

IMMIGRATION Canada

Refugee Sponsorship Application

Sponsorship Agreement Holders and Constituent Groups



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This application is made available free of charge by Citizenship and Immigration Canada and is not to be sold to applicants.

This publication is available in alternative formats upon request.

Cette trousse est également disponible en français.

Overview

Application package

This application package consists of:

- an instruction guide, and
- the required form(s).

The **instruction guide** is a tool that provides

- the information you must know about this application before sending it to Citizenship and Immigration Canada (CIC), and
- assistance with how to fill out the forms and the required supporting documents.

Read the instruction guide thoroughly and then fill out each of the applicable form(s).

The **form(s)** are specifically designed with questions that will assist the processing of your application.




Why you need to read this guide

This guide provides all of the instructions necessary to complete this application. As a result of reading the guide, you should be able to

- complete the application form, and
- determine what supporting documents need to be included.

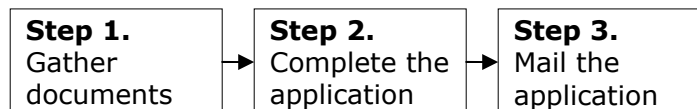
Symbols used in this guide

This guide uses the following symbols to indicate information of particular importance.

This symbol...	Tells you...
	What you must do to have your application processed.
	Important information that you need to be aware of in order to avoid delays or other problems.
	Where to get more information.
Note:	Tips that will assist you with this application.

The application process

The instructions provided in this guide follow the basic steps you will need to know to complete your application.



Before You Apply

Who can use this application? This application kit contains the forms and information necessary for **Sponsorship Agreement Holders (SAH)** and **Constituent Groups (CG)** to sponsor a refugee(s) living outside of Canada.

What is a SAH? A **Sponsorship Agreement Holder (SAH)** is an incorporated organization that has signed a Sponsorship Agreement with the Minister of Citizenship and Immigration. A SAH can authorize **Constituent Groups** to sponsor under its agreement and provide support to the refugee(s).

The SAH or Constituent Group may also choose to formally partner with an individual (for example, a family member of the sponsored refugee living in Canada) and/or another organization in carrying out settlement duties. The partner is herein termed the **“cosponsor”**.

Each SAH sets its own criteria for recognizing Constituent Groups and cosponsors (who collectively will be referred to as the **sponsoring group** in this application kit). The sponsoring group or its representatives **must** be located in the community where the refugees are destined.

Note: Under the *Charter of Rights and Freedoms*, a refugee has the right to live and move anywhere in Canada. Sometimes, the refugee(s) may choose to leave the community where the sponsor resides. In rare cases, the refugee(s) may not arrive in the community to which they were destined.

Letter of approval Before submitting a sponsorship undertaking, Constituent Groups must obtain a letter of approval from their SAH indicating that they have been given the authority to submit a sponsorship on behalf of the SAH and that their Settlement Plan has been reviewed and approved by the SAH.

Quebec residents This application kit does not apply to the province of Quebec. Sponsors living in the province of Quebec should contact the [Ministère de l'Immigration et des Communautés culturelles \(MICC\)](http://www.immigration-quebec.gouv.qc.ca/en/index.asp). (<http://www.immigration-quebec.gouv.qc.ca/en/index.asp>).



Make sure to use the correct application

Before you start, ensure you are using the correct application kit. Separate application kits are available for:

- Groups of five individuals (G5s)
- Community Sponsor (CS): Organizations which do not have a sponsorship agreement with CIC and which are not partnered with a SAH or their CG
- Sponsoring groups who wish to sponsor under the Joint Assistance Sponsorship (JAS) Program



The other application kits may be obtained by visiting our [website](#) or by contacting the CIC Call Centre. See "[How to Contact CIC](#)" at the end of the guide.

