New Brunswick Provincial Nominee Program

Online Application System

User Manual

2019

Post-Secondary Education, Training and Labour

Population Growth Division

Contents

New User Registration

Access the online application system at: https://inb.gnb.ca

To create a new user profile, click <Register>.

New users must provide:

- First name
- Last name
- Email address
- Password
  - **Note** – Passwords must be comprised of at least 8 characters that includes at least one number, upper case letter, lower case letter, and special character.

Once complete, click the <Register> link.

Once you have successfully created a profile using the above steps, you will receive the below message. Click and you will automatically be brought to the Profile Creation stage.

Register

Your registration completed

CONTINUE

Once registration is complete you can stop and complete your application anytime by logging in using you user name and password.

Your Profile

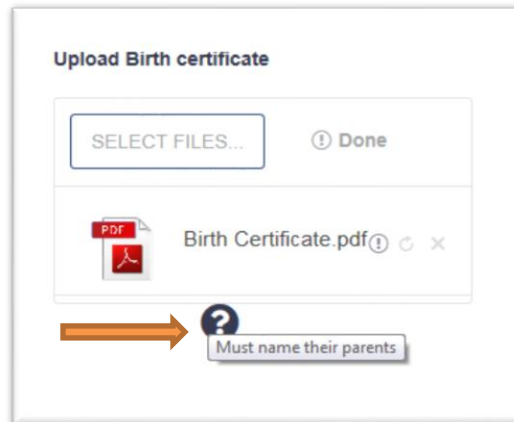To complete a profile, you must provide information in four categories: Candidate Information, Citizenship, Family Members, and Contact Information.

Important Note:
In order to receive additional information or instructions with respect to certain information requests, **click** the '?' as shown below.

The required information is as follows:

1. Candidate Information:	2. Citizenship
• Family name	• Country of citizenship
• Given name	• Passport number
• Date of birth	• Issue date
• Gender	• Expiry date
• Current marital status	• National ID (if applicable)
• Language preference	
• Current country of residence	Note: You may provide additional information if you have citizenship in more than one country.
• Status in current country of residence	

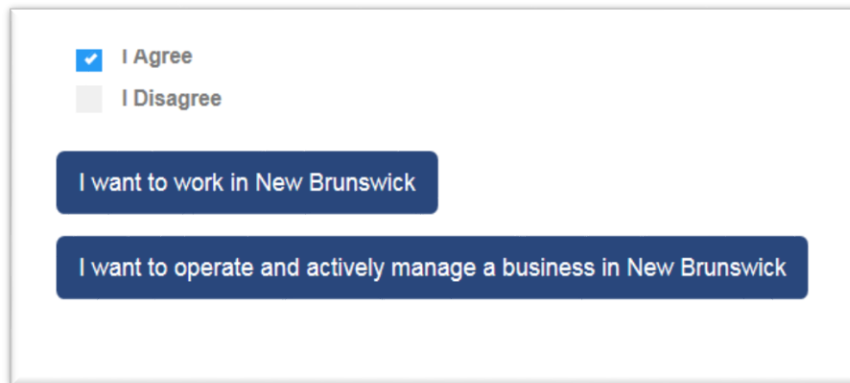| 3. Family Members	4. Contact Information
• You must indicate the total number of family members to be included in your Expression of Interest (regardless of whether they will be accompanying the primary applicant to Canada or not).	• Country • Address (civic number & street name) • City/town • Province • Zip/postal code • Email address • Telephone Note: You may provide an additional address if your mailing address differs from your residential address.

Once you have completed all necessary fields, click <Save> to record your information.
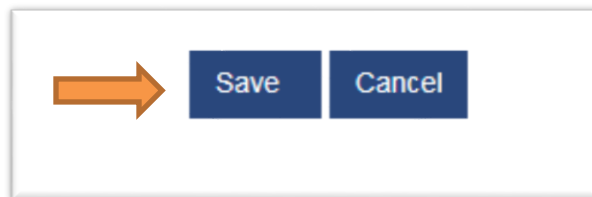
If all fields have been completed correctly, you will see the following pop-up notification.
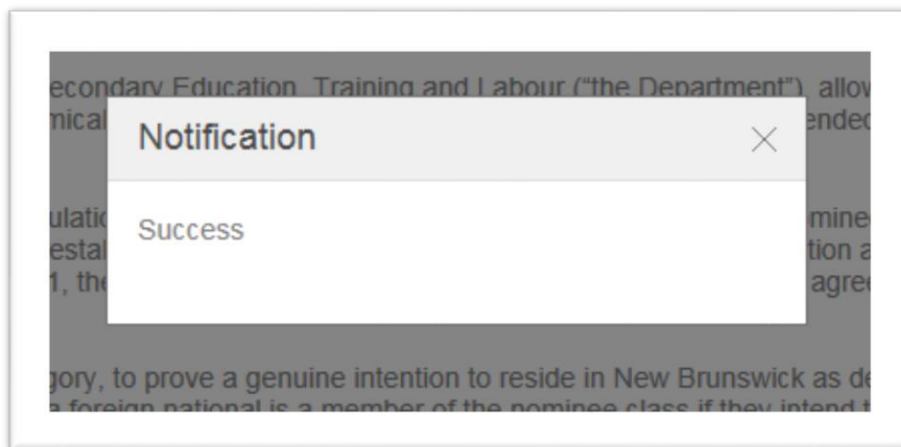
You will then be asked to review the Terms and Conditions of the program. Indicating that you agree with the terms and conditions will prompt the following options to appear:
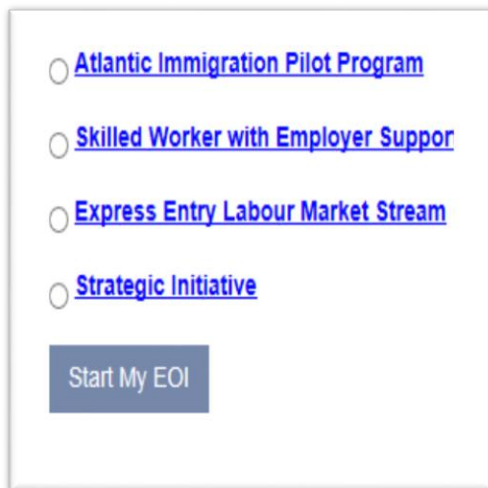
To continue with a Skilled Worker, Express Entry, Atlantic Immigration Pilot Program, or Strategic Initiative application, select <**I want to work in New Brunswick>**.

To continue with an Entrepreneurial, or Post Graduate Entrepreneurial application, select <**I want to operate and actively manage a business in New Brunswick>**.

Once you have chosen one of these two options, select your preferred stream from the resulting screen, as follows:

                    OR

See below for additional information if you have chosen to proceed with an Atlantic Immigration Pilot Project application. For all other application types, please proceed to the section titled "**Your Expression of Interest.**"

Atlantic Immigration Pilot Project (AIPP)

If you have selected to proceed with an AIPP application, prior to completing the application process, you must provide the information of your designated employer which is described as the 'Endorsee Information'.

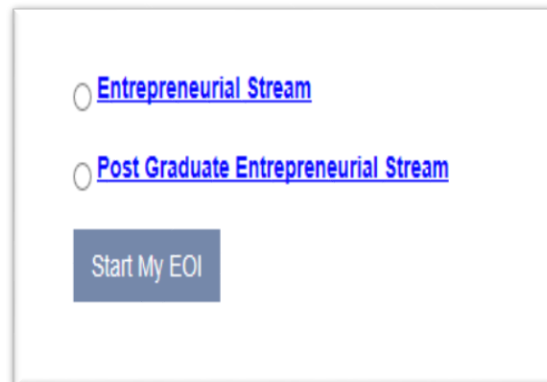The information required is as follows:

> **1. Endorsee Information**
> - AIPP type (International Graduate, High Skilled, or Intermediate Skilled)
> - Designation number of employer
> - Job title
> - Date of interview with employer
> - Date of letter of offer
> - Interview type (online or in person)

You must also upload your letter of offer.

Once you have completed all necessary fields, click <Send Approval Request to Employer>.

Send Approval request to Employer
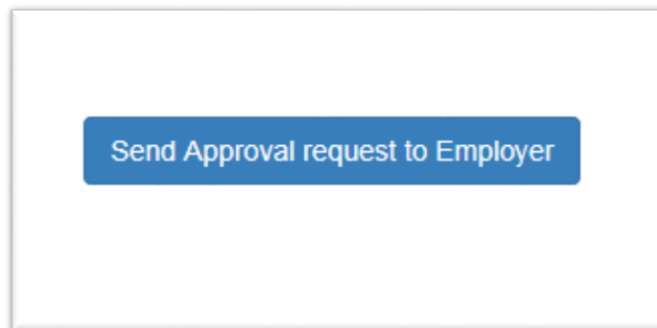
You can now check your dashboard and see a message in your notification center showing that your request has been submitted to your employer for approval. Once your employer has approved your submission, you can click <continue> in the "Start My Application" box on the dashboard and complete your application.

Your Expression of Interest (EOI)

To begin the EOI process, you must indicate your 'NB Connection'. Please note that different streams may have different 'NB Connection' requirements. For example, to qualify for the Skilled Worker with Employer Support stream you <u>must</u> have a job offer in New Brunswick, however for other streams there may be additional options which will suitably demonstrate a connection to New Brunswick.

All possible options include:

NB Connection

- Offer of employment from a New Brunswick company which has been in operation for at least 12 consecutive months
- Attendance at an immigration information session hosted by the Province of New Brunswick within the last 24 months
- A certificate, diploma or degree held by the principal applicant or his/her spouse from an accredited New Brunswick institution (minimum 2-year program)
- Principal applicant or his/her spouse has worked full-time in New Brunswick for at least 12 consecutive months
- Principal applicant or his/her spouse has a close family member who is at least 18 years of age and has resided in New Brunswick for at least 12 consecutive months or is a permanent resident or citizen of Canada
- Has visited New Brunswick for at least 5 days to explore job or business opportunities
- Own at least 33.33% of a business located in New Brunswick, and working in that business on a daily basis (**Note**: Only applicable to entrepreneurial streams.)

Note: Candidates may be asked to provide additional details regarding their connection to New Brunswick (i.e. dates, locations, etc.).

Once you have established your connection to New Brunswick, an additional range of questions will appear. These questions are asked to determine whether you are **<u>inadmissible</u>** to the Provincial Nominee Program.

Possible grounds for inadmissibility include:

> **Admissibility Issues:**
> - Current application in process through another immigration program
> - Unlawfully residing in current country of residence
> - Refusal by a provincial or federal immigration program due to misrepresentation within the last 5 years
> - Refugee claimant or protected person living in Canada
> - Full-time post-secondary student
> - Seasonal workers

NOTE: Failing to provide a truthful and complete response to these questions may result in refusal due to misrepresentation. If you are found to have misrepresented yourself, you will be prohibited from applying for Provincial Nomination and/or Permanent Residency for a period of **five (5) years**.

