

# Frequently Asked Questions on Sponsorship Agreement Holders Global Cap Allocation and Usage – 2025

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**Q1: What is the global SAH cap?**

**A1:** The global SAH cap is the total number of “spaces” (i.e., persons) that all SAHs across Canada (excluding Quebec) can sponsor in any given year. This number is determined by the Minister of IRCC. The global SAH cap for 2025 is **10,800 persons**. This number has decreased by 20% from 2024 to align with the targets established through the [Immigration Levels Plan for 2025-2027](#).

For 2025, IRCC is providing an additional 350 spaces over and above the global SAH cap for the sponsorship of refugees from Sudan. These spaces will be allocated separately from the global SAH cap, and information about these spaces will be communicated separately.

**Q2: What are allocations?**

**A2:** An allocation refers to the number of spaces each SAH receives annually from IRCC’s global SAH cap; this number represents how many persons each SAH may sponsor in a calendar year. Each space in a SAH’s allocation number is equivalent to one (1) person.

SAHs should consider their spaces “used” when they submit a sponsorship application to IRCC. For more information on when spaces are not used, please refer to [Q17](#) and [Q18](#). Once an application has received a G number via an Acknowledgment of Receipt (AOR), the spaces are permanently used, and this cannot be changed.

**Q3: How is the annual SAH allocations methodology decided?**

**A3:** The allocations methodology is determined each year by IRCC and is supported by consultation with the Allocations Working Group, which includes members of the SAH Association’s Allocations Committee (a select number of staff and Board members) and IRCC. The methodology considers several factors, including:

- principles of fairness and equity;
- the number of spaces available under the 2025 global SAH cap;
- the number of spaces requested by SAHs;
- the year-end SAH submission data that is finalized and available to IRCC (dependent on SAH application volumes and IRCC processing capacity towards year-end); and
- the number of spaces to be allocated upfront versus held in reserve and contingency pools.

SAH Expressions of Interest (EOI) in spaces far exceed the limited number of spaces available under the global SAH cap. Therefore, EOIs are generally only taken into account in situations where a SAH requests fewer spaces than they would have otherwise been allocated.

For 2025, allocations are based on 2023 and 2024 submission data. The process for allocating spaces to individual SAHs is detailed in [Appendix A](#).

**Q4: What is the deadline for using my allocation?**

**A4:** SAHs have until December 31, 2025 to submit applications to IRCC using their 2025 allocation. Spaces are only considered used once the application has been submitted via

the PR Portal. For more information on when spaces are not used, please refer to [Q17](#) and [Q18](#).

SAHs are encouraged to submit their applications as early in the year as possible. For more information about this, please see [Q19](#).

**Q5: Will IRCC ensure that SAHs are provided with 12 full months to submit applications in future years?**

**A5:** All eligible SAHs received up to 25 advanced spaces from their 2025 allocation for use as of January 1, 2025. Eligibility for advanced spaces was based on submission of the 2024 SAH Annual Report, including the Expression of Interest (EOI) and a SAH's Sponsorship Agreement status.

IRCC intends to continue to advance spaces to each eligible SAH against their individual full allocation for use starting on January 1<sup>st</sup> of each year before new annual allocations are determined and fully released. This approach provides predictability, supports SAH planning and organization, and allows SAHs 12 full months to submit applications.

Should there be future delays in the announcement of the global SAH cap and allocations past the end of February, as per Section 8(f) of the [Sponsorship Agreement](#), IRCC will consult on appropriate contingencies via the SAH Association Board. All efforts will be made to ensure such contingency measures are in place in a timely manner to best support SAH planning.

**Q6: How can I sponsor more persons than my allocation allows?**

**A6:** If you wish to sponsor more persons than your allocation allows for, you should contact SAH Association staff to request additional spaces from the SAH reserve pool, which may or may not be available.

You may also wish to sponsor refugees through other programs or initiatives which do not require spaces from your allocation:

- You can sponsor refugees under the [Blended Visa Office-referred \(BVOR\) program](#) (see [Q22](#));
- You can sponsor cases through the [Joint Assistance Sponsorship \(JAS\) program](#) (see [Q22](#));
- You can sponsor LGBTQI cases submitted in cooperation with the Rainbow Refugee Society under the [Rainbow Refugee Assistance Partnership \(see Q23\)](#).

In exceptional circumstances when a SAH takes on an existing case originally submitted by another SAH whose Sponsorship Agreement with IRCC has been cancelled or is otherwise no longer valid:

- Additional cap space will not be required; and
- These transferred cases will be included in the replacement SAH's total space usage for 2025.

