

Rural Community Immigration Pilot Northeast B.C.

info@nebcimmigration.ca | www.nebcimmigration.ca

2026 Candidate Application Guide

For Designated Employers

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Intake Overview

Candidate applications will be accepted during the following window:

Intake Opens: April 1, 2026 at 12:00 PM (MST)

Intake Closes: April 7, 2026 at 12:00 PM (MST)

The **SimpleSurvey portal link** will be shared with Designated Employers via email approximately 2 days prior to opening. Applications must be submitted through the official portal only.

⚠ Do not send your application by email. It will not be accepted under any circumstances.

Before Applying — Eligibility Checks

Please complete the following checks before preparing your application:

- Verify your **job offer** meets Pilot requirements: [Job Offer Requirements](#)
- Verify your **candidate** meets eligibility requirements: [Candidate Eligibility Requirements](#)
- Confirm the offered wage meets or exceeds the [Job Bank minimum wage](#) for the role's NOC code in the Northeast BC region.

Recruiting Requirement: If the candidate is not currently employed by you, the employer must demonstrate that efforts were made to recruit a Canadian citizen or permanent resident before extending the offer.

One Application Per Employer: Due to high demand, only ONE Candidate Recommendation Application will be accepted per Designated Employer at the April intake. A Designated Employer operating under the same legal name and CRA business number may submit only one application. This cap may be lifted later in the year if allocations remain unfilled.

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Required Documents

The Designated Employer must upload the completed [Recommendation Application Form](#) and all supporting documents via the SimpleSurvey portal. Use the [Recommendation Application Guidelines](#) to complete the form.

Important: All sections of the form must be filled out. Write “N/A” if a section is not applicable. Adobe Acrobat Fill & Sign is recommended. If handwritten, the form must be legible.

Core Documents (Required for All Applications)

- [Recommendation Application Form](#)
- [Language Test Results](#)
- [Proof of Education](#) (include [ECA](#) if credentials are from outside Canada)
- [Intent to Reside Form](#) — completed by candidate; please avoid using AI to complete this form
- [IMM 0247](#) — Offer of Employment to a Foreign National for the Rural Community Immigration Pilot

Note: Click “Show instructions” at the link for step-by-step guidance.

- [IMM 0248 Schedule 1](#) — Rural Community Immigration Pilot
Note: Click “Show instructions” at the link for step-by-step guidance.
- [Proof of Previous Relevant Work Experience](#)
- Copy of the biographical data page of passport or travel document

Additional Documents (Where Applicable)

- [Proof of Exemption from Work Experience Requirement](#) (if applicable)
- Copy of legal status in Canada (if candidate is already in the country)
- Any other supporting documents if claiming additional points

Work Experience Documentation

Employer reference letters (mandatory) must include:

- Specific period of employment (from/to dates)
- Description of main responsibilities and duties
- Corresponding NOC code (if known)
- Hourly wages and benefits

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- Number of hours worked to date
- Employer’s name, signature, full address, telephone and email

Additionally, please include:

- Copies of T4 tax slips and/or Notice of Assessment (if applicable)
- Work contracts
- Pay stubs

Intent to Reside — Bonus Point Documentation

If your candidate is claiming bonus points for Intent to Reside factors, the following supporting documents must be submitted as evidence.

Previous Work and/or Education in the Community

- For work: employment letters as noted above (mandatory), T4s, pay stubs.
- For study: official transcripts

Volunteering Experience or Professional Networks

To earn points for **volunteering**, the candidate must demonstrate 15 hours with a legitimate organization, event, institution, or community initiative in Northeast BC. Combined hours from multiple organizations are accepted.

- A letter from the organization confirming dates, duties, hours, contact details, and signature (preferably on official letterhead)

To earn points for **professional networks**, active membership in a local professional association must be demonstrated:

- A letter from an organization within Northeast BC boundaries confirming active and ongoing membership

Note: Points may be awarded for either volunteering or professional networks — not both.

