



# IMMIGRATION Canada

## Family Class

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

### Part 3: Country Specific Instructions

People's Republic of China,  
Special Administrative Region of  
Hong Kong and Special Adminis-  
trative Region of Macau



## Table of Contents

**Appendix A** - Document Checklist -  
Immigrant

**Appendix B** - Photo Specifications

**Appendix C** - Medical Instructions

This application is made available free by  
Citizenship and Immigration Canada and  
is not to be sold to applicants.

**Cette trousse est également  
disponible en français**

# Appendix A

## Document Checklist - Immigrant

---

Send the following documents with your application and check (☑) each box when they are enclosed.

- Send originals of the police certificates and forms listed in items 1 to 7 below.
- Send photocopies only of all other documents, unless instructed otherwise.
- If your documents are not in English or French, include an accurate translation with a copy of the originals. Failure to do so could result in substantial processing delays.

Answer all questions and sign the forms where applicable. When completed, send them to your sponsor with all supporting documentation.

**If there is a conflict between this guide and any other versions or publications, this document and its instructions take precedence and are to be followed.**

### **IMPORTANT NOTICE: Misrepresentation Will Result in Your Application Being Refused**

If you or someone acting on your behalf directly or indirectly submits false documents or misrepresents facts relating to your application for a permanent resident visa:

- your application will be refused;
- the circumstances of your refusal will be entered into Canada's global immigration database; and
- you and your dependent(s) could become inadmissible to Canada for 2 years under section 40 (2) of the *Immigration and Refugee Protection Act*.

### **IMMIGRATION FORMS**

- |  |   |                          |
|--|---|--------------------------|
| <b>1.</b>  | <b>Generic Application Form for Canada (IMM 0008)</b> - This form is completed by you, the principal applicant.   | <input type="checkbox"/> |
| <b>2.</b>  | <b>Additional Dependants/Declaration (IMM 0008DEP)</b> - This form is completed by you, the principal applicant, if you have more than five (5) family members.   | <input type="checkbox"/> |
| <b>3.</b>  | <b>Schedule A - Background/Declaration (IMM 5669)</b> - You and each of your family members 18 years of age or older must complete their own copy of this form.   | <input type="checkbox"/> |
| <b>4.</b>  | <b>Additional Family Information (IMM 5406)</b> – You and each of your family members must complete their own copy of this form.                                  | <input type="checkbox"/> |
| <p><b>Note:</b> Your <b>present address</b> is the residential address where you and or your dependent(s) are now physically living. It must be provided in both English and Chinese. If you do not provide an accurate residential address, it could result in the refusal of your application for misrepresentation.</p> |   |                          |
| <b>5.</b>  | <b>Spouse / Partner Questionnaire (IMM 5490)</b> – If your sponsor is your spouse, common-law partner or conjugal partner, complete the questionnaire.            | <input type="checkbox"/> |
| <b>6.</b>  | <b>Sponsor Questionnaire (IMM 5540)</b> – If your sponsor is your spouse, common-law partner, or conjugal partner, your sponsor must complete this questionnaire. | <input type="checkbox"/> |

<p>7. <b>Use of a Representative (IMM 5476)</b> – If you want us to communicate with a representative on your behalf, complete and sign the form.</p> <p><b>Note:</b> If you designate a representative, and indicate their address as your mailing address, we will communicate only with that person or firm for as long as the authorization is in effect.</p>	<input type="checkbox"/>
<p>8. <b>Declaration from Non-Accompanying Parent/Guardian for Minors Immigrating to Canada (IMM 5604)</b> – This form is to be completed by:</p> <ul style="list-style-type: none"> <li>• non-accompanying parents/guardians,</li> <li>• former spouses, or</li> <li>• former common-law partners</li> </ul> <p>who consent to the removal of their child from their country of residence and for the child to immigrate to Canada with the other parent.</p>	<input type="checkbox"/>
<p>9. <b>IDENTITY AND CIVIL STATUS DOCUMENTS</b></p> <p>The following documents are required for you, the principal applicant, each of your family members and your dependent children, if applicable:</p> <ul style="list-style-type: none"> <li>• Certificates of: birth, adoption, marriage, divorce, death,</li> <li>• Absolute nisi decree (Hong Kong residents),</li> <li>• Custody order for your child and proof that you have fulfilled any obligation stated in the custody order,</li> <li>• Citizens of the People's Republic of China must provide photocopies of all pages of the household register ("hukou"),</li> <li>• A photocopy of the bio-data page of your passport with a validity of at least 18 months. If you cannot submit this along with the application, provide it at a later date.</li> </ul> <p><b>Note:</b> For residents of the People's Republic of China (PRC), a kinship certificate is <b>not</b> acceptable as proof of relationship.</p>	<input type="checkbox"/>
<p>10. <b>CHILDREN'S STATUS AND EDUCATION DOCUMENTS</b></p> <ul style="list-style-type: none"> <li>• Proof of marital status for children 16 years of age and older.</li> </ul> <p>For children aged 22 or older, provide the following documents as proof of continuous full-time studies since before attaining the age of 22:</p> <ul style="list-style-type: none"> <li>• photocopies of complete school records including transcripts,</li> <li>• registration of admission,</li> <li>• school fee payment receipts,</li> <li>• attendance records indicating the total number of hours of classes per week,</li> <li>• examination results,</li> <li>• the National College Entrance Examination results (NCEE) for PRC students, and</li> <li>• continuous full financial support by a parent since before age 22.</li> </ul>	<input type="checkbox"/>

