

## Case Review: Examples of Proof of Support

**Suggested examples of documents sponsors can submit to demonstrate supports have been provided.**

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 sponsored persons are 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 and recommendations on how to provide financial support, 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 along with current versions of the forms and Guides are 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. If IRCC is requesting the submission of documentation for multiple cases living together, the sponsor should indicate which case is receiving each support.

**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 sponsored person 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 documentation<sup>1</sup>

Information, such as lists with approximate values for each item donated, or receipts for newly purchased items, to demonstrate start-up items provided.

Documentation indicating personal assets of the sponsored person.

Copies of cheques or transfers from the sponsor to the sponsored person(s) and corresponding financial records, such as sponsor bank statements, demonstrating transfers into the sponsored person's account.

Temporary accommodation receipts, if applicable.

Receipts demonstrating rental payments, and/or a lease agreement.

Copies of utility or communications installation payments, if applicable.

Documentation, which may include a T4 indicating year-to-date earnings or paystubs for the employment period, that have been shared with the sponsor by the sponsored person as well as information on start and end date of employment along with monthly deductions made.

### Possible examples of non-financial support documentation<sup>1</sup>

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

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.

### 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 and/or with the sponsored person, discussing financial supports during the sponsorship period.

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.

If cash payments were made, documentation (e.g. proof of bank withdrawals) to demonstrate these payments and an explanation of why and when payments were made in cash.

Statutory declarations or affidavits.

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

Written narrative information from both the sponsored person and sponsor stating that the sponsored person is living with the sponsor or lived with the sponsor for a specific period of time.

Written narrative information that gives details on how the provincial health card was applied for and received.

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

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