

Express Entry document checklist

Profile, after-ITA upload, spouse and children, conditional documents and translation rules. Checked against canada.ca.

Checked against official sources on October 6, 2026

Interactive version: nclcfrench.com/express-entry-document-checklist

QUICK ANSWER

For an Express Entry profile you need a valid passport, language test results less than 2 years old, an ECA report (or Canadian education proof) and details of your work experience. After the invitation to apply, you have 60 days to upload copies of those plus police certificates, a medical exam, proof of funds (unless exempt), reference letters and civil status documents. IRCC gives you a personalized checklist in your account.

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Documents for the profile vs documents after the ITA

You don't upload anything to create a profile: you type in details from your documents. You upload the documents themselves only after you get an invitation to apply (ITA). Have them ready early, because the ITA gives you 60 days.

Document	Profile (before ITA)	Application (after ITA)
Passport	Number and dates	Upload a copy
TCF / TEF or English test	Scores, test date, certificate number	Upload the results
ECA report or Canadian diploma	ECA reference number and organization	Upload the report

Work experience	Dates, hours, NOC, duties	Upload reference letters
Proof of funds	Amount you have	Upload official bank letters (unless exempt)
Police certificates	Not needed	Upload for each required country
Medical exam	Not needed	Done with a panel physician before you submit
Provincial nomination	Nomination details, if you have one	Upload the nomination document

Your test results and ECA must still be valid on the day you submit the application, not just on the day you created the profile.

Documents needed to create your Express Entry profile

Gather these before you open your profile. Your **CRS score** is built from them, so every number must match the paper.

Before you enter the pool

☐ **Valid passport or travel document**

If it expires within 6 months, IRCC suggests renewing it before you apply.

☐ **Language test results less than 2 years old**

TCF Canada, TEF Canada or an approved English test. Convert scores with the **NCLC converter**.

☐ **TEF Canada: use the "Équivalence ancien score" column** TEF only

Enter CO /360, CE /300, EE and EO /450 from that column. IRCC's system does not accept the "Score / 699" column.

☐ **Educational credential assessment (ECA) for immigration purposes**

Required for Federal Skilled Worker with education outside Canada, and to score foreign education points. See the **ECA checklist**.

☐ **Proof of Canadian education** If applicable

Diploma or degree from a Canadian school, instead of an ECA for that credential.

☐ **Work history with exact dates and hours**

List every job with start and end dates, hours a week and NOC code. Your reference letters must match later.

☐ **Settlement funds amount**

Know your required amount with the **proof of funds calculator**.

☐ **Provincial nomination details** If applicable

Only if a province has already nominated you.

☐ **Canadian certificate of qualification in a trade** If applicable

Issued by a province or territory. Mainly for Federal Skilled Trades.

Documents required after the ITA (principal applicant)

Once you fill in the online application, IRCC generates a personalized document checklist in your account. Use it as the final word. This list shows what most principal applicants upload.

Identity and civil status

- ☐ **Passport copy**
Bio page, plus any pages IRCC's checklist asks for. Use the same passport as in your profile.
- ☐ **Marriage certificate** If applicable
If you're married.
- ☐ **Divorce certificate and legal separation agreement** If applicable
If you're divorced.
- ☐ **Death certificate of your late spouse** If applicable
If you're widowed.
- ☐ **Digital photos** If requested
Only if your personalized checklist asks for them.

Language, education and work

- ☐ **Language test results**
The same TCF, TEF or English results you entered in the profile, still less than 2 years old.
- ☐ **ECA report or Canadian diploma and transcripts**
Same reference number as in your profile, less than 5 years old.
- ☐ **Reference letters for each job you claimed**
On letterhead, with dates, hours, salary and main duties. Use the [reference letter template](#).

Funds and admissibility

- ☐ **Proof of funds: official bank letters**
On bank letterhead, with account numbers, opening dates, current balance, 6-month average balance and debts.
- ☐ **Proof of funds exemption letter** If exempt
Canadian Experience Class, or authorized to work in Canada with a valid job offer: upload a letter explaining why you're exempt.
- ☐ **Police certificates**
Each country where you lived 6 months in a row or more in the last 10 years, from age 18. See the [police certificate guide](#).

☐ **Upfront medical exam**

Done by an IRCC panel physician after the ITA and before you submit. Your own doctor can't do it.