Once you have successfully established your connection to New Brunswick and have addressed all admissibility issues, click 'Next' to proceed to the self-assessment portion of the EOI process.
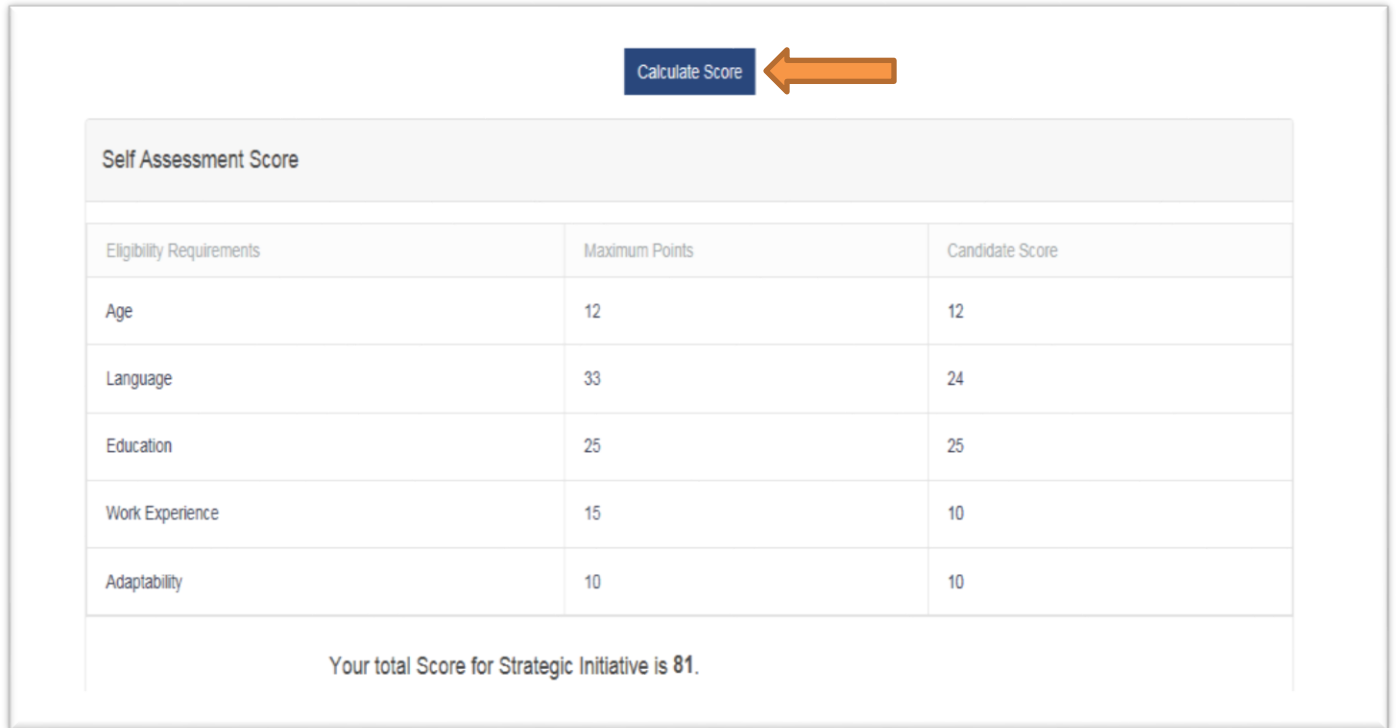
In this portion of the EOI you will be asked to provide information with respect to your: **Language, Education, Work Experience,** and **Adaptability.**

The information requested is as follows:

1. **Language**	2. **Education**
- First official language (French or English) - Test name - Note: acceptable tests include IELTs, CELPIP, TEF, and TCF Canada - Scores for each of the 4 competency areas (reading, writing, speaking, and listening) - Reference number (provided to the applicant by the testing agency) - Test date **Note:** Applicants may also enter testing information for a second official language (French or English and opposite of indicated first official language).	- Highest level of education - Whether this education was obtained inside or outside of Canada **Note**: If you indicate that your education was obtained outside of Canada, you will be prompted to provide the following additional information: - Educational Credential Assessment Agency. Acceptable agencies include: - CES - ICAS - WES - Pharmacy Examining Board of Canada - IQAS - ICES - Medical Council of Canada - Reference number - Assessment date
3. **Work Experience**	4. **Adaptability**
Number of years worked in intended occupation in the last 5 years	Additional points may be earned if the principal applicant: - Has a close family member who is a permanent resident or citizen of Canada living in New Brunswick for at least one year - Has completed at least two years of full-time study at a New Brunswick post-secondary institution - Has an arranged offer of employment in New Brunswick

Once you have completed all necessary fields, click <Calculate Score> to generate your Self Assessment Score.

Note: The below score is an example only. Scores will vary based upon the information provided. Also note that different streams will require different minimum scores to secure an Invitation to Apply (ITA).

Eligibility Requirements	Maximum Points	Candidate Score
Age	12	12
Language	33	24
Education	25	25
Work Experience	15	10
Adaptability	10	10

Calculate Score

Self Assessment Score

Your total Score for Strategic Initiative is **81**.

Be sure to complete all required information or you will not advance to the next section.

Click <Next> to continue to the Validation portion of the EOI process.

At the Validation stage, you will be asked to review the information you provided when creating your User Profile. Review the information carefully and correct any errors or omissions. You can alter content in your profile by clicking on <My Profile> on the top banner then <Edit>. After you make your changes click <save> and you will be redirected to your dashboard where you can select <Continue> to complete your EOI.

Once satisfied with the information, click <Next> to continue to the submission portion of the EOI process.

Prior to submission, you will be asked to review your Self Assessment Score and to review a Candidate Declaration. Carefully read the Candidate Declaration. If you are in agreement with the declaration, click <Agree> and then click <Submit> to submit your EOI.
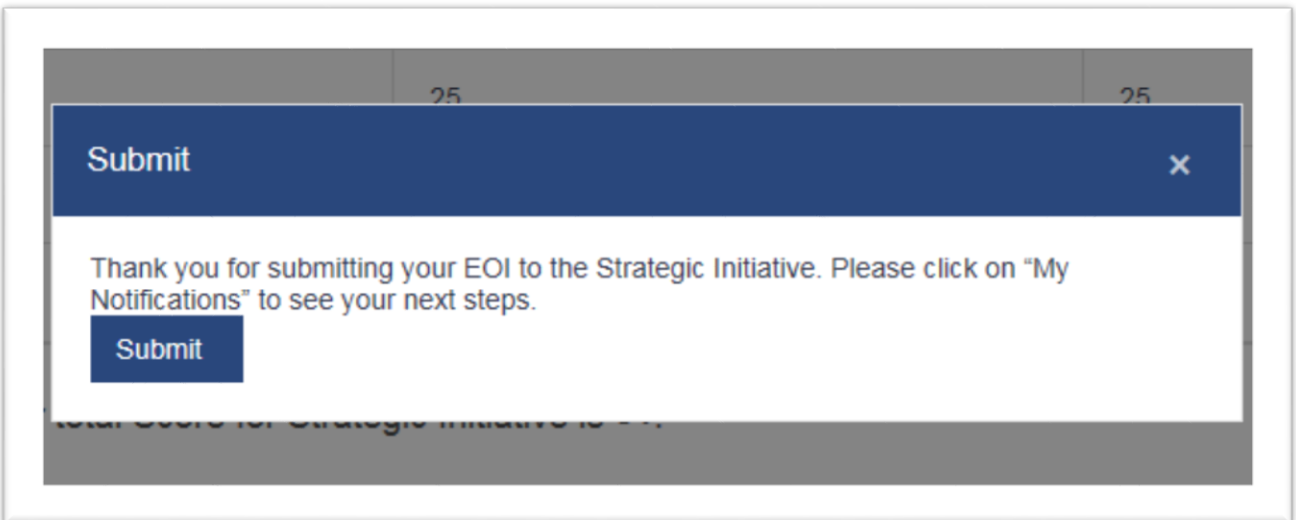
Candidate Declaration

I do solemnly declare that the information I have given in the forgoing application is truthful, complete and correct, and I make this solemn declaration believing it to be true and knowing that it is of the same force and effect as if made under oath. I understand that any false statements or concealment of a material fact may result in my exclusion from the NBPNP. I understand all the above information, having had the opportunity to ask for or having asked for and obtained an explanation on every point which was not clear to me. I will immediately inform the NBPNP if any of the information or the answers provided in my application forms change.

☑ I Agree

☐ I Disagree

PREVIOUS   SUBMIT

The following pop-up will appear indicating that your EOI has been successfully completed:

Submit   ✕

Thank you for submitting your EOI to the Strategic Initiative. Please click on "My Notifications" to see your next steps.

Submit

Once you click <Submit> you will be redirected to your Dashboard. From your dashboard, click your <Notification Center> to review your next steps:

My Notification Center

✉ **(1)** unread notifications
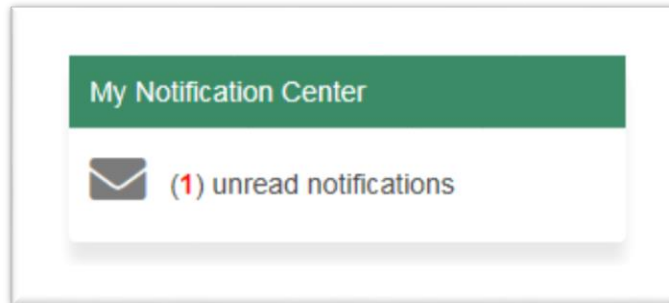
You will have received the following message in your Notification Center. Click <View Attachment> to read the letter issued to you by the NBPNP.

Notifications

🔍 Advanced search

Subject	From	Date Sent ↓	Attachment
You have been added to the EOI pool	INB_SYS	2019-05-24	View Attachment

◄◄ ◄ 1 ► ►◄   15 ▼ items per page   1 - 1 of 1 items   ↻

You will see a pop up which asks if you would like to save or open the document, as follows:

Do you want to open or save **notification.pdf** (156 KB) from **inbft.gnb.ca**?   Open | Save ▼ | Cancel | X
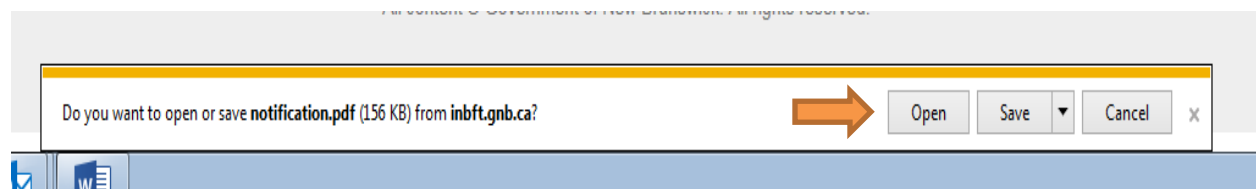
Click <Open> to open the document in Microsoft Word. A letter should appear which is similar to the following:

Department of Post-Secondary Education, Training and Labour
500 Beaverbrook Court, 5th Floor, Suite 500
PO Box 6000, Fredericton, New Brunswick CANADA E3B 5H1
www.welcomenb.ca

filloutlater.PGDEmail@gnb.ca

2019/05/24

RE: 38843-EXAMPLES

Dear -EXAMPLES,

Thank you for your EOI submission to the Strategic Initiative Pool.

Please check your INB Notification Centre regularly to see if you have been selected out of the pool of candidates. If you are selected you will receive an Invitation to Apply.

Please note that your final score will be determined by the INB Department. Your EOI will remain in the pool for 365 days. If your name is not selected after that time, you may submit a new EOI.

Should you wish to update your contact information at any time, you may do so by going to "My Dashboard" and clicking on "My Profile".

