

Tourism and Hospitality Stream

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 candidates. 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 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 Tourism and Hospitality Stream on the website at [Alberta.ca/tourism-and-hospitality-stream-how-to-apply](https://alberta.ca/tourism-and-hospitality-stream-how-to-apply).

Submission of an application or nomination by the 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 passports.
Work permit(s)	<ul style="list-style-type: none">• Upload your current Alberta work permit. It must meet the work permit criteria outlined on the Tourism and Hospitality Stream Eligibility page. Alberta.ca/tourism-and-hospitality-stream-eligibility• Upload all your past Canadian work permits, if applicable.
Labour Market Impact Assessment(s)	<ul style="list-style-type: none">• Upload 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 uploaded.
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 Tourism and Hospitality Stream Eligibility page. Alberta.ca/tourism-and-hospitality-stream-eligibility

Document	Requirements
<p>Education:</p> <p>Education credential documents</p> <p>AND</p> <p>Educational Credential Assessment (ECA)</p>	<p>1. Education credential documents</p> <ul style="list-style-type: none"> • Upload all your secondary and post-secondary degrees, diplomas and certificates (from Canada and outside of Canada), as well as academic transcripts. • 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 Tradesecrets.alberta.ca/become-certified/out-of-province-certificates/recognized-trade-certificates <p>2. Educational Credential Assessment (ECA)</p> <ul style="list-style-type: none"> • If you completed your education outside of Canada, you must also upload an Educational Credential Assessment (ECA) report for immigration purposes for your highest level of education from a designated organization. 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 <ul style="list-style-type: none"> ○ Note: There are some circumstances where you do not need to provide an ECA. Details are on the Tourism and Hospitality Stream Eligibility page. Alberta.ca/tourism-and-hospitality-stream-eligibility
<p>Pay statements</p>	<ul style="list-style-type: none"> • Upload Statements of Earnings (pay statements/pay stubs). <ul style="list-style-type: none"> ○ You must include your Statements of Earnings for each pay period for the past 3 months to demonstrate that you are currently employed in Alberta and meeting wage requirements. ○ 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: Alberta.ca/documents/Payment-of-Earnings.pdf ○ Do not upload 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. ○ The program may request additional pay statements or other income documents to verify full-time work experience in Canada.
<p>Employment reference letter(s)</p>	<ul style="list-style-type: none"> • Upload reference letters for your qualifying full-time work experience in your current occupation. Visit the Tourism and Hospitality Stream Eligibility page, for information on work experience requirements. Alberta.ca/tourism-and-hospitality-stream-eligibility • Your reference letter(s) must be signed by 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, skills, knowledge and work experience necessary for duties ○ employer contact information including business email address • You may also upload your employment contract(s) or job offer letter(s) that include this information. • Note: When listing main job duties, do not copy job duties from the National Occupational Classification (NOC) code description.

Alberta job offer(s) and employment contract(s)	<ul style="list-style-type: none"> • Upload 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 Tourism and Hospitality Stream Eligibility page. Alberta.ca/tourism-and-hospitality-stream-eligibility • Your job offer or employment contract must also: <ul style="list-style-type: none"> ○ be on letterhead ○ show the salary/wage ○ show duration of employment ○ show working conditions (e.g. hours of work per week) ○ show job duties ○ be signed by you and your Alberta Employer • include employer contact information
---	--

Employer industry documents	
Document	Requirements
WCB document	<ul style="list-style-type: none"> • You must provide a Clearance Letter from Workers' Compensation Board (WCB)-Alberta for your employer. • The letter must include an eligible WCB industry code or exempt activity as outlined on the Tourism and Hospitality Stream Eligibility page. Alberta.ca/tourism-and-hospitality-stream <ul style="list-style-type: none"> ○ Alberta employers with WCB coverage can obtain a clearance letter at Wcb.ab.ca/insurance-and-premiums/clearance-letters ○ Alberta employers operating in an exempt industry must request a special clearance letter by contacting WCB Employer Account Services and must specifically request their industry code be included in their clearance letter. <ul style="list-style-type: none"> ▪ WCB Employer Account Services can be contacted by calling 780-498-3999 (or toll free at 1-866-922-9221) or by email at employer.account.services@wcb.ab.ca.
Sector association membership or Experience Provider status	<ul style="list-style-type: none"> • Your employer must meet the sector association and Travel Alberta membership requirements set out on the AAIP website at Alberta.ca/tourism-and-hospitality-stream-eligibility#jumplinks-1. • If you are qualifying based on your employer's membership with a sector association, you must contact the association and follow the association's instructions for confirming membership for the purpose of applying to the Tourism and Hospitality Stream. You must submit proof of membership document(s) required by the association. • If you are applying based on your employer's status as an Experience Provider you must provide a printout from the Travel Alberta website for your employer's business. Travelalberta.com/experience-providers/all-experience-providers

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/tourism-and-hospitality-stream](https://alberta.ca/tourism-and-hospitality-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.