**Q7: What is the SAH reserve pool and who can access it?**

**A7:** After SAHs have been individually allocated spaces using the procedures outlined in Appendices [A](#) and [B](#), any spaces remaining or returned by SAHs are held in a SAH reserve pool for use by eligible SAHs who require additional spaces. Additional information about **accessing SAH reserve pool spaces can be found in [Appendix C](#)**.

Pool requests should only be made if a SAH is confident that they can submit these cases in 2025 or is otherwise able to return the spaces to the pool by the deadline (see [Q4](#)).

**Spaces may not be transferred directly from one SAH to another** unless the space(s) are attached to a case, and both the case and space(s) are being transferred to another SAH for submission of the application to IRCC. Such transfers are expected to occur only in the event of extenuating circumstances (e.g., relocation of a co-sponsor or CG) and will be addressed on a case-by-case basis. Contact the SAH Association staff if you wish to transfer a space; IRCC will make the final determination.

**Q8: What is the contingency pool and who can access it?**

**A8:** A limited number of spaces are held in a separate, designated pool to allow the completion and submission of applications that lack sufficient spaces. This pool can be accessed any time to “top up” a family’s application, or to add a new dependant to a previously submitted application. Additional information about **accessing contingency pool spaces can be found in [Appendix C](#)**.

**Q9: Is there a deadline to return unneeded spaces to the SAH reserve pool?**

**A9:** Yes; spaces **must** be returned to the pool **by September 30, 2025** to avoid negatively impacting your allocations in future years. It is recommended that you return any unneeded spaces at your earliest opportunity, as this helps ensure their timely redistribution and use by other SAHs.

Keep in mind that IRCC will only refer to the number of spaces your SAH has used in previous years to inform the determination of your allocation in future years. Returned or unused spaces are not included in allocations methodology calculations. In other words, if you do not use all the spaces in your allocation, you will not have the opportunity to receive the same number of spaces the following year.

**Q10: Can I carry over my unused 2025 spaces into 2026?**

**A10: No; SAHs will no longer be able to individually carry over their spaces.** Unneeded spaces must be returned to the SAH reserve pool by the September 30, 2025 deadline. Beyond this date, all spaces in a SAH’s possession **must be used in 2025**. SAHs must have a balance of zero (0) spaces by December 31, 2025.

The practice of carrying over spaces was introduced during the COVID-19 pandemic to provide SAHs with the opportunity to make use of their unused spaces from 2020. In the post-pandemic context, carry over spaces have become overly complex to track, which has delayed their release date and impeded SAH access to the SAH reserve pool. As a result, this approach no longer offers its initial intended benefit to SAHs and has been discontinued.

**Q11: What is my responsibility for keeping track of my allocation?**

**A11: SAHs are responsible for managing their sponsorship application submissions to avoid exceeding their individual allocation.** This includes tracking each of their applications using the submission data supplied by IRCC via SAH Association staff.

In alignment with IRCC's current intake processing service standards per the [IMM5413 Guide](#), SAHs will receive an **allocations report at least once every two (2) months** from SAH Association staff. This report will confirm a SAH's year-to-date sponsorship application submissions with G numbers as per IRCC's current data.

Before submitting a new application, SAHs are encouraged to refer to their internal submission records to avoid over-submissions due to more recent applications not yet showing on the report.

Given the direct link between intake processing and allocations reporting, and per Section 7(h) of the [Sponsorship Agreement](#), IRCC will also make all reasonable efforts to carry out processing within reasonable timelines, acknowledging that failure to do so may prevent a SAH from fulfilling its responsibilities under the Agreement.

Contact SAH Association staff for support with managing and tracking your allocation.

**Q12: What will happen if I exceed my total allocation?**

**A12:** Per Section 8(e) of the [Sponsorship Agreement](#), SAHs must have sufficient spaces to submit an application.

SAHs are responsible for internally managing their allocation and tracking all application submissions. This activity is intended to be supplemented by the receipt of regular and accurate submission data from IRCC via the SAH Association staff.

In some cases, over-submission may not be identified until the finalization of annual submission data. Barring any errors in submission data, SAHs who exceed their available spaces will have these spaces deducted in the next calendar year and may be referred by IRCC for mandatory training with the RSTP before they can continue to submit applications.

