



File number (YNP-YY-#####): \_\_\_\_\_

Name of employer: \_\_\_\_\_

Name of nominee: \_\_\_\_\_

Work permit expiry date: YYYY-MM-DD

Certificate expiry date: YYYY-MM-DD

**Nominee information**

Is this the nominee's first extension request?  Yes  No

Is the nominee currently in Canada?  Yes  No

Why do you need the nomination letter and letter of support? (select all that apply)

- To extend the nomination certificate to apply for permanent residency.
- To request a letter of support for a work permit extension.
- To extend the nomination certificate to reapply for permanent residency after the application was returned as incomplete.

**Mandatory checklist (additional information may be required)**

1. Written confirmation from the nominee, signed and dated, with the following:

- YNP file number       Name of employer       Name of nominee       Job title
- Reason for requesting the extension

2. Written confirmation from the employer or designated authority, signed and dated, with the following:

- YNP file number       Name of employer       Name of nominee       Job title
- Confirmation statement: The Employer continues to support the nomination. The named nominee's position still exists at full-time hours, and the nominee continues to occupy the position. There have been no changes to the signed Tri-Partite Agreement.

**Checklist items 3-5 are only applicable if the nominee is in Canada.**

3. Copy of 3 most recent paystubs showing:

- Pay period       Business name       Name of nominee       Wage and hours

4. Copy of current valid work permit:

- Yes     No

5. Proof the nominee applied for permanent resident status, and their application was returned incomplete:

- Yes     No

Signature of applicant	Date <u>YYYY-MM-DD</u>
Package received by (Officer)	Date package received <u>YYYY-MM-DD</u>