



Yukon Nominee Program

Application handbook
for employers and foreign nationals

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Who is this handbook for?

The purpose of this handbook is to guide applicants through the Yukon Nominee Program (YNP) application process.

This handbook is for you if you are:

- an employer who wants to submit an application for a foreign national;
- a foreign national who wants to become a Canadian permanent resident; or
- a legal representative working on behalf of an employer or foreign national.

Make sure you read and understand this handbook before you start an application – some of the steps have special conditions or time restrictions.

Employers are responsible for submitting a complete application. Incomplete applications will not be processed. Immigration officers may request additional documents at any stage during the review process.

Submission of an application, or subsequent nomination by the YNP, does not guarantee a permanent resident visa will be issued by the Government of Canada.

Program overview

The YNP is an economic immigration program. It is designed to respond to labour market needs in a sustainable way, while making sure job opportunities remain available for Canadians and permanent residents.

This is an employer-driven program, and foreign nationals cannot initiate the process for YNP.

If you're a Yukon employer who cannot find qualified Canadians or permanent residents, you may be eligible to hire or retain a foreign national through the YNP.

The YNP allows employers to hire long-term employees. Foreign nationals nominated for permanent residency under the YNP are accepted with the expectation that they'll live in the Yukon over the long term.

If approved, nominees are issued documentation from the Government of Yukon which allows them to apply for work permits tied to a business through Immigration, Refugees, and Citizenship Canada (IRCC).

The position must be:

- full-time, permanent (35-40 hours per week);
- year round; and
- long term.

Yukon Nominee Program streams

We use the [National Occupational Classification \(NOC\)](#) system to categorize jobs based on training, education, experience and responsibilities (TEER).

Critical Impact Worker

The Critical Impact Worker stream is for entry level jobs, categorized as TEER 4 or 5 positions.

Skilled Worker

The Skilled Worker stream is for management positions or jobs that require more education. They are categorized as TEER 0, 1, 2, or 3 positions.

Yukon Express Entry

The Yukon Express Entry stream allows employers to support foreign nationals who are already in [Canada's Express Entry pool](#). Only TEER 0, 1, 2, and 3 positions are eligible through this stream.

Foreign nationals must meet the requirements for at least one of the following federal economic immigration programs:

- Canadian Experience Class;
- Federal Skilled Worker Program; or
- Federal Skilled Trades Program.

Yukon Express Entry information

The Yukon Express Entry (YEE) stream is for skilled workers who want to work and live in the Yukon. This category enables Yukon to nominate individuals that are in IRCC's Express Entry pool and who have the education, skilled work experience, language ability and other factors to help them to successfully establish and integrate into Yukon's labour market and communities.

Important: The information provided in the Express Entry profile must be accurate. If the information on the Express Entry profile is not accurate the nomination will be void and IRCC may ban the foreign national from applying to immigrate to Canada for five years.

To apply to the Yukon Express Entry stream, candidates must meet the criteria for at least one of the three federal economic immigration programs.

If the YNP application is approved, Immigration Branch will report the nomination to Canada, who will award an additional 600 points to the Express Entry profile. If approved, the foreign national may then receive an invitation to apply for permanent residency, with a deadline to submit their application.

How it works

The process is outlined below from start to finish.



1

Employer advertises

The employer advertises a position locally and nationally. Read advertising requirements on page 10.

If no qualified Canadians or permanent residents apply, the employer finds a qualified foreign national willing and able to fill the position.



2

Employer creates offer

The employer offers a full-time (35-40 hours per week), year-round position to the foreign national who wants to become a Canadian permanent resident and reside in the Yukon. Both agree to pursue a YNP application.



3

Employer submits Expression of Interest (EOI)

When an EOI intake is open, the employer makes a submission to reflect the specific foreign national they wish to apply for.



4

Invitation to apply (ITA)

If the employer's EOI is selected, they will receive an ITA to the YNP for the selected foreign national.

