



IMMIGRATION Canada

Family Class

Sponsorship of parents, grandparents, adopted children and other relatives

Visa Office Specific Instructions Seoul



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Appendix A

Checklist

This document 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 this document and attach it when completed to your application.

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 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 this form. <input type="checkbox"/>
2. IDENTITY AND CIVIL STATUS DOCUMENTS <input type="checkbox"/> For nationals of Korea: <ul style="list-style-type: none">• Family Relation Certificate and one certified true translation into French or English of your Family Relation Certificate. The Certificate must have been recently issued to you.• Marriage Relation Certificate for you and your spouse accompanied with certified true translation into French or English.• An old (deleted) Family Census Register for you and your spouse. For non-nationals of Korea: <ul style="list-style-type: none">• Birth certificate.• Marriage certificate.• Certified copies of final divorce or separation certificates for yourself and your spouse or common-law partner.• Death certificate for your spouse or common-law partner, if applicable.
3. CHILDREN'S INFORMATION <input type="checkbox"/> For nationals of Korea: <ul style="list-style-type: none">• Family Relation Certificate and translation in English or French.• If divorced, Identification Certificate of the child with translation in English or French which indicates the proof of custody for children of divorced parents.• Adoption Relation Certificate for any adopted dependent children (if any).• 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: <ul style="list-style-type: none">• Proof of continuous full-time studies at a post-secondary institution that is accredited by a relevant government authority of all dependent children aged 22 or over, and proof that they substantially depend on their parents financially. continued on next page...

continued... CHILDREN'S INFORMATION

For non-nationals of Korea:

- Children's birth certificates (which name their parents); adoption papers for adopted dependent children.
- If divorced, 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.

Definition of dependent children before August 1, 2014

- Proof of **continuous full-time studies** at a post-secondary institution that is accredited by a relevant government authority of all dependent children aged 22 or over, **and** proof that they substantially depend on their parents financially.

4. TRAVEL DOCUMENTS AND PASSPORTS

- Passports or travel documents for you, your spouse and dependent children. Include only copies of pages showing the passport number, date of issue and expiration, your photo, name, date and place of birth.
- If you live in a country different from your nationality, include a copy of your visa for the country in which you currently live.

5. PROOF OF RELATIONSHIP IN CANADA

- Proof of relationship to your sponsor in Canada, as listed on your deleted Family Census Register (*Hojok Deungbon*) or on birth, marriage or adoption certificates.
- If your sponsor is a permanent resident of Canada: photocopy of his or her Record of Landing (IMM 1000), Confirmation of Permanent Residence or Permanent Resident Card.
- If your sponsor is a Canadian citizen: proof of Canadian citizenship, such as a photocopy of pages of a Canadian passport or Canadian citizenship card.

6. POLICE CERTIFICATES AND CLEARANCES

Please consult our [website](http://www.cic.gc.ca/english/information/security/police-cert/index.asp) 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.

7. ENGAGEMENT

Engagement if your intention is to live in the province of Quebec.

8. 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**.

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.

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

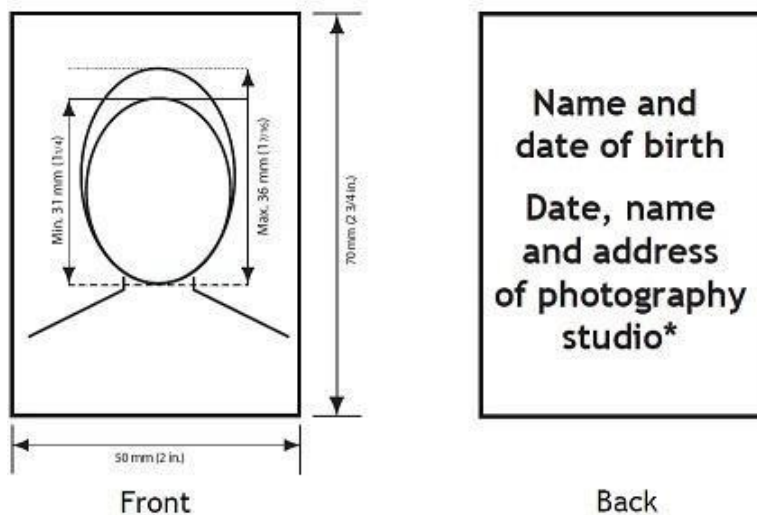
TAKE THIS WITH YOU TO THE PHOTOGRAPHER

- 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 included in your application, whether accompanying you or not, will be required to undergo a medical exam with a physician on the list of designated doctors. This also includes children of whom you have joint custody even if the children usually live with the other parent and will not accompany you to Canada.

As soon as our office has confirmation that the sponsorship in your name has been accepted, we will send the medical instructions for you and your family members (if applicable).

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