

PLEASE READ ALL INSTRUCTIONS BEFORE SUBMITTING AN APPLICATION

- **PLEASE NOTE THAT INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**
- **NON-NATIONALS ARE ADVISED TO BEGIN THE APPLICATION PROCESS AT LEAST THREE (3) MONTHS BEFORE THE EXPIRATION OF THEIR IMMIGRATION STAMP AND POLICE CERTIFICATE OF CHARACTER**
- **APPLICATIONS TAKE A MINIMUM OF SIX (6) TO EIGHT (8) WEEKS TO BE PROCESSED**
- **PLEASE PROVIDE THE ORIGINAL APPLICATION FORM AND ONE (1) COPY OF EACH SUPPORTING DOCUMENT IN THE FOLLOWING ORDER AS LISTED BELOW**

MANDATORY DOCUMENTS FOR ALL APPLICANTS

A. Mandatory Documents for the Applicant:

- i.** Completed application form;
- ii.** Police Certificate of Character from the applicant's country of origin (Statutory Declarations/ Affidavits must be submitted by applicants who left their country of birth prior to the age of eighteen (18) in lieu of a police record from the applicant's country of origin). The Affidavit must state the above information;
- iii.** Police Certificate of Character from any country where the applicant resided and/or attended University for a period of six (6) months or more, within the last three (3) years (where applicable);
- iv.** **Non- nationals must submit an original Police Certificate of Character** from their home country and any country where they have resided for a period of six (6) months or more, within the last three (3) years (where applicable);
- v.** Bio-data page of passport;
- vi.** Proof of Immigration status for non- nationals (-e.g.- Immigration stamp, Student Permit or Minister's Permit);
- vii.** Birth Certificate;
- viii.** Three (3) identical passport-sized photographs (must be taken against a white background, where the head and shoulders should comprise 70-80% of the vertical height of the portrait. The photographs should measure 31mm wide x 41mm long);
- ix.** Certified translations of documents in English are required if the original document is not in English; and
- x.** Please note that a Police Certificate of Character is valid for a period of six (6) months from the date of issue, unless otherwise stated by the issuing authority.

B. Mandatory Documents for the Applicant's Spouse and Dependents:

- i.** Bio-data page of passport;
- ii.** Proof of immigration status (where applicable);
- iii.** Birth Certificate;
- iv.** Marriage Certificate/ Divorce Decree Absolute/ Deed of Separation; and
- v.** An Affidavit (where applicable for any mistake on the document/s).

C. Additional Documents for the Applicant's Dependents (Where Applicable):

According to the Immigration (Caribbean Community Skilled Nationals) Act, 2022, “dependent member of the family” means:

- a. an unmarried child of a principal beneficiary, including an unmarried child of the spouse of a principal beneficiary, who is:
 - i. under the age of eighteen years;
 - ii. under the age of twenty five years and attending school or university fulltime (**applicants must submit a letter from the institution stating that the dependent is currently enrolled**);
 - iii. over the age of eighteen years and is certified by a medical practitioner as suffering from a disability and wholly dependent on the principal beneficiary as a result of the disability. (**applicants must submit proof of financial resources showing the ability to financially support the dependent, relevant medical certificates and a sworn affidavit declaring that the dependent relies solely on the applicant for his/her subsistence**).

- b. a parent of the principal beneficiary who is wholly dependent on the principal beneficiary for subsistence (**applicants must submit proof of financial resources showing the ability to financially support the dependent, relevant medical certificates if applicable and a sworn affidavit declaring that the dependent relies solely on the applicant for his/her subsistence**).

ADDITIONAL DOCUMENTS FOR THE RESPECTIVE CATEGORIES OF SKILLED WORKERS

1. University Graduates:

- i. Proof of academic qualification (Bachelor’s /Master’s/ Doctorate/ Post-Graduate Diploma/ Legal Education Certificate/ Level III Certificate from the Association of Chartered Certified Accountants (ACCA)); and
- ii. Statement on Recognition issued by the Accreditation Council of Trinidad and Tobago.

2. Holders of Associate Degrees or Equivalent:

- i. Proof of academic qualification (equivalent qualifications include 2 Cape/ 2 ‘A’ Levels, Certified Accounting Technician Qualification, and National Technician Certificates); and
- ii. Statement on Recognition issued by the Accreditation Council of Trinidad and Tobago.

3. Teachers:

- i. Proof of academic qualification (a degree/ diploma/ certificate from an accredited/ recognised institution; and
- ii. Statement on Recognition issued by the Accreditation Council of Trinidad and Tobago.

Please note the Following for University Graduates, Holders of Associate Degrees or Equivalent and Teachers:

- i. Applicants certified in professional fields governed by Statutory Bodies (e.g. Medical Services, Education, Legal Services) must submit proof of registration AND a letter of good standing with the relevant professional body;
- ii. Where the area of concentration is not stated on the academic qualification, an official University transcript must accompany the degree;
- iii. For academic qualifications awarded by an international institution via a local institution, a status letter of completion, from the local academic institution, must accompany the degree; and

- iv. Certified translations of documents in English are required if the original document is not in English.

4. Musicians:

- i. Two copies of portfolio of work, which may include photographs, videos, news reports, examples of artwork and other similar documentation;
- ii. Two letters from previous employers which clearly state the period of employment and a brief job description;
- iii. Three letters of reference which attest to work previously done; and
- iv. Five invoices dated within the last six (6) months.

