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# Sponsor your spouse, common-law partner, conjugal partner or dependent child – Complete Guide (IMM 5289)

 Print

## You now need to apply online

As of September 23, 2022, it is now mandatory to apply online.

If you can't apply online, and require accommodations, including for a disability, you can ask for the application in another format (paper, braille or large print).

▶ **If you can't apply online and require accommodations**

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**This is not a legal document.**

For legal information, see the:

- [Immigration and Refugee Protection Act](#)
- [Immigration and Refugee Protection Regulations](#)
- [Citizenship Act](#)
- [Citizenship Regulations](#)

You can [request this publication in another format.](#)

## Before you apply

**Note:** You don't need to hire a representative to prepare or submit your application. However, if you are getting help, it is important that you review the [information on our website about who can give you advice, help you with your forms, communicate with us on your behalf, and/or represent you.](#) If you pay someone or otherwise compensate them in any way in exchange for their services, they must be someone [who is authorized to do so.](#)

If you have any concerns about the assistance you have been given, you can [file a complaint.](#)

This guide is designed to give you more detailed information and guidance. For explanations of the terms used in the application process, see [Appendix A: Key definitions](#).

Step 5 will help you [avoid common mistakes](#).

## Who can use this application package?

Use this application package if you're a Canadian citizen, Registered Indian or a permanent resident of Canada who is 18 years of age or older and you want to sponsor:

- your spouse or common-law partner who lives with you in Canada, and their dependent children
- your spouse, common-law partner or conjugal partner who lives overseas, and their dependent children
- your dependent children

Use this guide to help you prepare both:

- your application to sponsor your spouse, partner or dependent child, and
- your spouse, partner or dependent child's application for permanent residence.

If you're applying under the Spouse or Common-law partner in Canada class, your spouse or partner may be able to apply for an Open Work Permit. For more information, see the section [Working and studying for spouses and partners](#).

Don't use this guide if you're sponsoring:

- an adopted child or orphaned family member
- other family members who are not your spouse, partner or dependent child.

If you're sponsoring a family member other than your spouse, common-law partner, conjugal partner, or dependent child, use the [sponsorship package for adopted children and other relatives](#) instead.

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# Your obligations as a sponsor

When you agree to be a sponsor, you must sign an undertaking, promising to give financial support for the basic needs of your spouse or partner and their dependent children.

Basic needs are:

- food, clothing, shelter and other needs for everyday living,
- dental care, eye care and other health needs that aren't covered by public health services.

Before signing the undertaking agreement, you must make sure the people you sponsor won't need to ask the government for financial help. If they receive social assistance, you'll have to pay back what they received during the time you are legally responsible for them. You won't be able to sponsor anyone else until you've repaid the amount. For more information, see the Defaults section below.

The undertaking is a binding promise of support, meaning that it is your responsibility to support the applicant(s) for the length of the undertaking period even if your situation changes. The undertaking will stay in effect for the length of the undertaking period, even if your situation changes. The undertaking won't be cancelled, even if:

- the person you sponsor becomes a Canadian citizen
- you become divorced, separated or your relationship with the sponsored person breaks down
- you or the person you sponsor move to another province or country
- you have financial problems

## May I cancel my undertaking after it's been approved?

If you change your mind after you submit the sponsorship application and undertaking, you must write us a letter **before** a final decision is made on the file and submit the letter as an attachment through the IRCC Webform. You can only withdraw an undertaking if we approve the withdrawal.

## Length of undertaking

Your obligations as a sponsor start as soon as the undertaking is in effect. If you change your mind after you submit the sponsorship application and undertaking, you must write us a letter **before** a final decision is made on the file and submit the letter as an attachment through the [IRCC Webform](#). You can only withdraw an undertaking if we approve the withdrawal. See Step 6 to find out [where to mail your letter](#).

The length of undertaking for residents of Quebec is different from the length of undertaking for the rest of Canada. For more information about sponsoring a family member in Quebec, see detailed information for [length of undertaking for residents of Quebec](#).

For sponsorships in all parts of Canada except for Quebec, the information below explains how long your undertaking will be valid.

### **You're sponsoring a spouse, common-law partner or conjugal partner**

Length of undertaking is **3 years** from the day your spouse, common-law partner or conjugal partner becomes a permanent resident.

### **You're sponsoring a dependent child over 22 years of age**

Length of undertaking is **3 years** from the day your **dependent child** (or the dependent child of your spouse, common-law partner or conjugal partner) over **22 years of age** becomes a permanent resident.

### **You're sponsoring a dependent child under 22 years of age**

Length of undertaking is **10 years** from the day your **dependent child** (or the dependent child of your spouse, common-law partner or conjugal partner) under **22 years of age** becomes a permanent resident, or **until the child becomes 25 years old**, whichever comes first. The [length of undertaking for residents of Quebec](#) is slightly different.

**i Note:** You'll be in default if your relative gets social assistance from the government while the undertaking is in effect.

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## Become a sponsor

### You can become a sponsor if you are:

- at least 18 years old
- a Canadian citizen, a person registered in Canada as an Indian under the Canadian Indian Act or a permanent resident,
- living in Canada:
  - if you're a Canadian citizen living outside Canada, you must show that you plan to live in Canada when your sponsored relative becomes a permanent resident.
  - You can't sponsor someone if you're a permanent resident living outside of Canada.
- able to prove that you are not receiving social assistance for reasons other than a disability, and;

You must also be able to show that you can provide basic needs for:

- yourself,
- your spouse or partner,
- your spouse or partner's dependent child(ren) (if applicable)
- your dependent child(ren) (if you're sponsoring only your dependent child).

**Note:** In most cases, there is no low-income-cut-off (LICO) for spouse, partner or dependent child sponsorships. However, if either a spouse or partner you're sponsoring has as dependent child who has dependent children of their own, or a dependent child you are sponsoring has a dependent child of their own, you must meet a minimum LICO score, which is determined by the Canadian government each year.

If you must meet LICO requirements, you must include a [Financial Evaluation \(IMM 1283\) form](#) with your application (see your checklist for more details). If you live in Quebec, you don't have to submit this form to IRCC. See subsection 1(3) of the [Immigration and Refugee Protection Regulations \(IRPR\)](#) for more information.

If you live in Quebec, you must also meet [Quebec's conditions to be a sponsor](#).

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

## You may not be able to sponsor if you...

- are sponsoring a spouse or partner but you signed an undertaking for a previous spouse or partner and it hasn't been three years since they became a permanent resident,
- previously sponsored someone and did not pay back any social assistance that they received while the undertaking was in place.
- are in default on an immigration loan or a performance bond
- did not pay court-ordered alimony or child support

**?** For more information. See [Defaults](#) below.

- have declared bankruptcy which has not been discharged
- were convicted of
  - an offence of a sexual nature,
  - a violent crime,
  - an offence against a relative that caused bodily harm or
  - threatened or attempted to commit any of the above offences—depending on the nature of the offence, how long ago it happened and if you received a pardon

**?** For more information. See [Sponsorship Bar for Violent Crime](#)

- are sponsoring a spouse or partner and you were previously sponsored as a spouse, common-law or conjugal partner and became a permanent resident of Canada less than five years ago,

 For more information. See [Five-year Sponsorship Bar](#)

- are under a removal order,
- are in a penitentiary, jail, reformatory or prison,
- have already applied to sponsor your current spouse or partner and haven't received a decision.

## Sponsoring if you live outside Canada

If you're a Canadian citizen living outside Canada, you can sponsor your:

- spouse,
- common-law partner,
- conjugal partner,
- dependent child.

You must show that you'll live in Canada when the sponsored person becomes a permanent resident.

 **Note:** Permanent residents living abroad can't sponsor from outside of Canada. Canadian citizens travelling as tourists are not considered to be living abroad.

### Defaults

You can't become a sponsor if any of the situations below apply to you:

#### A previous sponsorship undertaking

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

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

See [appendix D](#) to find out how to repay the money owed.

## **An immigration loan**

If you got 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 us](#).

## **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.

## **Five-year sponsorship bar for people who were sponsored to come to Canada as a spouse or partner**

- If a spouse or partner sponsored you, you can't sponsor a new spouse or partner within five years of becoming a permanent resident.
- This rule applies even if you got your Canadian citizenship within those five years.

## **Are you eligible to sponsor someone?**

- If we received your sponsorship application before March 2, 2012:

The five-year sponsorship bar doesn't apply, no matter when you became a permanent resident.

- If we received your sponsorship application on or after March 2, 2012:

The five-year sponsorship bar applies. You may not sponsor a foreign national referred to as a spouse, common-law partner or conjugal partner until you've been a permanent resident for five years.

