



## DOCUMENT CHECKLIST - COMMUNITY SPONSORS

**The Sponsoring Group has enclosed the following items in the envelope(s):**

- Completed and signed Undertaking/Application to Sponsor (IMM 5514) \_\_\_\_\_
- Settlement Plan and Financial Assessment (IMM 5515) \_\_\_\_\_
- Sponsor Assessment form (IMM 5492) \_\_\_\_\_ 
  - President or executive director of the community sponsor organization \_\_\_\_\_
  - Representative(s) of cosponsor (if applicable) \_\_\_\_\_
- Use of a Representative (IMM 5476), if applicable \_\_\_\_\_
- Completed Document Checklist (IMM 5517) \_\_\_\_\_

**Each party to the sponsorship (Community Sponsor representative and all cosponsors) must provide a photocopy of the following:**

- Permanent Resident Visa, Permanent Resident Card or Record of Landing (IMM 1000) \_\_\_\_\_
- or
- Canadian birth certificate \_\_\_\_\_
- or
- Both sides of their Canadian citizenship card \_\_\_\_\_
- or
- Both sides of their Canadian certificate of registration of birth abroad \_\_\_\_\_

**To establish proof of funds the Community Sponsor must provide:**

- Last year's audited financial statement from the sponsoring organization (if applicable) \_\_\_\_\_
- An original letter from a Canadian financial institution attesting to bank account details (if applicable) \_\_\_\_\_
- An original letter from an organization guaranteeing a cash donation (if applicable) \_\_\_\_\_
- Proof of alternate source(s) of funding (if applicable) \_\_\_\_\_

**Cosponsors who intend to use their personal income must provide:**

- A copy of their T4 and/or T1 \_\_\_\_\_
- or
- A copy of their Notice of Assessment (from Canada Customs and Revenue Agency) \_\_\_\_\_
- or
- An original letter or proof of annotated cheque stubs from employer confirming Financial Profile details \_\_\_\_\_
- or
- If self-employed, a letter from an accountant confirming your annual income \_\_\_\_\_
- or
- Proof of other sources of income (pension, investments, etc.) \_\_\_\_\_
- or
- Employment Income pay stubs \_\_\_\_\_

**Additional documents included with the Undertaking/Application to Sponsor**

If you are attaching additional documents to the application form, list them in this section:

1.
2.
3.
4.
5.
6.