



IMMIGRATION Canada

Sponsoring parents, grandparents, adopted children and other relatives



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Également disponible en français

Contact Information

For more information on the programs offered by Citizenship and Immigration Canada, please visit our Web site at www.cic.gc.ca. For some types of applications you can inform us of a change of address and find out what is happening on your application through [on-line services](#) on the Web site.

Within Canada

If you are in Canada, you can also phone a **Call Centre**. An automated telephone service is available seven days a week, 24 hours a day and is easy to use if you have a touch-tone phone. You can listen to pre-recorded information on many Citizenship and Immigration programs, order application forms, and for some types of applications the automated service can even update you on the status of your case. If you need to speak to an agent or use our TTY service, you must call during working hours.

If you are in the local calling area of:	Phone number	To speak with an agent or use our TTY service, call Monday to Friday between:
MONTREAL , call	(514) 496-1010	08:00 and 16:00 EST
TORONTO , call	(416) 973-4444	08:00 and 16:00 EST
VANCOUVER , call	(604) 666-2171	08:00 and 16:00 PST
ANYWHERE ELSE in CANADA , call	1-888-242-2100 (Toll free number)	09:30 and 16:00 local time
If you use a text telephone, call our TTY service	1-888-576-8502 (Toll free number)	08:00 and 19:00 EST

To access the automated service, dial one of the numbers above. Have a pen and paper ready to record the information you need. Listen carefully to the instructions and press the number for the selection you want.

At any time during your call, you may press * (the star key) to repeat a message, **9** to return to the main menu, **0** to speak to an agent, or **8** to end your call.

If you have a rotary phone, wait for an agent to answer you.



This is not a legal document. For legal information, please refer to the *Immigration and Refugee Protection Act, 2001* and *Immigration and Refugee Protection Regulations, 2002*.

This publication is available in alternative formats upon request.

Overview

Family reunification has long been a key objective of Canada's immigration policy. The Canadian government allows Canadian citizens and permanent residents to sponsor persons living outside Canada who are members of the family class, but it requires arriving immigrants receive care and support from their sponsors. The family class regulations define who may be sponsored and the requirements they must meet to immigrate to Canada.

Your guide contains all the information you need to sponsor a person living outside Canada who is a member of the family class except if that person is:

- your spouse, common-law partner, conjugal partner or dependent child. Obtain the application package **Sponsoring a spouse, common-law or conjugal partner, or dependent child**;
- a spouse or common-law partner who cohabits with you and has temporary resident status (is legally) in Canada. Obtain the application package **Applying for permanent residence within Canada — Spouse or common-law partner class**;
- a child born to you outside of Canada and you had Canadian citizenship at the time of his or her birth. Instead, apply for proof of citizenship for your child. Obtain the application package **Citizenship Certificate (Proof of Citizenship)**. To apply outside of Canada, contact a Canadian Embassy, High Commission or Consulate;

If you live in Quebec and the person you want to sponsor intends to live there upon arrival, make sure you read the information concerning **sponsors living in Quebec**.

If the person you wish to sponsor is not a member of the family class, your sponsorship application will be refused.

Before submitting an application

Read all the information in this kit. It will help you decide if you should apply.

See **What happens next** to find out about factors that can affect the processing of your application.

If you have any questions after reading this application package, visit our Web site at www.cic.gc.ca or phone a Call Centre.

Sponsorship

What does it mean to “sponsor?”

When you sponsor persons who are members of the family class, you must sign a contract, called an **undertaking**, with the Minister of Citizenship and Immigration (or with the *Ministère des Relations avec les citoyens et de l'Immigration* (MRCI) if you live in Quebec) promising to provide financial support for their basic requirements and those of their family members immigrating to Canada with them. Basic requirements are food, clothing, shelter and other basic requirements for everyday living. Dental care, eye care and other health needs not covered by public health services are also included. The undertaking ensures these persons and their family members do not have to apply for social assistance. Its length varies according to their age and/or their relationship to you.

Your obligations as a sponsor begin as soon as the person you are sponsoring and, if applicable, his or her family members arrive in Canada. The following table shows when your obligations end.

If that person or his or her family member is	Your obligations end
<ul style="list-style-type: none">• your spouse or your common-law or conjugal partner,	<ul style="list-style-type: none">• three years after that person becomes a permanent resident;
<ul style="list-style-type: none">• your dependent child or a dependent child of your spouse, common-law or conjugal partner and under 22 years of age on the day he or she becomes a permanent resident,	<ul style="list-style-type: none">• ten years after that child becomes a permanent resident or on the day that child reaches age 25, whichever comes first;
<ul style="list-style-type: none">• your dependent child or a dependent child of your spouse, common-law or conjugal partner and 22 years of age or over on the day he or she becomes a permanent resident,	<ul style="list-style-type: none">• three years after that child becomes a permanent resident;
<ul style="list-style-type: none">• any other person (e.g., your father, your mother, your grandparents or a dependent children of your parents),	<ul style="list-style-type: none">• ten years after that person becomes a permanent resident.

Note: An immigrant who comes to Canada to live permanently does not become a permanent resident before having satisfied immigration officials that he or she meets all applicable requirements. The decision to grant permanent residence to an immigrant may coincide with that immigrant's arrival in Canada or may be reached at a later date.

If payments from a federal, provincial or municipal assistance program are made during the validity period of the undertaking to the person you are sponsoring or his or her family members, you

- will be considered to be in default of your obligations,
- may have to repay to the government concerned any benefits the sponsored person and his or her family members receive, and
- will not be allowed to sponsor other members of the family class until you have reimbursed the amount of these payments to the government concerned.

Who can be sponsored using this application package?

Persons you can sponsor using this application package are

- your mother or father;
- your grandmother or grandfather;
- a child whom you adopted outside Canada and you were a Canadian citizen or permanent resident living in Canada at the time the adoption took place, or a child whom you intend to adopt in Canada;

See **Appendix A** for additional information on adoptions.

- your brother or sister, nephew or niece, grandson or granddaughter, if he or she is an orphan, under 18 years of age and not married or in a common-law relationship;
- any other person with whom you have family relationship if you do not have a spouse, son, daughter, mother, father, brother, sister, grandfather, grandmother, uncle, aunt, niece or nephew who is a Canadian citizen, registered Indian or permanent resident or whom you may sponsor. If you believe you are in this situation, contact a Call Centre.

If you want to sponsor your spouse, common-law partner or conjugal partner and your dependent children., you will have to use another application package. Contact a Call Centre or visit our Web site for more information.

Who is a dependent child?

Dependent children may be your own children or those of the person you are sponsoring. They must

- be under the age of 22 and not a spouse or common-law partner; **or**,
- have depended substantially on the financial support of a parent and have been continuously enrolled and in attendance as full-time students in a post secondary institution accredited by the relevant government authority since before the age of 22 (or since becoming a spouse or a common-law partner, if they married or entered into a common-law relationship before the age of 22); **or**,
- have depended substantially on the financial support of a parents since before the age of 22 and unable to provide for themselves due to a medical condition.

Children included in the application must meet the definition of “dependent children” both on the day the Case Processing Centre in Mississauga, Ontario, receives a complete application and, without taking into account whether they have attained 22 years of age, on the day a visa is issued to them.

What special condition must be met by persons sponsoring a child adopted outside Canada, a child to be adopted in Canada or an orphaned relative?

If you are sponsoring an orphaned relative, a child you have adopted or in the process of adopting outside Canada, or a child you intend to adopt in Canada, you will have to satisfy the visa office that you have obtained good and reliable information about the child’s health status before a permanent resident visa may be issued to that child. You may obtain this information from authorities in the country of adoption, through an independent medical examination or from the child’s immigration medical record. Once you have obtained the information with respect to the child’s medical condition, read the Medical Condition Statement provided with Appendix A, complete the bottom portion, sign it and send it to the visa office processing the permanent residence application submitted on behalf of the child.

Who can sponsor?

