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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 Damascus



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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 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.

RESIDENTS OF LEBANON	
Check the box to indicate which office you want to choose as <b>principal point of contact</b>	<input type="checkbox"/> Beirut <input type="checkbox"/> Damascus
Check the box to indicate the office where you wish for your <b>in-person interview</b> to be conducted (if applicable)	<input type="checkbox"/> Beirut <input type="checkbox"/> Damascus

<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 5476)</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><b>2. IDENTITY AND CIVIL STATUS DOCUMENTS</b> <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. Photocopy of <i>Citizenship Certificate</i> or <i>Immigrant Visa</i> for any dependents who are Canadian citizens or permanent residents of Canada. If you are a resident of Jordan, Iran, Iraq, Lebanon or Syria, see additional details regarding identity and civil status documents further.</p>
<p><b>3. CHILDREN'S INFORMATION</b> <input type="checkbox"/></p> <p>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. 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>
<p><b>4. TRAVEL DOCUMENTS AND PASSPORTS</b> <input type="checkbox"/></p> <p>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> <p>If you are a resident of Jordan, Iran, Iraq, Lebanon or Syria, see additional details regarding travel documents further.</p>

5.	<p><b>PROOF OF RELATIONSHIP IN CANADA</b></p> <p>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</b> (IMM 1000) of your sponsor or proof of Canadian Citizenship such as a photocopy of pages of a Canadian passport or Canadian Citizenship card.</p> <p>If you are a resident of Iran, see additional details regarding proof of relationship for sponsor in Canada further.</p>	<input type="checkbox"/>
6.	<p><b>POLICE CERTIFICATES AND CLEARANCES</b></p> <p><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.</p>	<input type="checkbox"/>
7.	<p><b>ENGAGEMENT</b></p> <p><b>Original</b> of the <i>Engagement</i> if your intention is to reside in the province of Québec.</p>	<input type="checkbox"/>
8.	<p><b>SUPPLEMENTARY INFORMATION FORM</b></p> <p>You and your family members must each complete and sign a copy of the attached <i>Supplementary Information</i> questionnaire if you are 16 years of age or older.</p>	<input type="checkbox"/>
9.	<p><b>PHOTO REQUIREMENTS</b></p> <p>Supply six (6) 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>	<input type="checkbox"/>
10.	<p><b>This document checklist</b></p>	<input type="checkbox"/>

## Additional details for residents of Jordan, Iraq, Lebanon and Syria

(Certified translations into English or French required, with copies of the original documents.)

2.	<p><b>IDENTITY AND CIVIL STATUS DOCUMENTS</b></p> <p>Civil status certificates for the principal applicant, spouse or common-law partner and all dependents. Lebanese civil status documents must be certified by the chief of the civil status section of the relevant Mohafazat.</p> <p>Family list or family book.</p>	<input type="checkbox"/>
4.	<p><b>TRAVEL DOCUMENTS AND PASSPORTS</b></p> <p>Photocopies of the first 6 pages of passports (including the page showing passport validity) for the principal applicant, spouse or common-law partner and all dependents.</p>	<input type="checkbox"/>
6.	<p><b>POLICE CERTIFICATES AND CLEARANCES</b></p> <p><b>Original</b> police certificates for the principal applicant, spouse or common-law partner and all dependents <b>16 years of age and over</b> (must be provided for any country in which you have resided for 6 months or more since the age of 16). 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>	<input type="checkbox"/>

## Additional details for residents of Iran

(Original certified translations into English or French with photocopies of the Farsi originals.)

<b>2. IDENTITY AND CIVIL STATUS DOCUMENTS</b> Identity cards (“Shenas Nameh”) for the principal applicant, spouse or common-law partner and all dependents issued by the General Department of Civil Status and Census Registration, Ministry of the Interior.  Marriage certificates for any married children.  Military service card (where applicable.)	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
<b>4. TRAVEL DOCUMENTS AND PASSPORTS</b> Photocopy of the first ten pages of passports (including the page showing passport validity) for the principal applicant, spouse or common-law partner and all dependents. If possible, passports should be valid for at least <b>three years</b> after application date.	<input type="checkbox"/>
<b>5. PROOF OF RELATIONSHIP IN CANADA</b> In addition to documents listed at 5, include a copy of your sponsor’s “Shenas Nameh” where applicable.	<input type="checkbox"/>
<b>6. POLICE CERTIFICATES AND CLEARANCES</b> <b>Original</b> police clearance issued by the Penal Record and Pardon Bureau, Ministry of Justice, for the principal applicant, spouse or common-law partner and all dependents <b>16 years of age and over</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"/>

