



# IMMIGRATION Canada

## Family Class

# Sponsorship of parents, grandparents, adopted children and other relatives

## The Sponsor's Guide

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

This publication is available in alternative formats upon request.

**Également disponible en français**

## Contact Information

### Web site

For more information on the programs offered by Citizenship and Immigration Canada, visit our Web site at [www.cic.gc.ca](http://www.cic.gc.ca). For some types of applications you can inform us of a change of address and find out what is happening with your application through [on-line services](#) on the Web site.

### Within Canada

If you are in Canada, you can also phone our **Call Centre**. An automated telephone service is available seven days a week, 24 hours a day and is easy to use if you have a touch-tone phone. You can listen to pre-recorded information on many programs, order application forms, and for some types of applications the automated service can even update you on the status of your case.

When you call, have a pen and paper ready to record the information you need. Listen carefully to the instructions and press the number for the selection you want. At any time during your call, you may press \* (the star key) to repeat a message, **9** to return to the main menu, **0** to speak to an agent, or **8** to end your call. If you have a rotary phone, wait for an agent to answer your call.

If you need to speak to an agent, you must call Monday to Friday between 8 a.m. and 4 p.m. local time.

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**From anywhere in Canada, call**

**1-888-242-2100 (toll-free)**

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### Using a text telephone?

Call our TTY service from Monday to Friday between 8 a.m. and 4 p.m. local time at: **1-888-576-8502** (toll-free).

### Outside Canada

If you are outside Canada, you can contact a Canadian embassy, high commission or consulate. Consult our [Web site](#) for addresses, phone numbers and Web site addresses of our visa offices.



**This is not a legal document.** For legal information, refer to the *Immigration and Refugee Protection Act* and *Regulations* or the *Citizenship Act* and *Regulations*, as applicable.

**This publication is available in alternative formats upon request.**

# Overview

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The Canadian government allows citizens and permanent residents of Canada to sponsor members of the family class, but it requires that arriving immigrants receive care and support from their sponsors. Members of the family class include a sponsor's spouse, common-law partner or conjugal partner; a dependent child of the sponsor; the sponsor's mother or father; a person the sponsor intends to adopt; and other relatives of the sponsor as defined by regulation.

Your application kit contains all the information you need to sponsor a person living outside Canada who is a member of the family class except if that person is:

- your spouse, common-law partner, conjugal partner or dependent child, including an adopted child whose adoption took place outside Canada and at the time of the adoption you were living exclusively outside Canada or had not yet become a permanent resident of Canada. Obtain the application package *[Sponsorship of a spouse, common-law partner, conjugal partner or dependent child living outside Canada](#)*;
- a spouse or common-law partner who lives with you in Canada. Obtain the application package *[Spouse or common-law partner in Canada class](#)*;

## Before submitting an application

Read all the information in this application kit. It will help you decide if you should apply.

See [What Happens Next?](#) to find out about factors that can affect the processing of your application.

The forms you must complete are listed in the section [How to apply to sponsor](#).

If you have any questions after reading this application package, visit our [Web site](#) or phone our [Call Centre](#).

**Note:** If the person you want to sponsor or his or her family members became permanent residents of Canada sometime in the past but have subsequently left the country and have since been living outside Canada, they may not have lost their permanent resident status. If they have not lost their permanent resident status, you will not be able to sponsor them. For further information on re-entry of permanent residents to Canada, see the application kit *[Applying for a Travel Document](#)* on our Web site.

# Sponsorship

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## What does it mean to “sponsor?”

When you sponsor persons who are members of the family class, you must sign an **undertaking** with the Minister of Citizenship and Immigration (or with the *ministère de l'Immigration et des Communautés culturelles* (MICC) if you live in Quebec), promising to provide financial support for their basic requirements and those of their family members immigrating to Canada with them. Basic requirements are food, clothing, shelter and other basic requirements for everyday living. Dental care, eye care and other health needs not covered by public health services are also included. The undertaking ensures these persons and their family members do not have to apply for social assistance. Its length varies according to their age and their relationship to you.

Your obligations as a sponsor begin as soon as the person you are sponsoring and, if applicable, his or her family members arrive in Canada. The following table shows when your obligations end.

If that person or his or her family member is	Your obligations end
<ul style="list-style-type: none"><li>• your spouse or your common-law or conjugal partner,</li></ul>	<ul style="list-style-type: none"><li>• <b>three years</b> after that person becomes a permanent resident;</li></ul>
<ul style="list-style-type: none"><li>• your dependent child or a dependent child of your spouse, common-law or conjugal partner and is under 22 years of age on the day he or she becomes a permanent resident,</li></ul>	<ul style="list-style-type: none"><li>• <b>ten years</b> after that child becomes a permanent resident or on the day that child reaches <b>age 25</b>, whichever comes first;</li></ul>
<ul style="list-style-type: none"><li>• your dependent child or a dependent child of your spouse, common-law or conjugal partner and is 22 years of age or over on the day he or she becomes a permanent resident,</li></ul>	<ul style="list-style-type: none"><li>• <b>three years</b> after that child becomes a permanent resident;</li></ul>
<ul style="list-style-type: none"><li>• any other person (for example: your father, your mother, your grandparents or a dependent child of your parents),</li></ul>	<ul style="list-style-type: none"><li>• <b>ten years</b> after that person becomes a permanent resident.</li></ul>

**Note:** An immigrant who comes to Canada to live permanently does not become a permanent resident before having satisfied immigration officials that he or she meets all applicable requirements. The decision to grant permanent residence to an immigrant may coincide with that immigrant’s arrival in Canada or may be reached at a later date.

If payments from a federal, provincial or municipal assistance program are made during the validity period of the undertaking to the person you are sponsoring or his or her family members, you

- will be considered to be in default of your obligations,
- may have to repay to the government concerned any benefits they received, and

- will not be allowed to sponsor other members of the family class until you have reimbursed the amount of these payments to the government concerned.

If you live in Quebec and the person you want to sponsor intends to live there upon arrival, make sure you read the information concerning [Sponsors Living in Quebec](#).

## Whom can you sponsor using this application package?

You can use this application package to sponsor

- your mother or father;
- your grandmother or grandfather;
- a child whom you adopted outside Canada and you were a Canadian citizen or permanent resident living in Canada at the time the adoption took place, or a child whom you intend to adopt in Canada;  
(See [Appendix A](#) for additional information on adoptions)
- your brother or sister, nephew or niece, grandson or granddaughter, if he or she is an orphan, under 18 years of age and not married or in a common-law relationship;
- any other person with whom you have a family relationship if you do not have a spouse, common-law partner, conjugal partner, son, daughter, mother, father, brother, sister, grandfather, grandmother, uncle, aunt, niece or nephew who is a Canadian citizen, registered Indian or permanent resident or whom you may sponsor. If you believe you are in this situation, contact our [Call Centre](#).

If you want to sponsor your spouse, common-law partner or conjugal partner and your dependent children, you will have to use another application package. Contact our [Call Centre](#), or visit our [Web site](#) for more information.

### Citizenship process for adopted persons

Canada's citizenship law was amended to allow Canadian citizens (except for those born outside Canada) who adopt a child from a foreign country the option of applying for Canadian citizenship for their adopted child without first having to apply for permanent residence. An application for Canadian Citizenship for a person adopted by a Canadian citizen (on or after January 1, 1947) is available. Adopted persons who are adults may apply for themselves. You can download the application by visiting the following Web site: [www.cic.gc.ca](http://www.cic.gc.ca).

If you want to apply for Canadian citizenship for an adopted child or you are a child adopted by a Canadian citizen, refer to the CIC Web site to help you determine if you should apply for citizenship or for permanent residence.

## Who is a dependent child?

Your child or a child of the person you are sponsoring will be considered a dependent child if that child

- is under the age of 22 and not married or in a common-law relationship; **or**
- married or entered into a common-law relationship before the age 22 and, since becoming a spouse or a common-law partner, has
  - been continuously enrolled and in attendance as a full-time student in a post secondary institution accredited by the relevant government authority and
  - depended substantially on the financial support of a parent; **or**

is 22 years of age or older and, since before the age of 22, has

- been continuously enrolled and in attendance as a full-time student in a post secondary institution accredited by the relevant government authority and
- depended substantially on the financial support of a parent; **or**

C. is 22 years of age or older, has depended substantially on the financial support of a parent since before the age of 22 and is unable to provide for himself or herself due to a medical condition.

**Dependent children must meet the above requirements both on the day the Case Processing Centre in Mississauga (CPC-M), Ontario, receives a complete application and, without taking into account whether they have attained 22 years of age, on the day a visa is issued to them.**

**All family members of a would-be immigrant, whether accompanying or not, must be examined. If you previously made an application for permanent residence and became a permanent resident of Canada, your family members who were not examined in accordance with Canadian Immigration Regulations at the time you made your application, are excluded from the family class and you may not sponsor them.**

## **What special condition must be met by persons sponsoring an adopted child, a child to be adopted in Canada or an orphaned relative?**

If you are sponsoring

- a child you have adopted or are in the process of adopting outside Canada and you were or are living in Canada at the time the adoption took/takes place, or
- a child you intend to adopt in Canada, or
- an orphaned brother, sister, nephew or niece described in [Whom can you sponsor using this application package?](#)

you will have to satisfy the visa office that you have obtained good and reliable information about the child's health status before a permanent resident visa can be issued to that child. You may obtain this information from authorities in the country of adoption, through an independent medical examination or from the child's immigration medical record. Once you have obtained the information with respect to the child's medical condition, read the *Medical Condition Statement* provided in [Appendix A](#), complete the bottom portion, sign it and send it to the visa office processing the permanent residence application submitted on behalf of the child.

