

# Assembling the Application Package 4



Refugee Sponsorship Handbook

Refugee  
Sponsorship  
Training  
Program

- 3**      Terms and Abbreviations
- 4**      The Application Package
- 5**      Forms and Supporting Documents
- 6**      Settlement and Financial Support
- 7**      Family Members Included on the Application
- 9**      Application Processing
- 11**     Application Best Practices

## ABBREVIATIONS

- BVOR** - Blended Visa Office-Referred
- IOM** - International Organization for Migration
- IRCC** - Immigration Refugees and Citizenship Canada
- NAT** - Notice of Arrival Transmission
- OYW** - One Year Window
- PSR** - Private Sponsorship of Refugees Program
- RAP** - Resettlement Assistance Program
- RSTP** - Refugee Sponsorship Training Program

## TERMS

**Constituent Group** - A group authorized in writing by a Sponsorship Agreement Holder (SAH) to act on its behalf in sponsoring refugees. (See “group” in IRPR [here](#).)

**Co-sponsor** - A sponsoring group may choose to formally partner with an individual (e.g., a family member of the sponsored refugee living in Canada) and/or another organization in carrying out settlement duties.

**Document Checklist** - the checklist of required documents that make up a complete application. Required documents may be different depending on sponsorship group type. Groups should consult the Application Guide for their group.

**Family member** - A family member, for resettlement purposes, is a person who can be included on the principal applicant’s application (See IRPR [here](#).)

**Permanent Residence application** - an application by a non-Canadian to live and work indefinitely in Canada without or before becoming a Canadian Citizen.

**Principal Applicant (PA)** - the primary individual in a family unit whose claim for refugee status is assessed, typically being the member with the strongest case. They are the lead person on the application, representing their spouse/partner and dependent children for permanent residence.

**Settlement Plan** - a plan detailing what you and members of your group will do to orient and support the newcomer(s) during the sponsorship. The Settlement Plan is a formal part of the sponsorship application process.

**Spouse or Common-law Partner** - see Family Member

**RAP rates** - financial support rates for resettled refugees determined by the Resettlement Assistance Program (RAP).

**(Refugee) Sponsor** - individuals or organizations who are able to formally support refugees to resettle in Canada through the Private Sponsorship of Refugees program.



This chapter provides an overview of the application package. For training and support on filling out the application package, please see RSTP's training and resource materials linked later in this chapter.

## The Application Package

The refugee sponsorship application package has two parts and two purposes.

- The **Settlement Plan** (forms and supporting documents) allows IRCC to assess sponsors' eligibility to sponsor, their settlement plan and their financial and settlement capacity
- The refugee's **Permanent Residence application** (forms and supporting documents) is the starting point for refugees' eligibility and admissibility assessment

The two parts of the application package must be submitted together. So, a sponsorship group needs to do some planning in order to get all required forms and up-to-date documents ready for submission all at the same time.

Sponsors are responsible for providing refugees with 12 months of financial and **settlement support** under the PSR program. IRCC will be using the information your group provides on the forms to review your group's plans for providing this support and to ensure it meets the minimum standards of support.

They will also be using the information on the refugee forms as the basis for their interview questions and the medical, criminality and security screenings to see if the refugee(s) meets the eligibility and admissibility criteria.

Your application needs to demonstrate to IRCC that your group is prepared, is providing support to the minimum standards and have a well thought out plan on how you will support the refugee(s) when they arrive in Canada.

## Forms and Supporting Documents

Application packages are made up of required forms and supporting documents

The forms are developed by IRCC for each type of sponsorship group. All required forms and supporting documents are listed in the Application Guide **Document Checklist** found in each sponsorship group's specialized Application Guide.

Click the links below to go directly to the document checklist section of each application guide.

[Sponsorship Agreement Holders Document Checklist](#)

[Community Sponsorship Document Checklist](#)

[Group of Five Document Checklist](#)

[Refugee Abroad Document Checklist](#)



Forms and supporting documents are slightly different for each sponsorship group. However, the forms and documents for the refugee remain the same regardless of what type of group is sponsoring. The lists below are general. Check the application guides for required forms and supporting documents.