You may be eligible to sponsor if:

- the person you want to sponsor is a member of the family class. If he or she is not, you will be found not to be a sponsor;
- you are 18 years of age or older;
- you are a Canadian citizen or permanent resident;
- you reside in Canada;
- you sign an undertaking promising to provide for the basic requirements of the person being sponsored and, if applicable, his or her family members;
- you and the sponsored person sign an agreement that confirms that each of you understands your mutual obligations and responsibilities;

If you reside in Quebec, see Step 2 of **How to apply to sponsor** for additional information on forms to complete.

- you have an income that is at least equal to the minimum necessary income, the amount of which is published yearly by the Canadian government. You will have to provide us with documents that show your financial resources for the past 12 months and prove you are financially able to sponsor members of the family class. You may solicit the help of a co-signer. If you reside in Quebec, see also **Sponsors living in Quebec**.

Who cannot sponsor?

You are not eligible to sponsor, if you are in default of a previous sponsorship undertaking, of an immigration loan, of court ordered support payment obligations or of a performance bond (an amount you agreed to pay as a guarantee of performance of an obligation under the immigration legislation);

Default of a previous sponsorship undertaking means persons you sponsored in the past have received social assistance during the validity period of the undertaking.

Default of an immigration loan means you received a transportation, assistance or Right of Permanent Residence (previously Right of Landing) fee loan and have not made a required payment or are in arrears with your loan payments.

Default of any court ordered support payment obligations means you were ordered by a court to make support payments to your spouse, common-law partner or child and have neglected to do so.

Default of a performance bond means you have not paid the sum of money that became payable to the Canadian government following a promise you made to pay this sum if the person specified in the performance bond that you signed or co-signed did not comply with the conditions imposed on him or her by immigration authorities.

If you are in default of a previous sponsorship, of an immigration loan, of court ordered support payment obligations or of a performance bond and you submit an application to sponsor, it will be refused even if you are sponsoring your spouse, common-law partner, conjugal partner, or child. Should you want to sponsor again, you will have to

- repay the full amount of any social assistance payment or repay the debt to the satisfaction of the provincial, territorial or municipal authorities that issued the benefit or ordered you to pay, if you are in default of a previous sponsorship,
- pay all arrears on your loan, if you are in default of an immigration loan,
- resolve the family support matter to the satisfaction of the provincial or territorial authorities who ordered the payment, or
- pay any outstanding bonds for which you are a signer or a co-signer and that became payable;
- submit a new sponsorship application;
- pay new processing fees; and
- meet all the eligibility requirements for sponsorship at that time.

For information on social assistance repayments, contact the appropriate provincial authorities (see **Table 1**).

For information on your loan account only, contact Collection Services at 1 800 667-7301 (this number may be accessed from within Canada and the United States only)

You cannot sponsor a person for whom you have submitted a previous sponsorship application and no final determination has been made with respect to that application.

You are ineligible to sponsor if:

- you are in prison;
- you are an undischarged bankrupt;
- you are in receipt of social assistance for a reason other than disability;
- you were convicted of a sexual offence or an offence against the person with respect to one of your family members, unless you were granted a pardon or five years have passed after the expiration of the sentence imposed on you;
- you were adopted outside Canada and subsequently obtained a revocation of your adoption for the purpose of sponsoring an application for permanent residence by your biological parent;
- you are a permanent resident and subject to a removal order;
- have been convicted of a serious criminal offence, have provided false information to Immigration, or have not met conditions of entry.

Under what circumstances may processing be suspended?

If any of the proceedings below apply to you and you send a sponsorship application to the CPC, your application will not be processed until a final decision is rendered with respect to that proceeding.

- You have been charged with the commission of an offence that is punishable by a maximum term of imprisonment of at least 10 years.
- You are subject of a report that would render you inadmissible to Canada.
- You are the subject of an application to revoke your citizenship.
- You are the subject of a certificate signed by the Minister of Citizenship and Immigration and the Solicitor General of Canada stating you are inadmissible on grounds of security, human or international rights violation, serious criminality or organized criminality.
- You are appealing the loss of your permanent resident status.

Can someone co-sign your undertaking?

Your spouse or common-law partner may help you meet the income requirement by co-signing the sponsorship application. A common-law partner is a person who is living with you in a conjugal relationship and has done so for at least one year prior to the signing of the **undertaking**.

The co-signer must:

- meet the same eligibility requirements as the sponsor;
- agree to co-sign your undertaking; and,
- agree to be responsible for the basic requirements of the person you want to sponsor and his or her family members for the validity period of the undertaking.

The co-signer will be equally liable if obligations are not performed.

Assets, potential earnings, or assistance from other family members will not be considered.

Sponsors living in Quebec

An agreement reached between the federal and Quebec governments gives the province responsibility for determining whether or not sponsors residing in Quebec have the financial ability to sponsor members of the family class.

Sponsors living in Quebec must read the information and follow the general instructions in this guide. However, they only have to complete one form, specifically, the *Application to Sponsor and Undertaking* (IMM 1344A). The Quebec government MRCI will send them other documents to complete, including an undertaking form (*Formulaire d'engagement*).

If Quebec residents want to sponsor a member of the family class, they and, if applicable, their co-signer will have to prove to the provincial immigration authorities (MRCI) that you have sufficient income over the last 12 months to provide for the basic requirements of:

- themselves;
- their family members in Canada or elsewhere;
- the person they are sponsoring and his or her family members, whether or not they are coming to Canada; and,
- the persons for whom they and, if applicable, their co-signer have signed a previous undertaking that is still in effect.

The Quebec government has income standards that differ from those of Citizenship and Immigration Canada. See **Table 2** for an indication of the basic annual income Quebec sponsors are required to have to fulfil their sponsorship obligations.

The MRCI may refuse Quebec residents as sponsors if:

- they or their co-signer, if applicable, have failed to fulfil the obligations of a previous undertaking because the person they sponsored received last-resort benefits (social assistance) or special benefits and they have not reimbursed the Quebec government all amounts owing;
- during the five years preceding the submission of their application to sponsor, they or their co-signer, if applicable, have failed to meet their support payment obligations;
- they cannot demonstrate their financial capability to sponsor;
- they do not meet other requirements imposed by the provincial authorities.

For further information on Quebec's requirements, contact your nearest MRCI regional office (see **Table 3** for addresses and telephone numbers).

Frequently Asked Questions

The information given here relates to questions most often asked by applicants on topics not covered elsewhere in this guide. Share it with the person you want to sponsor as he or she could have similar concerns.

Should I hire a lawyer or consultant?

You are free to hire a lawyer or consultant to help you with your application; however, it is not necessary if you follow the instructions in this application kit. If you hire a representative, he or she cannot claim faster service or a more favourable outcome. You must fill in form 5476 and send it with your application if you wish to authorize Citizenship and Immigration Canada to deal with your representative.

Can I cancel my undertaking once it has been approved?

If you change your mind about sponsoring your parents, grandparents, adopted children or other relatives, you must write a letter to the CPC **before** they are issued permanent resident visas (see **What happens next** for information on the application process).

If permanent resident visas were already issued, the promise you, and if applicable, your co-signer, made to support your family will be valid for the term of your undertaking.

The undertaking is an unconditional promise of support. For example, the granting of Canadian citizenship, divorce, separation or relationship breakdown or moving to another province does not cancel the undertaking. The undertaking also remains in effect if your financial situation deteriorates.

When does default end?

If you are in default because you have not made payments you had promised in an undertaking to repay (for example, a person you sponsored received social assistance during the validity period of the undertaking and you have not reimbursed the government concerned for the amount paid to the sponsored person) or because you failed to meet an obligation in an undertaking, you remain in default, regardless of when the period of validity ends, until such time as

- you reimburse the government concerned, in full or in accordance with an agreement with that government, for amounts paid by it, or
- meet the obligation set out in the undertaking.

If I live outside Canada, can I sponsor?

If you are not a Canadian citizen, you cannot sponsor if you live outside Canada. If you are a Canadian citizen, you may sponsor a spouse, a common-law or conjugal partner, or a dependent child who has no dependent child of his or her own. If this is your situation, obtain the application package **Sponsoring a spouse, common-law or conjugal partner, or dependent child**. You must reside in Canada when the sponsored person becomes a permanent resident.

