



# DOCUMENT CHECKLIST

## SPONSOR

Put an "X" in the box corresponding to the documents you are enclosing. If you do not enclose all the required forms and documents, your entire application will be returned to you. Supporting documents must be in English or French. If they are not, send a certified translation with a copy of the originals.

FORMS			OFFICIAL USE ONLY
1	<b>Application to Sponsor, Sponsorship Agreement and Undertaking</b> (IMM 1344) - To be completed and signed by you, the sponsor, your co-signer (if applicable) and the person you are sponsoring. <b>Note:</b> You should keep a copy of this document for your records. This agreement lists the obligations and responsibilities that fall unto the sponsor, co-signer (if applicable) and the persons being sponsored.	<input type="checkbox"/>	<input type="radio"/>
2	<b>Financial Evaluation</b> (IMM 1283) - To be completed by you, the sponsor, and, if applicable, your co-signer.	<input type="checkbox"/>	<input type="radio"/>
3	<b>Generic Application Form for Canada</b> (IMM 0008) - To be completed and signed by the person you are sponsoring, the principal applicant.	<input type="checkbox"/>	<input type="radio"/>
4	<b>Additional Dependants / Declaration</b> (IMM 0008DEP) - To be completed and signed by the principal applicant, if applicable.	<input type="checkbox"/>	<input type="radio"/>
5	<b>Schedule A - Background / Declaration</b> (IMM 5669) - The principal applicant and all members of his family that are 18 years of age and older must complete and sign their own copy of this form.	<input type="checkbox"/>	<input type="radio"/>
6	<b>Use of Representative</b> (IMM 5476) - To be completed, if applicable.	<input type="checkbox"/>	<input type="radio"/>
7	<b>Copy of the fee receipt</b> showing the amount paid. Consult the "pay the fees" section of the instruction guide for the acceptable methods of payment.	<input type="checkbox"/>	<input type="radio"/>
8	<b>Statutory Declaration of Common-Law Union</b> (IMM 5409) - To be completed by you, the sponsor, and your co-signer, if the latter is your common-law partner.	<input type="checkbox"/>	<input type="radio"/>
9	<b>Medical Condition Statement</b> - To be completed, if applicable.	<input type="checkbox"/>	<input type="radio"/>

SUPPORTING DOCUMENTS			OFFICIAL USE ONLY
10	Photocopy of either your <ul style="list-style-type: none"> <li><input type="checkbox"/> Permanent Resident Card (both sides) or, if you were not issued a Permanent Resident Card, your Record of Landing (IMM 1000) or your Confirmation of Permanent Residence (IMM 5292 or IMM 5688) or</li> <li><input type="checkbox"/> Canadian Citizenship Certificate or card (both sides), or</li> <li><input type="checkbox"/> Canadian birth certificate<sup>1</sup> or <small><sup>1</sup> If you were born in the province of Quebec, only a birth certificate issued by the <i>Directeur de l'état civil</i> is acceptable.</small></li> <li><input type="checkbox"/> Canadian citizenship certificate without photo issued before February 15, 1977, or</li> <li><input type="checkbox"/> Canadian passport (pages showing passport number, date of issue and expiration, photo, name, surname, place and date of birth of holder).</li> </ul>	<input type="checkbox"/>	<input type="radio"/>
11	Photocopy of your marriage certificate <sup>1</sup> , if you have a co-signer and he or she is your spouse <small><sup>1</sup> If you were married in the province of Quebec, only a marriage certificate issued by the <i>Directeur de l'état civil</i> is acceptable.</small>	<input type="checkbox"/>	<input type="radio"/>
12	If your spouse of common-law partner is a co-signer, photocopy of your spouse's or common-law partner's <ul style="list-style-type: none"> <li><input type="checkbox"/> Permanent Resident Card (both sides) or, if he/she was not issued a Permanent Resident Card, his/her Record of Landing (IMM 1000) or his/her Confirmation of Permanent Residence (IMM 5292 or IMM 5688) or</li> <li><input type="checkbox"/> Canadian Citizenship Certificate or card (both sides), or</li> <li><input type="checkbox"/> Canadian birth certificate<sup>1</sup> or <small><sup>1</sup> If your spouse or common-law partner was born in the province of Quebec, only a birth certificate issued by the <i>Directeur de l'état civil</i> is acceptable.</small></li> <li><input type="checkbox"/> Canadian citizenship certificate without photo issued before February 15, 1977, or</li> <li><input type="checkbox"/> Canadian passport (pages showing passport number, date of issue and expiration, photo, name, surname, place and date of birth of holder).</li> </ul>	<input type="checkbox"/>	<input type="radio"/>
13	If you had previous marriages or common-law relationships, photocopy of the following documents: <ul style="list-style-type: none"> <li><input type="checkbox"/> Proof that you are separated (Income Tax forms, legal documents), if you are separated</li> <li><input type="checkbox"/> Divorce certificate, if you are divorced</li> <li><input type="checkbox"/> Annulment certificate, if the marriage was annulled</li> <li><input type="checkbox"/> Death certificate, if your former spouse or common-law partner is deceased</li> <li><input type="checkbox"/> Declaration of severance of common-law relationship</li> </ul>	<input type="checkbox"/>	<input type="radio"/>
14	Photocopy of your birth certificate <sup>1</sup> , if you are sponsoring your mother or your father <small><sup>1</sup> If you were born in the province of Quebec, only a birth certificate issued by the <i>Directeur de l'état civil</i> is acceptable.</small>	<input type="checkbox"/>	<input type="radio"/>
15	Photocopy of the adoption order, if you are sponsoring an adopted child	<input type="checkbox"/>	<input type="radio"/>