\*Refugee status documents are listed under supporting documents. They are required for sponsorships by Groups of Five and Community Sponsors.

### Sponsor Forms

- Undertaking and Settlement Plan
- Sponsor Assessment
- Financial Profile

### Supporting Documents

- Individual sponsor identification
- Criminal record check (for each sponsor)
- Proof of funds

### Refugee Forms

- Generic application form
- Schedule A: Background
- Schedule 2: Refugees Outside Canada

### Supporting Documents

- Individual sponsor identification
- Refugee status documents\*
- Photos
- Other documents where available

## Settlement Support

Sponsorship groups provide a minimum of 12 months of support to sponsored refugees. Sponsors give support through funds and community assistance called settlement support.

The [Guide to the Private Sponsorship of Refugees Program](#) lists examples settlement and financial support:

- providing the cost of food, rent and household utilities and other day-to-day living expenses
- providing clothing, furniture and other household goods
- locating interpreters
- selecting a family physician and dentist
- assisting with applying for provincial health-care coverage
- enrolling children in school and adults in language training
- introducing newcomers to people with similar personal interests
- providing orientation with regard to everyday activities such as banking services, transportation
- helping in the search for employment

Sponsorship groups will provide a full settlement plan as part of the application forms.

## Financial Support and Proof of Funds

Sponsors provide up to 12 months of financial support to sponsored refugees.

Financial support will include:

- Start-up costs
- Monthly support costs for the sponsorship period

Financial support is based on family size and location of settlement (where the sponsored refugees will settle in Canada). Minimum financial support is based on the [Resettlement Assistance Program \(RAP\) rates](#).

As part of the application package, sponsorship groups provide a budget and documented proof of the funds needed for supporting the sponsored refugees.

More on Proof of funds can be found in each Application Guide:

[Sponsorship Agreement Holder \(SAH\) Proof of Funds](#)

[Community Sponsor Proof of Funds](#)

[Group of Five Proof of Funds](#)

## Family Members Included on the Application

There is one **Principal Applicant (PA)** on a refugee's Permanent Residence application forms. That person must include their **spouse/common-law partner** and any unmarried, **dependent children** under 22 years old (at the time the application is submitted).

Only individuals that meet IRCC's definition of a family can be included on the same application package. Anyone that does not meet this definition (e.g., parents, siblings, cousins, aunts/uncles etc.) must have their own separate application package.



### *Non-accompanying family members*

What about family members who are not planning to or cannot travel to Canada with the Principal Applicant?

Family members who fit the definition of family must be included on the PA's application, even if those family members do not plan to travel or cannot travel to Canada at the same time as the PA. The sponsorship group must make settlement and financial plans to support the non-accompanying family members.

Once the PA has arrived in Canada, within the sponsorship year, they can apply to bring their family through the [One Year Window \(OYW\)](#) provision. Support for those family members comes from the original sponsorship group who planned and budgeted to support those family members in the original application to sponsor the PA. Read more in the [One Year Window application guide](#).



