



IMMIGRATION Canada

Family Class

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

**Visa Office Specific
Instructions
Taipei**



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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>1. IMMIGRANT FORMS</p> <p>Ensure that all questions have been answered and forms are signed where applicable.</p> <p>Additional Family Information (IMM 5406) - You and each of your family members 18 years of age or over 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> <div style="border: 1px solid black; padding: 2px;"> <p>ADDRESS IN CHINESE CHARACTERS: Residents of Taiwan must provide their residential address in Chinese characters to ensure effective communication with the visa office.</p> </div>	<input type="checkbox"/>
<p>2. IDENTITY AND CIVIL STATUS DOCUMENTS</p> <p>a) Provide a certified true copy of your household register. If this document is not available to you, provide birth certificates, baptismal certificates or other official documents confirming relationship for you and each of your family members.</p> <p>b) If a household register is not available to you and you are married, you must include a marriage certificate. If you are now divorced, you must include final divorce certificates; if separated, a separation certificate. If your former spouse or common-law partner is deceased, you must include your spouse's or partner's death certificate. If your marriage was annulled, include a copy of the annulment. If you are in a common-law or conjugal relationship, provide proof of that relationship.</p> <p>c) Photocopy of Citizenship Certificate, Permanent Resident Card or Immigrant Visa for any family members who are Canadian citizens or permanent residents of Canada.</p>	<input type="checkbox"/>
<p>3. CHILDREN'S INFORMATION (if applicable)</p> <p>a) If a household register is not available to you, birth certificates for children (which name their parents);</p> <p>b) Adoption papers for adopted dependent children;</p> <p>c) If you are divorced or separated and intend to bring your children to Canada, you must include proof that you have custody of the children under the age of 18 and proof that the children may be removed from the jurisdiction of the court;</p> <p>d) 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>e) If your children are aged 22 or over and you intend to have them accompany you, you must submit for these children proof of full financial support by a parent since before age 22 and proof of</p> <ul style="list-style-type: none"> • continuous full-time studies (such as letters from their educational institution, school certificates, diplomas, degrees, transcripts, marks cards), or • medical history if they are unable to provide for themselves due to a medical condition. 	<input type="checkbox"/>

<p>4. TRAVEL DOCUMENTS AND PASSPORTS Passports or travel documents 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, surname (family name), date and place of birth. If you reside in a country different from your nationality, include a copy of your visa for the country in which you currently reside. Please note that all prospective immigrants must hold a valid regular passport; diplomatic, official or public affairs passports are not valid for an application for permanent residence in Canada.</p>	<input type="checkbox"/>
<p>5. PROOF OF RELATIONSHIP IN CANADA a) Copy of your sponsor's household register, birth certificate or any other document that proves your relationship to your sponsor; b) Copy of your sponsor's citizenship card, Permanent Resident Card and/or <i>Immigrant Visa</i>.</p>	<input type="checkbox"/>
<p>6. POLICE CERTIFICATES AND CLEARANCES Original police certificates of good conduct or clearances, from each country/state/territory in which you and everyone in your family aged 18 years or over have lived for six months or longer since reaching the age of 18. 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. 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.</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

Appendix B

Photo Specifications

Notes to the applicant

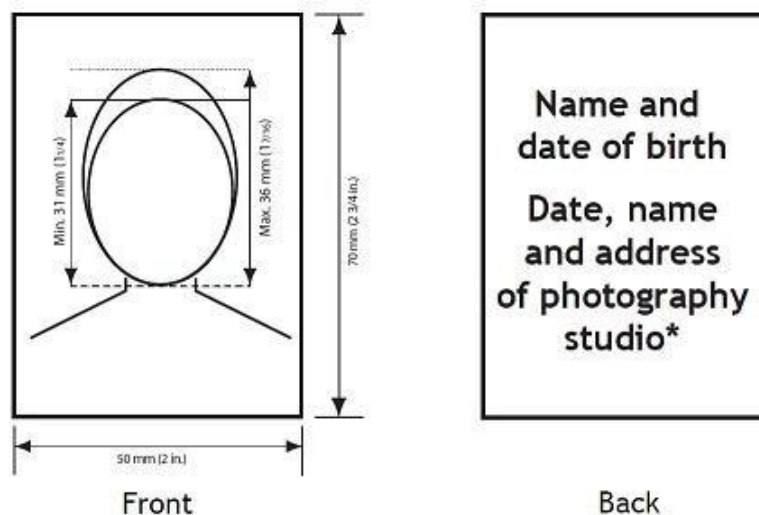
TAKE THIS WITH YOU TO THE PHOTOGRAPHER

- 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

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