The employer verifies all information and follows the instructions in the ITA to submit the complete application.



5

Application assessment

Immigration Branch will review the submitted application to determine program eligibility and confirm the information submitted in the EOI.

During assessment, additional information may be requested. It is the employer's responsibility to provide the requested information within the identified timeline.

Applications that do not meet program requirements or do not include complete documentation will be refused.



6

Tri-partite agreement (TPA)

If the application is approved, the foreign national becomes a territorial nominee.

The employer, nominee, and Government of Yukon all sign a TPA outlining roles and responsibilities.

Failing to follow the conditions of the TPA can result in the employer being banned from the program, or the foreign national losing their nomination status.



7

Work permit

If the nominee is outside of Canada, they must apply to the Government of Canada for a temporary work permit.

If the nominee is within Canada, they may apply to the Government of Canada for a work permit to continue working until they receive their permanent residency.

Note: work permits and permanent residency are the sole responsibility of the Government of Canada, and the Government of Yukon is unable to intervene on behalf of the nominee in these matters. Foreign nationals are responsible for maintaining their valid status in Canada.



8

Permanent residency

The nominee will submit their permanent residency application to the Government of Canada.

If the Government of Canada approves the nominee's permanent residency application, the nominee becomes a permanent resident of Canada.

The nominee must provide a copy of the signed Permanent Resident Card to the Immigration Branch to close the TPA and YNP file.

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Before you start

Are you eligible?

Visit [Find out if you are eligible to hire a foreign worker](#) for a list of criteria. Employer requirements are the same for all streams.

Do you need to hire a representative?

No, you don't need to hire a representative or consultant to apply. It is your choice whether you want to manage the application yourself or hire a third-party. If you do hire a representative, you will need to include additional documents with your application. [Read more about hiring a representative.](#)

What stream will you apply under?

You will need to know the job title, NOC code, TEER category and qualifications of the position you are hiring for. Search for the position on the [NOC website](#) to find these details (example below). The position must align with only one NOC.

Step 1: Identify the TEER required for the position.

Step 2: Select a stream based on the TEER.

Step 3: Ensure that the foreign national has the required training, skills and experience required by this TEER.

Search by job title - Results
Version: NOC 2021 Version 1.0 Search criteria: sales supervisor

Search by job title | Search by NOC code

Version: NOC 2021 Version 1.0 Enter a job title: sales supervisor Search

Comparative search | Advanced search | Career Handbook

Filter items Showing 1 to 5 of 5 entries | Show 30 entries

Unit group	Broad occupational category	TEER	Title
62010 - Retail sales supervisors	6 - Sales and service occupations	2 - Occupations usually require a college diploma or apprenticeship training of two or more years; or supervisory occupations	▶ Matching job titles

Have you met the advertising requirements?

Before the employer can apply to the YNP, they must have first tried to hire Canadian citizens or permanent residents. The employer must be able to demonstrate that no qualified Canadians or permanent residents are available to fill the position to be eligible for the YNP.

You must advertise on at least three platforms or mediums, including the [Job Bank](#) and two local mediums (e.g. regional newspapers, local employment centers, etc.).

If possible, job ads should run for at least four weeks in a row during the three months before the application is submitted. All ads must be active at the time of application submission, and remain active until a decision is made on the YNP application.

Advertisements must clearly specify:

- The position title (as per NOC - see page 9)
- The minimum qualifications and/or education (as per NOC – see page 9)
- The number of hours per week
- A range of wages you are willing to pay a candidate. This range must include the median wage in the Yukon (see page 11)

If you have run previous recruitment initiatives prior to this time, you should also provide those with your application.

Any resumes you receive must be kept on file for at least two years. An Employment and Social Development Canada employee can request to see these documents within this time frame.