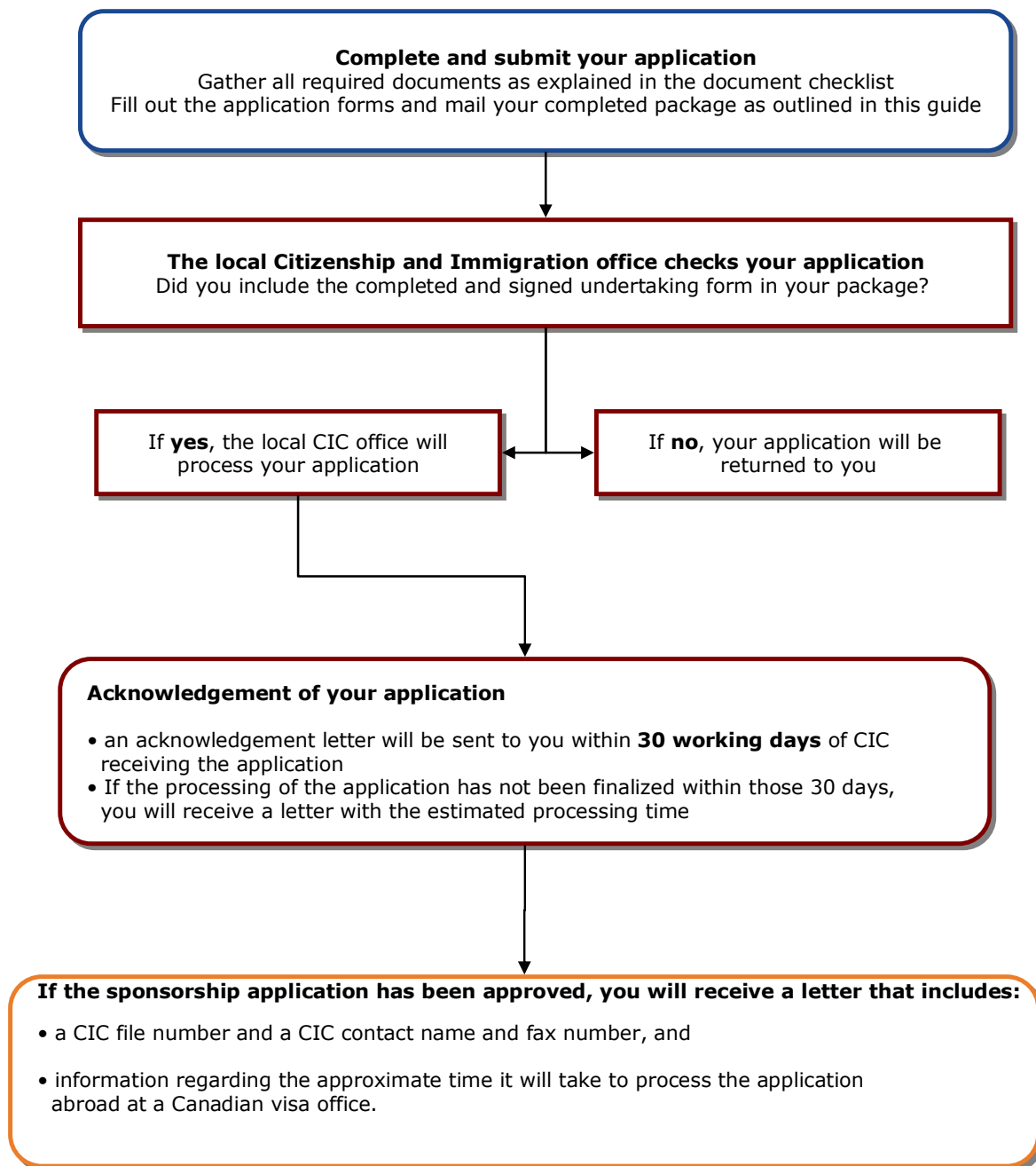
Private sponsorship

If you are interested in the private sponsorship of refugees but lack a particular refugee case to sponsor, refer to the application kit [Request for a Refugee Profile](#) (IMM 5496). You will need to fill out this application prior to submitting an undertaking to sponsor. After returning the completed application, your group should expect to receive a Refugee Profile that provides general information on a refugee case that may settle well within your community. Refugees who are referred by a visa office have already been interviewed by an officer and have been found to be eligible for resettlement in Canada.



For more details, including definitions, roles and responsibilities, refer to [The Guide to the Private Sponsorship of Refugees Program](#) which may be obtained by visiting the Publications section under "Resources" in our [website](#) in the Publications section. See "[How to Contact CIC](#)" at the end of this guide.

The Application Process – Sponsorship Agreement Holders

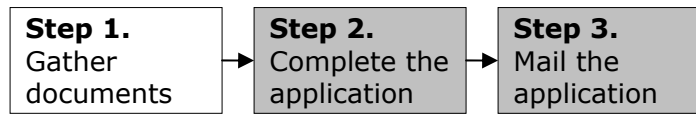


Action you must take

CIC process

What happens next

Step 1. Gather Documents



What documents are required?

The table below outlines the documents that you need to include with your application. You may also use the *Document checklist* (IMM 5441) which you can find in this package to assist you gathering the necessary documentation.



If any of the required documents are missing, or photocopies are not clear, your application may be returned to you.

Note: Additional documents may be required during the processing of your application.

	Document	Description	Format
1	Letter(s) of approval from the Sponsorship Agreement Holder (if applicable)	Constituent Groups must obtain a letter of approval from their SAH indicating that they have been given the authority to submit a sponsorship on behalf of the SAH and that their Settlement Plan has been reviewed and approved by the SAH.	Original

Translated documents

Any document that is not in English or French **must be accompanied** by

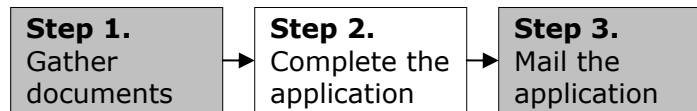
- the English or French translation, **and**
- an affidavit from the person who completed the translation, **and**
- a **certified** copy of the original document.

Note: An affidavit is a document on which the translator has sworn, in the presence of a commissioner authorized to administer oaths in the country in which the translator is living, that the contents of their translation are a true translation and representation of the contents of the original document.



Translations by family members are not acceptable.

Step 2. Complete the Application



Filling out the application

Follow the step-by-step instructions below to complete the application forms.

The following are the forms that must be filled out and submitted:

- *Undertaking/Application to sponsor-Agreement Holders and Constituent Groups (IMM 5439)*
- *Settlement Plan - Sponsorship Agreement Holders and Constituent Groups (IMM 5440)*
- *Sponsor Assessment (IMM 5492)*
- *Document Checklist (IMM 5441)*

Optional:

- *Request for a Refugee Profile (IMM 5496)*
- *Use of a representative (IMM 5476)*



It is a serious offence to give false or misleading information on these forms. The information you provide on your application may be subject to verification.



Be complete and accurate

Complete all sections. If any section is not applicable to you, write "N/A" ("Not applicable"). **If your application is incomplete it may be returned to you and processing may be delayed.**

Note: If you need more space for any section, use an extra sheet of paper and submit it along with your application. On the top of each additional sheet, write:

- the name of your group,
- the name of the principal refugee applicant,
- the form number (e.g. IMM 5439), and
- the number and/or letter of the section you are completing.

Undertaking and Application to sponsor - Sponsorship Agreement Holders and Constituent Groups (IMM 5439)

Who must fill out this application form?

This form must be completed by the :

- Sponsorship Agreement Holder (SAH)
- Constituent Group (if applicable)
- Cosponsor (if applicable)



IMM 6000 Distribution Options

The principal refugee applicant and his or her family members are required to complete an application for permanent residence (IMM 6000). This application must be submitted to the visa office outside Canada before an interview can be scheduled.

Note: If a refugee applicant has been referred to your group by a visa office, you will not need to go through the process of obtaining and completing the IMM 6000.

If your group is applying to sponsor “sponsor-referred” refugee applicants, you may choose how the refugee applicant is to obtain the IMM 6000 application. Sponsor-referred refugee applicants are individuals whose names are brought forward by the sponsoring group and not by a visa office. **CIC recommends that you use option 3 (see description below).**

On top of the application form, check the box to indicate which IMM 6000 distribution option you have chosen for this sponsorship case.

