of the date you submit your registration. The BC PNP will not make corrections to the information in your registration and will not change the stream under which you registered.

If you need to make changes to your registration - other than the information captured in your BCPNP Online profile - you will need to withdraw your registration and submit a new registration with the updated information. You can do this using your existing profile.

You can check the most up-to-date information regarding the status of your registration or application at any time by logging in to BCPNP Online and checking your dashboard.

After you have completed your registration, please ensure that you have received a confirmation email that includes your BC PNP registration number.

If you do not receive this email, please refer to [Appendix 2: Troubleshooting Common Issues with BCPNP Online](#) for more information.

Important Information:

- There is no registration fee

- You may only have one active registration at a time

- Only the information captured in your profile can be changed through the Skills Immigration Registration System. If you need to make changes to any other information in your registration, you will need to use your existing profile to withdraw your registration and submit a new registration with the updated information.

- The email and contact information provided in your profile for BCPNP Online is associated with the application in the system and will be used by BC PNP staff for communication. If you inquire about an existing application, you must use the same email address. If it does not match the email address entered for the applicant or the representative in the BCPNP Online profile, we will not be able to provide a response.

- If you would like confirmation that your e-mail messages to the BC PNP have been received, please enable delivery receipts and/or read receipts in your email.

- It is important to make sure your profile and registration information is up-to-date, as differences between the information in your registration and your application **may** lead to refusal of your BC PNP application.

- If your documents are not in English, you must provide a certified translation with photocopies of the originals. Documents must be stamped and certified by a person officially authorized to notarize documents as accurate translations. 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. Documents must contain the date of translation, the translator's signature and certification number.

- Your registration is valid for twelve months from the date of submission. If you do not receive an invitation to apply before your registration expires, it will no longer be valid. You may then create and submit a new registration using your existing BCPNP Online profile.

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What is the National Occupational Classification (NOC)?

The NOC is a system used by the Government of Canada to classify jobs (occupations). Jobs are grouped based on the type of work a person does and the types of job duties.

Eligibility for many Skills Immigration streams is based in part on the federal government's National Occupational Classification (NOC) system. The BC PNP uses the 2021 version of the NOC.

To learn more about how the BC PNP uses the NOC, please visit section 1.3 of the Skills Immigration Program Guide.

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Part 2: BCPNP Online Walkthrough

This section provides an overview of the BCPNP Online registration and application process, including the information and documentation you require to register and apply to Skills Immigration streams, or to use the Express Entry BC option.

Please make sure that you are familiar with the requirements for your BC PNP stream before you submit your online registration and application.
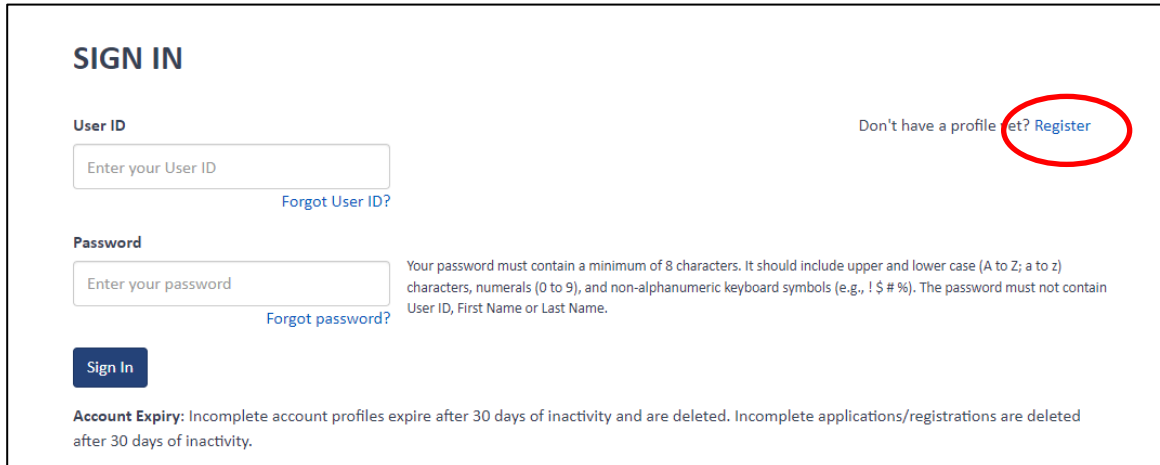
Internet Browser Requirements:
This site is best experienced through a desktop computer using the latest version of Microsoft Edge, Mozilla Firefox or Google Chrome browsers.

Your Profile

Click on the Register button.

Please note: The information that is entered into this tab should pertain to the registrant or applicant. Representative contact information can be entered under the *Representative* tab.

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In order to begin you must create a profile, including user ID and password, and provide personal information. **This information should be yours and not that of your representative.**

The information required in this section includes:

Login and Security Questions

Information Fields	Technical Notes
Email address	Your email address. There is a separate section for your representative's information.
User ID	Your User ID must contain a minimum of 7 characters
Password	Your password is case-sensitive and must contain a minimum of 8 characters. It should include upper and lower case (A to Z; a to z) characters, numerals (0 to 9), and non-alphanumeric keyboard symbols (e.g., ! $ # %). The password must not contain User ID, First Name or Last Name
Three security questions and answers	All 3 security questions and answers are required. Create question/answer combinations you will easily remember.

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Personal Information

Information Fields	Technical Notes
Family name(s)	Last name(s)
Given name(s)	First and middle names(s)
Have you ever used any other name?	Select yes or no
Other family name(s)	If you use another name (alias, English name)
Other given name(s)	If you use another name (alias, English name)
Date of birth	Should be in YYYY-MM-DD format
Country of birth	
City of birth	
Gender	

Passport Information

Information Fields	Technical Notes
Passport number	
Passport Country	From your passport
Passport issue date	Should be in YYYY-MM-DD format
Passport Expiry date	Should be in YYYY-MM-DD format

Primary Contact

Information Fields	Technical Notes
Phone number	Provide all numbers required to place a call from B.C.
Secondary phone number	
Business phone number	

Residential Address

Information Fields	Technical Notes
Country	Use drop-down list to select
Address line	
City/Town	
Province/State	
Postal/ZIP code	

Additional Information

Information Fields	Technical Notes
How did you learn about the BC PNP	Use the drop-down list to select where you first found out about the BC PNP

Once complete, click on the *Register* button.

You will be asked to review the information entered in your profile and confirm the information entered is correct by selecting the indicated checkbox and clicking on *Confirm.*

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> ☑ I confirm the information provided above is correct and consent to being contacted via my phone number and/or email address.
>
> Edit   Confirm

You will then see a screen confirming that your profile has been created, and that a confirmation email has been sent to your email address provided.

CONFIRM YOUR EMAIL ADDRESS

Your profile has been created and a confirmation email has been sent. Please click on the link in the email to verify your profile and submit your registration. If you do not receive a confirmation email within 30 minutes, check your Spam or Junk folder before contacting the BC PNP.

You will receive an email confirming your registration and stating your user ID, and asking you to verify your account by clicking on a link. **This link should be used within 24 hours to confirm your email address.** If you require a new confirmation email, log in to your profile to request one.

After you have clicked on the link to verify your email address, you can sign in by clicking on the sign in button to complete your registration and/or application.

You will be able to edit your personal information in your profile as required. If you forget your password or user ID, click on *Forgot User ID* or *Forgot Password* on the main sign in page.

If you change your email address, you will have to confirm your new email address to finalize the update. Your previous email address will remain being used for the communication purpose until the new one is confirmed. If you have not received a confirmation email from us, request a new verification link by emailing PNPinfo@gov.bc.ca.

Account profiles without an active registration / application expire after 30 days of inactivity and are subject to deletion. Incomplete registrations and/or applications that have no activity (logins) for a period of 30 days are subject to deletion.

Representatives

If you have retained a representative, you must provide their details once you have created your profile. You can add or change a representative at any time during the process, but can only have one representative at any given time.

Click on the *My Representative* tab at the top of the page at any time to input or update information about your representative.

| Home | My Dashboard | | My Representative | My Profile | Sign Out |

Representative information

Information Fields	Technical Notes
Family name(s)	Last name(s)
Given Name(s)	First and middle names(s)
Name of firm/organization name	If applicable
Primary phone number	Provide all numbers required to place a call from B.C.
Secondary phone number	If applicable - provide all numbers required to place a call from B.C.
Email address	
Country	Use drop-down list to select
Address line	
City/Town	
Province/State	
Postal/ZIP code	

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Representative Type

Representative Type:

Is your representative paid?

○ No
○ Yes

If your representative is not paid, select *No*. If they are paid, select *Yes*.

If no, indicate the membership of your representative:

- Health Match BC
- member of a non-governmental or religious organization
- member of the Immigration Consultants of Canada Regulatory Council or Canadian Provincial or Territorial Law Society
- family member, friend or employer

If yes, pick one of the following:

- member of the Immigration Consultants of Canada Regulatory Council
- member of a Canadian Provincial or Territorial Law Society

Representative Authorization

Attach your completed BC PNP Use of Representative form(s) (maximum file limit: 3MB) using the *Browse* button. The blank forms are found on the Documents page of our website.

Click the checkboxes, including the checkbox authorizing the representative to conduct business on your behalf with the BC PNP.

Representative Authorization

Use of a Representative Form - Applicant

📄 Browse [   ]

Please download the Use of a Representative Form, complete, and upload the file (maximum size limit 3MB) using the field above.

☐ I authorize the above named individual to serve as my representative and to conduct business on my behalf with the BC PNP.

☐ I authorize the BC PNP to release information, including any Citizenship & Immigration Canada documentation, from my case file and that of my dependent children under 18 years of age to my representative. This authorization is in accordance with the Freedom of Information and Privacy Protection Act (RSBC 1996, c. 165).

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Representative - Employer (Skills Immigration only)

Use of a Representative Form - Employer

📄 Browse

Please download the Use of a Representative Form - Employer, complete, and upload the file (maximum size limit 3MB) using the field above.