Note: if you have a Labour Market Impact Assessment (LMIA), you may have already met the advertising requirements. [Learn more from the Government of Canada - Hire a temporary foreign worker.](#)

Making an employment offer

As part of your application, you must provide the foreign national with a guaranteed employment offer (GEO) outlining duties, hours, wage and other important information.

Minimum hours

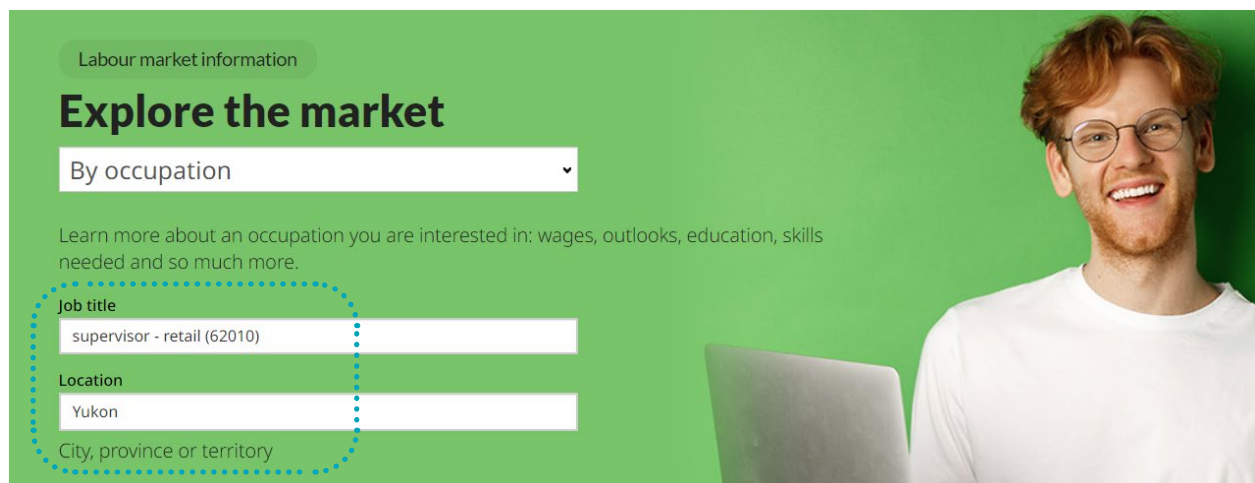
The GEO must offer permanent, year-round, full-time employment. This is defined as 35-40 hours per week, and a minimum of 1,820 hours per year.

Find the median wage for the Yukon

You must offer to pay the median wage (or higher) for the Yukon for the specific position. Search for the position on the [Government of Canada's Job Bank](#) to find this information (example below).

If the median wage for the Yukon is listed as "N/A", refer to the wages for British Columbia in the following order:

1. North Coast
2. Nechako
3. Northeast
4. British Columbia



Government of Canada's Job Bank Explore the Market website - jobbank.gc.ca/trend-analysis



Job Bank

Sign in

- Job search
- Training and careers
- Labour market information
- Hiring
- Help
- About

Job Bank > Labour market information

SUMMARY

Supervisor - Retail in Yukon

Find key facts and figures about working as a supervisor - retail. The following information is applicable to all Retail sales supervisors (NOC 62010).

- Summary
- Description
- Wages
- Prospects
- Jobs
- Requirements
- Competencies
- New search

Description

Retail sales supervisors supervise and coordinate the activities of workers in the following unit groups: Retail salespersons and visual merchandisers (64100), Cashiers (65100), Store shelf stockers, clerks and order fillers (65102) and Other sales related occupations (65109). They are employed by stores and other retail businesses, wholesale businesses that sell on a retail basis to the public, rental service establishments and businesses involved in door-to-door soliciting and telemarketing.

Learn more >

Requirements

College or apprenticeship

This occupation usually requires a college diploma (community college, institute of technology or CÉGEP), an apprenticeship training of 2 or more years, or experience working in a supervisory occupation.

