



IMMIGRATION Canada

Applying for Permanent Residence from Within Canada

Spouse or Common-Law Partner In Canada Class



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**Cette trousse est également
disponible en français**

Contact Information

Web site

For more information on the programs offered by Citizenship and Immigration Canada, visit our Web site at www.cic.gc.ca. For some types of applications you can inform us of a change of address and find out what is happening with your application through [on-line services](#) on the Web site.

Within Canada

If you are in Canada, you can also phone our **Call Centre**. An automated telephone service is available seven days a week, 24 hours a day and is easy to use if you have a touch-tone phone. You can listen to pre-recorded information on many programs, order application forms, and for some types of applications the automated service can even update you on the status of your case.

When you call, have a pen and paper ready to record the information you need. Listen carefully to the instructions and press the number for the selection you want. At any time during your call, you may press * (the star key) to repeat a message, **9** to return to the main menu, **0** to speak to an agent, or **8** to end your call. If you have a rotary phone, wait for an agent to answer your call.

If you need to speak to an agent, you must call Monday to Friday between 8 a.m. and 4 p.m. local time.

From anywhere in Canada, call

1-888-242-2100 (toll-free)

Using a text telephone?

Call our TTY service from Monday to Friday between 8 a.m. and 4 p.m. local time at: **1-888-576-8502** (toll-free).

Outside Canada

If you are outside Canada, you can contact a Canadian embassy, high commission or consulate. Consult our [Web site](#) for addresses, phone numbers and Web site addresses of our visa offices.



This is not a legal document. For legal information, refer to the *Immigration and Refugee Protection Act* and *Regulations* or the *Citizenship Act* and *Regulations*, as applicable.

This publication is available in alternative formats upon request.

Important Information: For Sponsors and Spouses or Common-law partners

This section provides important information that you and your spouse or common-law partner should consider **before** completing this application.

Things to remember:	You or your spouse or your common-law partner:
A foreign national cannot become a permanent resident in Canada if he or she is inadmissible for reasons other than lack of legal immigration status in Canada. A temporary resident permit (TRP) holder is inadmissible unless the circumstances that lead to the issuance of the TRP are resolved.	Must resolve the circumstances that resulted in the inadmissibility (other than those from lack of status) before submitting an application for permanent residence. Refer to the Guide for Temporary Resident Permit Holders: Applying to Remain in Canada as a Temporary Resident Permit Holder (IMM 5554)
There is no right of appeal in this category	Would have to submit an application to a visa office outside Canada to have a right of appeal.
Family Class redesign, which is aimed at faster processing of spouse or common-law partner applications, only applies to applicants outside Canada. Processing times for spouses or common-law partners in Canada are generally longer.	Can apply to a visa office outside Canada to take advantage of the Family Class redesign processing standard or Can find processing times for applications processed in Canada on our Web site .
If there are dependent family members outside Canada that are included in the application for permanent residence, this can lengthen processing times.	Will only receive permanent residence once these family members have been examined and passed medical, background and security requirements.
For purposes of immigration, dependent children include children in the custody of a previous spouse or common-law partner.	Should resolve any child custody disputes before submitting an application, if you want these children assessed for permanent residence.
Leaving Canada can automatically cancel temporary resident status as a visitor, student or worker.	Have no guarantee that you will be permitted to return or re-enter Canada if you leave before permanent residence is approved. This is especially true if a visitor visa is required.
Applications in this category cannot be transferred to immigration offices outside Canada.	Will have to submit a new application for permanent residence to the Case Processing Centre in Mississauga if you cannot return to Canada.

Note: On February 18, 2005, the Minister announced a new public policy under which legal immigration status is no longer a requirement for spouses and common-law partners of Canadian citizens and permanent residents in Canada, who wish to apply for permanent resident status provided that they have an eligible sponsor. However, all other eligibility requirements continue to apply.

In addition, to be able to continue to work and study in Canada, an application for extension must be received by CIC before the work or study permit has expired. Ensure that you mail the completed application, required documentation and fees for an extension to CIC well before the expiry date shown on your work or study permit. Visitors should also apply to extend their visitor status before the expiry of this status.

About this guide

This guide is only for people who wish to sponsor members of the Spouse or Common-law Partner in Canada class (Refer to Part one, under the section **Whom may I sponsor?**).

This guide has three parts:

- **Important Information** consists of general information that you and your spouse or common-law partner should be aware of before you begin to complete your application.
- **Part One** consists of information for you, the sponsor, and the forms related to the sponsorship application.
- **Part Two** consists of a guide for your spouse or common-law partner (the applicant) and the forms he or she must complete to apply for status as a permanent resident of Canada.

Before you submit your application, read all of the information in the three sections of this guide. This will help you decide if you should apply.

When not to use this guide

You should not use this guide if you are sponsoring a spouse or common-law partner and:

- He or she lives outside Canada.
- You want to have a right of appeal should their application be refused.

Other guides

If you would like to sponsor:	Use the guide:
A spouse or common-law partner or dependent child who lives outside of Canada.	<i>Sponsorship of a spouse, common-law or conjugal partner, or dependent child living outside of Canada</i>
A spouse or common-law partner and you want a right of appeal	<i>Sponsorship of a spouse, common-law or conjugal partner, or dependent child living outside of Canada.</i> Your spouse or common-law partner's application will be sent to a visa office outside Canada.
A spouse or common-law partner but you are not eligible to sponsor them.	<i>Applying for permanent residence from within Canada - Humanitarian and Compassionate Cases.</i>
A temporary residence permit holder who has not resolved their inadmissibility as it relates to matters other than legal immigration status.	<i>Applying for Permanent Residence from Within Canada: Humanitarian and Compassionate Cases</i>

To obtain these guides or to receive additional information, visit our [Web site](#) or phone the Call Centre.

Part One: Sponsor's Guide

The Spouse or Common-law Partner in Canada Class

If you are a Canadian citizen or permanent resident and live with your spouse or common-law partner in Canada, you may apply to sponsor your spouse or common-law partner's application for permanent resident status.

You must promise to provide for the care and support of your spouse or common-law partner and that of their dependent children. Refer to the definition of **Dependent Children** in the Applicant's guide.

Warning: There is no right of appeal in the Spouse or common law partner in Canada class.

What does it mean to sponsor?

When you agree to sponsor, you must sign an **undertaking**. The undertaking is a promise to provide financial support for your spouse or common-law partner's basic requirements and those of his or her dependent children.

Note: **Basic requirements** are food, clothing, shelter and other needs for everyday living. Dental care, eye care and other health needs not covered by public health services are also included. The undertaking ensures the applicant and his or her dependent children do not have to apply for social assistance.

Length of undertaking

The chart below will help you determine for how long your undertaking will be valid.

Immigrant	Length of undertaking
Your spouse or common-law partner	Three (3) years after the day he or she becomes a permanent resident
Dependent children over 22 years of age	Three (3) years after the day he or she becomes a permanent resident
Dependent children under 22 years of age	10 years after the day he or she becomes a permanent resident, or until the child reaches 25 years of age, whichever comes first

If payments from a federal, provincial or municipal assistance program are made while the undertaking is valid, you will be considered **in default**. You may have to repay to the government concerned any benefits received by the applicant and until then you will not be allowed to sponsor other relatives.

Whom may I sponsor?

You may sponsor someone as your **spouse** if he or she meets the requirements in columns A and C.

You may sponsor someone as your **common-law partner** if he or she meets the requirements in columns B and C.

A: Spouse	B: Common-law partner	C: Both spouse and common-law partner
<p>A person married to you and the marriage is a legally valid civil marriage.</p> <p>Note: A marriage between two persons of the same sex will be recognized, for immigration purposes, where the marriage:</p> <ul style="list-style-type: none">• was legally performed in Canada; or• if performed outside of Canada, the marriage must be 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:<ul style="list-style-type: none">• Belgium• the Netherlands• South Africa• Spain• the State of Massachusetts (U.S.A.). <p>For additional information on same-sex marriages, consult our Web site.</p>	<ul style="list-style-type: none">• Is of the opposite or same sex• Is cohabiting in a conjugal relationship with you and has done so for at least one year	<ul style="list-style-type: none">• Is living with you in Canada• Has a valid passport or travel document• Is 16 years of age or older• Is your spouse or common-law partner for genuine reasons and not primarily to obtain permanent resident status in Canada

Whom may I not sponsor?

