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# Guide 5772 – Application to Sponsor Parents and Grandparents

 Print

**i** **Note:** You now need to apply to sponsor your parents and grandparents **online**.

## This is the instruction guide for the 2022 intake.

The instruction guide below is for your information only. When a new intake opens, we'll announce it on our [Facebook page](#), our [Twitter account](#) and this website.

**We aren't accepting any more applications for the 2022 intake. The deadline to apply has now passed. Don't apply unless we invite you to. If you submit an application without being invited, we'll send it back to you.**

If you were not invited to apply, but you'd like your parents and grandparents to come to Canada, they may be eligible to apply for a [super visa](#), which could let them stay in Canada for up to 5 years at a time and apply to extend their stay while in Canada by up to 2 years at a time.

For the 2022 process, we'll invite 23,100 people from the remaining pool of 155,313 potential sponsors who submitted an interest to sponsor form in 2020. This will help IRCC reach the goal of accepting up to 15,000 complete applications.

You can only apply to sponsor your parents and grandparents if your interest to sponsor form is randomly selected.

- If we invite you to apply, you'll have to submit your application by the deadline on your invitation to apply letter.

You can check if you were invited to apply using our [invitation status web form](#). If the web form says you were invited, but you didn't get an email to the account you entered on your 2020 interest to sponsor form, make sure you

- check your spam and junk mail folder
- check your physical mail—if we couldn't email an invitation, we sent it by physical mail

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## Overview


### Application package

We encourage the sponsor and principal applicant to thoroughly read this entire instruction guide and then complete each of the applicable application forms.

For an application to be considered complete, the sponsor and principal applicant **must** fill out the forms listed below and **must** submit them all together in the [Permanent Residence Portal](#) for each set of parents and grandparents you are sponsoring. Incomplete applications will be returned.

This application package includes

- the instruction guide with helpful information for the sponsor and principal applicant (the person being sponsored) and
- the forms required for both [the sponsor](#) and the [principal applicant](#) to complete and include in their application.

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

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## Alternative formats

If you, your sponsor(s) or representative cannot apply online through the [Permanent Residence Portal](#), or the [Representative Permanent Residence Portal](#), and require accommodations, including for a disability, you may ask for an alternative format. After we review your request, we'll send you the application package in one of the alternative formats (paper, braille or large print).

Send your email request **as soon as possible** to: [IRCC.2022PGPALTRrequest-2022PGPDemandeALT.IRCC@cic.gc.ca](mailto:IRCC.2022PGPALTRrequest-2022PGPDemandeALT.IRCC@cic.gc.ca) and include the following information in your request email:

- the full name of the principal applicant
- the full name of the sponsor
- the confirmation number from the 2020 Interest to Sponsor form
- the Invitation to Apply letter sent in October 2022
- a statement explaining that you're asking for an alternate format
- the language you prefer (English or French)

- the type of alternative format you are requesting (paper copy, braille, or large print)
- whether you want us to send the alternative format application by email or regular mail
  - include your email address if you want to receive the alternative format application electronically to print yourself (this will avoid potential mailing delays) **or**
  - include your mailing address if you want a hard copy sent to you

If you ask for the application by email, we'll send you links to the application package, which you then can print.

Once we get your request for an alternative format, we'll reply with instructions and tell you where to send your application. You must then fill out and sign the forms, and return your application package in an alternative format by mail or courier to the mailing address in our instructions.

To show that you were approved to submit an alternative format application, include a copy of the cover letter we sent approving you to apply via alternative format with your application.

We must receive your alternative format application package by the **same deadline shown on your Invitation to Apply letter** for the 2022 intake.

For more information, you can call 1-888-242-2100 (from within Canada only).

## **Before you apply – Information for the sponsor**

### **Sponsorship of parents and grandparents**

- Find out if you're eligible to sponsor
  - How long you're responsible for the people you sponsor
  - If you live in Quebec
- Who you can sponsor
- Withdrawing your sponsorship application

## Can I have a co-signer?

Your spouse or common-law partner may be a co-signer on the sponsorship application. Your combined gross income may help you meet the income requirements. You and your co-signer must each provide proof of income from the Canada Revenue Agency (CRA) for the 3 consecutive taxation years immediately preceding the date of the sponsorship application.

If you live in Quebec, see if you meet the provincial income requirements, as the Quebec ministry in charge of immigration will assess your income.

The co-signer must

- meet the same eligibility requirements as the sponsor
- agree to co-sign the undertaking
- agree to be responsible for the basic requirements of the person they 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.

If your co-signer is your common-law partner, you must submit the Statutory Declaration of Common-Law Union [IMM 5409] (PDF, 0.78 MB) by uploading the document to your online application. This document must be signed by hand by the sponsor, co-signer and the administrator of the declaration.

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## Defaults

**You can't become a sponsor or a co-signer if any of the situations below apply to you**

### **A previous sponsorship undertaking**

If family members you sponsored in the past received social assistance while the undertaking was valid, you can't sponsor until

- you repay the full amount of any social assistance or
- you repay the debt to the satisfaction of the government authority that issued the benefit or ordered you to pay.

See [Provincial authorities' contact information](#) to find out how to repay the money owed.

## **An immigration loan**

If you received a transportation, assistance or right of permanent residence fee (previously called the right of landing fee) loan and have missed payments:

- You can't sponsor if you are in default of your loan. For more information, contact the Immigration Loans Program at 1-800-667-7301 (in Canada and the United States only).

## **Support payment obligations**

If you were ordered by a court to make support payments to a spouse or child and haven't made payments:

- You can't sponsor until you resolve the family support matter.

## **A performance bond**

If you agreed to pay money to guarantee that an immigrant would fulfil their obligations under immigration legislation:

- You can't 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 their children
- your children
- your parent/grandparent, child/grandchild, sibling, niece/nephew, aunt/uncle or cousin
  - 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
  - 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
- 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
  - the current or ex-spouse/partner (and their children) of any of the above
- your current or ex-boyfriend/girlfriend, their spouse or common-law partner and their dependent children

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## Provincial authorities' contact information

If the person you sponsor or a member of their family receives financial support under a provincial, territorial 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 Poverty Reduction

Sponsorship Default Line

1-877-815-2363 (select option 6)

## **Quebec**

Centre 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: 1-780-644-9992

## **Newfoundland and Labrador**

Department of Events, Education, Skills and Labour

Income Support Section

Telephone: 1-877-729-7888

[AESE@gov.nl.ca](mailto:AESE@gov.nl.ca)

## **Saskatchewan**

Department of Community Resources and Employment

Saskatchewan 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

See [website](#) for contact information

## **Ontario**

Ministry of Community and Social Services

Overpayment Recovery Unit

Toll free: 1-888-346-5184

See [website](#) for more information

## **Prince Edward Island**

Family and Human Services

Telephone: 1-902-368-6440

See [website](#) for more information

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## **Income requirement for sponsors of parents and grandparents**

You (the sponsor) and your co-signer (if applicable) must meet an income requirement for each of the 3 consecutive taxation years immediately preceding the date of your application, as outlined in the table below. This income requirement applies to residents of all provinces except Quebec. If you live in Quebec, the Ministère de l'Immigration, de la Francisation et de l'Intégration will [assess your income](#).

Sponsors (and co-signers, if applicable) can count regular Employment Insurance benefits in their income calculations for the 2020 and 2021 tax years only, rather than just special Employment Insurance benefits. Sponsors and co-signers can also include any Canada Emergency Response Benefits (whether issued under the

*Employment Issuance Act* or the *Canadian Emergency Response Benefit Act*) and other temporary COVID-19 related benefits to their total income for 2020 and 2021 if they are not part of provincial social assistance programs.

Signing the statement of consent (question 8 on the [Financial Evaluation for Parents and Grandparents Sponsorship \[IMM 5768\]](#) (PDF, 1.55 MB)) and providing your social insurance number (SIN) will allow Immigration, Refugees and Citizenship Canada (IRCC) to collect your SIN and request your income tax information directly and quickly from the CRA to determine whether you meet the income requirements. If you do not provide your consent, you must complete the [Income Sources for the Sponsorship of Parents and Grandparents form \[IMM 5748\]](#) (PDF, 1.76 MB) and submit a paper copy of your notice of assessment issued to you by the CRA (Option C printout) for each of the 3 taxation years immediately preceding the date of your application.

If you do not have paper copies of your notices of assessment or other documents issued by the CRA (Option C printout) on file, you can view (and print) your tax returns as well as other personal tax information using the CRA's My Account online service. To register or login, visit [My Account](#).

