



**SAAB IMMIGRATION**  
SERVICES INC.

## Express Entry – Client Document Checklist

*For Express Entry profile creation and permanent residence application (post-ITA)*

### Client Information

<b>Client Name</b>		<b>Date</b>	
<b>Principal Applicant Email</b>		<b>Phone</b>	
<b>Express Entry Stage</b>	<input type="checkbox"/> Pre-ITA (Profile) <input type="checkbox"/> Post-ITA (e-APR)	<b>ITA Date (if applicable)</b>	
<b>Program / Stream</b>	<input type="checkbox"/> FSW <input type="checkbox"/> CEC <input type="checkbox"/> FST <input type="checkbox"/> PNP (EE) <input type="checkbox"/> Other: _____	<b>UCI / Application # (if any)</b>	

### How to submit documents to our office

- Send clear, legible scans (preferably in colour).
- Combine multi-page documents into a single PDF (for example, all pages of your passport).
- Do not password-protect files.
- If a document is not in English or French, include a complete translation package (see "Translations" below).
- Keep original documents. IRCC may request originals or additional evidence at any stage.

### Key reminders (IRCC rules that affect common documents)

- Language test results must be less than 2 years old when you create your profile AND when you submit your application.
- Educational Credential Assessments (ECAs) must be less than 5 years old when you create your profile AND when you submit your application.
- Police certificates have specific issue-date rules (see section "Police certificates").
- If your passport expires within 6 months of the day you apply, IRCC recommends renewing it and updating passport details in your application.
- After you receive an Invitation to Apply (ITA), you have 60 days to submit your complete online application.



### 1) Identity and civil status

Document / Information	Who	Stage	Received
Passport(s) / travel document(s): bio page + all pages with stamps/visas (current + previous if applicable)	PA + all	Both	<input type="checkbox"/>
National identity card (if applicable)	PA + all	Both	<input type="checkbox"/>
Birth certificate (if available / if requested by IRCC)	PA	If applicable	<input type="checkbox"/>
Marriage certificate (if married)	PA	Post-ITA	<input type="checkbox"/>
Divorce certificate + legal separation agreement (if divorced/separated)	PA	Post-ITA	<input type="checkbox"/>
Death certificate (if widowed)	PA	Post-ITA	<input type="checkbox"/>
Name change document(s) / legal name variation evidence (if applicable)	PA + all	Post-ITA	<input type="checkbox"/>
Digital photo (online PR photo specs: JPG/JPEG, ≤4 MB, 715×1000–2000×2800 px, taken within last 12 months)	PA + all	Post-ITA	<input type="checkbox"/>
Previous Canadian immigration documents (TRV/eTA, study/work permits, refusal letters, etc.)	PA + all	Both	<input type="checkbox"/>

### 2) Personal history, addresses and travel

Document / Information	Who	Stage	Received
Residential address history for last 10 years (or since age 18) – no gaps	PA + all adults	Post-ITA	<input type="checkbox"/>
Personal history / activities for last 10 years (work, study, unemployment, travel) – no gaps	PA + all adults	Post-ITA	<input type="checkbox"/>
Travel history for last 10 years: list of all trips outside country of residence (dates + destinations)	PA + all adults	Post-ITA	<input type="checkbox"/>
Curriculum vitae (CV) / résumé (recommended)	PA + spouse	Both	<input type="checkbox"/>

### 3) Education

Document / Information	Who	Stage	Received
Highest completed diploma/degree certificate(s)	PA (+ spouse if claiming points)	Post-ITA	<input type="checkbox"/>



Transcripts / mark sheets for completed programs	PA (+ spouse if claiming points)	Post-ITA	<input type="checkbox"/>
Educational Credential Assessment (ECA) report + reference number (if education outside Canada)	PA (+ spouse if claiming points)	Both	<input type="checkbox"/>
Canadian education documents (if applicable): diploma/degree + transcripts + study permit(s)	PA + spouse	Both	<input type="checkbox"/>
Professional licence / registration (if applicable for your occupation)	PA	Optional	<input type="checkbox"/>

