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Guide for Community Sponsors to privately sponsor refugees (IMM 2201)

 Print

This is not a legal document.

You, the Community Sponsor (CS), can ask for this guide in another format.

Use this guide to privately sponsor a refugee. Here is a simple overview of what you will need to do:

1. Read this guide and fill in the sponsorship forms.
2. Use the checklist to gather your supporting documents.
3. Make sure the Principal Applicant (PA) and their family members fill in the forms for permanent residence (refer to the [Guide for Convention Refugees or as a Humanitarian – Protected Persons Abroad application guide – IMM 6000](#)).
4. Submit the sponsorship application and the refugee's permanent residence (PR) application together in **one package** to the Resettlement Operations Centre in Ottawa (ROC-O). **We strongly encourage sponsors to keep a copy of each application submitted to us as applications approved, withdrawn or refused cannot be returned to you.**
5. Support the refugees after they arrive in the expected community of settlement.

Symbols used in this guide

This guide uses these symbols to draw your attention to important information:



What you **must** do to have your application processed.



Important information that you need to know to avoid delays or other problems.



Where to get more information.

For more information on who can apply and how, visit the Refugee Sponsorship Training Program (RSTP).



See Appendix C for a list of acronyms used throughout this guide.



If you live in Québec

Do not use this application if you live in Québec. Sponsors living in Québec must contact the Ministère de l'Immigration, de la Diversité et de l'Inclusion (MIDI).



Joint Assistance Sponsorship (JAS) Program

Do not use this application for JAS cases (sponsoring refugees with special needs). To sponsor under the Joint Assistance Sponsorship (JAS) Program see the Joint Assistance Sponsorship Guide (IMM 5493).

One Year Window (OYW) of Opportunity Provision

Do not use this application if you would like to bring a non-accompanying family member (also known as a dependent) to Canada under the OYW provision. See the OYW guide.

Parties to the sponsorship

Parties to the sponsorship (**also known as sponsors or the sponsoring group**) include every person who signs the Sponsorship Undertaking as part of a CS sponsorship application.

Community Sponsor (CS)

Community Sponsors (CS) are organizations located (or have representatives) in the community where the refugees are expected to live. CS act as guarantors that the necessary settlement support will be provided for the full duration of the sponsorship. The sponsorship group must show that it has the necessary financial resources, expertise and commitment required to fulfill the terms of the Sponsorship Undertaking.

For dealings with IRCC, you have to authorize a person to act on your behalf, referred to as the Signing Authority, who:

- has authority to submit a sponsorship applications on your organization's behalf;

- can legally bind your organization to the terms of the private sponsorship; and
- must submit a completed Sponsor Assessment Form (IMM 5492) as part of **each** new sponsorship application.

Co-Sponsors

An individual or organization that partners with a CS to help with settlement and provide support to the refugees. Co-sponsors can be family members of the refugees.

For dealings with IRCC, your organizational co-sponsor has to authorize a person to act on their behalf, referred to as the Signing Authority, who:

- has the authority to submit sponsorship applications on behalf of their organization;
- can legally bind their organization to the terms of the private sponsorship; and
- must submit a completed Sponsor Assessment form (IMM 5492) as part of **each** new sponsorship application.

Other people involved in the sponsorship

Immigration Representative

Applying to sponsor a refugee does not automatically authorize you to conduct business on their behalf. If the PA wants to authorize your group to do business with IRCC on their behalf (provide us with updates about their situation), they must fill out the Use of a Representative Form (IMM 5476).

You can also use this form to appoint a third-party immigration representative to represent you as the sponsor. The immigration representative will do business with us on your behalf. They can be an immigration consultant, lawyer, friend or family member. Find out about becoming or using an immigration representative.

Representative in the expected community of settlement


You must reside or have representatives in the community where the refugees expect to settle. See section 153(1)(a) of the Immigration and Refugee Protection Regulations (IRPR) for more information. This means that one of the following persons or organizations must be based in the community where the refugees are expected to settle:

- The CS;
- 2 or more co-sponsors; or
- 2 or more representatives.

The representative:

- lives in the PA's expected community of settlement;
- represents the sponsor in the community, according to the scope of representation agreed between the representative and the sponsor;
- is not a party to the sponsorship (does not sign the Sponsorship Undertaking); and
- while expected to help support the refugee, is not liable to fulfill the sponsorship obligations

Appointing a representative does not diminish the sponsoring group's obligations with IRCC. You must fulfill all responsibilities as per the Sponsorship Undertaking and outlined in the Settlement Plan. Everyone who signed the Sponsorship Undertaking remains equally responsible.

 To assess whether your sponsoring group meets the residency requirements, we will compare the sponsors' addresses on the Sponsorship Undertaking (IMM 5663) **or** the representative's address on the Appointment of Representative(s) in Expected Community of Settlement (IMM 5956) form with the province and city (where the refugees plan to live) listed in question 5 of the PA's Generic Application Form for Canada (IMM 0008). **Your application will be refused if it does not meet residency requirements when you submit it to ROC-O.**

Refugees who can be included in the PSR application

Principal Applicant (PA):

When a family applies for permanent residence together, one family member must be the "principal" applicant. If the PA is applying with family members to immigrate to Canada, the PA is usually the head of family.

Under the Canadian immigration system, a family includes:

- the PA;
- the PA's spouse or common-law partner;
- the PA's dependent child;
- the dependent child of the PA's dependent child;
- the dependent child of the PA's spouse/common-law partner; and
- the dependent child of the PA's spouse/common-law partner's dependent child.

See subsection 1(3) IRPR for the legal definition of the word "**family member**". You can also refer to the Guide for Convention Refugees and Humanitarian – Protected Persons Abroad (IMM 6000).

Steps to sponsor a refugee

If you do not already have a refugee to sponsor, we can match you with one. Find out about the [Blended Visa Office-Referred \(BVOR\) Program](#).

[Step 1: Make sure you are eligible](#)

[Step 2: Use the document checklist](#)

[Step 3: Gather documents](#)

[Step 4: Fill in your forms](#)

- a. [The sponsorship application](#)
- b. [The refugee's permanent residence application](#)

[Step 5: Mail or email the application](#)

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[Appendix A: Financial guidelines](#)

[Appendix B: Add a family member to a PSR application](#)

[Appendix C: Acronyms](#)

Step 1: Make sure you are eligible

General eligibility requirements for all sponsors:

The CS group and the organizational co-sponsor (if applicable) must be an organization (for-profit or not), an association or a corporation (incorporated or not).

The CS and the organizational co-sponsor's Signing Authority and the individual co-sponsor must:

- be 18 years of age or older;
- be a Canadian citizen, Registered Indian or a permanent resident of Canada;
- meet the residency requirements;

- not be ineligible to be a party to a sponsorship pursuant to subsection R156(1) of IRPR.

As per 156 (1), the following persons are ineligible to be a party to a sponsorship:

- a person who has been convicted in Canada of the offence of murder or an offence set out in Schedule I or II to the Corrections and Conditional Release Act, regardless of whether it was prosecuted by indictment, if a period of five years has not elapsed since the completion of the person's sentence;
- a person who has been convicted of an offence outside Canada that, if committed in Canada, would constitute an offence referred to in paragraph (a), if a period of five years has not elapsed since the completion of the person's sentence imposed under a foreign law;
- a person who is in default of any support payment obligations ordered by a court;
- a person who is subject to a removal order;
- a person who is subject to a revocation proceeding under the Citizenship Act; and
- a person who is detained in any penitentiary, jail, reformatory or prison.


Step 2: Use the document checklist

Use the document checklist below to ensure your application includes all forms and supporting documents.


Part 1 of the checklist includes all the items you must submit for a complete application. **If an item listed below in section 1 is missing, the application will be returned to you without being processed.**

Part 2 of the checklist includes all the supporting documents necessary to assess your application. **If an item listed below in section 2 is missing, the application will be most likely refused.**

Part 3 of the checklist includes items which are optional. As these forms are not required, if you submit forms that are improperly completed, we will not return the application to you. **Please note that this may negatively impact the application.**

 **If your application is refused, it will not be returned to you. Keep a copy of each application you submit.**

Assemble all your documents as listed below and submit them in this order. The first page should be the Sponsorship Undertaking (IMM 5663) and so on.

 **Do not submit original documents unless otherwise indicated below.** Only submit photocopies to us; if your application is refused, approved or withdrawn, no documents will be returned to you.

Part 1 – Required items you must submit:

PSR Application Package

Sponsorship Undertaking and Settlement Plan – Community Sponsor (CS) (IMM 5663)

Common reasons for return:

- Form was not submitted.
- Invalid version of form was submitted.
- Form was handwritten.
- Incomplete contact information:
 - Section A – Sponsor Information
 - Section B – Co-Sponsor Information

- One or more email addresses is missing or email provided is not the sponsor's own personal email address.
- PA and family member information does not match the Generic Application Form (IMM 0008).
- Family member does not meet the definition of a family member as per the IRPR.
- Form was not signed and/or is dated more than 90 days from the date of the application's submission to ROC-O.

