



# IMMIGRATION Canada

## Applying for Permanent Residence from within Canada

## Protected Persons and Convention Refugees



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### Forms:

- In Canada Application for Permanent Residence (IMM 5202)
- Use of a Representative (IMM 5476)
- Document Checklist (IMM 5286)
- Receipt (IMM 5401)

This application is made available free by  
Citizenship and Immigration Canada and  
is not to be sold to applicants.

**Cette trousse est également  
disponible en français**

## Contact Information

### Web site

For more information on the programs offered by Citizenship and Immigration Canada, visit our Web site at [www.cic.gc.ca](http://www.cic.gc.ca). For some types of applications you can inform us of a change of address and find out what is happening with your application through [on-line services](#) on the Web site.

### Within Canada

If you are in Canada, you can also phone our **Call Centre**. An automated telephone service is available seven days a week, 24 hours a day and is easy to use if you have a touch-tone phone. You can listen to pre-recorded information on many programs, order application forms, and for some types of applications the automated service can even update you on the status of your case.

When you call, have a pen and paper ready to record the information you need. Listen carefully to the instructions and press the number for the selection you want. At any time during your call, you may press \* (the star key) to repeat a message, **9** to return to the main menu, **0** to speak to an agent, or **8** to end your call. If you have a rotary phone, wait for an agent to answer you.

If you need to speak to an agent, you must call Monday to Friday between 8 a.m. and 4 p.m. local time.

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**From anywhere in Canada, call**

**1-888-242-2100 (toll-free)**

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### Using a text telephone?

Call our TTY service from Monday to Friday between 8 a.m. and 4 p.m. local time at: **1-888-576-8502** (toll-free).

### Outside Canada

If you are outside Canada, you can contact a Canadian embassy, high commission or consulate. Consult our [Web site](#) for addresses, phone numbers and Web site addresses of our visa offices.



**This is not a legal document.** For legal information, refer to the *Immigration and Refugee Protection Act and Regulations* or the *Citizenship Act and Regulations*, as applicable.

**This publication is available in alternative formats upon request.**

# Overview

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Canada protects and assists refugees in many ways. One way is to offer them the opportunity to apply to stay in Canada permanently. This application kit explains the process for Protected Persons who want to apply for permanent residence in Canada from within the country. It contains all of the necessary information, instructions, and application forms for you to complete and submit.

## Who is considered a permanent resident?

A permanent resident is a person who can remain in Canada permanently but who is not a Canadian citizen.

## Who is considered a Protected Person?

A Protected Person is someone who has reason to fear persecution in his or her country of origin due to race, religion, nationality, membership in a social group or political opinion. Protected persons can also be people in Canada who, if they were removed to their home country, would be subjected to a danger of torture, to a risk to their life or to a risk of cruel and unusual treatment or punishment.

In Canada, the Immigration and Refugee Board (IRB) and Citizenship and Immigration Canada decide who is a Protected Person. If the IRB determined you to be a Protected Person (or a Convention refugee) or if you received a positive decision on your Pre-Removal Risk Assessment, and you meet the eligibility requirements, you may apply for permanent residence with this application. Convention refugees are considered to be Protected Persons.

You may also apply for permanent residence with this application if you are a member of the Protected Temporary Residents Class (PTRC). Protected Temporary Residents are individuals admitted to Canada on a temporary resident permit or Minister's permit for protected reasons and who have been determined to be in urgent need of protection by a visa office.

## Am I eligible to apply for permanent residence as a Protected Person?

You may apply for permanent residence as a Protected Person from within Canada if the Immigration and Refugee Board or Citizenship and Immigration Canada has determined that you are a Protected Person or a Protected Temporary Resident **and** you are not:

- a Protected Person (or Convention refugee) in another country where you could go and live permanently without fear of persecution; or
- a citizen, national or permanent resident of a country, other than the one you left, where you could go and live permanently without fear of persecution.

## Are there other requirements I must meet?

You and your family members must also:

- pass criminal and security checks;
- undergo an Immigration medical examination. (If you and your family members have already completed an Immigration medical examination, you will be contacted if a new medical examination is required.)

