



IMMIGRATION Canada

Refugee Sponsorship Application

Group of Five



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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. 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.

From anywhere in Canada, call

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

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

This application kit contains the forms and information necessary for a **Group of Five** individuals to sponsor a refugee(s) living outside of Canada.

A **Group of Five (G5)** is any group of five or more Canadian citizens or permanent residents who are 18 years of age or older and who live in the community where the refugee is expected to settle. Group members act as guarantors that the necessary support will be provided for the full duration of the sponsorship, which is generally 12 months. The group is expected to show that they have the necessary financial resources, expertise and commitment required to fulfill the terms of the sponsorship undertaking.

Before you start, ensure you are using the correct application kit. Separate application kits are available for:

- Sponsorship Agreement Holders and their Constituent Groups (IMM 5413)
- Community Sponsors: Organizations which have not signed a sponsorship agreement with CIC and are **not** partnered with a SAH or a CG (IMM 5513)

The above application kits may be obtained by visiting our [Web site](#) or by phoning our Call Centre listed under the [Contact Information](#) section.

If you are interested in the private sponsorship of refugees but lack a particular refugee case to sponsor, refer to the application kit entitled [Request for a Refugee Profile \(IMM 5496\)](#). You will need to fill out this application prior to submitting an undertaking to sponsor. After returning your completed application, your group should expect to receive a refugee profile that provides general information on a refugee case that may settle well within your community. Refugees who are referred by the visa office have already been interviewed by an officer and have been found to be eligible for resettlement in Canada.

This application kit does not provide general information about private sponsorship of refugees. For more details, including definitions, roles and responsibilities, refer to *The Guide to the Private Sponsorship of Refugees Program*. The guide may be obtained by visiting the Media and Publications section of our [Web site](#) or by phoning our Call Centre listed under the [Contact Information](#) section.

Residents of Quebec: This application kit does not apply to the province of Quebec. Contact our Call Centre to speak to an agent for more information.

Before You Apply

- Read all of 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. You may make extra photocopies of the blank forms for use when submitting future sponsorships.
- Fill in the forms carefully and completely. Print clearly, in black ink.
- Sign and date your forms.
- It will facilitate the processing of the undertaking if the group submits all documents together in one package.

How to Complete the Forms

The following instructions will help you fill in the forms included in this application kit. Most questions are clear; instructions are provided only when necessary. Attach a separate sheet of paper if you need more space and indicate the letter or number of the question you are answering.

Undertaking/Application to Sponsor – Groups of Five (IMM 5373)

IMM 6000 Distribution Options

The principal refugee applicant and his or her family members are required to complete an application for permanent residence (IMM 6000). This application must be submitted to the visa office before an interview can be scheduled.

Note: Refugee applicants referred to your group by a visa office will have already completed this process.

If your group is applying to sponsor “sponsor-referred” refugee applicants, you may choose how the refugee applicant is to obtain the IMM 6000 application. Sponsor-referred refugee applicants are individuals whose names are brought forward by the sponsoring group and not by a visa office.

See section [Submitting Your Application](#) for more information on the distribution options. Check off the IMM 6000 distribution option that you have chosen for this sponsorship case.

A - Group Name and Representative

Print the name of your Group of Five. We suggest using the surname of the group's representative, e.g., The Miller Group.

In **Box 1**, print the name of the person who has authorization to represent the group and act as the contact person.

B - Group Members

Box 2 to 5:

Print the names of the other group members. If there are more than five people, attach another sheet of paper and provide the same information as required in the boxes. Make sure you complete all the boxes. If a box is not applicable, print "N/A."

Other sponsorship undertaking of refugees or family members

For each member of the group who has submitted previous refugee sponsorship(s) or sponsored or co-signed family class sponsorship(s), check “Yes” and provide the following information on a separate page:

- Member's first and last name (at time of sponsorship)
- Name of sponsoring group (where applicable)
- Name, date of birth, and country of birth of all persons sponsored
- The client identification numbers issued as a result of previous sponsorships.

C - Refugee Applicants

If you are sponsoring a "visa office-referred" sponsorship case: check the appropriate box and attach the Refugee Profile that you received.

Sponsoring groups are required to sponsor the principal refugee applicant along with all family members (defined below), at the same time.

Principal refugee applicant: If you are sponsoring a family, the principal applicant should be the family member who has the strongest refugee case.

Family members: spouse or common-law partner of the principal applicant and/or any dependent children.

