

Employer Endorsement Document Checklist

ATLANTIC IMMIGRATION PROGRAM (AIP)

Designated Employers can apply for Endorsement for each Foreign National under the AIP. Please refer to the [Guidelines for Designation Application](#) and [Guidelines for Endorsement Application](#) under AIP for instructions on how to complete the documents.

For your application to be considered complete for endorsement under the AIP, collect your documents in the order of the checklist and check each item. If your application lacks any of the documents listed in this checklist, it will be considered incomplete and result in a delay in processing.

1. FORMS:

- ☐ Endorsement Application
- ☐ [Offer of Employment to a Foreign National form](#)
- ☐ Use of Representative Form (if applicable)
- ☐ Foreign National (FN) requires a Temporary [Work Permit](#)

2. SETTLEMENT PLAN:

- ☐ Completed Needs Assessment, including the resulting individualized settlement plans, completed by a [designated immigrant settlement service provider organization](#) for each foreign national and accompanying family members, and signed by the employer. **Please note:** overseas family members must seek a needs assessment and settlement plan from a [pre-arrival service provider](#). Please ensure settlement plans are signed.

3. TRAVEL/STATUS DOCUMENTS:

- ☐ Color photocopy of bio data page of passport for the foreign national, spouse, common-law partner, and dependent children.
- ☐ Please provide copies of any past or current Temporary Resident Permits (e.g. work, study, visitor) for the foreign national and dependents (if applicable).

4. EDUCATION DOCUMENTS:

- ☐ Canadian Education Credential. If the foreign national has graduated from a recognized Canadian institution, please provide a copy of the certificate, diploma, or degree and transcript of results.
- OR
- ☐ [Educational Credential Assessment \(ECA\)](#) report from a recognized organization to show their credential is valid and equal to a Canadian credential. If the foreign national already has an Educational Credential Assessment report, it must be less than **5 years old**. Please include the original certificate, diploma or degree and the transcript of results to support the ECA.

5. LANGUAGE DOCUMENTS:

- ☐ [Language Testing Results](#) from an **approved language test**, such as IELTS, CELPIP, TEF Canada, or TCF Canada. Language testing results are considered valid for 2 years from date of issue.

6. RECRUITMENT ACTIVITIES:

- ☐ [Required Recruitment Activities](#) [NOTE: If the foreign national you wish to endorse is already working for you in the **full-time position** on a valid temporary work permit, proof of recruitment activity is NOT required. Please go to the Required Recruitment Activities link for detailed information].

7. EMPLOYMENT:

- ☐ Copy of the accepted job offer or contract with a designated Newfoundland and Labrador employer, signed and dated by both parties. This is separate from the IMM0157e form.

8. WORK EXPERIENCE:

- ☐ Letters of reference from previous employers supporting work experience claimed by foreign national to show the work experience requirement and the NOC employment requirements have been met. Letters must include all relevant information including start and end dates and be written on company letterhead.
- ☐ Detailed and recent resume of the foreign national.
- ☐ 4 most recent payslips or T4s from the last tax year available (if the applicant has previous Canadian work experience)

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.