

Express Entry ITA checklist

Your 60-day plan from invitation to submission, every document by stage, and what happens after you apply.

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

QUICK ANSWER

After an Express Entry ITA you have 60 days to submit a complete application for permanent residence online. In the first week, check your score is still correct and start the slow documents: police certificates, an upfront medical exam and employer reference letters. Then fill in the forms, upload clear scans of everything on your personal checklist, pay the fees and submit before the deadline. If your score has dropped below the round's cut-off, decline instead.

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The 60-day deadline cannot be extended

IRCC says your invitation to apply is **valid for 60 days only**. If you do not submit or decline in time, the invitation expires and your profile is removed from the pool: you would need a new profile and a new invitation. Start the documents that depend on other people (police, employers, the medical clinic) in the first week. Get your exact dates, and check every document is still valid, with the [Express Entry deadline calculator](#).

What to do after an ITA: the timeline

A realistic order of work. Timings are a guide, not IRCC deadlines, except the 60 days.

- 1 DAY 0**
Read the invitation and recheck your score
Open the application in your account and confirm every profile answer is still true: test results still valid, work experience, education, family. If your recalculated score is now below the lowest score in your round, IRCC says you should decline. Use the **CRS calculator** to check.
- 2 DAYS 1-7**
Start the slow documents
Request police certificates for every country that needs one, book an upfront medical exam with an IRCC panel physician, and ask employers for reference letters. These take the longest and depend on other people.
- 3 WEEKS 2-4**
Fill in the forms and collect the rest
Complete the online forms with no gaps in your personal history. Gather identity, civil status, education and funds documents. Get certified translations for anything not in English or French.
- 4 WEEKS 5-7**
Upload and fix the gaps
Upload each document to the matching slot on your personal checklist. Where something is missing or delayed, upload proof you requested it plus a **letter of explanation**.
- 5 BEFORE SUBMITTING**
Check, pay and submit
Compare every date and name with your passport and your profile. Pay the processing fee, the right of permanent residence fee and the biometrics fee, then submit well before day 60. Save the confirmation.
- 6 AFTER SUBMITTING**
Acknowledgement of receipt and biometrics
IRCC confirms in your account that it is reviewing your application and sends a biometrics instruction letter if you need to give them. You have 30 days from the date on that letter to give your fingerprints and photo.
- 7 DURING PROCESSING**
Medicals, updates and extra requests
If you did not do an upfront medical exam, or IRCC cannot use your old results, it sends instructions. Tell IRCC through its web form about any change: a marriage, a birth, a new job, a new address or new test results.

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IF APPROVED**Passport request and COPR**

If you need a permanent resident visa, IRCC asks for your passport. Only send it to a visa application centre after you get that request. You then receive your Confirmation of Permanent Residence (COPR). Check it against your passport and travel before it expires: it cannot be extended.

Documents after ITA: checklist by stage

Your account generates a personal document checklist. Use it as the final word: this list helps you plan. For the full picture of each document, see the [Express Entry document checklist](#).

Start in week 1 (they take longest)

- ☐ **Police certificates** Each adult
You and family members 18+, for each country where you stayed 6 months in a row or longer in the last 10 years. See the [police certificate guide](#).
- ☐ **Upfront medical exam confirmation** Each family member
Book directly with an IRCC panel physician; upload the information printout sheet or IMM 1017B they give you.
- ☐ **Employer reference letters**
Every job you claim: letterhead, contact details, dates, hours per week, salary and main duties. Use the [reference letter template](#).
- ☐ **Proof of delay, if a certificate is late** If applicable
Receipts, tracking numbers or a note from the issuing agency, plus a letter of explanation.

Identity and family

- ☐ **Passport or travel document** Each person
All family members. IRCC advises renewing it if it expires within 6 months of the day you apply.
- ☐ **Digital photos** Each person
Follow IRCC's digital photo specifications exactly: a blurry or shadowed photo is a common reason to be asked again.
- ☐ **Marriage certificate or proof of common-law relationship** Spouse
Your status must match your profile exactly. A change since your profile can change your score.
- ☐ **Birth certificates for dependent children** Each child
Needed for every dependent child you declare, with a certified translation if it is not in English or French.
- ☐ **Divorce, annulment or death certificate** If applicable
If you were married before.