## **Who can sponsor?**

You may be eligible to sponsor if:

- the person you want to sponsor is a member of the family class;  
**Note:** If that person is not a member of the family class, you will not meet sponsorship requirements and, therefore, your application to sponsor will not be approved and the application for permanent residence of the person you want to sponsor will be refused, unless you decide to withdraw your sponsorship application. If you withdraw the sponsorship, you will have no appeal rights.
- you are 18 years of age or older;
- you are a Canadian citizen or permanent resident;
- you live in Canada;

- you sign an undertaking promising to provide for the basic requirements of the person being sponsored and, if applicable, his or her family members;
- you and the sponsored person sign an agreement that confirms that each of you understands your mutual obligations and responsibilities;  
If you live in Quebec, see Step 2 of [How to apply to sponsor](#) for additional information on forms to complete.
- you have an income that is at least equal to the minimum necessary income, the amount of which is published yearly by the Canadian government. You will have to provide us with documents that show your financial resources for the past 12 months and prove you are financially able to sponsor members of the family class. You may solicit the help of a co-signer. If you live in Quebec, see also [Sponsors living in Quebec](#).  
**Note:** The minimum necessary income requirement does not apply if the person you are sponsoring is a child you adopted or intend to adopt in Canada and that child has no children of his or her own.

## Who cannot sponsor?

You are not eligible to sponsor if you are in default of a previous sponsorship undertaking, of an immigration loan, of court ordered support payment obligations or of a performance bond (an amount you agreed to pay as a guarantee of performance of an obligation under the immigration legislation).

**Default of a previous sponsorship undertaking** means persons you sponsored in the past have received social assistance during the validity period of the undertaking.

**Default of an immigration loan** means you received a transportation, assistance or Right of Permanent Residence (previously Right of Landing) Fee loan and have not made a required payment or are in arrears with your loan payments.

**Default of any court ordered support payment obligations** means you were ordered by a court to make support payments to your spouse, common-law partner or child and have neglected to do so.

**Default of a performance bond** means you have not paid the sum of money that became payable to the Canadian government following a promise you made to pay this sum if the person specified in the performance bond that you signed or co-signed did not comply with the conditions imposed on him or her by immigration authorities.

If you are in default of a previous sponsorship, of an immigration loan, of court ordered support payment obligations or of a performance bond and you submit an application to sponsor, it will be refused even if you are sponsoring your spouse, common-law partner, conjugal partner, or child. Should you want to sponsor again, you will have to

- repay the full amount of any social assistance payment or repay the debt to the satisfaction of the provincial, territorial or municipal authorities that issued the benefit or ordered you to pay, if you are in default of a previous sponsorship,  
pay all arrears on your loan, if you are in default of an immigration loan,  
resolve the family support matter to the satisfaction of the provincial or territorial authorities who ordered the payment, or  
pay any outstanding bonds for which you are a signer or a co-signer and that became payable;
- submit a new sponsorship application;
- pay new processing fees; and
- meet all the eligibility requirements for sponsorship at that time.

For information on social assistance repayments, contact the appropriate provincial authorities (see [Table 5](#)).

For information on your loan account only, contact Collection Services at 1-800-667-7301 (this number may be accessed from within Canada and the United States only).

You cannot sponsor a person for whom you have submitted a previous sponsorship application and no final determination has been made with respect to that application.

You are ineligible to sponsor if:

- you are in prison;
- you are an undischarged bankrupt;
- you are in receipt of social assistance for a reason other than disability;
- you were convicted of a sexual offence or an offence against the person with respect to
  - one of your family members or relatives,
  - one of your spouse's or common-law partner's family members or relatives,
  - your conjugal partner or one of your conjugal partner's family members or relatives,if applicable, unless you were granted a pardon or five years have passed after the expiration of the sentence imposed on you;
- you were adopted outside Canada and subsequently obtained a revocation of your adoption for the purpose of sponsoring an application for permanent residence by your biological parent;
- you are subject to a removal order; or
- have been convicted of a serious criminal offence, have provided false information to Immigration, or have not met conditions of entry.

## Under what circumstances may processing be suspended?

If any of the proceedings below apply to you and you send a sponsorship application, your application will not be processed until a final decision is rendered with respect to that proceeding.

- You have been charged with the commission of an offence that is punishable by a maximum term of imprisonment of at least 10 years.
- You are subject of a report that would render you inadmissible to Canada.
- You are the subject of an application to revoke your citizenship.
- You are the subject of a certificate signed by the Minister of Citizenship and Immigration and the Solicitor General of Canada stating you are inadmissible on grounds of security, human or international rights violation, serious criminality or organized criminality.
- You are appealing the loss of your permanent resident status.

## Can someone co-sign your undertaking?

Your spouse or common-law partner may help you meet the income requirement by co-signing the sponsorship application. A common-law partner is a person who is living with you in a conjugal relationship and has done so for at least one year prior to the signing of the **undertaking**.

The co-signer must:

- meet the same eligibility requirements as the sponsor;
- agree to co-sign the undertaking; and
- agree to be responsible for the basic requirements of the person you want to sponsor and his or her family members for the validity period of the undertaking.

The co-signer will be equally liable if obligations are not performed.

Assets, potential earnings, or assistance from other family members will not be considered.

# Sponsors Living in Quebec

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An agreement reached between the federal and Quebec governments gives the province responsibility for determining whether or not sponsors living in Quebec have the financial ability to sponsor members of the family class.

Sponsors living in Quebec must read the information and follow the general instructions in this application kit. However, they only have to complete those forms specified in Step 1 of the section titled **How to apply to sponsor**. If you are found eligible to sponsor, you will receive a letter from CIC's Case Processing Centre telling you how to proceed with the Ministère de l'Immigration et des Communautés culturelles (MICC). You must pay the fees required by the MICC before your undertaking is processed and demonstrate that you have the financial capacity to cover the basic requirements for the following people:

- themselves;
- their family members in Canada or elsewhere;
- the person they are sponsoring and his or her family members, whether or not they are coming to Canada; and,
- the persons for whom they and, if applicable, their co-signer have signed a previous undertaking that is still in effect.

The MICC may refuse Quebec residents as sponsors if:

- they or their co-signer, if applicable, have failed to fulfil the obligations of a previous undertaking because the person they sponsored received social assistance or special benefits and they have not reimbursed the Quebec government all amounts owing;
- during the five years preceding the submission of their application to sponsor, they or their co-signer, if applicable, have failed to meet their support payment obligations;
- they cannot demonstrate their financial capability to sponsor;
- they do not meet other requirements imposed by the provincial authorities.

To help Quebec residents decide if they have the financial ability to meet sponsorship requirements, we are providing the Quebec Income Scale (see **Table 1 and Table 2**) at the end of this application kit. These amounts are indexed each year. Note that any calculation will only be an estimate since an MICC employee will make the official financial assessment.

For further information on Quebec's requirements, go to the MICC's Web site at [www.immigration-quebec.gouv.qc.ca](http://www.immigration-quebec.gouv.qc.ca) and click on Sponsors and Sponsored Persons, or call the general information line at 514-864-9191 or 1-877-864-9191.

# Frequently Asked Questions

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The information given here relates to questions most often asked by applicants on topics not covered elsewhere in this application kit. Share it with the person you want to sponsor as he or she could have similar concerns.

## Can I cancel my undertaking once it has been approved?

If you change your mind about sponsoring your parents, grandparents, adopted children or other relatives, you must write a letter to the Case Processing Centre in Mississauga **before** they are issued permanent resident visas (see **What happens next** for information on the application process).

Once permanent resident visas are issued, the promise you, and if applicable, your co-signer, made to support your family is valid for the term of your undertaking.

**The undertaking is an unconditional promise of support. For example, the granting of Canadian citizenship, divorce, separation or relationship breakdown or moving to another province does not cancel the undertaking. The undertaking also remains in effect if your financial situation deteriorates.**

## When does default end?

If you are in default because a person you sponsored received social assistance during the validity period of the undertaking and you have not reimbursed the government concerned for the amount paid to the sponsored person or because you failed to meet an obligation in an undertaking, you remain in default, regardless of when the period of validity ends, until such time as you

- reimburse the government concerned, in full or in accordance with an agreement with that government, for amounts paid by it, or
- meet the obligations set out in the undertaking.

## If I live outside Canada, can I sponsor?

If you are not a Canadian citizen, you cannot sponsor if you live outside Canada. If you are a Canadian citizen, you may sponsor a spouse, a common-law or conjugal partner, or a dependent child who has no dependent child of his or her own. If this is your situation, obtain the application package ***Sponsorship of a spouse, common-law partner, conjugal partner or dependent child living outside Canada***. You must live in Canada when the sponsored person becomes a permanent resident.

## What if I do not meet sponsorship requirements?

If it is your intent to withdraw your sponsorship application in the event we assess that you are ineligible to sponsor, you must notify the Case Processing Centre in Mississauga of your intent before the visa office begins to process the application for permanent residence of the person you want to sponsor. If you do not, you will not be eligible for a refund of your processing fees. You can notify us of your intent by checking the appropriate box on your application form (IMM 1344A). See instructions on how to complete the *Application to Sponsor and Undertaking* for additional details.

If you do not qualify as a sponsor and chose to withdraw your sponsorship application, you will be refunded the fees for processing the application for a permanent resident visa and any Right of Permanent Residence Fee you have paid. There will be no decision on the application for permanent residence of the person you

are sponsoring and you will not have a right of appeal. You could then resolve the situation leading to your ineligibility and re-apply at a later date.

If you do not qualify as a sponsor and have not notified the Case Processing Centre in Mississauga of your intent to withdraw, the application of the person you are sponsoring will be processed. The visa office will likely refuse the application for permanent residence and inform you in writing of your right to appeal.