#### 4) Language test results

Document / Information	Who	Stage	Received
Approved language test result (IELTS General Training / CELPIP-General / PTE Core / TEF Canada / TCF Canada)	PA	Both	<input type="checkbox"/>
Second official language test (if claiming CRS points)	PA	Optional	<input type="checkbox"/>
Spouse/partner language test (if claiming spouse points)	Spouse	Optional	<input type="checkbox"/>

#### 5) Work experience (employment & self-employment)

Document / Information	Who	Stage	Received
Employer reference letter(s) for each job claimed for eligibility/CRS (job title, duties, employment dates, hours/week, salary/benefits, employer contact details, signature)	PA (+ spouse if claiming)	Post-ITA	<input type="checkbox"/>
Supporting employment evidence (as available): contracts, pay stubs, tax slips/returns, social insurance records, promotion letters	PA (+ spouse if claiming)	Post-ITA	<input type="checkbox"/>
Canadian work experience evidence (if applicable): work permits, T4s/NOAs, pay stubs, ROE, employment contract	PA (+ spouse)	Post-ITA	<input type="checkbox"/>
Self-employment evidence (if applicable): business registration, invoices, client contracts/letters,	PA (+ spouse)	Post-ITA	<input type="checkbox"/>



proof of payment, tax filings, bank statements			
--	--	--	--

### 6) Job offer / Canadian work authorization (if applicable)

Document / Information	Who	Stage	Received
Certificate of qualification in a skilled trade (issued by a Canadian province/territory) – if applicable	PA	If applicable	<input type="checkbox"/>
Written job offer (recent, in writing, includes pay, duties, hours, conditions of employment)	PA	Both	<input type="checkbox"/>
LMIA confirmation + LMIA number (if required)	PA	Both	<input type="checkbox"/>
LMIA-exempt offer of employment number (if applicable)	PA	Both	<input type="checkbox"/>
Current work permit(s) + proof you are authorized to work in Canada (if applicable)	PA (+ spouse)	Both	<input type="checkbox"/>
Employer letter confirming ongoing employment + start date, position, and intent to employ for at least 1 year (if applicable)	PA	Post-ITA	<input type="checkbox"/>

### 7) Proof of funds (settlement funds) – if required

Document / Information	Who	Stage	Received
Bank letter(s) from each financial institution (account numbers, date opened, current balance, average balance past 6 months, outstanding debts)	PA	Post-ITA	<input type="checkbox"/>
Bank statements for last 6 months (all relevant accounts)	PA	Post-ITA	<input type="checkbox"/>
Investment / fixed deposit certificates + statements (if used)	PA	Optional	<input type="checkbox"/>
Evidence for any large deposits (sale agreement, bonus letter, gift deed, etc.)	PA	If applicable	<input type="checkbox"/>
If you are exempt from proof of funds: letter of explanation + proof (CEC invitation and/or valid job offer + work authorization)	PA	Post-ITA	<input type="checkbox"/>



## 8) Police certificates

**Important:** Police certificates are required for you and family members aged 18+ for each country where you lived for 6 months in a row or more (as prompted by IRCC). Start early—some certificates take time to obtain.

Document / Information	Who	Stage	Received
Police certificate – current country of residence (must be issued within 6 months before application submission)	PA + all 18+	Post-ITA	<input type="checkbox"/>
Police certificate(s) – any other country where you lived 6+ months in a row (must be issued after the last time you stayed there 6+ months)	PA + all 18+	Post-ITA	<input type="checkbox"/>
If you can't obtain a certificate in time: letter of explanation + proof of request (receipts, tracking, confirmation)	PA + all 18+	Post-ITA	<input type="checkbox"/>

*Note: IRCC generally requires colour scans of the original police certificate(s).*