**11. NON-ACCOMPANYING FAMILY MEMBERS DECLARATION**

If you have family members who do not intend to emigrate to Canada with you, you must submit a notarized statutory declaration with your application which:

- identifies these family members and their relationship to you;
- states your intention to proceed to Canada without them; and
- indicates whether or not you wish these persons to retain eligibility to be sponsored by you once you have settled in Canada.

**Note:** Non-accompanying family members are still required to successfully meet immigration medical and security standards at the same time as you. They will retain eligibility to be sponsored by you as a member of the Family Class once you have settled in Canada for as long as they are your:

- spouse,
- common-law partner, or
- dependent children

as defined in the *Immigration and Refugee Protection Act and Regulations*.

If you have non-accompanying family members who are either a spouse from whom you are legally separated or your children who are not in your legal custody, it is not necessary for them to be examined. **However, if they are not examined at the time of your application, you will not be able to sponsor them at any time in the future.**

**12. PROOF OF RELATIONSHIP TO SPONSOR**

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/engagement photos and/or photos of outings;
- letters between you and your sponsor (including postmarked envelopes);
- printed e-mails, chat records or telephone bills;
- proof of your sponsor's visits such as airline ticket coupons, used boarding passes, complete photocopy of all pages of your sponsor's passport;
- proof of financial support from your sponsor; and
- any other documents that you feel would demonstrate your relationship to your sponsor.

If you are being sponsored by your parent, you must include evidence of the relationship between you and your sponsor such as:

- photos showing you and your sponsor together over time;
- letters between you and your sponsor (including postmarked envelopes);
- printed e-mails, chat records or telephone bills;
- proof of your sponsor's visits such as airline ticket coupons, used boarding passes, complete photocopy of all pages of your sponsor's passport;
- proof of financial support from your sponsor; and
- any other documents that you feel would demonstrate your relationship to 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.

13.	<p><b>POLICE CERTIFICATES AND CLEARANCES</b></p> <p>You must submit <b>original</b> police certificates of good conduct or clearances from each country in which you and each of your family members aged 18 years or over have resided six continuous months or more since reaching 18 years of age. You must attach the <b>original police certificate(s)</b> to the application. If the original certificate is neither in English nor in French, submit both, the certificate and the original copy of a translation prepared by an accredited translator.</p> <p>However, if you have lived in Canada, at this time you are only required to indicate it on the <i>Schedule 1 Background/Declaration Form</i> (IMM 0008). You will be notified by the visa office during the processing of your application if you are required to submit a police certificate from Canada.</p> <p>Please consult our <a href="http://www.cic.gc.ca/english/information/security/police-cert/index.asp">website</a> at: <a href="http://www.cic.gc.ca/english/information/security/police-cert/index.asp">www.cic.gc.ca/english/information/security/police-cert/index.asp</a> for specific and up-to-date information on how to obtain police certificates from any country.</p>	<input type="checkbox"/>
14.	<p><b>PROOF OF MEDICAL EXAMINATION</b></p> <p>Include for yourself and each of your family members Copy 2 of the Medical Report-Section A that the Designated Medical Practitioner (DMP) signs and gives to you after you undergo the medical examination.</p>	<input type="checkbox"/>
15.	<p><b>PHOTOS</b></p> <p>Include five (5) photos for each member of your family and yourself taken within the last six (6) months. Follow the instructions in your guide:</p> <ul style="list-style-type: none"> <li>• <b>Photos</b> in section "Completing the Application for Permanent Residence in Canada", and</li> <li>• Appendix B: <b>Photo Specifications</b>.</li> </ul>	<input type="checkbox"/>
16.	<p><b>ADDRESS IN CHINESE CHARACTERS AND CONTACT NUMBERS</b></p> <p>Where indicated, provide your address in Chinese characters as well as in Pinyin or English, including postal code. The mailing address you provide must be the residential address of a person or the business address of a firm. <b>A post office box number is not acceptable.</b></p> <p>If you have designated a third party to represent you and you have used their address as your mailing address, we will automatically direct all correspondence to this person or firm.</p> <p>It is your responsibility to ensure that the mailing address is reliable and that any changes are reported to us promptly. Failure to do so could result in substantial processing delays and even in the refusal of your application.</p> <p><b>Include eight (8) address labels</b> with the mailing address in Chinese characters.</p>	<input type="checkbox"/>
17.	<p><b>A COPY OF THIS DOCUMENT CHECKLIST</b></p>	<input type="checkbox"/>