Spouse refers to either of the two persons of opposite sex in a legally recognized marriage.

A common-law partner is a person of the opposite or same sex who is currently cohabiting and has cohabited in a conjugal relationship with the principal applicant for a period of at least one year.

Dependent children may be the children of the principal applicant or those of his or her spouse or common-law partner.

They 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 post secondary institution accredited by the relevant government authority 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 be unable to provide for themselves due to a medical condition.

Children included in the application must meet the definition of "dependent children" both at the time the application is made and, without taking into account whether they have attained 22 years of age, at the time the visa is issued to them.

Note: Only family members as outlined above (spouse, common-law partner and dependent children) may be included on the undertaking. Other persons who are considered members of the family unit, but who do not meet the definitions above, may be sponsored together with the principal refugee applicant but must be registered on a separate undertaking.

See [section D - Multiple Undertakings](#), for further details. The sponsoring group may also link non-family sponsorship cases together in the Multiple Undertakings section.

Non-accompanying family members

Sponsoring groups should be aware that the principal applicant is expected to list all of their non-accompanying family members on the application for permanent residence (IMM 0008). This includes family members whose whereabouts are unknown.

Where names have been added to the IMM 0008 that do not appear on the sponsorship undertaking, the visa office will contact the sponsoring group to confirm that the sponsorship is still valid despite the increase in persons sponsored. Where it is possible, sponsoring groups are advised to thoroughly interview refugee applicants and/or relatives in Canada to clarify the actual number and identity of family members who are expected to accompany the principal applicant or who may follow under the provision of the "one-year window of opportunity".

The "one-year window of opportunity" facilitates the reunification of non-accompanying family members with family who have been resettled in Canada. To be eligible, it is necessary that non-accompanying family members be included on the application for permanent residence (IMM 0008) and that they make an application for permanent residence at a visa office within one year of their

family's arrival in Canada. For more information on the "one-year window of opportunity", consult the *Guide to the Private Sponsorship of Refugees Program*.

Family and given names

Print the names in full; do not use initials.

Marital status

Indicate whether each person is single, married, common-law, widowed, divorced or legally separated.

Relationship to the principal refugee applicant

Indicate whether the family member is the principal refugee applicant's spouse, common-law partner or son or daughter.

Principal Refugee Applicant Mailing Address

Provide a complete mailing address and, if possible, a telephone number and e-mail address for the principal refugee applicant. If there is a contact person or organization who will be the point of contact for the refugee applicant, provide the name, mailing address and, if possible, a telephone number and e-mail address.

D - Multiple Undertakings

Sponsoring groups may link sponsorship cases together by providing the name and date of birth of the principal refugee applicant for each particular case. Filling out this section ensures that all linked sponsorships, whether or not they are **de facto** dependants (see definition below), are processed at the same time by the visa office.

De facto dependants

De facto dependants include people who may or may not be blood relatives but who cannot apply as family members as defined above. To be considered a de facto dependant, a person must be dependent on the family in which membership is claimed. The dependency must be emotional or financial and will often be a combination of both factors. Such people would normally, but not exclusively, live with the principal applicant as members of the same household.

An officer at the visa office will determine if a person can be considered as a de facto dependant. For further information on de facto dependants, consult *The Guide to the Private Sponsorship of Refugees Program*.

E - Relatives of the Refugee Applicant(s) Living in Canada

Provide information on the refugee applicant's relatives living in Canada. Include primarily close relatives such as parents, brothers, sisters, aunts, uncles and adult children. This information will allow the officer to recognise existing links to Canada that the refugee applicant may have.

F - Obligations of the Sponsor

Read this section carefully. Only in very exceptional cases will your group be asked to sponsor a refugee for longer than 12 months (up to 36 months). The sponsoring group has the option to refuse a longer sponsorship period.

G - Declaration by the Sponsor

Each member of the group must sign the application. The group representative should sign and date in the appropriate box and the remaining members in the boxes below. By signing here, the sponsoring group declares that they understand and commit to upholding the terms outlined on the undertaking. If there are more than five members, add another page.

Sponsor Assessment (IMM 5492)

Must be completed by:

- each group member

You may photocopy the **Sponsor Assessment** form (IMM 5492).

All persons who intend to sponsor refugees must meet the sponsor eligibility criteria established by the *Immigration and Refugee Protection Regulations*. Each party to the sponsorship (those who sign the undertaking) must complete the *Sponsor Assessment* to confirm their eligibility. Individuals who are deemed ineligible to sponsor will have their applications returned to them. If you wish to clarify your response to a certain question, provide details on a separate sheet.