**Note:** If you live in the province of Quebec, the *Ministère des Relations avec les citoyens et de l'Immigration du Québec* (MRCI) makes the final decision on your permanent residence application. You do not need to fill out any forms; we will inform the MRCI of your application.

If you cannot show adequate evidence of your identity, it is possible that you may not be granted permanent residence. You may, however, continue to live in Canada as a Protected Person.

## When must I apply?

You must apply for permanent resident status within **180 days** of being notified by the IRB or Citizenship and Immigration Canada that you are a Protected Person.

**Protected Temporary Residents:** You may apply anytime after you receive a letter from Citizenship and Immigration Canada stating that you have met the statutory requirements and advising you to apply.

## Do I have to include my family members on my application?

**All** of your family members must be listed on your application. You may choose whether they are to be processed for permanent residence. You have the right to remove a family member from processing for permanent residence up until the time you are issued your permanent resident visa.

If you decide to include in your application a family member abroad whose whereabouts are unknown, the family member will have one year from the day you are granted permanent residence to appear at a visa office and request permanent residence. He or she will be processed as part of your application.

**Family members are defined as** your spouse or common-law partner and your dependent children. To be considered **dependent**, children must:

- be under the age of 22 and not have a spouse or common-law partner; **or**
- depend substantially on the financial support of a parent and have been continuously enrolled and in attendance as full-time students in a government-accredited post secondary institution since before the age of 22 (or since marrying or entering into a common-law relationship, if this happened before the age of 22); **or**
- depend substantially on the financial support of a parent since before the age of 22 and unable to provide for themselves due to a medical condition.

In addition, your children must meet the definition of “dependent children” both at the time the application is made and at the time the visas are issued. If your children meet the definition of the first bullet, they can be older than 22 when the visas are issued, as long as they were under 22 at the time of application.

**Any of your family members in Canada who are 18 years of age or older must complete their own *In Canada Application for Permanent Residence (IMM 5202)* form. Make photocopies of the form so that each person has a working and final copy.**

## What if my family members or I have a criminal record?

Contact our [Call Centre](#) for information. You may be asked:

- to leave Canada,
- to complete forms to seek approval of your rehabilitation if you were convicted outside of Canada,
- to apply to the National Parole Board for a pardon if you were convicted in Canada, or
- be issued a temporary resident permit to allow you to remain in Canada until your rehabilitation has been approved or your pardon granted.

## What if my family member or I have been charged with a criminal offence?

Your application can be submitted but cannot be processed until the legal system/courts in Canada or abroad have settled the matter and a final outcome is known.

## Can I apply for a loan to bring my family to Canada?

Protected Persons seeking permanent residence may be eligible under the Immigration Loan Program for a loan to cover costs associated with transportation and medical examinations of your family members outside Canada. Loans are approved on the basis of need and the applicant's ability to repay the amount of loan required. If you apply for a loan, you will need to provide proof that you have tried to obtain a loan from a traditional lending institution such as a bank and have been refused. Contact our [Call Centre](#) for more information.

## Before You Apply

- Read all the instructions carefully before you begin to complete the application forms.
- Gather all of the necessary documents. They are listed in the [Document Checklist](#).
- Photocopy the blank forms and use one as a working copy. Keep the working copy for your records.
- Fill in the forms carefully and completely. Print clearly with a black pen.
- If applicable, add Chinese and Farsi characters for all names and addresses on your application.
- Sign and date your application forms.
- If applicable, calculate and pay the fees.

# How to Complete Your Application

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Use the following instructions to fill in the forms. Most of the questions on the forms are straightforward and extra instructions have been provided only when necessary. You must answer **all** questions. If you leave any sections blank, your application will be returned to you for completion and processing will be delayed. If any sections do not apply to you, answer “N/A” (not applicable). Print clearly and make sure all information is easy to read. If the space provided on the forms is not sufficient, use an extra sheet of paper.

