



# Guide 5196: Sponsorship of adopted children and other relatives



## Table of Contents

[Overview](#)

[Before You Apply](#)

[Step 1. Gather Documents](#)

[Step 2. Complete the Application](#)

[Step 3. Pay the Fees](#)

[Step 4. Submit the Application](#)

[What Happens Next](#)

[Need Help?](#)

[Income Tables and Charts: Federal Income Scales](#)

[Appendix A: Sponsoring an Adopted Child or a Child you intend to adopt](#)

**This is not a legal document.** The explanations and definitions are not legal definitions. In case of a discrepancy between the language in this document and the relevant legislation or regulations, the legal text in the legislation and regulations prevails.

For legal information, see the:

- [Immigration and Refugee Protection Act](#)

- *Immigration and Refugee Protection Regulations*

This information will help you complete the forms and guide you through the application process.

---

## Overview

### Application package

This application package has:

- an instruction guide, **and**
- the forms you need to fill out.

The **instruction guide**:

- has information you must know before you submit your application, **and**
- explains how to fill out the forms and gather your supporting documents.

Read the instruction guide completely and then fill out each of the applicable forms.

The **forms** are designed with questions that will help the processing of your application.

---

### Symbols used in this guide

This guide uses these symbols to draw your attention to important information:



What you **must** do to have your application processed.



Important information that you need to know to avoid delays or other problems.



Where to get more information.

**i Note:** Tips that will help you with this application.

## Before You Apply

### Sponsorship of members of the Family Class

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
- a sponsor's common-law partner or conjugal partner
- a sponsor's dependent child
- a sponsor's parent
- a person the sponsor intends to adopt
- and other relatives of the sponsor as defined by regulation

---

### Who may use this application?

This application guide is designed for Canadian citizens and permanent residents of Canada who are 18 years of age or older and wish to sponsor members of the family class.

---

### 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 Immigration, Refugees and Citizenship (or with the Ministère de l'Immigration, de la Francisation et de l'Intégration [MIFI] if you live in Quebec).

The undertaking is a promise to provide financial support and basic requirements for the family members you are sponsoring.


**Basic requirements** are:

- food
- clothing
- utilities
- personal requirements
- shelter
- fuel
- household supplies

This also includes other health care not provided by public health, such as eye and dental care.

The undertaking ensures that these persons and their family members do not have to apply for social assistance. Its length varies according to their age and their relationship to you.

Your obligations as a sponsor begin as soon as the person you are sponsoring and, if applicable, their family members arrive in Canada.

 Important information: 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 even if your financial situation deteriorates.

---

## May I have a co-signer?

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

The co-signer must:

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

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

**i** **Note:** Assets, potential earnings, or assistance from other family members will not be considered.

---

## Whom may I sponsor using this application package?

You can use this application package to sponsor:

- a child whom you adopted outside Canada and you were a Canadian citizen or permanent resident living in Canada at the time the adoption took place, or a child whom you intend to adopt in Canada. Consult the [Appendix A](#).
  - your sibling, nephew or niece, or grandchild, if they are an orphan, under 18 years of age and not married or in a common-law relationship;
  - any other person, regardless of age, with whom you have a family relationship if you do not have a spouse, common-law partner, conjugal partner, child, parent, sibling, grandparent, uncle, aunt, niece or nephew who is a Canadian citizen, a registered Indian, a permanent resident or whom you may sponsor as a member of the family class.
-

## Do I need more than one application?

You must complete separate applications for each person you want to sponsor. Each application may include that person's **family members**.

For example:

### If you want to sponsor...

- your two orphaned brothers
    - you must complete two applications: one for each of your brothers.
    - The application for each of your brothers would identify each individual as the person being sponsored (principal applicant).
- 

## Sponsorship eligibility

### In order to sponsor, you must...

- be 18 years of age or older;
- be a Canadian citizen, Registered Indian or permanent resident;
- be sponsoring a member of the family Class;
- live in Canada;
- sign an undertaking promising to provide for the basic requirements of the person being sponsored;
- sign an agreement with the person you are sponsoring that confirms that each of you understands your mutual obligations and responsibilities;
- have an income that meets or exceeds the minimum necessary income, which is published yearly by the Canadian government in the Low-Income Cut-offs (LICO). 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 also have a co-signer. If you live in Quebec, see also Sponsors living in Quebec.

**Note:** The minimum necessary income requirement does not apply if the person you are sponsoring is a child you adopted or intend to adopt in Canada and that child has no children of their own.

### You may NOT sponsor if you...

- receive social assistance for a reason other than disability,
- are in default of an undertaking, an immigration loan, a performance bond, or family support payments,
  - ❓ For more information. See [Defaults](#) below.
- are an undischarged bankrupt,
- were convicted of an offence of a sexual nature, a violent criminal offence, an offence against a relative that results in bodily harm or an attempt or threat to commit any such offences—depending on circumstances such as the nature of the offence, how long ago it occurred and whether a pardon was issued
  - ❓ For more information. See [Sponsorship Bar for Violent Crime](#)
- are under a removal order,
- are detained in a penitentiary, jail, reformatory or prison,

---

## Defaults

You are not eligible to sponsor if you are in default of a previous undertaking. If you are in default and you submit an application to sponsor, it will be refused and the sponsorship fees that you have paid **will not be refunded or applied to subsequent sponsorship applications.**

### If you are in default of...

#### A previous sponsorship undertaking

Relatives you sponsored in the past received social assistance or welfare while the undertaking was valid.

You **may not** sponsor until you repay the full amount of any social assistance or welfare payment or repay the debt to the satisfaction of the government authority that issued the benefit or ordered you to pay.

### **An immigration loan**

You received a transportation, assistance or Right of Permanent Residence Fee (previously called the Right of Landing Fee) loan and have missed payments or are in arrears.

You **may not** sponsor until you pay all arrears on your loan. For more information, contact Collection Services at 1-800-667-7301 (in Canada and the United States only).

### **Support payment obligations**

You were ordered by a court to make support payments to a spouse or child and have neglected to do so.

You **may not** sponsor until you resolve the family support matter.

### **A performance bond**

You agreed to pay money to guarantee that an immigrant would fulfil their obligations under immigration legislation.

You **may not** sponsor until you pay the full amount of the bond.

---

## **Sponsorship bar for violent crime**

The sponsorship bar prevents people who've been convicted of certain crimes from sponsoring a family member.

If you've been convicted of a crime that caused bodily harm to any of the relatives listed below, you can't sponsor anyone under the Family Class.

### **Note:**



- “Partner” includes common-law and conjugal partners.
- Relatives not listed here may still fall under this category. If you aren’t sure, check the [full list of rules](#) or [contact us](#).

### **Relatives the sponsorship bar can apply to:**

- your current or ex-spouse/partner and/or their children,
  - your children,
  - your parent/grandparent, child/grandchild, sibling, niece/nephew, aunt/uncle, or cousin, or
    - the current or ex-spouse/partner and children of the above
  - the parent/grandparent, child/grandchild, sibling, niece/nephew, aunt/uncle, or cousin of your current or ex-spouse/partner or children, or
    - the current or ex-spouse/partner and children of any of the above
  - your child’s spouse, partner or children,
  - your spouse’s, partner’s or child’s ex-spouse or ex-partner and children,
  - your partner’s parent/grandparent, child/grandchild, sibling, niece/nephew, aunt/uncle, or cousin, or
  - the current or ex-spouse/partner (and their children) of any of the above,
  - a foster child who is or was cared for by
    - you,
    - your current or ex-spouse/partner or their children,
    - your parent/grandparent, child/grandchild, sibling, aunt/uncle or cousin, or
    - the current or ex-spouse/partner (and their children) of any of the above, or
  - your current or ex-boyfriend/girlfriend, their spouse or common-law partner, and their dependent children.
- 

### **Provincial Authorities Contact information**

If the person you sponsor or a member of their family receives financial support under a federal, provincial or municipal assistance program during the validity of the agreement, you will be deemed in default of your obligations.

If you need information about how to repay the money owed, contact the corresponding provincial office listed below. The services offered by these offices are available during local business hours only.

- **British Columbia**

Ministry of Social Development and Social Innovation

Sponsorship Default Line

1 (877) 815-2363

- **Quebec**

Centre de service du recouvrement

1415 Jarry St. Est, Suite 400

Montréal, QC H2E 3B4

Telephone: 1 (514) 873-4362

Fax: 1 (514) 352-2395

- **Alberta**

Alberta Human Services

Income Support Contact Centre

Telephone: 1 (866) 644-5135

Edmonton: 1 (780) 644-5135

Email: [Hs.iscc@gov.ab.ca](mailto:Hs.iscc@gov.ab.ca)

- **Newfoundland and Labrador**

Department of Events, Education, Skills and Labour

Income Support Section

Telephone: 1 (877) 729-7888

- **Saskatchewan**

Department of Community Resources and

Employment  
Social Services  
Website

- **New Brunswick**

Department of Social Development  
Telephone: 1 (866) 444-8838

- **Manitoba**

Family Services  
Employment and Income Assistance  
Telephone: 1 (877) 812-0014

- **Nova Scotia**

Department of Community Services  
Website

- **Ontario**

Ministry of Community and Social Services  
Overpayment Recovery  
Website  
Toll free: 1 (888) 346-5184

- **Prince Edward Island**

Department of Social Services and Seniors  
Telephone: 1 (902) 368-6440

---

## Sponsors living in Quebec

The province of Quebec is responsible for determining whether sponsors living in the province have the financial ability to sponsor family members and the length of the undertaking.

Sponsors living in Quebec **must** only submit the *Application to Sponsor, Sponsorship Agreement and Undertaking* (IMM 1344), the *Generic Application Form for Canada* (IMM 0008) and provide the required documents. To determine if you have the financial ability to meet Quebec's sponsorship requirements consult [MIFI's Financial capacity evaluation](#) webpage.

If the federal eligibility requirements are met, we will send the sponsor a letter with instructions to download the MIFI undertaking kit, then to complete and submit it to the MIFI with a copy of the letter we sent you.

For more information on Quebec's requirements, you may call MIFI's general information line at 514-864-9191 or 1-877-864-9191 or consult the [MIFI website](#).

---

## **Length of undertaking**

Your obligations as a sponsor begin when your family members enter Canada to remain as permanent residents. The following will help you determine how long your undertaking will be valid.

### **Dependent child 22 years of age or over**

Your dependent child or a dependent child of your spouse, common-law or conjugal partner, including an adopted child or a child to be adopted in Canada who is **22 years of age or over** on the day they become a permanent resident.

Length of undertaking is **three years** after that child becomes a permanent resident.

### **Any other person**

Any other person (e.g. brother, sister, uncle, aunt).

Length of undertaking is **10 years** after that person becomes a permanent resident.

**i** **Note:** If provincial/territorial social assistance payments are made to your relative while the undertaking is in effect, you will be considered in default.

## How to calculate the family size?

The size of the family determines the amount of income you need to make to sponsor. In calculating the size of your family:

### 1. Count:

- yourself,
- your spouse or common-law partner **and**
- dependent children, if applicable. See the “Definition of dependent child (types 1 and 2)”

**i** **Note:** Dependent children who meet this definition must be included in the calculation, even if you as a sponsor do not have custody nor provide child support.

### 2. Count:

- the number of persons you are now sponsoring and
- all family members of that person, whether or not they are accompanying.

3. Count the number of persons covered by other **valid undertakings you** have made or co-signed in the past.

4. If you have a **co-signer**, count all persons covered by still **valid undertakings** made or co-signed by your co-signer.

5. Calculate the number of persons covered in steps 1 to 4. The total represents the family size

6. Look at the Income tables and charts at the end of this guide to help you decide if you have the financial ability to meet sponsorship requirements. Note

that your calculations will only be an estimate.

### **For sponsors in Quebec:**

Quebec residents should refer to [MIFI's Financial capacity evaluation](#) webpage. Quebec's Income Scale amounts are indexed each year. Note that any calculation will only be an estimate since an MIFI employee will make the official financial assessment. For further information on Quebec's requirements, go to the [MIFI's website](#) and click on Sponsors and Sponsored Persons, or call the general information line at 1-877-864-9191.

---

### **Do I have to maintain a minimum income during the processing of the application?**

Your income must meet or exceed the minimum necessary income requirement, as identified annually in the [Low-Income Cut-Offs \(LICO\)](#), on the date which the sponsorship application is signed.

Income may be reassessed at any time during processing if new information is received or brought to our attention indicating that you may no longer meet the minimum income requirements.

---

### **May I cancel my undertaking once it has been approved?**

If you change your mind about sponsoring a child placed for adoption or other relatives, you must inform us of your decision to withdraw your undertaking **prior** to the sponsored person becoming a permanent resident. You must use this [Web form](#) and clearly state your name, date of birth and Universal Client Identification (UCI) /Client ID number, if known, in all correspondence.

- If you inform us **before** the sponsored person is granted permanent residence
  - We **will assess** your request and inform you in writing if your withdrawal request is accepted.

