

# Alberta Express Entry Stream

## Alberta Advantage Immigration Program

### Document Checklist for the Alberta Advantage Immigration Program (AAIP) Portal

Follow the document checklist to submit a complete application in the portal. Some documents must be provided by all candidates and others only apply under specific circumstances.

If any documents are missing, your application may not be accepted for processing. The AAIP does not guarantee that all complete applications received by the AAIP will be assessed or that all candidates who meet the assessment criteria will be issued a nomination. Review the terms and conditions for all worker streams on the website at [Alberta.ca/how-to-apply-to-aaip-worker-streams](https://alberta.ca/how-to-apply-to-aaip-worker-streams). Submission of an application or nomination by the AAIP does not guarantee you will be issued a permanent resident visa.

#### Certified Translation

Provide a certified translation with any documents that are not in English or French and upload your translation documents with copies of the original documents. Visit the Association of Translators and Interpreters of Alberta (ATIA) to find a certified translator in Canada. [Atia.ab.ca](https://atia.ab.ca)

**Important:** AAIP will verify the information you declared in the Worker Expression of Interest (EOI) was accurate at the time of application submission. Please refer to the Worker EOI Section of this document checklist for information on additional documents that may be required based on the information you provided in the Worker EOI. AAIP will also assess your application to ensure it meets the eligibility requirements for the specific stream and selection draw under which you were invited.

#### Mandatory forms and documents required by all Candidates

| Document                                | Requirements   |
|---|--|
| Valid passport(s)                       | <b>Candidate and spouse/common-law partner (if applicable):</b> <ul style="list-style-type: none"><li>• Upload only the personal information page and any pages showing the expiry and renewal date(s) on the passports.</li></ul>   |
| Work permit(s)                          | <b>Candidate only:</b> <ul style="list-style-type: none"><li>• Upload all your past Canadian work permits, if applicable.</li></ul>  |
| Educational Credential Assessment (ECA) | <b>Candidate and spouse/common-law partner (if applicable):</b> <ul style="list-style-type: none"><li>• You must provide an ECA report for immigration purposes if you completed your education outside Canada, and:<ul style="list-style-type: none"><li>○ you are qualifying as a principal applicant of the Federal Skilled Workers Program, or</li><li>○ you are earning Express Entry points for education you got outside Canada for any federal Express Entry program</li></ul></li><li>• You must provide an ECA for your spouse/common-law partner if they are coming to Canada with you and you are earning Express Entry points for their education.</li><li>• The ECA must be for your highest level of education and be issued by one of the Immigration, Refugees and Citizenship Canada (IRCC) designated organizations listed at <a href="https://Canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/documents/education-assessed/how.html#designated">Canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/documents/education-assessed/how.html#designated</a></li></ul> |