If you reside in the province of Quebec, you will not be required to submit an undertaking of assistance for the family members you are sponsoring at this time. You will be contacted when your sponsorship application is assessed. At that time, if you meet federal sponsorship requirements, you will be notified that you must submit an [undertaking application](#) to the [Ministère de l'Immigration, de la Francisation et de l'Intégration \(MIFI\)](#) of Quebec so that your income can be assessed.

There is no requirement that you (the sponsor) or your co-signer (if applicable) have been a permanent resident, Canadian citizen or Status Indian for the 3 years immediately preceding your application to sponsor in order to be eligible to sponsor your parents and grandparents; however, you must be a Canadian citizen, permanent resident or Status Indian living in Canada when you submit the application.

## How to calculate the family size and how IRCC will assess this information

You and your co-signer (if you have one) will need to prove that you meet the income requirements for the 3 tax years before the date you apply.

Financial Evaluation for Parents and Grandparents Sponsorship [IMM 5768] (PDF, 1.74 MB) is the form that IRCC uses to assess the total number of people you must account for when determining the income that you must have in order to sponsor. IRCC will use the calculation that you enter into Box 7 of IMM 5768 as a starting point when calculating your family size. However, this calculation is not determinative, and IRCC will also confirm the calculation in light of the detailed family information in your application.

**Note** that the number you enter into Box 7 only captures your current family size and does not necessarily reflect the size of your family during the 3 tax years before your application date, which is relevant for the calculation of your income requirements. If your family size changed during or since those 3 years, it could affect the amount of income you need for each of the 3 years. IRCC may also calculate a different family size for specific years based on the detailed family information you provide in your sponsorship application.

The steps below help you count your current family size. You will need to enter this calculation into Box 7 of IMM 5768.

This calculation may also help you estimate whether you would meet the income requirements. The steps are based on a simplified calculation that doesn't address each person's unique situation. We can only confirm you meet the income requirements when we assess your application.

Follow these 2 steps to calculate the size of your family:

### **Step 1. How many people are in your family (including how many you sponsored before)?**

Include

- yourself

- your spouse (even if you're separated) or common-law partner, who could also be your co-signer
- your dependent children
  - their dependent children, if they have any
- your spouse's or partner's dependent children, and
  - their dependent children, if they have any

Then add


- any other person you and your co-signer (if you have one) sponsored in the past, whom you're still financially responsible for (for example, sponsored refugees)

## Step 2. How many people do you want to sponsor?

Include

- the number of parents and grandparents you want to sponsor this year
- their spouse (even if separated) or common-law partner
- their dependent children **and**
  - their dependent children, if they have any

You must include **all the above family members**, even if they **will not** come to Canada with your parents or grandparents.

 **Note:** Children who meet the definition of a dependent child must be included in the calculation, even if you, as a sponsor, do not have custody or provide child support.

Add the total number of people covered in steps 1 and 2. This total number represents the size of your family and how many people you will be financially accountable for. You will need to do this for each of the 3 years prior to the year you submit an application as your family size may have changed. Look at the

Income requirement table to estimate if you meet the income requirements for each year based on your family size for that year. Note that your calculations will only be an estimate.

**i Note:** In the case of a principal applicant who is separated from their spouse, the principal applicant's separated spouse is considered a "family member", as per paragraph R1(3)(a) of the Immigration and Refugee Protection Regulations, since they are still legally married until they are divorced. However, it should be noted that there could be situations in which subparagraph R5(b)(ii), which details excluded relationships, applies to a foreign national (i.e. the principal applicant). A separated spouse of a foreign national must be counted for the calculation of the Minimum Necessary Income (MNI) **unless** the spouse has lived separate from the foreign national for at least one year **and** is the common-law partner of another person. For clarity, either the foreign national (i.e. the principal applicant) or their separated spouse may be the common-law partner of another person.

## If your family size changes throughout processing

If your family size changes while your application is being processed, the income requirements you need to meet may also change. Let us know if your family size has changed through the Web form.

Note that in a case where the principal applicant passes away while an application is being processed, we may still process the application for permanent residence of their spouse or common-law partner, and any dependent children should they still wish to become permanent residents. You will need to inform us using the Web form and include a copy of the death certificate, an updated IMM 1344 and an updated IMM 0008.

The Regulations provide that a sponsor's family size and, in turn, the MNI, must be assessed on a year-by-year basis for each of the 3 taxation years immediately preceding the date of receipt of the sponsorship application, including any

increases (for example, birth, marriage, new common-law relationships, and so on) or decreases (for example, death, divorce, end of common-law relationships, end of an undertaking, and so on) in the family size from year to year.

## **Counting increases and decreases to the family size for parent and grandparent applications**

While increases and decreases in family size impact all sponsors and co-signers who must meet an income requirement, due to the number of years they must meet an income requirement, these changes are more likely to occur among sponsors and co-signers of parents or grandparents.

By assessing family size on a year-by-year basis, the family size may have increased within the 3 years preceding the date of the receipt of the sponsorship application. An officer is to include any marriages, common-law relationships and/or births for the year in which the increase to the family size occurred. For example, the sponsor got married and had a newborn child in 2018 (the couple were not common-law partners before their marriage). The sponsor submits a parent or grandparent application in 2019. The income requirements must be met for years 2016, 2017 and 2018. The sponsor's spouse and newborn child must only be counted in the family size for the year 2018. However, if the sponsor's spouse co-signs the application, the spouse must be included in all 3 years (please see "Co-signers and non-co-signers of parent and grandparent applications" below for further details).

By assessing family size on a year-by-year basis, the family size may have decreased within the 3 years preceding the date of the receipt of the sponsorship application. An officer is to include any deceased family members, divorced family members, former common-law partner(s), former dependent children and/or previous undertakings in the family size for any year that the family members were part of the family size. For example, the sponsor's father, who was married to the sponsor's mother, passed away in 2018. The sponsor submits a parent or grandparent application in 2019 to sponsor their mother. The income requirements must be met for years 2016, 2017 and 2018. The sponsor's father must be counted in the family size for years 2016 and 2017.

## Co-signers and non-co-signers of parent and grandparent applications

A co-signing spouse or a co-signing common-law partner of the sponsor must be included in the family composition for all years. This means that officers must include the co-signer in all 3 relevant years when calculating family size, **regardless of when the sponsor and co-signer married or became common-law partners.**

A non-co-signing spouse or non-co-signing common-law partner of the sponsor must only be included in the family size calculation starting the year they married or became common-law partners. For example, a sponsor became a common-law partner in 2017. They submit a parent or grandparent application in 2019 with no co-signer. The income requirements must be met for years 2016, 2017 and 2018. As there is no co-signer on the application, the sponsor's common-law partner must only be counted in the family size for 2017 and 2018.

## Income requirement for Parent and Grandparent Sponsorship who apply in 2022

**Note:** This table applies to all sponsors who submit an application on or after January 1, 2022 up to December 31, 2022. Since many sponsors may have been affected financially by the COVID-19 pandemic, we have reduced the income requirement for the 2020 and 2021 tax years. We'll apply the reduced income requirement when we assess the sponsorship application, and at any point when we have to reassess income from 2020 or 2021. This does not affect the income requirements for the years before 2020.

### Application to sponsor

**Income required for the 3 taxation years right before the date of your application (if you apply in 2022)**

Total number of people you must account for <sup>**</sup>	Income required for the 3 taxation years right before the date of your application (if you apply in 2022)		
	2021	2020	2019
2 people	\$32,898	\$32,270	\$41,007
3 people	\$40,444	\$39,672	\$50,414

**Income required for the 3 taxation years right  
before the date of your application (if you apply in  
2022)**

**Total number of people  
you must account for \*\***

**2021**

**2020**

**2019**

**4 people**

\$49,106

\$48,167

\$61,209

**5 people**

\$55,694

\$54,630

\$69,423

**6 people**

\$62,814

\$61,613

\$78,296

**7 people**

\$69,934

\$68,598

\$87,172

**If more than 7 people,  
for each additional  
person, add**

\$7,120

\$6,985

\$8,876



\*\*

To calculate this number, add your answers from steps 1 and 2 above on how to calculate your family size. The figures outlined in the table above are based on the most recent figures available from Statistics Canada and are applicable to potential sponsors who apply in 2022. Please note that the questions provided to help you calculate your family size in order to estimate whether you meet the income requirements are designed to provide you with an estimate only and cannot serve as confirmation of whether you meet the income criteria. They are based on a simplified calculation that does not address the circumstances of all prospective sponsors. For example, if your family size has changed during the relevant time period (for example, through the birth of a child), then calculating your current family size may not provide you with an accurate estimate of the income that you need in order to sponsor your parent(s) or grandparent(s).

