



Immigration,
Refugees and
Citizenship Canada

Immigration,
Réfugiés et
Citoyenneté Canada

IMMIGRATION

Canada

Family Class

Sponsorship of parents, grandparents, adopted children and other relatives

Visa Office Specific Instructions Hong Kong



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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 photocopies of all documents, **unless instructed otherwise**. The *Engagement*, if you intend to live in the province of Québec, and the police certificates, must be **originals**. If your documents are not in English or French, send a notarized (certified) translation with a copy of the originals.

1. IMMIGRATION FORMS Send original forms. Check that they are complete and, where applicable, signed: Additional Family Information (IMM 5406) - You and each of your family members 18 years of age or older must complete their own copy of this form. <input type="checkbox"/> Use of a Representative (IMM 5476) - If you want us to deal with a representative on your behalf, be sure you have completed and signed the form. <input type="checkbox"/>
2. IDENTITY AND CIVIL STATUS DOCUMENTS Birth, marriage, final divorce, annulment or separation certificates for you and spouse or common-law partner; death certificate for former spouse if applicable. Citizens of the People's Republic of China should provide a copy of their "hukou". <input type="checkbox"/>
3. CHILDREN'S INFORMATION 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. If your child's age was locked in before August 1, 2014, also submit: Proof of continuous full-time studies 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, and proof of full financial support by parents since reaching age 22. <input type="checkbox"/>
4. TRAVEL DOCUMENTS AND PASSPORTS Passports or travel documents for you, your spouse common-law partner and dependent children. Only include copies of pages showing the passport number, date of issue and expiry, 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 where you currently reside. Please note that all prospective immigrants must hold a valid regular passport; diplomatic, official, service or public affairs passports are not valid for immigration to Canada. For Taiwan: Household Register and a certified English translation. <input type="checkbox"/>
5. PROOF OF RELATIONSHIP IN CANADA Proof of relationship to your sponsor in Canada, such as birth, marriage or adoption certificates and proof of that person's status in Canada; photocopy of the Record of Landing (IMM 1000) or Permanent Resident Card of your sponsor or proof of Canadian citizenship such as photocopy of pages of a Canadian passport or Canadian citizenship card. <input type="checkbox"/>

6. POLICE CERTIFICATES AND CLEARANCES	<input type="checkbox"/>
Original police certificates of Good Conduct or clearances, from each country/state/territory in which you and everyone in your family aged 18 years or over have resided for six months or longer since reaching the age of 18. You must attach the original police document(s). Instructions on how to obtain Hong Kong Certificates of No Criminal Conviction will be sent to you upon receipt of your application. If police documents are forwarded to the Consulate by the relevant authorities attach a brief explanatory note to your application. Please consult our website at: www.cic.gc.ca/english/information/security/police-cert/index.asp for specific and up-to-date information on how to obtain police certificates from any country.	<input type="checkbox"/>
7. ENGAGEMENT	<input type="checkbox"/>
The original of the <i>Engagement</i> if your intention is to reside in the province of Quebec.	<input type="checkbox"/>
8. ADDRESS IN CHINESE CHARACTERS	<input type="checkbox"/>
Citizens of China must provide their residential address in Chinese characters including their postal code to ensure effective communication with the visa office should the need arise.	<input type="checkbox"/>
9. PHOTO REQUIREMENTS	<input type="checkbox"/>
Supply two (2) recent photos for each member of your family and yourself. Follow the instructions in your guide (see Photos in section on completing the Application for Permanent Residence in Canada) and in Appendix B: Photo Specifications .	<input type="checkbox"/>

Mailing your application

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

Sponsorship: (Type of sponsorship)
Case Processing Centre – Sydney
P.O. Box 9500
Sydney, N.S.
B1P 0H5
Canada

If you're sending the application using a courier service instead of by mail, use the following address:

Sponsorship: (Type of sponsorship)
Case Processing Centre - Sydney
49 Dorchester Street
Sydney, N.S.
B1P 5Z2
Canada

Appendix B

Photo Specifications

Notes to the applicant

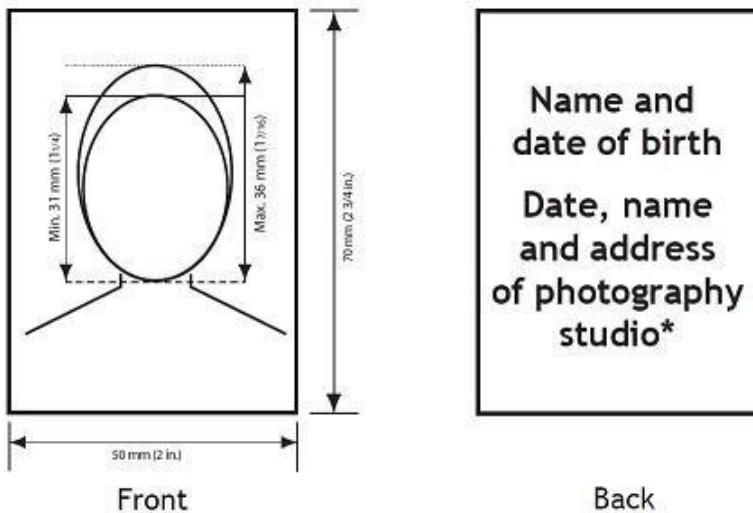
TAKE THIS WITH YOU TO THE PHOTOGRAPHER

- Make sure that you provide the correct number of photos specified in this guide.
- You must provide identical and unaltered photographs.
- Photographs may be in colour or in black and white.
- Photographs must be original and not altered in any way or taken from an existing photograph.
- Photographs must reflect your current appearance (taken within the past six (6) months).

Notes to the photographer

The photos must be:

- taken by a commercial photographer;
- 50 mm x 70 mm (2 inches wide x 2 3/4 inches long) and sized so the height of the face measures between 31 mm and 36 mm (1 1/4 inches and 1 7/16 inches) from chin to crown of head (natural top of head);
- clear, sharp and in focus;
- taken with a neutral facial expression (**eyes open and clearly visible, mouth closed, no smiling**);
- taken with uniform lighting and **not show** shadows, glare or flash reflections;
- taken straight on, with face and shoulders centered and squared to the camera (i.e. the photographs must show the full front view of the person's head and shoulders, showing the full face centered in the middle of the photograph);
- taken in front of a plain white background with a clear difference between the person's face and the background. Photographs must reflect and represent natural skin tones.



Not actual size. Refer to measurements above.

The back of one (1) photograph must:

- bear the name and date of birth of the subject, as well as the name and complete address of the photography studio;
- bear the date the photograph was taken;
- The photographer may use a stamp or handwrite this information. Stick-on labels are unacceptable.

Appendix C

Medical Instructions

Everyone included in your application must undergo a medical examination, whether accompanying you to Canada or not. Instructions for medical examinations will be forwarded to you after your application has been received.

You should note that medical examinations are undertaken entirely at your own risk and expense. The completion of the medical examination in no way guarantees that permanent residence visas will be issued to you and your family members. Should you be refused a visa, the cost of the medical examination will not be refunded.

If your application for immigration to Canada is successful, your permanent residence visa will be valid for 12 months from the date you began the medical examination. If you have family members living or studying overseas, they will also need to complete a medical examination before a visa can be issued.