

Manitoba Provincial Nominee Program

International Student Entrepreneur Pilot Guide

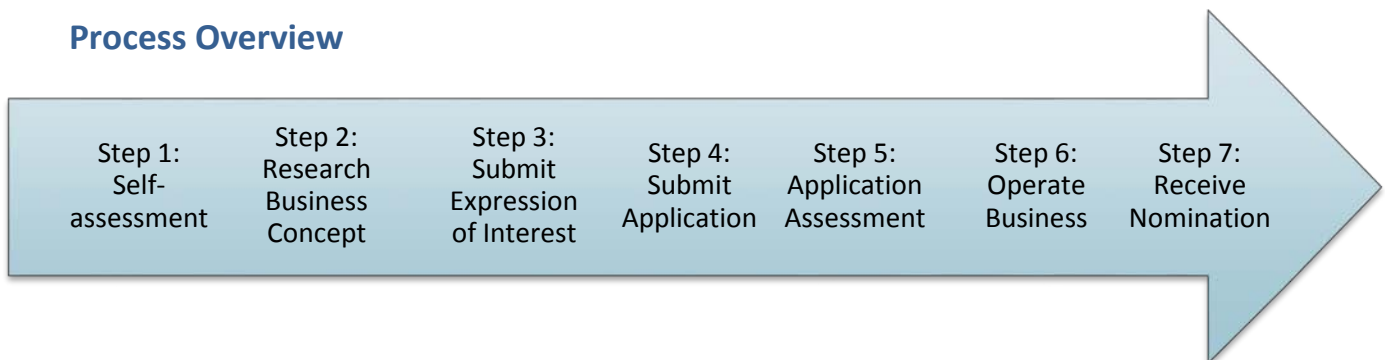
February 2019



The International Student Entrepreneur Pilot Process

The MPNP launched its International Education Stream: International Student Entrepreneur Pilot (ISEP) in December 2018. The following steps are for applying to the ISEP.

Process Overview



Step 1 – Self-assessment

Conduct an objective self-assessment exercise based on the Interest Guideline Form available at www.immigratemanitoba.com/immigrate-to-manitoba/isep/.

Determine whether you will meet the minimum criteria of the ISEP (Age, Education, Official Languages Proficiency, and net worth) by the time you receive a notice with an approval-in-principle (Step 5) by the MPNP.

NOTE: You may submit a Business Concept and Interest Guideline form before graduating from a Manitoba post-secondary institution as long as you have completed at least one year of a two-year program. You will not be issued an approval in principle until you have met the minimum education criterion, meaning you have graduated from a two-year program at a designated MB post-secondary institution.

Step 2 – Explore and Research

The exploratory and research step of the process to undertake sufficient business research to support your plan and application can start immediately. Attending an ISEP information session is mandatory. To register for an information session, please send an email to immigratemanitoba@gov.mb.ca.

Based on your research and the outcome of your self-assessment, you may consider submitting a Business Concept under ISEP to the MPNP.

NOTE: The MPNP cannot endorse your Business Concept, but can provide you with objective, critical and relevant information to help you develop your Business Concept.

Step 3 – Submit your Expression of Interest

Once you have completed your research of the Manitoba market, you can submit the following:

- Your Business Concept Form
- Your Interest Guideline Form, and
- Code of Conduct for Immigration Representatives, if applicable.

If you do not meet all of the minimum pilot criteria requirements (except education), the MPNP will inform you that your business concept will not be reviewed. Please note that the business concept is NOT an application to the MPNP.

The MPNP will screen your Business Concept and determine if you can continue to the next step:

- If YES, the MPNP will conduct mandatory in-person interview. If the in-person interview is successful, the MPNP will issue a Letter of Advice to Apply (LAA) and a Business Concept Code (BCC) with further instructions to continue to the next step.
- If NO, the MPNP will inform you of the reason(s) why you will not advance to the next step. If you do not move on to the next step, please give yourself an opportunity to conduct more research and either refine your Business Concept further, or consider a different one. You must wait a minimum of two months from the date on the feedback email before you can submit a new Business Concept to the MPNP.

Step 4 - Full Application Submission

If you receive a Letter of Advice to Apply (LAA) to the ISEP, you must submit your completed application package within 90 days from the LAA issuance date. Your completed application package must include copies of all required documents along with a non-refundable CAD \$2,500 Application Fee (Please check the document checklist for payment options).

Please note that the MPNP reserves the right to request verification of your net worth and financial information by a Manitoba-designated third-party service provider. You will be notified in the LAA if the MPNP requires you to submit your net worth and financial information to a third party for net worth verification.

