

# Employer Endorsement Document Checklist

ATLANTIC IMMIGRATION PILOT



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.

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

- [Endorsement Application](#) – to be completed by the employer, and signed by both the employer and the Foreign National.
- [Offer of Employment to a Foreign National form](#), which includes the signatures of the signing officer for your business and the Foreign National.
- Copy of the accepted job offer or contract, signed 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.
- If the foreign national you wish to hire is currently in Canada, provide proof of their valid temporary status (i.e. Valid Work Permit, Visitor Permit, Study Permit, entry visa in passport).
- Proof of recruitment activities (if applicable). Please review the [Required Recruitment Activities](#) for the AIP and submit the required documents.
- Completed Needs Assessment, including the resulting individualized settlement plans, completed by a [designated immigrant settlement service provider organizations](#) for each foreign national principal applicant and accompanying family members.
- Completed [Commitment Form](#), if applicable - this form must be completed by the Foreign National if they require a work permit. By completing the Commitment Form, the Foreign National agrees to apply for permanent residence within 90 days of submitting their work permit application.
- 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.