




DOCUMENT CHECKLIST: AGRI-FOOD PILOT

This document is available in PDF format only. You **must** print this document, complete it and include it in your application as **the cover page**.

The checklist of required documents is subject to change. Applicants are advised to refer to the application kit on the IRCC website periodically while preparing their application to ensure that they have included all forms and documents listed on the most up-to-date checklist.

Gather your documents in the order of the checklist and check each item. Attach small items such as photos with a paper clip, otherwise leave documents unbound. Place all documents in a sealed envelope. If your documents are not in English or French, you must include the English or French translation with a certified copy of the original document, **and** an affidavit from the person who completed the translation (if the translation is not provided by a member in good standing of a provincial or territorial organization of translators and interpreters in Canada). Do not send any additional documents when submitting your application to the Centralized Intake Office (CIO).

 **NOTE: If your application lacks any of the documents listed in this checklist, it will be returned to you. If you are unable to provide any of the requested documentation, include with your application, a written explanation with full details as to why that documentation is unavailable and any documentation that would support your claim. Failure to provide supporting documents in certain circumstances may result in the refusal of your application.**

IMPORTANT NOTICE:

You have to answer all questions and sign all forms where applicable. When you sign these documents, you are certifying that all information provided therein whether prepared by you or not, is complete and true in all respects.

If you or someone acting on your behalf directly or indirectly submits false documents or misrepresents facts relating to your application for a permanent resident visa:

- Your application may be refused;
- The circumstances of your refusal will be entered into Canada's global immigration database; and
- You and your family members could become inadmissible to Canada for five years under section 40(2) of the Immigration and Refugee Protection Act

It is your responsibility to notify us and provide the relevant supporting documentation if there are changes in the following:

- Family status (e.g. marriage or common-law union, divorce, annulment, legal separation, birth, adoption, death of the principal applicant or any accompanying family member, including grandchildren born to dependent children);
- Education (eg.: completion of a degree); or
- Mailing address / email address / contact information.

Any changes which we have not been informed will delay processing or may result in the refusal of the application or the exclusion of a family member.


FORMS:


	Do not submit originals unless otherwise stated as the documents you submit will not be returned. You must keep a copy of the completed forms and all documents before sending them to the CIO.	Format
1	Generic Application Form to Canada (IMM 0008) Completed, dated, and signed by the principal applicant	Original <input type="checkbox"/>
2	Agri – Food Pilot – Schedule 1 (IMM 0114) Completed, dated and signed by the principal applicant. NOTE: the principal applicant must read the declaration and sign the form	Original <input type="checkbox"/>
3	Offer of Employment to a Foreign National: Agri – Food Pilot (IMM 0115) You must have a job offer for an eligible combination of occupation, under the National Occupation Classification (NOC), and industry, under the North American Industry Classification System (NAICS). The employer making the job offer should complete this form and provide it to the principal applicant to submit with the application package. You must read the declarations and sign the form.	Original <input type="checkbox"/>
4	Additional Dependants / Declaration (IMM 0008 DEP) (if applicable) Completed, dated and signed by the principal applicant if the applicant has more than five dependants (whether they are accompanying or not).	Original <input type="checkbox"/>

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5	<p>Schedule A: Background / Declaration (IMM 5669)</p> <p>Completed, dated and signed by everyone in the following list:</p> <ul style="list-style-type: none"> • The principal applicant; • Spouse or common-law partner (whether they are accompanying or not); • Each dependent child over the age of 18 years (whether they are accompanying or not). <p>Provide your detailed personal history from the last 10 years or since the age of 18, if you are less than 28 years of age. Do not leave any sections blank, or gaps in time. Must write "n/a" in any sections that are not applicable to the principal applicant's situation.</p> <ul style="list-style-type: none"> • Job; • Periods of employment; • Study; • Vacations; or • Being a homemaker. <p>Do not use abbreviations. Do not use general words such as "employee", "working", "manager", etc. Specify the activity such as for example "retail salesperson", "architect", "financial manager", etc.</p> <p>NOTE: If this form is not accurately completed, it will cause delays in the processing of the application.</p>	Original <input type="checkbox"/>
6	<p>Supplementary Information – Your travels (IMM 5562)</p> <p>Completed by the principal applicant.</p>	Original <input type="checkbox"/>
7	<p>Additional Family Information (IMM 5406)</p> <p>Completed, dated and signed by everyone in the following list.</p> <ul style="list-style-type: none"> • The principal applicant; • Spouse or common-law partner (whether they are accompanying or not); • Each dependent child over the age of 18 years (whether they are accompanying or not). 	Original <input type="checkbox"/>
8	<p>Use of a Representative (IMM 5476)</p> <p>Complete, date and sign and include this form in your application if you have a paid or unpaid representative.</p>	Original <input type="checkbox"/>