Sponsor Assessment (IMM 5492)

Common reasons for return:

- Form was not submitted for each sponsor.
- Invalid version of form was submitted.
- Not all questions were answered.
- Form was handwritten.
- Form was not signed.

Financial Profile (IMM 5373B)

Common reasons for return:

- Form was not submitted by each individual co-sponsor contributing personal income to the sponsorship.
- Invalid version of form was submitted.
- Form was handwritten.
- Form was not signed.

Application for Permanent Residence Package

Generic Application Form for Canada (IMM 0008)

Common reasons for return:

- Form was not submitted.

- Invalid version of form was submitted.
- Form was not in French or English.
- Form was not validated with 2D barcodes/barcodes are not legible.
- PA's email address (Question 6) was not included in the "Contact Information" section and no exceptional reasons were given on a separate sheet of paper.
- Form was not signed.

Schedule A - Background/Declaration (IMM 5669)

Common reasons for return:

- Form was not submitted.
- Invalid version of form was submitted - only use the version from October 2018.
- Form was handwritten.
- Form was not in French or English.
- Question 6 – not all questions from A to K were answered by a yes or a no.
- Form was not submitted for PA and/or all family members 18 years of age and older.
- Name and biodata must match Generic Application Form for Canada (IMM 0008).
- Form was not signed or was signed using a typed signature.

Schedule 2: Refugee Outside Canada (IMM 0008/Schedule 2)

Common reasons for return:

- Form was not submitted.
- Invalid version of form was submitted.
- Form was handwritten.
- Form was not in French or English.

- Form was not submitted for PA and/or family members 18 years of age and older.
- Name and biodata did not match the Generic Application Form for Canada (IMM 0008).
- Form was not signed.

Photos

Common reasons for return:

- One photo for the PA and each family member was not provided.
- Name and date of birth of each family member was not written on the back of each photo.

Proof of Refugee Status Recognition

- Provide a **copy** of a valid proof of refugee status (RSD) issued by a foreign state or the UNHCR for the PA.
- Provide a translation if the RSD is not in French or English.

Submitting your application package

For mailed applications:

Common reasons for return:

- More than one application per envelope was submitted without an itemized listing of applications included.

For emailed applications:

Common reasons for return:

- Email attachments were not in the required format.
- Scanned documents were not legible.
- One or more attachments was larger than 5 MB.

Part 2 – For your application to be assessed, items you must submit:

Failing to submit the items indicated below will most likely result in the refusal of your application

Proof of Community Sponsor Status

- Provide any documentation to show the activities of your organization as part of its mandate.
- If your organization is **incorporated** or registered, provide copies of your registration or incorporation documents issued by either the province or the federal government.
- If your organization is **unincorporated**, provide a copy of the document or agreement that establishes your organization or association and a list of its members.

Proof of Canadian Citizenship, Indian Status or Permanent Residence

- The CS Signing Authority, individual co-sponsor and/or organizational co-sponsor Signing Authority must provide a **copy** of one of the following documents:
 - Canadian Passport.
 - Canadian provincial or territorial birth certificate.
 - Canadian citizenship certificate.
 - Canadian certificate of registration of birth abroad.
 - Record of Landing (IMM 1000).
 - Confirmation of Permanent Residence (IMM 5292 or IMM 5688).
 - Permanent Resident Card.
 - Indian status card (formerly known as a Certificate of Indian status).

Criminal Record Check

- The CS Signing Authority and/or the individual co-sponsor and/or the organizational co-sponsor Signing Authority must submit a copy of a criminal record check (non-vulnerable sector check) issued within 6 months of your application submission to ROC-O.
- If any of the above sponsors has previous criminal convictions, submit copies of applicable court documents which show the disposition of the charges.

Proof of Funds – Funds Held in Trust

- Provide an **original** letter from a Canadian financial institution dated within 6 months of the submission of your application.

The letter must attest to account details, specifically:

- the name of the Canadian financial institution;
- the names of the account holders (minimum of two);
- the account number;
- the current account balance; and
- must be signed and stamped by an employee of the institution
- Provide the **most recent account statements** signed and stamped by an employee of the financial institution. The statement must indicate the account number, account holders' names and branch information.
- An explanation was provided about how the funds were gathered on the Sponsorship Undertaking and Settlement Plan (IMM 5663).
- Submit documentation to prove how these funds were gathered.

Proof of Income

- Each individual co-sponsor contributing personal income to the sponsorship must provide a **copy** of the most recent **Notice of Assessment issued by CRA** or one of the following:
 - your most recent T4 Statement of Remuneration Paid form;

- your most recent T5 Statement of Investment Income form;
- pension statements that confirm your annual revenue for the last 12 months;
- employment Insurance pay stubs that confirm revenue obtained under this program within the last 12 months.

Part 3 – Optional Forms

Use of a Representative (IMM 5476)

Common mistakes

- Form was incomplete.
- An insufficient number of forms have been submitted.
- Form was not signed.


Appointment of Representative(s) in Expected Community of Settlement (IMM 5956)


Common mistakes

- Form was incomplete.
- An insufficient number of representatives have been appointed.
- Form was not signed.

Step 3: Gather documents

Use the document checklist to gather documents.


 Unless there are exceptional circumstances, you will not be contacted to provide missing documents or information. It is crucial that you submit all required documents and that you answer all the questions on the forms. Incomplete applications will be returned to you without being processed.

 **Do not submit original documents unless requested**, only submit photocopies to us. **We strongly encourage sponsors to keep a copy of each application submitted to IRCC, as applications approved, withdrawn or refused cannot be returned to you.**

Translation of documents

You **must** submit the following for any document that is not in English or French, unless otherwise stated on your document checklist:

- the English or French translation; **and**
- an affidavit from the person who completed the translation (if they're not a certified translator); **and**
- a **certified** copy of the original document.

 **Important information:** Translations must not be done by the applicants themselves nor by an applicant's parent, guardian, sibling, spouse, common-law partner, conjugal partner, grandparent, child, aunt, uncle, niece, nephew or first cousin.

If the translation is not done by a certified translator (a member in good standing of a provincial or territorial association of translators and interpreters in Canada), you must submit an affidavit swearing to the accuracy of the translation and the language proficiency of the translator.

An affidavit is a document on which the translator has sworn, in the presence of a person authorized to administer oaths in the country where the translator is living, that the contents of their translation are a true translation and representation of the contents of the original document.

Translators who **are certified** in Canada **don't need to supply an affidavit.**

The affidavit must be sworn in the presence of:

In Canada:

- a notary public
- a commissioner of oaths
- a commissioner of taking affidavits

Authority to certify varies by province and territory. Consult your local provincial or territorial authorities.

Outside of Canada:

- a notary public

Authority to administer oaths varies by country. Consult your local authorities.

1. Proof of Community Sponsor status

To assess your application, we must determine whether your organization is active. Provide any documentation to show the activities of your organization as part of its mandate, such as:

- building lease;
- Board of Directors or association meeting minutes;
- financial documents, such as:
 - i. most recent Corporation Income Tax Notice of Assessment;
 - ii. most recent financial statements;
 - iii. bank account details from the last 12 months.

If your organization is **incorporated** or registered, include your registration or incorporation documents issued by either the province or the federal government.

If your organization is **unincorporated**, include a copy of the document or agreement that establishes your organization or association and a list of its members.

2. Proof of Canadian citizenship, Indian status or permanent residence status

Your CS Signing Authority and, if applicable, your organizational co-sponsor Signing Authority and your individual co-sponsor must provide proof of their legal status in Canada.

Submit **a copy** of one of the following documents:

- Canadian Passport;
- Canadian provincial or territorial birth certificate;
- Canadian citizenship certificate (card or paper certificate);
- Canadian certificate of registration of birth abroad;
- Record of Landing (IMM 1000);
- Confirmation of Permanent Residence (IMM 5292 or IMM 5688);
- Permanent Resident Card;
- Indian status card (formerly known as a Certificate of Indian status).



We do not accept driver's licenses and health cards as valid proof of Canadian citizenship or permanent residence.

3. Criminal Record Check

Your CS Signing Authority and, if applicable, your organizational co-sponsor Signing Authority and your individual co-sponsor must submit a copy of a criminal record check (non-vulnerable sector check), issued within 6 months of your application submission to ROC-O. If you have a criminal conviction, include applicable police and court documents which show the disposition of your charges.

For information on how to obtain a criminal record check, contact your local police department.