Group members may wish to submit their *Sponsor Assessment* in a sealed envelope to ensure confidentiality. Be advised that the local CIC reserves the right to require official documentation to support any aspect of your *Sponsor Assessment*.

Settlement Plan and Financial Assessment - G5 (IMM 5373A)

The **Settlement Plan and Financial Assessment** is used by CIC to assess whether your group is able to provide the settlement assistance and financial support needed to help the refugee applicant(s) establish successfully in Canada during the validity of the sponsorship. Where practicable, the planned arrangements should be in place before the refugee arrives. All members of the group must agree to the plan.

Assessing Group of Five Finances

In order for Citizenship and Immigration Canada to determine that your group has sufficient financial resources to fulfill the terms of the undertaking, you must show all sources of funding, including in-kind and cash donations, that will be combined to provide support. You must also include documentation showing the individual contribution that each member intends to make to the sponsorship.

Your group should consult the dollar figures presented in the Sponsorship Cost Table. These figures represent an estimated national average for the total cost of a 12-month refugee sponsorship case, depending on the family size. In order to make its assessment, CIC will combine the value of all committed funds, including the dollar value of any applicable in-kind donations, to determine if the total funds committed equals (or surpasses) the amount listed on the Cost Table.

In those instances where refugee applicants intend to live together in Canada as a family unit but are named on separate Undertakings only one *Settlement Plan and Financial Assessment* encompassing the entire household is required. It must still, however, reflect the resettlement needs of each individual being sponsored.

Photocopy the plan(s) and keep a copy with each Undertaking/Application to Sponsor for your group's records.

B - Settlement Needs Checklist

This checklist serves two main purposes:

- it reminds sponsoring groups of the specific needs that resettled refugees require; and
- it permits the sponsoring group to inform CIC where in-kind donations are available (e.g., used furniture), thereby reducing the total funds required to sponsor the refugee.

In order to subtract the dollar value of available in-kind donations from the cost of sponsorship, use the dollar figures provided on the **In-Kind Deduction Table** that correspond to the appropriate settlement need (shelter, clothing, etc.) and the size of the refugee family.

An **in-kind donation** is an available material provision that is donated to the refugees that would otherwise need to be purchased with group finances. Common examples include rent-free accommodation, furniture or clothing.

C- Settlement Needs Details

Answer each question in a detailed yet concise manner.

Question 3: In order to help you determine what financial requirements may be necessary to support the refugee applicant(s) for the validity of the sponsorship, consider the following:

- **Rent:** consider cost of accommodation, including deposit (ensure refugee(s) will be able to afford payment after sponsorship ends)
- **Utilities:** include electricity, heat and water
- **Food:** consider the refugee(s)' need to have some of their national food in their diet
- **Transportation:** bus or metro passes, tickets, etc.
- **Clothes:** consider winter clothes as well
- **Telephone:** decide whether to fund long distance calls; the refugee(s) will need to communicate with family and friends back home
- **Health:** plan for costs not covered by the provincial health plan or the Interim Federal Health plan
- **Education:** school trips, day care to allow parents to attend language training, transition into work force
- **Incidentals:** pocket money, recreation, unanticipated expenses

D - Financial Assessment

It is essential that the **Total Financial Commitment** equals or exceeds the **Final Cost of Sponsorship**.

Other Sources of Funds

Under the **Financial Commitment** column, "Other Sources of Funds" refers to the total amount of sponsorship funds from sources other than personal income, such as funds placed in a bank account for use when the refugee arrives or a promissory note from a corporate donor. The sponsoring group must provide supporting documentation that shows the availability of these funds. Refer to the instructions on the [Document Checklist](#) for further guidelines on Other Sources of Funds.

Final Cost of Sponsorship

To determine the minimum amount of funds that your group should secure for the sponsorship, consult the dollar figures presented in the Sponsorship Cost Table. These figures include monthly expenses plus start-up costs (for more information on start-up costs, see [Appendix B](#)). The figures represent an estimated national average for the total cost of a 12-month refugee sponsorship case, depending on the family size.

Financial Profile - G5 Member (IMM 5373B)

Must be completed by:

- Group members who will use their income as a means of supporting the refugee applicants.

Group members may wish to submit their *Financial Profile* in a sealed envelope to ensure confidentiality.

