

# Alberta Opportunity 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 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"><li>• Upload only the personal information page and any pages showing the expiry and renewal date(s) on your passports.</li></ul>
Language assessment	<ul style="list-style-type: none"><li>• Upload a single language assessment results document.</li><li>• Test results must meet the minimum standards outlined on the Alberta Opportunity Stream Eligibility page. <a href="https://alberta.ca/aaip-alberta-opportunity-stream-eligibility">Alberta.ca/aaip-alberta-opportunity-stream-eligibility</a></li></ul>
Work permit(s)	<ul style="list-style-type: none"><li>• Upload your current Alberta work permit. It must meet the work permit criteria outlined on the Alberta Opportunity Stream Eligibility page. <a href="https://alberta.ca/aaip-alberta-opportunity-stream-eligibility">Alberta.ca/aaip-alberta-opportunity-stream-eligibility</a></li><li>• Upload all your past Canadian work permits, if applicable.</li></ul>

Document	Requirements
Labour Market Impact Assessment(s) OR Evidence of exemption	<ul style="list-style-type: none"> <li>• 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.</li> <li>• If an LMIA does not exist, upload 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, or</li> <li>○ if you are a Post-Graduation Work Permit holder, the work permit is proof of your exemption. If you do not have one of these documents, you can provide another document from Immigration, Refugees and Citizenship Canada (IRCC) demonstrating the exemption. Print outs of exemption information from the IRCC website do not meet this requirement.</li> </ul> </li> </ul>
Education:  Education credential documents  <b>AND</b>  Educational Credential Assessment (ECA)	<p>There are <b>two types of education documents</b> you must provide in a single document for the Education upload:</p> <p><b>1. Education credential documents</b></p> <ul style="list-style-type: none"> <li>• Upload all your secondary and post-secondary degrees, diplomas and certificates (from Canada and outside of Canada), as well as academic transcripts.</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="https://tradesecrets.alberta.ca/become-certified/out-of-province-certificates/recognized-trade-certificates">Tradesecrets.alberta.ca/become-certified/out-of-province-certificates/recognized-trade-certificates</a></li> <li>• If you are a Post-Graduation Work Permit holder you must upload transcripts for your Alberta education credential to demonstrate your education is related to your current occupation and work experience.               <ul style="list-style-type: none"> <li>○ If your transcripts do not include your date of enrollment for your program (the date you started attending your program) you must upload 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> </ul> </li> </ul> <p><b>2. Educational Credential Assessment (ECA)</b></p> <ul style="list-style-type: none"> <li>• 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. Immigration, Refugees and Citizenship Canada's (IRCC's) website lists the designated organizations for ECAs: <a href="https://Canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/documents/education-assessed/how.html#designated">Canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/documents/education-assessed/how.html#designated</a></li> <li>○ <b>Note:</b> There are some circumstances where you do not need to provide an ECA. Details are on the Alberta Opportunity Stream Eligibility page. <a href="https://Alberta.ca/aaip-alberta-opportunity-stream-eligibility">Alberta.ca/aaip-alberta-opportunity-stream-eligibility</a></li> </ul>

Document	Requirements
Pay statements	<ul style="list-style-type: none"> <li>• Upload 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 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="https://www.alberta.ca/documents/Payment-of-Earnings.pdf">Alberta.ca/documents/Payment-of-Earnings.pdf</a></li> <li>○ 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 requirements.</li> <li>○ The program may request additional pay statements or other income documents to verify full-time work experience in Canada.</li> </ul> </li> </ul>
Employment reference letter(s)	<ul style="list-style-type: none"> <li>• Upload 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). Your reference letter(s) must be signed by a manager or supervisor from the company.</li> <li>• Post-Graduation Work Permit holders who graduated from an approved Alberta postsecondary institution must upload 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, skills, knowledge and work experience necessary for duties</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 upload 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>

