

Citizenship and Immigration Canada

Guide 6000 - Convention Refugees Abroad and Humanitarian-Protected Persons Abroad

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This application is made available free of charge by Citizenship and Immigration Canada and is not to be sold to applicants.

This is not a legal document. For legal information, refer to the *Immigration and Refugee Protection Act and Regulations* or the *Citizenship Act and Regulations*, as applicable.

This publication is available in alternative formats upon request.

Overview

Application package

This application package consists of:

- an instruction guide **and**
- the required forms

The **instruction guide** is a tool that provides:

- the information you must know about this application before sending it to Citizenship and Immigration Canada (CIC) **and**
- assistance with how to fill out the forms and the required supporting documents

Read the instruction guide thoroughly and then fill out each of the applicable forms.

The **forms** are specifically designed with questions that will assist the processing of your application.

Symbols used in this guide

This guide uses the following symbols to indicate information of particular importance.



What you **must** do to have your application processed.



Important information that you need to be aware of in order to avoid delays or other problems.



Where to get more information.

Note: Tips that will assist you with this application.

The application process

The instructions provided in this guide follow the basic steps you will need to know to complete your application.

1. Gather documents
2. Complete the application
3. Pay the fees
4. Mail the application

Before you apply

Canada's humanitarian tradition

Canada's humanitarian tradition of offering protection to displaced and persecuted people is known around the world. Each year, Canadians assist refugees and other persecuted people to rebuild their lives in Canada. Refugees may be sponsored by:

- the federal government, or
- private groups, or
- have adequate financial resources to support themselves and their families.

Who may use this application?

In order to be eligible for resettlement from abroad as a refugee, you must be a member of one of the following classes:

- Convention Refugees Abroad **or**
- Humanitarian-Protected Persons Abroad (Country of Asylum Class).

In addition, you must demonstrate an ability to re-establish your life in Canada and pass medical, security and criminality assessments.

Note: This application kit explains the application process for refugees seeking resettlement in Canada.

Refugee

The term "**Refugee**" used throughout this application kit refers to both Convention Refugees Abroad and members of the Country of Asylum Class.

Durable solution

The term "**durable solution**" means:

- voluntarily returned to your country of nationality or habitual residence (home country), or
 - integrated into your country of asylum, or
 - accepted an offer of resettlement from a country other than Canada.
-

Seriously or personally affected

The term "**Seriously affected**" means you have been subject to sustained effective denial of a basic human right. Basic human rights include:

- right to life,
- freedom from torture,
- freedom from enslavement or servitude,
- protection from imprisonment for debt,
- freedom of thought, conscience and religion,
- freedom from retroactive penal laws, and
- right to recognition as a person before the law.

The term "**personally affected**" means you have been and continue to be affected on a personal level as a result of civil or armed conflict or violations of human rights.

Convention Refugees Abroad Class

The word "Convention" refers to the *United Nations convention relating to the Status of Refugees*.

To qualify you must:

1. have a well-founded fear of persecution for reasons of race, religion, nationality, membership in a particular social group or political opinion, **and**
 - a. be outside your country of nationality and unable or, by reason of that fear, unwilling to obtain the protection of your country, **or**
 - b. if you have no country of nationality, be outside your country of former habitual residence (home country) and unable or, by reason of that fear, unwilling to return to that country, **and**
2. have not ceased to be a refugee, **and**
3. there must be no reasonable prospect within a reasonable period of time, of a [durable solution](#)

You cannot qualify if any of the following occur:

1. you voluntarily re-acquire your nationality;
 2. you voluntarily re-gain the protection of your country of nationality;
 3. you acquire a new nationality and enjoy the protection of that country;
 4. you voluntarily re-establish yourself in the country which you left;
 5. the reasons for the fear of persecution have ceased to exist
-

Members of the Country of Asylum Class

The Country of Asylum Class is Canada's response to the resettlement needs of people in refugee like situations who do not qualify as Convention Refugees.

To qualify you must...

1. be outside Canada and outside your country of nationality or habitual residence (home country), **and**
 - a. have received a private sponsorship for yourself and your family members, **or**
 - b. be able to establish, to our satisfaction, that you have sufficient financial resources to provide for the lodging, care and maintenance, and resettlement in Canada of yourself and your family members, **and**
 2. have been, and continue to be "[seriously and personally affected](#)" by civil or armed conflict or a massive violation of human rights in your country of nationality or habitual residence (home country), **and**
 3. there must be no reasonable prospect, within a reasonable period of time, of a [durable solution](#).
-

Will I be considered?

Our visa offices will only consider applications that have been referred to us by refugee referral organizations such as the United Nations High Commissioner for Refugees (UNHCR) or that are accompanied by a private sponsorship.

Sponsorship programs

Some refugees may be sponsored by the Canadian government or by individuals or groups in Canada:

Government-assisted refugees

Convention Refugees Abroad whose initial resettlement in Canada is entirely supported by the Government of Canada or Quebec.

If you think you will need government assistance to resettle in Canada, you should know that assistance is provided to a limited number of people each year as established in our Annual Immigration Plan (more information can be found on our [website](#)).

Privately sponsored refugees

Convention Refugees Abroad and members of the Country of Asylum whose resettlement in Canada is supported by groups of individuals or organizations in Canada.

Organizations or individuals in Canada interested in sponsoring refugees should consult our [website](#) or contact our [Call Centre](#) for more information.

Resettlement assistance

Whether you are a sponsored refugee or a self-supporting refugee, various forms of assistance are available to you to make your adjustment to life in Canada easier as a newcomer.

After you arrive in Canada, you will receive a general orientation to life in Canada which will cover things such as basic life skills (operating appliances etc.), housing, learning about the Canadian transportation system, educational services, grocery shopping, banking, how to begin your search for employment and other parts of everyday life.

Government-assisted refugees

The Canadian government provides accepted refugees with essential services through funding to Service Provider Organizations (SPOs) and also provides financial support through the Resettlement Assistance Program (RAP). The financial assistance is provided for up to one year from the date of arrival in Canada, or until you are able to support yourself, whichever happens first.

Privately sponsored refugees

If you are sponsored by an organization or group in Canada, your sponsors will help you:

- find suitable housing
- learn English or French
- get a job
- make friends
- learn about Canadian culture and values and about services in the community **and**
- provide you and your family with basic financial support (e.g., for lodging and food) and care for up to 12 months, or until you become self-sufficient, whichever comes first.

In rare circumstances, extended sponsorships of up to 36 months may be recommended by the visa office to the sponsorship group.

If you bring financial resources to Canada you will be expected to contribute to your own settlement costs. Sponsors may expect you (if you have financial resources) to contribute towards your settlement costs according to the same standard established for government-assisted refugees who bring financial resources to Canada.

Self-supporting refugees

As self-supporting refugees, you and your family must have enough money for basic necessities (e.g., lodging, food, shelter, clothing, etc.) once you arrive in Canada.

