



IMMIGRATION & AAIP DOCUMENT GUIDE

A practical document-preparation checklist for Canadian immigration and the Alberta Advantage Immigration Program

Updated September 2026

BEFORE YOU START

Immigration programs and document requirements change. Your personalized IRCC or AAIP checklist controls. Do not submit documents that are false, altered or inconsistent. If a document is unavailable, obtain legal advice before substituting an explanation.

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1. Your Master Immigration File

Keeping one organized master file makes applications easier to prepare and update. Depending on the program, gather:

- ☐ Valid passport or travel document, including biographical page and relevant visa/stamp pages.
- ☐ Current and previous Canadian immigration documents: work permits, study permits, visitor records, visas, confirmation documents and prior applications.
- ☐ Civil-status documents: birth, marriage, divorce, separation, adoption, name-change and death certificates where applicable.
- ☐ Documents for spouse/common-law partner and dependent children, including passports and status documents.
- ☐ Complete address, travel, education and personal-history information for the periods required by the application.
- ☐ Certified translations or translations meeting the applicable IRCC/AAIP rules for documents not in English or French.
- ☐ Copies of all prior refusal letters, procedural fairness letters, immigration decisions or enforcement documents, if any.

2. Express Entry & Permanent Residence

For an Express Entry profile and, if invited, the permanent-residence application, documents commonly include:

- ☐ Passport or travel document.
- ☐ Approved language-test results.
- ☐ Educational Credential Assessment (ECA) for foreign education when required or when claiming points for it; Canadian education documents where applicable.
- ☐ Employment reference/experience letters supporting the work experience claimed.
- ☐ Written Canadian job offer and supporting documents, if relying on a job offer.
- ☐ Certificate of qualification for a trade, if applicable.
- ☐ Provincial nomination certificate, if nominated.
- ☐ Proof of settlement funds where the applicable federal program requires it.
- ☐ Police certificates for the applicant and qualifying family members as required by IRCC.
- ☐ Marriage, common-law, divorce, separation, death, birth or adoption documents as applicable.
- ☐ Immigration medical examination evidence when required by IRCC.
- ☐ Use of Representative form where a representative is appointed.

PROOF OF FUNDS

Settlement-fund requirements and minimum amounts can change. IRCC may require an official financial-institution letter containing account and balance information. Confirm the current amount and format immediately before filing.

3. AAIIP Worker Streams — Start With Eligibility

The Alberta Advantage Immigration Program (AAIP) is Alberta's provincial nominee program. As of September 2026, a person seeking a worker-stream nomination must generally first submit a Worker Expression of Interest (WEOI) and may submit a full worker-stream application only after receiving an invitation.

AAIP worker streams/pathways include the Alberta Opportunity Stream, Alberta Express Entry Stream and its pathways, Rural Renewal Stream, and Tourism and Hospitality Stream. Eligibility and selection criteria differ.

IMPORTANT

A WEOI is not an AAIP application or a guarantee of invitation. Information declared in the WEOI must be accurate and should be supported by documents if the candidate is later invited.

4. AAIP Worker Application — Core Documents

The exact AAIP portal checklist depends on the stream and circumstances. Common categories include:

- ☐ Passport and identity documents for the applicant and accompanying family members.
- ☐ Current Canadian immigration-status documents, where applicable.
- ☐ Language test results meeting the applicable stream requirement.
- ☐ Education credentials and assessments where required.
- ☐ Employment reference letters and evidence of qualifying work experience.
- ☐ Alberta job offer/employment contract where the stream requires Alberta employment.
- ☐ Recent pay statements and employment records where required to establish current Alberta work.
- ☐ Employer Declaration and Authorization and employer supporting documents where required.
- ☐ Professional licence, registration or trade certification where the occupation requires it.
- ☐ Express Entry profile information for Alberta Express Entry Stream candidates.
- ☐ Community endorsement letter for Rural Renewal candidates where required.
- ☐ Spouse/common-law partner and dependant documents and authorization forms where applicable.

- ☐ Use of Representative form where a representative is appointed.

AAIP specifically directs applicants to use its current Worker Stream Document Checklist. Some documents—particularly employer records, language results and endorsements—can take time to obtain.

5. Alberta Express Entry Stream

Candidates should be ready to document both federal Express Entry eligibility and the Alberta pathway under which they may be selected.

- ☐ Active federal Express Entry profile details.
- ☐ Evidence that you qualify for at least one federal Express Entry program.
- ☐ Documents supporting your primary NOC occupation and work history.
- ☐ Alberta employment/job-offer evidence where the invitation pathway requires it.
- ☐ Documents demonstrating an intention and ability to live and work permanently in Alberta.
- ☐ Pathway-specific documents for Accelerated Tech, Dedicated Health Care or other applicable pathway.

EXPRESS ENTRY SCORE

The Alberta Express Entry Stream currently lists a minimum federal Comprehensive Ranking System score of 300 among its minimum assessment requirements, but selection priorities and invitation parameters can vary.

6. Alberta Opportunity Stream

Applicants should prepare evidence addressing the stream's current status, occupation, language, education, work experience, and job-offer requirements.

- ☐ Valid work authorization/status documents.
- ☐ Language-test results.
- ☐ Education credentials and any required educational assessment.
- ☐ Employment contract/job offer and evidence of current Alberta employment.
- ☐ Reference letters and supporting proof of qualifying work experience.
- ☐ Occupational licensing, registration or certification if required for the occupation.

7. Accelerated Tech Pathway

For candidates invited through the Accelerated Tech Pathway, documentation may need to establish both the candidate's occupation and the Alberta employer's eligibility.

