

SPONSOR'S GUIDE

FAMILY CLASS

Information

Read this guide carefully before filling out the forms required for submitting an undertaking application. If you need more information, you can consult the Immigration-Québec website or contact the Service des renseignements généraux.

www.immigration-quebec.gouv.qc.ca

Montréal region: 514 864-9191

Elsewhere in Québec (toll free): 1 877 864-9191

*Immigration
et Communautés
culturelles*

Québec 

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This document does not constitute an interpretation of the wording of the Act respecting immigration to Québec and the Regulation on the selection of foreign nationals. For specific information of a legal nature, consult the Act and the Regulation.

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INTRODUCTION

Do you want to sponsor a family member?

This guide is intended to help you in your sponsorship efforts. You will find all the necessary information on the steps to follow, the conditions to fulfill and the scope of your undertaking. You will also find instructions to help you fill out all forms required for submitting your undertaking application to the Ministère de l'Immigration et des Communautés culturelles (MICC).

You can consult the [MICC website](http://www.immigration-quebec.gouv.qc.ca), [www.immigration-quebec.gouv.qc.ca], “Sponsors and Sponsored Persons” section, to obtain all the necessary information and to download the forms required for your application. You can also contact the Service de renseignements généraux by calling (514) 864-9191 from Montréal, or 1 877 864-9191 from outside Montréal, to obtain an application kit.

What is a sponsorship?

A sponsorship is a contractual commitment between you and the Québec government on behalf of a sponsored person.

You can sponsor a close relative if you are a Canadian citizen or permanent resident domiciled in Québec who is at least 18 years of age and who meets the conditions set forth in this guide. Since immigration is a jurisdiction shared by the governments of Québec and Canada, you must satisfy the requirements of both governments to sponsor someone.

Useful information

When you undertake to sponsor a family member, it is important to accurately evaluate the financial impact of adding one or more persons to your budget, even when you do not have to demonstrate your financial capacity for the undertaking to be approved.

Common values of Québec society

Each year, Québec welcomes immigrants from all over the world, with their know-how, skills, language, culture and religion. Québec provides a range of services to help them integrate and participate fully in Québec society.

Integrating into Québec society means being prepared to learn about, and respect its common values. Before you sponsor someone, it is important to ask that person to read through the information on the common values of Québec society on the MICC's website at www.valeurscommunesduquebec.gouv.qc.ca

Using the services of a paid individual

The forms and instructions were designed to enable persons wishing to immigrate to Québec to fill out the forms without help.

The Ministère de l'Immigration et des Communautés culturelles does not give priority or special treatment to applications from individuals who retain the services of a paid individual. All applications are treated in the same way.

If you decide to retain the services of a paid individual, be advised that the Ministère, to better protect sponsors against dubious or illegal practices, deals only with:

- members in good standing of the Barreau du Québec or the Chambre des notaires du Québec;
- persons with a special authorization issued by one of the above-mentioned organizations;
- immigration consultants recognized by the Ministère de l'Immigration et des Communautés culturelles and appearing in the **Registre québécois des consultants en immigration**.

To find out whether an immigration consultant is recognized by the Ministère, consult the register at the following address:

www.micc.gouv.qc.ca/publications/fr/dossiers/Registre_Consultants.pdf

If you use the services of an immigration consultant to advise, help or represent you in the framework of this application, you must notify the Ministère and identify this person. **Do not forget to give your personal residence address along with that of the person who advises, assists or represents you.**

POWER OF ATTORNEY

If you want someone to represent you in your dealings with the Ministère, you must send an original power of attorney, signed by both you and this person, to the office responsible for handing your application.

ATTESTATION

If the person who represents you is an immigration consultant, recognized by the Ministère de l'Immigration et des Communautés culturelles and appearing in the Registre québécois des consultants en immigration, he or she must submit, with your application, a duly completed and signed attestation confirming that he or she has taken the necessary measures to ensure the authenticity of the information provided.

