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Archived: June 2, 2025 2:38:52 PM
From: Immigration Representatives / Représentants immigration (IRCC)
Sent: Tue, 25 Mar 2025 12:38:05
To:
Cc: Immigration Representatives / Représentants immigration (IRCC)
Subject: TR: [redacted] Clarification on PR Application Documents, OWP Eligibility, and NOC Code Adjustments - REP-2025-0655 - Due 24-03-2025
Importance: Normal
Sensitivity: None

Good day,

[redacted] **Immigration Representatives Mailbox**

Please note that this mailbox is intended for general guidance and does not provide responses to case-specific inquiries but have provided the following information as guidance.. If you have case specific questions about a file, you are encouraged to submit the IRCC Web form.

Please see our response to your question:

Question:

1. Proof of Job Duties for PR Application

Many applicants from certain countries face challenges in obtaining **experience letters that include job duties** from their employers. In such cases, can the following documents serve as valid alternatives to demonstrate job duties?

- **Offer letter** containing roles and responsibilities.
- **Recent salary slips** from the employer.
- **Additional supporting documents** such as employment contracts, sworn affidavits, or reference letters from colleagues/supervisors.

Would these documents be considered sufficient for meeting the proof of work experience requirements, or do applicants need additional forms of evidence?

Answer:

Please be advised that we are not able to answer case-specific enquiries or intervene on a decision made by a delegated officer, as we must adhere to appropriate procedures. Case-specific enquiries should be routed via the IRCC Web form.

To be eligible for Express Entry an applicant must demonstrate work experience in a skilled occupation, during which the applicant performed the actions described in the lead statement (job description) for the occupation and performed a substantial number of the main duties of the occupation as set out in the occupational descriptions of the National Occupational Classification. An applicant may submit any evidence in order to meet this requirement – each application will be assessed on an individual basis. Please note that failure to demonstrate the required work experience will result in a refusal of the application.

Question:

2. Open Work Permit (OWP) Eligibility for Spouses of International Students

With the recent changes to the eligibility criteria for Open Work Permits for family members of international students, I seek clarification on the following scenario:

- An international student has recently completed a 1-year program from a DLI and has now extended their study permit in Canada to pursue another 1-year program.

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- Their spouse, who is currently in Canada on an open work permit, applies for an extension based on the student's new study permit.

Will the spouse's OWP extension application be assessed under the new rules that require the student to be enrolled in a master's or doctoral program, or would it still be processed under the previous eligibility criteria?

Answer:

As of January 21, 2025, only spouses of principal foreign nationals in doctorate programs, certain eligible programs or professional programs, and master's programs of 16 months or longer are eligible for an open work permit. In-Canada spouses of students may seek open work permit renewals, under the criteria that existed when their current work permit was processed, only if they are requesting a permit duration that aligns with the study authorization that the principal foreign national received to complete their current program.

Therefore, if the international student has submitted an application to extend their study permit after January 21, 2025, under a different program, they need to meet the new eligibility criteria.

Question:

3. NOC Code Adjustment After Receiving ITA

If an applicant, due to a lack of proper information, **inadvertently selects an incorrect NOC code** in their **Express Entry profile** (based on job title instead of actual job duties) and later **corrects it after receiving the ITA**, will the application still be considered valid under the following conditions?

- The applicant **updates the NOC code** in the PR application to accurately reflect the job duties performed.
- The new NOC code belongs to **the same TEER category** as the originally selected NOC code.
- The applicant provides a **Letter of Explanation (LoE)** along with supporting documents to justify the change.

Would this adjustment be accepted, or could it lead to the refusal of the application?
I would greatly appreciate any guidance you can provide on these matters. Looking forward to your response.
Answer:

The NOC may be updated after receiving an [redacted] make sure that the NOC is updated in the applicant's profile/application both under the work history and in the primary occupation if applicable. An explanation regarding the NOC change may be submitted along with the application.
Please be advised that it is an obligation for the applicant to declare all the information accurately and completely and to promptly update IRCC of any changes to their profile/application. The applicant must declare the NOC that matches their work experience based on the job duties and the job description. Failure to declare the NOC accurately may lead to a refusal of the application, and may constitute misrepresentation, barring the applicant from entering and remaining in Canada.
Please be advised that the assessment of an application is conducted on a case-by-case basis, taking into consideration the specific circumstances and the supporting documentation available to the officer. It is the applicant's responsibility to provide sufficient documentation to demonstrate that they meet the requirements.
We trust that this information will be of assistance to you.

Sincerely,

The Immigration Representatives Mailbox

From:
Sent: [redacted] 24, 2025 7:54 AM
To: Immigration Representatives / Représentants immigration (IRCC) <IRCC.ImmigrationRepresentatives-[redacted]
Subject: [redacted] | | Clarification on PR Application Documents, OWP Eligibility, and NOC Code Adjustments

[redacted]

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I hope you are doing well. As a **Regulated Canadian Immigration Consultant (RCIC)**, I have a few queries regarding recent immigration processes, and I would appreciate your clarification on the following matters:

1. Proof of Job Duties for PR Application

Many applicants from certain countries face challenges in obtaining **experience letters that include job duties** from their employers. In such cases, can the following documents serve as valid alternatives to demonstrate job duties?

- **Offer letter** containing roles and responsibilities.
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- **Additional supporting documents** such as employment contracts, sworn affidavits, or reference letters from colleagues/supervisors.

Would these documents be considered sufficient for meeting the proof of work experience requirements, or do applicants need additional forms of evidence?

2. Open Work Permit (OWP) Eligibility for Spouses of International Students

With the recent **changes to the eligibility criteria for Open Work Permits for family members of international students**, I seek clarification on the following scenario:

- An **international student** has recently completed a **1-year program** from a **DLI** and has now **extended their study permit** in Canada to pursue another **1-year program**.
- Their spouse, who is currently in Canada on an **open work permit**, applies for an extension based on the student's new study permit.

Will the **spouse's OWP extension application** be assessed **under the new rules** that require the student to be enrolled in a master's or doctoral program, or would it still be processed under the previous eligibility criteria?

3. NOC Code Adjustment After Receiving ITA

If an applicant, due to a lack of proper information, **inadvertently selects an incorrect NOC code** in their **Express Entry profile** (based on job title instead of actual job duties) and later **corrects it after receiving the ITA**, will the application still be considered valid under the following conditions?

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I would greatly appreciate any guidance you can provide on these matters. Looking forward to your response.

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Best Regards,