ORAT
Office for Refugees
Archdiocese *of* Toronto

830 Bathurst Street, Suite 104
Toronto, ON M5R 3G1
t: 647.494.5419
e: oratrefugeeoffice@archtoronto.org
w: www.orat.ca

Document Checklist

Important Notes

- You must use the most current version of the Immigration (IMM) Forms, which can be accessed via the links provided in this document or by visiting Immigration, Refugees and Citizenship Canada (IRCC) website at: Application for Refugee Sponsorship - Canada.ca. From the drop-down list, please select "Sponsorship Agreement Holder".
- Use the exact spelling of the cosponsor and refugee's name as it appears on their passport (if available).
- For instructions on downloading IRCC forms, please click here and view the "How to Download Immigration Forms" tutorial.
- Save all completed Immigration Forms and scanned documents on a USB flash drive. Additionally, email them to yourself and your cosponsor/CG for safekeeping and to assist in preparing the refugee(s) for their interview with the Visa Office.
- Our Case Processing team will review your application and may request revisions to your forms. As such, always save a copy of the fillable/editable forms. If your working document is deleted and further revisions are required, you will need to complete the forms again.
- Every child age 22 or older must have a separate file, in which they are listed as a Principal Applicant.
- Please read the Guide for Convention Refugees and Humanitarian-Protected Persons Abroad (IMM6000) and Guide 5413 - Sponsorship Agreement Holders to privately sponsor refugees. You may consult IRCC's website at: www.cic.gc.ca or the RSTP website at: www.rstp.ca (416.290.1700).
- Complete all forms electronically (typed). Handwritten forms will not be accepted.
- To assist you with completing the required documents, we have included a link to a video tutorial for each key document. Simply click on the link labeled "Tutorial" beside each form.
- Ensure all family members (i.e., spouse, dependent children) are included in the application, regardless of their current country of residence.
- *Full Disclosure Requirement:* Applicants must provide complete and honest information. Failure to submit full disclosure at the time of application to ORAT will result in the closure of your case.

Submission Instructions:

- Submit the completed and signed application to ORAT via email at oratcases@archtoronto.org. Whenever possible, send the complete application in one email. If file size constraints prevent this, send the documents in separate emails (maximum of 2-3 emails).
- In the subject line of each email, include the Principal Applicant's name and the number of emails sent (e.g., 1 of 3, 2 of 3, 3 of 3).

Next Steps:

- After reviewing your application, a Case Processing Assistant from ORAT will contact you to explain to the process for submitting the filing fee and the cheque for the full settlement funds, both of which are required before finalizing your application forms.
- If your application forms are not corrected by the given deadline or your case is not approved for submission to Immigration Canada, the funds will be returned to you.
- The sponsorship cost calculator is available to help you calculate the financial liability for your sponsored case(s). You may choose to complete it and submit it with your forms or retain it for your reference.

Joint Checklist for Constituent Groups (CG) and Cosponsors

Check When Completed

1. Read Guide 5413 - Sponsorship Agreement Holders to privately sponsor refugees before completing any forms: ☐
2. Complete and sign Undertaking Form (IMM 5373). **Tutorial** ☐

   In Section A, use the information below:

   SECTION A - SPONSOR INFORMATION

Name of Sponsorship Agreement Holder Organization Roman Catholic Episcopal Corporation for the Diocese of Toronto in Canada				
SAH Address (number and street) 830 Bathurst Street	Apt. - Unit 104	City Toronto	Province ON	Postal code M5R 3G1
SAH primary telephone number (647) 494-5419	SAH primary e-mail address oratsponsorship@archtoronto.org			
Name of SAH Signing Authority - Family name Ovcjak		Given name(s) Deacon Rudy		

   In Section D, ensure you select Plan A.
3. Pastor or CG Rep to complete and sign the Sponsor Assessment Form (IMM 5492). **Tutorial** ☐
4. Cosponsor to complete and sign the Sponsor Assessment Form (IMM 5492). **Tutorial** ☐

   (If there is no cosponsor, every member of the CG must complete and sign the Volunteer Kit for Constituent Group (CG) members

5. Provide a copy of the cosponsor's ID showing their legal status in Canada. ☐

6. Complete and sign the Settlement Plan (IMM 5440). **Tutorial** ☐

7. Sign the Memorandum of Understanding. ☐

8. Provide a certified cheque or bank draft for the filing fee of $525 at the ORAT Office. ☐

9. Provide a certified cheque or bank draft for the settlement funds ($_____) payable to ☐
"Office for Refugees, Archdiocese of Toronto (ORAT)"; include a memo on the cheque:
Resettlement for [Full name of Principal Applicant].
To access the Financial Liability Table, click here.

FROM the PRINCIPAL APPLICANT

10. Do you or any family members have any medical and/or psychological conditions? ☐ Yes ☐ No
If you answered "Yes", please email oratcases@archtoronto.org with details bout the condition and any current or required treatments in Canada. Include the PA name (LAST, First, Other) in the subject line of your email.

11. Read the Guide for Convention Refugees and Humanitarian-Protected Persons Abroad (IMM 6000) before completing any forms. ☐

12. Complete and sign the Consent and Declaration Form. ☐

13. Complete, and sign the Generic Application Form (IMM 0008). **Tutorial** ☐

14. If there are more than five (5) dependents listed on the IMM 0008 form, complete and sign the Additional Dependents/Declaration Form (IMM 0008DEP). ☐

15. Complete and sign Schedule A: Background/Declaration Form (IMM 5669). **Tutorial** ☐

16. Complete and sign Schedule 2: Refugees Outside Canada Form (IMM0008/Schedule 2). **Tutorial** ☐
To help answer questions regarding your experiences as a refugee and prepare for your interview at the Canadian Visa Office, consult the Narrative Guide.