You are eligible to take part in government programs for newcomers, such as language instruction and orientation services, but you will not receive the financial and other support available to government-assisted refugees. As a self-supporting refugee, you will still require a referral from referral organization or a private sponsorship undertaking.

Family members

Family members include a spouse, a common-law partner, dependent children, and the dependent child of a dependent child:

Spouse	Refers to either of the two persons (opposite or same sex) in a legally-recognized marriage.
A common-law partner	<p>Refers to a person who is living in a conjugal relationship with another person (opposite or same sex), and has done so continuously for a period of at least one year. A conjugal relationship exists when there is a significant degree of commitment between two people.</p> <p>Common-law partners must attach any documents that show they are in a committed and genuine relationship, for example, evidence that they share the same home, that they support each other financially and emotionally, that they have had children together, or that they present themselves in public as a couple.</p> <p>Common-law partners who are unable to live together or appear in public together because of legal restrictions in their home country may still qualify and should be included on the application.</p> <p>Common-law partners who meet the conditions outlined above but who have</p>

been separated for reasons beyond their control (for example, civil war or armed conflict) may qualify and should be included on the application.

Dependent children Refers to the children of the applicant or those of the spouse or common-law partner.

They must:

- be under the age of 22 and not have a spouse or common-law partner, **or**
- depend substantially on the financial support of a parent and have been continuously enrolled and in attendance as full-time students in a post-secondary institution accredited by the relevant government authority since before the age of 22 (or since marrying or entering into a common-law relationship, if this happened before the age of 22), **or**
- depend substantially on the financial support of a parent since before the age of 22 and be unable to provide for themselves due to a medical condition.

Dependent child of a dependent child Refers to children of dependent children of the applicant or those of the spouse or common-law partner.

***De facto* dependants**

De facto dependants include people who may or may not be blood relatives but who cannot apply as family members as defined above. To be considered a *de facto* dependant, a person must be dependent on the family in which membership is claimed. The dependency must be emotional or financial and will often be a combination of both factors. Such people would normally, but not exclusively, live with the principal applicant as members of the same household.

De facto dependants must complete their own application forms. An officer at the visa office will determine if a person can be considered as a *de facto* dependant.

Accompanying and following family member

Accompanying family member: A spouse, common-law partner, dependent child, or dependent child of a dependent child who intends to immigrate to Canada with the principal applicant. The visas will be issued at the same time.

Following family member: A spouse, common-law partner, dependent child, or dependent child of a dependent child who has been separated from the family and is listed on the principal applicant's application form as a family member. This family member could not be processed at the same time as the principal applicant, but if included on the original application, can be processed as part of the same application, within one year of the date the principal applicant arrived in Canada (see [family reunification](#)).

Family reunification (One-year window of opportunity)

Canada recognizes that some [family members](#) may become separated from the family unit due to circumstances they cannot control. In cases where a family member has been separated from the family unit and the family is accepted for resettlement and travels to Canada, the separated family members can be processed on the same application as long as:

- the principal applicant has identified the separated family members on his or her application prior to departure to Canada **and**
 - the separated family members submit an application at the visa office within one year of the date the principal applicant arrived in Canada.
-

Medical requirements

You and your [family members](#) may be required to undergo a medical examination in order to come to Canada. To pass the medical examination you or your family members must not have a condition that is a danger to public health or safety.

Information on medical instructions **will be provided to you by the visa office**. You are not required to have a medical examination before you submit your application form(s).

Should I pay processing fees?

There are **no** application or processing fees for people applying to immigrate to Canada in a refugee class.

Immigrant loans

A person accepted for immigration to Canada may be eligible for financial assistance through one or more of the following loan programs:

Transportation loan	to cover the expense of travel to Canada.
Admissibility loan	to cover the costs of medical expenses related to your medical exams.
Assistance loan	to help disadvantaged newcomers cover expenses such as housing rental, telephone deposits or work tools.

If you are given an immigrant loan, you will be required to pay the loan back in monthly payment once you arrive in Canada.

Step 1. Gather Documents

What documents are required?

Collect the documents you need to support your application. The checklist in [Appendix A](#) of this application kit will tell you which:

- documents you must submit with your application, and
- visa offices require translation and/or certification (notarization) of supporting documents.

Use the checklist to make sure that you have included all of the required documents. The visa office may request more information at any time during the application process, even if the requested information is not listed on [Appendix A](#).

Note: If you plan to live in the province of Quebec, you will need to obtain a *Certificat de Sélection du Québec*. Our officers will provide you with more information about this process.

Do I need a passport or travel document?

In most circumstances, a passport or travel document is needed for travel to Canada. If you do not have a passport or travel document and are unable to obtain one, you must inform the Canadian visa office.

Translation of documents

Any document that is not in English or French **must be accompanied** by:

- the English or French translation; **and**
- an affidavit from the person who completed the translation; **and**
- a **certified** copy of the original document.

Note: An affidavit is a document on which the translator has sworn, in the presence of a commissioner authorized to administer oaths in the country in which the translator is living, that the contents of their translation are a true translation and representation of the contents of the original document. Translators who are certified members in good standing of one of the provincial or territorial organizations of translators and interpreters of Canada do not need to supply an affidavit.



Important information. Translations by family members are not acceptable.

Certified true copies

To have a photocopy of a document certified, an authorized person must compare the original document to the photocopy and must print the following on the photocopy:

- "I certify that this is a true copy of the original document",
 - the name of the original document,
 - the date of the certification,
 - his or her name,
 - his or her official position or title, **and**
 - his or her signature.
-

Who can certify copies?

Persons authorized to certify copies include the following:

In Canada:

- a commissioner of oaths
- a notary public
- a justice of the peace

Outside Canada:

- a judge
- a magistrate
- a notary public
- an officer of a court of justice
- a commissioner authorized to administer oaths in the country in which the person is living

Family members may not certify copies of your documents.

Step 2. Complete the Application

Filling out the application

The following are the forms that must be filled out and submitted:

The content below is offered in PDF format. For more information or to download the appropriate viewer, check the [Help page](#).

[Generic Application Form for Canada \(IMM 0008\) \(PDF, 536 KB\)](#)


[Additional Dependants/Declaration \(IMM 0008DEP\) \(PDF, 472 KB\)](#), if applicable

[Schedule A – Background/Declaration \(IMM 5669\) \(PDF, 170 KB\)](#)

[Schedule 2– Refugees Outside Canada \(IMM 0008 Schedule 2\) \(PDF, 298 KB\)](#)

[Document Checklist \(Appendix A\) \(PDF, 244 KB\)](#)

[Use of a Representative \(IMM 5476\) \(PDF, 38 KB\)](#), if applicable

 Important information. It is a serious offence to give false or misleading information on these forms. The information you provide on your application is subject to verification.

Be complete and accurate

Complete all sections. If a section does not apply to you, write “Not Applicable” or “NA”. If your application is incomplete it may be returned to you and this will delay the processing of your application.



