

## Employer-Driven Skilled Worker Category and International Graduate Category – Document Checklist

All of the items listed below are required to apply under the Alberta Immigrant Nominee Program (AINP) Employer-Driven Stream Skilled Worker Category or International Graduate Category. If any documents are missing, your application may be returned or refused. Include this document checklist with your completed application.

Check (☑) each item to include with your application and put the documents in the order listed below.

Forms required	
<input type="checkbox"/> AINP 005	<p><b>Attach original</b></p> <ul style="list-style-type: none"> <li>■ The Alberta Employer and Candidate must complete the <i>Employer-Driven Application for a Skilled Occupation (AINP 005)</i> form together</li> <li>■ Signatures must be original on the form sent to AINP</li> <li>■ Identification number has to be the same on all pages, including the bar code page. The identification number is on the bottom right hand side of each application page. Your application will be returned to you if any of the identification numbers are different.</li> </ul>
<input type="checkbox"/> AINP 003	<p><b>Attach original</b></p> <ul style="list-style-type: none"> <li>■ The Candidate must complete the <i>Employer-Driven Application for Nomination (AINP 003)</i> form</li> <li>■ Signatures must be original on the form sent to AINP</li> <li>■ Identification number has to be the same on all pages, including the bar code page. The identification number is on the bottom right hand side of each application page. Your application will be returned to you if any of the identification numbers are different.</li> </ul>
<input type="checkbox"/> AINP Employer Compliance Declaration Form (Foodservices industry employers only)	<p><b>Attach copy and include all documents</b></p> <ul style="list-style-type: none"> <li>■ The Employer’s valid Food Handling Permit</li> <li>■ A clearance from the Workers’ Compensation Board (WCB) - Alberta <a href="http://www.wcb.ab.ca/employers">www.wcb.ab.ca/employers</a> to obtain a clearance from the WCB-Alberta</li> </ul> <p>Signatures must be original on the form sent to AINP</p>
Alberta Employer - documents required	
<input type="checkbox"/> Employment contract	<p><b>Attach copy</b></p> <p>Employment contract must be current; show the salary, duration of employment and working conditions; and be signed by the Alberta Employer and the Candidate</p>

<input type="checkbox"/> Labour Market Opinion (LMO) OR Evidence of Exemption	<p><b>Attach copy</b></p> <p>Current LMO(s) from Service Canada/HRSDC, include a copy of the Confirmation Letter and Annex</p> <ul style="list-style-type: none"> <li>▪ <b>If an LMO does not exist</b>, provide the documents to show the exemption used for the work permit (e.g. North American Free Trade Agreement, Post-Graduation Work Permit, etc.)</li> <li>▪ <b>If the Candidate is not working as a temporary foreign worker</b>, the Alberta Employer must provide details on the efforts made to hire a Canadian</li> </ul>
<input type="checkbox"/> Job description	<p><b>Attach copy</b></p> <p>Must be on company letterhead and include:</p> <ul style="list-style-type: none"> <li>▪ Job title</li> <li>▪ Main duties of the job</li> <li>▪ Working conditions (e.g. hours of work, salary, benefits)</li> <li>▪ Education required</li> <li>▪ Skills and knowledge necessary for duties</li> <li>▪ Relevant work experience required</li> </ul>

### Candidate – forms and documents required

<input type="checkbox"/> Citizenship and Immigration Canada (CIC) forms	<p><b>Attach copy</b></p> <ul style="list-style-type: none"> <li>▪ <b>Candidate:</b> IMM 0008 Generic, IMM 5669 Schedule A, IMM 0008 Schedule 4, IMM 5406. Include the IMM 5476 and IMM 0008DEP if necessary.</li> <li>▪ <b>Spouse/Common-law partner and dependants over 18:</b> IMM 5669 Schedule A, IMM 5406. Include the IMM 5476 if necessary.</li> </ul>
<input type="checkbox"/> Citizenship and Immigration Canada (CIC) work permit(s)	<p><b>Attach copy</b></p> <p>Candidate's current work permit and previous (if available) CIC work permit(s)</p>
<input type="checkbox"/> Valid passport(s)	<p><b>Attach copy</b></p> <ul style="list-style-type: none"> <li>▪ Candidate</li> <li>▪ Spouse/common-law partner</li> <li>▪ Dependent children</li> </ul> <p>Include only the personal information page and any page(s) showing the expiry and renewal date(s) of the passport</p>
<input type="checkbox"/> Education and licensing	<p><b>Attach copy</b></p> <p>Degree, diploma, certificate and license required for Candidate's job</p>
<input type="checkbox"/> Reference letters	<p><b>Attach copy</b></p> <ul style="list-style-type: none"> <li>▪ Work-related reference letters from previous employers related to the job</li> <li>▪ Must be signed by the employer, dated and on company letterhead and include: <ul style="list-style-type: none"> <li>• Job title</li> <li>• Main duties and education required for the job</li> <li>• Period worked</li> </ul> </li> </ul>

## If using a representative

If you are not using a representative, the items listed in this section do not apply to you.

Alberta Employer – Use of a Representative (AINP 008A)

Candidate – Use of a Representative (AINP 008B)

### Attach original

Signatures must be original on the form sent to AINP

## Contact information

Mail your application and supporting documents in the order listed in the document checklist to:

Alberta Immigrant Nominee Program  
Employer-Driven Skilled Worker Category or International Graduate Category  
Human Services  
Suite 940, Telus Plaza North Tower  
10025 Jasper Avenue  
Edmonton, AB T5J 1S6

**Provide a certified translation with any documents not in English or French.** To find a certified translator in Alberta or in Canada, visit the Association of Translators and Interpreters of Alberta (ATIA) at: [www.atia.ab.ca](http://www.atia.ab.ca)

- Visit [www.AlbertaCanada.com/ainp](http://www.AlbertaCanada.com/ainp) to review criteria, applications that do not meet criteria will be declined
- Complete every question and section, if a question does not apply, write N/A or Not Applicable
- Only complete applications are accepted, incomplete applications will not be accepted
- The AINP reserves the right to request additional information or documents from either the Employer(s) or the Candidate to support this application
- The AINP does not return original documents
- When submitting your application to the AINP make sure your identification number is the same on all pages, including the bar code page. The identification number is on the bottom right hand side of each application page. Your application will be returned to you if any of the identification numbers are different. To be sure all identification numbers at the bottom of each application page are the same you must print all pages of the application at one time, including the bar code page. If you need to make changes to any of the pages, do so, then SAVE and PRINT the entire application again.