When we assess your application, we will calculate your family size and assess whether you meet the necessary income requirements in accordance with the Immigration and Refugee Protection Act and the Immigration and Refugee Protection Regulations and based on your specific circumstances. No responsibility is accepted by or on behalf of the Government of Canada and its employees and agents for any errors, omissions or misleading statements arising out of the simplified steps for estimating the income requirements that are set out in this guide.

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## **Do I (the sponsor) have to continue to meet the income requirements during the processing of the application?**

If new information indicates that you may no longer meet the income requirements, your income may be reassessed at any time during processing. Your income could also be reassessed if more than 12 months have passed between the dates since we received your application and when processing of the application begins.

You and your co-signer, if applicable, must meet the amounts outlined in the Income for Parents and Grandparents Sponsorship from the date on which IRCC receives your sponsorship application until the day your family members become


permanent residents of Canada.

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## Withdrawal of co-signer support

If you change your mind about your support as a co-signer, you must inform the Case Processing Centre (CPC) of your decision to withdraw from the undertaking **before the people you sponsored become permanent residents of Canada**. You must use this [Web form](#) and clearly state your name, date of birth and UCI, if known, in all correspondence.

- If you inform the CPC **before** the sponsored people become permanent residents of Canada
  - the CPC will record the withdrawal of your support. You and the sponsor will be informed in writing that your withdrawal was received.
  - We will assess the sponsorship application to see if the sponsor has enough money to support the people they are seeking to sponsor without a co-signer.
  - If the sponsor does not meet the financial requirements on their own, the sponsorship eligibility assessment will be failed.
- If you inform the CPC **after** the sponsored people have been granted permanent residence
  - the commitment you, as a co-signer, and the sponsor signed to support their family is valid for the term of your undertaking.

 **Note:** The sponsor will be advised of the final decision on the withdrawal request in all cases.

## What happens if I (the sponsor) fail to meet the obligations of my undertaking?

If a family member you sponsored receives financial support from a provincial or municipal social assistance program while the undertaking is still valid, you

- will be considered to be in default of your obligations,
  - must repay the government concerned any benefits (social assistance) the person(s) you sponsored received, and
  - will not be allowed to sponsor other members of the family class until you have repaid the amount of these payments to the government concerned.
- 

## **Could this application be refused?**

There are many possible reasons why an application may 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
  - 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
  - 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 (the sponsor) and you submit 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 the 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.
- 

## Before you apply – Information for the principal applicant (the person being sponsored)

### What does the principal applicant do?

The principal applicant must

- Sign in or create a [Permanent Residence Portal account](#).
- Complete the following digital forms through the online application:
  - Generic Application Form for Canada (IMM 0008)
    - you may add more than five dependants to this form
  - Schedule A – Background/Declaration (IMM 5669)
    - The principal applicant must complete this form for themselves and all dependants who are 18 years of age or older (whether accompanying or not) and are not Canadian citizens or permanent residents.
  - Additional Family Information (IMM 5406)
    - The principal applicant must complete this form for themselves and all dependants who are 18 years of age or older (whether accompanying or not) and are not Canadian citizens or permanent residents.
  - Supplementary Information: Your Travels (IMM 5562)
    - The principal applicant must complete this form for themselves and all dependants who are 18 years of age or older (whether accompanying or not) and are not Canadian citizens or permanent residents.
- Complete and electronically sign the PDF form: Application to Sponsor, Sponsorship Agreement and Undertaking (IMM 1344)
  - This form must be completed and electronically signed by you (the principal applicant), the sponsor and the sponsors' co-signer (if applicable). The original PDF document and barcodes must be uploaded to

your online application. Make sure you validate the form and generate the barcodes prior to uploading the form.

- Upload all other PDF forms completed by your sponsor.
- Complete and upload these PDF forms, if they apply to you or a dependant:
  - Statutory Declaration of Common-Law Union (IMM 5409)
    - To be completed, signed by hand and dated by you (sponsor and/or principal applicant), your common-law partner and the administrator of the declaration.
  - Statutory Declaration of Severance of a Common-Law Union (IMM 5519)
  - Details Of Military Service (IMM 5546)

## Using a representative

**i** Note: If a paid representative is submitting your application online on your behalf, they must sign in to their Representative Permanent Residence (PR) Portal account to do so. You, as the Primary Applicant, need to electronically sign your application and your representative must also provide their declaration before submitting the application.

If you (the principal applicant) want to authorize a representative to act on your behalf (paid or unpaid) you must

- submit a Use of a Representative [IMM 5476] (PDF, 648.31 KB) form
- sign electronically and get your immigration representative to do so also
- upload it with your application

If you (the principal applicant) want to allow us to release information from your application to someone other than yourself who will not act as your representative you must

- submit an Authority to Release Personal Information to a Designated Individual [IMM 5475] (PDF, 593.57 KB) form
- sign electronically and get your designated individual to do so also

- upload it with your application

## Who should be included in the sponsorship application?

The application should include

- the principal applicant who is being sponsored as a parent or grandparent of the sponsor
- the principal applicant's spouse (even if separated) or common-law partner
- the principal applicant's dependent children from current and previous relationships, whether they are coming to Canada or not
- the dependent children of the principal applicant's spouse or common-law partner
- the dependent children of any dependent children included on the application

All the dependent family members, whether accompanying the principal applicant to Canada or not, must be declared on the application and be examined. If family members are not examined, it is 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 dependent family members on the application and have them examined goes against the duty to provide truthful and accurate information, and may cause them to be found inadmissible to Canada.

**i** **Note:** In the case of a principal applicant who is separated from their spouse, the principal applicant's separated spouse is considered a "family member", as per paragraph R1(3)(a), since they are still legally married until they are divorced. However, it should be noted that there could be situations in which subparagraph R5(b)(ii), which details excluded relationships, applies to a foreign national (i.e. the principal applicant). A separated spouse of a foreign national must be counted for the calculation of the MNI **unless** the spouse has lived separate from the foreign national for at least one year **and** is the

common-law partner of another person. For clarity, either the foreign national (i.e. the principal applicant) or their separated spouse may be the common-law partner of another person.

## **Family members**

Your (the principal applicant's) family members include your spouse (even if separated) or common-law partner, your or your spouse or partner's dependent children and any children that are their dependent children.

## **Spouse**

Refers to either of the 2 people in a marriage legally recognized in the country in which it took place, as well as in Canada. This includes spouses who are separated until they are legally divorced.



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 the family class program delivery instructions.

## **Common-law partner**

Refers to a person who is living in a conjugal relationship with another person and has done so continuously for a period of at least 1 year. A conjugal relationship exists when there is a significant degree of commitment between 2 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 1 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**

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 day we receive your complete application:

- they're under 22 years old
- they don't have a spouse or common-law partner

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

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

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

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

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

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

The principal applicant must list a dependent 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 declared on the application and examined.



## Biometric (fingerprints and photo) requirements

You and your family members may need to appear in person to have fingerprints and a 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.

# The application process for the sponsor and principal applicant

The following steps will help you, the sponsor, and the person(s) you wish to sponsor complete your application:

1. Gather documents
  2. Complete the application
  3. Pay the fees
  4. Check your application to avoid common mistakes
  5. Submit the application
- 

## Step 1. Gather documents

### What documents are required?

Use the [Document Checklist \[IMM 5771\] \(PDF, 4.09 MB\)](#) to ensure you submit all the required documentation listed in the checklist.

Incomplete applications will be returned through the Permanent Residence Portal.

For your application to be considered complete you must include

- all the information asked for on the online forms from you, the sponsor
- the forms completed by the principal applicant, and
- all supporting documents we ask for

All documents required for a complete application must be submitted together, at the same time for each set of parents and grandparents you are sponsoring.



**Important:** If you can't provide one or more documents required on the document checklist, you must provide a written explanation for each missing document so your application is not delayed in processing or returned to you

as incomplete. You must also provide any other evidence or documents you have available to satisfy the requirement. Upload them as the document type that was asked for.

It's helpful to include any proof that you applied to get supporting documents (for example, a marriage certificate payment receipt). The officer processing your application will contact you if they need more information.

## Status in Canada document

You must include a copy of the **same** status in Canada document you submitted with your Interest to Sponsor form in 2020 with your application to sponsor your parents and grandparents. Acceptable status in Canada documents include

- permanent resident card (both sides)
- Record of Landing (IMM 1000) (only if you didn't get a permanent resident card)
- Confirmation of Permanent Residence (IMM 5292 or IMM 5688)
- Canadian citizenship certificate or card (both sides)
- Canadian birth certificate
  - If you were born in Quebec, we'll only accept a birth certificate from the Directeur de l'État civil.
- Canadian passport (pages showing passport number, date of issue and expiration, photo, name, surname, place and date of birth)
- secure certificate of Indian status

If you submitted a passport, other than a Canadian passport, with your Interest to Sponsor form in 2020, please submit a copy of the passport you submitted **AND** one of the documents listed above to confirm your status in Canada.

