



INTERNATIONAL NURSE CHECKLIST

Congratulations on your new nursing position! Please refer to this document while you prepare to relocate to Vancouver. To ensure your relocation and new hire process is expedited and smooth, we encourage you to use this checklist. If you have any questions throughout the process please do not hesitate to ask us. We hope that you will keep us updated regularly to let us know when you will arrive. See you soon!

- Compile and submit application for nursing registration in British Columbia (www.crnbc.ca) or (www.crpnb.ca)
- Receive news from Registering body on status of your application – Provide outstanding documents
- Follow up with registering body to ensure that all paperwork has been received
- Receive notice from registering body that you are eligible for nursing registration* (Send this to Immigration)
- Provide tentative date of arrival
- Sign and return offer letter to Recruitment
- Ensure that Passports are valid for at least 2 years (greater than 3 is best)
- Apply for work permit to Canadian immigration, for yourself and family. Include the Labour Market Opinion provided by your employer.
(<http://www.cic.gc.ca/english/information/applications/work.asp>)
- Receive Immigration file number from Immigration and clearance to undergo medical exam
- Book medical exam with designated medical practitioner
- Medical exam complete
- Send outstanding registration documents (register for exam, pay for Provisional/temporary registration) to registering body
- If registering with CRNBC, send Form 8.1A (Application for Provisional Registration form) to Recruitment Office
- Receive nursing registration/temporary registration or Provisional Registration from registering body
- Receive work permit from Immigration.
- Advise Recruitment that processes are complete, set a start date (a month or 2 from this time), pack your belongings and book a flight to Vancouver.
- Arrive in Vancouver at least 2 weeks before start date.
- Visit Human Resources Development Centre for your Social Insurance Card Number (SIN). This is required all those who work in Canada. For office locations please visit the website
(<http://www.hrsdc.gc.ca/cgi-bin/hr-display.cgi?rc=5908&ln=e>)

* Nursing registration can be a lengthy process. Requiring qualifying courses (extra education and clinical experience) for registration purposes can possibly add 3 to 6 months to the registration process. It is critical that you continue to communicate your progress to your employer.