## **Why might the application for permanent residence of the person I want to sponsor be refused?**

There are many possible reasons why an application for permanent residence might be refused. Some examples are:

- you may not meet the financial requirements where these are applicable;
- the person you want to sponsor or his or her family members may not have provided the required documents as requested;
- the relationship between you and the person you want to sponsor or his or her family members is not genuine or has been entered into for immigration purposes only; or
- the person you want to sponsor or his or her family members have a criminal record or serious illness.

See [What happens next?](#) for a list of factors that can slow down processing of applications.

## **What if the application of the person I want to sponsor is refused?**

If the person you want to sponsor is not a member of the family class, his or her application for permanent residence will be refused.

If the person you want to sponsor does not meet the eligibility requirements or admissibility criteria for the family class, his or her application will be refused. The visa office will inform him or her of the reasons for the refusal and you will have the right to appeal the decision.

# How to Apply to Sponsor

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You must complete separate applications for each person you want to sponsor. Each application may include that person's family members. A family member, in relation to the person being sponsored, means the spouse or common-law partner of that person and the dependent child or grandchild of that person or of his or her spouse or common-law partner. For example, if you want to sponsor your two orphan brothers, you must complete a separate application for each of your brothers; if you want to sponsor your parents and your grandmother, you must complete one application for your parents and another for your grandmother. The application for your parents would identify one of your parents as the person being sponsored (principal applicant) and the other parent as his or her family member. The application for your grandmother or the application for each of your brothers would show each individual as the person being sponsored.

You must send your sponsorship application along with all required documentation to CPC-M (see [Mailing your application](#)), and pay the applicable fees. If the forms and supporting documents received are incomplete, they will be returned to you. If they are complete, we will assess your eligibility to sponsor and notify you of the results. We will also send you an application kit with forms to be completed by the person you want to sponsor and his or her family members. See [What happens next?](#) for more information.

If you think you are eligible to sponsor and wish to support the immigration application of your parent, grandparent, adopted child or of a relative who is a member of the family class, carefully read the following instructions.

- STEP 1.** There is only one copy of each of the forms included for the sponsorship application. Make enough photocopies of the blank forms for your needs.

If you live in a province or territory other than Quebec, you must complete the following forms:

- the *Application to Sponsor and Undertaking* (IMM 1344A);
- the *Sponsorship Agreement* (IMM 1344B; must also be signed by the person you want to sponsor). See instructions on how to complete the Sponsorship Agreement for more details;
- the *Financial Evaluation* (IMM 1283);
- the *Statutory Declaration of Common-law Union* (IMM 5409), to be completed only if you have a co-signer and he or she is your common-law partner;
- the *Receipt* (IMM 5401 – see section on [fees](#));
- the *Checklist* (IMM 5287); and
- the *Use of a Representative* form (IMM 5476), if you choose to have a representative.

If you live in Quebec, you need only complete:

- the *Application to sponsor and Undertaking* (IMM 1344A);

We will send a copy of your IMM 1344A to the MICC in Quebec, who will send you additional documents to complete, including a *Formulaire d'engagement* (a separate undertaking form). The MICC will provide you with all necessary instructions (for more information, see [Sponsors living in Quebec](#)).

- the *Receipt* (IMM 5401 – see section on [fees](#));
- the *Checklist* (IMM 5287); and
- the *Use of a Representative* form (IMM 5476), if you choose to have a representative.

**STEP 2.** If you live in a province or territory other than Quebec, send to the person you want to sponsor the *Sponsorship Agreement* (IMM 1344B) signed by you and, if applicable, your co-signer (see instructions on how to complete the [Agreement](#)). That person must read the form, sign it and return it to you.

**STEP 3.** Complete the forms as instructed in the following pages.

**STEP 4.** Collect the documents you need to support your application. The *Checklist* will tell you which supporting documents must be originals and which should be photocopies. It will also tell you which require translation and certification (notarization).

Use the *Checklist* to make sure that you have included all of the required documents. We may request more information at any time during the process, even if the requested information is not listed on the *Checklist*.

Sponsors must pay all processing fees associated with their case to submit an application. See section on [fees](#).

All information and documents are required to assess applications correctly and quickly. If the documents received are incomplete, applications will be returned to sponsors to be resubmitted with missing documentation.

# Mailing Your Application

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Put your forms along with your receipt and all the supporting documentation in an envelope and mail it to:

**Case Processing Centre – Mississauga  
P.O. Box 6100, Station A  
Mississauga ON L5A 4H4**

If you are sponsoring an adopted child, print “**ADOPTION**” immediately above Case Processing Centre on the envelope.

The envelope will require more postage than a normal letter. To avoid having your application returned to you, have the post office weigh it before mailing.

Should you require confirmation that your application arrived at destination, contact your local postal outlet for information on various mailing options available to you.

Unless notified otherwise, advise us immediately, by mail at the address above or facsimile (905 803-7392) if, following the submission of your application, there are any changes to your family status such as marriage, divorce, births, deaths, your address, telephone or fax number, or any other important information. When advising the office of such changes, you must clearly state your file number, which will be found at the top of any correspondence we will send you to acknowledge the receipt of your application.

## If you move

If your address changes after you have submitted your application, let us know immediately

- **by e-mail**, using CIC’s on-line service. Just go to CIC’s [Web site](#) and follow the instructions for filling out and submitting the electronic change of address form; or
- **by telephone**, by contacting our [Call Centre](#).

Sponsors who signed an “engagement” with the province of Quebec and subsequently move from Quebec to another province in Canada while their sponsorship application is in process must sign a new undertaking and agreement. Conversely, sponsors who signed an undertaking with the Minister of Citizenship and Immigration and subsequently move to Quebec from another province in Canada while their sponsorship application is in process must sign an “engagement” with the province of Quebec.

# Completing the Sponsorship Forms

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The following will help you (and, if applicable, your co-signer) fill in the sponsorship forms included with your application kit. Most questions on the forms are clear; instructions are provided only when necessary.

You must answer all questions. If you leave any sections blank, your application will be returned to you unprocessed. If any sections do not apply, write “**Not Applicable**”.

Complete the forms in block letters. Make sure all information is clear and easy to read. Your answers must be written in either the English or French language, unless instructed otherwise. If the space provided on the forms is insufficient to list any information, use an additional sheet of paper. Make sure you indicate the form’s title and the number or letter of the question you are answering. Write your name and the page number at the top left corner of each additional sheet.

**WARNING!** You (and, if applicable, your co-signer) must provide complete and accurate information. The information provided may be verified. If you give false or misleading information, you could be guilty of misrepresentation and have to pay a fine of up to \$100,000 and face the risk of being imprisoned for a term of up to five years. It is a serious offence to make a false application.

## **Application to Sponsor and Undertaking** **(IMM 1344A)**

### **A – Sponsor**

1. Indicate whether you want to withdraw your sponsorship application or continue processing if you do not meet the sponsorship requirements. If your choice is to withdraw your sponsorship, the application for permanent residence of the person you want to sponsor will not be processed and you will have no right of appeal. All fees you will have paid, except the sponsorship fee of \$75, will be repaid to you.

If you choose to continue processing or fail to notify the Case Processing Centre in Mississauga of your intent to withdraw, the application for permanent residence of the person you want to sponsor will be forwarded to the visa office, where it will be refused. You will have the right to appeal the decision. You will not be entitled to a refund of the processing fees.

Indicate also your preferred language for correspondence and complete the rest of the question.

5. This may be a post office box, rural route number, or another mailing address. Include your apartment number if you have one and your postal code.
10. Indicate whether you are a citizen or a permanent resident of Canada. If you are a naturalized Canadian (that is, you came to Canada as a permanent resident and were later granted Canadian citizenship), write the date you became a Canadian citizen. If you are a permanent resident, write the date you became a permanent resident of Canada. The date is found in Box 45 of your *Immigrant Visa and Record of Landing* (IMM 1000) or of your *Confirmation of Permanent Residence* (IMM 5292).

Indicate if you are a Canadian citizen and if your claim to citizenship is by descent (example: you were born outside Canada to a parent who was Canadian at the time of your birth or adopted outside Canada by a Canadian parent and obtained citizenship through the adoption provision of the *Citizenship Act*).

11. If you are a naturalized Canadian citizen and no longer have your *Immigrant Visa and Record of Landing* (IMM 1000) or Confirmation of Permanent Residence (IMM 5292), print the name you used at the time you became a permanent resident.

## B – Co-signer

Your spouse or common-law partner should complete this section **only** if he or she is co-signing the application.

**8 and 9:** Follow the instructions for both **10** and **11** of Section A above.

## C – Person being sponsored and his or her family members

(Attach a separate sheet if you need more space.)

**Do not write in the boxes provided for length of undertaking and ID number. These are for official use only.**

1. Give the details of the principal applicant (the person you want to sponsor).  
Make sure that you enter the principal applicant's country of nationality if it is different from his or her country of birth. If the principal applicant has no country of nationality (stateless), enter his or her country of habitual residence.
2. Give details of the accompanying spouse or common-law partner of the principal applicant if applicable; give details of the non accompanying spouse or common-law partner of the principal applicant, if applicable, in **4**.
3. If the principal applicant and, if applicable, his or her accompanying spouse or common-law partner have dependent children who will be accompanying them to Canada, give the details of these dependent children.
4. Give details of the non accompanying spouse or common-law partner of the principal applicant, if applicable.

If the principal applicant and, if applicable, his or her spouse or common-law partner, whether accompanying the principal applicant to Canada or not, have dependent children who will not be accompanying them to Canada, give the details of these dependent children.

Note that if the principal applicant, or a family member referred to in **3** or **4** is a dependent child, you must check box A, B or C, as applicable. See **Who is a dependent child** in the section titled Sponsorship for additional information.

