Citizenship and Immigration Canada | Citoyenneté et Immigration Canada

IMMIGRATION

Canada

Family Class

Sponsorship of a spouse, common-law partner, conjugal partner or dependent child living outside Canada

Part 3: Country Specific Instructions

Algeria, Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Côte d'Ivoire, Democratic Republic of the Congo, Djibouti, Egypt, Equatorial Guinea, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Libya, Madagascar, Malawi, Mali, Mauritania, Mauritius, Morocco, Mozambique, Namibia, Niger, Nigeria, Republic of the Congo, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, Sudan, Swaziland, Tanzania, Togo, Tunisia, Uganda, Union of the Comoros, Zambia and Zimbabwe

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Cette trousse est également disponible en français

IMM 3912 E (07-2011)

Canada

Appendix A
Document Checklist - Immigrant

Assemble all your documents as listed. Check (☑) each applicable item on the list and attach the list to your documents (a paper clip will do). Send originals of the forms (items 1 to 5 below) and police certificates. Send photocopies of all other documents, unless instructed otherwise. If your documents are not in English or French, send a notarized (certified) translation with a copy of the originals.

	IMMIGRATION FORMS Ensure that all questions have been answered and forms are signed. When completed, send them to your sponsor with all supporting documentation.	
1.	**Generic Application Form for Canada (IMM 0008)** - This form is completed by you, the principal applicant.	❑
2.	**Additional Dependants/Declaration (IMM 0008DEP)** - This form is completed by you, the principal applicant, if you have more than five (5) family members.	❑
3.	**Schedule A - Background/Declaration (IMM 5669)** - You and each of your family members 18 years of age or older must complete their own copy of this form.	❑
4.	**Additional Family Information (IMM 5406)** - You and each of your family members 18 years of age or older must complete their own copy of this form.	❑
5.	**Spouse Questionnaire (IMM 5490)** - If your sponsor is your spouse, common-law partner or conjugal parther, complete the questionnaire.	❑
6.	**Use of a Representative (IMM 5476)** - If you want us to deal with a representative on your behalf, be sure you have completed and signed this form.	❑
7.	**IDENTITY AND CIVIL STATUS DOCUMENTS** • Provide birth certificates (long form birth certificate for children, listing the names of both parents), baptismal certificates or other official document confirming relationship (including all pages of Household Registries) for you and each of your family members. See DNA Blood Test option below. • If you are married, you must include a marriage certificate (or Certificate of Registration of Customary Marriage, if customary marriage is recognized in your country). • If you are now divorced, you must include final divorce certificates; if separated, a separation certificate. If your marriage was annuled, a copy of the annulment. • If your former spouse or common-law partner or any child is deceased, you must include his or her death certificate. • Photocopy of citizenship certificate, permanent resident card or immigrant or pernanent resident visa for any family members who are Canadian citizens or permanent residents of Canada. • If you are in a common-law or conjugal relationship, provide proof of that relationship. • You must provide a Family Composition Certificate (“Kashf El Ahl”) issued by the Civil Register (“Sigil El Madani”) or a copy of your family booklet where applicable.	❑

8. CHILDREN'S INFORMATION ❑

- If your children are adopted, you must include adoption papers and, if the adoption was done according to customary law and not through the courts, evidence of the adoption ceremony such as photos.
- If you are divorced or separated, you must include proof that you have custody of the children, that you have fulfilled all obligations in custody agreements, and that the children are free to move to Canada (a notarized letter from the other parent stating that he or she has no objection to the children being taken to Canada and understands that a permanent separation from the children may result).
- If your children are aged 22 or over and you intend to have them accompany you, you must submit for these children proof of full financial support by a parent since before age 22 and proof of:
  - continuous full-time studies (such as letters from their educational institution indicating the number of hours of classes attended per day and the number of days attended per week, school certificates, diplomas, degrees, transcripts, marks cards), **or**
  - medical history if they are unable to provide for themselves due to a medical condition.

9. TRAVEL DOCUMENTS AND PASSPORTS ❑

- Passports or travel documents for you, your spouse or common-law partner and dependent children. Include only copies of pages showing the passport number, date of issue and expiration, your photo, name, family name (surname), date and place of birth.
- If you live in a country different from your nationality, include a copy of your visa for the country in which you currently live.
- You and your family members must hold valid regular passports when you obtain permanent resident visas. Diplomatic, official or public affairs passports are not valid for immigration to Canada.

