

BRANDON

RURAL & NORTHERN IMMIGRATION PILOT



CANDIDATES- DOCUMENT CHECKLIST- BRANDON RURAL AND NORTHERN IMMIGRATION PILOT


Please note


- Providing the following documents does not automatically grant you a community recommendation.
- If you cannot provide the following forms and documents, your application will be considered incomplete and will not be processed.

How to submit an application:

- The forms/documents listed below (documents 1-9 are mandatory while documents 10-11 are optional).
- Once all the mandatory documents have been completed including signatures where applicable, please email all of the documents to immigration@brandon.ca in one email. If file size prevents all documents from being sent in one email, please use the subject line below with 1 written behind the first email you send, 2 written beside the second email you send, etc.
- The subject(title) of your email should follow the following order:
 - RNIP- [Company/employer name]- [Position title]- [your first name as written on your passport]
 - Example: - RNIP- ABC company- Cook- Bob

Forms List

	Forms and documents	
1.	RNIP Job offer form (IMM 5984) <ul style="list-style-type: none">• A complete job offer form (IMM5984). Ask your employer to provide you with this form. Name this document as: [your first name]- Job offer form	<input type="checkbox"/>
2.	Schedule 1- Community recommendation application (IMM 5911) <ul style="list-style-type: none">• Download the form here.• If you have trouble opening IMM 5911, save the pdf file to your device and then open it using adobe acrobat pdf reader. A browser pdf reader typically cannot open this file.• Use the guide below to complete the schedule 1 form then sign the form. Click the pdf icon below to download the guide.  Name this document as: [your first name]- Schedule 1	<input type="checkbox"/>

3.	<p>Community Recommendation questions</p> <ul style="list-style-type: none"> • Click the pdf icon below to download. • Then save the pdf on your computer. • Answer the questions and sign.  <p>Name this document as: [your first name]- CR questions.</p>	<input type="checkbox"/>
4.	<p>Resume</p> <ul style="list-style-type: none"> • Please provide an up-to-date resume. • If you don't have a resume, you may use this resume template or any others that provide the necessary information. • The following information should be included in your resume: <ul style="list-style-type: none"> ○ Your full name and contact information (phone and email) ○ Full education history ○ Full work history including a description of the duties and the correct experience 2021 NOC Codes ○ Highlighting your skills and personal interests are optional. ○ If the Brandon job you have been offered has any mandatory job requirements, please be sure to include somewhere in your resume that you have the mandatory skills, work experience, languages...etc. <p>Name this document as: [your first name]- Resume</p>	<input type="checkbox"/>
5.	<p>Proof of qualifying work experience if applicable (Employer reference letter)</p> <ol style="list-style-type: none"> 1. If you did not graduate from a Brandon publicly funded designated learning institution : <ul style="list-style-type: none"> ○ you need to show that you have qualifying work experience in the past three years via employer reference letter(s) ○ Submit your employer reference letter(s) proving at a minimum that you have 1,560 hours of paid eligible employment in the past three years from the date you submit your RNIP application and worked in a period of not less than 12 months. Include the employer reference letter(s) in your application email. <ul style="list-style-type: none"> ○ Although it would be helpful to have employer work experience letters for the full 3-year period, we only require sufficient letters to demonstrate a minimum of 1,560 hours of eligible work experience within the last three years. ○ Employer reference letter/s should be on company letterhead and include your name, employment period, duties, NOC code (if known), salary, hours worked per week, employer's details and contact information, and immediate supervisor's name and signature. For more details, click here. 2. International students (2 years program): you do not need to have qualifying work experience if: <ul style="list-style-type: none"> ○ have graduated from a Brandon publicly funded designated learning institution in a program of at least 2 years or longer, and ○ were studying as a full-time student for the full duration of the 2+ years and ○ received the credential no more than 18 months before your application and ○ Were in the Brandon for at least 16 of the last 24 months spend studying to get your credential. 	<input type="checkbox"/>

3. International students (Masters): you don't need to have qualifying work experience if you graduated from a Brandon publicly funded [designated learning institution](#) in a master's degree or higher program lasting less than 2 years and you
- o were studying as a full-time student for the duration of your degree **and**
 - o got your degree no more than 18 months before your application **and**
 - o were in the community for the length of your studies.

Name this document as: [your first name]- Employer reference letter.

6. **Proof of language proficiency**

- you must submit a **general** language proficiency assessment result that is recognized by IRCC and is not older than 2 years and is for the purposes of immigration.
- The minimum required language assessment result will depend on the TEER level of the position you received a job offer for or the employer's requirements, whichever level is highest. Read more [here](#)
- [Find out more about language testing](#)

Name this document as: [your first name]- [name of the assessment such as IELTS, CLPIP...etc.]

7. **Educational documents**

Case 1: you have a Canadian educational credential.