## 9) Medical exam & biometrics

Document / Information	Who	Stage	Received
Immigration Medical Exam (IME) – information sheet / IMM 1017B Upfront Medical Report (after ITA, unless instructed otherwise)	PA + all	Post-ITA	<input type="checkbox"/>
If you completed an IME in the past 5 years and you are currently in Canada: previous IME info sheet or IME number (if available)	PA + all	If applicable	<input type="checkbox"/>
Biometrics: previous biometrics confirmation (if you've given biometrics before) (if available)	PA + all	If applicable	<input type="checkbox"/>



### 10) Spouse/partner and dependent children (if applicable)

Document / Information	Who	Stage	Received
Spouse/partner passport + national ID (if applicable)	Spouse	Both	<input type="checkbox"/>
Marriage certificate (if married) OR evidence of common-law relationship (see below)	PA	Post-ITA	<input type="checkbox"/>
Common-law evidence package (examples: joint lease, joint bills, shared address proof, joint accounts, photos, messages) + IMM 5409 (if applicable)	PA	Post-ITA	<input type="checkbox"/>
Dependent child(ren) birth certificate(s)	Child(ren)	Post-ITA	<input type="checkbox"/>
Adoption certificate(s) / custody documents / permission to travel (if applicable)	Child(ren)	Post-ITA	<input type="checkbox"/>
Proof children are dependent (if applicable): school records, financial support proof, etc.	Child(ren)	If applicable	<input type="checkbox"/>

### 11) Provincial nomination (if applicable)

Document / Information	Who	Stage	Received
Provincial nomination certificate	PA	Both	<input type="checkbox"/>
PNP support letter / work permit support letter (if issued)	PA	If applicable	<input type="checkbox"/>
Any correspondence from the province/territory about nomination conditions	PA	If applicable	<input type="checkbox"/>

### 12) Additional supporting documents (if applicable)

Document / Information	Who	Stage	Received
Proof of relationship to a relative in Canada (if claiming points): relative's PR card/citizenship, proof of relationship (birth certificates), proof relative resides in Canada	PA	If applicable	<input type="checkbox"/>
Military service record / discharge book (if applicable)	PA + all adults	If applicable	<input type="checkbox"/>



Court documents (charges/convictions) and proof of disposition (if applicable)	PA + all adults	If applicable	<input type="checkbox"/>
Letter(s) of explanation for any complex situations (name differences, missing documents, employment gaps, refusals, etc.)	PA	If applicable	<input type="checkbox"/>

### 13) Translations (documents not in English or French)

If a document is not in English or French, include a complete translation package. This usually includes:

- A scan of the original document (or a certified photocopy, if the translation was based on the certified photocopy).
- A complete English or French translation.
- If you did not use a certified translator: an affidavit from the person who completed the translation (use this option only if a certified translator is not available).
- All stamps and seals that are not in English or French must also be translated.
- Translations cannot be done by the applicant or a family member.

### 14) Forms and authorizations

Document / Information	Who	Stage	Received
Use of a Representative (IMM 5476) – if you’ve hired a representative	PA (+ spouse)	Post-ITA	<input type="checkbox"/>
Authority to Release Personal Information to a Designated Individual (IMM 5475) – if applicable	PA	Optional	<input type="checkbox"/>
Statutory Declaration of Common-law Union (IMM 5409) – if declared common-law	PA	Post-ITA	<input type="checkbox"/>
Our office forms (retainer agreement, consent forms, document request forms)	PA	As provided	<input type="checkbox"/>

### Client acknowledgement

I understand that this checklist is a general guide. My personalized IRCC document checklist in my online account is the final authority, and IRCC may request additional documents at any time.

5-2155 Dunwin Dr, **Mississauga** ON L5L 4M1 Canada  
72 Saddlebrook Crt, **Kitchener** ON N2R 0P6 Canada

T: +1 (877) 683-SAAB (7222) | F: +1 (877) 683-SAAB (7222)

E: [hello@saabimmigration.ca](mailto:hello@saabimmigration.ca)



**SAAB IMMIGRATION**  
SERVICES INC.

Client signature: \_\_\_\_\_ Date: \_\_\_\_\_

Prepared by: \_\_\_\_\_ File #: \_\_\_\_\_