

# Refugee Sponsorship Intake Guidelines

**A REFERENCE FOR CANADIAN CONTACTS  
AND SYRIAN REFUGEE APPLICANTS**



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Sponsoring a refugee family from Syria will probably be something you will be proud of for your whole life. It will be emotionally moving and satisfying as the family makes a new life for themselves, with your assistance, in Toronto.

***Lifeline Syria will focus much of its attention on assisting the sponsorship of any Syrian who qualifies as a refugee and who has friends or family in Canada who meet the requirements of the sponsorship.***

## **Eligibility Requirements**

In order to successfully submit an application to the Government for private sponsorship to Canada the refugee(s) must:

### **A. Be eligible:**

- ✓ Be a Syria national
- ✓ Syria has been your place of habitual residence
- ✓ Have fled Syria due to the recent and ongoing conflicts in the country
- ✓ Not residing in Europe
- ✓ Have a contact in the Greater Toronto Area
- ✓ Are not able or willing to return to live in your country of origin (voluntary return),
- ✓ Are not able to integrate where you live now (local integration),
- ✓ Have no other durable solution

### **B. Be matched with a G5 sponsor group**

#### ***What is a Group of Five?***

A Group of Five (G5) is any group of five or more Canadian citizens or permanent residents who are 18 years of age or older and who live in the community where the refugees are expected to settle. Group members act as guarantors that the necessary settlement support, which includes financial and settlement arrangements, will be provided for the full duration of the sponsorship, which is generally 12 months. The group is expected to show that they have the necessary financial resources, expertise and commitment required to fulfill the terms of the sponsorship undertaking.<sup>1</sup>

Without a Group of Five (G5) sponsors, you and your family will not be able to be privately sponsored to Canada.

If you have friends or family in the Greater Toronto Area who are interested in privately sponsoring you, please advise them to [contact us](#).

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<sup>1</sup> Government of Canada. <http://www.cic.gc.ca/english/information/applications/guides/5413ETOC.asp#overview>

## Frequently Asked Questions:

1. Can people who still reside in Syria be sponsored?  
*No. People who still reside in their home country are not considered refugees, even if they have been driven out of their home or town.*
2. Can I sponsor a family or friend?  
*Yes, as long as it is the best interest of the refugees.*
3. If I sponsor my family/friend, can they live with me?  
*Yes, but it is not advisable. Any accommodation must comply with tenancy and child welfare requirement. It has the potential to create conflict and jeopardize the settlement process.*
4. Are there any application fees?  
*There are no application or processing fees under the private sponsorship program. However, there is a requirement to provide funds for the refugees to support them during the sponsorship.*
5. Why do refugees need sponsor groups?  
*In order to be able to resettle refugees through private sponsorship, the government requires cases to be submitted with a sponsor group. The following are available sponsorship options:*
  - a. **Group of 5 (G5):**  
  
*Lifeline Syria submits the bulk of our cases through the Group of 5 method. This requires a group of 5 Canadian Citizens or Permanent Residents who are over the age of 18 and have raised full funds for sponsorship by point of submission.*
  - b. **Community Sponsorship (CS):**  
  
If you are an organization, association or corporation looking to sponsor a refugee, you may be eligible to apply under the Community Sponsorship Program. For more information, please visit this link: <http://www.rstp.ca/en/refugee-sponsorship/community-sponsors/>.
  - c. **Sponsorship Agreement Holder (SAH):**  
  
*If you were interested in submitting your application through a Sponsorship Agreement Holder (SAH), Lifeline Syria is able to assist. Please note, however, that many SAHs have submitted their maximum number of cases for 2016. Lifeline Syria can no longer assist in matching a sponsorship group to a SAH. If your group approaches a SAH and they agree to submit a case for you, Lifeline Syria can assist with the case forms.*
6. What documents are required from the refugee applicants?  
*There are a number of forms and supporting documentation required by the government, the details are outlined on page 6-9 of this guide.*
7. How long will the entire process take?  
*Processing times are difficult to predict. They vary depending on the type of application you submit and the number of applications currently being processed and may also change during the processing of your application. You can consult the processing times tool on the government website for details.*

## Documents Checklist

The Government of Canada has created a document checklist with a list of forms you will need to mail with your application. Make sure you print the checklist, and attach the completed checklist to your application.

