



# IMMIGRATION Canada

## Family Class

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

## Visa Office Specific Instructions Kuala Lumpur



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# 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><b>1. IMMIGRATION FORMS</b> Check that they are complete and, where applicable, signed:</p> <p><b>Additional Family Information (IMM 5406)</b> - 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><b>Use of a Representative (IMM 5476)</b> - 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><b>2. IDENTITY AND CIVIL STATUS DOCUMENTS</b> <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• Birth, marriage, divorce / separation certificates for yourself and spouse or common-law partner; death certificate for former spouse if applicable</li> <li>• Notarized copy of household registration (if applicable)</li> <li>• Others (please indicate)</li> </ul>
<p><b>3. CHILDREN'S INFORMATION</b> <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• Birth certificates of children (indicating parents' names)</li> <li>• Adoption papers for adopted dependent children</li> <li>• Custody Order for children under the age of 18</li> <li>• No Objection letter from parent remaining behind</li> </ul> <p><b>If your child's age was locked in before August 1, 2014, submit:</b></p> <ul style="list-style-type: none"> <li>• Proof of <b>continuous full-time studies</b> of all dependent children aged 22 or over:             <ul style="list-style-type: none"> <li>• School certificates / diplomas / degrees</li> <li>• School transcripts</li> </ul> </li> <li>• Proof of parent's full financial support of dependent children since reaching 22 years of age.</li> </ul>
<p><b>4. TRAVEL DOCUMENTS AND PASSPORTS</b> <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• Copies of identification pages (first 4 pages) of your passport and those of your accompanying dependents</li> <li>• If you reside in a country other than your country of citizenship, include a copy of your visa for the country in which you currently reside</li> </ul> <p>Please note that all prospective immigrants must hold a valid regular passport; diplomatic, official, service or public affairs passports are <b>not</b> valid for immigration to Canada.</p>
<p><b>5. PROOF OF RELATIONSHIP IN CANADA</b> <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• Additional Family Information (IMM5406)</li> <li>• Copy of your sponsor's birth certificate</li> <li>• Copy of your sponsor's citizenship card and/or <i>Immigrant Visa</i></li> </ul>
<p><b>6. SPONSOR'S ADDITIONAL INFORMATION</b> <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• Your sponsor's income tax assessments for the past 2 years</li> <li>• Letter from your sponsor's current employer stating his monthly income and position</li> <li>• Welfare statements / unemployment statements ( if applicable)</li> </ul>

7.	<b>POLICE CERTIFICATES AND CLEARANCES</b>	<input type="checkbox"/>
<p><b>Original</b> 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 more since reaching the age of 18. 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>		
8.	<b>ENGAGEMENT</b>	<input type="checkbox"/>
<p><b>Original</b> of the <i>Engagement</i> if your intention is to reside in the province of Québec.</p>		
9.	<b>PHOTO REQUIREMENTS</b>	<input type="checkbox"/>
<p>Supply two (2) recent photos for each member of your family and yourself. Follow the instructions in your guide (see <b>Photos</b> in section on completing the Application for Permanent Residence in Canada) and in Appendix B, <b>Photo Specifications</b>.</p>		

## 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

## Interpreter Declaration

I, \_\_\_\_\_ solemnly declare that I have faithfully and accurately interpreted in the \_\_\_\_\_ language the content of this application and any related forms to the persons concerned.

I have been informed by the person concerned, and I do verily believe, that he/she completely understands the nature and effect of these forms, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Interpreter's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Organization / Company

\_\_\_\_\_  
Address of Organization / Company

# Appendix B

## Photo Specifications

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### Notes to the applicant

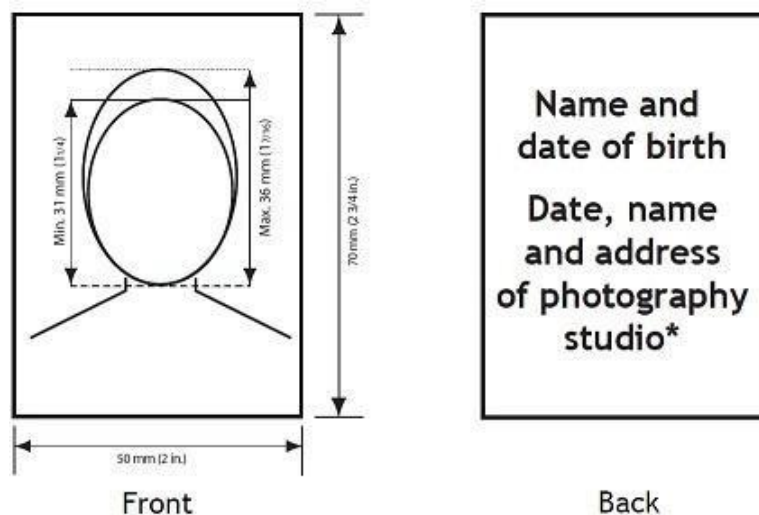
**TAKE THIS WITH YOU TO THE PHOTOGRAPHER**

- 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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Instructions for the medical examination are not issued with the application kit.

These instructions will be issued either in person after the selection interview or, if the interview is waived, by mail after the selection decision has been made.