



# DOCUMENT CHECKLIST ATLANTIC IMMIGRATION PROGRAM

**Note: You can now apply under the Atlantic Immigration Program online or by mail.**

**This document is available in PDF format only.**

Gather your documents **in order of the checklist** and check  each item.

**If you submit an online application**, you'll need to upload this form and other PDF documents with your application. You do not need to sign any PDF forms except for the [Offer of Employment to a Foreign National under the Atlantic Immigration Program form](#) (IMM 0157), and the [Use of a Representative](#) (IMM 5476) form, if applicable. Some forms will be completed as part of the online application. You will not need to complete PDF versions of these forms.

**If you submit a paper application**, you'll need to mail this form and other documents with your application. Please make sure you print this document, complete it and include it in your application as **the cover page**. Send photocopies of all documents, **unless instructed otherwise**. Attach small items such as photos with a paper clip, otherwise leave documents unbound. Place all documents in a sealed envelope. **Do not send any additional documents when submitting your application to the Centralized Intake Office (CIO).**

Whether you are submitting your application online or by mail: 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).

**The checklist of required documents is subject to change. You should check the application kit on the IRCC website periodically when preparing your application to ensure that you have included all documents listed on the most up-to-date checklist.**

## Forms and supporting documents (to be completed and submitted by all applicants)

See the "**Complete the application**" section on our website for specific instructions on how to complete the questions on each of the following forms.

	<p><b>If you are mailing your application, do not submit originals unless otherwise stated as the documents you submit will not be returned.</b></p> <p><b>Note: All documents listed below are required for mail-in and online applications. You must keep a copy of the completed forms and all documents before sending them to the CIO.</b></p>
<p><b>IMPORTANT NOTICE:</b> Answer all questions and sign all forms where applicable. Please note that by signing these documents, you are certifying that all information provided, whether prepared by you or someone else, is complete and true.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• your application may be refused;</li> <li>• the circumstances of your refusal will be entered into Canada's global immigration database; and</li> <li>• you and your family members could become inadmissible to Canada for five years under section 40(2) of the <i>Immigration and Refugee Protection Act</i>.</li> </ul> <p>The officer will base their decision on the documents on file at the time of the assessment. After sending in your application, it is your responsibility to notify the office processing your case and provide the relevant supporting documentation if there are changes in your life, such as:</p> <ul style="list-style-type: none"> <li>• 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 dependant children); or</li> <li>• mailing address/e-mail address/contact information.</li> </ul> <p>If you do not inform us of such changes, it will delay processing or may result in the refusal of the application or the exclusion of a family member.</p>	

## FORMS

	<p><b>If you are mailing your application, do not submit originals unless otherwise stated as the documents you submit will not be returned.</b></p> <p><b>Note: All documents listed below are required for mail-in and online applications. You must keep a copy of the completed forms and all documents before sending them to the CIO.</b></p>	<input type="checkbox"/>
1	<p><b>Generic Application Form to Canada (IMM 0008)</b></p> <p><b>Applying online</b> The principal applicant will complete this form as part of the online application. The PDF form is not required.</p> <p><b>Applying by mail</b> PDF form to be completed and signed by the principal applicant.</p>	<input type="checkbox"/>

This form is made available by Immigration, Refugees and Citizenship Canada and is not to be sold to applicants.