- If you inform us **after** the sponsored person is granted permanent residence
    - The commitment you and your co-signer, if applicable, made to support your family is **valid** for the term of your undertaking.
- 

## What happens if I fail to meet my obligations?

If the person you sponsored (one of the sponsored family members) receives financial support from a federal, provincial or municipal assistance program while the undertaking is still valid, 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.
- 

## Why might the application 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 person you want to sponsor is not a member of the family class;
  - you may not meet the financial requirements where these are applicable;
  - the person you want to sponsor or their family members may not have provided the required documents as requested;
  - the relationship between you and the person you want to sponsor or their family members is not genuine or has been entered into for immigration purposes only; or
  - the person you want to sponsor or their family members have a criminal record or serious illness.
- 

## Suspension of processing

If any of the proceedings below apply to you and you send a sponsorship application, 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 Immigration, Refugees and Citizenship 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.
- 

## Information for the Principal Applicant, Adopted Children and Orphaned Relatives

### Who is the principal applicant?

In regard to you, the sponsor, the principal applicant is the person you are sponsoring to come to Canada and is declared as the primary applicant in the *Generic Application Form for Canada (IMM 0008)*.

---

### What does the principal applicant have to do?

At this stage, the principal applicant must:

- sign the Application to sponsor, Sponsorship Agreement and Undertaking (IMM 1344),
- complete and sign the Generic Application Form for Canada (IMM 0008) and the Additional Dependents (IMM 0008DEP)



- complete the Schedule A – Background/Declaration (IMM 5669)

**i** **Note:** We will request additional forms and documents at later date. See [What Happens Next](#).

## Who should be included in the application?

The principal applicant who is being sponsored as a member of the family class must include their spouse or common-law partner in the application. Children from current and previous relationships whether they will be going to Canada or not, must also be included.

All the family members whether accompanying or not the principal applicant to Canada must be declared on the application and be examined. If family members are not examined, it is generally not possible to sponsor them at a later date. This includes children in the custody of a former spouse or common-law partner.

In addition, failure to declare family members on the application and having them examined goes against the duty to provide truthful and accurate information, and may cause them to be found inadmissible to Canada.

**i** **Note:** The visa office will not issue permanent resident visas to family members whom you identify as not accompanying you to Canada.

## Family member definitions

Your family members include your spouse or common-law partner, your dependent children and any children that are their dependent children.

### Spouse

Refers to either of the two persons (opposite or same gender) in a marriage legally recognized in the country in which it took place, as well as in Canada.



Proxy, telephone, fax, internet and similar forms of marriage where one or both parties were not physically present are no longer considered as valid spousal relationships under the Immigration and Refugee Protection Regulations. For more information, consult our [policy on the legality of a marriage](#).

### **Common-law partner**

Refers to a person who is living in a conjugal relationship with another person (opposite or same gender), and has done so continuously for a period of at least one year. A conjugal relationship exists when there is a significant degree of commitment between two people.

This can be shown with evidence that the couple share the same home, support each other financially and emotionally, have children together, or present themselves in public as a couple.

Common-law partners who have been in a conjugal relationship for at least one year but are unable to live together or appear in public together because of legal restrictions in their home country or who have been separated for reasons beyond their control (for example, civil war or armed conflict) may still qualify and should be included on the application.

### **Dependent children**

We assess your child's eligibility as a dependant based on how old they were at a specific point in time, called the [lock-in date](#). This is usually the date we received your application. To see if your child qualifies as a dependant, we consider the age of your child on the [lock-in date](#), even though your child's age may change during processing.

Your child or the child of your spouse or common-law partner can be considered a dependent child if that child meets the requirements below on the [lock-in](#) date:

- They're **under 22 years old**, and
- They don't have a spouse or common-law partner

Children 22 years old or older qualify as dependants if they meet **both** of these requirements:

- They have depended on their parents for financial support since before the age of 22, and
- They are unable to financially support themselves because of a mental or physical condition

With the exception of age, dependants must continue to meet these requirements until we finish processing your application.

**Not sure if your child is a dependant?** [Check if your child qualifies by answering a few questions.](#)

If your child's age was locked in on or before October 23, 2017, a previous [definition of dependent children](#) may apply.

### **Dependent child of a dependent child**

Refers to children of dependent children of the applicant and those of the spouse or common-law partner, if applicable.

---

### **Does the principal applicant need to include a child in the sole custody of a former spouse or partner in their application?**

The principal applicant must list a child in the sole custody of a former spouse or partner on the application for permanent residence since all family members, whether accompanying or not, must be declared and examined. If a child is not examined, the principal applicant will not be able to sponsor the child as a member of the family class in the future, regardless of changes to custody or living circumstances. To preserve the right to sponsor that child in the future, the child must be included and examined.


---

### **Adopted children and orphaned relatives**

A permanent resident visa cannot be issued to a child as a member of the family class if that child is the adopted child of the sponsor or an orphaned brother, sister, nephew or niece of the sponsor as described earlier in this guide unless the

adoptive parents/the sponsor demonstrate they have obtained information concerning the medical condition of the child. In doing so, the government ensures that the child's best interests are protected.


If you are sponsoring a child whom you adopted or intend to adopt in Canada, or even an orphaned brother, sister, nephew or niece, you must complete and submit a Medical Condition Statement [IMM 0133] (PDF (Portable Document Format), 2.3 MB (Megabyte)), with your sponsorship application.

 **Note:** Sponsors who want to adopt more than one child concurrently must complete an application for each child, whether the children are siblings or not.

## Biometric (fingerprints and photo) requirements

You and your family members may need to appear in person to have their fingerprints and photograph (biometric information) taken at a biometric collection service point.

**Canadian citizens** and **existing** permanent residents of Canada are **exempt** from giving biometrics.

 As of December 3, 2019, you need to give biometrics when you apply from **within Canada**. You can go to a designated Service Canada location.

Find out if you need to give biometrics.

If you have to give biometrics, you can give them after you:

- pay for and submit your application and biometric fees, and
- get a biometric instruction letter (BIL) which will direct you to a list of biometric collection service points you may choose from

You must bring the BIL with you to the [biometric collection service point](#) to give your biometrics.

We encourage you to give your biometrics as soon as possible after getting the BIL. We'll start processing your application after we get your biometrics.

### When to give your biometrics

You will need to pay for and then give your biometrics, even if you gave biometrics in the past to support a visitor visa, study or work permit application, or a different permanent resident application.

### Where to give your biometrics

You **need to book an appointment** to give your biometrics at one of these official [biometric collection service points](#).

## Signing the IMM 0008 form



Note

The application must be signed and dated before it is submitted.

If you are:


- **18 years of age or older**, sign and date in the boxes provided,
- **less than 18 years** of age, your form must be signed by one of your parents or legal guardian.



**Note:** If your application is not signed and dated, it will be returned to you.

## Submit the application form IMM 0008


When submitting your application, to **ensure** your encoded data is captured, you must include the last pages of the *Generic Application Form for Canada* (IMM 0008) which contain your unique barcodes. See the image below:

 **Note:** This page is only available when you complete your application electronically (on a computer).

## Step 1. Gather Documents

### What documents are required?


Use the [Document Checklist \[IMM 5287\] \(PDF, 0.86 MB\)](#), which you can find in this package, to assist you in gathering the necessary documentation

 **Important information:** If you do not provide all the requested information or documents, the processing of your application could be delayed.

### Translation of documents

You **must** submit the following for any document that is not in English or French, unless otherwise stated on your document checklist:

- the English or French translation; **and**
- an affidavit from the person who completed the translation (if they're not a certified translator); **and**
- a **certified** copy of the original document.

 **Important information:** Translations must not be done by the applicants themselves nor by an applicant's parent, guardian, sibling, spouse, common-law partner, conjugal partner, grandparent, child, aunt, uncle, niece, nephew or first cousin.

If the translation is not done by a certified translator (a member in good standing of a provincial or territorial association of translators and interpreters in Canada), you must submit an affidavit swearing to the accuracy of the translation and the language proficiency of the translator.

An affidavit is a document on which the translator has sworn, in the presence of a person authorized to administer oaths in the country where the translator is living, that the contents of their translation are a true translation and representation of the contents of the original document.

Translators who **are certified** in Canada **don't need to supply an affidavit**.

The affidavit must be sworn in the presence of:

In Canada:

- a notary public
- a commissioner of oaths
- a commissioner of taking affidavits

**Authority to certify varies by province and territory.** Consult your local provincial or territorial authorities.

Outside of Canada:

- a notary public

**Authority to administer oaths varies by country.** Consult your local authorities.

---

---

## Certified true copies

To have a photocopy of a document certified, an authorized person must compare the original document to the photocopy and must print all of the following on the photocopy:

- "I certify that this is a true copy of the original document"

- the name of the original document
  - the date of the certification
  - their name
  - their official position or title
  - their signature
- 

## Who can certify copies?

Only authorized people can certify copies.

**Important information:** Certifying of copies must not be done by the applicants themselves nor by an applicant's parent, guardian, sibling, spouse, common-law partner, conjugal partner, grandparent, child, aunt, uncle, niece, nephew or first cousin.

People authorized to certify copies include the following:

In Canada:

- a notary public
- a commissioner of oaths
- a commissioner of taking affidavits

**Authority to certify varies by province and territory.** Check with your local provincial or territorial authorities to learn who has the authority to certify.

Outside Canada:

- a notary public

**Authority to certify international documents varies by country.** Check with your local authorities to learn who has the authority to certify in your country.

---

---

## Step 2. Complete the Application





## The following are to be filled out and submitted:

- [Document Checklist \[IMM 5287\] \(PDF \(Portable Document Format\), 0.86 MB \(Megabyte\)\)](#)
- [Application to Sponsor, Sponsorship Agreement and Undertaking \[IMM 1344\] \(PDF \(Portable Document Format\), 0.57 MB \(Megabyte\)\)](#)
- [Financial Evaluation \[IMM 1283\] \(PDF \(Portable Document Format\), 1.62 MB \(Megabyte\)\)](#)
- [Generic Application Form for Canada \[IMM 0008\] \(PDF \(Portable Document Format\), 0.65 MB \(Megabyte\)\)](#)
- [Additional Dependents/Declaration \[IMM 0008DEP\] \(PDF \(Portable Document Format\), 0.44 MB \(Megabyte\)\)](#)
- [Schedule A – Background/Declaration \[IMM 5669\] \(PDF \(Portable Document Format\), 1.56 MB \(Megabyte\)\)](#)
- [Statutory Declaration of Common-law Union \[IMM 5409\] \(PDF \(Portable Document Format\), 0.78 MB \(Megabyte\)\)](#), if applicable
- [Use of a Representative \[IMM 5476\] \(PDF \(Portable Document Format\), 1.53 MB \(Megabyte\)\)](#), if applicable
- [Medical Condition Statement \[IMM 0133\] \(PDF \(Portable Document Format\), 2.3 MB \(Megabyte\)\)](#)

**i** **Note:** You should keep a copy of your completed forms and required documents for your records.

**⚠** **Important information:** It is a serious offence to give false or misleading information on these forms. The information you provide on your application may be subject to verification.

# The Medical Condition Statement



Note

The Medical Condition Statement **must** be filled out if you are sponsoring:

- a child you have adopted or are in the process of adopting outside Canada and you were or are living in Canada at the time the adoption took/takes place, or
- a child you intend to adopt in Canada, or
- an orphaned brother, sister, nephew or niece.

Once you have obtained the information with respect to the child's medical condition, read the [Medical Condition Statement \[IMM 0133\] \(PDF \(Portable Document Format\), 2.3 MB \(Megabyte\)\)](#), complete the bottom portion, sign it and send it to the visa office processing the permanent residence application submitted on behalf of the child.

---

## Be complete and accurate

Complete all sections. If a section does not apply to you, write "Not Applicable" or "NA". If information or documents are missing, your entire application will be returned to you. You will need to re-submit your application with the missing information or documents.

**If you need more space for any section, print out an additional page containing the appropriate section, complete it and submit it along with your application.**

---

## Application to Sponsor, Sponsorship Agreement and Undertaking (IMM 1344)

### Who must fill out this application form?

This form must be completed by:

- the sponsor,
- the co-signer, if applicable
- the principal applicant.

---

## Completing the form



Note

You must answer all the questions on this application form unless indicated otherwise.

1. Download and fill out the application form on a computer.

You also have the option of saving your form and completing it later.

2. Once the application is completed, click on the Validate button located at the top or bottom of the form.

A **barcode page** like the one below will be generated:



**i** **Note:** This barcode page will not appear if you fill out your application by hand.

3. **Print all pages** of your application form.

4. **Sign** and **date** in the spaces provided.

5. Place the barcode page **on top** of your application (forms and supporting documents) when you submit it.

---

## Part 1: Application to Sponsor and Undertaking

## Question 1

Check one box to indicate how you wish to proceed if you do not meet the sponsorship requirements.

- If you check the box to withdraw your sponsorship application then
  - the sponsorship application will not be processed. All fees will be refunded, except for the \$75 sponsorship fee.
- If you check the box to proceed with the application for permanent residence then
  - the sponsorship application will be refused. None of the fees will be refunded.

**i** **Note:** Check “**proceed with the application for permanent residence**” if you submit an undertaking of assistance to support the permanent residence application of a family member or close relative on **Humanitarian and compassionate considerations**.

## Question 2

Would you like to receive your correspondence in French or English?

## Question 3

Check one box to indicate if you have a co-signer or not.

**Only** your spouse or common-law partner can co-sign this application.

**i** **Note:** If you are sponsoring your spouse or common-law partner, you cannot have a co-signer.

## Question 4

Write the following details about the principal applicant you are sponsoring:

- Family name(s) (surname)
- Given name(s) (first, second or more)

**i Note:** If you are sponsoring a child to be adopted in Canada who is not yet identified, write:

- your Family name(s) and
- “Child” in the given name field or leave it blank.