Option	Description
1	<p>Visa office sends IMM 6000 to refugee applicant</p> <p>The visa office mails the IMM 6000 application kit to the refugee applicant after receiving the approved undertaking from the Citizenship and Immigration Centre. The refugee applicant completes the application and returns it to the visa office. This is the usual process, but can often be time-consuming.</p>
2	<p>Sponsoring group sends IMM 6000 to refugee applicant</p> <p>When the sponsorship undertaking is approved by the Citizenship and Immigration Centre, the sponsoring group sends the IMM 6000 application kit to the refugee applicant with a copy of the approved undertaking.</p> <p>The refugee applicant completes the application for permanent residence and forwards both the application for permanent residence and the copy of the approved undertaking to the relevant visa office. The visa office will match the refugee applicant’s application with the original approved undertaking provided by the Citizenship and</p>

	<p>Immigration Centre. Ensure that you specify which visa office the refugee applicant must send the documents to.</p> <p>Note: your local Citizenship and Immigration Centre will provide you with the address.</p>
3	<p>Citizenship and Immigration Centre submits completed application for permanent residence and approved undertaking to visa office</p> <p>The principal refugee applicant abroad (not the sponsoring group) completes and signs the application for permanent residence. The refugee applicant then returns the completed application to the sponsoring group so that it can be submitted to a Citizenship and Immigration Centre along with the sponsorship undertaking.</p> <p>The Citizenship and Immigration Centre will forward the approved sponsorship undertaking and the completed application for permanent residence to the visa office.</p>

Section A- Sponsorship Agreement Holder (SAH)	
<p>Write the name of the organization which has signed a sponsorship agreement with the Minister of Citizenship and Immigration, including the:</p> <ul style="list-style-type: none"> • SAH representative’s last name (surname/family name), given name • other name(s) used (including birth name, maiden, previous married name(s), aliases and nicknames) • date of birth • address of the SAH, complete with the postal code • contact details (telephone, fax and e-mail) 	
Section B- Constituent Group (CG)	
<p>Write the name of the Constituent Group and the name of the person authorized to sign the undertaking and represent the sponsoring group (if applicable), including the:</p> <ul style="list-style-type: none"> • group representative’s last name (surname/family name), given name • other name(s) used (including birth name, maiden, previous married name(s), aliases and nicknames) • date of birth • address of the group representative, complete with the postal code • contact details (telephone, fax and e-mail) <p>Note: A Constituent Group must partner with a SAH as they can not act alone in a sponsorship undertaking.</p>	
Section C- Cosponsor – Individual	
<p>A Cosponsor is the individual you are formally partnering with in the provision of settlement support. It is not mandatory to formally recognize partners. By signing the undertaking, cosponsors officially share responsibility for the sponsorship and are held to be jointly and severally liable if the terms of the undertaking are breached.</p> <p>Write the details of the cosponsor including the:</p> <ul style="list-style-type: none"> • last name (surname/family name), given name • other name(s) used (including birth name, maiden, previous married name(s), aliases and nicknames) • date of birth 	

- relation to the principal refugee applicant (if applicable)
- address of the cosponsor, complete with the postal code
- contact details (telephone, fax and e-mail)

Note : The individual must:

- be 18 years of age or older
- be a Canadian citizen or permanent resident of Canada
- reside in the community where the refugee is expected to live

Other sponsorship undertaking of refugees or family members

Check the box to indicate if the individual has submitted previous refugee sponsorship(s) or sponsored or co-signed family class sponsorship(s). If the answer is yes, provide the following information on a separate page:

- cosponsor's first and last name (at time of sponsorship)
- name, date of birth, and country of birth of all persons sponsored
- the client identification number(s) issued by CIC as a result of previous sponsorships.

Section D- Cosponsor – Organization

Write the name and information of any organizations you are formally partnering with in the provision of settlement support. It is not mandatory to formally recognize partners. By signing the undertaking, cosponsors officially share responsibility for the sponsorship and are held to be jointly and severally liable if the terms of the undertaking are breached.

The organization may be:

- a corporation
- an unincorporated organization
- an association
- another SAH or CG (note that each CG requires a letter of approval from their respective SAH)

Check the box to indicate if the cosponsor is:

- a SAH
- a CG
- other (as outlined above)

Write the details of the representative of the cosponsor organization including the:

- group representative's last name (surname/family name), given name
- other name(s) used (including birth name, maiden, previous married name(s), aliases and nicknames)
- date of birth
- relation to the **principal refugee applicant** (if applicable)
- address of the cosponsor organization, complete with the postal code
- contact details (telephone, fax and e-mail)

Other sponsorship undertaking of refugees

Check the box to indicate if the non-SAH or non-CG organization has submitted previous refugee sponsorship(s) or sponsored or co-signed family class sponsorship(s). If the answer is yes, provide the following information on a separate page:

- name of sponsoring group (at time of sponsorship)
- name, date of birth, and country of birth of all persons sponsored
- the client identification number(s) issued as a result of previous sponsorships

Section E – Contact Person

Indicate who will act as the point of liaison with Citizenship and Immigration on matters pertaining to the sponsorship. CIC will **only deal with the designated contact person for sponsorship inquiries.**

If the information is not indicated in other sections, write the:

- last name (surname/family name), given name
- other name(s) used (including birth name, maiden, previous married name(s), aliases and nicknames)
- relationship to the **principal refugee applicant**
- address of the contact person, complete with the postal code
- contact details (telephone, fax and e-mail)

Note: Contact persons are subject to the same privacy laws as other persons in the sponsorship group. They do not have more rights to information on a refugee applicant listed on an undertaking.

Section F – Refugee applicant(s)

Check the box to indicate if you are sponsoring a refugee applicant referred to your sponsoring group by a visa office. If it is the case, include the Refugee Profile that you received with your application.

Sponsoring groups are required to commit to sponsor the principal refugee applicant along with all family members (defined below), both accompanying **and** non-accompanying, **at the same time of submitting the original undertaking/application.**

Principal refugee applicant:

Write the :

- last name (surname/family name)- do not use initials
- given name(s)
- marital status
- date of birth
- sex
- country of birth, including the name of the town or city
- country of citizenship

Note: If you are sponsoring a family, the principal applicant should be the family member who has the **strongest** refugee case.

Family members: spouse or common-law partner of the principal applicant, and/or any dependent children, and/or any dependent children of dependent children. **See the definition of family members in the table below.**

Write the :

- last name (surname/family name) - do not use initials
- given name(s)
- relationship to the principal refugee applicant- (spouse, common-law partner, son or daughter, child of son or daughter)
- marital status
- date of birth
- sex
- country of citizenship
- country of birth, including the name of the town or city

Term	Definition
Spouse	refers to two persons in a legally recognized marriage
A common-law partner	is a person who is currently cohabiting and has cohabited in a conjugal relationship with the principal applicant for a period of at least one year.
Dependent children	<p>are children (biological or adopted) of the principal applicant or those of his or her spouse or common-law partner</p> <p>They must:</p> <ul style="list-style-type: none"> • be under the age of 22 and not a spouse or common-law partner; or, • have depended substantially on the financial support of a parent and have been continuously enrolled and in attendance as full-time students in an accredited post secondary institution or pursuing full-time skills training since before the age of 22 (or since marrying or entering into a common-law relationship, if this happened before the age of 22); or, • depend substantially on the financial support of a parent since before the age of 22 and be unable to provide for themselves due to a physical or mental condition. <p>Children included in the application must meet the definition of “dependent children” at the time the application is made. Therefore, a person who has turned 22 since the original application was made, and who meets all other requirements, will still qualify as a dependent child.</p>
Dependent child of a dependent child	refers to children of dependent children of the principal applicant or those of his or her spouse or common-law partner.

