



# IMMIGRATION Canada

## Family Class

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

## Visa Office Specific Instructions

### Dar es Salaam



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français

# Appendix A

## Checklist

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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**. You must submit **originals** of the police certificates and, if you intend to reside in Quebec, the *Engagement*. 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 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, complete and sign this 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 certificates of all accompanying and non-accompanying family members (birth certificates for children must be the long form listing the names of both parents). <b>*See DNA Blood Test option below.</b></li><li>• Marriage certificates (including the sponsor's marriage certificates), final divorce certificates (including the sponsor's divorce certificates), annulment or separation certificates for you and your spouse or common-law partner;</li><li>• death certificate for former spouse or for any child, if applicable;</li><li>• photocopy of <i>Citizenship Certificate</i> or <i>Immigrant Visa</i> for any dependents who are Canadian citizens or permanent residents of Canada.</li></ul>
<p><b>3. CHILDREN'S INFORMATION</b> <input type="checkbox"/></p> <p>Children's birth certificates (which name their parents) or adoption papers for adopted dependent children. Applicants who have been adopted by the sponsor require a <b>no-objection</b> or <b>no-involvement letter</b> from the child welfare authorities in the sponsor's province of residence, proof of custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court. Where children are to accompany the applicant to Canada, include proof that you have fulfilled any obligation stated in custody agreements and a notarized letter from the other parent stating that the individual has no objection to the children being taken to Canada and understands that a permanent separation from the children may result.</p> <p><b><u>If your child's age was locked in before August 1, 2014, submit:</u></b></p> <p>Proof of <b>continuous full-time studies</b> of all dependent children aged 22 or over: complete school records and transcripts since attaining age 22, letters from the schools indicating the number of hours of classes attended per day, and the number of days attended per week, <b>and</b> proof of full financial support by parents since reaching age 22.</p>

4.	<b>TRAVEL DOCUMENTS AND PASSPORTS</b> Passports or travel documents for you, your spouse or common-law partner and dependent children included in the application. Include only copies of the first six pages showing the passport number, date of issue and expiration, your photo, name, date and place of birth. Passports should be valid for at least the next 18 months. Ensure the names on the application have the same spelling and order as on the passports. If the application is approved, the visas will bear the same name as on the passport. 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, service, or public affairs passports are <b>not</b> valid for immigration to Canada.	<input type="checkbox"/>
5.	<b>PROOF OF RELATIONSHIP IN CANADA</b> Proof of applicant's relationship to the sponsor in Canada (e.g.: provide a full birth certificate, listing both parents, if the applicant is sponsored by his or her parents or children; provide a copy of the sponsor's <b>Record of Landing</b> (IMM 1000).	<input type="checkbox"/>
6.	<b>OTHER DOCUMENTS</b> If anyone included on the application has ever held a government position or served in the military ( <b>including National Service</b> ), include a statement providing dates, positions and ranks, duties performed and physical locations of all service (including camps). Proof of employment: letters of reference from the applicant's employer and the sponsor's employer stating position, salary, duties, and years of service.	<input type="checkbox"/>
7.	<b>POLICE CERTIFICATES AND CLEARANCES</b> Police certificates or clearances from each country in which you and everyone in your family aged 18 years or over have resided six months or more since reaching the age of 18. Apply through the National Police. <b>You must attach the original police documents.</b> Consult <b><u>How to get a police certificate</u></b> for specific and up-to-date information about how to obtain police certificates from any country.	<input type="checkbox"/>
8.	<b>ENGAGEMENT</b> <b>Original</b> of the <i>Engagement</i> if your intention is to reside in the province of Québec.	<input type="checkbox"/>
9.	<b>PHOTO REQUIREMENTS</b> 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> .	<input type="checkbox"/>

## DNA Blood Test

Many applications are delayed due to the time required to verify documents with foreign authorities. Applicants can shorten this time considerably by undergoing a DNA blood test at the start of the application instead of submitting documents to prove blood relationships. DNA blood tests may be requested later in the process if documents prove to be unsatisfactory. Do you want to undergo a DNA blood test now? If yes, instructions will follow.

## Interview

If an interview is required, I am willing to come to Dar es Salaam:

- YES
- NO

# Mailing Your Application

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Place all 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**

# Appendix B

## Photo Specifications

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### Notes to the applicant

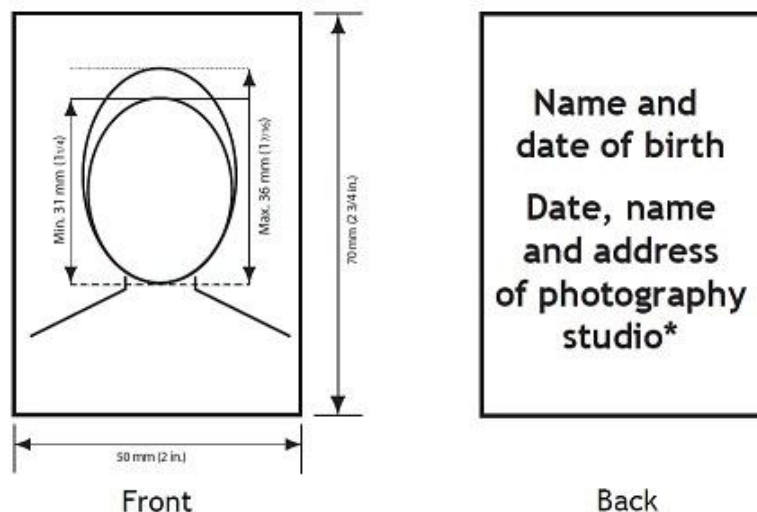
**TAKE THIS WITH YOU TO THE PHOTOGRAPHER**

- 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.



#### 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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Everyone in your family, whether accompanying you to Canada or not, must undergo a medical examination. If you have joint or sole custody of a minor child, the child is considered to be your dependent child even if he or she usually lives with the other parent and is not accompanying you to Canada.

As per the Canadian immigration law, you are considered inadmissible to Canada if you are suffering from any disease, disorder, disability or other health impairment and as a result of the nature, severity or probable duration of this health impairment, you are or are likely to be a danger to public health or public safety. You are also considered inadmissible if your admission would cause or might reasonably be expected to cause excessive demands on health or social services. If your family member is found to be inadmissible, you will be inadmissible also.

You will receive the forms and instructions for the medical examination and the list of designated doctors in your country of residence when a positive selection decision is made. It is up to you to make an appointment with the designated doctor of your choice. You are also responsible for paying all the fees for the medical examination.

The permanent resident visa has the same validity period as the medical results (12 months from the date of the first examination or test).