



# DOCUMENT CHECKLIST

Gather your documents in the order of the checklist and check **R** each item.

**How to apply:**

**When submitting** an online application, you'll need to upload this form and other required documents to your application. The principal applicant is responsible for completing the forms on behalf of their dependents who are 18 years of age and older. When asked for documents, please upload a PDF file of the original document to your online application.

If your documents are not in English or French, include a notarized (certified) translation with a copy of the original version or an affidavit from the person who completed the translation (if the translation is not provided by a member in good standing of a provincial or territorial organization of translators and interpreters in Canada).

**NOTE: If you are unable to provide any of the requested documentation, include with your application, a written explanation with full details as to why that documentation is unavailable and any documentation that would support your claim. Failure to provide supporting documents in certain circumstances may result in the refusal of your application.**

Please check Guide 5196 for visa-office specific requirements that may include additional required documents and forms.

Do not submit originals unless otherwise stated as the documents you submit will not be returned.

FORMS			OFFICIAL USE ONLY
1	<p><b>Application to Sponsor, Sponsorship Agreement and Undertaking</b> (IMM 1344) - To be completed and signed by you, the sponsor, the co-signer (if applicable) and the person being sponsored. A PDF file of the completed and digitally signed original document must be uploaded to your online application.</p> <p><b>Note:</b> You should keep a copy of this document for your records. This agreement lists the obligations and responsibilities that fall unto the sponsor, co-signer (if applicable) and the persons being sponsored.</p>	<input type="checkbox"/>	<input type="checkbox"/>
2	<b>Financial Evaluation</b> (IMM 1283) - To be completed by you, the sponsor, and, if applicable, the co-signer.	<input type="checkbox"/>	<input type="checkbox"/>
3	<b>Generic Application Form for Canada</b> (IMM 0008) - To be completed and signed by the person being sponsored, the principal applicant. This form is now digital and can be completed online.	<input type="checkbox"/>	<input type="checkbox"/>
4	<b>Additional Family Information</b> (IMM 5406) - To be completed and signed by the person being sponsored, the principal applicant, if applicable. This form is now digital and can be completed online.	<input type="checkbox"/>	<input type="checkbox"/>
5	<b>Schedule A - Background / Declaration</b> (IMM 5669) - The principal applicant and all members of their family that are 18 years of age and older must complete this form. This form is now digital and can be completed online.	<input type="checkbox"/>	<input type="checkbox"/>
6	<b>Use of Representative</b> (IMM 5476) - To be completed, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
7	<b>Copy of the fee receipt showing the amount paid.</b> Consult the "pay the fees" section of the guide for further instruction.	<input type="checkbox"/>	<input type="checkbox"/>
8	<b>Statutory Declaration of Common-Law Union</b> (IMM 5409) - To be completed by you, the sponsor, and your co-signer, if the latter is the sponsor's common-law partner.	<input type="checkbox"/>	<input type="checkbox"/>
9	<b>Medical Condition Statement</b> - To be completed, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>