In situations where a SAH has significantly exceeded their allocation, this may additionally result in an [Agreement action](#), which may include measures such as a pause on application submissions and/or a lower allocation.

**Q13: What should I do if I don't agree with the spaces used shown on my report from IRCC?**

**A13:** You should contact SAH Association staff with the details of the discrepancy (see [Appendix D](#) for instructions), and they will review the issue with IRCC accordingly.

**Q14: Do I need spaces for non-accompanying dependants?**

**A14:** Yes; in addition to the Principal Applicant, SAHs **must** have enough spaces to cover **ALL** family members listed on the Sponsorship Undertaking form, whether they are accompanying or non-accompanying. **In addition, the Sponsorship Undertaking form must include ALL family members (accompanying and non-accompanying) who are listed on the Application for Permanent Residence.** Please see [Q20](#) for more information.

Family members are defined in subsection 1(3) of the *Immigration and Refugee Protection Regulations* (IRPR) as:

- the Principal Applicant’s spouse or common-law partner;
- the Principal Applicant’s dependent child;
- the dependent child of the Principal Applicant’s dependent child;
- the dependent child of the Principal Applicant’s spouse/common-law partner; and
- the dependent child of the Principal Applicant’s spouse/common-law partner’s dependent child.

**Q15: Can I just sponsor the Principal Applicant now and advise the PA to sponsor the rest of their family after settling in Canada?**

**A15:** No. Per section 140.1 of the *Immigration and Refugee Protection Regulations*, Principal Applicants must declare **ALL** of their accompanying and non-accompanying family members on their application for permanent residence. Additionally, per Section 6 of the Sponsorship Agreement, the SAH must include **ALL** of the accompanying and non-accompanying family members on the Sponsorship Undertaking form. Failure to do so may result in the refusal of the application, and also render undeclared family members ineligible for One Year Window and Family Class programs. There are **no exceptions**, regardless of the circumstances of non-accompanying family members (e.g., missing, unable to leave country of birth, imprisoned, presumed dead). SAHs must therefore have enough spaces to cover all family members, whether they are accompanying or not.

Failing to include all family members in an application contravenes the Sponsorship Agreement your organization has signed. Doing so will result in consequences including mandatory training and/or may impact the status of your Agreement. It is a serious offense to counsel applicants to misrepresent themselves or to ask them to withhold information from IRCC. This includes telling a PA not to declare family members for any reason, including but not limited to insufficient allocation spaces or finances. There are potentially serious penalties for counseling misrepresentation, including a fine of up to \$100,000 or imprisonment for up to five years.

**Q16: What if I don’t have enough allocations to cover an entire family unit – e.g., I have five (5) spaces and want to sponsor a family of six (6)?**

**A16:** SAHs that do not have enough spaces available for the entire family should try to obtain the additional space(s) from the contingency pool via SAH Association staff. Families **CANNOT** be split up. If there are insufficient pool spaces available, the SAH must wait until the next calendar year to submit their application (i.e., when advanced spaces are released on January 1<sup>st</sup>).

**Q17: How is date of receipt calculated?**

**A17:** The date of receipt of an application is the date on which an application is received by IRCC. This will either be the date of online submission via the Permanent Residence (PR) Portal, or the date a mailed application is received by the IRCC mailroom. The time stamp used in the PR Portal is in Universal Time (UTC).

No space is used when an application is deemed to be incomplete. If an incomplete application is returned to you, you must submit a new (and complete) application and ensure that the documentation is current. The date of receipt of the application will be calculated from the date that the new complete application is received.

**Q18: If my application is returned as incomplete, can I resubmit using the original space(s)?**

**A18:** Yes. As per [Q17](#) no space is used when an application is deemed by IRCC to be incomplete; therefore, SAHs may resubmit a returned 2025 application using the original spaces up until December 31, 2025. Any re-submitted complete applications received by this date will be processed using 2025 spaces and the new date of receipt.

With the elimination of email submissions and transition to the PR Portal, IRCC will no longer issue Pre-return Information Requests to SAHs as a standard practice. Partially incomplete applications will be fully returned to the SAH.

**IRCC cannot guarantee that any incomplete applications submitted in November or December 2025 will be returned in time for SAHs to resubmit using the original spaces in 2025. SAHs are therefore encouraged to submit their applications as early in the calendar year as possible.**

The Allocations Working Group will convene as needed regarding the resubmission of applications submitted and returned late in the year.

