



# Guidelines for Endorsement

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ATLANTIC IMMIGRATION PILOT

Nova Scotia Office of Immigration  
NOVASCOTIAIMMIGRATION.COM

## ENDORSEMENT APPLICATION FORM

Designated employers who have identified a foreign national (FN) able to fill an existing vacancy are required to complete the **Endorsement Application** for each Principal Applicant. Endorsement is required before an applicant can apply to Immigration, Refugees and Citizenship Canada.

The endorsement process confirms:

1. Application Category
2. Position description
3. Recruitment efforts
4. FN human capital
5. Settlement Needs Assessment, including the resulting Settlement Plan

As part of the endorsement process, employers must request foreign national applicants to contact a designated immigrant settlement service provider organization to complete a pre-endorsement needs assessment for each FN Principal Applicant and their accompanying family member(s). The FN Principal Applicant is to provide a copy of each completed pre-endorsement needs assessment, which includes an individualized settlement plan, to the employer. The list of immigrant service provider organizations designated to provide pre-endorsement needs assessments for Pilot participants is smaller than those designated to provide other settlement services; employers are requested to refer to the attached list of service provider organizations for additional details.

**The employer must include a copy of these needs assessments with the Endorsement Application. Provinces will review that an adequate needs assessment and settlement plan accompanies the Endorsement Application.**

Note that the FN Principal Applicant and their accompanying family member(s) or the immigrant settlement service provider organization conducting the needs assessment have the right to exclude information that they deem sensitive from the version of the individualized needs assessment provided to the employer for the purpose of endorsement. The settlement plan may be updated once the FN Principal Applicant and their family arrives in Atlantic Canada should they receive an in-person needs assessment at their local immigrant settlement service provider organization.

Note that employers are required to assist FN Principal Applicant and their accompanying family member(s) with any in-person needs assessments that follow a pre-endorsement needs assessment.

Provinces will be responsible for reviewing and approving the Endorsement Application. Applications that do not include a pre-endorsement needs assessment and settlement plan completed by a designated immigrant settlement service provider organization will not be processed. The provincial government will monitor the employer commitments; failure to support access to settlement services as per the settlement plan may result in a suspension from the Pilot.

## Application Program Section

Employers must indicate under which application program the FN Principal Applicant will be applying. If you do not know the category, please consult the website [www.canada.ca/atlantic-immigration](http://www.canada.ca/atlantic-immigration) for information on the various streams. Employers must also indicate the previous work experience that qualifies the FN Principal Applicant for the specific application category.

## Position Description Section

The Province will require information on the position that the FN Principal Applicant is expected to fulfill if their application for permanent residence is approved by Immigration, Refugees and Citizenship Canada. Please complete the position description section to provide these details.

**You must attach a copy of the job offer, as well as a completed Offer of Employment to a Foreign National form, with this endorsement application.**

Once the endorsement has been approved, you will be required to provide a copy of the accepted job offer for the provincial files. To be eligible for the Pilot, the wages must fall within the range of wages for that particular occupation for the region in which the newcomer employee will be employed. If you are uncertain as to what this wage is in your region, please consult the relevant province.

## Recruitment Activities Section

Employers must demonstrate that they have attempted to find workers through domestic recruitment activities prior to recruiting for foreign nationals abroad. The recruitment activities section asks that you provide details on those efforts.

You must also use the recruitment activities section to disclose whether you have obtained the assistance of an immigration representative for any part of your recruitment or application process. Immigration representatives whose services you obtain must be a member, in good standing, of one of the following designated bodies:

- Lawyers and paralegals who are members in good standing of a Canadian provincial or territorial law society;
- Notaries who are members in good standing of the Chambre des notaires du Québec; and,
- Immigration consultants who are members in good standing of the Immigration Consultants of Canada Regulatory Council.

## Foreign National Information Section

The information obtained in this section is to provide the Province with the additional details on the FN Principal Applicant, including the composition of their family. Minimum information is requested in this section as additional details will be provided as part of the pre-endorsement needs assessment and settlement plan. Please ensure that a completed pre-endorsement needs assessment and settlement plan are completed for each individual.

Note that while settlement information is only required for those individuals over the age of 18, details on all accompanying family members must be provided in this section. Children younger than 18 will have their needs assessed through their parent(s).

## Settlement and Integration Section

The Settlement and Integration Section identifies all employer responsibilities related to settlement services for a foreign national.

**Employers are required to commit to the specific objectives outlined here and to ensure that a needs assessment and settlement plan is completed by a designated immigrant settlement service provider organization for each individual and attached to this form. The application will not be considered by Nova Scotia until such information is provided.**

Employers must read the specific settlement commitments outlined in this section carefully. By signing the Employer Declaration section of this form, you are committing to providing the supports and services outlined in this section, including, but not limited to, a commitment to support up to 300 hours of language training, that begins within the first three months of arrival, for each FN Principal Applicant whose first official language ability is below a CLB level 5 in any one of the four competencies (i.e., speaking, reading, writing and listening).

