1. The Applicant fills out one of our online application forms, or simply emails or faxes our representative a detailed resume or curriculum vitae.

2. IMMIGRACE will thoroughly analyze your current situation and circumstances vis-à-vis the current Quebec regulations and requirements, and explain your realistic chances of qualifying for a given visa to Canada. We will explain any options that are available to you and offer solutions. We will take your case only if we feel that we can see it through to a successful completion. Once you decide that you wish to retain IMMIGRACE, you will be advised of our fees and your payment options.

3. If we feel that you have at least a 90% chance success, a Service Retainer Agreement is signed between IMMIGRACE and you, which officially appoints us as your legal representative.

4. Our experts carefully analyze your particular case and all your submitted documents and consult you on which supporting documents are missing.

5. Upon completion of all analysis, preparation, and revisions, your application and all the supporting documents are submitted to the appropriate Canadian Quebec visa post at the Canadian Embassy.

6. IMMIGRACE carefully monitors your files and is in regular contact with the appropriate government bodies, in order to expedite your case as much as possible. You are regularly advised of the current status of your application. We are notified when a visa post requires any additional documentation or information, and take immediate action to inform you and to address the issue accordingly. In case of changes in your Application, you options are carefully explained to you and appropriate action is promptly taken to remedy the situation.

7. At this stage, you will receive by mail a Quebec Certificate of Selection - Certificat de sélection du Québec (CSQ), the official immigration document issued by the Government of Québec OR you will be invited for a selection interview. You will have to attend the interview at the visa post where you application was submitted. If you interview is successful, you will then receive your Certificat de sélection du Québec (CSQ). If an interview is required IMMIGRACE

will fully prepare you for the interview, in order to minimize any possibility of surprises or eventualities.

8. Once the Certificat de sélection du Québec is issued, IMMIGRACE submits the Certificate together with a Federal application and the corresponding Federal government fees, to the designated Canadian visa post that is responsible for processing these applications from your country of domicile or nationality.

9. Since the Federal government is the one that actually issues the permanent residence immigrant visa, it is responsible for administering medical exams and checking the applicant's criminal and security backgrounds. You will be issued medical forms.

10. Once the medical and police/security requirements are satisfied, the Canadian visa office will request that the client sends them his/her current passport and the passports of all his accompanying family members, so that the immigrant visas may be pasted into them.

11. The passports are sent by the client to IMMIGRACE's head office in Toronto, Canada.

12. IMMIGRACE forwards the passports to the visa post, which in terns issues and pastes the visas into the clients' passports and returns the passports to IMMIGRACE's head office in Toronto, via courier service.

13. The passports with the visas are couriered back to the client and the client the client has 12 months from the date of his/her medical test, to physically arrive to Canada. IMMIGRACE provided our clients with valuable settlement advice and assistance when they are finally ready to go. Our services also include comprehensive settlement services for clients who arrived to their destinations.

14. Once the client arrives to Canada, IMMIGRACE commences the settlement services.