## **Sponsorship bar for violent crime**

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

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

### **Note:**

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

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

- your current or ex-spouse/partner and/or their children,
- your children,
- your parent/grandparent, child/grandchild, sibling, niece/nephew, aunt/uncle, or cousin, or
  - the current or ex-spouse/partner and children of the above
- the parent/grandparent, child/grandchild, sibling, niece/nephew, aunt/uncle, or cousin of your current or ex-spouse/partner or children, or
  - the current or ex-spouse/partner and children of any of the above
- your child's spouse, partner or children,
- your spouse's, partner's or child's ex-spouse or ex-partner and children,
- your partner's parent/grandparent, child/grandchild, sibling, niece/nephew, aunt/uncle, or cousin, or

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

Using this application, you can sponsor your spouse, common-law partner, or conjugal partner who is at least 18 years old, or your dependent child (If you're sponsoring an adopted child, use the [sponsorship package for adopted children](#)). The person you're sponsoring and their family members must pass background, security and medical checks.

## Choose the class of application

- If you're sponsoring your conjugal partner or dependent child, you **must** submit an application under the **Family Class**. These applications are processed outside Canada.
- If you're sponsoring your spouse or common-law partner, you may sponsor them under the **Family Class** or under the **Spouse or Common-Law Partner in Canada Class**.
- When you sponsor a spouse or common-law partner, you must specify the "Class of Application" on the checklist you'll submit.

Apply under the **Family Class** if:

- the person you want to sponsor lives outside Canada

- the person you want to sponsor currently lives with you in Canada but doesn't plan to stay in Canada while the application is being processed
- you plan to appeal if the application is refused
- you're sponsoring your conjugal partner or dependent child

Apply under the **Spouse or Common-Law Partner in Canada Class** if your spouse or common-law partner:

- lives with you in Canada
- has valid temporary resident status in Canada, or is exempt from needing this status under a public policy
- would like to apply for, and qualifies for, an Open Work Permit so that they can work while the application is being processed

For more detailed information about the requirements for these classes, see Part 7 of the *Immigration and Refugee Protection Regulations*:

- for requirements to sponsor a spouse or common-law partner under the Family Class, see [Part 7, Division 1](#)
- for requirements to sponsor under the Spouse or Common-Law Partner in Canada class, see [Part 7, Division 2](#)

## **Sponsoring your spouse, common-law partner or conjugal partner**

### **If you're married**

You can sponsor the person as your **spouse** if your marriage is a legally valid civil marriage.

Opposite and same-gender marriages:

- will be recognized for immigration purposes, where the marriage:
  1. was legally performed in Canada, or
  2. if performed outside of Canada, the marriage must be legally recognized in the country where it took place and in Canada.

**Note:** IRCC does not recognize marriages performed outside of Canada by proxy, telephone, fax, Internet and other forms of marriage where one or both persons were not physically present at the ceremony. For more information, see [Operational Bulletin 613](#).

### **If you're in a common-law relationship**

You can sponsor the person as your **common-law partner (same or opposite gender)** as long as you've been living or have lived with your partner for **at least 12 consecutive months** in a marriage-like relationship.

### **If you're in conjugal relationship**

A conjugal partner is:

- a person who is living outside Canada,
- in a conjugal relationship with the sponsor for at least one year, and
- could not live with the sponsor as a couple because of reasons beyond their control (e.g. immigration barrier, religious reasons or sexual orientation).

This term applies to both opposite and same-gender couples.

You can sponsor a **conjugal partner** if:

- there is a significant degree of attachment between the two of you, implying not just a physical relationship but a mutually interdependent relationship, **and**
- you've been in a genuine (real) relationship for at least 12 months where marriage or cohabitation (living together) hasn't been possible because of barriers such as sexual orientation, religious faith, etc.

**i** **IMPORTANT:** If you're applying in the conjugal partner class, the person being sponsored **cannot** be living in Canada.

# Sponsoring your spouse or common-law partner who lives with you in Canada

You can apply under the Spouse or Common-Law Partner in Canada class if your spouse or common-law partner cohabits (lives) with you in Canada.

Your spouse or common-law partner must either

- have valid temporary residence status or
- be exempt from needing this status under a public policy that was set out in 2005

Under the public policy, a person without temporary resident status can be sponsored as a spouse or common-law partner in Canada only if they are inadmissible because they

- overstayed a visa, visitor record, work or student permit
- worked or studied without being legally allowed to
- entered Canada without a visa or other document that was required
- entered Canada without a valid passport or travel document (as long as they have valid documents by the time they are granted permanent residence)

If your spouse or common-law partner is inadmissible for other reasons, they're not covered by the public policy. In that case, they should resolve the situation that made them inadmissible before applying.

Your spouse or partner may be eligible for an open work permit. For more information, see the section about Working and studying for spouses and partners below.

 Important information: if your spouse or partner is already working or studying in Canada and would like to continue, they must apply for an extension before their work or study permit expires.

Leaving Canada can automatically cancel temporary resident status as a visitor, student or worker.

If your spouse or common-law partner leaves Canada before becoming a permanent resident, they may not be allowed to come back. This is especially true if they need a Temporary Resident Visa or an eTA to enter Canada.

If your spouse or partner can't return to Canada, you must submit a new overseas sponsorship application.

## **Working and studying – spouses and common-law partners in Canada**

If your spouse or common-law partner already has a work or study permit, they may continue to work or study as long as the permit is valid. **It is illegal to work or study without authorization from IRCC.**

### **Can my spouse or partner work in Canada?**

If your spouse or common-law partner already has a work permit, they may continue to work as long as the permit is valid.

If your spouse or common-law partner is living in Canada with you and is applying as a member of the Spouse or Common-Law Partner in Canada class, they can also apply for an open work permit during their application for permanent residence. Your spouse can apply for an open work permit online through an IRCC secure account once you receive the letter acknowledging receipt of your application to sponsor them.

If your spouse or partner does not currently have valid status, we'll process their work permit application once their permanent residence application has been approved in principle.

For more instructions, see [Extend or change the conditions on your work permit](#).

See the Help Centre for information, including processing times, about [Open work permits for spouses and partners](#).

### **Can my spouse or partner study in Canada?**

If your spouse or common-law partner already has a study permit and wants to keep their temporary resident status as a student, please visit [Extend your study permit or restore your status](#) see the accompanying [guide](#) for more instructions.

## Sponsoring your dependent children

You can sponsor your dependent children outside Canada who meet the following definition:

### Definitions of dependent children

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

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**, and
- They don't have a spouse or common-law partner

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

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

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

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

**Important:** If the person you are sponsoring (or their child) has one or more children in the sole custody of their other parent, you must still declare the child in the application. Even if there's a written agreement or court order to show that the

sponsored person doesn't have custody or responsibility, you must list the child on the application and this child must do a medical exam. Doing this gives the sponsored person the possibility to sponsor their child as a member of the family class in the future, when there may be changes to the custody or living arrangements. **If a permanent resident doesn't declare all their family members on their application, they could risk losing their permanent resident status.**

**The person you're sponsoring has a child in the sole custody of a previous spouse. Do they need to include this child in their application?**

Yes. Children in the custody of a previous spouse or partner are considered dependent children.

Even if there's a written agreement or court order to show that the sponsored person doesn't have custody or responsibility, you must list the child on the application and this child must do a medical exam.

Doing this gives the sponsored person the possibility to sponsor their child as a member of the family class in the future, when there may be changes to the custody or living arrangements. **Also, if a permanent resident doesn't declare all their family members on their application, they could risk losing their permanent resident status.**

## Passports for family members

The person you're sponsoring and their accompanying family members must have valid passports or travel documents when they arrive. Any documents that are about to expire should be renewed. The person being sponsored should send copies of the new passport or travel document to the office processing the application.

If the passport of the person you are sponsoring or their accompanying family members (if applicable) is renewed or replaced while their application is in process, you must advise us as soon as possible to avoid delays.

You can't use diplomatic, official, service or public affairs passports to immigrate to Canada. The person being sponsored must have a valid regular or private passport when they arrive.

 **Note:** The validity of a visa may be affected by the validity of the passport.

## How long is a permanent resident visa valid?

A permanent resident visa is issued for a period not extending beyond the earliest expiry date of the sponsored person's (and any family members):

- medical results
- passports

 **Important information:** Once issued, permanent resident visas can't be extended. If applicants don't use the visas within their validity period, they must re-apply for immigration to Canada. Their sponsor will have to submit a new sponsorship application and pay new processing fees.

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## Criminality

Generally, people with criminal convictions are not allowed to come to Canada.

