



BOHBOT & ASSOCIATES

IMMIGRATION AND CITIZENSHIP LAWYERS

Document Checklist to be remitted to BOHBOT & ASSOCIATES

Document to be completed

- Curriculum vitae by principal applicant and spouse
- Selection certificate of Quebec by principal applicant
- Selection certificate of Quebec by spouse
- Selection certificate of Quebec by each children of 18 years of age or older, single and still studying
- Selection certificate of Quebec Appendix, declaration of spouse

Document to be signed only

- Mandate for Skilled Worker by principal applicant
- Power of attorney by principal applicant
- Last page of Selection certificate of Quebec by the principal applicant and spouse must both sign on page 4. The principal applicant must sign where indicated "Principal applicant" and the spouse must sign where it indicates " spouse".
- Last page of Selection certificate of Quebec for children 18 years of age or older : the principal applicant and each children of 18 years of age or older, single and still studying must sign at page 3. The principal applicant where it indicates "principal applicant" and the children must sign where it indicates "Dependent child"
- Appendix Declaration of spouse or de facto spouse : the principal applicant and the spouse must sign on page 1. If they are not married and they are facto spouse, then they must on page 2 of the Appendix Declaration of spouse. On page one the principal application signs the declaration where it indicates "signature of the principal applicant" and the spouse must sign where it indicates "signature of the spouse of the principal applicant". Same thing applies for the facto spouse on page two.

Education / Training / Qualifications

For you or your spouse or common-law partner :

- Post-secondary education documents** : vocational or technical certificates or diplomas;
- College or university documents** : certification for completion and the graduation degree, diploma, or certificate issued by the college or university and the evaluation committee.
- Transcripts** : original transcripts of all degrees must be submitted in university-sealed envelopes.
- Professional qualifications certificates** : notarized professional qualification certificates should be submitted if available. (e.g.. Engineer, Computer Programmer, Accountant, Economist, Translator/Interpreter, Architect etc).
- Proof of continuous full-time studies of all dependent children aged 22 or over, including : Complete school records/transcripts since age 22

Work experience

For you or your spouse or common-law partner :

- Notarized employment contacts from your present and past employers, accompanied by an English or French translation.
- or**
- Original and up-to-day letters of reference from your past and current employers. Letters must be written on company letterhead and show the company's full address, telephone and fax numbers, and be stamped with the company's official seal.

If you cannot provide a reference from your current employer, provide a written explanation.

Fee payment :

Make sure that you have followed our instructions in section 'Fees' regarding the immigrant processing fee schedule and our professional fees.

- Processing fees.
- BOHBOT & Associates Professional fees

Photo requirement :

- Two (2) pictures of principal applicant, spouse and each unmarried child (please indicate the name of each person on the back)

Other documents :

- Copy of six first pages of passport for the principal applicant, spouse and each unmarried child 18 years of age or older;
- Birth certificate for the applicant, spouse and each unmarried child 18 years of age or older;
- Marriage certificate;
- Certificate of divorce (if applicable);
- Settlement funds;
Copies of statements from your bank account and other liquid assets for the last three months
You would be expected to have at least \$4,800.00 Canadian dollars (one person), \$8,300.00 two persons, \$9,600.00 three people, \$11,200.00 four people, \$12,200.00 five person and \$1,000.00 extra for each additional person);