

# Nova Scotia Graduate Stream Submission Guide

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Nova Scotia Nominee Program

Nova Scotia Graduate Stream • Nova Scotia Nominee Program

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# Part I: For the applicant

## Thank you for choosing Nova Scotia

This guide explains how to submit an expression of interest (EOI) to the Nova Scotia Graduate Stream of the Nova Scotia Nominee Program (NSNP). Please read it carefully.

## Purpose of the Nova Scotia Graduate Stream

The Nova Scotia Graduate stream is for recent international graduates whose skills and education match specific National Occupational Classification (NOC) job categories.

The categories listed below reflect jobs that are currently in high demand in Nova Scotia. Jobs that are in high demand change from time to time. Therefore, the category of worker eligible to apply for this stream may change as well. We post updates for this stream, including changes to the list of job categories in demand, on the on the Nova Scotia Graduate web page.

This stream is currently open to workers in the following categories:

- NOC 32102: Paramedical occupations
- NOC 32124: Pharmacy technicians
- NOC 33102: nurse aides, orderlies, and patient service associates
- NOC 42202: early childhood educators and assistants

**Important!** You must have a full-time, permanent job offer from a Nova Scotia employer in one of the NOC job categories listed above BEFORE you can apply to immigrate through the NSNP Nova Scotia Graduate stream. Full time means that you will work year-round for a minimum of 30 hours a week. Permanent means your job does NOT have an end date.

This stream is part of an economic immigration program. You may NOT use it to immigrate to Canada for any of these reasons:

- You intend to settle in another Canadian province or territory
- family reunification
- protected persons
- humanitarian or compassionate grounds

## Expression of Interest

Your submission to the Nova Scotia Nominee Program (NSNP) is treated as an **expression of interest (EOI)**.

You will submit a complete EOI form to indicate your interest in immigrating to Nova Scotia, and it will be added to our EOI pool. We periodically select EOIs from the pool for processing, based on factors such as current provincial priorities and labour market information, the number of NSNP approvals remaining in our annual allocation, the volume of all EOIs in the pool, and program integrity considerations.

**If your submission is selected**, you will receive direct communication from our department confirming that it has been chosen for processing; selection means your submission is moving to the next stage of processing, but it **does not guarantee approval**.

The decision to process and assess a particular submission is at the sole discretion of the Department of Labour, Skills and Immigration (LSI), Immigration and Population Growth branch (IPG). **You will receive communication only if your submission is selected for processing.**

**NOTE:** The Department of Labour, Skills and Immigration (LSI), Immigration and Population Growth Branch (IPG), is the official name of Nova Scotia's provincial immigration authority. References to Nova Scotia Immigration and Population Growth (NSIPG) or the Nova Scotia Office of Immigration (NSOI) are legacy names and refer to the same authority.

## You are NOT eligible for this stream if

**Do NOT submit an EOI to this stream if even ONE of the statements below is true:**

- You are currently living in a country in which you are NOT legally allowed to live.
- You have received a nomination or endorsement (NSNP or Atlantic Immigration Program) within the last 12 months.
- You are in Canada as part of the Live-In Caregiver Program.
- You have applied to immigrate to Canada on compassionate or humanitarian grounds or to claim refugee status.
- You have received a removal order from Immigration, Refugees and Citizenship Canada (IRCC) or the Canada Border Services Agency (CBSA).
- You received a scholarship or award that requires you to return to your home country upon graduation and you have not yet done so.
- You are self-employed.
- You have unresolved custody or child support issues affecting one or more of your dependents.
- You have been offered a sales job for which you will ONLY be paid commission. Commission means you are paid a percentage of the value of the item you sell or the profit your employer makes from that item.
- Your job contravenes LSI policies related to:
  - Program Integrity Policy
  - On-site Home-based Businesses
  - Service Home-based Businesses
  - Businesses with a Telework Arrangement

## You may be eligible for this stream if

This stream may be right for you if you meet ALL of the criteria below, and are able to provide the required documentation.

See APPENDIX for the document checklist.