SUPPORTING DOCUMENTS			OFFICIAL USE ONLY	
10	Copy of one of the following items belonging to the sponsor:	<input type="checkbox"/> Permanent Resident Card (both sides) or, if you were not issued a Permanent Resident Card, your Record of Landing (IMM 1000) or your Confirmation of Permanent Residence (IMM 5292 or IMM 5688) or <input type="checkbox"/> Canadian Citizenship Certificate or card (both sides), or <input type="checkbox"/> Canadian birth certificate <sup>1</sup> or <input type="checkbox"/> <sup>1</sup> If you were born in the province of Quebec, only a birth certificate issued by the <i>Directeur de l'état civil</i> is acceptable. <input type="checkbox"/> Canadian citizenship certificate without photo issued before February 15, 1977, or <input type="checkbox"/> Canadian passport (pages showing passport number, date of issue and expiration, photo, name, surname, place and date of birth of holder).	<input type="checkbox"/>	<input type="checkbox"/>
11	<b>Photocopy of the marriage certificate<sup>1</sup></b> , if the sponsor has a co-signer who is their spouse <sup>1</sup> If the marriage took place in the province of Quebec, only a marriage certificate issued by the <i>Directeur de l'état civil</i> is acceptable.		<input type="checkbox"/>	<input type="checkbox"/>
12	If the sponsor's spouse or common-law partner is a co-signer, photocopy of their  <input type="checkbox"/> Permanent Resident Card (both sides) or, if they were not issued a Permanent Resident Card, their Record of Landing (IMM 1000) or their Confirmation of Permanent Residence (IMM 5292 or IMM 5688) or <input type="checkbox"/> Canadian Citizenship Certificate or card (both sides), or <input type="checkbox"/> Canadian birth certificate <sup>1</sup> or <input type="checkbox"/> <sup>1</sup> If you were born in the province of Quebec, only a birth certificate issued by the <i>Directeur de l'état civil</i> is acceptable. <input type="checkbox"/> Canadian citizenship certificate without photo issued before February 15, 1977, or <input type="checkbox"/> Canadian passport (pages showing passport number, date of issue and expiration, photo, name, surname, place and date of birth of holder).		<input type="checkbox"/>	<input type="checkbox"/>
13	If the sponsor had previous marriages or common-law relationships, photocopy of the following documents:  Proof that you are separated (Income Tax forms, legal documents), if you are separated Divorce certificate, if you are divorced Annulment certificate, if the marriage was annulled Death certificate, if your former spouse or common-law partner is deceased Declaration of severance of common-law relationship		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
14	Photocopy of the adoption order, if you are sponsoring an adopted child		<input type="checkbox"/>	<input type="checkbox"/>

SUPPORTING DOCUMENTS (continued)		SPONSOR	CO-SIGNER if applicable	OFFICIAL USE ONLY	
If the sponsor is a Quebec resident, they do not need to complete boxes 15 to 17 below.					
15	Your and your co-signer's last Notice of Assessment for the most recent taxation year. You can view (and print) your tax return(s) as well as other personal tax information using the CRA's My Account online service. To register or login, visit <a href="http://www.cra.gc.ca/myaccount">www.cra.gc.ca/myaccount</a> . If you do not provide this printout, provide an explanation on a separate sheet of paper.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	If you are employed, an original of a letter from your current employer stating your period of employment, salary, and regular hours per week. If you have a co-signer and they are employed, include a similar letter from their employer. If you and, if applicable, your co-signer are the sole owners of or are partners in an unincorporated business, provide evidence of self-employment income (statement of business activities) over the 12 months preceding the date of your sponsorship application. If you and, if applicable, your co-signer received interest, provide evidence of interest income (bank statement showing rate of interest, deposit amount and length of time deposit held) over the 12 months preceding the date of your sponsorship.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	If you must meet the minimum necessary income requirement and you and, if applicable, your co-signer:				
	• are not producing your last Notice of Assessment for the most recent year or				
	• are producing your last Notice of Assessment for the most recent year, but the total income reported on your and your co-signer's printout is less than the minimum necessary income, provide a photocopy of the following documents				
	(a) Evidence of employment income (pay stubs) over the 12 months preceding the date of your sponsorship application, if you and your co-signer are employed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(b) Evidence of self-employment income (statement of business activities) over the 12 months preceding the date of your sponsorship application, if you and your co-signer are the sole owners of or partners in an incorporated business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(c) Evidence of interest income (bank statement showing rate of interest, deposit amount and length of time deposit held), over the 12 months preceding the date of your sponsorship application, if you and your co-signer received interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(d) Evidence of:				
	- investment income (e.g., dividends),	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	- rental income (e.g., statement of real estate rentals),	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	- pension income,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	- special benefits income (e.g., certificate delivered by Employment and Social Development Canada (ESDC) confirming payment of maternity, parental or sickness benefits),	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	- other income (give details below) received over the 12 months preceding the date of your sponsorship application, if you and your co-signer received such income.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Details of other income:				

**Applying Online:**  
**Complete the digital forms online.**  
**Upload the remaining forms in pdf format and any supporting documentation to your online application.**  
**Electronically sign your application.**