



# Employer Endorsement Document Checklist

ATLANTIC IMMIGRATION PROGRAM (AIP)

Business Operating Name: \_\_\_\_\_ Business Legal Name: \_\_\_\_\_

Name of Candidate: \_\_\_\_\_ Did you use a Representative: \_\_\_Yes \_\_\_No

Designated Employers can apply for Endorsement for each Employee 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.

After you have submitted the [Endorsement Application Form](#) for your Candidate, you will receive a secure link from our Office requesting the Supporting Documents. For this application to be considered complete for Endorsement under the AIP, collect your documents in the order of this checklist and check each item. If your application is missing any of the documents listed in this checklist, it will be considered incomplete and result in a delay in processing.

## 1. FORMS:

- [Employee Declaration Form](#)
- [Offer of Employment to a Foreign National form](#)
- [Use of Representative Form](#) (if applicable)
- Candidate 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.

## 3. TRAVEL/STATUS DOCUMENTS:

- Color photocopy of bio data page of passport for the Candidate and all Dependants, including: 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 Candidate and all Dependants (if applicable).

## 4. EDUCATION DOCUMENTS:

- Canadian Education Credential. If the Candidate has graduated from a recognized Canadian institution, please provide a copy of the certificate, diploma, or degree.

OR

- [Educational Credential Assessment \(ECA\)](#) report from a recognized organization to show their credential is valid and equal to a Canadian credential. If the Employee already has an Educational Credential Assessment report, it must be less than **5 years old**.

**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 Candidate 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 Prince Edward Island Employer, signed and dated by both parties.

**8. WORK EXPERIENCE:**

- Letters of reference from previous employers, supporting work experience claimed by the Candidate to show the work experience requirement and the NOC employment requirements have been met.
- Detailed and recent resume of the Candidate

**9. CHECKLIST:**

- Completed Employer Endorsement Document Checklist

**NOTE:** The PEI Office of Immigration reserves the right to request additional information to assess endorsement applications. Missing documents will result in delays in the processing of your application.