- You have a letter from an eligible Nova Scotia Designated Learning Institution indicating that you have met requirements for completing a program in one of the categories listed above and on the Nova Scotia Graduate web page.
  - If you are applying under NOC 32102 or 32124, your program must grant a diploma.
  - If you are applying under NOC 33102, your program must grant a certificate, diploma, or degree.
  - If you are applying under NOC 42202, your program must grant a diploma or a degree.
- Your studies have been completed within the last 3 years before the date of submission.
- Your program was at least 30 weeks in length and you completed at least 50% of the program while living in Nova Scotia.
- You have been offered a full-time job. Full time means you will work a minimum of 30 hours a week all year round.
- Your job offer is in an identified occupation that corresponds with your recent field of study.
- Your offer is for a permanent job. Permanent means that your job has no end date.
- The job you have been offered is in Nova Scotia.
- You have certifications issued by Nova Scotia regulatory bodies required for the job
- You are between the ages of 19 and 55.
- You have a high school diploma.
- You have proof of your immigration status in the country where you are currently living.
- You intend to live in Nova Scotia.

- Your employer is a Nova Scotia employer. That means:
  - If the employer is a commercial business, it must be registered with the Nova Scotia Registry of Joint Stock Companies AND show that it has a permanent establishment in Nova Scotia as defined in Canada's Income Tax Act.
  - If the employer is a not-for-profit organization, it must be registered under the Societies Act.
- The employer must have operated in Nova Scotia for at least 2 years.
- You will be paid a sufficient wage or salary for your job. See Documents related to your move to Nova Scotia.

# What you need to know BEFORE you apply

## Nova Scotia's Program Integrity Policy

You are required to acknowledge and comply with Nova Scotia's Program Integrity Policy, which guides the Immigration and Population Growth (IPG) Branch of the Department of Labour, Skills and Immigration (LSI). This policy promotes transparency, fairness, and accountability across all economic immigration programs and helps protect applicants, employers, and representatives by preventing fraud and misuse. Failure to follow the Program Integrity Policy may result in the refusal of your submission from current or future immigration programs. Review the full policy on our website.

## You must apply to 2 levels of government: provincial and federal

### Level 1: Nova Scotia (provincial)

First you submit an expression of interest (EOI) to the Nova Scotia Nominee Program (NSNP) Nova Scotia Graduate stream. If you are nominated for this stream, we will email you a nomination certificate. At the same time, we will send proof of your nomination to Immigration, Refugees and Citizenship Canada (IRCC).

### Costs

There is no EOI submission fee for the NSNP, but there may be costs related to your EOI submission. For example,

- translation costs if your required documents are in neither English nor French
- fees charged by a representative should you choose to hire one
- fees for English or French language testing if this is required

### Level 2: Canada (federal)

Next, if you are nominated by the Province of Nova Scotia, apply to IRCC for your permanent resident visa **within 12 months** of receiving your nomination certificate. You may submit applications for yourself and include your spouse and dependents in the application.

### Costs

There is a fee to apply for a permanent resident visa. For current fees, see the fee list on the IRCC website.



## Nova Scotia's Program Integrity Policy

You are required to acknowledge and comply with Nova Scotia's Program Integrity Policy, which guides the Immigration and Population Growth (IPG) Branch of the Department of Labour, Skills and Immigration (LSI). This policy promotes transparency, fairness, and accountability across all economic immigration programs and helps protect applicants, employers, and representatives by preventing fraud and misuse. Failure to follow the Program Integrity Policy may result in the refusal of your submission from current or future immigration programs. Review the full policy on our website.

### You are responsible for your submission

It is up to you to provide ALL the documents we require including those that you get from your employer, your spouse or common-law partner, and your dependents. You must also ensure that all documents are valid when you submit your submission for this stream AND when you apply for a permanent resident visa. If you are missing documents or any document is invalid, we will refuse your submission.

**Important!** You must tell us if your status changes at any time before you receive a permanent resident visa. These are just a few examples of a change in status:

- a change in marital status for example, you got married or divorced
- you no longer have a job offer
- you changed employers
- you have left Nova Scotia

**Warning!** *Failure to inform us of relevant changes may result in losing provincial support for your nomination.*

### Know which family members are allowed to immigrate with you

Family members who immigrate with you as part of the NSNP are called "dependents." These are limited to the following:

- your spouse, that is, the person you are legally married to
- your common-law partner:
  - Your partner may be of the same or opposite sex.
  - You must have lived together like spouses for at least one continuous year.

- If you were prevented from living together, you must provide proof of what prevented you from living together.
- You must provide a Statutory Declaration of Common-Law Union.
- your children including adopted children:
  - children under the age of 22 and without a spouse or common-law partner
  - children over the age of 22, dependent on you financially since before turning 22, and unable to support themselves financially because of a physical or mental condition.