4. Proof of funds

The ROC-O officer must assess whether your sponsoring group has the financial resources to fulfill the settlement plan for the duration of the undertaking as per R154(1)(a) IRPR. **The funds cannot come from the refugees.**

To assess your financial capacity to sponsor, the ROC-O officer will review the forms and all the financial documents you submitted. You are required to submit sufficient information and evidence to demonstrate that you have sufficient financial means to fulfil the settlement plan. **If the ROC-O officer cannot establish, based on your submission, whether you have enough money to cover the costs of the sponsorship, your application will be refused.**

As a community sponsor, you have three options to demonstrate that you have the necessary funds for your sponsorship. **Simply providing your organization's financial statements or the organizational co-sponsors' financial statements is not enough to assess your financial contribution.**

The three options are:

- your organization can hold funds held in trust in a financial institution;
- your individual co-sponsors can contribute to the sponsorship with their personal income;
- you can use a combination of both.

Submitting funds held in trust

If your sponsoring group has collected funds to contribute towards the cost of the sponsorship, these funds should be deposited to an account held at a Canadian financial institution. This account does not need to be a formal trust account; a chequing or savings account is sufficient, provided there are a **minimum of two account holders**. Funds collected for different sponsorship applications **cannot** be combined into one account. Instead, the intended financial contributions for each sponsorship application must be deposited into separate accounts.

If your group decides to submit funds in trust, you must:

- provide an **original** letter from a financial institution attesting to the bank account details;
 - the letter must be issued no more than **six months** before the date you submit your application and must indicate the:
 - name of the Canadian financial institution;
 - names of the account holders (minimum of two);
 - account number;
 - current account balance; and
 - must be signed and stamped by an employee of the institution.
- Provide the **most recent account statements** signed and stamped by an employee of the financial institution. The statement must indicate the account number, account holders' names and branch information;
- **explain how you gathered the funds** (for example, fund raising activities, if funds were provided by the sponsors, PA's family members, etc.);
- **provide proof of how the funds were obtained** (details of deposits, bank statements, statements from fund raising activities, etc.);
 - if the funds come from a co-sponsor, you must provide proof of income - see Co-sponsors contributing personal income below.

If your organization decides to use funds held in trust to cover the costs of the sponsorship, an officer will assess whether:

- the total funds held in trust meet the minimum financial requirement;
- the in-kind deductions respect the maximum allowable deductions;
- the letter from the financial institution meets the criteria outlined above;
- the sponsors explained how the funds held in trust were obtained and whether the explanation is credible;
- the sponsors submitted credible documents to demonstrate how the funds were obtained.

Individual co-sponsors contributing personal income

Your organization can contribute funds from an individual co-sponsor's personal income. As proof of funds, the most conclusive document is a copy of the individual co-sponsor's **most recent** Notice of Assessment issued by the Canada Revenue Agency (CRA). We will also consider the following documents as credible proof of income:

- a. a copy of most your recent T4 Statement of Remuneration Paid form;
- b. a copy of most your recent T5 Statement of Investment Income form;
- c. pension statements that confirm your annual revenue for the last 12 months;
- d. employment Insurance pay stubs that confirm revenue obtained under this program within the last 12 months.

The following documents are **not** considered adequate proof of income:

- T1 General Returns, Forms and Schedules;
- T2 Corporation Income declaration form;
- letters of employment;
- pay stubs;

- investment portfolios;
- letters from a Canadian financial institution attesting to bank account details.

If contributions from individual co-sponsors' personal income is used to cover the costs of the sponsorship, an officer will assess whether:

- each contributing sponsor submitted their Financial Profile form (IMM5373B);
- each contributing sponsor submitted **credible** financial documents that show that they have the financial capacity to contribute to the sponsorship (the documents must be as recent as possible and should be issued by the federal government);
- the in-kind deductions respect the maximum allowable deductions.

If the ROC-O officer is satisfied of the above then they will individually assess each individual co-sponsor who is contributing funds by using this formula:

Start

The individual co-sponsor's **gross** annual income.

Minus

The individual co-sponsor's annual cost of living based on family size. For more information, refer to the Sponsorship Cost Table in Appendix A. To know your family size, we will review the number you have provided on your Financial Profile form (IMM 5373B) in section B (Financial Capacity) and any ongoing family class sponsorship applications you may have for your spouse and/or children in our database. If the number in our immigration system database is higher than the number on the Financial Profile form, we will use the number in our database to assess your cost of living.

Minus

The individual co-sponsor's financial contributions to other PSR sponsorships. This includes applications currently being processed and/or sponsorships for which the refugee has arrived in Canada in the last year. This information is available in our database.

Minus

The individual co-sponsor's financial commitment towards the current application.

Remaining income

If the remaining income is higher than zero, then this individual co-sponsor has sufficient income available to contribute towards the sponsorship.

Total funds contributed by individual co-sponsors

After the assessment of the financial capacity of each individual co-sponsor, if the total of funds contributed by individual co-sponsors plus the in-kind deduction and funds held in trust (if applicable) is equal to or higher than the sponsorship cost table then the group meets the financial assessment.

5. Proof of refugee status recognition

You can **only** sponsor someone who is **recognized as a refugee** by the UNHCR or by the government authorities of the country in which they currently live (whichever is authorized to do so).

After a person has been assessed and recognized as a refugee, they get a document attesting to their Refugee Status Determination (RSD). The name and format of this document varies depending on the country of issue.

As part of your application, you must include an RSD issued by the UNHCR or a foreign state with the application. **Do not submit the original document.**

A “UNHCR Asylum Seeker Certificate”, a document indicating “UNHCR Registration” or documents issued by the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNWRA) are not valid proof of refugee recognition.

Step 4: Fill in the forms

How to Use PDF Forms

You cannot complete and save the application forms using your internet browser. To use the forms, you need to:

1. use your computer (Mac or PC) - the form will not open on mobile devices (iPads, tablets, mobile phones, etc.);
2. install Adobe Reader 10 (or higher);
3. download the PDF file to your computer and open it from your computer, using Adobe Reader (save the file in a location on your computer that you can remember);
4. make sure you use Adobe Reader to open the form - do not open the file directly from your internet browser.

See the Help Centre for [instructions on downloading and opening PDF forms](#). It is a good idea to clear your browser cache. When we update our application forms, your browser may still use old files and if you don't clear your cache, you may see the old forms. [Find out how to clear your cache](#).

A) The Sponsorship Application



IMPORTANT REMINDERS:

- All forms must be typed. If you submit handwritten forms, the application will be returned to you without being processed.
- Make sure your sponsorship forms are signed and dated:
 - **we accept scanned signatures;** and
 - **if a signature is missing, the application will be returned to you without being processed.**
- You must provide an e-mail address for each sponsor so that we can communicate with you:
 - **each sponsor must provide their own personal e-mail** (not the e-mail of a representative). **Be careful when typing your email address.** You should adjust your junk mail setting to make sure you do not miss important messages.
 - **if you do not provide an email address for each sponsor, the application will be returned to you without being processed.**
 - if you change your email address while the sponsorship application is being processed, you must notify us immediately (see the section [Updating your contact information](#)).
- You should only include information about a third party representative (representative's contact information, email address, etc.) on a [Use of Representative form \(IMM 5476\) \(PDF \(Portable Document Format\), 648 KB \(Kilobyte\)\)](#).
- It is a serious offence to give false or misleading information on these forms. We may verify the information you provide on your application.

Sponsorship Undertaking and Settlement Plan – Community Sponsors (IMM 5663)

We use the Sponsorship Undertaking and Settlement Plan (IMM5663) to make sure you can support the refugees so they can establish successfully in Canada. The refugees may need support for up to a year. All sponsors should discuss settlement arrangements and responsibilities together and jointly fill out the settlement plan.

If you are sponsoring refugees referred to your sponsoring group by IRCC under the (Blended) Visa Office-Referred Program:

- check the box for (Blended) Visa Office Referred sponsorships;
- type the profile number you received from us.

Section A – Sponsor Information

Type the following details about your organization:

- organization name;
- family name, given names and date of birth of your organization's President, CEO, Executive Director or equivalent;
- family names, given names and date of birth of your Signing Authority;
- your address; and
- contact details: home, business or cell phone numbers and **email address**.

Section B – Co-sponsors


If you have one or more co-sponsors in this application, check “yes”. If not, check “no”. If you checked “yes”:

- from the drop-down menu, select if the co-sponsor is an **individual or organization**. More fields will appear.
- To add another co-sponsor, click the “add a co-sponsor” button.
- To remove a co-sponsor, click the “remove this co-sponsor” button.
- For each co-sponsor, type the following details:

- the name of the organization;
- the individual co-sponsor or organizational Signing Authority's family name, given names and date of birth;
- Unique Client Identifier (UCI). You can find this number on official documents you get from us. It can be either eight or ten digits (Example: 0000-0000 or 00000-00000). If you do not have or do not know your UCI number, type "N/A";
- relationship of the organizational Signing Authority or individual to the PA;
- address of the organizational Signing Authority or individual;
- contact details, including:
 - home, business or cell phone numbers and
 - **email address**

Section C – Refugee Applicant(s)

Sponsors must commit to sponsoring the PA and all of their family members (also known as dependents). This includes family members who are not immigrating to Canada with the PA (**non-accompanying family members or dependents**).

