

## Alberta Opportunity Stream – Document Checklist

Follow the document checklist to submit a complete application. Most documents are mandatory for all applicants. There are a few documents that apply only to individuals working in regulated occupations and trades. If any documents are missing, your application may not be accepted for processing.

### Certified Translation

Provide a certified translation with any documents that are not in English or French, and submit 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](http://www.atia.ab.ca)

Mandatory forms and documents required by all Candidates				
To apply to the Alberta Immigrant Nominee Program (AINP), you must provide one or more documents for each of the document types listed below.				
✓	Document	Requirements	Format	For office use
<input type="checkbox"/>	Document Checklist	Include a copy of this document checklist. <ul style="list-style-type: none"> <li>Put a check mark next to the documents that have been included.</li> <li>Documents must be submitted in the same order as the Document Checklist and in the format (original or copy) indicated.</li> </ul>	Copy	
<input type="checkbox"/>	Application form (AINP 010)	Go to the website to get the current version of the form. <a href="http://Alberta.ca/ainp-how-to-apply.aspx">Alberta.ca/ainp-how-to-apply.aspx</a> To be accepted for processing your application form must: <ul style="list-style-type: none"> <li>Be complete, dated and signed, and have original signatures in <b>blue</b> ink.</li> <li>Be completed electronically and printed. Forms completed by hand will not be accepted.</li> <li>Have an identification number on the bottom of each page <b>and</b> the identification number must be the same on all pages, including the bar code page.</li> </ul>	Original	
<input type="checkbox"/>	Valid passports	<b>Candidate only:</b> <ul style="list-style-type: none"> <li>Include only the personal information page and any page(s) showing the expiry and renewal date(s) of the passport(s).</li> </ul>	Copy	
<input type="checkbox"/>	Work permit(s)	<b>Candidate only:</b> <ul style="list-style-type: none"> <li>Submit your current Alberta work permit. It must meet the work permit type standards outlined on the Alberta Opportunity Stream page. <a href="http://Alberta.ca/ainp-selection-criteria.aspx">Alberta.ca/ainp-selection-criteria.aspx</a></li> <li>Submit all your past Canadian work permits (if applicable).</li> </ul>	Copy	

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	<input type="checkbox"/> Immigration, Refugees and Citizenship Canada (IRCC) forms	<p><b>Candidate:</b></p> <ul style="list-style-type: none"> <li>■ IMM 0008 Generic Application Form for Canada</li> <li>■ IMM 5669 Schedule A: Background/Declaration</li> <li>■ IMM 5406: Additional Family Information</li> <li>■ IMM 0008 Schedule 4: Economic Classes: Provincial Nominees</li> <li>■ IMM 5476: Use of a Representative (if applicable)</li> <li>■ IMM 0008DEP: Additional Dependants/ Declaration Form (if applicable)</li> </ul> <p><b>Spouse/common-law partner and dependents over 18:</b></p> <ul style="list-style-type: none"> <li>■ IMM 5669 Schedule A: Background/ Declaration</li> <li>■ IMM 5406: Additional Family Information</li> <li>■ IMM 5476: Use of a Representative (if applicable)</li> </ul> <p>The IRCC Guide for Provincial Nominees can help you fill out the forms correctly. <a href="https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-p7000-application-permanent-residence-provincial-nominee-class.html">https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-p7000-application-permanent-residence-provincial-nominee-class.html</a></p>	Copy	
	<input type="checkbox"/> Designated language assessment	<p><b>Candidate only:</b></p> <ul style="list-style-type: none"> <li>■ Do not include language assessments for family members.</li> <li>■ The assessment cannot be more than two years old on the date your application is postmarked.</li> <li>■ The AINP accepts only the following designated language assessments:             <ul style="list-style-type: none"> <li>• Canadian English Language Proficiency Index Program (CELPIP) General Test, or</li> <li>• International English Language Testing System (IELTS) General Training Test, or</li> <li>• Test d'évaluation de français (TEF), or</li> <li>• Test de connaissance du français (TCF)</li> </ul> </li> <li>■ Test results must meet the minimum standards outlined on the Alberta Opportunity Stream page. <a href="http://Alberta.ca/ainp-selection-criteria.aspx">Alberta.ca/ainp-selection-criteria.aspx</a></li> </ul>	Copy	
	<input type="checkbox"/> Labour market impact assessment(s) OR Evidence of Exemption	<p><b>Candidate only:</b></p> <ul style="list-style-type: none"> <li>■ Submit 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 submitted.</li> <li>■ If an LMIA does not exist, provide 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:             <ul style="list-style-type: none"> <li>• copy of letter to visa office requesting the exemption, or</li> <li>• approval from visa office stating the exemption</li> </ul> </li> <li>• 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.</li> <li>• If you are a Post-Graduation Work Permit holder, the work permit is proof of your exemption</li> </ul>	Copy	

