

# Private Sponsorship of Refugees Program

## INTRODUCTION

We recently signed a sponsorship form to bring you and your family to Canada as refugees under the Private Sponsorship of Refugees Program. It is **not guaranteed** that you will be accepted as a refugee and allowed to come to Canada. A sponsorship only guarantees that a Canadian visa officer will consider your case.

As your sponsoring group, we are sending you this guide to help you understand the next steps in the process, and how we will help you. This information supplements other official information materials you will receive.

There are many steps to the immigration process, including the following:

- completion of the application for permanent residence in Canada;
- an interview with a Canadian visa officer;
- medical tests;
- a security screening; and
- signature of a transportation loan.

We can give you advice about these steps, but a Canadian visa officer will decide your case.

If you are accepted as a refugee, you will be joining us in our community. As your sponsoring group, we have volunteered to help you integrate into Canadian life and become self-supporting in our community. Your support will come from our group, not from the Canadian government.

### What is a Refugee Sponsorship?

The Private Sponsorship of Refugees Program allows Canadians to form groups to sponsor refugees to resettle in Canada. As your sponsoring group, we have made a legal commitment to support you for one year after your arrival or until you become financially independent, whichever comes first.

As sponsors, we do not receive money to help you and do not expect you to repay us for the sponsorship. We have volunteered to help you because we believe that you need protection and that you can benefit from the opportunity to start your life again in Canada.

*You and your family also have responsibilities as sponsored refugees. Please read this information carefully. Please write to us if you have any questions or concerns, or if you have new information about your case.*

### Sponsoring Group Contact Information

Contact name:	
Address:	
Telephone number:	Fax number:
E-mail address:	

## THE IMMIGRATION PROCESS AND WHAT YOU NEED TO DO

Being sponsored does not guarantee that you will be admitted to Canada. Here are the major steps in the immigration process, and advice on what you need to do.

### Application for Permanent Residence Kit: IMM 6000

You will receive an application kit called IMM 6000. This kit includes the application for permanent residence (IMM 0008) and three additional forms that you **must fill out in English or French**. It is very important that you complete all the forms in this kit carefully, honestly and fully. Read the detailed instructions included with the forms thoroughly.

You will receive this kit from one of the following:

- us, your sponsoring group in Canada; or
- the visa office in \_\_\_\_\_.

When you have completed the forms in the kit, you must send them to the following:

- us, your sponsoring group in Canada; or
- the visa office in \_\_\_\_\_.

Address:

You must mail the complete application (the four forms are explained in the next section of this guide). Along with the four forms, you must send the copy of the undertaking that we, your sponsoring group, have included with your IMM 6000 kit (check the box on item 7 of the Checklist in Appendix A of the *Guide to the IMM 6000*). **Send only the four-part application and accompanying documents.**

The IMM 6000 kit has the following four forms.

## FORM 1

### IMM 0008 Generic: Application for Permanent Residence in Canada

This is the basic application form, which asks for details about you and your family members.

Please note the following points.

- Be sure to include all your dependants, even if they will not be coming with you to Canada. You must include your spouse or common-law partner, all your dependants, and all the dependants of your spouse or common-law partner. Include details on family members whose location is unknown, even if they are missing or presumed dead.
- If you do not list all your dependants, you risk never being reunited with them in Canada.
- If you have more than three family members, you must photocopy extra copies of this page so that you have enough space to give all the information for each person. You may add as many pages as you need. It is very important to include all members of your family.

Note: *De facto* family members must complete their own four-part application.

## FORM 2

### Schedule 1: Background/Declaration

This form requires information about each adult's education, work and address history. The principal applicant and each family member 18 years of age or older must complete a separate form.

- Make enough copies of this form for each family member 18 years of age or older, and have each one complete the form.
- Do not hesitate to add more paper if you need more space to answer the questions in full. Be sure to clearly number the additional pages and state which question you are answering.
- When completing question 11 (Personal History), you must account for every month since the age of 18. When completing Question 15 (Address History), you must account for every month over the past 10 years. Do not leave any period of time unexplained in either question.

# FORM 3

## Schedule 2: Refugees Outside Canada

This form requires information about your reasons for fleeing your country and your current circumstances. This information will be used to determine whether you are eligible to be resettled in Canada as a refugee. Each family member who is 18 years old or older must complete a separate form.

- Make enough copies of this form for each family member who is 18 years old or older and have each one complete the form.
- Do not hesitate to add more paper if you need more space to answer the questions in full. It is important that you explain your story fully. Be sure to clearly number the additional pages and state which question you are answering.

