

Tourism and Hospitality Stream

Alberta Advantage Immigration Program

Document Checklist for the Alberta Advantage Immigration Program (AAIP) 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. AAIP 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 all worker streams on the website at [Alberta.ca/how-to-apply-to-aaip-worker-streams](https://alberta.ca/how-to-apply-to-aaip-worker-streams).

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. AAIP will verify the information you declared in the Worker Expression of Interest (EOI) was accurate at the time of application submission. Please refer to the Worker EOI Section of this document checklist for information on additional documents that may be required based on the information you provided in the Worker EOI. AAIP will also assess your application to ensure it meets the eligibility requirements for the specific stream and selection draw under which you were invited.

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 or you claimed points for education completed outside Canada in your Worker EOI, you must also upload an Educational Credential Assessment (ECA) report for immigration purposes for your highest level of education from a designated organization. Immigration, Refugees and Citizenship Canada's (IRCC's) 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.

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

The following document requirements apply to all Tourism and Hospitality Stream candidates.

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.

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.

Document	Requirements
AAIP – Employer Declaration and Authorization Form	<ul style="list-style-type: none"> • All applicants must submit a completed, signed Employer Declaration and Authorization Form at the time of application. There are no exceptions. If this form does not accompany your application, your application will be declined. • Work with your employer to ensure the Employer Declaration and Authorization Form is included with your application. If your employer is unwilling to complete the form to the best of their ability and provide it to you, you must not submit an application. • Go to the website to get the current version of the form at Alberta.ca/how-to-apply-to-aaip-worker-streams. <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)	<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 • Additional job offer/contract information and documents (if applicable) <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.
Business licence	<ul style="list-style-type: none"> • Provide a copy of your employer's current business licence, if applicable.

Note:

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 after you submit your application. 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

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-eligibility<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

Documents required to validate the information you declared in the Worker Expression of Interest (EOI)

The following supporting documents may be required to validate the accuracy of the information you declared in the Worker EOI. You only need to submit supporting documents for categories in which you claimed points.

EOI Section	Supporting documents required
<p>Alberta relative(s)</p>	<p>Candidate only:</p> <ul style="list-style-type: none"> • If you were drawn based on having a family connection in Alberta you must 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. <p>Note: Do not provide documents for your other relatives or any relatives of your spouse/common-law partner.</p>
<p>Job offer in a regulated occupation in Alberta <u>and</u> meets regulatory requirements to practice the occupation in Alberta</p>	<p>Candidate only:</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 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 <p>Important:</p> <ul style="list-style-type: none"> • Only candidates who have an Alberta job offer in a regulated occupation <u>and</u> who meet the requirements set out by the professional regulatory body or Alberta Apprenticeship and Industry Training (AIT) to practice in that occupation in Alberta will be awarded points. • Many certifications and licensure types exist depending on a profession's levels of practice: <ul style="list-style-type: none"> ○ Submit copies of your provisional or full license from the Alberta body that regulates your profession. Visit alberta.ca/foreign-qualification-recognition for detail. ○ For designated or regulated trades, provide copies of a valid Alberta Qualification Certificate or a trade certificate recognized by Alberta Apprenticeship and Industry Training. Visit tradesecrets.alberta.ca/become-certified/ for details.

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

Document	Requirements
AAIP – 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.
AAIP - 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 [Alberta.ca/tourism-and-hospitality-stream](https://www.alberta.ca/tourism-and-hospitality-stream) for more details on criteria and how to apply.
- 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. www.alberta.ca/system/files/custom_downloaded_images/lbr-aaip-helpful-hints.pdf
- 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.