2	<p><b>Schedule A: Background/Declaration (IMM 5669)</b></p> <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. You must write "n/a" in any sections that are not applicable to your situation. Include all:</p> <ul style="list-style-type: none"> <li>• jobs,</li> <li>• periods of unemployment,</li> <li>• study,</li> <li>• vacations, or</li> <li>• being a homemaker.</li> </ul> <p><b>Do not use abbreviations. Do not use general words such as "employee", "working", "manager." Specify your activity such as retail salesperson, architect, financial manager, etc.</b></p> <p><b>Note: If this section is not accurately completed, it will cause delays in the processing of your application.</b></p> <p><b>Applying online</b> You will complete this form as part of the online application for everyone in the following list:</p> <ul style="list-style-type: none"> <li>• the principal applicant</li> <li>• spouse or common-law partner (whether they are accompanying or not)</li> <li>• each dependant child over the age of 18 years (whether they are accompanying or not)</li> </ul> <p>The PDF form is not required.</p> <p><b>Applying by mail</b> Submit a completed PDF document, dated and signed by <b>everyone</b> in the following list:</p> <ul style="list-style-type: none"> <li>• the principal applicant</li> <li>• spouse or common-law partner (whether they are accompanying or not)</li> <li>• each dependant child over the age of 18 years (whether they are accompanying or not)</li> </ul>	<input type="checkbox"/>
3	<p><b>Offer of Employment to a Foreign National - Atlantic Immigration Program (IMM 0157)</b></p> <p>You must have a job offer for at least one year for an occupation at skill type 0, or skill levels A or B of the National Occupation Classification (NOC) matrix.</p> <p>OR</p> <p>You must have a permanent job offer for skill level C of the NOC matrix.</p> <p>Your designated employer should complete this form and provide you with a copy. <b>You must read the declarations, sign the copy and submit it with your application package.</b></p>	<input type="checkbox"/>
4	<p><b>Economic Classes- Atlantic Immigration Program (IMM 5501)</b></p> <p>Completed and signed by the principal applicant.</p>	<input type="checkbox"/>
5	<p><b>Additional Dependants/Declaration (IMM 0008DEP) (if applicable)</b></p> <p><b>Applying online</b> This form is not required.</p> <p><b>Applying by mail</b> Completed, dated and signed by the principal applicant if the applicant has more than five dependants (whether they are accompanying or not).</p>	<input type="checkbox"/>
6	<p><b>Supplementary Information - Your Travels (IMM 5562)</b></p> <p><b>Applying online</b> The principal applicant will complete this form as part of the online application. The PDF form is not required.</p> <p><b>Applying by mail</b> PDF form completed by the principal applicant.</p>	<input type="checkbox"/>

7	<p><b>Additional Family Information (IMM 5406)</b></p> <p><b>Applying online</b> You will complete this form as part of the online application for everyone in the following list:</p> <ul style="list-style-type: none"> <li>• the principal applicant</li> <li>• spouse or common-law partner (whether they are accompanying or not)</li> <li>• each dependant child over the age of 18 years (whether they are accompanying or not)</li> </ul> <p>The PDF form is not required.</p> <p><b>Applying by mail</b> Submit a completed PDF document, dated and signed by everyone in the following list:</p> <ul style="list-style-type: none"> <li>• the principal applicant</li> <li>• spouse or common-law partner (whether they are accompanying or not)</li> <li>• each dependant child over the age of 18 years (whether they are accompanying or not)</li> </ul>	<input type="checkbox"/>
8	<p><b>Use of a Representative (IMM 5476)</b></p> <p>Complete, print, date, sign and include this form in your application if you have a paid or unpaid representative. The form must be signed by the principal applicant and by the representative whether you apply online or by paper.</p>	<input type="checkbox"/>

## DOCUMENTS

9	<p><b>Travel documents and passports</b></p> <p>Copy of the pages of your passport or travel documents for you, your spouse or common-law partner and your dependant children, showing:</p> <ul style="list-style-type: none"> <li>• the passport number,</li> <li>• date of issue and expiry,</li> <li>• the photo, name, date and place of birth,</li> <li>• pages showing any amendments in name, date of birth, expiration, etc.</li> </ul> <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>	<input type="checkbox"/>
10	<p><b>Confirmation of Provincial Endorsement</b></p> <p>Submit the Endorsement certificate from the Atlantic province that has endorsed you.</p>	<input type="checkbox"/>
11	<p><b>Proof of Language Proficiency</b></p> <p>For a job offer at the NOC skill level 0, A, or B, you must submit results of your language proficiency test that shows you meet a minimum of level 5 of the Canadian Language Benchmark (CLB) or Niveaux de compétence linguistique canadiens (NCLC) for listening, speaking, reading and writing. Your test results must not be more than two years old on the date you submit your application.</p> <p>For a job offer at the NOC skill level C, you must 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 canadiens (NCLC) for listening, speaking, reading and writing. Your test results must not be more than two years old on the date you submit your application.</p>	<input type="checkbox"/>
12	<p><b>Proof of Education</b></p> <p>For a job offer at the NOC 0 or A skill levels, you must provide proof that you have obtained a level of education that is at minimum the equivalent to a Canadian one-year post-secondary credential.</p> <p>For a job offer at the NOC B or C skill levels, you must provide proof that you have obtained a level of education that is at minimum the equivalent to a Canadian high school certificate.</p> <p>Note: If your diploma, certificate or degree was not issued in Canada, you must also provide an Educational Credential Assessment (ECA). Your ECA must be less than 5 years old on the date you submit your application.</p> <p>If you qualify as a recent international graduate, you must provide proof that you have completed a Canadian two-year post-secondary educational credential (or higher) from a <a href="#">publicly funded educational institution</a>. You must have completed your studies in an Atlantic province. For more information, see the instruction guide.</p> <p>Proof of your completed Canadian two-year post-secondary educational credential (or higher) can include copies of your post-secondary education documents (certificates, diplomas, degrees) and transcripts for successfully completed post-secondary studies, if available.</p>	<input type="checkbox"/>
13	<p><b>Proof of living in an Atlantic province for recent international graduates:</b></p> <p>If you qualify as a recent international graduate, you must provide proof that you lived in an Atlantic province for at least 16 months within the 24 months before you obtained your educational credential.</p> <p>Examples of documents you may submit include:</p> <ul style="list-style-type: none"> <li>• Rental or lease agreements</li> <li>• Utility bills</li> <li>• Phone bills</li> <li>• Bank statements showing transactions in the Atlantic province, etc</li> </ul>	<input type="checkbox"/>

