# Alberta Opportunity Stream – **Document Checklist for the Alberta Advantage Immigration Program Portal**

Follow the document checklist to submit a complete application in the portal. Most documents are mandatory for all applicants. There are a few documents that apply only to individuals using a third party representative or working in regulated occupations and trades.

If any documents are missing, your application may not be accepted for processing. The Alberta Advantage Immigration Program does not guarantee that all complete applications received by the program will be assessed or that all candidates who meet the assessment criteria will be issued a nomination. Review the terms and conditions for the Alberta Opportunity Stream on the website at **Alberta.ca/aaip-alberta-opportunity-stream.aspx** Submission of an application or nomination by the program 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. **www.atia.ab.ca**

| Mandatory forms and documents required by all Candidates | |
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| **Document** | **Requirements** |
| Valid passports | **Candidate only:**<br>• Upload only the personal information page and any page(s) showing the expiry and renewal date(s) of the passport(s). |
| Work permit(s) | **Candidate only:**<br>• Upload your current Alberta work permit. It must meet the work permit type standards outlined on the Alberta Opportunity Stream page. **Alberta.ca/aaip-alberta-opportunity-stream-eligibility.aspx**<br>• Upload all your past Canadian work permits (if applicable). |
| Language assessment | **Candidate only:**<br>• Upload a single language assessment results document.<br>The program accepts only the following designated language assessments:<br> ▪ Canadian English Language Proficiency Index Program (CELPIP) General Test, or<br> ▪ International English Language Testing System (IELTS) General Training Test, or<br> ▪ Test d'évaluation de français Canada (TEF Canada), or<br> ▪ Test de connaissance du français Canada (TCF Canada)<br>• Test results must meet the minimum standards outlined on the Alberta Opportunity Stream page. **Alberta.ca/aaip-alberta-opportunity-stream-eligibility.aspx**<br>Do not include language assessment results for family members. |

| Document | Requirements |
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| Labour Market Impact Assessment(s) **OR** Evidence of Exemption | **Candidate only:**<br><br>• Upload all of your Labour Market Impact Assessments (LMIAs) from Service Canada/ Employment and Social Development Canada (ESDC). Include a copy of both the Confirmation Letter and the Annex for all LMIAs uploaded.<br><br>• If an LMIA does not exist, upload the documents to show the exemption used for the work permit (e.g. North American Free Trade Agreement, etc.). The best types of documents to provide are:<br>  ▪ copy of letter to visa office requesting the exemption, or<br>  ▪ approval from visa office stating the exemption.<br>  ▪ If you do not have one of these two documents, you can provide another document from IRCC demonstrating the exemption. Print outs of exemption information from the IRCC website do not meet this requirement<br>  ▪ If you are a Post-Graduation Work Permit holder, the work permit is proof of your exemption. |
| Education:<br><br>Education credential documents **AND** Educational Credential Assessment (ECA) | **Candidate only:**<br><br>There are **two types of education documents** you must provide in a single document for the Education upload:<br><br>**1. *Education credential documents***<br><br>• Upload all your secondary and post-secondary degrees, diplomas and certificates (from Canada and outside of Canada).<br>  ▪ If you have a valid Alberta Qualification Certificate or a trade certificate recognized by Alberta Apprenticeship and Industry Training (AIT), you may use it to demonstrate you meet the minimum high school requirement. You can check if your trade certificate is recognized by AIT at **tradesecrets.alberta.ca/become-certified/out-of-province-certificates/recognized-trade-certificates/**<br>  ▪ If you are a Post-Graduation Work Permit holder you must upload transcripts for your Alberta education credential to demonstrate your education is related to your current occupation and work experience.<br>  ▪ If your transcripts do not include your date of enrollment for your program (the date you started attending your program) you must upload an official document from your institution that proves your enrollment date. Confirmation documents vary by institution; contact your institution to determine available documentation to meet this requirement.<br><br>**2. *Educational Credential Assessment (ECA) - Required as of January 1, 2021***<br><br>• If you completed your education outside of Canada, you must also upload an Educational Credential Assessment (ECA) report for immigration purposes for your highest level of education from a designated organization. The IRCC website lists the designated organizations for ECAs: **canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/documents/education-assessed/how.html#designated**<br><br>• You do not need to provide an ECA if:<br>  o You have a Canadian degree, diploma or certificate from a recognized Canadian post-secondary, technical college or secondary institution, or<br>  o You have a valid Alberta Qualification Certificate or a trade certificate recognized by Alberta Apprenticeship and Industry Training (AIT).<br>  **Tradesecrets.alberta.ca/become-certified/out-of-province-certificates/recognized-trade-certificates/**<br>  **Tradesecrets.alberta.ca/trades-in-alberta/compulsory-certification-trades/**<br>  **Tradesecrets.alberta.ca/trades-in-alberta/optional-certification-trades/**<br><br>Do not include education documents for family members. |