### PART A of Form 3

1. a. Have you ever applied for resettlement under Canada's Refugee and Humanitarian Resettlement Program?  
If "YES," answer b) and c) below. If "NO," proceed to question 2.
  - b. When and where did you apply? What was the result?  
Be sure to indicate the outcome of the process. Why were you refused?
  - c. How have your circumstances changed since you applied previously?  
Do you now have greater fear of returning home? Provide as much evidence as possible.
2. Are you now in your home country (country of nationality)? If "YES," proceed to question 8.  
If you are in your home country, do not complete questions 3, 4, 5, 6 or 7. Go to question 8.
3.
  - a. Have you ever been refused refugee status by the country in which you are currently living or by any other country?
  - b. Do you currently have a refugee status application in process?  
If you answered "YES" to either question, please provide as much detail as possible, including dates, places and description of circumstances.  
  
If you are in a country with an asylum process, you must apply for protection in that country. Canada will not process your application if you have been accepted as a refugee by another country. If you answered "YES" to question 3a), Canada may require copies of the related documents.
  - c. Have you ever applied for Convention refugee status with the United Nations High Commissioner for Refugees (UNHCR)? If "YES," what was the result?  
Being recognized by UNHCR does not guarantee that Canada will accept you.

4. a. Set out in chronological order all the significant incidents that caused you to seek protection outside your home country. You should include any actions taken against you, your family members or any other individuals in a similar situation.

Describe why you fled your home country. To qualify as a refugee, you must have been forced to flee your country because of persecution, massive human rights violations, civil war or armed conflict. It is very important to provide as much detail as possible about your family's personal experiences.

- b. What protection, if any, did you seek from the authorities of your country? If you did not seek protection from the authorities of your country, why not?

Explain whether the authorities in your home country could protect you and your family. Add extra paper if required.

5. Describe the exact route of your journey to your present location, starting with your departure from your home country and ending with your arrival in the country where you are now living. Please provide as much detail as possible, including mode of transportation and airlines with flight numbers, if applicable.

Provide details of your travel to the country where you are now living, including any assistance you received and the way you crossed any borders. Be very specific about the details of your journey, including locations, dates, modes of transportation and so on. This is important to convince the visa officer that your story really happened to you and your family.

6. a. Will you be able to return to your home country? If "NO," explain why not. Do you have a well-founded fear of returning to your country based on the current conditions?

If you do, provide all the evidence you have that makes you think you would face persecution or massive human rights violations, or be seriously and personally affected by civil war or armed conflict. Your refugee claim must be forward-looking rather than based on the conditions in your home country at the time you fled.

- b. Are you free to work, attend school and travel freely within the country where you currently live? If "NO," explain why not.

Describe any restrictions on your ability to work, attend school or travel. You must prove that you cannot integrate into the country where you are now living.

7. a. Are you in danger in the country where you are now living? State whether you feel threatened in the country where you now live. Are you concerned about your own safety or the safety of anyone in your family?
- b. Are you experiencing any problem with the military or civil authorities of the country or from any other groups or individuals in the country where you are now living?
- If "YES" to either of the above questions, please explain in detail, and then proceed to question 9. If "NO," proceed directly to question 9.
- Why is it unsafe for you, your spouse and your children where you are now? Describe incidents in which you, any of your family members or those living close to you were threatened or faced danger. Are you without the protection of a family member? If you are, how is this affecting your safety and your children's safety?

8. a. Complete this question only if you answered "YES" to question 2. Set out in chronological order all the significant incidents related to the reasons why you can no longer stay in your country. You should include any actions taken against you, your family members or any other individuals in a similar situation that make you believe you need to leave. Please provide as much detail as possible.
- Explain why you can no longer stay in your home country, in as much detail as possible. Describe the circumstances and events that affected you and members of your family, and explain why these circumstances made you decide to apply to leave.
- b. Will you be able to return to the community you are fleeing? If "NO," explain why not.
- If it is unsafe for you to return to your home community, describe why you are afraid to return.
- c. Can you build a life anywhere else in your country? If "NO," explain why not.
- Describe any restrictions on your work, school or travel, and any concerns about safety.

9. If applicable, provide additional information that will assist us in determining whether you meet the criteria for Canada's Refugee and Humanitarian Resettlement Program.
- This section gives you the chance to add any extra information that will help the visa officer understand your circumstances and your need for resettlement. Remember that you can also include copies of any documents that support your need for protection.

- 10.** What is the status of you and your family members in your current country of residence (e.g., citizen, permanent resident, visitor, refugee, no legal status, other)?  
Provide accurate and complete information about each family member. Include photocopies of any identity documents with the application.
- 11.** Do you or your family members understand English or French? If yes, explain where and when you and each of your family members learned it.  
This information may be used to determine whether an interpreter is required for the interview.
- 12.** Give examples of any work experience, skills or personal qualities that would assist you and your family members in successfully settling in Canada.  
List any skills that you or your family may have acquired through paid or unpaid employment or schooling. Personal qualities show your adaptability to new situations, your motivation to resettle, and your initiative and resourcefulness. Examples of personal qualities you might list include learning a new language or acquiring new job skills so that you can get work in Canada, and efforts you have made to keep your family together.
- 13.** List any family members and relatives (or potential employers) currently living in Canada. Print their name, address and telephone number and their relationship to you. We will make every effort to send you to the city where your family members or relatives live. List your relatives in Canada. If you don't know anyone, print "N/A." If you do have relatives in another city in Canada, please also tell us (your sponsors) immediately.
- 14.** How much money will you bring to Canada? (in local currency)  
If you will not have any money, print "N/A."

