

## Rural Renewal Stream – Document Checklist

Follow the document checklist to submit a complete application in the portal. Most documents are mandatory for all applicants. There are a few documents that apply only to individuals using a third party representative or working in regulated occupations and trades.

If any documents are missing, your application may not be accepted for processing. The Alberta Advantage Immigration Program does not guarantee that all complete applications received by the Alberta Advantage Immigration Program will be assessed or that all candidates who meet the assessment criteria will be issued a nomination. Review the terms and conditions for the Rural Renewal Stream on the website at [Alberta.ca/aaip-rural-renewal-stream-how-to-apply.aspx](https://alberta.ca/aaip-rural-renewal-stream-how-to-apply.aspx). Submission of an application or nomination by the Alberta Advantage Immigration Program 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 submit 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](http://www.atia.ab.ca)

### Mandatory forms and documents required by all Candidates

Document	Requirements
Valid passports	<p><b>Candidate only:</b></p> <ul style="list-style-type: none"> <li>• Upload only the personal information page and any page(s) showing the expiry and renewal date(s) of the passport(s).</li> </ul>
Work permit(s)	<p><b>Candidate only (if applicable):</b></p> <ul style="list-style-type: none"> <li>• Upload your current and past Canadian work permits, if applicable.</li> </ul>
Language assessment	<p><b>Candidate only:</b></p> <ul style="list-style-type: none"> <li>• Upload your language assessment test report. Do not include language assessments for family members.</li> <li>• The assessment cannot be more than two years old on the date your application is postmarked.</li> <li>• The Alberta Advantage Immigration Program accepts only the following designated language assessments:                             <ul style="list-style-type: none"> <li>▪ Canadian English Language Proficiency Index Program (CELPIP) General Test, or</li> <li>▪ International English Language Testing System (IELTS) General Training Test, or</li> <li>▪ Test d'évaluation de français Canada (TEF Canada), or</li> <li>▪ Test de connaissance du français Canada (TCF Canada)</li> </ul> </li> <li>• Test results must meet the minimum standards outlined on the Rural Renewal Stream eligibility page. <a href="https://alberta.ca/aaip-rural-renewal-stream-eligibility.aspx">Alberta.ca/aaip-rural-renewal-stream-eligibility.aspx</a></li> </ul>

Document	Requirements
Labour Market Impact Assessment(s) OR Evidence of Exemption	<p><b>Candidate only (if applicable):</b></p> <ul style="list-style-type: none"> <li>• Upload all of your Labour Market Impact Assessments (LMIAs) from Service Canada/ Employment and Social Development Canada (ESDC). Include a copy of both the Confirmation Letter and the Annex for all LMIAs uploaded.</li> <li>• If an LMIA does not exist, upload the documents to show the exemption used for the work permit (e.g. North American Free Trade Agreement, etc.). The best types of documents to provide are:               <ul style="list-style-type: none"> <li>▪ copy of letter to visa office requesting the exemption, or</li> <li>▪ approval from visa office stating the exemption.</li> <li>▪ If you do not have one of these two documents, you can provide another document from IRCC demonstrating the exemption. Print outs of exemption information from the IRCC website do not meet this requirement.</li> <li>▪ If you are a Post-Graduation Work Permit holder, the work permit is proof of your exemption.</li> </ul> </li> </ul>
Education	<p><b>Candidate only:</b></p> <p><b><i>Education credential documents</i></b></p> <ul style="list-style-type: none"> <li>• Upload all your secondary and post-secondary degrees, diplomas and certificates (from Canada and outside of Canada).               <ul style="list-style-type: none"> <li>▪ If you have a valid Alberta Qualification Certificate or a trade certificate recognized by Alberta Apprenticeship and Industry Training (AIT), you may use it to demonstrate you meet the minimum high school requirement. You can check if your trade certificate is recognized by AIT at <a href="https://tradesecrets.alberta.ca/experiencedworkers/recognized-trade-certificate/">Tradesecrets.alberta.ca/experiencedworkers/recognized-trade-certificate/</a></li> </ul> </li> </ul> <p><b><i>Educational Credential Assessment (ECA)</i></b></p> <ul style="list-style-type: none"> <li>• If you completed your education outside of Canada, you must upload an Educational Credential Assessment (ECA) report for immigration purposes for your highest level of education from a designated organization. The IRCC website lists the designated organizations for ECAs: <a href="https://Canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/documents/education-assessed/how.html#designated">Canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/documents/education-assessed/how.html#designated</a></li> <li>• You do not need to provide an ECA if:               <ul style="list-style-type: none"> <li>▪ You have a Canadian degree, diploma or certificate from a recognized Canadian post-secondary, technical college or secondary institution, or</li> <li>▪ You have a valid Alberta Qualification Certificate or a trade certificate recognized by Alberta Apprenticeship and Industry Training (AIT).  <a href="https://tradesecrets.alberta.ca/experiencedworkers/recognized-trade-certificate/">Tradesecrets.alberta.ca/experiencedworkers/recognized-trade-certificate/</a>  <a href="https://tradesecrets.alberta.ca/trades-in-alberta/compulsory-certification-trades/">Tradesecrets.alberta.ca/trades-in-alberta/compulsory-certification-trades/</a>  <a href="https://tradesecrets.alberta.ca/trades-in-alberta/optional-certification-trades/">Tradesecrets.alberta.ca/trades-in-alberta/optional-certification-trades/</a></li> </ul> </li> </ul> <p>Do not include educational documents for family members.</p>
Endorsement of Candidate letter	<p><b>Candidate only:</b></p> <ul style="list-style-type: none"> <li>• Upload your Endorsement of Candidate Letter provided by the local economic development organization in your designated community.               <ul style="list-style-type: none"> <li>▪ The letter must outline how you meet the Alberta Advantage Immigration Program and community-specific criteria.</li> <li>▪ It must also include your employment information and identify the economic and labour needs you will be filling within the community.</li> </ul> </li> </ul>