- Type all names and biographic information exactly as shown on the PA and family member's passports or travel documents.
- This information must match the names entered on the Generic Application Form for Canada (IMM 0008).
-  If there are **any discrepancies in biographic information between the IMM 0008 and the IMM 5663 forms, the application will be returned to you without being processed.**

Principal applicant (PA):

Type the:

- family name;
- given names;
- gender;
- date of birth;
- place and country of birth, including the name of the town or city;
- marital status;
- country of citizenship.

Family Members

Before you complete this section, check to see who qualifies as a family member.


If you have more family members to add, follow the instructions below:

- if you check “yes”, more fields will appear;
 - click the “add additional family member” button to add more family members;
 - click the “remove this family member” button to remove a family member.

For each family member, type the:


- family name;
- given names;
- gender;
- date of birth;
- place and country of birth, including the name of the town or city;
- marital status;
- country of citizenship;
- relationship to the PA (spouse, common-law partner, son or daughter, child of son or daughter);

- check the box to tell us if the family member will be accompanying when the PA travels to Canada;
- check the box to tell us if a family member has different contact information (address, email, and phone) from the PA and a new box will appear below. Fill out the separate contact information for this family member.

 **If you submit the name of a person in section C that is not a family member as per the regulations (such as a de facto family member), the application will be returned to you without being processed. All persons who do not meet the definition of family member as per IRPR should be on their own Application for Permanent Residence and Sponsorship Undertaking.**

Section D – Linked/Multiple Sponsorship Applications

Fill in this section if you want linked or multiple sponsorship applications to be processed at the same time, such as family members that plan to live in one household or as a family unit in Canada, but they do not meet the definition of family member as per IRPR.

 The information you fill in must be identical to the biographic information that is on the linked application. When you fill in the linked application, put the PA's information in the linked section. All applications need to link to each other. If not, the applications will **not** be processed together.

Type the:


- family name of the other PA;
- given names;
- date of birth;
- application number (G number) if known.


Click the “+” symbol to add another linked application. Click the “-” symbol to remove a linked application.


Section E – Organizational Profile


It is important for us to understand how your organization functions. Complete questions 1-6, providing as much details as possible about your organization. Make sure you include any supporting documents with your application. [See proof of Community Sponsor status](#) and proof of funds.

Section F – Settlement Plan – Details

 **Be as precise and detailed as possible. Do not leave any questions blank. Not applicable (N/A) is not an acceptable answer.**

 Each settlement plan must address the unique needs of the refugees in each sponsorship application. Your answers should not be copied from other settlement plans.

 **If a sponsoring group or any individual group member has previously submitted applications under the PSR program which are currently in process or for which the sponsorship undertaking is still in effect, on a separate piece of paper, please list these sponsorships and; provide an explanation as to how the group or individual group members will be able to provide settlement support to all the refugees in Canada. Settlement support must be provided to the refugees for a period of up to 12 months or until they become self-sufficient, whichever comes first.**

 **The Settlement Plan must include the settlement needs of every refugee applicant named on the Sponsorship Undertaking, even if they will not come to Canada with the PA. If you do not consider non-accompanying family members in your Settlement Plan and Financial Assessment, your application will be refused.**

Example:

you are sponsoring a PA, her husband and her two children;
one child is not accompanying the family to Canada.

You must show 12 months of support for **four persons**, not three persons.

On the PA's Sponsorship Undertaking and Settlement Plan 5373, do not include persons listed in Section D – Linked/Multiple Sponsorship Applications, as these persons require separate sponsorship applications.

Question 1

As sponsors, you must arrange proper housing for the refugees you are sponsoring.

Describe your plans for arranging housing. Tell us:

- the size and location of the housing;
- the name of the person hosting the refugees and relationship to the PA (if applicable);
- detailed explanations about arrangements for permanent housing;
- detailed explanations about temporary housing such as;
- the family composition of the relatives, friends or sponsors that the refugees will be staying with;
- what current accommodation arrangements the relatives, friends or sponsors have; and
- details on the time frame when you expect to find the permanent accommodation.
- type of building (high-rise apartment, townhouse, detached house, shared accommodation, etc.);
- number of other people living there;
- number and type of rooms (number of bedrooms, bathrooms, types of living areas, basement etc.);
- types of furnishing (couches, size of beds, kitchen table etc.); and
- full address, if known at this time.

Question 2

What support (staff or volunteer) will be providing the required settlement services? Tell us the names of the volunteers or staff and what tasks they will be helping with (arrival, Social Insurance Number (SIN) card application, Health card application, medical appointments, etc).

See these links for useful information:

- [Learn about health care in Canada](#)
- [Find a doctor or dentist](#)
- [Applying for a Social Insurance Number \(SIN\)](#)
- [Applying for the Canada Child Benefit \(CCB\)](#)

Question 3a

Are you planning on employing refugees within your organization? If yes, provide details.

Please provide details on your plan for employing refugees, including the type of work involved and number of hours per week.

Question 3b

Explain how employing the refugees in your organization will be part of their overall settlement and integration plan. For example, how will you make sure the refugees receive necessary language training and other settlement services while working? Will you expect the refugees to work immediately, and if so, what will you do if they cannot start working because of special needs or other settlement considerations? Note that:

- employment must conform to federal and provincial labour standards and regulations;
- employment should not interfere with the refugee's efforts to learn one of Canada's official languages, and to receive other necessary settlement services.
- [Learn about hiring newcomers](#).

Question 4

Which immigrant settlement assistance agencies will the refugees likely access and for which services?

Tell us about the settlement agencies or services, and other public services or agencies you plan to contact for the refugees, including:

- the names of the community groups, organizations and activities your group has approached for information, registration, etc.;
- the services the refugees will be receiving from the agency. Examples of settlement activities include:
 - language training;
 - counselling;
 - cultural orientation;
 - employment services;
 - referrals to community resources.

Find more information about [settlement services in your area](#).

Question 5

You are responsible for arranging for any additional needs of the refugees. This includes medical needs and crisis support and counselling if they have suffered trauma and would benefit from these services.

Tell us if the refugees are living with certain trauma/crisis such as Post-Traumatic Stress Disorder, severe physical pain, or if they are victims of gender based violence.

Tell us what services are needed such as the need to see a psychologist, attend support groups, to see a physiotherapist and the need to have a wheelchair.

Question 6

Answer this question only if there are non-accompanying family members listed on the Sponsorship Undertaking (IMM5663):

- explain your group's contingency plans for supporting non-accompanying family members who may decide to immigrate with the PA or who may come to Canada later under the OYW of opportunity provision; and
- include both financial and settlement considerations.

Section G – Settlement Needs Checklist

Check the box to tell us who will provide for the settlement needs of the refugees. If more than one party will provide for a particular need, check all boxes that apply. The boxes checked in section G should align with the details of the sponsorship plan in section F.

Section H – Financial Assessment

i. Minimum Financial Requirement

The family size and minimum financial requirement for that family size will be automatically calculated based on the information you enter in section C. **These amounts include non-accompanying family members.**

This reflects the minimum amount of annual funds that your group must commit to be approved to sponsor. This amount is based on the Sponsorship Cost Tables in Appendix A and includes both ongoing monthly expenses and one-time start-up costs.


ii. Estimated living costs in the expected community of settlement

In this section you will create a budget based on annual estimated settlement costs for the refugees. The budget includes:

- start-up costs (items purchased once to help the refugees get established), and
- ongoing monthly costs (including rent, food, phone and internet, pocket money and allowances and transportation costs).

For one-time start-up costs, enter the estimated amount for each item.

For ongoing monthly costs, enter the estimated monthly cost. The annual cost column and total annual living costs fields will be automatically calculated on the form.

 The total annual living costs you budget for **MUST** be greater than or equal to the minimum financial requirement in section H (i).

iii. Donations

In this section, you can deduct costs for items you are donating.

- use the In-kind Deduction Table in Appendix A;
- enter the in-kind deduction amount for each donated item;
- pay attention to the maximum allowable deductions for each item;
- if the amount you enter is more than the maximum allowable deduction for the family size, you will get an error message and that amount will be deleted.


iv. Financial Requirement

This section will automatically calculate your total financial requirement for sponsorship by subtracting the in-kind deductions from the estimated annual living costs.