If you need more space for any section, print out an additional page containing the appropriate section, complete it and submit it along with your application.

Generic Application Form for Canada (IMM 0008)

Who must fill out this application form?

This form must be completed by:

- You, the principal applicant.

Completing the form

You must answer all questions on this application form unless indicated otherwise.

Download and fill out the application form on a computer.

You also have the option of saving your form and completing it later.



Note

Note: Completing the form electronically is easier and reduces the risk of errors that can slow down the application process.

In order to help you fill out the application form, read and follow the steps below.

Application Details

Question 1 From the list, select the Program under which you are applying:

- Family
- Economic
- Refugee
- Other

Question 2 From the list, select the Category under which you are applying:

- If you chose "Family" in question 1, select one of the following:
 - Spouse
 - Common-law partner
 - Conjugal partner
 - Dependent child/adopted child
 - Child to be adopted in Canada
 - Parents/grandparents
 - Orphaned sibling/nephew/niece/grandchild
 - Other relative
- If you chose "Economic" in question 1, select one the following:
 - Skilled worker
 - Investor
 - Entrepreneur
 - Self-employed
 - Provincial nominee
 - Canadian experience class
 - Live-in Caregiver Program (LCP)
 - Quebec selected skilled worker
 - Quebec selected entrepreneur
 - Quebec selected self employed
 - Quebec selected investor
- If you chose "Refugee" in question 1, select one of the following:
 - Outside Canada – Convention Refugee
 - Outside Canada – Country of Asylum
 - In Canada Claim – Refugee
 - In Canada – Protected Person
 - In Canada – Convention Refugee
- If you chose "Other" in question 1, select
 - In Canada – Humanitarian & Compassionate Considerations
 - Permit Holder Class

Question 3 Indicate the total number of family members included in your application. This includes yourself and any **family members**, regardless of whether they intend to accompany you to Canada or not.

Question 4 **Immigration Office requested for the processing of your application**

Indicate the name of the [Immigration Office](#) which serves:

- your country of nationality, **or**
- the country in which you are residing, provided that you have been lawfully admitted to that country for at least one year.

Note: Do not select the CIO as the immigration office requested to process your application. Although you may be required to submit your application to the CIO, **you must** indicate the name of an appropriate visa office using the criteria above.

Question 5 **Language preference**

From the list, select your preferred language for:

- a. correspondence

- b. interview **and**

Note: If your native language does not appear in this list, select "other".

- c. interpreter requested (if applicable)

Question 6 Where do you intend to live in Canada?

From the list select the:

- a. Province/Territory
- b. City/Town

Question 7 Have you received your *Certificat de Sélection du Québec (CSQ)*?

- a. Check the corresponding box
- b. If you checked "**Yes**", please indicate the CSQ number
- c. If you checked "**No**", indicate the date when you applied for your CSQ

If you chose "Refugee" in question 1, **do not** complete questions 7a), b) and c).

Principal Applicant's Personal Details

Question 1 The following questions must be answered by the Principal Applicant.

Indicate your full **last name (surname/family name)** as it appears on your passport, travel or identity document.

Indicate all of your **given name(s)** (first, second or more) as they appear on your passport, travel or identity document. Do not use initials.

Question 2 Nickname/Alias

Check the box to indicate if you have ever used any other name. This could be your birth name, maiden name, married name, nickname, etc. If "**Yes**", provide your nickname/alias by indicating it in the family name and given name(s) fields.

Question 3 Indicate your Universal Client Identification number (UCI) or Client Identification number (Client ID), if known (8-digit number). Otherwise, leave it blank. If this is your first application with CIC you will not have a UCI or a Client ID.

Question 4 From the list, select your sex (male, female or unknown).

Question 5 Indicate your height in either centimetres or feet and inches.

Question 6 From the list, select your eye color.

Question 7 Indicate your complete date of birth.

Note: If your complete date of birth is unknown, please use "*" (star sign/asterisk) to fill in the spaces for the year, month or day, where applicable.

Question 8 Indicate your place of birth, including the city or town,

From the list, select your country of birth.

Question 9 Citizenship

- a. From the list, select your country of citizenship.
- b. If you are a citizen of more than one country, select your other country of

citizenship.

Question 10 Current country of residence

From the list, select the appropriate information to indicate:

- The name of your current country of residence. Your country of residence is the country in which you are residing, provided that you have been lawfully admitted to that country.
- Your immigration status in that country (indicate one of the following):
 - Citizen
 - Permanent resident
 - Visitor
 - Worker
 - Student
 - Other
- Other: This section must be completed if you selected "Other" as a status.
- The dates (From – To) you have been living in your current country of residence.

Question 11 Enter the date of your last entry to Canada.

Indicate the place you last entered Canada (Example: Toronto Airport, Lacolle border crossing, seaport Yarmouth, etc.)

Question 12 Previous countries of residence

Check the box to indicate whether you have lived in any country other than your country of citizenship or your current country of residence for more than six (6) months in the past five (5) years.

If you checked "**Yes**", from the list select the appropriate information to indicate the following:

- The name of the country you lived in
- Your immigration status for the time you were in that country:
 - Citizen
 - Permanent resident
 - Visitor
 - Worker
 - Student
 - Other
- Other: This section must be completed if you selected "Other" as a status
- The dates (From – To) you were living in that country.

Question 13 a. From the list, choose your current marital status:

Annulled Marriage This is a marriage that is legally declared as not valid. An annulment can also be a declaration by the Catholic Church that the marriage union did not have a binding force.

Common-Law This means that you have lived continuously with your partner in a marital-type relationship for a minimum of one year.

Divorced This means that you are officially separated and have legally ended your marriage.

Legally Separated This means that you are married, but no longer living with your spouse.

- Married** This means that you and your spouse have had a ceremony that legally binds you to each other. Your marriage must be legally recognized in the country where it was performed and in Canada.
- Single** This means that you have never been married and are not in a common-law relationship.
- Widowed** This means that your spouse has died and that you have not re-married or entered into a common-law relationship.

- b. Enter the date (year, month and day) you were married or you entered into your current common-law relationship.
- c. Indicate the family name(s) and given name(s) of your current spouse or common-law partner.

Question 14 Check the box to indicate whether you have previously been married or in a common-law relationship. If you checked "**Yes**", provide the following details for your **previous spouse/common-law partner**:

- Family name(s)
- Given name(s)
- Type of relationship:
 - Common-law **or**
 - Married
- Dates (From – To) for which you were in the relationship with your previous spouse/common-law partner.

Contact Information

Question 1 Indicate your current mailing address (where information should be mailed) by typing the following information:

- Post Office Box (P.O. Box) number, if applicable. If you do not indicate post office box, the Street number must be provided
- Apartment (Apt.) or Unit, if applicable
- Street number (No.), if applicable. This must be provided if you did not type in a P.O. Box
- Street name, if applicable
- City or Town
- From the list, select the Country of your current mailing address
- Province or State
- Postal code/zip code
- District, if applicable

Note: All correspondence will go to this address unless you indicate your e-mail address.