For more information on representatives, please refer to part 2 of the [BC PNP Skills Immigration Program Guide](#).
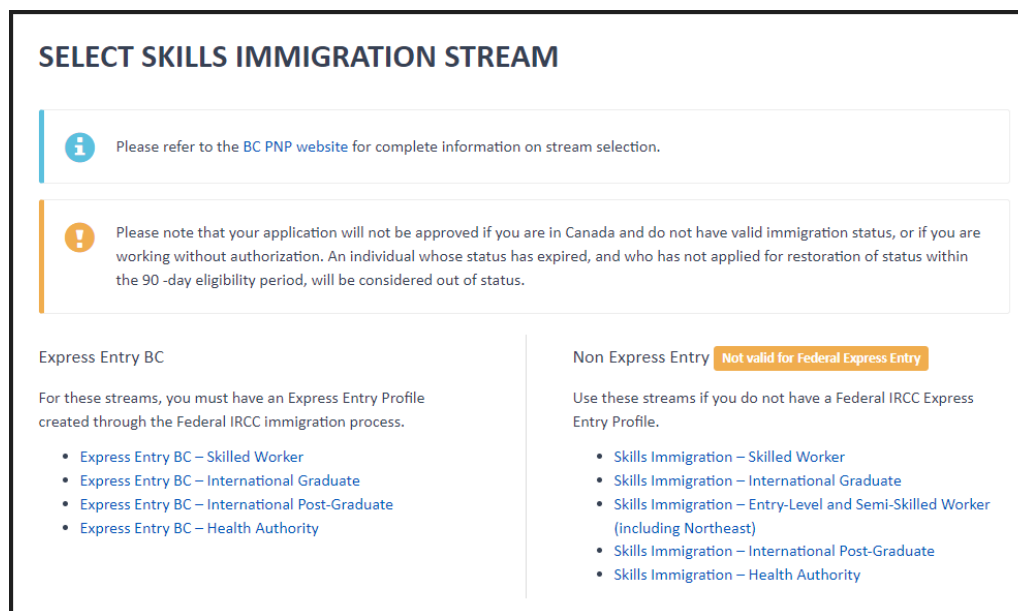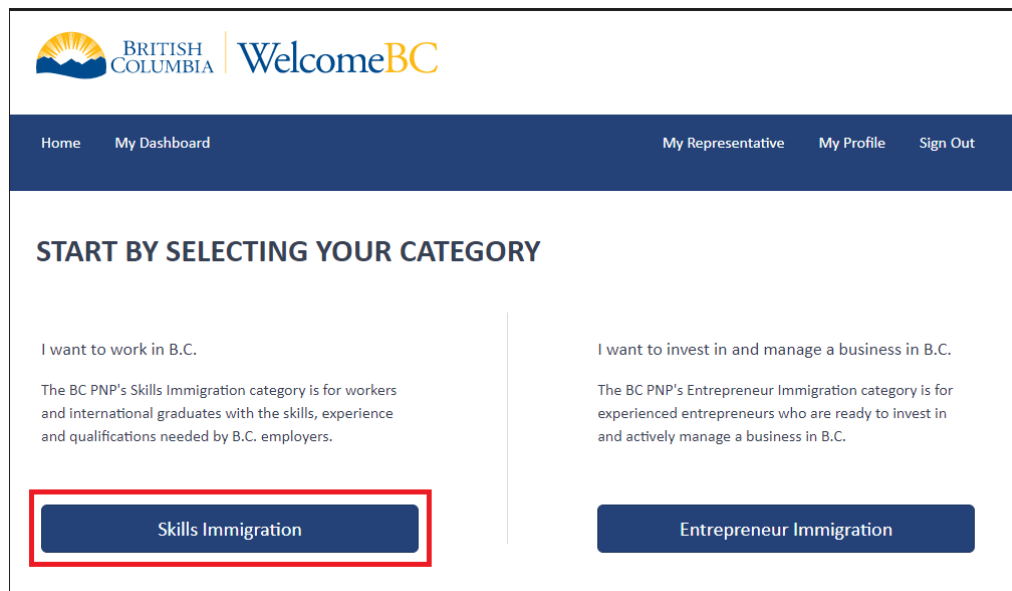
Select Your Stream

To begin, select *Skills Immigration,* then select your stream from the list. We suggest you read over the requirements, and confirm you have selected the stream you intended.

If you are using the Express Entry BC option, please ensure you make the correct selection from the list. If you have registered and/or applied to the BC PNP without selecting the EEBC option, your registration/application **cannot** later be converted to the EEBC option.

Once you have confirmed your selection, click *start*.

If you are using the Express Entry BC option, select:

- Express Entry BC – Skilled Worker
- Express Entry BC – International Graduate
- Express Entry BC – International Post-Graduate
- Express Entry BC – Health Authority

If you are not using the Express Entry BC option, select:

- Skills Immigration – Skilled Worker
- Skills Immigration – International Graduate
- Skills Immigration – Entry Level and Semi-Skilled (including Northeast)
- Skills Immigration – International Post-Graduate
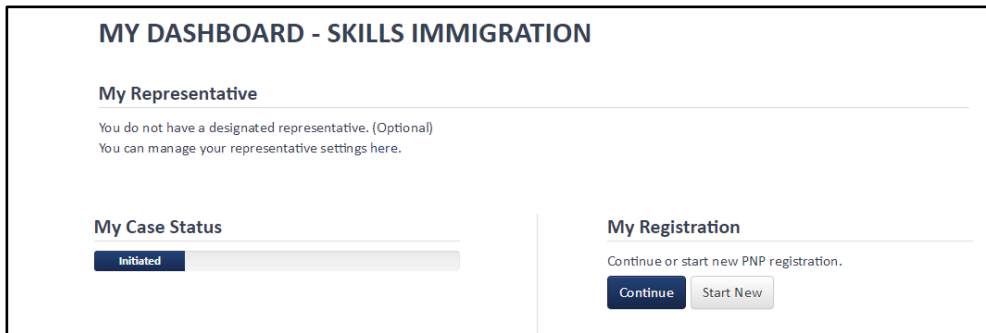- Skills Immigration – Health Authority

BC PNP Tech is not a separate BC PNP stream. **Applicants need to apply to the BC PNP under one of the existing streams** and ensure they meet the program and stream requirements.

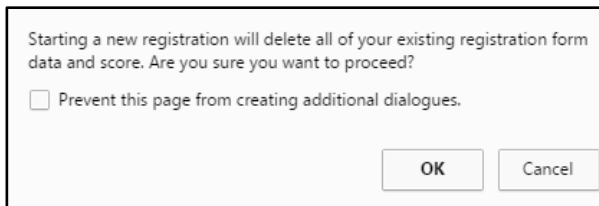Once you have selected your stream, you will be directed to the dashboard.

Your Registration

My Dashboard – Skills Immigration

From the *My Dashboard – Skills Immigration* page, you can see the status of your registration, showing if it has been initiated or submitted. You can choose to continue completing your current registration by selecting *continue*, or create a new registration by selecting *start new* at any time prior to submitting.

Please note that selecting *Start New* will bring up a dialog box with a warning that you will lose the information in your current registration. This does not affect your profile information.

Once you have started your new registration, you will be directed to a page where you will begin filling out your personal information. There are tabs across the top of the page which will help show you how far along you are in the registration process.

You are able to add an authorized representative or update information about your representative at any stage of the process by clicking on the *My Representative* tab.

Please make sure that you are familiar with the requirements for your BC PNP stream before you submit your online registration and application.

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Registrant tab

The registrant tab is where you enter your personal information, passport details, contact information, and previous application history.

Below are the pieces of information you will need to fill out in this tab. Some of this information will be automatically populated from your profile and is locked.

Personal information

Information Fields	Technical Notes
Family name(s)	This information will be locked by the system based on what was entered in your profile
Given name(s)	This information will be locked by the system based on what was entered in your profile
Date of birth	This information will be locked by the system based on what was entered in your profile

Passport information

Information Fields	Technical Notes
Passport number	This information will be locked by the system based on what was entered in your profile
Country of issue	This information will be locked by the system based on what was entered in your profile
Issue date	This information will be locked by the system based on what was entered in your profile
Expiry date	This information will be locked by the system based on what was entered in your profile

Contact information

Information Fields	Technical Notes
Phone number	This information will be locked by the system based on what was entered in your profile
Email address	This information will be locked by the system based on what was entered in your profile

Residential Address

Information Fields	Technical Notes
Address	This information will be locked by the system based on what was entered in your profile
City/Town	This information will be locked by the system based on what was entered in your profile
Province/State	This information will be locked by the system based on what was entered in your profile
Country	This information will be locked by the system based on what was entered in your profile
Postal/ZIP code	This information will be locked by the system based on what was entered in your profile

Once you have completed the contact information and residential address sections, you will be required to check a box confirming that the contact information you have provided is your own.

☐ I confirm the contact information, including the email and residential address are my own and not that of an immigration representative (if applicable) or any other individual. I understand that if the BC PNP determines that I cannot be reached directly using the contact information entered, or that the address entered is not where I live, my application may be refused. **Required**

Current and previous applications

Information Fields	Technical Notes
Do you currently have any other active registration or applications with the BC PNP?	If yes, you will not be able to submit a 2nd registration
Have you applied to the BC Provincial Nominee Program in the past?	If yes, provide your BC PNP file number

Specific information for applications using the Express Entry BC option only

If you are using the Express Entry BC option to register under Skilled Worker, International Graduate or International Post-Graduate, you will have to provide your federal Express Entry information from Immigration, Refugees and Citizenship Canada (IRCC).

Information Fields	Technical Notes
Express entry profile number	Provided by IRCC upon Express Entry registration
Express entry profile submission expiry date	Provided by IRCC upon Express Entry registration
Job seeker validation code (JSVC)	Provided by IRCC upon Express Entry registration
Comprehensive ranking score (CRS)	Provided by IRCC upon Express Entry registration
National Occupational Classification (NOC) code	Your 5-digit NOC code should match information provided to IRCC.
Job title	As supplied to IRCC

As you work on your registration, you can use the menu bar to navigate between tabs. You can move between the tabs in the order they are presented by clicking *Next*, or return to the previous tab by clicking *Previous*. You can also use the drop-down menu to jump to any other tab. The system will automatically save your information when you move to a new tab.

Education tab

The Education tab is where you provide information on your post-secondary education within Canada and B.C. (if applicable) and outside of Canada. Below are the details you'll need to complete to continue your registration.

Points for education will only be awarded for your highest level of education declared in this registration. For example, if you have a bachelors and a master's degree, you will only be awarded points for your master's degree if you declare it.

Information Fields	Technical Notes
Highest level of education completed	Please note that language training (an ESL program, for example) does not qualify for points. The duration of study must exceed 6 months.
Date of completion	
Was it obtained in Canada?	
Was it obtained in B.C.?	Select yes or no
Do you have an Education Credential Assessment (ECA) issued from a qualified supplier? ECAs do not qualify for registration points. However, you may wish to provide an ECA from a qualified supplier to support the rapid verification of your information.	If yes, you will have to provide the name of the qualified supplier and your certificate number Qualified suppliers include: • Comparative Education Service – University of Toronto School of Continuing Studies • International Credential Assessment Service of Canada • World Education Services • International Qualifications Assessment Service • International Credential Evaluation Service • Medical Council of Canada (professional body for Doctors) • Pharmacy Examining Board of Canada (professional body for Pharmacists)
Do you meet the requirements for a BC PNP eligible professional designation?	Select yes or no

Which eligible professional designation?	If yes, select the eligible professional designation from the drop-down. Please note trades apprentices who are registered with SkilledTradesBC should select "a trades certificate issued by SkilledTradesBC" Please see the SI Program Guide for eligibility requirements.

Work experience tab

The work experience tab is where you provide information on your previous 10 years of work experience, including your current position, if applicable.

Information Fields	Technical Notes
Do you have directly related work experience at the same or higher NOC TEER category in the past 10 years, including the Job Offer?	Please include your current position You may add multiple past jobs if they are directly related experience
Job title	
National Occupational Classification (NOC) code	Your 5-digit NOC code should match information provided to IRCC.
Job hours	Select full-time if your work experience was at least an average of 30 hours per week. Select part-time if your work experience was less than 30 hours per week.
Start date	Use calendar tool to select your job's start date
End date	Use calendar tool to select your job's end date
Company name	
Was this work in Canada?	Select yes or no
	Use the green "+" sign to add more rows

Job Offer tab

The job offer tab is where you provide information on your B.C. job offer and employer. Below are the details you'll need to complete to continue your registration.

Company details

Information Fields	Technical Notes
Company legal name	
Operating name	If different from legal name

Work location details

Information Fields	Technical Notes
Unit number	
Street address	Provide the address of the main location where you will work, as stated on your job offer letter. It must be a physical location in B.C. and may be different from company headquarters.
City/town	Use the drop-down list to select
Postal code	
Company phone number	Provide all numbers required to place a call from B.C.