Assemble all your documents as listed. Check (☑) each applicable item on the checklist and attach the checklist to your documents (a paper clip will do). Place all the documents in a sealed envelope. **Do not send originals** of any documents with the exception of the completed application forms which must be **originals**.

If your documents are not already in English or French, Canadian visa offices require **certified translations** (English or French) of all documents you submit with your application. You must also include a copy of the original.

If you are unable to provide any of the requested documentation for special reasons, attach a **written explanation** with full details as to why that documentation is unavailable.

The checklist can be found on page 13 of this document and is also available online in PDF format only at <http://www.cic.gc.ca/english/pdf/kits/guides/Ea6000.pdf>


## Step 1: Required Documents

The very first step in the process after you have determined whether you are eligible for sponsorship is to collect all required documentation and complete the government forms.

### Forms

In order to process the refugee application, the Government of Canada requires refugee applicant to complete the 3 forms listed below. Ensure that you use the latest version of the government forms (these forms can also be accessed on the government website at: <http://www.cic.gc.ca/english/information/applications/index.asp>)

1. Generic Application IMM 0008 (11-2015) E
2. Schedule A IMM 5669 (12-2012) E
3. Schedule 2 IMM 0008 (10-2011) E



If a family member is not included in the IMM 0008 forms, she or he will be **excluded** from coming to Canada.

### Who should complete which forms?

|                                 | Generic Form<br>IMM 0008 | Schedule A IMM<br>5669 | Schedule 2 IMM<br>0008 |
|---------------------------------|--------------------------|------------------------|------------------------|
| Principal Applicant             | ✓                        | ✓                      | ✓                      |
| Spouse/Common-Law Partner       |                          | ✓                      | ✓                      |
| Adult Child 18 years old*       |                          | ✓                      | ✓                      |
| Adult Child 19 years and over** | ✓                        | ✓                      | ✓                      |

\*This child must also be included in the Principal Applicant's Generic Form.

\*\*This child must **NOT** be included in the Principal Applicant's Generic Form. They become their own case.

### 1. Generic Application Form IMM 0008

- The refugee applicant is referred to as the “Principal Applicant”. If the principal applicant is part of a family being sponsored, he/she should be the family member with the strongest refugee case.
- In Question 1, select “**Refugee**” from the drop-down menu as the program under which you are applying
- Refugees who are being privately sponsored from abroad should select “**Outside Canada - Refugee**” in Question 2.
- The third page of the Generic Application is where the applicant must list ALL family members whether they will be accompanying the applicant to Canada or not. This includes the principal applicant's spouse or common-law partner, dependent children up to 18 years of age (not married **OR** 19 or older but has depended substantially on the financial support of a parent since before the age of 19 because of a physical or mental condition), and dependent children of the principal applicant's spouse or common-law partner. The applicant should also include those immediate family members whose whereabouts are unknown or who are deceased.

- Children who do not meet the definition of “dependent children” above must complete their own Generic Application. If a family member is not included in the IMM 0008 forms, she or he will be excluded from coming to Canada.
- The form provides space for one dependent; to add more dependents, please click on the blue “add dependent” button. You can include up to five (5) dependents on this form. If you have more dependents, you will need to use the Additional Dependents Declaration (IMM 0008DEP) form for each additional family member.

**Please ensure that all Generic Forms (IM0008) have been validated**

## 2. Schedule A - Background / Declaration IMM 5669

- The principal applicant and the principal applicant’s spouse, common-law partner and dependent children aged 18 years or older must complete this form separately. The applicant and family members are required to check the applicable box at the beginning of the form and identify whether they are the principal applicant or a dependent family member.
- Personal information in this schedule should be consistent with what is recorded in the **IMM 0008 Generic Form**.

