



IMMIGRATION

Canada

Family Class

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

**Visa Office Specific
Instructions
Nairobi**



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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.

<p>1. IMMIGRATION FORMS Check that they are complete and, where applicable, signed:</p> <p>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"/></p> <p>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"/></p>	
<p>2. IDENTITY AND CIVIL STATUS DOCUMENTS <input type="checkbox"/></p> <p>Birth certificates of all accompanying and non-accompanying family members (birth certificates for children must be the long form listing the names of both parents). *See DNA Blood Test option below. Marriage certificate(s) (including the sponsor's marriage certificate(s)), final divorce certificate(s) (including the sponsor's divorce certificate(s)), annulment, or separation certificates for you and spouse or common-law partner; death certificate for former spouse or for any child, if applicable. Photocopy of <i>Citizenship Certificate</i> or <i>Immigrant Visa</i> for any dependents who are Canadian citizens or permanent residents of Canada.</p>	
<p>3. CHILDREN'S INFORMATION <input type="checkbox"/></p> <p>Children's birth certificates (which name their parents); adoption papers for adopted dependent children. Applicants who have been adopted by the sponsor require a no-objection or no-involvement letter from the child welfare authorities in the sponsor's province of residence, proof of custody for children under the age of 18, and proof that the children may be removed from the jurisdiction of the court. Where children are to accompany the applicant to Canada, include proof that you have fulfilled any obligation stated in custody agreements and a notarized letter from the other parent stating that they have no objection to the children being taken to Canada and understands that a permanent separation from the children may result.</p> <p>If your child's age was locked in before August 1, 2014, also submit:</p> <p>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.</p>	
<p>4. TRAVEL DOCUMENTS AND PASSPORTS <input type="checkbox"/></p> <p>Passports or travel documents for you, your spouse or common-law partner and dependent children included in the application. Include only copies of the first six pages showing the passport number, date of issue and expiration, your photo, name, date and place of birth. Passports should be valid for at least the next 18 months. Ensure the names on the application have the same spelling and order as on the passport(s). If the application is approved, the visas will bear the same name as on the passport. If you reside in a country different from your nationality, include a copy of your visa for the country in which 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.</p>	

5.	PROOF OF RELATIONSHIP IN CANADA Proof of applicant's relationship to the sponsor in Canada (e.g.: provide a full birth certificate, listing both parents, if the applicant is sponsored by his/her parents or children; provide a copy of the sponsor's Record of Landing (IMM 1000).	<input type="checkbox"/>
6.	OTHER DOCUMENTS If anyone included on the application has ever held a government position or served in the military (including National Service) include a statement providing dates, positions and/or ranks, duties performed and physical locations of all service (including camps). Proof of employment: letters of reference from the applicant's employer and the sponsor's employer stating position, salary, duties, and years of service.	<input type="checkbox"/>
7.	POLICE CERTIFICATES AND CLEARANCES Police certificates or clearances from each country in which you and everyone in your family aged 18 years or over have resided six months or more since reaching the age of 18. Apply through the National Police. You must attach the original police document(s). 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"/>
8.	ENGAGEMENT Original of the <i>Engagement</i> if your intention is to reside in the province of Québec.	<input type="checkbox"/>
9.	PHOTO REQUIREMENTS 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"/>

DNA Blood Test

Many applications are delayed owing to the long time required to verify documents with foreign authorities. Applicants can shorten this time considerably by undergoing a DNA blood test at the start of the application in lieu of submitting documents proving blood relationships. DNA blood tests may be requested later in the process if documents prove to be unsatisfactory. Do you want to undergo a DNA blood test now? If yes, instructions will follow.

Interview

If an interview is required, I am willing to come to Nairobi:

- YES
 NO

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, 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

Notes to the applicant

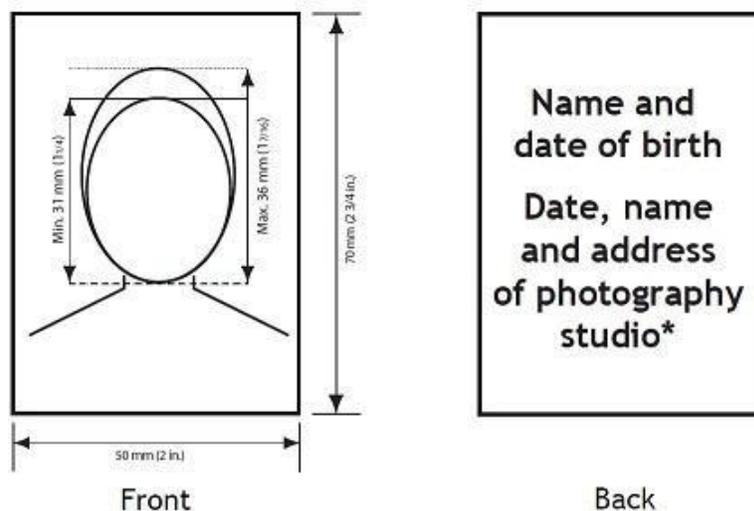
TAKE THIS WITH YOU TO THE PHOTOGRAPHER

- 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 in your family, whether accompanying you to Canada or not, must undergo a medical examination. If you are a divorced or separated parent, a minor child of whom you have joint or sole custody is considered your dependent child, even if they usually live with the other parent and is not accompanying you to Canada.

Canadian immigration law defines as inadmissible to Canada a person who is suffering from any disease, disorder, disability, or other health impairment as a result of the nature, severity or probable duration of which they are or are likely to be a danger to public health or to public safety, or their admission would cause or might reasonably be expected to cause excessive demands on health or social services. If your family member is found inadmissible, you will be inadmissible also.

You will receive the forms and instructions for the medical examination, as well as the list of designated doctors in your country of residence, when a positive selection decision is made, usually at the time of the interview or when the decision is made to waive the interview. It is up to you to make an appointment with the designated doctor of your choice. You are also responsible for paying all the fees for the medical examination.

The permanent resident visa has the same validity period as the medical results, that is, 12 months from the date of the first examination or test.