**Q19: Why are SAHs encouraged to submit applications as early in the calendar year as possible?**

**A19:** Submitting applications at the end of the year, although permitted, has resulted in a large volume of year-end application processing for IRCC. This has impacted IRCC's ability to calculate the next year's allocations. Earlier submissions therefore help to support consistent, timely, and accurate intake processing at IRCC. This practice also ensures that any returned incomplete applications may be resubmitted in 2025 using the original spaces, all of which enables year-end submission data for allocations to be finalized and made available sooner.

Earlier returns of unneeded spaces also maximize the redistribution of these spaces to other SAHs, helping to ensure that all spaces under the global SAH cap are utilized.

**Q20: Do I need space to sponsor One Year Window (OYW) cases?**

**A20:** No, you do not need a space because the non-accompanying family member was recorded on the original Sponsorship Undertaking for the Principal Applicant, and the space would have already been used at that time. All accompanying AND non-accompanying family

members included on the Sponsorship Undertaking form are counted under the SAH global cap at the time of initial application.

**Q21: Do I need space to add a dependant to an existing application?**

**A21:** Yes, additional spaces will be needed for dependants added after the completed application was received by IRCC.

There is an exception to this rule; spaces are **not** required when adding newborn children who are born after the original sponsorship application was received by IRCC.

Spaces for additional dependants are to be deducted from the current year using your available spaces. SAHs that do not have enough spaces available for the entire family should contact SAH Association staff to request additional space(s) from the contingency pool. If there are insufficient pool spaces available, the SAH must wait until the next calendar year to submit their application (i.e., when advanced spaces are released on January 1<sup>st</sup>).

**Q22: Do I need space to sponsor Blended Visa Office-Referred (BVOR), or Joint Assistance Sponsorship (JAS) cases?**

**A22:** No, spaces are not required for BVOR or JAS cases.

**Q23: Do I need spaces to submit Sexual Orientation, Gender Identity and Expression (SOGIE), or LGBTQI, cases in cooperation with the Rainbow Refugee Society in Vancouver?**

**A23:** No. The [Rainbow Refugee Assistance Partnership \(RAP\)](#) provides supports to SAHs to sponsor LGBTQI+ refugees.

In 2025, up to 75 spaces are being made available for SAHs to submit SOGIE or LGBTQI+ cases with Rainbow Refugee Society recorded as the CG or co-sponsor, including:

- 50 funded spaces whereby the Government of Canada provides start-up costs and the first 3 months of income support and private sponsors provide 9 months of income and other vital supports; and
- An additional 25 unfunded spaces, which do not include Government financial support, but SAHs are able to use without it counting against their individual allocation space.
- Once these 75 spaces are used, no further Rainbow RAP cases may be submitted until 2026.

These spaces are outside the global SAH cap. Therefore, the use of a SAH's annual allocation is not required for Rainbow RAP cases.

**Q24: Will my space(s) be returned to me if my application is refused at intake or overseas?**

**A24:** No, space(s) will not be returned to you if your sponsorship or refugee application is refused.



Prior to a refusal decision, IRCC may give SAHs the opportunity to provide additional information via [procedural fairness](#). SAHs are encouraged to respond to such information requests from IRCC, as this requested information may help to support a positive decision. Should you require additional time to do so, please notify IRCC by responding to the requesting office.

**Q25: Will my space(s) be returned to me if my application is withdrawn either by the refugee overseas or by me?**

**A25:** Space(s) will not be returned if either the SAH or the refugee withdraws the application after it has been issued a G number via an Acknowledgment of Receipt (AOR). This means that the withdrawn/canceled application will remain on your allocations report regardless of its status. The presence of such an application on your report will not indicate that it is undergoing processing at IRCC.

When an application is withdrawn prior to the issuing of a G number, the SAH will retain the space(s).

**Q26: If the spouse of a PA dies, and the PA remarries, is a space needed for the new spouse?**

**A26:** Yes, a space is needed. The new spouse would be added as per the regular [Add Dependant process](#). IRCC will require updated application forms, and the G number may change, but the original submission date will remain the same.

**Q27: If a PA gets divorced and remarries, is a space needed for the new spouse?**

**A27:** Yes, a space is needed. For these cases, IRCC would remove the divorced spouse from the application, and add the new spouse as per the regular [Add Dependant process](#). IRCC will require updated application forms, and the G number may change, but the original submission date will remain the same.