What if I do not meet sponsorship requirements?

You must notify the CPC of your intent to withdraw your sponsorship application in the event the CPC finds you ineligible to sponsor. You must do so before the visa office begins to process the application for permanent residence of the person you want to sponsor, otherwise you will not be eligible for a refund of your processing fees. A box on the application form (IMM 1344A) has been provided for this purpose.

If you do not qualify as a sponsor and chose to withdraw your sponsorship application, you will be refunded part of the processing fees and any Right of permanent residence fees you will have paid. There will be no decision on the application for permanent residence of the person you are sponsoring and you will not have a right of appeal. You could then resolve the situation leading to your ineligibility and re-apply at a later date.

If you do not qualify as a sponsor and have not notified the CPC of your intent to withdraw, the application of the person you are sponsoring will be processed. The visa office will likely refuse the application for permanent residence and inform you in writing of your right to appeal.

What if the application of the person I want to sponsor is refused?

If the person you want to sponsor is not a member of the family class, his or her application for permanent residence will be refused.

If the person you want to sponsor does not meet the eligibility requirements or admissibility criteria for the family class, his or her application will be refused. The visa office will inform him or her of the reasons for the refusal and you will have the right to appeal the decision.

Why might the application for permanent residence of the person I want to sponsor be refused?

There are many possible reasons why an application for permanent residence might be refused. Some examples are:

- you may not meet the financial requirements where these are applicable;
- the person you want to sponsor or his or her family members may not have provided the required documents as requested;
- the relationship between you and the person you want to sponsor or his or her family members is for convenience only; or,
- the person you want to sponsor or his or her family members have a criminal record or serious illness.

See **What happens next?** for a list of factors that can slow down processing of applications.

If the application or the person you want to sponsor is refused, he or she will receive a letter explaining the reasons for refusal.

How to apply to sponsor

You must complete separate applications for each person you want to sponsor. Each application may include that person's family members. A family member, in relation to the person being sponsored, means the spouse or common-law partner of that person and the dependent child or grandchild of that person or of his or her spouse or common-law partner. For example, if you want to sponsor your parents, your grandmother and your two orphan brothers, you must complete one application for your parents, another for your grandmother, and a separate application for each of your brothers. The application for your parents would identify one of your parents as the person being sponsored (also referred to as the principal applicant) and the other parent as his or her family member. The application for your grandmother or the application for each of your brothers would show each individual as the person being sponsored.

You must send your sponsorship application along with all required documentation to the CPC (see Step 5), and pay the applicable fees. If the forms and supporting documents received at the CPC are incomplete, they will be returned to you. If they are complete, the CPC will assess your eligibility to sponsor and notify you of the results. It will also send you a guide and forms to be completed by the person you want to sponsor and his or her family members. See **What happens next** for more information.

If you think you are eligible to sponsor and wish to support the immigration application of your parent, grandparent, adopted child or of a relative who is a member of the family class, read carefully the following instructions.

Step 1. - There is only one copy of each of the forms included for the sponsorship application. Make enough photocopies of the blank forms for your needs.

If you live in a province or territory other than Quebec, you must complete the following forms:

- the Application to Sponsor and Undertaking (form IMM 1344A);
- the Sponsorship Agreement (form IMM 1344B; must also be signed by the person you want to sponsor);
- the Financial Evaluation (form IMM 1283);
- the Statutory Declaration of Common-law Union (form IMM 5409), to be completed only if you have a co-signer and he or she is your common-law partner;
- the Receipt (form IMM 5401 – see section on fees); and
- the Checklist (form IMM 5287).

If you live in Quebec, you need only complete:

- the Application to sponsor and Undertaking (form IMM 1344A);

The CPC will send a copy of your IMM 1344A to the MRCI in Quebec, who will send you additional documents to complete , including a <i>Formulaire d'engagement</i> (a separate undertaking form). The MRCI will provide you with all necessary instructions (for more information, see Sponsors living in Quebec).
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- the Receipt (form IMM 5401 – see section on fees); and
- the Checklist (form IMM 5287).

If you choose to have a representative, complete also the Authorization to release personal information (form IMM 5476).

Step 2. - Send to the person you want to sponsor the Sponsorship Agreement (form IMM 1344B) signed by you and, if applicable, your co-signer (see instructions on how to complete the Agreement) if you live in a province or territory other than Quebec. That person must read the form, sign it and return it to you.

Step 3. - Complete the forms as instructed in the following pages.

Step 4. - Collect the documents you need to support your application. The Checklist will tell you which supporting documents must be originals and which should be photocopies. It will also tell you which require translation and/or certification (notarization).

Use the Checklist to make sure that you have included all of the required documents. The CPC may request more information at any time during the process, even if the requested information is not listed on the Checklist.

Step 5. - Send your forms along with all the supporting documentation to the CPC. Do not forget to include a copy of your **receipt**. The CPC's mailing address is:

Case Processing Centre – Mississauga
P.O. Box 6100, Station A
Mississauga ON L5A 4H4

The envelope will require more postage than a normal letter. To avoid having your application returned to you, have the Post office weigh it before mailing.

Sponsors must pay all processing and right of permanent residence fees associated with their case. See section on **fees**. In addition to these fees, Quebec residents will have to pay the provincial government the fees it charges to process the undertaking they submit to the MRCI.

All information and documents are required to assess applications correctly and quickly. If the documents received by the CPC are incomplete, applications will be returned? to sponsors to be resubmitted with missing documentation.

If, following the submission of your application, there are any changes to your family status such as marriage, divorce, births, deaths, your address or telephone/fax number, or any other important information, please advise the CPC immediately, by mail or facsimile (905 803-7392). When advising the office of such changes, you must clearly state your file number, which will be found at the top of any correspondence the CPC will send you to acknowledge the receipt of your application.

If you move

If your address changes after you have submitted your application, please let us know immediately

- **by e-mail**, using CIC's on-line service. Just go to CIC's Web site at <http://www.cic.gc.ca/english/e-services/index.html> and follow the instructions for filling out and submitting the electronic change of address form; or
- **by telephone**, by contacting a Call Centre.

Completing the Sponsorship Forms

The following will help you (and, if applicable, your co-signer) fill in the sponsorship forms included with your guide. Most questions on the forms are clear; instructions are provided only when necessary.

You must answer all questions. If you leave any sections blank, your application will be returned to you unprocessed. If any sections do not apply, write “Not Applicable”.

Complete the forms in block letters. Make sure all information is clear and easy to read. Your answers must be written in either the English or French language, unless instructed otherwise. If the space provided on the forms is insufficient to list any information, use an additional sheet of paper. Make sure you indicate the form’s title and the number or letter of the question you are answering. Write your name and the page number at the top left corner of each additional sheet.

WARNING! You (and, if applicable, your co-signer) must provide complete and accurate information. The information provided may be verified. If you give false or misleading information, you could be guilty of misrepresentation and have to pay a fine of up to \$100,000 and/or face the risk of being imprisoned for a term of up to five years. It is a serious offence to make a false application.

Application to Sponsor and Undertaking (IMM 1344A)

A – Sponsor

Question 1: Indicate whether you want to withdraw your sponsorship application or continue processing if you are found ineligible to sponsor. If your choice is to withdraw, the application for permanent residence of the person you want to sponsor will not be processed and you will have no right of appeal. All fees you will have paid, except the sponsorship fee of \$75, will be refunded to you. If your choice is to continue processing, the application for permanent residence of the person you want to sponsor will be forwarded to a visa office, where it will be refused. You will have the right to appeal the decision except if the person you want to sponsor is not a member of the family class: appeal rights apply only to sponsorship of members of the family class. You will not be entitled to a refund of the processing fees.

Indicate also your preferred language for correspondence and complete the rest of the question.

Question 5: This may be a post office box, rural route number, or another mailing address. Include your apartment number if you have one and your postal code.

