



Alberta Letter of Employment Guidelines

Please ensure that your letter in support of the applicant's AIMG Program application contains all the following:

- ☐ Date the letter was prepared (must be between May 1 and June 6, 2025)
- ☐ Applicant's name
- ☐ Applicant's address
- ☐ Applicant's employment status (e.g. full-time, part-time, casual, on-call)
- ☐ Average number of hours worked per week
- ☐ Date of hire
- ☐ Daytime phone number and contact information of supervisor, manager, or human resource representative **(in Alberta)**.
- ☐ Must be available for contact by the AIMG Program (June 15 through to September 15, 2025)
- ☐ Name and signature of supervisor, manager, or human resource representative
- ☐ Printed on organization's letterhead, including mailing address and full official name of the organization

MODIFICATIONS TO EMPLOYMENT LETTER

- ☐ If employee was laid off, a job change occurred, or there is another variation of employment that may impede an applicant, please reach out to aimg@ucalgary.ca for further instruction.

Note to Employers:

- In their letter, employers should note any absences of more than three weeks during the period of December 1, 2024, to May 18, 2025.

Note to Applicants:

- **More than one letter can be provided to cover the period of December 1, 2024, to May 18, 2025.**
- A Letter of Employment provided by a family member or a person residing at the same address as the applicant, OR by another individual who is applying to the AIMG Program 2026 Cycle, will NOT be accepted.
- Employees on extended leave from their place of employment cannot use this method of proving residency in Alberta. Please see AIMG website for other options.
- Applicants must provide proof of all 24 weeks of residence in Alberta. **If a substantial period of time (more than 2 weeks) is missing or employment is casual, additional letters will be required (i.e. guarantor letter(s)).**
- Letters offering employment will not be accepted as a proof of Alberta residency status for the purposes of AIMG Program eligibility.
- Letters of self-employment are NOT accepted.

All proofs provided are subject to AIMG Program source verification.