**Q28: If a PA dies or divorces their spouse, and a new application is required for the spouse and remaining dependant(s), will space(s) be needed?**

**A28:** No, spaces are not needed. While IRCC may require updated application forms, and the G number may change, the application will continue to be processed using the original spaces and submission date. If the death occurs in the same year the application was submitted, this space may be used for another application or returned to the SAH reserve pool by the deadline.

**Q29: If the family member of a PA dies, will the space be returned?**

**A29:** If the death occurs in the same year the application was submitted, the space may be returned to the SAH reserve pool. Otherwise, the space is not returned.

## Appendix A: 2025 Cap Space Allocation Process

- As per Section 17 (c) of the Sponsorship Agreement, **SAHs who have not had any refugee sponsorship activity** (i.e., new Sponsorship Applications or refugee arrivals) **over the past 36 months** will be issued Agreement cancellation notices.
- **SAHs who did not submit an Annual Report/Expression of Interest (EOI)** will receive 0 spaces.
- **New SAHs** (whose Agreements were signed in 2024 or 2025) will receive an initial allocation of 25 spaces.
- **SAHs whose Agreements are in *not in good standing* status** will have their allocation put on hold pending Agreement reinstatement. Upon reinstatement, they will receive a reduced allocation of up to 25 spaces per [Appendix B](#).
- **SAHs whose Agreements include specific measures related to allocations** and the submission of new applications will continue to be subject to those conditions.
- **All other SAHs** will receive spaces using the following formula:
  - the average of their 2023 and 2024<sup>i</sup> submissions<sup>ii</sup>
  - minus 20% of the above number (reflecting 20% reduction in SAH global cap from 2024 to 2025)
  - Plus a top-up of 1 additional space for interested and eligible SAHs<sup>iii</sup>.
- SAHs will receive a minimum of 25 spaces unless they request fewer spaces in their EOI.
- No individual SAH will be allocated more than 4% of the total number of spaces available under the SAH global cap (i.e., 432 out of the 10,800 spaces available for 2025).
- SAHs who exceeded their available 2024 spaces (the total of their allocation and any additional pool spaces received) will have these spaces deducted from their 2025 allocation; where there has been a significant over submission of spaces, next steps will be discussed directly with the SAH in line with [Q12](#) above.
- **82 spaces will be held in a contingency pool.** SAHs who do not have enough spaces to complete the application for a family, or to cover the addition of new family members through the Add Dependant process, may request these spaces at any time, regardless of their current space balance. See [Appendix C](#) for more information.
- **100 spaces will be held in an IRCC reserve pool** for eventual distribution to new SAHs who sign Agreements in 2025. Any unused spaces in this pool will be moved to the SAH reserve pool for redistribution.
- **Any unwanted spaces that are returned by SAHs will be held in a SAH reserve pool** for redistribution to eligible SAHs. Access to this pool will be administered by SAH Association staff. See [Appendix C](#) for more information.

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<sup>i</sup> Does not include spaces carried over from 2023.

<sup>ii</sup> Includes regular PSR applications only. Does not include applications for Blended Visa Office-referred Refugees (BVOR) or Joint Assistance Sponsorships (JAS).

<sup>iii</sup> SAHs that requested more spaces and were not subject to minimum (25) or maximum (432) limits.

## **Appendix B: 2025 Cap Space Allocation Process for SAHs whose Agreements are in Not in Good Standing Status**

- SAHs whose Agreements are reinstated into good standing will receive a total allocation of up to 25 spaces (or their EOI number if under 25), or a lower number per the discretion of IRCC, as a condition of Agreement reinstatement.
- **SAHs whose Agreements were both:**
  1. ***not in good standing at any time during 2023 or 2024; and***
  2. ***reinstated and in good standing prior to 2025 allocations being issued***
  - These SAHs will either receive a total allocation of 25 spaces (or their EOI number if under 25), or a lower number per the discretion of IRCC as a condition of Agreement reinstatement.
- **SAHs whose Agreements are in *not in good standing status* at the time 2025 allocations are issued:**
  - These SAHs will not be allocated any spaces until **after** their Sponsorship Agreement is back in good standing.
  - Once the Agreement is reinstated and in good standing, the SAH will either receive a total allocation of 25 spaces (or their EOI number if under 25), or a lower number per the discretion of IRCC as a condition of Agreement reinstatement.
- **SAHs whose Agreements are put into *not in good standing status* in 2025 after 2025 allocations are issued:**
  - These SAHs will have their remaining allocation put on hold and will not be permitted to submit applications (except for OYW and Add Dependants) until the Agreement is back in good standing.
  - **After** the Agreement is back in good standing, the SAH's allocation will be reduced to a maximum of 25 spaces, including any spaces already used in 2025.
  - If a SAH has already used more than 25 spaces when their Agreement is put into *not in good standing* status, they will not be able to submit any additional applications in 2025, regardless of future reinstatement into good standing.
  - An allocation of fewer than 25 spaces may be a required condition of reinstatement, at the discretion of IRCC.