Document	Requirements
Settlement funds	<p><b>Candidate only:</b></p> <ul style="list-style-type: none"> <li>• If you are outside of Canada <b>or</b> in Canada and unemployed, upload statement(s) of funds to demonstrate that you have sufficient funds to settle in your new community. <ul style="list-style-type: none"> <li>▪ Minimum settlement fund requirements are available on the Alberta Advantage Immigration Program website. <a href="https://alberta.ca/aaip-rural-renewal-stream-eligibility.aspx">Alberta.ca/aaip-rural-renewal-stream-eligibility.aspx</a></li> <li>▪ The Alberta Advantage Immigration Program may request additional documents to verify that you meet the settlement funds criteria.</li> </ul> </li> </ul>
Alberta job offer(s) and employment contract(s)	<p><b>Candidate only:</b></p> <ul style="list-style-type: none"> <li>• Upload your Alberta job offer or employment contract for your current job. The offer/contract must meet the minimum job offer standards.</li> <li>• Your job offer or employment contract must also: <ul style="list-style-type: none"> <li>▪ Be on letterhead</li> <li>▪ Show the salary/wage</li> <li>▪ Show duration of employment</li> <li>▪ Show working conditions (e.g. hours of work per week)</li> <li>▪ Show job duties</li> <li>▪ Be signed by you and your Alberta Employer</li> <li>▪ Include employer contact information</li> </ul> </li> </ul> <p>For religious occupations only: Any deductions for meal and lodging expenses allowed under Employment Standards (<a href="https://alberta.ca/deductions-from-earnings.aspx">Alberta.ca/deductions-from-earnings.aspx</a>) must be set out in the job offer or employment contract. Written authorization from you, the employee, must be provided for any deductions set out in the contract or job offer.</p>
Employment reference letter(s)	<p><b>Candidate only:</b></p> <ul style="list-style-type: none"> <li>• Upload reference letters for your qualifying full-time work experience in your current occupation (12 months work experience in the past 18 months). <ul style="list-style-type: none"> <li>▪ If you hold a minimum two-year education credential from an Immigration, Refugees and Citizenship Canada (IRCC) designated learning institution in your designated community, you do not need to have work experience or provide reference letters.</li> </ul> </li> <li>• Your reference letter(s) must be signed by an authorized person such as a manager or supervisor from the company.</li> <li>• Your reference letter(s) must be on the company letterhead and must include: <ul style="list-style-type: none"> <li>▪ job title</li> <li>▪ salary</li> <li>▪ period of employment including start date and end date for each occupation performed</li> <li>▪ hours of work per week</li> <li>▪ main job duties you perform on a daily basis* (see note below)</li> <li>▪ education required</li> <li>▪ skills and knowledge necessary for duties</li> <li>▪ work experience required</li> <li>▪ employer contact information including business email address</li> </ul> </li> <li>• For your current occupation in Alberta, you must provide both a reference letter and a job offer/employment contract.</li> <li>• If you are unable to provide a reference letter for previous work experience, you may upload your employment contract(s) or job offer letter(s) that include this information or other documents that provide the employment information stated above.</li> </ul> <p><b>*Note:</b> When listing main job duties, do not copy job duties from the National Occupational Classification (NOC) code description.</p>

