

IMMIGRATION Canada

Refugee Sponsorship Application

Joint Assistance Sponsorship



Table of Contents

Overview	2
Before You Apply	3
Step 1. Gather Documents	8
Step 2. Complete the Application.....	9
Step 3. Mail the Application	20
What Happens Next	21

Appendix A – Citizenship and Immigration Centres

Appendix B – Start-Up Costs

Forms

- Request for a Joint Assistance Sponsorship Refugee Profile (IMM 5504)
- Undertaking/Application for a Joint Assistance Sponsorship (IMM 1324)
- Sponsor Assessment (IMM 5492)
- Settlement Plan – Joint Assistance Sponsorship (IMM 5494)
- Use of a Representative (IMM 5476)
- Document Checklist (IMM 5495)

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.

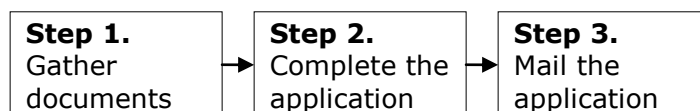
Symbols used in this guide

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 package contains the forms and information necessary for Sponsorship Agreement Holders (SAH) and their Constituent Groups to sponsor a refugee(s) living outside Canada under the **Joint Assistance Sponsorship (JAS)** Program.

What is the Joint Assistance Sponsorship (JAS)?

JAS refers to a joint undertaking by the sponsoring group and Citizenship and Immigration Canada to sponsor a refugee(s) requiring special assistance and whose admissibility depends upon the additional support of a sponsor.

In order to resettle successfully, these refugees may require more than a 12-month sponsorship. Consequently, a JAS is valid for **up to 24 months**. In exceptional cases, the visa office may request an extended sponsorship period of up to 36 months. In these cases, the sponsor must agree before the case is processed.

Note: It is the visa office that identifies which cases require a JAS. The sponsoring groups do not designate JAS cases.

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).

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

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



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.

Program description

Under the JAS Program, Citizenship and Immigration Canada provides financial assistance to cover the cost of food, shelter, clothing and essential household goods and settlement support through funded community agencies.

The sponsor's role is to provide orientation, significant settlement assistance and emotional support.

Refugees with special needs

Refugees sponsored under the JAS program are identified as having special needs that will likely result in a longer or more difficult period of integration.

These special needs include:

- Emotional problems resulting from the refugee experience which could include incidents of trauma or torture;
 - physical or mental disability which could require treatment in Canada;
 - unusual family configuration such as elderly parents, single-parent families with several young children or families consisting only of siblings, one or more of whom has assumed parental responsibilities;
 - separated minors
-

How does it work?

JAS refugees will be matched to communities where their needs would best be met. Information considered before matching includes (but is not limited to):

- specialized services available and/or special requirements of one or more family members
- location of any family members in Canada
- location of same or similar ethnic communities in Canada
- size of family
- employment
- language skills

JAS refugees will not be matched to communities that cannot provide required settlement services (such as programs or services to address the needs of refugees who have medical disabilities etc.). There should be a Service Provider Organization (SPO) available in the community to provide financial and basic orientation.

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.

Role of the local CIC centre

The local Citizenship and Immigration Centre (CIC) is responsible for deciding whether to approve the match of a sponsoring group with a special needs case. Thus it is the officer who decides whether a match is “successful” or not. Sponsoring groups are advised to demonstrate that they have sufficient experience to accommodate the refugee’s special needs and that their community offers settlement services that are well-suited to the particular needs of the refugee applicant.

Matching a Sponsoring Group with a Refugee(s)

The Matching Centre in Ottawa assembles and co-ordinates **an inventory of refugees who require a Joint Assistance Sponsorship**. These refugees have already been interviewed by a visa officer and are determined to be eligible for resettlement in Canada.

The Matching Centre posts the refugee’(s) profiles on a secure Web site accessible only to Sponsorship Agreement Holders (SAHs) and local CICs in order to facilitate the matching process.

Using the secure Web site

- SAHs may check the secure website for a suitable profile and may provide the downloaded profile(s) to their sponsoring groups for consideration (where applicable).
- If after reviewing the profile the group is interested in sponsoring a particular case, the next step is for the sponsoring group to request a more detailed profile from the local CIC.
- The SAH may be instructed to contact the Matching Centre for additional settlement information.
- The sponsoring group will make its final decision based on a review of the detailed profile. They must inform their local CIC as soon as possible whether they are committed to sponsoring the particular case.
- The final step is to complete the JAS sponsorship undertaking (IMM 1324), attach the detailed refugee profile to the application and submit all necessary documents to their local CIC.