It is important to note that, in cases where the FN Principal Applicant is accessing government-funded language training programming, they are NOT entitled to priority access to these services. If government-funded service providers do not have the capacity to provide services to Pilot applicants within the first three months of arrival, employers will be responsible for arranging alternative language training options. Please contact your local immigrant settlement service provider organization(s) to discuss availability of language and other settlement services.

## Temporary Work Permit Section

Employers may request a provincial referral letter which, in combination with documents including a formal commitment by the FN Principal Applicant to apply for permanent residence within ninety (90) days from the submission of the application for a temporary work permit, would enable the foreign national to apply for a temporary work permit to support early entry, and work in Canada while the application for permanent residence is processed.

**Please note that Immigration, Refugees and Citizenship Canada has committed to expedite processing of all applications for permanent residence processed under the Atlantic Immigration Pilot. Consequently, the Department expects that 80% of applicants will be provided with a decision on their application for permanent residence within 6 months, precluding the need for a temporary work permit.**

Contact the Province to discuss whether a letter of support would be beneficial in your case. Should you wish the applicant to enter on a temporary basis while their application for permanent residence is processed, you will be required to pay a \$230 employer compliance fee to Immigration, Refugees and Citizenship Canada.

## **Employer Declaration Section**

**Your declaration in this section indicates that you have read, understand and agree to abide by the commitments outlined in this application form.**

Should you not fully understand any aspect of the form, please contact the Atlantic Immigration Pilot representative in your province.

As an employer of a foreign national, you are responsible for ensuring, to the best of your ability, that the information provided in this form is truthful, complete, and correct. You are also agreeing that you have discussed the commitments required of the applicant under the Pilot, with the applicant.

## **Foreign National Declaration Section**

The foreign national declaration indicates that the FN Principal Applicant agrees to participate in the Pilot per the commitments outlined above.

## **Approvals**

A decision on this endorsement will be provided to the employer (signatory to the form).

**Only approved applicants will be eligible to submit an application for permanent residence to Immigration, Refugees and Citizenship Canada.**

Applicants will be required to cite the endorsement number provided in the notice of approval, and provide a copy of the endorsement certificate in their application to Immigration, Refugees and Citizenship Canada.

## SUBMITTING THE APPLICATION

Ensure you have included all required documents

1. Endorsement application form completed in full, signed and dated by both parties.  
[novascotiainmigration.com/wp-content/uploads/Atlantic-Immigration-Pilot-Endorsement\\_Application\\_EN.pdf](http://novascotiainmigration.com/wp-content/uploads/Atlantic-Immigration-Pilot-Endorsement_Application_EN.pdf)
2. Job offer form signed and dated by both parties. Ensure all sections are completed in full. If a section does not apply, then write N/A.  
[novascotiainmigration.com/wp-content/uploads/IMM5650\\_E\\_Employment\\_Offer.pdf](http://novascotiainmigration.com/wp-content/uploads/IMM5650_E_Employment_Offer.pdf)
3. Detailed job description.
4. Proof of recruitment efforts. Copies of the 3 job ads, identifying posting date and duration, with a summary of the responses and results.  
[novascotiainmigration.com/wp-content/uploads/AIP\\_Recruitment\\_English.pdf](http://novascotiainmigration.com/wp-content/uploads/AIP_Recruitment_English.pdf)
5. Evidence of the foreign national's previous work experience (resume)
6. The Foreign National (including any accompanying family members) Settlement Plan, signed by the employer and employee.
7. If the foreign national is already in Canada, copy of their legal status in the country (work permit, visitor permit or study permit).

### NOTE:

Once the Endorsement application has been approved, the foreign national then applies to Immigration, Refugees and Citizenship Canada for permanent residency. See [cic.gc.ca/english/immigrate/atlantic/eligibility.asp](http://cic.gc.ca/english/immigrate/atlantic/eligibility.asp)

To apply for permanent residency, the foreign national will need an education credential assessment for foreign education and language test results. The individual should start the process to obtain these items now. These items are not required for your endorsement application.

Submit completed applications to the address below:

#### Postal Box Address (Mail)

Atlantic Immigration Pilot  
Nova Scotia Office of Immigration  
PO Box 1535  
Halifax NS B3J 2Y3

#### Civic Address (In person)

Atlantic Immigration Pilot  
Nova Scotia Office of Immigration  
1469 Brenton Street  
3rd Floor  
Halifax NS

## QUESTIONS

Contact the Nova Scotia Office of Immigration by phone at 1 (902) 424-5230 (toll free within Nova Scotia at 1-877-292-9597) or via email at [immigration@novascotia.ca](mailto:immigration@novascotia.ca) if you have any questions.