



# IMMIGRATION Canada

## Refugee Sponsorship Application

Group of Five



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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.

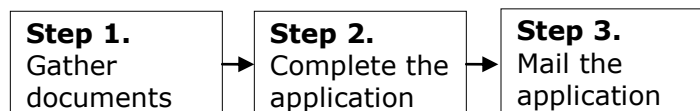
### Symbols used in this guide

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

This symbol...	Tells you...
	What you <b>must</b> 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.
<b>Note:</b>	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

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### Who can use this application?

This application kit contains the forms and information necessary for **Group of Five** individuals to sponsor a refugee(s) living outside of Canada.

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### What is a Group of Five?

A **Group of Five (G5)** is any group of five or more Canadian citizens or permanent residents who are 18 years of age or older **and** who live in the community where the refugee is expected to settle.

Group members act as guarantors that the necessary support will be provided for the full duration of the sponsorship, which is generally 12 months. The group is expected to show that they have the necessary financial resources, expertise and commitment required to fulfill the terms of the sponsorship undertaking.

**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.

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### 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>).

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### What are the requirements

**Every member of the Group of Five (G5) must meet the following requirements:**

- be a Canadian citizen or permanent resident 18 years of age or older
- have financial capacity to fulfill the sponsorship undertaking for the duration of the sponsorship period (generally 12 months)
- provide evidence of settlement capacity to provide emotional or social support to a refugee and his or her family
- be based in the community where the refugee(s) are expected to live



**Make sure to use the correct undertaking/ application**

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

- Sponsorship Agreement Holders (SAH) and their Constituent Groups (CG)
- 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 this guide.

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**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 – Group of five

**Complete and submit your application**  
Gather all required documents as explained in the document checklist  
Fill out the application forms and mail your completed package as outlined in this guide

**The local Citizenship and Immigration office checks your application**  
Did you include the completed and signed undertaking form in your package?

If **yes**, the local CIC office will process your application

If **no**, your application will be returned to you

**Acknowledgement of your application**

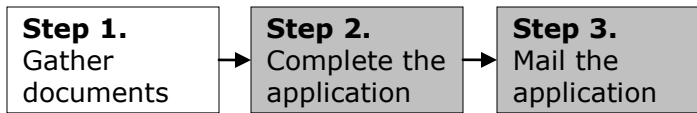
- an acknowledgement letter will be sent to you within **30 working days** of CIC receiving the application
- If the processing of the application has not been finalized within those 30 days, you will receive a letter with the estimated processing time

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

- a CIC file number and a CIC contact name and fax number, and
- information regarding the approximate time it will take to process the application abroad at a Canadian visa office.

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 5437) 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 will be returned to you.

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

	Document	Description	Format
1	Proof of Canadian citizenship or permanent residence status	<p><b>Each party</b> to the sponsorship group must provide a proof of status.</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• Permanent Resident Card, or</li> <li>• Immigrant Visa and Record of Landing (IMM 1000) or Confirmation of Permanent Residence (IMM 5292), or</li> <li>• Canadian birth certificate, or</li> <li>• Both sides of a Canadian citizenship card, or</li> <li>• Both sides of a Canadian certificate of registration of birth abroad.</li> </ul>	Photocopy
2	Proof of funds	<p>The following sources are considered valid proof of income for group members who intend to use their personal income towards the sponsorship.</p> <ul style="list-style-type: none"> <li>• A copy of your most recent T4 and/or T1, or</li> <li>• A copy of your most recent <i>Notice of Assessment</i> (from Canada Revenue Agency), or</li> <li>• An original letter or proof of annotated cheque stubs from your employer confirming Financial Profile details, or</li> <li>• If self-employed, a letter from an accountant confirming your annual income, or</li> <li>• Proof of other sources of income (pension statement, investments, etc.), or</li> <li>• Employment Insurance pay stubs.</li> </ul>	Photocopies or original letter (when mentioned).
3	Additional documents	Any other document that you wish to include with your Undertaking/Application to Sponsor.	Photocopies or original.

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**Translated documents**

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

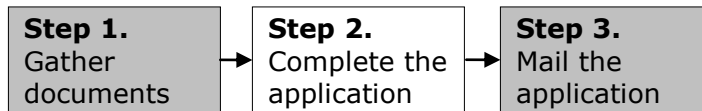
- the English or French translation; **and**
- an affidavit from the person who completed the translation; **and**
- a **certified** copy of the document.