Please ensure that you are submitting a complete application as described by the MPNP Document Checklist. If the MPNP returns the incomplete application to you, you will have to start the process from Step 1.

Step 5 – Application Assessment

The MPNP will conduct a thorough assessment of your complete application, including another interview if necessary. If the assessment identifies concerns with your application, the MPNP will send you a Procedural Fairness Letter (PFL), which you are required to respond to by a specified deadline. If you do not respond to the PFL by the prescribed deadline, or if your response does not resolve all the concerns indicated in the PFL, your application may be refused by the MPNP.

If your application meets all of the requirements of the MPNP, you will receive an Approval in Principle letter. As part of the approval process, you must sign an ISEP Business Performance Agreement (ISEP-BPA), which will serve as a contractual agreement between you and the MPNP.

Step 6 - Meet Business Performance Agreement Conditions

Before and/or after you have signed an ISEP-BPA, MPNP immigration officers are available to answer any questions that you may have about your ISEP-BPA and the MPNP nomination requirements. As specified within your ISEP-BPA, you are required to provide regular progress reports to the MPNP.

In addition, MPNP business immigration officers may monitor your business establishment activities at any time and continue to monitor your business operation after your business establishment for minimum 6 months to verify that the terms and conditions of the ISEP-BPA, including specific timelines and reporting conditions, are being met.

Business Establishment Support

At any time during your business operation, MPNP officers can:

- Assist you with information and feedback to help you establish your business successfully in Manitoba.
- Refer you to a range of business and settlement supports depending on your specific needs.
- Assist you with the assessment or approval processes associated with the MPNP or your ISEP-BPA.

Step 7 - Nomination by the MPNP

When the MPNP has verified that you have successfully completed the terms and conditions of the ISEP-BPA, the MPNP will issue you a Certificate of Nomination, which will also be shared with Immigration, Refugees and Citizenship Canada (IRCC). The MPNP will also provide you with instructions about how to submit an application for a Permanent Resident Visa to IRCC.

Cancellation of the ISEP-BPA and Refusal by the MPNP

If any terms and conditions of the ISEP-BPA are not fulfilled within the contracted timelines, the MPNP will cancel your ISEP-BPA and refuse your application for nomination.

Instructions

If you have received a Letter of Advice to Apply (LAA) as described in Step 4 of the Process Overview, you must submit your application within 90 days from the LAA issuance date.

Please read these instructions carefully and follow the Form and Document Checklist in order to comply with the documentation requirements of the Manitoba Provincial Nominee Program (MPNP) for International Student Entrepreneur Pilot (ISEP). Non-disclosure or omission of relevant facts in the application may result in a refusal of your application.

- Unless original documents are requested, submit photocopies or notarized photocopies of all applicable supporting documents.
- Include translations of any documents in languages other than English or French. Translations must be certified and/or notarized.
- In the 'Remarks' column of the Form and Document Checklist, you must record S for Submitted, NS for Not Submitted and NA for Not Applicable/Available. You may instead use the drop-down boxes to select Submitted, Not Submitted, or Not Applicable/Available if you complete this checklist electronically.
- For all documents issued by a third party in support of your credentials/information, you must provide the contact information such as mailing address, telephone, fax numbers and e-mail address of the person/organization certifying your credentials.
- Use the Form and Document Checklist to verify that you have all the required documents. All forms including your LAA should be submitted by email to MPNP-BusinessStream@gov.mb.ca
- In case you are unable to submit any of the documents listed in the Form and Document Checklist, please submit an explanation and/or alternative documents. You may also submit any additional documents (not listed in this Form and Document Checklist) if you think it will help you to establish your credential to qualify for the MPNP.
- You should keep a copy of your complete application along with documentation for your future reference.

Non-compliance

Your MPNP application may be closed for non-compliance of Program requirements and your application fee of CAD\$2,500 will not be refunded if:

- your application is not accompanied by the required documents and forms;
- the enclosed documents are not legible; or
- you have not submitted the documents and forms within 120 days of the date your Letter of Advice to Apply (LAA) was issued.

Form and Document Submission

Send electronic forms by email to: MPNP-BusinessStream@gov.mb.ca

Note: Send a maximum of 5MB per email. Emails larger than 5MB may not be received.

ISEP Application Forms and Documents Checklist

Part I - MPNP Application Forms and Documents

If you receive a **Letter of Advice to Apply** to the MPNP-ISEP, submit these forms by email to MPNP-BusinessStream@gov.mb.ca.