## **You must hold legal status in your country of residence**

If you reside in a country other than your country of citizenship, you must hold valid legal status in that country at the time you submit your expression of interest (EOI).

### **If you reside in Canada**

You must hold a valid and non-expired temporary resident status document on the date you submit your EOI, such as a work permit or a study permit. Applicants in maintained status, formerly referred to as implied status, are not eligible to submit an EOI.

If your EOI is selected for assessment, you must continue to meet all program requirements. Officers will assess your eligibility at the time of assessment, not solely at the time of EOI submission.

## **Know the National Occupational Classification (NOC) for your job offer**

The NOC 2021 has 6 categories based on training, education, experience and responsibility (TEER):

- 0 – Management jobs.
- 1 – Jobs that usually require a university degree.
- 2 – Jobs that usually require a college diploma of two to three years or completion of an apprenticeship training program of two to five years.
- 3 – Jobs that usually require a college diploma of less than two years or completion of an apprenticeship training program of less than two years.
- 4 – Occupations that usually require a high school diploma, or

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several weeks of on-the-job training.

- 5 – Occupations that usually need short-term work demonstration and no formal education.

Find out more about NOC 2021 on the [National Occupational Classification website](#).

The NOC is important for 3 reasons:

- It helps you to determine the level of English or French language ability you will need.
- It helps us to determine if your qualifications and experience match the requirements of the job.
- It helps us to determine whether the wage you are being offered is within Nova Scotia's wage range for that job.

### **You may need a licence or certificate for the job you have been offered**

Before you apply to the Nova Scotia Graduate stream, find out if you need a licence or certificate to do the job you have been offered. Your employer can help you with this.

### **You may use a representative**

There are 2 kinds of representatives: paid and unpaid. Both can help you to complete and submit your EOI submission. When you appoint a representative, you authorize them to:

- Share information about your submission with them
- Act on your behalf

#### **Unpaid representatives**

As the name suggests, unpaid representatives do NOT charge for their services. Your representative could be a family member, a friend, or someone else.

#### **Paid representatives**

Paid representatives charge a fee for their services. If you are using a paid immigration representative, they must be authorized. Authorized representatives must be one of the following:

- An immigration consultant who is a member in good standing with the College of Immigration and Citizenship Consultants (CCIC).

Visit the [CCIC website](#).

- A lawyer or paralegal who is a member in good standing of a Canadian law society, barristers' society, or barreau, or a law student under the supervision of a recognized lawyer. Visit the [Federation of Law Societies of Canada website](#) for links to law societies across Canada.
- A notary public who is a member in good standing of the Chambre des notaires du Québec or a law student under their supervision. Visit the [Chambre website](#).

You do not need to use a representative to prepare and submit an EOI. If you choose to use a representative—paid or unpaid—they must complete an [NSNP 50 – Use of a Representative form](#). You must submit this form with your EOI. *Please note:*

- *if your representative is unpaid, you must submit this form with your EOI.*
- *If you have a paid representative, **they** must submit your complete EOI, including the NSNP 50 form, through **their** authorized online portal account.*

**Warning!** *We strongly recommend that if you choose to hire a representative, you choose one from the categories listed above. We do NOT deal with unauthorized representatives. Also, if your representative is NOT authorized, you may not have the ability to hold them accountable if they make an error or give you bad advice.*

## Duty to provide accurate information

### Employers and Representatives

Labour, Skills and Immigration relies on information provided by employers and authorized representatives to assess whether an applicant is eligible to participate in the Nova Scotia Nominee Program (NSNP). If an employer or authorized representative provides information to LSI that:

- is false or misleading about one or more Nova Scotia Nominee Program eligibility criteria, OR
- leaves out or conceals requested information about one or more Nova Scotia Nominee Program eligibility criteria,

we may determine that they have committed misrepresentation or fraud.

The duty to provide accurate information applies to all information provided to LSI, including document(s) or verbal information provided in

support of the NSNP applicant. If necessary, LSI (the Government of Nova Scotia) may ask for further information in support of a submission. Employers are obligated to provide this information.

**Important!** *Employers and authorized representatives who commit misrepresentation or fraud in relation to the Nova Scotia Nominee Program will NOT be allowed to participate in any provincial immigration programs for a period of five (5) years.*

### **Misrepresentations disqualify you for 5 years**

What is misrepresentation? Misrepresentation happens when you or someone else involved in your submission does one of these things:

- is not truthful about one or more of the eligibility criteria
- leaves out information we need to assess your submission

The individuals involved in your submission include yourself, your employer, your spouse, and your dependents, or an immigration representative if you decide to use one.

