

Checklist – Recommendation Application

FCIP St-Pierre-Jolys

Applications will not be considered if they are incomplete or do not meet federal eligibility requirements. It is up to employers to ensure they meet the program requirements, are using the most recent version of applicable forms, and their application is complete.

Applications which are found to contain fraud or misrepresented or withheld facts relating to a relevant matter, including but not limited to purposely misrepresenting an Offer of Employment job title, will be declined and may impact future participation in the program.

NOTE: Please provide copies of the following documents, not originals.

1	Recommendation Application Form Completed by employer.	<input type="checkbox"/>
2	Annex to Recommendation Application: Intent to Reside Form Statement provided by candidate explaining their intent to reside in the community. Examples of information candidates can include are knowledge of the community, actions they have taken to establish themselves in the community, etc. Statement should be at least 250 words (maximum 500 words) and be written by the candidate. Statements that are plagiarized or found to be similar to other candidates will result in an application being declined.	<input type="checkbox"/>
3	Offer of Employment to a Foreign National - Francophone Community Immigration Form (IMM 0251) Completed by employer.	<input type="checkbox"/>
4	Schedule 1 - Francophone Community Immigration Pilot (IMM 0252) Completed by candidate.	<input type="checkbox"/>
5	Proof of education Copy of Canadian degree or diploma, or an educational credential assessment (less than 5 years old) and copy of international degree or diploma.	<input type="checkbox"/>
6	Proof of language proficiency Results from a designated language test that are no more than 18 months old.	<input type="checkbox"/>
7	Proof of work experience Employer reference letters for the periods of work experience identified in application. Letters must be on a company letterhead and include: o Specific period of employment (to/from dates) o Description of main responsibilities and duties o Corresponding NOC code (if known)	<input type="checkbox"/>

	<ul style="list-style-type: none"> o Total annual salary and benefits o Number of hours worked per week o Employer’s name, signature, full address, telephone number and email address (if applicable) <p>If unable to obtain an employer reference letter, then pay stubs and work contracts. If candidate qualifies for an international student work experience exemption, they must provide proof of full-time enrolment during the entire program (e.g. copy of transcript) and proof of living in the community for at least 16 of the last 24 months of their program. Examples include, but are not limited to, lease agreement, rent receipts or utility receipts.</p>	
9	Copy of biographical data page of a passport or travel document	<input type="checkbox"/>
10	Copy of temporary resident status (if currently in Canada) Status must be valid on the day application is submitted.	<input type="checkbox"/>
11	Any other supporting documents that provide proof necessary to meet eligibility requirements or obtain Community Scoring Grid points. Refer to Community Scoring Grid for more information.	<input type="checkbox"/>

NOTE: We will not ask for proof of settlement funds, but know that the IRCC will require proof.