



IMMIGRATION Canada

Family Class

Sponsorship of a spouse, common-law partner, conjugal partner or dependent child living outside Canada

Part 1: The Sponsor's Guide



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This application is made available free by
Citizenship and Immigration Canada and
is not to be sold to applicants.

**Cette trousse est également
disponible en français**

Contact Information

Web site

For more information on the programs offered by Citizenship and Immigration Canada, 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 with your application through [on-line services](#) on the Web site.

Within Canada

If you are in Canada, you can also phone our **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 programs, order application forms, and for some types of applications the automated service can even update you on the status of your case.

When you call, 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 your call.

If you need to speak to an agent, you must call Monday to Friday between 8 a.m. and 4 p.m. local time.

From anywhere in Canada, call

1-888-242-2100 (toll-free)

Using a text telephone?

Call our TTY service from Monday to Friday between 8 a.m. and 4 p.m. local time at: **1-888-576-8502** (toll-free).

Outside Canada

If you are outside Canada, you can contact a Canadian embassy, high commission or consulate. Consult our [Web site](#) for addresses, phone numbers and Web site addresses of our visa offices.



This is not a legal document. For legal information, refer to the *Immigration and Refugee Protection Act and Regulations* or the *Citizenship Act and Regulations*, as applicable.

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 citizens and permanent residents of Canada to sponsor members of the family class, but it requires that arriving immigrants receive care and support from their sponsors. Members of the family class include a sponsor's spouse, common-law partner or conjugal partner; a dependent child of the sponsor; the sponsor's mother or father; a person the sponsor intends to adopt; and other relatives of the sponsor as defined by regulation.

This application package consists of a guide for you, the sponsor, which includes all forms related to the sponsorship application, and a guide for your spouse, common-law partner, conjugal partner or dependent child living outside Canada, as well as all forms related to the immigration application they and their family members must complete.

If you wish to sponsor a member of the family class other than your spouse, common-law partner, conjugal partner or dependent child, do not use this kit.

A separate package entitled *Sponsorship of parents, grandparents, adopted children and other relatives* was designed for persons who want to sponsor a child whom they have adopted while they were living in Canada or whom they intend to adopt in Canada, or any other relative who is a member of the family class. Make sure you have the right kit for your needs. Contact our [Call Centre](#) or visit our [Web site](#) (www.cic.gc.ca) for more information. See also [Whom can you sponsor using this application package?](#) in this guide.

You cannot sponsor a child who was born to you outside of Canada and you had Canadian citizenship at the time of his or her birth. You should instead apply for proof of citizenship for that child. See relevant information on our [Web site](#) or obtain the package *Application for a Citizenship Certificate (Proof of Citizenship)*. To apply outside of Canada, contact a Canadian Embassy, High Commission or Consulate.

Before submitting an application

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

If you had the application kit mailed to you, detach *Part 2: The Immigrant's Guide* and accompanying forms and send them to the person you want to sponsor. If you are downloading from our Web site, make sure the person you want to sponsor has access to all the information pertaining to the application for permanent residence, the specific instructions that apply and all related forms.

It is your responsibility to ensure the forms are completed, signed and returned to you with the proper documentation.

The forms you and the person you want to sponsor must complete are listed in the section [How to apply to sponsor](#).

If you have any questions after reading this application package, visit our [Web site](#) or contact our [Call Centre](#).

Note: If the person you want to sponsor or his/her dependants became permanent residents of Canada sometime in the past but have subsequently left the country and have since been living outside Canada, they may not have lost their permanent resident status. If they have not lost their permanent resident status, you will not be able to sponsor them. For further information on re-entry of permanent residents to Canada, see the guide [Applying for a Travel Document](#) on our Web site.

Sponsorship

What does it mean to “sponsor?”

When you sponsor persons who are members of the family class, you must sign an **undertaking** with the Minister of Citizenship and Immigration (or with the *Ministère de l’Immigration et des Communautés culturelles* (MICC) 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 child 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 they received, 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.

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](#).

Whom can you sponsor using this application package?

You can use this application package to sponsor your spouse, common-law partner or conjugal partner, and your dependent children, who live outside Canada and meet the requirements defined for members of the family class.

Spouses, common-law partners and conjugal partners

You can sponsor a person as your **spouse** if that person is married to you and the marriage is a legally valid civil marriage. If your spouse is of the

- **opposite sex** and your marriage took place outside Canada, the marriage must be valid both under the laws of the jurisdiction where it took place and under Canadian law;
- **same sex**, your marriage must have taken place in Canada and be recognized by the authorities of the province where it took place. **Note:** A marriage between two persons of the same sex will be recognized for immigration purposes only if one of these persons is a citizen or a permanent resident of Canada and the marriage was performed in a Canadian province in which marriages between same-sex persons are legally recognized. For additional information on same-sex marriages, consult our [Web site](#).