Note: It is not necessary that each group member contribute financially to the sponsorship, however, it is preferable that at least three members commit to sharing the financial burden.

C - Personal Details

4. Persons you financially support

Count the number of people for whom you are currently the main source of financial support. Examples of such persons include, but are not limited to, an unemployed spouse, children who reside in your household, college and university students, elderly relatives, ex-spouses and child support.

D - Employment

You must provide proof of all income derived from employment that you intend to use towards the sponsorship. Acceptable sources include a copy of your T4, your *Notice of Assessment* (detailed computer printout from Canada Customs and Revenue Agency in response to filing your income tax return) or an original letter or proof of annotated cheque stubs from your employer confirming details on the Financial Profile.

If you worked for more than one employer over the last 12 months, provide the required details on a separate sheet. In box 9, provide the combined gross salary earned from all employers over the last 12 months.

F - Other Sources of Income

You may report income earned in the past 12 months through self-employment or a business venture. If you choose to do so, you may either submit your *Notice of Assessment* (from Canada Customs and Revenue Agency) or provide a letter from an accountant indicating your business address, occupation, personal annual income, and net annual business expenses claimed by you under the Income Tax Act. You may also report income obtained over the last 12 months from sources other than self-employment or business (pensions, investment interest, etc.).

You must submit supporting documentation that indicates the source and amount of this income. The following list describes several sources of income, other than employment, that can be included in the calculation of your total annual income.

- **Business Income:** The gross income earned and reported to Canada Customs and Revenue Agency from activities conducted for profit from a sole proprietorship, partnership or unincorporated business. This would include professions, trades and businesses such as small retail outlets and restaurants.
- **Self-employment Earnings:** The gross income earned and reported to Canada Customs and Revenue Agency from self-employment endeavours such as farming, fishing, commission sales, consulting and child care that are conducted for profit.
- **Rental Income:** Income earned and reported to Canada Customs and Revenue Agency from rental property.
- **Investment and Interest Income:** Income reported to and accepted by Canada Customs and Revenue Agency from dividend payments, interest, stocks, bonds, other investments and interest on savings deposits.
- **Maternity/Parental/Sickness Benefits**
- **Employment Insurance income**
- **Pension Income:** Income from Old Age Security, Canada/Quebec Pension Plan, other pensions, superannuation and annuity payments from Canadian sources. Do not include Guaranteed Income Supplement (GIS) payments.
- **Other Income:** Include income you have received and will continue to receive on a regular basis that is not included above.

You **cannot** include provincial training allowances, social assistance or child tax benefits.

G - Funds Committed to Sponsorship

This section indicates the financial contribution that each member intends to make to the sponsorship.

Box A: Total Income - the amount entered in this box should represent your total annual income from all sources (employment, self-employment, investments, etc.) for the past 12 months.

Box B: Funds Committed to Sponsorship - this is the amount that an individual group member wishes to commit to the sponsorship. This amount will be combined with the contribution of other group members, including other funds (e.g., trust account), on the [Settlement Plan and Financial Assessment](#).

Use of a Representative (IMM 5476)

Complete this form if you are appointing an immigration representative.

An **immigration representative** is someone who is **not** a member of your sponsoring group but who has your group's permission to conduct business on your behalf with Citizenship and Immigration Canada (CIC). When you appoint a representative, you also authorize CIC to share information from your 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 your sponsoring group 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 immigration 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 behalf of the sponsoring group.

Release of information to other individuals

To authorize CIC to release information from your case file to someone who is **not** a member of your sponsoring group and is **not** 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.

The person you designate will be able to obtain information on your 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.

Document Checklist - G5 (IMM 5437)

The [Document Checklist](#) should be used to record that all required documents have been attached to your application. Should you wish to attach any other pertinent information to the application, list and describe these documents on the checklist. If any information is missing, your application will be returned to you. Enclose the *Document Checklist* with your application.

Examples of additional documents that you may wish to attach to the application include:

- the completed Application for Permanent Residence form (IMM 0008) and all required documents;
- information to the visa office in support of the refugee applicant's need for protection;
- specific details on arrangements for addressing the refugee applicant's special needs.

Other Sources of Funds

If the group intends to commit funds that are not derived from personal income sources then the following types of supporting documentation are accepted as proof of these funds.