- If your estimated annual living costs are less than the minimum financial requirement in section H (i), the minimum financial requirement amount will be used for the calculation instead.

v. Total Committed Funds

In this section, you must enter the amount of money each individual co-sponsor is committing and/or funds held in trust your group is providing towards the sponsorship.

 **If you are contributing funds in trust, explain how they were obtained and submit proof. If you do not explain how the funds were obtained, your application will most likely be refused.**

If you are contributing personal income, enter the amount.

vi. Assessment of Financial Capacity


This section will indicate if your group has committed enough funds to sponsor. The form will automatically subtract the Financial Requirement in section iv from the Committed Funds in section v.

- If your group has committed enough funds, the balance will be positive and a checkmark will appear.
- If your group has not committed enough funds, the balance will be negative and an X will appear. **The sponsorship application will be refused if the group has not committed sufficient funds.**


Section I – Obligations, Consents and Declarations

This section must be read carefully, signed and understood by all parties to the sponsorship.

Section J - Signatures

 Each sponsor **must sign** and **date** the application. By signing here, the sponsoring group declares that they understand and commit to upholding the terms outlined on the Sponsorship Undertaking. **If a signature is missing, the application will be returned to you without being processed.** We accept scanned signatures.

For CS groups, the **president or the executive director of the organization MUST sign the Sponsorship Undertaking with the CS Signing Authority (if they are not the same person) and any co-sponsors.**

 **Note: Your application will be returned to you if the Sponsorship Undertaking (IMM 5663):**

- Is not signed **and** dated by all the relevant parties;
- Is dated more than 90 days prior to the date of submission to ROC-O;

- If the PA and family member information does not match the Generic Application Form (IMM 0008).

As the sponsors, you must ensure that all the information contained in the application is accurate at the time of submission at ROC-O. Failure to do so will most likely result in the refusal of your application. Although we allow the Sponsorship Undertaking to be signed within 90 days of the submission date, if there are changes to your sponsoring group's composition or changes to your PA's family composition within this 90 day period, you must complete, sign and date a new Sponsorship Undertaking before submitting your application to ROC-O.

Financial Profile (IMM 5373B)

Each individual co-sponsor who plans to contribute personal income to support the refugees must submit this form. You can submit this form in a sealed envelope to ensure confidentiality.

Section A – Personal Details

Type your personal details including:

- family name;
- given names;
- date of birth.

Section B – Financial Capacity

Indicate your family size.

Section C – Employment

Tell us if you are not employed, employed or self-employed/business owner and check the appropriate box and more fields will appear.

If sections C1, C2 or C3 appear, follow the instructions below.

Section C1 – If you are not employed tell us:

- why you are not employed (retired, unemployed, student); and
- the date you became unemployed.

Section C2 – If you are employed, tell us:

- name of employer;
- supervisor's name, telephone number and e-mail address;
- employer address;
- job title;
- employment start date.

Section C3 – If you are self-employed/business owner, tell us:

- your profession/title;
- name of your business entity (if applicable);
- website address (if applicable);
- address
- self-employment/business owner start date

Section D – Sources of Income


List income earned or obtained over the past 12 months.

Under the “if employed” heading, enter the combined **gross** salary earned from all employers over the last 12 months.

Under the “if unemployed” heading, enter your **gross** income earned in the past 12 months.

In the column titled, “Total Income”, enter your total annual income from all sources for the past 12 months.

Section E – Declaration

 Read, **sign and date** the declaration. **If a signature is missing, the application will be returned without being processed.** We will accept scanned signatures.

Sponsor Assessment (IMM 5492)

This form must be completed by:

- the Signing Authority of the CS; and
- the individual or organizational Signing Authority of the co-sponsor (if applicable).

You can submit your form in a sealed envelope to ensure confidentiality.

Section A

Type the name of the CS.

Section B

Type your family name and given names.

Section C

Type any other names you have used (including birth name, maiden, previous married names, aliases and nicknames).

Sections D to M

Check the appropriate box.

 **If a box is not checked, the application will be returned to you without being processed.**

Section N - Signatures

 **Sign and date** the form. **If a signature is missing, the application will be returned to you without being processed.** We accept scanned signatures.

B) The refugee's permanent residence application

The PA and their family members must fill in the forms for permanent residence. **As sponsors, you should remind the PA of our specific definition of what constitutes a family member in IRPR.**

All forms are available in the [Application for Convention Refugees Abroad and Humanitarian-Protected Person Abroad \(IMM 6000\)](#).

It is highly recommended for the PA to provide a personal email address as email is the primary method of communication for us. If for exceptional reasons, a PA cannot provide a personal email address, they must explain why on a separate page and attach it to the Generic Application form for Canada (IMM 0008). If the PA does not provide an email address, processing of the application will be delayed.

The Generic Application form for Canada (IMM 0008) must be 2D bar coded. You must ensure that you properly validate your answers when filling out this form and that the barcode is generated.

Optional forms

Appointment of Representative(s) in Expected Community of Settlement (IMM 5956)

Use this form if you do not currently meet the residency requirements and would like to appoint a representative in the refugee's expected community of settlement.

General Application Information

Select Community Sponsor and more fields will appear.

Part 1 – Appointment of Representative

Section A – Principal Applicant

Type the name, date of birth, and IRCC file number (G number) of the PA, if available.

Section B – Sponsoring Group

Type the name of the CS and co-sponsor, if applicable, that signed the Sponsorship Undertaking.

- to add a co-sponsor, click the “add a co-sponsor” button;
- to remove a co-sponsor, click the “remove this co-sponsor” button;
- for each co-sponsor, select the type of sponsor from the drop-down list (either individual or organization).

Section C – Appointed Representatives

- type the name of the sponsor appointing a representative;
- type the name, address, phone number and email address for each representative being appointed.

Section D – Appointed Representative Declaration and Section E – Signatures



Each appointed representative must read, sign and date the form. We accept scanned signatures.

Part 2 – Settlement Plan

Part 2 should only be completed by the sponsoring group. If you are appointing a representative as part of your initial sponsorship application, and have included a completed Appointment of Representative(s) in

Expected Community of Settlement form (IMM 5956), **you do not need to also fill in sections G and F** of the Sponsorship Undertaking and Settlement Plan (IMM 5663).

Section H – Sponsoring Group Declaration

In this section, you must read carefully and understand it.

Section I – Sponsoring Group Signatures



Each sponsor who has signed the Sponsorship Undertaking and Settlement Plan (IMM 5663) must sign and date the form. We accept scanned signatures.

Use of a Representative (IMM 5476)

Use this form to:

- authorize you (the sponsor) to do business on behalf of the refugees you are sponsoring (for example, to provide updated information about the refugee's situation to the IRCC office overseas on their behalf):
- while this form is optional, **we strongly recommend** you include a Use of Representative form with each PSR application to authorize you to act on behalf of the refugees.
- this authorization is different from the disclosure in section D of the refugee applicant's Generic Application form for Canada IMM0008-Schedule 2 form, which authorizes us to share required case information with sponsors but does not authorize sponsors to act on the refugee's behalf.
- authorize a third-party representative to do business on your behalf with IRCC and the Canada Border Services Agency (CBSA) and to give you advice or guidance during the application process


See the [Use of Representative Guide and Form](#) for instructions.

Do not use this form to appoint sponsorship representatives so that you can meet residency requirements. Instead, use the [Appointment of Representative\(s\) in Expected Community of Settlement form](#) (IMM 5956).

Step 5: Mail or email the application

Send your application by mail or email, **not both**. Duplicate applications will delay the processing of your application.

If you mail your application, we recommend that you send your application via registered mail to ensure that your package is trackable by Canada Post or a courier service.