Should you wish, at any time, to withdraw your EOI, please go to "My Dashboard" and select "Withdraw". INB will send you a notification confirming the withdrawal of your INB EOI.
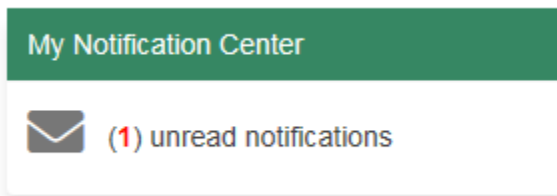
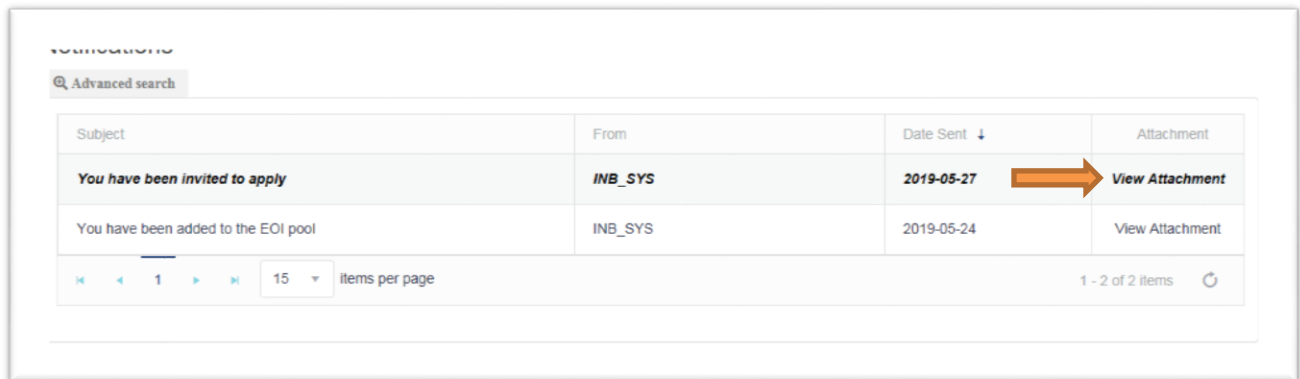Thank you for choosing New Brunswick!

Your Application

If your Expression of Interest (EOI) is successful, you will be issued an Invitation to Apply (ITA) by an officer. You will be notified via your Notification Center.

Reminder that you can always select <dashboard> on the ribbon to return to you home page at any time.

My Notification Center

✉ **(1)** unread notifications

To review your ITA, click <View Attachment>.

Subject	From	Date Sent ↓	Attachment
You have been invited to apply	**INB_SYS**	**2019-05-27**	**View Attachment**
You have been added to the EOI pool	INB_SYS	2019-05-24	View Attachment

🔍 Advanced search

⏮ ◀ 1 ▶ ⏭   15 ▾ items per page   1 - 2 of 2 items ↻

You will see a pop up which asks if you would like to save or open the document, as follows:

Do you want to open or save **notification.pdf** (91.4 KB) from **inbft.gnb.ca**?   Open | Save ▾ | Cancel | x

Click <Open> to open the document in Microsoft Word. A letter similar to the following should appear:

Department of Post-Secondary Education, Training and Labour
500 Beaverbrook Court, 5th Floor, Suite 500
PO Box 6000, Fredericton, New Brunswick CANADA E3B 5H1
www.welcomenb.ca

filloutlater.PGDEmail@gnb.ca

2019/05/27

RE: ITASI-38843-EXAMPLES

Dear -EXAMPLES,

Your expression of interest (EOI) has been selected and you are invited to submit a full application under the New Brunswick Provincial Nominee Program (NBPNP) Strategic Initiative Stream.

Your full and complete application must be submitted through the INB Portal within 45 calendar days from the date of this notification. A nomination decision will only be made after your application has been submitted and assessed. Please carefully review the Strategic Intiative Guide when completing your application. It is available on our website at www.welcomenb.ca.

Please be aware that the information you have provided on your EOI must match the information in your application. For example, the education and language levels you have included in your EOI must match the language test and educational credential assessment (ECA) results you provide in your application. If the information between your EOI and your application do not match, your application may be refused.

You must also provide proof that you have a New Brunswick Connection to ensure you meet the eligibility criteria to have submitted an EOI.

If you are required to provide additional information to support your application, please note that all requests for additional information include a deadline for submission. Information must be provided and/or uploaded to the INB Portal within the time frame indicated in the request from the New Brunswick Provincial Nominee Program Office.

If you are unable to provide the information by the date requested, please provide an explanation; otherwise your application may be refused.

Refusal decisions on applications are final. There is no appeal process.

Nomination under the New Brunswick Provincial Nominee Program does not constitute approval of your application for immigration to Canada. Final authority to issue permanent residence visas rests solely with Immigration, Refugees and Citizenship Canada (IRCC).

We look forward to receiving your application for the NBPNP Skilled Worker with Employer Support Stream.
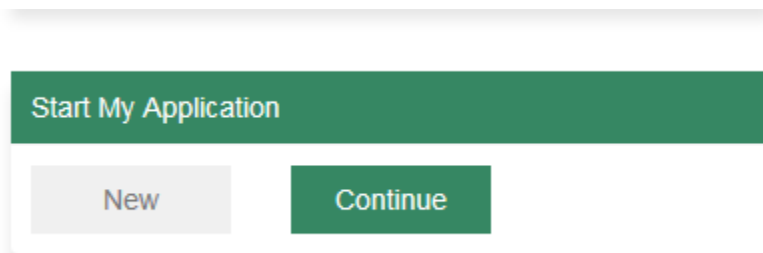
Sincerely,

New Brunswick Provincial Nominee Program (NBPNP) Strategic Initiative/Francophone Unit

Once you have been issued an ITA, your dashboard will be updated to display the following information:

Days remaining to submit application:

45
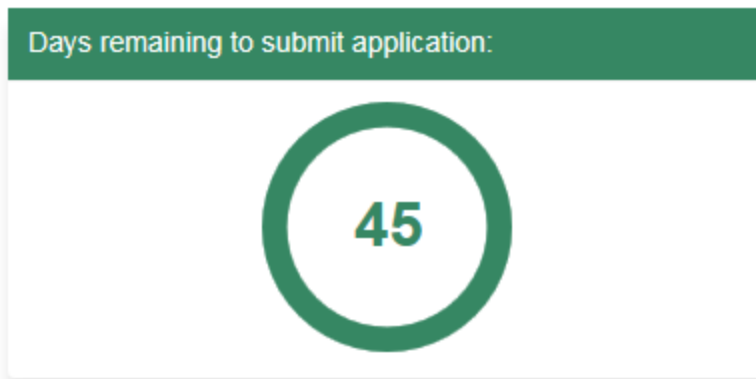
To begin your application, click <New> in the 'Start my Application Section'.

Start My Application

New   Continue

In the initial Validation stage, you will be asked to review the information you provided when creating your User Profile. Review the information carefully and correct any errors or omissions. You will also be asked to provide your intended destination in New Brunswick.

Once satisfied with the information, click <Next> to continue.

You will be asked to upload the following supporting documents:

- Birth certificate
- Legal documents showing name or date of birth changes (if applicable)
- Principal applicant photo
- Passport
- Travel documents
- National IDs and household registration booklet (if applicable)
- Marriage certificates from past marriages for both yourself and your spouse or common law partner
- Divorce certificates (if applicable)
- Divorce certificates (if applicable)
- Family/household registry book (if applicable)

- NB-008 (Statutory Declaration of Common Law Union) (if applicable)
- Any additional supporting documents

To upload your documents, click <Select Files> beneath the name of the document you are required to submit.
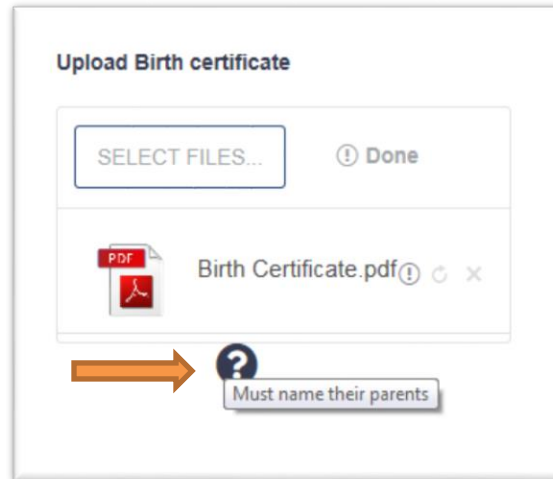
Upload Birth certificate

SELECT FILES...
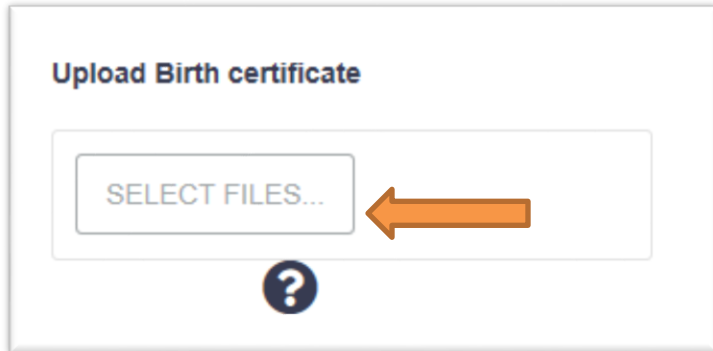
Next, locate the document you wish to upload on your computer:
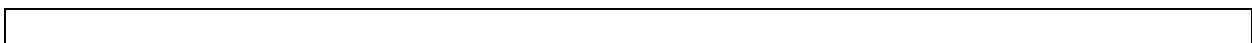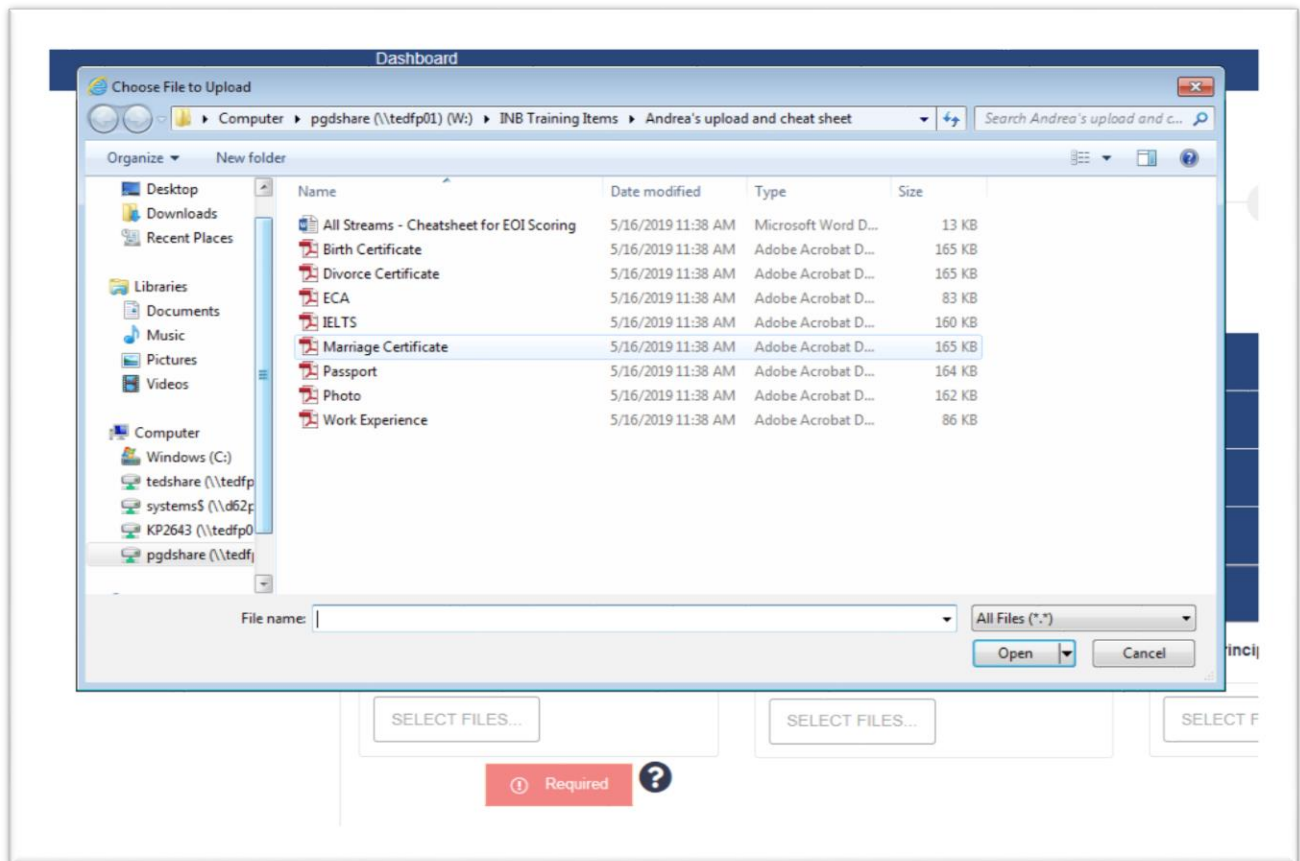
Note: Any document in .pdf format will be accepted and uploaded. Be sure that you are uploading the correct document that the section is asking for.

