

Appendix A - Checklist

The **Document Checklist** is available in PDF format only. The checklist is one of the forms you will need to mail with your application. Make sure you print the checklist, and attach the completed checklist to your application.

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). Place all the documents in a sealed envelope.

Do not send originals of any documents with the exception of the completed application forms and the police certificates which must be **originals**. If you are unable to provide any of the requested documentation for special reasons, attach a **written explanation** with full details as to why each document is unavailable.

1.	APPLICATION FORMS FOR SPONSORS Forms must be completed, signed and dated by the sponsoring group .	
	All sponsoring groups must enclose the following forms in the envelope:	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Completed and signed Undertaking/Application to Sponsor (IMM 5373PP) 	
	<ul style="list-style-type: none"> • <i>Settlement Plan and Financial Assessment</i> <ul style="list-style-type: none"> ➢ IMM5683 – for Settlement Organizations ➢ IMM5373A – for Groups of Five 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Financial Profile (IMM 5373B) – for Groups of Five ONLY 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Use of Representative (IMM 5476), if applicable 	<input type="checkbox"/>
2.	ALL SPONSORING GROUPS MUST ENCLOSE THE FOLLOWING ITEMS IN THE ENVELOPE:	
	Each party to the sponsorship must provide a photocopy of one of the following proof of Canadian citizenship or permanent residence status:	
	<ul style="list-style-type: none"> • Permanent Resident Card, Record of Landing (IMM 1000) or Confirmation of Permanent Residence (IMM 5292 or IMM 5688) or Canadian provincial/territorial birth certificate or • Both sides of their Canadian citizenship card or • Both sides of their Canadian certificate of registration of birth abroad 	
	To establish proof of funds, the settlement organization must provide:	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Last year's audited financial statement from the sponsoring 	

	<p>organization (if applicable)</p> <ul style="list-style-type: none"> • An original letter from a Canadian financial institution attesting to bank account details (if applicable) • An original letter from an organization guaranteeing a cash donation (if applicable) • Proof of alternate source(s) of funding (if applicable) <p>To establish proof of funds, each member of the Group of Five and Co-sponsors (if applicable) who intend to use their personal income must provide one of the following documents:</p> <ul style="list-style-type: none"> • A copy of their T4 and/or T1 • A copy of their Notice of Assessment (from Canada Revenue Agency) • An original letter or proof of annotated cheque stubs from employer confirming Financial Profile details • If self-employed, a letter from an accountant confirming your annual income • Proof of other sources of income (pension, investments, etc) • Employment Income pay stubs 	
<p>3.</p>	<p>APPLICATION FORMS FOR SPONSORED APPLICANTS</p> <p>Forms must be completed, signed and dated by the applicant.</p>	
	<ul style="list-style-type: none"> • <i>Generic Application Form for Canada</i> (IMM 0008) 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Additional Dependants / Declaration (IMM 0008DEP), if applicable 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Schedule A- Background / Declaration (IMM 5669) completed and signed by you and each of your family members who are 18 years of age or older. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • <i>Schedule 10 – Sponsorship under a Public Policy</i> (IMM 0008 - Schedule 10) completed and signed by you and each of your family members who are 18 years of age or older. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • If you have a representative, complete and sign the <i>Use of a representative</i> (IMM 5476) form. You may appoint the contact person of the sponsoring group. 	<input type="checkbox"/>
	<p>Include in the same envelope the completed application forms for your <i>de facto</i> dependants and extended family members that are also applying for permanent residence, if applicable.</p>	<input type="checkbox"/>

4.	ALL SPONSORED APPLICANTS MUST ENCLOSE THE FOLLOWING ITEMS IN THE ENVELOPE:	
<ul style="list-style-type: none"> • PROCESSING FEES <p>In Canada, payment of fees online is the preferred method of payment. See the instruction guide for more information. If making a payment outside Canada, make sure the payment of fees is included with your application. Fees are payable in Canadian dollars or local currencies. Only bank drafts or certified cheques are accepted; the bank draft or certified cheque should be made for the exact amount and made out to "Receiver General for Canada". Cash is not accepted for fee payment.</p>		<input type="checkbox"/>
<ul style="list-style-type: none"> • PHOTOS <p>Provide six recent photos of yourself and each of your family members. Follow the instructions provided in Appendix B: Photo Specifications in part 2 of the guide.</p>		<input type="checkbox"/>
<ul style="list-style-type: none"> • IDENTITY AND CIVIL STATUS DOCUMENTS <p>Birth, marriage, final divorce, annulment or separation certificates for you and your spouse; death certificate for former spouse if applicable.</p>		<input type="checkbox"/>
<ul style="list-style-type: none"> • CHILDREN'S INFORMATION, IF APPLICABLE <p>Children's birth certificates (which name their parents); adoption papers for adopted dependent children; proof of custody for children under the age of 19 and proof that the children may be removed from the jurisdiction of the court; statutory declaration that the remaining father or mother has no objection to the child living in Canada; if the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements.</p>		<input type="checkbox"/>
<ul style="list-style-type: none"> • POLICE CERTIFICATES AND CLEARANCES <p>Police certificates or clearances from each country in which you and every one in your family aged 18 years or older have resided for six months or more since reaching 18 years of age. You must attach the original police document(s). Please consult our website for specific and up-to-date information on how to obtain certificates from any country.</p>		<input type="checkbox"/>
<ul style="list-style-type: none"> • BACKGROUND DOCUMENTS (if applicable) <p>Any document to support your answers to questions in the <i>Schedule A-Background/Declaration</i> (IMM 5669) form such as completion of military service card, military records, membership cards or any documents showing your association or involvement in any social, political, vocational and cultural organization.</p>		<input type="checkbox"/>

	<ul style="list-style-type: none"> • TRAVEL DOCUMENTS AND PASSPORTS <p>Photocopies of passports or travel documents for yourself, your spouse and dependent children, if you have any. Provide explanation if you do not have any. Include only copies of pages showing the country, passport number, date of issue and expiration, your photo, name, date and place of birth. If you live in a country other than your country of nationality, include a copy of your visa for the country in which you currently live.</p>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • ADDITIONAL INFORMATION (if applicable) <p>Include any document or record to demonstrate your adaptability, initiative, motivation, or resourcefulness. All school certificates, diplomas, and degrees for you and your spouse or common-law partner (if applicable), including apprenticeship or trade papers. Letters of reference or work certificates from present and past employers for you and your spouse or common-law partner.</p>	<input type="checkbox"/>