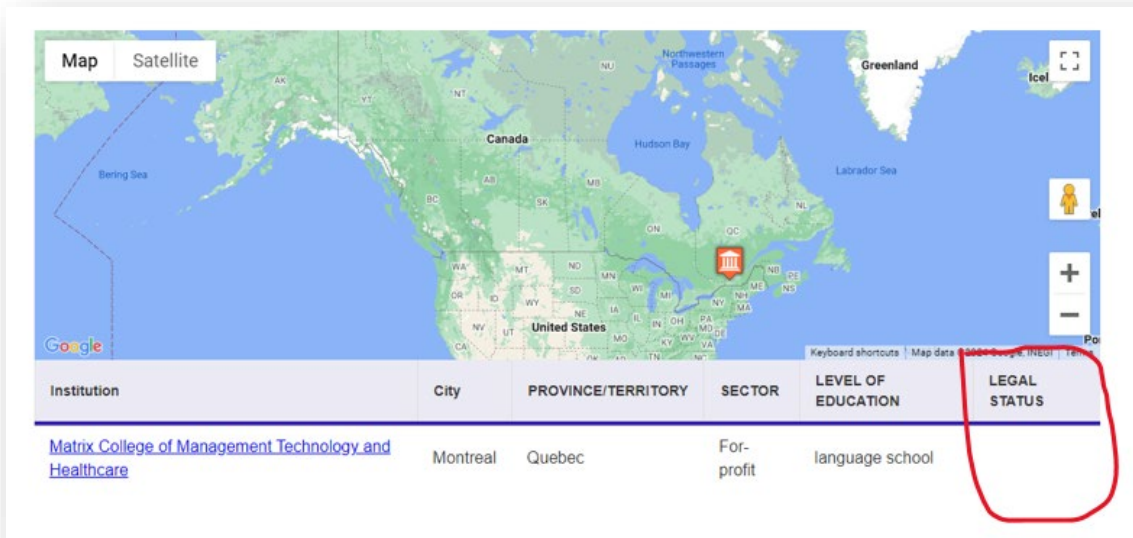
- If you graduated from a Designated Learning Institution (DLI) that is recognized by the province in which the institution is located, such as a Canadian high school or post-secondary institution (including a one-year program), submit an **official transcript**.
 - o To check whether you're learning institution is a DLI and is recognized by the provincial authority, search your institution's name here: <https://www.cicic.ca/869/results.canada?search=>

Example: McGill University is a DLI as of the time this Document Checklist was prepared.

The screenshot shows a search interface on the CICIC website. The search bar contains 'mcgill university'. Below the search bar, there are filters for 'TYPE OF EDUCATIONAL INSTITUTION' including options like 'all educational institutions', 'universities', 'colleges', etc. A map of Canada is displayed in the background. Below the map is a table with the following data:

INSTITUTION	CITY	PROVINCE/TERRITORY	SECTOR	LEVEL OF EDUCATION	LEGAL STATUS
Macdonald College (McGill University)	Sainte-Anne-de-Bellevue	Quebec	Public	college	Recognized
McGill University	Montreal	Quebec	Public	university	Recognized

In the example below, the institution is not recognized, thus your transcript cannot be used to meet RNIP's education requirements.



If your institution is not a DLI recognized by the provincial authority, please look at case 2 below.

Case 2: you do not have a Canadian educational credential from a DLI recognized by the provincial authority.

- If you did not graduate from a recognized Canadian high school or post-secondary institution, submit an educational credential assessment (ECA)
- The ECA must not be older than 5 years and must be completed by an IRCC recognized institution.
- Find out more about how to get an [educational credential assessment \(ECA\)](#)

Name this document as: [your first name]- Education

8. **Passport and legal status**

- If you are applying from outside of Canada, submit a copy of a valid passport or another legally recognized document that includes your photo. The supplied document must clearly show your picture and your legal name.
- If you are applying from inside of Canada, provide:
 - A passport copy that clearly shows your picture and your legal name.
 - And a copy of proof of legal status in Canada such as a valid Canadian work permit, visitor visa or study permit.

Name this document as: [your first name]- Passport and legal status (if applicable)

9. **Document Checklist**

- Submit this completed checklist.

Name this document as: [your first name]- Documents checklist

10.	<p>Community Connection letter (Optional but will strengthen your application)</p> <ul style="list-style-type: none"> • If you have family members or friends that are a permanent resident or a Canadian citizen and live in Brandon, it is recommended that you submit a signed community connection letter. • The letter should be written and signed by your family member or friend that lives in Brandon. • The letter should state: <ul style="list-style-type: none"> ○ Your relationship, including how long you have known each other. If your community connection is a biological or by marriage family member, provide proof such as a birth certificate or other government issued documentation. ○ The immigration status of the connection (is your family member or friend a Canadian citizen or a permanent resident or an international student...etc.) ○ What kind of settlement support will your connection provide to you to settle in Brandon ○ The address and contact information of your connection in Brandon <p>Name this document as: [your first name]- CC letter 1, CC letter 2...etc.</p>	□
11.	<p>Use of a Representative Form (IMM 5476) (optional and only if applicable)</p> <p>Include this form in your application if you want to name a representative (such as an immigration consultant, lawyer, friend, or family member) to do business with us for you.</p> <ul style="list-style-type: none"> • You can download the form from here: https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5476e.pdf <p>Name this document as: [your first name]- Use of Representative</p>	□
12.	<p>Supporting documents (optional and only if applicable)</p> <p>The following documents are optional but will strengthen your application if included:</p> <ul style="list-style-type: none"> • If you are already in Brandon on temporary status, provide proof of Brandon residence (example: rental lease agreement with your name on it) • If you have a spouse, submit: - <ul style="list-style-type: none"> ○ Proof of spouse language ○ Proof of spouse employment ○ Proof of spouse skill/experience/education that would meet Brandon labor needs. <p>Name this document as: [your first name]- Supporting documents- [document's name]</p>	