

# Document Checklist for Recommendation Applications

## City of Greater Sudbury Rural and/or Francophone

## Community Immigration Pilots (RCIP-FCIP)



Incomplete or ineligible applications will not be considered. It is the responsibility of employers to ensure that both they and their employee or candidate meet the program requirements, are using the most recent version of all applicable forms, and that the application is complete.

Applications found to contain fraud, or to include misrepresented or withheld facts related to a relevant matter, including, but not limited to, the deliberate misrepresentation of an Offer of Employment job title, will be declined and may affect future participation in the program.

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

### Provided by Candidate:

#### 1. Proof of Language Proficiency

Results from a designated language test that are no more than 2 years old.

#### 2. Proof of Education

Copy of Canadian degree or diploma, or an educational credential assessment (ECA must be less than 5 years old) and copy of international degree or diploma.

#### 3. Proof of Work Experience

##### Work Experience Letters

Work experience letters from current and previous employers must be included to satisfy the work experience requirement. Letters must be on a 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
- Indicate all positions the candidate held while employed at the company, as well as:
  - Job title
  - NOC (if known)
  - A full list of duties and responsibilities
  - Job status (if current job)
  - Dates worked for the company (start and end date)
  - Number of work hours per week
  - Annual salary and benefits

If the candidate is unable to obtain an employer reference letter, they must provide paystubs, contracts, tax receipts, etc.

OR

##### Work Experience Exemption

If the 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, utility receipts, etc.

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### 4. Intent to Reside Form



All candidates are asked to submit a letter of intent as part of their application to the Greater Sudbury RCIP or FCIP program. Candidates must submit a genuine letter of intent detailing the reason they have selected the Greater Sudbury community and their intention to reside here long term.

The letter must be written by the candidate (500 word minimum). Copied letters, letters that rely solely on AI generated content, or those which do not appear to be genuinely written by the candidate will be flagged for further review by the Greater Sudbury RCIP or FCIP Community Selection Committee and could result in the application being declined.

The letter should focus on what interests, ties and connections the candidate has to the community, rather than facts about Greater Sudbury.

Candidats du programme PICF: Votre lettre doit être rédigée en français.

### 5. Copy of Temporary Resident Status (if currently in Canada)



Work Permit, Study Permit, etc.

### 6. Copy of Passport



### 7. Additional Supporting Documents that Provide Proof Necessary to Meet Eligibility Requirements or Obtain Community Scoring Grid Points.



Refer to Community Scoring Grid for more information.

Examples:

- Marriage Certificate
- Work Experience Letter(s) for both the candidate and their spouse
- Transcripts and certificate or diploma from Cambrian College, Collège Boréal, or Laurentian university for both the candidate and their spouse
- Proof of relation to parents, grandparents, or siblings located in the community. Proof of family's establishment in the community
- Proof of volunteer experience – Please note that religious organizations cannot provide this letter.
- Proof of rental status or property ownership in the community (i.e. Municipal Statement of Account, Property Tax Receipt, or Property Tax Bill)

### 8. [Schedule 1 - Rural and Community Immigration Pilot \(IMM 0248\)](#) OR [Schedule 1 - Francophone Community Immigration Pilot \(IMM 0252\)](#).



Must be completed by the candidate.

### 9. Scoring Grid (RCIP Candidates Only)



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## Provided by Employer:

### 1. Recommendation Application Form



### 2. Offer of Employment to a Foreign National - Rural Community Immigration Pilot Form (IMM 0247) OR Offer of Employment to a Foreign National - Francophone Community Immigration Form (IMM 0251)



Must be completed by the employer.

### 3. Work Experience Letter



You must provide your employee with a work experience letter for their current position. Letters must be on a 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 the candidate held while employed at the company, as well as:
  - Job title
  - NOC code
  - A full list of duties and responsibilities
  - Job status (full time, permanent)
  - Start date at the company and start date in position (if different)
  - Number of work hours per week
  - Annual salary and benefits

If the employee is not yet working for your organization, please provide a job offer letter that ensures that the information above is included.