1. DEFINITIONS

Read the following definitions carefully. They will help you understand this guide fully and complete your forms correctly.

Sponsor

A person of at least 18 years of age who undertakes, by contract with the government, to provide for the basic needs of the individuals he or she sponsors. As a sponsor, you must have an admissible family relationship with the principal sponsored person (see “Who can I sponsor ?” on page 4).

Spouse

A person of at least 16 years of age, of the same or opposite sex, who is married to the sponsor or the principal sponsored person.

Is NOT considered a spouse, a person who:

- at the time of marriage was the spouse of another person; or
- is the de facto spouse of another person and has been living apart from his or her spouse for at least one year.

De facto spouse

A person at least 16 years of age, of the same or opposite sex, who has:

- been living maritally for at least one year with the sponsor or the principal sponsored person;
- had a marital relationship for at least one year with the sponsor or the principal sponsored person but who may not live with him or her because of persecution or penal control.

Conjugal partner

A person 16 years of age or over, of the same or opposite sex, who has maintained a marital relationship with the sponsor for at least one year and who is living outside Canada.

Dependent child

Dependent child who, in relation to the sponsor or the principal sponsored person, is either:

- his or her biological child, who has not been adopted by a person other than the spouse or conjugal partner of the parent; or
- his or her adopted child or that of his or her spouse or conjugal partner (full adoption).

This child is:

- under 22 years of age and is neither married (i.e. is single, widowed or divorced) nor a de facto spouse; or
- still substantially dependent on the financial support of a parent, and
 - is 22 years of age or older, studying full time¹, and neither married nor a de facto spouse;
 - or**
 - married or became a de facto spouse before the age of 22, and is a full-time student¹; **or**

¹ To be considered a full-time student, the child must be enrolled on a continuous basis in a postsecondary educational institution that is accredited by the relevant government authorities; must be attending this institution; and must have been actively taking general, academic or vocational training courses there on a full-time basis and without interruption at least since his or her 22nd birthday, or since the date on which he or she married or became a de facto spouse.

–is 22 years of age or older, and has been unable to support himself or herself since at least his or her 22nd birthday, owing to a physical or mental disability.

This definition also extends to the child of a dependent child.

Cosignatory spouse

Your spouse or de facto spouse may sign the “formulaire d’engagement” (undertaking form), thereby becoming jointly and severally responsible, along with you, for this undertaking.

The cosignatory spouse must satisfy the same conditions as the sponsor. He or she undertakes to provide for the basic needs of sponsored persons and **assumes the same responsibilities as the sponsor**.

Family member

In relation to the sponsor and the principal sponsored person:

- a spouse or de facto spouse, who must be at least 16 years old;
- a dependent child and, if applicable, that child’s dependent child.

Orphaned minor child

Your **orphaned** brother, sister, nephew, niece, grandson or granddaughter who is under 18 years of age and is neither married nor a de facto spouse. No other kinship relationship can be considered.

Child to be adopted

An unmarried minor child whom a Québec resident intends to adopt and may adopt under Québec law.

Québec resident

Any Canadian citizen or permanent resident who is domiciled in Québec.

2. WHO CAN I SPONSOR?

To be sponsored, your close relative must belong to the family class category. In other words, he or she must be:

- your spouse, de facto spouse or conjugal partner;
- your dependent child;
- your father, mother, grandfather or grandmother;
- your brother, sister, nephew, niece, grandson or granddaughter **orphaned by the loss of both parents** who is under 18 years of age and neither married nor a de facto spouse;
- a child to be adopted (international adoption).

Undertakings cover these relatives and their accompanying family members, if any.

3. WHAT ARE THE REQUIREMENTS FOR SPONSORING A PERSON?

General requirements

For your undertaking to be approved, you must satisfy all requirements described below in addition to any applicable **specific requirements**.

Default (non-compliance with previous undertakings)

You must have fulfilled the obligations of any previous undertaking. If a person you sponsored received social assistance and the Ministère de l’Emploi et de la Solidarité sociale (MESS)

considers that you were in default under its regulations, your application will be refused **unless** you have reimbursed all amounts owing to the MESS.

