DOCUMENT CHECKLIST
RURAL COMMUNITY IMMIGRATION PILOT

Note: You can apply under the Rural Community Immigration Pilot online. Please consult IRCC's website after you have received your recommendation from the Community for detailed instructions.

This document is available in PDF format only.

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

Upload this form and all other required documents with your online application.

If your documents are not in English or French, you must include the English or French translation with a certified copy of the original document, and an affidavit from the person who completed the translation (if the translation is not provided by a member in good standing of a provincial or territorial organization of translators and interpreters in Canada).

The checklist of required documents is subject to change. Applicants are advised to refer to the application kit on the IRCC website periodically while preparing their application to ensure that they have included all forms and documents listed on the most up-to-date checklist.

Forms and supporting documents (to be completed and submitted by all applicants).

Consult our Web site for specific instructions on how to complete the questions on each of the following forms.

Note: If your application lacks any of the documents listed in this checklist, it will be returned to you. If you are unable to provide any of the requested documentation, please include with your application a written explanation with full details as to why that documentation is unavailable and any documentation that would support your claim. Failure to provide supporting documents in certain circumstances may result in the refusal of your application.

IMPORTANT NOTICE: You have to answer all questions and sign all forms where applicable. When you sign these documents, you are certifying that all information provided therein whether prepared by you or not, is complete and true in all respects.

If you or someone acting on your behalf directly or indirectly submits false documents or misrepresents facts relating to your application for a permanent resident visa:

- Your application may be refused;
- The circumstances of your refusal will be entered into Canada's global immigration database; and
- You and your family members could become inadmissible to Canada for five years under section 40(2) of the Immigration and Refugee Protection Act.

It is your responsibility to notify us and provide the relevant supporting documentation if there are changes in the following:

- Family status (e.g. marriage or common-law union, divorce, annulment, legal separation, birth, adoption, death of the principal applicant or any accompanying family member, including grandchildren born to dependent children);
- Education (e.g.: completion of a degree); or
- Mailing address / email address / contact information.

Failure to inform IRCC of these changes will delay processing or may result in the refusal of the application or the exclusion of a family member.

FORMS LIST

	Note: All documents listed below are required. **You must keep a copy of the completed forms and all documents that you will submit online.**	☐
1	***Generic Application Form to Canada*** **(IMM 0008)** To be completed online by the principal applicant.	☐
2	***Schedule A: Background / Declaration*** **(IMM 5669)** Provide your detailed personal history from the last 10 years or since the age of 18, if you are less than 28 years of age. Do not leave any sections blank, or gaps in time. You must write "n/a" in any sections that are not applicable to your situation. Include all: • jobs, • periods of unemployment, • study, • vacations, or • being a homemaker. **Do not use abbreviations. Do not use general words such as "employee", "working", "manager." Specify your activity such as retail salesperson, architect, financial manager, etc.** **Note: If this section is not accurately completed, it will cause delays in the processing of your application.** Complete this form online for everyone in the following list: • the principal applicant • spouse or common-law partner (whether they are accompanying or not) • each dependent child over the age of 18 years (whether they are accompanying or not) **Note: Read all of the statements in all sections carefully. Sign and date in the boxes provided. By signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, truthful, and correct. If you do not sign and date, the application will be returned to you.**	☐
3	***Offer of Employment to a Foreign National - Rural Community Immigration Pilot*** **(IMM 0247)** You must have a job offer for an occupation listed in the **National Occupation Classification (NOC)** matrix. Your job offer must be at the same skill category, 1 level above or 1 level below the NOC that applies to your work experience. However, if your experience is in NOC TEER 5 category, then the job you're being offered must be in the same occupation. For example: • TEER 0 job offer: work experience in TEER 0, 1, 2 or 3 • TEER 1 job offer: work experience in TEER 0, 1, 2 or 3 • TEER 2 job offer: work experience in TEER 1,2,3 or 4 • TEER 3 job offer: work experience in TEER 1 (only under health care exception), 2,3, or 4 • TEER 4 job offer: work experience in TEER 1 (only under the health care exception), 2, 3 or 4 • TEER 5 job offer: work experience in the same occupation and 5-digit NOC code We'll review the main duties of your job offer to confirm that it meets the **NOC skill level or TEER category**. Your employer should complete this form and provide it to you to submit with your application package. **You must read the declarations and sign the form**. **Note:** your job offer must be from a designated employer in the community and meet all of these requirements: • the job must be located within the boundaries of the community. • full time, at least 30 paid hours per week, non-seasonal (year-round), and indeterminate (no end date) employment; • volunteer work and unpaid internships do not count; and • the job offer must be for an occupation at a skill level related to the NOC TEER category that matches your work experience	☐
4	***Schedule 1 Rural Community Immigration Pilot*** **(IMM 0248)** You must read the declarations and sign the form.	☐
5	***Recommendation Certificate from the designated Economic Development Organization - Rural Community Immigration Pilot*** **(IMM 0249)** You must submit the approved Recommendation Certificate form that you received from the Economic Development Organization of a participating community.	☐