### Question 5

Indicate the principal applicant’s date of birth. If the complete date of birth is unknown, use “\*” (star sign/asterisk) to fill in the spaces for the year, month or day, where applicable.

### Question 6

- Indicate the nature of your relationship to the principal applicant:
  - Spouse
  - Common-law partner
  - Conjugal partner
  - Child
  - Grandchild
  - Parent
  - Adoptive parent
  - Other
- If you chose “Other”, provide details (i.e., brother, sister, uncle, aunt, nephew, etc.).
- If you are a conjugal partner, provide the date you entered into that conjugal relationship.

## Sponsor Personal Details

### Question 1

#### Full name

Indicate your **family name(s) (surname)** exactly as it appears on your passport or travel document (even if the name is misspelled). Do not use initials.

**i Note:** If you do not have a family name on your passport or travel document, enter all your given name(s) here and leave the given name field blank.

Write all of your **given name(s) (first, second, or more)** exactly as it appears on your passport or travel document (even if the name is misspelled). Do not use initials.

**i** **Note:** If you do not have a given name on your passport or travel document, leave this field blank.

## Question 2

### Nickname/Alias

Check the box to indicate if you ever used any other name. This could include your birth name, maiden name, married name, nickname, etc. (et cetera.)

If you checked "**Yes**", indicate any other **family name(s)** that you have ever used.

If you checked "**Yes**", indicate any other **given name(s) (first, second, or more)** that you have ever used.

## Question 3

Indicate your gender (**F**-Female, **M**-Male or **X**-Another gender).

## Question 4

Indicate your date of birth. If your complete date of birth is unknown, use "\*" (star sign/asterisk) to fill in the spaces for the year, month or day, where applicable.

## Question 5

Indicate your city or town of birth.

Indicate your country of birth.

## Question 6

Indicate your status in Canada:

- Canadian citizen by birth
- Canadian citizen by descent (citizenship through a parent)
- Naturalized Canadian citizen (after immigrating to Canada)

- Permanent resident

## Question 7

If you are a permanent resident or a naturalized Canadian citizen (i.e., you came to Canada as a permanent resident and were later granted Canadian citizenship), provide:

- a. The date on which you obtained this status (whichever is more recent)
- b. Your UCI (Unique Client Identifier)/Client ID (Identification) number
- c. Check the box to indicate if your actual full name is the same as when you became a permanent resident. If you checked “**No**”, provide your full name (family name(s) and given(s) name(s)) at the time you became permanent resident.

## Question 8

- a. Indicate your current marital status:

### **Annulled Marriage:**

This is a marriage that is legally declared invalid. An annulment can also be a declaration by the Catholic Church that the marital union did not have a binding force.

### **Common-Law:**

This means that you have lived continuously with your partner in a marital-type relationship for a minimum of one year.

### **Divorced:**

This means that you are officially separated and have legally ended your marriage.

### **Legally Separated:**

This means that you are married, but no longer living with your spouse.

### **Married:**

This means that you and your spouse have had a ceremony that legally binds you to each other. Your marriage must be legally recognized in the country where it was performed and in Canada.

### **Single:**

This means that you have never been married and are not in a common-law relationship.

### **Widowed:**

This means that your spouse has died and that you have not re-married or entered into a common-law relationship.

b. Enter the date (year, month, day) you were married or you entered into your current common-law relationship.



**Note:** This is the date your status officially changed from being single to common-law, not the date you started living together.

c. Write the family name(s) and given name(s) of your current spouse or common-law partner.

## **Question 9**

Check the box to indicate whether you have previously been married or in a common-law relationship. If you checked “**Yes**”, provide:

- Family name(s)
- Given name(s)
- Type of relationship:
  - Common-law **or**
  - Married
- Dates (From – To) for which you were in the relationship with your previous spouse/common-law partner.

## **Sponsor Contact Information**

### **Question 1**

Indicate your current mailing address (where information should be mailed):

- Post Office Box (P.O. Box) number, if applicable. If you do not indicate post office box, the Street number must be provided
- Apartment (Apt.) or Unit, if applicable



- Street number (No), if applicable. This must be provided if you did not indicate in a P.O. (Post Office) Box
- Street name, if applicable
- City or Town
- From the list, select the Country of your current mailing address
- Province or State
- Postal code/zip code
- District, if applicable



**Note:** All correspondence will go to this address unless you indicate your e-mail address.

If you wish to have a representative who can conduct business on your behalf, you **must** provide their address in this section **and** on the Use of a Representative (IMM 5476) form.

For more information read the “Use of Representative” section in this guide.

## Question 2

Check the box to indicate whether your residential address (where you live) is the same as your mailing address. If **“No”**, indicate the following information:

- Apartment (Apt.) or Unit, if applicable
- Street Number (No.)
- Street Name
- City or Town
- Country
- Province or State
- Postal Code/zip code
- District, if applicable

## Question 3

Check the appropriate box to indicate if the telephone number is from Canada/the United States (US) or Other (any other country).

Indicate the type of telephone:

- Residence (home)
- Cellular (cell/mobile)
- Business (work)

Write your telephone number including the country code, area/regional codes, etc. (et cetera.)

If you have an extension number, write it after your phone number under “Ext.”

#### Question 4

Check the appropriate box to indicate if your additional telephone number is from Canada/the United States or Other (any other country).

Indicate the type of telephone:

- Residence (home)
- Cellular (cell/mobile)
- Business (work)

Write your telephone number including the country code, area/regional codes, etc. (et cetera.)

If you have an extension number, write it after your phone number under “Ext.”

#### Question 5

Check the appropriate box to indicate if the facsimile (fax) number is from Canada and United States or Other (any other country).

If applicable, write your facsimile (fax) number, including country code, area/regional codes, etc. (et cetera.)

#### Question 6

If applicable, write your e-mail address using a format similar to the following:  
name@provider.net

**i** **Note:** By indicating your e-mail address, you are hereby authorizing Immigration, Refugees and Citizenship Canada to transmit all correspondence, including your file and personal information to this specific e-mail address.

## Sponsor Residency Declaration



Note

This section is to be completed only if you are a Canadian citizen 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.

You **must** check the appropriate box to confirm where (Canadian province, territory or the province of Quebec) you intend to live should your spouse, common-law or conjugal partner and (or) dependent children become permanent residents.

## Sponsor Eligibility Assessment



Note

### Question 1-18

Check “**Yes**” or “**No**” in the appropriate boxes.

**i** **Note:** Sponsors residing in Quebec (or who intend to) do not need to answer questions **8, 9, 10** and **15**.

- If you answer “**No**” to questions **1 to 3**
  - You are not eligible to be a sponsor. You should **not** submit an application.
- If you answer “**No**” to question **4**, but are a Canadian citizen living exclusively outside Canada
  - You may submit a sponsorship for your spouse, common-law partner or conjugal partner and children who have no children of their own.
  - You must, however, come to Canada to reside with the sponsored person. If this is your situation, complete the section “Residency Declaration”.
- If you answer “**Yes**” to any question between **5 and 15**
  - You are not eligible to be a sponsor. You should **not** submit an application.
- If you answer “**Yes**” to questions **13, 16, 17** or **18**
  - provide the details including date and place, **and**
  - read the section “Suspension of processing” for situations where processing may be suspended.

## Co-Signer Personal Details

The questions under “Co-signer Personal Details” are the same as in “Sponsor Personal Details”, except for question 8.



Note

Follow the previous instructions to answer the questions for the co-signer.

**i** **Note:** Remember that all questions in this section are about the co-signer.

## Co-Signer Contact Information

### Question 1

Check the appropriate box to indicate if the telephone number is from Canada/the United States (US) or Other (any other country).

Indicate the type of telephone:

- Residence (home)
- Cellular (cell/mobile)
- Business (work)

Write your telephone number including the country code, area/regional codes, etc. (et cetera.)

If you have an extension number, write it after your phone number under “Ext. (extension)”

### Question 2

Check the appropriate box to indicate if your additional telephone number is from Canada/the United States or Other (any other country).

Indicate the type of telephone:

- Residence (home)
- Cellular (cell/mobile)
- Business (work)

Write your telephone number including the country code, area/regional codes, etc. (et cetera.)

If you have an extension number, write it after your phone number under “Ext. (extension)”

### Question 3

Check the appropriate box to indicate if the facsimile ( fax) number is from Canada and United States or Other (any other country).

If applicable, write your facsimile (fax) number, including country code, area/regional codes, etc. (et.cetera.)

### Question 4

If applicable, write your e-mail address using a format similar to the following:  
name@provider.net

**i** **Note:** By indicating your e-mail address, you are hereby authorizing Immigration, Refugees and Citizenship Canada to transmit all correspondence, including your file and personal information to this specific e-mail address.

### Co-Signer Residency Declaration

This section is to be completed only if you are a Canadian citizen living exclusively outside of Canada and sponsoring dependent children who have no children of their own.

You **must** check the appropriate box to confirm where (Canadian province, territory or the province of Quebec) you intend to live should your dependent children become permanent residents.



Note

### Co-Signer Eligibility Assessment



Note

### Question 1-15

Check “Yes” or “No” in the appropriate boxes.

**i** **Note:** Co-signers residing in Quebec (or who intend to) do not need to answer questions **5, 6, 7** and **12**.

- If you answer “**No**” to questions **1 or 2**
  - Then you are not eligible to be a sponsor. You should **not** submit an application.
- If you answer “**No**” to question **3**, but are a Canadian citizen living exclusively outside Canada
  - Then you may submit a sponsorship for your spouse, common-law partner or conjugal partner and children who have no children of their own.
  - You must, however, come to Canada to reside with the sponsored person. If this is your situation, complete the section “Residency Declaration”.
- If you answer “**Yes**” to any question between **4 and 12**
  - Then you are not eligible to be a co-signer. You should **not** co-sign this application.
- If you answer “**Yes**” to any questions between **13 and 15**
  - Then provide the details including date and place, **and**
  - Then read the section “Suspension of processing” for situations where processing may be suspended.

---

## Undertaking by Sponsor and Co-Signer, if applicable



Important information

This section outlines what your role and responsibilities will be by submitting this application.

---

## Part 2: Sponsorship Agreement

### Obligations of the Sponsor and, if applicable, the Co-Signer; and Obligations of the Person to be Sponsored

All parties (sponsor, co-signer and person to be sponsored) must read the obligations carefully.

## Declaration

Read the declaration statement carefully before signing.



Note

By signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, accurate and factual.

You understand that any false or misleading statement may be grounds for prosecution and the removal of the person you are sponsoring and their family members from Canada.

By signing this form, you also declare that you will provide immediately any change of address and or any other information changed on the application by notifying us in writing.

## Signatures



In this section, the sponsor **must** sign and date the application form or it will be returned. Note

The spouse or common-law partner (if co-signer), **must** also sign and date the application or it will be returned.

The sponsored person (principal applicant), **must** also sign and date the application or it will be returned.

---

## Financial Evaluation (IMM 1283)

### Who completes this form?

The *Financial Evaluation* (IMM 1283) will help you, the sponsor, assess if you (and your spouse or common-law partner, if they are co-signing) will have the ability to support the person you are planning to sponsor and their family members.

**i** **Note:** Quebec residents **do not** need to complete this form.

---

## When must a financial evaluation be submitted?

You must submit a financial evaluation when you are sponsoring:

- A spouse, common-law partner or conjugal partner who has a dependent child who has a dependent child of their own
- Dependent children who have dependent children of their own
- Other relatives
- Orphaned relatives under the age of 18

**i** **Note:** If you plan to legally adopt an orphaned relative under the age of 18 in Canada, you are not required to complete this form.

---

## ABOUT YOU AND, IF APPLICABLE, YOUR CO-SIGNER

### Question 1

#### A. Your full name

Indicate:

- Family name (surname)
- Given name (s) (first, second or more)

#### B. Is your spouse or common-law partner co-signing the undertaking? Check "Yes" or "No".

If you check "Yes", provide the following details:

- Family name (surname)
- Given name (s) (first, second or more)
- Date of birth (day, month, year)

---

## YOUR FAMILY MEMBERS AND PERSONS INCLUDED IN UNDERTAKINGS IN EFFECT OR NOT YET IN EFFECT SIGNED BY YOU AND, IF APPLICABLE, YOUR CO-SIGNER

### Question 2



## You must include yourself as part of your family

### Question 3


#### A. Current undertaking

Provide the number of persons included in your current undertaking

#### B. Previous undertakings

You must indicate the following:

- i. number of persons included in previous undertakings you signed as a sponsor and that are still in effect.
- ii. number of persons included in previous undertakings you signed as a sponsor and that are not yet in effect.
- iii. number of persons included in previous undertakings you co-signed, where the undertakings are still in effect.
- iv. number of persons included in previous undertakings you co-signed but the undertakings are still not in effect.

