



# DOCUMENT CHECKLIST FOR CANDIDATES UNDER THE ATLANTIC IMMIGRATION PILOT PROGRAM WORKER (IN CANADA APPLICANT)

This document checklist is one of the forms that you need to submit with your application. Refer to the Instruction Guide (IMM 5553) to find out if you are required to provide some or all forms and documents listed in this checklist. If any of the required documents are missing, your application form may be returned or refused. **Do not submit original documents unless instructed to do so. Original documents will not be returned.**

**All documents in a language other than English or French must be translated. Provide both a photocopy of the document and the translation in English or French.**

**Important:** if you are also applying for study permit, you **must** include the fees and documents required to assess your application for that permit. Consult the appropriate guide for student requirements.

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

## I have enclosed the following items:

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

- Application to Change Conditions, Extend my stay or Remain in Canada as a Worker (IMM 5710)*  
**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.
- 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 Immigration, Refugees and Citizenship Canada (IRCC) and the Canada Border Services Agency (CBSA) to release information from your case file to someone other than yourself.
- Statutory Declaration of Common-law Union (IMM 5409), if applicable*

### DOCUMENTS LIST

- [Referral letter](#) from provincial authority
- Proof of Payment**  
**Note:** If you are applying for an open work permit, provide proof of payment for the Open Work Permit Holder Fee.
- PHOTOCOPIES of passport pages** clearly showing each of the following:
  - the passport number;
  - the dates of issue and expiry;
  - your name and date of birth;
  - the stamp made by the Canadian authorities on your most recent entry into Canada; and
  - any other marked page.
- PHOTOCOPIES of the pages of your travel or identity document (citizenship certificates, birth certificate, alien registration cards, etc.) if you did not use a passport to enter Canada
- PHOTOCOPY of your current immigration document (if you have one)
- PHOTOCOPY of your Marriage License or Certificate (if applicable)
- If you are the dependant of another applicant, provide the Unique Client Identifier (UCI) of your family member who is the primary applicant
- Your employer must provide you with the Offer of Employment number for inclusion in your work permit application form.

If IRCC authorized your employer to submit the Offer of Employment using the IMM 5802 form, provide a copy of the IMM 5802 and proof that your employer paid the Employer Compliance Fee.

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).