## 3. Schedule 2 - Refugees Outside Canada IMM 0008

- Schedule 2 provides the backbone of the refugee claim. As a result, the applicants should take the utmost care in providing accurate, consistent and genuine information.
- It is important that the details provided are complete without leaving any gaps in time. Often applicants write only the period when they were working and leave out the time when they were, for example, unemployed, hospitalized or imprisoned. However, they should indicate these parts of their history under activities section in question 8 with the corresponding residence listed as their address in question 12. They need to be accountable for every part of their personal history and every address where they resided **since the age of 18, or for the past 10 years**, whichever is the most recent. Failure to account for all time periods can result in a delay in the processing of the application.

### *De facto Dependents (Section 13)*

A de facto dependent is someone who is considered to be a part of the family unit but is not an immediate family member. Such people would normally, but not exclusively, live with the principal applicant as members of the same household. De facto dependents must be able to prove that they are refugees and are dependent on the family unit. The dependency may be emotional or financial and will often be a combination of the two.

*Who is **not** considered a de facto dependent?*

- A non-accompanying family member cannot be identified as a de facto dependent
- An elderly parent who normally lives with the principal applicant but who may reside with other children from time to time.
- A married sister living with the applicant, who has a husband residing in another known location, unless it is demonstrated that the sister cannot rely on her husband for support.
- A married daughter and her husband living with the principal applicant, unless they can demonstrate that they are completely dependent on the principal applicant for financial support.
- A person who has been taking care of the principal applicant's children and living in the household for an extended period (more than six months) but who has a family of his or her own.

*Who **is** considered a de facto dependent?*

- Elderly relatives who have lived with the principal applicant or who are solely, , dependent on the applicant for care, shelter, etc.
- An unmarried adult daughter in cultures where it is normal for an unmarried adult daughter to remain dependent until she marries.
- A widowed sister or sister-in-law in a culture where it is normal for the applicant to take on responsibility for her care and sustenance when she has no other means of support.
- Nieces and nephews whose parents have been killed or are missing.
- Parents of any age living with the principal applicant and without other children with whom they could reside or without other means of support.

## **Passports and IDs**

All applicants will require identification showing their nationality.

- If applicants have passports, please scan the inside of the cover page, the first page, and the second page.
- If the applicants DO NOT have passports, the Canadian government will require scanned copies of another form of ID. This could include:
  - ✓ Syrian National ID card
  - ✓ Family ID book
  - ✓ Birth Certificates
  - ✓ Residence/Work Permits

*Note: essential documents in Arabic must be officially translated from Arabic to English or French.*

If the applicants are unable to have the required documents translated abroad, translations can be completed in Canada by a certified translator using a copy of the document. The translator will be required to write a cover letter stating that they are fluent in Arabic and English (or French), and that they have translated the documents to the best of their ability. Note to Canadian contacts: please confirm with lawyer if a document needs official translation as only essential documents require this.



## Photos

Each applicant will need to provide 2 original passport photos that meet the specifications outlined below.

### Photo specifications

#### TAKE THIS INFORMATION WITH YOU TO THE PHOTOGRAPHER

- Make sure that you provide the correct number of photos specified in the Checklist.
- You must provide identical and unaltered photographs.
- Photographs may be in color or in black and white.
- Photographs must be original and not altered in any way or taken from an existing photograph.
- Photographs must reflect your current appearance (taken within the past six (6) months).