 **Note:** For any of these questions, provide details on page 2 of 6, if required.

### Question 4

#### Complete this section only if you spouse or common-law partner is co-signing the undertaking

You must indicate the following:

- i. number of persons included in previous undertakings your spouse or common-law partner signed as a sponsor and that are still in effect. **Do not** include persons accounted for in questions 2 and 3B iii).
- ii. number of persons included in previous undertakings your spouse or common-law partner signed as a sponsor and that are not yet in effect. **Do not** include persons accounted for in 3.B iv).
- iii. number of persons included in previous undertakings your spouse or common-law partner co-signed, where the undertakings are still in effect. **Do not** include persons accounted for in 3.B i)

- iv. number of persons included in previous undertakings your spouse or common-law partner co-signed but the undertakings are still not in effect. **Do not** include persons accounted for in 3.B ii).

 **Note:** For any of these questions, provide details on page 2 of 6, if required.

### Question 5

You must add your spouse or common-law partner if they are not included in question 3.

 **Note:** Provide details on page 2 of 6.

### Question 6

Indicate **every other family member** not included and dependent on you financially, whether they are living with you or not. Enter the number in the box.


 **Note:** Provide details on page 2 of 6.

---

## FINANCIAL REQUIREMENT

### Question 7

Add the numbers entered in boxes for questions 2, 3, 4, 5 and 6 and write the total amount of persons.

 **Note:** Consult the Low-Income Cut-Off (LICO) table which illustrates the minimum income you must have to sponsor your family.

### Question 8

#### Minimum necessary income

Indicate the minimum income required in order to sponsor the number of persons included in question 7 based on the LICO table.

## Question 9

### Total income available to sponsor

Indicate the amount of money that you have by adding questions 14 and 19

**i** **Note:** Complete this financial evaluation before entering your number. This is the amount of money that you and, if applicable, your co-signer have available to sponsor.

## Question 10

### Your current situation

Check the appropriate box to indicate if you are

- Unemployed
- Employed
- Self- employed.

If you are unemployed, provide details in the space provided.

## Question 11

Complete the sections A, B, and/or C, which ever applies to you in the last 12 months preceding the date of your application.

If your situation changed in the last 12 months, provide the **most recent information in the Period 1 column** and in the next columns the information of the rest of the 12 months.

### A. Unemployed

If you were unemployed, provide:

- dates: (From – To)
- income

### B. Employed

If you were employed, provide:

- Name of employer
- Address of employment

- Telephone number
- Name of supervisor
- Occupation/position
- Hours worked per week
- Rate per week and per hour
- Income

### C. Self-employed

If you were self-employed, provide:

- Name of business
- Occupation/position
- Share in business (in percentage)
- Net income (earnings or profits after all taxes and costs have been subtracted)

## Question 12

### Calculation of income based on Canada Revenue Agency (CRA) Notice of Assessment.

You can view (and print) your tax return(s) as well as other personal tax information using the CRA's My Account online service. To register or login, visit [My Account](#).

- Enter the amount which appears on line 150 of your most recent Notice of Assessment issued by the CRA or from your CRA My Account document.
- Enter all the following payments that are included in the amount at line 150 of your Notice of Assessment:
  - Provincial instruction or training allowance
  - Social assistance (paid by the province)
  - Guaranteed income supplement (paid under the *Old Age Security Act*)
  - Employment insurance



**Note:** Maternity, parental and sickness benefits paid under the Employment Insurance Act are considered income. You can still sponsor, if you're eligible, while on these benefits. Other payments such as employment insurance and federal training allowances are not considered income.

■

C. Deduct the total entered at 12.B (line 6) from the amount at 12.A (line 1). The result in 12. C is your total income based on the Notice of Assessment.

## Question 13

### Calculation of income based on preceding 12 months

Complete this section if you:

- are unable to produce a Notice of Assessment or a document from your CRA My Account for the most recent taxation year preceding the date of your application to sponsor, **or**
- have a Notice of Assessment but the amount at line 150 is less than the minimum necessary income and your financial circumstances have improved since you received your Notice of Assessment.

#### A. Personal income from employment

- Add the amounts in periods I, II and III of section 11.B and enter the total on line 1.
- If you have other sources of income not listed in line 1, enter the amount on line 2 and provide details about these sources on a separate sheet.

#### Personal income from employment, business and self-employment

- Add the amounts in periods I, II and III of section 11.C and enter the total on line 3.
- If you have other sources of income not listed in line 3, enter the amount on line 4 and provide details about these sources on a separate sheet.

Add up all personal income from employment, business and self-employment from lines 1 to 4 and enter the total on line 5.

B. **Other income** Calculate and enter income received from other sources. Use the following terms in the form defined in the table below:

#### Net rental income

Net income earned (or loss incurred) and reported to CRA from rental property

#### Investment and interest income

Income reported to and accepted by CRA from dividend payments, interest, stocks, bonds and other investments

## **Pension income**


Income from *Old Age Security*, Quebec/Canada Pension Plan, other pensions, superannuation and annuity payments from Canadian sources. Do not include Guaranteed Income Supplement.

## **Maternity/ parental/ sick-ness benefits**

Only maternity, parental and sickness benefits paid under the Employment insurance act are considered income. Other payments such as employment insurance and federal training allowances are not considered as income.

## **Other sources of income**

Include all income you have received and will continue to receive on a regular basis that is not included above (e.g. spousal, child support). Also specify the source of the income.

 **Important information:** You cannot include provincial instruction and training allowances, social assistance, child tax benefits, guaranteed income supplement or employment insurance payments.

Add up all incomes received from other sources listed above and enter the total on line 11.

## **C. Available income base on preceding 12 months**

Add the totals entered at 13.A (line 5) and 13.B (line 11). The result is the total income you must put in 13.C.

## **Question 14**

Enter the highest amount between 12.C or 13.C.

**Complete questions 15 to 19 if your spouse/common-law partner is co-signing your sponsorship undertaking**



Important information

## **Question 15**

**Your spouse's/common-law partner's current situation.** Check the appropriate box to indicate if your spouse/common-law partner is:

- Unemployed

- Employed
- Self- employed.

If you are unemployed, provide details in the space provided.

## Question 16

Complete sections A, B, and/or C, which ever applies to your spouse/common-law partner in the last 12 months preceding the date of your application.

If their situation changed in the last 12 months, provide the **most recent information in the Period 1 column** and in the next columns the information for the rest of the 12 months.

### A. Unemployed

If your spouse/common-law partner was unemployed, provide:

- dates: (From – To)
- income

### B. Employed

If your spouse/common-law partner was employed, provide:

- Name of employer
- Address of employment
- Telephone number
- Name of supervisor
- Occupation/position
- Hours worked per week
- Rate per week and per hour
- Income

### C. Self-employed

If your spouse/common-law partner was self-employed, provide:

- Name of business
- Occupation/position
- Share in business (in percentage)
- Net income (earnings or profits after all taxes and costs have been subtracted)

## Question 17

### Calculation of income based on Option C printout.

You may obtain an Option C printout free of charge by contacting the Canada Revenue Agency (CRA) at 1-800-959-8281.

- A. Enter the amount which appears on line 150 of your spouse/common-law partner's most recent notice of assessment (Option C printout) issued by Canada Revenue Agency (CRA).
- B. Enter all the following payments that are included in the amount at line 150 of your spouse/common-law partner's Option C printout:
  - Provincial instruction or training allowance
  - Social assistance (paid by the province)
  - Employment insurance



**Note:** Only maternity, parental and sickness benefits paid under the *Employment Insurance Act* are considered income. Other payments such as employment insurance and federal training allowances are not considered as income.

- Guaranteed income supplement (paid under the *Old Age Security Act*)
- C. Deduct the total entered at 17.B (line 6) from the amount at 17.A (line 1). The result in 17.C is the total income based on the Option C printout of your spouse/common-law partner.

## Question 18

### Calculation of income based on preceding 12 months

Complete this section if your spouse/common-law partner:

- is unable to produce an Option C printout for the most recent taxation year preceding the date of your application to sponsor, **or**
  - has an Option C printout but the amount at line 150 is less than the minimum necessary income and their financial circumstances have improved since the reception of their Option C.
- A. **Personal income from employment, business and self-employment** Add all personal income from employment business and other self-employed earned



in the 12 months preceding the date of your application. Enter the total amount on line 5.

- B. **Other income** Calculate and enter income received from other sources. Use the following terms in the form defined in the table below:

**Net rental income**

Net income earned (or loss incurred) and reported to CRA from rental property

**Investment and interest income**

Income reported to and accepted by CRA from dividend payments, interest, stocks, bonds and other investments

**Pension income**


Income from *Old Age Security*, Quebec/Canada Pension Plan, other pensions, superannuation and annuity payments from Canadian sources. Do not include Guaranteed Income Supplement.

**Maternity/ parental/ sick-ness benefits**

Only maternity, parental and sickness benefits paid under the Employment insurance act are considered income. Other payments such as employment insurance and federal training allowances are not considered as income.

**Other sources of income**

Include all income you have received and will continue to receive on a regular basis that is not included above (e.g. spousal, child support). Also specify the source of the income.

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

Add up all incomes received from other sources listed above and enter the total on line 11.

- C. **Available income base on preceding 12 months**

Add the totals entered at 13.A (line 5) and 13.B (line 11). The result is the total income you must put in 13.C.

## Question 19

Enter the highest amount between 17.C or 18.C.

---

## Generic Application Form for Canada (IMM 0008)

Who must fill out this application form?

**This form must be completed by:**

- you, the principal applicant
- 

## Completing the form

You must answer all questions on this application form unless otherwise indicated.


Download and fill out the application form on a computer. The Generic Application Form for Canada [IMM 0008] **must be validated with 2D barcodes.**

Make sure that

- you properly validate your answers when filling out this form
- the 2D barcodes are properly generated

If the 2D barcodes are missing or can't be machine read for any reason, the application will be returned to you without being processed.

You also have the option of saving your form and completing it later.

 **Note:** Completing the form electronically is easier and reduces the risk of errors that can slow down the application process.

Read and follow the steps below to help you fill out the form.

---

## Application Details

### Question 1

From the list, select the Program under which you are applying:

- Family
- Economic
- Refugee
- Other

## Question 2

From the list, select the Category under which you are applying:

- If you chose “Family” in question 1, select one of the following:
  - Spouse
  - Common-law partner
  - Conjugal partner
  - Dependent child/adopted child
  - Child to be adopted in Canada
  - Parents/grandparents
  - Orphaned sibling/nephew/niece/grandchild
  - Other relative
- If you chose “Economic” in question 1, select one of the following:
  - Agri-Food Pilot
  - Atlantic High Skilled Program
  - Atlantic International Graduate Program
  - Atlantic Intermediate Skilled Program
  - Home Child Care Provider Pilot
  - Home Support Worker Pilot
  - Rural and Northern Immigration Program
  - Federal Skilled Worker
  - Federal Skilled Trades
  - Self-Employed
  - Provincial Nominee
  - Canadian Experience Class
  - Quebec Selected Skilled Worker
  - Quebec Selected Entrepreneur
  - Quebec Selected Self Employed
  - Quebec Selected Investor

- Live-in Caregiver Program (LCP)
- Start-up Business
- Caregivers Program (select for the Interim Pathway for Caregivers)
- High Medical Needs Program
- Immigrant Investor Venture Capital Pilot Program
- TR to PR pathway
- If you chose “Refugee” in question 1, select one of the following:
  - In Canada – Refugee Claim
  - In Canada – Protected Person (for Convention Refugees or other protected persons applying for permanent residence from within Canada)
  - Outside Canada – Refugee (for Convention Refugees or other protected persons applying for permanent residence from outside Canada)
- If you chose “Other” in question 1, select one of the following:
  - In Canada – Humanitarian & Compassionate Considerations
  - Permit Holder Class
  - Temporary Public Policy for Out-of-Status Construction Workers in the Greater Toronto Area

### Question 3

Enter the total number of family members included in your application. This includes yourself and any family members, regardless of whether they intend to accompany you to Canada or not.

**For refugee claimants in Canada only:** Enter the total number of family members included in your application for refugee protection who are with you in Canada.

### Question 4

#### Language preference

From the list, select your preferred language for:

- a. correspondence
- b. interview: if your native language is not in this list, select “other”
- c. interpreter requested: you must select “yes” if you do not select English or French for the interview

### Question 5

## Where do you plan on living in Canada?


From the list select the:

- a. Province/Territory
- b. City/Town

### Question 6

**If you plan to live in the Province of Quebec and are applying under a Quebec immigration program, have you received your Certificat de Sélection du Québec (CSQ)?**

- a. Select the corresponding box
- b. If you selected "**Yes**", enter the CSQ (Certificat de Sélection du Québec) number
- c. If you selected "**No**", enter the date when you applied for your CSQ (Certificat de Sélection du Québec) (if you have not yet applied, please do so before applying for permanent residence)

 **Note:** If you are not applying under a **Quebec immigration program**, select "no" for Question 6 a) and leave 6 c) blank.


---

## Principal Applicant's Personal Details

**The principal applicant must answer the following questions.**

### Question 1

Enter your full **family name** (surname or last name) as shown on your passport, travel document or identity document.

 **Note:** If you are a parent of a child to be adopted in Canada who is not yet identified, indicate your family name(s).

Enter all of your **given name(s)** (first, second or more) as shown on your passport, travel document or identity document. Do not use initials.

If you don't have a family name on your passport or travel document, enter all given names in the family name field and leave the given name field blank.

If you don't have a given name on your passport or travel document, leave the given name field blank.

**Note:** If you are a parent of a child to be adopted in Canada who is not yet identified, enter "Child" or leave the given name field blank.