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

**If your application is incomplete or lacks the supporting documents listed above, it will be returned to you for completion and will cause substantial delays in the processing of your application.**

Visit our Web site at [www.beijing.gc.ca](http://www.beijing.gc.ca) or at [www.hongkong.gc.ca](http://www.hongkong.gc.ca) regularly for updated information regarding our procedures and service standards.

# Supplement to Schedule 1 - Background / Declaration

To be completed by the principal applicant and each of their family members aged 18 years or older.

## Have you previously been married or in a common-law relationship?

NO       YES

If yes, give the following details for each previous spouse or partner. If you do not have enough space, provide details on a separate sheet of paper.

Name of previous spouse or partner \_\_\_\_\_

Date of birth (day-month-year) \_\_\_\_\_

Type of relationship       Marriage       Common-law union

From (day-month-year) \_\_\_\_\_ to (day-month-year) \_\_\_\_\_

## Do you have any child resulting from this previous marriage or common-law relationship?

NO       YES

If yes, give the following details of each child.

Name	Date of birth (day-month-year)	Relationship	Do you have legal custody of this child?

Please provide documentary evidence to support your claims, e.g. divorce certificate, relationship documents, custody order etc.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## DECLARATION FROM NON-ACCOMPANYING PARENT/GUARDIAN FOR MINORS IMMIGRATING TO CANADA

FOR OFFICE USE ONLY			
File no.	▶		
Date	▶	Day	Month Year

Send this fully completed Declaration **and** a photocopy of a valid and legible identity document to the Canadian Embassy/Canadian Consulate.

This form must be:

- filled out by the non-accompanying parent/guardian, former spouse or former common-law partner and;
- witnessed by a notary public.**

**A copy of this form must be completed for each child travelling to Canada.**

I, \_\_\_\_\_, declare that I have no objections to my

child: \_\_\_\_\_  
Child's full name Day Month Year  
Child's date of birth

immigrating to Canada with his/her parent/guardian:

Parent/Guardian name	Relationship to child
Parent/Guardian name	Relationship to child

Fill out this section if this child is travelling to Canada with someone other than the parent/guardian listed above.

Name	Relationship to child
------	-----------------------

I have read and understand the contents of this letter and by signing and returning this letter, I am confirming that I fully understand that I may be permanently separated from my above-named child.

I further understand that if I wish to enter Canada, as a temporary resident or a permanent resident, I must comply with all requirements of the *Immigration and Refugee Protection Act* and Regulations in force at the time of my application.

To be completed by the non-accompanying parent/guardian, former spouse or former common-law partner, in front of the witness. Present your original Identification Card to the witness\*

Signature (before witness*)	Date <small>Day</small> <small>Month</small> <small>Year</small>
Emergency contact telephone number	Place

To be completed by the witness (notary public)

Witness title and name in block letters (*must be a notary public)	Witness* professional chop/stamp
Signature of witness*	

# 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.

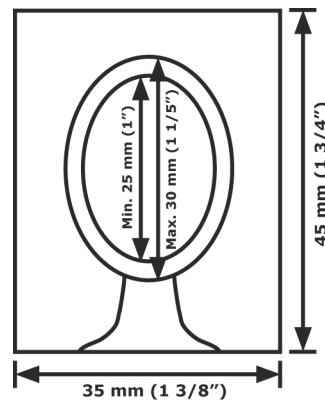
### Notes to the photographer

#### 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 \*

<input type="text"/>
<input type="text"/>
<input type="text"/>

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 \*

<input type="text"/>
<input type="text"/>
<input type="text"/>

### 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.