## Mailing your application

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Assemble all your documents (**including this checklist**), place them in a sealed envelope and send them to:

**The Canadian Embassy**  
**Lot 12, Autostrade Mezzah**  
**P.O. Box 3394**  
**Damascus, Syria**





Name: \_\_\_\_\_

File #: \_\_\_\_\_

Date: \_\_\_\_\_

## EDUCATION AND EMPLOYMENT HISTORY

3. What is the highest level of study you have reached?

\_\_\_\_\_

4. What is your profession and specialization (if any)?

\_\_\_\_\_

5. Were you ever a member of any political party, other group, or organization?

Please specify the organization, dates and positions held.

Dates (dd/mm/yyyy)		Position	Organization
From	To		

6. Have you ever held a position in any government or state enterprise? (E.g. mayor, Member of Parliament, counselor, judge, managing director, etc). When and where?

Dates (dd/mm/yyyy)		Position	Organization
From	To		

7. Have you ever been employed by a government or political party in a position of responsibility or supervision? (e.g. hospital administrator, police officer, elections official, etc)

Dates (dd/mm/yyyy)		Position	Organization
From	To		

Name: \_\_\_\_\_

File #: \_\_\_\_\_

Date: \_\_\_\_\_

### MILITARY SERVICE

**Note: All immigration applicants must submit official military service completion or exemption certificates.**

8. Did you serve in any militia, army, defense, or police unit (including obligatory national service, reserve or volunteer units)?

Yes  No

If no, please explain: \_\_\_\_\_

9. Where were you stationed? (Please provide dates, ranks, units and locations)

Dates (dd/mm/yyyy)		Rank	Unit	Location
From	To			

10. What were your duties most of the time? (eg. infantryman, artillery, military policeman, radio operator, driver, other) Please describe in detail.

11. What training did you receive?

Name: \_\_\_\_\_

File #: \_\_\_\_\_

Date: \_\_\_\_\_

12. Under what circumstances did your service end? (E.g. completed service, deserted, invalidated out, medical problems, etc)

13. Did you ever participate in any form of combat?

Yes  No

14. If **yes**, describe details and include specific dates and locations.

**Use a separate sheet.**

15. Have you ever witnessed or participated in ill treatment of prisoners or civilians, looting or desecration of religious buildings? If yes, describe the circumstances.

You must now read and sign the following declaration.

I (please print your full name) \_\_\_\_\_

DECLARE THAT ALL OF THE ABOVE STATEMENTS ARE TRUE, COMPLETE AND CORRECT,  
AND I MAKE THIS STATEMENT KNOWING THAT IT HAS THE SAME EFFECT AS APPEARING  
IN A COURT OF LAW.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# 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.

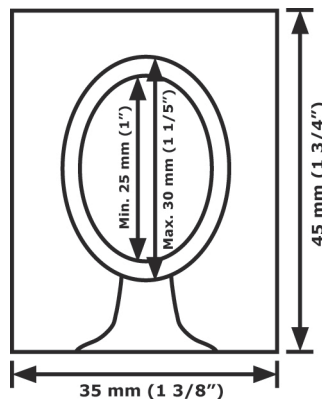
### Notes to the photographer

#### 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 to Canada 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 your dependent child, even if he or she usually lives with the other parent and is not accompanying you to Canada.

**Instructions for this examination will be provided after your application has been assessed by a Canadian visa officer.**

After you receive the necessary medical forms, you and your family members must undergo the necessary medical examinations with one of the doctors on the list of designated doctors **unless** you and/or your family members live in a country not included on this list. If you wish to have your medical examinations in a country not included on this list, please inform us and we will ensure that you receive the appropriate list.

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.**

Applicants may at any time request that medical instructions be issued, and may undergo an immigration medical examination at their own risk. It is important to note, however, that undergoing an immigration medical examination does not guarantee that a permanent resident visa will be issued.

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.