



GLOBAL HEALTH AND IMMIGRATION CONSULTANCY-GHIC LTD

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CANAPath Onboarding Checklist – Internal Use

This checklist is to be used by GHIC LTD staff when onboarding applicants to the CANAPath Program. It ensures all required documentation, assessments, and procedures are completed systematically.

1. Client Profile & Application

- Completed Application Form (Signed)
- Uploaded via email or online portal
- Passport Copy (valid at least 6 months)
- CV/Resume (updated and formatted)

2. Academic & Professional Documents

- Academic Certificates (Diploma/Degree)
- Transcripts
- Professional License (e.g., NCK, TVET-CDACC)
- Work Experience Letters / Recommendation

3. Credential & Language Preparation

- WES/ECA Process Initiated
- WES Reference Number Recorded
- IELTS/CELP/IP Results Submitted or Training Scheduled
- Minimum CLB Scores Met or Planned

4. Immigration Screening

- Police Clearance Certificate (Kenya)
- Medical Check Guidance Provided
- Any Past Visa Refusals Declared & Documented
- Relatives in Canada (if any) Declared

5. Financial & Service Agreements

- Service Agreement Signed by Client
- Payment Plan Agreed (Full/Installments)
- Initial Payment Confirmed (USD _____)
- Receipt Issued to Client

6. Job Matching & Filing Prep

- Canadian-Style CV Created
- Job Matching Started
- LMIA Sponsorship Target Identified
- PR/Work Permit Pathway Selected

7. Communication & Tracking

- Client Added to Internal Tracker
- Dedicated Support Contact Assigned
- Status Updates Scheduled (Weekly/Biweekly)
- WhatsApp Group/Email Thread Initiated

GHIC LTD