

Case Review: examples of documents

Suggested examples of documents sponsors can submit to demonstrate support.

IRCC may ask sponsors to provide documentation that demonstrates they have provided adequate financial and non-financial support.

It is the sponsor's responsibility to provide this documentation. The refugee is not responsible for demonstrating that they have received the support.

Financial support must be at least equal to the prevailing [Resettlement Assistance Program rates](#) in the community where the sponsored individuals live. It must also comply with policies on the provision of income support, such as the use of personal assets or the reduction of support due to employment income.

Additional information, including guidelines for determining financial self-sufficiency of sponsored persons, can be found in the [FAQs on post-arrival financial support for the PSR Program](#).

Non-financial support requirements are outlined in the Sponsorship Undertaking, the Guide to Private Sponsorship and the Settlement Plan. Additional information is available through the [Refugee Sponsorship Training Program](#).

The table below lists examples of possible documents sponsors **may** consider providing to IRCC. The list of documents is not exhaustive and each case will not require every document to be submitted.

IRCC does not require copies of personal government documents, such as:

- health cards
- driver's licenses
- medical records
- passports, or
- other personal government documentation

Information can be submitted with private information deleted or covered (e.g., for bank statements, the sponsor can remove all but the last 4 account numbers and leave a clear indication of the name of the account holder).

If you have privacy concerns or require additional information as to what might be considered acceptable proof of support, please speak with the officer who is working with you on the case. If there are documents which the refugee would prefer to send to IRCC directly, please direct them to the officer who is working on the case.

What is IRCC looking for when they ask for a sponsor to demonstrate the level of financial and non-financial support?

Possible examples of financial support documentation¹

Copies of cheques or transfers from the sponsor to the sponsored person(s).

Financial records, such as sponsor bank statements demonstrating deposits into the refugee's account.

Receipts demonstrating rental payments, or a lease agreement.

Information, such as receipts proving in-kind donations such as food staples at start up, furniture, winter clothing and transit passes or tickets.

Documentation or a T4 indicating year-to-date earnings, or paystubs for the employment period that have been given to the sponsor by the refugee.

Documentation indicating personal assets.

Temporary accommodation receipts, if applicable.

Copies of utility or communications installation payments, if applicable.

Narrative information on a case-by-case basis, at officer discretion, for example where both the refugee and sponsor have told IRCC that the refugee is living with the sponsor or lived with the sponsor for a specific period of time.

Possible examples of non-financial support documentation¹

Confirmation of enrolment in language classes and/or completion of language assessment.

Narrative information or other supporting documents to demonstrate attendance in, or completion of workshops, training or orientation sessions.

Copy of an application for the Canada Child Benefit, (CCB) or a confirmation of its receipt.

Copy of an application or receipt for provincial health coverage, or other documents to demonstrate provincial health coverage.

Documents demonstrating access to a settlement agency or community resources, such as a letter indicating a needs assessment has been completed, or proof of an initial intake meeting, or an appointment slip.

Copies of child-care registration or school enrolment, if applicable.

Narrative information on a case-by-case basis, at the officer's discretion, for example where both the refugee and sponsor have told IRCC that a provincial health card was received.

Possible examples of additional documentation

Copies of communication, including emails or text messages, related to activities done to meet non-financial requirements.

Copies of communication between parties to the sponsorship.

Copies of updated settlement plans.

The following documents may be considered by the officer as part of the overall assessment, along with all other available information. However, due to their non-verifiable nature, these may not be considered as definitive proof:

Budget spreadsheets, such as Excel or QuickBooks documents.

Statutory declarations or affidavits.

Memorandum of Understandings or agreements signed between the parties listed on the Sponsorship Undertaking.

¹ Information provided may take the form of narrative information or official documentation if willingly provided by the newcomer to the sponsoring group; the newcomer may also provide documentation directly to IRCC, as required.