



IMMIGRATION

Canada

Family Class

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

**Visa Office Specific
Instructions
Moscow**



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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 document (a paper clip will do).

Important:

- **Copies of Documents:** Send **notarized photocopies** (*kserokopii*) of all documents unless indicated otherwise. Retyped copies (as opposed to photocopies) are **not acceptable**.
- **Translations:** If your documents are not in English or French, also include a notarized translation done by an official translator. **Do not translate your own documents.**

<p>1. IMMIGRATION FORMS</p> <p>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>	<input type="checkbox"/>
<p>2. IDENTITY AND CIVIL STATUS DOCUMENTS</p> <p>Provide birth, marriage, final divorce, annulment or separation certificates for you and your spouse or common-law partner; provide death certificate for former spouse if applicable. Provide proof of name changes, if applicable, such as name change certificates or previous marriage certificates showing name change.</p>	<input type="checkbox"/>
<p>3. CHILDREN'S INFORMATION</p> <ul style="list-style-type: none"> • Provide children's birth certificates (which name their parents); adoption papers for adopted dependent children; proof of custody for children under age 18 and proof that the children may be removed from the jurisdiction of the court; if the children will not accompany you to Canada, provide proof that you have fulfilled any obligation stated in custody agreements. • If you or your spouse or common-law partner have children under age 18 who will accompany you to Canada, an original notarized Consent for Immigration signed by the other parent allowing children under 18 to immigrate with you to Canada is required (see end of Appendix A). This consent will not be returned to you. • If you or your spouse or common-law partner have children under age 22 who will not accompany you to Canada, you must provide proof that you or your spouse or common-law partner have fulfilled any obligation stated in divorce agreements (original). You or your spouse or common-law partner should also submit an original notarized Separation Statement (see end of Appendix A). These proofs and statements will not be returned to you. <p>If your child's age was locked in before August 1, 2014, also submit:</p> <ul style="list-style-type: none"> • Proof of continuous full time studies of all dependent children aged 22 or over: provide complete school records and transcripts since age 22, letters from 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 the age of 22. 	<input type="checkbox"/>

<p>4. TRAVEL DOCUMENTS AND PASSPORTS</p> <ul style="list-style-type: none"> • Passports or travel documents, if available when you submit your application, for you, your spouse or common-law partner 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 (notarization and translation not necessary). • 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>Note: You must hold a valid regular travel passport. Diplomatic, official, service or public affairs passports are not valid for immigration to Canada.</p>	<input type="checkbox"/>
<p>5. PROOF OF RELATIONSHIP IN CANADA</p> <ul style="list-style-type: none"> • Proof of relationship to your sponsor in Canada, such as 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. 	<input type="checkbox"/>
<p>6. POLICE CERTIFICATES AND CLEARANCES</p> <p>Original police certificates or clearances from each country and each republic of the former USSR in which you and members of your family aged 18 years or over have lived six months or longer since reaching 18 years of age. You must attach the original police document(s) with notarized translations. 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.</p>	<input type="checkbox"/>
<p>7. LABOUR RECORD</p> <p>Your workbook and that of your spouse or common-law partner and children aged 18 or over (who is not the sponsor). Ensure that the photocopies and the translation into English or French are notarized. Reference letter(s) from your employer(s) not included in your workbooks are also required (originals with notarized translations).</p>	<input type="checkbox"/>
<p>8. PROOF OF STUDIES</p> <p>Proof of studies for you and each family member 18 years and over (if not the sponsor) such as diplomas or proof of incomplete and current studies.</p>	<input type="checkbox"/>
<p>9. UNDERTAKING FORM</p> <p>Photocopy of undertaking form (formulaire d'engagement) if your sponsor lives in the province of Quebec. Notarization is not necessary. Submit this form if it is available at the time you submit your application.</p>	<input type="checkbox"/>
<p>10. PHOTO REQUIREMENTS</p> <p>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 <i>Permanent Residence in Canada</i>) and in Appendix B: Photo Specifications.</p> <p>Note: On the back of one photograph, write the name and date of birth of the person who appears in the photo as well as the date the photo was taken.</p>	<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, 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

DECLARATION

I, the undersigned, _____
authorize my son (daughter) _____
to immigrate to Canada to live permanently with his(her) father(mother) _____

I understand and accept that this will not oblige the Government of Canada to grant me admission to Canada in the future, either as a visitor or as an immigrant, unless I satisfy all the requirements of the *Canadian Immigration and Refugee Protection Act and Regulations* in effect at that time.

