

## Letter of Intent Guidelines for RCIP Candidates

For candidates who have been living and working in the community and applying for recommendation, the Letter of Intent should clearly demonstrate established ties, ongoing integration, and long-term commitment. The focus should shift from future plans to current actions and lived experience in the community.

### 1. Current Situation (Be Specific)

- Job title, employer, and length of employment
- Confirmation of residence within the community
- Length of time living in the region

### 2. Why This Community

- Reasons for choosing and staying in the community
- Specific aspects they value (e.g., lifestyle, safety, schools, community environment)
- Any personal connections or experiences that influenced their decision to remain

### 3. Employment & Workplace Integration

- How their role is progressing and skills being used
- Relationships with coworkers and workplace integration
- Reasons they see a future with their employer
- Any training, growth, or advancement opportunities

### 4. Community Integration

- Participation in local activities (e.g., church, sports, volunteering, events)
- Development of social connections and friendships
- Use of local services (e.g., library, gym, newcomer supports)
- Family involvement such as school or daycare, if applicable

### 5. Settlement Steps Already Taken

- Secured housing or long-term housing plans
- Obtained key documentation (e.g., SIN, bank account, driver's licence)
- Family settlement steps or plans

### 6. Future Intent (Grounded in Current Reality)

- Plans to continue employment locally
- Career growth within the community
- Long-term housing or family plans
- Ongoing community involvement

### Tone Guidance

- Use clear and specific examples rather than general statements
- Focus on current actions and lived experience
- Demonstrate commitment rather than uncertainty

### Reflection Prompt for Candidates

Candidates may find it helpful to reflect on the following question when drafting their letter:  
“What would make you stay in this community even if immigration was not a factor?”