You may **not** sponsor your common-law partner if:

- You have lived apart from him or her for at least one (1) year and you or he or she is in a common-law relationship with another person.
- Either of you is legally married to someone else, unless you have lived apart from that spouse for at least one year.

Sponsorship eligibility

In order to sponsor you must:	You may NOT sponsor if:
<ul style="list-style-type: none"> • Be 18 years of age or older • Be a Canadian citizen or permanent resident • Be sponsoring a member of the Spouse or Common-law Partner in Canada Class • Live in Canada and continue to live in Canada after the sponsored person obtains permanent resident status • Sign an agreement, along with your spouse or common-law partner, confirming that each of you understands your obligations and responsibilities. • Sign an undertaking promising to provide for your spouse or common-law partner's basic requirements and, if applicable, those of his or her dependent children • Prove that you have sufficient income to provide basic requirements for your spouse or common-law partner's dependent child. To do this, you must provide documents that show your financial resources for the past 12 months. This requirement applies only when dependent children who have dependent children of their own are included on the application. 	<ul style="list-style-type: none"> • You have an undertaking for a previous spouse or common-law partner and three years have not elapsed since he or she became a permanent resident • You receive social assistance for a reason other than disability • You are in default of an undertaking, immigration loan performance bond or family support payments (Refer to the Defaults section below) • You are an undischarged bankrupt • You were convicted of a sexual offence or an offence involving family violence, unless you were granted a pardon or five years have passed since the completion of your sentence • You are under a removal order • You are detained in a penitentiary, jail reformatory or prison • You have already applied to sponsor your current spouse or common-law partner and a decision on your application has not yet been made

Defaults

You are not eligible to sponsor if you are in default of a previous undertaking. If you are in default and you submit an application to sponsor, it will be refused and the sponsorship fees you have paid will neither be refunded nor applied to subsequent applications for sponsorships.

If you are in default of:	You may not sponsor until:
<ul style="list-style-type: none"> • A previous sponsorship undertaking. (Relatives you sponsored in the past have received social assistance or welfare while the undertaking was valid.) 	<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • An immigration loan. (You received a transportation, assistance or Right of Permanent Residence Fee (previously called the Right of Landing Fee) loan and have missed payments or are in arrears.) 	<ul style="list-style-type: none"> • You pay all arrears on your loan. For information, contact Collection Services at 1 800 667-7301 (Canada and the United States only).
<ul style="list-style-type: none"> • Any support payment obligations. (You were ordered by a court to make support payments to a spouse or child and have neglected to do so.) 	<ul style="list-style-type: none"> • You resolve the family support matter.
<ul style="list-style-type: none"> • A performance bond. (You agreed to pay money to guarantee that an immigrant would fulfil his or her obligations under immigration legislation.) 	<ul style="list-style-type: none"> • You pay the full amount of the bond.

Provincial Authorities Contact Information

If at any time during the validity period of the undertaking you signed, the person you are sponsoring or their family members had to depend on financial support from a federal, provincial or municipal assistance program, you are considered in default of your obligations.

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

If you would like information about other immigration issues, contact our [Call Centre](#) or visit our [website](#).

British Columbia

Ministry of Housing and Social Development
Sponsorship Default Recovery Program
PO Box 9950 STN PROV GOVT
Victoria BC V8W 9R3
Toll Free: (877) 815-2363 - Opt #6

Alberta

Alberta Employment, Immigration and Industry
Income Support Contact Centre
Toll Free 1-866-644-5135
In Edmonton (780) 644-5135

Saskatchewan

Department of Community Resources and
Employment
Saskatchewan Social Services
1920 Broad Street, 11th Floor
Regina, SK S4P 3V6
1 (306) 787-1388

Manitoba

Department of Family Services
203 South Railway Street East
Killarney, MB R0K 1G0
1 (877) 812-0014

Ontario

Ministry of Community and Social Services
Overpayment Recovery Unit
Box 333
Toronto, ON M7A 1N3
Toll free: 1 (888) 346-5184
Fax: 1 (866) 778-7750

Quebec

Centre des garants défaillants et services aux
parrainés
Ministère de la solidarité sociale
276, rue Saint-Jacques Ouest, 3^e étage
Montréal, QC H2Y 1N3
1 (514) 873-6904

Newfoundland and Labrador

Department of Social Services
P.O. Box 8700
St. John's, NL A1B 4J6
1 (709) 729-0583

New Brunswick

Family and Community Services
P.O. Box 6000
Fredericton, NB E3B 5H1
1 (506) 453-2001

Nova Scotia

Department of Community Services
P.O. Box 696
Halifax, NS B3J 2T7
1 (902) 424-4262

Prince Edward Island

Department of Social Services and Seniors
11 Kent Street, 2nd floor
P.O. Box 2000
Charlottetown, PEI C1A 7N8
1 (902) 368-6369

Suspension of processing

If any of the proceedings below apply to you and you submit a sponsorship application, your application will not be processed until a final decision on that proceeding is made.

- Proceedings have been initiated against you to revoke your citizenship
- You are the subject of a certificate signed by the Minister of Citizenship and Immigration and the Solicitor General of Canada stating you are inadmissible on grounds of security, human or international rights violation, serious criminality or organized criminality
- You have been charged with an offence that is punishable by a maximum term of imprisonment of at least ten years

May I cancel my undertaking after it has been approved?

If you change your mind after submitting the sponsorship application and undertaking, you must write us a letter **before** your spouse or common-law partner is granted permanent resident status. An undertaking can only be withdrawn if the Case Processing Centre in Vegreville (CPC-V) agrees to the withdrawal. If the CPC agrees to the withdrawal, there is no repayment of processing fees for an application for permanent residence and there is no right of appeal.

If your spouse or common-law partner has already been granted permanent resident status, the promise you made to support your spouse or common-law partner will be valid for the term of your undertaking. Under no circumstances does the granting of Canadian citizenship, divorce, separation or moving to another province cancel the undertaking. The undertaking also remains in effect if your financial situation deteriorates.

Sponsors Living in Quebec

An agreement reached between the federal and Quebec governments gives the province responsibility for managing sponsorship undertakings agreed to in Quebec. This responsibility lies with the Ministère de l'Immigration et des Communautés culturelles (MICC).

If you live in Quebec, you must first send your application to the Case Processing Centre in Vegreville (CPC-V), and we will then forward it to the MICC. If your sponsorship application is approved, CPC-V will send you a letter telling you how to proceed with the MICC. You must attach a copy of the letter to the undertaking application that you submit to the MICC.

If you are sponsoring your spouse or common law partner, you do not need to demonstrate your financial ability to comply with the sponsorship undertaking, unless your spouse's or common-law partner's dependent child has dependent children of his or her own.

The MICC will examine your sponsorship application and will tell you whether your undertaking has been accepted or refused.

The MICC may refuse your sponsorship application if

- you failed to fulfil the obligations of a previous undertaking because the person you sponsored received social assistance and you have not reimbursed the Quebec government;
- during the five years before you submitted your sponsorship application, you failed to meet your obligations to pay support to your children or former spouse(s) and a judgment order was issued requiring you to fulfill your alimony obligations, but you have not yet reimbursed the amounts due;
- you failed to comply with any other requirements imposed by the Quebec authorities or with any federal regulatory requirements, particularly if you receive social assistance and are not exempt from that condition.

A decision on your application will not be made until our office receives the decision of the MICC concerning your undertaking application.

Read and follow the instructions in this guide. However, you only need to complete the *Application to Sponsor and Undertaking* (IMM 1344A). For more information, consult the table in Step 1 of the section **How to Apply to Sponsor** for information concerning Quebec residents.

For more information on Quebec's requirements, go to the MICC's Web site at www.immigration-quebec.gouv.qc.ca/en/index.asp and click on Sponsors and Sponsored Persons, or call the general information line at 514-864-9191 or 1-877-864-9191.