Reminder: **Click** the <?> symbol to receive additional information.

Once all documents have been uploaded, click <Next> to proceed to the 'Personal History' section.

You will be asked to provide information on a number of topics. For each section, click <Add> to insert a new entry and the click the <check box> at the bottom of each section.

Note: Neglecting to provide all of the information required by instructions provided will result in an error message similar to below and you will be unable to proceed with the application:

Message from webpage

You must enter all addresses where you have lived since your 18th birthday or the past 10 years whichever is most recent

OK
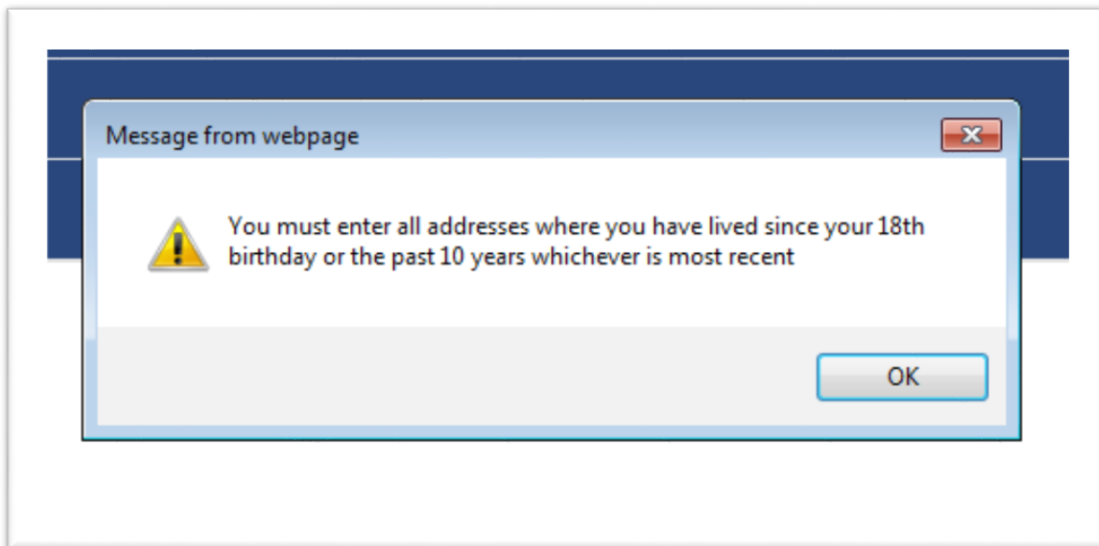
Complete the sections by providing the following information:

1. **Address History**	2. **Language**
 • Date you moved to the location ('From' field), in the format yyyy-mm. • Date you moved away from the location ('To' field), in the format yyyy-mm. • Country • Address lines 1 and 2 • City or town • Province, State, or District • Postal code	 • First official language (French or English) • Language testing agency • Note: acceptable tests include IELTs, CELPIP, TEF and TCF Canada • Scores for each of the 4 competency areas (reading, writing, speaking, and listening) • Reference number (provided to the applicant by the testing agency) You will also be asked to upload your language test result using the same method as described above to upload documents. **Note:** You may also enter testing information for a second official language (French or English and opposite of indicated first official language)
3. **Education**	4. **Personal History**
 • Enrolment date ('From' field') in the format yyyy-mm • Graduation date ('To' field) in the format yyyy-mm • Country • Province, State, or District • City or town • Name of Institution • Type of certificate or diploma issued • Major/specialization • Whether the entered credential is the highest education level for which you are claiming points • Educational credential assessment agency (ECA) You will also be asked to upload your ECA result using the same method as described above to upload documents. If Education was obtained within Canada, you will only need to upload your transcript.	Select from: working, studying, unemployed, travelling, retired, in detention, or other • 'From' in the format yyyy-mm-dd • 'To' in the format yyyy-mm-dd • Name of employer, school, facility, etc. • Job title (only applicable if you selected 'working') • NOC Code (only applicable if you selected 'working') • Country • City or town • Status in country • Reason for travel (only applicable if you selected 'travelling') • If you selected 'other' you will be asked to provide description of your activity

5. Previous Immigration Applications • You may indicate that you do not have any previous immigration applications, or click <add> and provide the following information: • Country • Program name • Province, State, or District • Final decision • Reason stated • Date You will also be asked to upload any final decision documents relating to past applications using the same method as described above to upload documents.	**6. Relatives Living in Canada** • You may indicate that you do not have any relatives living in Canada, or click <add> and provide the following information: • Name • Relationship to principal applicant • Date of birth • Status in Canada • City or town • Province • Occupation • Time in Canada (years) • Time in New Brunswick (years) You will also be asked to upload proof of relationship using the same method as described above to upload documents.
7. Previous visits to Canada • You may indicate that you have not made any previous visits to Canada, or click <add> and provide the following information: • 'From' in the format yyyy-mm-dd • 'To' in the format yyyy-mm-dd • Length (in days) is automatically calculated based on dates entered • Province • City or town • Purpose of travel You will also be asked to upload supporting documents using the same method as described above to upload documents.	

Click <Next> to proceed to the 'Spouse or Common-law Partner Information' section.

Here you will be asked to provide details regarding your spouse or common law partner's:

- Spouse Details (ie: name, date of birth, etc.)
- Citizenship
- Previous spouse/common-law partner relationships
- Contact information
- Addresses
- Language
- Education
- Personal history
- Previous immigration applications
- Relatives living in Canada
- Previous visits to Canada

Complete these sections in the same manner as described for the principal applicant above in the Profile and Application sections.

Click <Next> to proceed to the 'My Family Member (Dependent) Information' section.

You may state that you have no dependent family members or click <Add> and provide the following information:

1. **Personal Details**	2. **Citizenship**
	• Citizenship (country)
• Family name	• Passport number
• Given name	• National Identity Number
• Date of birth	• Issue date
• Gender	• Expiry date
• Highest level of education	
• Current country of residence	You can add details relating to a second citizenship if applicable.
• Status in current country of residence	
• Current marital status	
• Name of spouse/common-law partner (if applicable)	
• Relationship to principal	
• Whether the dependent will accompany the principal to Canada	
• Reason why dependent is not accompanying (if applicable)	
3. **Contact Information**	4. **Upload Documents**
	Requested documents include:

• You can auto populate this section by selecting the option indicating that the dependent's current address is the same as the principal's address. Otherwise, provide the following: • Country • Address lines 1 and 2 • City or town • Province or state • Postal or zip code	• Birth certificate • Dependent photo • Passport • Travel documents • National ID (if applicable) • Adoption papers issued by recognized national authorities showing the legal, approved adoption of adopted, dependent children (if applicable) • Proof of custody for children under the age of 18 and proof that the child may be removed from the jurisdiction of the court (if applicable) • Proof of current or future studies in Canada, including a confirmation letter from the educational institution(s) and the study permit or other authorization • IMM 5604 – Declaration of non-accompanying parent/guardian for minors immigrating to Canada (if applicable)

Click <Save> if you have chosen to enter information for a dependent. This will return you to your list of dependents. Once all dependents have been entered, click <Next> to proceed to the 'Personal Net Worth' section. Please note this section is not required for AIPP candidates.

The Personal Net Worth section contains several areas for input, specifically Current Accounts, Fixed (Term) Deposits, Real Property Assets, Publicly Traded Stocks and Other Investment Assets, Pensions, and Liabilities and Other Personal Debts. Once these have all been entered, click on <Calculate My Personal Net Worth> to have all the information calculated in Canadian dollars in the grid at the bottom of the screen. Once you are satisfied that all information has been entered read the declaration at the bottom and click on the box to certify that you have entered all pertinent information related to personal net worth. Once this is complete, click <Next> to proceed to the 'Arranged Offer of Employment in New Brunswick' section. Please note that this section is not required for Entrepreneurial candidates.

In this section, you may indicate that you do not have an arranged offer of employment in New Brunswick, or you may enter details of your job offer. Note that if you are applying under the AIPP stream, you will be required to provide these details and indicating that you do not have an arranged offer of employment will not be an option.

The information required is as follows:

- Employer
- Job title
- NOC

- NOC Skill Level (this is automatically completed based on the NOC selected)
- Start date
- Work permit type
- Work permit number
- Work permit expiry date

You will also be asked to upload the following documentation:

- Employer support form
- Work permit
- Employment contract

Once you have provided these details, click <Next> to proceed to the 'Consent and Declaration' section.

In this section you will be asked to complete and upload the indicated form together with an affidavit for a translation (if applicable). Upload these documents using the method described previously.

Once the required documents have been uploaded, click <Next> to proceed to the 'Score Summary' section.

Your total Score for Strategic Initiative **71**

Eligibility Requirements	Maximum Points	Candidate Score
Age	12	12
Language	33	24
Education	25	25
Work Experience	15	0
Adaptability	10	10

This will provide you with a summary of the score you will receive based upon the information provided in your application. Click <Next> to proceed to the 'Fees Payment' section.

INB Processing Fees Payment

Name of the Stream	Application Fee
Strategic Initiative	250

Terms & Conditions

All applications submitted will first be reviewed for completeness. If the Department receives an incomplete application, the applicant will receive a notice letter indicating what information or document is missing. You may resubmit the information (with the updated information/documents), or you may request to withdraw your application. It is your responsibility, as the applicant, to check the "My Notifications" section in the INB Portal regularly for information and requests related to your application.

Once an application is reviewed for completeness, it will be assessed according to the program eligibility requirements. Processing fees will not be refunded at any time once the application has been successfully submitted through the INB Portal.

The availability of NBPNP streams and categories depends on the volume of applications. The Department reserves the right to close EOI and application intake for any stream or category at any time, without prior notice. Further, the Department may decline to consider applications, and may close or suspended streams or categories, regardless of when applications were submitted. Notice of suspension or closure of streams and categories is available at:www.welcomenb.ca.

I understand all the above information, having had the opportunity to ask for and obtained an explanation on every point which was not clear to me.

☐ I Agree

☐ I Disagree

Carefully read the Terms and Conditions, and if you are in agreement place a checkmark next to 'I Agree' and then click the <Proceed to Payment> button which appears:

☑ I Agree

☐ I Disagree

Proceed with Payment

A page will load which will state the fee amount owing and present you with the option of paying via credit card or via Interac Online.

To pay using a credit card, simply enter the required information in the applicable fields and click <Pay with Visa, MC, Discover or Amex>.

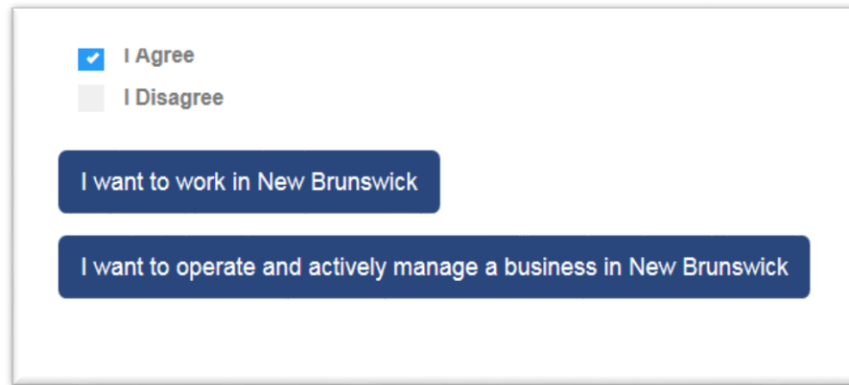To pay with Interact Online, click the link to be taken to the payment page.