## Question 2

### Nickname/Alias

Select the box to tell us if you have ever used any other names than those indicated in question 1. This could be your birth name, maiden name, married name, nickname, etc. If "Yes," enter your nickname/alias in the family name(s) and given name(s) fields.

## Question 3

If you know your unique client identifier (UCI) number or client identification number (client ID), enter it here without any spaces. If you applied for temporary or permanent residence in the past, this is an 8 or 10 digit number you can find on previous documents sent by us. If this is your first application with us, or if you do not know your UCI, leave this space blank.

## Question 4

From the list, select your gender (**F** – Female, **M** – Male or **X** – Another gender).

**Note:** If you choose the X gender identifier and you currently have or have had a Canadian temporary resident document (visa, electronic travel authorization, work permit or study permit) with a gender identifier other than X, you need to complete the [Request form for a Change of Sex or Gender Identifier \[IRM 0002\]](#) (PDF, 1.79 MB) form and send it with your application.

If you've never had a Canadian temporary resident document and your foreign travel document or passport does not contain the X gender identifier (or an equivalent non-binary option), you also need to complete the [Request](#)

form for a Change of Sex or Gender Identifier [IRM 0002] (PDF, 1.79 MB) form and send it with your application.

No supporting documents are required.

**i** **Note:** If you are a parent of a child to be adopted in Canada who is not yet identified, select U – Unknown.

### Question 5

Enter your height in either centimetres or feet and inches.

### Question 6

From the list, select your eye colour.

**i** **Note:** If you are a parent of a child to be adopted in Canada who is not yet identified, select “Other.”

### Question 7

Enter your date of birth. If you do not know your complete date of birth, use “01” to fill in the spaces for the unknown year, month or day. Include a letter of explanation saying why you couldn’t include the complete date.

### Question 8

Enter your place of birth, including the city or town and country of birth, as shown in your passport or your travel document.

**i** **Note:** If you are a parent of a child to be adopted in Canada who is not yet identified, indicate “Unknown” for the city or town and select the country where you intend to adopt a child.

### Question 9

## Citizenship(s)

1. From the list, select your country of citizenship.
2. If you are a citizen of more than one country, select your other country of citizenship.

**i** **Note:** If you are a parent of a child to be adopted in Canada who is not yet identified, select the country where you intend to adopt a child.

## Question 10

### Current country of residence

From the list, select

- The name of your current country of residence. Your country of residence is the country in which you are residing, provided that you have been lawfully admitted to that country.

**For refugee claimants in Canada only:** select **Canada** whether you have been lawfully admitted or not.

- Your immigration status in that country (indicate one of the following):
  - Citizen
  - Permanent resident
  - Visitor
  - Worker
  - Student
  - Other
  - Protected Person
  - Refugee Claimant
  - Foreign National
- Other: This section must be completed if you selected "Other" as a status.
- Fill in the dates (From – To) you have been living in your current country of residence.

### For out-of-status applicants

- for "Status," select "Other"
- for "Other," type in "Out of status, requires restoration"



- leave the “From” and “To” boxes blank



**Note:** If you are a parent of a child to be adopted in Canada who is not yet identified, select the country where you intend to adopt a child and “Citizen” as the immigration status in that country.

## Question 11

Enter the date of your last entry to Canada, if applicable.

Enter the place you last entered Canada (for example, Toronto airport, Lacolle border crossing, seaport Yarmouth).

## Question 12

### Previous countries of residence

Select the box to tell us if you have lived in any country other than your country of citizenship or your current country of residence for more than 6 months in the past 5 years.

If you checked “**Yes**,” for each country

- select the name of the country you lived in
- select your immigration status for the time you were in that country:
  - Citizen
  - Permanent resident
  - Visitor
  - Worker
  - Student
  - Other
  - Protected Person
  - Refugee Claimant
  - Foreign National
- Other: This section must be completed if you selected “Other” as a status
- fill in the dates (From – To) you were living in that country

## Question 13

- a. From the list, choose your current marital status:

## **Annulled Marriage**

This is a marriage that is legally declared as not valid. An annulment can also be a declaration by the Catholic Church that the marriage union did not have a binding force.

## **Common-Law**

This means that you have lived continuously with your partner in a marital-type relationship for a minimum of 1 year.

## **Divorced**

This means that you are officially separated and have legally ended your marriage.

## **Legally Separated**

This means that you are married but no longer living with your spouse.

## **Married**

This means that you and your spouse have had a ceremony that legally binds you to each other. Your marriage must be legally recognized in the country where it was performed and in Canada.

## **Single**

This means that you have never been married and are not in a common-law relationship.

## **Widowed**

This means that your spouse has died and that you have not re-married or entered into a common-law relationship.

- b. Enter the date (year, month and day) you were married or you entered into your current common-law relationship.
- c. Enter the family name(s) and given name(s) of your current spouse or common-law partner.



**Note:** If you are a parent of a child to be adopted in Canada who is not yet identified, select “Single.”

## Question 14

Select the box to tell us if you have been married or in a common-law relationship. If you checked “**Yes,**” give the following details for your **previous spouse or common-law partner**:

- Family name(s)
- Given name(s)
- Type of relationship:
  - Common-law **or**
  - Married
- Dates (From – To) for which you were in the relationship with your previous spouse/common-law partner
- Date of birth.

## Contact Information

### Question 1

Enter your current mailing address (where information should be mailed) by typing the following information:

- Post office box (P.O. box) number, if applicable. If you do not enter a post office box, you must provide the street number
- Apartment (Apt.) or Unit, if applicable
- Street number (no.), if applicable. It is the number on your house or apartment building. You must provide a street number if you did not enter in a P.O. box
- Street name, if applicable
- City or Town
- From the list, select the Country of your current mailing address
- Province or State
- Postal code or zip code
- District, if applicable



**Note:** All correspondence will go to this address unless you indicate your email address.

If you wish to have a representative who can conduct business on your behalf, you **must** provide their address in this section **and** on the **Use of a Representative** (IMM 5476) form.

For more information, read the [Use of a Representative](#) guide.

## Question 2

Select the box to tell us if your residential address (where you live) is the same as your mailing address. If “**No**,” enter the following information:

- Apartment (Apt.) or Unit, if applicable
- Street number (no.). It is the number on your house or apartment building.
- Street name
- City or Town
- Country
- Province or State
- Postal code or zip code
- District, if applicable

## Question 3

Enter your telephone number including the country code, area/regional codes, etc.

If you have an extension number, indicate it after your phone number under “Ext.”

Select the box to tell us if your telephone number is from Canada or the US or Other (any other country).

From the list, select the type of telephone:

- Residence (home)
- Cellular (cell/mobile)
- Business (work)

## Question 4

If you have a second telephone number, enter it here, including the country code, area/regional codes, etc.

If you have an extension number, indicate it after your phone number under “Ext.”

Providing an alternate telephone number will help make sure we can contact you with information about your application.

Select the box to tell us if your second telephone number is from Canada or the US or Other (any other country).

From the list, select the type of telephone:

- Residence (home)
- Cellular (cell/mobile)
- Business (work)


### Question 5

If you have a fax number, enter it here, including country code, area/regional codes, etc.

Select the box to tell us if the facsimile (fax) number is from Canada or the US or Other (any other country).

### Question 6

If you have an email address, enter it here (for example, name@provider.net).

 **Note:** By indicating your email address, you are hereby authorizing IRCC to transmit your file and personal information to this specific email.

---

## Passport

### Question 1

Select the box to tell us if you have a valid passport or travel document. If you don't have one or can't obtain one, you must select the “No” box.

### Question 2

If you select **“Yes,”** provide your passport or travel document number exactly as shown on the document. Make sure there is no space between each number or letter.

### **Question 3**

From the list, select the name of the country or territory that issued your passport or travel document.

### **Question 4**

Enter the date your passport or travel document was issued.

### **Question 5**

Enter the date your passport or travel document will expire.

### **Question 6**

For this trip, select **Yes** or **No** to tell us if you are using a passport issued by the Ministry of Foreign Affairs in Taiwan that shows your personal identification number.

### **Question 7**

For this trip, select **Yes** or **No** to tell us if you are using a National Israeli passport.

---

## **National Identity Document**

### **Question 1**

Select the box to tell us if you have a valid national identity document.

### **Question 2**

If you selected **“Yes,”** provide your national identity document number exactly as shown on the identity document. Make sure there is no space between each number or letter.

### **Question 3**

From the list, select the name of the country or territory that issued your national identity document.

## Question 4

Enter the date your national identity document was issued.

## Question 5

Enter the date your national identity document will expire.

---

## Education/Occupation Detail

### Question 1

From the list, select your highest level of education.

- a. **None:** No education
- b. **Secondary or less:** High school diploma obtained after elementary school and before college, university, or other formal training.
- c. **Trade/Apprenticeship Certificate/Diploma:** Diploma completed in a specific trade, such as carpentry or auto mechanics.
- d. **Non-University Certificate/Diploma:** Training in a profession that requires formal education but not at the university level (for example, dental technician or engineering technician).
- e. **Post-Secondary – No Degree:** Post-secondary studies at a college or university but no degree earned.
- f. **Bachelor’s Degree:** Academic degree awarded by a college or university to those who have completed an undergraduate curriculum; also called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.
- g. **Post Graduate – No Degree:** Post-graduate studies at a college or university but no degree earned (Master or PhD).
- h. **Master’s Degree:** Academic degree awarded by a graduate school of a college or university. You must have completed a Bachelor’s degree before a Master’s degree can be earned.
- i. **Doctorate – PhD:** Highest university degree, usually based on at least 3 years of graduate studies and a thesis. Normally, you must have completed a Master’s degree before a PhD can be earned.

### Question 2

Enter the total number of years of formal education that you have completed, including elementary and secondary school.

### Question 3

Enter your current occupation.

**i** **Note:** If you are a parent of a child to be adopted in Canada who is not yet identified, indicate "Unknown."

### Question 4

Enter your intended occupation in Canada.

**i** **Note:** If you are a parent of a child to be adopted in Canada who is not yet identified, indicate "Unknown."

## Language Detail

### Question 1

This question is not for selection purposes. One of Canada's immigration objectives is to support and assist the development of minority language communities in Canada.

- a. From the list, select your first (native) language. This is the language that you learned at home during your childhood and that you still understand. If your native language is not in this list, select "Other."

**i** **Note:** If you are a parent of a child to be adopted in Canada who is not yet identified, select the native language of the country where you intend to adopt a child.

- b. From the list, select whether you are able to communicate in English and/or French:
- English
  - French
  - Both
  - Neither



- c. If you selected “Both,” choose whether you are most at ease in English or French.
- d. Select “Yes” or “No” to tell us whether you have taken a test from a designated testing agency to assess your proficiency in English or French.
- 

## Dependant(s)

You must answer each question on behalf of each of your dependants.

To add a new dependant to the application, click the “Add Dependant” button, located at the bottom of the page.

To remove a dependant from the application, click the “Remove Dependant” button.

You can add up to 5 dependants using this form.

### **If you have more than 5 dependants:**

To include everyone in your application, you must complete the following form for **each additional** family member:

- [Additional Dependants/Declaration \[IMM 0008DEP\] \(PDF \(Portable Document Format\), 0.42 MB \(Megabyte\)\)](#)



### **Important**

You **must list all family members** in your application for permanent residence, **whether they are accompanying you to Canada or not**. You must also provide details on family members whose location is unknown (including those missing or presumed dead). If these family members are not listed on your application, you will **not** be able to sponsor them at a later date.

---

## Dependant’s Personal Details

### Questions 1-9

Questions 1 to 9 are the same questions you answered for yourself. See the previous instructions to help you answer the questions for your dependant(s).

### Question 10

- a. From the list, select your dependant's relationship to you, the principal applicant:
- Adopted Child
  - Child
  - Common-Law Partner
  - Grandchild
  - Other
  - Spouse
  - Step-Child
  - Step-Grandchild
- b. Complete if you select "Other."

### Question 11

- a. Select the box to tell us if your dependant will accompany you to Canada.
- b. If you answered "**No**," explain why your dependant is non-accompanying.

### Question 12

From the list, select the type of dependant:

#### Type A

The dependant is **under** the age of 22 and single (not married and not in a common-law relationship).

#### Type B (Important: This dependant type applies only if your child's age was **locked in before August 1, 2014**)

The dependant has been continuously enrolled in and in attendance as a full-time student at a post-secondary institution accredited by the relevant government authority and has depended substantially on the financial support of a parent since before the age of 22.

#### Type C

The dependant 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

themselves because of a medical condition.

**Not sure which type of dependant your child is? Check if your child qualifies as a dependant by answering a few questions.**

### **Question 13**

#### **Current country of residence**

- From the list, select the name of your dependant's current country of residence. The country of residence is the country in which they are residing, provided they have been lawfully admitted to that country.

**For refugee claimants in Canada only:** select **Canada** whether your dependant has been lawfully admitted or not.

- Indicate one of the following as your dependant's immigration status in that country:
  - Citizen
  - Permanent resident
  - Visitor
  - Worker
  - Student
  - Other
  - Protected Person
  - Refugee Claimant
  - Foreign National
- Other: This section must be completed if you selected "Other" as a status.
- Fill in the dates (From - To) your dependant has been living in their current country of residence.