Using the Matching Centre

If no suitable profile is found on the Web site or if a sponsoring group does not access the Web site, the completed *Request for a Joint Assistance Refugee Profile* (IMM 5504) should be submitted to the local CIC who will forward the request to the Matching Centre to keep in their inventory until a match can be made. The *Request for a Joint Assistance Refugee Profile* contains information on the sponsoring group's community and on the type of refugee case the group wishes to sponsor.

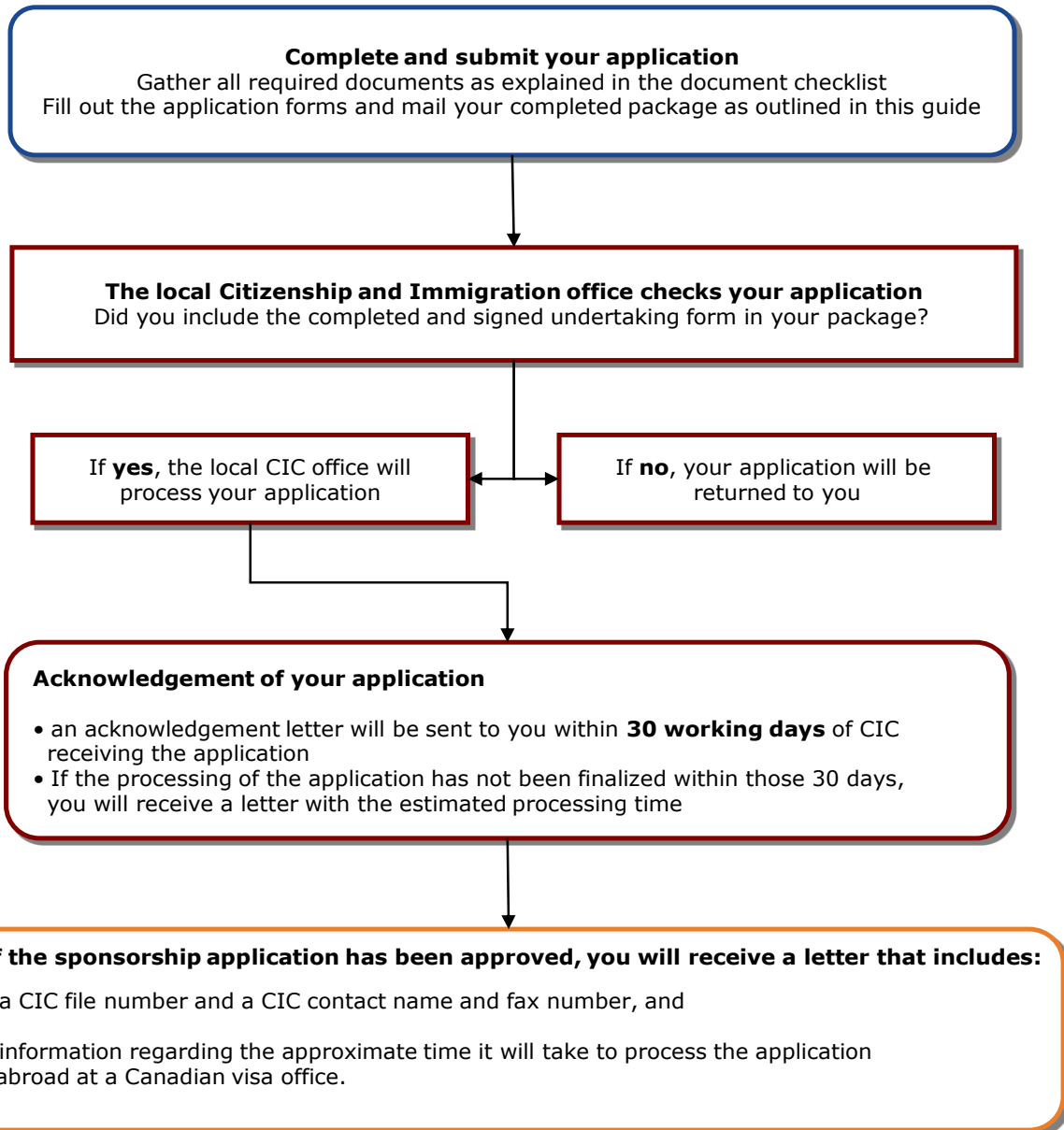
- The Matching Centre assembles and co-ordinates an **inventory of sponsoring groups** requesting a refugee profile and attempts to match the sponsoring groups with a refugee(s).
- When the Matching Centre **is able to make a successful match**, they will refer the detailed profile to the local CIC who will refer the profile to the SAH for discussion with the sponsoring group (where applicable).
- The sponsoring group should review the detailed profile and notify their local CIC as soon as possible whether they are committed to sponsoring the particular case. Prior to confirming their commitment, the sponsoring group must confirm with the local CIC that the case is still available.
- The final stage is for the sponsoring group to complete the JAS sponsorship undertaking (IMM 1324), attach the detailed refugee profile to the application and submit all necessary documents to their local CIC.