Question 10: Indicate whether you are a citizen or a permanent resident of Canada. If you are a naturalized Canadian (i.e., you came to Canada as a permanent resident and were later granted Canadian citizenship), write the date you became a Canadian citizen. If you are a permanent resident, write the date you became a permanent resident of Canada. The date is found in Box 45 of your *Immigrant Visa and Record of Landing* (IMM 1000) or of your *Confirmation of Permanent Residence* (IMM 5292).

Question 11: If you are a naturalized Canadian citizen and no longer have your *Immigrant Visa and Record of Landing* (IMM 1000) or *Confirmation of Permanent Residence* (IMM 5292), please print the name you used at the time you became a permanent resident.

B – Co-signer

Your spouse or common-law partner should complete this section only if he or she is co-signing the application.

Questions 8 and 9: Follow the instructions for questions 10 and 11 of Section A above.

C – Person being sponsored and his or her family members

(Attach a separate sheet if you need more space.)

Do not write in the boxes provided for length of undertaking and ID number. These are for official use only.

Give the details of the principal applicant, i.e., the person you want to sponsor, in 1. Give details of the accompanying spouse or common-law partner of the principal applicant in 2, if applicable; give details of the non accompanying spouse or common-law partner of the principal applicant, if applicable, in 4. If the principal applicant and, if applicable, his or her accompanying spouse or common-law partner have dependent children who will be accompanying them to Canada, give the details of these dependent children in 3. If the principal applicant and, if applicable, his or her spouse or common-law partner, whether accompanying the principal applicant to Canada or not, have dependent children who will not be accompanying them to Canada, give the details of these dependent children in 4. Note that if the principal applicant, or a family member referred to in 3 or 4 is a dependent child, you must check box A, B or C to indicate whether the child is:

- A:** under age 22 and not a spouse or common-law partner.
- B:** a full-time student and financially dependent on a parent since before turning 22 (or since becoming a spouse or a common-law partner if married or into a common-law relationship before the age of 22).
- C:** unable to support himself or herself due to a medical condition and financially supported by his or her parents since before turning 22.

Note that the principal applicant must indicate on the application for permanent residence whether his or her family members who will accompany him or her to Canada. The visa office will not issue permanent resident visas to family members who, at the time the application was made, were identified as non accompanying.

After the application for permanent residence is received by CIC, family members listed as non accompanying cannot be changed to accompanying family members; however, accompanying family members may become non accompanying family members.

In 6, print the **complete** address where the principal applicant lives. If he or she is a young child, include the name of the person who will be looking after his or her mail.

In 7, print the mailing address where we can reach the principal applicant, if this address is different from the one in 6.

It is important that you give us a complete and correct address for the principal applicant or the application will be delayed.

D – Adoption

If you are sponsoring a child you have adopted or intend to adopt

- check the appropriate box. If the child is already adopted, you must provide documentary evidence that you are the legal adoptive parent. See the Document checklist;

- write the child’s country of residence, or if the child is not yet identified, the country where you intend to adopt a child.

E – Eligibility Assessment

This section must be completed by the sponsor (and, if applicable, the co-signer.) It will help determine if you are eligible to sponsor and if your spouse or common-law partner is eligible to co-sign the application.

If you find you are not eligible to sponsor, do not send in your application because it will be refused.

Question 4: You must reside in Canada and continue to do so when the person you want to sponsor and his or her family members become permanent residents.

Exception: Canadian citizens living exclusively outside of Canada may submit a sponsorship for their spouse, common-law partner or conjugal partner and their children who have no children of their own. They must, however, come to Canada to reside with the sponsored person. If this is your situation, complete **Section F - Residency Declaration**.

Question 6: If you have declared bankruptcy, do not submit this application unless you have been discharged from the bankruptcy.

Question 9: If you have been ordered to leave Canada, you will have received a written notice from us. If you are unsure if an outstanding order is in place, contact the nearest Call Centre to ask about your status. If you answer “yes,” do not submit your application.

Question 11: You may not sponsor anyone if you are in a jail, prison, penitentiary or reformatory. It may be possible to sponsor if you are on parole, probation, or are serving a suspended sentence.

Question 16: If you have been charged with an offence under an Act of Parliament punishable by a maximum term of imprisonment of at least ten years, you may send in your application; however, we will not process it until the courts have made a decision on your case. If you are convicted of a serious offence, the application may be refused.

F – Residency Declaration

Write “Not Applicable” in this section.

G – Undertaking

Read this section carefully. Similar provisions apply to Quebec residents who sign an undertaking with the province.

H – Authority to disclose personal information

In addition to the information you are required to provide, we may ask government authorities in all countries where you have lived to share personal information they possess on your behalf.

I – Declaration

Read these sections carefully before signing Section J.

J – Signature(s)

You and, if applicable, your co-signer must sign this form. If you do not, your entire application will be returned to you and it will cause delays in processing. Once the form is signed, it is a legal contract between you, your co-signer (if applicable) and the Minister of Citizenship and Immigration.

Sponsorship Agreement (IMM 1344B)

Quebec residents need not complete this form.

Read the form carefully. This form needs to be signed by you, your co-signer (if applicable) and the person you are sponsoring. Follow these steps:

1. You sign the form.
2. Have your co-signer (if applicable) read and sign this form.
3. Send the form to the person you are sponsoring to read and sign.
Note: No one can sign the agreement on behalf of the person you are sponsoring.
4. The person you are sponsoring will send it back to you. When you receive it, make two photocopies.
5. Give one photocopy to the person you are sponsoring and send one to us at the time you submit your sponsorship forms. Retain the original for your records.

An agreement is not required if the person you are sponsoring is under 22 and is not a spouse or a common-law or conjugal partner.

A permanent resident visa will not be issued to the person you wish to sponsor and his or her family members unless there is a completed agreement. If you do not include the agreement with your application, you can expect delays in processing.

Statutory Declaration of Common-Law Union (IMM 5409)

If you have a co-signer, complete this form only if you and your co-signer are in a common-law relationship. A common-law partner is a person of the opposite or same sex who is living with you in a conjugal relationship and has done so for at least one year prior to the signing of the **Undertaking**.

A Commissioner for Oaths must certify this document. Provincial laws govern who can act in this position. In general, Members of Legislative Assemblies (MLAs), judges, justices of the peace, and lawyers are authorized to take oaths. Check your phone book for listings.

Financial Evaluation (IMM 1283)

Quebec residents need not complete this form.

This form will help you assess if you (and your spouse or common-law partner, if he or she is co-signing the undertaking) will have the financial ability to support the persons you are planning to sponsor and their family members.

You must prove that you have an annual income that is at least equal to the minimum necessary income to support the group of persons who depend on you financially. This group of persons consists of

- yourself and your family members, whether they are living with you or not;
- the person you are sponsoring and his or her family members;
- every other person you have sponsored in the past and their family members, where an undertaking is still in effect or not yet in effect;
- every other person for whom you have co-signed an undertaking that is still in effect; and
- every person not mentioned above for whom your spouse or common-law partner has given or co-signed an undertaking that is still in effect or not yet in effect, if your spouse or common-law partner is co-signing your current sponsorship undertaking.

If you declared bankruptcy and are required to meet settlement arrangements, income earned during the period of the bankruptcy cannot be considered.

Co-signer

Complete questions relating to your spouse or common-law partner if he or she is co-signing your sponsorship undertaking.

Social assistance

Social assistance means any benefit, whether money, goods or services, provided to or on behalf of a person by a province under a program of social assistance. It includes assistance for food, shelter, clothing, fuel, utilities, household supplies, personal requirements and health care not provided by public health care.

Group of persons who depend on you financially

The minimum income you will need to meet the requirements of your sponsorship undertaking is determined in part by the number of persons who will depend on you for financial support. For each group described in questions 3 and 4, enter the number of persons included in that group and give details of each person in the group as instructed on the form. We have already entered 1 in the box in question 2. to account for yourself. If your spouse or common-law partner is co-signing your sponsorship undertaking, make sure you also complete questions 5 and 6. Read each description carefully. Add the numbers entered in each of the boxes provided for the number of persons in questions 2, 3, 4 and, if applicable, 6 and enter the total in the box provided at question 7. This total and the low income cut-off table will help you determine the minimum amount you will need to sponsor.