| Document  | Requirements  |
|---|---|
| Education credential documents  | <p><b>Candidate and spouse/common-law partner (if applicable):</b></p> <ul style="list-style-type: none"> <li>Do not include educational documents for your dependants.</li> <li>Upload all degrees, diplomas and certificates (from Canada and outside of Canada).</li> </ul>  |
| Language assessment   | <p><b>Candidate and spouse/common-law partner (if applicable):</b></p> <ul style="list-style-type: none"> <li>Upload a single language assessment results document for each test type per person.</li> <li>If you are earning points for your spouse/common-law partner's language ability, you must also provide a language assessment for them.</li> <li>The test results cannot be more than two years old based on the date your test was taken. <b>Note:</b> If you are nominated, your language test results included with your application for permanent residence will also need to be less than two years old. You may need to update your test results prior to applying to the federal government.</li> <li>You must provide a language assessment result for one of the following tests: <ul style="list-style-type: none"> <li>Canadian English Language Proficiency Index Program (CELPIP) General Test</li> <li>International English Language Testing System (IELTS) General Training Test</li> <li>Test d'évaluation de français Canada (TEF Canada)</li> <li>Test de connaissance du français Canada (TCF Canada)</li> </ul> <b>Note:</b> AAIP is not currently accepting the Pearson Test of English. </li> <li>Test results must meet the minimum IRCC Express Entry standards outlined at <a href="https://Canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/documents/language-requirements.html">Canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/documents/language-requirements.html</a></li> </ul> |
| Employment reference letter(s)  | <p><b>Candidate and spouse/common-law partner (if applicable):</b></p> <ul style="list-style-type: none"> <li>Upload reference letter(s) for: <ul style="list-style-type: none"> <li>your current employment, and</li> <li>your previous employment from Canada and outside of Canada (if applicable), and</li> <li>your spouse or common-law partner's current or previous employment within Canada only (if applicable)</li> </ul> </li> <li>Reference letter(s) must be signed by a manager or supervisor from the company.</li> <li>Reference letter(s) must be on the company letterhead and must include: <ul style="list-style-type: none"> <li>job title</li> <li>salary</li> <li>period of employment including start date and end date for each occupation performed</li> <li>hours of work per week</li> <li>main job duties you perform on a daily basis* (see note below)</li> <li>education, skills, knowledge and work experience necessary for duties</li> <li>employer contact information including business email address</li> </ul> </li> <li>You may also upload your employment contract(s) or job offer letter(s) that include this information.</li> <li><b>Note:</b> When listing main job duties, do not copy job duties from the National Occupational Classification (NOC) code description.</li> </ul>   |
| Apprenticeship and Industry Training (AIT) recognized trade certificate | <p><b>Candidate (if applicable):</b></p> <ul style="list-style-type: none"> <li>Upload your AIT recognized trade certificate if your occupation and work experience are in a trade occupation.</li> <li>You can check if your trade certificate is recognized by AIT at <a href="https://Tradesecrets.alberta.ca/experiencedworkers/recognized-trade-certificate">Tradesecrets.alberta.ca/experiencedworkers/recognized-trade-certificate</a></li> </ul>  |

| Document   | Requirements  |
|--|---|
| Licensing, registration and certification (excluding trade certificates) | <p><b>Candidate (if applicable):</b></p> <ul style="list-style-type: none"> <li>• Upload all licences, registration and certification documents required to work in your occupation in Alberta.</li> <li>• For information on the licensing, registration and certification requirements, review both the Certification Requirement and Educational Requirement sections for your occupation on the Alberta Learning Information Service (ALIS) OCCinfo website. <a href="https://alis.alberta.ca/occinfo/occupations-in-alberta">Alis.alberta.ca/occinfo/occupations-in-alberta</a></li> </ul> |

## Documents required for Candidate's Alberta Job Offer and Employment Requirements

The following document requirements apply to all Alberta Express Entry Stream candidates.

These documents should be submitted into the Alberta Job Offer and Contract section in the AAIP Online portal, where applicable and where they can be provided by the candidate.

For employer-specific documents required to verify business and job offer legitimacy and that the employer is positioned to support your job offer as described by AAIP criteria, the AAIP will contact your employer directly to request that information. Further details on the documents the AAIP may request directly from your employer are further below.

