



# IMMIGRATION Canada

## Applying for Permanent Residence from within Canada

## Temporary Resident Permit Holders



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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](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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This application kit contains all the forms and information required for a person to apply for permanent resident status from within Canada under the permit holder class. A **permit holder** is someone who holds a valid **temporary resident permit** (formerly called a Minister's Permit).

**Note:** A temporary resident visa, a work permit or a study permit is **not** a temporary resident permit.

## Who may apply?

You may apply for permanent residence under the permit holder class if you meet the following criteria:

<b>If you were deemed inadmissible to Canada on health grounds</b>	<ul style="list-style-type: none"> <li>You have a valid temporary resident permit.</li> </ul>
	<ul style="list-style-type: none"> <li>You have resided continuously in Canada as a permit holder for <b>at least three years</b>.</li> </ul>
	<ul style="list-style-type: none"> <li>You continue to be medically inadmissible for the medical reasons that existed when your permit was issued; and</li> <li>you are not inadmissible for any other medical reason, including an undisclosed medical reason.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>You are inadmissible for having come to Canada with a family member who is inadmissible on health grounds (see section <b>family members</b> for definition).</li> </ul>
	<ul style="list-style-type: none"> <li>You or your <b>family members</b> have not, since the issue of your temporary resident permit(s), become inadmissible on any other grounds.</li> </ul>
<b>If you were deemed inadmissible to Canada on any other grounds</b>	<ul style="list-style-type: none"> <li>You have a valid temporary resident permit.</li> </ul>
	<ul style="list-style-type: none"> <li>You have resided continuously in Canada as a permit holder for <b>at least five years</b>.</li> </ul>
	<ul style="list-style-type: none"> <li>You continue to be inadmissible for the grounds that existed when your permit was issued.</li> </ul>
	<ul style="list-style-type: none"> <li>You or your <b>family members</b> have not, since the issue of your temporary resident permit(s), become inadmissible on any other grounds.</li> </ul>

Persons who are inadmissible for reasons involving security, human rights violations, serious criminality or organized crime are not eligible to apply for permanent residence in the permit holder class.

### If your inadmissibility is resolved

If the reason why you were deemed inadmissible no longer exists, you cannot obtain permanent residence as a member of the permit holder class. You may be eligible to apply for permanent residence in other classes.

If you are unsure whether you qualify to apply in this class you may phone our **Call Centre** for more specific information. The phone number is listed on the **Contact Information** page.

## Break in your continuous residence

You may have broken the continuity of your residency in Canada and you may not be eligible for permanent residence, if:

- you left Canada and your permit did not authorize re-entry, or
- you did not extend your permit holder status prior to the expiry of your temporary resident permit.

## Criminal convictions

Any new inadmissibility, such as a criminal conviction, would constitute a break in the three or five years of continuous residence in Canada required of permit holders and you or your family members would not be eligible for permanent residence. These new circumstances would be evaluated by an officer who would decide whether to issue a new permit or to request that you leave Canada.

## Family members

You must identify **all** of your family members on your application form. Family members are defined as your spouse or common-law partner, your own dependent children and those of your spouse or common-law partner and the dependent children of dependent children. A child must meet the requirements of **type A, B or C** below to be considered a dependent child:

### Type A

He or she is under the age of 22 and single, that is, not married and not in a common-law relationship.

### Type B

He or she married or entered into a common-law relationship before the age of 22 and, since becoming a spouse or a common-law partner, has

- been continuously enrolled and in attendance as a full-time student in a post-secondary institution accredited by the relevant government authority; and
- depended substantially on the financial support of a parent.

**or**

He or she is 22 years of age or older and, since before the age of 22, has

- been continuously enrolled and in attendance as a full-time student in a post-secondary institution accredited by the relevant government authority; and
- depended substantially on the financial support of a parent.

### Type C

He or she is 22 years of age or older, has depended substantially on the financial support of a parent since before the age of 22 and is unable to provide for him/herself due to a medical condition.