10. PROOF OF RELATIONSHIP TO SPONSOR ❑

- If you are being sponsored by your parent, you must provide proof of the relationship such as birth certificates, baptismal certificates or other official document naming your parents. If you are being sponsored by your child, full birth certificate listing parents.
- If you are being sponsored by your spouse, common-law partner or conjugal partner, you must send evidence of the relationship between you and your sponsor such as wedding photos or proof that you are partners, letters between you and your sponsor, and telephone bills showing contact between you and your sponsor.
  Note: Photos must be loose. Do not send them in binders, albums, frames or other such containers. Do not send video discs or video cassettes. Do not send musical greeting cards or other similar documents containing electronic or mechanical devices.
- Proof of your sponsor's visits such as airline ticket coupons, boarding passes, copies of pages of your sponsor's passport showing entry/exit stamps.
- If you are a common-law or conjugal partner, provide evidence that your relationship is genuine and continuing and has existed for at least 12 months prior to your application. Also provide details of the history of your relationship and at least two statutory declarations from individuals with personal knowledge of your relationship supporting your claim that the relationship is genuine and continuing.

If you live in Ghana, Nigeria, Cape Verde, Equatorial Guinea, Gambia, Guinea-Bissau, Liberia, Sao Tome é Principe, St. Helena or Sierra Leone: ❑

The following documents are necessary to establish your relationship to your sponsor in Canada. To be considered, the documents submitted must be historical and must pre-date the sponsorship:

- All school certificates, diplomas and degrees, including apprenticeship or trade papers, for each person aged 22 years old and older.
- Photocopy of the Primary School Register of Admission showing the name of the pupil and parents, the name and location of the school, and the year of attendance. (We will not accept Attendance Registers and letters from the school.) This document must bear the original school seal and headmaster's signature. This document is required for each accompanying child.

continued on next page...

continued... PROOF OF RELATIONSHIP TO SPONSOR

- Original "Road to Health" card (newly issued ones are not acceptable), "Weighing Card", or health card that was issued shortly after birth for each accompanying child plus one photocopy of each.
- Original baptismal certificate (if available – newly issued ones are not acceptable) for each accompanying child plus one photocopy of each.
- If your sponsor in Canada is your child or sibling, provide his or her short form birth certificate (document issued immediately after birth).
- If your sponsor in Canada is your grandchild, provide his or her birth certificate and his or her parents' birth certificates.
- If you have been adopted, provide evidence that you have been placed with a Child Welfare Authority and that your sponsor has the authority to take you to Canada, in the form of a letter of "No Objection" from provincial authorities.
- If you have been adopted and one or both of your parents are deceased, provide the "Official Certificate of Death" as issued by the Registrar's Office (as applicable) plus one photocopy. We will not accept a "Statutory Declaration" alone.

We will not accept as proof of relation:

- Newly issued documents, except for very young children.
- "Road to Health" cards as proof of relationship between a child and a father.
- Photocopies of documents or amended documents. **Only genuine originals are accepted.**

See DNA Blood Test option below.

11. OTHER DOCUMENTS

- If you or anyone included on your application has ever held a government position or served in the military (**including National Service**), include a statement providing dates, units, positions and ranks, duties performed and physical locations of all service (including camps). Proof of employment: letters of reference from the applicant's employer and the sponsor's employer stating position, salary, duties, and years of service. ❑
- If you are submitting your application to the Canadian visa office in Rabat, *Supplementary Information – Your travels* (IMM 5562) found at the end of this appendix. ❑

12. POLICE CERTIFICATES AND CLEARANCES ❑

Police certificates or clearances from each country in which you and every one in your family aged 18 years or over have lived six months or more since reaching 18 years of age. You must attach the original police document(s). Please consult our **website** at: **www.cic.gc.ca/english/information/security/police-cert/index.asp** for specific and up-to-date information on how to obtain police certificates from any country.

13. PROOF OF MEDICAL EXAMINATION ❑

Include for yourself and each of your family members Copy 2 of the Medical Report-Section A that the designated doctor will sign and give to you when you undergo the medical exam. See Appendix C for additional information.

14. PHOTOS ❑

Supply eight (8) recent photos for each member of your family and yourself. Follow the instructions in your guide (see **Photos** in section on completing the Application for Permanent Residence in Canada) and in Appendix B: **Photo Specifications**.

DNA Blood Test

Many applications are delayed owing to the long time required to verify documents with foreign authorities. Applicants can shorten this time considerably by undergoing a DNA blood test at the start of the application in lieu of submitting documents proving blood relationships. DNA blood tests may be requested later in the process if documents prove to be unsatisfactory. If you wish to speed up your application because you do not have the required documents, you may opt to undergo DNA testing. Indicate your willingness to proceed with DNA testing by attaching a letter to your completed application.