**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* (IMM 5373)
- *Sponsor Assessment* (IMM 5492)
- *Settlement Plan and Financial Assessment* (IMM 5373A)
- *Financial Profile Form* (IMM 5373B)
- *Document Checklist* (IMM 5437)

#### Optional:

- *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 5373), and
- the number and/or letter of the section you are completing.



## **Undertaking/Application to sponsor – Group of five (IMM 5373)**

**Who must fill out this form?**

**This form must be completed and signed by :**

- Each member of the Group of Five individuals (G5).



**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 principal 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 to sponsor form, check the box to indicate which IMM 6000 distribution option you have chosen for this sponsorship case.**

Option	Description
<b>1</b>	<p><b>Visa office sends IMM 6000 to refugee applicant</b></p> <p>The visa office mails the IMM 6000 application kit to the principal 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>
<b>2</b>	<p><b>Sponsoring group sends IMM 6000 to refugee applicant</b></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 principal refugee applicant with a <b>copy of the approved undertaking</b>.</p> <p>The principal 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’s application with the original approved undertaking provided by the Citizenship and Immigration Centre. Ensure that you specify which visa office the principal refugee applicant must send the documents to.</p>

	<b>Note:</b> your local Citizenship and Immigration Centre will provide you with the address.
<b>3</b>	<p><b>Sponsoring Group submits completed application for permanent residence and a sponsorship application to the local Citizenship and Immigration Centre</b></p> <p>The <b>principal refugee applicant abroad</b> (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- Group Name and Representative**

Write the name of your Group of Five, including:

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

**Note:** The person who has authority or ownership over the organization’s finances must sign the undertaking/application to indicate their approval of the sponsorship.

**Other sponsorship undertaking of refugees or of your family members**

Check the box to indicate if the individual has submitted previous refugee sponsorship(s) or sponsored or co-signed sponsorship(s) for family member(s) (family class). 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 numbers issued to you by CIC as a result of this sponsorship

**Section B- Group Members**

By signing the undertaking, Group Members officially share responsibility for the sponsorship and are held to be jointly and severally liable if the terms of the undertaking are breached.

Write the details of the Group Members including the:

- last name (surname/family name) and given name(s)
- other name(s) used (including birth name, maiden, previous married name(s), aliases and nicknames)
- date of birth
- relationship to the principal refugee applicant (if applicable)
- contact details (telephone, fax and e-mail)

If there are more than five people, attach another sheet of paper and provide the same information as required in the boxes. Make sure you complete all the boxes. If a box is not applicable, print "N/A."

**Note :** The individuals 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 sponsorship(s) for family member(s) (family class). 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 as a result of previous sponsorships

## **Section C – 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 this 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
- gender (sex)
- country of birth, including the name of the town or city
- country of citizenship

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

**Family members:** spouse or common-law partner of the principal refugee 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
- gender (sex)
- country of birth, including the name of the town or city
- country of citizenship

<b>Term</b>	<b>Definition</b>
<b>Spouse</b>	refers to a person in a legally recognized marriage
<b>A common-law partner</b>	is a person who is currently cohabiting and has cohabited in a conjugal relationship with the principal refugee applicant for a period of at least one year.
<b>Dependent children</b>	<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"> <li>• be under the age of 22 and not a spouse or common-law partner; or,</li> <li>• 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,</li> <li>• 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.</li> </ul> <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>
<b>Dependent child of a dependent child</b>	refers to children of dependent children of the principal refugee 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 at the same time as the principal refugee applicant but must be registered on a separate undertaking.

See [section D - 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 of opportunity”** 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 D – 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 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 or son with dependent children, father, mother, married sister or 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 refugee 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 E – Relatives of Refugee Applicant Living in Canada

Provide information on any relatives of the principal refugee applicant who are living in Canada. Include primarily close relatives such as:

- parents
- brothers and sisters
- aunts and uncles
- adult children

This information will allow the officer to recognize existing links to Canada that the principal refugee applicant may have.

## Section F – 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 F 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

1. the 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 G – 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 H– Declaration by the Sponsoring Group



Each party to the sponsorship **must sign** and **date** the application. By signing here, each member of the sponsoring group declares that he or she understands and commits to upholding the terms outlined on the undertaking.