### Convictions or offences outside Canada

If the person you're sponsoring is outside Canada and has committed or has been convicted of a crime outside Canada, they may be able to overcome this criminal inadmissibility. This section doesn't apply to anyone applying from within Canada and with a conviction or offense outside Canada. Find out [how to overcome criminal convictions](#).

The person can apply for rehabilitation either:

- before you submit the sponsorship application, or

- by submitting the rehabilitation application with your application for sponsorship. If you choose this option, we'll assess your eligibility as a sponsor and do the first assessment of the permanent resident application. However, we'll only assess the sponsored person's admissibility after they get a decision about their rehabilitation application.

If the offence would have been prosecuted summarily in Canada, and if the person was convicted of two or more of these offences, the period for rehabilitation is at least five years after they've finished serving the sentences.

## **Convictions or offences in Canada**

If the person has a criminal conviction in Canada, they must ask for a record suspension (formerly a pardon) from the Parole Board of Canada (PBC) before becoming admissible to Canada.

**The sponsored person should not fill out the forms in this guide until they have their record suspension.** You can ask for a [Record Suspension Application Guide](#) or for more information from:

**Parole Board of Canada**

**Clemency and Record Suspension Division**

**410 Laurier Avenue West**

**Ottawa, Ontario**

**K1A 0R1**

**Telephone:** 1-800-874-2652 (callers in Canada and the United States only)

**Fax:** 1-613-941-4981

**Email:** [suspension@pbc-clcc.gc.ca](mailto:suspension@pbc-clcc.gc.ca)

**Website:** <https://www.canada.ca/en/parole-board.html>

(You can download the instructional guide and application forms from the website)

To be considered for a record suspension under the Criminal Records Act, a set period of time must pass after the end of the sentence. The sentence may have been payment of a fine, period of probation, or a prison term.

 **Note:** Once you have a copy of the record suspension, send a photocopy to a Canadian visa office or an IRCC Centre. If the sponsored person is travelling to Canada, they should carry a copy of the record suspension.

If the person has had two or more summary convictions in Canada, they may no longer be inadmissible if:

- It's been at least five years since they finished serving all sentences
- they've had no other convictions.

 Important information: See [Eligibility for Rehabilitation](#) for a summary of the type of offences and length of rehabilitation periods.

## 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](#).

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# Things that might affect you

## Suspension of processing

If any of the situations or circumstances below apply to you, we won't start processing your sponsorship application until a final decision related to the situation has been made.

- Your citizenship is in the process of being revoked;
- You have a removal order against you;
- You've failed to respect your residency conditions;
- The Minister of Immigration, Refugees and Citizenship and the Minister of Public Safety signed a certificate stating you're inadmissible because of security, human or international rights violation, serious criminality or organized criminality;
- You've been charged with an offence that is punishable by a maximum prison term of ten years.

## If you don't meet the sponsorship requirements

If you don't qualify as a sponsor and chose to withdraw your sponsorship application:

- you'll get a refund for the permanent resident visa processing fees and any Right of Permanent Resident Fees you paid.
- there will be no decision on the application for permanent residence of the person you are sponsoring
- you will not have a right of appeal.

If you fix the situation that made you ineligible to sponsor, you can reapply at a later date.

If you don't qualify as a sponsor and tell us you want to continue processing:

- we'll process the application for the person you are sponsoring.
- we'll likely refuse the application for permanent residence and tell you in writing if you have a right to appeal.

**i** **Note:** You can tell us of your plan by checking the correct box under question 1 (on part 1 of the form) on your Application to Sponsor, Sponsorship Agreement and Undertaking (IMM 1344).

## Sponsors living in Quebec

The province of Quebec has its own immigration rules. Find out how to sponsor someone if you live in Quebec.

If you live in Quebec:

- you must first send us your application.
- if you meet the federal requirements to apply for sponsorship, we will send you an email or letter with instructions to download Quebec's sponsorship kit.

- fill out and submit Quebec's undertaking kit. You must attach a copy of the email or letter we sent you to the undertaking application that you submit to the Quebec government.

If your spouse or partner's dependent child has dependent children of their own, you must show your financial ability to meet the terms of the sponsorship undertaking.

The Quebec government will review your sponsorship application and tell you if you're eligible. The Quebec government may deem that you're not eligible if:

- you didn't meet the terms of a sponsorship agreement in the past because the person you sponsored received social assistance and you haven't repaid the Quebec government;
- during the five years before you submitted your sponsorship application, you didn't pay alimony or child support even though a court ordered it;
- you didn't follow other conditions imposed by the Quebec authorities or with any federal regulatory requirements, particularly if you received social assistance and aren't exempt from that condition.

We can't make a decision on your application until we receive Quebec's decision about your undertaking application.

The Quebec government will inform IRCC if you are approved as a sponsor.

If you need help, [contact the Quebec ministry for immigration](#)

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## **Step 1. Get your application package**

[Get your application package](#), including your checklist, forms and instructions.

To get the right instructions and checklist, select from the drop-down menus:

- who is being sponsored
- the country where the sponsored person resides

- the country where the documents you'll submit with the application were issued

Your document checklist:

- tells you which forms you need
- lists all the documents you must submit, and
- links you to instructions to fill out each form.

You must upload a copy of this checklist to your online application.

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## Step 2. Gather documents

**i** **Important:** if you don't include all the requested forms and documents listed on the checklist, we will return your application without processing it. If you're unable to submit an item on the document checklist, you must include a detailed explanation of why you can't submit this document so that your application is not returned as incomplete.

**i** Be sure to check the email you gave us when you submitted if you

- are waiting to hear about your application or
- think there may be forms or documents missing

To make sure you send us an application with all the requested documents:

1) **Use your checklist** to make sure you send all the documents you need to submit:

For each item on the checklist, choose the situation that applies to you and check the correct box.

- Only submit documents that apply to your specific situation. We'll contact you if we need more information.

- For any documents that are not in English or French, you must attach the following, unless your checklist specifies otherwise:
  - a **certified** copy of the original document; and
  - The English or French translation, and
  - An affidavit from the person who completed the translation. See [Translation of documents](#) below.

Proof of communication documents that are not already in English or French, such as letters, printed text messages, emails or social media conversations, must also be translated. A **maximum of 10 pages** of proof of communication documents may be submitted with your application.

### **Important notes about using the checklist:**

- We'll return applications with missing or incomplete information.
- Check the country-specific requirements to see if you need to submit any additional documents. See below for more information about country specific requirements.

## **2) Check your country-specific requirements**

You'll find your [country specific requirements](#) on the family sponsorship application kit webpage.

Checking your country specific requirements will help make sure you send the correct documents for each item on the checklist and will increase the chance that your application will be accepted for processing.

- To see **additional forms or documents** required for the person being sponsored (principal applicant) and their family members, select the country where they reside.

You may need to follow special instructions about specific documents based on the country you'll get the documents from. For example, there are specific requirements for civil documents from different countries (e.g. birth certificates, other proof of identity, child custody documentation, family booklets, etc.).

- To see **instructions about specific documents**, select the country where the document is issued. For example, if you are living in the United States but you are submitting a birth certificate issued in the Philippines, check the requirements for “Philippines” to make sure the document you are submitting is the right one.

 **Note:** your application will be returned if any of the requested documents are missing (see section 10 of the Immigration and Refugee Protection Regulations ([IRPR](#)) for more information).

Make sure all documents are clear and easy to read. Other than copies of original documents used for translations, photocopies **do not** need to be certified. Don't send originals unless we ask for them, because they **will not** be returned.

 **Important information:** While processing your application, we may ask for more documents and there may be delays if you don't submit them. Should you fail to respond by the deadline given, your application could be refused for not complying with an officer's request.

## Police certificates

If you and your family members are 18 years of age and older and aren't permanent residents or Canadian citizens, you must provide a valid police certificate for any country **other than Canada** in which you spent 6 or more months in a row since the age of 18.

 **Note:** You do **not** need to provide a police certificate from a country if you or your family members were under 18 years of age the entire time you lived in that country.

If the original certificate isn't in English or French, you must get an accredited translator to translate it. You must include both the police certificate **and** the translation.

We'll also do our own background checks to see if there are reasons why you or your family members may not be admissible to Canada.

For specific and up-to-date information, see our guide on [where to get a police certificate](#).

## Photos

If your application is approved, we'll use the photo(s) you include in your application package to create a Permanent Resident Card for you (and your family members, if applicable).

To avoid delays in getting your Confirmation of Permanent Resident document (which you'll need to travel to Canada or become a permanent resident from within Canada), and/or your permanent resident card, it's important that the photos meet certain specifications. See Appendix C for [photo specifications](#).

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## 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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## **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.

---

## Step 3. Complete the application

Use your **checklist** to prepare the forms.