Fees

Processing fees

You **must** pay the processing fees **before** you submit your sponsorship application. They include:

- \$75 for the sponsor; and
- \$475 for the principal applicant (your spouse or common-law partner); and
- \$550 for each family member if he or she is 22 years of age or older, or if he or she is married or in a common-law relationship regardless of age; and
- \$150 for each family member under 22 years of age who is not married or in a common-law relationship.

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

Calculating your fees

Processing Fees	Number of Persons	Amount per Person	Amount Due
Sponsor	1	x \$75	\$75
Principal applicant	1	x \$475	\$475
Family member who is 22 years of age or older or who has a spouse or common-law partner, regardless of age		x \$550	
Family member who is under 22 years of age and single		x \$150	
AMOUNT PAYABLE			\$

Temporary resident fees

If you are also submitting an application to extend your temporary resident status with your application for permanent residence, you must pay a processing fee for both services. In this case, you and your family members must ensure that your fee receipt includes the processing fees for both your temporary resident and permanent resident applications. Refer to our [Web site](#) or contact the [Call Centre](#) for further information on temporary resident fees.

Right of Permanent Residence Fee

You will need to pay the **Right of Permanent Residence Fee** before your spouse or common-law partner's application for permanent resident status can be finalized. **We will send you a request to pay this fee** when we are ready to grant permanent resident status to your spouse or common-law partner. The fee is \$490 for your spouse or common-law partner. Dependent children are exempt.

How to pay your fees

You have the option of paying your fees on our Web site or at a financial institution.

Option 1. Payment of fees on our Web site

To use this option, you need:

- a credit card;
- access to a computer with a printer;
- a valid email address; and
- follow these steps below.

Step	Action
1	Log on to our Web site at www.cic.gc.ca .
2	Select " <i>I Need To...</i> " on the right hand side of the page.
3	Click on <i>Pay My Application Fees</i> .
4	Click on <i>Pay fees online</i> .

Once you have paid the fees you must:

- print the official receipt;
- fill out by hand the "Payer Information" section;
- attach the bottom portion (copy 2) of this receipt to your completed application.

Option 2. Payment of fees at a financial institution

STEP 1. Fill in the total

Enter the "Amount payable" you have calculated at the bottom of the *Receipt* (IMM 5401).

Photocopies of the receipt are not accepted. If you need an original receipt, you can order it from our [Web site](#) or contact the Call Centre.

STEP 2. Complete the "Payer Information" sections on the back of the receipt

If you already know the Client ID assigned to you, enter the number in the box provided. If you do not know your Client ID, leave that box empty.

STEP 3. Go to a financial institution and make the payment

Bring the receipt with you. A financial institution representative will tell you which forms of payment are acceptable. There is no charge for the service.

STEP 4. Send your receipt

Attach the middle portion (Copy 2) of the receipt to your completed application. Keep the top portion (Copy 1) for your files.

Do not include any other type of payment with your application.

Refunds of processing fees

When you fill in the sponsorship application form (IMM 1344A), you will be asked how you would like us to proceed with your spouse or common-law partner's application for permanent residence if you are found not eligible to sponsor.

If:	Then:
You tick the "proceed with the application for permanent residence" box and you do not qualify as a sponsor	<ul style="list-style-type: none">• Your spouse or common-law partner's application will be processed and refused.• None of the fees will be refunded.
	<ul style="list-style-type: none">• Your spouse or common-law partner's application will not be processed.• You will receive a refund for all fees paid, with the exception of the \$75 sponsorship fee.
	<ul style="list-style-type: none">• The processing of your spouse or common-law partner's application for permanent residence will start once we receive a decision from the MICC that your undertaking has been accepted.• If the MICC refuses your application, we will refund your processing fees, with the exception of the \$75 sponsorship fee.
	<ul style="list-style-type: none">• There will be no refund.

We will issue the refund to the person indicated on the "Payer Information" section of the receipt. If there is no name indicated on the receipt, we will send the refund to you.

Incorrect payment

If you have sent insufficient fees, we will return your application with instructions. You must then pay the additional fees and mail everything back to us. This will delay the processing of your application. If you have overpaid, we will refund the overpayment. We will issue a cheque as soon as possible.

How to Apply to Sponsor

Your completed application must include:

- your sponsorship application
- your spouse or common-law partner's application for permanent resident status
- all required documentation
- proof of payment of all applicable fees

Instructions for completing your spouse or common-law partner's application for permanent resident status can be found in part two of this guide. If the forms and supporting documents are incomplete or have not been signed by both you and the applicant for permanent residence, or the proper fees have not been paid in full, the application will be returned to you.

Note: If your application is returned to you, the processing of your application will be delayed.

Follow the steps outlined below.

STEP 1. Prepare the forms

There is only one copy of each form included in this guide. Before you begin, make enough photocopies of the blank forms for your needs, using the charts below for guidance.

If you and your spouse or common-law partner live in any part of Canada except Quebec

Form	Must be completed by
Application to Sponsor and Undertaking (IMM 1344A)	You
Sponsorship Agreement (IMM 1344B)	Both you and your spouse or common-law partner
Sponsorship Evaluation (IMM 5481)*	You
Use of a Representative (IMM 5476)	Both you and your spouse or common-law partner, if you choose to have a representative
Spouse/Common-law Partner Questionnaire (IMM 5285)	Your spouse or common-law partner
Document Checklist (IMM 5443)	Both you and your spouse or common-law partner
Receipt (IMM 5401)	You

*Do not complete this form if your spouse or common-law partner has dependent children, who have children of their own. Complete the *Financial Evaluation* form (IMM 1283) in Financial Evaluation for Sponsorship guide (IMM 5482). To obtain the guide, contact the Call Centre or download it from our [Web site](#).

If you and your spouse or your common-law partner live in Quebec, and you both intend to continue living in this province, complete the following forms.

Form	Must be completed by
Application to Sponsor and Undertaking (IMM 1344A)	You. If your sponsorship application is approved, the Case Processing Centre in Vegreville will send you additional documentation with specific instructions on how to proceed (see Sponsors Living in Quebec).
Spouse/Common-law Partner Questionnaire (IMM 5285)	Your spouse or common-law partner
Use of a Representative (IMM 5476)	Both you and your spouse or common-law partner, if you choose to have a representative
Document Checklist (IMM 5443)	Both you and your spouse or common-law partner
Receipt (IMM 5401)	You

STEP 2. Complete the application for permanent residence

Give your spouse or common-law partner part two of this guide. It will list the forms he or she must complete for the permanent residence application. Your spouse or common-law partner must also provide supporting documents, including proof that he or she has undergone a medical examination. (Refer to the [Medical Instructions](#) section for instructions.)

STEP 3. Gather your supporting documents

Collect the documents you need to support your application. The *Document Checklist* will tell you which supporting documents must be originals and which should be photocopies. It will also tell you which require translation or certification (notarization).

STEP 4. Calculate your fees

Sponsors must pay all fees associated with the processing of their case and granting of permanent resident status to their spouse or common-law partners.

STEP 5. Make sure your application is complete

Use the *Document Checklist* to make sure that you have included all of the required documents. We may request more information at any time during the process, even if the requested information is not listed on the *Document Checklist*.

If any of the documents required are not sent, your application will not be processed. Refer to [Where to Submit Your Application](#) for further instructions.

Completing the Sponsorship Forms

The following text does not contain instructions for all the boxes on the forms. Most questions are clear; instructions are provided only when necessary. Note the following:

- Print clearly with a black pen or use a typewriter.
- Attach a separate sheet of paper if you need more space. Indicate your name, the title of the form and the number or letter of the question you are answering.
- You must answer all questions. If you leave any sections blank, your application will be returned to you and processing will be delayed. If any sections do not apply to you, answer “N/A” (“Not applicable”).

Warning: You must provide complete and accurate information. If you give false or misleading information, you risk a fine of up to \$100,000 and up to five years in prison.

Application to Sponsor and Undertaking (IMM 1344A)

A - Sponsor

1. Tick one of the two boxes at the top of this form:
 - If you tick the “proceed with the application for permanent residence” box and you do not qualify as a sponsor, your spouse or common-law partner’s application will be processed and refused. None of the fees will be refunded.
 - If you tick the “withdraw your sponsorship” box and you do not qualify as a sponsor, your spouse or common-law partner’s application will not be processed. You will receive a refund for all fees paid, with the exception of the \$75 sponsorship fee.
5. This may be a post office box, rural route number, or other mailing address. Include your postal code and your apartment number if you have one.
10. If applicable, write the date you became a permanent resident of Canada. The date is found in Box 45 of your *Immigrant Visa and Record of Landing* (IMM 1000) or your *Confirmation of Permanent Residence* (IMM 5292).