If you are a Canadian citizen and you **don't** have your citizenship certificate or card, you can urgently apply for a

- citizenship certificate, or
- search of citizenship records

If you can't get proof of your Canadian citizenship within the period you have to apply, you can include an explanation letter saying

- why you don't have it, and
- what steps you've taken to get it

## Your Invitation to Apply

You must include with your application to sponsor your parents and grandparents a copy of your Invitation to Apply that you received as part of the 2022 intake. Only applications from sponsors who have been invited to apply will have their applications assessed. If you submit an application and you were not invited to apply, we will return your application.

## Translation of documents

You **must** include the following **along with** any document that is not in English or French:

- the English or French translation; **and**
- an affidavit from the person who completed the translation (if they are not a certified translator)

Translations may be done by:

- a person who is fluent in both languages (English or French, and the unofficial language); **or**
- a Canadian certified translator (a member in good standing of a provincial or territorial organization of translators and interpreters in Canada).

If the translation isn't done by a Canadian certified translator, the person who completed the translation must provide an affidavit swearing to their language proficiency and the accuracy of the translation.

The affidavit must be sworn in the presence of:

### In Canada:


- a notary public;
- a commissioner of oaths; **or**
- 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.

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

 **Note:** 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.**

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**Note:** If you have a translation, certification or affidavit that is more than 6 months old, include a letter of explanation to clarify that the information hasn't changed and your document's still valid. It's up to the officer processing your application whether they'll accept the document. They'll contact you if they need more information.

### **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;
- the name of the authorized person;
- their official position or title; **and**
- 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; **or**
- 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.

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# Step 2. Complete the application



**The information that you put on your sponsorship application must match the information on your Interest to Sponsor form in 2020, including the status in Canada document.** If we can't match the information on your application with the information on the Interest to Sponsor form, we may not accept your sponsorship application and we'll return it to you. If your name or mailing address has changed since you submitted an Interest to Sponsor form, include a letter explaining any changes. If you need to make any changes to your information after you submit your application, you can send a request using our [Web form](#).

## Be complete and accurate

Complete all sections on the forms. If a section does not apply to you, type "Not Applicable" or "NA".

If you need more space for any section, include an additional page containing the appropriate section, complete it and upload it with your application. **For the document type, choose "other."**

## Uploading additional documents to your online application

To submit supporting documentation with your online application [e.g. your Curriculum Vitae (CV)/Resume, a copy of the exact status in Canada document you submitted with your 2020 Interest to Sponsor form, etc.] select "Other" from the drop-down menu (Document type) and upload your documents or other additional information which can be in any of the following formats: JPG, JPEG or PDF.

Enter names into forms exactly as they appear on the person's passport. If there are any differences in how a name is displayed on other identification, provide documents to support the difference (for example, a legal proof of name change, if you changed your name) or a letter of explanation (if it's a discrepancy between legal documents, like a different name on your birth certificate).

- If you don't know a family member's complete date of birth, use "01" in place of the day, month or year you don't know. Include a letter of explanation saying why you couldn't include the complete date.
- 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 blank.
- If you **don't have a given name** on your passport or travel document, leave the given name field blank.
- If the name on your status in Canada document (citizenship certificate, permanent resident card, etc.) is different than on your other supporting documents (like your birth certificate), you should attach a proof of name change and a letter of explanation.

IMM 1344 (Application to Sponsor, Sponsorship Agreement and Undertaking) has a "Validate" button.

- When you click "Validate," missing information will be highlighted with an error message or a red square around the fields that need to be corrected. You should fill out the PDF form on a computer and validate it electronically to reduce mistakes and help you submit a complete form.



**Important:** If you are unable to fill out your forms using a computer or are unable to successfully validate your forms, you must provide a written explanation for why you were unable to do so.

Once validated, the IMM 1344 form will create a **barcode page** (see image below).



**Note:** If you have problems viewing or validating your forms, please see these Help Centre questions:

- [I can't open my form in PDF format](#)
- [After clicking the validate button, nothing happens and I don't see barcodes](#)



**After you validate the form to generate barcodes, each person the form applies to must sign it with an electronic signature. We don't accept unsigned forms. Do not print this form.**

## **Signatures**

If signatures are missing (when this applies), we will return the application via the Permanent Residence Portal without processing it.

As the principal applicant, you'll electronically sign for the entire application, including your family members by typing your full name exactly as it is shown on your passport.

- Remember to check for signature requirements and sign when needed, either by hand or electronically. If forms are not signed in the correct places, and by the correct people, we will return your application without processing it.
- Signatures may be required in more than one place or from more than one person on some forms.
- Where a date is needed, make sure you fill it in.
- A parent or legal guardian must sign on behalf of a dependent child under the age of 18 when a signature for this person is required.

## **Forms for the sponsor to complete**

The sponsor must fill out the following PDF forms below and;

- electronically sign the forms unless advised to print them and sign by hand
- give electronic copies of the signed forms to the person you're sponsoring
- the person you're sponsoring (principal applicant) will
  - upload them to their online application
  - electronically sign for the entire application, including those of any other family members
- [Document Checklist \[IMM 5771\] \(PDF, 4.09 MB\)](#)
- [Application to Sponsor, Sponsorship Agreement and Undertaking \[IMM 1344\] \(PDF, 0.56 MB\)](#)

- Note: To be signed electronically by you (the sponsor), your co-signer (if applicable) and the person you are sponsoring.
- [Financial Evaluation for Parents and Grandparents Sponsorship \[IMM 5768\]](#) (PDF, 1.74 MB).

The sponsor must also complete any of these forms that apply to them

- [Income Sources for the Sponsorship of Parents and Grandparents \[IMM 5748\]](#) (PDF, 1.76 MB).
- [Statutory Declaration of Common-Law Union \[IMM 5409\]](#) (PDF, 0.78 MB), only if your common-law partner is a co-signer on the application. This document must be signed by hand by the sponsor, co-signer and the administrator of the declaration.

## 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

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

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 form 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. **Do not print** your application form.
4. **Sign with an electronic signature and date** in the spaces provided.
5. **Give an electronic copy to the person being sponsored (principal applicant) to upload into their online application.**

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## Part 1: Application to Sponsor and Undertaking

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### 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 failed. None of the fees will be refunded if the application is refused.

**i** **Note:** Check “**Proceed with the application for permanent residence.**” if you are submitting an undertaking of assistance to support the permanent residence application of a family member 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.

### Question 4

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

- family name(s) (surname)
- given name(s) (first, second or more)

### Question 5

Indicate the principal applicant's date of birth. If the complete date of birth is unknown, 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 6

a. Indicate the nature of your relationship to the principal applicant:

- Adoptive Child
- Common-law partner living in Canada
- Conjugal partner outside Canada
- Child
- Parent
- Adoptive Parent
- Guardian
- Agent
- Common-law partner living outside Canada
- Grandparent
- Orphaned sibling/Nephew/Niece/Grandchild
- Other Relative
- Spouse living in Canada
- Spouse living outside Canada

b. If you chose Other Relative, provide details (brother, sister, uncle, aunt, nephew, etc.).

c. 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) in the family name field and leave the given name field blank.

Type 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 have ever used any other name. This could include your birth name, maiden name, married name, nickname, etc.

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 "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 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 (that is, you came to Canada as a permanent resident and were later granted Canadian citizenship),

- Provide the date on which you obtained this status (the most recent date)
- Provide your unique client identifier (UCI), also known as your client ID number
- 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 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 1 year.

### **Divorced**

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

### **Legally Separated**

This means that you are still legally 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. Type 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)
- Date of birth
- Type of relationship: common-law or married


- Dates (From – To) between which you were in the relationship with your previous spouse or 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 a 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 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 [Use of a Representative](#).

### 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 or zip code
- District, if applicable

### **Question 3**

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

Indicate the type of telephone:

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

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

If you have an extension number, type it after your phone number under "Ext."

### **Question 4**

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

Indicate the type of telephone:

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

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

If you have an extension number, type it after your phone number under "Ext."

### **Question 5**

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

If applicable, type your fax number, including country code, area/regional codes, etc.

### **Question 6**

If applicable, type your email address using a format similar to the following:  
name@provider.net

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

**i** **Note: Sponsor Residency Declaration**

You must be living in Canada in order to submit a sponsorship application for your parents and grandparents.

## Sponsor Eligibility Assessment

### Questions 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**, and you are sponsoring a spouse, common-law or conjugal partner
  - 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 are not eligible to sponsor your parents and grandparents.
- If you answer “**Yes**” to any question between **5 and 15**, and you are sponsoring a spouse, common-law or conjugal partner
  - 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.