 We strongly recommend that you send **one** application per envelope. **If you send more than one application per envelope/box, itemize the applications in a list contained in the envelope/box or, all applications will be returned to you without being processed.**

Mailing address:

Immigration, Refugees and Citizenship Canada
Resettlement Operations Centre in Ottawa (ROC-O)

Community Sponsor Unit

365 Laurier Avenue West
Ottawa, ON K1A 1L1

Email

IRCC.INROCO-CORORI.IRCC@cic.gc.ca

Prepare the email by following these steps:

- **2D Barcode the Generic Application Form for Canada (IMM 0008)**

- As you enter information on the IMM 0008 online you must complete all mandatory fields in order to “validate” the form and create the 2D barcode.
- Validation does not mean that the form is submitted to ROC-O, it means that a 2D barcode will be generated and printed on the IMM 0008.
- The IMM 0008 is divided into 2 parts: the form and the signature page. We recommend the following procedure to submit the application electronically:
 - a. complete the form in its entirety, then select the “validate” button located on the last page.
 - b. save the PDF document as “PA FAMILY NAME, First Name - IMM0008”.
 - c. print only the IMM 0008 signature page – sign and date where indicated.
 - d. scan the signature page separately and save it as “IMM0008-signature page”.
- **Check your scanner settings:**
 - use a high resolution (at least 400 DPI);
 - we accept scanned documents black and white.
- **Check the email attachments:**
 - you need to submit a minimum of 6 separate email attachments;
 - each attachment cannot be bigger than 5MB - if an attachment is larger than 5MB the application will be returned to you without being processed;
 - attach only PDF and picture files;
 - do not attached compressed files (such as ZIP or RAR) because we cannot open them;

- all forms must be typed;
- use these naming conventions for your attachments:
 - Sponsor documents. Name this file: "PA FAMILY NAME, First Name - Sponsor documents"
 - IMM0008 & IMM0008 DEP (if applicable). Name this file: "PA FAMILY NAME, First Name - IMM0008"
 - Schedule A, Schedule 2 and Use of Representative forms. Name this file: "PA FAMILY NAME, First Name - Schedules"
 - One photo per applicant which meets the photo specifications. Name this file: "PA FAMILY NAME, First Name Refugee - Photos"
 - Passports. Name this file: "PA FAMILY NAME, First Name - Passports"
 - Supporting documentation. Name this file: "PA FAMILY NAME, First Name - Supporting documentation"

- **Email the application:**

- The subject line should be titled: "**CS Sponsorship Application** for PA FAMILY NAME, first name".
- The email size cannot be bigger than 10MB, if it is, send the attachment in 2 or more emails and number your email subjects. For example: "part 1 of 2" and "part 2 of 2". If your email is larger than 10MB, it will bounce back and you will not receive an email auto-reply.

- **Ensure your application was received and is complete:**

- You should receive an auto-reply from ROC-O for each email sent; save this auto-reply.
- Your application will be returned to you without being processed if the format is incorrect or if the application is incomplete. If this

happens, you must submit a new application in its entirety (not just the missing documents).

What Happens Next?

When ROC-O receives your application, you can expect:

Stage 1: Received at ROC-O

- **For mailed applications:**

1. A first **Acknowledgement of Receipt (AOR)** is sent via email by ROC-O to the CS signing authority listed on the Sponsorship Undertaking to confirm that **the sponsorship application package has been received**. This AOR is generally sent within 30 days of reception of your application and includes the name of PA. This AOR simply confirms that ROC-O received your application.

- **For emailed applications:**

1. An **immediate auto-reply** is sent to the email address from which the application was submitted. This auto-reply confirms that **the sponsorship application package has been received**. It does not confirm that your application is complete nor does it include the name of the PA.

Stage 2: Intake

ROC-O reviews the application to ensure that all correct forms are submitted and signed by sponsors. **At this stage, there is no verification as to whether the sponsors submitted all supporting documents necessary to assess the application** (such as proof of funds) and no review of the RSD is done.

If the application is missing forms or if they are not signed:

- A **second AOR** is not sent. For a **mailed application**, the application will be returned to the CS Signing Authority via mail. For an emailed application, an email will be sent to all sponsors and the PA explaining the reasons for return. Processing will not continue.

If the application is not missing forms:

- A **second AOR** is sent via email by ROC-O to the CS Signing Authority to confirm that the application has been created in our electronic system. You will receive your application number (G number) at this time.

Stage 3: Review

A ROC-O officer will review the documents submitted to ensure the application is complete. If it is not complete, the application will be returned and no processing will be done. If it is complete, your application will be assessed to determine whether the officer is satisfied that you meet the requirements to be a sponsor under section R154 IRPR.

If the ROC-O officer is satisfied that you meet the requirements of IRPR, the Sponsorship Application will be **approved** and the decision will be communicated to all sponsors and the PA via email. The entire application (sponsorship application and the refugee's application for permanent residence) will then be electronically transferred to the appropriate IRCC office overseas. For more information on how the application will be processed overseas, refer to the Guide for Convention Refugees Abroad and Humanitarian-Protected Persons Abroad (IMM 6000).

If the ROC-O officer is not satisfied that you meet the requirements of IRPR, the application will be **refused** and the decision will be communicated to all sponsors and the PA via e-mail. **We strongly**

encourage sponsors to keep a copy of each application submitted to IRCC, as applications approved, withdrawn or refused cannot be returned to you.

If your application is returned or refused and you wish to re-submit it, you must submit a new and complete application. You cannot simply include the missing documents or updated documents from the previous submission.

Updating your contact information

During the sponsorship application process, you must notify us of any change in your contact information, or the contact information of your CG or co-sponsors (address, phone number, **new email address** etc.). You can do this by filling out the [Case Specific Inquiry](#) tool.

The PA must contact the IRCC office overseas to change their or their family members' contact information (email address) or changes to their personal circumstances (for example, change in your marital status, **birth of a child, email address**). Instructions are available on the [Change my address page](#).

Checking your application status

Once we have created your application in our immigration system, you can [check its status on-line](#).

If you would like a case status update, you can contact ROC-O at (IRCC.INROCO-CORORI.IRCC@cic.gc.ca). Use this email subject line when sending a status inquiry: PA FAMILY NAME, first name, G number, CASE STATUS REQUEST.

Keep in mind that **contacting ROC-O ALWAYS takes us away from processing applications**. Receiving a high volume of case status updates delays processing of your application and applications of others.

You should contact ROC-O when:

- You sent an **email application** and you did not receive the automatic auto-reply. Carefully review the email address from which you sent your application and your junk mail folder.
- More than 60 days have passed since you submitted your paper application and you have not received the first AOR;
- More than 6 months have passed since you received your first AOR. **If less than 6 months have passed since you received your first AOR from ROC-O, we will not answer your case status request;**
- If you believe that your application has been erroneously delayed overseas, ROC-O will review the case and advise the mission if an error seems to have occurred in processing the application. **ROC-O will not provide you with a response on these case status requests.**

If you decide to send us an email, please do not ask your Member of Parliament (MP), other sponsors or the PA to send an email for the same question. If ROC-O receives multiple email enquiries on the same topic, we will only answer the first email that we received.

Current processing times

Processing times can change. You can check current processing times on the [Application processing times](#) webpage.

Protecting your information

Your personal information is:

- available to IRCC and the Canada Border Services Agency (CBSA) employees who need to see it to provide the services to you, **and**
- not disclosed to other organizations except as permitted under the provisions of the Privacy Act **or** the Citizenship Regulations.



For more information about the protection of your data, visit the [Help Centre](#).

Need help?

If you need help, you can find answers to your questions by visiting the [Help Centre](#).

Appendix A: Financial Guidelines

These guidelines are intended to help sponsoring groups to plan for sponsorship costs when preparing their Sponsorship Applications for submission to Immigration, Refugees and Citizenship Canada (IRCC). **For detailed information on financial support that should be provided after the refugees have arrived, see the [Private Sponsorship of Refugees \(PSR\) Program FAQs – Post-Arrival Financial Support for PSRs \(PDF, 61.1 KB\)](#).**

General Requirements

Sponsoring groups will not:

- profit financially by sponsoring refugees;
- accept funds from the refugees for any of the situations below, either before or after the refugees arrive in Canada:
 - as payment for submitting a sponsorship
 - as a prepayment or repayment for lodging, care and settlement assistance
 - as a deposit to guarantee the refugees will stay with the sponsor for one year after they arrive.

Note: The refugee's relatives or friends may contribute their own funds to the sponsoring group to help with resettlement costs.

- act as paid representatives and charge associated fees;
- require that refugees, their relatives or friends use services of a paid representative for the purpose of a Sponsorship Application.

Note: You are not responsible to cover the costs of the refugee's Immigration Loan, or for any debt that a refugee incurs in Canada, unless you have co-signed loans.

How long to provide financial support

- You should provide income support to at least the equivalent amount that is provided by the Resettlement Assistance Program (RAP) in the expected community of settlement, adjusted by any eligible in-kind contributions. You should support the refugee towards becoming self-sufficient. This can include enrolling the refugees in language training or employment counseling before encouraging them to find employment.
- You need to provide the refugee with both financial and non-financial support (including start-up costs) for:
 - up to 12 months or until the refugee becomes self-sufficient, whichever comes first;
 - up to 6 months or until the refugee becomes self-sufficient, whichever comes first, for cases sponsored under the the Blended Visa Office Referred (BVOR) Program (IRCC will cover an additional 6 months).
- If the refugee becomes financially self-sufficient during the 12-month sponsorship period, your sponsoring group does not have to provide income support under the terms of the Sponsorship Undertaking for

the rest of the sponsorship period. A definition of financial self-sufficiency can be found here (PDF, 61.1 KB).

- In case the refugee stops being self-sufficient, your sponsoring group must make sure you can afford to start supporting them again for the remaining length of the sponsorship.

