



Document Checklist for Recommendation Application

Timmins Regional Rural and Francophone Community Immigration Pilots (RCIP-FCIP)

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	<p>Recommendation Application Form</p> <p>Completed by employer.</p>	<input type="checkbox"/>
2	<p>Annex to Recommendation Application: Intent to Reside Form</p> <p>Statement provided by candidate explaining their intent to reside in the community. Examples of information candidates can include knowledge of the community, actions they have taken to establish themselves in the community, etc.</p> <p>Statement should be at least 250 words (maximum 500 words) and be written and <u>signed</u> by the candidate. Statements that are plagiarized or found to be similar to other candidates will result in an application being declined.</p>	<input type="checkbox"/>
3	<p><u>Offer of Employment to a Foreign National - Rural Community Immigration Pilot Form (IMM 0247)</u> OR <u>Offer of Employment to a Foreign National - Francophone Community Immigration Form (IMM 0251)</u></p> <p>NOTE: Once you open the link above, click “Show Instructions” to view the step-by-step guidance on how to complete the form.</p> <p>Completed by employer.</p>	<input type="checkbox"/>
4	<p><u>Schedule 1 - Rural and Community Immigration Pilot (IMM 0248)</u> OR <u>Schedule 1 - Francophone Community Immigration Pilot (IMM 0252)</u></p> <p>NOTE: Once you open the link above, click “Show Instructions” to view the step-by-step guidance on how to complete the form.</p> <p>Completed by candidate.</p>	<input type="checkbox"/>



5	<p>Proof of education</p> <p>Copy of Canadian degree and transcript or diploma and transcript, or an educational credential assessment (less than 5 years old) and copy of international degree or diploma.</p>	<input type="checkbox"/>
6	<p>Proof of language proficiency</p> <p>Results from a designated language test that are no more than 20 months old.</p>	<input type="checkbox"/>
7	<p>Proof of work experience</p> <p>Employer reference letters for the periods of work experience identified in application. Letters must be on a company letterhead and include:</p> <ul style="list-style-type: none"> ○ Specific period of employment (to/from dates) ○ Description of main responsibilities and duties Corresponding NOC code (if known) ○ Total annual salary and benefits ○ Number of hours worked per week ○ 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.</p> <p>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) <u>and</u> 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>	<input type="checkbox"/>
8	<p>Copy of biographical data page of a passport or travel document</p>	<input type="checkbox"/>
9	<p>Copy of temporary resident status that authorizes to work in Canada (if currently in Canada)</p> <p>Status must be valid on the day application is submitted and throughout the whole application process.</p>	<input type="checkbox"/>
10	<p>Truck Drivers ONLY – Driving Logs</p> <p>You <u>must</u> provide copies of the truck driver's electronic logbooks for the past three months. Any alterations or falsification of these records will result in the employer being de-designated as non-compliant and the applicant being banned from the program.</p>	<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"/>
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NOTE: We will not ask for proof of settlement funds, but know that the IRCC will require proof.

Last updated: February 12, 2026