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 or the US or Other (any other country).

Indicate the type of telephone:

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

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

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

#### Question 2

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

Indicate the type of telephone:

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

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

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

#### Question 3

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

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

#### Question 4

If applicable, type your email address using a format similar to the following:  
name@provider.net

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

#### Co-Signer Eligibility Assessment

##### Questions 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 “**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**
  - provide the details including date and place, **and**
  - read the section “Suspension of processing” for situations where processing may be suspended.

#### Undertaking by Sponsor and Co-Signer (if applicable)

This section outlines what roles and responsibilities you are agreeing to by submitting this application.

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## 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.

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 immediately notify us in writing of any change of address or if any other information changes in your application.

### Signatures

In this section, the sponsor **must** sign and date the application form with an electronic signature or it will be returned.

The spouse or common-law partner (if co-signing) **must** also sign and date the application with an electronic signature or it will be returned.

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

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# Financial Evaluation for Parents and Grandparents Sponsorship (IMM 5768)

## Who completes this form?

The Financial Evaluation for Parents and Grandparents Sponsorship (IMM 5768) form 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.

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

## About you and, if applicable, your co-signer

### Question 1

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

If you check "Yes," provide the following details about your co-signer:

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

B. Your full name

Indicate your

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

## Your family members and people 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 people included in your current undertaking.

## B. Previous undertakings

You must indicate the following:

1. number of people included in previous undertakings that you signed as a sponsor and that are still in effect
2. number of people included in previous undertakings that you signed as a sponsor and that are not yet in effect
3. number of people included in previous undertakings that you co-signed and that are still in effect
4. number of people included in previous undertakings that you co-signed and that are not yet in effect

**Note:** For any of these questions, provide details on page 2 of 4, if required.

If you and your spouse will be co-signing each other's applications to sponsor parents or grandparents, you should both list each other's parents under option number 4.

### Question 4

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

You must indicate the following:

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

**Note:** For any of these questions, provide details on page 2 of 4, 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 4.

## 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 4.

## Financial requirement

### Question 7

The form will calculate the total number of people you entered in boxes 2, 3, 4, 5 and 6.

**Note:** Consult the **Income for Parents and Grandparents Sponsorship Table**, which shows the income requirements you must have to sponsor your family.

[Financial Evaluation for Parents and Grandparents Sponsorship \[IMM 5768\] \(PDF, 1.74 MB\)](#) is the form that IRCC uses to assess the total number of people you must account for when determining the income that you must have in order to sponsor. IRCC will use the calculation that you enter into Box 7 of IMM 5768 as a starting point when calculating your family size.

However, this calculation is not determinative and IRCC will also confirm the calculation in light of the detailed family information in your application. **Note** that the number you enter into Box 7 only captures your current family size, and does not necessarily reflect the size of your family during the 3 tax years before your application date, which is relevant for the calculation of your income requirements. If your family size changed during or since those 3 years, it could affect the amount of income you need for each of the 3 years. IRCC may also calculate a different family size for specific years based on the detailed family information you provide in your sponsorship application.



### **Question 8**

If you check “Yes,” type your social insurance number (SIN) and electronically sign and date the statement to give IRCC consent to collect your SIN to ask for your income tax information from the Canada Revenue Agency (CRA) for the 3 years immediately before the date of the application. Your tax information will be used to determine if you meet the income requirements) to sponsor a parent or grandparent.

If you check “No,” you must also complete the appropriate form, **Income Sources for the Sponsorship of Parents and Grandparents [IMM 5748]** (PDF, 1.76 MB), and provide the supporting documents in Part B of the Document Checklist.

Even if you check “No,” you should still sign and date below this question.

### **Question 9**

Provide details on your family members and people included in undertakings in effect or not yet in effect signed by you and, if applicable, your co-signer.

### **Question 10**

Complete this section **only** if your spouse or common-law partner is co-signing the undertaking.

### **Question 11**

Provide details on your spouse or common-law partner, if they are not co-signing the undertaking.

### **Question 12**

Provide details on every other family member not listed above and dependent on you financially, whether they are living with you or not.

### **Question 13**

#### **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 14**

Provide your employment history, including periods of unemployment, for the last **3** consecutive taxation years preceding your application. Make sure that you do not leave any gaps in time. If you have additional employment history from the end of the last taxation year up until the present, include that as well. Record your total gross income for each period of employment.

### **Question 15**

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

- Unemployed
- Employed
- Self-employed

If your spouse or common-law partner is unemployed, provide details in the space provided.

### **Question 16**

The co-signer must check "Yes," type their SIN, and electronically sign and date the statement if they give us consent to collect their SIN to ask for their income tax information from the CRA for the 3 years immediately before the date of the application. Your co-signer's tax information will be used to determine if you meet the income requirements to sponsor a parent or grandparent.

If your co-signer does not give us consent to collect their SIN, they must check "No" and complete the appropriate form, [Income Sources for the Sponsorship of Parents and Grandparents \[IMM 5748\] \(PDF, 1.76 MB\)](#), and provide the supporting documents listed in Part B of the Document Checklist.

Even if you check "No," your co-signer should still sign and date below this question.

### **Question 17**

Provide your co-signer's employment history, including periods of unemployment, for the last **3** consecutive taxation years preceding your application.

**Note:** Make sure that you do not leave any gaps in time.

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

### Who must complete this form?

This form **must** be completed and signed with handwritten signatures.



### Submitting an application to sponsor a family member

- If the sponsor's common-law partner is a **co-signer** on the application to sponsor
  - the sponsor and their common-law partner must complete this form.
- If the person being sponsored (the principal applicant) has a common-law partner
  - the person being sponsored and their common-law partner must complete this form.

### Question 1

Write the following information in the space provided:

- Country of current residence
- Province/state/territory of current residence
- Name of the declarant (as shown on passport/travel document)
- Name of the declarant's partner (as shown on passport/travel document)
- 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 (as shown on passport/travel document)
- Name of the declarant's partner (as shown on passport/travel document)
- 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

**Note:** Once you have filled out the form, click on the **“Validate”** button located at the top of the form. Missing information will be identified by a pop up when you press the **“Validate”** button. You should fill out your forms on a computer and validate them electronically to reduce mistakes and help you submit forms that are complete.

**Note:** The form **will not produce** a barcode when it is validated.

For more information about the **“Validate”** button, visit the [Help Centre](#).

## **Forms for the principal applicant (the person being sponsored) to complete**

Sign in or create a [permanent residence portal account](#).

You (the principal applicant) must fill out these digital forms online:

- Generic Application Form for Canada (IMM 0008)
- Schedule A – Background/Declaration (IMM 5669)
- Additional Family Information (IMM 5406)
- Supplementary Information: Your Travels (IMM 5562)

Please note that any dependant on file over the age of 18 who is not a Canadian citizen or permanent resident must also complete a separate IMM 5669, IMM 5406, IMM 5562 and if applicable, IMM 5476.

You must also complete these PDF forms, if they apply to you or your dependant, and upload to your online application:

- [Statutory Declaration of Common-Law Union \[IMM 5409\] \(PDF, 0.78 MB\)](#)
  - Handwritten signatures required by you, your common-law partner and the administrator of the declaration

- [Statutory Declaration of Severance of a Common-Law Union \[IMM5519\] \(PDF, 1.84 MB\)](#)
- [Details Of Military Service \[IMM 5546\] \(PDF, 1.18 MB\)](#)

## Using a representative

If a paid representative is submitting your application online on your behalf, they must sign in to their [Representative Permanent Residence \(PR\) Portal](#) account to do so. You, as the primary applicant, need to electronically sign your application and your representative must also provide their declaration before submitting the application.

If you want to authorize a representative to act on your behalf (paid or unpaid) you must

- submit a [Use of a Representative \[IMM 5476\] \(PDF, 648.31 KB\)](#) form
- sign it electronically and get your immigration representative to do so also
- upload it with your application

If you want to allow us to release information from your application to someone other than yourself who will not act as your representative you must

- submit an [Authority to Release Personal Information to a Designated Individual \[IMM 5475\] \(PDF, 593.57 KB\)](#) form
- sign it by hand and get your designated individual to do so also
- upload it with your application

## 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'll fill out and submit the Generic Application Form for Canada (IMM 0008) online. You don't need to print and sign by hand. Please follow the instructions below to ensure the form is properly completed.

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

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

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

---

## Application Details

### Language preference

From the list, select your preferred language for:

- a. correspondence (any letters or emails we send you)
- 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

### Where do you plan to live in Canada?


If you plan to live in the Province of Quebec and haven't received your Certificat de Sélection du Québec (CSQ), enter the date when you applied for it. If you haven't applied yet, you must do so before applying for permanent residence.