## Sponsor Assessment (IMM 5492)

**Who completes this form?**

**This form must be completed by :**

- Each group member.

**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 of paper.

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



<b>Section A</b>	
Write the name of your group (print clearly).	
<b>Section B</b>	
Write last name (surname/family name) and given name(s) of the sponsor representative or individual sponsor (print clearly).	
<b>Section C</b>	
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).	
<b>Section D</b>	
Check the box to indicate if you are at least 18 years of age or older.	
<input type="checkbox"/>	All members of the Group of 5 must be 18 years of age or older.
<b>Section E</b>	
Check the box to indicate if you are a Canadian citizen, a Registered Indian or a permanent resident.	
<input type="checkbox"/>	All members of the Group of 5 must be either a Canadian citizen, a Registered Indian or a permanent resident.
<b>Section F</b>	
Check the box to indicate if you (or your legal representative) reside in the expected community of resettlement.	
<input type="checkbox"/>	All members of the Group of 5 must reside or have representatives in the expected community of settlement.
<b>Section G</b>	
Check the box if you have been convicted, <b>in Canada</b> of the offence of murder or an offence set out in the schedule I or II of the <i>Corrections and Conditional Release Act</i> .	
<b>or</b>	
Check the box if you have been convicted of an offence <b>outside Canada</b> that, if committed in Canada would constitute one of the offences referred to above.	
<b>Note:</b> the schedules I and II are attached to the form.	
<b>Section H</b>	
Check the box to indicate if you are in default of any court-ordered support payment obligations.	
<b>Section I</b>	
Check the box to indicate if you are currently detained in any penitentiary, jail, reformatory or prison.	
<b>Section J</b>	
Check the box to indicate if you have <b>ever</b> been ordered to leave Canada.	
<b>Section K</b>	
Check the box to indicate if you are subject to any revocation proceedings under the <i>Citizenship Act</i> .	
<input type="checkbox"/>	You must <b>sign</b> and <b>date</b> the application.

## **Settlement Plan and Financial Assessment – Group of Five (G5) (IMM 5373A)**

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

**This form must be completed by the :**

- Group of Five.

**Note:** This form must be signed by the Group representative.

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**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. All members must agree to the plan.

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 principal refugee applicant(s) establish successfully in Canada during the validity of the sponsorship.

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**Assessing the Sponsoring Group's Finances**

In order for Citizenship and Immigration Canada to determine that your group has sufficient financial resources to fulfill the terms of the undertaking, you must show all sources of funding, including in-kind (see definition in this section) and cash donations, that will be combined to provide support. You must also include documentation showing the individual contribution that each member intends to make to the sponsorship.

Your group should consult the dollar figures presented in the Sponsorship Cost Table (see **Appendix B**). These figures represent an estimated national average for the total cost of a 12-month refugee sponsorship case, depending on the family size. In order to make its assessment, CIC will combine the value of all committed funds, including the dollar value of any applicable in-kind donations, to determine if the total funds committed equals (or surpasses) the amount listed on the Cost Table.

**In-Kind donations**

Donations made in goods, commodities or services, instead of money.

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 and Financial Assessment* encompassing the entire household is required. It must still, however, reflect the resettlement needs of each individual being sponsored. Photocopy the plan and keep a copy for your group's records.

### Section A- General information

Write the complete name of :

- the principal refugee applicant
- your Group of Five
- your Group of Five representative

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

### Section B- Settlement Needs – Checklist

For each settlement need, check the box to indicate if your group will provide cash or in-kind donations to supply it and then, give the corresponding value.

For in-kind donations, write the dollar value for each form of settlement assistance for which an in-kind donation is available. Use the rates provided in the in-Kind Deduction Table on page 4 of the form. The total value of in-kind donations will be deducted from the cost of the 12 month sponsorship.

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](#)).

