Alberta

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 Graduate Entrepreneur Stream. To apply to the Alberta Advantage Immigration Program through the Alberta Advantage Immigration Program portal you will need to include the documents listed below. Most documents are mandatory for all candidates; however there might be some that will apply to your individual situation. You should provide all documents to demonstrate 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 by the Alberta Advantage Immigration Program 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 Graduate Entrepreneur Stream on the website at **Alberta.ca/aaip-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 Passports(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 and spouse/common-law partner (if applicable):** • Upload your valid post-graduation work permit. • Upload your past Canadian work permit(s) *(Applicable only if you claimed Canadian work experience in your Expression of Interest (EOI).* Upload work permit(s) for your spouse/common-law partner *(Applicable only if you claimed their Alberta work experience in your EOI).*

Language Assessment(s)	**Candidate and spouse/common-law partner (if applicable):**
	• Upload language assessment for yourself.
	• Upload your spouse/common-law partner's language assessment *(Applicable only if you claimed their language assessment in your EOI).*
	• 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 Graduate Entrepreneur Stream page.
	Alberta.ca/aaip-graduate-entrepreneur-stream-eligibility.aspx
Language Assessment(s)	**Candidate and spouse/common-law partner (if applicable):**
	• Upload language assessment for yourself.
	• Upload your spouse/common-law partner's language assessment *(Applicable only if you claimed their language assessment in your EOI).*
	• 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 Graduate Entrepreneur Stream page. **Alberta.ca/aaip-graduate-entrepreneur-stream-eligibility.aspx**
Education	**Candidate and spouse/common-law partner (if applicable):**
	• Upload all your Alberta post-secondary degree and diplomas. Length of the program must be at least two years.
	• If you have entrepreneurship program courses as equivalency of required work experience, upload entrepreneurship program certificate, diploma or degree and/or transcripts listing applicable courses.
	• For your spouse/common-law partner, upload Alberta post-secondary degrees and diplomas *(Applicable only if you claimed their education details in your EOI).* Length of the program must be at least two years.

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**
Alberta Relative(s) (if applicable)	**Candidate and spouse/common-law partner (if applicable):** • Upload all relevant legal documents, clearly proving the family relationship between you and your Alberta parent(s), sibling(s) or child(ren) (e.g. birth certificate, adoption documents, etc.) • Upload proof of your Alberta relative's Canadian permanent residence or citizenship • Upload proof of your Alberta relative's residency in Alberta • Do not provide information on your other relatives
Qualified Service Provider Report (if applicable)	• 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).* Qualified Service Provider report 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-graduate-entrepreneur-stream.aspx**
Business Plan	• Upload your complete business plan. Your business plan must be based on the business proposal summary that you uploaded with your EOI. • It is important that you provide the same copy of your business plan to the Alberta Advantage Immigration Program that you submitted to the Qualified Service Provider for evaluation. • Refer to the Business Plan (Guidelines) available on the Alberta Advantage Immigration Program website for more information. **Alberta.ca/aaip-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 Qualified Service Provider. Refer to the Alberta Advantage Immigration Program website for more information on Qualified Service Provider. **Alberta.ca/aaip-graduate-entrepreneur-stream-how-to-apply.aspx**

Work Experience	**Candidate and spouse/common-law partner (if applicable):**
	
	 • Upload reference letter(s) for your Business Ownership, Management, Business Incubator or Business Accelerator experience.
	
	 • Upload reference letter(s) for your spouse/common-law partner's Alberta work experience *(Applicable only if you claimed their work experience in your EOI).*
	
	 • Reference letter(s) must be on the company letterhead and must include:
	   ▪ Job title
	   ▪ Period of 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.
	
	 • 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 the indicating 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 dependants	
Document	**Requirements**
Dependent Authorization Form	Refer to the Alberta Advantage Immigration Program website to get the current version of the form. **Alberta.ca/aaip-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	Refer to the Alberta Advantage Immigration Program website to get the current version of the form.
	Alberta.ca/aaip-graduate-entrepreneur-stream-how-to-apply.aspx
	To be accepted for processing the form must:
	• Be complete, dated and signed.
	• You must complete and sign all sections of the form that are applicable to you.

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-graduate-entrepreneur-stream.aspx

- Complete every question and section on the Alberta Advantage Immigration Program portal. 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.

- 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.

Questions?

If you need help with your Alberta Advantage Immigration Program Business Application, submit an email to
entrepreneur.supportservice@gov.ab.ca.