Job offer details

Information Fields	Technical Notes
Job title	
National Occupational Classification (NOC) code	Your 5-digit NOC code should match information provided to IRCC.
Hours of work per week	Based on an average in a 52 week period
Hourly wage	Excluding gratuities, bonuses, commissions, etc.
Annual wage To calculate your annual wage, you should use the average number of hours you work, or the number of hours you have been offered, to a maximum of 40 hours per week. For example: • hourly rate x hours worked per week (maximum of 40 hours) x 52 weeks per year	Your annual wage will be verified on the Employer Declaration Form that is required at the application stage
Are you currently working for the employer in the job being offered?	Select yes or no
Are you working full-time in B.C. in the job being offered?	Select yes or no
Do you meet the requirements for either Regional Experience or Regional Alumni? Please see the SI Program Guide for eligibility requirements.	If yes, select the option that best fits your situation. If no, please select 'Does not apply.'

Once you have entered all of your information in this tab, use the menu bar to navigate to the next tab.

Language tab

Information Fields	Technical Notes
Have you completed a valid English language proficiency test within the past two years?	Select yes or no
Type of test taken	The valid language test results must be from one of the following language proficiency tests administered by a designated testing agency: • the International English Language Testing System (IELTS) General Training • the Canadian English Language Proficiency Index Program (CELPIP-General)
Date of test taken	The name of this field changes, depending on the type of test taken: • For IELTS general tests, this field is "Date of Administrator's Signature" • For CELPIP general tests, this field is "Date of Signing"
Listening score	
Reading score	
Writing score	
Speaking score	
Validation number provided on language test certificate	The name of this field changes, depending on the type of test taken: • For IELTS general tests, this field is "Test Report Form Number" • For CELPIP general tests, this field is "Registration Number"
PIN Number	This field is only required for those who took the CELPIP general test
Have you completed a valid French language proficiency test within the past two years?	Select yes or no

Type of test taken	The valid language test results must be from one of the following language proficiency tests administered by a designated testing agency: • the Test d'évaluation de français (TEF) • the Test Connaissance du Français (TCF)
Date of test taken	The name of this field changes, depending on the type of test taken: • For TEF tests, this field is "Date de session" • For TCF tests, this field is "Date de la session"
Listening score	
Reading score	
Writing score	
Speaking score	
Validation number provided on language test certificate	The name of this field changes, depending on the type of test taken: • For TEF tests, this field is "Attestation N*" • For TCF tests, this field is "No de l'attestation"

Once you have entered all of your information in this tab, click *Next* or *Previous*.

Submit tab

The last tab presents you with the registration declaration and consent that you must agree to in order to submit your registration. In doing so, you must click on the checkbox and enter your full name as it appears on your passport.

Use of paid representative

You will then be asked if you hired a paid representative to help fill out this form. If you select "yes," the following fields will appear:

Information Fields	Technical Notes
Representative Family Name(s)	
Representative Given Name(s)	
Phone number of paid representative	

You can select *Previous* to return to the language tab, or select *Validate* to check the information in your registration is complete.
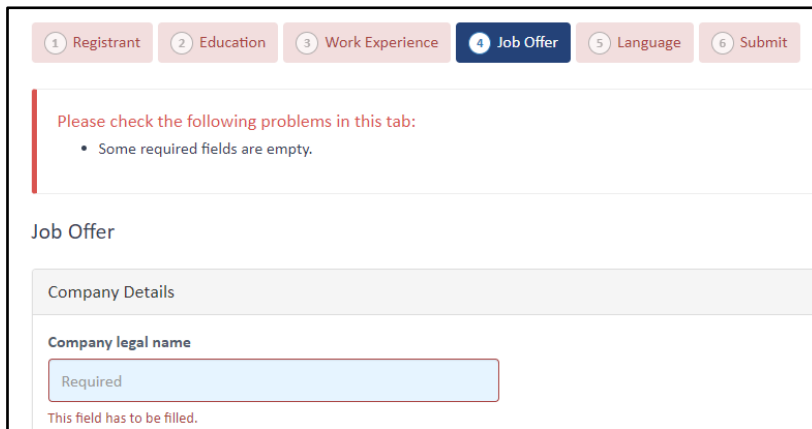

If no missing information is found, you will be able to click on the *Submit Registration* button.

If there are any missing pieces of information, you will see the following message:

There are some problems with the form data
Tabs containing errors are highlighted with red.

Any tabs with a light red background should be clicked on. You will then see the field(s) with missing information highlighted in red.
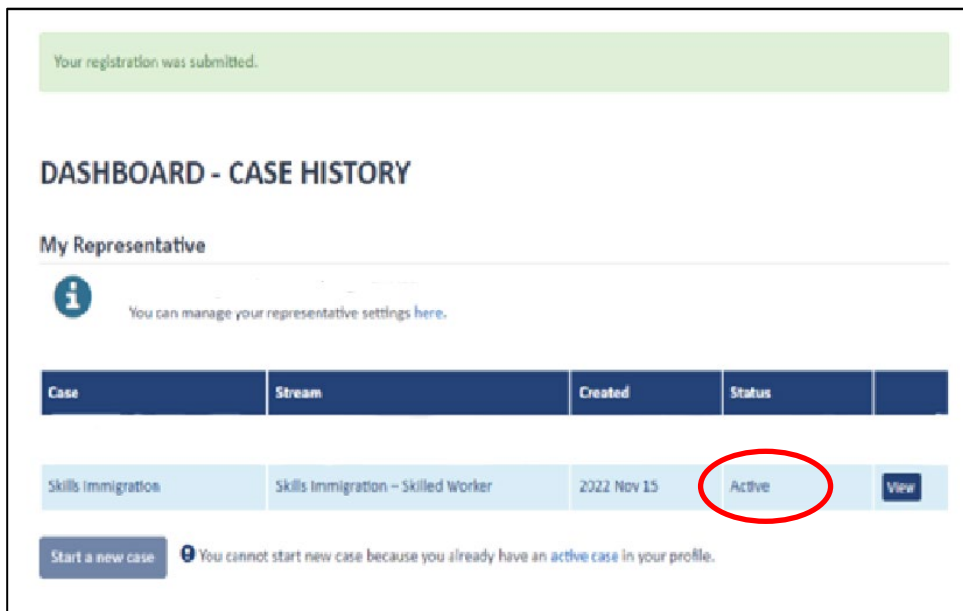
Complete the required information in each tab, then click on the *Submit* tab, and click on the green *Validate* button once again. If no missing information is found, you will be able to click on the *Submit Registration* button.

Once you successfully submit your registration, you will receive an email that will include your file number, your stream, the date your registration was received on and the date your registration will expire. Your case history dashboard in BCPNP Online will show your case status as "active":

When you click on View, you will be taken to the next dashboard, where you will see your case details. Your case status will show as "Registered":

The

After submitting a registration to BCPNP Online, if you do not receive a confirmation email within 24 hours with your file number included, please check your email's 'junk' or 'spam' folder. If the confirmation email is not in that folder, log in to your BCPNP Online profile to verify your file number and submission status.

If you do not see a file number in your dashboard under the *My Dashboard* section, contact the BC PNP (PNPinfo@gov.bc.ca) immediately to ensure your submission has been received for processing. Failure to do so may result in delays to file processing.

Starting a New Registration

If you need to make changes to the information that you have entered in your registration, you can do so at any time prior to submitting your registration. To do this, you will need to create a new registration using the *Start New* button on your profile dashboard.

The information in this guide is effective April 15, 2024. Please visit our website to ensure you are using the correct version.

When you click on *Start New*, you will see the following message, notifying you that starting a new registration will delete existing registration information. By clicking *OK,* you will be able to create a new registration. This will be done using your existing profile.
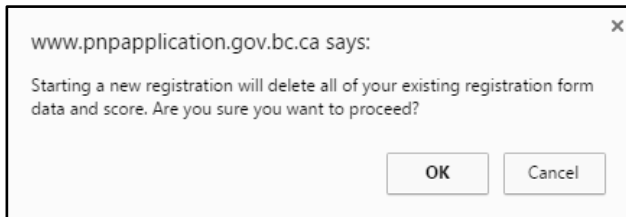
Withdrawing your Registration

If you need to make changes to the registration information, and you have submitted your registration, you will need to use the *Withdraw* button on your profile dashboard, and submit a new registration with the updated information. This will be done using your existing profile.
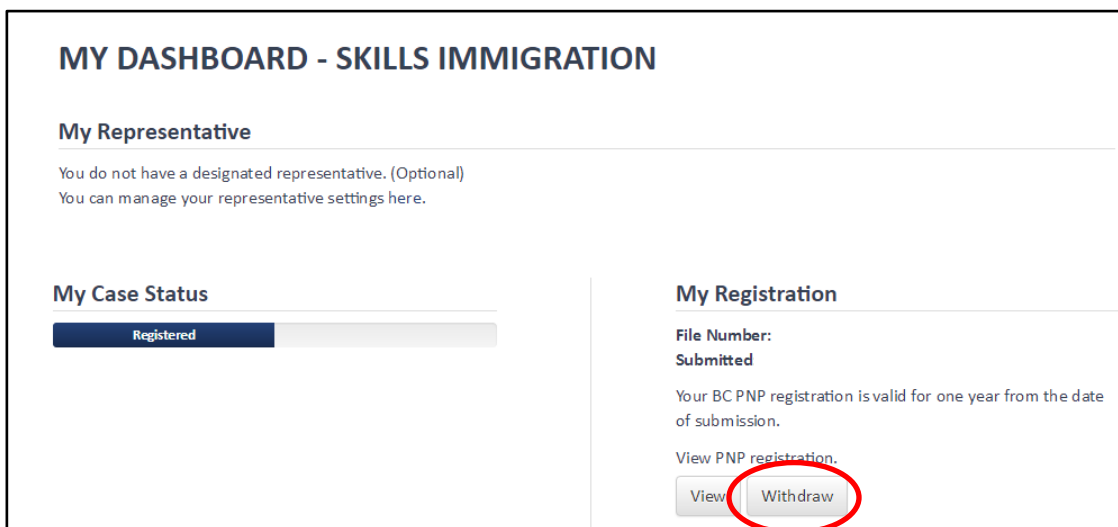
New registrations will remain in the selection pool for 12 months regardless of the length of time previous registrations had been submitted.

Invitation to Apply

If you are invited to apply, you will receive an email notification, and your BCPNP Online dashboard will show your Case Status as "Invited". Your invitation to apply email will contain further instructions regarding the BCPNP Online application process.

