

## Submitting an Endorsement Application under the Atlantic Immigration Pilot Program

Using **INB**, you will continue to prepare AIPP Endorsement Applications in much the same way that you have done until now. However, rather than send the completed application package of pdf files to our offices via email, you will now upload those pdf files through the INB portal.

**Note:** The INB portal is designed to **connect** Applicant application files to their employer accounts. Employers are then able to **monitor** the status and progress of active applications from the **Employer Dashboard**. For these **connections** to be made within the system, a few simple steps are required:

### Step by Step: Submitting an Endorsement Application under the Atlantic Immigration Pilot Program

#### Employer

#### Applicant

1

Contact your Applicant and instruct them to register via the INB Portal. You will need to provide them with your **INB Employer Number** as well as a pdf copy of the **letter of offer** or **contract of employment** signed between Employer and Applicant.

Register via the INB Portal. Provide the Employer's **INB Employer Number** when prompted, and upload the provided **letter of offer** or **contract of employment** to your profile, and send the "Request for Approval" to your Employer's account.

The INB Employer Number serves to connect the Applicant profile to their Employer's INB account.

The signed **letter of offer** or **contract of employment**, along with the **Request for Approval**, serve to verify and confirm the relationship between Applicant and Employer and that a genuine offer of employment has been made.

2

Complete the provincial **Endorsement Application** form and the federal **Offer of Employment to a Foreign National** form (IMM 5650), each signed and dated by both the employer and the Applicant;

Gather a copy of the signed **contract of employment** (or **letter of offer**) and proof of all of your **recruitment efforts** (e.g. Job Advertisements);

Request and collect your Applicant's completed **Settlement Plan** (you may need to provide the Applicant with a copy of your provincial **Designation Letter** and a completed copy of the federal **Offer of Employment to a Foreign National** form (IMM 5650) for them to complete their **Settlement Plan**);

Upload all of these documents to the INB portal and send the "ITA" to your Applicant.

Accept the ITA from your employer via the INB Portal, click the "**continue**" button on your INB Dashboard and complete the "Application" as prompted, and then submit.

You will need to upload the following documents:

- **Official Language Test Results**
- **Educational Credential Assessment (ECA) or Canadian diploma & transcripts**
- **Letter(s) of Employment**
- **Work Permit (if applicable)**
- **Passport Identification page**

The sending and accepting of the ITA activates the application within the INB system.

The Application consists of additional profile information about the Principal Applicant and about their spouse and/or dependants, when applicable.

3

Monitor progress of the application and await decision via INB

The INB Dashboard feature allows employers to monitor and review all of their Applicant Endorsement Applications.

Likewise, each Applicant can monitor the progress and status of their own application.