

# Employer Endorsement Document Checklist

ATLANTIC IMMIGRATION PILOT



Business Operating Name: _____	Business Legal Name: _____
Name of FN Principal Applicant: _____	Did you use a Representative: ___ Yes ___ No

Designated employers can apply for endorsement for each foreign national principal applicant under the AIP. Please refer to the [Guidelines for Designation Application](#) and [Guidelines for Endorsement Application](#) under AIP for instructions on how to complete the documents.

To be considered a complete application for endorsement under the AIP, the following documents must accompany this application. If your application lacks any of the documents listed in this checklist it will result in the delay of your application being processed.

## FORMS:

- 1. [Endorsement Application](#)
- 2. [Offer of Employment to a Foreign National form](#)
- 3. [Use of Representative Form](#) (if applicable)

## SETTLEMENT PLAN:

- 4. Completed Needs Assessment, including the resulting individualized settlement plans, completed by a [designated immigrant settlement service provider organization](#) for each foreign national principal applicant and accompanying family members, and signed by the employer.

## TRAVEL/STATUS DOCUMENTS:

- 5. Color photocopy of bio data page of passport for all people included in application.
- 6. Does the Foreign National you wish to hire have a valid Temporary Work Permit? If **YES**, please provide a copy. (Please proceed to item number 11.)
- 7. Does the Foreign National you wish to hire require a Temporary Work Permit?
  - a. If **NO**, please proceed to item number 11 (Recruitment Activities).
  - b. If **YES**, please provide the following:
- 8. [IMM5654 Form \(UNDERTAKING FOR AN APPLICATION FOR A WORK PERMIT EXEMPTED FROM A LABOUR MARKET IMPACT ASSESSMENT \(LMIA\)\)](#). By completing the Commitment Form, the Foreign National agrees to apply for permanent residence **within 90 days** of submitting their IMM5654 Form Work Permit application.
- 9. [Educational Credential Assessment \(ECA\)](#) report from a recognized organization to show their credential is valid and equal to a Canadian credential. If the Foreign National already has an Educational Credential Assessment report, it must be less than 5 years old when it is submitted.

**TRAVEL/STATUS DOCUMENTS CONT'D:**

- 10. [Language Testing Results from an approved language test, such as IELTS or CELPIP](https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/atlantic-immigration-pilot/language-testing.html). To immigrate through the Atlantic Immigration Pilot, the FN must prove their English or French language ability. They need to have a Canadian Language Benchmark of level 4 or higher. Please go the following link to see what tests are available: <https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/atlantic-immigration-pilot/language-testing.html>.

**RECRUITMENT ACTIVITIES:**

- 11. Proof of [Required Recruitment Activities](#). [NOTE: If the FN Principal Applicant you wish to endorse is already working for you on a valid temporary work permit, proof of recruitment activity is NOT required. Please go to the Required Recruitment Activities link for detailed information].

**EMPLOYMENT:**

- 12. Copy of the accepted job offer or contract with a Newfoundland and Labrador employer.
- 13. Detailed resume of the FN Principal Applicant.
- 14. Letters of reference from previous employers supporting work experience claimed for FN Principal Applicant.

**CHECKLIST:**

- 15. Completed Employer Endorsement Document Checklist.

**NOTE:** The Office of Immigration and Multiculturalism reserves the right to request additional information to assess endorsement applications. Missing documents will result in delays in the processing of your application.

<b>OFFICE USE ONLY:</b>	
AIP FILE #: _____	
USE OF A REPRESENTATIVE COMPANY NAME: _____	
<input type="checkbox"/> APPLICATION PRESCREENED	DAY/MONTH/YEAR ___/___/___
<input type="checkbox"/> APPLICATION INCOMPLETE	___/___/___
<input type="checkbox"/> APPLICATION COMPLETE	___/___/___
<input type="checkbox"/> APPLICATION SCREENED	___/___/___
<input type="checkbox"/> IMMIGRATION OFFICER ASSIGNED	___/___/___
NOTES: _____	
_____	
_____	