If you wish to have a representative who can conduct business on your behalf, you **must** provide their address in this section **and** on the *Use of a Representative (IMM 5476)* form.

For more information read the [Use of a Representative](#) section in this guide.

Question 2 Check the box to indicate whether your residential address (where you live) is the same as your mailing address. If "**No**", indicate the following information:

- Apartment (Apt.) or Unit, if applicable
- Street Number (No.)
- Street Name
- City or Town
- Country
- Province or State
- Postal Code/zipcode
- District, if applicable

Question 3 Check the appropriate box to indicate if the telephone number is from Canada/the United States (US) or Other (any other country).

From the list, select the type of telephone :

- Residence (home)
- Cellular (cell/mobile)
- Business (work)

Indicate your telephone number including the country code, area/regional codes, etc.

If you have an extension number, indicate it after your phone number under "Ext."

Question 4 Check the appropriate box to indicate if your alternate telephone number is from Canada/the United States or Other (any other country).

From the list, select the type of telephone :

- Residence (home)
- Cellular (cell/mobile)
- Business (work)

Indicate your telephone number including the country code, area/regional codes, etc.

If you have an extension number, indicate it after your phone number under "Ext."

Question 5 Check the appropriate box to indicate if the facsimile (fax) number is from Canada and United States or Other (any other country).

If applicable, indicate your facsimile (fax) number, including country code, area/regional codes, etc.

Question 6 If applicable, indicate your e-mail address using a format similar to the following: name@provider.net

Note: By indicating your e-mail address, you are hereby authorizing CIC to transmit your file and personal information to this specific e-mail.

Passport

Question 1 Check the appropriate box to indicate if you have a valid passport or travel document.

Question 2 If you checked "**Yes**", provide your passport or travel document number. Make sure there is no space between each number or letter.

Question 3 From the list, select the name of the country that issued your passport or travel document.

Question 4 Enter the issue date of your passport or travel document.

Question 5 Enter the expiry date of your passport or travel document.

National Identity Document

Question 1 Check the appropriate box to indicate if you have a valid identity document.

Question 2 If you checked "**Yes**", provide your identity document number. Make sure there is no space between each number or letter.

Question 3 From the list, select the name of the country that issued your identity document.

Question 4 Enter the issue date of your identity document.

Question 5 Enter the expiry date of your identity document.

Education/Occupation Detail

Question 1 From the list, select your highest level of education.

Type of education

Secondary education	High school diploma obtained after elementary school and before college, university, or other formal training.
Trade/ Apprenticeship	Diploma completed in a specific trade, such as carpentry or auto mechanics.
Non-university certificate/ diploma	Training in a profession that requires formal education but not at the university level (for example, dental technician or engineering technician).
Post-secondary - No Degree	Post-secondary studies at a college or university but no degree earned.
Bachelor's degree	Academic degree awarded by a college or university to those who completed an undergraduate curriculum; also called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.
Post Graduate – No Degree	Post Graduate studies at a graduate school of a college or university but no degree earned (Master or PhD).
Master's degree	Academic degree awarded by a graduate school of a college or university. You must have completed a Bachelor's degree before a Master's degree can be earned.
Doctorate - PhD	Highest university degree, usually based on at least three years of graduate studies and a thesis. Normally, you must have completed a Master's degree before a PhD can be earned.

Question 2 Indicate the total number of years of formal education that you have completed.

Question 3 Indicate your current occupation.

Question 4 Indicate your intended occupation in Canada.

Language Detail

- Question 1** a. From the list, select your first (native) language. This is the language that you learned at home during your childhood and which you still understand.

Note: If your native language does not appear in this list, select "other".

- b. If your native language is not English or French, select from the list which one you would most likely use:
- English
 - French
 - Neither

One of Canada's objectives with respect to immigration is to support and assist the development of minority language communities in Canada.

Note: This question is not used for selection purposes.

- Question 2** From the list, select whether you are able to communicate in English and/or French:

- English
- French
- Both
- Neither

Dependant(s)

You, the principal applicant must answer each question on behalf of each of your dependant(s).

Note: Remember that all questions in this section are about your dependant.

You can add up to five (5) dependants in this form.

To add a new dependant to the application, click the "Add Dependant" button.

To remove a dependant from the application, click the "Remove Dependant" button.

If you have more than five (5) family members, you must complete the *Additional Dependants/Declaration* (IMM 0008DEP) form for each additional family member in order to include everyone in your application.

Important

You **must list all family members** in your application for permanent residence, whether they are accompanying you to Canada or not. You must also provide details on family members whose location is unknown (including those missing or presumed dead). If you don't, you will **not** be able to sponsor family members at a later date if they are not listed on your application.



Note

Dependant's Personal Details

- Question 1-9** Questions 1 to 9 are identical to the questions you answered for yourself. Refer to the [previous instructions](#) to help you answer the questions for your dependant(s).

- Question 10** a. From the list, select your dependant's relationship to you, the principal

applicant:

- Adopted Child
- Child
- Common-law partner
- Grandchild
- Other
- Spouse
- Step-Child
- Step-Grandchild

b. Complete if you chose "Other"

Question 11

- a. Check the box to indicate whether or not, your dependant will accompany you to Canada?
- b. If you answered "**No**", provide the reason why your dependant is non-accompanying.

Question 12

From the list, select the type of dependant child:

Type A The child is **under** the age of 22 and is single (not married and not in a common-law relationship).

Type B The child has been continuously enrolled in and in attendance as a full-time student at a post-secondary institution accredited by the relevant government authority and has depended substantially on the financial support of a parent either:

- since before the age of 22, or
- since marrying or entering into a common-law relationship (if it happened before the age of 22).

Type C The child is 22 years of age or older, has depended substantially on the financial support of a parent since before the age of 22, and is unable to provide for himself or herself because of a medical condition.

Question 13 Current country of residence

From the list, select the appropriate information to indicate:

- The name of your current country of residence. Your country of residence is the country in which you are residing, provided that you have been lawfully admitted to that country.
- Your immigration status in that country (indicate one of the following):
 - Citizen
 - Permanent resident
 - Visitor
 - Worker
 - Student
 - Other
- Other: This section must be completed if you selected "Other" as a status.
- The dates (From – To) you have been living in your current country of residence.

Question 14

Enter the date of your last entry to Canada.

Indicate the place you last entered Canada (Example: Toronto Airport, Lacolle border)

crossing, seaport Yarmouth, etc.)

Question 15 Previous countries of residence

Check the box to indicate whether you have lived in any country other than your country of citizenship or your current country of residence for more than six (6) months in the past five (5) years.