**15.** *De facto* dependants

Here, you may list others who are dependent on your household but who are not your spouse or children. These people could include orphaned nieces or nephews, dependent parents, or others who may or may not be relatives. Remember that de facto dependants are listed in this section, but they must complete their own application, even if they are children. De facto family members will be considered for resettlement together with your file.

**16.** Non-dependent children (18 years of age or older) who will not accompany you to Canada.

Provide all the details for each child who is not part of the application for resettlement.

**17.** Brothers and sisters

Provide all the details for each of your brothers and sisters, including each one's name, relationship to you, date and place of birth, marital status and current address. Listing them here does not mean they will be considered for resettlement to Canada.

PART D of Form 3

**18.** Authority to disclose personal information

You must put a checkmark in the "YES" box beside the point that states "the sponsor in Canada who signed a sponsorship for me (and my family, if any)." This will allow Citizenship and Immigration Canada to give us information about your case. You must sign and date this section.



## FORM 4

### IMM 5476: Use of a Representative

Please make sure that you complete this form authorizing the release of information to your sponsor, so that we are kept informed and can help you if required.

Please remember the following points.

- If any forms are incomplete, that will delay the process.
- List all eligible family members.
- Include photographs of all family members and copies of all required documents.
- You must include a written explanation if you are not able to provide any of the required documents (such as birth certificates, marriage or death certificates, identity documents or passports).
- If your documents are not already in English or French, the following offices require certified translations of all documents submitted: Abidjan, Accra, Bangkok, Cairo, Damascus, Guatemala City, London, Nairobi, New Delhi, Pretoria and Rome. Bogotá and Ankara require certification of all documents by a notary.
- Make sure you list a safe mailing address.
- You may choose to include any documents or written evidence that support your personal story.
- The visa office may write requesting other documents before scheduling an interview. Please inform us if you have any problems answering the letters from the visa office.

## Interview

After employees of the visa office have received your completed application forms, they will schedule an interview for you and your family. They will contact you to tell you the date, time and location of the interview, but this step may take up to two years.

**You must inform us (your sponsoring group) and the visa office if you change your address, or have any changes in your family, or you may miss the interview.**

The interview is a very important part of the process. The interviewing officer must be satisfied that you meet Canada's eligibility and admissibility criteria. Being recognized by UNHCR as a refugee does not mean that Canada will accept you for resettlement. Be prepared to answer questions about why you fled your homeland, why you cannot return and the difficulties of your current situation. If you have listed *de facto* family members, you must also be prepared to explain why they depend on your household.

The Canadian visa officer must be satisfied that you

- were forced to leave your country because of persecution, because you were seriously affected by civil war or armed conflict, or because you suffered massive human rights violations;
- cannot safely return to your home country;
- cannot remain in the country where you are living; and
- will be able to become financially independent in Canada.

**It is important to prepare carefully for your interview.** You must explain your personal story to the interviewing officer. You must give specific details about what forced **you** to flee your own country, why you cannot return, and why it is difficult for you to remain where you are. Even if the story of your ethnic, tribal, political or religious group is well known, you must honestly explain your personal story. The time, dates and places of events are important. It may be useful to write out your experiences in the order in which they happened and to practise explaining your personal story. Bring any written evidence of the events that forced you to flee your country to the interview.

Please remember to do the following during the interview.

- Give all the information you have at the time of the interview. It is your only opportunity to do so.
- Give any new evidence that you have gathered since you completed your forms.
- Be honest and accurate. False information can cause the visa officer to question your credibility and deny your claim.
- Do not speak in generalities. Give personal details about the events that affected you.
- Explain your experiences carefully, in the order in which they happened.
- Explain why you cannot remain in the country where you are living.
- Explain why you cannot safely return to your home country.

To show that you are able to become financially independent, do the following.

- Describe your languages, your education and your job skills.
- Describe any efforts you have made to learn English or French.
- Show how, as a refugee, you have been resourceful, motivated and adaptable.

## Interview Decision

You will be notified of the results of your interview. **Please inform us of the visa officer's decision.**

If the interviewer is not satisfied that you meet Canada's refugee selection criteria, **you will be refused and the process will end there.** There is no official appeal.

If the interviewer decides you meet the selection criteria, you will be asked to complete a medical exam.