17. Photos ☐
Provide one (1) recent photo of yourself and each family member (taken in the last six (6) months). The name and date of birth of each person must be clearly printed on the back of their photo. Follow the instructions provided on the Permanent resident photograph specifications in the principal applicant's instruction guide.

18. Travel documents and passports (if available) ☐

Submit Copies of passports or travel documents for yourself and your family members. If you reside in a country other than your nationality, include a copy of your visa residence permit for that country. Provide copies of all passport pages that have immigration stamps (entry/ exit)

19. UNHCR registration and/or recognition ☐

Submit a copy of a valid UNHCR registration or recognition document (if available). If not available, provide a detailed explanation of attempts made to obtain UNHCR documentation.

20. Identity and Civil Status Documents (if available) ☐

Submit copies of relevant documents for yourself and family members, including birth certificates, marriage, divorce, annulment, separation or death certificates, and national identity cards (etc.)

21. Refugee application in the host country. ☐

Include all available documents, such as narrative, first rejection notice, appeal documents, court papers and final decision (with English translation, if applicable).

22. Background Documents (if available) ☐

Provide copies of any documents that support answers in the Schedule A: Background/Declaration form (IMM 5669), such as military records, membership cards or documents proving involvement in any social, political, vocational or cultural organizations.

23. If the principal applicant has a child(ren) from a previous relationship, submit: ☐

- proof of custody for children under the age of18.
- proof that child(ren) may legally travel to Canada; or
- a statutory declaration from the remaining parent authorizing their child to immigrate to Canada.

PLUS, from the PRINCIPAL APPLICANT'S SPOUSE/PARTNER

24. Complete and sign Schedule A: Background/Declaration Form (IMM 5669). **Tutorial** ☐

25. Complete and sign Schedule 2: Refugees Outside Canada Form (IMM0008/Schedule 2). **Tutorial** ☐
To help answer questions regarding your experiences as a refugee and prepare for your interview at the Canadian Visa Office, consult the Narrative Guide.

26. Photos ☐

Provide one (1) recent photo of yourself and each family member (taken in the last six (6) months). The name and date of birth of each person must be clearly printed on the back of their photo. Follow the instructions provided on the Permanent resident photograph specifications in the principal applicant's instruction guide.

27. Travel documents and passports (if available) ☐

Submit Copies of passports or travel documents for yourself and your family members. If you reside in a country other than your nationality, include a copy of your visa residence permit for that country. Provide copies of all passport pages that have immigration stamps (entry/ exit)

28. UNHCR registration and/or recognition ☐

Submit a copy of a valid UNHCR registration or recognition document (if available). If not available, provide a detailed explanation of attempts made to obtain UNHCR documentation.

29. Identity and Civil Status Documents (if available) ☐

Submit copies of relevant documents for yourself and family members, including birth certificates, marriage, divorce, annulment, separation or death certificates, and national identity cards (etc.)

30. Refugee application in the host country. ☐

Include all available documents, such as narrative, first rejection notice, appeal documents, court papers and final decision (with English translation, if applicable).

31. Background Documents (if available) ☐

Provide copies of any documents that support answers in the Schedule A: Background/Declaration form (IMM 5669), such as military records, membership cards or documents proving involvement in any social, political, vocational or cultural organizations.

32. If the Spouse has a child(ren) from a previous relationship, submit: ☐

- proof of custody for children under the age of18.
- proof that child(ren) may legally travel to Canada; or
- a statutory declaration from the remaining parent authorizing their child to immigrate to Canada.

PLUS, from any DEPENDENT CHILDREN (Between the Age of 18-21)

33. Complete and sign Schedule A: Background/Declaration Form (IMM 5669). **Tutorial** ☐

34. Complete and sign Schedule 2: Refugees Outside Canada Form (IMM0008/Schedule 2). **Tutorial** ☐
To help answer questions regarding your experiences as a refugee and prepare for your interview at the Canadian Visa Office, consult the Narrative Guide.

35. Photos ☐

Provide one (1) recent photo of yourself and each family member (taken in the last six (6) months). The name and date of birth of each person must be clearly printed on the back of their photo. Follow the instructions provided on the Permanent resident photograph specifications in the principal applicant's instruction guide.

36. Travel documents and passports (if available) ☐

Submit Copies of passports or travel documents for yourself and your family members. If you reside in a country other than your nationality, include a copy of your visa residence permit for that country. Provide copies of all passport pages that have immigration stamps (entry/ exit)

37. UNHCR registration and/or recognition ☐

Submit a copy of a valid UNHCR registration or recognition document (if available). If not available, provide a detailed explanation of attempts made to obtain UNHCR documentation.

38. Identity and Civil Status Documents (if available) ☐

Submit copies of relevant documents for yourself and family members, including birth certificates, marriage, divorce, annulment, separation or death certificates, and national identity cards (etc.)

39. Refugee application in the host country. ☐

Include all available documents, such as narrative, first rejection notice, appeal documents, court papers and final decision (with English translation, if applicable).

40. Background Documents (if available) ☐

Provide copies of any documents that support answers in the Schedule A: Background/Declaration form (IMM 5669), such as military records, membership cards or documents proving involvement in any social, political, vocational or cultural organizations.