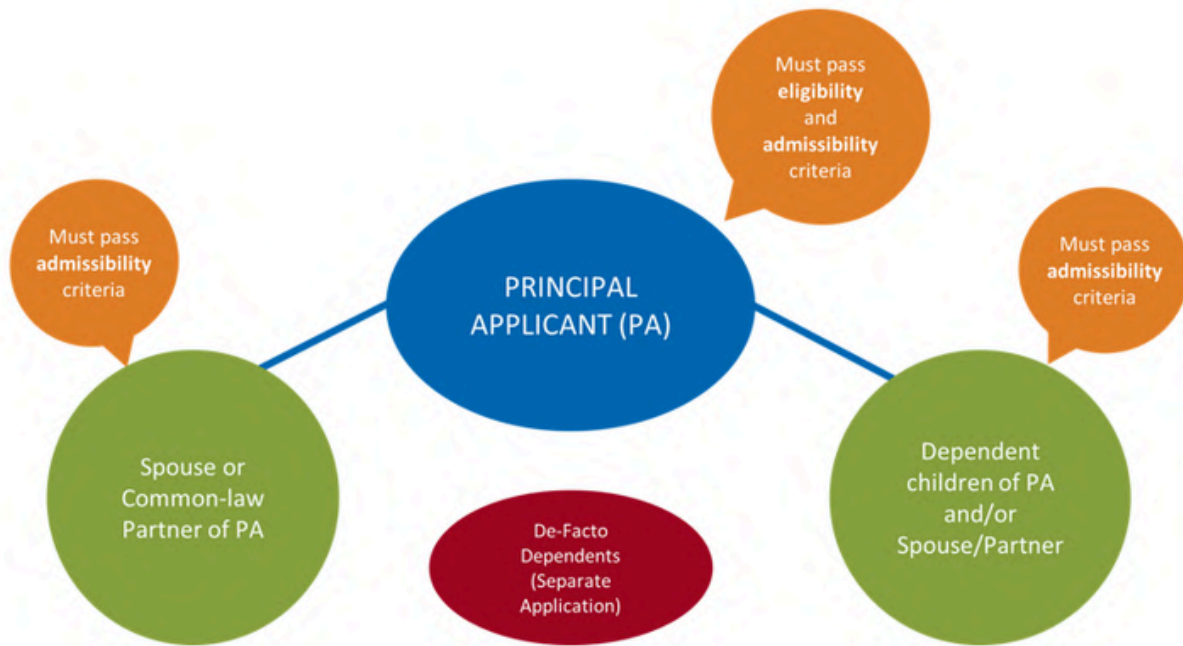
### **What if I want to sponsor a family and other members of the extended family?**

You will need to figure out who can go on one application. Depending on the make up of the extended family, it may require more application packages.

A Sponsor may be able to sign on to support more than one refugee sponsorship application. IRCC will need you and your group(s) to show how you will manage supporting more than one settlement plan at the same time. IRCC will evaluate the settlement and financial resources pledged across applications.

If you are sponsoring through a Sponsorship Agreement Holder (SAH) organization, the SAH may limit how many applications a Sponsor can support through the SAH specifically.

# Family Members on the Application



## *Key Details About Included Family*

Generally, the person with the strongest refugee story should be listed as the Principal Applicant (PA).

The age to qualify as a PA is 18 years old. Anyone under this age is considered to be a minor and there is currently a moratorium on sponsoring unaccompanied or separated minors, but the de facto dependent mechanism can be used as an exception to this.

To qualify as a common-law partner, they must have been living with the PA for at least 12 months.

Age to qualify as a dependent child is under the age of 22 – must also not be married (if under 22 and married, no longer considered to be a dependent and they require their own separate application package).

There is one exception to including a child that is 22 or older on the same application (i.e., where the child has a medical condition which they've had since before they turned 22 and are dependent on their parents because of the condition).

The dependent child of a dependent child can also be included.

## Application Processing

(For more detailed information about application processing, see chapter 5.)

### Submitting

PSR applications are submitted via IRCC's Permanent Resident Portal to the **Resettlement Operations Centre – Ottawa (ROC-O)**. Emailed applications are not accepted; mailed applications only accepted from groups that require accessibility accommodations.



If you are a **Constituent Group (CG)** or **Co-sponsor** working with a SAH, they will submit the application via the Portal but may invite you to the application in the Portal to complete certain sections of it. You can learn more about the PR Portal application process by attending the RSTP Monthly Webinar on applying through the PR Portal (link to trainings calendar). We also have extended and micro tutorials on our YouTube channel on how to create an account in the Portal, how to create and submit an application and how to fix common issues.

### In-Canada Processing

At ROC-O, they will screen the application to ensure it is complete. If they have the required forms and supporting documents to make a decision, the application will be entered into a queue for a decision by an officer. If the application is incomplete, it will be returned to you via the Portal, and you will receive an email explaining what corrections need to be made or what forms/supporting documents were missing.