If any requested forms are not fully completed and signed (if applicable), or not included in the application package, your application will not be accepted for processing and will be returned to you.

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

 **Note:** Need help with a PDF document? Get help to [open an application form](#).

 **Important information:** It is a serious offence to give false or misleading information on these forms. The information on your application may be verified.

### The sponsor must fill out these PDF forms

- give electronic copies of the completed 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
- [Application to Sponsor, Sponsorship Agreement and Undertaking \[IMM 1344\]](#) (PDF, 588.96 KB)
  - **Important: you and the person you're sponsoring must both electronically sign this application**

### If you're sponsoring a spouse or partner (with or without dependent children), you must fill out

- [Sponsorship Evaluation and Relationship Questionnaire \[IMM 5532\]](#) (PDF, 2.21 MB)
  - **Important:** To **digitally sign the form**, you must first complete it and then select "print to PDF". This will create a new a version of the form that can be digitally signed.

### If you're only sponsoring dependent children, you must fill out

- [Sponsorship Evaluation \[IMM 5481\]](#) (PDF, 742.74 KB).

- [Financial Evaluation \[IMM 1283\] \(PDF, 1.24 MB\)](#).

## **If a child will be traveling without both parents/guardians**

- [Separation Declaration for Minors Travelling to Canada \[IMM 5604\] \(PDF, 609.23KB\)](#).
  - have the non-accompanying parent or guardian download, complete and sign this form by hand.
  - This form must be accompanied by a piece of photo identification from the parent or guardian who is NOT accompanying the minor to Canada. In situations where having this form signed from the other parent is impossible (i.e. parent's whereabouts unknown), a letter of explanation must be included with the application. An officer will review this explanation and advise you of any next steps.

## **The person being sponsored (principal applicant) must sign in or create a Permanent Residence online application portal account.**

Sign in or create a [Permanent residence online application portal account](#).

If you have technical issues with the permanent residence online application portal, contact us using the [web form](#).

- For **type of application/enquiry**, choose **technical difficulties** from the drop-down menu.

## **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 must also complete a separate IMM 5669, IMM 5406, IMM 5562 and IMM 5476 (if applicable).

## **The principal applicant must also fill out these PDF forms and upload them to their online application:**

- you and your family members don't need to print or sign them
  - as the principal applicant, you'll electronically sign for the entire application, including for any forms completed by your family members, when you submit the application.
- the applicable Document Checklist and any country specific requirements

## **If you want to appoint someone to do business with us on your behalf, you must**

- download a Use of a Representative [IMM 5476] (PDF, 1.48 MB) or Authority to release personal information to a designated individual form [IMM 5475] (PDF, 2.2 MB) – which ever applies
- complete it
- sign it digitally or by hand and get your immigration representative or designated individual to do so also
- upload it with your application



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



### **Important information: Declaring all family members**

If you're applying for permanent residence in Canada, you **must** declare all of your family members. There are no exceptions to this requirement.

In addition, all family members must be examined as part of the process of applying for permanent residence in Canada, even if they will not come to Canada with the principal applicant.

Family members who aren't declared and examined are excluded from the family class, which means you can't sponsor them at a later date. **If a permanent resident doesn't declare all their family members on their application, they**

**could risk losing their permanent resident status.**

Find more information about [why you must declare all family members](#).

## **Validate your forms**

Some forms have a “Validate” button

You should fill out your forms on a computer and validate them electronically to make sure you’ve answered all questions. This reduces mistakes and helps you submit a form that is complete. When you click on the Validate button, any missing information will be identified by a pop-up error message or a red square around the fields that need to be completed.

**IMPORTANT:** If you have any 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.](#)

**Note:** The Help Centre information about viewing PDF documents applies to all PDF documents.

## **Be complete and accurate**

Complete all sections on the forms. If a section does not apply to you, write “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.” Your other information can be in any of the following formats: JPG, JPEG or PDF.**

Use the following instructions to fill out the forms. Most of the questions on the forms are straightforward and extra instructions have only been given for some questions. You must answer all questions.

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

[View form IMM 1344 \(PDF \(Portable Document Format\), 478.72KB \(Kilobyte\)\)](#)

## Who must fill out this application form?

This form must be filled out and digitally signed by:

- the sponsor,
- the co-signer, if applicable
- the principal applicant (person being sponsored).

## Part 1: Application to sponsor and undertaking

### Question 1

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

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

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

### Question 2

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

### Question 3

You can't have a co-signer if you are sponsoring your spouse, common-law partner or conjugal partner.

#### **Question 4**

If the person you are sponsoring doesn't have a family name on their passport or travel document, enter all given names in the family name field and leave the given name field empty.

If the person you are sponsoring doesn't have a given name on their passport or travel document, leave the given name field empty.

#### **Question 5**

If you don't know the complete date of birth, use "\*" (star sign/asterisk) to fill in the spaces for the year, month or day, where applicable.

#### **Question 6**

Tell us the nature of your relationship to the principal applicant:

- Spouse
- Common-law partner
- Conjugal partner
- Parent
- Other (do not check)

If you are a conjugal partner, give the date you entered into that conjugal relationship.

#### **Sponsor personal details**

##### **Question 1**

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

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

##### **Question 4**

If you don't know your complete date of birth, use "\*" (star sign/asterisk) to fill in the spaces for the year, month or day, where applicable.

##### **Question 8**

- a. Tell us your current marital status. See the “Key Definitions” for explanations of the different types of marital status.
- b. Enter the date (year, month, day) you were married or you entered into your current common-law or conjugal relationship, i.e. the date your status officially changed from being single to common-law, not the date you started living together.

### Question 9

- a. You must tell us if you were previously married or in a common-law relationship.
- b. If you were previously married, a divorce certificate must be provided in order to proceed with your spousal sponsorship.

### Sponsor contact information

#### Question 1

Addresses should be written out in full without using any abbreviations. Use the apartment or unit number, if applicable. **Example:** 999 Family Street, Unit #3, Ottawa, Ontario, Canada, K3J 9T55

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

- Post Office Box number, if you have one. If you do not have a post office box, you must provide the street number
- Apartment or Unit, if you have one
- Street number, you must provide this if you do not have a Post Office Box
- Street name, if it applies to you
- City or Town
- Country
- Province or State
- Postal code or zip code
- District, if it applies to you

 **Note:** If you haven't provided us with an email address, all correspondence will go to this address.

### Question 6

By giving us your email address, you are hereby authorizing IRCC to send all correspondence, including your file and personal information to this specific email address. Make sure you check your spam folder in case our messages are directed there.

### Sponsor residency declaration

Complete this section only if you are a Canadian citizen living outside of Canada and you are sponsoring a spouse, a common-law or conjugal partner, and dependent children who have no children of their own.

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

### Sponsor eligibility assessment

#### Question 1-18

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

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

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

## Co-signer sections

If you are sponsoring your **spouse, common-law partner, or conjugal partner** you can't have a co-signer. Leave the following sections blank:

- Co-signer personal details
- Co-signer contact information
- Co-signer residency declaration
- Co-signer eligibility assessment

## Undertaking by sponsor (and co-signer)



Important information

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

## Part 2: Sponsorship agreement

### Obligations of the sponsor and obligations of the person to be sponsored

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

## Declaration

Read the declaration statement carefully before signing. By signing this form, you also declare that you will notify us in writing if there is any change of address and if any other information has changed on the application.

## Signatures



Note

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

This section **must be digitally signed and dated** by:

- the sponsor;

- the co-signer (if there is one)
- the sponsored person (principal applicant).

**Note:** A parent or legal guardian must sign on behalf of a dependent child under the age of 18, where they are the principal applicant being sponsored on an application.

**The application will be returned if any signatures are missing** (see section 10 of the [IRPR](#) for more information).

## Sponsorship Evaluation (IMM 5481)

[View form IMM 5481 \(PDF \(Portable Document Format\), 742.74KB \(Kilobyte\)\)](#)

### Who needs to fill out this form?

The **sponsor fills out** this form if sponsoring only a dependent child who has no dependent children of their own.

If sponsoring a dependent child who has dependent children of their own, fill out the Financial Evaluation (IMM 1283) form instead.

The *Sponsorship Evaluation* will help us assess your **past and current obligations** to any sponsorship undertakings you have signed or co-signed. This form, and the supporting documents you send with your application will help us decide if you meet the residency requirement and if you are able to support the applicant.

**Quebec residents do not need to fill out this form.**

### Question 3

Write your net (after taxes) personal income for the **12 months before** the date of your application. Also write the dates of that 12-month period.

### Question 5 A and B

Details of current and past undertakings.

Write the number of people included in undertakings in effect and not yet in effect.