**Note that the principal applicant must indicate on the application for permanent residence whether his or her family members will accompany him or her to Canada. The visa office will not issue permanent resident visas to family members who were identified as non-accompanying.**

6. Print the **full** address where the principal applicant lives in **a)**. Information you provide in **b)** and **c)** will help us determine which visa office will process the application for a permanent resident visa. Under Canadian immigration legislation, an application for a permanent resident visa must be made at the visa office responsible for:
  - the country where the applicant is living, if the applicant has been lawfully admitted to that country for a period of at least one year, or
  - the applicant's country of nationality, or
  - the applicant's country of habitual residence, if the applicant is stateless and has legal status in that country.

The person you are sponsoring will have to provide evidence of his or her status in the country where he or she is living. Should that status change or expire before the visa office has completed the processing of the application, processing of the application will be completed in the office

where it was submitted unless circumstances dictate otherwise. The person concerned will be notified in the event his or her case is referred to another visa office. Consult our [Web site](#) for additional information on visa office jurisdiction.

If the principal applicant is a young child, include the name of the person who will be looking after his or her mail.

7. Print the mailing address where we can reach the principal applicant, if this address is different from the one in **6a**).

**It is important that you give us a complete and correct address for the principal applicant or the application will be delayed.**

## D – Adoption

If you are sponsoring a child you have adopted while you were living in Canada or intend to adopt in Canada

- check the appropriate box. If the child is already adopted, you must provide documentary evidence that you are the legal adoptive parent. See the *Document Checklist*;
- write the child’s country of residence, or if the child is not yet identified, the country where you intend to adopt a child.

## E – Eligibility Assessment

This section must be completed by the sponsor (and, if applicable, the co-signer.) It will help determine if you are eligible to sponsor and if your spouse or common-law partner is eligible to co-sign the application.

**Note:** If you find you are not eligible to sponsor, **do not** send in your application because it will be refused.

4. You must live in Canada and continue to do so when the person you want to sponsor and his or her family members become permanent residents.
6. If you have declared bankruptcy, do not submit this application unless you have been discharged from the bankruptcy.
9. If you have been ordered to leave Canada, you will have received a written notice from us. If you are unsure if an outstanding order is in place, contact our [Call Centre](#) to ask about your status. If you answer “yes,” do not submit your application.
11. You may not sponsor anyone if you are in a jail, prison, penitentiary or reformatory. It may be possible to sponsor if you are on parole, probation, or are serving a suspended sentence.
16. If you have been charged with an offence under an Act of Parliament punishable by a maximum term of imprisonment of at least ten years, you may send in your application; however, we will not process it until the courts have made a decision on your case. If you are convicted of a serious offence, the application may be refused.

## F – Residency Declaration

Write “**Not Applicable**” in this section.

## G – Undertaking

Read this section carefully. Similar provisions apply to Quebec residents who sign an undertaking with the province.

## H – Authority to disclose personal information

In addition to the information you are required to provide, we may ask government authorities in all countries where you have lived to share personal information they possess on your behalf.

## I – Declaration

**Read these sections carefully before signing Section J. Ask and obtain an explanation on every point that is not clear to you.**

## J – Signature(s)

You and, if applicable, your co-signer must sign this form. If you do not, your entire application will be returned to you and it will cause delays in processing. Once the form is signed, it is a legal contract between you, your co-signer (if applicable) and the Minister of Citizenship and Immigration.

## Sponsorship Agreement (IMM 1344B)

**Quebec residents need not complete this form.**

Read the form carefully. This form needs to be signed by you, your co-signer (if applicable) and the person you are sponsoring (the principal applicant). Follow these steps:

1. Read and sign the form.
2. Have your co-signer (if applicable) read and sign this form.
3. Send the form to the person you are sponsoring to read and sign.  
**Note:** No one can sign the agreement on behalf of the person you are sponsoring.
4. The person you are sponsoring will send it back to you. When you receive it, make two photocopies.
5. Give one photocopy to the person you are sponsoring and send one to us at the time you submit your sponsorship forms. Retain the original for your records.

**An agreement is not required if the person you are sponsoring is under 22.**

**A permanent resident visa will not be issued to the person you wish to sponsor and his or her family members unless there is a completed agreement. If you do not include the agreement with your application, you can expect delays in processing.**

## Statutory Declaration of Common-Law Union (IMM 5409)

If you have a co-signer, complete this form only if you and your co-signer are in a common-law relationship. A common-law partner is a person of the opposite or same sex who is living with you in a conjugal relationship and has done so for at least one year prior to the signing of the *Undertaking*.

A Commissioner for Oaths must certify this document. Provincial laws govern who can act in this position. In general, Members of Legislative Assemblies (MLAs), judges, justices of the peace, and lawyers are authorized to take oaths. Check your phone book for listings.

## **Financial Evaluation** **(IMM 1283)**

### **Quebec residents need not complete this form.**

The *Financial Evaluation* form will help you assess if you (and your spouse or common-law partner, if he or she is co-signing the undertaking) will have the financial ability to support the persons you are planning to sponsor and their family members.

You must prove that you have an annual income that is at least equal to the minimum necessary income to support the group of persons consisting of

- yourself and your family members, whether they are living with you or not;
- the person you are sponsoring and his or her family members;
- every other person you have sponsored in the past and their family members, where an undertaking is still in effect or not yet in effect;
- every other person for whom you have co-signed an undertaking that is still in effect; and
- every person not mentioned above for whom your spouse or common-law partner has given or co-signed an undertaking that is still in effect or not yet in effect, if your spouse or common-law partner is co-signing your current sponsorship undertaking.

If you declared bankruptcy and are required to meet settlement arrangements, income earned during the period of the bankruptcy cannot be considered.

**Note:** If you are sponsoring an adopted child or a child to be adopted in Canada, and that child has no dependent child of his or her own, the minimum necessary income requirement does not apply. However, the information you provide on the *Financial Evaluation* form will help us assess your ability to fulfil the obligations in your sponsorship undertaking.

### **Co-signer**

If your spouse or common-law partner is co-signing your sponsorship undertaking, make sure you complete questions **1.B** and **15** to **19**.

### **Social assistance**

Social assistance means any benefit, whether money, goods or services, provided to or on behalf of a person by a province under a program of social assistance. It includes assistance for food, shelter, clothing, fuel, utilities, household supplies, personal requirements and health care not provided by public health care.

### **Family members and persons included in undertakings in effect or not yet in effect**

The minimum income you will need to meet the requirements of your sponsorship undertaking is determined in part by the number of persons described in questions **2** to **6**. For each group described in questions **3** and **4**, enter the number of persons included in that group and give details of each person in the group as instructed on the form. We have already entered 1 in the box in question **2** to account for yourself. If you have a spouse or common-law partner and he or she is not included in **3**, complete question **5**; provide details as required. Enter in **6** the number of your other family members not included in **2**, **3**, **4** or **5**; give details of each person in the group as instructed on the form. Read each description carefully. Add the numbers entered in each of the boxes provided for the number of persons in questions **2**, **3**, **4** and, if applicable, **5** and **6**; enter the total in the box provided at question **7**. This total and the low income cut-off table will help you determine the minimum amount you will need to sponsor.

## Minimum necessary income

Refer to the low income cut-off table (**Table 4**) and go down the column until you come to the line that matches the number of people as determined in box **7**. This is the amount of income you must have to sponsor your relatives. Enter that amount in box **8**.

## Your available income

Make sure you provide all the required information regarding the income you earned over the twelve months preceding the mailing of your application (questions **10** to **14**) and, if you have a co-signer, the income he or she earned over that same period (questions **15** to **19**).

Your available income is the amount of money you have earned in the period of 12 months preceding the date of your application, excluding any allowance or benefit of the type described in **12.B** below.

To calculate your available income, you will need a document called an “Option-C Printout.” It is the equivalent of the last notice of assessment you would have received in respect of the most recent taxation year and will serve as a basis for the calculation of your income. This printout is issued by the Canada Revenue Agency (CRA, formerly CCRA) and you can obtain it free of charge from CRA by calling 1 800 959-8281. Your spouse or common-law partner will also have to obtain an “Option-C Printout” if he or she is co-signing the undertaking.

If you are unable to obtain and produce an “Option-C Printout” or if your income reported in this document is less than your minimum necessary income, you will need to provide documentation establishing the amount of income you earned over the period of 12 months preceding the date of your application, such as pay stubs, if you are employed; a statement of business of activities, if you are self-employed; bank statements, if you have received interest income; statements or certificates, if you have other sources of income (investment, rental, pension, special benefits paid under the Employment Insurance Act, etc.). Your spouse or common-law partner will need to provide similar documentation if he or she is co-signing the undertaking and does not produce an “Option-C Printout.” or if the income reported on your spouse or common-law partner’s “Option-C Printout” combined with your available income is less than your minimum necessary income.

The office processing your application may ask you for additional information and documentation if it is not satisfied you have provided sufficient evidence to sustain your income calculation.

To calculate your earned income, complete question **12** (calculation based on the “Option-C Printout”) on the *Financial Evaluation* form with the help of the instructions below. If you are not producing an “Option-C Printout” or if your total income calculated as per question **12** of the *Financial Evaluation* form is less than your minimum necessary income, complete question **13** (calculation based on the preceding 12 months) on the *Financial Evaluation* form. The greater of the two amounts entered at **12.C** and **13.C** is your available income; enter this amount in box **14**.

If your spouse or common-law partner is co-signing the undertaking, you will have to complete question **17** (calculation based on the “Option-C Printout”) and/or question **18** (calculation based on the preceding 12 months) to calculate his or her earned income. The greater of the two amounts entered at **17.C** and **18.C** will be your co-signer’s available income; enter this amount in box **19**.