Note: Only family members as outlined above (spouse, common-law partner, dependent children, and dependent children of dependent children) **can be included** on the undertaking. Other persons who are considered members of the family unit, but who do not meet the definitions above, may be sponsored together with the principal refugee applicant but must be registered on a separate undertaking.

See [section G - Multiple Undertakings](#), for further details. The sponsoring group may also link non-family sponsorship cases together in the Multiple Undertakings section.

Principal Refugee Applicant Mailing Address Outside Canada

Provide a complete mailing address outside Canada and, if possible, a telephone number and e-mail address for the principal refugee applicant. If there is an alternate contact person or organization outside Canada who will be the point of contact for the principal refugee applicant, their address will be the one to which the Canadian Visa office will send correspondence.

Provide:

- the name,
- mailing address, and
- a telephone number and e-mail address, if possible.

Note: If your group is sponsoring a Visa Office Referred (VOR) case, your local Citizenship and Immigration Centre may be able to provide you with a complete mailing address outside Canada and, if possible, a telephone number and e-mail address for the principal refugee applicant. This will allow your sponsoring group to become acquainted with the refugee(s) you are sponsoring before their arrival in Canada.

Non-accompanying family members

Sponsoring groups should be aware that the principal refugee applicant is expected to list all of his/her non-accompanying family members on the application for permanent residence (IMM 0008). **This includes family members whose whereabouts are unknown.**

Where names have been added to the application for permanent residence that do not appear on the sponsorship undertaking, the visa office will contact the sponsoring group to confirm that the sponsorship is still valid despite the increase in persons sponsored. Where it is possible, sponsoring groups are advised to **thoroughly interview refugee applicants and/or relatives in Canada to clarify the actual number and identity of family members who are expected to accompany the principal refugee applicant or who may follow under the provision of the “one-year window of opportunity”.**

The one-year window (OYW) provision facilitates the reunification of non-accompanying family members with family who have been resettled in Canada. To be eligible, it is necessary that non-accompanying family members be included on the application for permanent residence (IMM 0008) and that they make an application for permanent residence at a visa office within one year of their family’s arrival in Canada. For more information on the “one-year window of opportunity”, consult the [Guide to the Private Sponsorship of Refugees Program](#).

Section G – Multiple Undertakings

You may use this section to link sponsorship cases together by providing the name and date of birth of the principal refugee applicant for each particular case. Filling out this section ensures that all linked sponsorships are processed at the same time by the visa office.

If you or your group decides to sponsor **de facto** dependents (see definition below) or family members not covered by one of the definitions of family members above (e.g.: married daughter/son with dependent children, father, mother, married sister/brother with dependent children, etc.), you will need to complete a separate Undertaking/Application to sponsor form for each unit of these family members, and list the undertakings under this section.

Note: List only the name and date of birth of the principal applicant listed on each undertaking.

De facto dependents

De facto dependents include people who may or may not be blood relatives but who cannot apply as family members as defined above. To be considered a *de facto* dependent, a person must be dependent on the family in which membership is claimed. The dependency must be emotional or financial and will often be a combination of both factors. Such people would normally, but not exclusively, live with the principal refugee applicant as members of the same household. An officer at the visa office will determine if a person can be considered as a *de facto* dependent.

A separate undertaking form and IMM 6000 application for permanent residence must be filled out for each *de facto* dependent. *De facto* dependents are **not** eligible under the One Year Window of opportunity (OYW) as they do not meet the definition of family member described above. For further information on *de facto* dependents, consult the [Guide to the Private Sponsorship of Refugees Program](#).

Section H – Relatives of the Refugee Applicant(s) Living in Canada

Provide information on the principal refugee applicant's relatives living in Canada. Include primarily close relatives such as parents, brothers, sisters, aunts, uncles and adult children. This information will allow the officer to recognize existing links to Canada that the refugee applicant may have.

Section I– Obligations of the Sponsoring Group

Read this section carefully. Only in very exceptional cases will your group be asked to sponsor a refugee longer than 12 months (up to 36 months). The sponsoring group has the option to refuse a longer sponsorship period.

The sponsoring group is obliged to provide support to all family members listed on the undertaking, regardless of the timing of their arrival in Canada. The sponsor is responsible to support the non-accompanying family members under the same terms as in the original settlement plan unless the principal refugee applicant is now self-sufficient and able to provide adequately for his family members.

Section J– Sponsorship Rationale



If you are sponsoring a Visa Office Referred (VOR) case, you do not need to complete this section. A VOR case is when the principal refugee applicant was referred for sponsorship by a Canadian visa office abroad.

Note: While Section J is not mandatory, you are strongly encouraged to complete it. CIC will not return or refuse the application if you do not provide the information requested.

This section provides sponsors the opportunity to explain why:

- the principal refugee applicant is being referred for protection,
- resettlement is the only durable solution available to them, and
- Canada is the most logical choice as a destination.

This section can assist sponsors in screening their applications so that they can determine, to the best of their knowledge, whether the applicant meets one of the refugee definitions. Ultimately, the final decision on whether an applicant is both eligible and admissible rests with the visa officer.

Question 1: Eligibility (optional)

Based on your knowledge, **check one of the refugee classes** (see definition below) that you feel best corresponds to the person(s) you wish to sponsor:

- Convention Refugee Abroad
- Country of Asylum, or
- Source Country

Who may be considered a refugee?

The *Immigration and Refugee Protection Regulations* describe three classes of persons who may qualify as refugees for Canada's refugee and humanitarian resettlement program. These are the (1) Convention Refugees Abroad Class, (2) the Country of Asylum Class and (3) the Source Country Class.