In order to help you determine what financial requirements may be necessary to support the refugee applicant(s) for the validity of the sponsorship, consider the following:

- **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

### Section C- Settlement Needs – Details

**Check the box to indicate if the specified settlement need will be provided by your group.**

**For each service, specify:**

- who will be responsible
- the availability of the person responsible for the service (time he/she will dedicate to the task)
- when there is no question in the details box, provide information if applicable, or explain why your group will not assist the refugee with the service

Question	Instruction
1	<p><b>Greeting</b></p> <p>Indicate if you will be meeting the refugee upon arrival. Explain if you will provide transportation to the final destination. Give details.</p>
2	<p><b>Health plan</b></p> <p>Indicate if you will you be assisting the refugee to apply for a health plan. Give details if applicable or explain why your group will not be assisting with this service.</p>
3	<p><b>Temporary accommodation</b></p> <p>Specify how long the refugee(s) will use the temporary accommodation and the size. If the location is known, provide the address, the name of the person hosting the refugee(s), and relationship to the principal refugee applicant.</p> <p>Provide a contingency plan in case the arrangement for temporary residence did not work out. For example, you could plan for a different temporary residence, or allow a budget for public accommodation (e.g.: hotel, shelter), etc.</p>
4	<p><b>Permanent accommodation</b></p> <p>If your group did or will arrange for a permanent accommodation, state the size of the residence, and the address (if known).</p> <p>Rent deposit: Check the box to indicate if your group will pay the deposit or not, or if it is non applicable.</p> <p>Hook-up costs: Check the box if your group will pay for hook-up costs for telephone, electricity, gas, heat etc.</p> <p>Provide a contingency plan in case the arrangement for permanent accommodation did not work out. For example, you could plan for a temporary accommodation, or allow a budget for public accommodation (e.g.: hotel, shelter), etc.</p>
5	<p><b>Interpreter</b></p> <p>If your group did not arrange for an interpreter, explain how you are planning to assist the refugee(s) in the contingency plan box.</p> <p>Indicate how and when the interpreter would be available (e.g.: on demand in person, on demand by phone, by appointment taken X days in advance, etc.)</p> <p>Provide a contingency plan in case the interpreter is not available for urgent matters, unpredicted occasions, on short notice, or if he/she was unreachable. For example, you can arrange for a replacement.</p>
6	<p><b>Social Insurance Number</b></p> <p>If you are not planning on assisting the refugee(s) with this service, explain the reasons in the Details box.</p>
7	<p><b>Doctors and dealing with trauma</b></p> <p>Specify what doctor(s) your group did or will help finding. Check all that apply. If you plan to find a specialist not listed here, specify facing "Other".</p> <p>Provide a contingency plan in case you could not find a doctor, and how you will make sure that the refugee(s) health is taken care of, especially in case the refugee(s) suffers trauma.</p>

<b>8</b>	<p><b>Child tax benefit</b> If applicable and you are not planning on assisting the refugee(s) with this service, explain the reasons in the Details box. If not applicable, write N/A.</p>
<b>9</b>	<p><b>Other public/settlement services or agencies</b> Provide information about the settlement agencies or services, and/or other public services or agencies you will or did contact for the benefit of the refugee(s).</p>
<b>10</b>	<p><b>Medical emergencies</b> Details (if applicable): Explain how your group will handle medical emergencies.</p> <p><b>Note:</b> It is important to answer this question if the refugee(s) suffers from trauma or post-traumatic stress.</p>
<b>11</b>	<p><b>Orientation</b> In order to help the refugee(s) settle in the community and quickly become self-dependent with regards to daily routine, your group should plan for some orientation activities. Provide all relevant information about activities you planned.</p> <p>Depending on the needs of the refugee(s), orientation activities could address (but are not limited to):</p> <ul style="list-style-type: none"> <li>• using house appliances and facilities</li> <li>• opening a banking account</li> <li>• using public transportation</li> <li>• shopping for food, drugs, cloths, household effects, etc.</li> <li>• education system for children and young adults</li> </ul>
<b>12</b>	<p><b>Linking refugee(s) with community groups and activities</b> For the benefit of the refugee(s), state the names of the community groups, organizations and or activities your group has approached for information, registration, etc.</p> <p>In the space provided, state other detail information of the activities (e.g. tentative dates, location, duration, etc.), the mission of the community groups and specify if you have already contacted these community groups or are planning to.</p>
<b>13</b>	<p><b>Enrol children in school or daycare (if applicable)</b> For principal refugee applicant with accompanying school age children, your group should assist the refugee in finding a school and/or daycare facility and enrol all the children, and any specialized services for children with special needs.</p>
<b>14</b>	<p><b>Enrol adults in language training</b> To facilitate the refugee(s) integrate in their new community and make sure they have the skills necessary; your group must help the refugee(s) find and register in an official language class.</p> <p>Provide the name of the school and the length of the program for which you did or will enrol the adult refugee(s).</p>
<b>15</b>	<p><b>Finding employment</b> The following guidelines must be followed if the sponsoring group plans to assist the refugee(s) in finding employment:</p> <ul style="list-style-type: none"> <li>• employment must conform to federal and provincial labour standards and regulations</li> <li>• employment should not interfere with the refugee’s efforts to learn one of Canada’s official languages</li> </ul>

