

Pre-Arrival Checklist

Many SAHs check-in with the Constituent Group (CG) and/or co-sponsors in the weeks just before the newcomer(s) arrive and it is recommended that all SAHs do so in order to ensure that the CG and/or co-sponsors are ready for the arrival of the newcomer(s). Often this is linked to when the SAH, CG and/or co-sponsors receives a Notice of Arrival Transmission (NAT) or pre-NAT, i.e. the notification of when the newcomer(s) will be arriving.

This check-in is a good time to address any remaining questions, concerns or issues the CG and/or co-sponsors might have, and also a good time to reassure and encourage them to approach the SAH if there are any issues during the sponsorship period. It is also the ideal moment to ensure they have reviewed the [RSTP Sponsorship Handbook](#), other resources produced by the SAH and RSTP, and provide them with the other checklists in this resource kit.

The SAH should review the [Settlement Plan](#) with the CG and/or co-sponsors at this time to remind everyone of their responsibilities, commitments and obligations and to make sure that the original commitments are still feasible. This review allows members of the sponsoring group to refresh and renew their legal commitment to honour the original responsibilities; to update the Settlement Plan, if necessary; and, to review and remind themselves of any changes that may have occurred since its original preparation and submission to IRCC, such as a new spouse or child that was added post-submission.

Here are the items SAHs have found useful to check at this point:

- The Settlement Plan and any changes that have occurred with the CG and/or co-sponsors.
- Details of the arrival contained within the pre-NAT and NAT.
- Whether temporary or permanent housing has been set up and is available on or before the date of arrival.
- Who will be at the airport to meet the newcomer(s).
- Whether an interpreter is required and have the CG and/or co-sponsors made the arrangements for an interpreter to be present when the newcomer(s) arrive.
- A review of what documents the newcomer(s) may be issued at the airport, e.g. Confirmation of Permanent Residence (COPR) document, Interim Federal Health Program (IFHP) certificate, Social Insurance Number (SIN) etc.
- Whether the CG and/or co-sponsors are aware of reception and information services available at the airport, what services they provide, where they are located at the airport, how to contact them (in the event that there are any issues or delays on arrival, e.g. receiving documents or exiting customs, so the CG and/or co-sponsors can call to confirm) and how the newcomer(s) can access their services.
- How the newcomer(s) might be feeling when they first arrive in Canada and any immediate health issues or concerns that need to be addresses as soon as possible after arrival.

- What the CG and/or co-sponsors plan is for the newcomer(s) immediately after they arrive in Canada and have been welcomed at the airport, i.e. where will the newcomer(s) be going immediately after arrival in Canada.
- A reminder for the CG and/or co-sponsors to provide the newcomer(s) with information on how to call emergency services in the event of an emergency and how to contact the SAH, CG and/or co-sponsors if there are any sponsorship related issues.
- The tasks for the first two weeks after arrival.
- The priorities of those tasks and who is responsible for each task.
- Whether the group has a list of local settlement agencies (either French or English language, depending on the language of the newcomers) that the newcomer(s) can access and will be connected with.

Airport Arrival – Who Should Go?

Some SAHs will send a representative to assist the group with welcoming the newcomer(s) at the airport, but usually it is the CG and/or co-sponsor who organizes this.