SUPPORTING DOCUMENTS (continued)		SPONSOR	CO-SIGNER if applicable	OFFICIAL USE ONLY			
If you are a Quebec resident, you need not complete boxes 16 to 18 below.							
16	Your and your co-signer's last Notice of Assessment for the most recent taxation year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> <input type="radio"/>			
	You can view (and print) your tax return(s) as well as other personal tax information using the CRA's My Account online service. To register or login, visit <a href="http://www.cra.gc.ca/myaccount">www.cra.gc.ca/myaccount</a> . If you do not provide this printout, provide an explanation on a separate sheet of paper.						
17	If you are employed, an original of a letter from your current employer stating your period of employment, salary, and regular hours per week. If you have a co-signer and he or she is employed, include a similar letter from his or her employer. If you and, if applicable, your co-signer are the sole owners of or are partners in an unincorporated business, provide evidence of self-employment income (statement of business activities) over the 12 months preceding the date of your sponsorship application. If you and, if applicable, your co-signer received interest, provide evidence of interest income (bank statement showing rate of interest, deposit amount and length of time deposit held) over the 12 months preceding the date of your sponsorship.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> <input type="radio"/>			
18	If you must meet the minimum necessary income requirement and you and, if applicable, your co-signer:						
	• are not producing your last Notice of Assessment for the most recent year or						
	• are producing your last Notice of Assessment for the most recent year, but the total income reported on your and your co-signer's printout is less than the minimum necessary income, provide a photocopy of the following documents						
	(a) Evidence of employment income (pay stubs) over the 12 months preceding the date of your sponsorship application, if you and your co-signer are employed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> <input type="radio"/>			
	(b) Evidence of self-employment income (statement of business activities) over the 12 months preceding the date of your sponsorship application, if you and your co-signer are the sole owners of or partners in an unincorporated business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> <input type="radio"/>			
	(c) Evidence of interest income (bank statement showing rate of interest, deposit amount and length of time deposit held), over the 12 months preceding the date of your sponsorship application, if you and your co-signer received interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> <input type="radio"/>			
(d) Evidence of:							
- investment income (e.g., dividends),	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> <input type="radio"/>				
- rental income (e.g., statement of real estate rentals),	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> <input type="radio"/>				
- pension income,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> <input type="radio"/>				
- special benefits income (e.g., certificate delivered by Employment and Social Development Canada (ESDC) confirming payment of maternity, parental or sickness benefits),	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> <input type="radio"/>				
- other income (give details below) received over the 12 months preceding the date of your sponsorship application, if you and your co-signer received such income.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> <input type="radio"/>				
Details of other income:	<table border="1" style="width: 100%; height: 40px;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>						

**Make sure all forms are completed and signed.  
 Attach this checklist to forms and supporting documents and  
 send in an envelope addressed to the Case Processing Centre in Mississauga.  
 See *Mailing your application* in your guide.**