Your Application
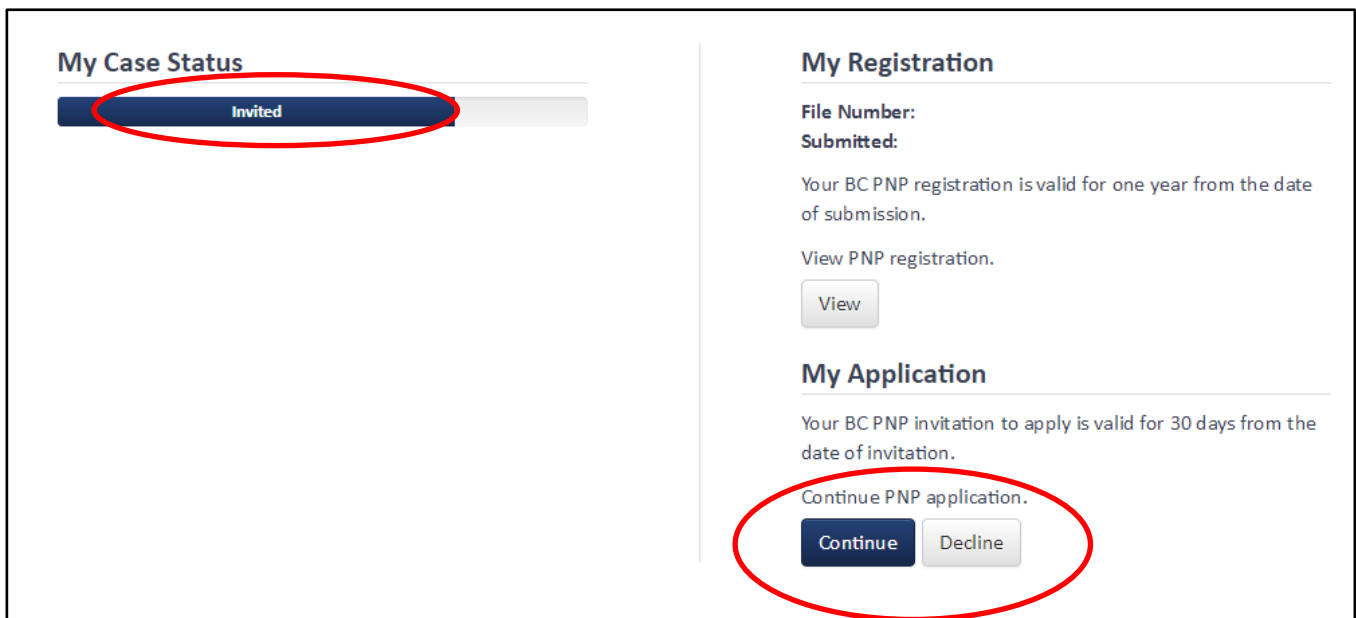
My Dashboard - Invitation After Registration

If you submitted a registration and have received an invitation to apply email, log into your BCPNP Online dashboard. Your application status will show as "Invited".

To create your application, click on *Continue.*

If you are invited to apply and select the 'decline' button on your dashboard, your invitation to apply will be declined. Your registration will be removed from the selection pool and your registration and invitation will be cancelled.

Your profile will remain. You may submit a new registration at any time, however, re-registration does not guarantee another invitation to apply.

The information in this guide is effective April 15, 2024. Please visit our website to ensure you are using the correct version.
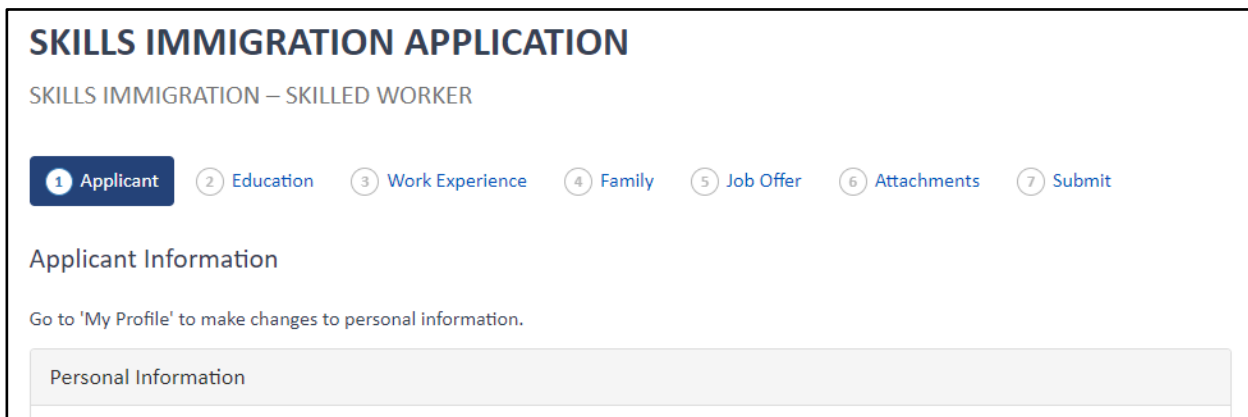
Direct Application streams

You do not need to register for the Health Authority or International Post-Graduate streams. If you meet the requirements, you can submit an application directly.

If you select one of these streams, you will be taken directly to the application form screen.

My Dashboard – Skills Immigration Application

Once you have started your new Skills Immigration application, you will see tabs across the top of the page, showing how far along you are in the application process.
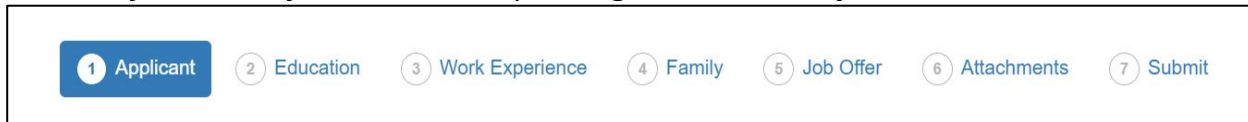
The tabs you see may be different depending on the stream you select.

You are able to add an authorized representative or update information about your representative at any stage of the process by clicking on the *My Representative* tab.

Applicant tab

The Applicant tab is where you enter your personal information, passport details, contact information, intended place of residence within B.C., current or previous application details, current status in Canada and previous visits to Canada, language proficiency, settlement funds and how you learned about the BC PNP.

Below, you'll find the information you'll need to fill out this tab.

Your personal information

Information Fields	Technical Notes
Family name(s)	This information will be locked by the system based on what was entered in your profile
Given name(s)	This information will be locked by the system based on what was entered in your profile
Date of Birth	This information will be locked by the system based on what was entered in your profile

Passport information

Information Fields	Technical Notes
Passport number	This information will be locked by the system based on what was entered in your profile
Country of issue	This information will be locked by the system based on what was entered in your profile
Issue date	This information will be locked by the system based on what was entered in your profile
Expiry date	This information will be locked by the system based on what was entered in your profile

Your contact information

Information Fields	Technical Notes
Primary phone number	This information will be locked by the system based on what was entered in your profile
Email address	This information will be locked by the system based on what was entered in your profile

Residential Address

Information Fields	Technical Notes
Address	This information will be locked by the system based on what was entered in your profile
City/Town	This information will be locked by the system based on what was entered in your profile
Province/State	This information will be locked by the system based on what was entered in your profile
Country	This information will be locked by the system based on what was entered in your profile
Postal/Zip Code	This information will be locked by the system based on what was entered in your profile

Once you have completed the contact information and residential address sections, you will be required to check a box confirming that the contact information you have provided is your own.

☐ I confirm the contact information, including the email and residential address are my own and not that of an immigration representative (if applicable) or any other individual. I understand that if the BC PNP determines that I cannot be reached directly using the contact information entered, or that the address entered is not where I live, my application may be refused. **Required**

Intended Place of Residence

Information Fields	Technical Notes
City/Town	Please select from the drop-down list

You will be required to indicate and explain if you have applied previously for provincial nomination or permanent residence, if you have an application in process, and your status in Canada.

Current/Previous Applications

Information Fields	Technical Notes
Do you have another active application or registration with BC PNP?	
Have you had another Skills Immigration or Entrepreneur Immigration registration or application refused or approved with BC PNP?	

Do you have an active application for provincial nomination or permanent residence under any other federal or provincial program?	Use the calendar tool to select
Have you ever had an application refused for provincial nomination or permanent residence in Canada under any other federal or provincial program?	Use the calendar tool to select
Have you ever had an application refused for a Canadian visitor visa, study permit, or temporary work permit?	
Have you made a claim for refugee protection in Canada, or have you been refused refugee status in Canada?	
Are you under a removal order from Canada (e.g. departure order or exclusion order)?	

Specific information for applications using the Express Entry BC option only

If you are using the Express Entry BC option to apply, you will have to provide your federal Express Entry information from Immigration, Refugees and Citizenship Canada (IRCC).

Information Fields	Technical Notes
Express entry profile number	Provided by IRCC upon Express Entry registration
Express entry profile submission expiry date	Provided by IRCC upon Express Entry registration
Job seeker validation code	Provided by IRCC upon Express Entry registration
Comprehensive ranking score (CRS)	Provided by IRCC upon Express Entry registration

Current Status in Canada

You will then be asked if you are currently in Canada. If you select "yes," the following fields will appear:

Information Fields	Technical Notes
Indicate your current status in Canada	Use the drop-down list to select

After you have filled in these fields, proceed to the next tab. Your information is saved automatically whenever you navigate to another tab.

Education tab

The Education tab is where you provide information on your post-secondary education within Canada and B.C. (if applicable), and outside of Canada. You may add multiple educational institutions.

Post-Secondary education within B.C.

International post-graduate (IPG) eligibility

Information Fields	Technical Notes
Do you have a graduate degree from a post-secondary institution in B.C.?	Select yes or no If you are a PhD student who has been admitted to candidacy at a public B.C. post-secondary institution, **select yes**.
Is your program of study on the list of programs of study in eligible fields (PDF)?	Select yes or no If you completed a doctoral degree at a public post-secondary institution in B.C., **select yes.**

Information Fields	Technical Notes
Have you enrolled in or completed a BC PNP eligible post-secondary program within B.C.?	Select yes or no
From date	Use the calendar tool to select
To date	Use the calendar tool to select
Name of institution	
City/town	Use the drop-down list to select
Level of post-secondary education attained	Use the drop-down list to select
Field of study	Use the drop-down list to select PhD candidates – select 'Other' and type "PhD Candidate – your field of study"

	Use the green "**+**" sign to add more rows

Post-Secondary education within Canada, outside of B.C.

Information Fields	Technical Notes
Have you enrolled in or completed a BC PNP eligible post-secondary program in Canada but not in B.C.?	Select yes or no
From date	Use the calendar tool to select
To date	Use the calendar tool to select
Name of institution	
City/town	
Province/Territory	Use the drop-down list to select
Level of post-secondary education attained	Use the drop-down list to select
Field of study	Use the drop-down list to select
	Use the green "**+**" sign to add more rows

Post-Secondary education outside of Canada
If you have obtained post-secondary education outside of Canada, provide the following details:

Information Fields	Technical Notes
Have you enrolled in or completed a BC PNP eligible post-secondary program outside of Canada?	
From date	Use the calendar tool to select
To date	Use the calendar tool to select
Name of institution	
City/town	
Country	Use the drop-down list to select
Level of post-secondary education attained	Use the drop-down list to select

Field of study	Use the drop-down list to select	41
	Use the green "**+**" sign to add more rows	

Secondary/high school education

Information Fields	Technical Notes
From date	Use the calendar tool to select
To date	Use the calendar tool to select
Name of secondary/high school	
City/town	
Country	Use the drop-down list to select
Successful completion of high school	Select Yes or No
	Use the green "**+**" sign to add more rows

Work experience tab

When completing this tab, please refer to the federal National Occupational Classification (NOC) webpage. The BC PNP uses the 2021 version of the NOC.

When entering your work experience, please include your current occupation, as well as your previous work experience. Below are the details you'll need to complete to continue your application.

Information Fields	Technical Notes
Do you have work experience in the past ten years?	List your work experience in the past 10 years, starting with the most recent. Include your current position, if applicable.
Job title	
National Occupational Classification (NOC) code	Your 5-digit NOC code should match information provided to IRCC.
From	Job start date. Use the calendar tool to select
To	Job end date. Use the calendar tool to select
Job Hours	Select full-time if your work experience was at least an average of 30 hours per week. Select part-time if your work experience was on average between 20 and 30 hours per week.
Company name	Number, street, city, province/state, country and zip/postal code
Company phone number	
Company website	
Company address	Number, street, city, province/state, country and zip/postal code
Company City/town	
Company Province/State	
Company Country	Use the drop-down list to select
Country Postal/Zip Code	

Your responsibilities	
	BC PNP Technical Guide | Your Application 43 (top right corner)
	Use the green "+" sign to add more rows

Family tab

The family tab is where you provide details on your spouse/common-law partner and dependent children, parents, siblings and family members in Canada.