You can sponsor a person as your **common-law partner** if

- that person is of the opposite or same sex,
- you and that other person have cohabited in a conjugal relationship for a period of at least one year, and
- your relationship with that person is continuing, even though you are temporarily living apart.

You can sponsor a person as a **conjugal partner**⁽¹⁾ if

- that person is of the opposite or same sex,
- that person is residing outside Canada (that is, has, for legal purposes, a fixed, permanent and principal home outside Canada), and
- you have maintained a conjugal relationship with that person for at least one year, that is you have been in a committed and mutually interdependent relationship of some permanence where you have combined your affairs to the extent possible.

⁽¹⁾ This last category is intended for partners of Canadian sponsors who would ordinarily apply as

- common-law partners but cannot meet the definition, that is were not able to live together continuously for one year with their sponsor, or
- spouses, but marriage to their sponsor is usually not an available option to them,

usually because of marital status or sexual orientation, combined with an immigration barrier (for example, rules preventing partner and sponsor of long stays in one another's countries).

If your sponsorship is successful, your conjugal partner becomes a permanent resident of Canada but cannot exercise any rights or privileges associated with common-law status until you have cohabited for at least one year.

Note: There is no provision for fiancé(e)s in Canada's immigration legislation. If you are the fiancé(e) of a Canadian citizen or permanent resident, you must marry before the immigration process takes place. Conjugal partners are not fiancé(e)s and are not fiancé-like (that is, intending to live together and begin a conjugal relationship).

Excluded relationships

You cannot sponsor a person as your spouse, common-law partner or conjugal partner if

- that person is under 16 years of age;

- you are a permanent resident or a naturalized citizen of Canada and at the time you made your application for permanent residence, that person was a non-accompanying family member, former spouse or common-law partner and was not examined; or
- you previously sponsored another spouse, a common-law partner or a conjugal partner and three years have not passed since that spouse, common-law partner or conjugal partner became a permanent resident.

Further, you cannot sponsor a person as your spouse

- if you or this person were the spouse of another person at the time of your marriage, or
- if you have lived separate and apart from this person for at least one year and
 - A. you are the common-law or conjugal partner of another person, or
 - B. the person you want to sponsor is the common-law partner of another person or the conjugal partner of another sponsor.

Dependent children

Your child or a child of the person you are sponsoring will be considered a dependent child if that child

- A. is under the age of 22 and not married or in a common-law relationship; or
- B. married or entered into a common-law relationship before the age 22 and, since becoming a spouse or a common-law partner, has
 - been continuously enrolled and in attendance as a full-time student in a post secondary institution accredited by the relevant government authority and
 - depended substantially on the financial support of a parent; or
 is 22 years of age or older and, since before the age of 22, has
 - been continuously enrolled and in attendance as a full-time student in a post secondary institution accredited by the relevant government authority and
 - depended substantially on the financial support of a parent; or
- C. is 22 years of age or older, has depended substantially on the financial support of a parent since before the age of 22 and is unable to provide for him/herself due to a medical condition.

Dependent children must meet the above requirements both on the day the Case Processing Centre in Mississauga (CPC-M), Ontario, receives a complete application for a permanent resident visa and, without taking into account whether they have attained 22 years of age, on the day a visa is issued to them.

Adopted children

A permanent resident visa cannot be issued to a child as a member of the family class if that child is the adopted dependent child of the sponsor unless the sponsor demonstrates he or she has obtained information concerning the medical condition of the child. This is one of the measures the government has taken to ensure that the child's best interests are protected.

If your sponsorship application includes a child described above, complete and sign the *Medical Condition Statement* and include it with the other documentation supporting your application.

If the adoption process of your adopted dependent child was completed while you were living in Canada as a citizen or permanent resident of that country or will be completed in Canada, do not use this kit. See **Overview** for which kit to use.

All family members of a would-be immigrant, whether accompanying or not, must be examined. If you previously made an application for permanent residence and became a permanent resident of Canada, your family members who were not examined in accordance with Canadian Immigration Regulations at the time you made your application, are excluded from the family class and you may not sponsor them.

Who can sponsor?

You may be eligible to sponsor if:

- the person you want to sponsor is a member of the family class;
Note: If that person is not a member of the family class, you will not meet sponsorship requirements and, therefore, your application to sponsor will not be approved and the application for permanent residence of the person you want to sponsor will be refused, unless you decide to withdraw your sponsorship application. If you withdraw the sponsorship, you will have no appeal rights.

