



IMMIGRATION Canada

Family Class

Sponsorship of parents, grandparents, adopted children and other relatives

Visa Office Specific Instructions Kuala Lumpur



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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.

1.	<p>IMMIGRATION FORMS Check that they are complete and, where applicable, signed:</p> <p>Application for Permanent Residence. - This form is completed by you, the principal applicant. <input type="checkbox"/></p> <p>Schedule 1. - You and each of your family members 18 years of age or older must complete their own copy of the form Schedule 1 - Background/Declaration. <input type="checkbox"/></p> <p>Additional Family Information. - 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. - If you want us to deal with a representative on your behalf, be sure you have completed and signed the <i>Use of a Representative</i> form (IMM 5476). <input type="checkbox"/></p>	
2.	<p>IDENTITY AND CIVIL STATUS DOCUMENTS</p> <ul style="list-style-type: none"> • Birth, marriage, divorce / separation certificates for yourself and spouse or common-law partner; death certificate for former spouse if applicable • Notarized copy of household registration (if applicable) • Others (please indicate) 	<input type="checkbox"/>
3.	<p>CHILDREN'S INFORMATION</p> <ul style="list-style-type: none"> • Birth certificates of children (indicating parents' names) • Adoption papers for adopted dependent children • Custody Order for children under the age of 18 • No Objection letter from parent remaining behind • Proof of continuous full-time studies of all dependent children aged 22 or over: <ul style="list-style-type: none"> • School certificates / diplomas / degrees • School transcripts • Proof of parent's full financial support of dependent children since reaching 22 years of age 	<input type="checkbox"/>
4.	<p>TRAVEL DOCUMENTS AND PASSPORTS</p> <ul style="list-style-type: none"> • Copies of identification pages (first 4 pages) of your passport and those of your accompanying dependents • If you reside in a country other than your country of citizenship, include a copy of your visa for the country in which you currently reside <p>Please note that all prospective immigrants must hold a valid regular passport; diplomatic, official, service or public affairs passports are not valid for immigration to Canada.</p>	<input type="checkbox"/>
5.	<p>PROOF OF RELATIONSHIP IN CANADA</p> <ul style="list-style-type: none"> • Additional Family Information (IMM 5406) • Copy of your sponsor's birth certificate • Copy of your sponsor's citizenship card and/or <i>Immigrant Visa</i> 	<input type="checkbox"/>
6.	<p>SPONSOR'S ADDITIONAL INFORMATION</p> <ul style="list-style-type: none"> • Your sponsor's income tax assessments for the past 2 years • Letter from your sponsor's current employer stating his monthly income and position • Welfare statements / unemployment statements (if applicable) 	<input type="checkbox"/>

7.	POLICE CERTIFICATES AND CLEARANCES Original 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 more since reaching the age of 18. Please consult our Web site 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.	<input type="checkbox"/>
8.	ENGAGEMENT Original of the <i>Engagement</i> if your intention is to reside in the province of Québec.	<input type="checkbox"/>
9.	PHOTO REQUIREMENTS Supply five (5) 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 .	<input type="checkbox"/>

Mailing your application

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

Visa Section
Canadian High Commission
P.O Box 10990
50732 Kuala Lumpur

IMPORTANT NOTE: An application with incomplete information and/or supporting documents may be refused or returned. Complete applications will be processed according to our current service standards and in some cases, the interview requirement may be waived. You **MUST** notify this office promptly of any change in your sponsor's address, contact number, marital status, family configuration, or employment or education status.

Interpreter Declaration

I, _____ solemnly declare that I have faithfully and accurately interpreted in the _____ language the content of this application and any related forms to the persons concerned.

I have been informed by the person concerned, and I do verily believe, that he/she completely understands the nature and effect of these forms, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Applicant's Signature

Interpreter's signature

Date

Name of Organization / Company

Address of Organization / Company

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.

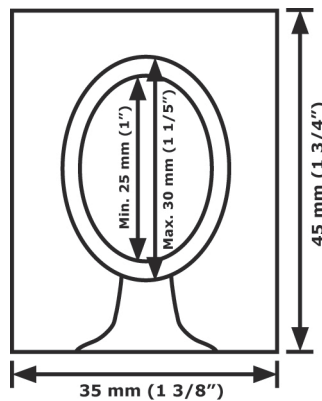
Notes to the photographer

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

Instructions for the medical examination are not issued with the application kit.

These instructions will be issued either in person after the selection interview or, if the interview is waived, by mail after the selection decision has been made.