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	<input type="checkbox"/> Education	<p><b>Candidate only:</b></p> <ul style="list-style-type: none"> <li>▪ Submit all your secondary and post-secondary degrees, diplomas and certificates (from Canada and outside of Canada).</li> <li>▪ 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 <a href="http://Tradesecrets.alberta.ca/experiencedworkers/recognized-trade-certificate">Tradesecrets.alberta.ca/experiencedworkers/recognized-trade-certificate</a></li> <li>▪ If you are a Post-Graduation Work Permit holder you must submit sealed transcripts for your Alberta education credential to demonstrate your education is related to your current occupation and work experience.</li> <li>▪ If your transcripts do not include your date of enrollment for your program (the date you started attending your program) you must submit 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.</li> <li>▪ Do not include educational documents for family members.</li> </ul>	Copy	
	<input type="checkbox"/> Employment reference letter(s)	<p><b>Candidate only:</b></p> <ul style="list-style-type: none"> <li>▪ Submit 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).</li> <li>▪ Post-Graduation Work Permit holders who graduated from an approved Alberta post-secondary institution must submit 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.</li> <li>▪ Your reference letter(s) must be signed by a manager or supervisor from the company.</li> <li>▪ Your reference letter(s) must be on the company letterhead and must include:             <ul style="list-style-type: none"> <li>• job title</li> <li>• salary</li> <li>• period of employment including start date and end date for each occupation performed</li> <li>• hours of work per week</li> <li>• main job duties you perform on a daily basis* (see note below)</li> <li>• education required</li> <li>• skills and knowledge necessary for duties</li> <li>• work experience required</li> <li>• employer contact information including business email address</li> </ul> </li> <li>▪ For your current occupation in Alberta, you must provide both a reference letter and a job offer/employment contract.</li> <li>▪ If you are unable to provide a reference letter for previous work experience, you may submit your employment contract(s) or job offer letter(s) that include this information or other documents that provide the employment information stated above.</li> </ul> <p><b>*Note:</b> When listing main job duties, do not copy job duties from the National Occupational Classification (NOC) code description.</p>	Copy	

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<input type="checkbox"/>	Alberta job offer(s) and employment contract(s)	<p><b>Candidate only:</b></p> <ul style="list-style-type: none"> <li>■ Submit 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. <a href="http://Alberta.ca/ainp-selection-criteria.aspx">Alberta.ca/ainp-selection-criteria.aspx</a></li> <li>■ Your job offer or employment contract must also: <ul style="list-style-type: none"> <li>• Be on letterhead</li> <li>• Show the salary/wage</li> <li>• Show duration of employment</li> <li>• Show working conditions (e.g. hours of work per week)</li> <li>• Show job duties</li> <li>• Be signed by you and your Alberta Employer</li> <li>• Include employer contact information</li> </ul> </li> </ul>	Copy	
<input type="checkbox"/>	Pay statements	<p><b>Candidate only:</b></p> <ul style="list-style-type: none"> <li>■ Submit Statements of Earnings (pay statements/pay stubs). <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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: <a href="http://work.alberta.ca/documents/Payment-of-Earnings.pdf">work.alberta.ca/documents/Payment-of-Earnings.pdf</a></li> <li>• Do not submit 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.</li> <li>• The AINP may request additional pay statements or other income documents to verify full-time work experience in Canada or overseas.</li> </ul> </li> </ul>	Copy	

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

✓	Document	Requirements	Format	For office use
<input type="checkbox"/>	AIT recognized trade certificate	<p><b>Candidate (if applicable):</b></p> <ul style="list-style-type: none"> <li>■ Submit your AIT recognized trade certificate if your occupation and work experience are in a trade occupation. <ul style="list-style-type: none"> <li>• You must submit an AIT recognized trade certificate if you are working in a compulsory trade in Alberta.</li> <li>• You may submit a trade certificate if you are working in an optional trade in Alberta.</li> </ul> </li> </ul> <p>You can check if your trade certificate is recognized by AIT at <a href="http://Tradesecrets.alberta.ca/experiencedworkers/recognized-trade-certificate">Tradesecrets.alberta.ca/experiencedworkers/recognized-trade-certificate</a></p>	Copy	
<input type="checkbox"/>	Licensing, registration and certification (excluding trade certificates)	<p><b>Candidate (if applicable):</b></p> <ul style="list-style-type: none"> <li>■ Submit 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.</li> <li>■ 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. <a href="http://occinfo.alis.alberta.ca/occinfopreview">occinfo.alis.alberta.ca/occinfopreview</a></li> </ul>	Copy	

## How to apply

Copies must be clear and legible. Documents should be loose (with no bindings) and be placed in an envelope. Do not use staples, paper clips, binder clips, dividers or plastic document sleeves or other bindings or provide your application in a binder.

Mail or courier your application and supporting documents in the order listed in the document checklist to:

Alberta Immigrant Nominee Program  
Government of Alberta  
Suite 940, ATB Place North Tower  
10025 Jasper Avenue, Edmonton, AB T5J 1S6

## 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/ainp.aspx](https://alberta.ca/ainp.aspx)
- Complete every question and section on the forms: if a question does not apply to you, write N/A or Not Applicable.
- If any documents are missing, your application may not be accepted for processing.
- If required, the AINP may request additional information or documents which may affect processing times.
- Please be careful when you submit your supporting documents. Read the checklist carefully and submit documents in the format (original or copy) indicated. The AINP is not responsible for returning your original documents.
- Do not submit handwritten application forms.
- Make sure you are submitting the current version of all forms. Use the version of Adobe Reader set out at the top of the form. There is a helpful hints document with tips on how to fill out AINP forms at [Alberta.ca/assets/documents/ainp-helpful-hints.pdf](https://alberta.ca/assets/documents/ainp-helpful-hints.pdf). Submitted AINP forms must include the 2D bar code and have the same identification numbers on all pages.
  - The identification number is on the bottom right side of each page of the application form.
  - To be sure all identification numbers at the bottom of each application page are the same, you must print all pages of the application at the same time, including the bar code page.
  - If you need to change any of the pages, make your changes, then save and print the entire application again.

## Questions?

If you need help with your AINP application contact the Immigrate to Alberta Information Service at 1-877-427-6419.