Indicate if you are a Canadian citizen and if your claim to citizenship is by descent (example: you were born outside Canada to a parent who was Canadian at the time of your birth or adopted outside Canada by a Canadian parent and obtained citizenship through the adoption provision of the Citizenship Act).
11. If you are a naturalized Canadian citizen and no longer have your *Immigrant Visa and Record of Landing* (IMM 1000) or your *Confirmation of permanent residence* (IMM 5292), print the name you used at the time you became a permanent resident.

B - Co-signer

Spouse or common-law partner sponsors cannot have a co-signer. Print “N/A”.

C – Persons Being Sponsored

Attach a separate sheet if you need more space. **Do not write in the boxes provided for length of undertaking and ID number. These are for official use only.**

1. Print your spouse or common-law partner's last name and given names.
2. Print "N/A".
3. If your spouse or common-law partner has dependent children, print their first and last names in this section. Refer to the section titled "Dependent Children" in Part Two of this guide to determine who is a dependent child and whether the dependent child is type A, B or C.
4. Print full names of your spouse or common-law partner's dependent children outside Canada.
6. Print the **complete** address where your spouse or common-law partner lives.
7. If different from question 6, print mailing address of your spouse or common-law partner.

D – Adoption

Print N/A and proceed to section E.

E – Eligibility Assessment

This section must be completed by the sponsor. It will help determine if you are eligible to sponsor. If you find you are not eligible to sponsor, do not send in your application; it will be refused.

6. If you have declared bankruptcy, do not submit this application unless you have been discharged from the bankruptcy.
9. If you have been ordered to leave Canada, you will have received a written notice from us. If you are unsure if a removal order is in place, contact the Call Centre to ask about your status. If you answer "yes," do not submit your application.
11. You may not sponsor anyone if you are in a jail, prison, penitentiary or reformatory. You may sponsor if you are on parole, probation, or are serving a suspended sentence.
16. If you have been charged with a serious criminal offence, you may send in your application; however, we will not process it until the courts have made a decision on your case. If you are convicted of this serious offence, the application may be refused.

F – Residency Declaration

Print "N/A" and proceed to section G.

G, H, I

Read these sections carefully before signing Section J.

J - Signature(s)

You must sign this form; it cannot be signed by someone else on your behalf, such as a representative. If you do not sign your own application, it will be returned to you. Once the form is signed, it is a legal contract between you and the Minister of Citizenship and Immigration.

Note: The box requesting a co-signer's signature is not relevant to this application and N/A should be written in this space.

Sponsorship Agreement (IMM 1344B) **(Quebec residents need not complete this form)**

Both you and your spouse or common-law partner must sign this form. If it is not signed, you will be found ineligible to sponsor and your spouse or common-law partner's application for permanent resident status will be returned.

Note: The box requesting a co-signer's signature is not relevant to this application and N/A should be written in this space.

STEP 1. Sign the form.

STEP 2. Give the form to your spouse or common-law partner to sign. **No one can sign the agreement on behalf of your spouse or common-law partner.**

STEP 3. Make a photocopy of the form.

STEP 4. Send the copy to us at the time you submit the sponsorship forms and the application forms completed by your spouse or common-law partner. Keep the original for your records.

Sponsorship Evaluation (IMM 5481) **(Quebec residents need not complete this form)**

The *Sponsorship Evaluation* will help us assess your past and current obligations with respect to sponsorship undertakings you have signed or co-signed. This form, and the supporting documents you will be sending with your application, will help us to determine whether you meet the residency requirement and whether you have the ability to support the applicant.

Use of a Representative (IMM 5476)

Complete this form if you are appointing a representative.

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

A **representative** is someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada. When you appoint a representative, you also authorize CIC to share information from your case file to this person.

You are not obliged to hire a representative. We treat everyone equally, whether they use the services of a representative or not. If you choose to hire a representative, your application will not be given special attention nor can you expect faster processing or a more favourable outcome.

The representative you appoint is authorized to represent you only on matters related to the application you submit with this form. You can appoint only **one** representative for each application you submit.

There are two types of representatives:

Unpaid representatives

- friends and family members who do not charge a fee for their advice and services;
- organizations that do not charge a fee for providing immigration advice or assistance (such as a non-governmental or religious organization);
- consultants, lawyers and Québec notaries who do not, and will not, charge a fee to represent you.

Paid representatives

If you want us to conduct business with a representative who is, or will be charging a fee to represent you, he or she must be authorized. Authorized representatives are:

- immigration consultants who are members in good standing of the Canadian Society of Immigration Consultants (CSIC);

- lawyers who are members in good standing of a Canadian provincial or territorial law society and students-at-law under their supervision;
- notaries who are members in good standing of the *Chambre des notaires du Québec* and students-at-law under their supervision.

If you appoint a paid representative who is not a member of one of these designated bodies, your application will be returned. **For more information** on using a representative, visit our [Web site](#).

Section B.

5. Your representative's full name

If your representative is a member of CSIC, a law society or the *Chambre des notaires du Québec*, print his or her name as it appears on the organization's membership list.

8. Your representative's declaration

Your representative must sign to accept responsibility for conducting business on your behalf.

Section D.

10. Your declaration

By signing, you authorize us to complete your request for yourself and your dependent children under 18 years of age. If your spouse or common-law partner is included in this request, he or she must sign in the box provided.

Release of information to other individuals

To authorize CIC to release information from your case file to someone other than a representative, you will need to complete the form *Authority to Release Personal Information to a Designated Individual* (IMM 5475) which is available on our Web site at www.cic.gc.ca/english/information/applications/release-info.asp and from Canadian embassies, high commissions and consulates abroad.

The person you designate will be able to obtain information on your case file, such as the status of your application. However, he or she will **not** be able to conduct business on your behalf with CIC.

You must notify us if your representative's contact information changes or if you cancel the appointment of a representative.

Document Checklist (IMM 5443)

The *Checklist* will help ensure that you attach all required documents to your sponsorship application. Enclose the *Checklist* with your application.

Where to Submit Your Application

Before you submit your application, gather your spouse or common-law partner's forms together with yours. Ensure all forms are completed, signed and are accompanied by the supporting documents, including proof of the medical examination and your receipt. If any of the required documents are not sent, your application will not be processed.

Send everything to:

**Case Processing Centre Vegreville
Permanent Residence Applications
6212-55th Avenue
Vegreville, Alberta
T9C 1W3**

The envelope will require more postage than a normal letter. To avoid having your application returned to you, have the post office weigh it before mailing.

Change of address or status

If your address changes after you have submitted your application, let us know immediately by contacting the Call Centre or using our on-line change of address form found on our [Web site](#).

If there are any changes to your family status, you must advise us immediately. Examples of changes to family status include marriage, divorce, births and deaths. You may advise us of changes by mail (Refer to the Case Processing Centre address above) or by contacting the Call Centre (Refer to the [Contact Information](#) page). Be sure to clearly state your file number.

What Happens Next?

If all sponsorship requirements are met, we will:

- assess your spouse or common-law partner's application
- send your spouse or common-law partner a letter stating whether he or she has been approved or more information is required
- complete medical, security and background checks
- contact your spouse or common-law partner for a permanent residence interview, at which time the final decision on permanent resident status will be made.

Consult the flow chart in the next section for details on the application process.

What happens if my application is refused?

