

Rural Renewal Stream: Economic Mobility Pathways Pilot

Alberta Advantage Immigration Program

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 Alberta Advantage Immigration 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 Rural Renewal Stream on the website at [Alberta.ca/aaip-rural-renewal-stream-how-to-apply](https://alberta.ca/aaip-rural-renewal-stream-how-to-apply). Submission of an 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. [Atia.ab.ca](https://atia.ab.ca)

Preparing your documents

Important: Except where noted, documents are to be provided for you (the Candidate). Only provide documents for family members when it states family member documents are required.

Mandatory forms and documents required by all Candidates

Document	Requirements
Valid passport(s)	<ul style="list-style-type: none">• Upload only the personal information page and any pages showing the expiry and renewal date(s) on your passport(s).
Language assessment	<ul style="list-style-type: none">• Upload a single language assessment results document. Test results must meet the minimum standards outlined on the Rural Renewal Stream Eligibility page. Alberta.ca/aaip-rural-renewal-stream-eligibility
Education	<ul style="list-style-type: none">• Upload all your secondary and post-secondary degrees, diplomas and certificates (from Canada and outside of Canada).<ul style="list-style-type: none">○ If you have 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/experiencedworkers/recognized-trade-certificate/ Do not include educational documents for family members.

Document	Requirements
Referral Partner letter	<p>Candidate only:</p> <ul style="list-style-type: none"> • Upload your Referral Partner letter from one of the referral partner organizations listed on the AAIP Rural Renewal Stream eligibility page. It must include: <ul style="list-style-type: none"> ○ information for the partner organization representative(s) issuing the letter -name, title, email address, phone number, signature; ○ applicant's full name and date of birth; ○ applicant's job information; ○ confirm the referral partner has completed an assessment of the principal applicant relating to the verification of their status, and indicate which following document is held: <ul style="list-style-type: none"> - a positive Refugee Status Determination (RSD) from either the UNHCR, or a refugee-hosting state; or - proof of being registered or recorded as a person of concern by the UNHCR, if a positive RSD has not been obtained yet or is not available in the state where the foreign national is residing at the time of their application; or - a refugee certificate with the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA); or - proof of being registered or recorded as a person of concern by the UNRWA, if a refugee certificate has not been obtained yet. - a Temporary Protection Status (TPS) document proof of having Temporary Protected Status issued by the hosting state where you are residing at the time of your application; and a Durable Solution Information (IMM 0195) form; or - if you do not have one of the documents listed above, you must apply with the support of an EMPP partner who can issue a federal trusted partner referral letter (IMM 0183). The federal trusted partner referral letter must be submitted with your application. The letter must be valid at the time of the application.
Endorsement of Candidate letter	<ul style="list-style-type: none"> • Upload your Endorsement of Candidate letter provided by the local economic development organization in your designated community. <ul style="list-style-type: none"> ○ The letter must outline how you meet the Alberta Advantage Immigration Program and community-specific criteria. ○ It must also include your employment information and identify the economic and labour needs you will be filling within the community.
Apprenticeship and Industry Training (AIT) recognized trade certificate	<ul style="list-style-type: none"> • Upload your AIT recognized trade certificate if your occupation and work experience are in a trade occupation. <ul style="list-style-type: none"> ○ You must upload an AIT recognized trade certificate if you are working in a certification required (compulsory) trade in Alberta. ○ You may upload a trade certificate if you are working in a certification optional trade in Alberta. • 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)	<ul style="list-style-type: none"> • Upload all licences, 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

Document	Requirements
Employment reference letter(s)	<ul style="list-style-type: none"> • Upload reference letters for your qualifying full-time work experience (12 months work experience in the past 10 years). • Your reference letter(s) must be signed by an authorized person such as a manager or supervisor from the company. • Your reference letter(s) must be on the company letterhead and must include: <ul style="list-style-type: none"> ○ job title ○ salary ○ period of employment including start date and end date for each occupation performed ○ hours of work per week ○ main job duties you perform on a daily basis* (see note below) ○ education required ○ skills and knowledge necessary for duties ○ work experience required ○ employer contact information including business email address • 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. • Note: When listing main job duties, do not copy job duties from the National Occupational Classification (NOC) code description.

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

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. There are limits on file size. Reduce file size if possible before uploading. If the file size is still too large, submit only your job offer/contract in the portal. You can submit the documents in this section via email after you have submitted your application. The email can be sent to AAIPOffice@gov.ab.ca. You must include your full name, file number and the email address you used to submit your online application in the body of the email.

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. Please ensure your application includes all other documents required/applicable to the stream/pathway under which you are applying.

Document	Requirements
Alberta Advantage Immigration Program – Employer Declaration and Authorization Form	<ul style="list-style-type: none"> • Go to the website to get the current version of the form at Alberta.ca/aaip-alberta-express-entry-stream-how-to-apply#jumplinks-6. <ul style="list-style-type: none"> ○ 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 office, or individual with delegated authority for the business (as defined at Canada.ca/en/revenue-agency/services/tax/representative-authorization/access/levels-scope.html)).
Alberta job offer(s) and employment contract(s)	<p>Candidate only:</p> <ul style="list-style-type: none"> • Upload your current Alberta job offer or employment contract. • Your job offer or employment contract must: <ul style="list-style-type: none"> ○ be on company letterhead ○ show the job title ○ show your base wage/salary, along with all other lump sum compensation such as sales commissions, shares or stock options. ○ show duration of employment ○ show working conditions including location of employment and hours of work per week ○ show job duties ○ be signed by you and your Alberta Employer ○ include employer contact information <p>Additional job offer/contract information and documents (if applicable)</p> <ul style="list-style-type: none"> • 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"> ○ 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. • 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. • 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.
Business licence	<ul style="list-style-type: none"> • Provide a copy of your employer's current business licence, if applicable.

Note:

Work with your employer to ensure the Employer Declaration and Authorization Form is included with your application. If this form does not accompany your application, and you require a job offer to be considered eligible for nomination, your application will be declined.

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. 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

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

Document	Requirements
Alberta Advantage Immigration Program – Dependant Authorization Form	<ul style="list-style-type: none"> • Go to the website to get the current version of the form. Alberta.ca/system/files/custom_downloaded_images/lbr-aaip-authorization-spouse-dependants-information-form.pdf • To be accepted for processing the form must be complete, dated and signed. • 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	<ul style="list-style-type: none"> • Go to the website to get the current version of the form. Alberta.ca/system/files/custom_downloaded_images/lbr-aaip-candidate-representative-form.pdf • 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.

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-rural-renewal-stream](https://alberta.ca/aaip-rural-renewal-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. [Alberta.ca/system/files/custom_downloaded_images/lbr-aaip-helpful-hints.pdf#search=lbr%2Daaip%2Dhelpful%2Dhints%2Epdf](https://alberta.ca/system/files/custom_downloaded_images/lbr-aaip-helpful-hints.pdf#search=lbr%2Daaip%2Dhelpful%2Dhints%2Epdf)
- 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 AAIPOffice@gov.ab.ca.