| Document | Requirements |
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| Pay statements | **Candidate only:**<br><br>• Upload Statements of Earnings (pay statements/pay stubs).<br>    ▪ You must include your Statements of Earnings for each pay period for up to the past 3 months to demonstrate that you are currently employed in Alberta and meeting wage requirements.<br>    ▪ A Statement of Earnings must list the pay period, hourly rate of pay, number of hours worked in the pay period, deductions and any taxable benefits. Statements of Earnings must meet Alberta Employment Standards Code requirements: **Alberta.ca/documents/Payment-of-Earnings.pdf**<br>    ▪ Do not upload statements created via a payroll deductions online calculator. These documents state that they are not intended to be used as a statement of earnings. These do not meet Alberta Employment Standards Code requirements.<br>    ▪ The program may request additional pay statements or other income documents to verify full-time work experience in Canada or overseas. |
| Employment reference letter(s) | **Candidate only:**<br><br>• Upload reference letters for your qualifying full-time work experience in your current occupation (either 12 months work experience in Alberta in past 18 months or 24 months in Canada and/or abroad in past 30 months).<br><br>• Post-Graduation Work Permit holders who graduated from an approved Alberta post-secondary institution must upload reference letters for your qualifying full-time work experience in your current occupation for 6 months full-time work experience in your current occupation in Alberta within the last 18 months.<br><br>• Your reference letter(s) must be signed by a manager or supervisor from the company.<br><br>• Your reference letter(s) must be on the company letterhead and must include:<br>    ▪ job title<br>    ▪ salary<br>    ▪ period of employment including start date and end date for each occupation performed<br>    ▪ hours of work per week<br>    ▪ main job duties you perform on a daily basis* (see note below)<br>    ▪ education required<br>    ▪ skills and knowledge necessary for duties<br>    ▪ work experience required<br>    ▪ employer contact information including business email address<br><br>• For your current occupation in Alberta, you must provide both a reference letter and a job offer/employment contract.<br><br>• If you are unable to provide a reference letter for previous work experience, you may upload your employment contract(s) or job offer letter(s) that include this information or other documents that provide the employment information stated above.<br><br>**\*Note:** When listing main job duties, do not copy job duties from the National Occupational Classification (NOC) code description. |

| Document | Requirements |
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| Alberta job offer(s) and employment contract(s) | **Candidate only:**<br><br>• Upload your Alberta job offer or employment contract for your current job. The offer/contract must meet the minimum job offer standards and be for an eligible occupation as outlined on the Alberta Opportunity Stream page. **Alberta.ca/aaip-alberta-opportunity-stream-eligibility.aspx**<br><br>Your job offer or employment contract must also:<br>　▪ Be on letterhead<br>　▪ Show the salary/wage<br>　▪ Show duration of employment<br>　▪ Show working conditions (e.g. hours of work per week)<br>　▪ Show job duties<br>　▪ Be signed by you and your Alberta Employer<br>　▪ Include employer contact information<br><br>For religious occupations only: Any deductions for meal and lodging expenses allowed under Employment Standards (**Alberta.ca/deductions-from-earnings.aspx**) 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. |

## Documents required by Candidates working in trades and regulated occupations only

| Document | Requirements |
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| AIT recognized trade certificate | **Candidate (if applicable):**<br><br>• Upload your AIT recognized trade certificate if your occupation and work experience are in a trade occupation.<br>　• You must upload an AIT recognized trade certificate if you are working in a compulsory trade in Alberta.<br>　• You may upload a trade certificate if you are working in an optional trade in Alberta.<br><br>You can check if your trade certificate is recognized by AIT at **Tradesecrets.alberta.ca/experiencedworkers/recognized-trade-certificate** |
| Licensing, registration and certification (excluding trade certificates) | **Candidate (if applicable):**<br><br>• Upload all licenses, registration and certification documents required to work in your occupation in Alberta. See AIT recognized trade certificate section for information on trade certificates that must be provided.<br><br>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. **alis.alberta.ca/occinfo/occupations-in-alberta/** |

| Forms required by Candidates using a representative or who are including dependants in their application | |
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| **Document** | **Requirements** |
| Alberta Advantage Immigration Program Dependant Authorization Form | Go to the website to get the current version of the form. **Alberta.ca/aaip-alberta-opportunity-stream-how-to-apply.aspx**<br><br>To be accepted for processing the form must:<br><br>• Be complete, dated and signed.<br>• 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. |
| Alberta Advantage Immigration Program Use of Representative Form | Go to the website to get the current version of the form. **Alberta.ca/aaip-alberta-opportunity-stream-how-to-apply.aspx**<br>To be accepted for processing the form must:<br><br>• Be complete, dated and signed.<br>• You must complete and sign all sections of the form that are applicable to you. |

- 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-opportunity-stream.aspx**
- 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. **Alberta.ca/assets/documents/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.

If you need help with your Alberta Advantage Immigration Program application, email lbr.pnpoffice@gov.ab.ca.