



SECTION 1:

Sponsorship

Agreement Holders

- ▶ UNDERTAKING/APPLICATION
- ▶ SETTLEMENT PLAN
- ▶ SPONSOR ASSESSMENT, DOCUMENT CHECKLIST, USE OF REPRESENTATIVE

The application instruction guide for private refugee sponsoring groups, **IMM 5413**, includes various forms that must be completed as part of the sponsorship application your group submits to the Centralized Processing Office in Winnipeg.

Undertaking/Application to Sponsor IMM 5373

All refugee sponsorship forms are available online at: www.cic.gc.ca/english/information/applications/private.asp

At the top of the Undertaking, sponsors must identify the type of their sponsoring group: SAH or CG, Group of Five, or Community Sponsor.

The first few sections of the Undertaking are for the personal and contact information of the Constituent Group representative (if applicable), SAH representative and co-sponsor (if applicable). At a minimum, **Section B** must be filled out and include the formal name of the organization that has signed a sponsorship agreement with the Minister of Citizenship and Immigration as well as the accurate personal contact information of the SAH representative. The SAH representative in this case is the person who has the authority to sign the Undertaking/Application to Sponsor on behalf of the organization.

Figure 1

Citizenship and Immigration Canada / Citoyenneté et Immigration Canada		PROTECTED WHEN COMPLETED - B PAGE 1 OF 5
UNDERTAKING/APPLICATION TO SPONSOR UNDERTAKING TO SPONSOR CONVENTION REFUGEES ABROAD AND HUMANITARIAN-PROTECTED PERSONS ABROAD		
Check the appropriate box below. I am / We are as:		
<input checked="" type="checkbox"/> SAH or Constituent Group (CG) <input type="checkbox"/> Group of Five (GS) <input type="checkbox"/> Community Sponsor (CS)		
If you require more space to provide all the necessary information, attach a separate sheet with further details. Print the sponsor's name at the top of each additional sheet and indicate the form's title and the number of the question you are answering. If you wish to provide a "Sponsorship Rationale", please attach a separate sheet to this application with the information.		
A - SPONSORSHIP GROUP - THIS SECTION MUST BE COMPLETED BY CONSTITUENT GROUPS, GROUPS OF FIVE AND COMMUNITY SPONSORS		FOR CIC USE ONLY Group ID no.
Name of Sponsorship Group (CG/G5/CS) The church of Blue Light		
Name of representative - Surname Smith		Given name(s) John
Date of birth 1 9 7 0 0 1 0 3		Year 0 1 0 3
Other names used (include birth name, maiden, previous married name, aliases and nicknames) None		
Address 2300 Blue St.		Apt./Unit City Blue
Province AG		Postal code q6g0s0
Home telephone no. Area code No. (333) 111-2223		Work or cell telephone no. Area code No. Ext. (333) 777-5555
E-mail address smithjohn@smithjohn.fam		
B - SPONSORSHIP AGREEMENT HOLDERS - THIS SECTION MUST BE COMPLETED BY SPONSORSHIP AGREEMENT HOLDERS WHETHER PARTNERING WITH A CG OR NOT		FOR CIC USE ONLY Group ID no.
Name of Sponsorship Agreement Holder The Diocese of Blue Light		
Name of representative - Surname Norton		Given name(s) Mary
Date of birth 1 9 7 2 0 1 0 3		Year 0 1 0 3
Other names used (include birth name, maiden, previous married name, aliases and nicknames) Thomas, Mary		
Address 111 Blue St.		Apt./Unit City Blue
Province AG		Postal code q0q0q0
Home telephone no. Area code No. (333) 222-4444		Work or cell telephone no. Area code No. Ext. (333) 999-8888
E-mail address nortonmary@nortonmary.fam		
C - THIS SECTION MUST BE COMPLETED BY CO-SPONSORS (INDIVIDUAL OR GROUP) ONLY		FOR CIC USE ONLY Group ID no.
Name of corporation (if applicable) N/A		My group is a <input type="checkbox"/> SAH <input checked="" type="checkbox"/> CG
Name of representative - Surname Malu		Given name(s) Frederic
Date of birth 1 9 7 6 1 0 3 3		Year 0 1 0 3
Other names used (include birth name, maiden, previous married name, aliases and nicknames) None		Relationship to principal refugee applicant (if applicable)
Address 2200 Blue St.		Apt./Unit City Blue
Province AG		Postal code q7r99q

If your SAH will be working with Constituent Groups and/or cosponsor individuals and/or organizations, it will be necessary to include this information in **Section B and C** respectively. When working with individual cosponsors, the personal details of that individual are required. In the case of an organization, the name of the organization and the personal details of its representative will be required.