	<p>You also need to identify the relevant resources for the adult refugee(s) to help him find an employment. Depending on the refugee(s) skills and needs, you need to find out about :</p> <ul style="list-style-type: none"> <li>• employment counselling services and agencies that provide them</li> <li>• local Canada Employment Centre and services available</li> <li>• trainings on employment preparation sessions and registration procedures</li> <li>• foreign credential assessment agencies and procedures</li> </ul> <p>In the Details box, provide additional information about your group's efforts to assist the refugee(s) find employment.</p>
<b>16</b>	<p><b>Finance: managing sponsorship money</b></p> <p>Your group has to provide income support to the refugee(s) during the sponsorship period (12 to 36 months) or until the latter becomes financially self-sufficient. The living allowance has to be paid periodically. Specify how much money you are planning to pay and how often. Refer to the Sponsorship Cost Table for guidance. It is recommended to take into consideration the living costs in the community of resettlement for more accurate evaluation.</p> <p>Provide information about how your group is planning to manage the sponsorship money:</p> <ul style="list-style-type: none"> <li>• for monetary donations, specify if funds are held in trust, in a bank account, if they are or will be donated through a fund raising campaign, periodical account deposit, etc.</li> <li>• for in-kind donations, go to question 17.</li> </ul> <p>Provide a contingency plan in case, for any reason, your group is short of money before the end of the sponsorship period.</p>
<b>17</b>	<p><b>In-kind donations</b></p> <p>Specify the group member(s) responsible for each in-kind donation. Provide any relevant details regarding how your group will organize delivering these donations.</p>

### Section D – Financial Assessment

This section will allow the group to predetermine if it has committed sufficient funds to the sponsorship.

This section features two tables:

- Sponsorship Cost Table: To determine the **minimum** amount of funds that your group should secure for the sponsorship, consult the dollar figures presented in the Sponsorship Cost Table. These figures include monthly expenses plus start-up costs (for more information on start-up costs, see **Appendix B - Financial Guidelines**). The required financial resources indicated in the Sponsorship Cost Table are roughly equivalent to local social assistance rate figures. They are approximate rates only and should be used as a guideline. The figures represent an estimated average for the total cost of a 12-month refugee sponsorship case, depending on the family size. It is recommended to take into consideration the living costs in the community of resettlement for more accurate evaluation.
- In-Kind Deduction Table: use it to determine and report on page 1 of the form (Section B) the amount of money you can deduct from the total cost of the sponsorship, for each start-up cost and/or for accommodation.

### Financial Commitment:

Group members contributing financially to the sponsorship should provide the amount of money they are committing towards the sponsorship, and if applicable all other sources of funds.



It is preferable that **at least** three members contribute financially to the sponsorship cost.

### Other Sources of Funds

Declare the amount of money that will be contributed from other sources of funds and list these sources on the form. The sponsoring group must provide supporting documentation that shows the availability of these funds.

### Pledged Donation

If an organization has pledged to provide funds to contribute towards the cost of sponsorship, the group will need to provide proof such as:

- a promissory note of cash signed by the authorized representative of the organization or
- the organization's bank
- copy of a recent, audited financial statement for the organization
- a letter confirming that the money is being held in an account at a registered Canadian financial institution or documents outlining the terms and conditions of the account

### Personal Income

If personal income from individuals within the sponsoring group or from individual cosponsors is being used towards the sponsorship, the contributing individuals must provide supporting documentation to show proof of their income. The following sources are considered valid proof of income:

- copy of the most recent T4 and/or T1, or
- copy of the most recent *Notice of Assessment* (from Canada Revenue Agency), or
- original letter or proof of annotated cheque stubs from the employer confirming salary details, or
- if self-employed, a letter from an accountant confirming the annual income, or
- proof of other sources of income (pension statement, investments, etc.), or
- employment Insurance pay stubs.