## Appendix C: 2025 SAH Reserve & Contingency Pool Access

### SAH Reserve Pool

The SAH reserve pool, which consists of spaces initially unallocated to or returned by individual SAHs, offers SAHs the opportunity to request and use additional spaces beyond their initial allocation. **Zero (0) spaces will initially be held in the 2025 SAH reserve pool** to support individual allocation of more spaces to SAHs upfront, due to the reduction in the 2025 global SAH cap.

#### SAH Reserve Pool General Rules

- **Pool space access is always subject to availability.** In 2025, pool spaces will generally only be available if SAHs return any unneeded spaces.
- SAHs may access the pool **beginning June 1, 2025** if they have **four (4) or fewer** spaces remaining.
- Spaces can be requested in blocks of 25 or fewer.
- The deadline to return any unused or unneeded spaces is **September 30, 2025**.

#### SAH Reserve Pool Eligibility

- **Subject to availability, eligible SAHs<sup>i</sup> may request spaces from the pool which total the higher of:**
  - 25 spaces; or
  - 10% of their initial 2025 allocation (in blocks of 25).

#### SAH Reserve Pool Ineligibility

**SAHs in the following categories will not be eligible to receive reserve pool spaces in 2025:**

- **New SAHs:**
  - Reserve pool access for new SAHs will commence 12 months after signing their first Sponsorship Agreement with IRCC.
- **SAHs reinstated following *not in good standing* status:**
  - These SAHs will regain access to reserve pool spaces 24 months after having their Agreement reinstated.
- SAHs with Agreement conditions that restrict access to allocations.

#### Exceptions

- SAHs may request an exception to the rules outlined above through SAH Association staff; however, these requests will be subject to verification and approval by IRCC to ensure SAHs requesting exceptions to the reserve pool space rules have the capacity to support the requested spaces. Capacity checks may include case-specific and/or organizational settlement and financial verifications.

### Contingency Pool

The contingency pool is available to SAHs who have already internally assigned their 2025 allocation to specific cases and, as a result, lack sufficient spaces to complete and submit a larger application and/or or add new dependants to a previously submitted application.

#### Contingency Pool

- **Contingency pool access is always subject to availability.**
- SAHs may access the contingency pool **at any time** regardless of their current space usage.

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<sup>i</sup> All SAHs **not** defined as ineligible in this document.

## Appendix D: Resolving Report Errors & Case Status Requests

- SAH Association staff are responsible for liaising between IRCC and SAHs to track allocations, provide support with space reconciliation, and troubleshoot other allocations-related issues. If you have an issue with an application or your allocation report, please contact SAH Association staff ([allocations@sahnavigationunit.ca](mailto:allocations@sahnavigationunit.ca)) for assistance.
- **Please do not send SAH Association staff any forms and/or identity documents from your applications.** These documents contain sensitive, confidential information for both the sponsoring group and refugee applicant(s) that should only be shared with IRCC.
- Per IRCC's [IMM5413 Guide](#), if your application was submitted to IRCC, but you have not received a G number and Acknowledgment of Receipt (AOR) more than 60 days after submission, contact SAH Association staff with the following:
  - SAH name
  - PA full name (FAMILY NAME, Given Name)
  - PA date of birth (yyyy-mm-dd)
  - Submission date
- Per IRCC's [IMM5413 Guide](#), if your application has received a G number and AOR, but has not received a Sponsorship Decision from IRCC for more than three (3) months after the G number was received, contact the SAH Association staff with the following:
  - SAH name
  - G number
  - PA full name (FAMILY NAME, Given Name)
  - Date AOR with G number was received
- **If you submit an Add Dependant application in 2025 for a sponsorship application that was originally submitted prior to 2025, contact the SAH Association staff with the following:**
  - *Reminder: This does not apply to newborn dependants who were born after the original application was received by IRCC, as they do not require a space and therefore do not need to be added to the report.*
  - SAH name
  - Original application PA full name
  - Original application G number
  - Original application submission date
  - Add Dependant number of spaces
  - Confirmation of Add Dependant approval from IRCC