



DOCUMENT CHECKLIST - COMMUNITY SPONSORS

The Sponsoring Group has enclosed the following items in the envelope(s):

- Completed and signed Undertaking/Application to Sponsor (IMM 5514) _____
- Settlement Plan and Financial Assessment (IMM 5515) _____
- Sponsor Assessment form (IMM 5492) _____
 - President or executive director of the community sponsor organization _____
 - Representative(s) of cosponsor (if applicable) _____
- Use of a Representative (IMM 5476), if applicable _____
- Completed Document Checklist (IMM 5517) _____

Each party to the sponsorship (Community Sponsor representative and all cosponsors) must provide a photocopy of the following:

- Permanent Resident Visa, Permanent Resident Card, Record of Landing (IMM 1000) or Confirmation of Permanent Residence (IMM 5292 or IMM 5688) _____
- or
- Canadian birth certificate _____
- or
- Both sides of their Canadian citizenship card _____
- or
- Both sides of their Canadian certificate of registration of birth abroad _____

To establish proof of funds the Community Sponsor must provide:

- Last year's audited financial statement from the sponsoring organization (if applicable) _____
- An original letter from a Canadian financial institution attesting to bank account details (if applicable) _____
- An original letter from an organization guaranteeing a cash donation (if applicable) _____
- Proof of alternate source(s) of funding (if applicable) _____

Cosponsors who intend to use their personal income must provide:

- A copy of their T4 and/or T1 _____
- or
- A copy of their Notice of Assessment (from Canada Customs and Revenue Agency) _____
- or
- An original letter or proof of annotated cheque stubs from employer confirming Financial Profile details _____
- or
- If self-employed, a letter from an accountant confirming your annual income _____
- or
- Proof of other sources of income (pension, investments, etc.) _____
- or
- Employment Income pay stubs _____

Additional documents included with the Undertaking/Application to Sponsor

If you are attaching additional documents to the application form, list them in this section:

1.
2.
3.
4.
5.
6.