Rural Community Immigration Pilot
North Okanagan - Shuswap

EMPLOYER GUIDE : RECOMMENDATION APPLICATION DOCUMENT CHECKLIST

When applying for a community recommendation, it is essential **to only** submit documents required or directly requested by our team. The Rural Community Immigration Pilot (RCIP) North Okanagan Shuswap team reserves the right to render the application void if this instruction is not followed.

Please note, there are clearly defined areas to upload documents. We expect all relevant and required documents to be uploaded in this area. If there are numerous documents you want to upload to one of these areas, combine the documents into a single PDF.

A. Please note the following when completing the Recommendation Application Form:

i) Group **similar documents into one PDF file**. For example, all past work experience documents should be compiled into a single PDF and arranged in the same order as have listed on the applicant's Schedule 1.
ii) Clearly **label all documents**. For example, previous work experience documents folder should be labelled "Past Work Experience".
iii) Submit **only required or requested documents.** Do not include additional documents unless specifically requested by our team.
iv) The Immigration, Refugees and Citizenship Canada (IRCC) forms must be **downloaded** using appropriate Adobe Reader and **saved, typed, hand signed and scanned into PDF format.**

B. List of documents required:

1. Job Offer Form: IMM0247e
   Include the date the applicant started or will start working.
2. Schedule 1 IMM0248e
   Please note, to add more work experience entries, **click the plus (+) sign** beside "Work Experience." This will display additional fields.
3. Language Test Results
   Language test results assess an applicant's proficiency in reading, writing, listening, and speaking, in English language for our program, using the Canadian Language Benchmark (CLB) as the standard for evaluation. The **lowest score among these** skills determines the applicant's CLB level.
   We use the Language Test Equivalency Charts available on this link for this purpose.

Please note, language test results are valid for two (2) years from the date of issue and must be valid at the time of Recommendation.

4. Passport Scan
   Please ensure the passport scan is **clear and legible**, with **no glare**, reflections, or obstructions that may obscure any information.
5. Proof of Status:
   For in-Canada applications, a **valid status** is mandatory. This often takes the form of a work permit however **other proof of legal status** in Canada—such as a study permit, visitor record, or extension application—may be provided.
6. Proof of Work Experience:
   Please refer to the points A (i) and A (ii) listed above.
7. Intent to Reside Declaration: (please download and save)
   Must be written by the applicant, in their own words. See the form for guidance.
8. RCIP Recommendation Application Form:
   Please fill out this updated form.
9. Education Documents:
   Candidates must have at least completed a Canadian Secondary school diploma or an equivalent foreign credential.
   a. Educational Credential Assessment (ECA): Provide one scan of the foreign credential along with a valid Educational Credential Assessment (ECA) report. For detailed information, please refer to this link.
   b. Canadian Education Credential: Credential **AND** Transcript in one scan. Okanagan College Grads please indicate which campus, if applicable.

   Verify Canadian Education acceptability using our Post Secondary Education Checklist.
10. Additional Documents:
    There are eight (8) upload spots for additional documents. Similar documents may be combined (see **point A (i)**). For spouses or dependents, please upload only the documents required **to claim points**. You may refer to the Pool/Point system on this link.

i) Additional Information Form:
   Include proof of community connection – refer to our Volunteering & Professional Networking policy, and evidence of prior residence, work, or study in our community. For additional points, provide proof of a relative with Permanent Residence or Canadian citizenship residing within RCIP boundaries, if applicable. Attach all certificates as a single PDF scan.

ii) Rental Documents:
   Provide the lease agreement, BC Residential Tenancy Branch documentation, and proof of payment as a single PDF.

iii) Secondary NOC Code Request form - duly filled and signed by the employer, if applicable.

iv) Proof of Work Experience: **for every work experience listed in Schedule 1 you must include T-4's, Paystubs or Employer Letter and Job Description in **single pdf file.**

v) Drivers License: if required for job showing Class and address.

vi) Self scoring sheet: not mandatory

vii) Use of Immigration Consultants: include the **IMM 5476e** form. They MUST be an RCIC in good standing. Find an Immigration Consultant

viii) Employer notes showing recruitment efforts: Use the Employer Recruitment Record form provided at this link or submit a single PDF including the following for at least the top three candidates. This step is **not required if the applicant has been employed with you for six (6) months** or longer:

- Job postings and number of responses received
- Detailed interview notes leading to the hiring decision
- Number of Canadian citizens or permanent residents, and applicants under 25 years of age
- Top three reasons for selecting the successful applicant

** PROOF OF WORK EXPERIENCE: Candidate must provide proof of at least 1 year of paid, full-time work (1,560 hours) or equivalent part time work, completed within the past 3 years. The Employment Reference letter must be on official company letterhead explaining the job location and job duties along with the NOC code or job title. Experience must be in a TEER that aligns with the job offer. The work must meet the NOC skill level requirements for the job offer. Self employed work is not eligible except for licensed medical practitioners.