

Alberta Advantage Immigration Program (AAIP)

Worker Streams Checklist

Follow the document checklist to help ensure you submit a complete application. If any of the required documents are missing, your application may not be accepted.

Review details on how to apply, and terms and conditions for all worker streams, by visiting the [AAIP Application Streams page](#). This checklist is not a substitute for criteria; it is a guide for preparing a complete application.

Provide a certified translation with any documents that are not in English or French and upload your translations with copies of the original documents. Visit the [Association of Translators and Interpreters of Alberta \(ATIA\)](#) to find a certified translator in Canada.

If the AAIP portal Document Checklist does not include an option/title to upload the type of document described below, you are still required to upload it as part of your application by using or combining it with an alternative option. Clearly label the file so it is easy to identify. Some tips and notes are described below to help you.

Applying for nomination does not guarantee the application will be approved, that you meet eligibility, that a nomination will be issued, or that permanent residence will be granted. AAIP reserves the right to request additional documents, beyond those listed below, to verify that an applicant meets program criteria.

Required documents		
1. Identification ✓ ALWAYS REQUIRED	Valid passport	<ul style="list-style-type: none">Upload the personal data information page and any pages showing the expiry and renewal date(s)
2. Language assessment ✓ ALWAYS REQUIRED	Official test scoring results from an eligible testing authority	<ul style="list-style-type: none">Upload a single valid test results document. Note:<ul style="list-style-type: none">AAIP does not accept 'One Skill Retake'For Express Entry Stream applicants: Provide your spouse or common-law partner's valid test results document, if you claimed points in Express Entry for their language ability
3. Alberta work experience ✓ ALWAYS REQUIRED IF WORKING IN ALBERTA OR ELSEWHERE IN CANADA	Pay statements	<ul style="list-style-type: none">Upload your statements of earnings for each pay period in the past 3 months. Note:<ul style="list-style-type: none">Statements must meet Alberta's Employment Standards, showing the pay period, rate of pay, number of hours worked, deductions and any taxable benefits

		<ul style="list-style-type: none"> ○ AAIP does not accept payroll deduction documents generated from online calculators ○ AAIP reserves the right to request additional pay documents, such as tax records, to verify work experience
4. Alberta job offer ✓ ALWAYS REQUIRED	Offer letter or contract	<ul style="list-style-type: none"> ● Upload your current Alberta job offer letter or employment contract, which must be on company letterhead, and must include: <ul style="list-style-type: none"> ○ Job title ○ Intended duration of employment ○ Base wage/salary and any other compensation (e.g. commission, shares) ○ Hours of work per week ○ Working conditions, including location of employment ○ Main job duties performed daily * ○ Minimum qualifications for the job including education, work experience, and other skills or knowledge ○ Company contact information, including business email address ○ Signed by you and a company manager or supervisor (with hiring authority) <p>* Note: Job duties copied directly from the National Occupational Classification (NOC) may cause application processing delays</p> <ul style="list-style-type: none"> ● Upload the 'Employer Declaration and Authorization form' form (in the Alberta Job Offer and Contract section, clearly labelling the file) and: <ul style="list-style-type: none"> ○ Ensure the form is fully completed by your employer's ability ○ If your employer is unwilling to complete and sign the form, AAIP cannot consider your application
5. Employment history ✓ ALWAYS REQUIRED	Reference letters	<ul style="list-style-type: none"> ● Upload reference letters from past and present employers (or a previous offer letter or contract –

		<p>if unable to provide a reference letter), which must be on company letterhead, and include:</p> <ul style="list-style-type: none"> ○ Job title ○ Intended duration of employment ○ Base wage/salary and any other compensation (e.g. commission, shares) ○ Hours of work per week ○ Working conditions, including location of employment ○ Main job duties performed daily * ○ Minimum qualifications for the job including education, work experience, and other skills or knowledge ○ Company contact information, including business email address ○ Signed by you and a company manager or supervisor (with hiring authority) <p>* Job duties copied directly from the National Occupational Classification (NOC) may cause application processing delays</p>
6. Education ✓ ALWAYS REQUIRED	Final credential and transcripts, for education completed in Alberta or Canada Educational credential assessment (ECA), for education completed outside Alberta or Canada Alberta trade certificate	<ul style="list-style-type: none"> ● Upload your final credential and transcript, if you are a Post-Graduation Work Permit holder, or you claimed in your Worker Expression of Interest that your highest level of education was completed in Alberta or Canada ● Upload your ECA (for immigration purposes) from a designated organization, if you claimed in your Worker Expression of Interest that your highest level of education was completed outside of Alberta or Canada <ul style="list-style-type: none"> ○ For Express Entry Stream applicants: Provide your spouse or common-law partner's ECA, if you claimed points in Express Entry for their education completed outside Alberta or Canada ● Upload your trade certificate, only if recognized by Alberta Apprenticeship and Industry Training