**You must provide truthful, accurate information.** The information provided may be verified. Processing will stop immediately if you give false or misleading information. **It is an offence under section 127 of the *Immigration and Refugee Protection Act* to knowingly make a false statement on this form.**

## ***In-Canada Application for Permanent Residence (IMM 5202)***

**Must be completed by:**

- You, as the principal applicant; and
- Your family members aged 18 years or older

### **A. Personal Information**

#### **8. Country of last permanent residence**

This is the country in which you last resided on a legal permanent basis before you came to Canada. It is not a country in which you were a foreign student or guest worker.

#### **10. Languages**

In some cases, an interview is required before your application can be finalized. If you require an interpreter during the interview, indicate for which language in the box “Language (if an interview is necessary)”.

#### **11. Most recent entry to Canada**

This refers to the last time you entered Canada with or without legal status.

### **B, C. Family Members**

See the [Overview](#) section for information on who can be included as a family member.

#### **Part B – Family members in Canada**

List your family members who are in Canada.

**Include in application?** Check “Yes” if you want the family member processed as part of your application. Check “No” if you **do not** want the family member processed for permanent residence.

#### **Part C – Family members outside of Canada**

List your family members who live outside of Canada.

**Include in application?** Check “Yes” if you want the family member processed as part of your application. You should also check “Yes” if your family members’ whereabouts are unknown and you want them to be processed for permanent residence if they apply at a visa office within one year from the day you are granted permanent residence. Check “No” if you **do not** want the family member processed for permanent residence.

You **must** list all your family members who are outside of Canada on this application form.

If some of your family members outside Canada cannot be processed for permanent residence when you submit your application and you want them to come to Canada once your application is successful, your family members may submit an application for a permanent resident visa to an officer outside Canada. The application must be made within one year of the day you become a permanent resident. Their request will be processed as part of your application. You may receive your permanent residence while your family members' applications are being processed.

If you are a Protected Temporary Resident, your family members outside Canada who were listed on your original application for permanent residence are automatically processed as following family members (one year window program) by the visa office which processed your original application. Your family members outside Canada will not be processed as part of this application.

Children will have to meet the definition of "dependent children" at the time of their application.

## **D. Identity Documents**

Print the details of the documents you are submitting with your application. If you do not have a passport, you may submit other documents such as another type of travel document, birth certificate, identity cards, a baptismal record or a school certificate as proof of identity.

All documents must have been issued from your home country and before your entry into Canada. If not in English or French they must be accompanied by a translation prepared by a translation service in Canada. If you do not have any documents that prove your identity, submit your application without them and Citizenship and Immigration Canada will contact you. It is to your benefit to provide as much supporting documentation as possible.

If you are a Protected Temporary Resident, you should also include the details of your temporary resident permit or Minister's permit issued to you by Citizenship and Immigration Canada.

## **G. Your Activity for the Past 10 Years**

You must account for all of your time in the past ten years.

If you were working give the name of the company where you worked and your job title. If you were not working describe what you were doing i.e. unemployed, studying, travelling, homemaker/housewife etc.

**Your application will be returned to you if there is any period of time where you have not told us what you were doing.**

## **J. Your Parents**

If you do not know the exact date of birth, indicate the age your parents are (or would be) today.

## **M. Additional Declaration**

You **must** sign and date section M. By doing so, you are declaring that you understand the form and its contents and that everything in your application is true. If you do not sign and date section M, your application will be returned to you. It is an offence under the *Immigration and Refugee Protection Act* to knowingly make a false or misleading statement on an application for permanent residence in Canada.

## **N. Authority to Disclose Personal Information**

You **must** also sign and date this section. If you do not, your application may be returned to you because we are unable to process your application.

## O. Interpreter's Declaration (if applicable)

If this form has been interpreted for you either in whole or in part, the interpreter who assisted you should read and sign this declaration. Answer **all** the questions in this section.

## Use of a Representative (IMM 5476)

**Complete this form if you are appointing a representative.**

If you have dependent children aged 18 years or older, they are required to complete their own copy of this form if a representative is also conducting business on their behalf.

A **representative** is someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada. When you appoint a representative, you also authorize CIC to share information from your case file to this person.

You are not obliged to hire a representative. We treat everyone equally, whether they use the services of a representative or not. If you choose to hire a representative, your application will not be given special attention nor can you expect faster processing or a more favourable outcome.