## Family members inside Canada

Your family members in Canada **cannot** be processed for permanent residence as part of your application. They may submit their own application if they qualify under the permit holder class (see section **Who may apply?**).

## Family members outside Canada

Your family members outside of Canada **cannot** be processed for permanent residence as part of your application. Your family members outside Canada will still need to undergo an immigration medical examination and pass criminal and security clearances. You may sponsor them once you become a permanent resident. See section [What Happens Next?](#) for more information on sponsoring your family members.

## What are the other requirements?

You are required to hold a valid passport or travel document.

You and all of your family members must also:

- undergo an immigration medical examination;
- pass criminal and security clearances (required of applicants aged 18 years and over); and
- not be the subject of an immigration inquiry or appeal.

**Note:** If you live in Quebec, your application must also be approved by the provincial immigration authority, called the *ministère de l'Immigration et des Communautés culturelles* (MICC). We will initiate the process with MICC and then you must follow any instructions sent to you by their office. If the MICC approves your application, it will give you a *Certificat de sélection du Québec*, which grants you permanent resident status in Quebec. If the MICC refuses your application, you will be given the opportunity to apply in another province.

## Proof of three or five years of continuous residence in Canada

In order to prove that you have lived in Canada as a permit holder for three or five years, you must attach all the items listed in the [Document Checklist](#) (IMM 5528).

Do not submit your application until you have fully completed the required three or five-year residency requirement in Canada as a permit holder. If you apply before you have attained the required residency period, your application will be refused.

## Need help?

If you still have questions after reading this application kit, visit our [Web site](#) or phone our [Call Centre](#).

# Medical Requirements

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We will contact you when you need to go for a medical examination and we will send you instructions on how to proceed. Do **not** have your medical exam until we tell you to do so. Our assessment of your medical results will take time and may lengthen the processing of your application.

## About the medical examination

You and your family members must go for a medical examination. The examination includes a chest x-ray and radiologist's report for those family members who are over the age of 11. If you have a child under the age of 11, ask the doctor if the x-ray is required.

You are responsible for paying all costs related to the medical examinations. If you have any medical problems, you may have to go for more tests.

## Where to go for the medical examination

You and any family members in Canada who are not Canadian citizens or permanent residents must make an appointment with a medical doctor listed on the [Designated Medical Practitioners List](#). This list will be sent with the medical instructions. If you go to a doctor who is **not** on the list, you will have to redo your medical examination and pay the fees again.

Family members outside of Canada will be given medical instructions by a Canadian visa office.

## Things to bring to the medical examination

When you go for your medical examination, bring the following items for you and any family members in Canada:

- passports;
- immigration client identification numbers (if known);
- eye glasses or contact lenses, if you or your family members wear them;
- previous medical reports, if any; and
- four recent photos. Bring the Photo Specifications ([Appendix C](#)) with you when you go to the photographer.

## What if I have already done a medical examination?

If you have already had an immigration medical examination, you must provide proof. Examination results may be found on your original temporary resident permit or on a page in your passport. If this is the case, provide a photocopy. Depending on how long ago the examination was completed or what the results were, you may have to redo the examination. We will let you know if a new examination is required.

## Medical insurance

You may be able to get medical insurance while your application is being processed. Contact your provincial or territorial health department to see if you are eligible.

# Security Requirements

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You and your family members (spouse/common-law partner and dependent children) must not be any risk to Canada. You and all your family members aged 18 and over who are not Canadian citizens or permanent residents must undergo background checks. This also applies to your family members outside Canada.

For each country in which you or your family members have lived for more than six months during the past 10 years, you must provide a police certificate, clearance or record of no information. If you or your family members were under 18 years of age when you lived there, you do not need to provide a police certificate. It is your responsibility to contact the police or relevant authorities.

We will also conduct our own background checks to determine if you have any arrests or criminal convictions, or if you pose a security risk to Canada.

## How to apply for police certificates

For the following countries, police certificates should not be obtained before applying for permanent residence. You may receive special instructions at a later date about police certificates for these countries.

