



IMMIGRATION Canada

Family Class

Sponsorship of parents, grandparents, adopted children and other relatives

Visa Office Specific Instructions Beijing



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Ce guide est également
disponible en français

Appendix A - Checklist

Send the following documents with your application and check (☑) each box when they are enclosed.

- **Send originals of: the police certificates and the forms listed in item 1 to 5 below.**
- **Send photocopies only of all other documents, unless instructed otherwise.**
- **If your documents are not in English or French, you must include an accurate translation with a copy of the originals. Failure to do so could result in substantial processing delays.**

Answer all questions and sign the forms where applicable. When completed, send them to the visa office that will process your application along with all supporting documentation.

If there is a conflict between this guide and any other versions or publications, this document and its instructions take precedence and are to be followed.

IMPORTANT NOTICE: Misrepresentation Will Result in Your Application Being Refused

If you or someone acting on your behalf directly or indirectly submits false documents or misrepresents facts relating to your application for a permanent resident visa:

- your application will be refused;
- the circumstances of your refusal will be entered into Canada's global immigration database; and
- you and your dependent(s) could become inadmissible to Canada for 2 years under section 40 (2) of the *Immigration and Refugee Protection Act*.

1. IMMIGRATION FORMS

Check that they are complete and, where applicable, signed:

Additional Family Information (IMM 5406) - You and each of your family members must complete their own copy of this form.

Note: Your **present address** is the residential address where you and or your dependent(s) are now physically living. It must be provided in both English and Chinese. If you do not provide an accurate residential address, it could result in the refusal of your application for misrepresentation

Use of a Representative (IMM 5476) - If you want us to deal with a representative on your behalf, complete and sign the form.

Be advised that if you designate a representative and indicate their address as your mailing address, we will communicate only with that person or firm for as long as the authorisation is in effect.

Details of Education and Employment since the age of 18 form - You and each of your family members 18 years of age or older must complete their own copy of this form.

2. IDENTITY AND CIVIL STATUS DOCUMENTS

The following documents are required for you, the principal applicant, each of your family members and your dependent children, if applicable:

- Certificates of: birth, adoption, marriage, absolute nisi decree (Hong Kong residents), divorce, death.
- Custody order for your child and proof that you have fulfilled any obligation stated in the custody order;
- Citizens of the People's Republic of China must provide photocopies of the household register ("hukou")
- A photocopy of the bio-data page of your passport with a validity of at least 18 months. If you cannot submit this along with the application, provide it at a later date.

Note: For residents of the People's Republic of China, a kinship certificate is **not** acceptable as proof of relationship.

3. CHILDREN'S INFORMATION

- Photocopy of the original adoption papers for adopted dependent children.
- Proof of marital status for children 16 years of age and older.

If your child's age was locked in before August 1, 2014, submit:

For children aged 22 or older, provide proof of **continuous full-time studies** since before attaining the age of 22 such as:

- photocopies of complete school records including transcripts,
- registration of admission,
- school fee payment receipts,
- attendance records indicating the total number of hours of classes per week,
- examination results,
- the National College Entrance Examination results (NCEE) for PRC students, **and**
- continuous full financial support by a parent since before age 22.

4. NON-ACCOMPANYING FAMILY MEMBERS DECLARATION

If you have family members who do not intend to emigrate to Canada with you, you must submit a notarized statutory declaration with your application which:

- identifies these family members and their relationship to you;
- states your intention to proceed to Canada without them; and
- indicates whether or not you wish these persons to retain eligibility to be sponsored by you once you have settled in Canada.

Note: Non-accompanying family members are still required to successfully meet immigration medical and security standards at the same time as you. They will retain eligibility to be sponsored by you as a member of the Family Class once you have settled in Canada for as long as they are your:

- spouse,
- common-law partner, or
- dependent children,

as defined in the *Immigration and Refugee Protection Act and Regulations*.

If you have non-accompanying family members who are either a spouse from whom you are legally separated or your children who are not in your legal custody, it is not necessary to for them to be examined. **However, if they are not examined at the time of your application, you will not be able to sponsor them at any time in the future.**