1. **Sponsorship Funds:** If your group has funds available at the time the sponsorship Undertaking is submitted, your group must put this money in an account at a Canadian financial institution. The account may be in the name of the group with a note that the money is in trust for the principal refugee applicant. (Note that this is not a "trust fund" in the formal sense of the term.) You will need to provide a letter from the financial institution confirming the existence of the account or documents outlining the terms and conditions of the account. The letter or documents must be attached to your application.
2. **Corporate donations:** If a corporation is providing the funds to support a sponsorship application, you will need to provide proof such as:
 - a promissory note of cash signed by the authorized representative of the corporation or the corporation's bank;
 - a letter confirming that the money is being held in an account at a registered Canadian financial institution or documents outlining the terms and conditions of the account.

Group Member Checklist

Identification

The following types of official identification are acceptable as proof of identity. A photocopy of the original will be kept on file.

- Permanent Resident Card; or
- Immigrant Visa and Record of Landing (IMM 1000); or
- Canadian birth certificate; or
- Both sides of a Canadian citizenship card; or
- Both sides of a Canadian certificate of registration of birth abroad.

Proof of Income

The following sources are considered valid proof of income for group members who intend to use their personal income towards the sponsorship.

- A copy of a T4 and/or T1; or
- A copy of a *Notice of Assessment* (from Canada Customs and Revenue Agency); or
- An original letter or proof of annotated cheque stubs from the employer confirming Financial Profile details; or
- If self-employed, a letter from an accountant confirming the annual income; or
- Proof of other sources of income (pension statement, investments, etc.); or
- Employment Insurance pay stubs.

Submitting Your Application

Mail your application to a Citizenship and Immigration Centre (CIC) listed in [Appendix A](#). Choose the CIC closest to the community where the refugee applicants are expected to settle in Canada.

Print "Private Sponsorship Counsellor" above the address of the CIC and provide your complete return mailing address.

If you are sponsoring a sponsor-referred refugee applicant

All refugee applicants must complete the *Application for Permanent Residence in Canada - Convention Refugees Abroad and Humanitarian-Protected Persons Abroad* (IMM 6000). Refugee applicants referred to you by the visa office will have already completed this application.

If your sponsoring group is applying to sponsor a sponsor-referred refugee applicant (not referred to you by a visa office), you may be able to speed up the application process by choosing to use Option two or three listed below. These two alternatives are possible if you are in contact with the refugee applicant prior to your submission of the sponsorship undertaking.

Option 1: Visa office sends IMM 6000 to refugee applicant

The visa office mails the IMM 6000 application kit to the refugee applicant after receiving the approved undertaking from the Citizenship and Immigration Centre. The refugee applicant completes the application and returns it to the visa office. This is the usual process, but can often be time-consuming.

Option 2: Sponsoring group sends IMM 6000 to refugee applicant

When the sponsorship undertaking is approved by the Citizenship and Immigration Centre, the sponsoring group sends the IMM 6000 application kit to the refugee applicant with a **copy of the approved undertaking**.

The refugee applicant completes the application for permanent residence and forwards both the application for permanent residence and the copy of the approved undertaking to the relevant visa office. The visa office will match the refugee applicant's application with the original approved undertaking provided by the Citizenship and Immigration Centre. Ensure that you specify which visa office the refugee applicant must send the documents to. Your local Citizenship and Immigration Centre will provide you with the address.

Option 3: Citizenship and Immigration Centre submits completed application for permanent residence and approved undertaking to visa office

The **refugee applicant abroad** (not the sponsoring group) completes and signs the application for permanent residence. The refugee applicant then returns the completed application to the sponsoring group so that it can be submitted to a Citizenship and Immigration Centre along with the sponsorship undertaking. The Citizenship and Immigration Centre will forward the approved sponsorship undertaking and the completed application for permanent residence to the visa office.

Obtaining the *Application for Permanent Residence in Canada - Convention Refugees Abroad and Humanitarian-Protected Persons Abroad* (IMM 6000)

Sponsoring groups can obtain the IMM 6000 application kit from our [Web site](#) or by contacting our Call Centre listed in the [Contact Information](#) section.

What Happens Next?