If you checked "**Yes**", from the list select the appropriate information to indicate the following:

- The name of the country you lived in
- Your immigration status for the time you were in that country:
 - Citizen
 - Permanent resident
 - Visitor
 - Worker
 - Student
 - Other
- Other: This section must be completed if you selected "Other" as a status
- The dates (From – To) you were living in that country.

Question 16

- a. From the list, choose your current [marital status](#):
- Annulled Marriage
 - Common-Law
 - Divorced
 - Legally Separated
 - Married
 - Single
 - Widowed
- b. Enter the date (year, month and day) you were married or you entered into your current common-law relationship.
- c. Indicate the family name(s) and given name(s) of your current spouse or common-law partner.

Question 17

Check the box to indicate whether you have previously been married or in a common-law relationship. If you checked "**Yes**", provide the following details for your **previous spouse/common-law partner**:

- Family name(s)
- Given name(s)
- Type of relationship:
 - Common-law **or**
 - Married
- Dates (From – To) for which you were in the relationship with your previous spouse/common-law partner.

Passport

Question 1

Check the appropriate box to indicate if you have a valid passport or travel document.

Question 2

If you checked "**Yes**", provide your passport or travel document number. Make sure there is no space between each number or letter.

Question 3

From the list, select the name of the country that issued your passport or travel

document.

Question 4 Enter the issue date of your passport or travel document.

Question 5 Enter the expiry date of your passport or travel document.

National Identity Document

Question 1 Check the appropriate box to indicate if you have a valid identity document.

Question 2 If you checked "**Yes**", provide your identity document number. Make sure there is no space between each number or letter.

Question 3 From the list, select the name of the country that issued your identity document.

Question 4 Enter the issue date of your identity document.

Question 5 Enter the expiry date of your identity document.

Education/Occupation Detail

Question 1 From the list, select your highest level of education.

For definitions, refer to the [type of education](#) table.

Question 2 Indicate the total number of years of formal education that you have completed.

Question 3 Indicate your current occupation.

Question 4 Indicate your intended occupation in Canada.

Language Detail

Question 1 a. From the list, select your first (native) language. This is the language that you learned at home during your childhood and which you still understand.

Note: If your native language does not appear in this list, select "other".

b. If your native language is not English or French, select from the list which one you would most likely use:

- English
- French
- Neither

One of Canada's objectives with respect to immigration is to support and assist the development of minority language communities in Canada.

Note: This question is not used for selection purposes.

Question 2 From the list, select whether you are able to communicate in English and/or French:

- English
 - French
 - Both
 - Neither
-

Consent and Declaration of Applicant

Refer to the following table in order to complete your form properly.

1. Once the application is completed, click on the "**Validate**" button located at the top or bottom of the form. This will generate a **barcode* page**.

*See image below:



Note: This barcode page will not appear if you fill out your application by hand.

2. **Print all pages** of your application form.
3. Read all of the statements in all sections carefully and:
 - a. Write your name in the space provided.
 - b. Check the appropriate box to indicate if you agree that the information contained in this application related to your intended occupation, education and work experience may be shared with prospective employers in order to assist them in hiring workers.
 - c. Sign and date in the spaces provided.



Note

By signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, truthful, and correct. If you do not sign and date, the application will be returned to you.

4. Place the barcode pages on the **top** of your application (forms and supporting documents) when you will submit it.

Additional Dependants/Declaration Form (IMM 0008DEP)

Who must fill out this application form?

This form must be completed by:

- You, the principal applicant on behalf of each of your dependant.

Dependant(s)

You, the principal applicant must answer each question on behalf of each of your dependant(s). The questions are the same that you answered for yourself and other dependants on the *Generic Application Form for Canada (IMM 0008)*.

Follow the [previous instructions](#) to help you answering the questions for your dependant.

Consent and Declaration of Applicant

Read all of the statements in all sections carefully and then:

- a. Write your name in the space provided.
- b. Check the appropriate box to indicate if you agree that the information contained in this application related to your intended occupation, education and work experience may be shared with prospective employers in order to assist them in hiring workers.
- c. Sign and date in the spaces provided.

By signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, truthful, and correct. If you do not sign and date, the application will be returned to you.

Note: If you are **less than 18 years of age**, your form must be signed by one of your parents or a legal guardian.

Schedule A – Background/Declaration (IMM 5669)

Who must fill out this application form?

This form must be completed by:

- you, the principal applicant;
- your spouse or common-law partner (whether accompanying you to Canada or not), **and**
- your dependent children aged 18 or over (whether accompanying you to Canada or not).

Question 1 Indicate your full **last name (surname/family name)** as it appears on your passport, travel or identity document.

Indicate all of your **given name(s)** (first, second or more) as they appear on your passport, travel or identity document. Do not use initials.

Question 2 Indicate your name in your native language or script (if applicable).

For example: Arabic, Cyrillic, Chinese, Farsi, Korean, Japanese characters or Chinese commercial/telegraphic code.

Question 3 Indicate your date of birth.

Question 4 Provide your **father's** personal details including his:

- last name (surname/family name),
- given name(s),
- date of Birth,
- town or city of birth,
- country of birth,
- date of death (if applicable).

Question 5 Provide your **mother's** personal details including her:

- last name (surname/family name),
- given name(s),
- date of birth,
- town or city of birth,
- country of birth,
- date of death, if applicable.

Question 6 Answer each question of the section by checking the appropriate box.

If you answered **"Yes"** to one or more of these questions, you must write an explanation of what happen in the space provided. If you need more space, attach a

separate sheet of paper.

Question 7 Education

Indicate the number of years of formal education you have which you have completed at each of the levels indicated.

Provide the details about each educational institution you attended, including the:


- period of time that you attended the institution,
- name of the institution,
- city and country, and
- type of certificate or diploma issued.

If no diploma was issued, write "N/A". If you need more space, attach a separate sheet of paper.

Question 8 Provide the details of your personal history **since the age of 18, or the past 10 years**, whichever comes first.

Start with the most recent information. Under "Activity", write your occupation or job title if you were working. If you were not working, provide information on what you were doing (for example: unemployed, studying, travelling, retired, in detention, etc.).

Note: Please ensure that you do not leave any gaps.

 Important information. Failure to account for all time periods will result in a delay in the processing of your application.

Question 9 Indicate the names of all membership or association with organizations you are or were a member of, including:

- political organizations,
- social organizations,
- youth or student organizations,
- trade unions, and
- professional organizations.

If you were not a member of an association or organization, do not write "not applicable". Rather, write: **"I have never been a member of an organization or association"**.

Note: Do not use abbreviations. Write the city and country where you were a member.

Question 10 Indicate any government positions you have held in the past such as:

- Civil servant;
- Judge;
- Police officer;
- Etc.

Include:

- the name of the country and the level of jurisdiction (examples: national, regional or municipal),
- the name of the department or the branch you worked for, and
- activities and/or positions that you held.

Note: Do not use abbreviations.

Question 11 Give details about your military service (if applicable). Provide the details of military service for each of the countries whose armed forces you served in. If you were not in any military service, write N/A.