Afghanistan	Honduras	Singapore	Venezuela
Costa Rica	Hong Kong	Thailand	
Fiji	Poland	Ukraine	
French Polynesia	Saudi Arabia	United Kingdom	

If you have lived in one of the countries listed below, you will need additional forms before applying for permanent residence. If you do not have the forms, phone the Call Centre and they will mail them to you.

Argentina	South Korea
Russia	Sri Lanka

If other countries where you have lived are added to these two lists, you will be asked to provide police certificates before your application is concluded.

Contact the police authorities in the applicable countries for information on forms, fees and procedures. The high commission, embassy or consulate for the country located here in Canada may be able to give you addresses and phone numbers.

Most countries require that you provide fingerprints. See the [Where to get fingerprints taken](#) section below for instructions.

## Information to include when applying for police certificates

When applying for police certificates, you must include for each person:

- a completed *Request for Police Certificates/Clearances and Authorization for Release of Information* form ([Appendix A](#)). You may make photocopies of this letter.
- a set of fingerprints, if required.
- your complete return mailing address because certificates will be sent directly to you.

## Where to get fingerprints taken

The local police or RCMP may be able to help. Consult your local telephone directory for phone numbers. When you go to get fingerprints taken, bring the attached *Fingerprint Request Letter* ([Appendix B](#)) and your passport, travel document or other photo identification. You may have to pay a fee.

## Submitting police certificates

Include original police certificates and any supplementary forms when submitting your application to us. If the police authorities inform you that they will submit the police certificates on your behalf, submit their letter with your application.

Police certificates must be **originals**; photocopies are not acceptable. If police certificates are in a language other than English or French, you must attach an original translation prepared by an accredited translator.

## What if I cannot obtain the police certificates?

If you cannot obtain police certificates, you must provide a written explanation with your application and an original letter from the police authority confirming that they will not issue a certificate.

# Fees

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## Processing fee

There is a processing fee of **\$325** for each permit holder submitting an application. You must pay the processing fee **before** you submit your application.

## Right of Permanent Residence Fee

You will need to pay the Right of Permanent Residence Fee before your application for permanent resident status can be finalized. **We will send you a request to pay this fee** when we are ready to grant you permanent resident status. The fee is **\$490** for each permit holder.

### Exemption

You are exempt from paying the **Right of Permanent Residence Fee** if you are the dependent child:

- of a member of the permit holder class who has applied to remain in Canada as a permanent resident, or
- of a permanent resident or Canadian citizen.

You must still pay the processing fee.

## How to pay your fees

You have the option of paying your fees on our Web site or at a financial institution.

### Option 1. Payment of fees on our Web site

To use this option, you need a credit card and access to a computer with a printer.

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 through the Internet**”.

Once you have paid the fees, you must print the official receipt and fill out by hand the “Payer Information” section. Attach the bottom portion (copy 2) of this receipt to your completed application.

### Option 2. Payment of fees at a financial institution

#### STEP 1. Fill in the total

Enter the “Amount payable” you have calculated at the bottom of the *Receipt* (IMM 5401).

**Photocopies of the receipt are not accepted.** If you need an original receipt, you can order it from our [Web site](#) or contact the Call Centre.

#### STEP 2. Complete the “Payer Information” sections on the back of the receipt

If you already know the Client ID assigned to you, enter the number in the box provided. If you do not know your Client ID, leave that box empty.

#### STEP 3. Go to a financial institution and make the payment

Bring the receipt with you. A financial institution representative will tell you which forms of payment are acceptable. There is no charge for the service.

**STEP 4. Send your receipt**

Attach the middle portion (Copy 2) of the receipt to your completed application. Keep the top portion (Copy 1) for your files.

Do not include any other type of payment with your application.

## **Incorrect payment**

If you have sent insufficient fees, we will return your application with instructions. You must then pay the additional fees and mail everything back to us. This will delay the processing of your application. If you have overpaid, we will refund the overpayment. We will issue a cheque as soon as possible.