### Funds Held in Trust

Funds available at the time of sponsorship application may be deposited in an account at a Canadian financial institution. The account may be in the name of the sponsoring group with a note that the money is in trust for the principal refugee applicant (this is not a "trust account" in the formal sense of the term). The account should require the signature of at least two of the group members to make withdrawals.

**Note:** You will need to provide a letter from the financial institution confirming the existence of the account or documents outlining the terms and conditions of the account.

## Section E – Signature



The **group representative must sign** the *Settlement Plan and Financial Assessment*. By signing this form, your group is indicating that it is aware of the terms of the settlement arrangements and is committed to fulfilling them.

## **Financial Profile – Group of Five (G5) (IMM 5373B)**

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

**This form must be completed by :**

- Each member of the Group of Five who intend to use their personal income to support the refugee applicant(s).

**Note:** Group members may wish to submit their *Financial Profile* in a sealed envelope to ensure confidentiality.

It is not necessary that each group member contribute financially to the sponsorship, however, it is preferable that **at least** three members commit to sharing the financial burden.

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**What is it?**

The **Financial Profile** 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.

Where practicable, the planned arrangements should be in place before the refugee arrives. All members of the group must agree to the plan.

<b>Section A- Group Name</b>
Write the complete name of your Group of Five.
<b>Section B- Principal Refugee Applicant</b>
Give personal details of the principal refugee applicant including: <ul style="list-style-type: none"> <li>• last name (surname/family name) - do not use initials</li> <li>• given name(s)</li> <li>• date of birth</li> </ul>
<b>Section C- Personal Details</b>
Write your personal details including: <ul style="list-style-type: none"> <li>• last name (surname/family name) - do not use initials</li> <li>• given name(s)</li> <li>• date of birth</li> </ul> <p>Write the number of people for whom you are currently the primary source of financial support, including yourself.</p> <p>Examples of such persons include (but are not limited to):</p> <ul style="list-style-type: none"> <li>• an unemployed spouse</li> <li>• children who reside in your household</li> <li>• college and university students</li> <li>• elderly relatives</li> <li>• ex-spouses and child support</li> </ul> <p>Primary source include certain basic needs such as food, housing, clothing, home appliances and furnishings.</p>



### Section D - Employment

You must provide proof of all income derived from employment that you intend to use towards the sponsorship. Acceptable sources include :

- a copy of your T4
- your *Notice of Assessment* (detailed computer printout from Canada Revenue Agency in response to filing your income tax return)
- an original letter or proof of annotated cheque stubs from your employer confirming details on the Financial Profile

If you worked for more than one employer over the last 12 months, provide the required details on a separate sheet. In box 9, provide the combined gross salary earned from all employers over the last 12 months.

If you are self employed, provide information that applies.

### Section E – Previous Employer

Write the name of your previous employer if you have been employed less than one year with your current employer. Use a separate sheet of paper if you have worked for more than 2 employers over the past 12 months.

### Section F – Other Sources of Income

You may report income earned in the past 12 months through self-employment or a business venture. If you choose to do so, you may either submit your *Notice of Assessment* (from Canada Revenue Agency) or provide a letter from an accountant indicating your business address, occupation, personal annual income, and net annual business expenses claimed by you under the *Income Tax Act*.

You may also report income obtained over the last 12 months from sources other than self-employment or business (pensions, investment interest, etc.). You must submit supporting documentation that indicates the source and amount of this income. The following list describes several sources of income, other than employment, that can be included in the calculation of your total annual income.

**Business Income:** The gross income earned and reported to Canada Revenue Agency from activities conducted for profit from a sole proprietorship, partnership or unincorporated business. This would include professions, trades and businesses such as small retail outlets and restaurants.

**Self-employment Earnings:** The gross income earned and reported to Canada Revenue Agency from self-employment endeavours such as farming, fishing, commission sales, consulting and child care that are conducted for profit.

