



# IMMIGRATION Canada

## Family Class

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

## **Part 3: Country Specific Instructions**

**People's Republic of China,  
Special Administrative Region of  
Hong Kong and Special Adminis-  
trative Region of Macau**



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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**

# Appendix A

## Document Checklist - Immigrant

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Send the following documents with your application and check (☑) each box when they are enclosed.

- Send originals of the police certificates and forms listed in items 1 to 7 below.
- Send photocopies only of all other documents, unless instructed otherwise.
- If your documents are not in English or French, include an accurate translation with a copy of the originals. Failure to do so could result in substantial processing delays.

Answer all questions and sign the forms where applicable. When completed, send them to your sponsor with all supporting documentation.

**If there is a conflict between this guide and any other versions or publications, this document and its instructions take precedence and are to be followed.**

### **IMPORTANT NOTICE: Misrepresentation Will Result in Your Application Being Refused**

If you or someone acting on your behalf directly or indirectly submits false documents or misrepresents facts relating to your application for a permanent resident visa:

- your application will be refused;
- the circumstances of your refusal will be entered into Canada's global immigration database; and
- you and your dependent(s) could become inadmissible to Canada for 2 years under section 40 (2) of the *Immigration and Refugee Protection Act*.

IMMIGRATION FORMS		
1.	<b>Generic Application Form for Canada (IMM 0008)</b> - This form is completed by you, the principal applicant.	<input type="checkbox"/>
2.	<b>Additional Dependants/Declaration (IMM 0008DEP)</b> - This form is completed by you, the principal applicant, if you have more than five (5) family members.	<input type="checkbox"/>
3.	<b>Schedule A - Background/Declaration (IMM 5669)</b> - You and each of your family members 18 years of age or older must complete their own copy of this form.	<input type="checkbox"/>
4.	<b>Additional Family Information (IMM 5406)</b> – You and each of your family members must complete their own copy of this form.  <b>Note:</b> Your <b>present address</b> is the residential address where you and or your dependent(s) are now physically living. It must be provided in both English and Chinese. If you do not provide an accurate residential address, it could result in the refusal of your application for misrepresentation.	<input type="checkbox"/>
5.	<b>Spouse / Partner Questionnaire (IMM 5490)</b> – If your sponsor is your spouse, common-law partner or conjugal partner, complete the questionnaire.	<input type="checkbox"/>
6.	<b>Sponsor Questionnaire (IMM 5540)</b> – If your sponsor is your spouse, common-law partner, or conjugal partner, your sponsor must complete this questionnaire.	<input type="checkbox"/>

7.	<p><b>Use of a Representative (IMM 5476)</b> – If you want us to communicate with a representative on your behalf, complete and sign the form.</p> <p><b>Note:</b> If you designate a representative, and indicate their address as your mailing address, we will communicate only with that person or firm for as long as the authorization is in effect.</p>	<input type="checkbox"/>
8.	<p><b>Declaration from Non-Accompanying Parent/Guardian for Minors Immigrating to Canada (IMM 5604)</b> – This form is to be completed by:</p> <ul style="list-style-type: none"> <li>• non-accompanying parents/guardians,</li> <li>• former spouses, or</li> <li>• former common-law partners</li> </ul> <p>who consent to the removal of their child from their country of residence and for the child to immigrate to Canada with the other parent.</p>	<input type="checkbox"/>
9.	<p><b>IDENTITY AND CIVIL STATUS DOCUMENTS</b></p> <p>The following documents are required for you, the principal applicant, each of your family members and your dependent children, if applicable:</p> <ul style="list-style-type: none"> <li>• Certificates of: birth, adoption, marriage, divorce, death,</li> <li>• Absolute nisi decree (Hong Kong residents),</li> <li>• Custody order for your child and proof that you have fulfilled any obligation stated in the custody order,</li> <li>• Citizens of the People's Republic of China must provide photocopies of all pages of the household register ("hukou"),</li> <li>• A photocopy of the bio-data page of your passport with a validity of at least 18 months. If you cannot submit this along with the application, provide it at a later date.</li> </ul> <p><b>Note:</b> For residents of the People's Republic of China (PRC), a kinship certificate is <b>not</b> acceptable as proof of relationship.</p>	<input type="checkbox"/>
10.	<p><b>CHILDREN'S STATUS AND EDUCATION DOCUMENTS</b></p> <ul style="list-style-type: none"> <li>• Proof of marital status for children 16 years of age and older.</li> </ul> <p>You must submit proof if the child is 19 years of age or older and depends substantially on the financial support of the parent since before the age of 19 and is unable to be financially self-supporting due to a physical or mental condition.</p>	<input type="checkbox"/>
11.	<p><b>NON-ACCOMPANYING FAMILY MEMBERS DECLARATION</b></p> <p>If you have family members who do not intend to emigrate to Canada with you, you must submit a notarized statutory declaration with your application which:</p> <ul style="list-style-type: none"> <li>• identifies these family members and their relationship to you;</li> <li>• states your intention to proceed to Canada without them; and</li> <li>• indicates whether or not you wish these persons to retain eligibility to be sponsored by you once you have settled in Canada.</li> </ul> <p><b>Note:</b> Non-accompanying family members are still required to successfully meet immigration medical and security standards at the same time as you. They will retain eligibility to be sponsored by you as a member of the Family Class once you have settled in Canada for as long as they are your:</p> <ul style="list-style-type: none"> <li>• spouse,</li> <li>• common-law partner, or</li> <li>• dependent children</li> </ul> <p>as defined in the <i>Immigration and Refugee Protection Act and Regulations</i>.</p> <p>If you have non-accompanying family members who are either a spouse from whom you are legally separated or your children who are not in your legal custody, it is not necessary for them to be examined. <b>However, if they are not examined at the time of your application, you will not be able to sponsor them at any time in the future.</b></p>	<input type="checkbox"/>

