



DOCUMENT CHECKLIST FOR CANDIDATES UNDER THE ATLANTIC IMMIGRATION PILOT PROGRAM FOR A WORK PERMIT (APPLIED OUTSIDE CANADA)

This document checklist is one of the forms that you need to submit with your application.

Consult the Instruction Guide (IMM 5487) to find out if you are required to provide some or all forms and documents listed in this checklist.

If your documents are in a language other than English or French, check with the responsible visa office for your region to determine whether they need to be translated.

If any of the required documents listed below are missing, the processing of your application could be delayed.

Gather your documents in order of the checklist and check each item.

I have enclosed the following items:

FORMS LIST: The following IRCC forms must be completed, signed and dated.

- Application for Work Permit made Outside of Canada (IMM 1295)*
Note: If this application form is completed on a computer it must be validated to generate a barcode page. Print and place the barcode page (page 5 of 5) on the top of your application (or if applying as a group, each individual application package).
- Undertaking for an Application for a Work Permit exempted from a labour market impact assessment (LMIA) as part of the Atlantic Immigration Pilot (IMM 5654)*
Note: You must submit your application for permanent residence within 90 days of applying for a work permit.
- Family Information form. Must be completed by those aged 18 years or older or a minor travelling alone to Canada.*
Note: You **must** complete the *Family Information* form (IMM 5707 or IMM 5645) listed in the application package for your region.
- Statutory Declaration of Common-law Union (IMM 5409)*
Note: Refer to the responsible visa office for your region.
- Use of a Representative (IMM 5476)*
Note: Complete this form **only** if you are using the services of an authorized representative, or if you are appointing or cancelling a representative.
- Authority to Release Personal Information to a Designated Individual (IMM 5475)*
Note: Complete this form **only** if you authorize Citizenship and Immigration Canada (CIC) and the Canada Border Services Agency (CBSA) to release information from your case file to someone other than yourself.

DOCUMENTS LIST:

- Referral Letter** from provincial authority
- Fee payment in an acceptable format. Include the application processing fee **and** any other applicable fees such as the biometric fee or the Open Work Permit Holder fee. Verify acceptable methods of payment with the visa office or Visa Application Centre (VAC) responsible for your region.
Note: There are some applicants who are exempt from paying the work permit processing fee. If you are fee exempt, you must submit documents proving so.
Visa offices do not accept payment receipts from Canadian banks.
- A photocopy of the information page of your valid passport or travel document which includes:
 - the passport number;
 - the issuance and expiry dates;
 - your photo, name, date and place of birth.**Note:** If you require a temporary resident visa and your work permit application is approved, you will need to provide your original passport for the visa counterfoil to be issued. Please refer to the responsible visa office for your region.

DOCUMENTS LIST (CONTINUED):

- Two photos** meeting the requirements of the [Visa application photograph specifications](#). On the back of two photos, write your name and date of birth.

Note: If you are required to provide [biometric fingerprints and photo](#), you are **not** required to include paper photos with your application.

- Proof of current immigration status:**
If your country of residence differs from the citizenship listed on your passport, you must provide proof of legal status in your country of residence.

- Photocopy of your Marriage License/Certificate

Note: Refer to the visa specific instructions for your region. You will find these instructions in your application kit.

- Proof indicating you meet the requirements of the job being offered.

- An *Offer of Employment to a Foreign National Exempt from a Labour Market Impact Assessment (LMIA)* (either an [IMM5802] or the Offer of Employment ID number). For more information, see the instruction guide (IMM5487).

- Proof of **Official Language Proficiency:**

You must provide a **copy** of an approved [language test](#) that shows you meet the minimum language level of 4 in the Canadian Language Benchmarks in English or the Niveaux de compétence linguistique canadiens in French for each of the 4 language skill areas, and the test results must be less than 2 years old on the date your application is received.

- Proof of **relevant work experience** (letter of employment, paystubs, etc):

Note: The requirements are specific to the stream you're applying for. You only need work experience for the intermediate-skilled and high-skilled workers hired through AIP.

You must show that you have at least 12 months of authorized, full-time (or part-time equivalent) work experience within the 36 months before your application is received. You must show that you performed:

- the activities identified in the lead statement of the National Occupational Classification (NOC) description; and
- a substantial number of the main duties, including all of the essential duties listed in the NOC description.

For the **Atlantic Intermediate-Skilled program**, your work experience must be at **Skill level C** of the [NOC matrix](#). Work experience acquired while working in a NOC 3012 or NOC 3233 occupation can count if you have a job offer in a NOC 3413 or NOC 4412 occupation.

Submit the documents below:

- Copy of your most recent work permit in Canada (if applicable)
- Employer reference letters for the periods of work experience identified in your application. The letters must include:
 - specific period of your employment (to/from dates)
 - description of your main responsibilities and duties
 - the corresponding NOC code (if known)
 - your total annual salary and benefits
 - the number of hours you worked per week
 - your employer's name, signature, full address, telephone number and email address (if applicable)
- Copies of your T4 tax information slips and your Notice of Assessment (if applicable)
- Work contracts
- Pay stubs

- Proof of **Education:**

You must provide proof that you have obtained a minimum of a high school diploma. If your diploma, certificate or degree was not issued in Canada, you must also provide an Educational Credential Assessment (ECA).

- Any additional documents required by the responsible visa office.

Note: Refer to the visa specific instructions for your region.