For Constituent Groups, it is important to identify one person in your group as the contact person. The identity of this individual should be indicated in **Section B**; this person will receive communication regarding the sponsorship process from CIC. As this contact person plays an important role, the person should have the knowledge and resources available to act as the prime contact. Having internal mechanisms in place to share information between parties involved in the sponsorship will also help in ensuring that information flows smoothly among all parties.

Section E will allow your sponsoring group to list the personal details and contact information of the refugee(s) you are identifying for sponsorship. The individual with the stronger refugee case should be the principal applicant. It is important to list all family members in this section whether they are accompanying the principal applicant or not. The *One Year Window of Opportunity* provision provides a mechanism to reunite spouses and dependent children who are missing or unable to be processed together with the principal applicant as long as they are listed on the IMM 0008. The sponsor undertakes the legal responsibility to support all family members listed, even if they arrive through the *One-Year Window of Opportunity* Application.

Take care to ensure that the spelling of the names and dates of birth are consistent with the refugee family's documents. Inconsistencies will cause delays.

If a family member has not been included in the Undertaking and IMM 0008 forms, they will be excluded from coming to Canada as family members.

One Year Window of Opportunity (OYW) is a regulatory mechanism that allows non-accompanying family members to submit an application and be eligible to be processed in the same class and category as the principal applicant (PA) for up to one year following the PA's arrival in Canada. All family members must be identified on the PA's application form. For more details refer to Paragraph 141(1) (b) of IRPR, IP3 and OP5.

credibility issues. Sponsors should ensure that the personal information and spelling of the

Sample Case Continued

Ezekiel manages to find a SAH (The Diocese of Blue Knife) to sponsor his brother and his family. He will be working with them as a cosponsor individual. *Figure 1 provides an example of how the first page of the Undertaking should be filled out in this instance.*

He has received the completed IMM 6000 and required documents from his brother. When submitting the Undertaking / Application to Sponsor, the sponsor will be required to fill out two Undertaking/ Application to Sponsor forms - one for Malu and his family, and one for Kimbala, because Kimbala is not his biological son nor legally adopted son. Kimbala is a **de-facto dependant** of Malu. Both files need to be linked so that they can be assessed at the same time. *Figure 2 demonstrates how in Malu's application form Kimbala's is being linked. Similarly, Malu's application can be linked to Kimbala's application by putting his name and date of birth in section G of Kimbala's undertaking form.*

Figure 3 outlines the settlement details of this case.

It is important to provide the exact mailing address of the refugees, which should be accurate and kept up-to-date throughout the application process as during the sponsorship process it will be necessary for the visa office to contact the refugee applicants. If applicable, the group can also provide an alternate address.

Any discrepancy or contradiction of the refugee's personal information could raise

applicants' names are accurate and consistent with what has been included in the IMM 6000 package and supporting documents.

Figure 2

G - MULTIPLE UNDERTAKINGS - THIS SECTION MUST BE COMPLETED BY ALL SPONSORING GROUPS, IF APPLICABLE		FOR CIC USE ONLY																					
NAMES OF OTHER PRINCIPAL REFUGEE APPLICANTS LINKED TO THIS UNDERTAKING	Date of birth	Client ID no.																					
Kimbala Frederic	<table border="1"> <tr> <td>Y</td> <td>M</td> <td>D</td> </tr> <tr> <td>1</td> <td>9</td> <td>9</td> </tr> <tr> <td>0</td> <td>0</td> <td>2</td> </tr> <tr> <td>0</td> <td>2</td> <td>0</td> </tr> <tr> <td>2</td> <td>0</td> <td>2</td> </tr> <tr> <td>Y</td> <td>M</td> <td>D</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	Y	M	D	1	9	9	0	0	2	0	2	0	2	0	2	Y	M	D				
Y	M	D																					
1	9	9																					
0	0	2																					
0	2	0																					
2	0	2																					
Y	M	D																					

In instances of sponsorship of cases that require separate undertakings but that relate to and/or emanate from the same grounds of persecution or involve family members (i.e. adult children, siblings, etc.) **Section G** allows you to link multiple undertakings so that they can be processed at the same time. To do so simply indicate on each undertaking the name and date of birth of the principal refugee applicant that corresponds to the case you would like linked.

