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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  
Havana**



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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 **originals** of all documents, unless otherwise instructed. If your documents are not in English or French, send a notarized (certified) translation with a copy of the originals.

<p><b>1. FORMS</b></p> <p>Ensure that all questions have been answered and forms are signed:</p> <p><b>Application for Permanent Residence.</b> - This form is completed by you, the principal applicant. You must provide two copies (photocopies are acceptable) in addition to the original. (See box 8 of this checklist for information on photos.)</p> <p><b>Schedule 1.</b> - You and each of your family members 18 years of age and over must complete their own copy of the form Schedule 1 - Background/Declaration. Each must provide two copies (photocopies are acceptable) in addition to the original they complete.</p> <p><b>Additional Family Information.</b> - You and each of your family members 18 years of age or over 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> <p>Original birth, marriage, final divorce, annulment or separation certificates for yourself and your spouse or common-law partner; death certificate for your former spouse, if applicable; “solteria”, if single. Photocopy of <i>Citizenship Certificate</i>, <i>Permanent Resident Card</i> or <i>Immigrant Visa</i> for any dependents who are Canadian citizens or permanent residents of Canada.</p>	<p><input type="checkbox"/></p>
<p><b>3. CHILDREN'S INFORMATION</b></p> <p>Original 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. Submit a notarized sworn declaration from the other parent authorizing the dependant to travel to Canada as a permanent resident. This declaration must be submitted with a document of identity of the father/mother who signed the declaration and whose signature appears on the document of identity.</p> <p>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 substantial financial support by parents.</p>	<p><input type="checkbox"/></p>
<p><b>4. TRAVEL DOCUMENTS AND PASSPORTS</b></p> <p>Photocopy of 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. 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 in Canada.</p>	<p><input type="checkbox"/></p>
<p><b>5. PROOF OF RELATIONSHIP IN CANADA</b></p> <p>Proof of relationship to your sponsor in Canada, such as birth, adoption and marriage certificates and proof of that person's status in Canada: photocopy of the <b>Record of Landing</b> (IMM 1000) or of the <b>Permanent Resident Card</b> or proof of Canadian citizenship such as photocopy of pages of a Canadian passport or Canadian Citizenship card.</p>	<p><input type="checkbox"/></p>

6.	<b>POLICE CERTIFICATES AND CLEARANCES</b>	<input type="checkbox"/>
Police certificates or clearances (“Antecedentes Penales”) 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.		
7.	<b>ENGAGEMENT</b>	<input type="checkbox"/>
The <b>original</b> of the <i>Engagement</i> , if your intention is to reside in the province of Québec.		
8.	<b>PHOTO REQUIREMENTS</b>	<input type="checkbox"/>
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> .		

## Mailing your application

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Place all of your documents in a sealed envelope and deliver them by hand, between 2:30 and 4:30 p.m. from Monday to Thursday, to:

**Embajada de Canada  
Sección de Visas  
Calle 30, Esquina 7ma  
Miramar, Havana  
Cuba**

# 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.

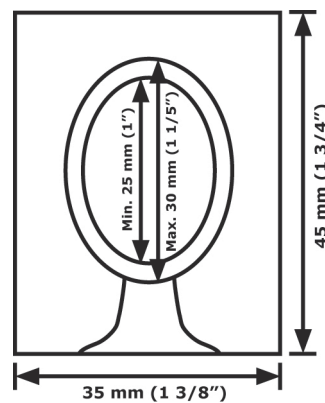
### Notes to the photographer

#### 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 to Canada or not, must undergo a medical examination with a physician on the list of designated doctors. 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.

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

After you receive the medical forms, you and your family members must undergo the necessary medical examinations with one of the doctors listed, **unless** you and/or your family members live in a country not included on this list.

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.**

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.