**Important!** *If you are refused for misrepresentation, you will NOT be allowed to apply to any immigration stream for 5 years.*

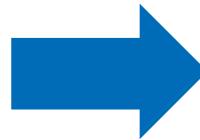
## There are no guarantees

Submitting an EOI and meeting the eligibility requirements for the Nova Scotia Graduate stream do NOT guarantee that your submission will be processed, assessed, and approved.

Even if you are successful and receive a nomination certificate, we cannot guarantee that you will receive a work permit or permanent resident visa. IRCC has its own application process. They are the only ones who can issue these documents. Labour, Skills and Immigration (LSI) does not issue work permits or permanent resident visas.

### Responsibilities of LSI

- assess nominee submissions
- issue letters of support for work permits (if applicable)
- issue nomination certificates



### Responsibilities of IRCC

- assess work permits (if applicable)
- assess permanent resident applications
- issue permits and visas

**Important!**

*LSI-issued letters of support or nomination certificates do NOT guarantee approval by IRCC*

**Criteria may change; streams may close**

We may stop accepting submissions for a period of time. We call this “closing”, “suspending”, or “pausing” a stream, or one of its categories.

If your EOI has been selected for processing and the Nova Scotia Graduate stream is later paused, closed, or suspended before a decision is made, we may not continue processing your submission and may return it to the EOI pool.

There may be a delay between the time we receive your submission, select it for processing. During that time, the criteria may change. We will assess your submission based on the criteria in place at that time, unless otherwise stated. Check our immigration website regularly to stay up-to-date with all changes.

**Decisions are final; there are no appeals**

If we decide to refuse your application for the NSNP Nova Scotia Graduate stream, our decision is final. There is no appeal process. You may be eligible to submit a new EOI. We may withdraw your nomination

We may withdraw your nomination at any time before you receive a permanent resident visa and before you arrive in Canada for any of these reasons:

- You no longer meet the eligibility requirements of the Nova Scotia Graduate stream.
- The Government of Canada has advised us that some information in your application for permanent residency is false.
- IRCC finds that you, your spouse or common-law partner, or a dependent is not allowed to immigrate to Canada.

**You may withdraw your EOI submission**

You may withdraw your submission without penalty at any time before you receive a nomination certificate. There is one exception. You may NOT withdraw your submission without penalty if we know or suspect that you have NOT been truthful or have left out important information in your submission.

## Post Nomination Responsibilities

Program participants must immediately notify LSI of any changes to information previously submitted in a program-related application or supporting documentation, whether the change occurs after submission or after nomination under a Nova Scotia immigration program.

For immigration candidates, this includes, but is not limited to, changes to:

- marital status
- job duties
- work location
- employment status
- immigration status
- any other particulars previously reported to LSI

Any third party, including recruiters or immigration consultants, who submits information in support of a submission must also notify LSI immediately if that information changes.

## Gather the documents you need

You will need a number of documents to complete your EOI submission. You will have to complete some of these documents yourself. Some will have to be completed by your employer. You will also have to get documents from third parties such as educational institutions and governments. Begin to gather these documents as soon as you know that you will apply for the Nova Scotia Graduate stream. It may take some time to gather all the documents you need.

### **Important!**

- All documents must be PDF files.
- Documents with images must be scanned in colour.
- Text-only documents may be scanned in black and white.
- The total size of all documents must be no more than 100 megabytes (MB).
- Each file name must be no more than 50 characters.
- All documents must be clear enough to read.
- Scanner resolution must be 300 dots per inch (dpi).



### **Warning!**

We may close our EOI if documents are missing, unsigned, unclear, or have been enhanced or edited.

## **Documents in languages other than English or French**

Documents in languages other than English or French must be translated by a certified translator.

- Submit a copy of the original document AND a copy of the certified translation.
- Submit proof from the translator of their certification.

### **Warning!**

These individuals are NOT allowed to translate your documents:

- members of your family
- anyone who works for the paid representative you have hired to help you with your submission

If your documents are NOT translated by a certified translator, we may NOT accept your submission.

## **Documents related to your job offer**

- NSNP 200—Your employer must complete and sign this form. It proves that they have offered you a permanent, full-time job.
- NSNP 200 supporting documents.

While your employer must complete and sign the NSNP 200 form, you must submit it and all supporting documents as part of your submission.