A Convention refugee is any person who, by reason of a well-founded fear of persecution because of race, religion, nationality, membership in a particular social group or political opinion and:

- is outside the country of his or her nationality and is unable or, by reason of that fear, unwilling to avail himself or herself of the protection of that country;
- or,**
- not having a country of nationality, is outside the country of his or her former habitual residence and is unable or, by reason of that fear, unwilling to return to that country.

A Convention Refugee Abroad is any person who:

- is a Convention refugee
- is outside Canada
- is seeking resettlement in Canada
- does not have a prospect of another durable solution, within a reasonable period of time, that is:
 - cannot return to his or her country of nationality or habitual residence
 - cannot integrate in the country of refuge or the country of first asylum
 - does not have another offer of resettlement from a country other than Canada
- will be privately sponsored or assisted by the government or has adequate financial resources to support himself or herself and any dependents

A member of the **Country of Asylum Class** is a person:

- who is outside his or her country of citizenship or habitual residence
- who has been, and continues to be, seriously and personally affected by civil war or armed conflict or who has suffered massive violations of human rights
- for whom there is no possibility of finding an adequate solution to his or her situation within a reasonable period of time
- who will be privately sponsored or who has adequate financial resources to support himself or herself and any dependents

A member of the **Source Country Class** is a person:

- who resides in his or her country of citizenship or habitual residence
- who has been and continues to be seriously and personally affected by civil war or armed conflict
- who has suffered serious deprivation of his or her right of freedom of expression, right of dissent or right to engage in trade union activity and who has been detained or imprisoned as a consequence
- who fears persecution for reasons of race, religion, nationality, membership in a particular social group or political opinion
- for whom there is no possibility of finding an adequate solution to his or her situation within a reasonable period of time
- who resides in a country that has been designated as a source country (refer to Schedule 2 of the Immigration and Refugee Protection Regulations)
- who will be privately sponsored or assisted by the government or who has adequate financial resources to support himself or herself and any dependents

Under **box 4**, explain the reasons why you chose to sponsor the refugee applicant(s). This section allows you to explain the rationale for sponsoring refugees and for CIC to better understand the links between the sponsor and the refugees being sponsored.

Question 2: Durable solution (optional)

Based on your knowledge, answer the question of the durable solution you feel best corresponds to the person(s) you wish to sponsor:

- return to country of origin
- integration in the country of asylum, or
- resettlement in another country.

If you are uncertain about any of these 3 choices, check "unknown."

For more information on durable solutions, consult the [Guide to the Private Sponsorship of Refugees Program](#).

Under **box 4**, explain the reasons why the principal refugee applicant's preferred solution would be resettlement to Canada.

Section K– Declaration by the Sponsoring Group



Each party to the sponsorship **must sign** and **date** the application. By signing here, the sponsoring group declares that they understand and commit to upholding the terms outlined on the undertaking.

Settlement Plan - Sponsorship Agreement Holders and Constituent Groups (IMM 5440)

**Who must
fill out this
application
form?**

This form must be completed by the :

- Sponsorship Agreement Holder (SAH)
 - Constituent Group (if applicable)
 - Cosponsor (if applicable)
-

What is it?

The Settlement Plan is a planning tool for sponsoring groups to formulate how they intend to deliver the various aspects of settlement assistance needed to help the refugee applicant(s) establish successfully in Canada. Where practicable, the planned arrangements should be in place before the refugee arrives. Where cosponsors are involved in the sponsorship, discuss settlement arrangements and responsibilities together and jointly fill out the settlement plan.

In those instances where refugee applicants intend to live together in Canada as a family unit but are named on separate undertakings, only one Settlement Plan encompassing the entire household is required. It must, however, reflect the resettlement needs of each individual being sponsored.

The **Settlement Plan and Financial Assessment** is used by CIC to assess whether your group is able to provide the settlement assistance and financial support needed to help the refugee applicant(s) establish successfully in Canada during the validity of the sponsorship.

**Submission
of the
Settlement
Plan**

Sponsorship Agreement Holders must complete a Settlement Plan for each undertaking they sign but **are not required** to submit the form to the local Citizenship and Immigration Centre (note exception below).

Constituent Groups must also complete a Settlement Plan for each undertaking they sign and **must submit** it to their Sponsorship Agreement Holder. The SAH assesses the overall application and, when satisfied, issues a letter of approval authorizing the group to sponsor under their agreement. Both the SAH and the Constituent Group are required to retain a copy of the Settlement Plan in their files.

Note: Exception- Sponsorship Agreement Holders (and their respective Constituent Groups) that signed an agreement with the Minister less than two years ago are required to submit the *Settlement Plan* to the local Citizenship and Immigration Centre as part of the sponsorship application.

Section A- General information

Write the complete name of the:

- Principal Refugee Applicant
- Sponsorship Agreement Holder
- Constituent Group (if applicable)
- Cosponsor-individual (if applicable)
- Cosponsor-Organization (if applicable)
- Contact person

Write the contact details of the Contact person (telephone, fax and e-mail, mailing address complete with the postal code).

If your Constituent Group is not a church or charitable organization, attach to the Settlement Plan a list of all of the group members including their full names and contact information. Print the private sponsor's name and the principal applicant's name at the top of each additional sheet and indicate the form's title and the number of the question you are answering.

Section B- Settlement Needs Checklist

Identify who will be providing for the settlement needs of the refugee(s) by checking the relevant box.

Where more than one party is providing for a particular need, check all boxes that apply.

Where there is no cosponsor, check all boxes to indicate that the sponsoring group is aware of and will provide for the settlement needs listed.

Section C- Settlement Needs - Details

Answer each question in a detailed yet concise manner.

Question	Instruction
1	If temporarily staying with relatives, provide information on family composition of the family relatives that the sponsored refugee(s) will be staying with and what current accommodation arrangements the relatives have. Also, provide details on the time frame when you anticipate that permanent accommodation will be found and what type of accommodation you are looking for e.g. house or apartment.
2	Indicate the names of the individuals that will be volunteering and what tasks they will be assisting with e.g. arrival, Social Insurance Number (S.I.N) card application, Health card application, medical appointments, etc.
3a	Upon indicating the settlement agency, indicate what service(s) the refugee(s) will be obtaining from that agency e.g. Language training, translation of documents, etc.
3b	If you have not contacted any agencies to provide settlement support, indicate when you plan on making this contact. If you have contacted some agencies, indicate the date, the name of the person you made contact with and in regards to what services. Also, indicate if you have dealt with these agencies in the past and what type of services your sponsored refugees have accessed from them.