Place all of your documents in an envelope and send them to your sponsor.

PROTECTED WHEN COMPLETED - B

IMM 5562 (05-2004) English

SUPPLEMENTARY INFORMATION
Your travels

The principal applicant must complete this form.

If there is not enough space to provide all the necessary information, use an extra sheet of paper. Print your name and the form's title on the additional sheet.

1 - Your full name

Family name

Given name(s)

FOR OFFICE USE ONLY

2 - List all trips you, and if applicable, your family members have taken outside your country of origin or of residence in the last ten years (or since your 18th birthday if this was less than ten years ago). Include all trips: tourism, business, training, etc. If you or your family member did not travel outside of your country during this period, check "did not travel".
For example:

04-2004	04-2004	6 days	Madrid, Spain	Business

a) You ☐ **did not travel**

From M Y	To M Y	Length	Destination (City and country)	Purpose of travel

b) Your spouse or common-law partner ☐ **did not travel**

From M Y	To M Y	Length	Destination (City and country)	Purpose of travel

(DISPONIBLE EN FRANÇAIS - IMM 5562 F)

Canada

c) Your dependent child 18 years old or older ☐ **did not travel**

Given name(s)

From M Y	To M Y	Length	Destination (City and country)	Purpose of travel

d) Your dependent child 18 years old or older ☐ **did not travel**

Given name(s)

From M Y	To M Y	Length	Destination (City and country)	Purpose of travel

e) Your dependent child 18 years old or older ☐ **did not travel**

Given name(s)

From M Y	To M Y	Length	Destination (City and country)	Purpose of travel

The information you provide on this form is collected under the authority of the *Immigration and Refugee Protection Act* and will be used for the purpose of assessing your application for permanent residence according to the requirements of the Act. It will be retained in Personal Information Bank CIC PPU 039 entitled Overseas Immigration Case File identified in **Infosource**. It may be shared with other organizations in accordance with the consistent use of information under the *Privacy Act*. Under the *Privacy Act* and the *Access to Information Act* individuals have the right to protection of and access to their personal information. Details on these matters are available at infosource.gc.ca and through the Citizenship and Immigration Call Centre. **Infosource is also available in Canadian public libraries**.

Appendix B
Photo Specifications

Notes to the applicant

TAKE THIS WITH YOU TO THE PHOTOGRAPHER

- Immigration photos are **not** the same as passport photos.
- Make sure that you provide the correct number of photos specified in this guide**.**

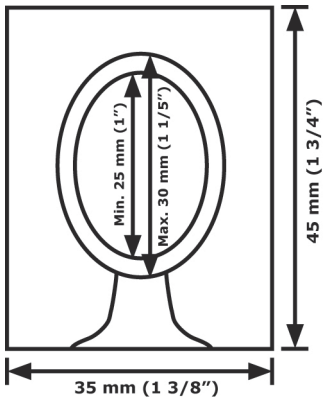
Notes to the photographer

The photos must:

- show a full front view of the person's head and shoulders showing full face centered in the middle of the photograph;
- have a **plain white background**;
- be identical (black and white or colour) produced from the same untouched negative, or exposed simultaneously by a split-image or multi-lens camera.

The photos must:

- measure between 25 mm and 30 mm (1" and 1 1/5") from chin to crown;
- have a 35 mm x 45 mm (1 3/8" x 1 3/4") finished size.



Appendix C

Fill out this form and take it with you to your medical appointment.

You and all your family members who are not already Canadian citizens or permanent residents must fill out Appendix C and undergo and pass a medical examination, whether they will be joining you in Canada or not. Make enough photocopies of this page for your needs before you start filling the boxes.

For complete instructions about your medical examination and how to find a Designated Medical Practitioner (DMP), read the Medical Instructions section in IMM 3999, Part 2: The Immigrant's Guide.

1. Person to be examined

Surname / Family name

Forename / Given name(s)

Date of birth

Day / Month / Year

Country of birth

Sex ☐ Male ☐ Female

Relationship to sponsor

☐ Spouse ☐ Conjugal partner

☐ Common-law partner ☐ Dependent child

Address *

Telephone number

2. Principal applicant, if different from person in 1

Surname / Family name

Forename / Given name(s)

Date of birth

Day / Month / Year

Address *

3. Visa office that will be processing the file**

*** If you live in China, provide your address in English and in Pinyin.**

**** If you are not sure which of our visa offices will be processing your application for permanent residence, consult our Web site or contact your sponsor. If you do not enter this information, your application may be delayed.**