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

- Use the latest Immigration, Refugees and Citizenship Canada (IRCC) forms: IRCC refugee sponsorship forms. Select "Sponsorship Agreement Holder" on the IRCC refugee sponsorship application page.
- For instructions on how to download IRCC forms: How to Download Immigration Forms tutorial.
- Review the IRCC guides before completing the forms: Guide 5413 for Sponsorship Agreement Holders and the IMM 6000 guide for applicants.
- Complete all forms electronically; handwritten forms will not be accepted. Use the linked tutorials beside forms where available.
- Use the exact spelling of each cosponsor's and refugee's name as shown on their passport, if available.
- Include all immediate family members where applicable, including spouse and dependent children, regardless of where they live, or whether they are accompanying or not.
- Any person age 22 or older must complete an application as a Principal Applicant.
- Provide complete and honest information; failure to disclose required information may result in case closure.
- Save editable forms and scanned documents on a USB drive and email copies to yourself and your cosponsor/CG. Keep editable versions in case revisions are requested.

Submission Instructions

- Email the completed and signed application to oratcases@archtoronto.org. Send it in one email whenever possible; if file size prevents this, use no more than 2–3 emails, including Principal Applicant's name and email sequence in each subject line (e.g., "PA Name – 1 of 3," "2 of 3," "3 of 3").

What Happens Next

- After reviewing the application, an ORAT Case Processing Coordinator will explain how to submit the $525 filing fee and the required settlement funds. Both are needed before ORAT begins its review of the application.

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- If requested corrections are not received by the deadline, or if ORAT determines that it will not submit the application to IRCC, the funds will be returned.

Optional: Use the Sponsorship Cost Calculator to estimate financial liability. You may submit it with the forms or keep it for reference.

Joint Checklist: Constituent Group (CG) and Cosponsor

#	Requirement	Done
1	Read Guide 5413 before completing the forms.	☐
2	Complete Section A – Sponsor Information of the Undertaking Form (IMM 5373) using the following SAH details: • Name of SAH: Roman Catholic Episcopal Corporation for the Diocese of Toronto in Canada; • SAH Address: 830 Bathurst Street, Apt. 104, Toronto, ON M5R 3G1; (647) 494-5419; oratsponsorship@archtoronto.org. • SAH Signing Authority: Family name – Ovcjak; Title and Given Name – Deacon Rudy. Complete and sign the form, and select Plan A in Section D. • **IMM 5373 Tutorial**	☐
3	Pastor or CG representative: Complete and sign the Sponsor Assessment Form (IMM 5492). • **IMM 5492 Tutorial**	☐
4	Cosponsor: complete and sign the Sponsor Assessment Form (IMM 5492). • If there is no cosponsor, every CG member must complete and sign the CG Volunteer Kit. • **IMM 5492 Tutorial**	☐
5	Provide a copy of the cosponsor's ID showing their legal status in Canada.	☐
6	Complete and sign the Settlement Plan (IMM 5440). • **IMM 5440 Tutorial**	☐
7	Sign the Memorandum of Understanding (MoU).	☐
8	Deliver a certified cheque or bank draft for the $525 filing fee to the ORAT office.	☐
9	Deliver a certified cheque or bank draft for settlement funds of $, • payable to "Office for Refugees, Archdiocese of Toronto (ORAT)." • Memo: "Resettlement for [Full Name of Principal Applicant]." • See the Sponsorship Cost Table or the Sponsorship Cost Calculator	☐

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Principal Applicant (PA)