- you are 18 years of age or older;
- you are a Canadian citizen or permanent resident;
- you reside in Canada;

Canadian citizens not residing in Canada may sponsor their spouse, common-law partner, conjugal partner and/or dependent children who have no dependent children of their own. Canadians travelling abroad as tourists are not considered to be residing outside Canada.

Sponsors not residing in Canada must provide evidence that they reside exclusively outside Canada on the date of giving the undertaking and will reside in Canada at the time their sponsored spouse, common-law partner, conjugal partner and/or children become permanent residents of Canada. Evidence that they will reside in Canada may include one or more of the following:

- letter from an employer;
- letter of acceptance to a Canadian educational institution;
- proof of having rented/bought a dwelling in Canada;
- reasonable plans for re-establishing in Canada or severing ties to the other country.
- 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 person being sponsored 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 (must be your spouse or common-law partner). If you reside in Quebec, see also [Sponsors living in Quebec](#).

This condition does not apply if you are sponsoring only

- your spouse, common-law or conjugal partner who has no dependent children, or
- your spouse, common-law or conjugal partner whose dependent children have no children of their own, or
- your dependent child who has no children of his or her own.

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 or relatives,
 - one of your spouse's or common-law partner's family members or relatives, or
 - your conjugal partner or one of your conjugal partner's family members or relatives,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 subject to a removal order; or
- 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 CPC-M, 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.

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 our **Call Centre** (see **Contact Information** for the number to call).

<p>British Columbia Ministry of Human Resources Sponsorship Default Coordinator 2280 Kingsway Vancouver, BC V5N 5M9 1 (604) 660-5350</p>	<p>Quebec Centre des garants défallants 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</p>
<p>Alberta Alberta Human Resources and Employment People Investment Division South Tower, 14th Floor, Capital Health Centre 10030-107th Street Edmonton, AB T5J 3E4 1 (780) 422-6705</p>	<p>Newfoundland Department of Social Services P.O. Box 8700 St. John's, NL A1B 4J6 1 (709) 729-0583</p>
<p>Saskatchewan Department of Community Resources and Employment Saskatchewan Social Services 1920 Broad Street, 11th Floor Regina, SK S4P 3V6 1 (306) 787-1388</p>	<p>New Brunswick Family and Community Services P.O. Box 6000 Fredericton, NB E3B 5H1 1 (506) 453-2001</p>

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
 Overpayment Recovery Unit
 Box 333
 Toronto, ON M7A 1N3
 1 (888) 346-5184

Prince Edward Island

Department of Health and Social Services
 11 Kent Street, 2nd Floor
 P.O. Box 2000
 Charlottetown, PEI C1A 7N8
 1 (902) 368-4900

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 family members.

Sponsors living in Quebec must read the information and follow the general instructions in this guide. However, they only have to complete those forms specified in Step 1 of the section titled [How to Apply to Sponsor](#). The Quebec government MICC 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 other than their spouse, common-law or conjugal partner or their dependent children who have no children of their own, they and their co-signer, if applicable, will have to prove to the MICC that they have sufficient income over the 12 months preceding the application to provide for the basic requirements of:

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

The MICC 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.

To help Quebec residents decide if they have the financial ability to meet sponsorship requirements, we are providing the [Quebec Income Scale](#) at the end of this guide. These amounts are indexed each year. Note

that any calculation will only be an estimate since an MICC employee will make the official financial assessment.

For further information on Quebec's requirements, contact your nearest MICC regional office. Addresses and telephone numbers are provided in [Table 2](#).

Table 2 —MICC regional offices

Quebec City and Eastern Quebec	Estrie, Mauricie and Central Quebec
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	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
Bureau du Saguenay—Lac-Saint-Jean et de la Côte-Nord 3950, boulevard Harvey Jonquière QC G7X 8L6 Tél. : (418) 695-8144 Fax : (418) 695-7861	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
Outaouais, Abitibi-Témiscamingue, Northern Quebec	Laval, Laurentides and Lanaudière
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	Carrefour d'intégration de Laval 705, ch. du Trait-Carré, RC Laval QC H7N 1B3 Tél. : (450) 970-3225 ou 1 800 375-7426 Fax : (450) 972-3250
Montréal	Montreal area
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	By appointment only Tél. : (514) 864-9191

Frequently Asked Questions

The information given here relates to questions most often asked 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.

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

The person you want to sponsor and, if applicable, his or her family members will have to:

- sign the Agreement (form IMM 1344B);
- complete the forms included with *The Immigrant's Guide* and provide appropriate documentation in support of their application;
- undergo a medical examination (results of the medical examination are valid for 12 months);
- pass criminal and security checks;
- obtain passports and, in some countries, exit visas; and,
- go for an interview at a Canadian visa office, if required.

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 permanent resident visas.

Can I cancel my undertaking once it has been approved?