Forms

☐ **Use of a Representative (IMM 5476)** If applicable

Only if a consultant, lawyer or other person represents you.

☐ **Authority to release information (IMM 5475)** If applicable

Only if you want IRCC to share file details with someone who isn't your representative.

Documents for spouse and dependent children

Your family members are part of the application even if they won't come to Canada with you.

Spouse or common-law partner

☐ **Passport copy** Spouse

Valid passport, same details as in the application.

☐ **Police certificates** Spouse

Same rule as yours: each country of 6+ months in a row in the last 10 years, from age 18.

☐ **Medical exam** Spouse

Required even if your spouse isn't coming with you.

☐ **Common-law union form (IMM 5409)** Common-law

Plus proof you've lived together, if your checklist asks for it.

☐ **Spouse's language test results** If claiming points

Spouse French or English adds CRS points. See [spouse French CRS points](#).

☐ **Spouse's ECA report** If claiming points

Only if you claim points for your spouse's education from outside Canada.

Each dependent child

☐ **Birth certificate** Each child

Required for every child you declare.

☐ **Passport copy** Each child

Use the passport details you entered in the form.

☐ **Adoption certificate** If adopted

For any adopted dependent child.

- ☐ **Medical exam** Each child
Required even if the child is staying behind.

- ☐ **Police certificates** Child 18+
Only for dependent children aged 18 or older.

Conditional documents (only if they apply to you)

Upload these only if you claimed them

- ☐ **Job offer letter** If applicable
Start date, employer name and address, pay, duties, hours, NOC code and LMIA number if there is one. Job offers no longer add CRS points since March 25, 2025.
- ☐ **Provincial nomination document** If nominated
From the province that nominated you. Compare streams in [French PNP streams](#).
- ☐ **Proof of Canadian education** If applicable
Diploma or degree and transcripts from the Canadian school.
- ☐ **Proof of relationship to a relative in Canada** If applicable
For a sibling claim: proof you're related and proof of their status as a Canadian citizen or permanent resident.
- ☐ **Documents confirming other names you've used** If applicable
If your name differs across documents (marriage, spelling, aliases).
- ☐ **Canadian certificate of qualification in a trade** If applicable
Issued by a Canadian province or territory.
- ☐ **Gift deed or gift letter for family money** If applicable
If part of your funds came from family. Use the [gift letter template](#).

Translation rules for documents not in English or French

If a document is in any other language, upload two things: the English or French translation, and a scan of the original (or of the certified photocopy the translator worked from). Stamps and seals that aren't in English or French must be translated too.

The translation must be stamped by a certified translator, meaning a member in good standing of a professional translation association, in Canada or abroad, whose seal shows a membership number. Only if that's not possible can the translation come with an affidavit sworn by the person who translated it.

- You can't translate your own documents.
- No family member, representative or consultant can translate them, even if they're a lawyer, notary or translator.

- A translator still working toward certification doesn't count as certified for IRCC.
- IRCC accepts common file formats such as PDF and JPG. Scan in colour so seals and stamps stay readable.

The missing-document trap

IRCC rejects an application that doesn't include all the required documents and refunds the processing fee, and by then your ITA is used up. If a document isn't ready by day 60 (a slow police certificate is the classic case), never leave the slot empty: upload a **letter of explanation** together with proof you requested it, such as a receipt or tracking number.

Common Express Entry document mistakes

DO

- Start police certificates and the medical exam in the first week after the ITA.
- Check that test results and the ECA will still be valid on the day you submit.
- Make job dates, hours and duties in the profile match your reference letters exactly.
- Use your personalized checklist in your IRCC account as the final list.
- Recalculate with the **CRS calculator** before you accept the ITA if anything changed.

DON'T

- Don't enter the TEF "Score / 699" numbers in your profile.
- Don't upload a translation without a scan of the original.
- Don't use a character certificate or local certificate where IRCC asks for a national police certificate.
- Don't use borrowed money or property value as proof of funds.
- Don't claim points you can't document: misrepresentation can bar you for 5 years.

Is your French at NCLC 7?

Strong French can add up to 50 CRS points and opens French-speaker draws. Find your level free in 10 questions, then take a full TCF or TEF mock test.

[Check my French level free](#)



Scan to open

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