Once payment has been successfully completed, click <Submit Application> button on the resulting screen to complete the application process.
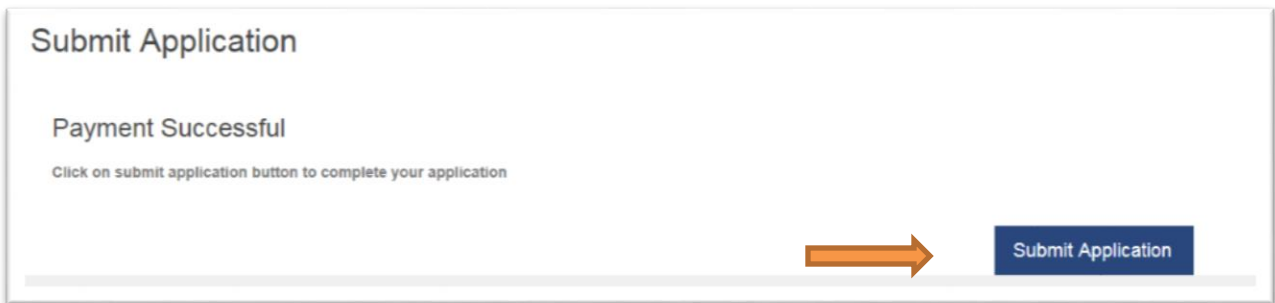
Doing so will return you to your dashboard.

Entrepreneurial EOI
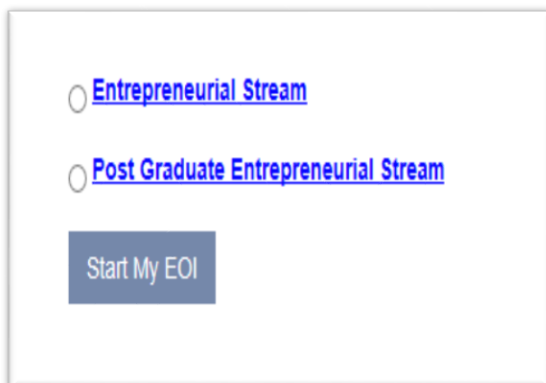
Once you have created your profile according to the steps described in the section 'Your Profile', you will be asked to review the Terms and Conditions of the program. Indicating that you agree with the terms and conditions will prompt the following options to appear:

To continue with an Entrepreneurial or Post Graduate Entrepreneurial application, select <**I want to operate and actively manage a business in New Brunswick>**.

Next, select your preferred stream from the resulting screen, as follows.

Click <Start My EOI> to begin the process.

To submit an Entrepreneurial stream EOI, you will be required to complete the following sections:
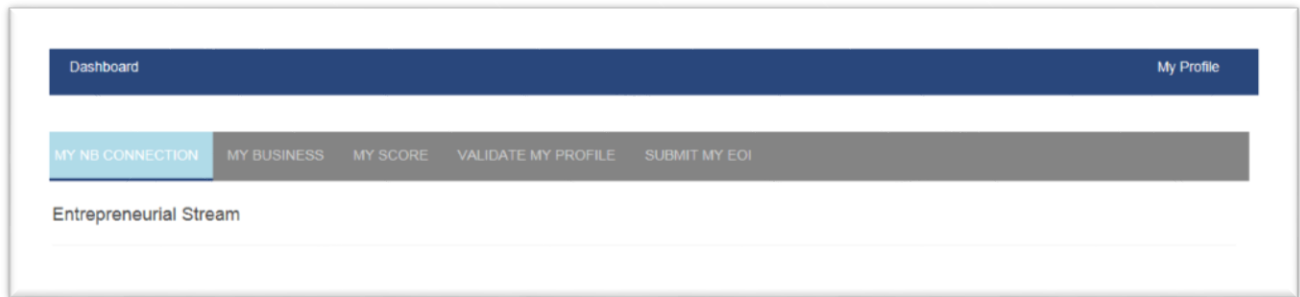
The sections are, as shown above:

- My NB Connection
- My Business
- My Score
- Validate my Profile
- Submit my EOI

For assistance in completing the 'My NB Connection' section, please refer to the instructions provided above in the section titled "Your Expression of Interest".

Once you have established your connection to NB, click <Next> to proceed to the 'My Business' section.

In this section, you are required to provide the following information regarding your proposed business in New Brunswick.

1. <u>Personal Net Worth</u>
• Candidate has a minimum personal net worth of $600,000 in Canadian currency
• Candidate has a minimum personal net worth of $300,000 Canadian currency, in unencumbered funds
 	
<u>Note</u>: Applicants indicate yes or no to these criteria.
	2. <u>Business Ownership/Senior Management Experience</u>
	• Years of experience. Options include:
	    ○ 10 in the last 10
	    ○ 6-9 in the last 10
	    ○ 3 in the last 5
	    ○ 5 in the last 5

3. <u>Business Plan</u> • Economic benefit to New Brunswick (select one): ○ Candidate will transfer 10 years of business ownership or senior management experience to the same industry and sector in New Brunswick	4. <u>Business Concept:</u> • Indicate whether the applicant will be creating a new business or buying an existing business <u>Note</u>: Applicants must write a response to each of the following:

- Candidate will establish or purchase or partner with a Canadian Citizen or Permanent Resident in a key economic sector - Business is located outside of Fredericton, Saint John and Moncton - Eligible expenses (select one): - Greater than $500,000 - Between $351,000 and $499,000 - Between $250, 000 and $350,000 - Candidate has (check all the apply) - Identified target market(s) for their NB-based business - Candidate has knowledge of statutes, regulations and by-laws - Candidate has identified relevant business resources - Business will (check all that apply): - Increase research, development and technological commercialization - Transfer specialized knowledge and expertise to NB - Attract new business activities to NB - Link NB to global markets and value-chains	- Business description - Location and reasons for choosing that location - Proposed investment amount and rationale for major investment items - Competitive analysis - Human resources plan, including job creation and maintenance details - Due diligence and research activities - Candidate's role in the business - Description of the candidate's skill set and experience, and assessment of the business viability under the candidate's management - Names of business partners (if applicable) - Business structure (type) - Potential risk factors

Click <Next> to proceed to the 'My Score' section. In this section, all of the information previously provided by you will be displayed for your review together with your score based on the information provided.
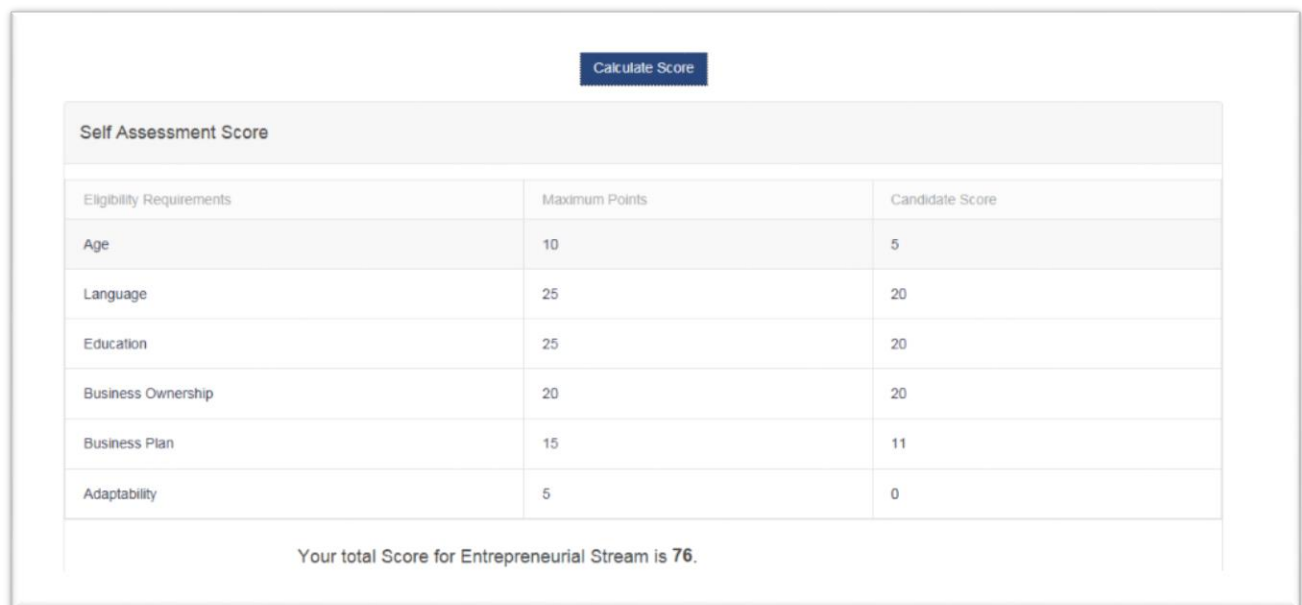
In addition to reviewing previously provided information, you will need to provide the details of your language capabilities, including:

- First official language (French or English)
- Test name (select from a drop-down menu of approved language testing agencies)
- Scores in reading, writing, listening, and speaking
- Language test reference number

You will also be required to enter your education info. If you obtained your education outside of Canada, the following details will be requested:

- Highest level of education
- Educational credential assessment agency (ECA)
- Reference number
- Assessment date

Once you have reviewed all of your information and ensured its accuracy and completeness, click <Calculate Score> to display the EOI score.

Calculate Score

Self Assessment Score

Eligibility Requirements	Maximum Points	Candidate Score
Age	10	5
Language	25	20
Education	25	20
Business Ownership	20	20
Business Plan	15	11
Adaptability	5	0

Your total Score for Entrepreneurial Stream is **76**.

Click <Next> to validate your profile. In this section, you are required to review the information previously provided when creating your profile for accuracy and completeness. If you need to alter content in your profile, click on <My Profile> on the top banner then <Edit> to change content. After you hit <save> you will be redirected to your dashboard and can select <Continue> to complete your EOI.

Once reviewed, click <Next> to proceed to the <Submit my EOI> section.

On this screen, your EOI score is again displayed, along with a Candidate Declaration. Carefully read the Candidate Declaration. If you agree with the declaration, click <Agree> and then click <Submit> to submit your EOI.

MY NB CONNECTION	MY BUSINESS	MY SCORE	VALIDATE MY PROFILE	SUBMIT MY EOI

Summary

Eligibility requirements	Maximum Points	Candidate Score
Age	10	5
Language	25	20
Education	25	20
Business Ownership	20	20
Business Plan	15	11
Adaptability	5	0

Your total Score for Entrepreneurial Stream is 76.

Candidate Declaration

I do solemnly declare that the information I have given in the forgoing application is truthful, complete and correct, and I make this solemn declaration believing it to be true and knowing that it is of the same force and effect as if made under oath. I understand that any false statements or concealment of a material fact may result in my exclusion from the NBPNP. I understand all the above information, having had the opportunity to ask for or having asked for and obtained an explanation on every point which was not clear to me. I will immediately inform the NBPNP if any of the information or the answers provided in my application forms change.
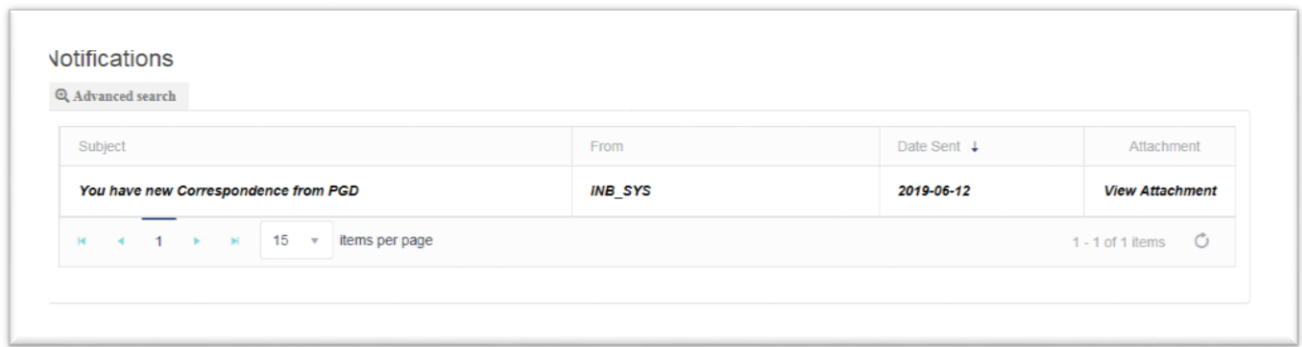
☐ I Agree
☐ I Disagree

Indicating 'I agree' and clicking <Submit> will return you to your dashboard.