Matching Process - General

Sponsoring groups are encouraged to arrive at a decision as soon as possible. More than one sponsoring group may review a particular detailed profile at a time. However, before confirming a commitment to accept the case, sponsoring groups must confirm with their local CIC office that the case is still available.

- Profiles must be matched with a sponsoring group within **six months** or they will be referred back to the visa office for referral to another country for resettlement.
- Delays in obtaining medical or security results or difficulties making travel arrangements can delay the arrival of the refugee(s).
- On average, refugee(s) under the JAS program will arrive in Canada within seventeen weeks from the date the sponsorship is approved by CIC.

The Application Process – Joint Assistance Sponsorship

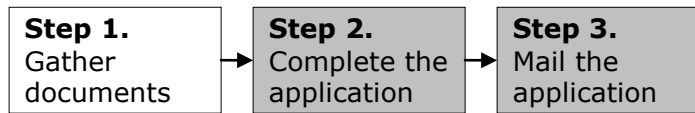


Action you must take

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 5495) 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

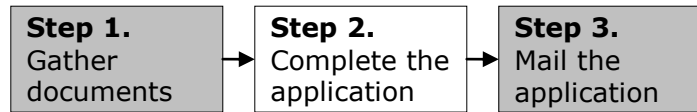
- the English or French translation, **and**
- an affidavit from the person who completed the translation, **and**
- a **certified** copy of the original document.

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 for a Joint Assistance Sponsorship (IMM 1324)*
- *Settlement Plan - Joint Assistance Sponsorship (IMM 5494)*
- *Sponsor Assessment (IMM 5492)*
- *Document Checklist - Joint Assistance Sponsorship (IMM 5495)*

Optional:

- *Request for a Joint Assistance Sponsorship Refugee Profile (IMM 5504)*
- *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 1324), and
- the number and/or letter of the section you are completing.

Undertaking/Application for a Joint Assistance Sponsorship (JAS) - Sponsorship Agreement Holder and Constituent Groups (IMM 1324)

Who must fill out this application form? Complete this form after your group has received and reviewed the profile of a refugee(s) and is committed to sponsoring that refugee(s).

This form must be completed by the :

- The Sponsorship Agreement Holder (SAH)
- The Constituent Group (CG) (if applicable)

Section A- Sponsorship Agreement Holder

Write the name of the organization that has signed a Sponsorship Agreement with the Minister of Citizenship and Immigration including the :

- 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 (if applicable)

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 :

- 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)

Note: A Constituent Group must partner with a SAH as they can not act alone in a sponsorship undertaking.

Section C – Refugee(s) Being Sponsored

This information is supplied in the refugee profile. Attach the Refugee Profile that you received.

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

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

Note: 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.

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.

Non-accompanying family members

Sponsoring groups may wish to confirm with their local CIC whether the principal applicant listed any non-accompanying family members on their application for permanent residence (IMM 0008) since the sponsorship undertaking also extends to non-accompanying family members who are eligible under the terms 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 D – Identification of Special Needs

Based on the information and identification of any special needs provided in the refugee profile, indicate how your group and community can assist the refugee(s) with these particular needs.

Section E – Obligations

Read this section carefully as it outlines the obligation of the sponsor. All Joint Assistance Sponsorships are for a period **up to** 24 months. In exceptional cases, the visa office may request an extended sponsorship period of up to 36 months. In these cases, the sponsor must agree before the case is processed.

Section F– Declaration by the Sponsor

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

Section G– Relatives of Refugee(s) Living in Canada (To be completed by CIC)

The local CIC should complete this section based on the information given in the refugee profile. An officer will ask the refugee(s) if they have any relatives or friends in Canada. A refugee(s) is encouraged to provide this information so that a sponsoring group can be located where the refugee(s)’ friends or relatives are located.

Section H– Special Needs (To be completed by CIC)

The refugee profile will indicate which category of special needs the refugee(s) fall under. Using this information the local CIC should check off the relevant category.

Settlement Plan– Joint Assistance Sponsorship Form (IMM 5494)

Who must fill out this application form? **This form must be completed by the :**

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

What is it? The **Settlement Plan and Financial Assessment** 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.

