How to prepare for submitting an application to the NT Nominee Program's
Employer Driven Stream

Step 1: Review the appropriate program guidelines

- Entry Level/Semi-Skilled Occupations category
  https://www.immigratenwt.ca/sites/immigratenwt/files/resources/2025_-_01_ntnp_program_guidelines_-_entry_level-semi-skilled_occupations_-_final.pdf

- Skilled Worker or NWT Express Entry categories:
  https://www.immigratenwt.ca/sites/immigratenwt/files/resources/2025_-_01_ntnp_program_guidelines_-_skilled_worker-nwt_express_entry_-_final.pdf

Step 2: Review the appropriate document checklist

- Entry Level/Semi-Skilled Occupations category:
  https://www.immigratenwt.ca/sites/immigratenwt/files/resources/2025_-_01_-_entry-level_semi-skilled_occupations_application_checklist_-_eng.pdf

- Skilled Worker or NWT Express Entry categories:
  https://www.immigratenwt.ca/sites/immigratenwt/files/resources/2025_-_01_-_skilled_worker_nwt_express_entry_application_checklist_-_eng.pdf

Step 3: Gather the documents listed on the checklist

Step 4: Watch the instructional YouTube video:
https://www.youtube.com/watch?v=8hWXlbxNET4

Step 5: Start the application process - *this step is only available once the NT Nominee Program (NTNP) re-opens in February 2025:*

a) Go to the NTNP online application portal: https://ntnp.immigratenwt.ca/
b) Nominating Employers must register on the NTNP online portal by creating a unique Employer User ID for each nominee's application. Should they have multiple nominees, Employers can use the same name, phone number and email address each time they register but **they must always use a different User ID.**
c) Once registered, Employers log into the online application portal and select 'Start an application.'
d) Employers then choose the program category they want to apply to and review the mandatory eligibility criteria.
e) The Employer then completes the Employer Application Form, which includes a tab to attach the required documents, and then presses submit to complete the first part of the application.
f) The Foreign National Submission Form will then become available and the foreign national completes this form, including a tab to upload required documents, and then presses submit to complete the application.
g) When both forms have been completed and submitted, the Employer will receive a confirmation email that includes the file number and the application is placed in the intake queue.
h) For fairness and consistency, all applications to the NTNP will be processed in the order they were received by date.

Important Application Submission Tips

- All required fields of information must be completed, and all required documentation must be submitted.
- Employers may save an application at any stage and return to it later to complete.
- Applications cannot be submitted until all the required information and documents are attached to the application. The system will not accept an application until it is fully completed.
- If a section on the Employer or Nominee Applicant forms does not apply, please write 'not applicable' or 'N/A'.
- Employers can contact NTNP staff by email at immigration@gov.nt.ca if they need assistance in using the online application portal.
- Once a form has been submitted it is locked and cannot be edited. Any requests for edits can be made my emailing the NTNP at immigration@gov.nt.ca. Program staff can make the edits on the back end of the application portal.

Important NTNP Links

- NTNP Website: https://www.immigratenwt.ca/
- Entry Level/Semi-Skilled Occupations category: https://www.immigratenwt.ca/entry-levelsemi-skilled-occupations
- Skilled Worker category: https://www.immigratenwt.ca/skilled-worker
- NWT Express Entry category: https://www.immigratenwt.ca/nwt-express-entry
- Forms and Resources: https://www.immigratenwt.ca/forms-and-resources
- Online Application Portal: https://ntnp.immigratenwt.ca/

Contact Us
Email: immigration@gov.nt.ca
Phone: 1-855-440-5450