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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 Guatemala



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# 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></p> <p>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.</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.</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.</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).</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><b>2. IDENTITY AND CIVIL STATUS DOCUMENTS</b></p> <ul style="list-style-type: none"> <li>• Birth certificate for yourself and spouse or common-law partner.</li> <li>• Marriage certificate for yourself and spouse or common-law partner.</li> <li>• Final divorce / separation certificates, death certificate former spouse if applicable.</li> <li>• Photocopy of <i>Citizenship Certificate</i> or <i>Immigrant Visa</i> for any dependents who are Canadian citizens or permanent residents in Canada.</li> </ul>	<p><input type="checkbox"/></p>
<p><b>3. CHILDREN'S INFORMATION</b></p> <ul style="list-style-type: none"> <li>• Children's birth certificates (which name their parents).</li> <li>• Adoption papers for adopted dependent children.</li> <li>• In the case of divorce :               <ul style="list-style-type: none"> <li>• all court documents regarding custody for children; and</li> <li>• proof that the children may be removed from the jurisdiction of the court.</li> </ul> </li> <li>• If the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements.</li> <li>• A notarized sworn declaration from the other parent authorizing the dependant to travel to Canada as a permanent resident...</li> <li>• ...<b>and</b> a document of identity of the father/mother who signed the declaration and whose signature appears on the document of identity.</li> <li>• 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...</li> <li>• ...<b>and</b> proof of substantial financial support by parents since reaching age 22.</li> </ul>	<p><input type="checkbox"/></p>
<p><b>4. TRAVEL DOCUMENTS AND PASSPORTS</b></p> <ul style="list-style-type: none"> <li>• Passports or travel documents for you, 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.</li> <li>• If you reside in a country different from your nationality, include a copy of your visa for the country in which you currently reside.</li> </ul> <p>All prospective immigrants must hold a valid regular passport. Diplomatic, official, service or public affairs passports are <b>not</b> valid for immigration to Canada.</p>	<p><input type="checkbox"/></p>

5.	<b>PROOF OF RELATIONSHIP IN CANADA</b> <ul style="list-style-type: none"> <li>• Proof of relationship to your sponsor in Canada, such as birth, marriage or adoption certificates.</li> <li>• photocopy of the <b>Record of Landing</b> (IMM 1000) of your sponsor or proof of Canadian citizenship such as photocopy of pages of a Canadian passport or Canadian Citizenship card.</li> <li>• If you are a grandparent of the sponsor in Canada, submit the birth certificate of the grandchild who submitted the undertaking of assistance and the birth certificate of the father or mother of that grandchild through whom you are blood-related to him/her.</li> </ul>	<input type="checkbox"/>
6.	<b>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.	<input type="checkbox"/>
7.	<b>ENGAGEMENT</b> The <b>original</b> of the <i>Engagement</i> , if your intention is to reside in the province of Québec.	<input type="checkbox"/>
8.	<b>PHOTO REQUIREMENTS</b> Supply eight (8) 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> .	<input type="checkbox"/>

## Mailing your application

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Place all of your documents in a sealed envelope and send them by private courier, or deliver them in person to:

**The Canadian Embassy**  
**Edyma Plaza, 6th Floor,**  
**13 Calle 8-44, Zone 10**  
**P.O. Box 400**  
**Guatemala, C.A.**

# 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.

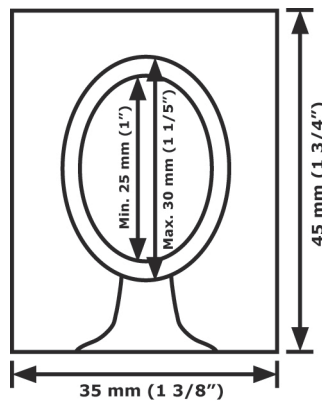
### Notes to the photographer

#### 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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Everyone included in your application, whether accompanying you or not, must undergo a medical examination with a physician designated by the Embassy. Instructions for this medical examination will be provided **after** your application has been assessed by a Canadian Visa officer.

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

At the time of 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.**