The MICC checks the accuracy of information provided with the MESS

Social assistance

You must not be receiving social assistance. If you are receiving social assistance, your application will be refused unless you are receiving supplemental benefits because of your age or a disability that poses obstacles to employment that are severe, permanent or of indefinite duration.

The MICC checks the accuracy of information provided with the MESS.

If Citizenship and Immigration Canada (CIC) exempts you from this condition, the MICC will be informed directly and your application may be accepted if the other requirements are met.

Compulsory execution measure for non-payment of support

Over the past five years, you must have fulfilled obligations arising from a court order to make support payments. If, in the preceding five years, you have defaulted on your support payment obligations and compulsory execution measures were taken against you, your application will be refused **unless** you have reimbursed all amounts owing.

The MICC checks the accuracy of information provided with Revenu Quebec.

Personal injury offence

You must not have not been convicted, in Canada or abroad, of a sexual offence, an attempt or threat to commit such an offence against any person or an offence involving bodily injury or an attempt or threat to commit such an offence against a member of your family or a relative, your spouse, de facto spouse or conjugal partner or against a member of his or her family or a relative.

If you have been found guilty of an **Personal injury infractions**, your application will be refused **unless** you have been acquitted on final appeal, pardoned under the *Criminal Records Act*, or finished serving your sentence at least five years before this application was filed. **In this case, you must provide proof of acquittal, pardon, or completion of your sentence with your application.**

Imprisonment or removal order

You must not be subject to a removal order or be detained in a penitentiary or prison.

Member of the family class

The person you are sponsoring must be a member of the family class, as defined in Section 2, "Who can I sponsor?"

Submission of all required documents

You must submit all required documents and supporting evidence in order for your application to be examined.

NOTE

The Ministère de l'Immigration et des Communautés culturelles reserves the right to verify that you comply with the regulatory requirements until the person you are sponsoring obtains permanent resident status or is admitted under a temporary resident permit.

Specific requirements

In addition to the general conditions, you must satisfy specific requirements. These requirements vary, depending on the persons you are sponsoring.

Spouse, de facto spouse or conjugal partner

To be able to sponsor these persons, you must demonstrate that:

- your spouse, de facto spouse or conjugal partner is at least 16 years of age;
- if applicable, a previous undertaking to sponsor a spouse, de facto spouse or conjugal partner, has ended.

Dependent child

If your dependent child or the dependent child of your principal sponsored person has a dependent child, you must demonstrate your financial capacity.

Parent and grandparent

To be able to sponsor your father, mother, grandfather or grandmother, you must demonstrate your financial capacity.

Orphaned brother, sister, nephew, niece, grandson, granddaughter, under 18 years of age and neither married nor a facto spouse

To be able to sponsor a minor child orphaned by the loss of both parents, you must:

- demonstrate your financial capacity;
- obtain a positive psychosocial assessment of the conditions under which the child will be received. This evaluation is conducted by the youth protection centre in your region. A fee of \$1,200 is charged for the assessment.
- sign a declaration in which you undertake to petition the Superior court, within 90 days of the child's arrival in Québec, in order to have a guardian appointed for the child.

You may be called to an interview to help guide you through your process.

Child to be adopted (international adoption)

To be able to sponsor a child you intend to adopt, you must meet the requirements of the Secrétariat à l'adoption internationale [www.adoption.gouv.qc.ca] which will then issue a letter of non-opposition and send it to the MICC.

IMPORTANT

If your undertaking is subject to financial requirements, you must demonstrate that you have, and have had, sufficient financial resources to cover the basic needs of the principal sponsored person and the members of his or her family, whether or not they accompany him or her, for at least the previous 12 months, and that you will continue to have these resources for the entire duration of the undertaking.