If:	Then:
You ticked the "proceed with the application for permanent residence", in box 1 of Section A on your <i>Application to Sponsor and Undertaking</i> (IMM 1344A)	<ul style="list-style-type: none">• Your spouse or common-law partner's application will be refused• The processing fees paid for the sponsorship and permanent residence applications will not be refunded• If paid, the Right of Permanent Residence Fee will be refunded
You ticked the "withdraw your sponsorship" in box 1 of Section A at the top of the <i>Application to Sponsor and Undertaking</i> (IMM 1344A)	<ul style="list-style-type: none">• Your spouse or common-law partner's application will not be processed• You will receive a refund for all fees paid, with the exception of the \$75 sponsorship fee• If paid, the permanent residence fees would be refunded

Other useful information

If:	Then:
<ul style="list-style-type: none">• Your spouse or common-law partner is refused	<ul style="list-style-type: none">• Your spouse or common-law partner must leave Canada at the end of their period of temporary stay.
<ul style="list-style-type: none">• You resolve the situation that made you ineligible to sponsor (e.g., you receive a pardon or repay a debt)	<ul style="list-style-type: none">• You may re-apply by submitting a new application and fees
<ul style="list-style-type: none">• Your spouse or common-law partner leaves Canada while the application is being processed	<ul style="list-style-type: none">• There is no guarantee that they will be allowed to re-enter Canada. This is especially true if they require a visitor visa.• Refer to the Warning in Part 2, Applicant's Guide

Checking your application status

To find out the current status of your application, you may call our Call Center or follow these steps:

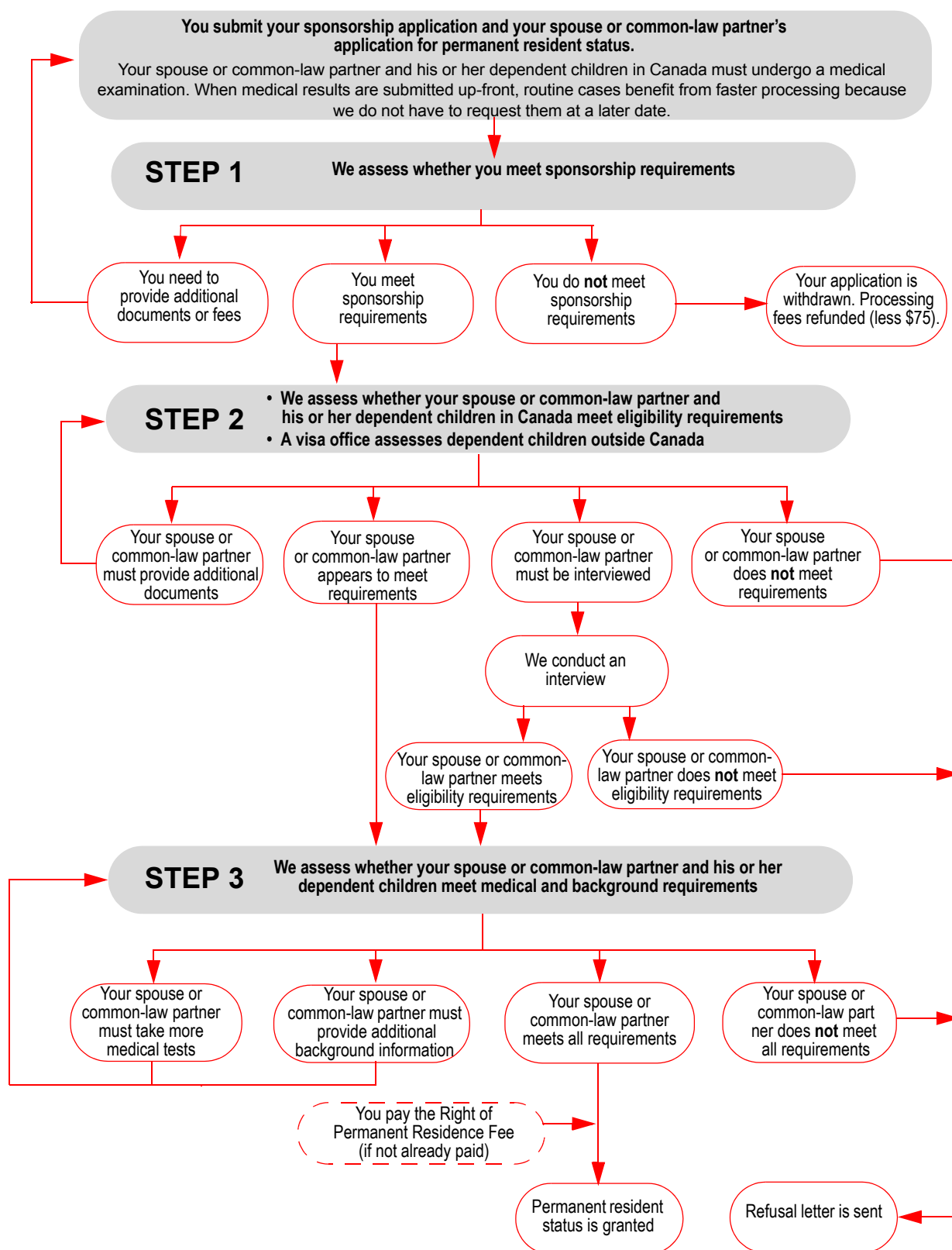
Step	Action
1	Log on to our Web site at www.cic.gc.ca .
2	Select " <i>I Need To...</i> " on the right hand side of the page.
3	Click on <i>Check My Application Status</i> .
4	Click on <i>Client Application Status</i> under " <i>Online Services</i> ".

If you do not want your information to be made available on-line, you can remove it by contacting our Call Center or by following these steps:

Step	Action
1	Log on to our Web site at www.cic.gc.ca .
2	Select " <i>I Need To...</i> " on the right hand side of the page.
3	Click on <i>Check My Application Status</i> .
4	Click on <i>Client Application Status</i> under " <i>Online Services</i> ".
5	Access your account.
6	Select the check box next to the message <i>Please don't show my application status on the Internet</i> .

Current **processing times** are updated weekly on our Web site.

The Application Process



Part Two: Applicant's Guide

About this guide

It is important that you read and understand both the Sponsor and Applicant guides, however, you must complete only the applicant's forms. Consult the *Document Checklist* for guidance. Remember to also consult the section **Important Information: For Sponsors and Spouses or Common-law partners** at the beginning of this guide.

Immigrating to Quebec

If you and your sponsor live in the province of Quebec, we will send **the sponsorship application to (MICC)**. If your sponsor meets all of the province's immigration conditions, you will be issued a Quebec Selection Certificate **and the processing of your application for permanent residence will be initiated**.

A *Quebec Selection Certificate (or Certificat de sélection du Québec [CSQ])* is a document issued by the *Ministère de l'Immigration et des Communautés culturelles* (MICC), indicating that you have been accepted to live in the province of Quebec.

Leaving Canada before permanent residence is approved

If you leave Canada before permanent residence is approved there is no guarantee that you will be allowed to return or re-enter Canada. This is especially true if you require a visitor visa.

Eligibility requirements

To determine whether you are eligible for membership, consult the table **Whom may I sponsor?** in the Sponsor's guide. You must meet all of the requirements listed in this table to qualify as a member of this class.

When must I meet eligibility requirements?

In order to receive permanent resident status, you must meet the eligibility requirements detailed in the table **Whom may I sponsor?**.

- On the day CIC receives your application;
- While your application for permanent residence is in process; **and**
- When permanent resident status is confirmed.

If you hold a TRP

Although you may meet eligibility requirements for membership in the spouse and common-law partner class, you must be admissible to Canada to become a permanent resident. If you have been issued a temporary resident permit, you are inadmissible and cannot become a permanent resident unless you resolve your inadmissibility. Do not use this application until you have resolved the circumstances that caused you to be inadmissible. Refer to the guide *Applying to Remain in Canada as a Temporary Resident Permit Holder* (IMM 5554).

Your Status in Canada

You must have legal temporary resident status in Canada to remain in the country legally without the possibility of being removed. Having legal temporary resident status means you have a document issued by Citizenship and Immigration, which allows you to remain in Canada for the period of time specified on your visitor document (work permit, study permit) or on your temporary resident permit.

CIC will process your application for permanent residence on a first-come first-served basis. However, we receive large volumes of applications for permanent residence and cannot guarantee that all processing procedures will be completed before your temporary resident status as a visitor, worker, student or permit holder expires.

Your responsibility

It is your responsibility to ensure that your temporary resident status remains valid until you receive permanent resident status. When you leave Canada, you relinquish your temporary resident status and may not be able to return to Canada.

