



IMMIGRATION

Canada

Family Class

Sponsorship of parents, grandparents, adopted children and other relatives

Visa Office Specific Instructions Manila



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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). Send **originals** of the immigration forms and all other documents **unless instructed otherwise**. If your documents are not in English or French, send a notarized (certified) translation with a copy of the originals.

Original documents will be returned to you after they have been examined. If other documents are required, we will advise you. If there are any discrepancies in the civil status documents you have submitted, provide a sworn affidavit explaining those discrepancies.

<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 member 18 years of age or older must complete their own copy of this form. <input type="checkbox"/></p> <p>Sponsored Spouse/Partner Questionnaire (IMM 5490) - This form is completed by you if you are sponsored by your spouse, common law or conjugal partner.</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> <ul style="list-style-type: none">• Birth or baptismal certificate (if the birth is late registered, include the original baptismal certificate and/or other original documents establishing identity such as old school records, voter's ID, etc. These documents are not issued by NSO).• If you are married, marriage certificate (original certificate issued by the proper government authority of the country where you married) <p>Note: CIC does not recognize a marriage which does not conform to the laws of the country in which the marriage took place.</p> <ul style="list-style-type: none">• If you are not married, certificate of No Record of Previous Marriage (CENOMAR),• Certified copies of final divorce, copy of divorce petition, annulment or separation certificates for you and spouse or common-law partner; death certificate for spouse if applicable.• If you are in a common-law or conjugal relationship, provide proof of that relationship. <p>For the Philippines: the National Statistical Office (NSO) must authenticate birth certificates, marriage certificates and death certificates.</p> <p>For applicants who are parents or grandparents: Marriage certificate, if applicable. Death certificate of former spouse, if widowed. Birth certificates for the sponsor and applicants for parents. Birth certificate for the sponsor and sponsor's parents for grandparents.</p>

3.	CHILDREN'S INFORMATION	<input type="checkbox"/>
<p>Children's original birth certificates (which name their parents). If you are divorced or separated, you must submit proof that you have custody of the children, that you have fulfilled all obligations in custody agreements and that the children are free to move to Canada.</p> <p>For dependant children aged 22 or over, you must provide: proof of continuous full-time studies, complete school records/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, proof of financial support by sponsor since attaining age 22 or medical history if they are unable to provide for themselves due to a medical condition.</p> <p>For the Philippines: Baptismal certificate. Children under 18 who are travelling alone or with someone other than his/her biological parents or adoptive parents must submit a travel clearance for the Department of Social Welfare and Development.</p> <p>For adopted children: Adoption petition, adoption decision (certified true copy), child study report and home study report from Canada, original birth certificate indicating the names of the natural parents, amended birth certificate indicating the names of the adoptive parents and evidence of communication with the sponsor, including correspondence (with envelopes), photos, long distance phone calls, receipts for financial support if applicable.</p> <p>For applicants who are orphaned: Death certificates of parents (certified as authentic by the National Statistical Office).</p>		
4.	TRAVEL DOCUMENTS AND PASSPORTS	<input type="checkbox"/>
<p>Passports or travel documents for you, your spouse or common-law partner and dependent children. The expiry date of the passport must be at least 18 months from the date of your submission. Include only copies of pages showing the passport number, date of issue and expiration, 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 in which you currently live.</p>		
5.	PROOF OF RELATIONSHIP IN CANADA	<input type="checkbox"/>
<ul style="list-style-type: none"> • Proof of relationship to your sponsor in Canada, such as birth, adoption and marriage 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 the biodata pages of his or her Canadian passport or Canadian citizenship card. <p>For the Philippines: the <i>National Statistical Office (NSO)</i> must authenticate all relationship documents such as Birth certificate, Marriage Certificate and Death Certificate.</p>		
6.	POLICE CERTIFICATES AND CLEARANCES	<input type="checkbox"/>
<p>Police certificates or clearances from each country in which you and every one in your family aged 18 years or over have lived six months or longer since reaching 18 years of age. You must attach the original police document(s). 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>		
7.	ENGAGEMENT	<input type="checkbox"/>
<p>Engagement if your intention is to live in the province of Québec.</p>		
8.	PHOTO REQUIREMENTS	<input type="checkbox"/>
<p>Supply nine (9) 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>		

Note: Do not submit fraudulent documents/information. The Embassy regularly checks documents for authenticity and the submission of false documents could result in the refusal of your application.

In order to offer better and more expedient service to our clients, be aware that if either the application form or the *Additional Family Information* form is not fully completed we will not accept the application or maintain any record of the application. The study of your application will start only when all the documents requested above have been provided.

Mailing your application

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

**The Canadian Embassy
Visa Section
PO Box 2168, Makati Central PO
Makati City 1200
Philippines**

You may also deliver them in person or by courier to:

**Canadian Embassy
Visa Section
RCBC Plaza Tower 2, 6th Floor
6819 Ayala Avenue
Salcedo Village, Makati City**

Should you wish to use a commercial courier, we have made arrangements with DHL Worldwide Express, to ensure the safe and expeditious handling and transmission of your properly completed immigration application package to our office. However, you are under no obligation to favour DHL over any other commercial courier. The choice of what method you use, be it a commercial courier or the postal system, is up to you. Do not send cash.

Case Processing

Once you have submitted a properly completed application package in person, by mail or through DHL and our office has accepted the package for processing, you will receive an acknowledgement of receipt. You will then be notified of our decision. We will notify you that:

- (a). your immigrant visa(s) has been approved by sending the visa(s) and all original documents to you via DHL. Note that you are required to pay for all charges associated with this delivery;
- (b). your application has been refused – in which case we will provide you with a written explanation as to why this conclusion has been reached; or
- (c). some further information is necessary to enable us to make a decision – in which case you will be asked to submit the information, either through correspondence or through a personal interview with a visa officer. You may also be asked to submit additional medical information or undergo further medical tests.

Processing Times

The processing time of your application commences from the date of acceptance by our office of your completed application form and all documentation for the kind of family class application that you are making. If you have submitted your application and all required documentation and have received no initial response from our office within two months, please write to the address listed above or send a fax to (632) 810-4659 stating your **name, date of birth, and file number** (if one has been assigned) and we will follow up 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.

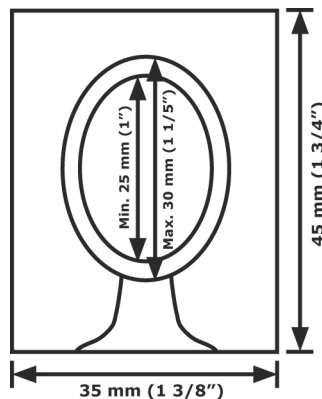
Notes to the photographer

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 or not, must undergo a medical examination with a physician on the list of designated doctors. If you are a divorced or separated parent, a minor child of whom you have joint or sole custody is considered a dependent child, even if he or she usually lives with the other parent and is not accompanying you to Canada.

This office will forward medical instructions as soon as we receive your completed *Application for Permanent Residence in Canada* form and have reviewed your application.

You will be responsible for the costs of the medical examination for all your family members.

At the time of medical examination, you and all family members will be required to present individual passports as evidence of identity. If each of your family members does not already have an individual passport, you should apply to obtain them now.

The permanent resident visa has the same validity period as the medical results, that is, 12 months from the date of the first examination or test.