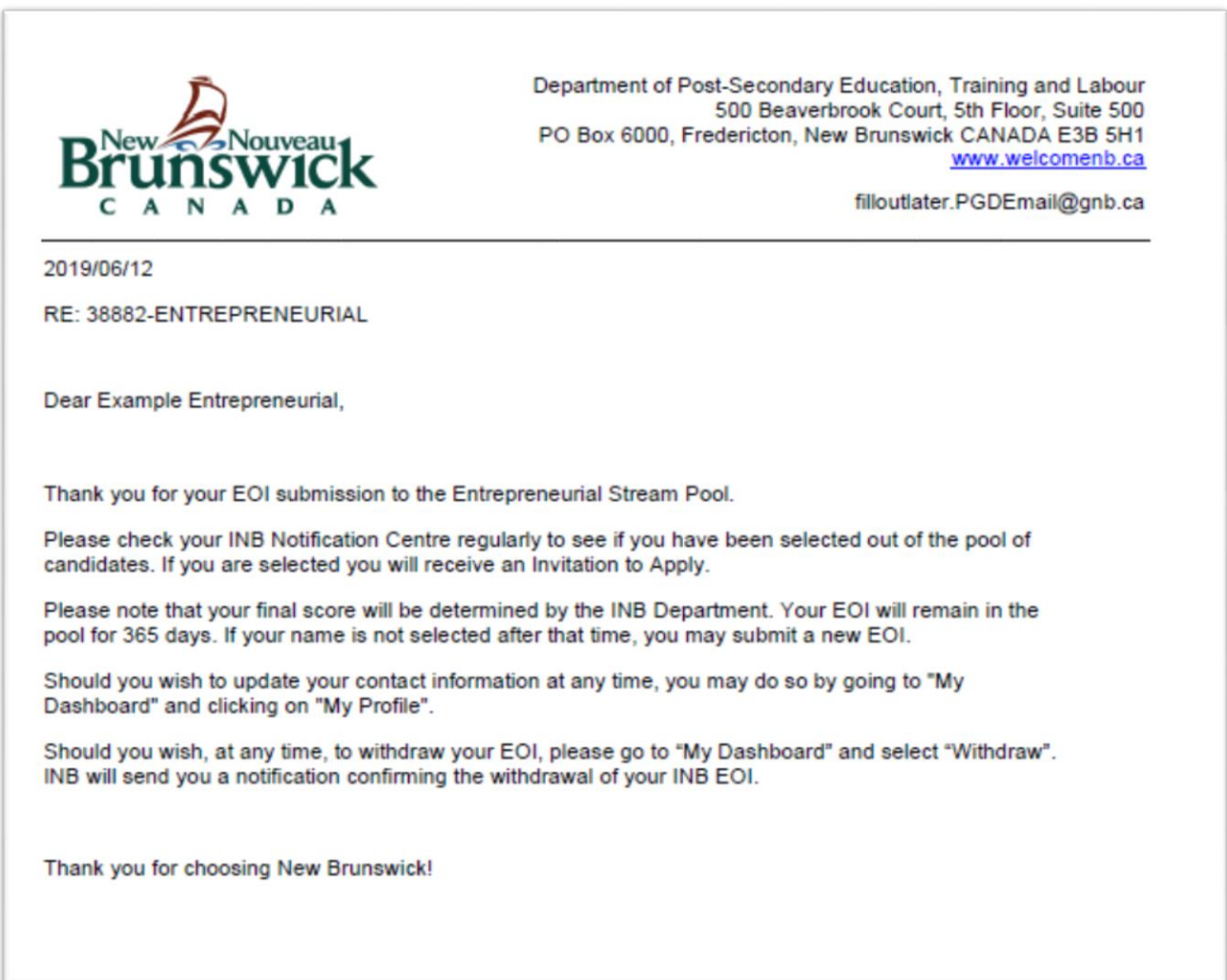Your Notification Center should display (1) Unread Notification.

My Notification Center

✉ **(1)** unread notifications
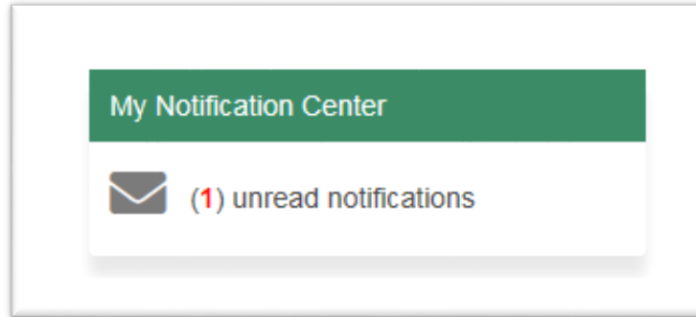
Click your <Notification Center> to display your inbox:

Notifications

🔍 Advanced search

Subject	From	Date Sent ↓	Attachment
You have new Correspondence from PGD	INB_SYS	2019-06-12	View Attachment

⏮ ◀ 1 ▶ ⏭ 15 ▾ items per page   1 - 1 of 1 items ↻

Click <View Attachment> to prompt the following pop-up:

Build. 1.10.2200.3303

Do you want to open or save **notification.pdf** (156 KB) from **inbft.gnb.ca**?   Open   Save ▾   Cancel   ×

Click <Open> to open the correspondence in Word. A letter similar to the one below will appear:

Department of Post-Secondary Education, Training and Labour
500 Beaverbrook Court, 5th Floor, Suite 500
PO Box 6000, Fredericton, New Brunswick CANADA E3B 5H1
www.welcomenb.ca

filloutlater.PGDEmail@gnb.ca

2019/06/12

RE: 38882-ENTREPRENEURIAL

Dear Example Entrepreneurial,

Thank you for your EOI submission to the Entrepreneurial Stream Pool.

Please check your INB Notification Centre regularly to see if you have been selected out of the pool of candidates. If you are selected you will receive an Invitation to Apply.

Please note that your final score will be determined by the INB Department. Your EOI will remain in the pool for 365 days. If your name is not selected after that time, you may submit a new EOI.

Should you wish to update your contact information at any time, you may do so by going to "My Dashboard" and clicking on "My Profile".

Should you wish, at any time, to withdraw your EOI, please go to "My Dashboard" and select "Withdraw". INB will send you a notification confirming the withdrawal of your INB EOI.

Thank you for choosing New Brunswick!

Entrepreneurial Application Procedure

Once an ITA has been issued by an officer, you will receive a notification in your inbox. From the dashboard, click the <notification center>.

My Notification Center

✉ (1) unread notifications
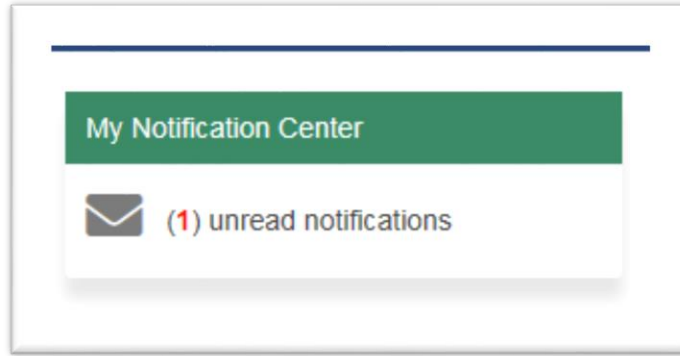
The Notification Center should now contain a new message. Click <View Attachment>.

Notifications

🔍 Advanced search

Subject	From	Date Sent ↓	Attachment
You have new Correspondence from PGD	**INB_SYS**	**2019-06-12**	**View Attachment**
You have new Correspondence from PGD	INB_SYS	2019-06-12	View Attachment

|◄ ◄ 1 ► ►| 15 ▼ items per page   1 - 2 of 2 items ↻
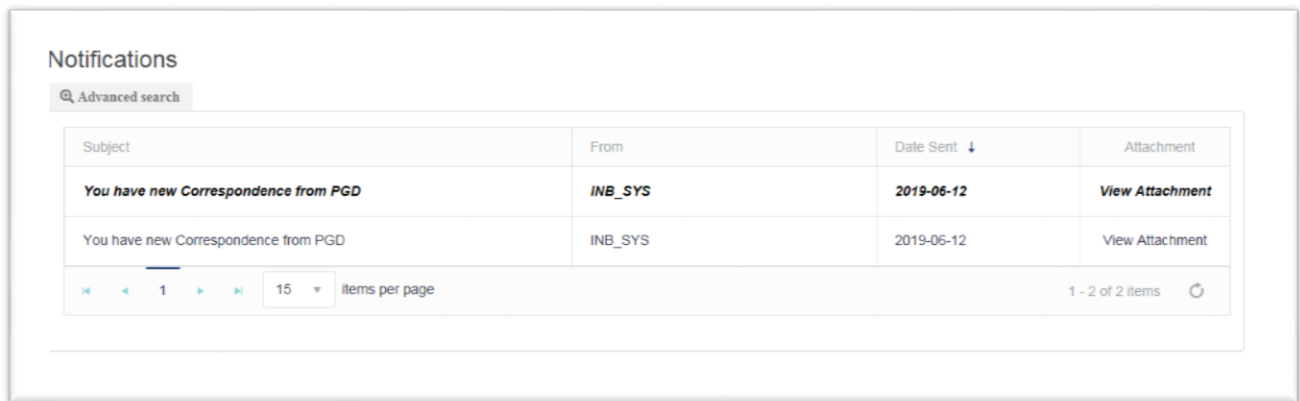
Doing so will prompt the following pop-up to appear:

Do you want to open or save **notification.pdf** (91.4 KB) from **inbft.gnb.ca**?   Open   Save ▼   Cancel   ×

Click <Open> to view the correspondence in Word. A letter similar to the following should appear:

Department of Post-Secondary Education, Training and Labour
500 Beaverbrook Court, 5th Floor, Suite 500
PO Box 6000, Fredericton, New Brunswick CANADA E3B 5H1
www.welcomenb.ca

filloutlater.PGDEmail@gnb.ca

2019/06/12

RE: ITAES-38882-ENTREPRENEURIAL

Dear Example Entrepreneurial,

Your expression of interest (EOI) has been selected and you are invited to submit a full application under the New Brunswick Provincial Nominee Program (NBPNP) Entrepreneurial Stream Stream.

Your full and complete application must be submitted through the INB Portal within 90 calendar days from the date of this notification. A nomination decision will only be made after your application has been submitted and assessed. Please carefully review the Guide to Entrepreneurial Stream when filling your application. It is available on our website at www.welcomenb.ca.

Applicants must complete all sections of the Business Plan Requirements requested in the application section of the INB Portal (do not leave any sections blank).

Applicants will not receive feedback on Business Plans and amendments to your Business Plan will not be permitted. You must provide sufficient evidence in your business plan and prove the feasibility of your business plan. As per the program criteria, Business Plans must demonstrate an economic benefit to New Brunswick and create a minimum of 2 full time jobs to Canadian Citizens or Permanent Residents living in New Brunswick, not including family members.