**If you have signed undertakings in the past, you must give some details about them. Follow the instructions on the form and be specific.**

### **Question 6**

Write the number of people you are financially responsible for, but who are not listed in questions 5A and 5B, if it applies to you.

### **Question 7**

Add the number of people listed in questions 4, 5 and 6. Write the total in the box provided.

## **Financial Evaluation form (IMM 1283)**

[View form IMM 1283 \(PDF \(Portable Document Format\), 1.24MB \(Megabyte\)\)](#)

Complete this form if you are sponsoring a dependent child who has a dependent child of their own.

For complete instructions, see [Guide IMM 5482 – Instruction to fill the Financial Evaluation form \(IMM 1283\)](#).

## **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.

 **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.

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## 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.

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

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## 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**”.

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## 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.

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## 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.

**i** **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.**

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### 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)

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### **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**".

**i 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.

 **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

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## 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.

By digitally signing your application for yourself and any dependants (if applicable), 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

By digitally signing your application for yourself and any dependants (if applicable), you certify that you fully understand the questions asked, and that the information you provided is complete, truthful, and correct.

## Relationship Information and Sponsorship Evaluation Form (IMM 5532)

[View form IMM 5532 \(PDF \(Portable Document Format\), 2.21MB \(Megabyte\)\)](#)

Use the following instructions to fill out the form. Most of the questions on the form are straightforward and extra instructions have only been given for some questions. You must answer all questions.

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.” Your other information can be in any of the following formats: JPG, JPEG or PDF.**

### Who must fill out this application form?

This form must be filled out and signed by:

- The sponsor
- The principal applicant

### Personal information about Sponsor and Principal Applicant:

Date of birth:

- If you do not know the complete date of birth, use “\*” (star sign/ asterisk) to fill in the spaces for the year, month or day.

Client ID:

- provide only if you have one

- if this is your first time dealing with IRCC, you will not have a Client ID

## Part A – Sponsorship Evaluation and Information about the Sponsor

The **sponsor** fills out this section.

### Question 1

#### Sponsor’s employment history

- Starting with your current employer, give details of all employers you have worked for over the past **5 years**
- Make sure there are **no gaps in time**
- if you were unemployed, explain how you supported yourself
- if you were self-employed, write the name of your business and the date it was established
- for your monthly salary or income, write the gross amount (amount before taxes)

See example below of a complete answer:

| <b>Dates</b> |                   | <b>Employer<br/>Give name,<br/>complete address<br/>and telephone<br/>number for each<br/>employer</b> | <b>Occupation/Position</b> | <b>Monthly gross<br/>salary/income</b> |
|--------------|-------------------|--|----------------------------|--|
| <b>From</b>  | <b>To</b>         |  |                            |  |
| May<br>2015  | September<br>2016 | Self employed<br>DFG Company –<br>established May<br>2015  | Owner /Salesperson         | \$XXXXX                                |

| <b>Dates</b> |            | <b>Employer<br/>Give name,<br/>complete address<br/>and telephone<br/>number for each<br/>employer</b> | <b>Occupation/Position</b> | <b>Monthly gross<br/>salary/income</b> |
|--------------|------------|--|----------------------------|--|
| <b>From</b>  | <b>To</b>  |  |                            |  |
| June<br>2014 | April 2015 | ABC Company<br>Unit 10-123 Work<br>road, Ottawa<br>Ontario, K2S 1R3<br>Canada<br>(XXX) XXX-XXXX        | Salesperson                | \$ XXXX                                |
| June<br>2013 | May 2014   | Unemployed –<br>supported by<br>mother and father  |                            | \$                                     |
| May<br>2011  | May 2013   | XYZ Enterprises<br>124 Employment<br>road, Ottawa<br>Ontario<br>K8V 0Y7<br>(XXX) XXX-XXXX              | Salesperson                | \$ XXXX                                |
|              |            |  |                            | \$                                     |

## Question 2

### Other sponsorships

- Complete the table by writing the names and dates of birth for anyone you have sponsored or co-signed to sponsor in the past.
- You must include everyone you have ever sponsored, even if they have not become permanent residents of Canada yet.
- For each person, specify if you were the sponsor or co-signer.

## Question 5

## **Address history**

Addresses should be written out in full without using any abbreviations. Use the apartment or unit number, if applicable. **Example:** 999 Family Street, Unit #3, Ottawa, Ontario, Canada, K3J 9T5

Make sure there are **no gaps in time**. Do not use P.O. boxes.

## **Question 8**

### **Consent to disclose**

Check **“Yes”** or **“No”** to tell us if you consent to the results of a marriage fraud investigation being released to your spouse or partner.

Your consent for this question is voluntary. If you do not consent, your application will still be processed and this will not have a negative impact.

## **Question 9**

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

## **Part B – Information about the Principal Applicant**

This section must be completed by the person being sponsored (principal applicant)

## **Question 4**

### **Consent to disclose**

Check **“Yes”** or **“No”** to indicate if you consent to the results of a marriage fraud investigation being released to your sponsor.

Consent provided for this question is voluntary. If consent is not provided, your application will still be processed and this will not have a negative impact.

## **Question 5**

Read the declaration statement carefully before signing.

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

## Part C – information about relationship

This section should be filled out by the sponsor and principal applicant (person being sponsored)

### Question 11

If you feel that something else might support your application and was not addressed in previous questions, please add it here. You do not need to add anything if you feel that there is enough information in your other answers.

### Question 12 & 13

Read the declaration statement carefully before signing.

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

### Question 14

If you used an interpreter, have him or her complete the “Interpreter Declaration” section at the end of the form.

## Use of a Representative (IMM 5476)

[View form IMM 5476 \(PDF \(Portable Document Format\), 648.31KB \(Kilobyte\)\)](#)

### Who may use this form?

Complete this form **only** if you:

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

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

## Who is a representative?

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

You do not need to hire a representative. We treat everyone equally, whether they use a representative or not.

For more information about how to fill out the form, visit: [Use of a Representative](#).

**Note to sponsors:** If the person you're sponsoring is living outside Canada and is 18 years of age or older, and your address in Canada is provided as their mailing address on the application for permanent residence (IMM 0008), the principal applicant (person you're sponsoring) must complete a Use of Representative form listing you as their representative.

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## Step 4. Pay the fees

Before you send us your application, use the fee table below to find out how much you need to pay when submitting your application.

We recommend you pay the [right of permanent resident fee](#) (RPRF) now. You'll have to pay it before you become a permanent resident. This fee is refundable if you don't become a permanent resident. You may choose to pay this fee later, however this may cause delays. (Note: Dependent children don't need to pay the right of permanent residence fee. This includes any dependent child sponsored as a principal applicant.)

| Fees  | CAN \$         |
|---|----------------|
| <b>Sponsor your spouse or partner</b><br>Sponsorship fee (\$75), principal applicant processing fee (\$490) and right of permanent residence fee (\$515)        | 1,080          |
| <b>Sponsor your spouse or partner without right of permanent residence fee</b><br>Sponsorship fee (\$75) and principal applicant processing fee (\$490)         | 565            |
| <b>Sponsor a <u>dependent child</u></b><br>Sponsorship fee (\$75) and processing fee (\$75)   | 150(per child) |
| <b>Include any dependent child</b><br>Include any dependent child on an application made by a dependent child or overage dependent child processing fee (\$155) | 155(per child) |
| <b>Biometrics fees</b>  | <b>\$CAN</b>   |
| <b>Biometrics (per person)</b>  | 85             |
| <b>Biometrics (per family) (2 or more people)</b><br>Maximum fee for a family of 2 or more people applying at the same time and place                           | 170            |

## Residents of Quebec

If you're a resident of Quebec, you'll need to pay another processing fee to the province of Quebec when you apply to Quebec. For more information, visit [Quebec fees and payment methods](#). **Do not include** this extra fee with the sponsorship application you submit to IRCC.

# 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.

**i 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 5. Check your application to avoid common mistakes

**i Important information:** If you don't include all of the requested forms and documents listed on the checklist, your whole application will be returned to you without being processed. Incomplete applications will not have a place in the processing queue. If you resubmit your application and we then confirm it is complete, we'll process it based on the date that the resubmission is received.

Before moving on to Step 6, check to make sure you've avoided these common mistakes:

### Regardless of who you are sponsoring:

- Always check country specific requirements before submitting your application.