Minimum necessary income

Refer to the low income cut-off table (Table 4) and go down the column until you come to the line that matches the number of people for whom you are responsible as determined in **Box 7**. This is the amount of income you must have to sponsor your relatives. Enter that amount in the box at question 8.

Your available income

To determine the income that is available to you to sponsor, you have the possibility of choosing either the simplified (question 10) or the detailed (question 11) method of calculation of the income you earned. When calculating your total income, any amount you received as an allowance or a benefit of the type described in question 10.B below must be excluded. The result (box 12) will be your available

income. If your spouse or common-law partner is helping you meet the income requirement, you will have to enter at question 15 his or her available income as calculated in questions 13 or 14. The total of boxes 15 and 16 will be the total income that is available to you to support your application to sponsor. This total (box 17) must at least be equal to the amount of the minimum necessary income calculated for the number of persons that will depend on your financial support.

Question 10. - **Simplified calculation of earned income**

Box 10.A — Print the amount that appears at line 150 of the last notice of assessment issued to you by the Canada Customs and Revenue Agency (CCRA, formerly Revenue Canada) for the most recent taxation year.

Box 10.B — Add all of the following payments that were included in line 150 of your notice of assessment and print the result in box 10.B:

- **Provincial instruction or training allowance;**
- **Social assistance** paid by a province;
- **Employment insurance:** only maternity, parental and sickness benefits paid under the *Employment Insurance Act* are considered income. Other payments such as employment insurance and federal training allowances are **not** considered as income; and
- **Guaranteed income supplement** paid under the *Old Age Security Act*.

Box 10.C — Deduct the amount entered in box 10.B from the amount in box 10.A. The result 10.C is your total income as per the simplified method of calculation.

Question 11. - **Detailed calculation of earned income**

Personal income from employment, business and self-employment

You must provide a detailed account of the income you earned in the 12 months preceding the date of your application to sponsor if

- you cannot produce a notice of assessment or an equivalent document for the most recent taxation year preceding the date of your application to sponsor, or
- if you can produce a notice of assessment, but the amount at line 150 is less than the minimum necessary income (see definition above) and your financial circumstances have improved since you received the notice of assessment.

Complete question 11 as follows:

Box 11.A — For each of the employers you worked for during the period of 12 months preceding the date of your application and from which you have received or will receive a T-4 slip, give details about your employment and the income you earned. Personal **employment income** is defined as the gross income earned from your job(s) as reported to CCRA from a T4.

If you were self-employed, give details about your business and the income you earned. Personal **business income** is defined as the net income earned (or loss incurred) and reported to CCRA from activities conducted for profit from a sole proprietorship, partnership or **unincorporated business**. This would include professions, trades and businesses such as small retail outlets and restaurants. Other personal **self-employment earnings** refers to the net income earned (or loss incurred) and reported to CCRA from self-employment endeavours such as farming, fishing, commission sales, consulting and child care that are conducted for profit.

Add all personal income from employment, business and self-employment earned in the 12 months preceding the date of your application to sponsor. Enter the result in box 11.A.

Box 11.B — Other income

Calculate income that you received from other sources. Use the following definitions:

- **Rental income:** net income earned (or loss incurred) and reported to CCRA from rental property.
- **Investment and interest income:** income reported to and accepted by CCRA from dividend payments, interest, stocks, bonds and other investments and, interest on savings deposits.
- **Pension income:** income from Old Age Security, Canada/Quebec Pension Plan, other pensions, superannuation and annuity payments from Canadian sources. Do not include Guaranteed Income Supplement (GIS) payments.
- **Maternity/parental/sickness benefits:** only maternity, parental and sickness benefits paid under the *Employment Insurance Act* are considered income. Other payments such as employment insurance and federal training allowances are not considered as income.
- **Other sources of income:** include income you have received and will continue to receive on a regular basis that is not included above (e.g. spousal, child support). Please specify the source of the income on the form.

You cannot include provincial instructions and training allowances, social assistance, child tax benefits, guaranteed income supplement or employment insurance payments.

Add all income received from other sources and enter the result in box 11.B.

Box 11.C — Add the amounts entered in boxes 11.A and 11.B. The result 11.C is your total income as per the detailed method of calculation.

Your available income (box 12) is the amount entered in box 10.C or 11.C, depending on the method of calculation you used. Carry this amount over to box 16.

Income available to your spouse or common-law partner, if he or she is a co-signer

Your spouse or common-law partner should complete this section if he or she is co-signing the sponsorship undertaking. Print the required employer and/or self-employment (business or professional) information. Use the definitions given in questions 10 and 11 above. Your spouse or common-law partner also has the possibility of choosing either the simplified (question 13) or the detailed (question 14) method of calculation to determine the income he or she earned and that can be added to your available income if you need help to meet the financial requirement.

Question 13. - Simplified calculation of earned income

Box 13.A — Print the amount that appears at line 150 of the last notice of assessment issued to your spouse or common-law partner by the Canada Customs and Revenue Agency (CCRA, formerly Revenue Canada) for the most recent taxation year.

Box 13.B — Deduct described payments that were included in line 150 of your spouse's or common-law partner's notice of assessment and print the result in box 13.B.

Box 13.C — The result 13.C is the total income your spouse or common-law partner can contribute as per the simplified method of calculation.

Question 14. - Detailed calculation of earned income

Personal income from employment, business and self-employment

You must provide a detailed account of the income your spouse or common-law partner earned in the 12 months preceding the date of your application to sponsor if

- he or she cannot produce a notice of assessment or an equivalent document for the most recent taxation year preceding the date of your application to sponsor, or
- his or her financial circumstances have improved since he or she received the notice of assessment.

Refer to instructions and definitions in question 11 to help you complete question 14.

Add the amounts entered in boxes 14.A and 14.B. The result 14.C is the total income of your spouse or common-law partner as per the detailed method of calculation.

The available income of your spouse or common-law partner (box 15) is the amount entered in box 13.C or 14.C, depending on the method of calculation you used.

Total income available to sponsor

Add the numbers in boxes 15 and 16. The result (box 17) is the amount of money that you (and, if applicable, your co-signer) have available to sponsor.



Document Checklist (IMM 5287)

The *Document Checklist* is a reference list that helps ensure that you attach all required documents to your sponsorship application. If documentation is missing, your application will be returned to you.

Enclose the Document Checklist with your application.



Authority to release information to designated individuals (IMM 5476)

Privacy laws prevent us from discussing your application with anyone else unless you have given us permission. If you want us to release information about your application to someone else, print your representative's name in this section. If you would like all mail to be sent directly to your representative, write the person's address in this section.

If your representative is not a Canadian citizen or permanent resident, we cannot release information even with your permission.

Fees

What fees are required?

The **processing fees**, which must be paid when you submit your sponsorship application, consist of the following:

- \$75 for the sponsor;
- \$475 for a principal applicant (the person being sponsored) who is 22 years of age or older, or who is a spouse, a common-law partner or conjugal partner, regardless of their age;
- \$75 for a principal applicant who is under 22 years of age and not a spouse, a common-law partner or conjugal partner;
- \$550 for each accompanying family member who is 22 years of age or older, or who is a spouse or a common-law partner, regardless of their age; and
- \$150 for each accompanying family member who is under 22 years of age and not a spouse or common-law partner.

The **Right of permanent residence fee**, which may be paid at the same time as the processing fees or afterwards, but before the application for permanent residence of the person you want to sponsor can be finalized, is:

- \$975 for a principal applicant and accompanying family members who are not exempted (see Immigration Fees Table below).

The Right of permanent residence fee is refunded if the application is refused or withdrawn.

If you pay the Right of permanent residence fee at the same time you pay the processing fees, it will facilitate processing as we will not have to contact you later. If you do not do so, you will be asked to pay this fee when we are ready to issue the permanent resident visa. Failure to pay the fee at the time of submission of the application will result in a minimum additional two-month delay in the finalization of the application.

Are fees refundable?