12.	<p><b>PROOF OF RELATIONSHIP TO SPONSOR</b></p> <p>If you are being sponsored by your spouse, common-law partner or conjugal partner, you must send evidence of the relationship between you and your sponsor such as:</p> <ul style="list-style-type: none"> <li>• wedding/engagement photos and/or photos of outings;</li> <li>• letters between you and your sponsor (including postmarked envelopes);</li> <li>• printed e-mails, chat records or telephone bills;</li> <li>• proof of your sponsor's visits such as airline ticket coupons, used boarding passes, complete photocopy of all pages of your sponsor's passport;</li> <li>• proof of financial support from your sponsor; and</li> <li>• any other documents that you feel would demonstrate your relationship to your sponsor.</li> </ul> <p>If you are being sponsored by your parent, you must include evidence of the relationship between you and your sponsor such as:</p> <ul style="list-style-type: none"> <li>• photos showing you and your sponsor together over time;</li> <li>• letters between you and your sponsor (including postmarked envelopes);</li> <li>• printed e-mails, chat records or telephone bills;</li> <li>• proof of your sponsor's visits such as airline ticket coupons, used boarding passes, complete photocopy of all pages of your sponsor's passport;</li> <li>• proof of financial support from your sponsor; and</li> <li>• any other documents that you feel would demonstrate your relationship to your sponsor</li> </ul> <p>Photos must be loose. Do not send them in binders, albums, frames or other such containers. Do not send video discs or video cassettes. Do not send musical greeting cards or other similar documents containing electronic or mechanical devices.</p> <p><b>Note:</b> The sponsor and the applicant who are common law or conjugal partners <b>must</b> provide historical evidence of their ongoing relationship. If they are in a relationship of two years or less and have no children together, the applicant will receive conditional permanent resident status, if the application is approved.</p>	<input type="checkbox"/>
13.	<p><b>POLICE CERTIFICATES AND CLEARANCES</b></p> <p>You must submit <b>original</b> police certificates of good conduct or clearances from each country in which you and each of your family members aged 18 years or over have resided six continuous months or more since reaching 18 years of age. You must attach the <b>original police certificate(s)</b> to the application. If the original certificate is neither in English nor in French, submit both, the certificate and the original copy of a translation prepared by an accredited translator.</p> <p>However, if you have lived in Canada, at this time you are only required to indicate it on the <i>Schedule 1 Background/Declaration Form</i> (IMM 0008). You will be notified by the visa office during the processing of your application if you are required to submit a police certificate from Canada.</p> <p>Please consult our <a href="http://www.cic.gc.ca/english/information/security/police-cert/index.asp">website</a> at: <a href="http://www.cic.gc.ca/english/information/security/police-cert/index.asp">www.cic.gc.ca/english/information/security/police-cert/index.asp</a> for specific and up-to-date information on how to obtain police certificates from any country.</p>	<input type="checkbox"/>
14.	<p><b>PROOF OF MEDICAL EXAMINATION</b></p> <p>Include for yourself and each of your family members, proof of completion of the upfront medical examination from the <a href="#">Panel Physician</a>.</p>	<input type="checkbox"/>
15.	<p><b>PHOTOS</b></p> <p>Include five (5) photos for each member of your family and yourself taken within the last six (6) months. Follow the instructions in Appendix B: <b>Photo Specifications</b>.</p>	<input type="checkbox"/>

<b>16. ADDRESS IN CHINESE CHARACTERS AND CONTACT NUMBERS</b>	<input type="checkbox"/>
<p>Where indicated, provide your address in Chinese characters as well as in Pinyin or English, including postal code. The mailing address you provide must be the residential address of a person or the business address of a firm. <b>A post office box number is not acceptable.</b></p> <p>If you have designated a third party to represent you and you have used their address as your mailing address, we will automatically direct all correspondence to this person or firm.</p> <p>It is your responsibility to ensure that the mailing address is reliable and that any changes are reported to us promptly. Failure to do so could result in substantial processing delays and even in the refusal of your application.</p> <p><b>Include eight (8) address labels</b> with the mailing address in Chinese characters.</p>	
<b>17. A COPY OF THIS DOCUMENT CHECKLIST</b>	<input type="checkbox"/>

Place all of your documents in an envelope and send them to your sponsor.