5. Artistes:

- i. Two copies of portfolio of work, which may include photographs, videos, news reports, examples of artwork and other similar documentation;
- ii. Two letters from previous employers which clearly state the period of employment and a brief job description;
- iii. Three letters of reference which attest to work previously done; and
- iv. Five invoices dated within the last six (6) months.

6. Media Workers:

- i. Two copies of portfolio of work, which may include photographs, videos, news reports, examples of artwork and other similar documentation;
- ii. Two letters from previous employers which clearly state the period of employment and a brief job description;
- iii. Three letters of reference which attest to work previously done; and
- iv. Five invoices dated within the last six (6) months.

7. Sportspersons:

- i. Two copies of portfolio of work, which may include photographs, videos, news reports, examples of artwork and other similar documentation;
- ii. Two letters from previous employers which clearly state the period of employment and a brief job description;
- iii. Three (3) letters of reference which attest to work previously done; and
- iv. Five (5) invoices dated within the last six (6) months.

Please Note the Following for the Musicians, Artistes, Media Workers and Sportspersons:

- i. Where applicable, portfolios may be submitted on a flash drive or via a link;
- ii. Portfolios are not returned to the applicant;
- iii. All reference letters and letters from employers should be accompanied by a form of photographic national ID and the referee's signature and contact number;
- iv. Where applicable, applicants are advised to register with the respective Professional Body (e.g. the National Artist Registry of Trinidad and Tobago/ relevant sporting associations etc); and
- v. Certified translations of documents in English are required if the original document is not in English.

8. Professional Nurses:

- i. a Letter from The Nursing Council of Trinidad and Tobago indicating that the applicant is a nurse and stating the level of nursing for which the person is registered.

9. Artisans:

- i. Caribbean Vocational Qualification (CVQ); OR
- ii. Equivalent National Vocational Qualification (NVQ); OR
- iii. Equivalent qualification as certified by the National Training Agency of Trinidad and Tobago; and
- iv. Certified translations of documents in English are required if the original document is not in English.

10. Domestic Workers:

- i.** CARICOM Vocational Qualification (CVQ); OR
- ii.** National Vocational Qualification (NVQ); OR
- iii.** Two (2) letters of reference from previous employers that detail a brief job description; and
- iv.** Certified translations of documents in English are required if the original document is not in English.

11. Agricultural Workers:

- i.** Relevant qualification in the field (including, but not limited a Caribbean Vocational Qualification (CVQ), a National Vocational Qualification or its equivalent); OR
- ii.** Letter of recommendation from a national agricultural body (such as a representative association or Ministry with responsibility for informing of the availability of Agricultural Workers); and
- iii.** Certified translations of documents in English are required if the original document is not in English.

12. Private Security Officers:

- i.** One (1) letter/declaration from a previous employer which attests to the applicant's ability to perform the relevant tasks related to the sector. The letter must include the number of years of employment (at least one year), relevant experience, and training provided; OR
- ii.** Relevant qualification in the field, such as a Caribbean Vocational Qualification or a professional licence; AND
- iii.** Letter from the competent body responsible for maintaining the register/roster of private security officers or Estate/Island/District Constable; and
- iv.** Certified translations of documents in English are required if the original document is not in English.



Ministry of Foreign and CARICOM Affairs

Republic of Trinidad and Tobago

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PHOTO

“31mm x
41mm”

White
Background

(February 2023)

WARNING TO ALL APPLICANTS:

ANY SUCH PERSON WHO MAKES A WRITTEN OR ORAL STATEMENT KNOWINGLY TO BE FALSE OR MISLEADING IS GUILTY OF AN OFFENCE AND IS LIABLE TO A FINE AND IMPRISONMENT. **PLEASE COMPLETE THE FORM IN BLOCK LETTERS**

APPLICATION FOR CERTIFICATE OF RECOGNITION OF CARIBBEAN COMMUNITY SKILLS QUALIFICATION

Name: _____
First Name Last Name Middle Name (s)

Gender: Male Female

Marital Status: Single Married Divorced Widowed

Country of Birth: _____ Date of Birth: _____

Occupation: _____ Profession: _____

Category of Skilled Worker:

University Graduate Holder of Associate Degree or Equivalent Teacher

Media Worker Professional Nurse Musician

Sportsperson Agricultural Worker Artiste

Domestic Worker Private Security Officer Artisan

QUALIFICATIONS

<u>Qualification:</u>	<u>Institution:</u> (Name and Address) (if done via distance learning state through which Institution)	<u>Year</u>

Passport Number: _____ **Expiry Date:** _____

Place and Date of Issue: _____

(Non-Nationals Only) Expiry Date of Trinidad and Tobago Immigration Stamp: _____

(Non- Nationals Only) Address in Home Country: _____

Address in Trinidad and Tobago: _____

Telephone Number- Trinidad and Tobago: _____ **Home Country:** _____

Email: _____

Name of Employer (Organization): _____

Current Work Address (if applicable): _____

Intended place of work (if known): _____

SPOUSE AND DEPENDENTS

<u>Name of Spouse/Dependent</u>	<u>Relationship to Applicant</u>	<u>Date of Birth</u>	<u>Passport Number</u>	<u>Expiry Date of Passport</u>

I, the undersigned, do solemnly declare that all statements made in this application are true. I am also aware that when a Certificate of Recognition of Caribbean Community Skills Qualification (Skills Certificate) is issued to me, I am only allowed to work in the category for which it was approved.

Date: _____ **Signature of Applicant:** _____

FOR OFFICIAL USE ONLY

Comments: