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# IMMIGRATION Canada

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## Family Class

# Sponsorship of parents, grandparents, adopted children and other relatives

## Visa Office Specific Instructions Buffalo



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**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 (certified) translation with a copy of the originals.

<p><b>1. IMMIGRATION FORMS</b> Check that they are complete and, where applicable, signed:</p> <p><b>Application for Permanent Residence.</b> - This form is completed by you, the principal applicant. <input type="checkbox"/></p> <p><b>Schedule 1.</b> - You and your family members 18 years of age or older must each complete three copies of the form Schedule 1 - Background/Declaration. <input type="checkbox"/></p> <p><b>Additional Family Information.</b> - You and each of your family members 18 years of age or older must complete their own copy of this form. <input type="checkbox"/></p> <p><b>Use of a Representative.</b> - 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"/></p>
<p><b>2. IDENTITY AND CIVIL STATUS DOCUMENTS</b> <input type="checkbox"/></p> <p>Birth, marriage, final divorce, annulment, separation for you and your spouse or common-law partner, death certificates for former spouse if applicable. Also a clear copy of your national Identity Card/Certificate/Cedula (where available).</p>
<p><b>3. CHILDREN'S INFORMATION</b> <input type="checkbox"/></p> <p>Children's birth certificates (which name their parents); adoption papers for adopted dependent children; proof of custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court; if the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements. Proof of <b>continuous full time studies</b> of all dependent children aged 22 or over: complete school records/transcripts since attaining age 22, letters from the school(s) indicating the number of hours of classes attended per day, and the number of days attended per week, <b>and</b> proof of full financial support by parents since reaching age 22.</p>
<p><b>4. TRAVEL DOCUMENTS AND PASSPORTS</b> <input type="checkbox"/></p> <p>Passports or travel documents for yourself, your spouse or common-law partner and dependent children. Children must have their own passport, separate from their parents'. Include only copies of pages showing the passport number, date of issue and expiration, your photo, name, date and place of birth. If you reside in a country different from your nationality, include a copy of your visa for the country in which you currently reside.</p> <p><i>All prospective immigrants must hold a valid regular or private passport at the time of landing. Diplomatic, official, service or public affairs passports are <b>not</b> valid for immigration to Canada.</i></p>

5.	<b>PROOF OF RELATIONSHIP IN CANADA</b>	<input type="checkbox"/>
<p>Proof of relationship to your Canadian sponsor:</p> <ul style="list-style-type: none"> <li>• Provide a copy of your sponsor's birth certificate/family census register if you are being sponsored by your son/daughter.</li> <li>• Provide a copy of the adoption certificate if the applicant is an adopted child.</li> </ul> <p>Proof of your sponsor's status in Canada:</p> <ul style="list-style-type: none"> <li>• Photocopy of the <b>Record of Landing</b> (IMM 1000), or Permanent Resident Card or</li> <li>• Proof of Canadian Citizenship as photocopy of pages of a Canadian passport or Canadian Citizenship card.</li> </ul> <p>You should also provide a copy of the letter from the Case Processing Centre, Mississauga, confirming that your <i>Undertaking</i> (sponsorship) has been approved.</p>		
6.	<b>POLICE CERTIFICATES AND CLEARANCES</b>	<input type="checkbox"/>
<p>Original police certificates or clearances from each country in which you and everyone in your family aged 18 years or over have resided six months or more since reaching the age of 18. <b>You must attach the original police document(s)</b>. Please consult our <a href="http://www.cic.gc.ca/english/information/security/police-cert/index.asp">Web site</a> at: <a href="http://www.cic.gc.ca/english/information/security/police-cert/index.asp">www.cic.gc.ca/english/information/security/police-cert/index.asp</a> for specific and up-to-date information on how to obtain police certificates from any country.</p>		
7.	<b>CHOICE OF INTERVIEW LOCATION</b>	<input type="checkbox"/>
<p>If I am required to attend a personal interview at a visa office in the USA my first choice for interview location is (check one):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>No Preference</b></li> <li><input type="checkbox"/> <b>Seattle, Washington</b></li> <li><input type="checkbox"/> <b>Detroit, Michigan</b></li> <li><input type="checkbox"/> <b>Los Angeles, California</b></li> <li><input type="checkbox"/> <b>New York, New York</b></li> </ul> <p>The RPC will try to meet your interview location preference, however, this may not be possible in every case. Files will be assigned to each interview location in a process that will result in approximately equal times to interview for all applicants.</p>		
8.	<b>ENGAGEMENT</b>	<input type="checkbox"/>
<p><b>Original</b> if applicable; if intention is to reside in the Province of Québec.</p>		
9.	<b>PHOTO REQUIREMENTS</b>	<input type="checkbox"/>
<p>Supply four (4) recent photos for each member of your family and yourself. Follow the instructions in your guide (see <a href="#">Photos</a> in section on completing the Application for Permanent Residence in Canada) and in Appendix B: <b>Photo Specifications</b>.</p>		

