

The Canadian Embassy
Immigration Section
Starokonyushenny Pereulok 23
Moscow 119002
Russia

Attn.: Immigration officer

Dear Sir or Madam,

I am writing this letter to give you the answers to some questions that might arise when you will be processing my application.

Firstly, I'd like to list the documents I included in the application besides those required by official rules.

My graduation thesis in the university was dedicated to the automation of the University Academic Council Workflow; its main goal was to create and to document the software tool that helps to solve specific automation tasks. Although my speciality was "Aircraft Instruments and Measuring/Computing Systems", I was allowed to prepare this graduation thesis by the agreement between Ulyanovsk State Technical University, where I have studied, and Ulyanovsk State University, where I have worked at that time.

I defended the graduation thesis successfully and the program was copyrighted by Russian Agency for Copyright Protection of Computer Programs, Databases and Integrated-Circuit Layouts. I included the notarized copy of the corresponding certificate in the application to prove that this program was registered for legal commercial use.

Besides, I included several skill certificates issued by online testing system www.brainbench.com to prove my qualification in such areas of knowledge, as computer software/hardware and English language. Please note, that my first name is spelled "Valeri", but not "Valery" in those certificates, because I did not yet have a foreign passport as a reference and had to transliterate the name by myself before undergoing skill tests. Copies of these certificates are not notarized, because Russian legislation does not allow to notarize copies of documents, that are written in language other than Russian.

My wife's second cousin is the citizen of Canada and she agreed to help us during our establishment in Canada; she is ready to help us to find a suitable accommodation and to provide references for our future employers. You can find details in her recent letter accompanied by an English translation, that I also included in my application.

Mine and my wife's national passports' numbers are printed in the "Identity card number" fields of application form. Copies of main pages of both passports are included in the application.

Next, I'll give some specific details concerning my work experience and professional skills.

The majority of my job duties in the position of Head of Sales Department in "Elka-Palka" Limited Company and in the position of Head of Software/Hardware Department in "Vertoplet" Limited Company are classified as occupation 2171 "Information Systems Analyst" in the NOC. However, these positions have names that do not exactly reflect my main duties. This is so because upon my

employment in both enterprises mentioned above, the positions were chosen by directors from the approved personnel arrangements, which had not included suitable positions for systems analysts.

And at last, I'd like to explain several details concerning the application.

The *Russian Federation* became independent in 1991, when the *USSR* ceased to exist; *Ulyanovsk Polytechnic Institute* was reorganized into *Ulyanovsk State Technical University* in 1993; *Ulyanovsk Branch of Moscow M.V.Lomonosov State University* was reorganized into *Ulyanovsk State University* in 1996; Federal Treasury Department for Ulyanovsk Region moved from *38 L.Tolstogo Street* to *50/1 Goncharova Street* in 2003. According to the changes described above, different names and addresses are used in the application and in the documents, depending on the date they are referred to.

Notarized copies of both workbooks included in the application do not include copies of their last pages. This is because Russian legislation does not allow to notarize workbook pages without both employment and dismissal records for the same employment, and there are no dismissal records for current employments. Anyway, I included plain (not notarized) copies of those pages in the application.

I hope that information I provided in this letter will help you in processing my application.

Best regards,

Name M. Surname