<p>4</p>	<p>In order to help you determine what financial requirements may be necessary to support the refugee applicant(s) for the validity of the sponsorship period, consider the following:</p> <ul style="list-style-type: none"> • Rent: consider cost of accommodation (ensure refugee(s) will be able to afford payment after sponsorship ends) • Utilities: include electricity, heat and water • Food: consider the refugee(s)' need to have some of their national food in their diet • Transportation: bus or metro passes, tickets, etc. • Clothes: consider winter clothes as well • Telephone: decide whether to fund long distance calls; the refugee(s) will need to communicate with family and friends back home • Health: plan for costs not covered by the provincial health plan or the Interim Federal Health plan • Education: school trips, day care to allow parents to attend language training, transition into work force • Incidentals: pocket money, recreation, unanticipated expenses <p>To help your group establish the amount of money necessary for your group to sponsor the refugee(s) for a 12-month period, including the "start-up" costs, we have provided financial information which may be used as a guide (see Appendix B).</p>
<p>5</p>	<p>Indicate where you will obtain these in-kind donations and what type of donations you are seeking.</p>
<p>6</p>	<p>Some contingency plans can include scenarios such as the refugee(s) was or were originally supposed to reside with a relative in Canada upon arrival; however, they choose to reside on their own for the duration of the sponsorship period. Provide some details as to how you will provide support for the additional costs that will occur. Another scenario could be that the refugee(s) choose to move to a different city. Provide some details as to how you will continue to provide the required assistance.</p>
<p>7</p>	<p>Indicate what specific roles each person will be responsible for when assisting the refugee(s).</p>

Section D- Signatures

A representative from each party to the sponsorship must agree to the settlement plan. Discussing settlement arrangements with partners before the sponsorship will help to minimize confusion over responsibilities after the refugee(s) arrive. By signing the *Settlement Plan*, you are indicating that you are aware of the terms of the plan and commit to fulfilling them. Where a Constituent Group has submitted the undertaking, its SAH must sign the *Settlement Plan* to indicate that it has been approved.

Note: Where two sponsoring groups of different SAHs are partnered, both SAHs should approve the Settlement Plan.

Sponsor Assessment (IMM 5492)

Who must fill out this application form?

This form must be completed by the :

- Sponsorship Agreement Holder (SAH) - (unless the form is kept on file with Citizenship and Immigration Canada)
- Constituent Group (if applicable)
- Cosponsor (if applicable)

What is it?

All persons who intend to sponsor refugees must meet the sponsor eligibility criteria established by the *Immigration and Refugee Protection Regulations*. Each party to the sponsorship (those who sign the undertaking) **must complete the *Sponsor Assessment* to confirm their eligibility.**

Individuals who are deemed ineligible to sponsor will have their applications returned to them. If you wish to clarify your response to a certain question, provide details on a separate sheet.

Individuals may wish to submit their *Sponsor Assessment* in a sealed envelope to ensure confidentiality. Be advised that the local CIC office reserves the right to require official documentation to support any aspect of your *Sponsor Assessment*.

Note: The representative of a Sponsorship Agreement Holder may complete the *Sponsor Assessment* form and submit it to CIC National Headquarters to be kept on file instead of having to complete the form for each sponsorship application.

Section A
Write the name of the sponsoring group (print clearly).
Section B
Write the last name (surname/family name) and given name(s) of the sponsor representative or individual sponsor (print clearly).
Section C
Write any other name(s) used (including birth name, maiden, previous married name(s), aliases and nicknames) of the sponsor representative or individual sponsor (print clearly).
Section D
Check the box to indicate if you are at least 18 years of age or older.
Section E
Check the box to indicate if you are a Canadian citizen, a Registered Indian or a permanent resident.
Section F
Check the box to indicate if you or your representatives reside in the expected community of resettlement.

Section G

Check the box if you have been convicted, **in Canada** of the offence of murder or an offence set out in the schedule I or II of the *Corrections and Conditional Release Act*.

Or

Check the box if you have been convicted of an offence outside Canada that, if committed in Canada would constitute one of the offences referred to above.

Note: the schedules I and II are attached to the form.

Section H

Check the box to indicate if you are in default of any court-ordered support payment obligations.

Section I

Check the box to indicate if you are currently detained in any penitentiary, jail, reformatory or prison.

Section J

Check the box to indicate if you have **ever** been ordered to leave Canada.

Section K

Check the box to indicate if you are subject to any revocation proceedings under the *Citizenship Act*



You must **sign** and **date** the application.

Use of a Representative (IMM 5476)

Who may use this form?

Complete this form **only** 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.

What is a representative?

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 authorize CIC to share information from your case file with this person;
- your application will not be given special attention nor can you expect faster processing or a more favourable outcome;
- the representative is authorized to represent you only on matters related to the application you submit with this form; and
- only **one** representative can be appointed for each application you submit.
- You are not obliged to hire a representative. CIC treats everyone equally, whether or not they use the service of a representative.



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

Types of representatives

There are two types of representatives:

Unpaid representatives can be:

- 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 Quebec 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, the representative 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: www.cic.gc.ca.

Question	Action
General Application Information	
	Check one box to indicate if you are appointing or cancelling the appointment of a representative.
Section A- Applicant Information	
1	Write your last name (surname) and given name(s).
2	Write your date of birth.
3	If you have already submitted your application write: <ul style="list-style-type: none"> • the name of office where the application was submitted; • the location of the office where the application was submitted; and • type of application that you submitted.
4	Write your Citizenship and Immigration Canada Identification number (if known).
Section B- Appointment of Representative	
5	Write your representative's full name. If your representative is a member of CSIC, a law society or the <i>Chambre des notaires du Québec</i> , print his or her name as it appears on the organization's membership list.
6	If your representative is unpaid, check the applicable box, or If your representative is paid, check the applicable box and write the applicable membership ID number.
7	Write your representative's contact information.
8	Your representative must sign and date the declaration in order to accept responsibility for conducting business on your behalf.
Section C- Cancel the Appointment of a Representative	
9	Fill in this section if you wish to cancel the appointment of a representative. Write the representative's full name
Section D- Your Declaration	
10	By signing, you authorize CIC to conduct business with your appointed representative on behalf of yourself and your dependent children under 18 years of age. If your spouse or common-law partner wishes to be represented by the same appointed representative, 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 website at:
www.cic.gc.ca/english/information/applications/release-info.asp.