The representative you appoint is authorized to represent you only on matters related to the application you submit with this form. You can appoint only **one** representative for each application you submit.

**There are two types of representatives:**

### Unpaid representatives

- friends and family members who do not charge a fee for their advice and services
- organizations that do not charge a fee for providing immigration advice or assistance (such as a non-governmental or religious organization)
- consultants, lawyers and Québec notaries who do not, and will not, charge a fee to represent you

### Paid representatives

If you want us to conduct business with a representative who is, or will be charging a fee to represent you, he or she must be authorized. Authorized representatives are:

- immigration consultants who are members in good standing of the Canadian Society of Immigration Consultants (CSIC)
- lawyers who are members in good standing of a Canadian provincial or territorial law society and students-at-law under their supervision
- notaries who are members in good standing of the *Chambre des notaires du Québec* and students-at-law under their supervision

If you appoint a paid representative who is not a member of one of these designated bodies, your application will be returned. For more information on using a representative, visit our [Web site](#).

## Section B.

### 5. Your representative's full name

If your representative is a member of CSIC, a law society or the *Chambre des notaires du Québec*, print his or her name as it appears on the organization's membership list.

### 8. Your representative's declaration

Your representative must sign to accept responsibility for conducting business on your behalf.

**Section D.**

**10. Your declaration**

By signing, you authorize us to complete your request for yourself and your dependent children under 18 years of age. If your spouse or common-law partner is included in this request, he or she must sign in the box provided.

**Release of information to other individuals**

To authorize CIC to release information from your case file to someone other than a representative, you will need to complete form *Authority to Release Personal Information to a Designated Individual* (IMM 5475) which is available on our Web site at [www.cic.gc.ca/english/applications/release-info](http://www.cic.gc.ca/english/applications/release-info) and from Canadian embassies, high commissions and consulates abroad.

The person you designate will be able to obtain information on your case file, such as the status of your application. However, he or she will **not** be able to conduct business on your behalf with CIC.

**You must notify us if your representative's contact information changes or if you cancel the appointment of a representative.**

# Paying the Fees

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## What fees are required?

Protected Persons are exempt from paying the Right of Permanent Residence Fee.

You must pay a **processing fee** when you submit your application for permanent residence as a Protected Person. The processing fees are as follows:

- \$550 for the principal applicant
- \$550 for each family member who is 22 years of age or older
- \$550 for each family member under 22 who is married or in a common-law relationship
- \$150 for each family member under age 22 who is unmarried and not in a common-law relationship

**Note:** There is no processing fee for Protected Temporary Residents.

## How do I calculate the correct amount of fees required?

Use this chart to calculate the fees required.

IMMIGRANT SERVICES	Number of persons	Amount per person	Amount due
The principal applicant	1	x \$550	550
Each family member age 22 or older		x \$550	
Each family member under age 22 who is married or in a common-law relationship		x \$550	
Each family member under age 22 who is unmarried and not in a common-law relationship		x \$150	
<b>Total fees paid</b>			<b>\$</b>

## Other immigration services

You may want to seek other immigration services such as a work permit or a study permit. Application kits may be obtained by visiting our [Web site](#) or by contacting our [Call Centre](#). As a Protected Person, you are exempt from the fees associated with these documents.

## Are processing fees refundable?

**The processing fee will not be refunded**, regardless of the final decision, once the Case Processing Centre has started processing your application.

After you have read this application kit, you should be able to decide whether you are eligible to apply for permanent residence. Make sure that you are eligible before you pay your fees and that you provide all the information requested before you submit the application for processing. If you are found not to be eligible, the processing fee will not be refunded. If you apply again, you will have to pay another processing fee.

## How to pay the fees

You have the option of paying your fees through the Internet or at a financial institution.

### Payment of fees on the Internet

You can pay your fees on the Internet with a Visa, MasterCard or American Express credit card if you have access to a computer with an Internet connection, Adobe Acrobat Reader software and a printer.