If you change your mind about sponsoring your spouse, common-law partner, conjugal partner or dependent children, you must write a letter to CPC-M **before** they are issued permanent resident visas (see [What Happens Next?](#) for information on the application process).

Once permanent resident visas are issued, the promise you, and if applicable, your co-signer, made to support your family is 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 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 obligations 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. You must live in Canada when the sponsored person becomes a permanent resident. See [How to apply to sponsor](#).

What if I do not meet sponsorship requirements?

If it is your intent to withdraw your sponsorship application in the event CPC-M assesses that you are ineligible to sponsor, you must notify CPC-M of your intent before the visa office begins to process the application for permanent residence of the person you want to sponsor. If you do not, you will not be eligible for a refund of your processing fees. You can notify CPC-M of your intent by checking the appropriate box on your application form (IMM 1344A). See instructions on how to complete the *Application to Sponsor and Undertaking* for additional details.

If you do not qualify as a sponsor and chose to withdraw your sponsorship application, you will be refunded the fees for processing the application for a permanent resident visa and any Right of Permanent Residence Fees you 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 reapply at a later date.

If you do not qualify as a sponsor and have not notified CPC-M 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.

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:

- the relationship between you and your family members is not genuine or has been entered into for immigration purposes only. For example, you married or entered into a common-law or conjugal partner relationship primarily to obtain permanent residence in Canada;
- you may not meet the financial requirements where these are applicable;
- the person you want to sponsor and his or her family members may not have provided the required documents as requested;
- the person you want to sponsor is not a member of the family class; or
- the person you want to sponsor and his or her family members are inadmissible to Canada because they have a criminal record or serious illness.

See [What happens next?](#) for a list of factors that can slow down processing of applications.

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.

How to Apply to Sponsor

You must send your sponsorship application together with the application for immigration of the person you wish to sponsor along with all required documentation to CPC-M (see [Mailing your application](#)), and pay the applicable fees. If the forms and supporting documents received at CPC-M are incomplete, they will be returned to you. If they are complete, CPC-M will begin assessing your application (see [What happens next](#) for more information). If you think you are eligible to sponsor and wish to support the immigration application of your spouse, common-law or conjugal partner, dependent child and their family members, carefully read the following instructions.

If you are sponsoring your dependent children who are not accompanying your spouse, common-law partner or conjugal partner, you will have to complete a separate application and pay applicable fees for each of these children.

- STEP 1.** There is only one copy of each of the forms included for the sponsorship application and for the immigration application. Make enough copies of the blank forms for your needs.

Forms for the sponsorship application

If you live in a province or territory other than Quebec or are living exclusively outside Canada and intend to live in a province or territory other than Quebec upon your return, you must complete the following forms:

- the *Application to Sponsor and Undertaking* (IMM 1344A);
- the *Sponsorship Agreement* (IMM 1344B; must also be signed by the person you want to sponsor). See instructions on how to complete the *Sponsorship Agreement* for more details;
- the *Sponsorship Evaluation* (IMM 5481);
If the person you are sponsoring is: a) your spouse, common-law partner or conjugal partner and he or she has dependent children who have children of their own; or b) your dependent child and he or she has dependent children, you will have to complete the *Financial Evaluation* form instead. To obtain this form, contact our [Call Centre](#) and ask for kit IMM 5482 or download it from our [Web site](#).
- the *Sponsor Questionnaire* (IMM 5540), if you are sponsoring your spouse, common-law partner or conjugal partner;
- the *Medical Condition Statement*, for every dependent child included in your application who is your adoptive son or daughter;
- the *Statutory Declaration of Common-law Union* (IMM 5409), to be completed only if you have a co-signer and he or she is your common-law partner;
- the *Receipt* (IMM 5401 – see section on [Fees](#));
- the *Document Checklist* (IMM 5491); and
- the *Use of a Representative* form (IMM 5476), if you choose to have a representative.

If you live in Quebec or are living exclusively outside Canada and intend to live in Quebec upon your return, you need only complete:

- the *Application to Sponsor and Undertaking* (IMM 1344A);

CPC-M will send a copy of your IMM 1344A to the MICC in Quebec, who will send you additional documents to complete , including a <i>Formulaire d'engagement</i> (a separate undertaking form). The MICC will provide you with all necessary instructions (for more information, see Sponsors living in Quebec).

- the *Sponsor Questionnaire* (IMM 5540), if you are sponsoring your spouse, common-law partner, or conjugal partner);
- the *Receipt* (IMM 5401 – see section on **Fees**);
- the *Document Checklist* (IMM 5491); and
- the *Use of a Representative* form (IMM 5476), if you choose to have a representative.