## **Refunds**

To obtain a refund, you need to send a written request to withdraw your application to the processing centre. The **processing fee** is only refundable if we receive your request **before** processing has begun. Once we have started to process your application, there will be no refunds **regardless of the final decision**.

We will issue the refund to the person indicated on the “Payer Information” section of the receipt. If there is no name indicated on the receipt, we will send the refund to you.

# How to Complete the Forms

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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.

- Print clearly using a black pen.
- Answer in English or French, unless you are instructed otherwise.
- Sections B and C of the application form provide spaces for three family members. Photocopy these pages to ensure that you have enough space to include additional family members.
- Use additional sheets of paper if there is not enough space on the form. Indicate your name, the form's title and the number or letter of the question you are answering.
- 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 questions do not apply to you, answer "N/A" (not applicable).**

Your family members in Canada who are 18 years of age or older must complete their own forms. Make extra photocopies of the blank forms before you and your family members start filling them in; use one copy as a working copy. Keep the working copy(ies) for your records.

**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 Resident Status (IMM 5002)***

To be completed by:

- You, the temporary resident permit holder

### **A - Applicant Information**

**1. Category under which you are applying**

Check the "**Permit Holder Class**" box.

**How many family members (including yourself) are included in this application?**

This is the total number of people that form your family unit. Count yourself and the family members you list in Section B and C, that is, your spouse or common-law partner and your dependent children.

2. Print your name as it appears in your passport, or on your travel document or other valid identity document. Do not use initials; print names in full.
8. This is the country where you last lived on a legal permanent basis. It is not a country where you were a foreign student or worker.
11. Add together the number of years you spent in school including primary, secondary, trade and post-secondary education.

12. Print the name of the occupation you think you will work in if you become a permanent resident. You must have some experience in the job in order to list it as your intended occupation. If you do not intend to work, print what you will be doing (e.g., homemaker, student, retiree).
16. Check the box that describes your document. A travel document is the document that allowed you to travel to Canada and recognizes your right to re-enter the country that issued the document. If you are a U.S. citizen indicate under "Other" the document you presented as proof of identity when entering Canada.

## **B - My Family Members in Canada**

List all of your family members (spouse or common-law partner and dependent children) who are **in Canada** and are **not Canadian citizens or permanent residents**. If you do not have any family members in Canada, print "N/A" and proceed to Part C.

### **Seeking permanent residence:**

Check "Yes" if your family members are also applying for permanent residence. They are required to complete separate applications.

### **Type of dependent child:**

Check box A, B or C. Consult the section on **Family members** to determine whether your dependent child is type A, B or C.

### **Passport details or travel document details:**

See instructions for **question 16** in Section A.

### **Client ID:**

This eight-digit number can be found in the top right-hand corner of their temporary resident permit.

## **Photos**

Provide two photos of you, your spouse or common-law partner and of your dependent children in Canada. Immigration photos are not the same as passport photos; there are specific requirements that must be followed (see **Appendix C Photo Specifications**). Give Appendix C to the photographer when having your photos taken.

Follow these instructions:

- On the back of each photo, write the name, date of birth, height and eye color of the person in the photo.
- Insert the photos in a separate envelope.
- Staple the envelope to your application. Ensure that the staples do not puncture the photos.

## **C - My Family Members Living Outside of Canada**

In this section, list **all** your family members (spouse or common-law partner and dependent children) who are living outside of Canada. Note that if you do not list your family members outside Canada in this section you will not be able to sponsor them at a later date.

If you do not have any family members outside of Canada, print "N/A" and proceed to **Background/Declaration (IMM 5002 - Schedule 1)**.

### **Seeking permanent residence:**

Check "No." Your family members may not seek permanent residence as part of your application.

**Type of dependent child:**

Check box A, B or C to indicate the type of dependent child. Consult the section **Family members** to determine whether your dependent child is type A, B or C.

**Passport details or travel document details:**

See instructions for **question 16** in Section A.

