



SPONSORSHIP

We would like to thank you for choosing Canada 2000 to undergo your application process for your sponsorship application. We have made this document in order to familiarize you with steps and documents needed for processing your application.

OVERVIEW

Citizenship and Immigration Canada (CIC) knows it is important to help families who come from other countries to reunite in Canada. If you are a Canadian citizen or a permanent resident of Canada, you can sponsor your spouse, common-law partner, conjugal partner, dependent child (including adopted child) or other eligible relative (such as a parent or grandparent) to become a permanent resident.

CIC refers to the immigrants who are eligible to use this family sponsoring process as the 'Family Class'.

If you sponsor a relative to come to Canada as a permanent resident, you are responsible for supporting your relative financially when he or she arrives. As a sponsor, you must make sure your spouse or relative does not need to seek financial assistance from the government. The process to sponsor your family begins when you, as a citizen or permanent resident in Canada, apply to be a sponsor.

POINTS TO REMEMBER:

Do not quit your job or sell or dispose of your personal possessions and business assets until you have official confirmation from Citizenship and Immigration Canada (CIC) that you will receive a permanent resident visa.



A Canadian citizen or permanent resident may sponsor his or her spouse, common-law partner or conjugal partner, or dependent children to come to Canada as permanent residents.

SPONSORING YOUR FAMILY

Certain relatives, your spouse, common-law or conjugal partner, or dependent children may be eligible to immigrate to Canada as permanent residents.

An application for 'Family Class' sponsorship can be made if your spouse, common-law or conjugal partner, or dependent children live inside or outside Canada.

SPONSORING A RELATIVE, SPOUSE, PARTNER OR DEPENDENT CHILD

You can sponsor a relative, spouse, common-law or conjugal partner, or dependent children if you are a Canadian citizen or a permanent resident of Canada. To be a sponsor, you must be 18 years of age or older.

You can apply as a sponsor if your spouse, common-law or conjugal partner, or accompanying dependent children live with you in Canada, even if they do not have legal status in Canada. However, all the other requirements must be met.

You can also apply as a sponsor if your spouse, common-law or conjugal partner, or dependent children live outside Canada, and if they meet all the requirements.

When you sponsor a spouse, common-law or conjugal partner, or dependent children to become permanent residents of Canada, you must promise to support them financially. Therefore, you have to meet certain income requirements. If you have previously sponsored relatives to come to Canada and they have later turned to the government for financial assistance, you may not be allowed to sponsor another person. Sponsorship is a big commitment, so you must take this obligation seriously.

YOU MAY NOT BE ELIGIBLE TO SPONSOR A RELATIVE IF YOU:

- Failed to provide the financial support you agreed to when you signed a sponsorship agreement to sponsor another relative in the past
- Defaulted on a court-ordered support order, such as alimony or child support
- Received government financial assistance for reasons other than a disability
- Were convicted of a violent criminal offence, any offence against a relative or any sexual offence depending on circumstances, such as the nature of the offence, how long ago it occurred and whether a pardon was issued
- Defaulted on an immigration loan - late or missed payments
- Are in prison
- Have declared bankruptcy and have not been released from it yet

Other factors not mentioned in this list might also make you ineligible to sponsor a relative.

When you sponsor a relative to become a permanent resident of Canada, you must promise to support that person and their dependants financially. Therefore, you have to meet certain income requirements. If you have previously sponsored relatives who later turned to the Canadian government for financial assistance, you may not be allowed to sponsor another person. Sponsorship is a big commitment, so you must take this obligation seriously.



TO BE A SPONSOR

- You and the sponsored relative must sign a sponsorship agreement that commits you to provide financial support for your relative if necessary. This agreement also states that the person becoming a permanent resident will make every effort to support themselves. Dependent children under age 22 do not have to sign this agreement. Quebec residents must sign an “undertaking” with the province of Quebec—a contract binding the sponsorship.
- You must provide financial support for a spouse, common-law or conjugal partner for three years from the date they become a permanent resident.
- You must provide financial support for a dependent child for 10 years, or until the child turns 25, whichever comes first.
- You must promise to provide financial support for the relative and any other eligible relatives accompanying them for a period of three to ten years, depending on their age and relationship to you. This time period begins on the date they become a permanent resident.

SPOUSE

You are a spouse if you are married to your sponsor and your marriage is legally valid.

If you were married in Canada:

- You must have a marriage certificate issued by the province or territory where the marriage took place.

If you were married outside Canada:

- The marriage must be valid under the law of the country where it took place and under Canadian law.
- A marriage performed in an embassy or consulate must comply with the law of the country where it took place, not the country of nationality of the embassy or consulate.