Upon receipt of a completed and signed sponsorship application, the sponsoring group can expect:

- a letter advising if the sponsorship application has been approved or refused. This letter will be sent to you within 30 working days of CIC receiving the sponsorship application. If the processing of your application has not been finalized within those 30 days, you will receive a letter with the estimated processing time. If the sponsorship application has been approved, the group will receive a letter that includes:
 - a CIC file number and a CIC contact name and fax number
 - information regarding the approximate time it will take to process the application abroad
- notification that the refugee applicant has been approved or refused by the visa office. If the refugee applicant was approved, the group can expect a *Notice of Arrival* advising when the refugee will arrive in Canada.
- the sponsorship may be monitored after the refugee has arrived. This might be an in-person meeting, a survey or phone call.

You must advise us of any change of address or telephone number by contacting your local Citizenship and Immigration Centre.

Checking application status

Once we have notified you that your sponsorship 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 and selecting On-Line Services – e-Client Application Status. The Web site will only provide information on the status of your application and will not provide all of the details of your case.

You may also use this on-line service to check on the status of the refugee applicant’s application by entering his or her information. Before you do this, you must have the refugee applicant’s consent.

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 these numbers:

- CIC client number
- CIC file 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, read the security page and the Frequently Asked Questions page found at 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 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, contact the Canadian embassy, high commission or consulate responsible for your region.

Appendix A

Citizenship and Immigration Centres

ATLANTIC

Charlottetown

134 Kent Street, Suite 410
National Bank Tower
Charlottetown, PEI C1A 8R8
Fax: (902) 566-8355

Fredericton

495 Prospect Avenue
Fredericton, NB E3B 9M4
Fax: (506) 452-3392

Halifax

1741 Brunswick Street, Suite B110
Halifax, N.S. B3J 3X8
Fax: (902) 426-4241

Moncton

860 Main Street, 6th Floor
Moncton, N.B. E1C 1G2
Fax: (506) 851-2240

St. John's

North Atlantic Building, 2nd floor
31 Pippy Place
P.O. Box 13667, Station "A"
St. John's, NL A1B 4G1
Fax: (709) 722-2929

Saint John

189 Prince William Street
Saint John, N.B. E2L 2B9
Fax: (506) 636-5073

ONTARIO

Hamilton

55 Bay Street North - First Floor
Hamilton, Ontario L8R 3P7
Fax: (905) 572-2626

Kingston

86 Clarence Street
Kingston, Ontario K7L 1X3
Fax: (613) 545-8574

London

417 Exeter Road
London, Ontario N6E 2Z3
Fax: (519) 691-8175

Niagara Falls

6080 McLeod Rd.
Niagara Falls, Ontario L2G 7G4
Fax: (905) 354-4497

Orillia

78 West Street S.
Orillia, Ontario L3V 5G4
Fax: (705)326-6078

Oshawa

78 Richmond Street W., 2nd Floor
Oshawa, Ontario L1G 1E1
Fax: (905) 721-5025

Ottawa

200 Catherine Street, Ground Floor
Ottawa, Ontario K2P 2K9
Fax: (613) 995-1304

Sudbury

19 Lisgar St., Suite 305
Federal Building
Sudbury, Ontario P3E 3L4
Fax: (705) 671-0749

Thunder Bay

Suite 109-221 Archibald St. North
Thunder Bay, Ontario P7C 3Y3
Fax: (807) 624-2151

Toronto Central

25 St. Clair Ave. E., Suite 200
Toronto, Ontario M4T 1M2
Fax: (416) 954-6579

Waterloo/ Wellington

29 Duke St. East
Kitchener, Ontario N2H 1A2
Fax: (519) 571-6819

Windsor

1250 Walker Road
Windsor, Ontario N8Y 4T4
Fax: (519) 985-4761

PRAIRIE/NORTHERN TERRITORIES

Calgary

170 - 220 4th Avenue S.E.
Calgary, AB T2G 2X3
Fax: (403) 292-4172

Edmonton

Suite 240, Canada Place
9700 Jasper Avenue
Edmonton, AB T5J 4C3
Fax: (780)495-6739