14	<p><b>Proof of previous relevant work experience (letter of employment, pay stubs, etc)</b></p> <p>You must show that you have at least one year (which equals to 1560 hours if you were to have worked 30 hours per week in one year) of authorized, full-time (or part-time equivalent) work experience within the last five years in your main occupation: You must show that</p> <ul style="list-style-type: none"> <li>• you performed the activities identified in the lead statement of the <i>National Occupational Classification (NOC)</i> description; and</li> <li>• you performed a substantial number of the main duties, including all of the essential duties listed in the NOC description.</li> <li>• your work experience must be from paid work (volunteer work or unpaid internships do not count);</li> <li>• you worked overseas or in Canada (as long as you were legally authorized to work in Canada as a temporary resident).</li> <li>• you are not self-employed</li> </ul> <p><b>Note: Qualifying international graduates are exempt from work experience requirements</b></p> <p><b>Submit the documents below:</b></p> <ul style="list-style-type: none"> <li>• Copy of your most recent work permit in Canada (if applicable)</li> <li>• Employer reference letters for the periods of work experience identified in your application. The letters must include: <ul style="list-style-type: none"> <li>• specific period of your employment (to/from dates)</li> <li>• description of your main responsibilities and duties</li> <li>• the corresponding NOC code (if known)</li> <li>• your total annual salary and benefits</li> <li>• the number of hours you worked per week</li> <li>• your employer's name, signature, full address, telephone number and email address (if applicable)</li> </ul> </li> <li>• Copies of your T4 tax information slips and your Notice of Assessment (if applicable)</li> <li>• Work contracts</li> <li>• Pay stubs</li> </ul>	<input type="checkbox"/>
15	<p><b>Proof of funds</b></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 you need is set by the size of your family and is 12.5% of the Low Income Cut Offs (LICO). For more information, see the instruction guide.</p> <p>Examples of items you can submit as proof of funds include:</p> <ul style="list-style-type: none"> <li>• current bank statement or certification letter</li> <li>• evidence of savings balance</li> <li>• deposit statements</li> </ul> <p><b>Note: You are not required to provide proof of funds if you are already working in Canada with a valid work permit.</b></p>	<input type="checkbox"/>
16	<p><b>If you are applying from inside Canada:</b></p> <p>Submit proof that you have valid temporary resident status. You must maintain a valid temporary resident status while in Canada.</p> <p>Below are examples of documents you may submit:</p> <ul style="list-style-type: none"> <li>• photocopies of passport pages clearly showing the stamp made by Canadian authorities on your most recent entry to Canada</li> <li>• photocopy of your current immigration document</li> </ul> <p>For more information, see the instruction guide (IMM 0154).</p>	<input type="checkbox"/>
17	<p><b>Proof of status for recent international graduates:</b></p> <p>If you qualify as a recent international graduate, you must submit proof that you were legally authorized to study or train in Canada (photocopy of your study permit and entry stamp in your passport).</p>	<input type="checkbox"/>
18	<p><b>Identity and Civil Status Documents</b></p> <p>You must provide the following documents for you and your spouse or common-law partner:</p> <ul style="list-style-type: none"> <li>• Birth certificates</li> <li>• Legal documents showing name or date of birth changes (if applicable)</li> <li>• Marriage certificate(s), final divorce or annulment certificate(s). If married more than once, include certificates from each marriage and divorce or annulment you, your spouse or common-law partner have had</li> <li>• Death certificate for former spouse(s) or common-law partner(s) (if applicable)</li> <li>• National IDs, family/household registry/book (if applicable)</li> <li>• If you have a common-law partner, complete and include the Statutory Declaration of Common-Law Union (IMM 5409) and provide evidence that you have cohabitated with your partner for a period of at least 12 continuous months. Provide the following documents listing both your names, for example: <ul style="list-style-type: none"> <li>• copies of joint bank account statements,</li> <li>• copies of leases,</li> <li>• utility bills, etc.</li> </ul> </li> </ul>	<input type="checkbox"/>

