



IMMIGRATION Canada

Family Class

Sponsorship of parents, grandparents, adopted children and other relatives

Visa Office Specific Instructions London



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Ce guide est également
disponible en français

Appendix A

Checklist

Assemble all your documents as listed. Check (☑) each applicable item on the checklist and attach the checklist to your documents (a paper clip will do). Place all the documents in a sealed envelope. **Do not send originals.** Send photocopies of all documents, **except** the *Engagement* (if you intend to live in the province of Quebec) and the police certificates, which must be **originals**. If your documents are not in English or French, send a certified translation with a copy of the originals.

<p>1. IMMIGRATION FORMS Check that they are complete and, where applicable, signed:</p> <p>Additional Family Information (IMM 5406) - You and each of your family members 18 years of age or older must complete their own copy of this form. <input type="checkbox"/></p> <p>Use of a Representative (IMM 5476) - If you want us to deal with a representative on your behalf, be sure you have completed and signed this form. <input type="checkbox"/></p>
<p>2. IDENTITY AND CIVIL STATUS DOCUMENTS <input type="checkbox"/></p> <p>Birth, marriage, final divorce, annulment or separation certificates for you and spouse or common-law partner; death certificate for former spouse, if applicable.</p>
<p>3. CHILDREN'S INFORMATION <input type="checkbox"/></p> <ul style="list-style-type: none"> • Children's birth certificates (which name their parents); • Adoption papers for adopted dependent children; • Proof of custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court; • Proof of continuous full time studies of all dependent children aged 22 or over: <ul style="list-style-type: none"> • complete school records or transcripts since attaining age 22, letters from the school(s) indicating the number of hours of classes attended per day, and the number of days attended per week, and • proof of full financial support by parents since reaching age 22.
<p>4. TRAVEL DOCUMENTS AND PASSPORTS <input type="checkbox"/></p> <ul style="list-style-type: none"> • Passports or travel documents for you, your spouse or common-law partner and dependent children. Only include copies of pages showing the passport number, date of issue and expiry, your photo, name, date and place of birth. • If you live in a country different from your nationality include a copy of your visa for the country where you currently live. • You and your family members must hold valid regular passports to obtain permanent resident visas; diplomatic, official, service or public affairs passports are not valid for immigration to Canada.
<p>5. PROOF OF RELATIONSHIP IN CANADA <input type="checkbox"/></p> <ul style="list-style-type: none"> • Proof of relationship to your sponsor in Canada, such as birth, marriage or adoption certificates. • If your sponsor is a permanent resident of Canada: photocopy of his or her Record of Landing (IMM 1000), Confirmation of Permanent Residence or Permanent Resident Card. • If your sponsor is a Canadian citizen: proof of Canadian citizenship, such as a photocopy of pages of a Canadian passport or Canadian citizenship card.

6.	POLICE CERTIFICATES AND CLEARANCES <p>Original police certificates or clearances, from each country in which you and everyone in your family aged 18 years or over have lived for six months or longer since reaching the age of 18. You must attach the original police document(s). If you have not been able to obtain police certificate(s) or clearance(s), attach a note explaining why. Please consult our website at: www.cic.gc.ca/english/information/security/police-cert/index.asp for specific and up-to-date information on how to obtain police certificates from any country.</p>	<input type="checkbox"/>
7.	ENGAGEMENT <p>Original of the <i>Engagement</i> if your intention is to live in the province of Quebec.</p>	<input type="checkbox"/>
8.	PHOTO REQUIREMENTS <p>Supply four (4) recent photos for each member of your family and yourself. Follow the instructions in your guide (see “Photos” in section on completing the Application for Permanent Residence in Canada) and in Appendix B: Photo Specifications.</p>	<input type="checkbox"/>

Mailing your application

Place all your documents in a sealed envelope and mail them to the:

**Canadian High Commission
Immigration and Medical Division
Macdonald House
38 Grosvenor Street
London W1K 4AA
England, UK**

Service Standards

Acknowledgement of Receipt

To facilitate the application process, ensure that your completed application and all required documents are presented in a clear concise manner.

Upon receipt of the application at the London visa office, an Acknowledgement of Receipt will be mailed to you. The acknowledgement will give the date the application is received, your personal file number and current processing times.

Interviews

If an interview is necessary, we will contact you with the date, time and place of interview. If you live in the United Kingdom, interviews will take place in London. Outside the UK, officers make periodic trips to conduct interviews to countries for which we are responsible: Ireland and Scandinavia. You may also choose to have your interview in London which generally can be scheduled within two months’ notice.

If you require an interpreter to assist you in answering questions, it is your responsibility to supply an official certified interpreter. Family members or representatives are not eligible to act as interpreters.

Obligation to Supply Documents

Any document requested by letter or at an interview must be submitted within 90 days of the request. If we do not hear from you within this period, we will assume that you are no longer interested in pursuing your application for immigration and your application will be refused.

Status Requests

We will reply to status requests only if six months have elapsed since the date stamped on the Acknowledgement of Receipt.

If you have not heard from us after six months, write or fax us at 020-7258-6506 (for the United Kingdom) and +44-20-7258-6506 (outside the United Kingdom).

We are unable to reply to status requests by telephone.

Change of Address or Family Status

It is your responsibility to inform us of any changes to a mailing address, family composition or marital status.

Canada has always tried to reunite close family relatives. It is in our interest as well as yours to process the application as quickly as possible. Please assist us by providing all necessary documents and information with your application.

Appendix B

Photo Specifications

Notes to the applicant

TAKE THIS WITH YOU TO THE PHOTOGRAPHER

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

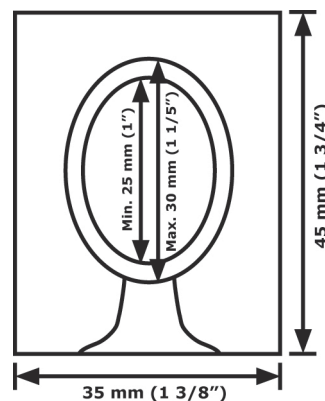
Notes to the photographer

The photos must:

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

The photos must:

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



Appendix C

Medical Instructions

Everyone included in your application, whether accompanying you to Canada or not, is required to undergo a medical exam with a physician on our list of designated doctors. This includes children whom you have joint custody even if the children usually live with the other parent and will not accompany you to Canada.

Do not initiate any medical tests until you receive the medical form and instructions.

We will mail you instructions for the medical exam after assessing your application and making a positive selection decision. You will receive a medical form for you (and your family members if applicable), instructions for arranging medical exams and a list of doctors in your area who are authorized to conduct medical exams. You must make an appointment with the designated doctor of your choice in your area. Bring proper identification (passport or birth certificate) for each family member to the appointment.

Contact the doctor as soon as possible. You are responsible for all fees pertaining to the exam and mailing, as well as any further test or exam we may require.

Medical reports and X-rays arising from the immigration medical exam become the property of the Canadian Immigration medical authorities and will not be returned to you.

The **permanent resident visa** has the same validity as the medical results, that is, 12 months from the date of the first medical exam.