

## SED Employer Recommendation Checklist

### A. Forms Needed for Application

1. [Recommendation Application form](#)
2. Offer of Employment ([IMM0247](#))
3. Schedule 1 ([IMM0248](#))

### B. Documents Needed for Application

#### 1. Language test results (IELTS or CELPIP etc)

Candidate must have met the minimum score required under the Canadian Language Benchmark (CLB) in English according to the TEER job offer by taking a designated language test

RCIP	
Job Offer in NOC Skill Level	CLB/NCLC Level
0 and 1	6
2 and 3	5
4 and 5	4

#### 2. Proof of Education

(certificates, transcripts etc) (alongside Education Credential Assessment (ECA) if necessary)

To apply for this pilot, you need an education credential: (2 options)



<p><b>For education in Canada:</b> Option 1 of 2 A Canadian educational credential is a:</p> <ul style="list-style-type: none"> <li>• Canadian secondary school (high school) diploma</li> <li>• recognized Canadian post-secondary certificate, diploma or degree from a designated learning institution</li> </ul>	<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> <b>OR</b> </div>	<p><b>For education outside of Canada:</b> Option 2 of 2 An <b>educational credential assessment (ECA)</b> report from a designated organization or professional body that that proves your foreign degree, diploma or certificate is valid and recognized in Canada</p> <ul style="list-style-type: none"> <li>• is less than 5 years old on the date you apply</li> <li>• shows you completed a foreign credential equal to a             <ul style="list-style-type: none"> <li>○ Canadian secondary school (high school) diploma or Canadian post-secondary certificate, diploma or degree</li> </ul> </li> </ul>
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#### 3. Intent to Reside

form filled by candidate

- a. Needs to be completed on the Intent to Reside form found on our website and should include proof of her intention to reside in Steinbach and not just a means to receive PR. Use the Intent to Reside guide – also on our website.
- b. The written explanation provided by the candidate could include, but is not limited to:
  - knowledge of the community;
  - knowledge of the employer, job offer, and how it connects to previous work experience;



- actions taken to put plans into place to establish in the community, such as
  - demonstrate that they have taken steps to look at apartments or housing to live in upon arrival,
  - provided a moving plan on leaving their country (for example, some countries, need exit visas),
- how long the candidate has been established in the community for studies or work (or other reasons) linkages to the community
- membership in local library, gym, faith based groups, etc.

#### 4. Proof of previous relevant work experience

- a. Reference letter from you (current employer) and from employers in the past year

- be an official document printed on company letterhead and include:
  - the candidate's name,
  - the company's contact information (address, telephone number and e-mail address),
  - the name, title and signature of the immediate supervisor or personnel officer at the company; and
- indicate all positions held while employed at the company, as well as:
  - job title,
  - duties and responsibilities,
  - NOC code of the position(s),
  - dates worked for the company,
  - number of work hours per week and annual salary plus benefits.



- b. If the candidate is unable to get a reference or experience letter from their employer, they may include other documents to satisfy the requirements such as:

- a letter of appointment from the employer,
- contracts or agreements with the employer,
- pay stubs to help confirm the period of employment or bank statements showing regular deposits,
- other documents, such as tax records.

#### 5. Proof of exemption from work experience

(if applicable)

#### 6. Status in Canada

If the candidate is already in Canada, copy of their legal status in the country (work permit etc)

#### 7. Any other necessary supporting documents

- a. Passport
- b. Drivers
- c. Medical card
- d. Marriage license (if applicable)

e. Birth certificate

## C. Take Note

### 1. Translated Documents

Any document that is not in English or French must be accompanied by:

- the English or French translation, and
- an affidavit from the person who completed the translation.

Note: An affidavit is a document on which the translator has sworn, in the presence of a person authorized to administer oaths in the country in which the translator is living, that the contents of their translation are a true translation and representation of the contents of the original document. Translators who are certified members in good standing of one of the provincial or territorial organizations of translators and interpreters of Canada do not need to supply an affidavit, they just need to stamp the translation with their certification or registration number.

Important information: Translations by family members are not acceptable.

The application for permanent residence will be returned if it does not include the translation of the documents and an affidavit from the translator (if they are not a certified translator).

### 2. Immigration Lawyers & Representative

Using an Immigration Representative does not change how the application will be reviewed or whether it will be approved or rejected. All applications are handled the same. Immigration Representatives cannot and should not guarantee Community Recommendation, Permanent Residence, or a more expedient processing of an application.

### 3. Family Members

Eligible family members of the principal applicant need to be listed in the application for permanent residence. Family members are defined in subsection 1(3) of the Immigration and Refugee Protection Regulations.

Essentially, a family member includes the principal applicant's:

- spouse, common-law partner, or conjugal partner,
- dependent child or the dependent child of the principal applicant's spouse or common-law partner who is less than 22 years of age,
- dependent child or the dependent child of the principal applicant's spouse or common-law partner who is 22 years of age or older and has depended substantially on the financial support of the parent since before the age of 22 and is unable to be financially self-supporting due to a physical or mental condition, and
- any dependent child of a dependent child.