Forms for the immigration application

The person you want to sponsor and his or her family members must complete the following forms and return them to you:

Forms to be completed by the person you wish to sponsor only:

- the *Application for Permanent Residence* (IMM 0008 Generic);
- the *Spouse / Partner questionnaire*, if applicable (IMM 5490);
- the *Use of a Representative* form (IMM 5476), if that person chooses to have a representative.

Forms to be completed by the person you wish to sponsor and, if applicable, each of his or her family members 18 years of age or older:

- the *Schedule 1* (Background / Declaration form);
- the *Additional Family Information* form (IMM 5406)

STEP 2. Send to the person you want to sponsor *Part 2: The Immigrant's guide* with all the related forms. If you live in a province or territory other than Quebec, include the *Sponsorship Agreement* (IMM 1344B) signed by you and, if applicable, your co-signer (see instructions on how to complete the **Agreement**). The person you want to sponsor and his or her family members will complete the forms and return them to you with the supporting documents. Make sure you inform them of the address where you live.

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. CPC–M or visa office may request more information at any time during the process, even if the requested information is not listed on the *Checklist*.

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 MICC.

All information and documents are required to assess applications correctly and quickly. If the documents received by CPC–M are incomplete, applications will be returned to sponsors to be re-submitted with missing documentation.

Mailing Your Application

Gather the forms the person you are sponsoring and his or her family members returned to you. Ensure they are completed and, where applicable, signed and are accompanied by the supporting documents. Send them with your forms along with all the supporting documentation to CPC-M. Do not forget to include a copy of your **receipt**. CPC-M's mailing address is:

**Case Processing Centre – Mississauga
P.O. Box 3000, Station A
Mississauga ON L5A 4N6**

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.

Should you require confirmation that your application arrived at destination, contact your local postal outlet for information on various mailing options available to you.

Unless notified otherwise, advise CPC-M immediately, by mail or facsimile (905 803-7392) 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. When advising the office of such changes, you must clearly state your file number, which will be found at the top of any correspondence CPC-M will send you to acknowledge the receipt of your application.

If you move

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

- **by e-mail**, using CIC's on-line service. Just go to CIC's [Web site](#) and follow the instructions for filling out and submitting the electronic change of address form; or
- **by telephone**, by contacting our [Call Centre](#).

For Canadian citizens living exclusively outside Canada, write or fax to CPC-M.

Sponsors who signed an "engagement" with the province of Quebec and subsequently move from Quebec to another province in Canada while their sponsorship application is in process must sign a new undertaking and agreement. Conversely, sponsors who signed an undertaking with the Minister of Citizenship and Immigration and subsequently move to Quebec from another province in Canada while their sponsorship application is in process must sign an "engagement" with the province of Quebec.

Completing the Sponsorship Forms

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

You must answer all questions, unless instructed otherwise. If you leave any sections blank, your application will be returned to you for completion. 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

1. Indicate whether you want to withdraw your sponsorship application or continue processing if you do not meet the sponsorship requirements. If your choice is to withdraw your sponsorship, 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 repaid to you.

If you choose to continue processing or fail to notify CPC-M of your intent to withdraw, 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. 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.

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.
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).
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), 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. If you are sponsoring your spouse or common-law or conjugal partner, you cannot have a co-signer; write “**Not Applicable**” in this section. You do not need a co-signer if you are sponsoring a dependent child who has no children.

8 and 9: Follow the instructions for both **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.

1. Give the details of the principal applicant, i.e., the person you want to sponsor.

Make sure that you enter the principal applicant’s country of nationality if it is different from his or her country of birth. If the principal applicant has no country of nationality (is stateless), enter his or her country of habitual residence.

2. If the principal applicant is your spouse or your common-law or conjugal partner, write “**Not Applicable**”. Otherwise, give details of the accompanying spouse or common-law partner of the principal applicant, if applicable; give details of the non accompanying spouse or common-law partner of the principal applicant, if applicable, in **4**.
3. 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.
4. Give details of the non accompanying spouse or common-law partner of the principal applicant, if applicable.

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.

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, as applicable. See **Dependent children** in the section titled **Whom can you sponsor using this application package?** for additional information.

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

6. Print the full address where the principal applicant lives in **a)**. Information you provide in **b)** and **c)** will help us determine which visa office will process the application for a permanent resident visa. Under Canadian immigration legislation, an application for a permanent resident visa must be made at the visa office responsible for:
 - the country where the applicant is living, if the applicant has been lawfully admitted to that country for a period of at least one year, or
 - the applicant’s country of nationality, or
 - the applicant’s country of habitual residence, if the applicant is stateless and has legal status in that country.

The person you are sponsoring will have to provide evidence of his or her status in the country where he or she is living. Should that status change or expire before the visa office has completed the processing of the application, processing of the application will be completed in the office where it was submitted unless circumstances dictate otherwise. The person concerned will be notified in the event his or her case is referred to another visa office. Consult our [Web site](#) for additional information on visa office jurisdiction.