## **Documents related to your education and training**

- A copy of your high-school diploma
- A letter from an eligible Nova Scotia Designated Learning Institution indicating that you have met requirements for completing a program in one of the NOC job categories listed above and on the Nova Scotia Graduate web page. This letter must clearly show that:
  - Your program was completed within the last 3 years before the date of submission.
  - Your program was at least 30 weeks in length.
  - You completed at least 50% of your program while living in Nova Scotia.
- If you are applying under NOC 32102 or 32124, your program

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must grant a diploma.

- If you are applying under NOC 33102, your program must grant a certificate, diploma, or degree.
- If you are applying under NOC 42202, your program must grant a diploma or a degree.
- Copies of the licenses or certificates required for the job you have been offered

## Documents related to your ability to communicate in English or French

If your first language is NOT English or French, you must provide evidence that you meet one of the following:

- the criteria listed under Canadian Language Benchmarks (CLB) Level 5 or higher
- the criteria listed under Niveaux de compétence linguistique canadiens (NCLC) Level 5 or higher

We will consider these documents:

- educational transcripts or other documents that show English or French was the main language of instruction or communication
- employment history and references that show English or French as the main language of communication
- the results of one of these language tests:
  - International English Language Testing System (IELTS) General Training
  - Canadian English Language Proficiency Index Program (CELPIP) General
  - Pearson Test of English (PTE) Core
  - Test d'évaluation de français (TEF) Canada
  - Test de connaissance du français (TCF) Canada

This table shows the scores you need in each language test to meet the CLB/NCLC 5 standard.

Test	Listening	Reading	Writing	Speaking
IELTS	5.0	4.0	5.0	5.0
CELP	5	5	5	5
PET	39	42	51	51
TEF	181	151	226	226
TCF	369	375	6	6

**Warning!** You must have had your language skills tested within 2 years of applying to the Nova Scotia Graduate stream. We do NOT accept test results dated more than 2 years before the date on your submission.

## Documents about you and your family

### Passports

You, and everyone immigrating with you, must have a valid passport. The expiry date of all passports should be at least 2 years from the date of your submission. Include copies of pages that show these things:

- the passport number
- the date of issue and expiry
- the photo of the passport holder
- the name of the passport holder as well as their date and place of birth
- any changes to the passport holder's name, date of birth, or other identifying information
- any changes to the passport's expiry date
- any visas or visits to Canada

### Documents related to your spouse and children if they are immigrating with you

Include the documents that apply to you:

- a copy of your marriage certificate
- copies of birth certificates for dependent children
- copies of custody documents and permission for the child to come to Canada
- copies of adoption papers

## Documents related to your immigration status

Include the documents that apply to you:

- **If you currently live in Canada**, include proof of your valid, and non-expired legal status document in Canada (“Maintained status” is not accepted). Ensure that your supporting documentation is valid at the time you submit your EOI, and that you maintain and demonstrate continued eligibility under the program requirements if your EOI is selected for processing.
- **If you currently live in a country of which you are NOT a citizen**, include proof of your legal status in that country.
- **If you have applied to immigrate to Canada before**, include copies of every letter you have received from the Canadian government or any provincial or territorial government regarding each application.

## Documents related to your move to Nova Scotia

You may provide one or both of the following:

- banking statements from the past 3 months showing all account balances and transaction history
- statements from your investment portfolio showing fixed deposits
- and the terms for withdrawing funds before the investment matures  
This may include transferable funds in your name or your spouse’s name.

### **Important!**

Do NOT include real estate or personal items such as jewelry, furniture, and vehicles.

### **Why do I need to include banking and investment information?**

We need to know that you have enough money to pay for these things:

- your immigration costs
- your travel expenses
- the costs related to settling in Nova Scotia such as having enough money for food, rent, clothing, etc.

You can find the requirements regarding the settlement funds for your family size, and the form in which funds will be accepted on [IRCC’s website](#).

**Note:** The above link mentions Express Entry. If you are submitting an Nova Scotia Graduate EOI submission, you will NOT apply through the Express Entry system. This link is only for information about the required settlement funds.

These requirements may be reduced if you are already living in Nova Scotia or have arranged employment. In all cases, you must provide proof of your financial resources in your own name. The reduction will be assessed by an officer on a case-by-case basis.

We will NOT approve your submission if it appears likely that your family income will be below Statistics Canada's Low Income Cut-Off (LICO). We calculate the LICO requirement based on your family size whether they are coming to Canada with you or not. Your family income includes these things:

- the income you will earn from your job offer
- your spouse's income if they have a permanent job offer in Nova Scotia

To find out if your income will be above or below LICO, compare your family income to the minimum incomes listed in [Table 1 of the Federal Income Scale](#).