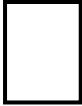
The person you designate will be able to obtain information on your case file, such as the status of your application. However, they will **not** be able to conduct business on your behalf with CIC.

Step 3. Mail the Application



Where to mail the application

Mail your completed application in a stamped envelope to the address as shown below:

(Your Name) (Your Address) (Your Postal Code)	Affix sufficient postage 
Your local CIC office The address of your CIC local office can be found in Appendix A	

Send the document checklist

Make sure you use the document checklist and include it with your application.



Sign the form

The forms must be signed and dated before they are mailed. If they are not signed and dated, your application will be returned to you.

What Happens Next

Application process

Upon receipt of a completed and signed sponsorship application, the sponsoring group can expect:

- a letter advising if the sponsorship application has been approved or refused. This letter will be sent to you within 30 working days of CIC receiving the sponsorship application.
- If the processing of your application has not been finalized within those 30 days, you will receive a letter with the estimated processing time.

If the sponsorship application has been approved, the group will receive a letter that includes:

- a CIC file number and a CIC contact name and fax number
- information regarding the approximate time it will take to process the application abroad
- notification that the principal refugee applicant's application has either been approved or refused by the visa office

Note: If the principal refugee applicant was approved, the sponsoring group can expect a *Notice of Arrival Transmission (NAT)* advising when the refugee will arrive in Canada.

The sponsorship may be monitored after the refugee has arrived. This might be an in-person meeting, a survey or a phone call.



Updating your contact information

During the application process, you must advise us of any change of address or telephone number by:

- going to www.cic.gc.ca, click on *Change My Address* in the *I Need To ...* section on the right-hand side of the page;
or
 - see [How to Contact CIC](#) at the end of this Guide
-

Checking application status on-line

You can check the status of your application on-line by doing the following:

1. Log on to our website at www.cic.gc.ca.
2. Go to *Check My Application Status* in the *I need to...* section on the right-hand side of the page.
3. Then click on *Client Application Status* and follow the instructions provided.

Note: Your application status will only appear on-line once the initial review is completed.

To obtain details on how to remove your application status information from the Internet, visit the "[Frequently Asked Questions](#)" (FAQ) section.

**Protecting
your
information**

Your personal information is:

- only available to CIC employees who need to see it in order to provide the services to you, **and**
- not disclosed to anyone else except as permitted under the provisions of the *Privacy Act*.



You can obtain additional information on the protection of your data by visiting the "[Frequently Asked Questions](#)" (FAQ) on our website.

**Quality
assurance
program**

Our quality assurance program randomly selects applications for a special review. If selected you will be asked to attend an interview with a Citizenship and Immigration official so that we can:

- verify the documentation you submitted is accurate;
- verify that your application has been completed properly.

Note: You will be notified in writing should your application be selected.

How to Contact CIC

The table below shows you how to contact CIC.

Web site	www.cic.gc.ca
Within Canada	<p>CIC Call Centre: 1-888-242-2100 (toll-free)</p> <p>Hours of operation: Monday to Friday 8 a.m. to 4 p.m., your local time</p> <p>If you are deaf, deafened or hard of hearing, or you have a speech impediment and use a text telephone, you can access the TTY service from 8 a.m. to 4 p.m. your local time by calling: 1-888-576-8502 (in Canada only).</p>



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.

Appendix A- Citizenship and Immigration Centres

ATLANTIC

<p>Charlottetown Jean Canfield Government of Canada Building 191 University Avenue Charlottetown, PE C1A 4L2 Fax: (902) 566-8355</p>	<p>Fredericton 495 Prospect Street Fredericton, NB E3B 9M4 Fax: (506) 452-3392</p>	<p>Halifax 1741 Brunswick Street, Suite B110 Halifax, N.S. B3J 3X8 Fax: (902) 426-4241</p>
<p>Moncton 860 Main Street, 6th Floor Suite 602 Moncton, N.B. E1C 1G2 Fax: (506) 851-2240</p>	<p>St. John's North Atlantic Building, 2nd floor 31 Pippy Place P.O. Box 13667, Station "A" St. John's, NL A1B 4G1 Fax: (709) 722-2929</p>	<p>Saint John 189 Prince William Street 3rd Floor Saint John, N.B. E2L 2B9 Fax: (506) 636-5073</p>

ONTARIO

<p>Hamilton 55 Bay Street North - Ground Floor (Market St. entrance) Hamilton, Ontario L8R 3P7 Fax: (905) 572-2626</p>	<p>Kingston 86 Clarence Street Kingston, Ontario K7L 1X3 Fax: (613) 545-8574</p>	<p>London 417 Exeter Road London, Ontario N6E 2Z3 Fax: (519) 691-8175</p>
<p>Niagara Falls 6080 McLeod Rd. Unit 12 Niagara Falls, Ontario L2G 7T4 Fax: (905) 354-4497</p>	<p>Oshawa 78 Richmond Street W., 2nd Floor Oshawa, Ontario L1G 1E1 Fax: (905) 721-5025</p>	<p>Ottawa 200 Catherine Street, 5th Floor Suite 101 Ottawa, Ontario K2P 2K9 Fax: (613) 995-1304</p>
<p>Sudbury 19 Lisgar St., Suite 305 Federal Building Sudbury, Ontario P3E 3L4 Fax: (705) 671-0749</p>	<p>Thunder Bay Suite 108-221 Archibald St. North Thunder Bay, Ontario P7C 3Y3 Fax: (807) 624-2151</p>	<p>Toronto Central 25 St. Clair Ave. E., Suite 200 Toronto, Ontario M4T 1M2 Fax: (416) 954-6579</p>
<p>Kitchener 29 Duke St. East 1st Floor Kitchener, Ontario N2H 1A2 Fax: (519) 571-6819</p>	<p>Windsor 1250 Walker Road Windsor, Ontario N8Y 4T4 Fax: (519) 985-4761</p>	