After you complete your application, go to our Web site at [www.cic.gc.ca](http://www.cic.gc.ca) and select “**On-Line Services**” from the menu bar at the top, then “**Payment of fees using the Internet**”.

Follow the instructions to the end of payment process. At the end, you must print the CIC official receipt and fill out by hand the Payer Information Section. Then attach the bottom portion (copy 2) of this receipt to your completed application.

### Payment of fees at a financial institution

Payment can be made at most financial institutions in Canada. Check with financial institutions in your area. There is no banking charge to pay; the service is free.

Follow these steps to make your payment:

**STEP 1. Fill out one receipt form (IMM 5401) per application.**

An original receipt must be used; **a photocopy is not acceptable**. You can order an original receipt from our [Web site](#) or by contacting our [Call Centre](#) listed in the [Contact Information](#) section.

**STEP 2. Insert the “Total Fees Paid” on the receipt.**

**Do not** complete the upper two portions of the receipt. These will be completed by the financial institution.

**STEP 3. COMPLETE THE “PAYER INFORMATION” SECTIONS**

These sections can be found on the back of the receipt. If you already know the client identification number that we have assigned to you, enter the number in the box provided for that purpose. If not, leave that box empty.

**STEP 4. Bring the receipt and payment to the financial institution.**

**Do not** make payment using the automated teller machines. **Do not** present your application to the financial institution, only your receipt.

**STEP 5. The representative of the financial institution will take your payment, will stamp the two upper portions of the front side of the receipt, and will enter the amount paid.**

The financial institution will let you know what form of payment it considers acceptable. Before leaving the financial institution, make sure that you have been given the two upper portions of the receipt, namely your copy (Copy 1) and the copy that you must forward to Citizenship and Immigration Canada (Copy 2), and that both parts have been filled out and stamped.

**STEP 6. Attach the middle portion (Copy 2) of the receipt to your completed application.**

Retain the top portion (Copy 1) for your files.

**Note:** **Do not** send any other form of payment with your application.

## What if I make an incorrect payment?

If you are required to pay additional fees, the Case Processing Centre will send you a form which will indicate the amount required for correct payment. Pay the fees as instructed above and send the receipt to the Case Processing Centre.

If you have paid too much, your application will be processed and the amount of the overpayment will be refunded. We will issue you a cheque as soon as possible.

## What if there is no local financial institution which will accept payment?

In this situation, you may pay the fees through the Internet or by mail. Contact a [Call Centre](#) agent for instructions on paying your fees by mail.

# Mailing Your Application

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Send your application and the items listed in the [Document Checklist](#) to the Case Processing Centre in Vegreville, in a 23 cm x 30.5 cm (9" x 12") envelope. **Do not** include a prepaid return envelope with your application. Address the envelope as follows:

Your Name Your Address Your Postal Code	<b>Case Processing Centre Vegreville AB T9C 1W3</b>
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Clearly print your name and address at the top left-hand side of the envelope. The envelope will require more postage than a normal letter. To avoid having your application returned to you, have the post office weigh it before mailing.

# While your Application Is Being Processed

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## Processing times

Current processing times are updated weekly on our Web site at: [www.cic.gc.ca/english/department/times/process-in.html](http://www.cic.gc.ca/english/department/times/process-in.html).

## Working and studying

You may work and study while your application is being processed, however, you must first have a work and/or study permit. To apply for a permit you must use the application kits *Applying to Change Conditions or Extend Your Stay in Canada – Students* (IMM 5552) or *Applying to Change Conditions or Extend Your Stay in Canada – Workers* (IMM 5553). Application kits are available on our [Web site](#). You may also contact our [Call Centre](#) listed in the [Contact Information](#) section to obtain the work permit application.

If you already have a work or study permit, you may continue to work or study for the duration of the document. **It is illegal to work or study without a permit from Citizenship and Immigration Canada.**

## Medical insurance

You may be eligible for medical insurance, but coverage varies from province to province. To find out if you are eligible contact the appropriate authorities listed under “Health” in the Government Blue Pages of the telephone directory.

