



COSPONSOR TASK LIST

Note: Cosponsors are expected to complete most of the tasks outlined below as soon as possible after the newcomer's arrival in Canada. The information below is a guide to help accomplish these tasks. Please record the dates on which each task is completed and email the list to oratoutreach@archtoronto.org once the tasks for the first 3 weeks have been completed.

Principal Applicant's Name:	Family Name	Given Name(s) (First, Other)
Cosponsor's Name:	Family Name	Given Name(s) (First, Other)
Constituent Group (CG):		
Arrival Date:	(DD-MMM-YYYY)	G#:

Tasks	Check once completed	Date Completed (DD-MMM-YYYY)
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Arrival – First 3 Weeks

Arrange for newcomer pickup from the airport	<input type="checkbox"/>	
Update contact information for PA and family with IRCC. Click here . *	<input type="checkbox"/>	
Apply for Government Documents (OHIP, IFH, SIN, PR) **	<input type="checkbox"/>	
Apply for Canada Child Benefit (CCB), if applicable **	<input type="checkbox"/>	
Open a Bank Account for the Newcomer	<input type="checkbox"/>	
Watch online video of the Welcome Orientation at ORAT here .	<input type="checkbox"/>	
Arrange for Permanent Housing	<input type="checkbox"/>	
Find a Family Doctor and Arrange an Appointment (If no family doctor yet, arrange an appointment at walk-in clinic)	<input type="checkbox"/>	
Find a Dentist and Arrange for a Check-Up (if needed)	<input type="checkbox"/>	
Register with a Settlement Agency & Arrange for a Needs Assessment	<input type="checkbox"/>	
Apply for HST/GST credit	<input type="checkbox"/>	

Provide Emergency Contact Information & Explain 911	<input type="checkbox"/>	
Register for ESL/LINC Training (if applicable)	<input type="checkbox"/>	
Register Children in School (if applicable)	<input type="checkbox"/>	
Search & Apply for Jobs/Volunteering Opportunities	<input type="checkbox"/>	
Shopping & Public Transportation Orientation	<input type="checkbox"/>	

Month 1 - 3

Provide Orientation to the Community (e.g., recreation, culture, places of worship, shopping, etc.)	<input type="checkbox"/>	
Follow up on Government Documents (OHIP, IFH, SIN) & Benefits (CCB)	<input type="checkbox"/>	

Month 4 – 6

Assist the PA with any One Year Window (OYW) application (if applicable)	<input type="checkbox"/>	
Help Newcomer(s) find options for jobs, education/training...	<input type="checkbox"/>	
Inform Newcomer(s) about Employee Rights & Responsibilities. Click here .	<input type="checkbox"/>	

Month 7 - 9

Plan for Transition of Newcomer(s) to Independent Living	<input type="checkbox"/>	
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Month 10 – 12

Provide Information on Canadian Citizenship and How to Apply	<input type="checkbox"/>	
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* The cosponsor is responsible for promptly updating IRCC and ORAT regarding any changes in the Principal Applicant (PA) and their family members' contact information (address, email and phone number). This is crucial to ensure the accurate delivery of Permanent Resident (PR) documents and to streamline immigration loan follow-up.

** The cosponsor must oversee the newcomers' access to government documents and benefits before the resettlement year concludes. It is essential to register the newcomers with a settlement agency to assist with applications and post-settlement support.