#### **For out-of-status applicants**

- for "Status," select "Other"
- for "Other," type in "Out of status, requires restoration"
- leave the "From" and "To" boxes blank

### **Question 14**

Enter the date of your dependant's last entry to Canada.

Tell us the place they last entered Canada (for example, Toronto airport, Lacolle border crossing, seaport Yarmouth).

## Question 15

### Previous countries of residence

Select the box to tell us if your dependant has lived in any country other than their country of citizenship or their current country of residence for more than 6 months in the past 5 years.

If you checked “**Yes**,”

- select the name of the country your dependant lived in from the list
- select your dependant’s immigration status for the time they were in that country:
  - Citizen
  - Permanent resident
  - Visitor
  - Worker
  - Student
  - Other
  - Protected Person
  - Refugee Claimant
  - Foreign National
- Other: This section must be completed if you selected “Other” as a status
- fill in the dates (From – To) your dependant was living in that country

## Question 16

a. From the list, select your dependant’s current marital status:

- Annulled Marriage
- Common-Law
- Divorced
- Legally Separated
- Married
- Single
- Widowed

- b. Enter the date (year, month and day) your dependant was married or entered into their current common-law relationship.
- c. Tell us the family name(s) and given name(s) of your dependant's current spouse or common-law partner.

### **Question 17**

Select the box to tell us if your dependant has previously been married or in a common-law relationship. If you selected "**Yes,**" give the following details for your dependant's **previous spouse or common-law partner**:

- Family name(s)
  - Given name(s)
  - Type of relationship:
    - Common-law **or**
    - Married
  - Dates (From – To) your dependant was in the relationship with their previous spouse or common-law partner
- 

## **Passport**

### **Question 1**

Select the box to tell us if your dependant has a valid passport or travel document. If they don't have one or can't obtain one, you must select the "No" box.

### **Question 2**

If you selected "**Yes,**" provide their passport or travel document number exactly as shown on the document. Make sure there is no space between each number or letter.

### **Question 3**

From the list, select the name of the country or territory that issued their passport or travel document.

### **Question 4**

Enter the date their passport or travel document was issued.

### **Question 5**

Enter the date their passport or travel document will expire.

### **Question 6**

For this trip, select **Yes** or **No** to tell us if they're using a passport issued by the Ministry of Foreign Affairs in Taiwan that shows their personal identification number.

### **Question 7**

For this trip, select **Yes** or **No** to tell us if they're using a National Israeli passport.

---

## **National Identity Document**

### **Question 1**

Select the box to tell us if your dependant has a valid national identity document.

### **Question 2**

If you selected "**Yes**," provide their national identity document number exactly as shown on the document. Make sure there is no space between each number or letter.

### **Question 3**

From the list, select the name of the country or territory that issued their national identity document.

### **Question 4**

Enter the date their national identity document was issued.

### **Question 5**

Enter the date their national identity document will expire.

---

## **Education/Occupation Detail**

### **Question 1**

From the list, select your dependant's highest level of education.

- **None:** No education
- **Secondary or less:** High school diploma obtained after elementary school and before college, university, or other formal training.
- **Trade/Apprenticeship Certificate/Diploma:** Diploma completed in a specific trade, such as carpentry or auto mechanics.
- **Non-university Certificate/Diploma:** Training in a profession that requires formal education but not at the university level (for example, dental technician or engineering technician).
- **Post-Secondary – No Degree:** Post-secondary studies at a college or university but no degree earned.
- **Bachelor's Degree:** Academic degree awarded by a college or university to those who have completed an undergraduate curriculum; also called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.
- **Post Graduate – No Degree:** Post-graduate studies at a college or university but no degree earned (Master or PhD).
- **Master's Degree:** Academic degree awarded by a graduate school of a college or university. You must have completed a Bachelor's degree before a Master's degree can be earned.
- **Doctorate – PhD:** Highest university degree, usually based on at least 3 years of graduate studies and a thesis. Normally, you must have completed a Master's degree before a PhD can be earned.

## Question 2

Tell us the total number of years of formal education that they have completed, including elementary and secondary school.

## Question 3

Tell us their current occupation.

## Question 4

Tell us their intended occupation in Canada.

---

## Language Detail

## Question 1

This question is not for selection purposes. One of Canada's immigration objectives is to support and assist the development of minority language communities in Canada.

- a. From the list, select your dependant's first (native) language. This is the language that they learned at home during their childhood and they still understand. If their native language does not appear in this list, select "Other."

**i** **Note:** If you are a parent of a child to be adopted in Canada who is not yet identified, select the native language of the country where you intend to adopt a child.

- b. From the list, select if they are able to communicate in English and/or French:
  - English
  - French
  - Both
  - Neither
- c. If you selected "Both," choose whether they are most at ease in English or French.
- d. Select "Yes" or "No" to tell us whether they have taken a test from a designated testing agency to assess their proficiency in English or French.

---

## Consent and Declaration of Applicant

1. Once the application is completed, click on the "**Validate**" button located at the top or bottom of the form. This will generate a **barcode page or pages** (see image below).







**Note:** This barcode page will not appear if you fill out your application by hand.

2. **Print all pages** of your application form.
3. Read all of the statements in all sections carefully and
  - a. write your name in the space provided.
  - b. check the appropriate box to indicate if you agree that the information contained in this application related to your intended occupation, education and work experience may be shared with prospective employers in order to assist them in hiring workers
  - c. sign, with a handwritten signature, and date in the spaces providedBy signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, truthful, and correct. If you do not sign and date, the application will be returned to you.
4. Place the barcode page(s) on the **top** of your application (forms and supporting documents) when you submit it.

---

## **Additional Dependents/Declaration (IMM 0008DEP)**

### **Who must fill out this application form?**

#### **This form must be completed by**

- you, the principal applicant, on behalf of each of your **dependants not included** in the Generic Application Form for Canada (IMM 0008).

The questions are the same as the ones that you answered for yourself and other dependants on the IMM 0008 form.

Follow the [previous instructions](#) to help you answer the questions.

---

## Consent and Declaration of Applicant

Read all of the statements in all sections carefully and then

- a. write your dependant's name in the space provided
- b. select the box to tell us if you agree that the information contained in this application related to your dependant's intended occupation, education and work experience may be shared with prospective employers to assist them in hiring workers
- c. sign and date in the spaces provided

By signing, you certify that your dependant fully understands the questions asked, and that the information you have provided is complete, truthful, and correct. If you do not sign and date, the application will be returned to you.

 **Note:** If you are **less than 18 years of age**, your form must be signed by one of your parents or a legal guardian.

---

## Schedule A – Background/Declaration (IMM 5669)

**This form must be completed by:**

- you, the principal applicant;
- your spouse or common-law partner (whether accompanying you to Canada or not), **and**
- your dependent children aged 18 years or older (whether accompanying you to Canada or not).

**For refugee claimants in Canada:** Only family members included in your application for refugee protection who are with you in Canada must complete this form.

### Question 1

Enter your full **family name** (surname or last name) exactly as it is shown on your passport, travel or identity document.

Enter all of your **given name(s)** (first, second or more) exactly as they are shown on your passport, travel or identity document. Do not use initials.

## Question 2

Enter your name in your native language or script (if applicable).

For example: Arabic, Cyrillic, Chinese, Farsi, Korean, Japanese characters or Chinese commercial/telegraphic code.

## Question 3

Enter your date of birth. If you do not know your complete date of birth, please use an "\*" (asterisk) to fill in the spaces for the unknown year, month or day. For example, if the day and month of your date of birth is unknown you could enter 1964/\*/\*.

## Question 4

Provide your **father's** personal details including their:

- family name (surname or last name),
- given name(s),
- date of birth,
- town or city of birth,
- country of birth,
- date of death (if applicable).

## Question 5

Provide your **mother's** personal details including their:

- family name (surname or last name),
- given name(s),
- date of birth,
- town or city of birth,
- country of birth,
- date of death (if applicable).

## Question 6

Answer each question by checking the appropriate box.

If you answered **“Yes”** to one or more of these questions, you must explain what happened in the space provided. If you need more space, attach a separate sheet of paper.

**For questions 7-12, when answering:**

- **Do NOT use abbreviations**
- **Do NOT leave gaps in time**

**If a question doesn’t apply to you, write “N/A” in the question.**

**If you need more space, attach a separate sheet of paper.**

**⚠ Important information: Processing will be delayed if you do not account for all periods of time.**

## **Question 7**

### **Education**

Enter the number of years of formal education you have completed at each of the levels indicated.

Provide the details about each secondary and post-secondary educational institution you attended, including the:

- period of time that you attended the institution,
- name of the institution,
- city and country,
- type of certificate or diploma issued, and
- field of study.

If no diploma was issued, write **“N/A.(Not Applicable)”**. If you need more space, attach a separate sheet of paper.

## **Question 8**

Provide the details of your personal history **since the age of 18, or the past 10 years**, whichever is most recent.

Start with the most recent information.

If you were working:

- under **“Activity”**, enter your occupation or job title.

- make sure you provide a specific job title
- If your job title is not clear, provide a brief list of your duties

If you were not working:

- Explain what you were doing (for example: unemployed, studying, travelling, retired, in detention, etc.)

If you were outside your country of nationality, enter your status of the country you were in.

**⚠ Important information: Please ensure that you do not leave any gaps in time. Failure to account for all time periods will result in a delay in the processing of your application.**

### **Question 9: Membership in organizations**

If you were or still are a member of an association or organization, enter the names here.

This includes:

- political organizations,
- social organizations,
- youth or student organizations,
- trade unions, and
- professional associations.

If you were not a member of an association or organization, do not write “not applicable”. Instead, enter: **“I have never been a member of an organization or association”**.

### **Question 10**

Enter any government positions you have held in the past such as:


- Civil servant;
- Judge;
- Police officer;
- Employee in a security organization;
- Etc. (et cetera)

Do not use abbreviations.

Enter "NONE" in the box if you have not been a member of an association or organization.

**Include:**

- the name of the country and the level of jurisdiction (examples: national, regional or municipal),
- the name of the department or the branch you worked for, and
- activities and/or positions that you held.

 Do not use abbreviations.

**Question 11**

Give complete details about your military or paramilitary service (if applicable). Provide the details of your military or paramilitary service for each of the countries whose armed forces you served in. If you were not in any military or paramilitary service, write "NONE". Do not leave gaps in time.

**Question 12**


Enter the residential addresses where you have lived since your 18th birthday or the past 10 years, whichever is most recent, complete with the postal code. Do not use P.O. Box addresses.

**Authority to disclose personal information**



**Declaration of applicant**

Read all of the statements in all sections carefully. Sign and date in the boxes provided. By signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, truthful, and correct. If you do not sign and date, the application will be returned to you.

 **Note:** The bottom section of Schedule A should not be completed at this time.

---

# Statutory Declaration of Common-Law Union (IMM 5409)

## Who must complete this form?

This form **must** be completed and signed by the sponsor and common-law partner, **only if** the latter is a co-signer on the application

## Question 1

Write the following information in the space provided:

- Country of current residence
- Province/state/territory of current residence
- Name of the declarant
- Name of the declarant's partner
- Name of city, town, village
- Name of county (if applicable)
- Name of province/state/territory
- Name of the country
- Number of continuous year(s) in a conjugal relationship
- Date of the relationship (from-to)

## Question 1A

Check the box to indicate if you have jointly signed a residential lease, mortgage or purchase agreement relating to a residence in which you both live.

## Question 1B

Check the box to indicate if you jointly own property other than your residence.

## Question 1C

Check the box to indicate if you have a joint bank, trust credit union or charge card accounts.

## Question 1D

Check the box to indicate if you have declared your common-law union under the *Canadian Income Tax Act* (T-1 "General individual income Tax Return")

## Question 2

Check the box to indicate if you have life insurance on yourself which names your common-law partner as a beneficiary.

### Question 3

Check the box to indicate if your common-law partner has life insurance on themselves which names you as a beneficiary.

### Question 4

If you answered “**NO**” to questions **1** to **3**, indicate other documentary evidence you have that would indicate your relationship as common-law partners

### Question 5

#### **SOLEMN DECLARATION**

Write the following information in the space provided:

- Name of the declarant
- Name of the declarant’s partner
- Name of the city, town, village
- Name of the county
- Name of the province/state/territory
- Name of the country
- Date (day, month, year)
- Signature of the declarant
- Signature of the declarant’s partner
- Name of the person who administered the declaration
- Select the person’s title from the choices provided
- Signature of the person who administered the declaration

---

## **Use of a Representative (IMM 5476)**

### **Who may use this form?**

Complete this form **only** if you:

- are appointing a representative;



- have to update contact information for your previously appointed representative; **or**
- are cancelling a representative's appointment.

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.


## Who is a representative?

A **representative** is someone who provides advice, consultation, or guidance to you at any stage of the application process, or in a proceeding and, if you appoint them as your representative by filling out this form, has your permission to conduct business on your behalf with Immigration, Refugees and Citizenship Canada (IRCC) and the Canada Border Services Agency (CBSA).

You are not obliged to hire a representative. We treat everyone equally, whether they use the service of a representative or not.

When you appoint a representative:

- you also authorize IRCC and CBSA to share information from your case file with this person in place of you. **Please note the representative will receive all correspondence from IRCC or the CBSA, not the applicant;**
- your application will not be given special attention nor can you expect faster processing or a more favourable outcome;
- the representative is authorized to represent you only on citizenship or immigration matters related to the application you submit with this form; and
- you can appoint only **one (1)** representative for each application you submit.