In **Section H** the group should list any close relatives of the refugee who are already living in Canada. Relatives include parents, siblings, aunts, uncles, cousins and adult children. Friends are not considered relatives. If family members are already listed elsewhere in the application and their familial relationship is indicated, it is not necessary to list them.

If sponsors wish to state their reasons for sponsoring the applicants mentioned in the form, they can provide a "Sponsorship Rationale" on a separate sheet of paper and attach it to the Undertaking. Sponsors can also explain why they consider the refugees to be eligible for sponsorship, that the refugees do not have any other durable solution, and why Canada is the preferred choice for resettlement. Even though providing this information is optional, sponsoring groups are encouraged to do so.

Section J and K – each party to the sponsorship (SAH representative, CG group representative and the co-sponsor, if applicable) must read this section, check the appropriate box, and then sign and date these sections, preferably in pen with blue ink.

The application will be returned if all relevant partners to the sponsorship do not sign it. **Signatures have to be original and dated.** Any photocopy, including a scanned copy, might not be accepted. By signing this section, each party to the sponsorship undertakes the legal responsibility of upholding the obligations of the sponsoring group that are listed in **Section I** of the Undertaking and the settlement plan.

Settlement Plan IMM 5440

The [Instruction Guide](#) defines the settlement plan as a "planning tool for sponsoring groups to formulate how they intend to deliver the various aspects of settlement assistance needed to help the refugee applicant(s) establish successfully in Canada." All sponsors, including experienced sponsors, are expected to prepare a Settlement Plan.

Exception: While experienced SAHs may not be required to submit their Settlement Plan as part of their application package, the CPO-W can request it if CIC has concerns.

As a Constituent Group or Cosponsor, you will be required to submit your Settlement Plan to your SAH for approval. If satisfied, your SAH may issue a letter of approval authorizing your group to sponsor under their agreement.

When completing the Settlement Plan the most important thing to keep in mind is that it should provide a clear and detailed explanation of how the sponsoring group plans to settle the refugee applicants should they come to Canada. If there are multiple partners to the sponsorship - SAH, CG, Cosponsor individuals and/or organizations – this plan should outline each party’s involvement in the settlement of the newcomers. This can be done by utilizing the **Settlement Checklist** in **Section B** and then providing detailed information regarding these responsibilities in **Section C**. It is important that the Settlement Plan identifies enough volunteers that will fully support the newcomer upon arrival.

Another important point to consider when preparing the Settlement Plan is the expected costs of the sponsorship and possible in-kind donations (see Fact Sheet 7.3 Sponsorship Cost Table in this handbook). In **question 4**, the sponsoring group should describe the anticipated expenses such as cost of rent, clothing, transportation, furniture, telephone, food and other items. If the sponsoring group has collected donations or plans to use in-kind deductions, they should clearly state this in **question 5**.

Sponsors should also consider unexpected eventualities and have a contingency plan. A contingency plan offers an alternative arrangement if, for instance, members of the group are not available to offer settlement assistance or the in-kind donation does not fit the newcomers’ needs or the planned financial arrangements are not sufficient.