COMMON-LAW PARTNER

You are a common-law partner—either of the opposite or same sex—if:

- You have been living together in a conjugal relationship for at least one year in a continuous 12-month period that was not interrupted. (You are allowed short absences for business travel or family reasons, however.)



SPONSORING YOUR SAME-SEX PARTNER AS A SPOUSE

You can apply to sponsor your same-sex partner as a spouse if:

- You were married in Canada and issued a marriage certificate by a Canadian province or territory on or after the following dates:
 - British Columbia (on or after July 8, 2003)
 - Manitoba (on or after September 16, 2004)
 - New Brunswick (on or after July 4, 2005)
 - Newfoundland and Labrador (on or after December 21, 2004)
 - Nova Scotia (on or after September 24, 2004)
 - Ontario (on or after June 10, 2003)
 - Quebec (on or after March 19, 2004)
 - Saskatchewan (on or after November 5, 2004)
 - Yukon (on or after July 14, 2004)
 - All other provinces or territories (on or after July 20, 2005).

If you were married outside Canada, you may apply to sponsor your same-sex partner as a spouse as long as the marriage is legally recognized according to both the law of the place where the marriage occurred and under Canadian law. This applies to same-sex marriages performed in the following jurisdictions:

- Belgium
- The Netherlands
- South Africa
- Spain
- The State of Massachusetts.



CONJUGAL PARTNER

This category is for partners-either of the opposite or same sex-in exceptional circumstances beyond their control that prevent them from qualifying as common-law partners or spouses by living together.

A conjugal relationship is more than a physical relationship. It means you depend on each other, there is some permanence to the relationship and there is the same level of commitment as a marriage or a common-law relationship.

You may apply as a conjugal partner if:

- You have maintained a conjugal relationship with your sponsor for at least one year and you have been prevented from living together or marrying because of:
 - An immigration barrier
 - Your marital status (for example, you are married to someone else and living in a country where divorce is not possible)
 - Your sexual orientation (for example, you are in a same-sex relationship and same-sex marriage is not permitted where you live)

You should not apply as a conjugal partner if:

- You could have lived together but chose not to. This shows that you did not have the level of commitment required for a conjugal relationship. (For example, one of you may not have wanted to give up a job or a course of study, or your relationship was not yet at the point where you were ready to live together)
- You cannot provide evidence there was a reason that kept you from living together
- You are engaged to be married. In this case, you should either apply as a spouse once the marriage has taken place or apply as a common-law partner if you have lived together continuously for at least 12 months

DEPENDENT CHILDREN

A son or daughter is dependent when the child:

- Is under the age of 22 and does not have a spouse or common-law partner
- Is a full-time student and is substantially dependent on a parent for financial support since before the age of 22, or since becoming a spouse or common-law partner (if this happened before age 22)

- Is financially dependent on a parent since before the age of 22 because of a disability.

RELATIONSHIPS THAT ARE NOT ELIGIBLE

You cannot be sponsored as a spouse, a common-law partner or a conjugal partner if:

- You are under 16 years of age
- You (or your sponsor) were married to someone else at the time of your marriage
- You have lived apart from your sponsor for at least one year and either you (or your sponsor) are the common-law or conjugal partner of another person
- Your sponsor immigrated to Canada and, at the time they applied for permanent residence, you were a family member who should have been examined to see if you met immigration requirements, but you were not examined
- Your sponsor previously sponsored another spouse, common-law partner or conjugal partner, and three years have not passed since that person became a permanent resident

SPONSORING AN ELIGIBLE RELATIVE-WHO CAN BE SPONSORED

You can sponsor:

- Parents
- Grandparents
- Brothers or sisters, nephews or nieces, granddaughters or grandsons who are orphaned, under 18 years of age and not married or in a common-law relationship
- Another relative of any age or relationship if none of the above relatives could be sponsored, and you have no other relatives who are Canadian citizens, persons registered as Indians under the Indian Act or permanent residents
- Accompanying relatives of the above (for example, spouse, partner and dependent children)

WHO CANNOT BE SPONSORED

Other relatives, such as brothers and sisters over 18, or adult independent children cannot be sponsored. However, if they apply to immigrate under the Skilled Worker Class, they may get extra points for adaptability for having a relative in Canada.



SPONSORSHIP IN QUEBEC

If you live in Quebec, you must also meet Quebec's immigration sponsorship requirements after Citizenship and Immigration Canada approves you as a sponsor. An agreement reached between the Federal and Quebec governments gives the province responsibility for determining whether or not sponsors residing in Quebec have the financial ability to sponsor family members.

Financial Scales for Quebec (2008)

Sponsors are presumed capable of fulfilling an undertaking if, over the past 12 months, they have had gross income from Canadian sources equal to the TOTAL of income established in Table 1 and income established in Table 2 below. These incomes are indexed each year.