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.

Submission of Settlement Plan Sponsorship Agreement Holders must complete a *Settlement Plan* for each JAS 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 JAS 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)
- Contact person

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

Section B- Settlement Needs – Checklist

Check the box to indicate that you acknowledge that your sponsoring group is aware of all refugees’ settlement needs and will be providing the necessary settlement assistance for them.

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.

Section C- Settlement Needs - Details

Answer each question in a detailed yet concise manner.

Note: Joint Assistance Sponsorship cases will receive orientation and income support through the Resettlement Assistance Program (RAP).

This assistance will be provided by the service providers in partnership with sponsoring groups.

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, also 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.
4	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.

Section D – Signatures



All group representatives (if applicable) **must sign** the *Settlement Plan*.

By signing this form, the sponsoring group is indicating that it is aware of the terms of the settlement arrangements and is committed to fulfilling them.

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)
-

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.

Group members 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 <i>Corrections and Conditional Release Act</i> .

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 with 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.

Request for a Joint Assistance Sponsorship Refugee Profile (IMM 5504)

Who must fill out this application form?

Complete this form if your group would like to receive a refugee profile(s). If you are a Constituent Group, consult with your Sponsorship Agreement Holder before you request a profile of a refugee(s).

This form must be completed by the :

- The Sponsorship Agreement Holder (SAH)
 - The Constituent Group (CG) (if applicable)
-

A – Type of Family/Individual You Wish to Sponsor

In this section your group can indicate limitations you have regarding family size, composition, and country of origin of the refugee(s) you can accommodate. Indicate the reasons for your limitations and/or preferences (for example: Spanish-speaking because your group has a number of people who can act as interpreters).

The Matching Centre will do its best to match refugees using the information provided by your group. Be aware that the more flexible your group is regarding the refugee(s) you can settle, the more quickly a potential profile can be sent to you.

B – Information on Sponsoring Group

Share relevant background information (personal and professional) about your group that will facilitate the matching process. Helpful information would include any experience or skills group members have with special needs.

C – Information on Your Community

Provide information about the receiving community. This information is essential in finding refugee applicant(s) who will adapt quickly and successfully to life in the community.

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.

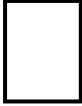
The person you designate will be able to obtain information on your case file, such as the status of your application. However, they will **not** be able to conduct business on your behalf with CIC.

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 JAS sponsorship application, your group can expect:

- a letter from the local CIC advising if the JAS sponsorship application is 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

Note: 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,
- that your application has been completed properly.

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 - 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.

It is normally issued on a one-time basis and should be included in the entitlement payment for the month of August or later during the school year. However, some families may require this amount twice if the entitlement period covers two school years. This allowance does not apply to those in LINC or ESL-related classes.

Monthly School Allowance: A monthly school allowance of **\$20** for school-age children and young adults attending provincial educational institutions (K-13), between the ages of 4-21 inclusive, will be provided to defray ongoing expenses for education-related costs throughout the year such as school and activity fees. This allowance will be issued on a monthly basis for the full period of time that the client is receiving RAP income support.

Assistance Loan: The initial start-up cheque could include an assistance loan for the security deposit or last month's rent, for telephone deposit and for a deposit to the utility company where required.

Children Under Six Years: Refugees who arrive with children under the age of six years as of the date of arrival or who have a baby within their first year in Canada may be issued an

additional \$50 per month on top of their normal food and incidental rate. This money is intended to cover the cost of diapers, laundry, formula and other infant needs.

Maternity Allowance: On receipt of a physician's letter confirming pregnancy, a one time \$200 additional clothing allowance and \$75 per month allowance to assist with special dietary needs may be approved. This allowance may be issued for a maximum of nine months within the entitlement period or until the birth of a baby, whichever comes first.

Newborn Allowance: About two months prior to the expected due date, the client may be issued \$750 to purchase clothing, furniture, etc. for the baby. This allowance can be issued if the due date (provided in writing from a physician) is not more than **3 weeks** after the last date of the entitlement period.

Special Diet Allowance: This allowance is paid to individuals who provide a letter from a physician. The maximum allowable is \$100 per month above the normal food and incidental rate.

Transportation Allowance: An allowance for transportation may be provided based upon the current cost of monthly public transportation. The transportation allowance is determined on a case-by-case basis depending on the needs of the client. For example, depending on where the client lives, they may require either a single or multi-zone pass. Only those clients who are of the age of majority in the province/territories of residence are eligible to receive a transportation allowance. In areas where public transportation is not available, a maximum rate of \$50 per month per eligible client can be used as the basis for calculating the allowance.