Question 12 Indicate the residential addresses where you have lived since your 18th birthday, complete with the postal code. Do not use P.O. box numbers.

Authority to disclose personal information Declaration of applicant

Read all of the statements in all sections carefully. Sign and date in the boxes provided. By signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, truthful, and correct. If you do not sign and date, the application will be returned to you.



Note

Note: The bottom section of Schedule A should not be completed at this time.

Schedule 2 – Refugees Outside Canada (IMM 0008 Schedule 2)

Who needs to complete this application form?

This form must be completed by:

1. you, as the principal applicant
2. your spouse or common-law partner
3. your dependent children aged 18 or over **and**
4. your dependent children of any age applying under the one-year family reunification period.

Family members applying under the one-year [family reunification \(one year window\)](#) period must check the “following family member” box at the top of the page. If you know the Client ID number (also known as the case file number) of the principal applicant, write it in the space provided.

Note: Family members do not have to complete certain sections of this form. Follow the instructions given.

General Application Information

Check the box to indicate if you are:

- The principal applicant
- Family member **or**
- Following family member

Write your family name, given names and date of birth.

Check the box to indicate if you have been:

- Referred by UNHCR
- Referred by another referral organization
- Identified for private sponsorship by a Canadian group **or**
- None of the above

Part A

- Question 1**
- A. Check the box to indicate if you have ever applied for resettlement under Canada's Refugee and Humanitarian Resettlement program.
- If **"Yes"**, answer 1 B) and 1 C)
 - If **"No"**, go to question 2
- B. Indicate when and where you applied and what the result was.
- C. If your application was refused, describe what has changed to make you feel that you are now eligible under Canada's Refugee and Humanitarian program.

Question 2 Answer each question of the section by checking the appropriate box.

Question 3 Answer each question.

Explain why you fled your home country in as much detail as possible. Describe the circumstances and events that affected you and members of your family, and indicate how these circumstances resulted in your decision to leave.

Note: Read the definitions of Canada's refugee classes before answering these questions (see section "Before You Apply").

Question 4 Describe the details of your travel to the country where you are now living, including any assistance you received and how you crossed any borders.

Provide as much detail as possible, including:

- Locations
- Dates
- Modes of transportation
- Names of airline companies, etc.

Question 5 Answer each question.

If you answer **"No"**, explain.

Question 6 Indicate whether you feel threatened in the country where you now live. If you have experienced or are experiencing any problems with the military or civil authorities of the country or from any other groups or individuals in the country where you now live, explain in as much detail as possible.

If you answer **"No"**, go to question 9.

Question 7 This section requests any information not already included in the questions above that will help us understand your circumstances and need for resettlement. Include anything that you feel is important for us to know.

Part B

Question 8 Indicate your and your family members' status in your current country of residence. For example:

- Citizen
- Permanent resident
- Visitor
- Refugee
- No legal status
- Other

Question 9 Indicate if you and/or your family members understand English or French.

If you answer “**Yes**”, explain where and when you learned it.

Question 10 List any **skills** and **personal qualities** that you and your family members have that will help you to resettle in Canada. You may have acquired skills through paid or unpaid employment, schooling, child care, home maintenance, etc.

Personal qualities show your adaptability to new situations, your motivation to resettle, your initiative and resourcefulness. For example, learning the language of the country you are now in, learning new job skills to get work in the country where you now live, efforts you have made to keep your family together, etc.

Question 11 If you are interested in living in a city in Canada where a family member or relative currently lives, print:

- their name
- address
- telephone number
- the relationship of this person to you.

We will make every effort to send you to the city where your family members or relatives live. You may also include the name of individuals, organizations or employers who are willing to assist you. If you don't know anyone, print “N/A”.

Question 12 Indicate how much money you will bring to Canada in the currency of the country in which you now live. Do not list jewellery, cars or other personal assets. If you will not have any money, print “N/A”.

Part C

Question 13 For each [de facto dependant](#), enter:

- the name
- the relationship to you
- the date and place of birth
- the marital status **and**
- whether or not the individual lives with you and if they are accompanying you to Canada.

If you are not including de facto dependants as part of your family unit, write “N/A” and go to Box 16.

Question 14 For each **child 18 years of age or older who will not accompany you to Canada**, enter:

- the name
- the relationship to you
- the date and place of birth
- the marital status (including common-law relationships) **and**
- the child's current city or town and country of residence.

Question 15 For **each brother and sister**, enter:

- the name
- the relationship to you
- the date and place of birth
- the marital status (including common-law relationships) **and**
- the current city or town and country of residence.

Part D

Question 16 If you do not sign, the application will be returned to you.

If you have a private sponsoring group, you may wish to check **"Yes"** to the release of your information to the sponsoring group. If you know the name of the sponsoring group and of the contact person, complete the Use of a Representative form (IMM 5476).

Question 17 Indicate if you have received assistance in completing your application.

If you answer **"Yes"**, write the name of the individual or organization that assisted you.

Use of a Representative (IMM 5476)**Who may use this form?**

Complete this form **only** if you:

- used the services of a representative to help you prepare or submit your application; or
- are appointing a representative; or
- are cancelling a representative's appointment.


If you have dependent children aged 18 years or older, they are required to complete their own copy of this form if a representative is also conducting business on their behalf.

What is a representative?

A **representative** is someone who has provided advice, consultation, or guidance to you at any stage of the immigration application process, or in an immigration proceeding. If someone represented or advised you to help you submit your application, then that person is your representative. A representative is also someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada (CIC) and the Canada Border Services Agency (CBSA).

When you appoint a representative:

- you also authorize CIC and CBSA to share information from your case file with this person;
- your application will not be given special attention nor can you expect faster processing or a more favourable outcome;
- the representative is authorized to represent you only on immigration matters related to the application you submit with this form;
- you can appoint only **one** representative for each application you submit;
- you are not obliged to hire a representative. We treat everyone equally, whether they use the service of a representative or not.

 Important information. You must notify us if your representative's contact information changes or if you cancel the appointment of a representative.

Types of representatives

Family, friends, and non-profit groups often help applicants who feel the need for support and advice on immigration matters. You can appoint a representative who **does not** charge fees or receive any other compensation for providing immigration advice or services to represent you before CIC or the CBSA.

There are two types of representatives.

Uncompensated representatives include:

- friends and family members who do not, and will not, charge a fee or receive any other consideration for their advice and services;
- organizations that do not, and will not, charge a fee or receive any other consideration for providing immigration advice or assistance (such as a non-governmental or religious organization);
- consultants, lawyers and Quebec notaries, and students-at-law under their supervision, who do not, and will not, charge a fee or receive any other consideration to represent you.

Compensated representatives:

Compensated representatives charge a fee or receive some other form of consideration in exchange for the advice and representation that they provide. If you want us to conduct business with a compensated representative then they must be authorized by CIC.