| Document   | Requirements  |
|--|---|
| AAIP – Employer Declaration and Authorization Form | <ul style="list-style-type: none"> <li>• All applicants must submit a completed, signed Employer Declaration and Authorization Form at the time of application. There are no exceptions. If this form does not accompany your application, your application will be declined.</li> <li>• Work with your employer to ensure the Employer Declaration and Authorization Form is included with your application. If your employer is unwilling to complete the form to the best of their ability and provide it to you, you must not submit an application.</li> <li>• Go to the website to get the current version of the form at <a href="https://alberta.ca/how-to-apply-to-aaip-worker-streams">Alberta.ca/how-to-apply-to-aaip-worker-streams</a>. <ul style="list-style-type: none"> <li>○ To be accepted for processing the form must be complete and dated and signed by an authorized signing official of your Alberta employer (defined as the owner (such as the sole proprietor, or a partner of a partnership), officer of a non-profit organization, corporate director or corporate officer, or individual with delegated authority for the business (as defined at <a href="https://canada.ca/en/revenue-agency/services/tax/representative-authorization/access/levels-scope.html">Canada.ca/en/revenue-agency/services/tax/representative-authorization/access/levels-scope.html</a>)).</li> </ul> </li> </ul> |
| Alberta job offer(s) and employment contract(s)    | <ul style="list-style-type: none"> <li>• Upload your current Alberta job offer or employment contract.</li> <li>• Your job offer or employment contract must: <ul style="list-style-type: none"> <li>○ be on company letterhead</li> <li>○ show the job title</li> <li>○ show your base wage/salary, along with all other lump sum compensation such as sales commissions, shares or stock options.</li> <li>○ show duration of employment</li> <li>○ show working conditions including location of employment and hours of work per week</li> <li>○ show job duties</li> <li>○ be signed by you and your Alberta Employer</li> <li>○ include employer contact information</li> </ul> </li> </ul>   |

| Document  | Requirements   |
|---|--|
| Alberta job offer(s) and employment contract(s) - continued | <p><b>Additional job offer/contract information and documents (if applicable)</b></p> <ul style="list-style-type: none"> <li>• If you hold voting shares for the Alberta employer for which you are working or have a job offer, upload documentation showing names of shareholders and percentage of ownership for the business (if applicable). <ul style="list-style-type: none"> <li>○ Accepted documents include: Certificate of Incorporation and Memorandum and Articles of Association, Subscriber's Resolution, Register of Directors and or Share register and/or Certificate of Incumbency.</li> </ul> </li> <li>• If you will be working or are currently working at a home-base business in Alberta your employer must be authorized to operate that business location from a personal residence. Confirm requirements for home-based businesses for your Alberta location of residence with your employer and upload business licence, if applicable.</li> <li>• For religious occupations only: Any deductions for meal and lodging expenses allowed under Employment Standards (<a href="https://www.alberta.ca/deductions-from-earnings.aspx">Alberta.ca/deductions-from-earnings.aspx</a>) must be set out in the job offer or employment contract. Written authorization from you, the employee, must be provided for any deductions set out in the contract or job offer.</li> </ul> |
| Business licence  | <ul style="list-style-type: none"> <li>• Provide a copy of your employer's current business licence, if applicable.</li> </ul>   |

Note on employer-specific documents:

If your employer/company is publicly traded and provides financial data on their company website that may be accessed by the general public, the documents listed below will not be required from your employer.

If your employer/company is not publicly traded and does not provide financial data on their company website that may be accessed by the general public, the documents listed in the section below will be requested from your employer separately after you submit your application. Please ensure your employer is made aware the AAIP reserves the right to ask for the following documents to verify the job offer and legitimacy of the employer's business for the purpose of determining your eligibility for nomination. A decision on your eligibility may be made based on these documents. Some examples of documents or information that the AAIP may request directly from your employer's authorized signing official include one or more of the following:

- authorization to access Canada Revenue Agency My Business Account online
- financial documents (such as T2-Corporation Income Tax Return, T2125- Statement of business or professional activities, T4 Summary of Remuneration paid (T4 SUM form), PD7A - Statement of account for current source deductions)
- business activity documents (such as invoices and contracts, franchise agreement, equipment registration)
- location of business documents (such as rental or lease agreement or ownership/title, business advertisement, and site pictures)
- recruitment effort and staffing planning or organizational structure documents
- municipal/provincial/territorial business license or letter of exemption

## Documents required to validate the information you declared in the Worker Expression of Interest (EOI)

The following supporting documents may be required to validate the accuracy of the information you declared in the Worker EOI. You only need to submit supporting documents for categories in which you claimed points.

