



WE CARE

EXPRESS ENTRY DOCUMENT *Checklist*

OUR TIPS FOR SUCCESS

PRIMARY APPLICANT

1. PASSPORTS/TRAVEL DOCUMENTS (MULTIPLE) (REQUIRED)

Submit a copy of the information page of your passport. If you live outside your country of citizenship, please provide a copy of your permit or visa.

☐ Done

2. EDUCATION (DIPLOMAS/DEGREES) (REQUIRED)

Provide a copy of the degree and your transcripts for your highest level of completed evaluation, please provide a copy of the certificate as well as corresponding transcripts. Your ECA certificate should have been done within the last 5 years.

☐ Done

3. EMPLOYMENT LETTERS - DATE TO PRESENT

Please provide a reference or experience letter from the employer, which should be an official document printed on company letterhead (must include the applicant's name, the company's contact information [address, telephone number and email address], and the name, title and signature of the immediate supervisor or personnel officer at the company). The letter should indicate all positions held while employed at the company and must include the following details: job title, duties and responsibilities, job status (if current job), dates worked for the company, number of work hours per week and annual salary plus benefits. Please also provide aphyslips for the entire duration of the employment

Employment Letter 1

☐ Done

Employment Letter 2

☐ Done

Employment Letter 3

☐ Done

4. LETTER OF EMPLOYMENT

LMIA + a letter from the employer stating that your position is permanent and available for at least 1 year after you become a PR. This is only needed if you have a job offer in Canada.

☐ Done

5. OFFER OF EMPLOYMENT

You must provide a job offer letter or confirmation from the employer who wants to hire you. It must be printed on company letterhead, and state that you will be employed permanently in Canada by that company. The letter must specify whether the job is:

☐ Done

for continuous, paid, full-time work (at least 30 hours a week),
for work that is permanent and not seasonal,
skill type 0, or skill levels A or B of the 2011 National Occupational Classification (NOC)
(Note – in most cases, the job offer must be for a permanent job. For some types of jobs, it has to be for at least one year.)

The job offer letter must include contact information for the company (address, telephone number and email address). This is only relevant if you have a job offer in Canada.

FIND US ONLINE



www.Wecareincanada.ca



info@wecareincanada.ca



WE CARE

EXPRESS ENTRY DOCUMENT

Checklist

OUR TIPS FOR SUCCESS

6. DIGITAL PHOTO

A digital passport photo is included.

☐ Done

7. PROOF OF MEDICAL EXAM

You require a medical exam, only do these after you receive an invitation to apply. Learn how to get an upfront medical exam. In order to submit your online application, you will need to upload the information printout sheet or the IMM 1017B Upfront Medical Report form. Your doctor will give you one of these forms when you complete your medical exam.

☐ Done

8. POLICE CERTIFICATES

You must provide a police certificate for every country, region or territory, other than Canada, in which you have spent the last 10 years, or since the age of 18. A police certificate is a copy of your criminal record, or a declaration of the absence of any criminal record.

☐ Done

Example: If you visited, worked or lived in a country for two months, left for a few years, then returned for four months, that counts as spending six months there. In this case, you would need a certificate.

9. MARRIAGE CERTIFICATE

A copy of your marriage certificate with any translations. If you've been married previously, also prepare divorce certificates.

☐ Done

NOTES:

FIND US ONLINE



www.Wecareincanada.ca



info@wecareincanada.ca



WE CARE

SPOUSE OR COMMON-LAW PARTNER

If you do not have a spouse or common-law partner, please write N/A.

1. PASSPORTS/TRAVEL DOCUMENTS (MULTIPLE) (REQUIRED)

Please submit a copy of the information page of your passport. If you live outside your country of citizenship, please provide a copy of your permit or visa.

☐ Done

2. DIGITAL PHOTO

A digital passport photo is included.

☐ Done

3. PROOF OF MEDICAL EXAM

You require a medical exam, only do these after you receive an invitation to apply. Learn how to get an upfront medical exam. In order to submit your online application, you will need to upload the information printout sheet or the IMM 1017B Upfront Medical Report form. Your doctor will give you one of these forms when you complete your medical exam.

☐ Done

4. POLICE CERTIFICATES

You must provide a police certificate for every country, region or territory, other than Canada, in which you have spent the last 10 years, or since the age of 18. A police certificate is a copy of your criminal record, or a declaration of the absence of any criminal record.

☐ Done

Example: If you visited, worked or lived in a country for two months, left for a few years, then returned for four months, that counts as spending six months there. In this case, you would need a certificate.

5. EDUCATION (DIPLOMAS/DEGREES) (REQUIRED)

Provide a copy of the degree and your transcripts for your highest level of completed evaluation, please provide a copy of the certificate as well as corresponding transcripts. Your ECA certificate should have been done within the last 5 years.

☐ Done

NOTES:

FIND US ONLINE    



www.Wecareincanada.ca



info@wecareincanada.ca



WE CARE

DEPENDANT 1

Dependants is a legal term, it means that you can include children aged 21 and under on your immigration application to Canada

1. PASSPORTS/TRAVEL DOCUMENTS (MULTIPLE) (REQUIRED)

Please submit a copy of the information page of your passport. If you live outside your country of citizenship, please provide a copy of your permit or visa.

☐ Done

2. DIGITAL PHOTO

A digital passport photo is included.

☐ Done

3. PROOF OF MEDICAL EXAM

You require a medical exam, only do these after you receive an invitation to apply. Learn how to get an upfront medical exam. In order to submit your online application, you will need to upload the information printout sheet or the IMM 1017B Upfront Medical Report form. Your doctor will give you one of these forms when you complete your medical exam.

☐ Done

4. BIRTH CERTIFICATE

Include birth certificate.

☐ Done

NOTES:

FIND US ONLINE



www.Wecareincanada.ca



info@wecareincanada.ca



WE CARE

DEPENDANT 2

1. PASSPORTS/TRAVEL DOCUMENTS (MULTIPLE) (REQUIRED)

Please submit a copy of the information page of your passport. If you live outside your country of citizenship, please provide a copy of your permit or visa.

☐ Done

2. DIGITAL PHOTO

A digital passport photo is included.

☐ Done

3. PROOF OF MEDICAL EXAM

You require a medical exam, only do these after you receive an invitation to apply. Learn how to get an upfront medical exam. In order to submit your online application, you will need to upload the information printout sheet or the IMM 1017B Upfront Medical Report form. Your doctor will give you one of these forms when you complete your medical exam.

☐ Done

4. BIRTH CERTIFICATE

Include birth certificate.

☐ Done

NOTES:

FIND US ONLINE



www.Wecareincanada.ca



info@wecareincanada.ca



WE CARE

DEPENDANT 3

1. PASSPORTS/TRAVEL DOCUMENTS (MULTIPLE) (REQUIRED)

Please submit a copy of the information page of your passport. If you live outside your country of citizenship, please provide a copy of your permit or visa.

☐ Done

2. DIGITAL PHOTO

A digital passport photo is included.

☐ Done

3. PROOF OF MEDICAL EXAM

You require a medical exam, only do these after you receive an invitation to apply. Learn how to get an upfront medical exam. In order to submit your online application, you will need to upload the information printout sheet or the IMM 1017B Upfront Medical Report form. Your doctor will give you one of these forms when you complete your medical exam.

☐ Done

4. BIRTH CERTIFICATE

Include birth certificate.

☐ Done

NOTES:

FIND US ONLINE    



www.Wecareincanada.ca



info@wecareincanada.ca