It is important to know that anyone who represents or advises you for payment — or offers to do so — in connection with immigration proceedings or applications is breaking the law *unless* they are an authorized representative or they have a specific agreement or arrangement with the Government of Canada that allows them to represent or advise you. This applies to advice or consultation which happens before or after an immigration application is made or a proceeding begins.

Authorized representatives are:

- immigration consultants who are members in good standing of the Immigration Consultants of Canada Regulatory Council (ICCRC);
- lawyers and paralegals who are members in good standing of a Canadian provincial or territorial law society and students-at-law under their supervision;
- notaries who are members in good standing of the *Chambre des notaires du Québec* and students-at-law under their supervision.

If you appoint a compensated representative who is not a member of one of these designated bodies, your application will be returned. **For more information** on using a representative, visit our [website](#).

General Application Information

Check one box to indicate if you are appointing or cancelling the appointment of a representative.

Section A – Applicant Information

Question 1 Write your last name (surname or family name) and given name(s).

Question 2 Write your date of birth.

Question 3 If you have already submitted your application, write:

- the name of office where the application was submitted;
- location of office;
- type of application you are sending.

Question 4 Write your Citizenship and Immigration Canada Identification (ID) or Unique Client Identifier (UCI) number (if known).

Section B – Appointment of Representative

Question 5 Write your representative's full name.

If your representative is a member of the Immigration Consultants of Canada Regulatory Council (ICCRC), a law society or the *Chambre des notaires du Québec*, print his or her name as it appears on the organization's membership list.

Question 6 Check one box to indicate if your representative is unpaid or paid.

If your representative is paid, write the membership ID number of:

- the Immigration Consultants of Canada Regulatory Council (ICCRC); or
- a Canadian provincial or territorial law society; or
- the *Chambre des notaires du Québec*.

Question 7 Write your representative's contact information.

Note: By indicating your representative's e-mail address, you are hereby authorizing CIC to transmit your file and personal information to this specific e-mail address.

Question 8 Your representative must sign and date the declaration in order to accept responsibility for conducting business on your behalf.

Section C – Cancel the Appointment of a Representative

Question 9 Fill in this section if you wish to cancel the appointment of a representative. Write the representative's full name.

Section D – Your Declaration

Question 10 By signing, you authorize CIC to complete your request for yourself and your dependent children under 18 years of age.

If your spouse or common-law partner is included in this request, he or she must sign in the box provided.

Release of information to other individuals

To authorize CIC to release information from your case file to someone other than a representative, you will need to complete the form *Authority to Release Personal Information to a Designated Individual* (IMM 5475) which is available:

- on our [website](#); or
- from Canadian embassies, high commissions and consulates abroad.

The person you designate will be able to obtain information on your case file, such as the status of your application. However, they will **not** be able to conduct business on your behalf with CIC.

Step 3. Submit the Application

Where do I apply?

Mail your completed application in a stamped envelope to the **visa office that serves the geographic area where you reside**

(Your name)
(Your Address)
(Your Postal Code)

Affix sufficient postage



Visa office mailing addresses
are listed in [Appendix B](#).

Note: If you are being sponsored by a private group in Canada, the sponsoring group may ask you to send your completed application to them in order to speed up the process. Your private sponsor can then review your application to ensure it is complete and consistent with the information they have on their sponsorship undertaking and submit it to Citizenship and Immigration Canada. The application must be signed by you **only**.

Submit the document checklist

Make sure you use and submit the *Document Checklist* ([Appendix A](#)) along with your application forms and supporting documents.

Sign the form



Note

The application must be signed and dated before it is submitted.

If you are:

- **18 years of age or older**, sign and date in the boxes provided,
- **less than 18 years** of age, your form must be signed by one of your parents or legal guardian.

Note: If your application is not signed and dated, it will be returned to you.

Submit the application form

When submitting your application, to **ensure** your encoded data is captured, you must include the last page which contains your unique barcodes. See the image below:



Note: This page is only available when you complete your application electronically (on a computer).

What Happens Next

The application process

Applicants for resettlement to Canada must meet eligibility and admissibility criteria. The table below represents the phases of the assessment and processing:

Phase: Completion check

Once you have submitted your application, CIC will check to determine that:

- all required application forms have been properly completed and submitted and
- all requested supporting documentation has been provided.

When we begin processing your completed application, you will be assigned a **case file number**.

A **Letter of Confirmation** will inform you of your case file number. Be sure to include your case file number in any correspondence with the visa office.

Phase: Eligibility criteria

You are **eligible** when you meet the definition of a Convention Refugee Abroad or qualify as a member of the Country of Asylum or Source Country Classes as explained above.

In addition to deciding if you meet the refugee definitions, we may assess your ability to resettle successfully in Canada. In making this assessment, we will consider, for you and your family members included in your application:

- whether you have relatives or a sponsor in the community where you intend to live in Canada
- your ability to speak or learn to speak English and/or French
- your potential for employment based on your education, skills and work experience and
- your resourcefulness and other similar characteristics that will help you adapt to life in Canada.

Phase: Admissibility criteria

You are **admissible** when you pass:

- medical exam
- security checks and
- criminality checks.

If you are selected for possible immigration to Canada, you, your spouse or common-law partner, and each of your dependent children will be required to have a medical exam by a doctor chosen by the visa office. The doctor will advise you of the tests required.

Before an immigrant visa is issued, the Canadian government conducts background and security checks for all applicants who wish to immigrate to Canada. This includes checks into any past criminal behaviour. Background checks are conducted in all countries where an applicant has lived. However, we will not contact organizations or individuals if it puts you or your family in danger.

Note: If you plan to live in the province of Quebec, you will need to obtain a *Certificat de Sélection du Québec*. Our officers will provide you with more information about this process.

Interview

We will review your application and decide if an interview is necessary. If so, you will be informed of the time and place. You, your spouse or common-law partner and any dependent children may be asked to attend.

At the interview, you will likely be asked questions about:

- **why you consider yourself to be a refugee and the circumstances that caused you to fear persecution**
- **relationship to your family member**
- **past or current difficulties with the law**
- **your work experience,**
- **education**
- **financial situation**
- **spoken languages**

Bring to the interview any documentation that may assist us in establishing your identity, the relationship of your family members, and your refugee claim.

If needed, the visa office may provide an interpreter to help you during the interview. If the visa office does not have an interpreter available who can speak your language, you will be asked to bring an interpreter with you to the interview.

Factors that can facilitate processing

There are certain things you can do to help ensure that your application is processed as fast as possible:

- make sure that all the documentation and information requested are **provided with your application**
- advise the visa office, of any change to your contact information. This includes:
 - mailing address
 - telephone number
 - facsimile number (fax)
 - e-mail address

Factors that may delay processing

The following factors may **delay** the processing of your application:

- missing signature on application forms
- missing documentation
- unclear photocopies of documents
- documents not accompanied by a certified English or French translation
- verification of information and documents provided
- a medical condition that may require additional tests or consultations
- a criminal or security problem
- consultation is required with other offices in Canada and abroad

Update your information

If following the submission of your application, there are any changes to your family status such as marriage, divorce, births, deaths, your address, or telephone/fax number, or other important information, you must advise the visa office immediately, by mail or facsimile.



