




# DOCUMENT CHECKLIST


## ATLANTIC HIGH-SKILLED PROGRAM

You **must** print this document, complete it and include it in your application as **the cover page**.

Gather your documents **in the order of the checklist** and check  each item. Attach small items such as photos and certified cheques with a paper clip, otherwise leave documents unbound. Place all documents in a sealed envelope. 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). Do not send any additional documents when submitting your application to the CIO.


 **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.

### FORMS

	Do not submit originals unless otherwise stated as the documents you submit will not be returned. You must keep a copy of the completed forms and all documents before sending them to the CIO.	Format
1	<b>Generic Application Form to Canada (IMM 0008)</b> Completed and signed by the principal applicant.	Original <input type="checkbox"/>
2	<b>Schedule A: Background/Declaration (IMM 5669)</b> Completed, dated and signed by everyone in the following list: <ul style="list-style-type: none"> <li>the principal applicant</li> <li>spouse or common-law partner (whether they are accompanying or not)</li> <li>each dependent child over the age of 18 years (whether they are accompanying or not)</li> </ul> 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: <ul style="list-style-type: none"> <li>jobs,</li> <li>periods of unemployment,</li> <li>study,</li> <li>vacations, or</li> <li>being a homemaker.</li> </ul> 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. <p><b>Note:</b> If this section is not accurately completed, it will cause delays in the processing of your application.</p>	Original <input type="checkbox"/>
3	<b>Offer of Employment to a Foreign National - Atlantic Immigration Pilot Program (IMM 5650)</b> You must have a job offer for an occupation at skill type 0, or skill levels A or B of the National Occupation Classification (NOC) matrix. Your designated employer should complete this form and provide it to you to submit with your application package. <b>You must read the declarations and sign the form.</b>	Original <input type="checkbox"/>
4	<b>Economic Classes- Atlantic Immigration Pilot Programs (IMM 5501)</b> Completed and signed by the principal applicant.	Original <input type="checkbox"/>
5	<b>Additional Dependants/Declaration (IMM 0008DEP) (if applicable)</b> Completed, dated and signed by the principal applicant if the applicant has more than five dependants (whether they are accompanying or not).	Original <input type="checkbox"/>

6	<b>Supplementary Information - Your Travels (IMM 5562)</b> Completed by the principal applicant.	Original <input type="checkbox"/>
7	<b>Additional Family Information (IMM 5406)</b> Completed, dated and signed by everyone in the following list: <ul style="list-style-type: none"> <li>• the principal applicant</li> <li>• spouse or common-law partner (whether they are accompanying or not)</li> <li>• each dependent child over the age of 18 years (whether they are accompanying or not)</li> </ul>	Original <input type="checkbox"/>
8	<b>Use of a Representative (IMM 5476)</b> Complete, date, sign and include this form in your application if you have a paid or unpaid representative.	Original <input type="checkbox"/>

## DOCUMENTS

	Do not submit originals unless otherwise stated as the documents you submit will not be returned. You must keep a copy of the completed forms and all documents before sending them to the CIO.	Format
9	<b>Travel documents and passports</b>  Copy of the pages of your passport or travel documents for you, your spouse or common-law partner and your dependent children, showing: <ul style="list-style-type: none"> <li>• the passport number,</li> <li>• date of issue and expiry,</li> <li>• the photo, name, date and place of birth,</li> <li>• pages showing any amendments in name, date of birth, expiration, etc.</li> </ul> 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 photocopy of your visa for the country in which you are currently living.	Copies <input type="checkbox"/>
10	<b>Confirmation of Provincial Endorsement</b> Submit the Endorsement letter from the Atlantic province that has endorsed you.	Copy <input type="checkbox"/>
11	<b>Proof of Language Proficiency</b> Submit the original results of your language proficiency test that shows you meet a minimum of level 4 of the Canadian Language Benchmark (CLB) or <i>Niveaux de compétence linguistique canadien</i> (NCLC) for listening, speaking, reading and writing. Your test results must not be more than two years old on the date your application is received.	Original <input type="checkbox"/>
12	<b>Proof of Education</b> 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).	Copy <input type="checkbox"/>
13	<b>Proof of previous relevant work experience (letter of employment, paystubs, etc)</b>  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: <ul style="list-style-type: none"> <li>- the activities identified in the lead statement of the <i>National Occupational Classification</i> (NOC) description; and</li> <li>- a substantial number of the main duties, including all of the essential duties listed in the NOC description.</li> </ul> For the <b>Atlantic High-Skilled program</b> , your work experience must be at <b>Skill Type 0 or level A or B</b> of the NOC matrix.  <b>Submit the documents below:</b> <ul style="list-style-type: none"> <li>• Copy of your most recent work permit in Canada (if applicable)</li> <li>• Employer reference letters for the periods of work experience identified in your application. The letters must include:               <ul style="list-style-type: none"> <li>- specific period of your employment (to/from dates)</li> <li>- description of your main responsibilities and duties</li> <li>- the corresponding NOC code (if known)</li> <li>- your total annual salary and benefits</li> <li>- the number of hours you worked per week</li> <li>- your employer's name, signature, full address, telephone number and email address (if applicable)</li> </ul> </li> <li>• Copies of your T4 tax information slips and your Notice of Assessment (if applicable)</li> <li>• Work contracts</li> <li>• Pay stubs</li> </ul>	Copies <input type="checkbox"/>

