



# IMMIGRATION Canada

## Family Class

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

### Visa Office Specific Instructions Seoul



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**Ce guide est également  
disponible en français**

# Appendix A

## Checklist

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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 photocopies of all documents, **unless instructed otherwise**. The *Engagement*, if you intend to live in the province of Québec, and the police certificates, must be **originals**. If your documents are not in English or French, send a notarized (certified) translation with a copy of the originals.

<p><b>1. IMMIGRATION FORMS</b></p> <p>Check that they are complete and, where applicable, signed:</p> <p><b>Additional Family Information (IMM 5406)</b> - 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><b>Use of a Representative (IMM 5476)</b> - 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><b>2. IDENTITY AND CIVIL STATUS DOCUMENTS</b> <input type="checkbox"/></p> <p><b>For nationals of Korea:</b></p> <ul style="list-style-type: none"><li>• Family Relation Certificate and one certified true translation into French or English of your Family Relation Certificate. The Certificate must have been recently issued to you.</li><li>• Marriage Relation Certificate for you and your spouse accompanied with certified true translation into French or English.</li><li>• An old (deleted) Family Census Register for you and your spouse.</li></ul> <p><b>For non-nationals of Korea:</b></p> <ul style="list-style-type: none"><li>• Birth certificate.</li><li>• Marriage certificate.</li><li>• Certified copies of final divorce or separation certificates for yourself and your spouse or common-law partner.</li><li>• Death certificate for your spouse or common-law partner, if applicable.</li></ul>
<p><b>3. CHILDREN'S INFORMATION</b> <input type="checkbox"/></p> <p><b>For nationals of Korea:</b></p> <ul style="list-style-type: none"><li>• Family Relation Certificate and translation in English or French.</li><li>• If divorced, Identification Certificate of the child with translation in English or French which indicates the proof of custody for children of divorced parents.</li><li>• Adoption Relation Certificate for any adopted dependent children (if any).</li><li>• If the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements.</li><li>• Proof of <b>continuous full-time studies</b> at a post-secondary institution that is accredited by a relevant government authority of all dependent children aged 22 or over, and proof that they substantially depend on their parents financially.</li></ul> <p><b>continued on next page...</b></p>

<b>continued... CHILDREN'S INFORMATION</b>	
<b>For non-nationals of Korea:</b>	
<ul style="list-style-type: none"> <li>• Children's birth certificates (which name their parents); adoption papers for adopted dependent children.</li> <li>• If divorced, proof of custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court.</li> <li>• If the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements.</li> <li>• Proof of <b>continuous full-time studies</b> at a post-secondary institution that is accredited by a relevant government authority of all dependent children aged 22 or over, and proof that they substantially depend on their parents financially.</li> </ul>	
<b>4.</b>	<b>TRAVEL DOCUMENTS AND PASSPORTS</b> <input type="checkbox"/> <ul style="list-style-type: none"> <li>• Passports or travel documents for you, your spouse and dependent children. Include only copies of pages showing the passport number, date of issue and expiration, your photo, name, date and place of birth.</li> <li>• If you live in a country different from your nationality, include a copy of your visa for the country in which you currently live.</li> </ul>
<b>5.</b>	<b>PROOF OF RELATIONSHIP IN CANADA</b> <input type="checkbox"/> <ul style="list-style-type: none"> <li>• Proof of relationship to your sponsor in Canada, as listed on your deleted Family Census Register (<i>Hojok Deungbon</i>) or on birth, marriage or adoption certificates.</li> <li>• 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.</li> <li>• 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.</li> </ul>
<b>6.</b>	<b>POLICE CERTIFICATES AND CLEARANCES</b> <input type="checkbox"/> <p>Please consult our <a href="http://www.cic.gc.ca/english/information/security/police-cert/index.asp">website</a> at: <a href="http://www.cic.gc.ca/english/information/security/police-cert/index.asp">www.cic.gc.ca/english/information/security/police-cert/index.asp</a> for specific and up-to-date information on how to obtain police certificates from any country.</p>
<b>7.</b>	<b>ENGAGEMENT</b> <input type="checkbox"/> <p><i>Engagement</i> if your intention is to live in the province of Quebec.</p>
<b>8.</b>	<b>PHOTO REQUIREMENTS</b> <input type="checkbox"/> <p>Supply nine (9) recent photos for each member of your family and yourself. Follow the instructions in your guide (see <b>Photos</b> in section on completing the Application for Permanent Residence in Canada) and in Appendix B: <b>Photo Specifications</b>.</p>

If you are unable to provide any of the requested documentation for special reasons, attach a written explanation with full details as to why that documentation is unavailable.

# Mailing your application

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Mail the form and proof of payment in a sealed envelope to:

**The Canadian Embassy  
Visa Section  
C.P.O. Box 6299  
Seoul 100-662  
Republic of Korea**

For hours of operation and other important information about the visa office, refer to [www.korea.gc.ca](http://www.korea.gc.ca).

## Case Processing

Once you have submitted a properly completed application package and our office has accepted the package for processing, you will receive an acknowledgement of receipt letter within *one* month. If you have submitted your application and all required documentation and have received no acknowledgement of receipt letter from our office within two months, please send a fax to 02) 3783-6114 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

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### 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.

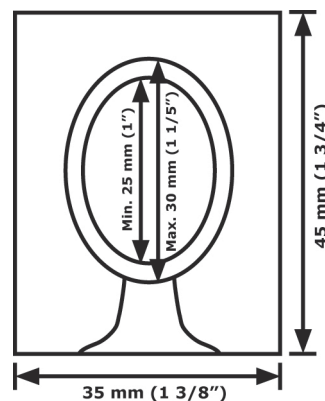
### Notes to the photographer

#### 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

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

As soon as our office has confirmation that the sponsorship in your name has been accepted, we will send the medical instructions for you and your family members (if applicable).

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