6	***Supplementary Information - Your Travels*** **(IMM 5562)** To be completed online by the principal applicant.	☐
7	***Additional Family Information*** **(IMM 5406)** You will complete this form online for everyone in the following list: • the principal applicant • spouse or common-law partner (whether they are accompanying or not) • each dependent child over the age of 18 years (whether they are accompanying or not)	☐
8	***Use of a Representative*** **(IMM 5476)** ***(if applicable)*** Complete, print, date, sign and include this form in your application if you have a paid or unpaid representative. The form must be signed by hand by the principal applicant and by the representative.	☐

DOCUMENTS

9	**Travel documents and passports** Copy of the pages of your passport or travel documents for you, your spouse or common-law partner and your dependent children, showing: • the passport number, • date of issue and expiry, • the photo, name, date and place of birth, • pages showing any amendments in name, date of birth, expiration, etc. You must hold a valid regular passport. Diplomatic, official, service or public affairs passports are not valid for immigration to Canada. If you live in a country other than your country of nationality, include a scanned copy of your visa for the country in which you are currently living.	☐
10	**Proof of Language Proficiency** Submit results of your language proficiency test (from an approved agency) that shows you meet the minimum Canadian Language Benchmark (CLB) or Niveaux de competence linguistique canadien (NCLC) in listening, speaking, reading and writing. The minimum CLB required depends on the *National Occupational Classification* (NOC) of your job offer. Job offered NOC 2021: / Minimum benchmark: TEER 0 and TEER 1 — 6 TEER 2 and 3 — 5 TEER 4 and TEER 5 — 4 Your test results must not be more than two years old on the date your application is received.	☐
11	**Proof of Education** You must provide proof that you have obtained a **minimum** of a high school diploma. Proof of your completed studies can include copies of your education documents (diplomas, certificates or degrees) and transcripts for successfully completed studies, if available. If your diploma, certificate or degree was not issued in Canada, you must **also** provide an Educational Credential Assessment (ECA) report issued by a designated organization approved by IRCC. The report must show the foreign education is equal to a completed Canadian secondary or post-secondary certificate, diploma or degree. Your ECA report must be less than five years old on the date we receive your application.	☐

Work experience: If you are an international student who graduated with an **eligible credential** from a Canadian public post-secondary institution in the community, you are exempt from the **work experience** criteria below.

Please ensure your credential meets the eligibility requirements before you submit an application with no previous work experience.

12	**Proof of previous relevant work experience (letter of employment, paystubs, etc.)** You must show that you have at least 12 months of full-time (or part-time equivalent), paid work experience (volunteer work, unpaid internships do not count) within the 36 months before your application is received. If you worked in Canada, you must have been a temporary resident with authorization to work in Canada. 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. 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 for you 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	☐
13	**Proof of settlement funds** Submit proof that you have sufficient funds that are transferable and available for settlement in Canada. The funds must be your own and should not be borrowed from another person. The amount of money you need is set by the size of your family and is 50 % of the Low Income Cut Off (LICO) totals for rural areas. Examples of items you can submit as proof of funds include: • current bank statement or certification letter • evidence of savings balance • deposit statements **Note:** You are not required to provide proof of funds if you are already working in Canada with a valid work permit.	☐
14	**Identity and Civil Status Documents** You must provide the following documents for you and your spouse or common-law partner: • Birth certificates • Legal documents showing name or date of birth changes (if applicable) • Marriage certificate(s), final divorce or annulment certificate(s). If married more than once, include certificates from each marriage and divorce or annulment you, your spouse or common-law partner have had • Death certificate for former spouse(s) or common-law partner(s) (if applicable) • National IDs, family/household registry/book (if applicable) • If you have a common-law partner, complete and include the Statutory Declaration of Common-Law Union **(IMM 5409)** and provide evidence that you have cohabitated with your partner for a period of at least 12 continuous months. Provide the following documents listing both your names, for example: - copies of joint bank account statements, - copies of leases, - utility bills, etc. **You and your partner must read the declaration and sign the form by hand.**	☐
15	**Children's Information (if applicable)** • Children's birth certificates (which name their parents) • Adoption papers issued by recognized national authorities showing the legal, approved adoption of adopted dependent children • Proof of full custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court; • If the other parent of your children is not accompanying you to Canada, you must submit a signed *Statutory Declaration from Non-Accompanying Parent/Guardian for Minors Immigrating to Canada* (**IMM 5604**) by hand. You must submit one form for **each** child and a copy of the non-accompanying parent's photo ID showing their signature.	☐
16	**Police Certificates and Clearances** Original police certificate from your country or territory of residence and must be issued no more than 6 months before the date of submission of application. For any other country or territory, the police certificate must be issued **after** the last time you lived there for 6 months in a row or longer since the age of 18.	☐

17	**Photo Requirements** Photo must have been taken within twelve (12) months before application submission. Include **a photo** for each member of your family, whether accompanying or not, and yourself. On the back of each photograph, write the name and date of birth of the person who appears in the photo as well as the date the photo was taken. Follow the instructions provided in the online application and in the guide in Appendix A: Photo Specifications.	☐
18	**Fee payment in an acceptable format** If we are unable to process your payment, your application will be returned to you. Copy of the receipt showing the amount paid. See the fee section for more information.	☐