Processing Fees

Processing fees are fully refundable only if, before an officer starts assessing your eligibility to sponsor, you notify the CPC in writing not to assess your sponsorship application. Processing fees are partially refundable if the CPC determines you are ineligible to sponsor and you have notified the CPC not to process the application for permanent residence of the person you want to sponsor (see **What if I do not meet sponsorship requirements?**). The amount refunded will be equal to the amount you have paid less \$75. Once processing has started on the permanent residence application by the visa office, you will not be entitled to any refund of the processing fees.

After reading this guide, you should be able to decide whether you are eligible to sponsor a member of the family class and what information and documentation is required for the application to be approved. Make sure that you are eligible before you pay your fees and that you provide all the information requested before you send the applications to the CPC for processing.

Right of Permanent Residence Fee

If you have paid the Right of Permanent Residence Fee, it will be refunded to you if the application for permanent residence of the person you want to sponsor is refused (i.e., by the processing centre, visa office, Appeals, or upon receipt of a written request to withdraw) or if the person you are sponsoring is not granted permanent resident status. If you are entitled to a refund, you should receive it 4 to 6 weeks after the refund request has been processed by the CPC.

Do not send cash, personal cheques, bank drafts or money orders to the CPC unless instructed otherwise.

How to proceed if you reside in Canada

- Step 1:** Use **Immigration Fees Table below** to calculate the fees required.
- Step 2:** Enter the “Amount payable” you have calculated using the table listed above on line 09 of the *Receipt* (form IMM 5401). Line 09 is at the bottom of the form.
Photocopies are not accepted. If you need an original receipt, you can order it from our Web site at <http://www.cic.gc.ca>, or you can contact a Call Centre agent.
- Step 3:** Complete the “Payer information” sections on the reverse of the receipt.
If you already know the client identification number that we have assigned to you, enter the number in the box provided for that purpose. If not, leave that box empty.
Do not complete the upper two parts on the front side of the receipt. These will be completed by the financial institution.
- Step 4:** Bring the receipt and your payment to the financial institution.
You **cannot** pay by personal cheque or traveller’s cheque. A representative of the financial institution will inform you of the acceptable forms of payment. You do not have to produce your application, just the receipt. **Do not** make payment through an automatic teller machine.
Payment can be made at most financial institutions in Canada. Check with financial institutions in your area.
Note: There are no bank charges; the service is free.
If no local financial institution accepts payment, you can pay the fees by mail. In that case, contact a Call Centre to obtain instructions.
- Step 5:** The representative of the financial institution will take your payment, will stamp the two upper parts of the front side of the receipt, and will enter the amount paid there.
Before leaving the financial institution, make sure that you have been given the two upper parts of the receipt, namely the client copy (Copy 1) and the copy that the client must forward to Citizenship and Immigration Canada (Copy 2), and that both parts have been duly filled out and stamped.
- Step 6:** Attach the middle portion (Copy 2) of the receipt to your completed sponsorship application.
Retain the top portion (Copy 1) for your files.
Note: Do not include any other type of payment with your application.

What if you make an incorrect payment?

If you are required to pay additional fees and you reside in Canada, the CPC will send your application back to you and inform you of the amount outstanding. Pay the fees as instructed above and return the whole application to the CPC.

The processing of your application will not begin before you have paid all applicable fees.

If the amount you have paid is greater than what you owe, your application will be processed and the overpayment will be refunded to you. If you are entitled to a refund, you should receive it 4 to 6 weeks after the CPC has completed the refund request.

Immigration Fees Table

Fees	Number of Persons	Amount per Person	Amount Due
PROCESSING FEES			
Sponsor, per application			\$75
Principal applicant who is 22 years of age or older, or who is a spouse, common-law or conjugal partner, regardless of his or her age. Number of persons must be 0 or 1.		x \$475	
Principal applicant who is under 22 years of age and not a spouse, common-law partner or conjugal partner. Number of persons must be 0 or 1.		x \$75	
Accompanying family member of sponsored person, who is 22 years of age or older or a spouse or common-law partner, regardless of his/her age		x \$550	
Accompanying family member of sponsored person, who is under 22 years of age and not a spouse or common-law partner		x \$150	
RIGHT OF PERMANENT RESIDENCE FEE*			
Principal applicant or accompanying family member who is not a) a dependent child of the sponsor or principal applicant, b) a child to be adopted by the sponsor, or c) an orphaned brother, sister, nephew, niece or grandchild of the sponsor.		x \$975	
AMOUNT PAYABLE	Total right column		\$

*Complete the Right of permanent residence Fee portion if you have decided to pay this fee with your application. The Right of permanent residence fee must be paid before permanent residence will be granted. If this fee is paid with the application we will not have to contact you later. This could reduce your processing time by two months.

What happens next?

What happens with your application at the Case Processing Centre?

The application you send to CPC is verified for completeness. If it is complete, an officer will assess whether you meet the sponsorship requirements or not. If you need to provide additional documents or pay additional fees, your application will be returned to you with a letter asking you to provide the missing information or fees.

If you reside in Quebec, the CPC will inform the MRCI of your application. The provincial authorities will send you additional information and instructions regarding the assessment of your financial situation, if applicable. After you have completed the required forms and provided the supporting documents, the MRCI will let you and the visa office responsible for processing the application of the person you want to sponsor know whether your undertaking has been accepted or refused.

The CPC will inform you of the results of its assessment of your sponsorship application and send you the guide **Immigrating as parents, grandparents, adopted children and other relatives** and the related forms. If your application to sponsor is approved, you will have to send the guide and forms to the person you want to sponsor.

If you fail to meet the sponsorship requirements, the CPC will inform you of the results of the assessment and will refund part of the processing fees you paid, provided you have indicated as much on your application to sponsor (IMM 1344A) and, if you are a Quebec resident and MRCI refuses your undertaking, you follow the instructions the CPC will give you. The application of the person you are sponsoring will not be processed. You will not have a right of appeal.

If you have not indicated on the IMM 1344A your choice for a partial refund, in the event you do not meet the sponsorship requirements, the application of the person you are sponsoring will be processed by a Canadian visa office when it is received. You will not be entitled to a partial refund of the processing fees once processing of the application for permanent residence has begun.

What will the person you want to sponsor have to do?

He or she will have to:

- sign the Agreement (form IMM 1344B);
- complete the forms included with the application package **Immigrating as parents, grandparents, adopted children and other relatives** and send them with the required documentation to the visa office that will be processing his or her application;
- go for an interview at a Canadian visa office;
- undergo a medical examination (results of the medical examination are valid for 12 months). The visa office will send the person you are sponsoring and his or her family members instructions on how to proceed;

Note: It is the responsibility of the person being sponsored and of his or her dependants to pay the costs of their medical examination.

- pass criminal and security checks; and
- obtain passports and, in some countries, exit visas.

The person you want to sponsor and his or her family members should not quit their jobs or sell their assets until they have their immigrant visas.

What happens to the sponsorship and permanent residence applications if you submit an application for someone who is not sponsorable or is excluded as a member of the family class?

The CPC will note that you fail to meet the requirements for a sponsorship as your sponsorship application has been submitted on behalf of someone who is not a member of the family class. If you have indicated that you wish to withdraw the sponsorship, all processing fees except the sponsorship fee (\$75) will be returned to you. If you wish to have the application for permanent residence processed by a visa office, the visa office will refuse the family class application as there is no valid sponsorship and it was not submitted on behalf of someone who is a member of the family class. You will not be eligible for any refund of fees if the application is sent to the visa office.

Whether you choose to withdraw the sponsorship or have the application for permanent residence processed by the visa office, you will not have appeal rights as the application was not submitted on behalf of a member of the family class.

What happens with the application for permanent residence of the person you want to sponsor at the visa office?

The visa office will review the application and supporting documentation to assess the eligibility of the person you want to sponsor as a member of the family class and his or her admissibility as immigrants to Canada. It will contact them to let them know if they need to provide additional supporting documents or be interviewed. The visa office will make a final decision to either approve or refuse the application for permanent residence.