If the principal applicant is a young child, include the name of the person who will be looking after his or her mail.

7. Print the mailing address where we can reach the principal applicant, if this address is different from the one in **6a**).

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

D – Adoption

This section is to be completed only if you are sponsoring a child whose adoption was completed or will be completed abroad or in Canada and you were/are a resident of Canada at the time the adoption process was/will be completed. If this is the case, obtain the appropriate application package as indicated in the [Overview](#).

For the purpose of this application, write “**Not Applicable**” in section D and proceed to section **E**.

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.

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

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](#).

6. If you have declared bankruptcy, do not submit this application unless you have been discharged from the bankruptcy.
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 our [Call Centre](#) to ask about your status. If you answer “yes,” do not submit your application.
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.
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

This section is to be completed by Canadian citizens living exclusively outside of Canada and sponsoring a spouse, a common-law or conjugal partner, and/or dependent children who have no children of their own.

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 this section carefully before signing Section J. Ask and obtain an explanation on every point that is not clear to you.

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 (i.e., the principal applicant). Follow these steps:

1. Read and sign the form.
2. Have your co-signer (if applicable) read and sign this form.
3. Send the form to the person you want to sponsor to read and sign.
Note: No one can sign the agreement on behalf of the person you want to sponsor.
4. The person you want to sponsor will send it back to you with his or her completed forms. When you receive it, make two photocopies.
5. Give one photocopy to the person you want to sponsor and send one to us. Retain the original for your records.

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

Sponsor Questionnaire (IMM 5540)

You must complete this questionnaire and include it with your application to sponsor if you are sponsoring a spouse, a common-law partner or a conjugal partner. Provide as complete and precise a response as possible to each question. If you have to provide some answers on a separate sheet of paper, make sure you write your name, the form's title and the number of the question you are answering on all additional sheets you will be attaching to your questionnaire.

Sponsorship Evaluation (IMM 5481)

(Quebec residents need not complete this form.)

The *Sponsorship Evaluation* form will help us assess your past and current obligations with respect to sponsorship undertakings you have signed or co-signed. Do not use this form if the person you are sponsoring

- is your spouse, common-law partner or conjugal partner and has dependent children who have dependent children of their own, or
- is your child, or a child of your spouse, common-law partner or conjugal partner, and has dependent children of his or her own.

Instead, you must complete the *Financial Evaluation* form and attach it with your application. You can obtain one by downloading a copy from our [Web site](#), ordering it electronically on the application page of our Web site or by contacting our [Call Centre](#) (the form and accompanying instructions are labelled IMM 5482).

From the completed *Sponsorship Evaluation* form and the supporting documents you will be sending with your application, we should be able to determine whether you meet the residency requirement and whether you have the ability to support the person you are planning to sponsor and his or her family members.

Refer to Sections 17, 18 and, if applicable, 19 of the document checklist for a description of the documents you must provide in support of your application to prove your ability to fulfil your sponsorship obligations. Failure to provide evidence of your income may result in the return of your application.

Document Checklist (IMM 5491)

The *Document Checklist* is a reference list that helps ensure that you attach all required documents to your sponsorship application. Missing documentation will slow down the processing of your application and could result in it not being processed or being refused.

Enclose the *Document Checklist* with your application.

Use of a Representative (IMM 5476)

Complete this form if you are appointing a representative.

If you have dependent children aged 18 years or older, they are required to complete their own copy of this form if a representative is also conducting business on their behalf.

A **representative** is someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada. When you appoint a representative, you also authorize CIC to share information from your case file with this person.

You are not obliged to hire a representative. We treat everyone equally, whether they use the services of a representative or not. If you choose to hire a representative, your application will not be given special attention nor can you expect faster processing or a more favourable outcome.

The representative you appoint is authorized to represent you only on matters related to the application you submit with this form. You can appoint only **one** representative for each application you submit.

There are two types of representatives:

Unpaid representatives

- friends and family members who do not charge a fee for their advice and services
- organizations that do not charge a fee for providing immigration advice or assistance (such as a non-governmental or religious organization)
- consultants, lawyers and Québec notaries who do not, and will not, charge a fee to represent you

Paid representatives

If you want us to conduct business with a representative who is, or will be charging a fee to represent you, he or she must be authorized. Authorized representatives are:

- immigration consultants who are members in good standing of the Canadian Society of Immigration Consultants (CSIC)
- lawyers who are members in good standing of a Canadian provincial or territorial law society and students-at-law under their supervision
- notaries who are members in good standing of the *Chambre des notaires du Québec* and students-at-law under their supervision

If you appoint a paid representative who is not a member of one of these designated bodies, your application will be returned. For more information on using a representative, visit our [Web site](#).