DOCUMENTS:

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9	<p>Travel documents and passports:</p> <p>Copy of the pages of your passports or travel documents for , you, your spouse or common-law partner and your dependent children, showing:</p> <ul style="list-style-type: none"> • The passport number; • Date of issue and expiry; • The photo, name, date and place of birth; • Pages showing any amendments in name, date of birth, expiration, etc. <p>You must hold a valid regular passport. Diplomatic, official, service or public affairs passports are not valid for immigration to Canada.</p> <p>If you live in a country other than your country of nationality, include a photocopy of your visa for the country in which you are currently living.</p>	Copies <input type="checkbox"/>
10	<p>Proof of Language Proficiency:</p> <p>Submit results of your language proficiency test that shows you meet a minimum of level 4 of the Canadian Language Benchmark (CLB) or Niveaux de compétence linguistique canadien (NCLC) for listening, speaking, reading and writing competencies. The test results must not be more than two years old on the date your application is received.</p>	Copy <input type="checkbox"/>

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<p>Proof of Education:</p> <p>You must provide proof that you have obtained a minimum of a (foreign or Canadian) secondary school diploma. Proof of the completed studies must include copies of the education documents (diplomas, certificates or degrees) and transcripts (if available) for successfully completed studies.</p> <p>11 If your diploma, certificate or degree was not issued in Canada, you must also provide an Educational Credential Assessment (ECA) report issued for immigration purposes by a designated organization approved by IRCC. The report must show either that the foreign education is equal to a completed Canadian secondary or post-secondary certificate, diploma or degree, or that the foreign education is an authentic and completed secondary or post-secondary level certificate, diploma or degree issued by a recognized institution in the country where it was issued.</p> <p>NOTE: The ECA report must be less than five years old on the date IRCC receives the application.</p>	Copies <input type="checkbox"/>
<p>Proof of Collective Agreement:</p> <p>12 If the wage offered on the job offer form (IMM0115) is determined by a collective agreement, you must provide the applicable section(s) of the collective agreement stipulating the wages/compensations for the occupation you will be performing.</p>	Copies <input type="checkbox"/>
<p>Proof of previous relevant work experience (letter of employment, paystubs, etc.):</p> <p>You must show that you have at least 12 months of authorized, full-time, non-seasonal work experience in Canada for one or more eligible occupation (NOC) and industry (NAICS) combinations within the 36 months before the application is received.</p> <p>You must show that you performed:</p> <ul style="list-style-type: none"> • The activities identified in the lead statement of the NOC description; and • A substantial number of the main duties, including all of the essential duties listed in the NOC description. <p>Submit the documents below:</p> <ul style="list-style-type: none"> • Copy of the most recent work permit in Canada (if applicable) • Copy of all work permits held for declared work experience(s) (if applicable) • Employer reference letters for the periods of work experience identified in the application. The letters must include: <ul style="list-style-type: none"> o Specific period of your employment (to / from dates) o The title held during the employment o Description of the main responsibilities and duties o Description of the employer's principal business activities o The corresponding occupation code (NOC) o The corresponding industry code (NAICS) o The applicant's total annual salary and benefits o The number of hours worked per week o The employers name, signature, full address, telephone number and email address (if applicable) • Copies of your T4 tax information slips and Notice of Assessment • Work contracts • Pay stubs 	Copies <input type="checkbox"/>
<p>Proof of Funds:</p> <p>Submit proof that you have sufficient funds that are transferable and available for settlement in Canada. The funds must be your own and should not be borrowed from another person. The amount of money needed is set by the size of the family and is 50% of the Low income Cuff Offs (LICO). For more information, see the proof of funds.</p> <p>14 Examples of items that can be submitted as proof of funds include:</p> <ul style="list-style-type: none"> • Current bank statement or certificate letter • Evidence of savings balance • Deposit statements <p>Note: You are not required to provide proof of funds if you are already working in Canada and that work is authorized.</p>	Copies <input type="checkbox"/>