Figure 3

C - SETTLEMENT NEEDS - DETAILS	
Print details of plans your group has made or intends to make to help the refugee(s) settle. If you require more space, add a page.	
1. What accommodation (temporary or permanent) arrangements are available?	After their arrival, the family will stay in the house of Ezekiel where are three bedrooms, a living room, a bathroom and a kitchen in the basement. Malu, his wife and child will use the two bedrooms while James will occupy the third bedroom. They will share the common rooms and use the separate entrance into the basement. The family will be living in this place for the duration of the sponsorship or until they become independent.
2. Indicate the names of people who will be volunteering to assist with the refugee applicant's settlement and the tasks they will be assisting with.	The following five people have agreed to provide settlement assistance for the family of Malu. Ezekiel Frederic – will welcome the family in the airport, is responsible for ensuring they get their monthly allowance and help them with budget; Suzan Frederic – will be enrolling them in school, register them in provincial and federal health insurance and show them where to shop; Mohammad Ahmad – will assist in finding a job and connecting them with career counselors; Pastor Paul McDonald – will provide them counseling, emotional support and orient them to the new community, and Natash Ayan will help them in finding a family doctor and applying for the child tax benefit
3. a) Which immigrant settlement assistance agencies will the refugee applicant(s) likely access?	The Center for Francophone's of Blue Knife, the Newcomer Information Center and the Center For Survivors Of War And Torture.
b) Have you contacted these agencies for information on available services?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Specify: All agencies agreed to provide the family the required professional settlement assistance in their respective filed of specialization.
4. Describe the anticipated monthly expenses for the refugee applicant(s)?	Food – 500.00 CAD Transportation – 300.00 CAD Utilities including electricity, heat and water – 100.00 CAD Phone Bill, Internet and Cable- 80.00 CAD Pocket money – 200.00 CAD Others – 100.00
5. If your group plans to use in-kind donations to support part of this sponsorship, provide details.	We will be using the following in kind donations: -Shelter: the family will stay in the basement of Ezekiel's residence place and will not need to pay for rent. -Furniture's – the basement is fully furnished. -Clothes – we have collected new and decently used clothes donated by sponsoring group and others.
6. What contingency plans has your group made in case problems arise with the implementation of this plan?	The group has opened a bank account and deposited about 15,000 CAD as a contingency plan in case the basement of Ezekiel is unavailable. Also, Pastor Paul has received a commitment from five members of his parish to assist with the sponsorship if the need arises.
7. Applicable only where <u>cosponsors</u> have signed the undertaking. Provide further details on how the sponsor and cosponsor(s) plan to share settlement responsibilities.	Both the sponsor and co-sponsor are working together in the sponsorship of the family. The co-sponsor will contribute the finance required for the settlement of the family and have undertaken to host them in his place. The co-sponsor has also shouldered the responsibilities to give them monthly allowance and take care of their material needs. The sponsor will in part take the responsibility of orienting them in the new society, overseeing the sponsorship and ensuring the proper settlement of the family.

Sponsor Assessment IMM 5492

As stated in the [Sponsorship Application Guide IMM5413](#), the representative of a Sponsorship Agreement Holder may complete the *Sponsor Assessment* form and submit it to CIC National Headquarters to be kept on file instead of having to complete the form for each sponsorship application. The representative signing for the CG, however, must complete a [Sponsor Assessment](#) and submit it with each undertaking. By completing this form, individuals declare that they are eligible to participate in the sponsorship of refugees.

Document Checklist IMM 5437

This form must be completed and submitted with your completed Refugee Sponsorship Application. The document checklist is the same for all three types of sponsors and it is important that sponsoring groups identify the type of their sponsorship group in the top of the first page before completing the form.

Use of Representative IMM 5476 – this form is optional

CIC defines a representative as “someone who has provided advice, consultation, or guidance to you at any stage of the immigration application process, or in an immigration proceeding. If someone represented or advised you to help you submit your application, then that person is your representative. A representative is also someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada (CIC) and the Canada Border Services Agency (CBSA)”.

In the context of private refugee sponsorship, a representative may be a third party (e.g. a relative, a friend, an immigration consultant) authorized by the sponsor or by the principal applicant to enquire about the sponsor/refugee application on their behalf. In some cases sponsors may ask the refugee(s) to fill out this form to identify the sponsor as their representative.

Application for Convention Refugees Abroad and Humanitarian-Protected Persons Abroad IMM 6000

In order for the application package to be complete sponsors must ensure that [IMM 6000](#) forms are completed and signed by the refugee applicants and that all required supporting documents are enclosed. The IMM 6000 application package has to be submitted to the CPO-W together with the sponsor’s forms.