Trust Funds and Funds held in Trust

There are two different types of financial accounts that sponsors may establish to demonstrate that they have sufficient funds available for the Sponsorship Application: 1) a formal trust fund; or 2) funds deposited into a chequing or savings account at a Canadian financial institution (funds held in trust). For both types of accounts, funds can be contributed by individuals, groups, and organizations, but refugees cannot contribute any funds. In the event that the refugee is not accepted for resettlement to Canada, funds held in trust for the sponsorship of that refugee, including all accumulated interest, must be returned to the contributors.

1. Formal trust fund

Sponsoring groups may establish a formal trust fund with a Canadian financial institution. The individual rights and obligations of the contributors, sponsors and beneficiaries must be set out in the terms of the trust.

2. Funds deposited into a bank account (funds held in trust).

This account does not need to be a formal trust account; a chequing or savings account held with a Canadian financial institution is sufficient, provided there is a minimum of two account holders.

Administrative Fees

Community Sponsor organizations partnering with a co-sponsor may charge a one-time maximum payment of \$250 per application from the co-sponsor for direct administrative costs incurred in support of the application. Direct administrative costs include rent, staff, accounting fees, telephone, facsimile, postage, courier and photocopying. Community Sponsors must maintain for one year a record of all fees collected. These costs cannot be imposed on or required from the refugees.

Cost of Sponsorship

Sponsorship cost estimate for your assessment

You should provide income support to at least the equivalent amount that is provided by the Resettlement Assistance Program (RAP) in the expected community of settlement, adjusted by any eligible in-kind contributions. The Sponsorship Cost Table gives you only a rough estimate; IRCC uses this information to assess your financial capacity when you apply to sponsor.

It is important to note that the Sponsorship Cost Table amount is used for the Sponsorship Application assessment purposes and is **not** the amount that is to be provided as financial support after arrival. Please use the RAP rates in the expected community of settlement to calculate the actual support income you will be required to provide. Some factors, such as in-kind donations or special needs, may impact the amount you need.

You should consider these specific needs in your cost estimate:

- maternity benefits;
- child care;
- disability;
- age-specific top-ups;
- housing supplements;
- health-related expenses, such as travel to appointments; and

- critical health related expenses not covered through Interim Federal Health (IFH) or provincial health insurance plans.

For RAP rates in your community, refer to the [Resettlement Sponsorship Training Program \(RSTP\)](#).

Family Composition

The Sponsorship Cost table lists the estimated annual settlement cost per family size. For Sponsorship Application purposes, a family is defined as the Principal Applicant plus their spouse or common-law partner, and any biological or legally adopted dependent children or grandchildren who are under 22 when the application is submitted.

If there are linked Sponsorship applications, you should estimate the costs for each family separately. Any adult children who are 22 or older and are applying for Permanent Residence on their own should be considered as a separate family members under the Sponsorship Cost Table.

Example:

- you are submitting an application for a family of four, including the Principal Applicant (PA), his wife, and their two children aged 12 and 14;
- a separate, linked application is being submitted for a third child aged 25, and this child's wife and newborn baby.
- even though everyone plans to live together in Canada as one family unit, the financial requirements would be for two separate families instead of one family of 7 individuals;
- the minimum annual financial cost would be \$28,700 for one family of four, plus \$26,700 for the second family of three. The total **minimum** annual settlement cost for these 2 families including 7 people total would be \$55,400.

Note: these rules apply only to the sponsorship application for the purposes of assessing your financial capacity to sponsor. After the refugees arrive, any adult children over the age of majority in the province they live in are entitled to receive financial support at adult benefit rates, as needed, and adjusted by in-kind contributions.

Income Support Deductions

- The standards for using personal funds and earned income follow the same standards as the Resettlement Assistance Program (RAP); however, you may choose to maintain a higher level of income support.
- As the refugee starts to earn money, you may be able to lower the monthly financial support.
 - Once their net earned income is 50% higher than the RAP rates, you may reduce your support. The total income they earn and get from you must still be at least the minimum they need.
- The Canada Child Benefit (CCB) is a tax-free monthly payment made to eligible families to help with the cost of raising children under 18. The CCB:
 - is available to all Permanent Residents and Canadian Citizens;
 - can't be counted as earned income;
 - can't be used to calculate reductions to sponsor support;
 - can't be counted towards the financial support requirements under the Private Sponsorship of Refugees Program;
 - has no impact on the minimum amount of financial support a sponsor is required to provide.

[Additional guidance on post-arrival financial support can be found here \(PDF, 61.1 KB\).](#)

Sponsorship Cost Tables

Sponsorship Cost Table for Privately-sponsored Refugees

| Family Size | 12 Months of Income Support | Start-up Costs | Estimated Total Annual Settlement Cost (\$) |
|---|------------------------------------|-----------------------|--|
| 1 | 13,200 (12 x 1100) | 3300 | 16,500 |
| 2 | 19,700 (12 x 1642) | 5100 | 24,800 |
| 3 | 20,400 (12 x 1700) | 6300 | 26,700 |
| 4 | 21,200 (12 x 1767) | 7500 | 28,700 |
| 5 | 23,700 (12 x 1975) | 8,600 | 32,300 |
| 6 | 25,700 (12 x 2142) | 9800 | 35,500 |
| 7 or more (for each additional member) | 1,600 (12 x 133) | 1,100 | 2,700 |

You are responsible for providing 12 months of income support, plus start-up costs.

Sponsorship Cost Table for Blended Visa Office-referred Refugees

| Family Size | 6 Months of Income Support | Start-up Costs | Estimated Total Annual Settlement Cost for sponsor (\$) |
|--------------------|-----------------------------------|-----------------------|--|
|--------------------|-----------------------------------|-----------------------|--|

| Family Size | 6 Months of Income Support | Start-up Costs | Estimated Total Annual Settlement Cost for sponsor (\$) |
|---|-----------------------------------|-----------------------|--|
| 1 | 6,600 (6 x 1100) | 3300 | 9,900 |
| 2 | 9,850 (6 x 1642) | 5100 | 14,950 |
| 3 | 10,200 (6 x 1700) | 6300 | 16,500 |
| 4 | 10,600 (6 x 1767) | 7500 | 18,100 |
| 5 | 11,850 (6 x 1975) | 8,600 | 20,450 |
| 6 | 12,850 (6 x 2142) | 9800 | 22,650 |
| 7 or more (for each additional member) | 800 (6 x 133) | 1,100 | 1,900 |

For BVORs, you are responsible for providing 6 months of income support, plus start-up costs. The Government of Canada provides an additional 6 months of income support through the Resettlement Assistance Program.

Start-up costs include, but are not limited to:

- one-time payment for household items (basic window coverings and common household products such as kitchen utensils, pots, pans, brooms, mops, detergents and cleansers);

- furniture (beds, mattresses, dining set, couches, end table and lamps, etc.);
- linens (including bedding);
- food staples;
- both regular and winter clothing;
- school registration fees (if applicable).

Monthly costs include:

- food and incidentals;
- housing costs (including utilities);
- monthly public transportation passes for all adults;
- a communication allowance to cover the costs of a telephone and/or internet connection.

In addition to the costs above, you should plan to cover deposits for utilities, phone installation and rental deposit.

In-Kind donations

In-kind donations include all donated goods, commodities or services (e.g. gently used furniture or clothing, or housing provided at no cost to the sponsored family). In-kind donations cannot be valued for more than their actual value or the financial benefit they are replacing.

Some items cannot be donated, including:

- Mattresses, which should always be purchased new;
- Opened food products; and
- Personal clothing items such as undergarments or footwear.

You can subtract the total value of in-kind donations from your estimated sponsorship costs.

Types of costs that may be deducted through donations (In-kind Deductions)

One-time Start-up Costs:

Clothing

Includes basic clothing needs and seasonal needs such as: winter coat, boots, mittens, scarf, snow pants, rain wear, etc.

Note: There are some clothing items that must be purchased new (such as undergarments and footwear). You should also account for personal or cultural clothing preferences.

Furniture

Includes: bed frame or crib, dining set, couches, end table, lamps, etc.

Household Needs

Includes: basic window coverings and common household products such as kitchen utensils, pots, pans, brooms, mops, detergents and cleansers, etc.

Linens

Includes: bedding, towels, etc.

School supplies

Not including registration costs

Food staples

New, unopened pantry items (rice, flour, sugar, spices, etc.) can be donated.

Ongoing Monthly Costs:

Shelter

Includes housing costs, utilities, etc.

How to use the In-Kind Deduction Table (\$)

Use the table below to calculate the maximum value of donated items that can be applied to the financial obligations of the sponsorship.

The table is based on annual costs, and includes one-time costs, such as furniture and clothing, and monthly housing costs.

