

Alberta Express Entry Stream – Document Checklist for the AINP Portal

Note: Only candidates that have received a Notification of Interest (NOI) letter from the Alberta Immigrant Nominee Program (AINP) and who are invited to apply are eligible to submit an application under the Alberta Express Entry Stream. To apply to the AINP through the AINP portal you will need to include the documents listed below. If any documents are missing, your application may not be accepted for processing.

The AINP does not guarantee that all complete applications received by the AINP will be assessed or that all candidates who meet the assessment criteria will be issued a nomination. Review the terms and conditions for the Alberta Express Entry Stream on the website at [Alberta.ca/ainp-alberta-express-entry-stream-apply.aspx](https://alberta.ca/ainp-alberta-express-entry-stream-apply.aspx). Submission of an application or nomination by the AINP 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. www.atia.ab.ca

Mandatory documents required by all Candidates

Document	Requirements
Valid passports	<p>Candidate and spouse/common-law partner (if applicable):</p> <ul style="list-style-type: none"> Upload only the personal information page and any page(s) showing the expiry and renewal date(s) of the passport(s).
Work permit(s)	<p>Candidate only:</p> <ul style="list-style-type: none"> Upload all your past Canadian work permits (if applicable).
Language assessment(s)	<p>Candidate and spouse/common-law partner (if applicable):</p> <ul style="list-style-type: none"> Do not include language assessments for family members. The test results cannot be more than two years old. <p>Note: If you are nominated by the AINP, your language test results included with your application for permanent residence will also need to be less than two years. You may need to update your test results prior to applying to the federal government.</p> <ul style="list-style-type: none"> The AINP accepts only the following designated language assessments: <ul style="list-style-type: none"> Canadian English Language Proficiency Index Program (CELPIP) General Test, or International English Language Testing System (IELTS) General Training Test, or Test d'évaluation de français Canada (TEF Canada), or Test de connaissance du français Canada (TCF Canada) Test results must meet the minimum standards outlined on the IRCC Express Entry page. Canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/documents/language-requirements.html

Document	Requirements
Educational Credential Assessment (ECA)	<p>Candidate only:</p> <ul style="list-style-type: none"> • Upload an ECA report for your highest level of education from one of the designated organizations. The IRCC website lists the designated organizations for ECAs: Canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/documents/education-assessed/how.html • You do not need to provide an ECA if: <ul style="list-style-type: none"> ▪ You have a Canadian degree, diploma or certificate from a recognized Canadian post-secondary, technical college or secondary institution, or ▪ You have a valid Alberta Qualification Certificate or a trade certificate recognized by Alberta Apprenticeship and Industry Training (AIT). Tradesecrets.alberta.ca/experiencedworkers/recognized-trade-certificate Tradesecrets.alberta.ca/trades-occupations
Education	<p>Candidate and spouse/common-law partner (if applicable):</p> <ul style="list-style-type: none"> • Do not include educational documents for your dependants. • Upload all your degrees, diplomas and certificates (from Canada and outside of Canada).
AIT recognized trade certificate	<p>Candidate (if applicable):</p> <ul style="list-style-type: none"> • Upload your AIT recognized trade certificate if your occupation and work experience are in a trade occupation. • A recognized trade certificate is one of the following: AIT Qualification Certificate, or <ul style="list-style-type: none"> ▪ Interprovincial Red Seal, or ▪ AIT-Recognized Trade Certificate Tradesecrets.alberta.ca/experiencedworkers/recognized-trade-certificate
Licensing, registration and certification (excluding trade certificates)	<p>Candidate (if applicable):</p> <ul style="list-style-type: none"> • Upload all licenses, registration and certification documents required to work in your occupation in Alberta. • For information on the licensing, registration and certification requirements, review both the Certification Requirement and Educational Requirement sections for your occupation on the Alberta Learning Information Service (ALIS) OCCinfo website. occinfo.alis.alberta.ca/occinfopreview
Alberta relative(s) (if applicable)	<p>Candidate and spouse/common-law partner (if applicable):</p> <ul style="list-style-type: none"> • Upload all relevant legal documents, clearly proving the family relationship between you and your Alberta parent(s), sibling(s) or child(ren) (e.g. birth certificate, adoption documents, etc.) • Upload proof of your Alberta relative's Canadian permanent residence or citizenship • Upload proof of your Alberta relative's residency in Alberta • Do not provide information on your other relatives

<p>Employment reference letter(s)</p>	<p>Candidate only:</p> <ul style="list-style-type: none"> • Upload reference letter(s) for: <ul style="list-style-type: none"> ▪ your current employment ▪ your previous employment from Canada and outside of Canada (if applicable). <p>Spouse or common-law partner only (if applicable):</p> <ul style="list-style-type: none"> • Upload reference letter(s) for your spouse or common-law partner's current or previous employment within Canada only • All reference letter(s) must be signed by a manager or supervisor from the company. • All reference letter(s) must be on the company letterhead and must include: <ul style="list-style-type: none"> ▪ job title ▪ salary ▪ period of employment including start date and end date for each occupation performed ▪ hours of work per week ▪ main job duties you perform on a daily basis* (see note below) ▪ education required ▪ skills and knowledge necessary for duties ▪ work experience required ▪ employer contact information • You may also upload your employment contract(s) or job offer letter(s) that include this information. <p>*Note: When listing main job duties, do not copy job duties from the National Occupational Classification (NOC) code description.</p>
<p>Alberta job offer(s) (if applicable)</p>	<p>Candidate and spouse/common-law partner (if applicable):</p> <ul style="list-style-type: none"> • Upload your current Alberta job offer. • Your uploaded job offer must: <ul style="list-style-type: none"> ▪ Be on company letterhead ▪ Show the job title ▪ Show the salary/wage ▪ Show duration of employment ▪ Show working conditions including location of employment and hours of work per week ▪ Show job duties ▪ Be signed by you and your Alberta Employer ▪ Include employer contact information

Forms required by Candidates using a representative or who are including dependants in their application

Document	Requirements
AINP Dependant Authorization Form Form	<p>Go to the website to get the current version of the form. Alberta.ca/ainp-alberta-express-entry-stream-apply.aspx</p> <p>To be accepted for processing the form must:</p> <ul style="list-style-type: none">• Be complete, dated and signed.• 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.
AINP Use of Representative Form	<p>Go to the website to get the current version of the form. Alberta.ca/ainp-alberta-express-entry-stream-apply.aspx</p> <p>To be accepted for processing the form must:</p> <ul style="list-style-type: none">• Be complete, dated and signed.• You must complete and sign all sections of the form that are applicable to you.

Important considerations

- Visit the website to review criteria and application guidelines. Applications that do not meet these criteria and guidelines will be declined. [Alberta.ca/ainp-alberta-express-entry-stream.aspx](https://alberta.ca/ainp-alberta-express-entry-stream.aspx)
- Complete every question and section on the AINP portal. Refer to the Helpful Hints document which has tips on submitting a complete application in the portal. [Alberta.ca/assets/documents/ainp-helpful-hints.pdf](https://alberta.ca/assets/documents/ainp-helpful-hints.pdf)
- If any documents are missing, your application may not be accepted for processing.
- If required, the AINP 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.

Questions?

If you need help with your AINP application, email lbr.pnpoffice@gov.ab.ca.