If you are currently married or in a common-law relationship, select *Yes* and continue with the questions below. You will also be asked for your spouse or common-law partner's current occupation, and the years of experience they have in their current occupation.

Spouse/Common-Law Partner information

Information Fields	Technical Notes
Are you currently married or in a common-law relationship?	Select yes or no
Family name(s)	spouse/common-law partner's last name(s)
Given name(s)	spouse/common-law partner's first and middle name(s)
Gender	Use the drop-down list to select
Date of birth	Use calendar tool to select date
Country of birth	
Country of citizenship	
Present address	
Date entered into marriage or common-law relationship	Use calendar tool to select date
Status in Canada	Select your spouse/common-law partner's status in Canada
Status expiry	Use calendar tool to select date
Is your spouse or common-law partner in Canada?	
Spouse or common-law partner status in Canada	Use the drop-down list to select
Date spouse or common-law partner documents expire	Use calendar tool to select date
Is your spouse or common-law partner working?	This refers to if your spouse if working in Canada

Spouse or common-law partner occupation	(if working)
Spouse or common-law partner employer	(if working)

Dependent children

You will be asked if you have any children that meet Immigration, Refugees and Citizenship Canada's (IRCC) definition of a dependent child. Include all children you have that meet this definition. For more information, please refer to IRCC's website.

Dependent children information

Information Fields	Technical Notes
Family name(s)	Last name(s)
Given name(s)	First and middle name(s)
Date of birth	Use calendar tool to select date
Country of birth	
Gender	
Country of citizenship	
Present address	
	Use the green "+" sign to add more rows

Family members

Information Fields	Technical Notes
Number of family members	Indicate the total number of family members included in your application. This includes yourself, your dependent children and spouse/common-law partner, regardless of whether they intend to accompany you to Canada. This field auto calculates, indicating the total number of family members included in your application.

Parent 1 and Parent 2

If you cannot provide information about your parents, enter "N/A" into applicable fields.

Information Fields	Technical Notes
Family name(s)	Last name(s)
Given name(s)	First and middle name(s)
Date of birth	Use calendar tool to select date
Country of birth	Use the drop-down list to select
Deceased	
Present address	

Siblings

If you have siblings, select *Yes* and continue with the questions below:

Information Fields	Technical Notes
Family name(s)	Last name(s)
Given name(s)	First and middle name(s)
Date of birth	Use calendar tool to select date
Country of birth	Use the drop-down list to select
Marital status	Use the drop-down list to select
Present address	
	Use the green "+" sign to add more rows

If you have family members in Canada, select *Yes* and continue with the questions below:

Other family members in Canada

Information Fields	Technical Notes
Family name(s)	Last name(s)
Given name(s)	First and middle name(s)
Relationship to applicant	Select their relationship to you from the drop-down list
Gender	Use the drop-down list to select
City/town	
Province	Use the drop-down list to select
Immigration status in Canada	Use the drop-down list to select
Years in Canada	
	Use the green "+" sign to add more rows

Once you have entered all of your information in this tab, click *Next*. You can also click *Previous* to go back to the education/work experience tab. Clicking either *Next* or *Previous* saves the information you have entered in the current tab.

Job Offer tab

The job offer tab requires you to provide information about your job offer and the supporting B.C. employer's company or organization. This tab does not appear for the International Post-Graduate stream and is modified for the Health Authority stream.

Company Details

Information Fields	Technical Notes
Company legal name	
Operating name	If different from company legal name
Company legal structure	Use the drop-down list to select
Incorporation or registration number	
Number of employees	Number of full-time equivalent employees
Year established in B.C.	
Company economic sector	Use drop-down list to select sector
Company website	

Physical Address

Information Fields	Technical Notes
Unit number	
Street address	
City/town	
Province/territory	
Postal code	
Country	Use drop-down list to select sector
Is the mailing address the same as the physical address?	If no, provide mailing address

Employer contact

Information Fields	Technical Notes
Family name	Last name(s)
Given name	First and middle name(s)
Job title	The employer contact's job title
Phone number	The employer contact's phone number where they can be reached directly.
Email	The employer contact's email address where they can be reached directly.

Job offer

If you select *Yes* to having a full-time job offer, the following fields will appear.

Information Fields	Technical Notes
Do you have an offer of full-time employment?	Select yes or no
Do you have an indeterminate job offer?	Select yes or no
Job title	
National Occupational Classification (NOC) code	Your 5-digit NOC code should match information provided to IRCC.
Is the occupation regulated/licensed?	Select yes or no
Hours of work per week	
Hourly wage	Move cursor to the dollars part of the numeric value
Annual wage	Move cursor to the dollars part of the numeric value
Employment end date	If you select *No* to having an indeterminate job offer

Work location

Information Fields	Technical Notes
Unit number	The address of the main work location(s) where you will be working
Street address	
City/town	
Phone number	
	Use the green "**+**" sign to add more rows

Attachments tab

The attachments tab is where you can upload scanned copies of the documents required for your application. The required attachments will vary depending on your stream. Appendix 1 provides lists of documents the applicant and the employer are required to submit. It also provides a description of these documents.

If the required documentation is not provided or complete, it may result in delayed processing or a refusal of your application.

Please note:

- individual files must not exceed 3MB, which is sufficient for most documents scanned at 300dpi or lower
- if an attachment does not immediately upload, double-click the document name in the browsing window
- to replace an attachment, click on the uploaded attachment name, and a browse window will appear
- when naming your documents, use of the following characters should be avoided:

  - exclamation point !
  - double quotes " "
  - number sign #
  - dollar sign $
  - percent sign %
  - ampersand &
  - single quote '
  - opening parenthesis (
  - closing parenthesis)
  - asterisk *
  - plus sign +
  - comma ,
  - period .
  - slash \

Personal documentation

Information Fields	Technical Notes
Express entry candidacy	For applications using the Express Entry BC option only
Are you currently living in Canada?	Select yes or no
Canadian immigration records	If yes, please upload your work permits, study

	permits, visitor records, extension applications. Use the green "**+**" sign to add more rows
Biographical page of passport	
Current photograph (PDF or JPEG)	
Do you require a valid B.C. driver's licence for your job offer?	Select yes or no If your job offer requires a driver's licence but you have a Canadian (non-B.C.) driver's license, click no to this question.
B.C. driver's licence	Include the front and back of the licence. If your job requires a Canadian driver's licence, you must upload your Canadian (non-B.C.) driver's licence in this field.
Was your work permit issued as a result of a positive LMIA?	Select yes or no
Labour Market Impact Assessment (LMIA)	
Language test results	
Did you claim points for language proficiency in English and French?	Select yes or no
Language test results in second official language (if applicable)	
Current resume / CV	
Did you complete an ECA?	Select yes or no
Educational credential assessment (ECA)	
Do you require certifications or registrations for your job offer?	Select yes or no
Education Certificates (Diploma, Degree, etc)	
	Use the green "+" sign to add more rows
Did you claim points for either Regional Experience or Regional Alumni on your registration?	Select yes or no
Evidence of meeting either Regional Experience or Regional Alumni requirements	
Occupational Licence or Certificate	

Spouse information

Information Fields	Technical Notes
Do you have a spouse or common-law partner currently working in Canada on a work permit?	Select yes or no
Spousal Canadian work permit	
Spousal Canadian two most recent pay stubs	
Spousal Canadian employment offer letter	

Employer documentation

Information Fields	Technical Notes
Employer Declaration Form	
Employer recommendation letter	
Signed Job Offer Letter	
Detailed job description	
Evidence of recruitment	
Company information	
Certificate of incorporation	
Municipal business licence	
9-digit National Safety Code (NSC) number (if applicable)	Employers that operate commercial vehicles, such as trucks or buses, require certification with B.C.'s National Safety Code (NSC) Program. If your employer operates commercial vehicles, such as trucks or buses, provide your employer's 9-digit National Safety Code number in any of the employer documentation fields. For example, you may provide a copy of the vehicle registration showing this number.

Submit tab

The last tab presents you with the application declaration and consent that you must agree to in order to submit your application. In doing so, you must click on the checkbox and enter your full name as it appears on your passport.

| ☐ I, | Enter applicant's full name | , hereby make and provide the above declaration, authorization(s) and consents. |

Use of paid representative

You will then be asked if you hired a paid representative to help fill out this form. If you select "yes," the following fields will appear:

Information Fields	Technical Notes
Representative Family Name(s)	
Representative Given Name(s)	
Phone number of paid representative	

Payment Refund Policy

You will then be required to check a box to confirm that you understand and agree that application fees will only be refunded if you withdraw your application before the BC PNP begin to assess it. You may contact the BC PNP in writing by sending an email to PNPInfo@gov.bc.ca to withdraw your application and find out of you are eligible for a refund. Please provide your full name, your date of birth, and your BC PNP application file number in your email. Withdrawal requests submitted in-person or through voicemail will not be accepted.

Payment Refund Policy

Application fees will only be refunded if you withdraw your application before the BC PNP begins to assess it. You may contact the BC PNP in writing by sending an email to PNPInfo@gov.bc.ca to withdraw your application and find out if you are eligible for a refund. Please provide your full name, your date of birth, and your BC PNP application file number in your email. Withdrawal requests submitted in-person or through voicemail will not be accepted.
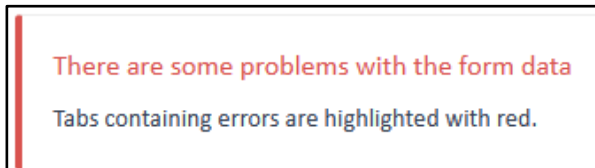
☐ I have read and agree. Required

You can select *Previous* to return to the attachments tab, or select *Validate* to check that the information in your application is complete.

If no missing information is found, you will be able to click on the *Submit and Pay* button.

If there are any missing pieces of information, you will see the following message:
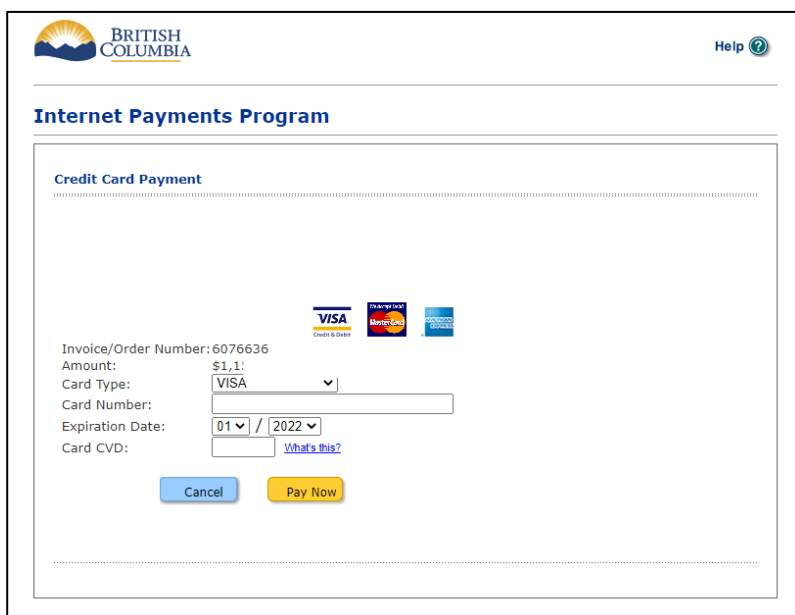

Any tabs with a light red background should be clicked on. When you do so, you will see the field(s) with missing information highlighted in red:

Complete the required information in each tab, then click on the *Submit* tab. You may click on the *Validate* button to check if you are missing any information. Otherwise, if you click on the *Submit* button, the system will automatically attempt to validate your application.
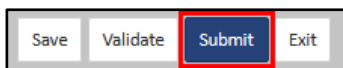
If all the information in your application is complete, you will be taken to a payment screen:
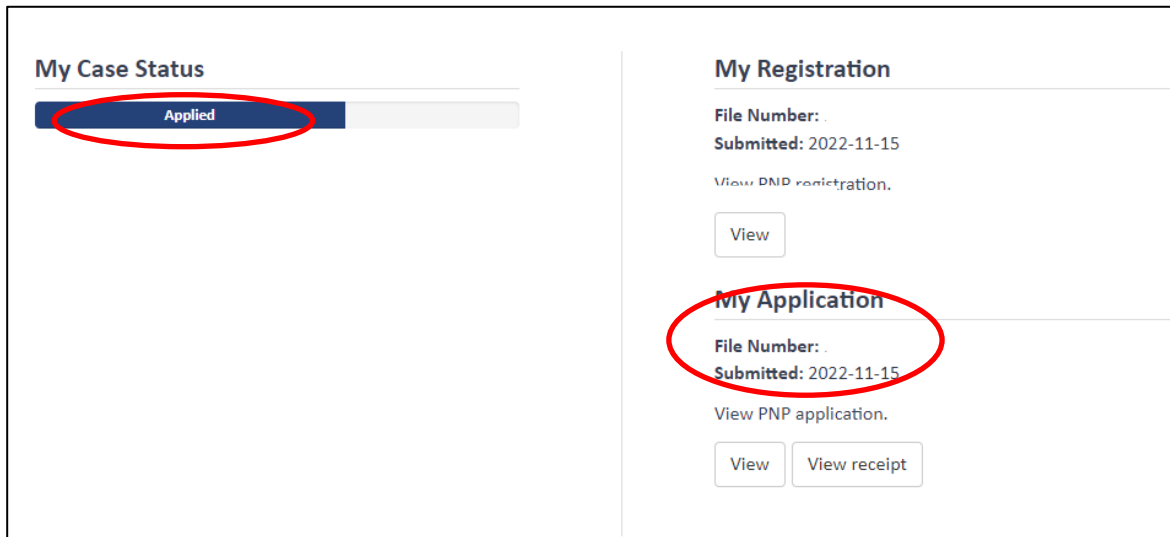
Enter your credit card details and click on *Pay Now*. If the payment is successful, your application will submit and you will receive an emailed receipt. You will also see receipt details on your dashboard.

My Dashboard – After Application

Once you successfully submit your application, you will receive an email that will include your application file number and the date your application was received.

If you do not receive the confirmation email within 24 hours, please check your email's 'junk' or 'spam' folder. If your confirmation email is not in your email's 'junk' or 'spam' folder, please contact us at PNPinfo@gov.bc.ca.

Appendix 1: Attachments Required in BCPNP Online

The following tables list the documentation required for each stream when submitting an application.

For further information on each document, please see the descriptions listed here.

List of documentation required at Application by stream

Skilled Worker Stream
The nominee applicant must provide:
Copy of Express Entry Candidacy from IRCC *(if using Express Entry BC)*
Copy of Canadian immigration records *(if applicable)*
Valid B.C. or Canadian driver's licence *(if required by the employment job offer)*
Copy of biographical page of passport
Current photograph
Copy of Labour Market Impact Assessment *(if applicable)*
Language test results *(if applicable)*
Current resume/CV
Copy of Educational Credential Assessment *(if applicable)*
Copies of Education Certificates (Diploma, Degree, etc.)
Copies of any Occupational Licences or Certificates
Spouse's Canadian work permit *(if applicable)*
Copies of spouse's two most recent pay stubs in Canada *(if applicable)*
Copy of spouse's employment offer letter from a Canadian employer *(if applicable)*
Evidence of meeting BC PNP-eligible Professional Designation *(if applicable)*
Evidence of meeting Regional Experience or Regional Alumni *(if applicable)*
The B.C. employer must provide:
BC PNP Employer Declaration Form
Recommendation letter
Copy of the signed job offer
Detailed job description

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	Evidence of recruitment efforts
	Company information
	Copy of the Certificate of incorporation *(or legal equivalent)*
	Copy of municipal business license
	Copy of vehicle registration showing employer's 9-digit National Safety Code number (if applicable)

For further information on each document, please see the descriptions listed here.

Skills Immigration – Health Authority Stream

The nominee applicant must provide:	
	Copy of Express Entry Candidacy from IRCC *(if using Express Entry BC)*
	Canadian immigration records *(if applicable)*
	Copy of biographical page of passport
	Current photograph
	Valid B.C. driver's licence *(if required by the employment job offer)*
	Labour Market Impact Assessment *(if applicable)*
	Copy of Official Language Test Results *(if applicable)*
	Current resume/CV
	Education certificates (diploma, degree etc.)
	Copy of spouse's Canadian Work Permit *(if applicable)*
	Copies of spouse's two most recent pay stubs in Canada *(if applicable)*
	Copy of spouse's employment offer letter from a Canadian employer *(if applicable)*

The B.C. Health Authority must provide:	
	BC PNP Employer Declaration Form*
	Recommendation letter**
	Copy of the signed job offer

For further information on each document, please see the descriptions listed here.

* Midwives can upload their letter of confirmation from the practice group in lieu of an Employer Declaration Form.

** Physicians, nurse practitioners and midwives who are not direct employees of a health authority, the recommendation letter must provide information about your qualifications, that your are or will soon be working in B.C. and your work location.

International Graduate Stream	61

The nominee applicant must provide:

	Copy of Express Entry Candidacy from IRCC *(if using Express Entry BC)*
	Copy of Canadian immigration records *(if applicable)*
	Valid B.C. driver's licence *(if required by the job offer)*
	Copy of biographical page of passport
	Current photograph
	Copy of Labour Market Impact Assessment *(if applicable)*
	Copy of official education transcripts and/or education certificates (diploma, degree etc.) *
	Copy of Educational Credential Assessment (ECA) *(if applicable)*
	Copy of Official Language Test Results *(if applicable)*
	Copies of any occupational licenses or certificates
	Current resume/CV
	Copy of spouse's Canadian Work Permit *(if applicable)*
	Copies of spouse's two most recent pay stubs in Canada *(if applicable)*
	Copy of spouse's employment offer letter from a Canadian employer *(if applicable)*
	Evidence of meeting BC PNP-eligible Professional Designation *(if applicable)*
	Evidence of meeting Regional Experience or Regional Alumni *(if applicable)*

The B.C. employer must provide:

	BC PNP Employer Declaration Form
	Recommendation letter
	Copy of the signed job offer
	Detailed job description
	Company information
	Copy of the Certificate of Incorporation *(or legal equivalent)*
	Copy of the valid municipal Business License
	Evidence of recruitment efforts *(if applicable)*
	Copy of vehicle registration showing employer's 9-digit National Safety Code number (if applicable)

For further information on each document, please see the descriptions listed here.

* A letter from the post-secondary institution showing the completion of required courses if a certificate is not yet available

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The information in this guide is effective April 15, 2024. Please visit our website to ensure you are using the correct version.

International Post-Graduate Stream	63
The nominee applicant must provide:	

	Copy of Express Entry Candidacy from IRCC (if using Express Entry BC)
	Copy of Canadian immigration records *(if applicable)*
	Copy of biographical page of passport
	Current photograph
	Copy of Labour Market Impact Assessment *(if applicable)*
	Copy of official education transcripts and/or education certificates (diploma, degree etc.) *
	Copy of Educational Credential Assessment (ECA) *(if applicable)*
	Copies of any occupational licenses or certificates
	Current resume/C.V.
	Evidence of intent to settle and find employment in B.C.
	Copy of spouse's Canadian Work Permit *(if applicable)*
	Copies of spouse's two most recent pay stubs in Canada *(if applicable)*
	Copy of spouse's employment offer letter from a Canadian employer *(if applicable)*

For further information on each document, please see the descriptions listed here.

*Recent graduates can provide a letter from your B.C. post-secondary institution showing the completion of required courses if a certificate is not yet available.

PhD students can provide a letter from your public B.C. university confirming that you have been admitted to candidacy if it is not yet showing on your transcripts.

Letters must be on your school's official letterhead.

Entry Level and Semi-Skilled Worker Stream
(Including employment in the Northeast Development Region of B.C.)

The nominee applicant must provide:	
	Copy of Canadian immigration records
	Valid B.C. driver's licence *(if required by the job offer)*
	Copy of biographical page of passport
	Current photograph
	Copy of Labour Market Impact Assessment *(if applicable)*
	Copy of valid language test results
	Copy of education certificates (diploma, degree etc.)
	Copy of Educational Credential Assessment (ECA) *(if applicable)*
	Copies of any occupational licenses or certificates
	Current resume/C.V.
	Copy of spouse's Canadian Work Permit *(if applicable)*
	Copies of spouse's two most recent pay stubs in Canada *(if applicable)*
	Copy of spouse's employment offer letter from a Canadian employer *(if applicable)*
	Evidence of meeting BC PNP-eligible Professional Designation *(if applicable)*
	Evidence of meeting Regional Experience or Regional Alumni *(if applicable)*
The B.C. employer must provide:	
	BC PNP Employer Declaration Form
	Recommendation letter
	Copy of the signed job offer
	Detailed job description
	Company information
	Copy of the Certificate of Incorporation *(or legal equivalent)*
	Copy of the valid municipal Business License
	Copies of wage statements for the previous nine months
	Evidence of recruitment efforts (if applicable)

For further information on each document, [please see the descriptions listed here](.).

Document Descriptions

BC PNP forms can be found on the [Documents page of our website](#).

Use of a representative form: This form is for registrants or applicants who are represented by a paid or unpaid representative. The BC PNP requires permission from the nominee applicant and the supporting B.C. employer to disclose information to the representative about their registration or application.

The use of a representative form is uploaded as an attachment in your BCPNP Online profile.

Nominee Applicant Documentation:

Copy of the biographical page of passport: The nominee applicant must provide a clear, scanned copy of the biographical page of his or her passport, as a PDF file. The biographical page is the page in the passport with the name, photo, passport/travel document number, issue date, expiration date, and signature.

Current photograph: One passport style photograph taken within the last 6 months is only required for the nominee applicant. Please attach the photograph as a PDF or JPG file. Spouses/common-law partners and dependants do not need to submit photographs. A guarantor is not required.

Copy of Canadian immigration records: Nominee applicants who currently reside or have recently visited or resided in Canada must provide clear, scanned copies of all work permits, study permits or visitor records confirming immigration status as a PDF. If applicable, please provide a scanned copy of all immigration records held by a spouse or common-law partner and dependent children residing in Canada.

Copy of the Labour Market Impact Assessment (LMIA): If the nominee applicant's work permit was issued as a result of a positive Labour Market Impact Assessment (LMIA) issued by Service Canada, please provide a clear, scanned copy of this LMO/LMIA as a PDF.

Official education transcript(s): Provide a copy of the official transcript from an eligible Canadian post-secondary institution that verifies the completion of an eligible program of study.

Copy of education certificates (diplomas, degrees etc.): Provide clear, scanned copies of all education certificates (i.e. parchments) that are relevant to the position. All documents must be translated into English and uploaded as a PDF.

Copies of any occupational licenses or certificates: Clear, scanned copies of any occupation-specific licenses and credentials that are relevant to the position should be translated into English (if necessary) and uploaded as a PDF.

Evidence of meeting BC PNP-eligible Professional Designation: Clear, scanned copies that demonstrate you have completed a BC PNP- eligible professional designation in B.C. Your designation must correspond to your job offer.