View job requirements >

Wages

\$27.79/hour

Median wage in Yukon

View wages >

Median wage

Prospects

★★★★☆

Moderate

The job prospects are fair in Yukon

View prospects >

NOC

Jobs

7 jobs

Advertised in Yukon

View available jobs >

Competencies

- Instructing
- Time Management
- Management of Material Resources
- Negotiating
- Management of Financial Resources

View competencies >

Low income cut-off for family size

The wage offered must allow the foreign national to support themselves and any dependents. The Government of Canada has identified the minimum income required based on family size. This is called the low income cut-off (LICO) threshold.

The Government of Yukon will not approve an application if the nominee's family income will be less than the applicable Statistics Canada's income threshold. For more information regarding LICO, visit [Statistics Canada's LICO webpage](#).

How to calculate the LICO

Step 1: Start by determining the foreign national's family size. This includes the foreign national, spouse and any dependents, even if they are not in Canada. [Find out if a child is a dependent from IRCC.](#)

Household situation	Family size
Worker is single with no dependents	1
Worker is single, living with two roommates (not dependents)	1
Worker is divorced with no children	1
Worker lives alone, but has a spouse and one child overseas	3
Worker lives with spouse and has two adult children with spouses of their own	2

Step 2: Use the family size to determine minimum salary (before taxes) required for that specific worker in the Yukon (population 30,000 to 99,999).

For the most up-to-date numbers, check the [Statistics Canada's LICO webpage](#).

If the wage you are offering is below the LICO, you must:

- explain how the household income will meet the cut-off through other sources (for example, spousal income); or
- increase the wage offered to meet the cut-off.

Note: a spousal offer of employment for a Yukon employer will only be considered if the spouse is currently in the Yukon or is imminently travelling to the Yukon with a documented travel itinerary. Spousal employment outside Canada may be considered if appropriate notarized documentation of income can be provided.

Settling and retaining employees

An important objective of the YNP is to have foreign nationals continue living and working in the Yukon after they have received their permanent residency.

Employers must:

- Pay for the air travel cost for the nominee to come to the Yukon from their country of permanent residence (but not for the travel costs of family or dependents), if the nominee is not in Canada at the time of application approval.
- Pay for return air transportation for the nominee from the Yukon to their country of permanent residence (but not for the travel costs of family or dependents), if the nominee does not obtain permanent residency.

Note: This provision is applicable only to those nominees who were not in Canada at the time when their YNP application was approved.

- Provide free to the nominee, health insurance that gives similar coverage to what a Yukon resident receives under the Health Care Insurance Plan Act until the nominee is eligible for coverage under the Act.
- Ensure that suitable housing is available for the nominee and help the nominee find suitable housing if requested to do so by the nominee.
- Provide the nominee with up-to-date information about their rights in Canada. See the following for more information:
 - » [Temporary foreign workers: Your rights are protected](#)
 - » [International Mobility Program – Get to know your rights while working in Canada](#)

Employers cannot:

- Charge the foreign national any fees for recruitment services, the application process, or for submitting a YNP application; or
- Recover any costs from them.

These are illegal under the [Immigration and Refugee Protection Regulations](#).