Section B.

5. Your representative's full name

If your representative is a member of CSIC, a law society or the *Chambre des notaires du Québec*, print his or her name as it appears on the organization's membership list.

8. Your representative's declaration

Your representative must sign to accept responsibility for conducting business on your behalf.

Section D.

10. Your declaration

By signing, you authorize us to complete your request for yourself and your dependent children under 18 years of age. If your spouse or common-law partner is included in this request, he or she must sign in the box provided.

Release of information to other individuals

To authorize CIC to release information from your case file to someone other than a representative, you will need to complete form *Authority to Release Personal Information to a Designated Individual* (IMM 5475) which is available on our Web site at www.cic.gc.ca/english/applications/release-info and from Canadian embassies, high commissions and consulates abroad.

The person you designate will be able to obtain information on your case file, such as the status of your application. However, he or she will **not** be able to conduct business on your behalf with CIC.

You must notify us if your representative's contact information changes or if you cancel the appointment of a representative.

Fees

What fees are required?

- A. 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 married or in a common-law or conjugal relationship, regardless of age;
 - \$75 for a principal applicant who is under 22 years of age and **not** married or in a common-law or conjugal relationship;
 - \$550 for each accompanying family member who is 22 years of age or older, or who is married or in a common-law relationship, regardless of age; and
 - \$150 for each accompanying family member who is under 22 years of age and **not** married or in a common-law relationship.
- B. 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:
- \$490 for a principal applicant and accompanying family members who are not exempted (see [Table 3 — Immigration Fees](#)).

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 CPC-M in writing not to assess your sponsorship application. Processing fees are partially refundable if CPC-M determines you are ineligible to sponsor and you have notified CPC-M 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 CPC-M 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 (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 four to six weeks after the refund request has been processed by CPC-M.

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

Table 3 — Immigration Fees

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 married or in a common-law or conjugal relationship, regardless of his or her age. Number of persons: 0 or 1.		x \$475	
Principal applicant who is under 22 years of age and not married or in a common-law or conjugal relationship. Number of persons: 0 or 1.		x \$75	
Accompanying family member who is 22 years of age or older or who is married or in a common-law relationship, regardless of his or her age		x \$550	
Accompanying family member who is under 22 years of age and not married or in a common-law relationship		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 \$490	
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.

How to pay your fees if you live in Canada

You have the option of paying your fees through the Internet or at a financial institution.

Option 1. Payment of fees on our Web site

To use this option, you need a credit card and access to a computer with a printer.

Go to our Web site at www.cic.gc.ca and select “**On-Line Services**” from the menu bar at the top, then “**Payment of fees through the Internet**”.

Once you have paid the fees, you must print the official receipt and fill out by hand the “Payer Information” section. Attach the bottom portion (copy 2) of this receipt to your completed application.

Option 2. Payment of fees at a financial institution

STEP 1. Use [Table 3](#) to calculate the fees required.

STEP 2. Fill in the total

Enter the “Amount payable” you have calculated at the bottom of the *Receipt* (IMM 5401).

Photocopies of the receipt are not accepted. If you need an original receipt, order it from our [Web site](#) or contact the Call Centre.

STEP 3. Complete the “Payer Information” sections on the back of the receipt

If you already know the Client ID assigned to you, enter the number in the box provided. If you do not know your Client ID, leave that box empty.

STEP 4. Go to a financial institution and make the payment

Bring the receipt with you. A financial institution representative will tell you which forms of payment are acceptable. There is no charge for the service.

STEP 5. Send your receipt

Attach the middle portion (Copy 2) of the receipt to your completed sponsorship application. Keep the top portion (Copy 1) for your files.

Do not include any other type of payment with your application.

How to pay your fees if you live exclusively outside Canada

You have the option of paying your fees through the Internet or with an international bank draft or money order.

Option 1. Payment of fees on our Web site

To use this option, you need a credit card and access to a computer with a printer.

Go to our Web site at www.cic.gc.ca and select “**On-Line Services**” from the menu bar at the top, then “**Payment of fees through the Internet**”.

Once you have paid the fees, you must print the official receipt and fill out by hand the “Payer Information” section. Attach the bottom portion (copy 2) of this receipt to your completed application.

Option 2. Payment of fees with an international bank draft or money order

STEP 1. Use [Table 3](#) to calculate the fees required.

STEP 2. Obtain an international **bank draft** or **money order**.

The bank draft or money order must be made payable to the **Receiver General for Canada** and be in Canadian funds for the required amount. You should ensure that the bank draft or money order can be cashed through a Canadian financial institution and **clearly indicates on its face the name and complete address** (must not be a post office box number) and/or the **transit and account numbers** of the financial institution in Canada where it may be cashed. Incomplete or improper identification of the financial institution may result in processing delays and even in the return of your application.