## If you're sponsoring dependent children

- If the principal applicant is a dependent child, including someone younger than 18 years old, you must submit the digital Additional Family Information (IMM 5406) form and list them as the principal applicant. As the parent/legal guardian of the principal applicant who is under 18 years of age, you'll sign the application on their behalf
- If sponsoring more than one dependent child as a principal applicant, make sure you submit separate complete applications for each child (i.e. each child should be listed on their own [Application to Sponsor, Sponsorship Agreement and Undertaking](#) [IMM 1344] (PDF, 478.72 KB), and the digital form Generic Application Form for Canada (IMM 0008).
- If sponsoring a dependent child (under the age of 18) and they have another parent who is not immigrating to Canada, the parent/guardian applying from Canada must submit a signed copy of the [Declaration From Non-Accompanying Parent/Guardian For Minors Immigrating to Canada](#) [IMM 5604] (PDF 609.2 KB). This form must be accompanied by a piece of photo identification from the parent/guardian who is NOT accompanying the minor to Canada. In situations where having this form signed from the other parent is impossible (i.e. parent's whereabouts unknown), a letter of explanation must be included with the application. An officer will review this explanation and advise you of any next steps.

## Children born to Canadian citizens

- If you're a Canadian citizen who is sponsoring a spouse or partner, and you have a child together, your child may be a Canadian citizen, even if they were not born in Canada.
- A Canadian citizen is not eligible to be sponsored.
- If you already have proof of Canadian citizenship for your child, provide a copy of this proof (citizenship certificate or copy of Canadian passport), to help us confirm that your child does not require immigrant processing.

- If your child was born in Canada, you can provide a copy of their Canadian long form birth certificate(s) instead.
- If you don't have proof of Canadian citizenship for your child who was born outside Canada, you need to apply for a proof of citizenship to confirm whether your child is a Canadian citizen.
- If it is confirmed that your child is a Canadian citizen, you'll be able to apply for your child's Canadian passport.
- If your child is not a Canadian citizen, you'll need to add them as a dependant on the sponsorship undertaking signed for your spouse or partner.

**Important:** If you've submitted an application for proof of citizenship for your child, and it hasn't been finalized, you must provide details in a letter and include it as part of your application so that we can check the status.

## Children born in Canada

- If a child was born in Canada, they are likely a Canadian citizen (unless they fall under certain exceptions). A Canadian citizen doesn't need to be sponsored.
- Confirm that your child(ren) don't fall under an exemption from citizenship by birth in Canada.
- If they don't fall under any exemption, include a copy of their Canadian long form birth certificate(s) with your application.
- If you don't have your child's long form birth certificate, you need to apply for it.
- If your child was born in Canada but falls under an exception (i.e. would not qualify for citizenship), you must provide their long form birth certificate, but they must also be included in the sponsorship. Example: A child born in Canada to an accredited foreign diplomat is not Canadian at birth unless the other parent is a Canadian citizen or permanent resident at the time of the child's birth.

**Important:** If you do not have a child's Canadian long term birth certificate but have already submitted an application for this to the child's province or territory of birth, you must provide details in a letter and include it as part of your application.

## Authorized representatives

- If you're using an authorized representative to help you or your family members in any way during the immigration process, each family member over the age of 18 who is being represented must sign their own [Use of Representative form \[IMM 5476\] \(PDF \(Portable Document Format\), 648.31 KB \(Kilobyte\)\)](#). To review the instructions for this form, see [Guide 5561 – Use of Representative](#).

**Note:** If the sponsor and principal applicant are being represented by the same person, only one form is required. However, this must be signed by both the sponsor and principal applicant.

- If you (the sponsor) will receive correspondence for, or act in any way on behalf of your spouse, partner, or dependent child over the age of 18, the person you are sponsoring (and each represented family member over 18) must complete a [Use of Representative form \[IMM 5476\] \(PDF \(Portable Document Format\), 648.31 KB \(Kilobyte\)\)](#), authorizing you as their representative.

**Note to sponsors:** if the person you're sponsoring is living outside Canada, and your address in Canada is provided as their mailing address on the application for permanent residence (IMM 0008), the principal applicant (person you're sponsoring) must complete a Use of Representative form listing you as their representative.

## Marriage certificates

- For spousal sponsorships, make sure you include a valid marriage certificate or proof of registration of your marriage with your application (see checklist details). The document(s) you submit must show that the marriage was legally registered with the government where it took place.
- A record of solemnization (obtained in Canada) or marriage license will not be accepted as proof that the sponsor and applicant are married.
- Check the country specific requirements to see if there are specific instructions for the country where the marriage took place.

## Proof of identity documents

- Proof of identity is an important part of an application to become a permanent resident:
  - Carefully review the checklist sections on identity documents, travel documents, and passports.
  - 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.
  - We will return the application to you if you don't provide all the documents requested.
  - If you are unable to submit a document, you must include a detailed explanation of why you are unable to submit this document so that your application is not automatically returned to you.

## Original documents

- You may be asked to provide an original document during the processing of your application if an IRCC Officer determines it is necessary.

## Filling out the forms

Complete all sections on the forms. If a section does not apply to you, write "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." Your other information can be in any of the following formats: JPG, JPEG or PDF.**

- If you don't know a **complete date of birth**, use "\*" (star sign/asterisk) to fill in the spaces for the year, month or day that you don't know.
- If you **don't have a family name** on your passport or travel document, enter all given names in the family name field

- If you **don't have a given name** on your passport or travel document, leave the given name field blank. IF you need to leave it blank for this reason, you can print the document without validation (if applicable), and include a letter with your application explaining why you had to do this.

## Addresses

Addresses should be written out in full without using any abbreviations. Use the apartment or unit number, if applicable. **Example:** 999 Family Street, Unit #3, Ottawa, Ontario, Canada, K3J 9T5

## Email addresses

To protect your privacy, **we will not use an e-mail address if we can't clearly read it.**

- Make sure all email addresses on the forms are correct. Errors will cause delays.
- Make sure you've correctly typed the email address for the representative (if applicable), the sponsor, and the principal applicant in the correct fields on the IMM 5476, IMM 1344 and IMM 0008.
- If you've authorized a representative to act on your behalf, we'll send all correspondence about the application to your representative.
- If you're applying for permanent residence and you've authorized your sponsor to act as a representative on your behalf, we'll send all correspondence about the application to the sponsor.

**Note:** providing an email address will allow us to communicate with you faster, which can speed up processing times. For more information, see [Link your application](#).

## Step 6. 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

After you read the declaration, you **must** be the one who types your name. This is the legal requirement for your application to be considered “signed,” according to Canada’s *Immigration Law*.

**Principal applicants who are under 18 years of age must have their parent or legal guardian electronically sign the application on their behalf.**

## **Submit your application by courier service**

If you’re sending the application using a courier service instead of by mail, pick the correct courier address (no public drop-offs):

# **What to expect after you apply**

## **Communicating with IRCC**

There are several ways we may communicate with you:

- **Through your (or your representative’s) online account:** We recommend that you or your authorized paid representative (if applicable) create an online account and link your application to that account. Once an application has been linked to an online account, we will send correspondence there. This makes communication easier, more secure, and quicker and will allow you or your representative to get more detailed application status information and to receive mail from us online. Using online services will ensure that you receive any correspondence (including medical forms and other requests) from us almost immediately after we send it to you. This will allow us to input your responses directly into your application for timely review.

- **E-Mail:** If you or your representative provide us with an e-mail address when you apply, this will be our primary means of contacting you, unless your application is linked to an online account.
- **Mail:** If your application is not linked to an online account and no e-mail is provided, we will send all correspondence to the most up-to-date mailing address we have on file.

**Important:** Do not attempt to link your application to your personal online account if you have appointed a representative. If you have appointed a representative and attempt to link your application to your own online account, you will have to cancel your representative before you can link.

If you have an authorized paid representative, they can link your application to their own online account instead.

Unpaid representatives cannot use online accounts. If you have an unpaid representative, you should remind them to regularly monitor their e-mail and mail to ensure correspondence is received.

When you authorize the use of a representative, they'll receive all correspondence about the application on your behalf. It's important to make sure that we always have your, and your representative's (if applicable) most current contact information, including:

- Phone numbers
- Email addresses
- Mailing addresses

We'll send time-sensitive and official correspondence using the most up-to-date contact information we have.

If we send a request, an answer must be provided within the timeframe provided.

For more information, see our Help Centre for instruction on [changing your address or contact information](#).

**Note:** If your application was received before someone else's, but you have not received all of the same requests, don't be alarmed. Each file is different, and application steps may happen at different times for each file. We will contact you when:

- we need more information to process your file
- an update is available
- a decision has been made, or
- if your file is transferred to another office for processing

Make sure you regularly check to see if we have contacted you.

- i** Be sure to check the email you gave us when you submitted if you
  - are waiting to hear about your application or
  - think there may be forms or documents missing

## Sponsors

After we receive your application, we'll check to make sure you've submitted all the required forms and documents on the document checklist. If your application package is incomplete, it will be returned to you without being processed. If the application has all the requested forms and documents, you'll get confirmation that the application has been accepted for processing.