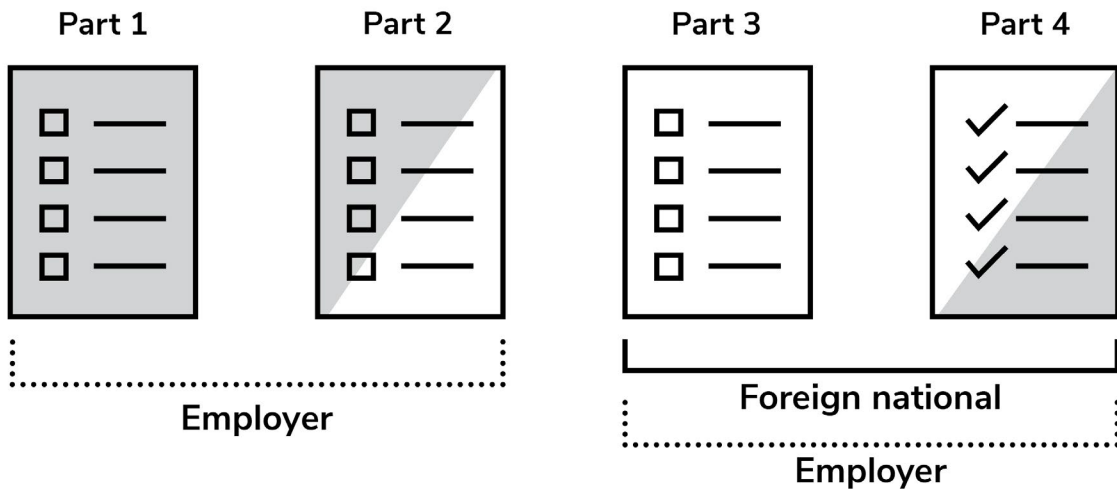
Completing an application

Download the [YNP application](#) from Yukon.ca.

How to submit

The application is split into four parts. Employers and foreign nationals will complete their respective parts. The employer will submit the completed package to the Government of Yukon on behalf of the foreign national.

One application form is used for the Yukon Express Entry, Critical Impact Worker, and Skilled Worker streams. Applicants must carefully choose the stream they are applying under before completing and submitting the form. The stream cannot be changed once an application is approved.



Documents employers will need

Document	Submission requirements
Business license	Provide a copy of valid and up-to date business license
Entity profile from corporate registry	Submit the current official records from the corporate registry showing your company's registration details
Labour Market Impact Assessment (if applicable) or proof of active job advertisements	Provide a copy of the approved LMIA or Provide proof of three active job advertisements that clearly indicate the platform and URL
Use of representative form (IMM5476)	If applicable, submit completed IMM 5467 form
All parts of this application package, completed and signed	Ensure that all four parts of the application package are completed and signed when you submit the application
All of the foreign national's supporting documents	Include all supporting documents of the foreign national. Read foreign national's document section for detailed list
Rental agreement	If you are providing accommodation to the foreign national, submit a copy of the valid rental agreement

Note: At any point during the application process, an immigration officer may ask the employer or the foreign national to provide additional supporting information, as needed.

You must submit the additional completed documents before the provided deadline. Failure to do so may result in refusal of the application.

Considerations when submitting documents

In the application, be sure to identify the primary contact and alternate authorized contact for the employer as these are the only individuals who will be able to access the application and file information.

Employers are responsible for the information and documents they submit. Verify the foreign national's credentials, employment, work experience and education, and any other documents prior to submitting the application.

If documentation changes after the application has been submitted, the employer must notify the Immigration Branch immediately by emailing yukon.nominee@yukon.ca. For example, if the foreign national's marital status changes, provide new copies of the marriage or divorce certificate; if the number of dependents changes, provide additional birth certificates or passports; or if the foreign national's passport has been renewed, provide a notarized copy.

Note: You must keep a copy of the submitted application and all included documents. Government of Yukon will not return any submitted documents.

Part 2: Foreign national

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Before you start

Is your work permit valid?

Not all work permits and visas are eligible for YNP. Foreign nationals who are refugee claimants, are on visitor status, or who have previously been denied immigration to Canada are not eligible for the YNP.

Foreign nationals are responsible for maintaining their status in Canada. Your work permit and temporary resident status must not expire while you wait for the application to be processed.

If you are currently on implied status (otherwise known as maintained status), you must provide the confirmation from IRCC with the YNP application. You must also notify the YNP if you receive a determination on your application.

Do you need to hire a representative?