**Name of guardian**

If your dependent children are living with a guardian, indicate the name and complete address of their guardian.

**Address of family member, guardian or dependent child**

Provide a **complete** mailing address and current phone number for all your dependent children who live outside of Canada so that our visa office can contact them or their guardian with instructions on the forms to be completed, medical examinations, security checks and, if applicable, interviews.

## ***Background/Declaration (IMM 5002 - Schedule 1)***

**To be completed by:**

- You
  - Your spouse or common-law partner
  - Your dependent children aged 18 or over
6. Read each statement carefully. Answer “Yes” or “No” on behalf of yourself, your spouse or common-law partner and your dependent children, whether or not they are completing their own background declaration. You must provide truthful and accurate information in relation to each of the statements. **For example:**
- If you, your spouse or common-law partner or your dependent child has a “Driving Under the Influence” (DUI) conviction, answer “Yes” to statement 2.
  - If you, your spouse or common-law partner or your dependent child were charged for possession of drugs, but the case has not yet reached the courts, answer “Yes” to statement 3.

If the answer to any of these questions is “Yes”, write all details in the space provided or on a separate sheet of paper.

11. Read the statements carefully and then sign in the boxes provided. By signing, you certify that you fully understand the questions asked and that the information you have provided is complete, truthful and correct. If you do not sign this declaration the application will be returned to you.

If the applicant is under 18 years of age, the application must be signed by a parent or legal guardian.

## ***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.**

## ***Document Checklist (IMM 5528)***

The **Document Checklist** will help ensure that you attach all the required documents to your application. Include the checklist with your application.

# **Mailing my Application**

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Send your application to us once you have read and followed **all** the instructions in this application kit and attached all the items on the *Document Checklist (IMM 5528)*. If your family members are also applying for permanent residence under the permit holder class, include their applications in the same envelope as yours.

Send everything in a 23 cm x 30.5 cm (9" x 12") envelope. Address the envelope to:

**Case Processing Centre  
Vegreville, AB  
T9C 1W3**

Be sure to include a return address. 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. Do **not** include pre-paid return envelopes.

# What Happens Next?

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## What happens after I have mailed my application?

If you have completed your application properly, it will be reviewed by an immigration officer and a letter will be sent to you. The letter will advise you as to which Citizenship and Immigration Centre your application has been referred for further review. If you have not heard anything, phone our Call Centre listed on the [Contact Information](#) page.

If you have not completed your application properly or have left out information, your application will be returned to you. If you and your family members meet all immigration requirements, we will contact you to arrange an interview.

## Checking your application status

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. You may also phone our Call Centre.

If you do not want your information available on-line, 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. You may also call our Call Centre and ask an agent to do this for you.

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).

## What if I move or need to update information on my application?

If you have mailed your application and you move or need to provide new information, you should phone our Call Centre immediately. New information may be that: answers to questions on the application for permanent residence change, you are convicted of a criminal offence, or you no longer want to continue with your application.

## Remaining in Canada

To ensure that you have legal status, you should apply to remain in Canada while your application for permanent residence is in process. You have legal status for the period of time indicated on your temporary resident permit. Use the application kit *Applying to Remain in Canada as a Temporary Resident Permit Holder* (IMM 5554). It is available at our [Web site](#) or by phoning our [Call Centre](#).

## Working

If you wish to work in Canada, you will need a work permit in addition to your valid temporary resident permit. To apply for a work permit, use the application kit *Applying to Change Conditions or Extend Your Stay in Canada - Worker* (IMM 5553), which can be found on our [Web site](#) or by phoning our Call Centre.

It is illegal to work without a valid permit.

## Studying

If you wish to take a course that is longer than six months, you will need a study permit in addition to your temporary resident permit. To apply for a study permit, use the application kit *Applying to Change*

*Conditions or Extend Your Stay in Canada - Student (IMM 5552)*, which can be downloaded from our [Web site](#). If you take a course that is six months or less, you do not need a study permit.