Maintaining Legal Status in Canada

You have two options available to ensure that your legal temporary status in Canada remains valid until permanent residence is confirmed:

1. You can apply for both an extension of your temporary resident status and permanent resident status at the same time. If you choose this option, complete both an application to extend your status and an application for permanent residence. Be sure to include both applications and all the supporting documents and fees that are required in the same envelope.

Note: The acceptance of your application for temporary resident status does not guarantee the acceptance of your application for permanent residence.

2. You can apply to extend your temporary resident status separately from the application for permanent residence, but you must do so before your temporary status expires. You have legal status for the period of time indicated on your visitor document (work permit, study permit, visitor record) or temporary resident permit.

Note: On February 18, 2005, the Minister announced a new public policy under which legal immigration status is no longer a requirement for spouses and common-law partners of Canadian citizens and permanent residents in Canada who wish to apply permanent resident status provided that they have an eligible sponsor. However, all other eligibility requirements continue to apply.

Although out-of-status spouses and common-law partners may now apply for permanent residence in the Spouse or Common-law Partner Class, persons without legal immigration status in Canada are unable to work or study and may be subject to removal proceedings at any time for failing to have or maintain legal immigration status in Canada.

Use the appropriate guide(s), to apply for an extension of visitor, worker, student or TRP status. These guides are available on our [Web site](#) or by contacting the Call Centre, as indicated in the [Contact](#)

Information section. You should apply for your extension at least two months before your temporary resident status expires.

Warning: If you leave Canada before permanent residence is approved there is no guarantee that you will be allowed to return or re-enter Canada. This is especially true if you require a visitor visa. Your application may be refused or delayed if you no longer have temporary resident status to qualify as a member of the Spouse or Common-law partner in Canada class.

Dependent Children

Dependent children include:

- Your dependent children
- The dependent children of your spouse or common-law partner
- The dependent children of your dependent children

Note: This also includes children whom you have joint or sole custody even if the children usually live with the other parent and will not join you in Canada.

Type A	He or she is under the age of 22; and is single, (not married and not in a common-law relationship).
Type B	He or she has been continuously enrolled and in attendance as a full-time student in a post-secondary institution accredited by the relevant government authority and depends substantially on the financial support of a parent either <ul style="list-style-type: none">• since before the age of 22; or• since marrying or entering into a common-law relationship (if it happened before the age of 22).
Type C	He or she 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 himself or herself due to a medical condition.

When must my dependent children meet the definition?

Your dependent children must meet one of the above definitions on the day we receive your application and, for types B and C, they must continue to meet this definition for permanent residence to be granted or for a permanent resident visa to be issued.

Having my dependent children examined

All family members, including all dependent children, whether they are in Canada or not, must be both declared on your application, and examined. If family members are not examined, it is generally not possible to sponsor them at a later date.

In addition, failure to declare family members on your application and have them examined goes against your duty to provide truthful and accurate information, and may cause you to be found inadmissible to Canada. In this instance, you would not be permitted to apply for permanent resident status for two years. You may also be subject to a removal from Canada after you have been granted permanent resident status, if you are found to have concealed family members at any time during your application for permanent residence.

Medical Instructions

Who must undergo a medical examination

You and all your family members who are not already Canadian citizens or permanent residents must undergo and pass a medical examination, whether they will be joining you in Canada or not.

Members of the family class include:

- spouse
- common-law partner
- conjugal partner
- dependent children

Custody of the dependent child

All your dependent children must undergo a medical examination whether;

- You have sole or joint custody, or
- Custody is with the other parent

If a child does not undergo a medical examination, you will not be able to sponsor them at a later date.

Your previous medical result

If you or your family members have already had a medical examination for immigration to Canada, you must provide proof. This may be found:

- On your original work permit
- On a page in your passport

Depending on the validity date, you may be asked to redo the medical examination.

How to proceed

If you are required to undergo a medical examination you must follow these steps

Step	Action
1	Make an appointment with a Designated Medical Practitioner (DMP) for you and each required family member. DMP in your region: http://www.cic.gc.ca/dmp-md/medical.aspx
2	Fill out the Medical Report: Section A – EDE form (IMM 1017 SCL) and bring it and the following items if applicable for you and each of your family members to your medical appointment: <ul style="list-style-type: none">• Medical Report: Section A – EDE form (IMM 1017 SCL)• Passport and photocopies of the biographical data pages (this is the page that shows the date of birth, the country of origin, etc.)• If no passport is available, provide an official identity document bearing a photo and the date of birth of the family member• Eye glasses or contact lenses• Previous medical reports, prescriptions or treatments• 5 recent photos, taken within six months preceding the date of your examination• Immigration client identification number (ID #), if known
3	The DMP will send your results to the appropriate medical office for processing.

Authorized doctors

Only examinations performed by a physician on Canada's list of Designated Medical Practitioners (DMPs) will be recognized for immigration purposes.

The doctor cannot provide you with the results of the medical examination however he or she will tell you if you have a health-related problem. The doctor cannot provide any advice on the immigration process.

Additional photograph requirements

Persons living in the countries listed below must also provide a negative and two photos (See Photo Specifications section within this document) for themselves and each family member: Bhutan, India, Nepal, Pakistan, Philippines, Sri Lanka, Vietnam.

Medical Fees

You are responsible for paying all costs related to the medical examinations.

About the medical examination

The medical examination is defined as any or all of the following:

- Complete physical examination for all family members;
- Chest X-ray and a radiologist's report for everyone aged 11 years and older;
- Urinalysis for everyone aged 5 years and older;
- Blood test for everyone aged 15 years and older;
- HIV testing for everyone aged 15 years and older and
- HIV testing for children who have received blood or blood products or who have a known HIV mother

Medical Validity

Medical results for applicants who pass a medical examination and who are not subject to medical surveillance are valid for 12 months from the examination date or the date of the X-ray, whichever is earlier.

Additional information and links

All medical reports and X-rays for the immigration medical examination become the property of the Canadian Immigration medical authorities and cannot be returned to the person examined.

For inquiries regarding immigration processes or the status of your application once the examination has been completed, contact our Call Centre or follow these steps:

Step	Action
1	Log on to our Web site at www.cic.gc.ca .
2	Select " I Need To... " on the right hand side of the page.
3	Click on <i>Check My Application Status</i> .
4	Click on <i>Client Application Status</i> .

A list of Designated Medical Practitioners is available on our website at: <http://www.cic.gc.ca/dmp-md/medical.aspx>

Security Requirements

You and your family members (spouse/common-law partner and dependent children) must not be any risk to Canada. You and all your family members aged 18 and over who are not Canadian citizens or permanent residents must undergo background checks. This applies even to your family members outside Canada, whether or not they intend to join you here.

For each country in which you or your family members have lived for more than six months during the past 10 years, you must provide a police certificate, clearance or record of no information. If you or your family members were under 18 years of age when you lived there, you do not need to provide a police certificate. It is your responsibility to contact the police or relevant authorities.

We will also do our own background checks to determine if you have any arrests or criminal convictions, or if you are a security risk to Canada.

How to apply for police certificates

STEP 1. CONSULT THE TABLES BELOW

For the following countries, police certificates should not be obtained before applying for immigration. You may receive special instructions at a later date about police certificates for these countries.

Afghanistan	French Polynesia	Poland	Thailand
Costa Rica	Honduras	Saudi Arabia	Ukraine
Fiji	Hong Kong	Singapore	United Kingdom
			Venezuela

If you have lived in South Korea, you **will need** additional forms before applying for immigration. If you do not have the forms, phone the Call Centre and we will mail them to you.

STEP 2. APPLY FOR CERTIFICATES

Certificates are usually issued by the police of the country concerned, but in some countries you will have to apply to municipal, provincial, federal or other government authorities. The country's embassy or consulate may be able to give additional information.

When applying for police certificates, you must include for each person:

- a completed ***Request for Police Certificates/Clearances and Authorization for Release of Information*** form (**Appendix A**). (Make enough photocopies for everyone.)
- a set of fingerprints, if required
- your complete return mailing address (certificates will be sent directly to you)

STEP 3. PROVIDE DOCUMENTATION

You may have to provide fingerprints, photos or a letter from Canadian immigration authorities explaining why you need a police certificate. Your local police or RCMP may be able to tell you where you can get fingerprints taken.