**If your application is incomplete or lacks the supporting documents listed above, it will be returned to you for completion and will cause substantial delays in the processing of your application.**

Visit our website at [www.beijing.gc.ca](http://www.beijing.gc.ca) or at [www.hongkong.gc.ca](http://www.hongkong.gc.ca) regularly for updated information regarding our procedures and service standards.

## Supplement to Schedule 1 - Background / Declaration

To be completed by the principal applicant and each of their family members aged 18 years or older.

**Have you previously been married or in a common-law relationship?**

☐ NO ☐ YES

If yes, give the following details for each previous spouse or partner. If you do not have enough space, provide details on a separate sheet of paper.

Name of previous spouse or partner \_\_\_\_\_

Date of birth (day-month-year) \_\_\_\_\_

Type of relationship ☐ Marriage ☐ Common-law union

From (day-month-year) \_\_\_\_\_ to (day-month-year) \_\_\_\_\_

**Do you have any child resulting from this previous marriage or common-law relationship?**

☐ NO ☐ YES

If yes, give the following details of each child.

Name	Date of birth (day-month-year)	Relationship	Do you have legal custody of this child?

Please provide documentary evidence to support your claims, e.g. divorce certificate, relationship documents, custody order etc.

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

Signature: \_\_\_\_\_

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

# Appendix B

## Photo Specifications

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### Notes to the applicant

**TAKE THIS WITH YOU TO THE PHOTOGRAPHER**

- Immigration photos are **not** the same as passport photos.
- Make sure that you provide the correct number of photos specified in this guide.

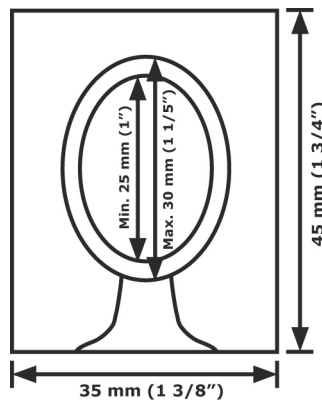
### Notes to the photographer

#### The photos must:

- show a full front view of the person's head and shoulders showing full face centered in the middle of the photograph;
- have a **plain white background**;
- be identical (black and white or colour) produced from the same untouched negative, or exposed simultaneously by a split-image or multi-lens camera.

#### The photos must:

- measure between 25 mm and 30 mm (1" and 1 1/5") from chin to crown;
- have a 35 mm x 45 mm (1 3/8" x 1 3/4") finished size.





## DECLARATION FROM NON-ACCOMPANYING PARENT/GUARDIAN FOR MINORS IMMIGRATING TO CANADA

FOR OFFICE USE ONLY				
File no.	▶			
Date	▶	Day	Month	Year

Send this fully completed Declaration **and** a photocopy of a valid and legible identity document to the Canadian Embassy/Canadian Consulate.

This form must be:

- filled out by the non-accompanying parent/guardian, former spouse or former common-law partner and;
- **witnessed by a notary public.**

**A copy of this form must be completed for each child travelling to Canada.**

I, \_\_\_\_\_, declare that I have no objections to my

child: \_\_\_\_\_

Child's full name

Day      Month      Year

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|

Child's date of birth

immigrating to Canada with his/her parent/guardian:

\_\_\_\_\_  
Parent/Guardian name

\_\_\_\_\_  
Relationship to child

\_\_\_\_\_  
Parent/Guardian name

\_\_\_\_\_  
Relationship to child

Fill out this section if this child is travelling to Canada with someone other than the parent/guardian listed above.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship to child

I have read and understand the contents of this letter and by signing and returning this letter, I am confirming that I fully understand that I may be permanently separated from my above-named child.

I further understand that if I wish to enter Canada, as a temporary resident or a permanent resident, I must comply with all requirements of the *Immigration and Refugee Protection Act* and Regulations in force at the time of my application.

To be completed by the non-accompanying parent/guardian, former spouse or former common-law partner, in front of the witness. Present your original Identification Card to the witness\*

Signature (before witness*)		Date	
		Day	Month      Year
Emergency contact telephone number	Place		

To be completed by the witness (notary public)

Witness title and name in block letters (*must be a notary public)	Witness* professional chop/stamp
Signature of witness*	