 Important information: You must notify IRCC if your representative's contact information changes, or if you change your representative, or cancel the appointment of your representative. For more information on updating IRCC with your representative's information, please see below section - **Notify IRCC about any changes.**

## **There are two (2) types of representatives.**

### **Uncompensated Representatives:**

Uncompensated representatives **do not** charge fees or receive any other form of consideration or compensation for providing advice or services to represent you before IRCC or the CBSA.

### **Uncompensated representatives include:**

- Friends, family members or other third parties who do not, and will not, charge a fee or receive any other consideration for their advice and services;
- consultants, lawyers and Quebec notaries, and students-at-law under their supervision, who do not, and will not, charge a fee or receive any other consideration to represent you.

**Note:** You do not have to pay someone for them to be your representative. IRCC will conduct business with an uncompensated representative if an applicant appoints them on their behalf.

### **Compensated representatives:**

Compensated representatives charge a fee or receive some other form of consideration in exchange for the representation that they provide.

It is important to know that anyone who represents or advises you for payment - or offers to do so - in connection with IRCC proceedings or applications is breaking the law **unless** they are an authorized representative or they have a specific agreement or arrangement with the Government of Canada that allows them to represent or advise you. This applies to advice or consultation which happens before or after a citizenship or an immigration application is made or a proceeding begins.

IRCC will only conduct business with compensated representatives who are in good standing with their designated regulatory body. For more information see - [Find out if your representative is authorized.](#)

**Note:** If a representative is being paid or compensated by someone other than you, the representative is still considered to be a compensated representative.

### **Authorized representatives are:**

- consultants who are members in good standing of the Immigration Consultants of Canada Regulatory Council (ICCRC);
- lawyers and paralegals 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 compensated representative who is not a member in good standing of one of these designated bodies, your application will be returned.

[Learn about using a representative.](#)

## **General Application Information**

### **Appoint a representative**

- Check box to indicate if you are appointing a representative to represent you with your application process. Complete sections A, B and D.

### **Cancel a representative**

- Check box to indicate if you are canceling a representative. Complete sections A, C and D; and
- Check both boxes and complete all sections if you are cancelling a representative **and** appointing a new one at the same time.

## **Section A – Applicant Information**

### **Question 1**

Write your last name (surname or family name) and given name(s).

### **Question 2**

Write your date of birth.

### Question 3

If you have already submitted your application, write:

- the name of the office where the application was submitted; and
- the type of application you have submitted.

### Question 4

Write your IRCC's Identification (ID) or Unique Client Identifier (UCI) number (if known). If you have not dealt with IRCC since 1973, you will not have a UCI or a Client ID.

## Section B – Appointment of Representative

### Question 5

Write your representative's full name.

If your representative is a member of the Immigration Consultants of Canada Regulatory Council (ICCRC), a law society or the Chambre des notaires du Québec, print their name as it appears on the organization's membership list.

### Question 6

Check one box to indicate if your representative is uncompensated or compensated.

If your representative is compensated, write the membership ID number of:

- the Immigration Consultants of Canada Regulatory Council (ICCRC); or
- a Canadian provincial or territorial law society; or
- the Chambre des notaires du Québec.

### Question 7

Write your representative's contact information.

If you are appointing a student-at-law to represent you, include their supervising lawyer's information including their membership ID.

**i** **Note:** By indicating your representative's e-mail address, you are hereby authorizing IRCC to transmit your file and personal information to this specific e-mail address.

## Question 8

To accept responsibility for conducting business on your behalf, your representative must:

- sign the declaration; and
- date the declaration.

## Section C – Cancel the Appointment of a Representative

### Question 9

Fill in this section if you wish to cancel the appointment of a representative. Write the representative's full name.

Complete all sections of the form if you wish to both cancel a representative **and appoint a new one**.

## Section D – Your Declaration

### Question 10

By signing, you authorize IRCC to complete your request for yourself and your dependent children under 18 years of age.

For sponsorship application, your spouse or common-law partner does not have to complete a separate request. If your spouse or common-law partner is included in this request, they must sign in the box provided.

## Release of information to other individuals

To authorize IRCC to release information from your case file to someone other than a representative, you will need to complete the form [Authority to Release Personal Information to a Designated Individual \[IMM 5475\]](#) (PDF (Portable Document Format), 1.52 MB (Megabyte)).

The person you designate under that form (IMM 5475) will be able to obtain information on your case file, such as the status of your application. However, they will **not** be able to conduct business on your behalf with IRCC.

## Where to submit the form

## Immigration and citizenship applicants

If you have not yet submitted your immigration or citizenship application:

Send this form along with your application to the office listed in the guide of your application.

If you have already submitted your immigration or citizenship application:

You may use this [Web form](#) to upload the IMM 5476.

or;

If you know which IRCC office is processing your immigration or citizenship application, send the completed form to the office mailing address. Consult [IRCC office mailing addresses](#).

### Notify IRCC about any changes

You must let IRCC know if any information changes regarding the person you authorized to represent you on your application.

---

## Step 3. Pay the Fees

### Fee

Use the table below to calculate the total amount of fees to be paid (all fees are in Canadian dollars). Fees **must** be included with this application.

We recommend you pay the [right of permanent residence fee](#) (\$500) now to avoid delays. You will have to pay it before you become a permanent resident.

---

### Your fees

**Application (per person)**

**\$CAN**

---

<b>Application (per person)</b>	<b>\$SCAN</b>
<b>Sponsor your relative (22 years or older)</b> Sponsorship fee (\$75), principal applicant fee (\$475) and right of permanent residence fee (\$500)	1,050
<b>Sponsor your relative (22 years or older without right of permanent residence fee)</b> Sponsorship fee (\$75) and principal applicant processing fee (\$475)	550
<b>Sponsor or include a <u>dependant</u>, adopted child (or child to be adopted) or orphaned relative</b> Sponsor only a dependent child (\$75 sponsorship fee and \$75 processing fee) or include one on an application with your relative (\$150)	150(per child)
<b>Sponsor your relative (under 22 years old and not your <u>dependent child</u>)</b> Sponsorship fee (\$75), principal applicant processing fee (\$75) and right of permanent residence fee (\$500)	650
<b>Sponsor your relative (under 22 years old and not your <u>dependent child</u>, without right of permanent residence fee)</b> Sponsorship fee (\$75) and principal applicant processing fee (\$75)	150
<b>Include the spouse or partner of your relative</b> Processing fee (\$550) and right of permanent residence fee (\$500)	1,050
<b>Include the spouse or partner of your relative (without right of permanent residence fee)</b>	550



**Note:** The following people are exempt from the **Right of Permanent Residence Fee**:

- the dependent children of the principal applicant;
- a child you are adopting;
- your orphaned brother, sister, nephew, niece or grandchild.

## Biometrics fees

**\$CAN**

---

### Biometrics (per person)

85

---

### Biometrics (per family) (2 or more people)

170

Maximum fee for a family of 2 or more people applying at the same time and place

---

## Residents of Quebec


If you are a resident of Quebec, you will need to pay an additional processing fee to the province of Quebec when you submit your undertaking to MIFI. For more information about Quebec provincial processing fees, visit the [MIFI website](#). **Do not include** this fee with this sponsorship application.

---

## Payment Issues

### No fee included or Insufficient Fees

If you do not pay the full fees for your application(s) we will return your application(s). We will only start processing your application after you return it with the correct fees.

 For immigration applications, see [section 10 of the IRPR](#) and for citizenship applications, see [section 13 of the \*Citizenship Act\*](#) for more information.

---

## Overpayment

If you pay more than the fees needed for your application(s) we will start processing your application, and send you a refund as soon as possible.

**Note:** You don't have to ask for a refund. It will be done automatically.



**Note:** If you're eligible for a refund, we will issue the refund to the person indicated on the **Payer Information** section of the receipt (paper applications). If there is no name indicated on the receipt, we will send the refund to the applicant.

---

## How to pay the fees for your application

To pay your fees for your application you'll need:

- a valid email address;
- access to a printer (you'll need to print the receipt), **and**
- a credit card or Canadian debit card.

Visit the link below and follow these instructions to pay:

- Go to [Online Payment](#).
- Follow the online instructions.
  - **At the end**, click on the button to print the IRCC official receipt with barcode. Print two copies.
- **Attach a copy** of this receipt to your completed application.
  - Keep the second copy of the receipt for your records.

 **Do not exit without printing the receipt! The printed receipt is your proof of payment!**

---

The only acceptable form of payment is online payment. If you send any other form of payment, IRCC will return your application.



**Note**

---

## Step 4. Submit the Application

## The application process

The instructions provided in this guide follow the basic steps you will need to know to complete your application.

1. Gather documents
2. Complete the application
3. Pay the fees
4. Mail the application

## Mailing instruction

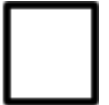


Note

Put your forms along with your receipt and all the supporting documentation in an envelope and mail it to:

(Your name)  
(Your Address)  
(Your Postal Code)

Attach enough postage



**Sponsorship: (Type of sponsorship)**  
**Case Processing Centre - Sydney**  
**P.O. Box 9500**  
**Sydney, Nova Scotia**  
**B1P 0H5**

If you're sending the application using a courier service instead of by mail, use the following address:

Sponsorship: (Type of sponsorship)  
Case Processing Centre - Sydney  
49 Dorchester Street  
Sydney, Nova Scotia  
B1P 5Z2

## If you are sponsoring...

- an adopted child
  - print “ADOPTION” immediately above Case Processing Centre on the envelope.
- an orphaned relative
  - print “ORPHAN RELATIVE” immediately above Case Processing Centre on the envelope.

## Send the document checklist

Make sure you use the document checklist (IMM 5287) along with your application forms and supporting documents.

## Sign the form



Note

The application must be signed and dated before it is mailed.

**i** **Note:** If your application is not signed and dated, it will be returned to you.

## What Happens Next

## The application process

The following represents the phases of the assessment and processing.

### Phase: Completeness check

We review your application to make sure that:

- all required fields in your application forms are complete and signed,
- you have submitted all the required documents, presented the proper forms and included the correct processing fees.

**i** **Note:** If you did not submit all the documents or include the fees for everyone included in the application, your application will be returned to you with a letter requesting the missing information or fees.

### Phase: Eligibility Review

An officer will review your application and send you a letter to inform you whether you meet the sponsorship requirements.

If the requirements are met:

- the officer will advise you to download the [Guide 3998 – Sponsorship of adopted children and other relatives](#) **and**
- you will have to send the guide and forms to the person you want to sponsor.

**?** For more information. If you do not meet the sponsorship requirements, see “[Is there a right of appeal](#)” below. If you live in Quebec, see “[Sponsor Living in Quebec](#)”.

### Phase: Selection and admissibility

If your sponsorship was received and your relative submitted the additional forms and documents requested in [Guide 3998 – Sponsorship of adopted children and other relatives](#) to the appropriate visa office, an officer will:

- review the application and supporting documentation for the person being sponsored and accompanying dependents, if applicable, to assess their eligibility as members of the family class and admissibility to immigrate to Canada,
  - contact the person being sponsored, if additional supporting documents are required or an interview needs to be scheduled,
  - make a final decision to either approve or refuse the application for permanent residence.
- 

## Is there a right of appeal?

In the event you do not meet the sponsorship requirements, there are two possible scenarios:

### Scenario 1

**If you checked the box** to "Withdraw your application" on the IMM 1344 in case you do not meet sponsorship requirements, **then** no further processing will occur and all the fees will be refunded except for the \$75 sponsorship fee. You will have no right of appeal.

### Scenario 2

**If you checked the box** to "Proceed with the application for permanent residence" on the IMM 1344 in case you do not meet sponsorship requirements, **then** the application of the person being sponsored will be processed at the Canadian visa office. If their application is denied, you will have the right to appeal the decision.

**If you meet the sponsorship requirements, you may also have a right to appeal in the following circumstance:**

You meet the sponsorship requirements but the person being sponsored does not meet the eligibility requirements or admissibility criteria for the family class. His application will be refused and you will be notified of your right to appeal the

negative decision, if you should decide to do so.

**i** **Note:** Instructions to appeal a negative decision will be sent with the refusal letter.

### Exceptions:

A sponsor has no right of appeal in the following circumstances:

- the individual being sponsored is inadmissible on grounds of security, violating human or international rights, serious criminality or organized criminality;
- the individual being sponsored is refused on the ground of misrepresentation;
- the sponsor has discontinued or has withdrawn their sponsorship application.

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

Once you have been advised that you meet the sponsorship requirements, a file will be opened at the appropriate visa office, and the person you are sponsoring and their family members, if applicable, will have to:

- complete the forms included with Guide 3998 – Sponsorship of adopted children and other relatives and provide the required documents,
- undergo a medical examination (results of the medical examination are valid for 12 months),

**i** **Note:** The visa office will send the person you are sponsoring and their family members instructions on how to proceed.

- pass criminal and security checks,

**i** **Note:** If they're 18 or older, you must provide a valid police certificate with the application. They need a police certificate for any country other than Canada in which they spent 6 or more months in a row since the age of 18. Police certificates are generally valid for 1 year from the date they're issued. Depending on processing time, we may ask you for new certificates.

- obtain passports and, in some countries, an exit visa,
- attend an interview at a Canadian visa office if required.