Copy of spouse's Canadian Work Permit: If applicable, a clear, scanned copy should be uploaded as a PDF.

Copies of spouse's two most recent pay stubs in Canada: If applicable, clear, scanned copies should be uploaded as a PDF.

Copy of spouse's employment offer letter from a Canadian employer: If applicable, clear, scanned copies should be uploaded as a PDF.

Copy of valid language test results: Submit a clear, scanned copy of the IELTS test results form, the CELPIP official score report, the test d'evaluation de Français (TEF) or the Test Connaissance du Français (TCF) as a PDF file. Note that the BC PNP may request an original copy of the test results if needed.

Copy of Express Entry candidacy from IRCC: Nominee applicants who use the Express Entry option must submit clear, scanned copies of proof of candidacy from IRCC as a PDF. Documentation must include the nominee applicant's name, Express Entry Profile Number, and Job Seeker Validation Code. Note that the BC PNP may request additional documentation to verify placement into the Express Entry pool. The IMM5786 letter from IRCC displays this information.

Copy of Educational Credential Assessment(s) (ECA): Nominee applicants with foreign educational credentials who have included the results of their Educational Credential Assessment (ECA) in their Express Entry profile must provide a clear, scanned copy of their ECA as a PDF. The ECA must be from a designated agency. ECAs are valid for five years from the day on which it was issued and must also be valid at the time of receipt by the BC PNP.

Copies of wage statements: Under the Entry Level and Semi-Skilled stream, including employment in the Northeast Development Region of B.C., the supporting B.C. employer must provide the nominee applicant's wage statements for the 9 months of employment immediately

prior to registering with the BC PNP, and for the time between submitting a registration and application. Please provide a clear, scanned copy of the wage statements as a PDF.

Resume/CV: Include an up-to-date copy of your resume showing current employment experience, education, etc. The resume should also include the dates and positions for all previous employment experiences.

Evidence of intent to settle and find employment in B.C.: Applicants to the International Post-Graduate or the EEBC International Post-Graduate streams must provide evidence of ability and intent to live and work in B.C.
Evidence of this may include:

- the length of any previous and/or current period of residence in B.C.;
- your connections to B.C. through work, study or family;
- a description of any actions you've taken to permanently settle in B.C., such as finding a job or place to live;
- current employment in B.C.;
- employment search details (prospective employers, applications, networking efforts, business development, etc.);
- community involvement;
- ability to financially support yourself and your dependants (if any) in B.C.; and
- your plan to obtain or maintain legal authorization to work in B.C.

Evidence of meeting Regional Experience: If you claimed additional points for Regional Experience, you must provide evidence that you meet the requirements as stated in the current version of the SI Program Guide. You must clearly demonstrate where you worked, the duration in which you obtained your paid experience, your hourly and the average number of hours you worked during this time.
Evidence of this may include:

- wage statements
- job offer letter
- a copy of your T4
- a copy of your Notice of Assessment issued by the CRA
- a copy of your tenancy agreement or mortgage document demonstrating the length of your period of residence in B.C.

Evidence of meeting Regional Alumni: If you claimed additional points for Regional Alumni, you must provide evidence that you meet the requirements as stated in the current version of the SI Program Guide. This can be demonstrated by providing a copy of your education certificate or transcripts from an eligible public post-secondary institution.

Employer Documentation:

Employer Declaration Form: This form must be fully completed and signed by the supporting B.C. employer or B.C. Public Health Authority.

The employer contact who signs the Employer Declaration Form must have the authority and consent of the company to proceed with the application. Failure to obtain this consent may result in a refusal of the application or a withdrawal of the applicant's nomination.

Recommendation letter: The supporting B.C. employer or B.C. Public Health Authority must submit a recommendation letter on behalf of the nominee applicant. This letter should outline why the employer is recommending the nominee applicant for permanent residence, why he or she is suitable for the position, how he or she would contribute to the company or organization and if applicable, outline the recruitment undertaken to hire this person.

For physicians, nurse practitioners and midwives who are not direct employees of a health authority, the recommendation letter must also confirm your qualifications, that you are or will soon be working in B.C., your work location, and that a B.C. health authority or midwife practice group in B.C. supports your BC PNP application.

A copy of the signed job offer letter: Provide a clear, scanned copy of the nominee applicant's job offer letter for the eligible occupation, as a PDF. The job offer letter must state the job title and main duties, rate of pay, standard hours of work, and any discretionary benefits. The offer must be for a full-time and indeterminate job, provided on official company letterhead and signed by both the nominee applicant and the supporting B.C. employer or B.C. Public Health Authority.

Detailed job description: The supporting B.C. employer must provide a detailed job description for the position offered to the nominee applicant. This should include the specific duties and responsibilities of the position, and the requirements for the job (applicable education, certification or licensing, work experience and language proficiency).

Company information: Provide a brief (1 page) profile of the company's business activities, as a PDF file or Word document. If the business is a franchise, provide a profile of the franchisee rather than the parent franchise.

Certificate of Incorporation: The supporting B.C. employer must provide a copy of the certificate of incorporation.

The BC PNP accepts applications from eligible public sector and non-profit organizations. If you are a public sector or non-profit organization with a permanent establishment in B.C., please provide the legal equivalent to a certificate of incorporation.

For non-profit organizations that are not incorporated, we require proof of charitable status documentation such as registration under the Societies Act, etc.

National Safety Code (NSC) number: The supporting B.C. employer must provide a copy of their 9 digit B.C.'s National Safety Code (NSC) number. For example, they may provide a copy of the vehicle registration showing this number. The carrier name associated with the 9-digit NSC number must match your employer's legal name on your BC PNP application.

Appendix 2: Troubleshooting Common Issues with BCPNP Online

Please check the BCPNP Online page of our website for the current status of system or for other known issues.

The following issues have been identified for some users of the BCPNP Online system. If you encounter a problem that you are unable to resolve, email us at PNPinfo@gov.bc.ca with a detailed description of the error, and a screenshot if possible.

Please note that technical issues may take some time to resolve.

- I cannot go past a field, but my answer to the question is "none"
- attachments will not upload
- my dashboard says "ITA Expired", but I have already submitted my application
- I can't see a "Payment" option / I can't pay for my application
- my information is not being saved in my application
- I did not receive a confirmation email within the specified time
- the link in my confirmation email is not working
- I am unable to create a valid password
- I need to reset my password / I forgot my password
- I need to update information in my profile / registration / application
- I requested a withdrawal, but my old application still shows in my dashboard
- I can't enter a value in hourly or annual wage
- I am unable to enter an accurate hourly wage based on my salary
- I am getting an "Undefined" error in the attachments field
- My town of residence / work is not available on the drop down list
- I changed my email address in my profile, but I haven't received a confirmation email

Issue: I cannot go past a field, but my answer to the question is "none"

Solution:
Please note that the online application system does not allow for blank responses. Some fields do not allow for letters to be entered, only numbers. For example, if your answer to a question is zero, please enter "0" into the data field, and attempt to submit your application again.

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If that does not solve the problem, please take a screenshot of the error you see on-screen and send it to us at PNPinfo@gov.bc.ca.

Issue: Attachments will not upload

Solutions:

Please note that BCPNP Online operates best on Google Chrome. Some users have experienced problems with other browsers. Attachments must be a pdf file or jpg/jpeg and under 3MB. If applicable, please change your browser, check the format and size of your documents, and try to upload the document again.

If an attachment does not immediately upload, double-click the document name in the browsing window. To replace an attachment, click on the uploaded attachment name, and a browse window will appear.

When naming your documents, use of the following characters should be avoided:

- exclamation point !
- double quotes " "
- number sign #
- dollar sign $
- percent sign %
- ampersand &
- single quote '
- opening parenthesis (
- closing parenthesis)
- asterisk *
- plus sign +
- comma ,
- period .
- slash \

If you are still unsuccessful after changing your browser and checking your attachment's format and size, and the attachment is mandatory, upload a substitute document, and then email your correct attachment to PNPinfo@gov.bc.ca. Please quote your file number, describe the issue you encountered, and include a screenshot of the error if possible. The attachment will be added to your file.

Issue: I can't see a "Payment" option / I can't pay for my application

Solution:

There is no "Pay now" button. Log in to the online system, and from your dashboard, click on *continue* My PNP Application.

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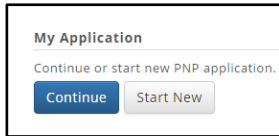
Then select the *Submit* tab on the far right, and click on the *Submit* button at the bottom of the page. This will open the payment window.
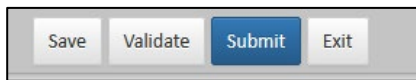
Any tabs with a pink background to them should be clicked on. You will see the field(s) with missing information highlighted in red.
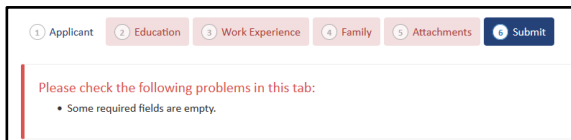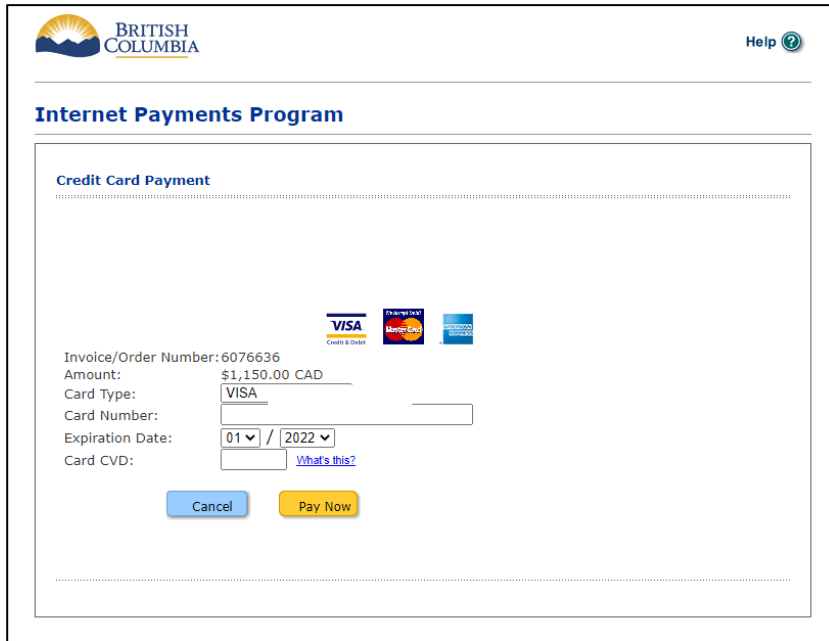

Complete the required information in each tab, then click on the Submit tab. The blue 'submit' button should now appear at the bottom of the page.

If the blue submit button still doesn't appear at the bottom of the submit page after you have entered all the required information, and the top tabs are all white, please email us at PNPinfo@gov.bc.ca with a screenshot of the very bottom of the submit page.

When you click *Submit and Pay,* the payment screen opens up in a separate window which may be affected by pop-up blockers.

If this window does not open, try pressing the 'ctrl' key as you click on the blue submit button, (ctrl+click), or temporarily disable the pop-up blocker in your browser window.

Issue: My information is not being saved in my registration/application

Solution:

If you close your browser, or navigate away from the current tab without clicking next or clicking on another tab, your data may not be saved. BCPNP Online sessions time out after 30 minutes, but due to proxy servers and other intermediaries in internet traffic, if you will be stepping away from your computer for more than **ten** minutes, it is recommended that you save your current information by clicking on either *next* or *previous*, or on another tab.