If this condition is not satisfied, I understand and accept that this may result in a permanent separation from my son (daughter).

Declared at _____ on _____

Signature: _____

N.B.: This declaration must be witnessed either by a Notary Public.

Below is the translation into Russian



Перевод на английский язык выше

ЗАЯВЛЕНИЕ

Я, нижеподписавшийся, _____,
разрешаю моей сыну (дочери) _____
иммигрировать в Канаду на постоянное жительство с его (ее) матерью (отцом) _____

Я понимаю и признаю, что правительство Канады не будет обязано дать мне в будущем разрешение на гостевую поездку или постоянное жительство, если я не буду соответствовать всем требованиям Канадского Закона об Иммиграции и защите беженцев и действующим на тот момент нормам.

Если это условие не будет выполнено, я понимаю, что это может повлечь постоянную разлуку с моим сыном (дочерью).

Заявлено в _____ Дата _____

Ваша подпись _____

Примечание: это заявление должно быть заверено государственным нотариусом. Нотариус может перепечатать текст заявления на своем бланке или на отдельном листе.

DECLARATION

I, the undersigned, _____
understand and accept that if I am admitted to Canada as a permanent resident, this will not oblige the Government of Canada to grant admission to my spouse or my children whose names appear below:

unless they satisfy all the requirements of the *Canadian Immigration and Refugee Protection Act and Regulations* in effect at that time. If this condition is not fully satisfied, I understand and accept that this may result in a permanent separation from my spouse and children.

Declared at _____ on _____

Signature: _____

N.B.: This declaration must be witnessed either by a Notary Public.

Below is the translation into Russian

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Перевод на английский язык выше

ЗАЯВЛЕНИЕ

Я, нижеподписавшийся, _____
понимаю и признаю, что если я получу разрешение на постоянное место жительства в Канаде, это не будет означать обязательства правительства Канады дать разрешение на въезд моей(му) супруге(у) и детям, чьи имена указаны ниже,

если они не будут соответствовать всем требованиям Канадского *Закона об Иммиграции и защите беженцев* и действующим на тот момент нормам. Если это условие не будет полностью выполнено, я понимаю и согласен с тем, что это может привести к постоянной разлуке с супругой(ом) и детьми.

Заявлено в _____ Дата _____
(где)

Ваша подпись _____

Примечание: это заявление должно быть заверено государственным. Нотариус может перепечатать текст заявления на своем бланке или на отдельном листе.

Appendix B

Photo Specifications

Notes to the applicant

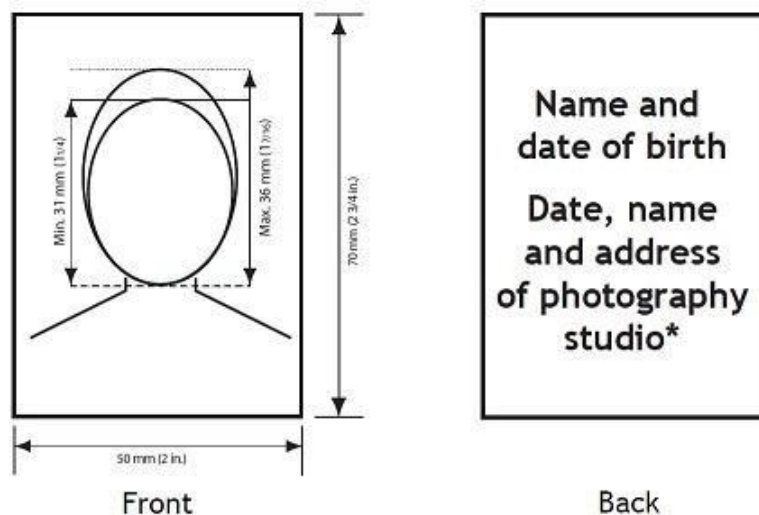
TAKE THIS WITH YOU TO THE PHOTOGRAPHER

- 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 shown on the list of designated doctors. If you are divorced or separated, a minor child is considered your dependent child, even if they usually live with the other parent and is not accompanying you to Canada.

Medical instructions and the list of doctors designated by the Canadian Immigration Medical Service will be provided by the Embassy of Canada in Moscow once your application has been reviewed or after an interview, if required.

You will be responsible for the cost of the medical exam for all of your family members.