The total of boxes **14** and **19** will be the total income that is available to you to support your application to sponsor. This total must at least be equal to the amount of the minimum necessary income (see box **8**) you need to sponsor.

## 11. Your situation over the last 12 months

In the table in question **11**, complete the sections (A, B and C) which apply to your situation during the 12 months preceding the date of your application. If your situation changed during that period, in the Period I column, enter information on the most recent period and, in the next columns, enter information on the previous period(s), which make(s) up the rest of the 12 months preceding your application.

For each of the employers you worked for during the period of 12 months preceding the date of your application and from which you have received or will receive a T-4 slip, give details about your employment in section B, including your **personal employment income**. Personal employment income is defined as the gross income earned from your job(s) as reported to CRA from a T4.

If you were self-employed, give details about your business in section C, including your **personal business income**. Personal business income is defined as the net income earned (or loss incurred) and reported to CRA from activities conducted for profit from a sole proprietorship, partnership or unincorporated business. This would include professions, trades and businesses such as small retail outlets and restaurants. **Income from other personal self-employment endeavours** such as farming, fishing, commission sales, consulting and child care that are conducted for profit should also be included.

Be careful to indicate clearly the reference period (first line at the beginning of each section you complete). For example, if the date of your application was June 5, 2004, and you were self-employed during the 12 months preceding your application, you would complete section C in the Period I column, providing on the first line of that section the start (June 6, 2003) and the end (June 5, 2004) of the 12-month period. However, if you had been working for an employer for only six months, were self-employed for the two months before you were hired and, before that, were unemployed, you would first complete section B in the Period I column, indicating your employment information and, on the first line of that section, the date you were hired (December 1, 2003, for the purpose of our example) and the date of your application (June 5, 2004). Then you would complete section C in the Period II column, providing information about your self-employment and, on the first line of that section, the date that your activities started (September 28, 2003 for the purpose of our example) and ended (November 30, 2003). Lastly, you would complete section A in the Period III column, indicating income you earned from sources other than employment (for example, pension income or special benefits paid under the *Employment Insurance Act* – see questions 12 and 13 for details) and, on the first line of that section, the period during which you were unemployed (June 6, 2003, to September 27, 2003).

If you need additional space, provide details on a separate sheet.

## 12. Calculation of income based on the “Option-C Printout”

**12.A** — Print the amount that appears at line 150 of the last notice of assessment (“Option-C Printout”) issued to you by CRA for the most recent taxation year.

**12.B** — Enter all of the following payments that were included in line 150 of your notice of assessment, add them up and print the total:

- **Provincial instruction or training allowance;**
- **Social assistance** paid by a province;
- **Employment insurance:** only maternity, parental and sickness benefits paid under the *Employment Insurance Act* are considered income. Other payments such as employment insurance and federal training allowances are **not** considered as income; and
- **Guaranteed income supplement** paid under the *Old Age Security Act*.

**12.C** — Deduct the total entered at **12.B** (line 6) from the amount at **12.A** (line 1). The result **12.C** is your total income as per the simplified method of calculation.

## 13. Calculation of income based on the preceding 12 months

Complete question 13 if

- you cannot produce a notice of assessment (“Option-C Printout”) for the most recent taxation year preceding the date of your application to sponsor, or

- you can produce a notice of assessment, but the amount at line 150 is less than the minimum necessary income (see definition above) and your financial circumstances have improved since you received the notice of assessment.

### **13.A — Personal income from employment, business and self-employment**

Add all personal income from employment, business and other self-employment earned in the 12 months preceding the date of your application to sponsor, as instructed. Enter the result on line 5 in section **13.A**.

### **13.B — Other income**

Calculate income that you received from other sources. Use the following definitions:

- **Net rental income:** net income earned (or loss incurred) and reported to CRA from rental property.
- **Investment and interest income:** income reported to and accepted by CRA from dividend payments, interest, stocks, bonds and other investments, and interest on savings deposits.
- **Pension income:** income from Old Age Security, Canada or Quebec Pension Plan, other pensions, superannuation and annuity payments from Canadian sources. Do not include Guaranteed Income Supplement (GIS) payments.
- **Maternity, parental and sickness benefits:** only maternity, parental and sickness benefits paid under the *Employment Insurance Act* are considered income. Other payments such as employment insurance and federal training allowances are not considered as income.

**Other sources of income:** include income you have received and will continue to receive on a regular basis that is not included above (for example, spousal, child support). Specify the source of the income on the form.

**You cannot include provincial instruction and training allowances, social assistance, child tax benefits, guaranteed income supplement or employment insurance payments.**

Add all income received from other sources and enter the result on line 11 in section **13.B**.

**13.C —** Add the totals entered at **13.A** (line 5) and **13.B** (line 11). The result **13.C** is your total income as per this method of calculation.

Your available income (box **14**) is the greater of the two amounts entered in boxes **12.C** and **13.C**.

### **Income available to your spouse or common-law partner, if he or she is a co-signer**

Complete questions **15** and **16** if your spouse or common-law partner is co-signing the sponsorship undertaking. Print the required employer or, if self-employed, the business or professional information. You must also complete the calculation based on the “Option-C Printout” (question **17**) and/or the preceding 12 months (question **18**) to determine the income your co-signer earned and that can be added to your available income if you need help to meet the financial requirement.

### **16. Your co-signer’s situation over the last 12 months**

Complete the sections (A, B and C) which apply to your co-signer’s situation during the 12 months preceding the date of your application. If your co-signer’s situation changed during that period, in the Period I column, enter information on the most recent period and, in the next columns, enter information on the previous period(s), which make(s) up the rest of the 12 months preceding your application.

Refer to instructions for question 11 to help you complete question 16.

Note that if during any period in the 12 months preceding your application your co-signer was unemployed, the income he or she received from sources other than employment (for example, pension income or special benefits paid under the *Employment Insurance Act*) should be entered in section A.

If you need additional space, provide details on a separate sheet.

**17. Calculation of income based on the “Option-C Printout”**

**17.A** — Print the amount that appears at line 150 of the last notice of assessment (“Option-C Printout”) issued to your spouse or common-law partner by CRA for the most recent taxation year.

**17.B** — Enter described payments that were included in line 150 of your spouse’s or common-law partner’s notice of assessment, add them up and print the total.

**17.C** — Deduct the total entered at **17.B** (line 6) from the amount at **17.A** (line 1). The result **17.C** is the total income your spouse or common-law partner can contribute as per this method of calculation.

**18. Calculation of income based on the preceding 12 months**

Complete question 18 if

- your co-signer cannot produce a notice of assessment (“Option-C Printout”) for the most recent taxation year preceding the date of your application to sponsor, or
- his or her financial circumstances have improved since he or she received the notice of assessment.

**18.A — Personal income from employment, business and self-employment**

Add all personal income from employment, business and other self-employment your co-signer earned in the 12 months preceding the date of your application to sponsor, as instructed. Enter the result on line 5 in section **18.A**.

**18.B — Other income**


Calculate income that your co-signer received from other sources. Use definitions in question **13.B** to help you complete question **18.B**.

Add the totals entered at **18.A** (line 5) and **18.B** (line 11). The result **18.C** is the total income of your spouse or common-law partner as per this method of calculation.

The available income of your spouse or common-law partner (box **19**) is the greater of the two amounts entered in boxes **17.C** and **18.C**.

**Total income available to sponsor**

Add the amounts in boxes **14** and **19** and enter the total in box **9**, on page 1 of the form. This is the amount of money that you (and, if applicable, your co-signer) have available to sponsor.

 **Document Checklist**   
**(IMM 5287)**

The *Document Checklist* is a reference list that helps ensure that you attach all required documents to your sponsorship application. If documentation is missing, your application will be returned to you.

**Enclose the *Document Checklist* with your application.**



## **Use of a Representative (IMM 5476)**

**Complete this form if you are appointing a representative.**

If you have dependent children aged 18 years or older, they are required to complete their own copy of this form if a representative is also conducting business on their behalf.

A **representative** is someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada. When you appoint a representative, you also authorize CIC to share information from your case file to this person.

You are not obliged to hire a representative. We treat everyone equally, whether they use the services of a representative or not. If you choose to hire a representative, your application will not be given special attention nor can you expect faster processing or a more favourable outcome.

The representative you appoint is authorized to represent you only on matters related to the application you submit with this form. You can appoint only **one** representative for each application you submit.

**There are two types of representatives:**

### **Unpaid representatives**

- friends and family members who do not charge a fee for their advice and services;
- organizations that do not charge a fee for providing immigration advice or assistance (such as a non-governmental or religious organization);
- consultants, lawyers and Québec notaries who do not, and will not, charge a fee to represent you.

### **Paid representatives**

If you want us to conduct business with a representative who is, or will be charging a fee to represent you, he or she must be authorized. Authorized representatives are:

- immigration consultants who are members in good standing of the Canadian Society of Immigration Consultants (CSIC);
- lawyers who are members in good standing of a Canadian provincial or territorial law society and students-at-law under their supervision;
- notaries who are members in good standing of the *Chambre des notaires du Québec* and students-at-law under their supervision.

If you appoint a paid representative who is not a member of one of these designated bodies, your application will be returned. **For more information** on using a representative, visit our [Web site](#).

### **Section B.**

#### **5. Your representative's full name**

If your representative is a member of CSIC, a law society or the *Chambre des notaires du Québec*, print his or her name as it appears on the organization's membership list.

#### **8. Your representative's declaration**

Your representative must sign to accept responsibility for conducting business on your behalf.

### **Section D.**

#### **10. Your declaration**

By signing, you authorize us to complete your request for yourself and your dependent children under 18 years of age. If your spouse or common-law partner is included in this request, he or she must sign in the box provided.

