



# IMMIGRATION

# Canada

**Family Class**

**Sponsorship of  
parents, grandparents,  
adopted children and  
other relatives**

**Visa Office Specific  
Instructions  
New Delhi**



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**Ce guide est également  
disponible en français**

# Appendix A

## Checklist

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Send the following documents with your application and check (☑) each box when they are enclosed.

- Send **originals of the immigration forms** (item 1) and police certificates.
- Send photocopies of all other documents, unless instructed otherwise.
- If your documents are not in English or French, send a notarized (certified) translation with a copy of the originals.
- Check that each form is complete and signed, where applicable.

**Should any of the documents listed below be missing, your application will be returned as incomplete.**

|  |
|--|
| <p><b>1. IMMIGRATION FORMS</b></p> <p><b>Additional Family Information (IMM 5406)</b> <input type="checkbox"/><br/>You and each of your family members 18 years of age or older must complete their own copy of this form.</p> <p><b>Use of a Representative (IMM 5476)</b> <input type="checkbox"/><br/>If you want us to deal with a representative on your behalf, complete and sign this form.</p> <p><b>Supplementary Information Form (Details of Foreign Travel)</b> <input type="checkbox"/><br/>You and each of your family members 18 years of age or older must complete their own copy of this form.</p> <p><b>Note:</b> This form is attached to <b>Appendix A.</b></p>   |
| <p><b>2. IDENTITY AND CIVIL STATUS DOCUMENTS</b> <input type="checkbox"/></p> <p>Birth and/or baptism certificate</p> <p><b>Note:</b> If the birth is registered late, include the <b>original</b> baptism certificate and other original documents establishing identity such as:</p> <ul style="list-style-type: none"><li>• old school records (Fifth class, Middle standard and Matriculation certificate), and</li><li>• Voter's ID card.</li></ul> <p>Court document concerning custody of children, if applicable.</p> <p>For any family member who is a Canadian citizen or permanent resident of Canada, send a photocopy of their:</p> <ul style="list-style-type: none"><li>• citizenship certificate,</li><li>• permanent resident card,</li><li>• Record of Landing (IMM 1000) or Confirmation of Permanent Residence (IMM 5292 or IMM 5688),</li><li>• immigrant visa.</li></ul> <p><b>continued on next page...</b></p> |

continued... **IDENTITY AND CIVIL STATUS DOCUMENTS**

| If you are... | Then you must provide...  |
|---------------|---|
| Married       | <ul style="list-style-type: none"> <li>• Marriage certificate or</li> <li>• Other proof such as an old ration card and Voter's ID card.</li> </ul>  |
| Divorced      | <ul style="list-style-type: none"> <li>• Complete divorce petition,</li> <li>• Judgement and</li> <li>• Final divorce decree.</li> </ul>  |
| Separated     | Certificate of legal separation for you and your spouse, common-law or conjugal partner.  |
| Common-Law    | Proof of this relationship through documents such as: <ul style="list-style-type: none"> <li>• joint bank accounts</li> <li>• joint lease or mortgage or home ownership deed</li> <li>• affidavits attesting to the fact that you have been living together and representing yourself to your community as living in a conjugal relationship for at least one year</li> </ul> |

If your spouse is deceased, provide the original death certificate or any other official documentation that pre-dates the application. Also indicate the date and year of death.

**3. CHILDREN'S INFORMATION**

Original birth certificate for each child (which shows the names of the parents)

School certificate (Fifth class, Middle standard and Matriculation certificates)

A letter from the medical practitioner or hospital if one of your children has a physical or mental disability.

**If your child's age was locked in before August 1, 2014, also submit:**

For each dependent child 22 years of age and older, you must provide proof of **continuous full-time studies**:

- Complete school records, transcripts or mark sheets (from the time they reached 22 years of age to the present date)
- Letters from school(s), institutes which include the number of hours of classes attended per day and the number of days attended per week.
- Proof of full financial support by parents since reaching the age of 22.

If your children are adopted, provide:

- Original adoption deed
- Photographs of the adoption ceremony
- Power of attorney documents, if applicable
- Evidence of contact and financial support with adoptive parents
- Letter of no objection from the Central Adoption Resource Agency (CARA), Ministry of Women and Child Development, Government of India. The guidelines which outline CARA requirements can be found at: [www.cara.nic.in/guidelinefamily.htm](http://www.cara.nic.in/guidelinefamily.htm)
- For international adoptions, the competent authority of the child's residence and province of intended destination must declare **in writing** that they approve of the adoption as conforming to the Hague Convention.

**Note:** Each of the above-mentioned documents are required for citizenship or immigration applications for adopted children.

**If you are divorced or separated, you must include proof that you have custody of the children, that you have fulfilled all obligations in custody agreements, and that the children may move to Canada.**