Take **Appendix B** and your photo identification (passport, travel document, etc.) with you when you go to get fingerprints taken. You may have to pay a fee.

STEP 4. SUBMIT THE CERTIFICATES

Include the police certificates and any supplementary forms with your application.

- If the police authorities notify you that they will submit the certificates directly to us, include this notice with your application.
- **All police certificates must be originals;** photocopies are not acceptable.
- If your certificates are in a language other than English or French, attach an original translation prepared by an accredited translator.

What if I cannot get the police certificates?

If you cannot get police certificates from any of the countries on the lists, you must provide a written explanation with your application and an original letter from the police authority confirming that they will not issue a certificate.

Criminal convictions

Inside Canada

If you or any of your dependent children have a conviction in Canada, you must seek a pardon from the National Parole Board before applying for permanent resident status. For further information, contact:

Clemency and Pardons Division

National Parole Board

410 Laurier Avenue West

Ottawa ON K1A 0R1

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

Web site: www.npb-cnbc.gc.ca (application guide and forms can be downloaded from the site)

Outside Canada

People with criminal convictions are usually not admitted into Canada. However, if a certain number of years have passed since the offence was committed, during which you or your family member were not convicted of another offence, you or your family member may be deemed rehabilitated.

You must provide police certificates or clearances and a full description of the circumstances surrounding the offence and the court record. This information will be reviewed and you will receive further instructions.

Consult the table below to determine how many years must have passed before you can be deemed rehabilitated.

The following table gives a summary of the type of offences and length of rehabilitation periods.

Conviction or offence	Rehabilitation period	
	When deemed rehabilitated ¹	When eligible to apply for rehabilitation ¹
Conviction of an offence outside Canada that, if committed in Canada, would be an indictable offence punishable by a maximum term of imprisonment of less than ten years	At least ten years after completion of the sentence imposed	Five years after completion of the sentence imposed
Commission of an offence outside Canada that, if committed in Canada, would be an indictable offence punishable by a maximum term of imprisonment of less than ten years	At least ten years after commission of the offence	Five years after commission of the offence
Conviction or commission of an offence outside Canada, that, if committed in Canada, would be punishable by a maximum term of imprisonment of ten years or more	Not applicable	Five years from completion of the sentence or commission of the offence
Two or more summary conviction offences committed outside Canada	Five years after the sentence imposed is served or to be served	Not applicable
Two or more indictable offences committed in Canada	Five years after the sentence imposed is served or to be served	Must apply for a pardon

¹The person must not have committed or been convicted of a subsequent offence.

How to Apply for Permanent Resident Status

STEP 1. PREPARE THE FORMS

There is only one copy of each form in this guide. Before you start to complete the forms, make a photocopy for each person who needs to submit an individual form. Consult the table and information provided below as a guide.

Form	Must be completed by
Sponsorship Agreement (IMM 1344B)	Both you and your sponsor (unless you live in Quebec)
In-Canada Application for Permanent Resident Status (IMM 5002)	You and each of your dependent children aged 18 or older who are in Canada
Schedule 1 - Background/Declaration (IMM 5002- Schedule 1)	You and each of your dependent children aged 18 or older who are in Canada*
Spouse/Common-law Partner Questionnaire (IMM 5285)	You
Use of a Representative (IMM 5476)	Both you and your sponsor, if you choose to have a representative. Instructions for completing the form can be found in part one of this guide.

*Dependent children who are over 18 and who live **outside** of Canada need not complete this form. They will be sent instructions by the visa office.

STEP 2. COMPLETE THE FORMS

Follow the instructions in the [Completing the Immigration Forms](#) section.

STEP 3. GATHER YOUR SUPPORTING DOCUMENTS

Obtain police certificates/clearances and collect all other documents you need to support your application. The *Document Checklist* (IMM 5443) will tell you which documents you must submit with your application and which require translation and/or certification (notarization).

STEP 4. MAKE SURE YOUR APPLICATION IS COMPLETE

Use the *Document Checklist* to verify that you have all the required documents. It is important to note that we may request more information at any time during the process.

STEP 5. SUBMIT YOUR APPLICATION

Gather your completed and signed forms and supporting documentation together with your sponsor's. Follow the mailing instructions in the [How to Apply to Sponsor](#) section.

Warning: You must provide truthful and accurate information. If you give false or misleading information, you may be found inadmissible and will not be allowed to apply for permanent resident status in Canada for two years. It is a serious offence to make a false application.

Completing the Immigration Forms

The following instructions will help you fill in the forms included in this guide. Most questions are clear; instructions are provided only when necessary. You must:

- Print clearly using a black pen.
- Answer in English or French, unless instructed otherwise.
- Sections B and C of the application provide spaces for three family members. Photocopy these pages before you begin to ensure that you have enough space to include any additional family members.
- Use additional sheets of paper if there is not enough space on the form. (Indicate your name, the form's title and the number or letter of the question you are answering.)
- Answer all questions. If you leave any sections blank, your application will be returned to you for completion and processing will be delayed. **If any sections do not apply to you, answer "N/A" ("not applicable").**

In-Canada Application for Permanent Resident Status (IMM 5002)

Your dependent children in Canada aged 18 years of age or older must complete their own copy of this form.

A – Applicant Information

1: Category under which you are applying

Check "Spouse or Common-law partner in Canada class". Your dependent children aged 18 years or over should check "Family member 18 years or older" for the above.

How many family members are included in this application?

This is the total number of people seeking permanent residence. Include yourself and family members listed in both sections B and C.

Languages:

Check the box to indicate if you speak, read or write English.

Check the box to indicate if you speak, read or write French.

Write your native language (the language you learned at home in childhood and still understand).

Check the box to indicate which of Canada's official languages (French or English) you use most frequently. If you do not use French or English, check the "Neither" box.

One of Canada's objectives with respect to immigration is to support and assist the development of minority language communities in Canada.

Note: This question is not used for selection purposes.

Check the box to indicate in which official language, French or English, you prefer to receive correspondence.

Check the box to indicate in which official language, French or English, you prefer to use if you are invited for an interview.

- 2: Print your name as it appears in your passport, or on your travel document or other valid identity document. Do not use initials; print names in full.
- 8: This is the country where you last lived on a legal permanent basis. It is not a country where you were a foreign student or worker.
- 11: Add together the number of years you spent in school including primary, secondary, trade and post-secondary education.
- 12: Print the name of the occupation you think you will work in if you become a permanent resident. You must have some experience in the job in order to list it as your intended occupation. If you do not intend to work, print what you will be doing (e.g., homemaker, student, retiree).
- 16: Check the box that describes your document. A travel document is the document that allowed you to travel to Canada and recognizes your right to re-enter the country that issued the document. If you are a US citizen indicate under “Other” the document you presented as proof of identity when entering Canada.

B – Family Members in Canada

Family member in this category includes only dependent children. Refer to the [Dependent Children](#) section for the definition of dependent children. If you do not have any dependent children in Canada, print “N/A” and proceed to Part C.

- List all of your dependent children who are **in Canada** and are **not Canadian citizens or permanent residents**.
- **Seeking permanent residence:** If your dependent child is to be assessed for permanent residence place an X in the “Yes” box, otherwise, place an X in the “No” box.
- **Type of dependent child:** Print an “X” in Box A, B or C. Consult the definition of dependent children section to determine whether your dependent child is type A, B or C.
- **Passport details or Travel document details:** Check the box that describes your dependent child's document. Refer to instructions under Box 16 of section A.
- **Client ID:** This number can be found in the top right-hand corner of their work permit, study permit, or other temporary resident document.
- **Native language:** Write your dependent child's native language (the language he/she learned at home in childhood and still understand).

Check the box to indicate which of Canada's official languages (French or English) your dependent child uses most frequently. If he/she does not use French or English, check the “Neither” box.

One of Canada's objectives with respect to immigration is to support and assist the development of minority language communities in Canada.

Note: This question is not used for selection purposes.

- **Photos:** Refer to photo instructions and **Appendix C**.

C – Family Members Outside of Canada

If you do not have any dependent children outside of Canada, print “N/A” and proceed to the [Photo Instructions](#) below.