## Release of information to other individuals

To authorize CIC to release information from your case file to someone other than a representative, you will need to complete the form *Authority to Release Personal Information to a Designated Individual* (IMM 5475) which is available on our Web site at [www.cic.gc.ca/english/information/applications/release-info.asp](http://www.cic.gc.ca/english/information/applications/release-info.asp) and from Canadian embassies, high commissions and consulates abroad.

The person you designate will be able to obtain information on your case file, such as the status of your application. However, he or she will **not** be able to conduct business on your behalf with CIC.

**You must notify us if your representative's contact information changes or if you cancel the appointment of a representative.**

## Fees

You must pay the following **processing fees** when you submit your sponsorship application:

- \$75 for the sponsor;
- \$475 for a principal applicant (the person being sponsored) who is 22 years of age or older, or who is married or in a common-law relationship, regardless of age;
- \$75 for a principal applicant who is under 22 years of age and **not** married or in a common-law relationship;
- \$550 for each accompanying family member who is 22 years of age or older, or who is married or in a common-law relationship, regardless of age; and
- \$150 for each accompanying family member who is under 22 years of age and not married or in a common-law relationship.

### Calculate your fees

Processing Fees	Number of Persons	Amount per Person	Amount Due
Sponsor, per application			<b>\$75</b>
Principal applicant who is 22 years of age or older, or who is married or in a common-law relationship, regardless of his or her age. Number of persons must be 0 or 1.		<b>x \$475</b>	
Principal applicant who is under 22 years of age and <b>not</b> married or in a common-law relationship. Number of persons must be 0 or 1.		<b>x \$75</b>	
Accompanying family member of sponsored person, who is 22 years of age or older or married or in a common-law relationship, regardless of his or her age.		<b>x \$550</b>	
Accompanying family member of sponsored person, who is under 22 years of age and <b>not</b> married or in a common-law relationship.		<b>x \$150</b>	
<b>AMOUNT PAYABLE</b>	<b>Total right column</b>		<b>\$</b>

## Right of Permanent Residence Fee

You will need to pay the **Right of Permanent Residence Fee** before the application for permanent residence of the person you want to sponsor can be finalized. **We will send you a request to pay this fee** when we are ready to issue the permanent resident visa. The fee is \$490 per person for the principal applicant and each accompanying family member.

### Exemptions

The following people are exempt from the Right of Permanent Residence Fee:

- your dependent children
- the dependent children of the principal applicant
- a child you are adopting
- your orphaned brother, sister, nephew, niece or grandchild

**Do not send cash, personal cheques, bank drafts or money orders unless instructed otherwise.**

## How to pay your fees if you live in Canada

You have the option of paying your fees on our Web site or at a financial institution.

### Option 1. Payment of fees on our Web site

To use this option, you need:

- a credit card;
- access to a computer with a printer;
- a valid email address; and
- follow these steps below.

Step	Action
1	Log on to our Web site at <a href="http://www.cic.gc.ca">www.cic.gc.ca</a> .
2	Select " <i>I Need To...</i> " on the right hand side of the page.
3	Click on <i>Pay My Application Fees</i> .
4	Click on <i>Pay fees online</i> .

Once you have paid the fees you must:

- print the official receipt;
- fill out by hand the "Payer Information" section;
- attach the bottom portion (copy 2) of this receipt to your completed application.

### Option 2. Payment of fees at a financial institution

#### STEP 1. Fill in the total

Enter the "Amount payable" you have calculated at the bottom of the *Receipt* (IMM 5401).

**Photocopies of the receipt are not accepted.** If you need an original receipt, order it from our [Web site](#) or contact the Call Centre.

#### STEP 2. Complete the "Payer Information" sections on the back of the receipt

If you already know the Client ID assigned to you, enter the number in the box provided. If you do not know your Client ID, leave that box empty.

**STEP 3. Go to a financial institution and make the payment**

Bring the receipt with you. A financial institution representative will tell you which forms of payment are acceptable. There is no charge for the service.

**STEP 4. Send your receipt**

Attach the middle portion (Copy 2) of the receipt to your completed application. Keep the top portion (Copy 1) for your files.

Do not include any other type of payment with your application.

## **Are the processing fees refundable?**

Processing fees are fully refundable only if, before an officer starts assessing your eligibility to sponsor, you notify CPC-M in writing not to assess your sponsorship application. Processing fees are partially refundable if CPC-M determines you are ineligible to sponsor and you have notified the Case Processing Centre in Mississauga not to process the application for permanent residence of the person you want to sponsor (see **What if I do not meet sponsorship requirements?**). The amount refunded will be equal to the amount you have paid less \$75. Once processing has started on the permanent residence application by the visa office, you will not be entitled to any refund of the processing fees.

After reading this application kit, you should be able to decide whether you are eligible to sponsor a member of the family class and what information and documentation is required for the application to be approved. Make sure that you are eligible before you pay your fees and that you provide all the information requested before you send the applications to CPC-M for processing.

## **What if you make an incorrect payment?**

If you are required to pay additional fees and you live in Canada, CPC-M will send your application back to you and inform you of the amount outstanding. Pay the fees as instructed above and return the whole application to the Case Processing Centre in Mississauga.

The processing of your application will not begin before you have paid all applicable fees.

If the amount you have paid is greater than what you owe, your application will be processed and the overpayment will be refunded to you. If you are entitled to a refund, you should receive it four to six weeks after CPC-M has completed the refund request.

# What Happens Next?

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## What happens with your application at the Case Processing Centre?

The application you send is verified for completeness. If it is complete, an officer will assess whether you meet the sponsorship requirements or not. If you need to provide additional documents or pay additional fees, your application will be returned to you with a letter asking you to provide the missing information or fees.

If you live in Quebec, and you are found eligible to sponsor, you will receive a letter from CIC's Case Processing Centre telling you how to proceed with the MICC. After you have completed the required forms and provided the supporting documents, the MICC will let you and the visa office responsible for processing the application of the person you want to sponsor know whether your undertaking has been accepted or refused.

We will inform you of the results of its assessment of your sponsorship application and send you the *Immigrant's Guide* for sponsored parents, grandparents, adopted children and other relatives with the related forms. If your application to sponsor is approved, you will have to send the guide and forms to the person you want to sponsor.

If you fail to meet the sponsorship requirements, we will inform you of the results of the assessment and will refund part of the processing fees you paid, provided you have indicated that this is your wish on your application to sponsor (form IMM 1344A) and, if you are a Quebec resident and the MICC refused your undertaking, you follow the instructions CPC-M will give you. The application of the person you are sponsoring will not be processed. You will not have a right of appeal.

In the event you do not meet the sponsorship requirements, the application of the person you are sponsoring will be processed by a Canadian visa office. You will not be entitled to a partial refund of the processing fees once processing of the application for permanent residence has begun.

## What will the person you want to sponsor have to do?

He or she will have to:

- sign the *Agreement* (form IMM 1344B);
- complete the forms included with *The Immigrant's Guide* for sponsored parents, grandparents, adopted children and other relatives, and send them with the required documentation to the visa office that will be processing his or her application;
- go for an interview at a Canadian visa office;
- undergo a medical examination (results of the medical examination are valid for 12 months). The visa office will send the person you are sponsoring and his or her family members instructions on how to proceed;

**Note:** It is the responsibility of the person being sponsored and of his or her family members to pay the costs of their medical examination.

- pass criminal and security checks; and
- obtain passports and, in some countries, exit visas.

**The person you want to sponsor and his or her family members should not quit their jobs or sell their assets until they have their permanent resident visas.**

## **What happens to the sponsorship and permanent residence applications if you submit an application for someone who is not sponsorable or is excluded as a member of the family class?**

We will note that you fail to meet the requirements for a sponsorship as your sponsorship application has been submitted on behalf of someone who is not a member of the family class. If you have indicated that you wish to withdraw the sponsorship, all processing fees except the sponsorship fee (\$75) will be returned to you. If you wish to have the application for permanent residence processed by a visa office, the visa office will refuse the family class application as there is no valid sponsorship and it was not submitted on behalf of someone who is a member of the family class. You will not be eligible for any refund of fees if the application is sent to the visa office.

Whether you choose to withdraw the sponsorship or have the application for permanent residence processed by the visa office, you will not have appeal rights as the application was not submitted on behalf of a member of the family class.

## **What happens with the application for permanent residence of the person you want to sponsor at the visa office?**

The visa office will review the application and supporting documentation to assess the eligibility of the person you want to sponsor as a member of the family class and his or her admissibility as an immigrant to Canada. It will contact them to let them know if they need to provide additional supporting documents or be interviewed. The visa office will make a final decision to either approve or refuse the application for permanent residence.

If the application is refused, both the person you want to sponsor and yourself will be informed in writing of the reasons for the refusal. You will be notified of your rights to appeal and be provided with the instructions to commence an appeal, should you decide to do so.

## **What if you have a co-signer and he or she withdraws his or her financial support?**

If your spouse or common-law partner withdraws support for the sponsorship application, you or your spouse or common-law partner must write a letter to CPC-M and the visa office **before** permanent resident visas are issued to the person you are sponsoring and his or her family members. You must include an amended copy of the sponsorship application and of the agreement, initialled by you and your co-signer, removing the co-signer's support. We will assess your financial situation to see if you have enough money to support your family without a co-signer. If you do not meet the financial requirements on your own, the application for permanent residence will be refused.

## **What factors can slow down processing?**

Here is a list of common factors that can slow down the processing of your application.

