



IMMIGRATION Canada

Family Class

Sponsorship of parents, grandparents, adopted children and other relatives

Visa Office Specific Instructions Colombo



Table of Contents

Appendix A - Document Checklist

Appendix B - Photo Specifications

Appendix C - Medical Instructions

Ce guide est également
disponible en français

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 *Certificat de sélection du Québec*, 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) <input type="checkbox"/> You and each of your family members 18 years of age or older must complete their own copy of this form.</p> <p>USE OF A REPRESENTATIVE (IMM 5476) <input type="checkbox"/> If you want us to deal with a representative on your behalf, be sure you have completed and signed this form.</p> <p>Attach the completed Supplementary Information Form – Sri Lanka. <input type="checkbox"/></p>
<p>2. IDENTITY AND CIVIL STATUS DOCUMENTS <input type="checkbox"/> Birth, marriage, final divorce, annulment or separation certificates for you and spouse or common-law partner; death certificate for former spouse, 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"/> 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.</p> <p>If your child's age was locked in before August 1, 2014, 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"/> Passports or travel documents for you, your spouse or common-law partner and dependent children. Only include copies of pages showing:</p> <ul style="list-style-type: none"> • the passport number, • date of issue and expiry, • your photo, name, date and place of birth. <p>If you reside in a country different from your nationality include a copy of your visa for the country where you currently reside.</p> <p>Note: 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 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) 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 Original Police certificates or clearances, from each country 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). 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.	CERTIFICAT DE SÉLECTION DU QUÉBEC (CSQ) The original CSQ , if you are selected by Québec.	<input type="checkbox"/>
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 .	<input type="checkbox"/>

Mailing your application

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

Sponsorship : (Type of sponsorship)
Case Processing Centre - Mississauga
P.O. Box 6100, Station A
Mississauga, Ontario L5A 4H4
Canada

Education Background/Work Experience Questionnaire

To be completed by applicants who claim children to be dependents over 22 years of age:

Please write answers to these questions on this sheet (attach additional sheets if necessary) and return it along with your supporting documents to the Immigration Section of the Canadian High Commission in Colombo. **Please note that questionnaires without supporting documentation will not be accepted.**

Are you attending school at present? If yes, please provide answers to questions 1, 2, and 3 below. If you are not attending school, please answer questions 2 and 3.

Evidence of education since leaving school in date order. If enrolled in any course of studies then letter from the institute should indicate date of commencement, duration, completion, and hours of classroom per week.

1.) Current School Attendance

Please provide the following details and attach supporting documentation (i.e. certificates of attendance, exam results):

(a) name and location of the school

(b) how long you have been studying at this school

(c) how many hours a week you study at this school

(d) subjects you are studying?

(e) expected course completion date

2.) Past School Attendance

Please provide the following details and attach supporting documentation (i.e. pupil's record sheet, examination result sheet, etc.)

(a) date you left school

(b) name and location of the school

(c) last grade completed or examination passed

3.) Work Experience

Please provide the following details and attach supporting documentation.

(a) name of employer

(b) your job title

(c) when you began work; was work full or part-time?

Please provide examination results and school and employment certificates to support your answers to the above questions. We will not accept responses without supporting documentation.

I certify that the information contained in this document is complete, accurate and factual. I also realize that once this document has been completed and signed, it will form part of my immigration record.

Date

Signature of Applicant

Appendix B

Photo Specifications

Notes to the applicant

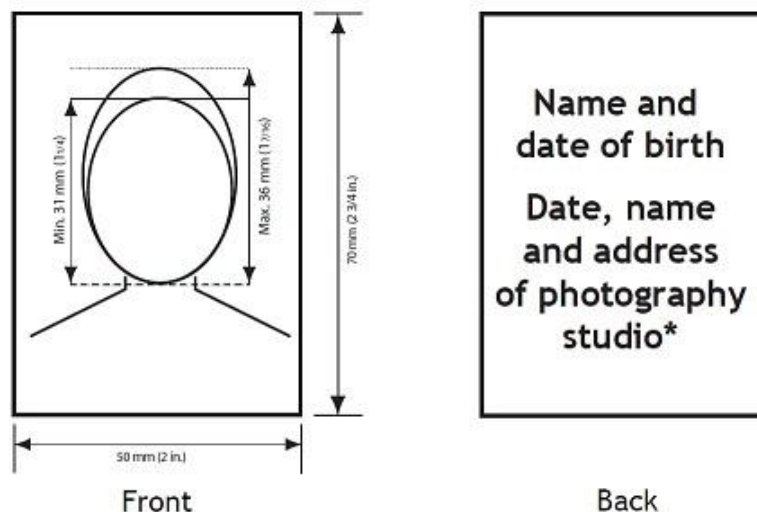
TAKE THIS WITH YOU TO THE PHOTOGRAPHER

- 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, must undergo a medical examination with a physician on the list of designated doctors. 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 he or she usually lives with the other parent and is not accompanying you to Canada.

Instructions for this examination will be provided after your application has been assessed by a Canadian Visa officer.

After you receive the necessary medical forms, you and your family members must undergo the necessary medical examinations with one of the doctors on the list of designated doctors **unless** you and/or your family members live in a country not included on this list. If you wish to have your medical examinations in a country not included on this list, please inform us and we will ensure that you receive the appropriate list.

You will be responsible for the costs of the medical examination for all your family members.

Please note that, at the time of the medical examination, you and all family members will be required to present individual passports as evidence of identity. **If each of your family members does not already have an individual passport, you should apply to obtain them now.**

Applicants may, at any time, request that medical instructions be issued, and may undergo an immigration medical examination, **at their own risk**. It is important to note, however, that undergoing an immigration medical examination **does not guarantee** that a permanent resident visa will be issued.

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.