



Date: March 15, 2017

Application: [REDACTED]

[REDACTED]  
Email: [REDACTED]

Dear [REDACTED]

This letter confirms that your application for permanent residence in Canada was received by Immigration, Refugees and Citizenship Canada (IRCC) through your account on [REDACTED].

We created a file for your application. The application number is located in the upper right-hand corner of this letter. You must quote this application number each time you contact us.

We are reviewing your application to determine if it meets the requirements of a complete application according to Section 10 of the [Immigration and Refugee Protection Regulations](#).

If it does not meet the requirements of this section:

- we will reject your application as incomplete, and
- refund any fees paid.

### Processing of your application

IRCC tries to process most applications submitted under Express Entry in six months or less. However, processing time vary. The processing time for your application will depend on the individual circumstances of your file.

- You will be able to check the status of your application through your account.
- If IRCC needs more information to process your application:
  - o we will notify you through your account.
- Also, if you have to attend an interview at an IRCC office:
  - o we will notify you of the appointment through your account; and
  - o we will give you more instructions at that time.

### Bridging open work permit

If you are currently working in Canada on a work permit that is about to expire, and you meet all other requirements, you may use this letter to apply for a bridging open work permit. For more information, visit our [our website](#).

You are cautioned that if we reject your application for permanent residence as incomplete:

- we will refuse your completed application for a bridging open work permit; and
- your processing fees for a bridging open work permit will **not** be refunded.

### Let us know

If your situation changes, you must immediately tell IRCC by visiting our website and filling out the [Case Specific Enquiry form](#):

- Click on the link to access this form.

**Note:** This form is not available through your account.

- Upload all the relevant documents to support your change in circumstance.

**Note:** IRCC will **not** accept documents sent by mail.

Specifically, let us know if:

- your personal circumstances change:
  - e.g. birth or adoption of a child, marriage, divorce, death of a spouse, etc.
- your email address, mailing address or phone number changes
- you change your immigration representative
- you want to withdraw your application
- you lose a job offer or lose a provincial or territorial nomination.

### **Check your account**

IRCC will communicate with you through your account. It is your responsibility to check your account regularly so that you do not miss any updates.

Thank you for your interest in coming to Canada.