

PROOF OF RESIDENCE IN ALBERTA

PROOF OF RESIDENCE IN ALBERTA USING COMMUNITY ORGANIZATIONS

One method of providing proof of Residence in Alberta is to provide a letter prepared by one or more eligible guarantors. A guarantor is a person other than the applicant (or family member) who can confirm the applicant's day-to-day presence in Alberta during the period of December 1, 2019 to May 15, 2020.

As most guarantors' office are now closed, applicants may:

- 1) Request a guarantor letter by email or telephone for those offices that remain conducting business online. Guarantors must independently write letters and remain available for contact by email and/or telephone from July 31 to September 30, 2020. Guarantors must adhere to **Guarantor Letter Guidelines**.
- 2) Be granted the ability to upload guarantor letters directly to their electronic application.
- 3) Submit guarantor letters in a variety of formats such as scanned originals/copies, or photos of letters taken from a camera or Smart Phone.
- 4) Provide the AIMG Program with one (or a series of) guarantor letter(s) to cover the full period.

Who is eligible to be a Guarantor?

1. **Must** be a person of recognized authority within a formal Alberta community activity-based society/corporation/religious organization who can guarantee the applicant is and has been an active and consistent participant or volunteer throughout the entire time indicated above.

Examples:

- Spiritual leader of religious services which you regularly attend
 - Supervisor of unpaid or volunteer work e.g. The teacher of the classroom in which you regularly volunteer.
 - Director of a recognized non-profit organization of which you are a member or volunteer
 - Leader/instructor of a recreational activity in which you regularly participate
 - Instructor of a continuing education or professional development class which you regularly attend
2. **Must** be 18 years of age or older
 3. **Must** be present in Alberta for the entire period indicated above
 4. **Must** be available for contact by the AIMG Program weekdays during the daytime throughout the file review period (July 31– September 30, 2020);
 5. **Must** be able to confirm, the location and duration of the applicant's participation in the organization;
 6. **CANNOT** be an individual who is applying to the AIMG Program 2021 Cycle or a family member or a person residing at the same address as the applicant; and,
 7. **Must** understand that deceptive or fabricated documentation provided on behalf of the applicant to the AIMG PROGRAM is sufficient cause for the AIMG PROGRAM to disqualify the applicant's application from this and potentially future AIMG Program cycles.
 8. **May** be a neighbor or parent of a child's friend offering to be a guarantor must know you well enough to swear that Alberta is your place of residence and has no vested interest in your eligibility.

Guarantor must perform the following tasks free of charge:

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1. Independently prepare the guarantor letter (letter content checklist on next page). Applicant must not assist the guarantor with execution of the letter and,
2. Be available for contact by the AIMG Program weekdays during the daytime throughout the file review period (July 31 – September 30, 2020) to confirm the applicant's presence in Alberta and the details within the letter prepared by the guarantor.

What is a recognized Alberta community activity-based organization?

1. An organization, business or society which is registered in Alberta under the Societies Act, Business Corporations Act, School Act, Municipal Government Act or Religious Societies Land Act; OR
2. An organization that offers activities, ideally social in nature, which require the applicant to participate and be physically present in Alberta.

All proofs provided are subject to AIMG Program source verification.

Guarantor Letter Guidelines for **Community Organizations**

It is the applicant's responsibility to ensure that letter(s) in support of the applicant's AIMG Program application contain(s) all the following: All electronic versions of letters must contain the organization's letterhead, which includes the organization's logo, full official name of the organization, street/ mailing address, and website address. Electronic letters to be emailed directly to the aimg@ucalgary.ca.

Date the letter was prepared (must be dated between May 15 to July 3, 2020)

Applicant's first and last name

Applicant's current address

Applicant's relationship to the organization e.g. member, volunteer, participant, parent

Activity/activities information:

- description of the activity/activities,
- specific dates for each activity and the frequency of participation, i.e. start and end date of activity plus specific dates in attendance (e.g. weekly on Tuesdays)
- record of attendance at virtual community meetings (e.g. meeting minutes)

Street address where the activity took place, if possible

Daytime phone number of the guarantor. (Must be available for contact by the AIMG Program (July 31 – September 30, 2020), and

Original or electronic signature of the guarantor, including their title within the organization

More than one letter may be provided to cover the required residency period; this may be a combination of guarantor, employment, and institutional letters.

Note: All proofs provided are subject to AIMG Program source verification.



ABC ORGANIZATION ¹
123 Shipping Road, Calgary, Alberta, T2X 1M5

May 15, 2020 ²

Maria Costa ³
Apt 123, 1500 Circle Crescent NW
Calgary, Alberta T2T 2T2

Subject: Letter of Guarantee for Maria Costa

To Alberta International Medical Graduate Program,

This letter confirms that Maria Costa is currently an active member ⁴ of ABC Organization of Calgary, Alberta. She has been a volunteer leading the XYZ Program at our main office location every Saturday since September 17, 2019 and continues to this day. ^{5, 6, 7} In addition, Maria attends board meetings on the second Tuesday of every month and engages in activities such as fundraising for X and Y events.

For further information and/or to confirm regarding the above, please contact me directly at 403-123-4567 ⁸ Monday to Friday between 9:00 am -3:00 pm.

Respectfully,



⁹

Scott Walker
Title in organization

¹ Organization's letterhead with logo (may include same information as in ¹⁰ located in footer below)

² Date letter was prepared. Must not be before May 15, 2020

³ Applicant's name and address

⁴ Applicant's relationship to the organization

⁵ Description of activity and frequency of participation

⁶ Start date of activity and end date of activity

⁷ Street address where activity took/takes place

⁸ Daytime phone number for verification (Must be available from June 7- August 15, 2020)

⁹ Guarantor's signature. Must include guarantor's title/position within the organization

¹⁰ Organization's website address