- List all your dependent children who are living outside of Canada. You must list them whether or not they are seeking permanent residence.

- Seeking permanent residence: If your dependent children are to be assessed for permanent residence print an “X” in the “Yes” box. If they are not be assessed for permanent residence print an “X” in the “No” box.

If you answer “Yes”, you must include the correct processing fees with your application. Refer to instructions in the **Fees** section. If your application is approved, your dependent children will be assessed. If they are approved, you will receive permanent residence and they will be issued permanent resident visas.

If you answer “No”, do not include the processing fees. If you want your dependent children to come at a later date, they will have to be examined and you will have to sponsor them. They will also have to meet the definition of “dependent children” at the time a complete application is received. Refer to the **Dependent Children** section in the applicant's guide for a definition.

- **Type of dependent child:** Print an “X” in Box A, B or C to indicate the type of dependent child as outlined in the definition of a dependent child.
- **Passport or Travel document details:** Check the box that describes your dependent child's document. Refer to instructions under box 16 of section A.
- If your dependent children are living with a guardian, indicate the name and complete address of their guardian.
- A **complete** mailing address and current phone number for all your dependent children who live outside of Canada must be provided so that our visa office can contact them or their guardian with instructions on the forms to be completed, medical examinations, security checks and, if applicable, interviews.

Photo Instructions

Two photos of you and each of your dependent children in Canada are required with your application. Immigration photos are **not** the same as passport photographs. There are specific requirements that must be followed (Refer to Appendix C Photo Specifications). Give Appendix C to the photographer when having your photos taken.

Follow these instructions when placing the photographs with your application:

- On the back of each photo, write the name, date of birth, height and eye colour of the person in the photograph.
- Insert the photographs in a separate envelope and
- Staple the envelope to your Application for Permanent Residence (IMM 5002)
- Ensure that the staples do not puncture the photos.

Schedule 1- Background Declaration

- 6: Read each statement carefully. Answer “Yes” or “No” on behalf of yourself and your dependent children whether or not they are completing their own background declaration. You must provide truthful and accurate information in relation to each of the statements.

For example:

- If you or your dependent child has a “Driving Under the Influence” (DUI) conviction, answer “Yes” to statement 2.
- If you or your dependent child were charged for possession of drugs, but the case has not yet reached the courts, answer “Yes” to statement 3.
- If the answer to any of these questions is “Yes”, write all details in the space provided or on a separate sheet of paper.

- 11:** Read the statements carefully and then sign in the boxes provided. By signing, you certify that you fully understand the questions asked and that the information you have provided is complete, truthful and correct. If you do not sign this declaration the application will be returned to you.

Spouse or Common-law Partner Questionnaire (IMM 5285)

This questionnaire must be completed and included with your *Application for Permanent Residence* if your spouse or common-law partner is sponsoring you. Provide a complete and precise response, as possible, for each question. Failure to provide this information could result in a refusal of your application. If there is not enough space on the form for any of your responses, include an additional sheet of paper. Indicate your name and the number and/or letter of the question you are answering on any additional sheets of paper.

Use of a Representative (IMM 5476)

Refer to [Part One: Sponsor's Guide](#) for instructions on completing this form.

What Happens Next?

The interview

We may require an interview or additional information and documentation before we can make a decision about your application. If you need to be interviewed, we will notify you in writing in advance of the date, time and location of the interview as well as of the documents to bring with you.

The officer may ask about your relationship with the sponsor, your education, your reasons for emigrating, and your plans and preparations. You may also be asked about your family, health, financial situation, past difficulties with the law. There may be questions to determine your ability to settle successfully in Canada.

Working and studying

As a general practice, we will advise applicants in writing when they are eligible to apply for a work or study permit. However, if you already hold a work or study permit and want to maintain your temporary resident status, you may apply to extend your status before you receive our letter. Whether you apply before or after receiving our letter, refer to the guides for *Applying to Change Conditions or Extend Your Stay in Canada*. These guides may be obtained by visiting our [Web site](#) or by contacting the Call Centre. If you already have a permit, you may continue to work or study for the duration of the document. **It is illegal to work or study without authorization from Citizenship and Immigration Canada.**

Refusals

There are many reasons why an application might be refused. Some examples are:

- You may not have provided the required documents
- The relationship between you and your sponsor is for convenience only; that is, you and your sponsor married or entered into a common-law relationship to allow you to remain in Canada
- You or your dependent child have a criminal record

If your application is refused, we will inform you in writing.

Permanent resident status

If both you and your sponsor meet all requirements, you and your dependent children in Canada will receive permanent resident status. If you have dependent children outside Canada whom you intend to have join you in Canada, they will be issued a visa that will allow them to enter Canada. Once they arrive at a Canadian port of entry, they will receive permanent resident status. You and your dependent children will then have the right to live, study and work in Canada for as long as you remain permanent residents, and will be entitled to most social benefits accorded to Canadian citizens. As permanent residents, you will also have the same legal obligations as citizens, such as paying taxes and respecting other laws. Once you have met citizenship requirements, you may apply for Canadian citizenship and a Canadian passport.

There are a few limitations on permanent residents:

- You cannot vote in certain elections
- You may be ineligible for certain jobs requiring high-level security clearances
- If you or your dependent children commit a serious crime, you or your dependent children risk being deported from Canada

Appendix A

Case Processing Centre
Vegreville AB T9C 1W5
CANADA

Request for Police Certificates/Clearances and Authorization for Release of Information

To Police or Relevant Authorities:

Canada Immigration requires the person named below to obtain an **original** police certificate for any countries where he or she has lived for six months or longer in the past 10 years. (This requirement is only applicable for countries where the person was **18 years of age or older when he or she lived there.**) The applicant has provided details in the box below that may assist you in processing the request and has also signed the form authorizing you to release the information to us.

Surname			Given name(s)		
Other surname(s) used (example maiden name, previous married names)					
Name in original script (example Farsi, Arabic, Chinese, etc.)					
Date of birth		Day 	Month 	Year 	Place of birth
				Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
Citizenship					
Current address in Canada (number, street, city, province and postal code)					
DATES				ADDRESS(ES) WHILE RESIDENT IN _____ (Name of country)	
FROM		TO			
Month	Year	Month	Year		
I authorize the police or relevant authorities in the country/state named above to disclose to Immigration Canada details about any previous criminal convictions that may exist.					
_____ Signature of applicant				Day 	Month
				Year 	Date

Please send the police certificate directly **to the applicant**. If you are unable to provide a certificate/clearance, please send the applicant a written explanation. Thank you.

Manager
Case Processing Centre

Appendix B

Case Processing Centre
Vegreville AB T9C 1W5
CANADA

Fingerprints Request Letter

RCMP Detachment /
Police Authorities

Surname	Given name(s)		
Client ID no. ►	Date of birth ►	Day <input type="text"/>	Month <input type="text"/> Year <input type="text"/>

Canada Immigration requires that applicants for permanent residence and their family members obtain original police certificates for any countries where they have lived for six months or longer in the past 10 years. (Certificates are only required for countries where a person **was 18 years of age or older when he or she lived there.**) In order to apply for certificates, an **original** set of fingerprints is required for each certificate being requested.

Upon presentation of this letter, photo identification, and any applicable fees, please provide the applicant with the required fingerprints. The number of fingerprint forms required will depend on the number of police certificates being requested. For example, a person who requires certificates for three countries will need three sets of fingerprints.

Please give the fingerprint forms directly to the applicant. He or she will send them to the appropriate authorities outside of Canada.

Manager
Case Processing Centre

Appendix C

Photo Specifications

Notes to the applicant

TAKE THIS WITH YOU TO THE PHOTOGRAPHER

- Immigration photographs are **not** the same as passport photographs.
- Make sure that you provide the correct number of photographs specified in the *Checklist*.

Notes to the photographer

The photographs must:

- show a full front view of the person's head and shoulders showing full face centred in the middle of the photograph;
- have a **plain white background**;
- be identical (black and white or colour) produced from the same untouched negative, or exposed simultaneously by a split-image or multi-lens camera;

The photos must:

- measure between 25 mm and 30 mm (1" and 1 1/5") from chin to crown;
- have a 35 mm x 45 mm (1 3/8" x 1 3/4") finished size.