Issue: I did not receive a confirmation email within the specified time

Solutions:

Most workplaces, as well as home internet providers, have filters that may be blocking our confirmation emails. Please check your email's "junk" or "spam" folder. If the email was in your junk / spam folder, you will need to move it into your email's inbox in order for the links to work.

Please note that Gmail email addresses have shown to be the most reliable at receiving our emails. If you still do not receive an email and it is not in your junk folder, you may need to set up a new profile using a Gmail email address, or change the email address in your profile and re-confirm.

To request a second confirmation email, please log in to your profile, where you will be prompted to confirm your email address. You will have the option of receiving another confirmation link to your email.

If this does not work, please recreate a new profile with a Gmail address. Gmail email addresses have shown to be the most reliable at receiving our emails Please note that messages may still end up in the junk folder. Also ensure that you clear your browser's cache regularly.

Issue: The link in my confirmation email is not working

Solutions:
This is often related to pop-up blockers, as the link in the confirmation email opens up a new window. Please try to press the control key when you click the link, (ctrl+click) or temporarily disable the pop-up blocker in your browser window.

If the email was in your junk / spam folder, you will need to move it into your email's inbox in order for the links to work.

Issue: I am unable to create a valid password
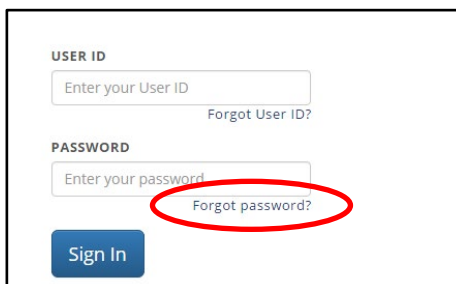
Solution: BCPNP Online operates best on Google Chrome. Users have reported problems using other browsers. The recommended browsers are Internet Explorer 11 (native mode) and Google Chrome.

Note: The requirements for passwords are stated when you create your profile. Passwords that are too similar to your name or username may be rejected.

Issue: I need to reset my password / I forgot my password

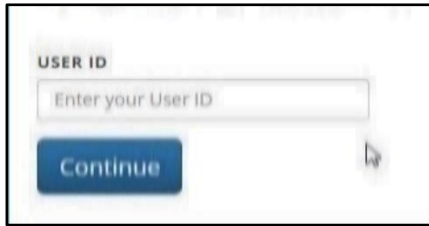**Solution:**
Click the Forgot Password link on the login page:
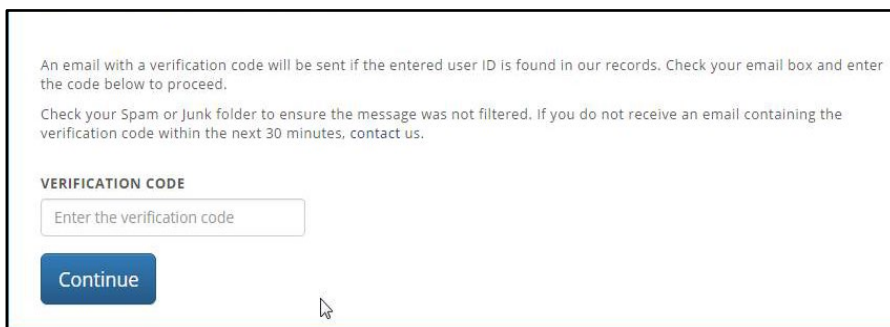
Then enter your user ID and click Continue:

You will then receive an email at the email address used to create your profile. (If you do not receive an email within 30 minutes, please see the steps above for confirmation emails)

Then enter the verification code from the email into the Verification Code field, and click on Continue.

You will then be able to reset your password and log in.

Issue: My town of residence / work is not available on the drop down list

Solution:
Please locate the closet town to yours, within the same region, from a map of British Columbia. Select this town from the list, and make a note in your application of your actual town and that it was unavailable on the existing list.

Issue: I need to update information in my profile / registration / application

Solution:
Profile: You are able to make updates to your profile information by logging in to your dashboard, going to *My Profile*, and clicking on *Edit My Profile*.

Representative:
You are able to add an authorized representative or update information about your representative at any stage of the process by clicking on the *My Representative* tab.

| Home | My Dashboard | My Representative | My Profile | Sign Out |

Registration: Once your registration is submitted, it is locked and you are unable to make further edits to it within BCPNP Online. To change information in your registration, you must withdraw your registration and submit a new one with the updated information. Please see the [Withdrawing your Registration](#) section of this guide for more information. Your withdrawn registration will remain visible in your profile.

Application: Once your application is fully submitted, it is locked and you are unable to make further edits to it within BCPNP Online. Please email your update(s) to PNPinfo@gov.bc.ca and include scanned copies of documents, if required. The BC PNP may request further information or confirmation of your updates.

Please note that the email and contact information provided in your profile is automatically associated with the registration and/or application in the system and will be used by BC PNP staff for communication.

Issue: I requested a withdrawal, but my old application still shows in my dashboard

Solution:

If you have received email confirmation of your application being withdrawn, and your old application is still showing up in your dashboard, please send an email to PNPinfo@gov.bc.ca describing your problem, and include a screenshot of your dashboard.

Issue: I am getting an error in the attachments field

Solution:

Please check the file name of your attachment to ensure it does not contain the characters [listed on this page.](#)

If this does not resolve the issue, capture the information from your application, clear your computer's cache, and re-start your application by uploading the attachments first, and then completing the other sections of the application.

If this still does not resolve the issue, please send an email to PNPinfo@gov.bc.ca describing your problem, and include a screenshot of the attachments screen with the error.

Must be jpg/jpeg or pdf
Each doc must be less than 3 MB
Total upload must be less than 50 MB

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Issue: I changed my email address in my profile, but I haven't received a confirmation email

Solution:

If you change your email address, you will have to confirm your new email address to finalize the update. If you have not received a confirmation email from us, request a new verification link by contacting us at PNPinfo@gov.bc.ca. Your previous email address will remain being used for the communication purpose until the new one is confirmed.

Appendix 3: Request for Review Online Walkthrough

Request a Review Form

When you receive a notice of decision from the BC PNP, the letter will include a link to the online form for requesting a review of the decision. This link is specific to your case and will not work to submit requests for review on other decisions. Click the link, log in to the BCPNP Online system and update your information where prompted.

Please note that you will only be able to click on this link one time. Once you have clicked the link and initialized the form, you may subsequently access the request for review form through your BCPNP Online dashboard.

If you experience any issues with the link included in your notice of decision, please contact the BC PNP immediately at PNPinfo@gov.bc.ca.

Personal information Tab

To change this information, you must go to your profile. When you change it in your profile, it will be updated here as well. Updated profile information is how the BC PNP ensures they are contacting you directly for time sensitive notices. Updated profile information is also necessary for the BC PNP to reference your file in correspondence with IRCC.

Information Fields	Technical Notes
Family name(s)	This information will be populated by the system based on what was entered in your profile. Please update any outdated information before
Given name(s)	This information will be populated by the system based on what was entered in your profile. Please update any outdated information before
Date of birth	This information will be populated by the system based on what was entered in your profile. Please update any outdated information before
Phone number	This information will be populated by the system based on what was entered in your profile. Please update any outdated information before
Email	This information will be populated by the system based on what was entered in your profile. Please update any outdated information before
Address	This information will be populated by the system based on what was entered in your profile. Please update any outdated information before
City	This information will be populated by the system based on what was entered in your profile. Please update any outdated information before
Province/State	This information will be populated by the system based on what was entered in your profile. Please update any outdated information before

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Country	This information will be populated by the system based on what was entered in your profile. Please update any outdated information before
Postal Code	This information will be populated by the system based on what was entered in your profile. Please update any outdated information before

Request for Review Tab

Below is a description of what will appear in the Request for Review tab. Some of this information will be automatically populated from your profile and is locked.

Information Fields	Technical Notes
File number	The system will automatically populate this field for you
Date of decision notice	The system will automatically populate this field for you

Grounds for review request

You will then be asked about the grounds on which you are requesting a review. You can select "yes" to one of the following:

Once you select "yes,", a field will appear in which you can type a detailed explanation of your reasons for requesting a review of the BC PNP's decision.

Information Fields	Technical Notes
Unreasonable decision	A reasonable decision is defined as: • Within the range of decisions that could be reasonably supported by the evidence before the decision maker • Made on the basis of the program criteria at the time of decision
Procedurally unfair	A procedurally fair decision is defined as: • The decision was based on a fair process • The decision maker provided an opportunity to respond to concerns

Attachments Tab

The following tables lists the documentation required when requesting a review.

Information Fields

Information Fields
Copy of biological page and signature page (if separate) of your passport
Copy of your BC PNP decision letter which will be used to verify your letter is valid
Additional Documents: A maximum of 3 attachments (maximum 3 MB each) can be included. Please note that a review is not a chance to submit new evidence or re-argue the evidence submitted in your application. Being unsatisfied with the final decision or a component of the decision is not sufficient grounds to vary or reverse a decision.
Use the green "+" sign to add up to 2 more documents

Submit Tab

The last tab presents you with the declaration and consent that you must read and agree to in order to submit your request for review. In doing so, you must click on the checkbox and enter your full name as it appears on your passport.

☐ I, [Enter your full name (Required)], hereby make and provide the above declaration, authorizations and consents.

Use of paid representative

You will then be asked if you hired a paid representative to help fill out this form. If you select "yes," the following fields will appear:

Information Fields	Technical Notes
Representative Family Name(s)	
Representative Given Name(s)	
Phone number of paid representative	

Payment Refund Policy

You will then be required to check a box to confirm that you understand and agree that the request for review fee is non-refundable.

Payment Refund Policy

☐ I understand and agree the request for review fee is non-refundable. **Required**

You can select *Previous* to return to the attachments tab, or select *Submit* to pay the required application fees for your BC PNP Skills Immigration application. You can also print the form by selecting *Print*.

Selecting *Submit and Pay* will take to you the payment screen.

If there are any missing pieces of information, your review request will not submit, and you will see the following message:
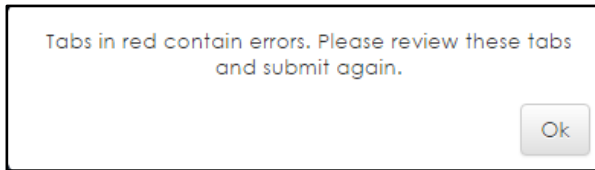
Any tabs with a light red background should be clicked on. You will see the field(s) with missing information highlighted in red. Complete the required information in each tab, then click on the *Submit* tab, and click on the green *Submit* button once again.
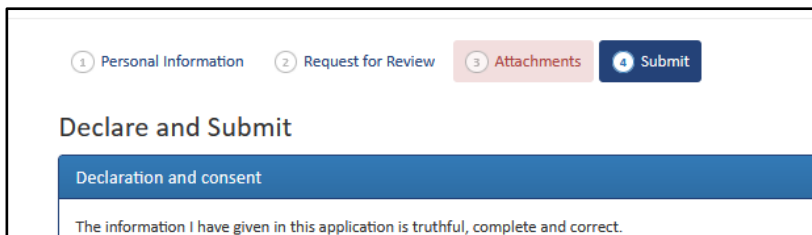
If all information in your request is complete, you will be taken to a payment screen. Enter your credit card details and click on *Pay Now*.

If the payment is successful, your request for review will submit and you will receive an emailed receipt. You will also be able to access receipt details from your dashboard.

Next Steps

You will receive an email confirming if your request has been received. Complete requests must be submitted within the applicable 30- or 60-day periods.

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