We'll assess your eligibility to sponsor and you'll also get an email or letter advising you of the decision.

- If your sponsorship undertaking is approved, we'll send the application for permanent residence to the appropriate processing office for further review.
- If your sponsorship undertaking is refused, you'll get an email or letter explaining why.
  - If you choose to go ahead with the sponsorship even if you are found ineligible to sponsor, the whole application package will be sent to a processing office for further review.

## Do your medical exam

All of your family members (who are not already a Canadian citizen or permanent resident) need to pass a medical exam, even if they aren't applying to come to Canada with you. Failure to declare and have family members examined will affect your application, and your ability to sponsor them in the future.

If you have a dependent child who is a minor and you have joint or sole custody, that child is considered a dependant. The child will need a medical exam even if they live with the other parent and won't be coming with you to Canada.

We'll send you and each family member a request to complete a medical exam at an appropriate time in processing. This request will include instructions about what to do.

If you have linked your application to an online account, you will receive your instructions in your account immediately after we issue them.

**i Note:** Don't be concerned if you don't receive a request to complete medical exams immediately after applying. Because medical results can expire, we might not ask you to do your medical exam right away. This is to reduce the chance that a new medical exam will be required later.

The request to complete a medical exam will provide instructions about what to do.

Once you get a request for a medical exam, you must:

- Print the IMM 1017 form and the instructions for each person.
- Make sure to bring the form to the exam for each person.

Do the medical exam within **30 days** of medical instructions being issued to you.

**i Note:** If you've already completed an immigration medical exam, you must provide details in the "medical examination" section of your document checklist. Depending on when the exam was done, you may have to do it

again. If you haven't completed a medical exam or need to do a new one, we'll send you instructions.

## **Medical insurance**

If you're in Canada, you may be able to get medical insurance while your application is being processed. Contact your provincial or territorial health department to find out if you're eligible.

## **Important Notices**

### **Important notice about misrepresentation**

If you're applying to sponsor someone, or you're applying for permanent residence yourself, you are personally responsible for the content of your application. If you or someone acting on your behalf submits false documents or misrepresents facts relating to your application for a permanent resident visa, your application will be refused and a record of the misrepresentation will be kept. This includes information in your background declaration (IMM 5669 – Schedule A). It also includes any other information you submit in support of your application during processing. Applicants and their dependants could be deemed inadmissible to Canada for five years under subsection 40(2) of the Immigration and Refugee Protection Act. For more information, see [misrepresentation](#).

### **Complying with officer requests in a timely manner**

You must submit any requested documents within timeframes given. If you do not do this, your application may be refused.

If you've created an online account, you should monitor it regularly for requests during processing. Responding to our requests as quickly as possible is the best way to make sure your application is processed in a timely manner.

### **Requests for additional documents or information**

We may ask you to submit more documents at a later date if we need more information to assess your application. If you've created an online account, you should monitor it regularly for requests during processing. Responding to our requests as quickly as possible is the best way to make sure your application is processed in a timely manner.

**IMPORTANT:** If you don't respond to a request for information, your application may be refused.

### **While your application is being processed**

For information on the estimated time it will take to process your application, you can check [current application processing times](#).

If you or your authorized paid representative (if applicable) have linked your application to an online account, you (or your representative) should check it regularly for any important updates. If you're not using an online account, you should monitor your preferred method of correspondence (e.g. e-mail or mail) regularly for communications. If you're using e-mail, you should monitor the account you provided on your application forms regularly (including your spam folder).

If you have a representative, you should direct any questions about the processing of your application to them.

### **Open work permits for spouses or common-law partners in Canada**

If you're applying under the Spouse or Common-Law Partner in-Canada class, you may qualify for an open work permit while your application for permanent residence is being processed.

See the Help Centre for information about [Open work permits for spouses and partners](#).

**Note:** If you're applying under the Spouse or Common-Law Partner in Canada class and you've submitted an application for an open work permit, your work permit will normally be processed within four months.

We also recommend that you take the time to prepare for life in Canada well in advance.

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## What you can do to help processing

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

- **submit all documents and information we have asked for** with your application
- **pay** your application and biometric fees (if required)
- provide your biometrics as soon as possible (if required)
- tell us if your contact information changes, including:
  - mailing address;
  - telephone numbers;
  - facsimile number (fax);
  - e-mail address.

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## Things that delay processing

The following **may delay** processing:

- unclear photocopies of documents;
- verification of your information and documents;
- a medical condition that may need more tests or consultations;
- a criminal or security issue;
- consultation is needed with other offices in Canada or abroad.

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## Interview

If an interview is needed, we'll tell you in writing. We'll tell you the date, time and location of the interview, and give you a list of documents to bring.

During an interview, an officer may ask the principal applicant about their

- relationship with the sponsor
- education level
- reasons for immigrating
- plans and preparations
- family
- health
- financial situation
- past difficulties with the law

We may also ask questions that will be used to evaluate the principal applicant's means to settle successfully in Canada.

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## **Eligibility review**

**If sponsoring your spouse or common-law partner who lives with you in Canada and you are applying in the Spouse or Common-law Partner in Canada class:**

If you meet all of the sponsorship requirements, we'll:

- process your spouse's or common-law partner's application
- send your spouse or common-law partner an email or letter explaining if they've been approved or if we need more information
- do medical, security and background checks
- contact your spouse or common-law partner for a confirmation of permanent residence interview, where we'll make the final decision on permanent resident status

If your spouse's or common-law partner's application is refused:

- your spouse or common-law partner must leave Canada at the end of their period of temporary stay

If your spouse or common-law partner leaves Canada while the application is being processed:

- there is no guarantee that they'll be allowed to re-enter Canada. This is especially true if they need a visitor visa.

### **If sponsoring a spouse, common-law or conjugal partner or dependent child outside Canada:**

- If you and your sponsored relative meet all immigration requirements,
  - the visa office will:
    - ask you to submit passports and
    - issue permanent resident visas to your sponsored relative and the family members who are coming to Canada.
  - Your sponsored relative must then arrive in Canada either with or before their family members, and within the validity period of the visas.
- If you or your sponsored relative **don't** meet all immigration requirements,
  - the application will be refused, and
  - you'll get an email or letter explaining the reasons for the refusal and we'll inform you of your right to appeal the decision to the Immigration and Refugee Board (IRB)
- If you choose to withdraw the sponsorship if you don't meet the sponsorship requirements,
  - IRCC will return your complete application (including supporting documents) to you.

 **Note:** You will be repaid all processing fees except the sponsorship fee of \$75. The application for permanent residence will not be processed.

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## **Current processing times**



For more information

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

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## 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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## 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](#).

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## Need help?

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

# Table 1 – Eligibility for Rehabilitation

The table below explains when a person may be deemed rehabilitated and is eligible to apply for parole.

| <b>Conviction or offence</b>  | <b>Rehabilitation period</b>   |  |
|---|--|--|
|   | <b>When you are deemed rehabilitated (must not have committed or have been convicted of any other offence)</b> | <b>When eligible to apply for rehabilitation</b>                     |
| Convicted of an offence outside Canada that, if committed in Canada, would be an indictable offence punishable by a maximum prison term of less than 10 years | At least 10 years after you have finished serving the sentence   | Five years after you have finished serving the sentence              |
| Committed an offence outside Canada that, if committed in Canada, would be an indictable offence punishable by a maximum prison term of less than 10 years    | At least 10 years after you committed the offence  | Five years after offence was committed                               |
| Convicted of or committed an offence outside Canada, that, if committed in Canada, would be punishable by a maximum prison term of 10 years or more           | Not applicable   | Five years after you completed the sentence or committed the offence |

| <b>Conviction or offence</b>  | <b>Rehabilitation period</b>   |  |
|---|--|--|
|   | <b>When you are deemed rehabilitated (must not have committed or have been convicted of any other offence)</b> | <b>When eligible to apply for rehabilitation</b>     |
| Convicted of two or more offences outside Canada that, if committed in Canada, would constitute summary conviction offences | At least five years after you finish serving the sentences   | Not applicable                                       |
| Convicted of two or more summary conviction offences in Canada  | At least five years after you finish serving the sentences   | Must apply for a record suspension (formerly pardon) |
| Convicted of two or more indictable offences in Canada  | Not applicable   | Must apply for a record suspension (formerly pardon) |

## Appendix A: Key definitions

### Sponsor

A Canadian Citizen, a person registered in Canada as an Indian under the Canadian Indian Act or permanent resident of Canada who is 18 years of age or older and is applying to sponsor a member of the family class or a member of the spouse or common-law partner in Canada class. To be a sponsor, you must promise to give financial support for the basic needs of the members of your family and their dependent children. You must also meet all of the sponsorship eligibility requirements. See subsection 130(1) of the IRPR for the legal definition.

