



# Document Checklist

Cosponsor Name: \_\_\_\_\_  
(Last Name, First Name, Given Name)

Principal Applicant (PA) Name: \_\_\_\_\_ Family Size: \_\_\_\_\_  
(Last Name, First Name, Given Name)

Constituent Group Name: \_\_\_\_\_ Deadline Date: \_\_\_\_\_  
(DD-MMM-YYYY)

*We ask that you use the current version of the Immigration (IMM) Forms, which you can access by clicking on the links provided on this document or be going to the Ministry of Immigration, Refugees and Citizenship Canada's ("IRCC") website at: [Application for Refugee Sponsorship - Canada.ca](http://Application for Refugee Sponsorship - Canada.ca). From the drop-down list, please select "Sponsorship Agreement Holder".*

## **Important Notes:**

- Use the exact spelling of the cosponsor and refugee's name, as provided on their passport (if available).
- For instructions on downloading IRCC forms please click [here](#), and then view the "How to download Immigration forms" tutorial.
- Save all your completed Immigration Forms and scanned documents on a USB flash drive and email them to yourself and your cosponsor/CG for safekeeping, and for preparing the refugee(s) for the interview with the Visa Office.
- Our Case Processing team will be reviewing your application and requesting revisions to your forms. As such, it is important that you always save a copy of the fillable/editable forms that you worked on. If you happen to delete your working document and more revisions are required, you will need to fill out the forms again.
- Every child that is age 22 or older must have a separate file as a Principal Applicant.
- Please read the [principal applicant's instruction guide \(IMM6000\)](#) and [the sponsor's instruction guide \(IMM5413\)](#). You may consult IRCC's website at: [www.cic.gc.ca](http://www.cic.gc.ca) or the RSTP website at: [www.rstp.ca](http://www.rstp.ca) (416.290.1700).
- Ensure that forms are completed 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 of the key documents. Simply click on the link entitled “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.

*Note: Full disclosure and honesty are required. If full disclosure is not provided at the time of submission of the application to ORAT, your case will be closed.*

- Submit the completed and signed application to ORAT by email at [oratcases@archtoronto.org](mailto:oratcases@archtoronto.org). Please try to send the complete application in one email. If this is not possible because of the size of the file, kindly send the documents in separate emails (a maximum of 2-3 emails). In the subject line of each email, please include the name of the PA and the number of emails that will be sent (e.g., 1 of 3, 2 of 3, 3 of 3).
- After reviewing your application, a Case Processing Assistant from ORAT will contact you, and explain how to submit the filing fee and the cheque for the full settlement funds, which is required in advance of finalizing your application forms. If for whatever reason your application forms are not corrected by the given deadline or your case is not approved for submission to Immigration Canada, funds will be returned to you.
- The [Sponsorship Cost Calculator](#) is for your use to help you calculate the financial liability for your sponsored case(s). It is your choice to complete it and send it with the rest of the forms below or retain it for your reference.

**Jointly from the Constituent Group (CG) and cosponsor:**

*Check When Completed*

1. Before completing any forms please read [the sponsor’s instruction guide \(IMM5413\)](#).
2. Complete and sign [Undertaking Form \(IMM 5373\)](#). **Tutorial**

*In Section A, please complete using 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 oratponsorship@archtoronto.org		
Name of SAH Signing Authority - Family name Ovcjak		Given name(s) Deacon Rudy		

*In Section D please ensure to choose 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. Copy of cosponsor's ID showing 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 ORAT Office.
9. Provide a certified cheque or bank draft for the settlement funds (\$ \_\_\_\_\_) payable to "Office for Refugees, Archdiocese of Toronto (ORAT)"; with a memo on the cheque resettlement for 'full name of Principal Applicant'. To access the financial liability table click [here](#).

**From Principal Applicant:**

10. Do you or your family have any medical and/or psychological conditions?  Yes  No  
*If you answered "Yes", please send an email to [oratcases@archtoronto.org](mailto:oratcases@archtoronto.org), describing the condition and the treatment(s) that you are receiving now or will need to receive once in Canada. Please include the PA name (LAST, First, Other) in the Subject Line of your email.*
11. Before completing any forms please read the [Principal Applicant's Instruction Guide \(IMM6000\)](#).
12. Complete and sign the Consent and Declaration form. [consent-and-declaration.pdf \(archtoronto.org\)](#)
13. Complete, validate, print and sign the [Generic Application Form \(IMM 0008\)](#). **Tutorial**
14. If there are more than 5 dependents listed on the IMM 0008 form, then please complete and sign [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 \(IMM0008/Schedule 2\)](#).   
*To help you and your family answer questions on the forms about your experiences as a refugee and to help you prepare for your eventual interview at the Canadian Visa Office, please consult the "Guide to Building Your Narrative" **Tutorial***