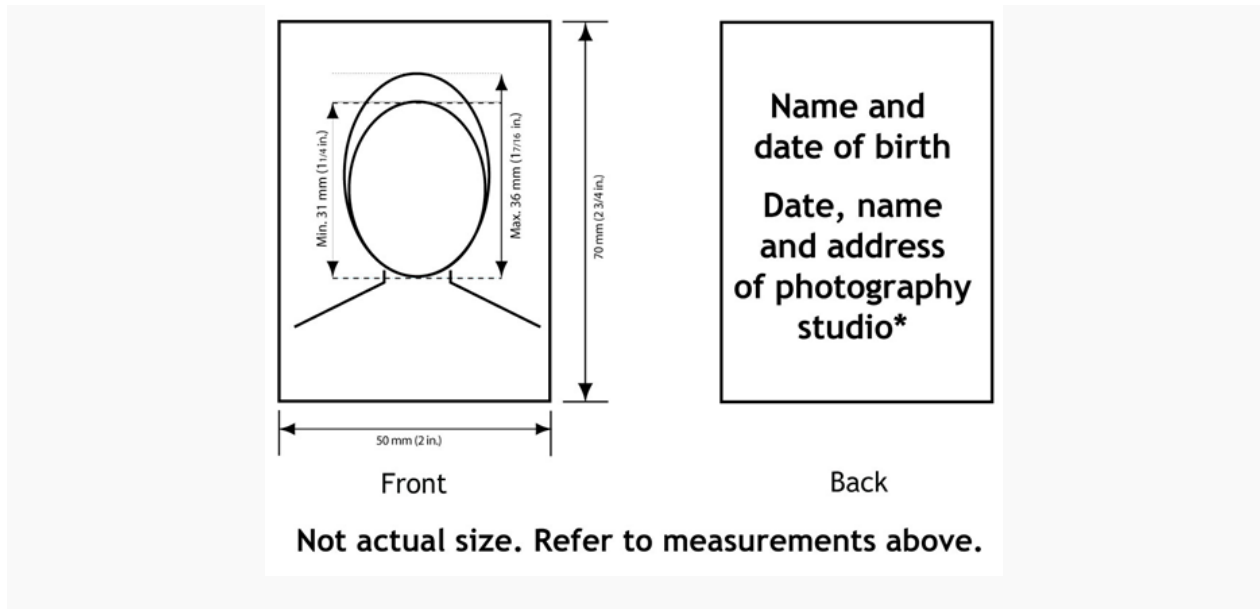
### Notes to the photographer

The photographs must be:

- taken by a commercial photographer;
- 50 mm x 70 mm (2 inches wide x 2 3/4 inches long) and sized so the height of the face measures between 31 mm and 36 mm (1 1/4 inches and 1 7/16 inches) from chin to crown of head (natural top of head);
- clear, sharp and in focus;
- taken with a neutral facial expression (eyes open and clearly visible, mouth closed, no smiling);
- taken with uniform lighting and not show shadows, glare or flash reflections;
- taken straight on, with face and shoulders centered and squared to the camera (i.e. the photographs must show the full front view of the person's head and shoulders, showing the full face centered in the middle of the photograph); taken in front of a plain white background with a clear difference between the person's face and the background. Photographs must reflect and represent natural skin tones.

The back of one (1) photograph must:

- bear the name and date of birth of the subject, as well as the name and complete address of the photography studio;
- bear the date the photograph was taken;
- The photographer may use a stamp or handwrite this information. Stick-on labels are unacceptable.



*Once the forms have been completed, Lifeline Syria will provide instructions on obtaining original photographs from the applicants abroad.*

## Supporting Documents

If the applicants have it, it is recommended to additionally submit any documents showing the relationships between the applicants in the case. These could include:

- ✓ Marriage certificates
- ✓ Residence Permits
- ✓ Personal incident reports to support refugee claim

## Translation and Certification

Essential documents in Arabic must be officially translated from Arabic to English or French.

If the applicants are unable to have the required documents translated abroad, translations can be completed in Canada by a certified translator using a copy of the document. The translator will be required to write a cover letter stating that they are fluent in Arabic and English (or French), and that they have translated the documents to the best of their ability. Note to Canadian contacts: please confirm with Lifeline Syria as to which essential documents require official translation.

## Signatures

The updated government requirements require that original signatures on the forms be submitted by mail to Lifeline Syria, the forms do not require to be signed and scanned at this time – the Lifeline Syria team will provide instructions about getting original signatures on all the forms after reviewing the case file.

## **Step 2: Group of 5 (G5) Sponsors**

### **How it works**

Group of Five sponsors are 5 individuals who live in the community where the refugees are expected to settle, who have come together and have signed an agreement of undertaking to provide for income and settlement support for a refugee individual or family for one year.

#### *Sponsor Eligibility Criteria:*

To be eligible, each member of the Group of Five must:

- be a Canadian citizen or permanent resident,
- be at least 18 years old,
- have no criminal record,
- live in the same community where the refugee is expected to settle, and
- agree to give settlement assistance and support for one year or until the refugees become self-sufficient, whichever comes first.

### **Financial Requirement**

While the cost of living varies across the GTA, the Sponsorship Cost Table below can help to estimate the annual settlement cost for sponsoring a refugee or refugee family.