- Incomplete or unsigned application forms
- Incorrect, incomplete address or failure to notify CPC-M of a change of address
- Missing documents
- Unclear photocopies of documents
- Documents not accompanied by a certified English or French translation
- Investigation of sponsors by CIC
- Verification of information and documents provided (for example, there may be lengthy procedures for background checks in the countries where the sponsored person and his or

her family members have lived or need for a second interview for additional background screening)

- A medical condition that may require additional tests or consultations
- A criminal or security problem (for example, failure to declare family members or criminal charges pending)
- Family situations such as impending divorce, custody or maintenance issues
- Completion of legal adoption
- Consultation is required with other offices in Canada and abroad
- Inquiring about the status of your application before the standard processing time has elapsed
- The sponsored person is not a permanent resident of the country in which he or she currently lives
- The sponsored person or his or her family members require an interview and live in an area not regularly visited by Immigration officials
- Photos provided by the sponsored person and his or her family members do not comply with specifications set out in Appendix C accompanying the immigrant's guide

If your case is not routine, we may not be able to process your application within the regular service standards for routine cases. Consult our Web site for additional information on [processing times](#).

## Checking your application status

To find out the current status of your application, you may call our Call Center or follow these steps:

Step	Action
1	Log on to our Web site at <a href="http://www.cic.gc.ca">www.cic.gc.ca</a> .
2	Select " <i>I Need To...</i> " on the right hand side of the page.
3	Click on <i>Check My Application Status</i> .
4	Click on <i>Client Application Status</i> under " <b>Online Services</b> ".

If you do not want your information to be made available on-line, you can remove it by contacting our Call Center or by following these steps:

Step	Action
1	Log on to our Web site at <a href="http://www.cic.gc.ca">www.cic.gc.ca</a> .
2	Select " <i>I Need To...</i> " on the right hand side of the page.
3	Click on <i>Check My Application Status</i> .
4	Click on <i>Client Application Status</i> under " <b>Online Services</b> ".
5	Access your account.
6	Select the check box next to the message <i>Please don't show my application status on the Internet</i> .

Current processing times are updated weekly on our Web site at: [www.cic.gc.ca/english/information/times/canada/process-in.asp](http://www.cic.gc.ca/english/information/times/canada/process-in.asp).

# Tables and Charts

## Quebec Income Scale, 2010

Effective from January 1 to December 31 2010

The government of Québec is responsible for determining the financial capability of sponsors living in Québec. You can use the income scale to assess your ability to meet the provincial requirements. Note that your calculations will only be an estimate however, as the *Ministère de l'Immigration et des Communautés Culturelles* (MICC) will make the official financial assessment.

Sponsors (guarantors) are presumed to be able to satisfy their undertaking if in the last 12 months they have had gross income from Canadian sources equal to the **SUM** of the amount shown in **Table 1** and the amount in **Table 2** below. These amounts are indexed each year.

**Table 1**

Basic Income Required by Sponsor to Meet Basic Needs of Own Family	
Total Number of Family Members	Basic Annual Income Required
1	C\$20,584
2	C\$27,787
3	C\$34,306
4	C\$39,455
5	C\$43,913
The gross annual income is increased by C\$4,457 for each additional dependant.	

**Table 2**

Additional Income Required by Sponsor to Meet Basic Needs of Sponsored Person and His/Her Family Members		
Persons 18 and over	Persons under 18	Gross Annual Income Required by Sponsor
0	1	C\$7,126
0	2	C\$11,292
The gross annual income required is increased by C\$3,765 for each additional person under 18.		
Persons 18 and over	Persons under 18	Gross Annual Income Required by Sponsor
1	0	C\$15,057
1	1	C\$20,230
1	2	C\$22,842
The gross annual income required is increased by C\$2,610 for each additional person under 18.		
Persons 18 and over	Persons under 18	Gross Annual Income Required by Sponsor
2	0	C\$22,079
2	1	C\$24,734
2	2	C\$26,700
The gross annual income required is increased by C\$1,960 for each additional person under 18 and by C\$7,020 for each additional person 18 or over.		

**Table 3 – Ministère de l'Immigration et des Communautés culturelles**

<p><b>Quebec City and Eastern Quebec</b></p> <p>Direction régionale de Québec et de l'Est-du-Québec 930, Chemin Ste-Foy, RC Québec QC G1S 2L4 Tél. : (418) 643-1435 ou 1 888 643-1435 Fax : (418) 646-0783</p> <p>Bureau du Saguenay—Lac-Saint-Jean et de la Côte-Nord 3950, boulevard Harvey Jonquière QC G7X 8L6 Tél. : (418) 695-8144 Fax : (418) 695-7861</p> <p><b>Outaouais, Abitibi-Témiscamingue, Northern Quebec</b></p> <p>Direction régionale de l'Outaouais, de l'Abitibi-Témiscamingue et du Nord-du-Québec 430, boul. de l'Hôpital, 3<sup>e</sup> étage Gatineau QC J8V 1T7 Tél. : (819) 246-3345 ou 1 888 295-9095 Fax : (819) 246-3314</p> <p><b>Montérégie</b></p> <p>Carrefour d'intégration de Longueuil 2, boulevard Desaulniers, 3<sup>e</sup> étage Saint-Lambert QC J4P 1L2 Tél. : (450) 466-4461 ou 1 888 287-5819 Fax : (450) 466-4481</p>	<p><b>Estrie, Mauricie and Central Quebec</b></p> <p>Direction régionale de l'Estrie, de la Mauricie et du Centre-du-Québec 202, rue Wellington Nord Sherbrooke QC J1H 5C6 Tél. : (819) 820-3606 ou 1 888 879-4288 Fax : (819) 820-3213</p> <p>Bureau de Trois-Rivières 100, rue Laviolette, bureau RC 26 Trois-Rivières QC G9A 5S9 Tél. : (819) 371-6011 ou 1 888 879-4294 Fax : (819) 371-6120</p> <p><b>Laval, Laurentides and Lanaudière</b></p> <p>Carrefour d'intégration de Laval 705, ch. du Trait-Carré, RC Laval QC H7N 1B3 Tél. : (450) 970-3225 ou 1 800 375-7426 Fax : (450) 972-3250</p> <p><b>Montreal area</b></p> <p>By appointment only Tél. : (514) 864-9191</p>
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**Table 4 – Low Income Cut-off (LICO)**

Effective until December 31, 2010

Size of Family Unit	Minimum necessary income
1 person (the sponsor)	\$22,171
2 persons	\$27,601
3 persons	\$33,933
4 persons	\$41,198
5 persons	\$46,727
6 persons	\$52,699
7 persons	\$58,673
More than 7 persons, for each additional person, add	\$5,974

If you are submitting your application after December 31, 2010 contact our Call Centre for revised figures.

## Table 5 – Provincial Authorities Contact Information

If at any time during the validity period of the undertaking you signed, the person you are sponsoring or their family members had to depend on financial support from a federal, provincial or municipal assistance program, you are considered in default of your obligations.

If you need information about how to repay the money owed, contact the corresponding provincial office listed below. The services offered by these offices are available during local business hours only.

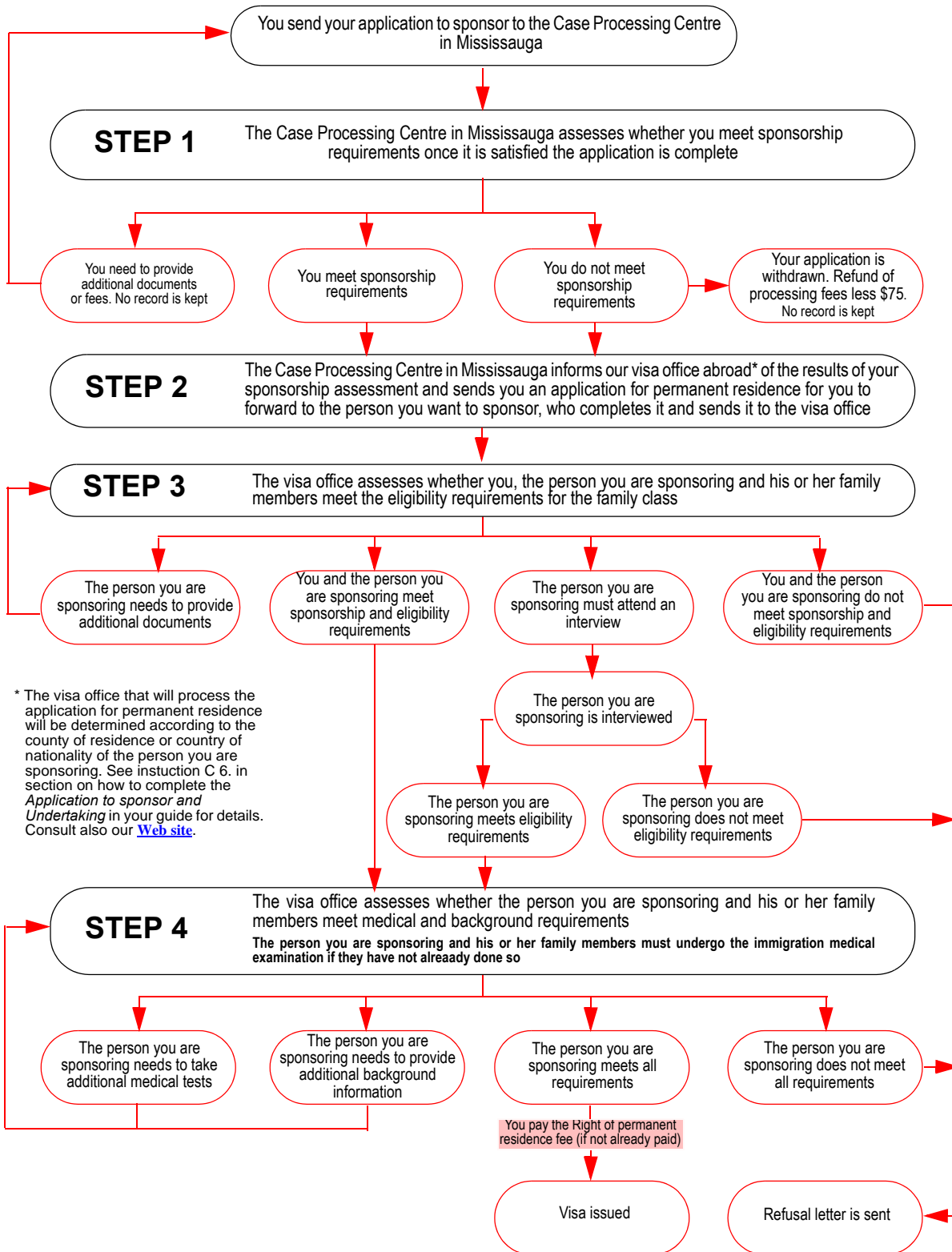
If you would like information about other immigration issues, contact our [Call Centre](#) or visit our [website](#).