19	<p><b>Children's Information (if applicable)</b></p> <ul style="list-style-type: none"> <li>• Children's birth certificates which name their parents</li> <li>• If you have adopted dependant children:</li> <li>• Adoption papers issued by recognized national authorities showing the legally approved adoption</li> <li>• If the other parent is not accompanying you to Canada:</li> <li>• custody papers for dependent children from a previous marriage or relationship</li> <li>• a signed <i>Statutory Declaration from Non-Accompanying Parent/Guardian for Minors Immigrating to Canada</i> (IMM 5604).</li> </ul> <p>Note: You must submit one form for <b>each</b> child and a copy of the non-accompanying parent's photo ID showing their signature;</p> <p>If you have dependant children that are 22 years or older:</p> <ul style="list-style-type: none"> <li>• Proof that the child depends substantially on the financial support of the parents since before the age of 22 and is unable to be financially self-supporting due to a physical or mental condition.</li> </ul>	<input type="checkbox"/>
20	<p><b>Police Certificates and Clearances</b></p> <p><b>You and any family member 18 years or older will need to get a police certificate from each country or territory where you have lived for six or more consecutive months in a row since the age of 18.</b></p> <p><b>You are strongly encouraged to submit them with your application. If you are unable to obtain all the necessary police certificates, you may still submit your application without them. However, we strongly recommend that you take steps to obtain your police certificates now to avoid future delays. You must be ready to submit them when requested by an officer.</b></p> <p>Consult our website at: <a href="https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/police-certificates.html">https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/police-certificates.html</a> for specific and up to date information on how to obtain certificates from any country or territory.</p>	<input type="checkbox"/>
21	<p><b>Photo Requirements</b></p> <p><b>Photos must have been taken within six (6) months before application submission.</b></p> <p><b>Applying online</b> Include a photo for each member of your family, whether accompanying or not, and yourself. <b>On the back of each photograph</b>, write the name and date of birth of the person who appears in the photo as well as the date the photo was taken. Follow the instructions in the online application to scan and upload <b>both sides</b> of the photos, and refer to <b>Appendix A: Photo Specifications</b>.</p> <p><b>Applying by mail</b> Include <b>two (2) original photos</b> for each member of your family, whether accompanying or not, and yourself. Follow the instructions provided in the guide in <b>Appendix A: Photo Specifications</b>. On the <b>back of one (1) of the photographs</b>, write the name and date of birth of the person who appears in the photo as well as the date the photo was taken. Leave the other photograph blank.</p>	<input type="checkbox"/>
22	<p><b>Fee payment in an acceptable format</b></p> <p>If we are unable to process your payment, your application will be returned to you.</p> <p><b>Do not enclose cash.</b></p> <p>Copy of the receipt showing the amount paid. See "Step 3. Pay the fees" for more information.</p>	<input type="checkbox"/>

## SUBMITTING YOUR APPLICATION

23	<p><b>If you are mailing your application:</b></p> <p><b>Mail to the CIO in Sydney, Nova Scotia:</b></p> <ul style="list-style-type: none"> <li>• this document checklist</li> <li>• your complete application</li> <li>• supporting documents required in this checklist, and</li> <li>• include 2 self-addressed mailing labels: <ul style="list-style-type: none"> <li>• one in English or French, and</li> <li>• one in the official language of your country of residence.</li> </ul> </li> </ul> <p>Please see "Step 4, Mail the application" section of the instruction guide for the CIO address and specific instructions for mailing your application.</p> <p>IRCC is testing a new online application portal. If you were given the option to use it, please follow the instructions provided.</p>	
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