TABLE 1	
<u>Basic income required of the sponsor to satisfy the basic needs of his or her own family unit</u>	
Total number of members in your family unit	Basic annual income required
1	CAD \$19,907
2	CAD \$26,873
3	CAD \$33,178
4	CAD \$38,158
5	CAD \$42,469

The gross annual income is increased by CAD \$4,310 for each additional dependent.

TABLE 2		
<u>Additional income required of the sponsor to satisfy the basic needs of the sponsored person and his or her family members</u>		
Number of Persons aged 18 or over	Number of persons under age 18	Gross annual income required of the sponsor
0	1	CAD \$6,892
0	2	CAD \$10,921
The gross annual income is increased by CAD \$3,641 for each additional dependent.		
Number of Persons aged 18 or over	Number of persons under age 18	Gross annual income required of the sponsor
1	0	CAD \$14,562
1	1	CAD \$19,565
1	2	CAD \$22,091
The gross annual income is increased by CAD \$2,524 for each additional dependent.		
Number of Persons aged 18 or over	Number of persons under age 18	Gross annual income required of the sponsor
2	0	CAD \$21,353
2	1	CAD \$23,921
2	2	CAD \$25,822
The gross annual income is increased by CAD \$1,896 for each additional person under 18 years of age and by CAD \$6,789 for each additional person aged 18 or over.		



TRANSLATION

All documents written in a language other than French or English must be accompanied, upon submission of the application, with a certified translation of these documents into either of these two languages.

PROCESSING TIME AT EMBASSY

In order to ensure that the embassy has all the information they need to make a decision on your application, we need to send the following:

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

Here is a list of common factors that can slow the processing of your application at the Embassy:

- Incomplete or unsigned application forms
- Incorrect, incomplete address or failure to notify the embassy of a change of address
- Missing documents
- Unclear photocopies of documents
- Documents not accompanied by a certified English or French translation
- Investigation of sponsors by CIC
- Verification of information and documents provided
- A medical condition that may require additional tests or consultations
- A criminal or security problem
- Family situations such as impending divorce, custody or maintenance issues
- Completion of legal adoption
- Consultation required with other offices in Canada and abroad
- Inquiring about status of your application before the standard processing time has elapsed
- The applicant is not a permanent resident of the country in which he/she currently lives
- The applicant or his or her family members require an interview and lives in an area not regularly visited by immigration officials
- Photos provided by the principal application and his or her family members do not comply with specifications

FAMILY CLASS: SPOUSES AND PARTNERS

AFRICA AND THE MIDDLE EAST				
	30% of cases finalized in: (months)	50% of cases finalized in: (months)	70% of cases finalized in: (months)	80% of cases finalized in: (months)
Processing times at visa offices in Africa and the Middle East	4	5	8	10
Processing times at individual visa offices in Africa and the Middle East	30% of cases finalized in: (months)	50% of cases finalized in: (months)	70% of cases finalized in: (months)	80% of cases finalized in: (months)
Cairo	5	5	7	8
Damascus	3	4	5	6
London	3	4	7	9



**PROCESSING TIME AT EMBASSY
(CONTINUED)**

FAMILY CLASS: DEPENDENT CHILDREN

AFRICA AND THE MIDDLE EAST				
	30% of cases finalized in: (months)	50% of cases finalized in: (months)	70% of cases finalized in: (months)	80% of cases finalized in: (months)
Processing times at visa offices in Africa and the Middle East	5	8	12	15
Processing times at individual visa offices in Africa and the Middle East	30% of cases finalized in: (months)	50% of cases finalized in: (months)	70% of cases finalized in: (months)	80% of cases finalized in: (months)
Cairo	2	6	9	12
Damascus	2	4	6	8
London	2	4	9	13

FAMILY CLASS: PARENTS AND GRANDPARENTS

AFRICA AND THE MIDDLE EAST				
	30% of cases finalized in: (months)	50% of cases finalized in: (months)	70% of cases finalized in: (months)	80% of cases finalized in: (months)
Processing times at visa offices in Africa and the Middle East	8	10	16	31
Processing times at individual visa offices in Africa and the Middle East	30% of cases finalized in: (months)	50% of cases finalized in: (months)	70% of cases finalized in: (months)	80% of cases finalized in: (months)
Cairo	6	8	10	11
Damascus	8	10	15	33
London	5	7	10	12

REASONS OF REFUSAL FOR YOUR APPLICATION

There are many possible reasons why an application for permanent residence might be refused. Some examples are:

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

CHANGE OF ADDRESS

If you move or change your address, telephone number or any other contact information after you submit your application, you must contact us in order to contact the visa office where we submitted your application.