If the application is refused, both the person you want to sponsor and yourself will be informed in writing of the reasons for the refusal. You will be notified of your rights to appeal and be provided with the instructions to commence an appeal, should you decide to do so.

What if you have a co-signer and he or she withdraws his or her financial support?

If your spouse or common-law partner withdraws support for the sponsorship application, you or your spouse or common-law partner must write a letter to the CPC in Mississauga and the visa office **before** permanent resident visas are issued to the person you are sponsoring and his or her family members. You must include an amended copy of the sponsorship application and agreement, initialled by you and your co-signer, removing the co-signer's support. We will assess your financial situation to see if you have enough money to support your family without a co-signer. If you do not meet the financial requirements on your own, the application for permanent residence will be refused.

What factors can slow down processing?

Here is a list of common factors that can slow down the processing of your application.

- Incomplete or unsigned application forms
- Incorrect, incomplete address or failure to notify the CPC of a change of address
- Missing documents
- Unclear photocopies of documents
- Documents not accompanied by a certified English or French translation
- Investigation of sponsors by CIC
- Verification of information and documents provided (e.g., there may be lengthy procedures for background checks in the countries where the sponsored person and his or her family members have lived or need for a second interview for additional background screening)

- A medical condition that may require additional tests or consultations
- A criminal or security problem (e.g., failure to declare family members or criminal charges pending)
- Family situations such as impending divorce, custody or maintenance issues
- Completion of legal adoption
- Consultation is required with other offices in Canada and abroad
- Inquiring about the status of your application before the standard processing time has elapsed
- The sponsored person is not a permanent resident of the country in which he or she currently resides
- The sponsored person or his or her family members require an interview and reside in an area not regularly visited by Immigration officials

If your case is not routine, we may not be able to process your application within the regular service standards for routine cases.

How to find out what is happening on your application

Once you have received acknowledgement from CIC that your application has been received, you can find out the status of your application by logging on to our Web site at www.cic.gc.ca and clicking consecutively on on-line services and [e-Client Application Status](#), or by calling a Call Centre and speaking to an agent.

Can anyone else obtain information on your application status?

Only clients or their authorized agents who are able to provide the required identification information will have access to information on your application status, either through the on-line service (e-Client Application Status) or a Call Centre.

How to remove to your application status from the Internet

If you do not want the status of your application on the Internet, you can remove it. Once you have received acknowledgement from our office that your application has been received, you can find out the status of your application by logging on to our Web site at www.cic.gc.ca and clicking consecutively on on-line services and [e-Client Application Status](#). Then simply select the check box to remove your application status from the Internet. You can also call a Call Centre and ask an agent to remove access.

Tables and charts

Table 1 - Provincial authorities, addresses and phone numbers

Provincial offices listed below will ONLY provide information on how to repay money for DEFAULTS on previous sponsorships.

Sponsors wishing information about OTHER immigration issues must contact a Call Centre (see Contact Information for the number to call)

British Columbia Ministry of Human Resources Sponsorship Default Coordinator 2280 Kingsway Vancouver, BC V5N 5M9 1 (604) 660-5350	Quebec Centre des garants défaillants et services aux parrainés Ministère de la solidarité sociale 276, rue Saint-Jacques Ouest, 3 ^e étage Montréal QC H2Y 1N3 1 (514) 873-6904
Alberta Alberta Human Resources and Employment People Investment Division 14 th Floor, 7 th Street Plaza Edmonton, AB T5J 3E4 1 (780) 422-2511	Newfoundland Department of Social Services P.O. Box 8700 St. John's, NF A1B 4J6 1 (709) 729-0583
Saskatchewan Saskatchewan Social Services 1920 Broad Street, 11 th Floor Regina, SK S3P 3V6 1 (306) 787-3494	New Brunswick Family and Community Services P.O. Box 6000 Fredericton NB E3B 5H1 1 (506) 453-2001
Manitoba Department of Family Services 114 Garry Street, Room 305 Winnipeg, MB R3C 4V7 1 (204) 945-2177	Nova Scotia Department of Community Services P.O. Box 696 Halifax, NS B3J 2T7 1 (902) 424-4262
Ontario Ministry of Community and Social Services 7 th Floor, Hepburn Block 80 Grosvenor Street Toronto, ON M7A 1E9 1 (416) 325-5519	Prince Edward Island Department of Health and Social Services 11 Kent Street, 2 nd Floor P.O. Box 2000 Charlottetown, PEI C1A 7N8 1 (902) 368-4900

Table 2— Quebec Income Scale, 2003

As mentioned earlier (see Sponsors living in Quebec), Quebec is responsible for determining the financial capability of sponsors residing in that province. We are providing the income scale in effect in Quebec from January 1 to December 31. These amounts are indexed each year. We encourage you to use the income scale to assess your ability to meet the provincial requirements. Note that your calculations will only be an estimate since the MRCI will make the official financial assessment.

Basic Needs of Sponsor and Dependent Persons	
Number of dependent persons	Gross annual income of sponsor*
0	\$17,928
1	\$24,203
2	\$29,880
3	\$34,364
4	\$38,247
Required gross annual income is increased by \$3,883 for each additional dependant.	

Basic Needs of Sponsored Persons		
Persons 18 and over	Persons under 18	Annual gross amount required by sponsor*
0	1	\$6,206
0	2	\$9,836
The annual gross amount required is increased by \$3,279 for each additional person under 18.		
1	0	\$13,114
1	1	\$17,620
1	2	\$19,894
The annual gross amount required is increased by \$2,273 for each additional person under 18.		
2	0	\$19,230
2	1	\$21,544
2	2	\$23,254
The annual gross amount required is increased by \$1,708 for each additional person under 18 and by \$6,114 for each additional person 18 or over.		

Example:	
Basic needs of a sponsor: (sponsor, spouse and 2 children under 18)	\$34,364
Basic needs of sponsored person: (main sponsored person, spouse, 1 child 18 or over and 2 children under 18)	\$29,368
Income necessary for acceptance of undertaking application	\$63,732

* **Salaried worker:** gross annual before-tax income; **self-employed worker:** net before-tax business income.

Table 3 — MRCI regional offices

<p>Quebec City and Eastern Quebec</p> <p>Direction régionale de Québec et de l'Est-du-Québec 930, Chemin Ste-Foy, RC Québec Qc G1S 2L4 Tél. : (418) 643-1435 ou 1 888 643-1435 Fax : (418) 646-0783</p> <p>Bureau du Saguenay—Lac-Saint-Jean et de la Côte-Nord 3885, boulevard Harvey, bureau 206 Jonquière Qc G7X 9B1 Tél. : (418) 695-8144 Fax : (418) 695-8162</p> <p>Outaouais, Abitibi-Témiscamingue, N Quebec</p> <p>Direction régionale de l'Outaouais, de l'Abitibi-Témiscamingue et du Nord-du-Québec 430, boul. de l'Hôpital, 3^e étage Gatineau Qc J8V 1T7 Tél. : (819) 246-3345 ou 1 888 295-9095 Fax : (819) 246-3314</p> <p>Montérégie</p> <p>Carrefour d'intégration de Longueuil 2, boulevard Desaulniers, 3^e étage Saint-Lambert Qc J4P 1L2 Tél. : (450) 466-4461 ou 1 888 287-5819 Fax : (450) 466-4481</p>	<p>Estrie, Mauricie and Central Quebec</p> <p>Direction régionale de l'Estrie, de la Mauricie et du Centre-du-Québec 202, rue Wellington Nord Sherbrooke Qc J1H 5C6 Tél. : (819) 820-3606 ou 1 888 879-4288 Fax : (819) 820-3213</p> <p>Bureau de Trois-Rivières 100, rue Laviolette, bureau RC 26 Trois-Rivières Qc G9A 5S9 Tél. : (819) 371-6011 ou 1 888 879-4294 Fax : (819) 371-6120</p> <p>Laval, Laurentides and Lanaudière</p> <p>Carrefour d'intégration de Laval 7051 ch. du Trait-Carré, RC Laval Qc H7N 1B3 Tél. : (450) 970-3225 ou 1 800 375-7426 Fax : (450) 972-3250</p> <p>Montreal area</p> <p>By appointment only Tél. : (514) 864-9191</p>
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Table 4 — Low Income Cut-off

Effective until February 1, 2004

Size of Family Unit	Minimum necessary income
1 person (the sponsor)	\$18,841
2 persons	\$23,551
3 persons	\$29,290
4 persons	\$35,455
5 persons	\$39,633
6 persons	\$43,811
7 persons	\$47,988
For each additional person	\$4,178

If you are using this kit after February 1, 2004, please contact a Call Centre for revised LICO figures.