#### i. Sponsorship Cost Table

| <b>Family Size</b>     | <b>Income Support for 12 Months</b> | <b>Income per Month</b> | <b>Start-up Costs</b> | <b>Total Liability</b> |
|------------------------|-------------------------------------|-------------------------|-----------------------|------------------------|
| 1                      | \$9,800                             | \$817                   | \$2,800               | <b>\$12,600</b>        |
| 2                      | \$16,800                            | \$1,400                 | \$4,400               | <b>\$21,200</b>        |
| 3                      | \$17,700                            | \$1,475                 | \$5,300               | <b>\$23,000</b>        |
| 4                      | \$20,000                            | \$1,667                 | \$7,000               | <b>\$27,000</b>        |
| 5                      | \$22,500                            | \$1,875                 | \$7,200               | <b>\$29,700</b>        |
| 6                      | \$24,500                            | \$2,042                 | \$8,000               | <b>\$32,500</b>        |
| Each additional member | \$1,550                             | \$129                   | \$1,000               | <b>\$2,500</b>         |

## Online Group Registration

Once your sponsor group has been formed, it must indicate its interest to become a sponsorship group with Lifeline Syria by completing the Group Form on our website at <http://lifelinesyria.ca/group-form/>

The information provided by the sponsors will be used by Lifeline Syria to confirm your group's readiness to sponsor and determine what support you still need from Lifeline Syria.

**PLEASE NOTE:** Don't trust or believe anyone who asks you to pay for a sponsorship. Under the Private Sponsorship of Refugees Program, sponsors are responsible for assisting refugees with financial and settlement assistance. Refugees **do not** have to pay for a private sponsorship. In addition, refugees **do not** have to prepay or repay your sponsors for care, lodging (housing) or settlement assistance.

Canada's immigration programs are based on fairness. No one can promise your application will be given special treatment or guarantee that it will be approved.

## Submission to Immigration Refugee and Citizenship Canada

Once both the sponsorship and refugee applications are complete, Lifeline Syria will submit your file to the Government of Canada for processing. Please note that processing time with the Government of Canada vary.

To ensure your application is processed as fast as possible:

- verify that all the documentation and information requested is provided with your application
- tell us if your contact information has changed, including the following:
  - ✓ mailing address
  - ✓ telephone numbers
  - ✓ facsimile number (fax)
  - ✓ e-mail address

## Lifeline Syria Contact Information

If you have questions regarding the application process, please see the Frequently Asked Questions on page 2. For other related inquiries please contact us at 647-943-6300.

## Appendix A – Document checklist

This document checklist is available in PDF format only. The checklist is one of the forms you will need to mail with your application. Make sure you print the checklist, and attach the completed checklist to your application.

Assemble all your documents as listed. Check (☑) each applicable item on the checklist and attach the checklist to your documents (a paper clip will do). Place all the documents in a sealed envelope.

**Do not send originals** of any documents with the exception of the completed application forms which must be **originals**.

If your documents are not already in English or French, Canadian visa offices require **certified translations** (English or French) of all documents you submit with your application. You must also include a copy of the original.

If you are unable to provide any of the requested documentation for special reasons, attach a **written explanation** with full details as to why that documentation is unavailable.

The following is a list of the minimum requirements; however, additional requirements may apply at the discretion of the visa office.

|  |                          |
|--|--------------------------|
| <b>1. APPLICATION FORMS</b>  |                          |
| Check that each form is completed, signed and dated. Your signed application should include:   |                          |
| • <i>Generic Application Form for Canada</i> (IMM 0008)  | <input type="checkbox"/> |
| • <i>Additional Dependants / Declaration</i> (IMM 0008DEP)   | <input type="checkbox"/> |
| • <i>Schedule A- Background / Declaration</i> (IMM 5669) completed and signed by you and each of your family members who are 18 years of age or older.   | <input type="checkbox"/> |
| • <i>Refugees Outside Canada</i> (IMM 0008 - Schedule 2) completed and signed by you and each of your family members who are 18 years of age or older.   | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• If you, the principal applicant (PA), your spouse or any dependant over 18 have a representative, you must complete and sign the <i>Use of a Representative</i> (IMM 5476) form. You may appoint the contact person of the sponsoring group if you are being sponsored.</li> <li>• Document checklist.</li> </ul> <p><b>Include in the same envelope the completed application forms for your non dependent children aged 19 years and over, for <i>de facto</i> dependants and for extended family members that are also applying for permanent residence.</b></p> |                          |

