

## MEMORANDUM

**TO: Employees Applying for Canadian Permanent Residency Under Express Entry**

**FROM: Seyfarth Shaw Business Immigration Group (Global Mobility)**

**RE: High-level Overview of Canada's Express Entry Permanent Residency Program**

---

### **Purpose**

This memorandum provides Seyfarth's clients with a high-level, step-by-step overview of Canada's Express Entry permanent residency program, as of November 19, 2016. Note that Express Entry is only available to those applicants who plan to live outside of the province of Quebec.

### **Step 1: Determine eligibility**

As a skilled professional (who does not work in a skilled trade), there are two main categories under which you may be eligible to apply for Canadian Express Entry. First, we will assess that you meet the baseline requirements for at least one of these categories:

- Canadian Experience Class (CEC) - This category is available to those who possess one (1) year of full-time work experience in Canada, earned high scores on the Canadian Language Benchmark (CLB) exam, and plan to live outside the province of Quebec.
- Federal Skilled Worker Program (FSW) -- If you do not possess one (1) year of full-time work experience in Canada, we will determine your eligibility under the FSW category. The Canadian government ranks FSW Program applicants on work experience, Canadian Language Benchmark exam scores, education, and adaptability prospects in Canada.

If you do not qualify for one of the above categories, the Seyfarth team will consider your options under the Provincial Nominee Program based on the jurisdiction where you current reside.

### **Step 2: Calculate your Comprehensive Ranking System score**

Once we determine your category, we will score your biographic background according to a complex points-based system. The Canadian government calls this system the Comprehensive Ranking System (CRS). The higher your score, the greater of a chance you have to be selected to apply for permanent residency. The CRS is a points-based system used to rank eligible applicants according to biographic factors such as skills, work experience, language ability and education. The total number of possible points is 1200. Seyfarth will determine your total CRS score based on the information and documentation you provide.

### **Step 3: Submit the Express Entry Profile**

If we believe your score is high enough to qualify you to apply for permanent residency, then we will create and submit an Express Entry profile, which enters you into the Express Entry pool of applicants.

Seyfarth will only submit your application to the Express Entry pool if (1) we have received the required supporting documentation from you, (2) we have determined that you are eligible for either the CEC or FSW categories, (3) you can provide evidence to support the economic factors of your CRS points profile, and (4) we believe your CRS score is high enough to meet the threshold of the next drawing round. This will ensure that your chances of receiving an Invitation to Apply (ITA) are very high.

### **Step 4: Receive an Invitation to Apply (ITA)**

Approximately twice a month, Immigration, Refugees and Citizenship Canada (IRCC) releases a minimum threshold CRS score to determine which of the applicants in the Express Entry pool can apply for permanent residency. Those applicants who possess a CRS score ranking above the minimum threshold will receive an ITA for permanent residency. This determination is referred to as a “Round of Invitation” from the Express Entry pool.

- If you have a CRS point value above the minimum number of CRS points required for that Round of Invitations, you will receive the Invitation to Apply for Permanent Residency (ITA).
- If you have a CRS point value below the minimum number of CRS points for that Round of Invitations, you will remain in the pool. You can remain in the pool for 12 months, allowing you several chances to receive an ITA.

[Click here](#) for more information on the IRCC draw dates and minimum points for each draw.

### **Step 5: Submit the Permanent Residency Application**

When you receive an ITA, your Seyfarth contacts will reach out to you to request more information that is required at the permanent residency application stage. This will include a medical examination for any and all applicants included with your application. The Canadian government will send instructions for obtaining a medical exam when it is time, but you can [click here](#) for more information if you wish to prepare in advance.

Those who receive an ITA have 90 days to provide all documents and file the Permanent Residency application. IRCC aims to process the Permanent Residency applications within six (6) to eight (8) months.