



IMMIGRATION Canada

Family Class

Sponsorship of parents, grandparents, adopted children and other relatives

Visa Office Specific Instructions Paris



Table of Contents

Appendix A - Document Checklist

Appendix B - Photo Specifications

Appendix C - Medical Instructions

**Ce guide est également
disponible en français**

Appendix A

Checklist

Assemble all your documents as listed. Check (☑) each applicable item on the checklist and attach the checklist to your documents (a paper clip will do). Send photocopies of all documents, **unless instructed otherwise**. The *Engagement*, if you intend to live in the province of Québec, and the police certificates, must be **originals**. If your documents are not in English or French, send a notarized translation with a copy of the originals.

1.	IMMIGRANT FORMS	
	Check that they are complete and, where applicable, signed: Application for Permanent Residence. - This form is completed by you, the principal applicant.	<input type="checkbox"/>
	Schedule 1. - You and each of your family members 18 years of age or older must complete their own copy of the form Schedule 1 - Background/Declaration.	<input type="checkbox"/>
	Supplementary Information – Your travels. - This form is provided at the end of this Appendix and must be completed by you, the principal applicant.	<input type="checkbox"/>
	Additional Family Information. - You and each of your family members 18 years of age or older must complete their own copy of this form.	<input type="checkbox"/>
	Use of a Representative. - If you want us to deal with a representative on your behalf, be sure you have completed and signed the <i>Use of a Representative</i> form (IMM 5476).	<input type="checkbox"/>
	Make sure that the spelling of your family name and given names is the same as the spelling in your passport. If you were born in a country that is not a member of the European Union or Switzerland, please attach a photocopy of your application form.	
2.	IDENTITY AND CIVIL STATUS DOCUMENTS	<input type="checkbox"/>
	National identity card, birth certificate, marriage certificate, annulment, final divorce decree, certificate of legal separation for yourself and your spouse or common-law spouse, and death certificate for your former spouse if applicable. You must inform us immediately of any change in your marital status, whether before or after having received the visa.	
3.	CHILDREN'S INFORMATION	<input type="checkbox"/>
	Birth certificates including parents' names; adoption papers for adopted dependent children; in the case of divorced or separated parents, a court document indicating custody of the children; proof of continuous, full-time studies for all dependent children aged 22 years or over; complete school records/transcripts since attaining age 22, and proof of full financial support by parents since reaching age 22. You must inform us immediately of any change in family composition.	
4.	TRAVEL DOCUMENTS AND PASSPORTS	<input type="checkbox"/>
	Photocopy of every page of passports or travel documents for you, your spouse or common-law spouse and dependent children. If you live in a country other than your country of citizenship, attach a copy of your visa or residency permit for the country where you currently reside. Please note that all prospective immigrants must hold a valid regular passport; diplomatic, official, service or public affairs passports are not valid for immigration to Canada.	
5.	PROOF OF RELATIONSHIP IN CANADA	<input type="checkbox"/>
	Proof of relationship to your sponsor in Canada, such as birth, adoption, marriage certificates, and proof of that person's status in Canada: photocopy of the Record of Landing (IMM 1000) or proof of Canadian Citizenship such as photocopy of pages of a Canadian passport or Canadian Citizenship card.	

6.	POLICE CERTIFICATES AND CLEARANCES Original police certificates from each country in which you and everyone in your family aged 18 years or over have resided, six months or longer, since reaching 18 years of age. Please consult our Web site at: www.cic.gc.ca/english/information/security/police-cert/index.asp for specific and up-to-date information on how to obtain police certificates from any country.	<input type="checkbox"/>
7.	ENGAGEMENT The original of the <i>Engagement</i> if your intention is to reside in the province of Québec.	<input type="checkbox"/>
8.	PHOTO REQUIREMENTS Supply five (5) recent photos for each member of your family and yourself. Follow the instructions in your guide (see Photos in section on completing the Application for Permanent Residence in Canada) and in Appendix B: Photo Specifications .	<input type="checkbox"/>

Mailing your application

Place all your documents in a sealed envelope and mail them to:

**Immigration Service
Canadian Embassy
35, avenue Montaigne
75008 Paris, France**

Processing times in Paris

Processing times can vary considerably depending on the following main factors: your rapidity in providing us with the information or documents requested, the need to undergo additional medical examinations, various internal verification procedures, postal delays and finally, the number of applications we have to process.