PRAIRIES/NORTHERN TERRITORIES

Calgary 210 - 220 4th Avenue S.E. Calgary, AB T2G 4X3 Fax: (403) 292-4172	Edmonton Canada Place 9700 Jasper Avenue Suite 240 Edmonton, AB T5J 4C3 Fax: (780)495-6739	Lethbridge 706 - 4th Ave. S., Room 403 P.O. Box 2050 Lethbridge, AB T1J 4K6 Fax: (403) 382-3163
Regina 1783 Hamilton Street, Room 220 Regina, SK S4P 2B6 Fax: (306) 780-8745	Saskatoon 660 - 410 22nd Street E Saskatoon, SK S7K 5T6 Fax: (306) 975-4525	Winnipeg 400 - 25 Forks Market Road Winnipeg, Manitoba R3C 4S9 Fax: (204) 983-3176

BRITISH COLUMBIA/YUKON

Kelowna 202- 1635 Abbott Street Kelowna, BC V1Y 1A9 Fax: (250) 470-4877	Prince George 250 - 177 Victoria Street Prince George, BC V2L 5R8 Fax: (250) 561-5502	Vancouver 1148 Hornby Street Vancouver, BC V6Z 2C3 Fax: (604) 666-6582
Victoria 816 Government Street Room 377 Victoria, BC V8W 1W9 Fax: (250) 363-3669		

Appendix B- Financial Guidelines

- Sponsoring groups will not accept the payment of funds from the refugees for the submission of a sponsorship, either before or after their arrival in Canada. However, the refugee's relatives in Canada may contribute funds to the resettlement.
- Refugees have no legal obligation, and cannot be made to enter into a legal or informal obligation, to prepay or repay their sponsoring groups for lodging, care, and settlement assistance and support. However, the refugee's relatives in Canada may contribute funds to the resettlement.
- Sponsoring groups are not responsible, unless they have co-signed loans, for any debt that a refugee incurs in Canada.
- Sponsorship Groups are expected to provide the refugees with both financial and settlement support for a period of up to 12 months including the opportunity to attend English language training and acquire skills necessary to access employment in Canada. Should the refugee become financially self-sufficient during the 12-month sponsorship period, the sponsoring group is not obligated to provide income support under the terms of the undertaking for the remainder of the sponsorship period. However, the sponsoring group must maintain immediate access to adequate funds for the remaining length of the sponsorship in the event that the refugee ceases to be self-sufficient.
- Sponsored refugees who bring financial resources to Canada should manage their own finances and are expected to contribute to their own settlement costs. Sponsoring groups may expect sponsored refugees to contribute towards their settlement costs according to the same standard established for government-assisted refugees who bring financial resources to Canada. For example, a single sponsored refugee may retain up to a maximum of \$1000 for personal use and a couple may retain up to \$2000 plus \$500 for each additional family member, with the balance of their funds being allocated towards the cost of their settlement. You may refer to *The Guide to the Private Sponsorship of Refugees Program* for further details.

Cost of Sponsorship

Although the cost of living varies from one region to another, the following table can assist the sponsoring group in estimating the cost involved in sponsoring a refugee family for 12 months. The required financial resources indicated in the Sponsorship Cost Table are roughly equivalent to local social assistance rate figures.

Sponsorship Cost Table

Family Size	12 Months of Income Support	Start-up Costs	Estimated Total Annual Settlement Cost (\$)
1	9,000	2,800	11,800
2	15,500	4,300	19,800
3	17,700	5,300	23,000
4	20,000	6,000	26,000
5	22,500	7,200	29,700
6	24,500	8,000	32,500
Additional member	1,550	1,000	2,500

Income Support can vary depending on ages of various dependents which play a role in determining monthly income support for shelter, food, transportation and incidentals.

Start-up costs include: one time payment for household items, furniture, linens, food staples, clothing & winter clothing, deposit for utilities, phone installation and first month's rent. These are approximate rates only and should be used as a guideline. Contact your local Citizenship and Immigration Centre (CIC) should you be interested in your local Resettlement Assistance Program (RAP) income support rates which are in line with local social assistance rates.

Several factors may reduce the amount of financial support that the sponsoring group must provide. Examples of these factors may include: in-kind donations and financial resources the sponsored refugee brings to Canada. The chart below provides an estimated value for certain in-kind donations. For more information on the cost of sponsorship, contact your local Citizenship and Immigration Centre or the Refugee Sponsorship Training Program (RSTP). For details on how to contact the RSTP, visit their website at www.rstp.ca.

In-Kind Deduction Table (\$)

Family Size	Shelter	Clothing	Furniture	Start-up Costs (Household Needs)	School Start-up Costs	Food Staples
1	6,000	500	1,500	325		175
2	6,000	1,000	2,000	350		250
3	7,800	1,375	2,500	375		325
4	7,800	1,750	3,000	400		400
5	9,600	2,125	3,500	425		475
6	9,600	2,500	4,000	450		550
For additional member, add	900	375	500	25	150/per child between ages 4-21	75

The In-kind Deduction Table is based on annual costs. Start-up Costs include: bedding, linens and household items. These are approximate rates only and should be used as a guideline. Contact your local Citizenship and Immigration Centre (CIC) should you be interested in your local Resettlement Assistance Program (RAP) income support rates which are in line with local social assistance rates.

Start-Up Costs

Sponsoring groups might find it useful for their own planning purposes to be aware of the financial assistance Citizenship and Immigration Canada (CIC) provides to government-assisted refugees in order to cover standard household start-up costs. The following information describes some of the various needs that are considered when CIC establishes the amount for the initial start-up cheque. Individual start-up costs with established maximums:

Clothing: a one-time basic clothing allowance is provided.

- \$325 per adult
- \$250 per dependent child

Winter Clothing: winter coat, winter boots, mittens, scarf, snow pants for children, etc.

- \$175 per adult
- \$125 per dependent child

Basic Household Needs Allowance: Suggested items include: beds, table and chairs, bed linens, basic window coverings and common household products such as kitchen utensils, pots, pans, brooms, mops, detergents and cleansers.

The following maximum allowance rates apply:

- Per single without accompanying dependents \$1,330
- Per single plus one dependent \$2,336
- Per single plus two dependents \$2,662
- Per couple without accompanying dependents \$1,958
- Per couple plus one accompanying dependent \$2,452
- Per couple plus two accompanying dependents \$2,945
- Per couple plus three accompanying dependents \$3,512
- For each additional dependent \$350

Food Staples: flour, sugar, rice, spices and condiments, etc.

- \$175 for the first person in each household
- \$75 for each additional dependent (no maximum)

School Start-Up allowance: an allowance of \$150 for school-age children and young adults attending K-13, between the ages of 4-21 to defray costs for school supplies, activity fees, gym clothing, etc.