**i** **Note:** The person you want to sponsor should not quit their job or sell their assets until they have received their permanent resident visa. All family members, whether accompanying or not, will have to complete a medical examination.

---

## What if the co-signer wants to withdraw their financial support?

If your spouse or common-law partner withdraws support for the sponsorship application, follow the steps below:

1. You or your spouse/ common-law partner must inform the Case Processing Centre and the visa office using this [Web form](#) **before** permanent residence is granted to the person you are sponsoring and their family members.
  2. You must include an amended copy of the sponsorship application and of the agreement.
  3. We will assess your financial situation to see if you have enough money to support your family without a co-signer.
  4. If you do not meet the financial requirements on your own, the application for permanent residence will be refused.
-

## Informing us of any changes

Consult the table below to know how to inform us of any changes following the submission of your application:

**If** there are any changes to your family status such as:

- marriage;
- divorce;
- births;
- deaths; or
- any other important information.

**Then** inform us immediately by using this [webform](#).

**i** **Note:** Clearly state your name, date of birth and Universal Client Identification (UCI) or file number which is found at the top of the acknowledgment letter, if you received one from us.

**If** you move

**Then** inform us immediately by:

- using our on-line service. Visit [Change my address](#) and follow the instructions for filling out and submitting the electronic change of address form.

**If** you move from Quebec to another province in Canada

**Then** you must fill out and sign *Application to sponsor, Sponsorship Agreement and Undertaking* (IMM 1344).

**If** you move to Quebec from another province in Canada

**Then** you must sign an “engagement” with the province of Quebec.


---

## Factors that can facilitate processing



There are certain things you can do to help ensure that your application is processed as fast as possible:

- make sure that all the documentation and information requested are **provided with your application**
- inform the Case Processing Centre and the visa office of any change to your contact information. This includes:
  - mailing address
  - telephone number
  - facsimile number (fax)
  - e-mail address

 **Note:** You must clearly state your name, date of birth and Universal Client Identification (UCI) or file number, if know, in all correspondences.

---

## Factors that may delay processing

The following factors may **delay** the processing of your application:

- missing signature on application forms
- missing documents
- unclear photocopies of documents
- documents not accompanied by a certified English or French translation
- verification of information and documents provided
- a medical condition that may require additional tests or consultations
- a criminal or security problem
- consultation is required with other offices in Canada and abroad

---

**Current processing times**



For more information

You can check current processing times on the [Application processing times](#) webpage.

---



## Updating your contact information

Important information

While your application is in process, you must tell us if you change your address, email address, or telephone number. Use the [Change your address](#) tool to give us your new contact information.

**Note:** If your personal situation changes (for example change of marital status, birth of a child, or you wish to withdraw your sponsorship, etc.) after you have submitted your application, you must notify us in writing. For more information, visit [After you apply](#).

---

## Checking application status

**The person you are sponsoring can receive instant email updates and a more detailed, up-to-date case status on their permanent residence application by creating an online account. [Find out how](#).**

### In Canada and the United States

You may [Contact Us](#) or go online to see the current status of your application:

- Click on [Check application status](#) and follow the instructions provided.

To obtain details on how to remove your application status information from the Internet, visit the [Frequently Asked Questions](#) (FAQ) section.

### Outside Canada and the United States

Contact the [Canadian embassy, high commission or consulate](#) responsible for your region.

---

## Protecting your information

Your personal information is:

- available to IRCC and the Canada Border Services Agency (CBSA) employees who need to see it to provide the services to you, **and**
- not disclosed to other organizations except as permitted under the provisions of the Privacy Act **or** the Citizenship Regulations.

 For more information about the protection of your data, visit the [Help Centre](#).

---

## Quality Assurance Program

Our quality assurance program randomly chooses applications for a special review. If chosen, we will ask you to attend an interview with an IRCC official to:

- verify that the documentation and any other information you submitted is accurate,
- verify that your application has been completed properly.

 **Note:** We will notify you in writing if your application is chosen.

---

## Online services

For more information about the programs offered by IRCC, visit [Immigration and Citizenship](#).

---

## Need help?

If you need help, you can find answers to your questions by visiting the [Help Centre](#).

---

# Federal Income Scale

## Federal Income Table, 2021

The following table applies to all provinces except Quebec. Quebec residents should refer to [MIFI's Financial capacity evaluation](#) webpage.

**Table 1**

### Low Income Cut-Off (LICO)

<b>Size of Family Unit</b>	<b>Minimum necessary income</b>
1 person (the sponsor)	\$26,426
2 persons	\$32,898
3 persons	\$40,444
4 persons	\$49,106
5 persons	\$55,694
6 persons	\$62,814
7 persons	\$69,934
More than 7 persons, for each additional person, add	\$7,120

## Appendix A: Sponsoring an adopted child or a child you intend to adopt

### Citizenship process for adopted persons

Canada's citizenship law was amended to allow Canadian citizens (except for those born outside Canada) who adopt a child from a foreign country the option of applying for Canadian citizenship for their adopted child without first having to apply for permanent residence. An application for Canadian Citizenship for a person adopted by a Canadian citizen (on or after January 1, 1947) is available. Adopted persons who are adults may apply for themselves. Download the [Application for Canadian Citizenship for an adopted person](#).

If you want to apply for Canadian citizenship for an adopted child or you are a child adopted by a Canadian citizen, refer to our website to help you determine if you should apply for citizenship or for permanent residence.

---

## **The Hague Convention**

Many intercountry adoptions are now subject to the requirements of the

### [Hague Convention on Adoption](#)

. These adoptions must be initiated through provincial or territorial adoption authorities and receive the appropriate approvals. Contact your provincial or territorial authorities for information on how the Convention may affect your adoption.

## **Provincial and Territorial Contacts for Adoptions**

---

As adoption is a provincial responsibility, people who wish to adopt a child from outside of Canada must first contact provincial or territorial adoption authorities. Once you have initiated the adoption application through the provincial or territorial authorities and have obtained the appropriate approval, you may begin the sponsorship process for a child.

### **Alberta**

Alberta Children's Services

Program Manager, Adoption Services

Tel: (780) 422-5641

Fax: (780) 427-2048

### **British Columbia**

Ministry of Children and Families Adoption Branch

Tel: (250) 387-3660

Fax: (250) 356-1864

### **Manitoba**

Manitoba Family Services

Child and Family Services

Intercountry Adoptions Specialist Tel: (204) 945-6964

Fax: (204) 945-6717

### **New Brunswick**

Department of Social Development Family and Community Services

Tel: (506) 444-5970

Fax: (506) 453-2082

### **Newfoundland and Labrador**

Department of Child, Youth & Family Services Adoption Division

Tel: (709) 729-5134

Fax: (709) 729-6382

### **Northwest Territories**

Department of Health and Social Services Coordinator, Child and Family Services Unit

Tel: (867) 873-7943

Fax: (867) 873-7706

### **Nova Scotia**

Department of Community Services

Manager of Adoption and Foster Care

Tel: (902) 424-5367

Fax: (902) 424-0708

## **Nunavut**

Department of Health and Social Services

Tel: (867) 975-5750

Fax: (867) 975-5705

## **Ontario**

Ministry of Community, Family and Children's Services Adoption Unit, Central Services

Tel: (416) 327-4742

Fax: (416) 212-6799

## **Prince Edward Island**

Department of Health and Social Services Child, Family and

Tel: (902) 368-6514

Fax: (902) 368-6136

## **Quebec**

Ministère de la Santé et des Services sociaux, Secrétariat à l'adoption internationale

Tel: (514) 873-5226 ou 1-800-561-0246

Fax: (514) 873-1709

## **Saskatchewan**

Saskatchewan Social Services

Tel: (306) 787-0008

Fax: (306) 787-0925

## **Yukon**

Family and Children's Services

Placement and Support Services

Tel: (867) 667-3473

Fax: (867) 393-6204

## Adoptions completed abroad

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

- the child was under the age of 18 when the adoption took place;
  - the adoption was in the **best interests of the child**.
- 

## What does 'the best interests of the child' meant?

The best interests of the child means that:

- a competent authority had conducted or approved a home study of the adoptive parents;
  - before the adoption, the child's parents gave their free and informed consent to the child's adoption;
  - the adoption created a genuine parent-child relationship;
  - the adoption was in accordance with the laws of the place where the adoption took place;
  - the adoption was in accordance with the laws of the sponsor's country of residence;
    - if the sponsor lived in Canada at the time the adoption took place, the competent authority of the child's province of intended destination must have stated in writing that it does not object to the adoption;
  - if the adoption was subject to the Hague Convention on Adoption, the competent authority of the country where the adoption took place and the province of destination have stated in writing that they approve the adoption as conforming to the Convention;
  - if the adoption was not subject to the Hague Convention on Adoption, there is no evidence that the adoption is for the purpose of child trafficking or undue gain within the meaning of the Convention.
-



## Adoptions completed in Canada

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

- the child is under the age of 18;
  - there is no evidence that the adoption is for the purpose of acquiring any privileges or status under the *Immigration and Refugee Protection Act*;
  - if the adoption was subject to the Hague Convention on Adoption, the competent authority of the country in which the child lives and the province of destination of that child have stated in writing that they approve the adoption as conforming to the Convention;
  - if the adoption was not subject to the Hague Convention on Adoption,
  - the child has been placed for adoption in the country in which they live or is legally available in that country for adoption and there is no evidence that the adoption is for the purpose of child trafficking or undue gain within the meaning of the Convention and
  - the competent authority of the child's province of intended destination must have stated in writing that it does not object to the adoption.
- 

## Unnamed child

Sponsorships for children who are not yet identified are accepted; once the child is identified, the sponsor **must** notify the appropriate visa office and provincial authority.

For Quebec residents, contact the office of the *Ministère de l'Immigration, de la Diversité et de l'Inclusion* for sponsorship requirements in Quebec

## Sibling adoptions

Situations may arise where an adoption application is still pending for an unknown child and sponsors are notified that the birth resulted in multiple births, or that there are additional siblings available for adoption.

If sponsors wish to adopt the second child or the additional siblings, they will have to submit an additional:

- *Application to Sponsor, Sponsorship Agreement and Undertaking* (IMM 1344);
- *Generic Application Form for Canada* (IMM 0008)
- Processing fees.



**Note:** Sponsors should write “Sibling adoption” on the envelope for the second child or the additional siblings in order for officers to match the new application(s) to existing files.

---

## Medical Condition Statement

1. You will have to satisfy the visa office that you have obtained good and reliable information about the child’s health status before a permanent resident visa can be issued to that child if you are sponsoring:
    - a child you have adopted or are in the process of adopting outside Canada and you were or are living in Canada at the time the adoption took/takes place, or
    - a child you intend to adopt in Canada, or
    - an orphaned brother, sister, nephew or niece.
  2. You may obtain this information from authorities in the country of adoption, through an independent medical examination or from the child’s immigration medical record.
  3. Once you have obtained the information with respect to the child’s medical condition, read the [Medical Condition Statement \[IMM 0133\] \(PDF \(Portable Document Format\), 2.3 MB \(Megabyte\)\)](#) provided, complete the bottom portion, sign it and send it to the visa office processing the permanent residence application submitted on behalf of the child.
-

## Requirements for issuing an immigration visa

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

- to obtain a letter from the provincial or territorial authorities stating that they have no objection to the adoption. IRCC will make this request directly to the appropriate provincial or territorial authorities at the time of the sponsorship approval;
- to provide a written statement confirming that the sponsor of a child has obtained information about the medical condition of the child whom the sponsor has adopted or is in the process of adopting outside Canada, or intends to adopt in Canada. Read the Medical Condition Statement.

**i** **Note:** If you are sponsoring a child adopted abroad or whom you intend to adopt in Canada, make sure you obtain the medical information. Then complete and sign the bottom portion of the Medical Condition Statement and return it to the visa office processing the permanent residence application you are submitting on behalf of the child

## More information on adoptions

For more information, contact the [provincial and territorial authorities](#) or visit [Adopt a child](#).

### How-to video



Save Time: Send a Complete Application

**Find out if you are eligible**

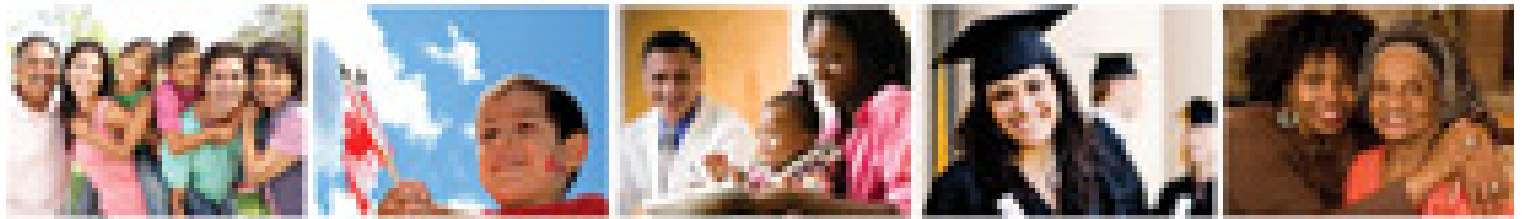


Come to Canada

Living in Canada tool



# Living in Canada



Learn about what it's like to live in Canada and which resources are available to you to help you settle here

**Date modified:**

2021-07-13