<p>7. Authorization to work in Alberta or Canada</p> <p>✓ ALWAYS REQUIRED IF WORKING IN ALBERTA OR CANADA</p>	<p>Work permit</p> <p>Labour Market Impact Assessment (LMIA)</p>	<ul style="list-style-type: none"> Upload your current, and any previous, work permit(s) for any work history in Alberta or Canada Upload each LMIA (with both the Confirmation Letter and Annex) per work permit, or <ul style="list-style-type: none"> Documents that demonstrate the work permit(s) was based on an LMIA exemption (if applicable)
<p>8. Dependents</p> <p>✓ ALWAYS REQUIRED IF APPLYING WITH DEPENDANTS</p>	<p>Spouse, Common-Law Partners and Dependents Authorization Form</p>	<ul style="list-style-type: none"> Upload the Spouse, Common-Law Partners and Dependents Authorization form, and ensure it is fully completed. Note: <ul style="list-style-type: none"> Ensure the form is signed and dated by you, your spouse or common-law partner and dependants aged 18 and over (all sections of the form that are applicable to each person)
<p>9. Alberta family relative</p> <p>✓ ALWAYS REQUIRED IF CLAIMING POINTS FOR HAVING A RELATIVE IN ALBERTA</p>	<p>Birth certificates or adoption documents</p> <p>Relative's citizenship document or permanent resident card</p> <p>Relative's valid Alberta identification and recurring bills</p>	<ul style="list-style-type: none"> Upload proof of your family relationship, if you claimed points in your Worker Expression of interest for having an eligible Alberta relative, which includes: <ul style="list-style-type: none"> Birth certificates or adoption documents that demonstrate the relationship. Note: Documents must clearly show your direct (not in-law) relationship link with your Alberta relative For example, if you claimed points for a sibling, you need your birth certificate and your sibling's birth certificate (showing you have the same parents) Upload proof of your Alberta relative's Canadian citizenship or permanent residence Upload proof of your Alberta relative's residency in Alberta, including:

		<ul style="list-style-type: none"> ○ Valid Alberta driver's license or identification card, and ○ Up to three recent bills (e.g. utility or other recurring service bills) addressed to the Alberta relative at their residential address <p>• <i>Tip: If you are applying to the Express Entry Stream, upload these documents in the Alberta relative(s) section. For all other streams, upload family relationship documents in the 'Dependants Authorization Form' section and clearly label the file</i></p>
10. Designated community endorsement <p>✓ REQUIRED FOR RURAL RENEWAL STREAM</p> <p>✓ REQUIRED IF CLAIMING POINTS FOR ENDORSEMENT</p>	Endorsement letter	<ul style="list-style-type: none"> • If you have an endorsement letter from a Rural Renewal Stream designated community, upload it (even if you were not invited to apply to the Rural Renewal Stream) <p>• <i>Tip: If the portal does not have a section for your endorsement letter, upload it under 'Dependants Authorization Form' section and clearly label the file.</i></p>
11. Tourism and hospitality employer <p>✓ REQUIRED FOR TOURISM AND HOSPITALITY STREAM</p> <p>✓ REQUIRED IF CLAIMING POINTS FOR A JOB OFFER THAT MEETS TOURISM AND HOSPITALITY STREAM CRITERIA</p>	Proof of sector association membership	<ul style="list-style-type: none"> • If you work in the tourism and hospitality sector, upload the 'Clearance letters' from Workers' Compensation Board (WCB)-Alberta for your employer, which must include the WCB industry code or exempt activity <ul style="list-style-type: none"> ○ If your employer is in an exempt industry, the employer must email employer.account.services@wcb.ab.ca for a special letter and ask that the industry code be included in the letter • Upload proof that the employer is a member of an eligible sector association <ul style="list-style-type: none"> ○ Contact the association for proof of membership, or ○ Written proof from eligible sector associations that the employer could not be considered for membership, and is instead an Experience Provider listed at Travel Alberta <p>• <i>Tip: If the portal does not have a section for your employer's proof of membership or WCB clearance letter, upload it under 'Dependants Authorization Form' section and clearly label the file.</i></p>

<p>12. Regulated occupation</p> <p>✓ REQUIRED IF CLAIMING POINTS FOR REGULATED OCCUPATION</p> <p>✓ REQUIRED IF WORKING IN A REGULATED OCCUPATION</p>	<p>License, registration or certification</p>	<ul style="list-style-type: none"> Upload your license, registration or certificate for your regulated occupation (if applicable, or if you claimed in your Worker Expression of Interest that you have licensure, registration or certification in a regulated occupation in Alberta with a listed professional regulatory organization or Alberta Apprenticeship and Industry Training for a recognized trade certificate)
<p>13. Settlement funds</p> <p>✓ REQUIRED IF YOU ARE APPLYING TO THE RURAL RENEWAL STREAM FROM OUTSIDE ALBERTA OR CANADA</p>	<p>Official bank letter</p>	<ul style="list-style-type: none"> Upload valid letter(s) from any financial institutions where your funds are kept – funds must be available at time of application and assessment, and legally accessible (unencumbered) upon arrival in the designated community. The letter must be on the financial institution's letterhead and must include: <ul style="list-style-type: none"> Financial institution contact information including business address, telephone number and email address Your full name All your outstanding debts including loans, lines of credit, credit cards and other liabilities, Each bank and investment account's: <ul style="list-style-type: none"> account numbers date each account was opened current balance of each account
	<p>Bank statements</p>	<ul style="list-style-type: none"> Upload bank statements showing transactions made within the past 3 months
<p>14. Application assistance</p> <p>✓ REQUIRED IF USING A REPRESENTATIVE</p>	<p>Use of a representative form</p>	<ul style="list-style-type: none"> Upload Use of Representative form and ensure it is fully completed including: <ul style="list-style-type: none"> Signed and dated by you, your spouse or common-law partner, dependants aged 18 and over, and your representative