---

## Personal Details

### Family name

Family name is also known as **last name** or **surname**.

 **Note:** If you are a parent of a child to be adopted in Canada whose details you don't know yet (and you're filling this form out on their behalf), enter your family name(s).

---

## Given name

Given names are also known as **first name** and **middle name**. Do not use initials.

**i** **Note:** If you are a parent of a child to be adopted in Canada whose details you don't know yet (and you're filling this form out on their behalf), enter your family name(s). For given name(s) enter "Child" or leave the given name field blank.

## Physical characteristics - sex

If you choose "X" for gender, you need to complete the [Request for a Change of Sex or Gender Identifier \(PDF, 1.6 MB\)](#) form and send it with your application if

- your foreign travel document or passport does not have the "X" gender identifier (or an equivalent non-binary option)
- you have or have had a Canadian temporary resident document with a different gender identifier, including a
  - visa
  - electronic travel authorization
  - work permit or
  - study permit

You don't need any supporting documents.

**i** **Note:** If you are a parent of a child to be adopted in Canada whose details you don't know yet, select "**U - Unknown**".

## Physical characteristics - Eye colour

If you are a parent of a child to be adopted in Canada whose details you don't know yet, select "**Other**".

## Birth information - Date of birth



If you don't know your complete date of birth, write 1901/01/01 in the fields fill in the spaces for the unknown year, month or day. Include a letter of explanation saying why you used this date.

---

### Birth information - Place 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 whose details you don't know yet, indicate "Unknown" for the city or town and select the country where you plan to adopt a child.

---

### Citizenship(s)

If you aren't a citizen of any country, choose "**Stateless**".

If you are a citizen of more than one country, choose your other country of citizenship in the second field.

**i** **Note:** If you are a parent of a child to be adopted in Canada whose details you don't know yet, select the country where you intend to adopt a child.

---

### Current country of residence

You must be in this country legally.

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

---

### If you've lost your status

- for "Status," choose "**Other**"
- in the details field, enter "Out of status, requires restoration"
- leave the "From" and "To" fields blank

**i** **Note:** If you are a parent of a child to be adopted in Canada whose details you don't know yet, select the country where you plan to adopt a child and "Citizen" as the immigration status in that country.

---

### Previous countries of residence

This means you lived in the country for 6 months total, not just in a row.

If you chose "**Other**" as a status, try to provide as much detail and an explanation as to why you are out of status.

---

### Marital and relationship status

**You're single if** you've never been married and are not in a common-law relationship.

**You're married if** 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.

**You're common-law** if you've lived continuously with your partner in a marital-type relationship for 1 year or more.

**You're divorced** if you are officially separated and have legally ended your marriage.

**You're legally separated** if you're still legally married but no longer living with your spouse.

**You're widowed** if your spouse has died and you have not re-married or entered into a common-law relationship.

**An annulled marriage** has been legally declared as not valid. An annulment can also be a declaration by the Catholic Church that the marriage was not binding.

- Family name is also known as **last name** or **surname**.

- Given names are also known as **first name** and **middle name**. Do not use initials.
- If you're in a common-law relationship, enter the date (year, month and day) you began living together.
- If you're legally separated or divorced, enter the date you were no longer living together.



**Note:** If you are a parent of a child to be adopted in Canada whose details you don't know yet, select "**Single**".

---

## Contact Information

### Current mailing address

- Post office box (P.O. box) number: If you don't enter a post office box, you must enter your street number
- Street number (no.): The number on your house or apartment building. You must enter a street number if you didn't enter a P.O. box

All correspondence will be mailed to this address unless you include your email address.

If you want a representative to do business with us on your behalf, you **must** provide their address in this section **and** on the [Use of a Representative \[IMM 5476\]](#) (PDF, 264 KB) form.

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

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### Email address

Use this format: name@provider.net

**By entering your email address, you authorize IRCC to transmit your file and personal information to this specific email.**

---

## Passport

### **Passport/travel document number (exactly as shown on your passport or travel document)**

If you have more than one passport, choose the one you'll use to travel to Canada.

Most people will need a passport to travel to Canada. If you're approved to come here, you'll need to get one.

A travel document is an identity document issued by a government or international organization (like the United Nations). It has a photo and personal information, and let the holder travel between countries. If you have a passport, you don't need a travel document.

### **Issue/expiry dates**

You can find this information on the page in your passport that shows your photo and date of birth (also called the biodata page)

---

## **National Identity Document**

A national identity document is an identity card with a photo which is issued by a government or official authority, and can be used as identification inside the country that issued it. It may also be known as "ID," "ID card," "identity card," "citizen card" or "passport card."

### **Document number**

Enter your national identity document number exactly as shown on the identity document. Make sure there is no space between each number or letter.

---

## **Education/Occupation Details**

### **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 (e.g., 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 you can earn a Master’s degree.
- 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 you can earn a PhD.

## **Current occupation**

If you don’t work, enter “not employed”.

## **Intended occupation**

If you aren’t planning to work in Canada (for example, if you’re retired), enter “None”.

---

## **Language Details**

### **Native language/mother tongue**

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, choose “**Other**”.



**Note:** If you are a parent of a child to be adopted in Canada whose details you don't know yet, choose the native language of the country where you plan to adopt a child.

## Test from a designated testing agency to assess English or French

Approved testing agencies include:

- IELTS
  - CELPIP
  - TEF
  - TCF
- 

## Dependant's Personal Details

Select the box to tell us if your dependant will accompany you to Canada.

If you answered "**No**," explain why your dependant is non-accompanying.

---

## Dependant's relationship to the principal applicant

Select your dependant's relationship to you, the principal applicant:

- Adopted Child
  - Adoptive parent
  - Child
  - Common-Law Partner
  - Grandchild
  - Parent
  - Spouse
  - Step-Child
  - Step-Grandchild
  - Other
-

## Dependant type

### 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.](#)

---

## Family name

Family name is also known as **last name** or **surname**.



**Note:** If you are a parent of a child to be adopted in Canada whose details you don't know yet (and you're filling this form out on their behalf), enter your family name(s).

---

## Given name

Given names are also known as **first name** and **middle name**. Do not use initials.

**i** **Note:** If you are a parent of a child to be adopted in Canada whose details you don't know yet (and you're filling this form out on their behalf), enter your family name(s). For given name(s) enter "Child" or leave the given name field blank.

---

### Physical characteristics - sex

If you choose "X" for gender, you need to complete the [Request for a Change of Sex or Gender Identifier \(PDF, 1.6 MB\)](#) form and send it with your application if

- your foreign travel document or passport does not have the "X" gender identifier (or an equivalent non-binary option)
- you have or have had a Canadian temporary resident document with a different gender identifier, including a
  - visa
  - electronic travel authorization
  - work permit or
  - study permit

You don't need any supporting documents.

**i** **Note:** If you are a parent of a child to be adopted in Canada whose details you don't know yet, select "**U - Unknown**".

---

### Physical characteristics - Eye colour

If you are a parent of a child to be adopted in Canada whose details you don't know yet, select "**Other**".

---

### Birth information - Date of birth

If you don't know your complete date of birth, enter 1901/01/01 to fill in the spaces for the unknown year, month or day. Include a letter of explanation.



## Birth information - Place 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 whose details you don't know yet, indicate "Unknown" for the city or town and select the country where you plan to adopt a child.

## Citizenship(s)

If you aren't a citizen of any country, choose "**Stateless**".

If you are a citizen of more than one country, choose your other country of citizenship in the second field.

**i** **Note:** If you are a parent of a child to be adopted in Canada whose details you don't know yet, select the country where you intend to adopt a child.

## Current country of residence

You must be in this country legally.

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

## If you've lost your status

- for "Status," choose "**Other**"
- in the details field, enter "Out of status, requires restoration"
- leave the "From" and "To" fields blank

**i** **Note:** If you are a parent of a child to be adopted in Canada whose details you don't know yet, select the country where you plan to adopt a child and

“Citizen” as the immigration status in that country.

---

## Previous countries of residence

This means you lived in the country for 6 months total, not just in a row.

If you chose “**Other**” as a status, try to provide as much detail and an explanation as to why you are out of status.

---

## Marital and relationship status

**You’re single if** you’ve never been married and are not in a common-law relationship.

**You’re married if** 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.

**You’re common-law** if you’ve lived continuously with your partner in a marital-type relationship for 1 year or more.

**You’re divorced** if you are officially separated and have legally ended your marriage.

**You’re legally separated** if you’re married but no longer living with your spouse.

**You’re widowed** if your spouse has died and you have not re-married or entered into a common-law relationship.

**An annulled marriage** has been legally declared as not valid. An annulment can also be a declaration by the Catholic Church that the marriage was not binding.