It is not necessary or useful to contact us to enquire about the status of your application. Such calls or letters add to our work load and cause delays in the processing of all applications, including yours; however, you may write to us if you have new information to give us (especially in the case of a change of address, marital status or family composition).

Finally we advise you against trying to contact us by telephone as our files are confidential and their content cannot be discussed over the phone. In case of an emergency, you may leave a message on **our voice message system** by dialling: (33-1) 44.43.29.16.



SUPPLEMENTARY INFORMATION

Your travels

IMM
5562
(05-2004)
English

The principal applicant must complete this form.

If there is not enough space to provide all the necessary information, use an extra sheet of paper. Print your name and the form's title on the additional sheet.

<p>1 - Your full name</p> <p>Family name <input style="width: 90%;" type="text"/></p> <p>Given name(s) <input style="width: 90%;" type="text"/></p>	<p>FOR OFFICE USE ONLY</p> <div style="border: 1px solid black; height: 100px;"></div>
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2 - List all trips you, and if applicable, your family members have taken outside your country of origin or of residence in the last ten years (or since your 18th birthday if this was less than ten years ago). Include all trips: tourism, business, training, etc. If you or your family member did not travel outside of your country during this period, check "did not travel".
For example:

04-2004	04-2004	6 days	Madrid, Spain	Business
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a) You did not travel

From		To		Length	Destination (City and country)	Purpose of travel
M	Y	M	Y			

b) Your spouse or common-law partner did not travel

From		To		Length	Destination (City and country)	Purpose of travel
M	Y	M	Y			

c) Your dependent child 18 years old or older

did not travel

Given name(s)

From		To		Length	Destination (City and country)	Purpose of travel
M	Y	M	Y			

d) Your dependent child 18 years old or older

did not travel

Given name(s)

From		To		Length	Destination (City and country)	Purpose of travel
M	Y	M	Y			

e) Your dependent child 18 years old or older

did not travel

Given name(s)

From		To		Length	Destination (City and country)	Purpose of travel
M	Y	M	Y			

The information you provide on this form is collected under the authority of the *Immigration and Refugee Protection Act* and will be used for the purpose of assessing your application for permanent residence according to the requirements of the Act. It will be retained in Personal Information Bank CIC PPU 039 entitled Overseas Immigration Case File identified in **Infosource**. It may be shared with other organizations in accordance with the consistent use of information under the *Privacy Act*. Under the *Privacy Act* and the *Access to Information Act* individuals have the right to protection of and access to their personal information. Details on these matters are available at infosource.gc.ca and through the Citizenship and Immigration Call Centre. **Infosource is also available in Canadian public libraries.**

Appendix B

Photo Specifications

Notes to the applicant

TAKE THIS WITH YOU TO THE PHOTOGRAPHER

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

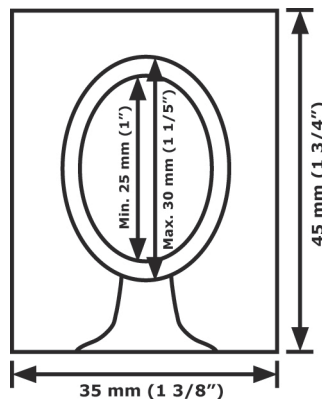
Notes to the photographer

The photos must:

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

The photos must:

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



Appendix C

Medical Instructions

A medical exam is obligatory for yourself, your spouse or common-law partner and your dependent children, even if they are not accompanying you to Canada. If you are a divorced or separated parent, a minor child of whom you have joint or sole custody is considered your dependent child, even if he or she usually lives with the other parent and is not accompanying you to Canada.

Canadian immigration law defines as inadmissible to Canada a person who is suffering from any disease, disorder, disability or other health impairment as a result of the nature, severity or probable duration of which, in the opinion of a medical officer concurred with by at least one other medical officer, they are or are likely to be a danger to public health or to public safety, or their admission would cause or might reasonably be expected to cause excessive demands on health or social services. If your family member is inadmissible, you will also be inadmissible.

You will receive the forms and instructions for the medical exam, as well as the list of designated doctors in your country of residence, when a positive selection decision is made. It is up to you to make an appointment with the designated doctor of your choice. You are also responsible for paying all the fees for the exam.

The permanent resident visa has the same validity as the medical results, that is, 12 months from the date of the first exam or test.