

Employer Endorsement Document Checklist

ATLANTIC IMMIGRATION PILOT



Business Operating Name: _____ Name of Foreign National: _____
Did you use a Representative: ___ Yes ___ No

Employers must receive provincial designation to participate in the Atlantic Immigration Pilot Program (AIPP). Once designated, employers must complete this application for endorsement, to be submitted to the Government of Newfoundland and Labrador, for each foreign national principal applicant under the AIPP. Please refer to the [Guidelines for Designation and Endorsement Application under AIP](#) before completing this document checklist.

To be considered a complete application for endorsement under the AIPP, the following documents must accompany this application:

1. [Endorsement Application](#) – to be completed by the employer, and signed by both the employer and the Foreign National.
2. [Offer of Employment to a Foreign National form](#), which includes the signatures of the authorizing signing officer for your business and the Foreign National.
3. Copy of the accepted job offer or contract, on company letterhead that is signed and dated by the Foreign National which details the job title, National Occupational Classification Code, job duties, skill requirements, location of work, rate of pay, hours of work, etc.
4. Does the Foreign National you wish to hire have a valid Open Work Permit or Closed Work Permit for a current Employer?
 - a) If **YES**, you must provide a copy of the Foreign National's current Work Permit
 - b) If **NO**, you must provide the following documents:
 - Completed [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.
 - Provide proof of Recruitment Activities. Please review the [Required Recruitment Activities](#) for the AIP and submit the required documents.
5. 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.
6. 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.

OFFICE USE ONLY:

AIP FILE #: _____

DATE RECEIVED: _____

USE OF A REPRESENTATIVE COMPANY NAME: _____