**Note:** While the above link refers to specific IRCC program requirements, the only information that applies to you as an Nova Scotia Graduate applicant is under the heading Federal Income Scale.

## **I. Your submission enters the EOI pool.**

Submissions are treated as EOIs and entered into an EOI pool.

### **Draws for processing:**

Nova Scotia will conduct periodic draws to select EOIs for processing. Factors that may guide selection include provincial priorities, remaining allocation, EOI pool volume, and program integrity considerations.

### **If selected:**

You will receive direct communication from our department confirming your submission has been chosen for processing. Being selected means your submission aligns with current priorities. It does not guarantee approval.

### **If not selected:**

Your submission remains in the EOI pool. If you do not receive communication, your status has not changed.

### **Important!**

*We will conduct a completeness check. Your submission may be closed if you do not submit all required documents or if you do not meet the eligibility criteria for this stream.*

## **2. You will either be nominated or refused (If you are drawn from the EOI pool)**

### **If you are nominated**

If you meet the Skilled Worker stream criteria, we will email a nomination certificate to you or your representative. The certificate expires at the end of the month one year after your nomination date. We will also send proof of your nomination directly to IRCC. You need to apply for this visa within 12 months of receiving your nomination certificate.

### **We may extend your nomination**

You can ask us to extend your nomination period beyond 12 months. You must provide evidence that:

- you applied for permanent residency before the 12-month expiry date,
- the application was rejected by IRCC after the expiry date, and
- you resolved the issue for which your application was rejected.

We allow you **only one** such extension. This extension will expire 6 months after the original expiry date. We do NOT grant extensions after 18 months from the original nomination date. You will have to submit a new EOI to the program.

### **If we refuse your submission**

We will refuse your submission if you do NOT meet the criteria for the Skilled Worker stream. We will notify you or your representative by email. This decision is final. There is no appeal process.

## **3. Ask for a Letter of Support for your Temporary Work Permit**

After you have been nominated by the Province of Nova Scotia, you can request a Letter of Support from our office (Immigration and Population Growth Branch of LSI) if your work permit is expiring within the next several months. You can use this letter to apply for a temporary work permit or to renew your existing work permit with IRCC. A work permit

lets you work in Nova Scotia while IRCC processes your application for a permanent resident visa.

#### 4. Apply for permanent residence

Within 12 months of your nomination certificate having been issued, submit a complete application for a permanent resident visa to IRCC. We will send you more information about this with your nomination certificate.

#### 5. Tell us when you become a permanent resident

Contact us within 30 days of your arrival in Nova Scotia. Send us these documents:

- a copy of the Confirmation of Permanent Residence
- a copy of your passport
- your Nova Scotia contact information including
  - your current address
  - your phone number
  - your email address

#### **Important!**

You must tell us if your status changes at any time before you receive a permanent resident visa.

These are just a few examples of a change in status:

- a change in marital status for example, you got married or divorced
- you no longer have a job offer
- you changed employers

Contact us by email at [immigration@novascotia.ca](mailto:immigration@novascotia.ca) or email your assessing officer. Be sure to include your case number if you have one.

## Part 2: For Employers

Is the International Graduates in Demand stream right for the job you are offering?

The Nova Scotia Graduate stream is for applicants who have a permanent, full-time job offer from a Nova Scotia employer for a job in one of the NOC categories identified under this stream.

**Note:** As labour market demands change in Nova Scotia, these categories may change. An up-to-date list of occupations is posted on our [website](#).

### **Important!**

- Full-time means your employee will work year-round for a minimum of 30 hours per week.
- Permanent means the employment has no pre-determined end date.
- Nova Scotia employer means an employer that meets these criteria:
  - If the employer is a commercial business, it must be registered with the Nova Scotia Registry of Joint Stock Companies AND show that it has a permanent establishment in Nova Scotia as defined in Canada's Income Tax Act.
  - If the employer is a not-for-profit organization, it must be registered under the Societies Act.
- The employer must have operated in Nova Scotia for at least 2 years.

### Does your business qualify for this stream?

In addition to the criteria listed above for a Nova Scotia employer, you must meet the following criteria as an employer:

- You must have a history of good workplace and business practices and must be compliant with all applicable laws and regulations.
- You must be in good standing with provincial occupational health and safety and labour authorities.
- You may need to get an [Employer Registration Certificate from](#)



the Director of Labour Standards in order to recruit and hire foreign workers for employment in Nova Scotia.