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<b>British Columbia</b> Ministry of Housing and Social Development Sponsorship Default Recovery Program PO Box 9950 STN PROV GOVT Victoria BC V8W 9R3 Toll Free: (877) 815-2363 - Opt #6	<b>Quebec</b> Centre des garants défaillants et services aux parrainés Ministère de la solidarité sociale 276, rue Saint-Jacques Ouest, 3 <sup>e</sup> étage Montréal, QC H2Y 1N3 1 (514) 873-6904
<b>Alberta</b> Alberta Employment, Immigration and Industry Income Support Contact Centre Toll Free 1-866-644-5135 In Edmonton (780) 644-5135	<b>Newfoundland and Labrador</b> Department of Social Services P.O. Box 8700 St. John's, NL A1B 4J6 1 (709) 729-0583
<b>Saskatchewan</b> Department of Community Resources and Employment Saskatchewan Social Services 1920 Broad Street, 11 <sup>th</sup> Floor Regina, SK S4P 3V6 1 (306) 787-1388	<b>New Brunswick</b> Family and Community Services P.O. Box 6000 Fredericton, NB E3B 5H1 1 (506) 453-2001
<b>Manitoba</b> Department of Family Services 203 South Railway Street East Killarney, MB R0K 1G0 1 (877) 812-0014	<b>Nova Scotia</b> Department of Community Services P.O. Box 696 Halifax, NS B3J 2T7 1 (902) 424-4262
<b>Ontario</b> Ministry of Community and Social Services Overpayment Recovery Unit Box 333 Toronto, ON M7A 1N3 Toll free: 1 (888) 346-5184 Fax: 1 (866) 778-7750	<b>Prince Edward Island</b> Department of Social Services and Seniors 11 Kent Street, 2nd floor P.O. Box 2000 Charlottetown, PEI C1A 7N8 1 (902) 368-6369

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# Chart 1 - The application process



# Appendix A □

## Sponsoring an Adopted Child or a Child You Intend to Adopt

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**This appendix provides only basic information. For more details contact our [Call Centre](#).**

As adoption is a provincial responsibility, people who wish to adopt a child from outside of Canada must first contact provincial or territorial adoption authorities (see [Provincial and Territorial Contacts](#) below). Once you have initiated the adoption application through the provincial or territorial authorities and have obtained the appropriate approval, you may begin the sponsorship process for a child described below:

### Adoptions completed abroad

The requirements that must be met for sponsorships of children adopted abroad are as follows:

- the child was under the age of 18 when the adoption took place;
- the adoption was in the best interests of the child, that is
  - a competent authority had conducted or approved a home study of the adoptive parents;
  - before the adoption, the child's parents gave their free and informed consent to the child's adoption;
  - the adoption created a genuine parent-child relationship;
  - the adoption was in accordance with the laws of the place where the adoption took place;
  - the adoption was in accordance with the laws of the sponsor's country of residence; If the sponsor lived in Canada at the time the adoption took place, the competent authority of the child's province of intended destination must have stated in writing that it does not object to the adoption.
  - if the adoption was subject to the Hague Convention on Adoption, the competent authority of the country where the adoption took place and the province of destination have stated in writing that they approve the adoption as conforming to the Convention;
  - if the adoption was not subject to the Hague Convention on Adoption, there is no evidence that the adoption is for the purpose of child trafficking or undue gain within the meaning of the Convention.

### Adoptions completed in Canada

The requirements that must be met for sponsorships of children adopted in Canada are as follows:

- the child is under the age of 18;
- there is no evidence that the adoption is for the purpose of acquiring any privileges or status under the *Immigration and Refugee Protection Act*;
- if the adoption was subject to the Hague Convention on Adoption, the competent authority of the country in which the child lives and the province of destination of that child have stated in writing that they approve the adoption as conforming to the Convention;
- if the adoption was not subject to the Hague Convention on Adoption,

- the child has been placed for adoption in the country in which he or she lives or is legally available in that country for adoption and there is no evidence that the adoption is for the purpose of child trafficking or undue gain within the meaning of the Convention and
- the competent authority of the child's province of intended destination must have stated in writing that it does not object to the adoption.

Sponsorships for children who are not yet identified are accepted; once the child is identified, it is the sponsor's responsibility to notify the appropriate visa office and provincial authority. For Quebec residents, contact the office of the *ministère de l'Immigration et des Communautés culturelles* for sponsorship requirements in Quebec (see **Table 3** in the application guide for phone numbers).

If a sponsorship is approved, an application for permanent residence must be submitted. (Instructions will be given at the time of approval.) Generally, an application for permanent residence will be approved if the child passes an immigration medical examination and if a visa officer is satisfied that the adoption will create a genuine parent-child relationship. It will not be approved if a visa officer concludes that the purpose of the adoption is to gain admission for the child or the child's relatives.

For all adoption cases, there is an immigration requirement prior to visa issuance

- to obtain a letter from the provincial or territorial authorities stating that they have no objection to the adoption. Citizenship and Immigration Canada will make this request directly to the appropriate provincial or territorial authorities at the time of the sponsorship approval;
- to provide a written statement confirming that the sponsor of a child has obtained information about the medical condition of the child whom the sponsor has adopted or is in the process of adopting outside Canada, or intends to adopt in Canada. Read the *Medical Condition Statement* included with this appendix. If you are sponsoring a child adopted abroad or whom you intend to adopt in Canada, make sure you obtain the medical information. Then complete and sign the bottom portion of the *Medical Condition Statement* and return it to the visa office processing the permanent residence application you are submitting on behalf of the child.

## The Hague Convention on Adoption

Many intercountry adoptions are now subject to the requirements of the **Hague Convention on Adoption**. These adoptions must be initiated through provincial or territorial adoption authorities and receive the appropriate approvals. Contact your provincial or territorial authorities (see below) for information on how the Convention may affect your adoption.

## Provincial and Territorial Contacts

### Alberta

Alberta Children's Services

Tel : (780) 422-5641  
Fax : (780) 427-2048

### British Columbia

Ministry of Children and Family  
Development

Tel : (250) 387-3660  
Fax : (250) 356-1864

### Prince Edward Island

Department of Health and Social  
Services

Tel : (902) 368-6514  
Fax : (902) 368-6136

### Manitoba

Family Services and Housing

Tel : (204) 945-6964  
Fax : (204) 945-6717

### New Brunswick

Department of Family and  
Community Services

Tel : (506) 444-5970  
Fax : (506) 453-2082

### Nova Scotia

Nova Scotia Department of  
Community Services

Tel : (902) 424-5367  
Fax : (902) 424-0708

### Nunavut

Department of Health and Social  
Services

Tel : (867) 975-5750  
Fax : (867) 975-5705

### Ontario

Ministry of Children's Services

Tel : (416) 327-4742  
Fax : (416) 212-6799

### Quebec

Ministère de la Santé et des  
Services sociaux

Tel : (514) 873-4747  
Fax : (514) 873-1709

### Saskatchewan

Saskatchewan Social Services

Tel : (306) 787-0008  
Fax : (306) 787-0925

### Newfoundland and Labrador

Health and Community Services

Tel : (709) 729-5134  
Fax : (709) 729-6382

### Northwest Territories

Health and Social Services

Tel : (867) 873-7943  
Fax : (867) 873-7706

### Yukon

Family and Children's Services

Tel : (867) 667-3473  
Fax : (867) 393-6204



# Medical Condition Statement

This refers to the sponsorship you submitted on behalf of your orphaned relative or the child you have adopted or are in the process of adopting outside Canada, or intend to adopt in Canada.

According to section 118 of the *Immigration and Refugee Protection Regulations* a permanent resident visa may not be issued to the child unless you, as the adoptive parent(s) or child's guardian, provide a written statement confirming that you have obtained information about the child's medical condition. Given the commitment which parenting requires, it is in the child's best interests, as well as yours, that you be well and reliably informed about your child's health status. This may include health information provided by authorities in the child's country or information you obtain through an independent medical examination. Please note that the immigration medical examination completed as part of the child's application for permanent residence in Canada is done for immigration purposes and is not confirmation of overall good health.

Once you have obtained and reviewed medical information concerning the child you are sponsoring, complete the portion below and forward it by mail or fax to the visa office outside Canada processing the child's application.

Office outside Canada:  File number:

Name of child:  Date of birth:

I,  have obtained medical information  
(NAME OF ADOPTIVE PARENT or GUARDIAN)

regarding  for the purpose of section 118 of the  
(NAME OF CHILD)

*Immigration and Refugee Protection Regulations*. I wish to  CONTINUE  ABANDON the application for permanent residence made on his or her behalf.

Name of parent(s) or guardian (Please print)  Signature of parent(s) or guardian

Signed at  on (date)