The officer at ROC-O is assessing your sponsorship group, i.e., whether you meet the requirements for the type of group you are and whether you have the financial and settlement capacity to sponsor. If the application is approved at ROC-O, you will receive an approval email, and the file will be transferred to the Visa Office overseas. If the application is refused by ROC-O (because your group does not meet the requirements or do not have the required capacity), you will receive a refusal email.



## *Overseas Processing*

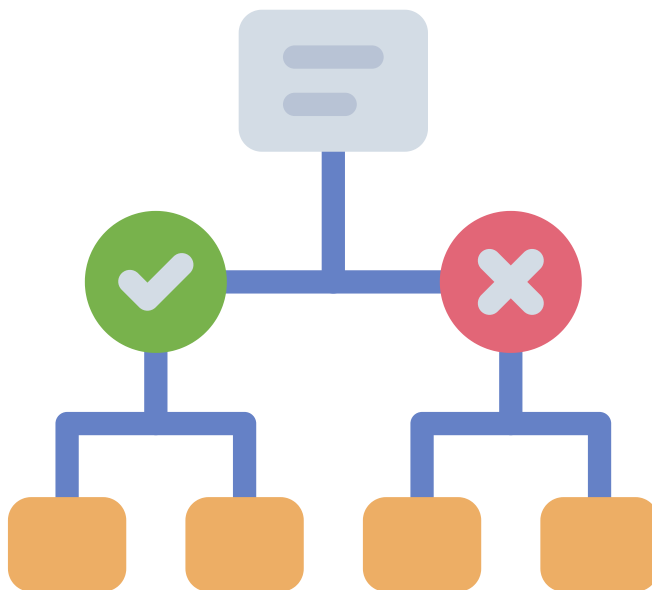
At the Visa Office overseas, they will assess the refugee(s) to see if they meet the eligibility and admissibility requirements. They will initiate the security and criminal checks as well as invite the refugee(s) to attend an interview and a medical examination.

## *Application Decisions*

If there are no issues or concerns, the application will be approved (the decision will be communicated via email) and the International **Organization for Migration (IOM)** will begin making travel arrangements (e.g., booking flights, arranging exit permits etc.). Once the travel arrangements have been finalized, you will receive a **Notification of Arrival Transmission (NAT)** at least 10 business days before the refugee(s) arrive in Canada.

If the application is refused by the Visa Office (because the refugee(s) did not meet the eligibility requirements or they were inadmissible to Canada), the refusal will be communicated via email.

If an application is refused at any point during the process, you have three options: 1) You can submit a new application; 2) Ask for a reconsideration by responding to the refusal email and explaining the reasons why you are requesting a reconsideration; or, 3) Apply for judicial review at the Federal Court.





## Good practices when filling applications

The best practices start with making sure the application package is complete. Application packages are first assessed for completeness before an IRCC Officer will begin assessing the content of the application. Follow the 4 steps below to help ensure your application package is complete before you submit it to IRCC.

- 1 Use the [latest version of the forms](#).
- 2 Follow video tutorials on how to complete each form available on the [RSTP YouTube channel](#).
- 3 Use the **Document Checklist** in the Application Guide to be sure your group has included all required forms and supporting documents.

Application Guides:

- [Sponsorship Agreement Holder \(SAH\) organizations \(IMM 5413\)](#).
- [Group of Five \(IMM 2200\)](#).
- [Community Sponsor \(IMM 2201\)](#).
- [Convention Refugees and Humanitarian-Protected Persons Abroad \(IMM 6000\)](#).

- 4 Ask an RSTP Trainer to review your application.

An RSTP Trainer is not able to fill out forms. However, they will look over your entire application package to check that all required forms and documents have been included.

Find out how to contact your local RSTP Trainer [here](#).



#### 4: Assembling the Application Package Refugee Sponsorship Handbook March 2026

Funded by: Immigration, Refugees and Citizenship Canada  
Financé par: Immigration, Réfugiés et Citoyenneté Canada