# Mailing your application

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

**Canadian Consulate General  
Immigration Regional Program Center  
3000 HSBC Center  
Buffalo, NY 14203-2884  
USA**

## Acknowledgement of Receipt Notice

Upon receipt of your application the RPC in Buffalo will review your application for completeness to ensure that you have followed the instructions in this kit and have paid the correct fees. If you provide an incomplete application or incorrect fees your application will be returned to you. If your application is complete and the fees are correct the RPC will send you an Acknowledgement of Receipt letter. This letter will provide a file number and will also advise that a detailed assessment of the application will follow.

## Notice of Assessment

You will receive a Notice of Assessment letter, which advises whether an interview is required and also includes medical examination forms and a receipt for any fees that have been paid. If the RPC determines that you require a personal interview with a visa officer, your interview will take place at one of the following offices:

Canadian Consulate General  
1251 Avenue of the Americas  
**New York**, New York 10020-1175

Canadian Consulate General  
550 South Hope Street, 9th Floor  
**Los Angeles**, California 90071

Canadian Consulate General  
600 Renaissance Centre  
**Detroit**, Michigan 48243-1704

Canadian Consulate General  
412 Plaza 600, Sixth & Steward  
**Seattle**, Washington 98101-1286

Interviews are also conducted in Buffalo.

You are advised **not** to undergo your medical examination **until** you have received your interview appointment letter.

## Review of Documentation Submitted Following Initial Assessment

Documents submitted to the RPC following initial assessment of an application will be reviewed.

## Routine Status Enquiries:

Routine status enquiries for cases being processed within the above standards may be discarded without reply thereby enabling the RPC to better utilise its limited resources to process applications.

## Your Mailing Address:

It is imperative that you keep our office informed of any changes to your mailing address. It is your responsibility to do so. If you need to inform us of a change in your mailing address or marital status, of the birth of a child, of a change in passport details, etc., send this information to us by fax at 1-716-858-9591.

# Appendix B

## Photo Specifications

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### 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.

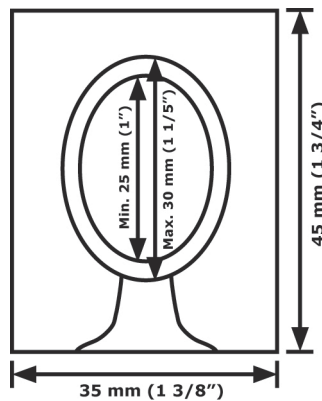
### Notes to the photographer

#### 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

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Detailed medical instructions will be sent to you. When you receive your assessment notice you will also receive medical forms for yourself, (and your accompanying dependants if applicable), instructions and a list of doctors in your area who are authorized to conduct immigration medical examinations.

You are not required to have a medical examination before you submit your application forms.