Foreign Graduate Entrepreneur Stream – **Business Application Document Checklist**

Note: Only candidates that have received a Request to submit Business Application email from the Alberta Advantage Immigration Program are eligible to submit a Business Application under the Foreign Graduate Entrepreneur Stream. You must submit your Business Application using the Alberta Advantage Immigration Program portal and will need to include the documents listed below. Most documents are mandatory for all candidates; however, there might be some documents that apply to your individual situation. You must provide all documents that demonstrate the points that you claimed on your Expression of Interest (EOI). If any documents are missing, your Business Application may not be accepted for processing.

The Alberta Advantage Immigration Program does not guarantee that all complete Business Applications received will be assessed or that all candidates who meet the assessment criteria will be approved and/or issued a nomination. Review the terms and conditions for the Foreign Graduate Entrepreneur Stream on the website at **Alberta.ca/aaip-foreign-graduate-entrepreneur-stream-how-to-apply.aspx.** Submission of a Business Application or nomination by the Alberta Advantage Immigration 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**

Documents required by all Candidates	
Document	Requirements
Valid Passport(s)	**Candidate:** • 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 (if applicable):** • Upload your Canadian work permit(s) if you claimed Canadian work experience in your Expression of Interest (EOI).

Language Assessment	**Candidate:**
	• Upload a copy of your language assessment.
	  • The test results cannot be more than two years old at the time of EOI submission.
	  • The Alberta Advantage Immigration Program accepts only the following designated language assessments:
	    ▪ Canadian English Language Proficiency Index Program (CELPIP) General Test, or
	    ▪ International English Language Testing System (IELTS) General Training Test, or
	    ▪ Test d'évaluation de français (TEF) Canada, or
	    ▪ Test de connaissance du français (TCF) Canada
	  • Test results must meet the minimum standards outlined on the Foreign Graduate Entrepreneur Stream page.
	Alberta.ca/aaip-foreign-graduate-entrepreneur-stream-eligibility.aspx

Education	**Candidate:**
	
	• Upload your post-secondary degree that you completed from a post-secondary institution from outside of Canada.
	
	• This degree must:
	    ▪ have been completed in the two year prior to the submission of your EOI, and
	    ▪ must be equivalent to a Canadian degree.
	
	• You must include a copy of Education Credential Assessment (ECA) for your post-secondary degree. The Immigration, Refugees and Citizenship Canada (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

AIT Recognized Trade Certificate	**Candidate (if applicable):**
	
	• Upload your Alberta Apprenticeship and Industry Training (AIT) recognized trade certificate if you will be working in a trade in Alberta.
	
	  • A recognized trade certificate is one of the following:
	    ▪ AIT Qualification Certificate, or
	    ▪ Interprovincial Red Seal, or
	    ▪ AIT-Recognized Trade Certificate
	      Tradesecrets.alberta.ca/experiencedworkers/recognized-trade-certificate
	  For a list of designated trades in Alberta, visit:
	    Tradesecrets.alberta.ca/trades-in-alberta/compulsory-certification-trades/
	
	    Tradesecrets.alberta.ca/trades-in-alberta/optional-certification-trades/

Licensing, Registration and Certification (excluding trade certificates)	**Candidate (if applicable):**
	
	• Upload all licenses, registration and certification documents required to work in your occupation in Alberta.
	
	  • 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

Qualified Service Provider Report	• Upload your Qualified Service Provider Report *(Applicable only if requested in the 'Request to submit Business Application' email that you received from the Alberta Advantage Immigration Program).* It must include your net worth and business investment assessment.
	
	  • Your Qualified Service Provider Report must be prepared by an Alberta Advantage Immigration Program approved Qualified Service Provider. Refer to the Alberta Advantage Immigration Program website for more information on Qualified Service Provider.
	
	    Alberta.ca/aaip-foreign-graduate-entrepreneur-stream-how-to-apply.aspx

Business Plan Evaluation Report	• Upload your Business Plan Evaluation Report. • Your Business Plan Evaluation Report must be prepared by an Alberta Advantage Immigration Program approved Designated Agency. You must provide the same copy of your business plan to the Designated Agency for evaluation that you submitted to the Alberta Advantage Immigration Program during EOI. Refer to the Alberta Advantage Immigration Program website for more information on Designated Agencies. **Alberta.ca/aaip-foreign-graduate-entrepreneur-stream-how-to-apply.aspx**

Work Experience	**Candidate:**
	
	• Upload reference letter(s) for your Business Ownership, Management, Business Incubator or Business Accelerator experience.
	
	  • Reference letter(s) must be on company letterhead and must include:
	    ▪ Job title
	    ▪ Period of employment/self-employment
	    ▪ Main job duties you perform on a daily basis* (see note below)
	    ▪ Salary earned, including bonuses, dividends and commission received
	    ▪ Employer contact information *(must be signed by an authorized person)*.
	
	  You may also upload employment contract(s) or job offer letter(s) that include this information.
	
	• Upload an income certificate prepared by your current employer(s) and signed by an authorized person or pay statements for the last six months.
	
	• Upload the following supporting documents, if applicable:
	  ▪ Business registration license of each enterprise
	  ▪ Registration with the taxation authorities for each enterprise
	  ▪ Personal income tax returns
	  ▪ Proof of shareholding of each enterprise indicating the amount of investment
	  ▪ Organizational chart for the enterprise(s) where you have worked indicating your place on the chart with number of employees working
	  ▪ Business items of your current business/employer such as product brochures, photos, business cards, etc.
	
	*Note: When listing main job duties, do not copy job duties from the National Occupational Classification (NOC) code description.

Forms required by Candidates using a representative or including dependents

Document	Requirements
Dependent Authorization Form	**Candidate (if applicable):** Refer to the Alberta Advantage Immigration Program website to get the current version of the form. **Alberta.ca/aaip-foreign-graduate-entrepreneur-stream-how-to-apply.aspx** To be accepted for processing, the form must: • Be complete, dated and signed. • Your spouse, common-law partner and dependents aged 18 and over must complete and sign all sections of the form that are applicable to them.

Use of Representative Form	**Candidate (if applicable):**
	Refer to the Alberta Advantage Immigration Program website to get the current version of the form.
	Alberta.ca/aaip-application-streams.aspx
	To be accepted for processing, the form must:
	• Be complete, dated and signed.
	• You and your representative must complete and sign all sections of the form that are applicable.

Important considerations

- Visit the website to review criteria and Business Application guidelines. Business Applications that do not meet these criteria and guidelines will be declined.
  Alberta.ca/aaip-foreign-graduate-entrepreneur-stream.aspx
- Refer to the Helpful Hints document which has tips on submitting a complete Business Application in the portal.
  Alberta.ca/assets/documents/lbr-aaip-helpful-hints.pdf
- If any documents are missing, your Business Application may not be accepted for processing.
- If required, the Alberta Advantage Immigration Program may request additional information or documents which may affect processing times.
- Take extra care 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.

Questions?

If you need help with your Alberta Advantage Immigration Program Business Application, contact the Entrepreneur Support Services at **entrepreneur.supportservice@gov.ab.ca**.