- Family name is also known as **last name** or **surname**.
- Given names are also known as **first name** and **middle name**. Do not use initials.
- If you’re in a common-law relationship, enter the date (year, month and day) you began living together.

- If you're legally separated or divorced, enter the date you were no longer living together.



**Note:** If you are a parent of a child to be adopted in Canada whose details you don't know yet, select "**Single**".

---

## Passport

### **Passport/travel document number (exactly as shown on your passport or travel document)**

If you have more than one passport, choose the one you'll use to travel to Canada.

Most people will need a passport to travel to Canada. If you're approved to come here, you'll need to get one.

A travel document is an identity document issued by a government or international organization (like the United Nations). It has a photo and personal information, and let the holder travel between countries. If you have a passport, you don't need a travel document.

### **Issue/expiry dates**

You can find this information on the page in your passport that shows your photo and date of birth (also called the biodata page)

---

## National Identity Document

A national identity document is an identity card with a photo which is issued by a government or official authority, and can be used as identification inside the country that issued it. It may also be known as "ID," "ID card," "identity card," "citizen card" or "passport card."

### **Document number**

Enter their national identity document number exactly as shown on the document. Make sure there is no space between each number or letter.

## Education/Occupation Details

### 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 (e.g., 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 you can earn a Master’s degree.
- 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 you can earn a PhD.

### Current occupation

If your dependant doesn’t work, enter “not employed.”

### Intended occupation

If your dependant isn’t planning to work in Canada (e.g., if they are younger than working age), enter “None”.

---

## Language Details

### Native language/mother tongue

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**”.

### Test from a designated testing agency to assess English or French

Approved testing agencies include:

- IELTS
  - CELPIP
  - TEF
  - TCF
- 

## Consent and Declaration of Applicant

1. Follow the instructions at the bottom of the online application to view the declaration.
2. Read all of the statements in all sections carefully and:
  - a. check the “**Yes**” or “**No**” buttons to show if you agree that the information in this application about your intended occupation, education and work experience may be shared with prospective employers to help them hire workers;
  - b. type your name in the blue field.

By typing your name, you’re signing the application electronically. By doing so, you certify that you fully understand the questions asked, and the information you provided is complete, truthful, and correct. You can’t submit your application online unless you sign it.

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

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

## Personal details

### Family and given names

Family name is also known as **last name** or **surname**.

Given names are also known as **first name** and **middle name**. Do not use initials.

Enter your names exactly as they appear on your passport, travel document or identity document.

---

### Questionnaire

If you answered “**Yes**” to one or more of these questions, you must enter an explanation in the details field.

---

### Education

If you didn't earn a diploma, leave the “Type of certificate or diploma issued” field blank.

---

### Personal history



**Important: DO NOT leave any gaps in time.**

If you don't account for all time periods, it may delay the processing of your application.

### Personal history - Activity

Examples of activity types

- employment (please specify)
- unemployed
- educational activity

### Personal history - Status in country or territory

## Examples of status

- work visa
- citizen
- study visa
- visitor visa

**Exception:** If you have not worked in the past 10 years (for example, you're retired), you must provide details of your personal history since the age of 18. The resume or Curriculum Vitae (CV) that you provide with your application will help verify the information in this question.

---

## Membership and association with organizations

### Examples of organizations

- political organizations
- social organizations
- youth or student organizations
- trade unions
- professional associations

Don't use abbreviations.

---

## Government positions

### Examples of government positions

- civil servant
- judge
- police officer
- employee in a security organization

Don't use abbreviations.

---

## Military and paramilitary service

 **Important: DO NOT leave any gaps in time.**

If you don't account for all time periods, it may delay the processing of your application.

---

## Addresses

Write out addresses in full without using any abbreviations. Use the apartment or unit number, if this applies.

Example: 999 Family Street, Unit #3, Ottawa, Ontario, Canada, K3J 9T5

---

## Authority to disclose personal information

### Declaration of applicant

Read all of the statements in all sections carefully and type your full name into the blue field (this is your digital signature).

By signing, you certify that you fully understand the questions asked, and that the information you provided is complete, truthful, and correct.

## Additional Family Information (IMM 5406)

### Section A

Write the personal details for:

- Yourself:
  - If when selecting your marital status, you indicate that you are married, select the option that corresponds to your situation:
    - Check **“Yes”**, if you were physically present at the marriage ceremony
    - Check **“No”**, if you were not physically present at the marriage ceremony
- Your spouse, common-law partner or conjugal partner (if this applies)
  - If you are married, select the option that corresponds to your situation:



- Check “**Yes**”, if your spouse was physically present at the marriage ceremony;
  - Check “**No**”, if your spouse was not physically present at the marriage ceremony.
- Your parent 1 (mother or father), **and**
  - Your parent 2 (mother or father).

## Section B

Include:

- married children,
- adopted children,
- children of your spouse(step-children) or common-law partner,
- any of your children who have been adopted by others,
- any of your children who are in the custody of an ex-spouse, former common-law partner or other guardian.

You must answer all questions. If any sections don't apply to you, enter “**Not Applicable**”.

## Section C

Write personal details about your:

- brother(s),
- sister(s),
- half-brother(s) and half-sister(s),
- step-brother(s) and step-sister(s).

Read all of the statements in all sections carefully.

By clicking the “Complete and return to application” button, you certify that

- you fully understand the questions asked and
- the information you provided is complete, truthful, and correct

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

## Who must complete this form?

This form **must** be completed and signed with handwritten signatures.



### Submitting an application to sponsor a family member

- If the sponsor's common-law partner is a **co-signer** on the application to sponsor
  - the sponsor and their common-law partner must complete this form.
- If the person being sponsored (the principal applicant) has a common-law partner
  - the person being sponsored and their common-law partner must complete this form.

## Question 1

Write the following information in the space provided:

- Country of current residence
- Province/state/territory of current residence
- Name of the declarant (as shown on passport/travel document)
- Name of the declarant's partner (as shown on passport/travel document)
- 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 (as shown on passport/travel document)
- Name of the declarant's partner (as shown on passport/travel document)
- 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

**Note:** Once you have filled out the form, click on the “**Validate**” button located at the top of the form. Missing information will be identified by a pop up when you press the “**Validate**” button. You should fill out your forms on a computer and validate them electronically to reduce mistakes and help you submit forms that are complete.

**Note:** The form **will not produce** a barcode when it is validated.

For more information about the “**Validate**” button, visit the [Help Centre](#).

## Use of a Representative (IMM 5476)

### Who may use this form?

Fill out this form **only** if you:

- are appointing a representative;
- need 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 must fill out 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:

- you have appointed by completing the IMM 5476 form;
- gives advice, consultation, or guidance to you at any stage of the application process; and
- has your consent 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.

For more information, see: [Use of a Representative](#).

## Police certificates

You don't need police certificates when you submit your complete application. **We ask you for police certificates for the person being sponsored and all family members 18 or older (who aren't already Canadian citizens or permanent residents) later in the application process.**

Police certificates are generally valid for 1 year from the date they're issued. Depending on processing times, we may ask you for new certificates.

See [how to get a police certificate](#) for up-to-date information about obtaining a police certificate from any country.

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## Step 3. Pay the fees

### Fees

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

You only need to pay fees for people you are sponsoring to come to Canada. You don't need to pay fees for people who are included on the application but aren't coming with the people you're sponsoring.

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

Fees	\$CAN
<b>Sponsor your parent or grandparent</b>	1,080
Sponsorship fee (\$75), principal applicant processing fee (\$490) and right of permanent residence fee (\$515)	

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Fees	\$CAN
<b>Sponsor your parent or grandparent (without the right of permanent residence fee)</b> Sponsorship fee (\$75) and principal applicant processing fee (\$490)	565
<b>Include the spouse or partner of your parent or grandparent</b> Processing fee (\$570) and right of permanent residence fee (\$515)	1,085
<b>Include the spouse or partner of your parent or grandparent (without the right of permanent residence fee)</b> Processing fee (\$570)	570
<b>Include a <u>dependent child</u> of your parent or grandparent</b>	155 <sup>(per child)</sup>

Biometrics fees	\$CAN
<b>Biometrics (per person)</b>	85
<b>Biometrics (per family) (2 or more people)</b> Maximum fee for a family of 2 or more people applying at the same time and place	170

## If you live in Quebec

If you live in 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 the sponsorship application.

## How to pay the fees for your application

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

- a valid email address;

- a credit card, Debit MasterCard® or Visa® Debit card.

Follow [these instructions](#) to pay your fees online.


