

# 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, 2020 to May 18, 2021.

If your guarantor's office is currently 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 June 7 to October 1, 2021. 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
- May be a neighbour 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

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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 (June 7 to October 1, 2021)
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 2022 Cycle or a family member or a person residing at the same address as the applicant
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.

### **Guarantor must perform the following tasks free of charge:**

1. Independently prepare the guarantor letter (letter content checklist on next page). Applicant must not assist the guarantor with execution of the letter.
2. Be available for contact by the AIMG Program weekdays during the daytime throughout the file review period (June 7 to October 1, 2021) 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. Applicants are responsible for uploading guarantor letters to the Supporting Documents Upload area of their application.

### Guarantors Guidelines:

1. Date the letter was prepared (must be dated between May 3 to June 4, 2021)
2. Applicant's first and last name
3. Applicant's current address
4. Applicant's relationship to the organization e.g. member, volunteer, participant, parent
5. 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
6. Daytime phone number of the guarantor. (Must be available for contact by the AIMG Program (June 7 to October 1, 2021))
7. Original or electronic signature of the guarantor, including their title within the organization
8. 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.**