No, you don't need to hire a representative or consultant to apply. It is your choice if you want to hire a third-party. If you do hire a representative, you will need to include additional documents with the application. [Read more on hiring a representative.](#)

Employment offer

The employer will provide a guaranteed employment offer (GEO) that outlines the requirements for the position.

You must:

- review and accept the GEO (on the application, you will declare your agreement to the offer); and
- prove that you have the experience, training, and education required for the position.

Education credentials

A high school certificate (or equivalent) is the minimum educational requirement for the Critical Impact Worker stream. Some positions require higher education (for example, a Master's degree).

If you attended post-secondary education in Canada, you must provide one of the following:

- A degree or diploma
- An official letter from your school
- An official transcript

Work experience

Critical Impact Worker

Critical impact workers (TEER 4 and 5) require a minimum of six months related experience.

Skilled Worker

Skilled workers (TEER 0, 1, 2 or 3) require a minimum of one-year related experience.

In the application, include all relevant work experience acquired within 10 years prior to the date of application, plus all Yukon work experience.

Any period of employment during which the foreign national was engaged in full-time study cannot be included in calculating a period of relevant work experience. Co-op work experience does not count towards relevant work experience.

For foreign nationals

Language skills

You must provide proof of language competency in either English or French (Canada's two official languages). Tests must have been taken within two years prior of to the date of application.

Accepted tests for English:

- [International English Language Testing System](#)
- [Canadian English Language Proficiency Index Program](#)
- [Pearson Test of English](#)

Accepted tests for French:

- [Test d'évaluation de français](#)
- [Test de connaissance du français \(TCF Canada\)](#)

If your Expression of Interest indicates that you are Francophone or French-speaking, you must score a minimum of Canadian Language Benchmarks (CLB) or Niveaux de compétence linguistique canadien (NCLC) Level 5 in French across all four competencies (i.e. speaking, reading, listening and writing).

We use the CLB to determine your language level based on your test results. Different positions require different levels.

Critical Impact Worker

TEER 4 and 5: CLB Level 4

Skilled Worker

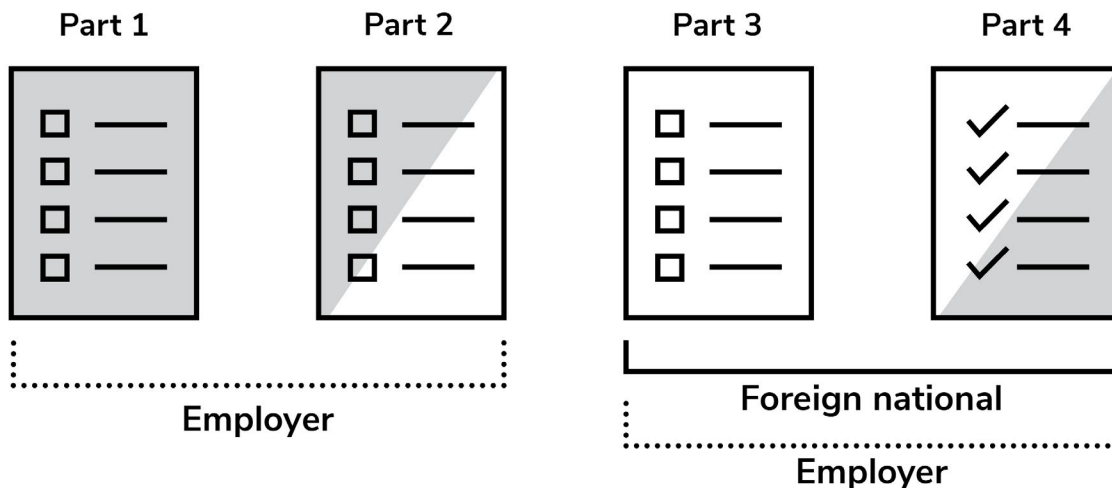
TEER 0 and 1: CLB Level 6
TEER 2 and 3: CLB Level 5

Yukon Express Entry

Depends on whether you qualify for Canadian Experience Class, Federal Skilled Worker or Federal Skilled Trades. Refer to [IRCC's webpage](#).
[Visit this site to find your language level based on your test results.](#)

Completing Part 3 and 4 of the application

As a foreign national, you cannot submit an application – you must wait for your employer to begin the process.