Item No.	Document Details	Remarks
1.	Application Forms	
A	Manitoba Provincial Nominee Program Fee Payment Form <ul style="list-style-type: none"> Completed and signed by the Principal Applicant 	
B	Manitoba Provincial Nominee Program Generic Application Form – ISEP (MPNP APP) <ul style="list-style-type: none"> Completed by the principal applicant ONLY. Ensure that: <ul style="list-style-type: none"> appropriate questions are answered in full; and the form is signed by the principal applicant. Note: Attach additional pages where necessary.	
C	Manitoba Information Release Form (MREL) <ul style="list-style-type: none"> Completed and signed by the principal applicant and applicant’s spouse. 	
D	Manitoba Consent to Indirect Collection and Disclosure of Personal Information <ul style="list-style-type: none"> Completed and signed by the principal applicant and applicant’s spouse. 	
E	Manitoba Code of Conduct for Immigration Representatives Who Represent Applicants to MPNP <ul style="list-style-type: none"> Completed by the principal applicant and his or her representative. 	
	Declaration of Intent <ul style="list-style-type: none"> To be completed by the principal applicant 	
2.	Summary of ISEP Business Plan in Manitoba	
A	Submit details of your intended business operation. Download the guidelines regarding information required in your Business Plan at www.immigatemanitoba.com/immigrate-to-manitoba/international-education/isep/	

Part II - Government of Canada Forms

If you receive a **Letter of Advice to Apply** to the MPNP-ISEP, submit these forms by email to MPNP-BusinessStream@gov.mb.ca.

Additional Instructions:

- **Schedule 4A** – Economic Classes – Provincial Nominee - Business Nominees Form has several sections to list your assets and liabilities. Section A, B, C, E, F, and G are for the disclosure of the principal applicant’s **personal assets** and liabilities. **Do not include business assets** in these sections. Business assets must be listed in Section D of this form. The MPNP will only consider the current book value of the business shown in the audited financial statements in the calculation of your total personal net worth. You must disclose all assets and liabilities owned by you, your spouse and your dependent children in this form, **with the exception of personal effects such as jewellery, antiques, paintings, carpets, furniture and automobiles.**
- **Important: Section J of Schedule 4A** – Economic Classes – Provincial Nominee - Business Nominees Form: Section J of this form advises an applicant to submit a narrative document. This narrative document should describe all income earning activities and events of your family. Please provide occupational history and indicate the total net income that you and your spouse have received and the business and family investments and loans that you made during a given period. Please provide details for the last **twelve years (if applicable)**. Sign and include this narrative document with Schedule 4A form.
- If your spouse is a contributor to your family income and net worth, he or she must fill out his or her own narrative document.

Item No.	Document Details	Remarks
4.	You can access the listed forms at Immigration, Refugee and Citizenship Canada’s website: www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/application-package-provincial-nominees.html	
IMM 0008	Generic Application Form for Canada <ul style="list-style-type: none"> • www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm0008enu_2d.pdf 	
IMM 0008DEP	Additional Dependants/Declaration <ul style="list-style-type: none"> • www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm0008depenu.pdf 	
IMM 5669	Schedule A - Background/Declaration <ul style="list-style-type: none"> • www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5669e.pdf 	
IMM 5406	Additional Family Information <ul style="list-style-type: none"> • www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5406e.pdf 	

Item No.	Document Details	Remarks
IMM 0008_4A	Schedule 4A: Economic Classes: Provincial Nominees - Business Nominees <ul style="list-style-type: none"> • www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm0008_4ae.pdf • Please note that applicants must submit a narrative document bearing their signature and describing how their present financial resources, both family and business, were accumulated. Please see Section J of Schedule 4A for more details 	
IMM 0008_4	Schedule 4: Economic Classes: Provincial Nominees <ul style="list-style-type: none"> • www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm0008_4e.pdf 	
IMM 5562	Supplementary Information – Your Travels <ul style="list-style-type: none"> • www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5562e.pdf 	

Part III – Other Required Documents to be emailed

Please submit **digital** copies of documents scanned at 300 dpi to the Program as indicated for Items 5 to 13.

