



▶ SAH & CG...SECTION 1



▶ COMMUNITY SPONSORS...SECTION 2



▶ GROUPS OF FIVE...SECTION 3

# CHAPTER 4:

## *Sponsorship Application Forms*

### ***Introduction***

To begin the formal sponsorship process your group must submit an application to sponsor. Make sure that you fill out the latest forms which are made available by Citizenship and Immigration Canada (CIC) on their website. It is important to be conscientious when filling out these forms as they provide CIC with the detailed information about your group and the refugee(s) you have chosen to sponsor. The forms that your sponsoring group is required to fill out are included in the [Application for Refugee Sponsorship](#). The application package includes forms which need to be completed by sponsors, and forms that need to be completed and signed by the refugee applicant(s).

The application package can be downloaded from the CIC website at:

<http://www.cic.gc.ca/english/information/applications/private.asp>

The Application for Permanent Residence – referred to collectively as IMM 6000 – contains all the forms that the refugee applicant(s) is required to complete. Chapter 5 will provide more information about the IMM 6000.

All sponsoring groups must complete a set of forms which consist of an Instruction Guide, the Undertaking/Application to Sponsor, Sponsor Assessment, Use of Representative Form (optional) and the Document Checklist. For Groups of Five there is also a Financial Profile form. There are also different Settlement Plan forms for each type of sponsoring group (i.e.: Group of Five, Community Sponsor and Sponsorship Agreement Holder/Constituent Group). This section deals with the sponsors' forms.

### ***Instruction Guide***

The [Instruction Guide](#) for your sponsoring group is an important part of the application package and will:

- ▶ Provide you with information you should know about the application before submitting it
- ▶ Explain how to fill out the forms and what supporting documents are required
- ▶ Outline the basic steps that you need to follow in order to submit your application

You are advised to read the instruction guide before filling out each of the applicable forms.

### ***The Undertaking/Application to Sponsor***

The Undertaking, or Application to Sponsor, is the basis of all sponsorships. This form is the same for all types of sponsoring groups; however, you are required to identify whether you are a SAH, a Group of Five or a Community Sponsor in the very beginning of the form and then carefully follow

the instructions to make sure you are completing the parts of the form that correspond to your group. Filling out and signing the form makes the sponsor legally responsible for providing settlement assistance to any and all individuals listed on the Undertaking. It is important that the sponsoring group reviews the obligations and the declaration on the Undertaking before signing and committing itself to the associated settlement and financial responsibilities.

Separate undertakings must be filled out for de facto dependants and children who are 19 years of age or over because they are no longer considered part of the **family unit** by CIC.

**Exceptions:** Children who are 19 years or older may still be considered dependent if they have been financially supported by the parents because of a physical or mental condition.

The Undertaking must be signed by all parties involved in the sponsorship. **All signatures must be original.**

**Please note that some items on the form are mandatory and others are only filled out if applicable. CIC prefers that the forms are completed electronically.**

When completing sponsorship application forms you must make sure that the forms included in the IMM6000 are completed and signed by the refugee applicants and submitted as part of the sponsorship application. The IMM6000 package includes: an instruction guide (IMM 6000), Generic Application Form for Canada (IMM 0008), Additional Dependants /Declaration form (IMM 0008DEP), Schedules A and 2, and Use of Representative (IMM 5476).

For sponsor-referred cases, there are **two options** for submitting the sponsorship application package to the Centralized Processing Office in Winnipeg (CPO-W):

☛ The sponsoring groups send the IMM 6000 package to the refugees they wish to sponsor. The refugee applicant completes it and returns it to the sponsor, along with supporting documents and photographs. The sponsor ensures that the forms have been completely filled and that no required information is missing. The sponsor submits the IMM 6000 forms, along with all the supporting documents, photographs and the sponsors' forms to the CPO-W; **or**

☛ The sponsoring groups send the completed sponsorship undertaking form to the refugees overseas they wish to sponsor. The refugee applicants send the completed IMM 6000 package along with supporting documents and photographs together with the sponsorship undertaking form to the CPO-W.

The first submission method has the advantage of reducing the processing time overseas as well as providing sponsors with an opportunity to review the content and completeness of the refugee's application before it is submitted.

### *Sample Case*

Malu Frederic (DOB: March 15, 1970) is a refugee from the Democratic Republic of the Congo. Due to the conflict in East Congo, the family had to leave Congo and go to Tanzania to escape persecution. Malu currently resides in a refugee camp in Tanzania with his wife Yala Kobongo (DOB: May 10, 1975), son James Frederic (DOB: January 05, 1995) and his nephew Kimbala Frederic (DOB: February 02, 1990).

Malu's brother, Ezekiel Frederic resides in Canada and works with the Centre for Francophone of Blue Knife. He is a Canadian citizen, well established and lives with his wife Suzan Frederic and daughter. He wants to bring Malu and his family to Canada.

*Depending on the sponsoring group you are using, refer to the appropriate section to learn more about filling out the appropriate Refugee Sponsorship Application:*

1. Sponsorship Agreement Holders and Constituent Groups – Section 1
2. Community Sponsors – Section 2
3. Groups of Five – Section 3