## Medical Exam, Security and Criminality Screening

You and all of your accompanying family members must successfully pass a medical exam, as well as a security and criminality screening. You may be called to a second interview to answer further questions.

## Visa, Loan and Flight to Canada

If you and your family members pass the screening, you will be issued a visa to come to Canada. If you have no means of paying your costs, you will usually also receive a loan to cover the cost of your processing and your transportation costs to Canada. You will be notified of the date of departure for Canada.

If there have been any changes in your family since the interview, you **must** inform the visa office and us, your sponsoring group. Is there a new baby? The baby also needs a visa, or else he or she will not be allowed to travel with you. Did someone get married? Inform the visa office immediately.

When you arrive at the airport in Canada, Canadian immigration officials will confirm the information on your application and will officially grant you permanent resident status in Canada.

## WHAT HAPPENS WHEN YOU ARRIVE IN CANADA?

### 1. Arrival in Canada

We, your sponsors, will meet you when you arrive and take you to your accommodations. (Government-sponsored refugees may be on the same flight with you. They will be assisted through local agencies funded to help them settle in Canada.)

### 2. The Sponsorship Partnership

The sponsorship partnership begins when you arrive. We hope to **work together with you** to help you rebuild your life in Canada. We have obligations toward each other in this partnership.

We are responsible for giving you initial support in our community, but it is important that you have realistic expectations about life in Canada. You must be prepared to work hard to make the most of your second chance in Canada. Your future in Canada depends on your efforts. Thank you for being honest and open with us, so that we can help you to help yourself.

### 3. Sponsor's Responsibilities

We are committed to supporting you for one year in our community, or until you are financially self-supporting, whichever comes first. We will provide for all of your physical needs, but at a very basic level. We will offer advice, financial support and friendship to help you learn how to manage on your own in Canada. We will help you make your own decisions about your future in Canada.

Specifically, we will

- arrange your accommodation and provide basic furniture (which may be used furniture);
- provide adequate clothing (which may include used clothing);
- give you financial support to cover your living expenses;
- ensure you understand the budget for your support;
- orient you to our community and assist you with local transportation;
- help you access local services, such as banking and social services;
- register you for health care, and help you find a family doctor and other required medical care;
- help you register your children for school;
- help you access English language classes, if required;
- help you find employment; and
- provide you with 24-hour emergency support.

Remember that our commitment to support you is made on the understanding that you will come and live in our community. While you have the right to move within Canada, you should be aware that we will provide financial support only while you live in our community.

### 4. Your Responsibilities

We have made the commitment to sponsor you, but you and your family also have responsibilities during your sponsorship. Remember that we are volunteers, who have committed ourselves to helping you and your family adjust to life in Canada. We will help you get started in Canada, but we expect that you will do your part to become independent, and we hope that you will help us to help you.

#### English Language Training and Employment

English is the main language in our community. Learning English is very important to becoming independent. All of your family members should take advantage of the chance to attend language training.

You are responsible for finding work. We will explain the job search process and will help you search in our community, but there is no guarantee of a job. Employers will decide whether to hire you based on your skills and willingness to perform the job.

Canadian employers consider Canadian work experience very important. Therefore, it is important to begin working, even if the job is not in your trade, skill or profession. Understand that your first job in Canada may be the first step toward a better job. It is very typical in Canada to work in one job to gain the experience to get a better job.

## Accessing Settlement and Social Services

Our role is to help you (and your family) rebuild your life in Canada. Please tell us about your skills, work experience, concerns and hopes so that we can best help you.

We are your first contacts in Canada, but we may not be able to help you with all your needs. Please tell us if you have any special medical or other needs so that we can help you get the services you need. You have a **right** to settlement and social services.

## Financial Obligations

We will explain to you and your family how much money is available for your sponsorship, and what you must pay for with this money. It is your responsibility to manage your money carefully to ensure that you can meet your food, housing, clothing and transportation needs. We have raised the money required to support your basic needs until you can provide for yourself.

You are responsible for repaying your government immigration loans that covered your transportation to Canada and the overseas processing costs. Please tell us when your first notice for this payment arrives in the mail. We can help you arrange a realistic repayment schedule.

## Independence

We hope to give you a start in Canada and are willing to give you informed advice, but you and your family must make your own decisions about your future. As sponsors we are here for you, but you are expected to use your own initiative to make the best of your life in Canada.

Our sponsorship will end after one year, or when you and your family have become financially self-supporting, whichever comes first.

Please write to us if you have any questions or concerns, or if you have new information about your case. It is very important that we stay in touch, and that you tell us if there are any changes in your family's circumstances that may affect the processing of your sponsorship application.

This guide was produced by the Refugee Sponsorship Training Program with the financial assistance of Citizenship and Immigration Canada.

This is not a legal document. May 2005