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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 Pretoria



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

1.	<p><b>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 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"/></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>	<input type="checkbox"/>
2.	<p><b>IDENTITY AND CIVIL STATUS DOCUMENTS</b> Birth, marriage, final divorce, annulment or separation certificates for yourself and spouse common-law partner; death certificate for spouse if applicable. Photocopy of <i>Citizenship Certificate</i> or <i>Immigrant Visa</i> for any dependents who are Canadian citizens or permanent residents of Canada.</p>	<input type="checkbox"/>
3.	<p><b>CHILDREN'S INFORMATION</b> Children's birth certificates (which name their parents); adoption papers for adopted dependent children; proof of custody for children under the age of 18 (under the age of 21 in South Africa) 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>	<input type="checkbox"/>
4.	<p><b>TRAVEL DOCUMENTS AND PASSPORTS</b> Passports or travel documents for yourself, your spouse or common-law partner and dependent children. Include only copies of pages showing the passport number, date of issue and expiration, your photo, name, date and place of birth. Passports should be valid for at least the next 18 months. If you reside in a country different from your nationality, include a copy of your visa for the country in which you currently reside. All prospective immigrants must hold a valid regular or private passport at the time of landing; diplomatic, official, service or public affairs passports are not valid for immigration to Canada.</p>	<input type="checkbox"/>
5.	<p><b>PROOF OF RELATIONSHIP IN CANADA</b> Proof of relationship to your sponsor (e.g.: full birth certificate, listing parents, if you are sponsored by your children). Proof of your sponsor's status in Canada such as photocopy of the <b>Record of Landing</b> (IMM 1000) or proof of Canadian citizenship: copy of pages of a Canadian passport or Canadian Citizenship card. You must also submit a photocopy of the sponsorship approval letter sent to your sponsor in Canada from CPC Mississauga.</p>	<input type="checkbox"/>

<p><b>6. MILITARY SERVICE</b>          If you or anyone included on your application has served in the military (including National Service), include a statement providing the dates, units, and physical locations of all your service (including camps); duties performed and highest rank attained.</p>	<input type="checkbox"/>
<p><b>7. POLICE CERTIFICATES AND CLEARANCES</b>          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 18 years of age. <b>You must attach the original police document(s).</b> Please consult our <b>Web site</b> 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>	<input type="checkbox"/>
<p><b>8. ENGAGEMENT</b>          The <b>original</b> of the <i>Engagement</i>, if your intention is to reside in the province of Québec.</p>	<input type="checkbox"/>
<p><b>9. PHOTO REQUIREMENTS</b>          Supply four (4) recent photos for each member of your family and yourself. Follow the instructions in your guide (see <b>Photos</b> in section on completing the Application for Permanent Residence in Canada) and in Appendix B: <b>Photo Specifications</b>.</p>	<input type="checkbox"/>

## Mailing your application

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

**Canadian High Commission**  
**Private Bag X14**  
**Hatfield, Pretoria**  
**0028**  
**South Africa**

# 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.

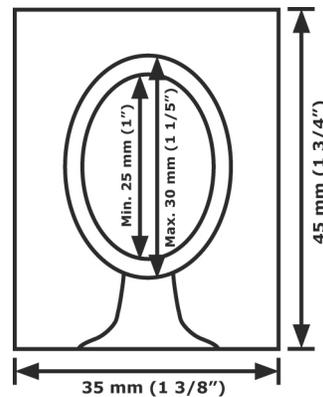
### Notes to the photographer

#### 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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**Instructions for this examination will be provided after your application has been assessed by a Canadian Visa officer.**

After you receive the necessary medical forms, you and your family members must undergo the necessary medical examinations with one of the doctors on the list of designated doctors **unless** you and/or your family members live in a country not included on this list. **If you wish to have your medical examinations in a country not included on this list, please inform us and we will ensure that you receive the appropriate list.**

You will be responsible for the costs of the medical examination for all your family members.

Please note that, at the time of the medical examination, you and all family members will be required to present individual passports as evidence of identity. **If each of your family members does not already have an individual passport, you should apply to obtain them now.**

Applicants may, at any time, request that medical instructions be issued, and may undergo an immigration medical examination **at their own risk**. It is important to note, however, that undergoing an immigration medical examination **does not guarantee** that a permanent resident visa will be issued.

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