17. Photos
- Provide one (1) photo of yourself and each of your family members taken in the last six (6) months. The name and date of birth of the person must be printed clearly on each photo. Follow the instructions provided on the [Permanent resident photograph specifications](#) in the principal applicant's instruction guide.*
18. Travel documents and passports (when possible)
- Copy of passports or travel documents for you and your family members. If you live in a country other than your country of nationality, include a copy of your visa/residence permit for that country. Please send us copies of all passport pages that have Immigration stamps (exit/entry)*
19. UNHCR registration and/or recognition
- Copy of a valid UNHCR registration and recognition. If these are not available, please provide a detailed explanation of what attempts were made to obtain the UNHCR documentation.*
20. Identity and Civil Status Documents (when possible)
- Copy of birth, marriage, divorce, annulment, separation or death certificates, and national identity card (etc.) for you and your family members.*
21. Your refugee application in the host country.
- Include the narrative, first rejection, appeal, court papers and final decision with English translation, if applicable.*
22. Background Documents – when possible
- Copies of any document to support your answers to questions in the Schedule A: Background/Declaration form (IMM 5669), such as military records, membership cards or any documents showing your association or involvement in any social, political, vocational or cultural organizations.*
23. If the principal applicant has a child(ren) from a previous relationship, you must provide:
- proof of custody for children under the age of 18;
  - proof that children may legally travel to Canada; or
  - a statutory declaration that the remaining parent authorizes 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 \(IMM0008/Schedule 2\)](#).
- IMPORTANT: For your story, consult the "Guide to Building Your Narrative" [Tutorial](#) As the Principal Applicant's spouse, your story should be narrated from your own personal perspective. Your narrative should be personal, even if you have not gone through the same plight as your spouse. Family members whose case narrative answers are repeated word-for-word/verbatim will have their forms returned.*

26. Photos   
*Provide one (1) photo of yourself taken in the last six (6) months. The name and date of birth of the person must be printed clearly on each photo. Follow the instructions provided on the [Permanent resident photograph specifications](#) in the principal applicant's instruction guide*
27. Travel documents and passports (when possible)   
*Copy of passports or travel documents for you. If you live in a country other than your country of nationality, include a copy of your visa/residence permit for that country.*
28. UNHCR registration and/ or recognition   
*Provide a copy of a valid UNHCR registration and recognition. If these are not available, please provide a detailed explanation of what attempts were made to obtain the UNHCR documentation.*
29. Identity and Civil Status Documents (when possible)   
*Copy of birth, marriage, divorce, annulment, separation or death certificates, and national identity card (etc.) for you and your family members.*
30. Your refugee application in the host country.   
*Include the narrative, first rejection, appeal, court papers and final decision with English translation, if applicable.*
31. Background Documents (when possible)   
*Copies of any document to support your answers to questions in the Schedule A: Background/Declaration form (IMM 5669), such as military records, membership cards or any documents showing your association or involvement in any social, political, vocational or cultural organizations.*
32. If the spouse has a child(ren) from a previous relationship, you must provide:   
proof of custody for children under the age of 18;  
proof that children may legally travel to Canada; or  
a statutory declaration that the remaining parent authorizes 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 \(IMM 5669\)](#).
34. Complete and sign [Schedule 2: Refugees Outside Canada Form \(IMM0008/Schedule 2\)](#).

35. Photos   
*Provide one (1) photo of yourself taken in the last six (6) months. The name and date of birth of the person must be printed clearly on each photo. Follow the instructions provided on the [Permanent resident photograph specifications](#) in the principal applicant's instruction guide.*
36. Travel documents and passports (when possible)   
*Copy of passports or travel documents for you. If you live in a country other than your country of nationality, include a copy of your visa/residence permit for that country.*
37. UNHCR registration and/ or recognition   
*Provide a copy of a valid UNHCR registration and recognition. If these are not available, please provide a detailed explanation of what attempts were made to obtain the UNHCR documentation.*
38. Provide copies of any Identity and Civil Status Documents (when possible)   
*Copy of birth, marriage, divorce, annulment, separation or death certificates, and national identity card (etc.) for you and your family members.*
39. Your refugee application in the host country.   
*Include the narrative, first rejection, appeal, court papers and final decision with English translation, if applicable.*
40. Background Documents (when possible)   
*Copies of any document to support your answers to questions in the Schedule A: Background/Declaration form (IMM 5669), such as military records, membership cards or any documents showing your association or involvement in any social, political, vocational or cultural organizations.*

Please remember that unmarried children that are aged 22 and above are treated by IRCC as a separate case. Please submit a separate file with them as the Principal Applicant.

**For Office Use Only:**

41. Case Processing Assistant to provide cosponsor/ CG rep with receipt for filing fee.
42. Case Processing Assistant to provide cosponsor/ CG rep with receipt for settlement funds.

Please email the completed and signed documents to [oratcases@archtoronto.org](mailto:oratcases@archtoronto.org).