- You must NOT be in violation of the Immigration and Refugee Protection Act or Immigration and Refugee Protection Regulations.
- You must NOT deduct the costs of bringing a foreign worker to Canada from their wages or salaries.
- If you are an employment agency or placement firm, you may NOT act as an employer unless you are hiring the applicant as a full-time permanent employee in your agency or firm.

## Does the job offer qualify for this stream?

To qualify for the Nova Scotia Graduates stream, the job offer must meet these criteria:

- The job must be with a Nova Scotia employer AND be in Nova Scotia.
- The job must be permanent. That means there is no pre-determined end date.
- The job must be full-time. That means the employee will work a minimum of 30 hours a week year-round.
- The job must fall into one of the NOC categories identified for this stream.
- The employee must be paid a salary that meets provincial employment standards and the provincial wage range for the specific occupation.
- There must be a shortage of qualified permanent residents or Canadian citizens to fill the position.
- Hiring the applicant must NOT contravene any existing bargaining unit agreements, labour agreements or standards, nor can it be part of any employment disputes.
- Hiring the applicant must not contravene IPG policies related to:
  - Program Integrity Policy
  - On-site Home-based Businesses
  - Service Home-based Businesses
  - Businesses with a Telework Arrangement

# What you need to do BEFORE you offer a job to a foreign worker

## Try to recruit Canadian citizens or permanent residents for the job

You must show that, BEFORE you offered the job to the applicant, you tried to recruit a Canadian citizen or permanent resident. We will accept these documents as proof:

- a copy of the positive Labour Market Impact Assessment (LMIA) you received from Employment and Social Development Canada (Service Canada) for this job. Your prospective employee must be named in this document AND the expiry date must be on or after the date that they submit their application to us (IPG).

OR

- proof that the worker is on an open work permit and legally entitled to work in Canada for example with a Post-Graduation Work Permit or the position offered is LMIA exempt.

OR

- 3 advertisements and related information that meet the conditions described below.

**We may ask for additional information.**

## Advertisements

If you do NOT have a current positive LMIA, or proof that the worker or the position is NOT LMIA exempt, you must show that you advertised for the position. Advertisements must meet these criteria:

- They must be in English or French and include these things:
  - your company's operating name, telephone and fax numbers, email and mailing addresses
  - job title
  - duties
  - skill requirements
  - location of work (city or town)

- They must appear in 3 different publications. You must show that each publication targets a Canadian audience with the education, experience, language ability, and skill level needed for the job.
- They must have been published in the 6 months BEFORE the date you offered the job to the applicant.
- They must be publicly available for at least 4 weeks in a row.
- At least one of the advertisements must be in a Canada-wide recruitment tool that has a track record of finding workers for the job such as Job Bank.
- You must demonstrate that your recruitment did not result in any qualified candidates who are Canadian citizens or permanent residents. You must not make a job offer to a foreign national until all Canadian candidates have been vetted through the recruitment process.

## Nova Scotia's Program Integrity Policy

You are required to acknowledge and comply with Nova Scotia's Program Integrity Policy, which guides the Immigration and Population Growth (IPG) Branch of the Department of Labour, Skills and Immigration (LSI). This policy promotes transparency, fairness, and accountability across all economic immigration programs and helps protect applicants, employers, and representatives by preventing fraud and misuse. Failure to follow the Program Integrity Policy may result in the refusal of your submission from current or future immigration programs. Review the full policy on our website.

## Support the applicant through the immigration process

You may want to think about doing some of these things:

- Help to pay the immigration fees.
- Help your prospective employee to find housing.
- Refer your prospective employee to settlement services agencies and language classes.

## Help your employee to succeed in their job

- Continue to offer the settlement supports described above.
- Offer bonuses or incentives.
- Offer career training, benefits packages, and advancement opportunities.

### **Important!**

*Employers and authorized representatives who commit misrepresentation or fraud in relation to the Nova Scotia Nominee Program will NOT be allowed to participate in any provincial immigration programs for a period of five (5) years.*

## Prepare information to include on the NSNP 200 form

You will need to include the following information on the NSNP 200 form that you will give to your prospective employee as part of their immigration application:

- a detailed job description. This includes the roles, responsibilities, qualifications, education, and experience needed for the job.
- detailed conditions of employment including supporting documents. These are some of the things you must include (we may ask for others):
  - wages, this includes wages paid during a probationary period.
  - Include the length of the probationary period.
  - overtime pay
  - vacation time and vacation pay
  - holiday pay
  - hours of work
  - location of employment
  - benefits, including accommodation if applicable

## Gather the documents you need

- NSNP 200 form: The authorized signing officer of the company making the job offer should complete and sign this form.