## Documents required by Candidates working in trades and regulated occupations only

Document	Requirements
AIT recognized trade certificate	<p><b>Candidate (if applicable):</b></p> <ul style="list-style-type: none"> <li>• Upload your AIT recognized trade certificate if your occupation and work experience are in a trade occupation. <ul style="list-style-type: none"> <li>▪ You must upload an AIT recognized trade certificate if you are working in a compulsory trade in Alberta.</li> <li>▪ You may upload a trade certificate if you are working in an optional trade in Alberta.</li> </ul> </li> </ul> <p>You can check if your trade certificate is recognized by AIT at <a href="https://tradesecrets.alberta.ca/experiencedworkers/recognized-trade-certificate/">Tradesecrets.alberta.ca/experiencedworkers/recognized-trade-certificate/</a></p>
Licensing, registration and certification (excluding trade certificates)	<p><b>Candidate (if applicable):</b></p> <ul style="list-style-type: none"> <li>• Upload all licenses, registration and certification documents required to work in your occupation in Alberta. See AIT recognized trade certificate section for information on trade certificates that must be provided.</li> <li>• 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. <a href="https://alis.alberta.ca/occinfo/occupations-in-alberta/">alis.alberta.ca/occinfo/occupations-in-alberta/</a></li> </ul>

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

Document	Requirements
Alberta Advantage Immigration Program Dependent Authorization Form	<ul style="list-style-type: none"> <li>• Go to the website to get the current version of the form. <a href="https://alberta.ca/aaip-rural-renewal-stream-how-to-apply.aspx">Alberta.ca/aaip-rural-renewal-stream-how-to-apply.aspx</a></li> <li>• To be accepted for processing: <ul style="list-style-type: none"> <li>▪ The form must be complete, dated and signed.</li> <li>▪ Your spouse, common-law partner and dependents aged 18 and over must complete and sign all sections of the form that are applicable to them.</li> </ul> </li> </ul>
Alberta Advantage Immigration Program Use of Representative Form	<ul style="list-style-type: none"> <li>• Go to the website to get the current version of the form. <a href="https://alberta.ca/aaip-rural-renewal-stream-how-to-apply.aspx">Alberta.ca/aaip-rural-renewal-stream-how-to-apply.aspx</a></li> <li>• To be accepted for processing: <ul style="list-style-type: none"> <li>▪ The form must be complete, dated and signed.</li> <li>▪ You and your representative must complete and sign all sections of the form that are applicable to each one of you.</li> </ul> </li> </ul>

## Important considerations

Document	Requirements
<ul style="list-style-type: none"><li>• Visit the website to review criteria and application guidelines. Applications that do not meet these criteria and guidelines will be declined. <a href="https://alberta.ca/aaip-rural-renewal-stream.aspx">Alberta.ca/aaip-rural-renewal-stream.aspx</a></li><li>• Complete every question and section on the Alberta Advantage Immigration Program portal. Refer to the Helpful Hints document which has tips on submitting a complete application in the portal. <a href="https://alberta.ca/assets/documents/aaip-helpful-hints.pdf">Alberta.ca/assets/documents/aaip-helpful-hints.pdf</a></li><li>• If any documents are missing, your application may not be accepted for processing.</li><li>• If required, the Alberta Advantage Immigration Program may request additional information or documents, which may affect processing times.</li><li>• 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.</li></ul>	



## Questions?

If you need help with your Alberta Advantage Immigration Program application, email [lbr.pnpoffice@gov.ab.ca](mailto:lbr.pnpoffice@gov.ab.ca).