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Proof of Rental or Property Ownership

If your candidate currently rents or owns property within the community, the following documents can be used to demonstrate an established residential connection to Northeast BC.

Renters — acceptable documents:

- Signed lease agreement AND one of: ID showing same address, utility bills showing same address, or proof of rent payments

Property Owners — acceptable documents:

- Mortgage statement, insurance documents, or purchase agreement plus proof of possession

If the rental or property is in the candidate's spouse's name, this is acceptable with proof of relationship status (e.g., marriage certificate or [proof of common-law partnership](#)).

Spouse/Common-Law Partner — Work or Study in the Community

If your candidate's spouse or common-law partner has worked or studied in the community, this may qualify for additional Intent to Reside points. The following documents are required to substantiate each applicable factor.

To prove relationship:

- Marriage certificate
- [IRCC-accepted documents for common-law partner](#) (if cohabitating for 12+ months)

To prove work:

- Employment letter (mandatory)
- Pay stubs, T4s, contract, and/or Record of Employment (ROE)

To prove study:

- Official transcript

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Close Family Members in the Community (PR or Canadian Citizens)

To claim points under this factor, the candidate must demonstrate that a qualifying family member is an established permanent resident or Canadian citizen living in the Northeast BC community.

Acceptable family members:

- Spouse/common-law partner, parent, child, sibling, grandparent, grandchild

Not acceptable:

- Cousins, aunts/uncles, or other distant relatives or friends

To prove family relationship:

- Birth certificate(s) and/or marriage certificate(s)
**Must include English translation if documents are in another language*

To prove status (PR or Citizen):

- PR card, citizenship certificate, or Canadian passport

To prove residence in community for at least 12 months:

- Lease, utility bills, employer letter, or bank statements

How Applications Are Processed

Allocation: We are authorized to issue up to 60 candidate recommendations for the Northeast BC – Peace Liard region in the 2026 intake year. Additional recommendations may become available in the fall if other communities do not use their full allocations.

Applications are ranked using a scoring grid and pool model. Please see the [Scoring Grid](#) for details.

Up to **20% of allocations** may be awarded to discretionary NOC codes outside the eligible 25 NOC codes. As required by IRCC, discretionary NOCs receive sector points only — they do not receive occupation category points.

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Allocations are issued to the highest-ranking candidates in each sector in line with sector distribution targets. Where a sector lacks sufficient competitive candidates, recommendations may be issued to higher-ranking candidates from other sectors.

Capped NOC Codes

The following NOC codes are each capped at 5% of allocations, with a combined total cap of 20%:

Occupation	NOC Code	Cap
Food Service Manager	60031	5% of allocations
Food Service Supervisor	62020	5% of allocations
Cashier	65100	5% of allocations
Retail Sales Supervisor	62010	5% of allocations
Combined total cap for all four NOC codes: 20% of allocations		

Important Notes

Applications **will not be considered** if they:

- Are incomplete
- Contain multiple errors or omissions
- Fail to meet federal eligibility requirements

It is the **employer's responsibility** to ensure:

- Their candidate meets all program criteria
- All documentation is complete, accurate, and up to date

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False or Misleading Information: All documents must be true, complete, and verifiable. Submission of false or misleading information may result in refusal of the application. The community reserves the right to request additional documentation and verify all information submitted.

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Frequently Asked Questions

Q1. Can candidates get extra points for submitting both English and French test results?

No. We can accept one or the other but will not award additional points for both.

Q2. How do you calculate language scores?

We accept the lowest available score, not the average. For example, if a candidate has a 6 in Writing, 7 in Speaking, 8 in Reading and 7 in Listening, their score would be 6 — the lowest score.

Q3. How many points do post-degree diplomas receive? Are they at the same level as Master's or PhD programs?

No. Post-degree Diplomas count as a college-level diploma.

Q4. What happens if two candidates receive the same score?

The Selection Committee may consider the following tie-breakers: higher job offer score, higher intent to reside factors, and length of time working or studying in the community.

For questions, contact the Northeast BC RCIP. This guide pertains to the 2026 intake cycle.