### Principal applicant

When a family applies for permanent residence together, one family member must be the main or “principal” applicant. If the main purpose of the application is to sponsor a spouse or partner for permanent residence in Canada, the principal applicant is the spouse or partner. If the main purpose of the application is to sponsor a dependent child for permanent residence in Canada, the principal applicant is the dependent child. However, when parents are included in an application, the dependent child cannot be the principal applicant.

## **Family members**

An applicant’s closest relatives, in the context of an application. It is defined as a spouse or common-law partner, dependent children, and their dependent children.

See section 1(3) of the [IRPR](#) for the legal definition.

## **Spouse**

Means either of the two people (opposite or same gender) in a marriage that is legally recognized in the country where it took place, as well as in Canada.

IRCC no longer recognizes marriages performed outside of Canada by:

- Proxy,
- telephone,
- fax,
- internet and
- other forms of marriage where one or both persons weren’t physically present at the ceremony



Important information

For more information, consult [Operational Bulletin 613](#).

See section 2 of the [IRPR](#) for the legal definition of marriage.

## **Common-law partner**

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

To show that you are in a common-law relationship, submit proof that you:

- share the same home,

- support each other financially and emotionally,
- have children together, if applicable,
- present yourselves in public as a couple.

See section 1(1) of the [IRPR](#) for the legal definition.

## **Conjugal partner**

A conjugal partner is:

- a person who is living outside Canada,
- in a conjugal relationship with a sponsor for at least one year, and
- could not live with the sponsor as a couple because of reasons beyond their control (e.g. immigration barrier, religious reasons or sexual orientation).

Principal applicants who are living in Canada are not eligible to be sponsored as conjugal partners, either in the Spouse, Common-law in Canada program or the overseas sponsorship program.

This term applies to both heterosexual and homosexual couples.

In most cases, the foreign partner is also not able to legally marry their sponsor and qualify as a spouse. In all other respects, the couple is similar to a common-law couple or a married couple, meaning they have been in a *bona fide (genuine or real)* conjugal relationship for a period of at least one year.

A significant degree of attachment and mutual interdependence between both partners must be shown. The couple must submit proof of the obstacles or restrictions that are preventing them from living together or getting married.

See section 2 of the [IRPR](#) for the legal definition.

## **Dependent children**

Means the children of the sponsor or principal applicant.

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**, and
- They don't have a spouse or common-law partner

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

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

Dependants must continue to meet these requirements until they enter Canada.

If we received your permanent residence application on or before October 23, 2017, a previous definition of dependent children may apply.

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

See section 2 of the IRPR for the legal definition.

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

Means the children of dependent children of the sponsor or principal applicant.

### **Accompanying dependant**

Any dependent child or dependant of a dependent child (grandchild) who plans to immigrate to Canada with the principal applicant. They are included on the application.

When sponsoring more than one child as a principal applicant, each child must have its own application form. They are not considered to be accompanying dependants of each other.

### **Non-accompanying dependant**

Children who meet the definition of a dependent child but who are not immigrating to Canada along with the principal applicant. They must be listed on the principal applicant's application for permanent residence and must be examined in order to process the principal applicant and remain eligible for sponsorship at a later date.

### **Family Class**

This immigration category allows Canadian citizens and permanent residents to sponsor certain members of their family to come to Canada as permanent residents. See section 116 of the IRPR for the legal definition.

## **Spouse or Common-Law Partner in Canada Class**

This immigration category allows Canadian citizens and permanent residents to sponsor their spouses or common-law partners who live with them in Canada and have temporary resident status. See sections 123 and 233 of the [IRPR](#) for the legal definition.

### **Marital Status**

#### **Annulled Marriage:**

This is a marriage that is legally declared invalid.

#### **Common-Law:**

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

#### **Divorced:**

This means that a court has legally declared the end of your marriage. The two people are no longer married.

#### **Legally Separated:**

This means that you are married, but no longer living with your spouse and do not wish to live together with your spouse again.

#### **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.

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# Appendix B: Request letters

- [Request for Police Certificates/Clearances and Authorization for Release of Information \(PDF \(Portable Document Format\), 58.59KB \(Kilobyte\)\)](#)
  - [Fingerprint request letter \(PDF \(Portable Document Format\), 55.88KB \(Kilobyte\)\)](#)
- 

# Appendix C: Photo specifications

**Important:** If your application is approved, this photo will be used to create the first Permanent Resident Card for you (and your family members, if applicable). To avoid delays in getting your card, it's important that the photos meet these specifications.

## 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).

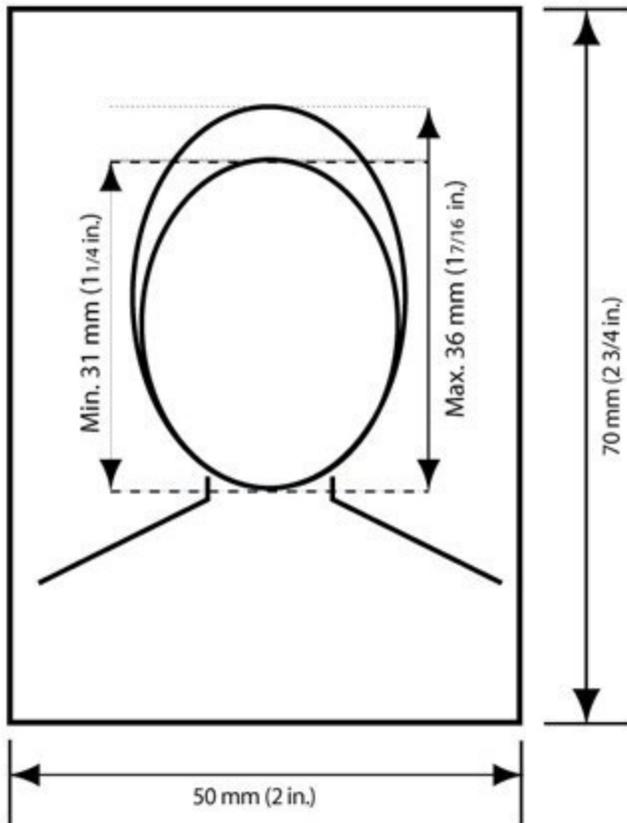
### Applying online

- 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.

# Appendix D: Contact information for provincial authorities

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

If you need information about how to repay the money owed, contact the provincial office listed below. Services are available during local business hours only.

## **British Columbia**

Ministry of Social Development and Social Innovation

Sponsorship Default Coordinator

P.O. Box 9950 STN PROV GOVT

Victoria, BC V8W 9R3

1 (866) 866-0800

## **Quebec**

Centre de service du recouvrement

1415 Jarry St. Est, Suite 400

Montréal, QC H2E 3B4

Telephone: 1 (514) 873-4362

Fax: 1 (514) 352-2395

## **Alberta**

Alberta Human Services

Income Support Contact Centre

Telephone: 1 (866) 644-5135

Edmonton: 1 (780) 644-5135

## **Newfoundland and Labrador**

Department of Social Services

P.O. Box 8700

St. John's, NL A1B 4J6

Telephone: 1 (709) 729-0583

## **Saskatchewan**

Department of Community Resources and  
Employment

Saskatchewan Social Services

1920 Broad Street, 11th Floor

Regina, SK S4P 3V6

Telephone: 1 (306) 787-1388

## **New Brunswick**

Department of Social Development

P.O. Box 6000

Fredericton, NB E3B 5H1

Telephone: 1 (506) 453-2001

## **Manitoba**

Family Services

203 South Railway Street East

Killarney, MB R0K 1G0

Telephone: 1 (877) 812-0014

## **Nova Scotia**

Department of Community Services

P.O. Box 696

Halifax, NS B3J 2T7

Telephone: 1 (902) 424-4262

## **Ontario**

Ministry of Community and Social Services

Overpayment Recovery Unit

Box 333

Toronto, ON M7A 1N3

Toll free: 1 (888) 346-5184

Fax: 1 (416) 212-7707

## Prince Edward Island

Department of Social Services and Seniors

11 Kent Street, 2nd floor

P.O. Box 2000

Charlottetown, PE C1A 7N8

Telephone: 1 (902) 368-6369

Fax: 1 (902) 894-0242

### How-to video



[Save Time: Send a Complete Application](#)

### Find out if you are eligible

# Come to Canada



[Come to Canada](#)

Living in Canada tool



## Living in Canada



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

**Date modified:**

2022-10-31