Documents foreign nationals will need

Foreign nationals must provide documentation showing they meet all YNP criteria. All supporting documents must be submitted as notarized copies with contact information for the notary included.

Submit notarized copies only, do not send original documents. The Government of Yukon is not responsible for lost originals and will not return any submitted documents.

Any documents in languages other than English or French must be translated by an accredited translator. When submitting your documents, you must include:

- The document in its original language (notarized)
- The translated document
- Contact information of the notary
- Contact information of the translator

For foreign nationals

The following documents are required:

Documents	Submission requirements (notarized copies)
Proof of previous work experience	<ul style="list-style-type: none"> • Letter(s) from the supervisor or Human Resources officer, identified by name, confirming previous employment. Letters must include: <ul style="list-style-type: none"> » company letterhead » job title » start and end date of employment » job duties » contact information of the supervisor or human resources officer issuing the letter • Additional documents may be requested by the assessing officer, such as: <ul style="list-style-type: none"> » pay stubs; » income tax records; and » other documents as requested.
Proof of education or credentials	<ul style="list-style-type: none"> • High school certificate or equivalent. • Education diplomas, certificates, degrees, etc., as mentioned under the NOC criteria. • Copy of Educational Credential Assessment(s) (ECA), if applicable. <p>Provide the following information along with each of your educational credentials:</p> <ul style="list-style-type: none"> » name of the organization » physical address » email address » website address » contact name » contact phone number
Language test	<ul style="list-style-type: none"> • Proof of language competency in either English or French. • Test results must be less than two years old when you submit your application.

For foreign nationals

Documents	Submission requirements (notarized copies)
Passport	<ul style="list-style-type: none"> • Notarized copy of all pages of the foreign national's valid passport.
Spouse	<ul style="list-style-type: none"> • Notarized copy of all pages of valid passport. • Notarized copy of marriage or divorce certificate, or Statutory Declaration of Common-Law Union. • Include whether the spouse is accompanying the foreign national to Canada.
Dependants	<ul style="list-style-type: none"> • Notarized valid copy of all pages of passport(s), birth certificate(s), custody papers and/or permission from the other parent (if divorced or separated). • Include whether the dependants are accompanying the foreign national to Canada.
Work or study permits	<ul style="list-style-type: none"> • Notarized copy of the current Temporary Work Permit. • If the permit has expired and the foreign national has applied for a new or extended work permit, submit copies of the correspondence from IRCC confirming submission.
Certifications	<ul style="list-style-type: none"> • If certification, licensing, or registration is required for the position, include documentation to demonstrate that the foreign national is able to work in the Yukon.
Express Entry Profile	<ul style="list-style-type: none"> • Copy of Express Entry candidacy from IRCC. Documentation must include the applicant's name, Express Entry profile number, eligible program/class and, if applicable, Job Seeker Validation Code.

Other considerations

If marital status or dependent children changes after you have been approved as a nominee, contact the Immigration Branch immediately to update your file.

Your rights in Canada and the Yukon

To learn more about your rights in Canada and the Yukon, visit:

- [Temporary foreign workers: Your rights are protected](#)
- [International Mobility Program – Get to know your rights while working in Canada](#)

If you need help

If you are experiencing issues with your employment, or if your employer is not following the terms of the GEO or the TPA, contact the Immigration Branch office immediately.

If you are being abused or at risk of being abused in relation to your job, you may be able to find a new employer to continue your nomination, or you may be eligible for an [open work permit for vulnerable workers](#). If you are no longer able to work for your employer, you will need to find a new employer to continue your nomination.