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

The following document requirements apply to all Alberta Opportunity 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"> <li>• 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.</li> <li>• 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.</li> <li>• Go to the website to get the current version of the form at <a href="https://alberta.ca/how-to-apply-to-aaip-worker-streams">Alberta.ca/how-to-apply-to-aaip-worker-streams</a>. <ul style="list-style-type: none"> <li>○ 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 <a href="https://canada.ca/en/revenue-agency/services/tax/representative-authorization/access/levels-scope.html">Canada.ca/en/revenue-agency/services/tax/representative-authorization/access/levels-scope.html</a>).</li> </ul> </li> </ul>
Alberta job offer(s) and employment contract(s)	<ul style="list-style-type: none"> <li>• Upload your current Alberta job offer or employment contract.</li> <li>• Your job offer or employment contract must: <ul style="list-style-type: none"> <li>○ be on company letterhead</li> <li>○ show the job title</li> <li>○ show your base wage/salary, along with all other lump sum compensation such as sales commissions, shares or stock options.</li> <li>○ show duration of employment</li> <li>○ show working conditions including location of employment and 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> <p><b>Additional job offer/contract information and documents (if applicable)</b></p> <ul style="list-style-type: none"> <li>• 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"> <li>○ Accepted documents include: Certificate of Incorporation and Memorandum and Articles of Association, Subscriber's Resolution, Register of Directors or Share register and/or Certificate of Incumbency.</li> </ul> </li> <li>• For religious occupations only: Any deductions for meal and lodging expenses allowed under Employment Standards (<a href="https://alberta.ca/deductions-from-earnings.aspx">Alberta.ca/deductions-from-earnings.aspx</a>) must be set out in the job offer or employment contract. Written authorization from you, the employee, must be provided for any deductions set out in the contract or job offer.</li> </ul>
Business licence	<ul style="list-style-type: none"> <li>• Provide a copy of your employer's current business licence, if applicable.</li> </ul>

### Note on employer-specific documents:

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. 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

## 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.

Points	Document requirements
Alberta relative points	<p><b>Candidate only:</b></p> <ul style="list-style-type: none"><li>• Documents must be submitted if you claimed you had an Alberta relative in your Worker EOI.</li><li>• Upload proof of the family relationship between you and your Alberta relative (e.g. birth certificate, adoption documents, etc.).</li><li>• Upload proof of your Alberta relative's Canadian permanent residence or citizenship.</li><li>• Upload proof of your Alberta relative's residency in Alberta. to the website.</li></ul> <p><b>Note:</b> Do not provide documents for your other relatives or any relatives of your spouse/common-law partner.</p>
Education points	<p><b>Candidate only:</b></p> <ul style="list-style-type: none"><li>• You must upload an Educational Credential Assessment (ECA) for immigration purposes if you:<ul style="list-style-type: none"><li>○ claimed points based solely on an foreign education credential, or</li><li>○ you claimed the additional points for education in Alberta or elsewhere in Canada and completion of a foreign credential was required to enter into your Alberta or other Canadian post-graduation credential program.</li></ul></li></ul>

<p>Job offer and provisional/full Alberta licensure points</p>	<p><b>Candidate only:</b></p> <ul style="list-style-type: none"> <li>• Only candidates who have an Alberta job offer in a regulated occupation and 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.</li> <li>• Many certifications and licensure types exist depending on a profession's levels of practice: <ul style="list-style-type: none"> <li>○ Submit copies of your provisional or full license from the Alberta body that regulates your profession. Visit <a href="https://alberta.ca/foreign-qualification-recognition">alberta.ca/foreign-qualification-recognition</a> for detail.</li> <li>○ 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 <a href="https://tradesecrets.alberta.ca/become-certified/">tradesecrets.alberta.ca/become-certified/</a> for details.</li> </ul> </li> </ul>
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Forms required by Candidates using a representative or who are including dependants in their application	
Document	Requirements
<p>AAIP – Dependant Authorization Form</p>	<ul style="list-style-type: none"> <li>• Go to the website to get the current version of the form. <a href="https://alberta.ca/system/files/custom_downloaded_images/lbr-aaip-authorization-spouse-dependants-information-form.pdf">Alberta.ca/system/files/custom_downloaded_images/lbr-aaip-authorization-spouse-dependants-information-form.pdf</a></li> <li>• To be accepted for processing the form must be complete, dated and signed.</li> <li>• 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.</li> </ul>
<p>AAIP - Use of Representative Form</p>	<ul style="list-style-type: none"> <li>• Go to the website to get the current version of the form. <a href="https://alberta.ca/system/files/custom_downloaded_images/lbr-aaip-candidate-representative-form.pdf">Alberta.ca/system/files/custom_downloaded_images/lbr-aaip-candidate-representative-form.pdf</a></li> <li>• To be accepted for processing the form must be complete, dated and signed.</li> <li>• You must complete and sign all sections of the form that are applicable to you.</li> </ul>

### Submitting your application

- Visit [Alberta.ca/aaip-alberta-opportunity-stream](https://alberta.ca/aaip-alberta-opportunity-stream) for more information 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](https://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.