Canada Express Entry: Document Checklist for Lecturers

Federal Skilled Worker Program | University Lecturer (NOC 41200) or College Lecturer (NOC 41220, depending on duties)

Client Name: _____ **File No:** _____

Counsellor: _____ **Date:** _____

STAGE 1: Before Creating the Express Entry Profile

Identity

- ☐ Valid passport (applicant and spouse)

Language Test (valid for 2 years)

- ☐ IELTS General Training, CELPIP-General, or PTE Core. **PTE Academic is NOT accepted for Canada.**
- ☐ Optional: French test (TEF Canada / TCF Canada) for bonus points

Educational Credential Assessment (ECA)

- ☐ ECA report from WES (or other designated body) for highest degree: Master's / MPhil / PhD
- ☐ Degrees and transcripts (HEC-attested); transcripts sent directly by the university as WES requires
- ☐ Spouse's ECA (if claiming points for spouse's education)

Work Experience Details

- ☐ Correct NOC code confirmed: 41200 (university lecturer) or 41220 (college / intermediate lecturer, depending on duties)
- ☐ At least 1 year continuous full-time (30 hrs/week) paid experience within the last 10 years

STAGE 2: After Receiving the ITA (60 days to submit)

Work Experience Proof (most important for lecturers)

- ☐ Experience letter on institution letterhead for each job, stating: job title and exact dates; hours per week; annual salary and benefits; **main duties matching NOC 41200** (teaching courses, preparing lectures, setting and marking exams, supervising students, research); signature, name, designation and contact of HR / Principal / Registrar
- ☐ Appointment letter / offer letter
- ☐ Salary slips
- ☐ Bank statements showing salary credits
- ☐ Tax records (FBR returns / tax deduction certificates)
- ☐ Optional supporting documents: timetables, course allocation letters, research publications

Education

- ☐ Degrees and transcripts: Matric, Intermediate, Bachelor's, Master's / PhD
- ☐ ECA report

Civil Documents

- ☐ NADRA Birth Certificate / Family Registration Certificate (FRC)
- ☐ NADRA Marriage Registration Certificate (if married)
- ☐ CNIC
- ☐ Birth certificates of children (if any)
- ☐ Divorce / death certificate (if applicable)

Police Certificates

- ☐ Police Character Certificate from Pakistan
- ☐ Police certificate from every country lived in for 6+ months since age 18 (applicant and spouse)

Medical

- ☐ Upfront medical exam from an IRCC-approved panel physician (e.g. IOM Pakistan)

Proof of Settlement Funds (not required with a valid Canadian job offer)

- ☐ Official bank letter(s): balance, account opening date, average balance over last 6 months
- ☐ 6 months of bank statements
- ☐ Amount depends on family size and is updated yearly; check current figure on canada.ca
- ☐ Funds must belong to applicant / spouse; gifted funds need a gift deed and must be in their account

Other

- ☐ Digital photos as per IRCC specifications
- ☐ Letter of explanation for any gaps or special circumstances
- ☐ Job offer letter + LMIA, or provincial nomination certificate (if applicable)
- ☐ Proof of relative in Canada (if claiming points)
- ☐ Fees: processing fee + Right of Permanent Residence Fee (check current amounts on canada.ca)

Common Reasons Lecturer Applications Are Refused

- Experience letter duties do not match NOC 41200, or hours / salary are missing
- Visiting or part-time lecturer work claimed as full-time
- Salary on letter does not match bank credits or tax records
- Sudden large deposits in proof of funds without explanation
- Work history in the profile does not match the documents