Please be aware that the information you provide in your application must match the information you submitted in your EOI. For example, the education and language level you have indicated in your EOI must match the language test and education credential (ECA) results you provide in your application. If the information between your EOI and your application do not match, your application may be refused.

You must also provide proof that you have a New Brunswick Connection to ensure you meet the eligibility criteria to have submitted an EOI.

You have 20 calendar days from the date the Invitation to Apply (ITA) is issued to select a designated net worth verifier and submit your request for a Net Worth Verification Report. The designated net worth verifier has 90 calendar days from the date of issuance of this ITA to submit your Net Worth Verification Report directly to the NBPNP office.

Entrepreneurial Application

To begin your application, from your Dashboard under 'Start My Application', click <New>:
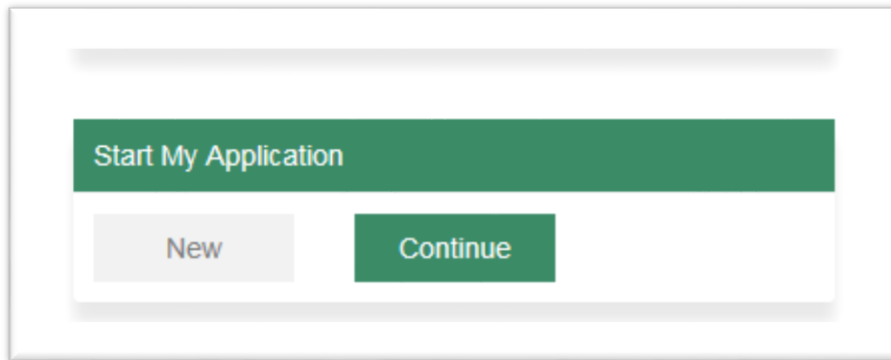
For information regarding the first five sections of the application process, please refer to the section above titled 'Your Application'.

In addition to the information described in the 'Your Application' section, you will need to complete the 'Business Information' section.

This section requires you to provide the following information regarding each of your businesses and/or senior management experiences:

1. Business Information
- Business role (owner or senior manager)
- Owner type (Principal applicant or spouse)
- Job title
- Percentage of ownership
- Period of involvement as owner/manager
- Registered business name
- Type of ownership (partnership, purchase, setup, startup)
- Opening date
- Business Sector
- Nature and main activities of the business
- Description of the candidate's duties and responsibilities with respect to:
    - Administration
    - Human resources
    - Financial management
    - Marketing
    - Products
    - Other
    - Additional information as necessary

2. Contact Information
- Current head office mailing address
    - Country
    - Address
    - City
    - Province
    - Zip code
- Current head office physical address
    - Country
    - Address
    - City
    - Province
    - Zip code
- Email Address
- Phone number
- Website

3. Performance Summary for the last 5 years • Operating Year • Number of full time jobs • Annual sales • Net profit (after tax) • Net assets • Liabilities Note all amounts are to be converted to CAD.	4. Business Ownership Documents The candidate must upload the following documentation: • Resume outlining business activities (for principal and spouse if applicable) • Share ownership in the business • Business registration issued by government authority • Capital verification report • Import/export license issued by government authorities (if applicable) • Annual corporate income tax assessment issued by a government authority (if applicable) • Personal income taxation • Commercial property register or lease agreement

Once this section is complete, again refer to the section titled 'Your Application' for information regarding the submission of your application.

Employer Screens

Employers are granted access to the INB application after PGD receives their Needs Assessment documentation from ECLS. This information is entered by the officer from their internal screens.
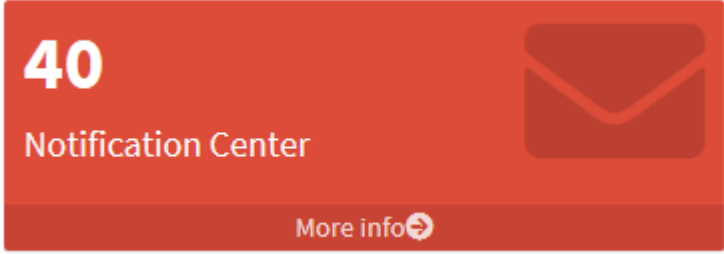
The officer issues an email to the Employer's designated contact person. That email will contain the user ID and temporary password which the Employer can then use to access the system.

The Employer's dashboard appears as follows:
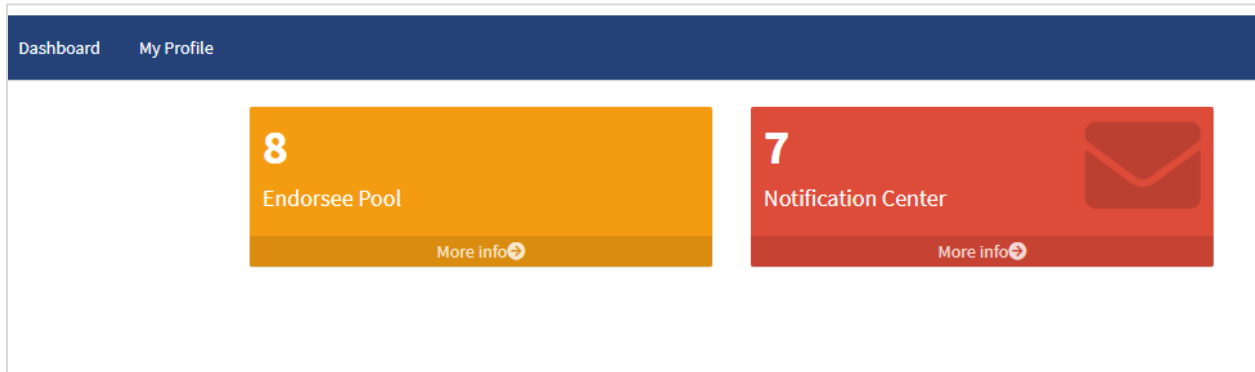
A brief description of each section is provided below:

	This section allows the Employer to review and assess all EOIs which have been submitted for the AIPP stream using their assigned Employer Number. The number in the top left corner refers to the number of EOIS currently in the inventory.
	My Profile link on the top of the screen contains all of the Employer's information including: Employer Number, Employer name, Contact information, Registry information, Recruitment needs, Employer contacts, and Planned future hires. This information is initially entered by a PGD officer. Once
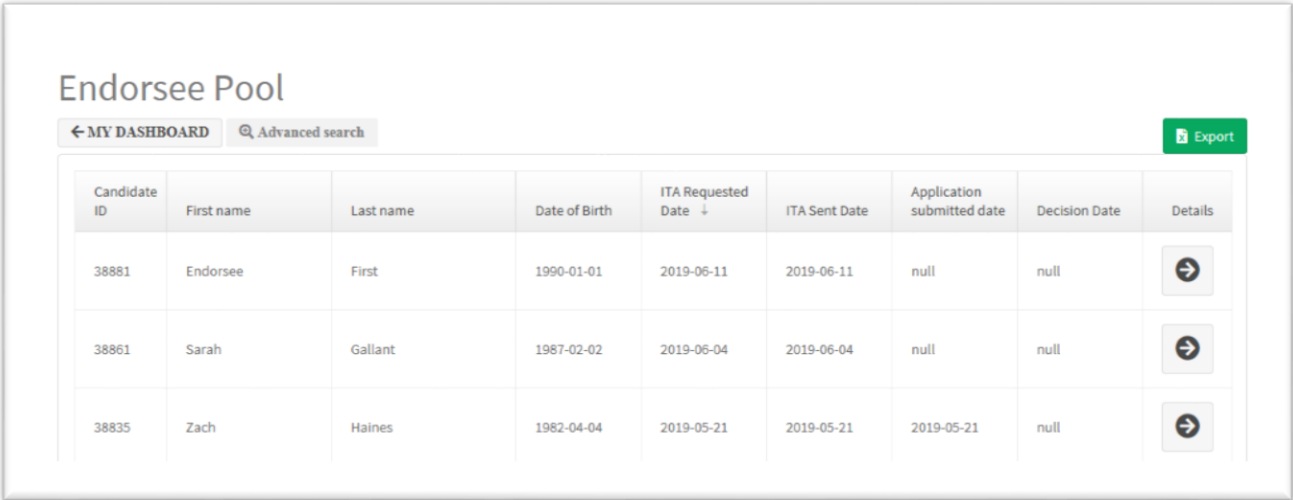
	the Employer has access to their dashboard, they can edit and update this information themselves. All changes will be reflected on the officers' internal screens. The only section the Employer cannot edit is the 'Upload ECLS Documents'.
	This section contains any notifications pertaining to the Employer's endorsees and communication from PGD. The number in the top left corner refers to the number of unread notifications.

Endorsee Pool

For the AIPP stream Invitations to Apply (ITA) are issued by the Employer, not a PGD officer.

In order for the Employer to receive the candidate's registration information in their Endorsee Pool, the candidate must cite the Employer's assigned Employer Number when completing their profile. Please refer to the section Your Expression of Interest for details.

From the dashboard, click <Endorsee Pool>. Doing so will produce a grid containing a list of all AIPP candidates, including past, present, and future, who have submitted an Approval Request using your Employer Number.

Endorsee Pool

← MY DASHBOARD   Advanced search   Export

Candidate ID	First name	Last name	Date of Birth	ITA Requested Date ↓	ITA Sent Date	Application submitted date	Decision Date	Details
38881	Endorsee	First	1990-01-01	2019-06-11	2019-06-11	null	null	→
38861	Sarah	Gallant	1987-02-02	2019-06-04	2019-06-04	null	null	→
38835	Zach	Haines	1982-04-04	2019-05-21	2019-05-21	2019-05-21	null	→

Note that the following information is displayed for each entry:

- Candidate ID
- First name
- Last name
- Date of birth
- ITA requested date
- ITA sent date
- Application submitted date
- Decision date

Employers can search for a specific candidate by clicking <Advanced Search>':

Doing so will prompt the 'Search Criteria' section to appear:

Note that Employers can search for a candidate using any of the following criteria:

- Candidate ID
- First name
- Last name
- Date of birth
- Status
- Date range
- Date period
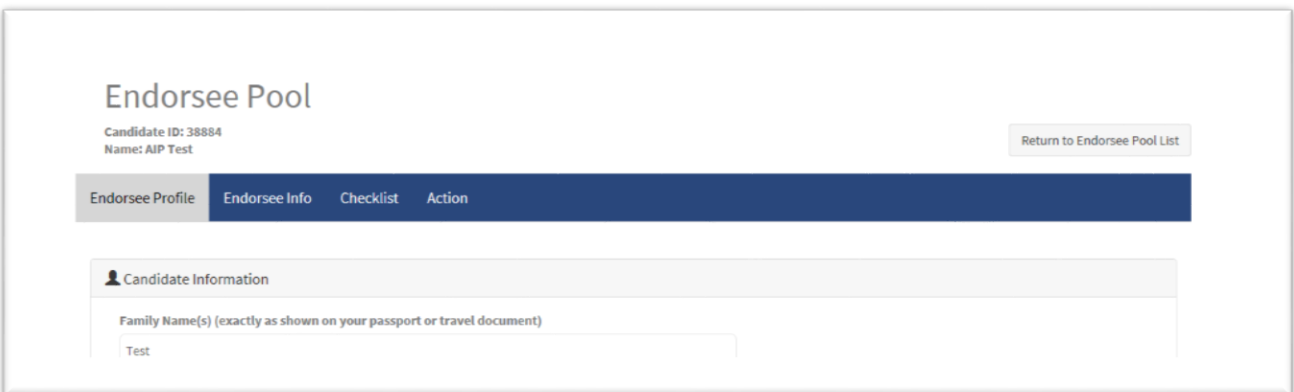
To review a candidate's profile, click on the <Details>button.

