

Alberta Express Entry Stream – Document Checklist for the Alberta Advantage Immigration Program Portal

Note: You must be invited to submit an application under the Alberta Express Entry Stream. Only candidates who the Alberta Advantage Immigration Program has determined meet the minimum eligibility criteria of the Accelerated Tech Pathway or who have received a Notification of Interest (NOI) letter from the Alberta Advantage Immigration Program are invited to apply. To apply to the Alberta Advantage Immigration Program through the portal you will need to include the documents listed below. 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 Alberta Express Entry Stream on the website at [Alberta.ca/aaip-alberta-express-entry-stream-how-to-apply.aspx](https://alberta.ca/aaip-alberta-express-entry-stream-how-to-apply.aspx). 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. www.atia.ab.ca

Mandatory documents required by all Candidates

Document	Requirements
Valid passports	<p>Candidate and spouse/common-law partner (if applicable):</p> <ul style="list-style-type: none"> Upload only the personal information page and any page(s) showing the expiry and renewal date(s) of the passport(s).
Work permit(s)	<p>Candidate only:</p> <ul style="list-style-type: none"> Upload all your past Canadian work permits (if applicable).
Language assessment(s)	<p>Candidate and spouse/common-law partner (if applicable):</p> <ul style="list-style-type: none"> Do not include language assessments for other family members. The test results cannot be more than two years old based on the date your test was taken. Note: 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. The program accepts only the following designated language assessments: <ul style="list-style-type: none"> 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 Canada (TEF Canada), or Test de connaissance du français Canada (TCF Canada) Test results must meet the minimum standards outlined on the IRCC Express Entry page. Canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/documents/language-requirements.html

Document	Requirements
Educational Credential Assessment (ECA)	<p>Candidate only:</p> <ul style="list-style-type: none"> • Upload an ECA report for your highest level of education from one of the designated organizations. 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 • You do not need to provide an ECA if: <ul style="list-style-type: none"> ▪ You have a Canadian degree, diploma or certificate from a recognized Canadian post-secondary, technical college or secondary institution, or ▪ You have a valid Alberta Qualification Certificate or a trade certificate recognized by Alberta Apprenticeship and Industry Training (AIT). Tradesecrets.alberta.ca/experiencedworkers/recognized-trade-certificate Tradesecrets.alberta.ca/trades-occupations
Education	<p>Candidate and spouse/common-law partner (if applicable):</p> <ul style="list-style-type: none"> • Do not include educational documents for your dependants. • Upload all your degrees, diplomas and certificates (from Canada and outside of Canada).
AIT recognized trade certificate	<p>Candidate (if applicable):</p> <ul style="list-style-type: none"> • Upload your AIT recognized trade certificate if your occupation and work experience are in a trade occupation. • A recognized trade certificate is one of the following: AIT Qualification Certificate, or <ul style="list-style-type: none"> ▪ Interprovincial Red Seal, or ▪ AIT-Recognized Trade Certificate Tradesecrets.alberta.ca/experiencedworkers/recognized-trade-certificate
Licensing, registration and certification (excluding trade certificates)	<p>Candidate (if applicable):</p> <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
Alberta job offer(s) or employment contract	<p>Candidate and spouse/common-law partner (if applicable):</p> <p><i>Alberta job offer/employment contract</i></p> <ul style="list-style-type: none"> • Upload your current Alberta job offer or employment contract. • Your uploaded job offer or 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 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.
<p>Employment reference letter(s)</p>	<p>Candidate only:</p> <ul style="list-style-type: none"> Upload reference letter(s) for: <ul style="list-style-type: none"> your current employment your previous employment from Canada and outside of Canada (if applicable). <p>Spouse or common-law partner only (if applicable):</p> <ul style="list-style-type: none"> Upload reference letter(s) for your spouse or common-law partner's current or previous employment within Canada only All reference letter(s) must be signed by a manager or supervisor from the company. All 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 You may also upload your employment contract(s) or job offer letter(s) that include this information. <p>*Note: When listing main job duties, do not copy job duties from the National Occupational Classification (NOC) code description.</p>

Additional documents required by some general Alberta Express Entry Stream candidates

Document	Requirements
<p>Alberta relative(s) (if applicable)</p>	<p>Candidate and spouse/common-law partner (if applicable):</p> <ul style="list-style-type: none"> 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.

Additional documents required by candidates applying under the Alberta Accelerated Pathway

Document	Requirements
Alberta employer information	<p>Candidate only:</p> <ul style="list-style-type: none"> Upload a brief description of your Alberta employer that includes the primary production or services offered by the company.

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

Document	Requirements
Alberta Advantage Immigration Program Dependant Authorization Form	<p>Go to the website to get the current version of the form. Alberta.ca/aaip-alberta-express-entry-stream-how-to-apply.aspx</p> <p>To be accepted for processing the form must:</p> <ul style="list-style-type: none"> 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	<p>Go to the website to get the current version of the form. Alberta.ca/aaip-alberta-express-entry-stream-how-to-apply.aspx</p> <p>To be accepted for processing the form must:</p> <ul style="list-style-type: none"> 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 application guidelines. Applications that do not meet these criteria and guidelines will be declined. [Alberta.ca/aaip-alberta-express-entry-stream.aspx](https://alberta.ca/aaip-alberta-express-entry-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-Alberta.ca/aaip-helpful-hints.pdf](https://alberta.ca/assets/documents/lbr-Alberta.ca/aaip-helpful-hints.pdf)
- If any documents are missing, your 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 application, email lbr.pnpoffice@gov.ab.ca.