If you quit or lose your job

If you quit or lose your job after you have been nominated, you and your employer must notify the Immigration Branch immediately. You may be able to find a new employer and continue with your nomination.

Finding out the status of your application

The YNP is an employer-driven program. This means that the employer is the applicant, not the foreign national. The Immigration Branch cannot share information about the application with foreign nationals. You can request an update on applications status from your employer.

Part 3: Employer and foreign national

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What happens next

When the application is submitted, it will be reviewed for completion. If the application is incomplete or has missing documents, it will not be processed. The employer may be asked to provide the updated information by a deadline. You must submit the additional complete documents within the provided deadline. Failure to do so may result in the application not being accepted for assessment.

During application assessment, immigration officers will review the application to confirm all documentation provided and to determine if you meet program eligibility requirements.

If they have any questions, or require additional information, officers will contact the employer. The employer must provide any requested information by the identified deadline. Failure to do so may result in your application being refused.

If the application is not approved

Incomplete application

If an application is incomplete, a letter will be sent to the employer stating that the application cannot be processed.

Refused application

If an application is refused, a letter will be sent to the employer stating the reasons for refusal. The employer may request an administrative review of the application within 30 days of application refusal.

Administrative review

When an application is refused and the employer feels an error was made or requested information was not considered, the employer can request an administrative review of the decision. This request must be made in writing to the Director of Immigration within 30 days of the issuance of the refusal letter. Refer to the [YNP Policy](#) for how to request an administrative review.

Visit [IRCC's website](#) to learn about other immigration pathways.

If the application is approved**1****Receive documents**

You will receive the following documents:

- Letter of support for a temporary work permit - if the nominee's current work permit is expiring, use this to submit an application to IRCC for a new work permit. You are not required to get a new work permit if your current permit is still valid.
- Information on how to pay the compliance fee - if the nominee applies for a new work permit, the employer must first pay the required compliance fee.
- Nomination letter - the nominee will need to include this when submitting their Application for Permanent Residence.

**2****Sign the Tri-Partite Agreement**

The employer and foreign national will be contacted by an Immigration Officer to schedule a meeting to sign the Tri-Partite Agreement.

These meetings must be attended by the employer and nominee and occur in-person at the Immigration Branch office.

Alternate arrangements may be considered for employers in rural communities.

**3****Apply for Permanent Residence**

The nominee must apply for Permanent Residence within six months of nomination. When you apply, provide confirmation of your application to the Immigration Branch.

Be sure to provide all required documents with your application to IRCC or your application may be refused or delayed.



4

Maintain visa and permits

The nominee must maintain their visa and work permits while they await a determination on their Permanent Residence application.



5

Honour the Tri-Partite Agreement

The employer and nominee must continue to adhere to the conditions of the Tri-Partite Agreement, including only working within the identified NOC, being paid no less than the stated wage and working the stated hours.

It is the responsibility of both the employer and nominee to notify the Immigration Branch within 24 hours of any changes in the employment relationship.

Failure to follow the terms of the Tri-Partite Agreement may result in the withdrawal of the nomination by the Government of Yukon.



6

Permanent Resident card

Once the nominee receives their Permanent Residence, provide a copy of the signed Permanent Resident card to the Immigration Branch so that the file can be closed.

Fraud, abuse and misrepresentation

Any suspected fraud will be investigated and may result in the employer or nominee being banned from the YNP, cancellation of the nomination, or criminal proceedings. Learn about the different [types of fraud targeting newcomers](#) and [how to report fraud](#).

Important contacts

Immigration Branch, Government of Yukon
Open Monday to Friday, 8:30 am to 4:30 pm
303 Alexander Street (first floor), Whitehorse
867-667-5131
yukon.nominee@yukon.ca

Depending on the nature of the complaint, you can also contact:

- RCMP (non-emergency) 867-667-5555
- Employment Standards Office 867-667-5944
- Yukon Human Rights Commission 867-667-6226