#	Requirement	Done
10	Indicate whether you or any family member has a medical or psychological condition. If yes, email details and any current or required treatment in Canada to oratcases@archtoronto.org. Include the PA's name (LAST, First, Other) in the subject line.	☐
11	Read the IMM 6000 guide before completing the forms.	☐
12	Complete and sign the Consent and Declaration Form	☐
13	Complete and sign the Generic Application Form (IMM 0008). • **IMM 0008 Tutorial**	☐
14	If IMM 0008 lists more than five dependents, complete and sign the Additional Dependents/Declaration Form (IMM 0008 DEP).	☐
15	Complete and sign Schedule A: Background/Declaration (IMM 5669). • **IMM 5669 Tutorial**	☐
16	Complete and sign Schedule 2: Refugees Outside Canada (IMM 0008 SCH2). Use the Narrative Guide to help prepare your answers and for the visa office interview. • **IMM0008 SCH2 Tutorial**	☐
17	Provide one recent photo of the PA and each family member, taken within the last six months. Print each person's name and date of birth on the back. Follow IRCC photo specifications.	☐
18	If available, provide passports or travel documents for the PA and family members. Include the host-country visa/residence permit if living outside the country of nationality, and copies of pages showing entry/exit stamps.	☐
19	Provide valid UNHCR registration/recognition documents, if available. If unavailable, explain in detail the steps taken to obtain them.	☐
20	If available, provide identity and civil-status documents for the PA and family members (e.g., birth, marriage, divorce, annulment, separation or death certificates, and national ID cards).	☐
21	Provide available documents related to the refugee application in the host country (e.g., narrative, first rejection, appeal documents, court papers, and final decision). Include English translations where applicable.	☐
22	If available, provide documents supporting answers in IMM 5669 (e.g., military records, membership cards, or evidence of involvement in social, political, vocational, or cultural organizations).	☐

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23	If the PA has children from a previous relationship, provide custody proof for children under 18 and proof they may legally travel to Canada, or a statutory declaration from the other parent authorizing their immigration to Canada.	☐

Principal Applicant's Spouse/Partner

#	Requirement	Done
24	Complete and sign Schedule A: Background/Declaration (IMM 5669). • **IMM 5669 Tutorial**	☐
25	Complete and sign Schedule 2: Refugees Outside Canada (IMM 0008 SCH2). Use the Narrative Guide to prepare answers and for the visa office interview. • **IMM0008 SCH2 Tutorial**	☐
26	Provide one recent photo of the spouse/partner and each family member, taken within the last six months. Print each person's name and date of birth on the back and follow IRCC photo specifications.	☐
27	If available, provide passports/travel documents for the spouse/partner and family members. Include a host-country visa/residence permit if living outside the country of nationality, plus pages showing entry/exit stamps.	☐
28	Provide valid UNHCR registration/recognition documents, if available. If unavailable, explain in detail the steps taken to obtain them.	☐
29	If available, provide identity and civil-status documents for the spouse/partner and family members (e.g., birth, marriage, divorce, annulment, separation or death certificates, and national ID cards).	☐
30	Provide available host-country refugee application documents (e.g., narrative, first rejection, appeals, court papers, and final decision). Include English translations where applicable.	☐
31	If available, provide documents supporting answers in IMM 5669 (e.g., military records, membership cards, or evidence of involvement in social, political, vocational, or cultural organizations).	☐
32	If the spouse/partner has children from a previous relationship, provide custody proof for children under 18 and proof they may legally travel to Canada, or a statutory declaration from the other parent authorizing their immigration to Canada.	☐

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Dependent Children Aged 18–21

#	Requirement	Done
33	Complete and sign Schedule A: Background/Declaration (IMM 5669). • **IMM 5669 Tutorial**	☐
34	Complete and sign Schedule 2: Refugees Outside Canada (IMM 0008 SCH2). Use the Narrative Guide to prepare answers and for the visa office interview. • **IMM0008 SCH2 Tutorial**	☐
35	Provide one recent photo of each dependent child, taken within the last six months. Print the person's name and date of birth on the back and follow IRCC photo specifications.	☐
36	If available, provide passports/travel documents. Include the host-country visa/residence permit if living outside the country of nationality, plus pages showing entry/exit stamps.	☐
37	Provide valid UNHCR registration/recognition documents, if available. If unavailable, explain in detail the steps taken to obtain them.	☐
38	If available, provide identity and civil-status documents (e.g., birth, marriage, divorce, annulment, separation or death certificates, and national ID cards).	☐
39	Provide available host-country refugee application documents (e.g., narrative, first rejection, appeals, court papers, and final decision). Include English translations where applicable.	☐
40	If available, provide documents supporting answers in IMM 5669 (e.g., military records, membership cards, or evidence of involvement in social, political, vocational, or cultural organizations).	☐

ORAT Photo and Media Consent

All sponsored refugees over age 18 are asked to complete and sign the Photo, Video and Refugee Story Consent Form.

Before Sending

- Confirm that every required form is complete and signed.
- Check that all family members are included and names match passports, if available.
- Include available supporting documents and required explanations for documents that cannot be obtained.
- Save editable copies and send the application to oratcases@archtoronto.org using the email subject-line instructions above.