| Points  | Document requirements   |
|---|---|
| Alberta relative points                                 | <p><b>Candidate only:</b></p> <ul style="list-style-type: none"> <li>• Documents must be submitted if you claimed you had an Alberta relative in your Worker EOI.</li> <li>• Upload proof of the family relationship between you and your Alberta relative (e.g. birth certificate, adoption documents, etc.).</li> <li>• Upload proof of your Alberta relative's Canadian permanent residence or citizenship.</li> <li>• Upload proof of your Alberta relative's residency in Alberta. to the website.</li> </ul> <p><b>Note:</b> Do not provide documents for your other relatives or any relatives of your spouse/common-law partner.</p>  |
| Education points  | <p><b>Candidate only:</b></p> <ul style="list-style-type: none"> <li>• You must upload an Educational Credential Assessment (ECA) for immigration purposes if you: <ul style="list-style-type: none"> <li>○ claimed points based solely on an foreign education credential, or</li> <li>○ you claimed the additional points for education in Alberta or elsewhere in Canada and completion of a foreign credential was required to enter into your Alberta or other Canadian post-graduation credential program.</li> </ul> </li> </ul>   |
| Job offer and provisional/full Alberta licensure points | <p><b>Candidate only:</b></p> <ul style="list-style-type: none"> <li>• Only candidates who have an Alberta job offer in a regulated occupation <u>and</u> who meet the requirements set out by the professional regulatory body or Alberta Apprenticeship and Industry Training (AIT) to practice in that occupation in Alberta will be awarded points.</li> <li>• Many certifications and licensure types exist depending on a profession's levels of practice: <ul style="list-style-type: none"> <li>○ Submit copies of your provisional or full license from the Alberta body that regulates your profession. Visit <a href="https://alberta.ca/foreign-qualification-recognition">alberta.ca/foreign-qualification-recognition</a> for detail.</li> <li>○ For designated or regulated trades, provide copies of a valid Alberta Qualification Certificate or a trade certificate recognized by Alberta Apprenticeship and Industry Training. Visit <a href="https://tradesecrets.alberta.ca/become-certified/">tradesecrets.alberta.ca/become-certified/</a> for details.</li> </ul> </li> </ul> |

## Forms required by Candidates using a representative or who are including dependants in their application

| Document                            | Requirements  |
|-------------------------------------|---|
| AAIP – Dependant Authorization Form | <ul style="list-style-type: none"> <li>Go to the website to get the current version of the form. <a href="https://alberta.ca/system/files/custom_downloaded_images/lbr-aaip-authorization-spouse-dependants-information-form.pdf">Alberta.ca/system/files/custom_downloaded_images/lbr-aaip-authorization-spouse-dependants-information-form.pdf</a></li> <li>To be accepted for processing the form must be complete, dated and signed.</li> <li>Your spouse, common-law partner and dependants aged 18 and over must complete and sign all sections of the form that are applicable to them.</li> </ul> |
| AAIP – Use of Representative Form   | <ul style="list-style-type: none"> <li>Go to the website to get the current version of the form. <a href="https://alberta.ca/system/files/custom_downloaded_images/lbr-aaip-candidate-representative-form.pdf">Alberta.ca/system/files/custom_downloaded_images/lbr-aaip-candidate-representative-form.pdf</a></li> <li>To be accepted for processing the form must be complete, dated and signed.</li> <li>You must complete and sign all sections of the form that are applicable to you.</li> </ul>  |

### Submitting your application

- Visit the website to review criteria and application guidelines. Applications that do not meet these criteria and guidelines will be declined. [Alberta.ca/aaip-alberta-express-entry-stream](https://alberta.ca/aaip-alberta-express-entry-stream)
- Complete every question and section on the portal. Refer to the Helpful Hints document which has tips on submitting a complete application in the portal. [www.alberta.ca/system/files/custom\\_downloaded\\_images/lbr-aaip-helpful-hints.pdf](https://www.alberta.ca/system/files/custom_downloaded_images/lbr-aaip-helpful-hints.pdf)
- If any documents are missing, your application may not be accepted for processing.
- If required, the program may request additional information or documents which may affect processing times.
- Be careful when you upload your supporting documents and ensure you read the instructions in the portal. Read the checklist carefully and upload documents in the file format indicated in the portal.