## Leaving Canada

If you wish to leave Canada while your application for permanent residence is being processed, you may apply for a Protected Person Status Document. The application *Applying for a Protected Person Status Document* (IMM 5520) is available on our [Web site](#). With this document, you may apply for a *Convention Refugee Travel Document* (CRTD) from the Passport Office of the Department of Foreign Affairs and International Trade (DFAIT). More information is available on their [Web site](#) at [www.ppt.gc.ca](http://www.ppt.gc.ca).

## Checking application status

Once we have notified you that your application has been received, you can find out the current status of your application by logging on to our Web site at [www.cic.gc.ca](http://www.cic.gc.ca) and selecting On-Line Services – e-Client Application Status. Clients who reside in Canada can also call our Call Centre and speak to an agent. The Web site will only provide information on the status of your application and will not provide all of the details of your case.

## Protecting your application information

**We protect your information.** It is only available to our employees who need to see it in order to provide services to you. It is protected from unauthorized access electronically by security software and procedures.

Your application status can only be obtained with your family name, date of birth, country of birth and one of the five numbers we use to identify an application, namely your:

- CIC client number
- CIC file number

- CIC fee payment receipt number
- CIC Record of Landing (form IMM 1000) or Confirmation of Permanent Residence (form IMM 5292) number
- Permanent resident card number

We will not disclose any information to anyone else without your written consent. If you give consent or provide the information above to others, they will be able to obtain the status of your application. We will not be able to determine when, for what purpose, how often, or to whom information may have been disclosed.

**You can protect your information** by not telling anyone your personal information and by keeping documents with this information in a safe place. Also when you view the status of your application on-line, you should apply the same precautions that you would use for your other personal Internet transactions.

For more information on the protection of your data, please read the security page and the Frequently Asked Questions page found at [www.cic.gc.ca](http://www.cic.gc.ca) – On-Line Services – e-Client Application Status.

## Removing on-line information

You can remove on-line information by logging on to [www.cic.gc.ca](http://www.cic.gc.ca) and selecting On-Line Services – e-Client Application Status. Follow the instructions to access your application status information. Then select the check box to remove your application status from the Internet. If you reside in Canada you can also call our Call Centre and ask an agent to do this for you. If you are outside Canada, please contact the Canadian embassy, high commission or consulate responsible for your region.

# What Happens Next?

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We will review your application and decide if you qualify. If your application has been properly completed and includes all the required documents, you will receive a letter informing you of the decision on your case and what you must do next. If you qualify, your family members overseas will be required to undergo a medical examination, and you and your family members will have to pass a criminality and security check.

You may be contacted to arrange an interview to verify or expand on information contained in your application. After you and your included family members in Canada and abroad have met immigration requirements the immigration office will contact you to arrange a final interview. You will likely be given your permanent resident status at that meeting.

If your application is refused you will be officially informed in writing.

Once you become a permanent resident, you can apply to sponsor certain members of your family who were not included on your application for permanent residence. To “sponsor” someone means that you promise to look after his or her care and shelter in Canada for three years (more if the person is under 22 years of age). You must meet certain conditions before you become a sponsor. You can obtain the application kit “Sponsoring a spouse, common-law or conjugal partner, or dependent child” by visiting our [Web site](#) or by contacting our [Call Centre](#) listed in the [Contact Information](#) section.

The length of time it takes to receive permanent resident status varies considerably depending on individual cases. Factors such as if you have dependent children residing outside Canada or if you have lived in several countries may lengthen the process. Citizenship and Immigration Canada has little control over the time it takes to complete medical, criminal and security checks. You could also incur delays in the processing of your application if you travel outside of Canada before your application for permanent residence is finalized as we may need to contact you.

If you move, you must advise us of your new address through our on-line change of address service on our [Web site](#) or by phoning our [Call Centre](#). Failure to inform us of address changes may result in your application being refused or declared abandoned.

You must advise our Call Centre if you change your telephone or fax numbers.

## Quality Assurance Program

Our quality assurance program randomly selects applications for a special review. If selected, you will be asked to attend an interview with a Citizenship and Immigration official so that we can verify the documentation submitted is accurate, and that your application has been completed properly. You will be notified in writing should your application be chosen.