- ☐ Active Express Entry profile and federal-program eligibility evidence.
- ☐ Alberta job offer or current Alberta employment meeting pathway requirements.
- ☐ Evidence supporting the applicable eligible tech occupation/NOC.
- ☐ Employer documents supporting its qualifying Alberta technology business activities.
- ☐ Employment terms showing the required hours, duration and work location.

8. Work Permits & LMIA-Based Applications

- ☐ Passport/travel document and current immigration status.
- ☐ Job offer/employment contract and employer information.
- ☐ Positive LMIA and related details where an LMIA is required.
- ☐ Employer compliance/offer-of-employment information for an LMIA-exempt employer-specific work permit, where applicable.
- ☐ Evidence of education, professional credentials and relevant work experience.
- ☐ Marriage/family documents if family members are applying.
- ☐ Police certificate or medical-exam evidence if requested or required for the circumstances.

9. Study Permits

- ☐ Passport/travel document.
- ☐ Letter of acceptance from the designated learning institution.
- ☐ Provincial or territorial attestation letter where the current rules require one, or evidence of an applicable exception.
- ☐ Evidence of tuition and available financial support.
- ☐ Study plan or letter of explanation where appropriate.
- ☐ Academic transcripts, diplomas and language evidence relevant to the proposed studies.
- ☐ Family and civil-status documents where applicable.
- ☐ Medical exam, police certificate or biometrics where required.

10. Family Sponsorship

- ☐ Sponsor's proof of Canadian citizenship or permanent-resident status.
- ☐ Applicant's passport and identity documents.
- ☐ Marriage certificate or evidence of common-law relationship, as applicable.
- ☐ Relationship evidence appropriate to the case, such as communications, photographs, travel, financial or household evidence.
- ☐ Divorce, separation or death certificates from prior relationships where applicable.
- ☐ Birth/adoption documents for dependent children.
- ☐ Police certificates and medical examination evidence when required.
- ☐ Financial or undertaking-related documents required by the specific sponsorship category.

11. Refugee, H&C, Appeals & Complex Files

Protection and litigation matters require individualized evidence. Useful records may include:

- ☐ All immigration forms, decisions, refusal letters, reasons and prior submissions.
- ☐ Basis of Claim and RPD/RAD records for refugee matters.
- ☐ Identity, nationality and family documents.
- ☐ Threatening messages, police reports, medical records, witness statements and other evidence relevant to alleged risk.
- ☐ Country-condition evidence from reliable sources.
- ☐ Evidence of establishment, family relationships and best interests of affected children for H&C matters where relevant.
- ☐ Court or tribunal deadlines and proof of the date a decision was received.

URGENT DEADLINES

Refugee appeals, Federal Court proceedings, detention matters and removal-related cases can have short deadlines. Seek legal advice promptly after receiving a decision or enforcement notice.

12. Police Certificates, Medical Exams & Biometrics

IRCC's requirements vary by application. For Express Entry permanent residence, IRCC generally requests police certificates for the applicant and family members aged 18 or older for countries where they stayed for the prescribed period. Permanent-residence applicants must also satisfy medical-examination requirements. Biometrics are required for many temporary and permanent immigration applications, subject to age rules, validity periods and exemptions.

DO NOT GUESS

Use the personalized IRCC document checklist and country-specific instructions. Police-certificate rules, medical instructions and biometrics requirements depend on the application and personal history.

13. Translation & Document Quality

- ☐ Scan the complete document clearly, in colour where the program requires it.
- ☐ Include front and back where information appears on both sides.
- ☐ Follow the specific translation requirements for the program; do not rely on informal translations.
- ☐ Make sure names, dates, job titles and addresses are consistent across forms and supporting records.
- ☐ Do not alter documents to hide information. Explain genuine inconsistencies instead.
- ☐ Keep the originals and a complete copy of everything submitted.

14. Before You Submit — Final Review

- ☐ Confirm you still meet the program's eligibility criteria on the filing date.
- ☐ Review the current official document checklist—not an old saved copy.
- ☐ Check passport, language-test, nomination and other expiry dates.
- ☐ Verify NOC code and ensure employment letters accurately describe duties and dates.
- ☐ Confirm family composition and disclose all required family members.
- ☐ Review personal history, travel history, and address history for gaps.
- ☐ Confirm fees and filing deadlines.
- ☐ Read every declaration before electronically signing or submitting.

15. How ATEH LAW Can Help

ATEH LAW can assess immigration options, identify the documents required for a particular pathway, review evidence for completeness and consistency, prepare legal submissions and respond to issues that arise during processing. We assist with Express Entry, AAIP, family sponsorship, work and study permits, refugee protection, refusals, appeals and Federal Court matters.

PLANNING AN IMMIGRATION OR AAIP APPLICATION?

ATEH LAW • 780 984 7946 • info@atehlaw.com • www.atehlaw.com

Official Resources & Legal Information

This guide is general legal information and is not legal advice. Immigration and AAIP requirements change frequently, and the correct documents depend on the applicant, program, stream, pathway and current government instructions. Downloading this guide does not create a lawyer-client relationship. Always verify current requirements before filing.

- **Alberta Advantage Immigration Program**
<https://www.alberta.ca/alberta-advantage-immigration-program>
- **How to apply to AAIP worker streams**
<https://www.alberta.ca/how-to-apply-to-aaip-worker-streams>
- **AAIP learning resources and document checklists**
<https://www.alberta.ca/aaip-resources>
- **Alberta Express Entry Stream eligibility**
<https://www.alberta.ca/aaip-alberta-express-entry-stream-eligibility>
- **IRCC Express Entry documents**
<https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/documents.html>
- **IRCC Express Entry permanent residence application**
<https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/apply-permanent-residence.html>

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