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

- **At the end**, click on the “Save” button to save a PDF copy of the IRCC official receipt.
- **Upload a copy of this receipt to your online application when asked.**

## 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.

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## 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 (If a receipt is attached to a paper application or uploaded as part of an online application). If you paid directly within an online application (no receipt attached), or if there is no name indicated on the receipt, we will send the refund to the applicant.

Only online payments are accepted in Canada. If any other forms of payment are received, Immigration, Refugees and Citizenship Canada (IRCC) will return your application.



## Step 4. Check your application to avoid common mistakes

### If your parents or grandparents have dependent children

- If your application includes a dependent child (under the age of 18) and one parent is not immigrating to Canada, the parent or guardian not coming to Canada must submit a hand signed copy of the Declaration from Non-Accompanying Parent/Guardian for Minors Immigrating to Canada (IMM 5604). You must include a piece of photo identification from the parent/guardian who is NOT accompanying the minor to Canada which displays their signature. If having this form signed by the other parent is impossible (for example, their whereabouts are unknown), you must include a letter of explanation with the application. An officer will review this explanation and advise you of any next steps. Submit the additional information under "other" on your online application.

### IMM 5669, IMM 5406, IMM 5562 and if applicable, IMM 5476

- The principal applicant must complete these forms for themselves and **each** of their dependants who are 18 years of age or older (whether accompanying or not) and who are not Canadian citizens or permanent residents. This means that if the principal applicant has 2 dependants who are older than 18 and are not Canadian citizens or permanent residents, they will submit a copy of each form for the principal applicant and each dependant.



## IMM 5476

- If using an authorized representative, this form must be provided by both the sponsor and the principal applicant. For sponsorship applications, you must complete and provide separate forms for the sponsor and principal applicant.

## IMM 0008

- For sponsorship applications, the principal applicant's spouse or common-law partner must be included on the IMM 0008 form, whether they'll immigrate to Canada or not.

## Marriage certificates

- If you have a co-signer and they are your spouse, make sure you include a copy of your valid marriage certificate with your application. The document(s) you submit must show that the marriage was legally registered with the government where it took place.
  - Note: A record of solemnization is **not acceptable** for marriages that were legally registered in Canada or the United States of America.
- If you are only sponsoring one parent or grandparent because the other is deceased, you don't need to include a marriage certificate. You should include a letter explaining the situation, as well as the deceased parent's death certificate.
- If your parents don't have a marriage certificate, include a detailed explanation as to why you can't provide one.
- If your parents are divorced, you can include a notarized divorce certificate to prove your parent is not a dependant of your other parent.

## Passports

- Copies of passports for people being sponsored should include all the pages.
- Copies of the sponsor's and co-signer's passport should include the pages showing the passport number, issue and expiry dates, photo, name, surname, and place and date of birth.

- You don't need to get translations for the stamps in passports.

## Birth certificates

- Make sure you submit a copy of your birth certificate, and (if you have included dependants in your application) the birth certificates of your family members.
- If you don't have access to a birth certificate for someone you're sponsoring, or the one you have doesn't clearly show your relationship (for example, a name is incorrect), you can give a document that shows the relationship between you and your family member along with a letter of explanation. You should also still include a copy of your birth certificate.
  - If you are sponsoring the mother/father of your mother/father, you must include a photocopy of your mother/father's birth certificate, to clearly show the relationship between the two of you.

## Original documents

- Don't submit an original copy of a document unless you are asked to submit one.

## Email addresses

**Important:** To protect your privacy, **we will not use an email address if we can't clearly read it.** IRCC encourages all applicants to type out email addresses.

- Make sure all email addresses on the forms are correct. Errors will cause delays.

**Note:** Providing an email address will let us communicate with you faster, which can speed up processing times.

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## Step 5: Submit the application

Now that you've prepared your application, you can submit it for processing. To help make sure the application can be processed as quickly as possible:

- answer all questions
  - electronically sign your application (type your full name exactly as shown on your passport)
  - include your processing fee receipt
  - upload all the supporting documents, including the Invitation to Apply letter with your confirmation number
- 

## What happens next

Find out what happens after you apply.



### Current processing times

For more information

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

### 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.

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## 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) after you have submitted your application, you must notify us in writing. For more information, visit [After you apply](#).

## Protecting your information

Your personal information is:

- available to Immigration, Refugees and Citizenship Canada (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 [Frequently Asked Questions/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.

# Need help?

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

## Photograph specifications

### Notes to the applicant

#### Take this information with you to the photographer

- Photos may be in colour or in black and white.
- Photos must be original and **not altered in any way** or taken from an existing photo.
- Photos must reflect your current appearance (taken within the past six (6) months).

### Applying online

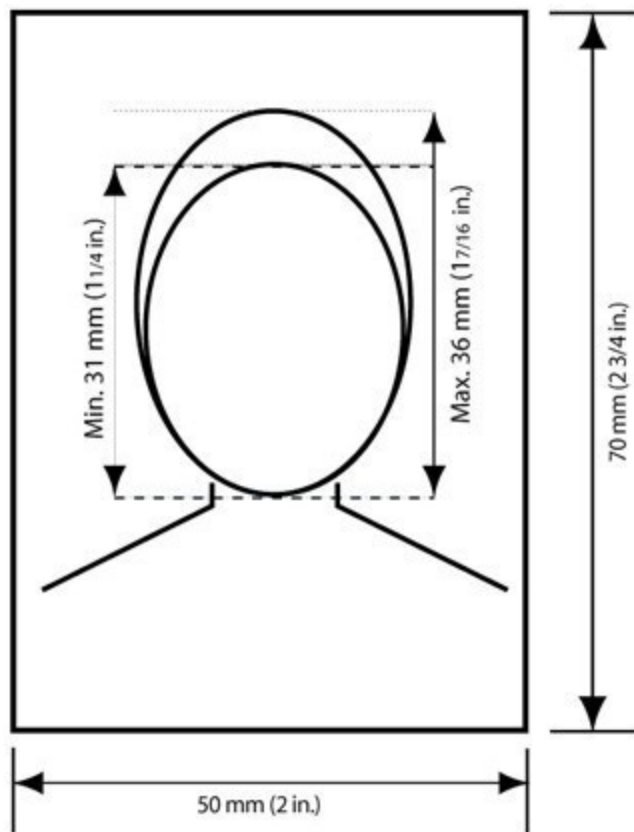
- You need one (1) photo.
- Follow the instructions in the online application to scan and upload **both sides** of your photo to your application.

### Notes to the photographer

#### The photo must be:

- taken by a commercial photographer;
- 50 mm x 70 mm (2 inches wide x 2 3/4 inches long) and sized so the height of the face measures between 31 mm and 36 mm (1 1/4 inches and 1 7/16 inches) from chin to crown of head (natural top of head);
- clear, sharp and in focus;
- taken with a neutral facial expression (**eyes open and clearly visible, mouth closed, no smiling**);
- taken with uniform lighting and **not show** shadows, glare or flash reflections;

- taken straight on, with face and shoulders **centred** and squared to the camera (i.e. the photos must show the full front view of the person's head and shoulders, showing the full face centered in the middle of the photo);
- taken in front of a plain white background with a clear difference between the person's face and the background. Photos must reflect and represent natural skin tones and not be altered.



Front



Back

**Not actual size. Refer to measurements above.**

**The back of the photo must include:**

- the name and date of birth of the person in the photo
- the name and complete address of the photography studio
- the date the photo was taken;

The photographer may use a stamp or handwrite this information. Stick-on labels are not accepted.

## How-to video



Save Time: Send a Complete Application

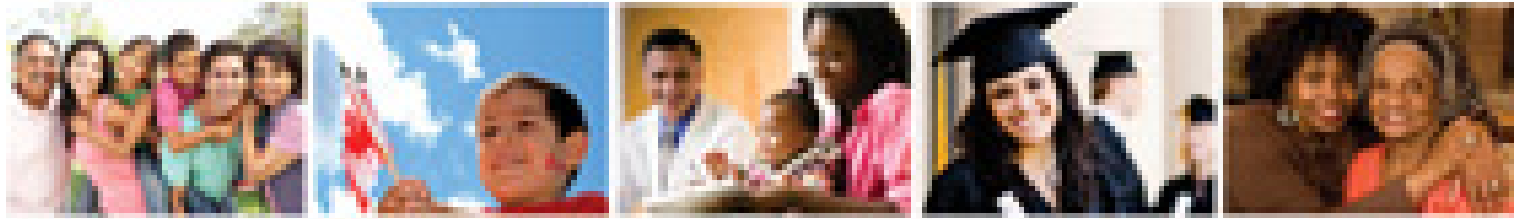
Find out if you are eligible



## 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:**

2023-01-30