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CHAPTER 4

Sponsorship Application Forms

Introduction

To begin the formal sponsorship process your group must submit an [Application for Refugee Sponsorship](#), available on the [Immigration, Refugees and Citizenship Canada \(IRCC\)](#) website. It includes forms to be completed by sponsors, and forms to be completed and signed by the refugee applicant(s).

The Application for Refugee Sponsorship includes an Instruction Guide, an Undertaking/Application to Sponsor, a Sponsor Assessment, an optional Use of Representative form and a Document Checklist. Groups of Five must complete a Financial Profile. There are different Settlement Plan forms for each type of sponsoring group (Groups of Five, Community Sponsors and Sponsorship Agreement Holders/Constituent Groups).

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

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

Also included is the [Application as a Convention Refugee or as a Humanitarian-Protected Person Abroad](#), referred to as **IMM 6000**. It is an application package which contains all the forms that the refugee applicant is required to complete. Chapter 5 has more on the IMM 6000.

Depending on your type of sponsorship group, refer to the following sections of this chapter 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***

Instruction Guide

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

- ▶ Tell you what 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 must follow in order to submit your application

Please read the instruction guide carefully 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. You must identify whether you are a SAH, a Group of Five or a Community Sponsor at 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 Sponsorship 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 IRCC.

Exceptions: Children who are 19 years or older may still be considered dependant 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. The forms should be completed electronically.

When completing **sponsorship application forms** you must ensure that those included in the **IMM 6000** are completed and signed by the refugee applicants and submitted as part of the sponsorship application.

The IMM 6000 package includes: an instruction guide (IMM 6000), a Generic Application Form for Canada (IMM 0008), an Additional Dependents /Declaration form (IMM 0008DEP), Schedules A and 2, and a Use of Representative form (IMM 5476).

For sponsor-referred cases, there are **two options** for submitting the sponsorship application package to the **Resettlement Operations Centre - Ottawa (ROC-O)** at IRCC:

- ☛ The sponsoring groups send the IMM 6000 package to the refugees they wish to sponsor. The refugee applicant completes and returns it to the sponsor, along with supporting documents and photographs. The sponsor ensures that the forms are completed and that no required information is missing. The sponsor submits the IMM 6000 forms, along with all supporting documents, photographs and the sponsors' forms to ROC-O; **or**
- ☛ The sponsoring group sends the completed Sponsorship Undertaking form to the refugees they wish to sponsor. The refugee applicant sends the completed IMM 6000 package along with all supporting documents, photographs and the completed Sponsorship Undertaking form to the ROC-O at IRCC.

The first submission method has the advantage of reducing the processing time overseas. It also allows sponsors 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 escaped to Tanzania to avoid 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 at the Blue Knife Francophone Centre. He is a well established Canadian citizen, living with his wife Suzan Frederic and their daughter. He wants to bring Malu and his family to Canada.

Refugee
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