14	<p><b>Proof of funds</b></p> <p>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 12.5% of the Low Income Cut Offs (LICO). For more information, see the instruction guide.</p> <p>Examples of items you can submit as proof of funds include:</p> <ul style="list-style-type: none"> <li>• current bank statement or certification letter</li> <li>• evidence of savings balance</li> <li>• deposit statements</li> </ul> <p><b>Note:</b> You are not required to provide proof of funds if you are already working in Canada with a valid work permit.</p>	Copies <input type="checkbox"/>
15	<p><b>If you are applying from inside Canada:</b></p> <p>Submit proof that you have valid temporary resident status. Your status must be valid on the day you submit your application.</p> <p>Below are examples of documents you may submit:</p> <ul style="list-style-type: none"> <li>• photocopies of passport pages clearly showing the stamp made by Canadian authorities on your most recent entry to Canada</li> <li>• photocopy of your current immigration document (if you have one)</li> </ul> <p>For more information, see the instruction guide (IMM 5424).</p>	Copies <input type="checkbox"/>
16	<p><b>Identity and Civil Status Documents</b></p> <p>You must provide the following documents for you and your spouse or common-law partner:</p> <ul style="list-style-type: none"> <li>• Birth certificates</li> <li>• Legal documents showing name or date of birth changes (if applicable)</li> <li>• 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</li> <li>• Death certificate for former spouse(s) or common-law partner(s) (if applicable)</li> <li>• National IDs, family/household registry/book (if applicable)</li> <li>• If you have a common-law partner, complete and include the Statutory Declaration of Common-Law Union (<b>IMM 5409 – original</b>) 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: <ul style="list-style-type: none"> <li>– copies of joint bank account statements,</li> <li>– copies of leases,</li> <li>– utility bills, etc.</li> </ul> </li> </ul>	Copies, unless otherwise stated <input type="checkbox"/>
17	<p><b>Children's Information (if applicable)</b></p> <ul style="list-style-type: none"> <li>• Children's birth certificates (which name their parents)</li> <li>• Adoption papers issued by recognized national authorities showing the legal, approved adoption of adopted dependent children</li> <li>• 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;</li> <li>• If the other parent of your children is not accompanying you to Canada, you must submit a signed <i>Statutory Declaration from Non-Accompanying Parent/Guardian for Minors Immigrating to Canada</i> (<b>IMM 5604 - original</b>). You must submit one form for <b>each</b> child and a copy of the non-accompanying parent's photo ID showing their signature;</li> </ul>	Copies, unless otherwise stated <input type="checkbox"/>
18	<p><b>Police Certificates and Clearances</b></p> <p>You must get a police certificate from each country or territory where you have lived for six or more months in a row since the age of 18. You are strongly encouraged to submit your police certificates with your application to the CIO. If you are unable to obtain all the necessary police certificates, you may still send your application to the CIO without them. However, we strongly recommend that you take steps to obtain your police certificates <b>now</b> to avoid future delays. You must be ready to submit them when requested by an officer.</p> <p><b>Note:</b> Police certificates are generally considered to be valid for one year from date of issue; therefore depending on the processing time of your application, you may be requested to submit new certificates.</p>	Originals <input type="checkbox"/>
19	<p><b>Photo Requirements</b></p> <p>Include <b>two (2) photos</b> for each member of your family, whether accompanying or not, and yourself. Follow the instructions provided in the guide in <b>Appendix A: Photo Specifications</b>. Photos must have been taken within six (6) months before application submission.</p> <p>On the <b>back of one (1) of the photographs</b>, write the name and date of birth of the person who appears in the photo as well as the date the photo was taken. Leave the other photograph blank.</p>	Originals <input type="checkbox"/>
20	<p><b>Fees</b></p> <p>Copy of the receipt showing the amount paid. See "Step 3. Pay the fees" for more information.</p>	Copy <input type="checkbox"/>

**MAILING YOUR APPLICATION**

<b>21</b>	<p><b>Mail to the CIO in Sydney, Nova Scotia:</b></p> <ul style="list-style-type: none"><li>• this document checklist</li><li>• your complete application</li><li>• supporting documents required in this checklist, and</li><li>• include 2 self-addressed mailing labels:<ul style="list-style-type: none"><li>– one in English or French, and</li><li>– one in the official language of your country of residence.</li></ul></li></ul> <p>Please see "Step 4, Mail the application" section of the instruction guide for the CIO address and specific instructions for mailing your application.</p>
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