|    |  |                          |
|----|--|--------------------------|
| 4. | <p><b>TRAVEL DOCUMENTS AND PASSPORTS</b></p> <p>Photocopies of passports or travel documents for you, your spouse or common-law partner and dependent children. Include copies of pages showing:</p> <ul style="list-style-type: none"> <li>• passport number,</li> <li>• date of issue and expiration,</li> <li>• your photo,</li> <li>• name and surname (good name),</li> <li>• date and place of birth.</li> </ul> <p>If you live in a country different from your nationality, include a copy of your visa for the country in which you currently live.</p> <p><b>Note:</b> All prospective immigrants must hold a valid regular passport. Diplomatic, official or public affairs passports are not valid for an application for permanent residence in Canada.</p> | <input type="checkbox"/> |
| 5. | <p><b>PROOF OF RELATIONSHIP IN CANADA</b></p> <p>Provide proof of your relationship with your sponsor in Canada:</p> <ul style="list-style-type: none"> <li>• A copy of your sponsor's original <i>Record of Landing</i> (IMM 1000) or <i>Confirmation of Permanent Residence</i> (IMM 5292 or IMM 5688). You must be declared as a dependent on this document.</li> <li>• Birth or baptism certificate, matriculation/secondary school and marriage certificate of your sponsor.</li> <li>• A copy of all pages of the old passports of your sponsor, indicating the names of their parents.</li> </ul> <p><b>Note:</b> The documents submitted <b>must</b> predate the sponsorship.</p>  | <input type="checkbox"/> |
| 6. | <p><b>POLICE CERTIFICATES AND CLEARANCES</b></p> <p>Police certificates or clearances from each country in which you and every one in your family aged 18 years or older have resided for six months or more since reaching 18 years of age. You must attach the <b>original police document(s)</b>. Please consult our <a href="http://www.cic.gc.ca/english/information/security/police-cert/index.asp">website</a> 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.</p>  | <input type="checkbox"/> |
| 7. | <p><b>ENGAGEMENT</b></p> <p><b>Original</b> of the <i>Engagement</i> if your intention is to reside in the province of Québec.</p>   | <input type="checkbox"/> |
| 8. | <p><b>PHOTO REQUIREMENTS</b></p> <p>Supply two (2) recent photos for each member of your family and yourself. Read the instructions in your guide in the following sections:</p> <ul style="list-style-type: none"> <li>• "Completing the Immigration Forms" and,</li> <li>• Appendix B: Photo Specifications.</li> </ul>  | <input type="checkbox"/> |

Name: \_\_\_\_\_ File #: \_\_\_\_\_ Date: \_\_\_\_\_

## SUPPLEMENTARY INFORMATION FORM - DELHI

To be completed by ALL applicants aged 18 years or older

### DETAILS OF FOREIGN TRAVEL

1. How many passports have you had, including the one you currently hold? \_\_\_\_\_

2. Please list all the countries that you visited and that you have lived in outside of India. If this is not applicable, please enter "N/A":

| Dates (dd/mm/yyyy) |      | Purpose of Travel | Country |
|--------------------|------|-------------------|---------|
| Entry              | Exit |                   |         |
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Please read and sign the following declaration:

I (please print your full name) \_\_\_\_\_

DECLARE THAT THE ABOVE STATEMENTS ARE TRUTHFUL, COMPLETE AND CORRECT, AND I MAKE THIS DECLARATION CONSCIENTIOUSLY BELIEVING IT TO BE TRUE AND KNOWING THAT IT HAS THE SAME FORCE AND EFFECT AS IF MADE UNDER OATH.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Mailing your application

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**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, Nova Scotia  
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, Nova Scotia  
B1P 5Z2  
Canada

# Appendix B

## Photo Specifications

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### Notes to the applicant

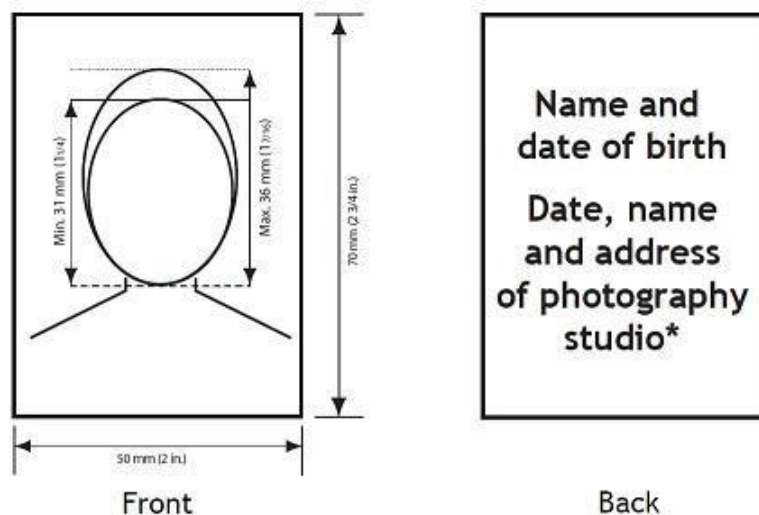
**TAKE THIS WITH YOU TO THE PHOTOGRAPHER**

- 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

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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 child of whom you have sole or joint custody is considered your dependent child, even if they normally live with the other parent.

You will receive a medical exam kit from us after you submit your completed application. In certain cases we will not send you a medical exam kit until after we have determined that you are eligible to come to Canada as a permanent resident.

The medical exam kit includes a list of doctors to whom you can go for your examination. We will only recognize exams performed by one of these doctors. The doctor will send the exam results to us, and we will review them in order to determine whether there are any medical reasons which would prevent you or your accompanying family from coming to Canada.

It is **your responsibility** to ensure that you contact the doctor promptly as well as pay for the examination and take any additional exams and tests which may be required by us.

When you go for your medical exam, you will be required to take with you the forms which we send you and show passports for everybody being examined. You must also tell the examining doctor about all past and present medical problems and conditions, and provide the doctor with any available documentation such as physician's reports, treatment or prescriptions.

If your medical results prove satisfactory, they have a validity of one year from the date of exam. If the processing of your application is delayed longer than this, then you will be required to do the medical exams again.