Item No.	Document Details	Remarks
5.	Identity / Marriage Information	
	Submit digital copies of:	
A	All appropriate birth, marriage, divorce, proof of separation, and/or death certificates for yourself and your spouse;	
B	National Identity Card/Certificate or Cedula (where applicable).	
6.	Children’s Information (if applicable)	
	Submit digital copies of:	
A	<ul style="list-style-type: none"> • Each child’s birth certificate (which includes the names of his/her parents) • Adoption papers • Proof of custody for children under the age of 19 	

Item No.	Document Details	Remarks
B	If your child/children resided and/or studied in Manitoba, please include: <ul style="list-style-type: none"> • Proofs of school registration and Manitoba residence, attendance reports, study permit and guardianship documents, if applicable. 	
7. Passport / Travel Documents		
IMPORTANT: Do not send original passports.		
A	Submit photocopies of Passports that are valid for at least one year for yourself, your spouse, and your dependent children. <p>Note: Children must each have their own Passport, separate from their parents.</p> <ul style="list-style-type: none"> • Submit photocopies of all pages of Passport • Submit a photocopy of your visa for the country in which you currently reside (if you reside in a different country than your nationality) <p>Note: Nationals of the People’s Republic of China should note that Public Affairs Passports are NOT valid for immigration to Canada.</p>	
8. Education and Language Proficiency Information		
A	Photocopies of degrees, diplomas or certificates from Post-Secondary Program in Manitoba for the principal applicant	
B	If you have not graduated, provide an official transcript from Post-Secondary Program in Manitoba and photocopies of your study permit. Please ensure official transcripts have Post Secondary program start date and (projected) completion or graduation date	
C	Language Proficiency Test Results for the principal applicant. More information about language tests can be found at www.immigratemanitoba.com/immigrate-to-manitoba/general-mpnp-policies/language-proficiency/	
9. Proof of Status in Manitoba and Canada		
Submit digital copies of:		
A	Your valid Off-Campus Student Visa/ Work Permit or Post- Graduation Work Permit	
B	If you currently possess any other type of open work permit, please provide a copy of it and a brief explanation of how you obtained the work permit	
C	Documents showing that you have continuously resided in Manitoba since graduation if you are applying after graduating from a two year program	

Item No.	Document Details	Remarks
D	Your Manitoba Health Card, if applicable. (i.e. work permit holders who are eligible for coverage, permit validity periods apply)	
10. Documents Pertaining to Previous Immigration Applications		
Submit digital copies of:		
A	Decision letters regarding the outcome of past applications (approval, refusal, withdrawal)	
B	All correspondence received from relevant Immigration Program, including letters, e-mails, and/or any other communication.	
11. Documents Supporting Business Ownership Experience (If applicable)		
Submit digital copies of:		
A	Curriculum vitae (or resume); summarizing your business experience and chronology of operation, management experience and educational qualifications	
B	Business licenses or business registration certificates (if applicable)	
C	Articles of Association, Incorporation or Partnership Agreements (If applicable)	
D	Financial Statements prepared by Certified / Chartered / Public / Professional Accountant (as recognized by the law in your country of residence) for the last two years. The MPNP only accepts the financial information / statements submitted by your farm business to the government authorities(if applicable)	
E	Business Income Tax Returns submitted to government tax agencies for the last two years. (if applicable)	
F	Payroll records for a period of the most recent two years of principal applicant's current business submitted to tax or other Government office. (if applicable)	

Item No.	Document Details	Remarks
12.	<p>Personal Net Worth Statement Or Financial Information</p> <p>The MPNP reserves the right to request verification of your net worth and financial information by a Manitoba-designated third-party service provider (If applicable).</p>	
	<p>Your LAA will indicate if the MPNP requires you to submit your net worth and financial information to a third-party for verification.</p> <p>If required, submit a complete report issued by one of Manitoba’s designated third-party verifiers. More information about designated third-parties can be found at www.immigratemanitoba.com/immigrate-to-manitoba/mpnp-for-business/#3.</p>	
	<p>Submit digital copies of:</p>	
A	<p>Documents to demonstrate that you possess sufficient funds to meet 12-month LICO requirements. More information about LICO can be found at www.immigratemanitoba.com/immigrate-to-manitoba/general-mpnp-policies/settlement-funds/</p>	
B	<p>Financial statements and/or other documents to support the information provided in Schedule 4A Form. Following documents may be required but not limited:</p> <ul style="list-style-type: none"> - Personal credit report for applicant, if applicable, issued by credit agency of your country or Canada - All Bank Statements for the bank accounts owned by principal applicant and spouse for the last two years - Fixed Deposit Certificates - Property and farm property ownership documents such as land titles, along with property valuation reports prepared by certified appraisers - Surrender value certificate for pension plans and insurance policies issued by plan administrator or insurance company - Stock ownership statements from depository or bank - Mortgage or other loan outstanding statements from bank or financial institution - Supporting documents for other investments, assets and liabilities 	
13.	<p>MPNP Letter of Advice to Apply (LAA)</p>	
A	<p>Submit a copy of your MPNP LAA</p>	