Appendix A

Sponsoring an Adopted Child or a Child You Intend to Adopt

This appendix provides only basic information. For more details contact a Call Centre.

As adoption is a provincial responsibility, people who wish to adopt a child from outside of Canada must first contact provincial/territorial adoption authorities. Addresses are available in the booklet named above. Once you have initiated the adoption application through the provincial/territorial authorities and have obtained the appropriate approval, you may begin the sponsorship process for a child described below:

Adoptions completed abroad

The requirements that must be met for sponsorships of children adopted abroad are as follows:

- the child was under the age of 18 when the adoption took place;
- the adoption was in the best interests of the child, that is
 - a competent authority had conducted or approved a home study of the adoptive parents;
 - before the adoption, the child's parents gave their free and informed consent to the child's adoption;
 - the adoption created a genuine parent-child relationship;
 - the adoption was in accordance with the laws of the place where the adoption took place;
 - the adoption was in accordance with the laws of the sponsor's country of residence;

If the sponsor resided in Canada at the time the adoption took place, the competent authority of the child's province of intended destination must have stated in writing that it does not object to the adoption.

- if the adoption was subject to the Hague Convention on Adoption, the competent authority of the country where the adoption took place and the province of destination have stated in writing that they approve the adoption as conforming to the Convention;
- if the adoption was not subject to the Hague Convention on Adoption, there is no evidence that the adoption is for the purpose of child trafficking or undue gain within the meaning of the Convention.

Adoptions completed in Canada

The requirements that must be met for sponsorships of children adopted in Canada are as follows:

- the child is under the age of 18;
- there is no evidence that the adoption is for the purpose of acquiring any privileges or status under the *Immigration and Refugee Protection Act*;
- if the adoption was subject to the Hague Convention on Adoption, the competent authority of the country in which the child resides and the province of destination of that child have stated in writing that they approve the adoption as conforming to the Convention;
- if the adoption was not subject to the Hague Convention on Adoption,

- the child has been placed for adoption in the country in which he or she resides or is legally available in that country for adoption and there is no evidence that the adoption is for the purpose of child trafficking or undue gain within the meaning of the Convention and
- the competent authority of the child's province of intended destination must have stated in writing that it does not object to the adoption.

Sponsorships for children who are not yet identified are accepted; once the child is identified, it is the sponsor's responsibility to notify the appropriate visa office and provincial authority. For Quebec residents, please contact the office of the *Ministère des Relations avec les citoyens et de l'Immigration* for sponsorship requirements in Quebec (see **Table 3** in the guide for phone numbers).

If a sponsorship is approved, an application for permanent residence must be submitted. (Instructions will be given at the time of approval.) Generally, an application for permanent residence will be approved if the child passes an immigration medical examination and if a visa officer is satisfied that the adoption will create a genuine parent-child relationship. It will not be approved if a visa officer concludes that the purpose of the adoption is to gain admission for the child or the child's relatives.

For all adoption cases, there is an immigration requirement prior to visa issuance

- to obtain a letter from the provincial/territorial authorities stating that they have no objection to the proposed arrangements for reception and care of the child. Citizenship and Immigration Canada will make this request directly to the appropriate provincial/territorial authorities at the time of the sponsorship approval;
- to provide a written statement confirming that the sponsor of a child has obtained information about the medical condition of the child whom the sponsor has adopted or is in the process of adopting outside Canada, or intends to adopt in Canada. Read the Medical Condition Statement included with this appendix. If you are sponsoring a child adopted abroad or whom you intend to adopt in Canada, make sure you obtain the medical information. Then complete and sign the bottom portion of the Medical Condition Statement and return it to the visa office processing the permanent residence application you are submitting on behalf of the child.

The Hague Convention on Adoption

Depending on which province/territory you live in and where the adoption will take place, the process may also be subject to the Hague Convention on Adoption. You must initiate your adoption application through the provincial/territorial adoption authority and obtain the appropriate approval for adoption. You will find below a list of provincial/territorial contacts. The Hague Convention will apply if you live in one of the provinces/territories marked with the symbol ■ and intend to adopt a child from one of the following countries:

Andorra	Denmark	Mauritius	Romania
Australia	Ecuador	Mexico	Slovakia
Austria	El Salvador	Moldova	Slovenia
Brazil	Estonia	Monaco	Spain
Burkina Faso	Finland	Netherlands	Sri Lanka
Burundi	France	New Zealand	Sweden
Canada	Germany	Norway	Venezuela
Chile	Georgia	Panama	
Colombia	Iceland	Paraguay	
Costa Rica	Israel	Peru	

Provincial/Territorial Contacts

Other countries and provinces/territories may be added to this list at any time. Contact a provincial/territorial adoption authority or Call Centre to verify that this is the most recent list

Alberta ■

Alberta Children's Services

Tel : (780) 422-5641
Fax : (780) 427-2048

British Columbia ■

Ministry for Children and Families

Tel : (250) 387-3660
Fax : (250) 356-1864

Prince Edward Island ■

Department of Health and Social Services

Tel : (902) 368-6514
Fax : (902) 368-6136

Manitoba ■

Family Services and Housing

Tel : (204) 945-1186
Fax : (204) 945-6717

New Brunswick ■

Department of Family and Community Services

Tel : (506) 444-5970
Fax : (506) 453-2082

Nova Scotia ■

Nova Scotia Department of Community Services

Tel : (902) 424-5367
Fax : (902) 424-0708

Nunavut

Department of Health and Social Services

Tel : (867) 975-5750
Fax : (867) 975-5705

Ontario ■

Ministry of Community and Social Services

Tel : (416) 327-4730
Fax : (416) 327-0573

Quebec

Ministère de la Santé et des Services sociaux

Tel : (514) 873-4747
Fax : (514) 873-1709

Saskatchewan ■

Saskatchewan Social Services

Tel : (306) 787-0008
Fax : (306) 787-0925

Newfoundland

Health and Community Services

Tel : (709) 729-5134
Fax : (709) 729-6382

Northwest Territories ■

Health and Social Services

Tel : (867) 873-7943
Fax : (867) 873-7706

Yukon ■

Family and Children's Services

Tel : (867) 667-3473
Fax : (867) 393-6204



Medical Condition Statement

This refers to the sponsorship you submitted on behalf of your orphaned relative or the child you have adopted or are in the process of adopting outside Canada, or intend to adopt in Canada.

According to section 118 of the *Immigration and Refugee Protection Regulations* a permanent resident visa may not be issued to the child unless you, as the adoptive parent(s) or child's guardian, provide a written statement confirming that you have obtained information about the child's medical condition. Given the commitment which parenting requires, it is in the child's best interests, as well as yours, that you be well and reliably informed about your child's health status. This may include health information provided by authorities in the child's country or information you obtain through an independent medical examination. Please note that the immigration medical examination completed as part of the child's application for permanent residence in Canada is done for immigration purposes and is not confirmation of overall good health.

Once you have obtained and reviewed medical information concerning the child you are sponsoring, please complete the portion below and forward it by mail or fax to the visa office outside Canada processing the child's application.

Office outside Canada:

File number:

Name of child:

Date of birth:

I, have obtained medical information
(NAME OF ADOPTIVE PARENT(S)/GUARDIAN)

regarding for the purpose of section 118 of the
(NAME OF CHILD)

Immigration and Refugee Protection Regulations. I wish to CONTINUE ABANDON the application for permanent residence made on his/her behalf.

Name of parent(s)/
guardian
(Please print)

Signature
of parent(s)/
guardian

Signed at

on (date)