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# IMMIGRATION

# Canada

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## Family Class

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

## Visa Office Specific Instructions Kyiv



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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> 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 54076)</b> - If you want us to deal with a representative on your behalf, be sure you have completed and signed the form. <input type="checkbox"/></p> <p>Enter all names on the application forms according to the order and spelling entered on your passport(s).</p>	<input type="checkbox"/>
<p><b>2. IDENTITY AND CIVIL STATUS DOCUMENTS</b> Birth, marriage, final divorce, annulment, or separation certificates for you and spouse or common-law partner; death certificate for former spouse, if applicable.</p>	<input type="checkbox"/>
<p><b>3. CHILDREN'S INFORMATION</b> If all your dependents are not going to accompany you to Canada, indicate this on your application. 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; if the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements. Enclose a notarized statement of no-objection from your ex-spouse. Proof of <b>continuous full-time studies</b> of all dependent children aged 22 or over: 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, <b>and</b> proof of full financial support by parents since reaching age 22.</p>	<input type="checkbox"/>
<p><b>4. TRAVEL DOCUMENTS AND PASSPORTS</b> 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 reside in a country different from your nationality, include a copy of your visa for the country where you currently reside. All prospective immigrants must hold a valid regular passport; diplomatic, official, service, or public affairs passports are <b>not</b> valid for immigration to Canada.</p>	<input type="checkbox"/>
<p><b>5. PROOF OF RELATIONSHIP IN CANADA</b> Proof of relationship to your sponsor in Canada, such as birth, marriage, or adoption certificates and proof of that person's status in Canada: photocopy of the <b>Record of Landing (IMM 1000)</b> of your sponsor or proof of Canadian citizenship, such as a photocopy of pages of a Canadian passport or of a Canadian Citizenship card.</p>	<input type="checkbox"/>

6.	<b>POLICE CERTIFICATES AND CLEARANCES</b> <b>Original</b> police certificates or clearances, from each country in which you and everyone in your family, aged 18 years or over, have resided for six months or longer since reaching the age of 18. <b>You must attach the original police document(s).</b> 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.	<input type="checkbox"/>
7.	<b>ENGAGEMENT</b> <b>Original</b> of the <i>Engagement</i> , if your intention is to reside in the province of Québec.	<input type="checkbox"/>
8.	<b>PHOTO REQUIREMENTS</b> Supply eight (8) 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> .	<input type="checkbox"/>

## Mailing your application

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Place all your documents for each member of your family in a sealed envelope and mail them to:

**The Canadian Embassy**  
**Immigration Section**  
**31 Yaroslaviv Val Street**  
**119-01, Kyiv**  
**Ukraine**

or drop them off in person at the Embassy Monday to Thursday between 2:00 pm and 4:00 pm.

# 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.

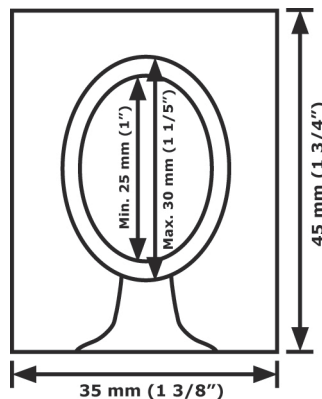
### Notes to the photographer

#### 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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If you are applying for permanent residence at the Canadian Embassy, Kyiv, Ukraine, instructions for the medical examination will be provided locally, after the selection decision.