|   |
|---|
| <p><b>2. PHOTOS</b> <span style="float: right;"><input type="checkbox"/></span></p> <p>Provide <b>one recent photo</b> of yourself and each of your family members taken in the last year. Follow the instructions provided in section <a href="#">Complete the application</a> and in <a href="#">Appendix C: Photo Specifications</a> in this guide.</p> <p><b>Note:</b> You may be required to provide additional photos at the time of your interview with a visa officer.</p>  |
| <p><b>3. IDENTITY AND CIVIL STATUS DOCUMENTS</b> <span style="float: right;"><input type="checkbox"/></span></p> <p>Birth, marriage, final divorce, annulment or separation certificates for you and spouse; death certificate for former spouse if applicable. Provide any national identification documents from your country of origin for you and members of your family, if available.</p>   |
| <p><b>4. CHILDREN'S INFORMATION (if applicable)</b> <span style="float: right;"><input type="checkbox"/></span></p> <p>Children's birth certificates (which name their parents); adoption papers for adopted dependent children; proof of custody for children under the age of 19 and proof that the children may be removed from the jurisdiction of the court; statutory declaration that the remaining father or mother has no objection to the child living in Canada; if the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements.</p>  |
| <p><b>5. BACKGROUND DOCUMENTS (if applicable)</b> <span style="float: right;"><input type="checkbox"/></span></p> <p>Any document to support your answers to questions in the <i>Schedule A - Background/Declaration</i> form (IMM 5669) such as completion of military service card, military records, membership cards or any documents showing your association or involvement in any social, political, vocational and cultural organization.</p>   |
| <p><b>6. TRAVEL DOCUMENTS AND PASSPORTS</b> <span style="float: right;"><input type="checkbox"/></span></p> <p>Passports or travel documents for yourself, your spouse and dependent children, if you have any. Include only copies of pages showing the passport number, date of issue and expiration, your photo, name, date and place of birth. If you live in a country other than your country of nationality, include a copy of your visa for the country in which you currently live.</p>  |
| <p><b>7. PROOF OF REFUGEE STATUS</b> <span style="float: right;"><input type="checkbox"/></span></p> <p><b>a) For Groups of Five and Community Sponsors only</b></p> <p>To be sponsored as a refugee by a Group of Five or a Community Sponsor, you, as the PA, <b>MUST already have been granted refugee status</b> by the UNHCR or the government of the country (i.e. foreign state); whichever is authorized to do so in accordance with the laws of the country where you are living. A "UNHCR Asylum Seeker Certificate", a "UNHCR Registration Card", "UNHCR Registration", or documents issued by the UNWRA are not accepted as valid proof of refugee recognition.</p> |

**Note:** If you are a Syrian or Iraqi national, as of September 19, 2015, you are no longer required to provide a proof of refugee status recognition with your application. **This only applies to Syrian or Iraqi refugee applicants sponsored by Groups of Five and Community Sponsors.** A temporary public policy for Syrian and Iraqi nationals was established, which provides an exemption from the requirement to submit proof of refugee status recognition with their application.

**b) For Sponsorship Agreement Holders only**

Any document attesting to your status as an asylum-seeker, refugee, resident or citizen in any country other than your country of origin. This should include documents issued by the UNHCR or the government of the country where you are currently residing.

**8. ADDITIONAL INFORMATION (if applicable)**

Any document you believe may be relevant to your need for protection, which may help us to better understand your situation. As well, any record to demonstrate your adaptability, initiative, motivation, or resourcefulness. All school certificates, diplomas, and degrees for you and your spouse or common-law partner (if applicable), including apprenticeship or trade papers. Include letters of reference or work certificates from present and past employers for you and your spouse or common-law partner. Include business and driver's licenses, if available.