For each in-kind donation you make:

- estimate the value of the donation;
- find the maximum value for it from the table
- if your estimated value is higher than the maximum, use the table value instead;
- add the total value of all donations;
- subtract the total value of your donations from your estimated sponsorship cost.

Example 1: You are applying to sponsor a family of two persons. According to the **Sponsorship Cost Table**, you need a minimum of \$24,800 to sponsor this family. You donate a gently-used couch, dining table, chairs, lamps, and bookshelves, worth approximately \$500. You can deduct this in-kind donation of furniture from the minimum financial requirement, reducing the minimum required sponsorship cost to \$24,300 (\$24,800 minus \$500).

Example 2: You are sponsoring a family of four persons. According to the **Sponsorship Cost Table**, you need a minimum of \$28,700 to sponsor this family. You donate a rental property that you manage, which is usually rented for \$1,500 per month, or \$18,000 per year. Per the **In-kind Deduction Table**, the maximum annual in-kind deduction amount for shelter for a family of four is \$11,328. This means that the minimum financial requirement can only be reduced by \$11,328, which reduces the minimum required sponsorship cost to \$17,372 (\$28,700 minus \$11,328).

In-Kind Deduction Table for Privately-sponsored Refugees

| Family Size | Start-up costs (annual amount) | | | | | |
|--|--------------------------------|-----------|-----------------|--------|----------------------------------|-------------|
| | Clothing | Furniture | Household Needs | Linens | School supplies | Food Staple |
| 1 | 385 | 1085 | 300 | 80 | | 105 |
| 2 | 770 | 1708 | 325 | 160 | | 150 |
| 3 | 1033 | 2016 | 350 | 240 | | 195 |
| 4 | 1295 | 2310 | 375 | 320 | | 240 |
| 5 | 1558 | 2604 | 400 | 400 | | 285 |
| 6 | 1820 | 2898 | 425 | 480 | | 330 |
| 7 or more (for each additional family member) | 263 | 294 | 25 | 80 | \$75 per child between ages 4-21 | 45 |



In-Kind Deduction Table for Blended Visa Office-referred Refugees

| Family Size | Start-up costs (annual amount for sponsor) | | | | | |
|-------------|--|--|--|--|--|--|
| | | | | | | |

| | Clothing | Furniture | Household Needs | Linens | school supplies | Food Staple |
|--|-----------------|------------------|------------------------|---------------|----------------------------------|--------------------|
| 1 | 385 | 1085 | 300 | 80 | | 105 |
| 2 | 770 | 1708 | 325 | 160 | | 150 |
| 3 | 1033 | 2016 | 350 | 240 | | 195 |
| 4 | 1295 | 2310 | 375 | 320 | | 240 |
| 5 | 1558 | 2604 | 400 | 400 | | 285 |
| 6 | 1820 | 2898 | 425 | 480 | | 330 |
| 7 or more (for each additional family member) | 263 | 294 | 25 | 80 | \$75 per child between ages 4-21 | 45 |

Appendix B: Add a Family Member to a PSR Application

All family members (both accompanying and non-accompanying) **must** be added to an application for permanent residence **before the PA departs for Canada**.

Failing to declare a family member is misrepresentation and may result in the refusal of the application. Declaring family members is also important for family reunification. For example, under the OYW provision, the PA can

apply to bring their non-accompanying family members to Canada for up to one year after their arrival in Canada, but **only** if the family members were declared on the application **before** the PA departed for Canada.

Before you or the PA add a family member, **carefully review** the definition of what constitutes a family member under IRPR. **De facto family members are not family members under the regulations and cannot be added to a sponsorship application.**

If you wish to add an accompanying de facto dependent, a separate Sponsorship Application package is required. You can link the applications by listing them in the Linked/Multiple Sponsorship Undertakings section on the Sponsorship Undertaking form. We will do our best to process the applications at the same time.

If you are adding a:

1. Newborn biological child

If a biological child is born after the PA's application was received at ROC-O, as per the Sponsorship Undertaking and Settlement Plan form (IMM 5663 - section I, Obligations, Consents and Declarations) that you signed, you are automatically responsible for this child as part of your obligations to sponsor. You do **not** need to add this child on a new Sponsorship Undertaking form or submit the Request to Add Family Members to a Private Sponsorship Undertaking form (IMM 5618).

The process to add a biological child after the application was received at ROC-O is the following:

If you, the sponsor, notifies ROC-O:

- Sponsor submits the following documents to ROC-O (**preferably via email**):


- an updated Generic Application Form for Canada (IMM 0008) signed by the PA that includes the PA, previously declared and new family members; and
- a **copy** of the child's birth certificate and/or new family UNHCR document.

If the PA notifies the IRCC office overseas:

- The PA submits the following documents to IRCC office overseas (preferably at the interview or via email):
 - an updated Generic Application Form for Canada (IMM 0008) signed by the PA that includes the PA, previously declared and new family members.
 - a **copy** of the child's birth certificate and/or new family UNHCR document.

What happens next?

Once we receive these documents, we will add the new biological child to the PA's permanent residence application and continue to process it as per regular process.

 If a document or signature is missing when you or the PA notifies IRCC, we will send you an email providing you with an opportunity to submit it. Generally, we will provide you with 30 days to answer our email. **If you do not answer our email or if you do not submit the required information within the requested period, the permanent residence application will be refused.** A new sponsorship application for the entire family will need to be submitted to ROC-O.

If you are adding a:

2. A spouse or an adopted child

If the PA married or if the PA legally adopted a child after the application was received at ROC-O, **they must be added to the Sponsorship Undertaking using the Request to Add Family Members to a Private Sponsorship Undertaking form (IMM 5618).**

To avoid delays, **only the sponsors** should advise ROC-O of these new added family members. If the PA contacts the IRCC office overseas, it will delay processing of the application.

The sponsors must submit these documents (**preferably via email**):

- Request to Add Family Members to a Private Sponsorship Undertaking form (IMM 5618). The form will be added to the Sponsorship Undertaking for the PA and their family members.
- An updated Generic Application Form for Canada (IMM 0008) **signed** by the PA that includes the PA, previously declared family members and new family members.
- Schedule A – Background/Declaration (IMM 5669) **signed** by the new family member if they are 18 years or older.
- A **copy** of the marriage certificate, birth certificate, adoption certificate and/or a new family UNHCR document (if available).



The IMM 0008 form – **Schedule 2 is not required.**

Complete the Request to Add Family Members to a Private Sponsorship Undertaking form (IMM 5618)

The sponsor must complete each of the following sections:

Section A – Principal Applicant

Type the name of the PA, including:

- family name;
- given name(s);

- date of birth;
- application number (G number).

Section B – New Family Members

Type the name of the new family member, including:

- family name;
- given name(s);
- gender;
- date of birth;
- country of birth; and
- relationship to the PA.

Section C – Agreement to Add Family Members

By checking the “yes” box, you agree to sponsor the additional family members listed in Section B.

By checking the “no” box, your sponsorship and the PA’s permanent residence applications will be refused.

Section D – Signatures


Sponsors who signed the sponsorship application must all sign this form.

What happens next?

Once we receive these documents, we will add the new family members to the PA’s application and assess whether the sponsorship is still valid.

If the sponsorship continues to be valid, regular processing will continue.

If the sponsorship is no longer valid, the sponsorship and the permanent residence applications will be refused. A new sponsorship application will need to be submitted at ROC-O.

 If a document or signature is missing on a request to add a family member, ROC-O will send you an email providing you with an opportunity to submit it. Generally, we will provide you with 30 days to answer our email. **If you do not answer our email or if you do not submit the required information within the requested period, the request to add family members will be refused.** A new sponsorship application for the entire family will need to be submitted to ROC-O.

Appendix C: Acronyms

| Acronym | Explanation |
|---------|--|
| AOR | Acknowledgement of Receipt |
| BVOR | Blended Visa Office Referred |
| CBSA | Canada Border Services Agency |
| CCB | Canada Child Tax Benefit |
| CS | Community Sponsor |
| IFHP | Interim Federal Health Program |
| IRCC | Immigration, Refugees and Citizenship Canada |
| IRPR | Immigration and Refugee Protection Regulations |
| JAS | Joint Assistance Sponsorship |
| MIDI | Ministère d'Immigration, Diversité et Inclusion Québec |
| MP | Member of Parliament |
| OYW | One Year Window of Opportunity Provision |
| PA | Principal Applicant |

| Acronym | Explanation |
|---------|---|
| PSR | Privately Sponsored Refugee |
| RAP | Resettlement Assistance Program |
| ROC-O | Resettlement Operations Centre in Ottawa |
| RSTP | Refugee Sponsorship Training Program |
| SIN | Social Insurance Number |
| UCI | Unique Client Identifier |
| UNHCR | United Nations High Commissioner for Refugees |
| VOR | Visa Office Referred |

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