Doing so will display the candidate's information:

Note that the following sections are available for the Employer to review:

- Endorsee Profile
- Endorsee Info
- Checklist
- Action

On the Endorsee Profile screen, the following information that was provided by the candidate is displayed:

1. Candidate Information: • Family name • Given name • Date of birth • Gender • Current marital status • Language preference • Current country of residence • Status in current country of residence	2. Citizenship • Country of citizenship • Passport number • Issue date • Expiry date • National ID (if applicable) Note: Candidates can provide additional information if they have citizenship in more than one country.
3. Family Members • Candidates must indicate the total number of family members to be included in their Expression of Interest regardless of whether they will be accompanying the primary applicant to Canada or not.	4. Contact Information • Country • Address (civic number & street name) • City/town • Province • Zip/postal code • Email address • Telephone Note: Candidates may provide an additional address if their mailing address differs from their residential address.

Once the candidate details have been reviewed by the Employer, they can click <Next> to proceed to the 'Endorsee Info' section.

This section contains the following information, provided by the candidate:

- AIPP Type
- Designation number of Employer
- Job title
- Date of interview
- Date of job offer
- Interview type (face to face or online) and location
- Uploaded copy of the letter of offer

Employers will review this information for accuracy and completeness. Once satisfied, they can click <Next> to proceed to the 'Checklist' section.
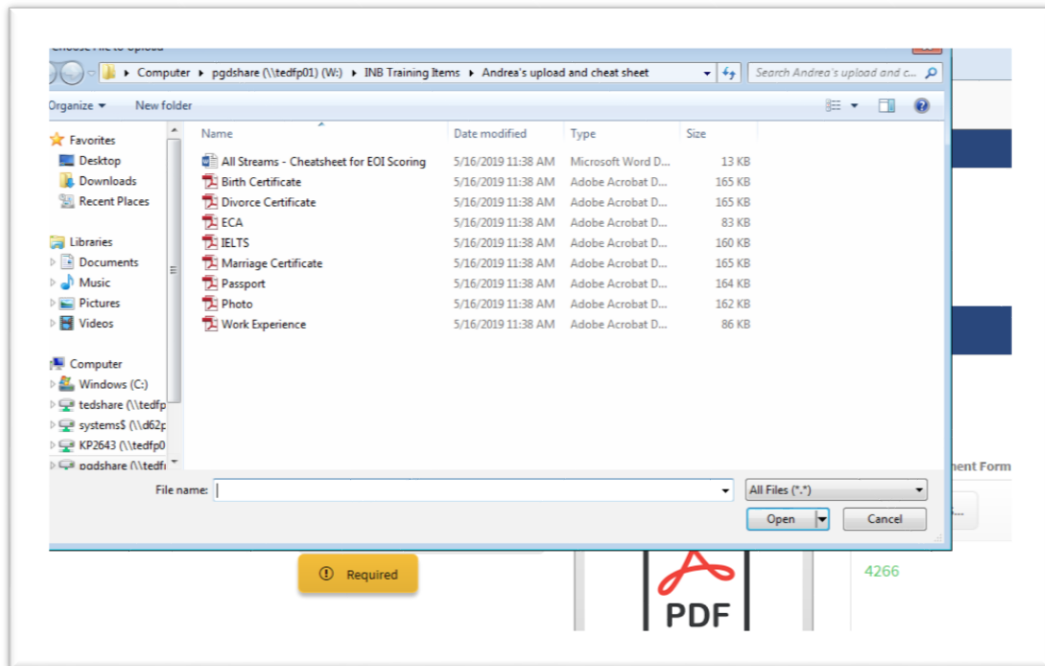
On this screen, the Employer will be required to upload the following documentation for the candidate:

- Offer of employment form (IMM-5650)
- Endorsement Form
- Employment offer
- Settlement plan/Needs assessment

To upload the required documents, click <Select Files..> next to the listed document.

Upload Documents for the Endorsee

Upload Offer of Employment Form (IMM-5650)

SELECT FILES...
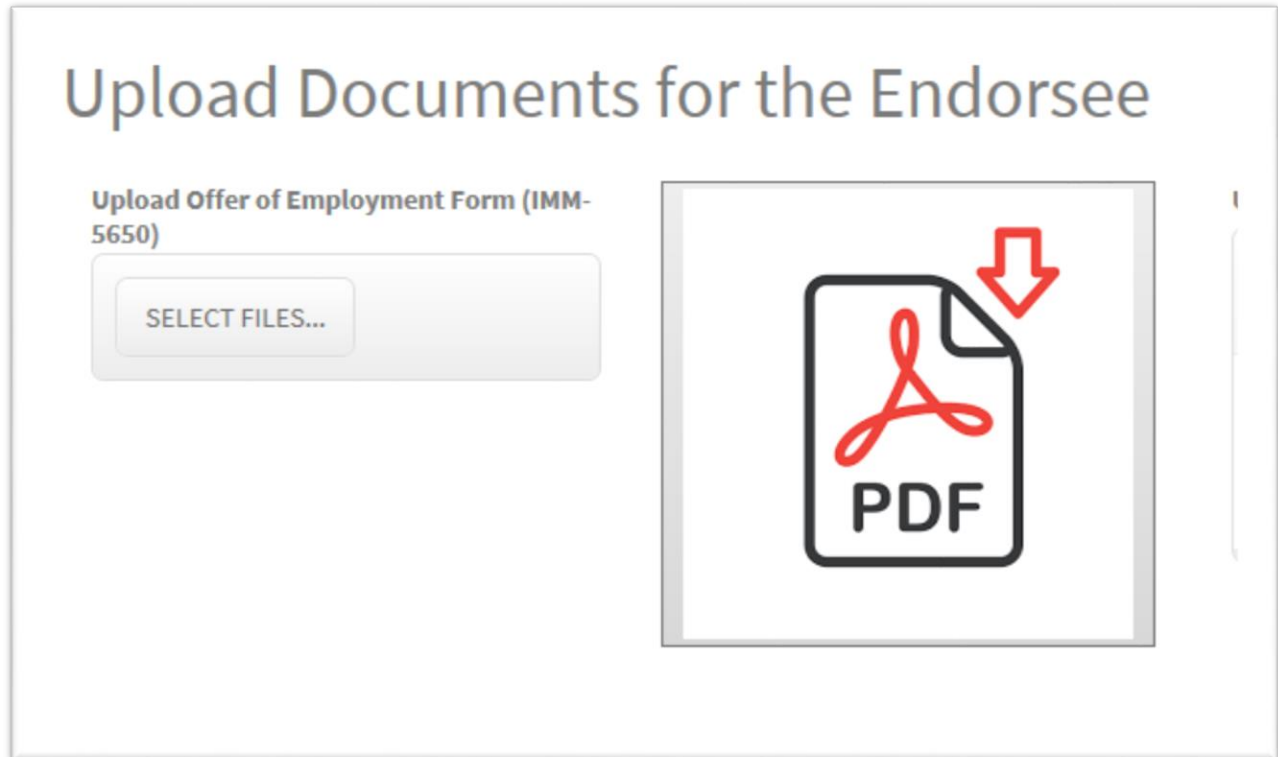
Doing so will prompt a desktop browsing screen to open, from which the Employer can find and select the documents on their computer.

Once all required documents have been uploaded, click on <Next> to proceed to the 'Action' section.

This screen displays the actions available to the Employer, as well as the candidate's status log.

If the candidate's information is satisfactory, the Employer can click <Sent ITA Letter> to issue a notification to the candidate that their request was approved.
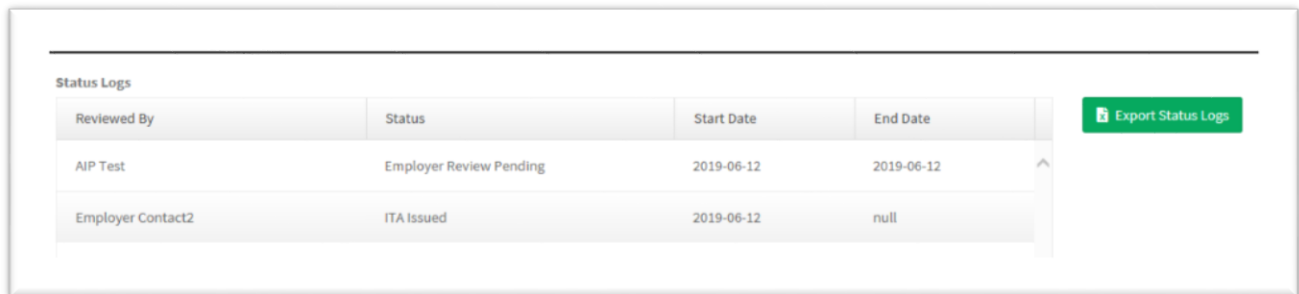
Note that by issuing an ITA the candidate's information will be updated in the 'Endorsee Pool'. As shown below the 'ITA Sent Date' now has a value, whereas prior to issuing the ITA Letter this field read 'Null':

The status log on the 'Action' section will also be updated to state when the ITA was issued.
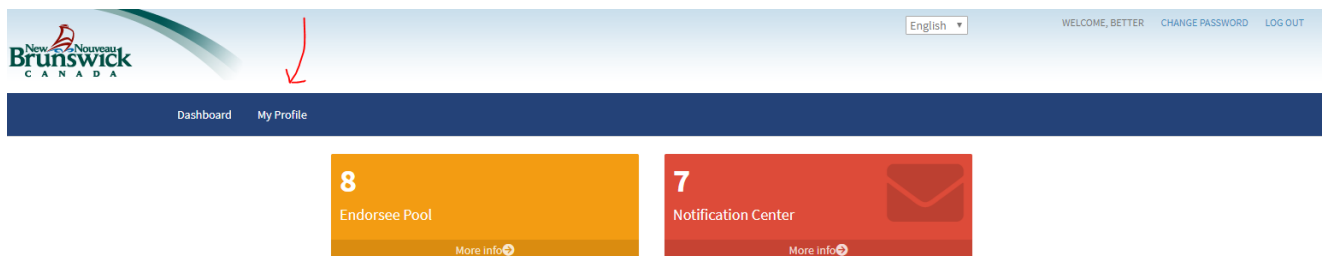
Note that the 'Status log' can be exported to an Excel spreadsheet in the same manner as the Endorsee Pool grid.

Profile Screens

From the Employer's dashboard, click the <My Profile> link at the top of the page.

The following information, as initially entered by a PGD officer, will be displayed. Employers can edit or update this information from the 'My Profile' screen. Any changes made will be reflected on the PGD officer's internal screens.

1. <u>Employer Details</u> • Employer number • Employer name • Email address for notifications • Phone number • Language • Website (if applicable) • NB Corporate Business Registry number • NB Corporate Business Registry date • Opening date • Number of employees • Region • NAICS • Revenue Canada taxation number • WorkSafeNB Employer number • Whether the employer is currently employing temporary workers • Date the Employer's needs assessment was received	2. <u>Employer Contacts</u> • First name • Last name • Email address • Phone number • Whether the contact person is presently active Note that an Employer may assign more than one contact person and that additional contacts may be added to this section by clicking the <+ Add> button and entering the contact's information.
3. <u>Contact Information</u> • Current head office mailing address • Current head office physical address	4. <u>Planned Future Hires</u> • Job title • Job location • NOC • Number of positions • Annual salary • Start date • Whether the intended salary represents a competitive industrial standard Note that Employers may add multiple planned future hires. The Employer's contacts may add new entries to this field by clicking the <+Add> button and entering the above information.

5. <u>Upload ECLS Documents</u> • This section is updated by the PGD officers and is not visible to the Employer.	6. <u>Employer Documents</u> • Employers may required to upload financial documents and there may be additional documents requested by the PGD officer that could vary depending on the situation. There may also be job postings to prove that the Employer has attempted to recruit locally and nationally.