DOCUMENTS NEEDED

This section points out the first initial documents needed in order to start your application process. Please ensure that all documents are completed to ensure that we are able to complete your initial process with no delay. Please note some of your documents need to be a certified copy of the original document or notarized by a notary public.

1. Client agreement
2. Use of representative
3. Questionnaire (to be prepared by client and our local office)
4. Processing fees for the embassy
5. Assessment print out from the processing System (to be provided by our local office)
6. Print out of any email correspondence with client (to be provided by our local office)
7. Video of wedding, if applicable
8. Pictures of you and your sponsored person (e.g. Engagement party, wedding, honeymoon)

SPONSOR

9. Photocopy of either of the following:
 - o Permanent resident card (both sides) or, if you were not issued a PR card, your record of landing
 - o Canadian citizenship card with photo (both sides)
 - o Canadian birth certificate (if you were born in the province of Quebec, only a birth certificate issued by the "Directeur de l'etat" civil is acceptable)
 - o Canadian citizenship certificate without photo issued before February 15, 1977
 - o Canadian passport (pages showing passport number, date of issue, and expiration, photo, name, surname, place and date of birth of holder)
10. Photocopy of your marriage certificate (certified copy or notarized) - If you were married in the province of Quebec, only a marriage certificate issued by the "Directeur de l'etat" civil is acceptable)
11. If your spouse or common-law partner is a co-signer, photocopy of your spouse's or common law partner's
 - o Permanent resident card (both sides) or, if he/she was not issued a PR card, his/her record of landing, or
 - o Canadian Citizenship card with photo (both sides) or
 - o Canadian birth certificate (if you spouse or common-law partner was born in the province of Quebec, only a birth certificate issued by the "Directeur de l'etat" civil is acceptable)
 - o Canadian citizenship certificate without photo issued before February 15, 1977 or
 - o Canadian passport (pages showing passport number, date of issue, and expiration, photo, name, surname, place and date of birth of holder)



12. If you had previous marriages or common-law relationships, photocopy of the following documents is required:

- Proof that you are separated (Income Tax forms, legal documents), if you are separated
- Divorce certificate, if you are divorced
- Annulment certificate, if the marriage was annulled
- Death certificate, if your former spouse or common-law partner is deceased
- Declaration of severance of common-law relationship

If you are a Quebec resident, proceed immediately to item 17.

13. An original "Option C Printout" of you and your co-signer's last notice of assessment for the most recent taxation year

14. If you are employed, the original version of a letter from your current employer stating your period of employment, salary, and regular hours per week. If you have a co-signer and he or she is employed, include a similar letter from his or her employer. If you and, if applicable, your co-signer are the sole owners of or partners in an unincorporated business, provide evidence of self-employment income (statement of business activities) over the 12 months preceding the date of your sponsorship application. If you and, if applicable, your co-signer received interest, provide evidence of interest income (bank statement showing rate of interest, deposit amount and length of time deposit held) over the 12 months preceding the date of your sponsorship

15. If you must meet the minimum necessary income requirements and you and, if applicable, your co-signer:

- Are not producing an original Option-C printout of your last notice of assessment for the most recent year or
- Are producing an original Option-C printout of your last notice of assessment for the most recent year or total income reported on your and your co-signer's printout is less than the minimum necessary income, provide
 - Evidence of employment income (pay stubs) over the 12 months preceding

the date of your sponsorship application, if you and your co-signer are employed

- Evidence of self-employment income (statement of business activities) over the 12 months preceding the date of your sponsorship application, if you and your co-signer are the sole owners of or partners in an incorporated business
- Evidence of interest income (bank statement showing rate of interest, deposit amount, and length of time deposit held), over the 12 months preceding the date of your sponsorship application, if you and your co-signer received interest.
- Evidence of :
 - Investment income (dividends)
 - Rental income (e.g. statement of real estate rentals)
 - Pension income
 - Special benefits income (e.g. certificate delivered by HRDC confirming payment of maternity, parental or sickness benefits)
 - Other income (give details).

16. If you are a Canadian citizen living exclusively outside Canada, you must include proof that you intend to live in Canada with your spouse, common-law partner or conjugal partner and/or dependent children once they become permanent residents of Canada

17. Medical condition statement, if a dependent child included in the application is your adopted son or daughter



SPONSORED PERSON AND FAMILY MEMBERS
DOCUMENTS

18. Identity and civil status documents (e.g. Birth certificate)
19. Children information (birth certificates)
20. Travel documents and passports
21. Proof of relationship to sponsor (e.g. Marriage certificate)
22. Originals of police certificates and clearances (for all the countries you lived in for more than six months) (You will be notified when to obtain this certificate)
23. Proof of medical examination for the sponsored person and each of his or her dependants
24. 8 Passport size photos (as per requirements)

Please note that the visa office might request additional documents that we have not mentioned on the list.