If you already have a study permit, you may continue to study for the duration of the document.

## Leaving Canada

If you leave Canada while your application is being processed, we cannot guarantee that you will be allowed to re-enter.

## Sponsoring family members

Once you become a permanent resident, you can sponsor your family members who are outside Canada. 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 can become a sponsor and your children will have to meet the definition of “**dependent children**” **at the time of the sponsorship**.

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 on the [Contact Information](#) page.

## What if my application is refused?

If your application is refused, you will be sent a letter. You will be advised to leave Canada before your current temporary resident permit expires. The processing fee will not be refunded. If you paid the Right of Permanent Residence Fee, it will be refunded.

Your application may be refused if you or your family members do not meet immigration requirements. Some examples are: you or your family members do not qualify as permit holders; you or your family members do not pass criminal or security checks; you do not have enough money to support yourself and your family members; you or your family members do not pass medical examinations.



## Appendix A

**Case Processing Centre  
Vegreville AB T9C 1W5  
CANADA**

### Request for Police Certificates/Clearances and Authorization for Release of Information

To Police or Relevant Authorities:

Immigration Canada requires the person named below to obtain an **original** police certificate for any countries where he or she has lived for six months or longer in the past 10 years. (This requirement is only applicable for countries where the person was **18 years of age or older when he or she lived there.**) The applicant has provided details in the box below that may assist you in processing the request and has also signed the form authorizing you to release the information to us.

Surname			Given name(s)			
Other surname(s) used (example maiden name, previous married names)						
Name in original script (example Farsi, Arabic, Chinese, etc.)						
Date of birth		Day	Month	Year	Place of birth	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
Citizenship						
Current address in Canada (number, street, city, province and postal code)						
FROM		DATES		TO		ADDRESS(ES) WHILE RESIDENT IN _____ (Name of country)
Month	Year	Month	Year	Month	Year	
I authorize the police or relevant authorities in the country/state named above to disclose to Immigration Canada details about any previous criminal convictions that may exist.						
_____			Day	Month	Year	
Signature of applicant						
			Date			

Please send the police certificate directly **to the applicant**. If you are unable to provide a certificate/clearance, please send the applicant a written explanation. Thank you.

Manager  
Case Processing Centre



## Appendix B

**Case Processing Centre  
Vegreville AB T9C 1W5  
CANADA**

### Fingerprints Request Letter

#### RCMP Detachment / Police Authorities

Surname	Given name(s)			
Client ID no. ▶	Date of birth ▶	Day	Month	Year
		<input type="text"/>	<input type="text"/>	<input type="text"/>

Immigration Canada requires that applicants for permanent residence and their family members obtain original police certificates for any countries where they have lived for six months or longer in the past 10 years. (Certificates are only required for countries where a person **was 18 years of age or older when he or she lived there.**) In order to apply for certificates, an **original** set of fingerprints is required for each certificate being requested.

Upon presentation of this letter, photo identification, and any applicable fees, please provide the applicant with the required fingerprints. The number of fingerprint forms required will depend on the number of police certificates being requested. For example, a person who requires certificates for three countries will need three sets of fingerprints.

**Please give the fingerprint forms directly to the applicant.** He or she will send them to the appropriate authorities outside of Canada.

Manager  
Case Processing Centre

# Appendix C

## Photo Specifications

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### Notes to the applicant

**TAKE THIS WITH YOU TO THE PHOTOGRAPHER**

- Immigration photographs are **not** the same as passport photographs.
- Make sure that you provide the correct number of photographs specified in the *Checklist*.

### Notes to the photographer

#### The photographs must:

- show a full front view of the person's head and shoulders showing full face centred in the middle of the photograph;
- have a **plain white background**;
- be identical (black and white or colour) produced from the same untouched negative, or exposed simultaneously by a split-image or multi-lens camera;

#### The photographs must:

- measure between 25 mm and 35 mm (1" and 1 3/8") from chin to crown
- have a 35 mm x 45 mm (1 3/8" x 1 3/4") finished size