STEP 3. **Include** the bank draft or money order with your completed sponsorship application.

What if you make an incorrect payment?

If you are required to pay additional fees and you live in Canada, CPC-M 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 CPC-M.

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 four to six weeks after CPC-M has completed the refund request.

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 and inform you by way of a letter of the results of the assessment. 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, CPC-M will inform MICC 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, MICC will let you and the visa office responsible for processing the application of the person you are sponsoring know whether your undertaking has been accepted or refused.

If all of the sponsorship requirements are met, the application for immigration to Canada of the person you are sponsoring will be sent to a Canadian visa office for processing (see **6.** at **section C** of the instructions on how to complete the form 1344A). If you are a Quebec resident, processing will begin when MICC informs us they have approved your undertaking.

If you fail to meet the sponsorship requirements, CPC-M 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). The application of the person you are sponsoring will not be sent abroad and, therefore, will not be processed. You will not have a right of appeal. If you are a Quebec resident and MICC refuses your undertaking, we will refund your processing fees, with the exception of the \$75 sponsorship fee, provided you have indicated as much on your application to sponsor (IMM 1344A).

In the event you do not meet the sponsorship requirements, the application of the person you are sponsoring will be sent for processing at a Canadian visa office if you have not indicated on the IMM 1344A your choice for a partial refund,. You will not be entitled to a partial refund of the processing fees once processing of the application for permanent residence has begun.

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?

CPC-M 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 sent to 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.

If you choose to withdraw the sponsorship, you will not have appeal rights.

What happens with the application of the person you are sponsoring at the visa office?

The visa office will review the application and supporting documentation to assess the eligibility of the person you are sponsoring as a member of the family class and his or her admissibility as an immigrant to Canada. It will contact that person to let him or her know if additional supporting documents need to be provided or an interview is required. 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 are sponsoring and you 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.

Processing times for an application and visa issuance

We are committed to issuing visas for routine cases of spouses, common-law partners, conjugal partners and/or dependent children as quickly as possible. In order to ensure that we have the information we need to make a decision on your application, send the following:

- all forms the sponsor and the person being sponsored are required to provide, completed and signed. All information must be correct and truthful;
- all supporting documents, including police certificates; and
- evidence that the applicable fees have been paid.

If your case is not routine, we may not be able to process your application within the regular service standards for routine cases. Factors that can affect the processing of your application are listed hereinafter. Visit our [Web site](#) or phone our [Call Centre](#) for additional information on processing times.

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 CPC-M 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 the processing of your application.

- Incomplete or unsigned application forms
- Incorrect, incomplete address or failure to notify CPC-M 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 applicant or 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 applicant is not a permanent resident of the country in which he/she currently lives
- The applicant or his or her family members require an interview and lives in an area not regularly visited by immigration officials
- Photos provided by the principal applicant and his or her family members do not comply with specifications set out in Appendix C accompanying *The Immigrant's Guide*

Checking your application status

You can find out the current status of your application by logging on to our Web site at www.cic.gc.ca and selecting On-Line Services – e-Client Application Status. You may also phone our Call Centre.

If you do not want your information available on-line, you can remove on-line information by logging on to www.cic.gc.ca and selecting On-Line Services – e-Client Application Status. You may also call our Call Centre and ask an agent to do this for you.

Current processing times are updated weekly on our Web site at: www.cic.gc.ca/english/department/times/process-in.html.

Tables and Charts

Quebec Income Scale, 2006

Basic Needs of Sponsor and Dependent Persons	
Number of dependent persons	Gross annual income of sponsor*
0	\$19,286
1	\$26,036
2	\$32,144
3	\$36,968
4	\$41,145
Required gross annual income is increased by \$4,176 for each additional dependant.	

Basic Needs of Sponsored Persons		
Persons 18 and over	Persons under 18	Annual gross amount required by sponsor*
0	1	\$6,677
0	2	\$10,581
The annual gross amount required is increased by \$3,527 for each additional person under 18.		
1	0	\$14,108
1	1	\$18,955
1	2	\$21,402
The annual gross amount required is increased by \$2,445 for each additional person under 18.		
2	0	\$20,687
2	1	\$23,176
2	2	\$25,017
The annual gross amount required is increased by \$1,837 for each additional person under 18 and by \$6,577 for each additional person 18 or over.		

Example:	
Basic needs of a sponsor: (sponsor, spouse and 2 children under 18)	\$36,968
Basic needs of sponsored person: (main sponsored person, spouse, 1 child 18 or over and 2 children under 18)	\$31,594
Income necessary for acceptance of undertaking application	\$68,562

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

The application process