Points you claimed

☐ **Language test results**

The same TCF Canada, TEF Canada or English test as in your profile, still valid on the day you submit.

☐ **Educational credential assessment (ECA)** If applicable

For foreign education you claimed points for, or for the Federal Skilled Worker Program.

☐ **Diplomas and transcripts**

Copies of the credentials your ECA or Canadian education covers.

☐ **Provincial nomination** If applicable

The nomination certificate if you claimed it.

☐ **Spouse's test results and ECA** Spouse

Only if you claimed points for them.

Money and extras

☐ **Proof of funds** FSW and FST

Bank letters on letterhead with balances and a 6-month average. Not needed for the Canadian Experience Class. Check the amount with the [proof of funds calculator](#).

☐ **Gift deed or explanation of large deposits** If applicable

Any big recent deposit needs a source. Explain it before the officer asks.

☐ **Certified translations**

Every document not in English or French, with the copy of the original.

☐ **Fee payment receipt**

Download and keep it with your file.

Express Entry fees after ITA

Amounts in Canadian dollars, read on IRCC's fee list on the date at the bottom of this page. Fees change: check the fee list before you pay.

Who	Fee (CAD)	What it covers
Principal applicant	\$1,590	Processing fee (\$990) plus right of permanent residence fee (\$600)
Spouse or partner	\$1,590	Processing fee (\$990) plus right of permanent residence fee (\$600)
Each dependent child	\$270	Processing fee (no right of permanent residence fee)

Biometrics, one person	\$85	Fingerprints and photo
Biometrics, family of 2 or more	\$170	Maximum when applying together

You can pay the right of permanent residence fee later, but you must pay it before you become a permanent resident. Paying it with the application avoids a delay. Medical exams, police certificates and translations are paid to the provider.

Can you decline an Express Entry ITA?

Yes. If you decline, IRCC puts you back in the Express Entry pool and says declining does not affect whether you are invited later. You still need to stay eligible and your score must be high enough for a future round.

Decline rather than apply when your real score is below the round's cut-off (for example a job offer ended, a test result expired or your marital status changed), or when you cannot get key documents in time. If you apply with a score that no longer qualifies, IRCC may refuse the application and keep the processing fee.

- Doing nothing is not declining: the invitation expires and your profile is removed.
- After declining, update your profile so your score is accurate, and track the next rounds on the [Express Entry draw tracker](#).

Why applications are returned or refused

An incomplete application is treated as never submitted. A refusal is a decision on the file.

The online system blocks submission until mandatory fields and checklist slots are filled, but an application can still be judged incomplete if a document is the wrong one, unreadable or blank. In that case IRCC tells you and refunds the processing fee and the right of permanent residence fee, if you paid it.

- Information that does not match your profile: a lower language score, fewer months of work, a different marital status.
- Reference letters missing hours, salary, dates or duties, so the work experience cannot be confirmed.
- Funds that are not shown, not available, or rely on unexplained deposits.
- Gaps in personal history or travel, or a missing police certificate with no proof it was requested.
- False or misleading information: misrepresentation can lead to a refusal and a five-year ban, even if someone else filled in the form for you.

Common mistakes after an ITA

DO

- Start police certificates and the medical exam in week 1.
- Recheck your CRS score against the round's cut-off before you fill anything in.
- Use the exact names, dates and job titles from your profile and documents.
- Upload a short letter of explanation wherever something looks unusual.
- Submit a few days early: the system can be slow near deadlines.
- Keep a copy of every upload and the submission confirmation.

DON'T

- Don't wait until week 6 to ask employers for letters.
- Don't upload a blank page or the wrong document just to unlock the submit button.
- Don't send your passport to a visa centre before IRCC asks for it.
- Don't apply with a score you know has dropped below the cut-off.
- Don't pay anyone who promises a guaranteed approval.

Next: landing in Canada

Once your COPR arrives, switch to the **PR landing checklist**: what to carry, the goods list for the border, and your first weeks as a permanent resident.

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](#)



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