AND

- A signed copy of the accepted job offer

AND

- A copy of your Employer Registration Certificate if you need one

AND

- A copy of the LMIA in which the applicant is named. The expiry date must be on or after the date that the applicant submits their application to us (IPG).

OR

- Proof that the worker or the position offered is LMIA exempt

OR

- Copies of the advertisements described above

Give your prospective employee PDF copies of all these documents to include as part of their application.

### ***Important!***

You must notify us of any changes to your candidate's job.  
[immigration@novascotia.ca](mailto:immigration@novascotia.ca)

# Post Nomination Responsibilities

Program participants must immediately notify LSI of any changes to information previously submitted in a program-related submission or supporting documentation, whether the change occurs after submission or after nomination under a Nova Scotia immigration program.

For **employers**, this includes, but is not limited to:

- operational changes within the workplace that have or could have implications for the program participant's job
- changes to work location(s)
- any other job-related particulars previously reported to LSI

Any third party, including employers, recruiters or immigration consultants, who submits information in support of an EOI must also notify LSI immediately if that information changes.

# APPENDIX A - Document Checklist

## Nova Scotia Graduate

Check your documents against the list below. Be sure that you have all the documents we have requested in this guide. We may ask you for more information if we need it.

Forms, Criteria, and Supporting Documents	Who must provide the document
<b>NSNP FORMS</b>	
<input type="checkbox"/> <b>eNSNP 100</b> – online application at <a href="http://novascotia.ca/eNSNP">novascotia.ca/eNSNP</a> <input type="checkbox"/> <b>NSNP 200</b> – and supporting documents. See <a href="#">Prepare information to include on the NSNP 200 form</a> and <a href="#">Gather the documents</a> you need in Part 2 of this guide. <input type="checkbox"/> <b>NSNP 50</b> – Use of a Representative (optional. Use only if a representative has helped you to complete and submit your application). See <a href="#">You may use a representative</a> . <input type="checkbox"/> <b>NSNP 60</b> – Authority to Release Personal Information (optional. Use only if you want us to send your application information to someone other than yourself or your representative).  The person you choose will have access to information about your application, but they will NOT be able to act on your behalf.	Applicant  Any dependents 19 and older



Forms, Criteria, and Supporting Documents	Who must provide the document
<b>Education</b>	
<input type="checkbox"/> Copies of all certificates, diplomas, and degrees <input type="checkbox"/> A letter from an eligible Nova Scotia <u>Designated Learning Institution</u> indicating that you have met requirements for completing a course of study. See <u>Documents related to your education and training</u> <input type="checkbox"/> Proof of your licence or certification. See <u>Documents related to your education and training</u> .	Applicant
<b>Language</b>	
<input type="checkbox"/> Evidence of English or French language ability. See <u>Documents related to your ability to communicate in English or French</u> .	Applicant
<b>Immigration status</b>	
<input type="checkbox"/> Copies of passport pages as described under <u>Passports</u> in this guide. <input type="checkbox"/> A copy of proof of legal status for the country where you are currently living, including Canada. See <u>Documents related to your immigration status</u> . <input type="checkbox"/> Letters from previous attempts to immigrate to Canada. See <u>Documents related to your immigration status</u> .	Applicant  Spouse or common-law partner  Dependents
<b>Accompanying family members</b> (if applicable)	
Copies of these documents: <input type="checkbox"/> Birth certificates for dependent children <input type="checkbox"/> Marriage certificate <input type="checkbox"/> Custody documents and permission for the child to come to Canada <input type="checkbox"/> Adoption papers	Applicant  Spouse or common-law partner

Forms, Criteria, and Supporting Documents	Who must provide the document
<b>Settlement Funds</b>	
<p>You may provide one or both of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Official banking statements from a financial institution for the past 3 months. See <u>Documents related to your move to Nova Scotia</u>.</li> <li><input type="checkbox"/> Statements for investment portfolio and fixed deposits and the terms and conditions for withdrawing these funds prior to maturity. See <u>Documents related to your move to Nova Scotia</u>.</li> </ul>	<p>Applicant Spouse or common-law partner</p>