5.	TRAVEL DOCUMENTS AND PASSPORTS	<input type="checkbox"/>
<p>Original passports are required for you and your accompanying dependents in order to process your application for immigration to Canada. Do not send your passport with your application, we will request it from you during processing.</p>		
<p>If you reside in a country different from your nationality, include a copy of your visa for the country in which you currently reside.</p>		
<p>All prospective immigrants must hold a valid regular or private passport at the time of landing. Diplomatic, official, service or public affairs passports are not valid for immigration to Canada.</p>		
6.	PROOF OF RELATIONSHIP TO SPONSOR	<input type="checkbox"/>
<p>If you are being sponsored by your child, grandchild, adoptive parents or another relative, you must include evidence of the relationship between you and your sponsor such as:</p>		
<ul style="list-style-type: none"> • photos of outings or casual photos; • letters between you and your sponsor (including postmarked envelopes); • printed e-mails, chat records or telephone bills; • proof of your sponsor's visits such as airline ticket coupons, used boarding passes, complete photocopy of all pages of your sponsor's passport; • proof of financial support from your sponsor; • proof of your sponsor's status in Canada: photocopy of the <i>Record of Landing</i> (IMM 1000), <i>Confirmation of Permanent Residence</i> (IMM 5292 or IMM 5688) or proof of Canadian Citizenship; and • any other documents that you feel would demonstrate your relationship to your sponsor 		
<p>Note: Photos must be loose; do not send them in binders, albums, frames or other such containers.</p>		
<p>Do not send video discs or video cassettes. Do not send musical greeting cards or other similar documents containing electronic or mechanical devices.</p>		
7.	POLICE CERTIFICATES AND CLEARANCES	<input type="checkbox"/>
<p>You must submit original police certificates of good conduct or clearances from each country in which you and each of your family members aged 18 years or over have resided six months or more since reaching 18 years of age.</p>		
<p>However, if you lived in Canada for more than six months, at this time you are only required to indicate it on the <i>Schedule 1 Background/Declaration Form</i> (IMM 0008). You will be notified by the visa office during the processing of your application if you are required to submit a police certificate from Canada.</p>		
<p>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>		
8.	ENGAGEMENT (<i>Certificat de sélection du Québec</i>)	<input type="checkbox"/>
<p>A copy of the <i>Engagement</i>, if your intention is to reside in the Province of Québec.</p>		
9.	PHOTOS	<input type="checkbox"/>
<p>Include two (2) photos for each member of your family and yourself taken within the last six (6) months. Follow the instructions in your guide:</p>		
<ul style="list-style-type: none"> • Photos in section "Completing the Application for Permanent Residence in Canada", and • Appendix B: Photo Specifications. 		
10.	SPONSORSHIP EVIDENCE	<input type="checkbox"/>
<p>A photocopy of the sponsorship approval letter sent to your sponsor in Canada from the Case Processing Centre in Mississauga.</p>		

11. ADDRESS IN CHINESE CHARACTERS AND CONTACT NUMBERS

Where indicated, provide your address in Chinese characters as well as in Pinyin or English, including postal code. The mailing address you provide must be the residential address of a person or the business address of a firm. **A post office box number is not acceptable.**

If you have designated a third party to represent you and you have used their address as your mailing address, we will automatically direct all correspondence to this person or firm.

It is your responsibility to ensure that the mailing address is reliable and that any changes are reported to us promptly. Failure to do so could result in substantial processing delays or the refusal of your application.

Include eight (8) address labels with the mailing address in Chinese characters.

12. A COPY OF THIS DOCUMENT CHECKLIST

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

Details of Education and Employment since the age of 18

When filling this section please be sure to list your current occupation or the course you are currently studying at a particular school. For example, if you are enrolled in year 3 of a 4 year course in engineering at Qinghua University in Beijing- you should write the name of the school, the type of course and your occupation as "student". For parents completing this section for their children, please be sure to state whether your child is studying or working, in the appropriate space; if working, give the position title (for example, cleaning lady, office helper, farm labourer, instead of "worker").

(To be completed in English or French only)

EDUCATION			
DATE FROM – TO	NAME AND ADDRESS OF SCHOOL	DIPLOMA/DEGREE	TYPE OF COURSE

EMPLOYMENT			
DATE FROM – TO	NAME AND ADDRESS OF WORK UNIT/ COMPANY	POSITION	TYPE OF BUSINESS

I hereby certify that all information listed on this form is true and complete. I understand that if this information is found to be untrue or incomplete, my application will be refused.

Signature is required in both Pinyin and Chinese characters.

Name of Applicant in Pinyin _____

Name of Applicant in Chinese characters _____

Date _____

Appendix B

Photo Specifications

Notes to the applicant

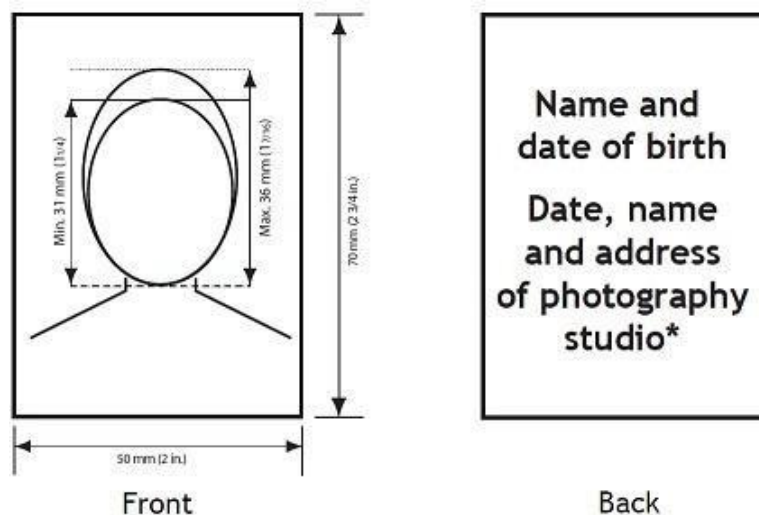
TAKE THIS WITH YOU TO THE PHOTOGRAPHER

- 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 to Canada 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 *panel 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 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.