Renseignements importants

When advising the office of such changes, clearly state your **case file number**, which will be found at the top of the letter acknowledging the receipt of your application.

Current processing times

Processing time can change. You can [obtain current processing times](#) on our website.



For more information

Protecting your information

Your personal information is:

- only available to Citizenship and Immigration Canada (CIC) and Canada Border Service Agency

(CBSA) employees who need to see it in order to provide the services to you, **and**

- not disclosed to anyone else except as permitted under the provisions of the *Privacy Act*.



For more information. You can obtain additional information on the protection of your data by visiting the "[Frequently Asked Questions](#)" (FAQ) on our website.

Quality Assurance Program

Our quality assurance program randomly selects applications for a special review. If selected you will be asked to attend an interview with a Citizenship and Immigration official so that we can:

- verify the documentation you submitted is accurate,
- verify that your application has been completed properly.

Note: You will be notified in writing should your application be selected.

Online services

For more information on the programs offered by Citizenship and Immigration Canada, visit our [website](#).

How to contact CIC

Within Canada

CIC Call Centre:

1-888-242-2100 (toll-free)

Hours of operation:

Monday to Friday 8 a.m. to 4 p.m., your local time

If you are **deaf, deafened or hard of hearing, or you have a speech impediment** and use a text telephone, you can access the TTY service from 8 a.m. to 4 p.m. your local time by calling: 1-888-576-8502 (in Canada only).

Outside Canada

Contact a visa office at a Canadian:

- Embassy,
- High Commission **or**
- Consulate

Consult the local phone pages or the CIC website for addresses, phone numbers and website addresses.

Appendix A - Document Checklist

The **Document Checklist** is available in PDF format only. The checklist is one of the forms you will need to mail with your application. Make sure you print the checklist, and attach the completed checklist to your application.

Assemble all your documents as listed. Check (b) each applicable item on the checklist and attach the checklist to your documents (a paper clip will do). Place all the documents in a sealed envelope.

Do not send originals of any documents with the exception of the completed application forms which must be **originals**. See boxes **Certification of Documents** and **Translation of Documents** below to determine whether your documents must first be certified or translated to English or French.

If you are unable to provide any of the requested documentation for special reasons, attach a **written explanation** with full details as to why that documentation is unavailable.

[Appendix A - Document Checklist \(PDF, 193 KB\)](#)

Appendix B - Mailing Addresses

If you are being sponsored by a private group in Canada, the sponsoring group may ask you to send your completed application to them in order to speed up the process. Your private sponsor can then review your application and submit it to Citizenship and Immigration Canada. The application must be signed by you **only**.

For a list of website addresses of Canadian visa offices, visit our [website](#).

Africa and the Middle East

Accra, Ghana

Canadian High Commission
Immigration Section
P.O. Box 1639
Accra, Ghana

Cairo, Egypt

The Canadian Embassy
Immigration Section
P.O. Box 1667
Cairo, Egypt

Damascus, Syria

The Canadian Embassy
Immigration Section
P.O. Box 3394
Damascus, Syria

Nairobi, Kenya

Canadian High Commission
Immigration Section
B.P. 1013
00621 - Nairobi, Kenya

Pretoria, South Africa

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

Tel Aviv, Israel

The Canadian Embassy

Immigration Section
P.O. Box 6410
Tel Aviv
67060, Israel

Western Hemisphere

Bogota, Colombia

The Canadian Embassy
Immigration Section
P.O. Box 052978
Bogota, Colombia

Guatemala City, Guatemala

The Canadian Embassy
Immigration Section
P.O. Box 400
Guatemala City, Guatemala

Havana, Cuba

The Canadian Embassy
Immigration Section
P.O. Box 6125
Havana, Cuba

Mexico City, Mexico

The Canadian Embassy
Immigration Section
Schiller 529
Col. Polanco
11560, Mexico D.F. Mexico

Europe

Ankara, Turkey

The Canadian Embassy
Immigration Section
Cinnah Caddesi 58
06690 Cankaya
Ankara
Turkey

Kyiv, Ukraine

The Canadian Embassy
Immigration Section
P.O. Box 200
Kyiv, 01901
Ukraine

London, United Kingdom

Canadian High Commission
Immigration Section
MacDonald House

38 Grosvenor Street
London W1X 0AA
United Kingdom

Moscow, Russia

The Canadian Embassy
Immigration Section
23 Starokonyushenny Pereulok
Moscow 119002, Russia

Paris, France

The Canadian Embassy
Immigration Section
37 Avenue Montaigne
75008 Paris
France

Rome, Italy

The Canadian Embassy
Immigration Section
Via Zara 30
Rome 00198, Italy

Vienna, Austria

The Canadian Embassy
Immigration Section
Laurenzerberg 2
Vienna 1010, Austria

Asia

Bangkok, Thailand

The Canadian Embassy
Immigration Section
P.O. Box 2090
Silom Road
Bangkok 10501, Thailand

Hong Kong, China

Consulate General of Canada
Immigration Section
G.P.O. Box 11142
Hong Kong
China (PRC)

Islamabad, Pakistan

Canadian High Commission
Visa Section
P.O. Box 1042
Islamabad, Pakistan

New Delhi, India

Canadian High Commission
Immigration Section
P.O. Box 5209

Shantipath, Chanakyapuri
New Delhi 110021, India

Singapore, Singapore
Canadian High Commission
Immigration Section
One George Street
#11-01
Singapore 049145, Singapore.

Appendix C - Photo specifications

Notes to the applicant

TAKE THIS SHEET 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 the *Checklist*.

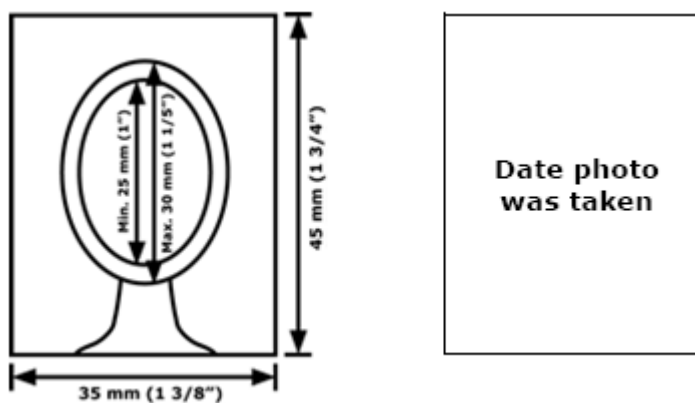
Notes to the photographer

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
- bear the date the photo was taken (not the date the photo was printed) directly on the back (stick-on labels are not acceptable).



Date Modified: 2012-04-30