Lethbridge

706 - 4th Ave. S.
P.O. Box 2050
Lethbridge, AB T1J 4K6
Fax: (403) 382-3163

Regina

1871 Hamilton Street
Regina, Sask S4P 2B9
Fax: (306) 780-8745

Saskatoon

660 - 410 22nd Street E
Saskatoon, SK S7K 5T6
Fax: (306) 975-4525

Winnipeg

400 - 25 Forks Market Road
Winnipeg, Manitoba R3C 0S9
Fax: (204) 983-3176

BRITISH COLUMBIA/YUKON

Kelowna

202- 1635 Abbott Street
Kelowna, BC V1Y 1B2
Fax: (250) 470-4877

Vancouver

1148 Hornby Street
Vancouver, BC V6Z 2C3
Fax: (604) 666-6582

Victoria

Room 377, 816 Government Street
Victoria, BC V8W 1W9
Fax: (250) 363-3669

Prince George

250 – 177 Victoria Street
Prince George, BC V2L 5R8
Fax: (250) 561-5502

Appendix B

Financial Guidelines

- Sponsoring groups will not accept the payment of funds from the refugees for the submission of a sponsorship, either before or after their arrival in Canada. However, the refugee's relatives in Canada may contribute funds to the resettlement.
- Refugees have no legal obligation, and cannot be made to enter into a legal obligation, to prepay or repay their sponsoring groups for lodging, care, and settlement assistance and support.
- Sponsoring groups are not responsible, unless they have co-signed loans, for any debt that a refugee incurs in Canada.
- Should the refugee become financially self-sufficient during the 12-month sponsorship period, the sponsoring group is not obligated to provide income support under the terms of the undertaking for the remainder of the sponsorship period. However, the sponsoring group must maintain immediate access to adequate funds for the remaining length of the sponsorship in the event that the refugee ceases to be self-sufficient.
- Sponsored refugees who bring financial resources to Canada have the right to manage their own finances but are also expected to contribute to their own settlement costs. Sponsoring groups may expect sponsored refugees to contribute towards their settlement costs according to the same standard established for government-assisted refugees who bring financial resources to Canada.
For example, a single sponsored refugee may retain up to a maximum of \$1000 for personal use and a couple may retain up to \$2000 plus \$500 for each additional family member, with the balance of their funds being allocated towards the cost of their settlement. You may refer to *The Guide to the Private Sponsorship of Refugees Program* for further details.

Start-Up Costs

Sponsoring groups might find it useful for their own planning purposes to be aware of the financial assistance Citizenship and Immigration Canada (CIC) provides to government-assisted refugees in order to cover standard household start-up costs. The following information describes some of the various needs that are considered when CIC establishes the amount for the initial start-up cheque.

Individual start-up costs with established maximums:

Clothing: a one-time basic clothing allowance is provided.

- \$225 per adult
- \$150 for each additional family member

Winter Clothing: winter coat, winter boot, mittens, scarf, snow pants for children, etc.

- \$150 per adult
- \$100 per family member

Basic Household Needs Allowance: Suggested items include: beds, table and chairs, bed linens, basic window coverings and common household products such as kitchen utensils, pots, pans, brooms and mops.

The following maximum allowance rates apply:

- Per single without accompanying family member \$950
- Per single plus one family member \$1,500

- Per single plus two family members \$2,075
- Per couple without accompanying family members \$1,625
- Per couple plus accompanying family members \$1,915
- For each additional family member \$350

Food Staples: flour, sugar, rice, spices and condiments, detergent, cleansers, etc.

- \$100 for the first person in each household
- \$75 for each additional family member to a maximum of \$400

Assistance Loan: The initial start-up cheque could include an assistance loan for the security deposit or last month's rent, for telephone deposit and for a deposit to the utility company where required. If two or more singles are sharing the same dwelling, they may want to share one telephone in order to share the deposit costs.

Children Under Six Years: Refugees who arrive with children under the age of six years as of the date of arrival or who have a baby within their first year in Canada may be issued an additional \$50 per month on top of their normal food and incidental rate. This money is intended to cover the cost of diapers, laundry, formula and other infant needs.

Maternity Allowance: On receipt of a physician's letter confirming pregnancy, a one time \$150 additional clothing allowance and \$37 per month allowance to assist with special dietary needs may be approved. This allowance may be issued for a maximum of six months within the entitlement period or until the birth of a baby, whichever comes first.

Newborn Allowance: About one month prior to the expected due date, the client may be issued \$500 to purchase clothing, furniture, etc. for the baby. This allowance can be issued if the due date (provided in writing from a physician) is not more than 21 days after the last date of the entitlement period.

School Start-Up Allowance: This allowance of \$150 for children between 4-18 years of age is paid to help defray costs for school supplies, activity fees, gym clothing, etc. It is normally issued on a one-time basis and should be included in the entitlement payment for the month of August or later during the school year. However, some families may require this amount twice if the entitlement period covers two school years.

Special Diet Allowance: This allowance is paid to individuals who provide a letter from a physician. The maximum allowable is \$100 per month above the normal food and incidental rate.