- **Rental Income:** Income earned and reported to Canada Revenue Agency from rental property
- **Investment and Interest Income:** Income reported to and accepted by Canada Revenue Agency from dividend payments, interest, stocks, bonds, other investments and interest on savings deposits
- **Maternity/Parental/Sickness Benefits**
- **Employment Insurance income**
- **Pension Income:** Income from Old Age Security, Canada/Quebec Pension Plan, other pensions, superannuation and annuity payments from Canadian sources. Do not include Guaranteed Income Supplement (GIS) payments
- **Other Income:** Include income you have received and will continue to receive on a regular basis that is not included above

### Section G – Funds Committed to Sponsorship

This section indicates the financial contribution that each member intends to make to the sponsorship.

**Box A: Total Income** - the amount entered in this box should represent your total annual income from all sources (employment, self-employment, investments, etc.) for the past 12 months.

**Box B: Funds Committed to Sponsorship** - this is the amount that an individual group member wishes to commit to the sponsorship. This amount will be combined with the contribution of other group members, including other funds (e.g., trust account). This amount is to be used in section D on the *Settlement Plan and Financial Assessment* (IMM 5373A).

### Section H – Declaration and Signature



Read **sign and date** the declaration.

## 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](http://www.cic.gc.ca).

Question	Action
<b>General Application Information</b>	
	Check one box to indicate if you are appointing or cancelling the appointment of a representative.
<b>Section A- Applicant Information</b>	
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"> <li>• the name of office where the application was submitted;</li> <li>• the location of the office where the application was submitted; and</li> <li>• type of application that you submitted.</li> </ul>
4	Write your Citizenship and Immigration Canada Identification number (if known).
<b>Section B- Appointment of Representative</b>	
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, <b>or</b> If your representative is paid, check the applicable box and write the applicable membership ID number.
7	Write your representative's contact information.

Question	Action
8	Your representative must sign and date the declaration in order to accept responsibility for conducting business on your behalf.
<b>Section C- Cancel the Appointment of a Representative</b>	
9	Fill in this section if you wish to cancel the appointment of a representative. Write the representative's full name
<b>Section D- Your Declaration</b>	
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.

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**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](http://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.

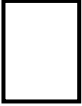
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## Step 3. Mail the Application



### 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 
<b>Your local CIC office</b> The address of your CIC local office can be found in <a href="#">Appendix A</a>	

### Send the document checklist

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



### Sign the forms

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

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### 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 has been approved or refused by the visa office

**Note:** If the principal refugee applicant was approved, the 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 phone call.

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### 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](http://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](http://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 by CPC is completed.

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

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**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.

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**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.

<b>Website</b>	<a href="http://www.cic.gc.ca">www.cic.gc.ca</a>
<b>Within Canada</b>	<p>CIC Call Centre: <b>1-888-242-2100 (toll-free)</b></p> <p><b>Hours of operation:</b> Monday to Friday 8 a.m. to 4 p.m., your local time</p> <p>If you are <b>deaf, deafened or hard of hearing, or you have a speech impediment</b> 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><b>Charlottetown</b> Jean Canfield Government of Canada Building 191 University Avenue Charlottetown, PE C1A 4L2 Fax: (902) 566-8355</p>	<p><b>Fredericton</b> 495 Prospect Street Fredericton, NB E3B 9M4 Fax: (506) 452-3392</p>	<p><b>Halifax</b> 1741 Brunswick Street, Suite B110 Halifax, N.S. B3J 3X8 Fax: (902) 426-4241</p>
<p><b>Moncton</b> 860 Main Street, 6th Floor Suite 602 Moncton, N.B. E1C 1G2 Fax: (506) 851-2240</p>	<p><b>St. John's</b> 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><b>Saint John</b> 189 Prince William Street 3<sup>rd</sup> Floor Saint John, N.B. E2L 2B9 Fax: (506) 636-5073</p>

### ONTARIO

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

## PRAIRIES/NORTHERN TERRITORIES

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

## BRITISH COLUMBIA/YUKON

<b>Kelowna</b> 202- 1635 Abbott Street Kelowna, BC V1Y 1A9 Fax: (250) 470-4877	<b>Prince George</b> 250 - 177 Victoria Street Prince George, BC V2L 5R8 Fax: (250) 561-5502	<b>Vancouver</b> 1148 Hornby Street Vancouver, BC V6Z 2C3 Fax: (604) 666-6582
<b>Victoria</b> 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](http://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.