

DOCUMENT CHECKLIST SPONSOR

Put an "X" in the box corresponding to the documents you are enclosing. If you do not enclose all the required forms and documents, your entire application will be returned to you. Supporting documents must be in English or French. If they are not, send a certified translation with a copy of the originals.

FORMS			
1	Original of completed Application to sponsor and Undertaking (IMM 1344A), signed by you and, if applicable, your co-signer		0
2	Photocopy of the completed Sponsorship Agreement (IMM 1344B), signed by you, your co-signer, if applicable, and the person you want to sponsor (Except residents of Quebec)		0
3	Original of completed Financial Evaluation (IMM 1283) (Except residents of Quebec).		0
4	Original of completed Use of a Representative (IMM 5476), if applicable		0
5	Copy 2 of your Receipt (IMM 5401), stamped by the financial institution where you pay the fees or if you are paying using the Internet, copy 2 properly completed of the Receipt you print from our Web site.		0
6	Original of completed Statutory Declaration of Common-Law Union (IMM 5409), if you have a co-signer and he or she is your common-law partner		0

SUPPORTING DOCUMENTS				
7	Photocopy of either your	Permanent Resident Card (both sides) or, if you were not issued a Permanent Resident Card, your Record of Landing (IMM 1000) or Canadian Citizenship Card with photo (both sides) or Canadian birth certificate ¹ or ¹ If you were born in the province of Quebec, only a birth certificate issued by the <i>Directeur de l'état civil</i> is acceptable. Canadian citizenship certificate without photo issued before February 15, 1977, or Canadian passport (pages showing passport number, date of issue and expiration, photo, name, surname, place and date of birth of holder).		0
8		age certificate ¹ , if you have a co-signer and he or she is your spouse ovince of Quebec, only a marriage certificate issued by the <i>Directeur de l'état civil</i> is acceptable.		0
9	If your spouse or commo	on-law partner is a co-signer, photocopy of your spouse's or common-law partner's Permanent Resident Card (both sides) or, if he/she was not issued a Permanent Resident Card, his/her Record of Landing (IMM 1000) or Canadian Citizenship Card with photo (both sides) or Canadian birth certificate ¹ or ¹ If your spouse or common-law partner was born in the province of Quebec, only a birth certificate issued by the <i>Directeur de l'état civil</i> is acceptable. Canadian citizenship certificate without photo issued before February 15, 1977, or Canadian passport (pages showing passport number, date of issue and expiration, photo, name, surname, place and date of birth of holder).		0
10	If you had previous marr	iages or common-law relationships, photocopy of the following documents: 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		00000
11	Photocopy of your birth certificate ¹ , if you are sponsoring your mother or your father ¹ If you were born in the province of Quebec, only a birth certificate issued by the <i>Directeur de l'état civil</i> is acceptable.			0
12	Photocopy of the adoptic	on order, if you are sponsoring an adopted child		0

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SUPPORTING DOCUMENTS (continued)		SPONSOR	CO-SIGNER if applicable	OFFICIAL USE ONLY
If you are a Quebec resident, you need not complete boxes 13 to 15 below.				
	An original "Option C Printout" of your and your co-signer's last Notice of Assessment for the most recent taxation year.			00
13	To obtain this printout free-of-charge from the Canada Revenue Agency, call 1 800 959-8281. If you do not provide this printout, provide an explanation on a separate sheet of paper.			
14	If you are employed, an original 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 are 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.			00
	 If you must meet the minimum necessary income requirement 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, but the total income reported on your and your co-signer's printout is less than the minimum necessary income, provide a photocopy of the following documents 			
	(a) 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			00
	(b) 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 uncorporated business			00
	(c) 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			00
15	 (d) Evidence of: - investment income (e.g., 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 below) 			
	received over the 12 months preceding the date of your sponsorship application, if you and your co-signer received such income.			
	Details of other income:			

Make sure all forms are completed and signed. Attach this checklist to forms and supporting documents and send in an envelope addressed to the Case Processing Centre in Mississauga. See *Mailing your application* in your guide.