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15	<p>If you are applying from inside Canada:</p> <p>Submit proof that you have valid temporary resident status. The status must be valid on the day the application is submitted.</p> <p>Below are examples of documents you may submit:</p> <ul style="list-style-type: none"> • Photocopies of passport pages clearly showing the stamp made by Canadian authorities on the most recent entry to Canada. • Photocopy of the current immigration document (if applicable). 	Copies <input type="checkbox"/>
16	<p>Identity and Civil Status Documents</p> <p>You must provide the following documents for you and your spouse or common-law partner:</p> <ul style="list-style-type: none"> • Birth Certificates • Legal documents showing name or date of birth changes (if applicable) • Marriage certificate(s), final divorce or annulment certificate(s). If married more than once, include certificates from each marriage and divorce or annulment for the principal applicant, the spouse or common-law partner(s) (if applicable) • Death certificate for former spouse(s) or common-law partner(s) (if applicable) • National IDs, family house-hold registry book (if applicable) • If you have a common-law partner, complete and include the Statutory Declaration of Common-law union (IMM 5409 – original) and provide evidence of cohabitation with the partner for a period of at least 12 continuous months. Provide the following documents listing both the principal applicant and spouse or common-law partner names. For example: <ul style="list-style-type: none"> o Copies of joint bank account statements; o Copies of leases; o Utility bills, etc. 	Copies, unless otherwise stated <input type="checkbox"/>
17	<p>Children's Information (if applicable):</p> <ul style="list-style-type: none"> • Children's birth certificates (which name their parents). • Adoption papers issued by recognized national authorities showing the legal, approved adoption of adopted dependent children. • Proof of full custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court. • If the other parent of your children is not accompanying the principal applicant to Canada, you must submit a signed Statutory Declaration from Non-Accompanying Parent/Guardian for Minors Immigrating to Canada (IMM 5604 – original). You must submit one form for each child and a copy of the non-accompanying parent's photo ID showing their signature. 	Copies, unless otherwise stated <input type="checkbox"/>
18	<p>Police Certificates and Clearances:</p> <p>You must get a police certificate from each country or territory where the principal applicant has lived for six or more months in a row since the age of 18. You are strongly encouraged to submit the police certificates with the application to the CIO. If you are unable to obtain all the necessary police certificates, you may still send the application to the CIO without them. However, IRCC strongly recommends that you take steps to obtain the police certificates now to avoid future delays. You must be ready to submit them when requested by an officer.</p> <p>NOTE: Police certificates are generally considered to be valid for one year from date of issue; therefore, depending on the processing time of the application, you may be requested to submit new certificates.</p>	Originals <input type="checkbox"/>
19	<p>Photo Requirements:</p> <p>Include two (2) photos for each member of your family, whether accompanying or not, and yourself. Follow the instructions provided in the guide in Appendix A: Photo Specifications. Photos must have been taken within six (6) months before application submission.</p> <p>NOTE: On the back of one (1) of the photographs, write the name and date of birth of the person who appears in the photo as well as the date of the photo was taken. Leave the other photograph blank.</p>	Originals <input type="checkbox"/>
20	<p>Fees:</p> <p>Copy of the receipt showing the amount paid. See "Step 3. Pay the Fees" for more information.</p>	Copy <input type="checkbox"/>

MAILING YOUR APPLICATION:

21	<p>Mail to the CIO in Sydney, Nova Scotia:</p> <ul style="list-style-type: none">• This document checklist;• The complete application;• Supporting documents required in this checklist; and• Two (2) self-addressed mailing labels:<ul style="list-style-type: none">o One (1) in English or French, ando One (1) in the official language of the principal applicant's country or territory of residence. <p>NOTE: See "Step 4, Mail the application" section of the instruction guide for the CIO address and specific instructions for mailing the application.</p>
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