To see the scales used to calculate your financial capacity, consult Section 9 of this guide. These scales are indexed every year. The following factors are taken into account in evaluating your financial capacity:

- your income, as well as that of your spouse if he or she consigns the sponsorship undertaking;
- the income required to meet the basic needs of your own family unit;
- the income required to meet the basic needs of the person you wish to sponsor and, where applicable, his or her family members whether or not they accompany the sponsored person;
- and, if you have already sponsored someone and your undertaking is still valid, the financial obligations arising from this undertaking to meet the basic needs of persons covered by this previous undertaking.

You can also use the [electronic calculator](#) on our website for an overview of the gross annual income required to sponsor your relatives or family members.

4. WHAT ARE MY RESPONSIBILITIES AND OBLIGATIONS AS A SPONSOR?

Responsibilities and obligations towards the government

A sponsorship is a contractual commitment between you and the Québec government on behalf of a sponsored person.

If the person you have sponsored or an accompanying family member collects government aid in the form of social assistance or special benefits (e.g., glasses, dental treatment, hearing aids), you will be required to reimburse these amounts.

You may also have to pay substantial accommodation costs if the person you are sponsoring stays in a public long-term care facility.

Responsibilities and obligations towards the person you are sponsoring

In sponsoring a close relative, you undertake to provide for that person's basic needs (food, clothing, personal necessities and housing costs) for **the entire duration** of the undertaking.

In short, you make a commitment that this person and any accompanying family members will not be a financial burden to the host society.

You also have a duty to provide the sponsored person with all the necessary information to facilitate his or her integration into Québec society.

Responsibilities of the person you are sponsoring

The person you are sponsoring must keep you informed as to how his or her basic needs are being met and notify you of any change of address. The person must also inform you of any steps taken toward obtaining social assistance benefits.

Cancellation of an undertaking

The *Act respecting immigration to Québec* specifies that an undertaking or a Québec selection certificate may be cancelled if the undertaking was approved or the certificate issued on the basis of false or misleading information or documents approved or issued in error, or if the requirements for approving the undertaking or issuing the certificate cease to exist. **An undertaking may not be cancelled in any other case.**

Once your undertaking comes into effect, you cannot cancel it.

Your sponsorship undertaking comes into effect when the person you are sponsoring obtains permanent resident status or is admitted under a temporary resident permit, and you cannot cancel it.

The sponsorship undertaking is not cancelled by either the granting of Canadian citizenship, the divorce or separation of the spouses, or even the annulment of the marriage or the fact that the marriage was contracted in bad faith, in particular, for purposes of immigration. The undertaking also remains in effect even if your financial situation deteriorates or if either you or the person you are sponsoring moves elsewhere in Canada.

5. WHAT IS THE DURATION OF MY UNDERTAKING?

You are bound by your sponsorship undertaking as soon as your application is accepted.

Your obligations as sponsor take effect when the person you are sponsoring obtains permanent resident status. However, if the person you are sponsoring is admitted under a temporary resident permit, your sponsorship obligations take effect on the issue date of this permit if the residence application is submitted in Québec, or else on the date of his or her arrival in Québec if the application is submitted abroad.

Sponsored person	Duration of sponsorship	REMARKS
Spouse, de facto spouse or conjugal partner	3 years	—
Child under 16 years of age	Minimum 10 years	The sponsorship undertaking has a duration of 10 years or until the child reaches legal age (18 years), whichever period is longer
Child 16 years of age or older	Minimum 3 years	The sponsorship undertaking has a duration of 3 years or until the child reaches age 25, whichever period is longer
Other relatives	10 years	—

6. WHAT STEPS ARE INVOLVED IN SPONSORING A PERSON?

Obtaining the guides and forms necessary for your undertaking application

Once you receive the letter from Citizenship and Immigration Canada (CIC) stating that your sponsorship application is admissible, you can submit your undertaking application to the Ministère de l'Immigration et des Communautés culturelles (MICC).

You must consult the [Checklist – Documents to enclose](#) to ensure that you enclose all the documents required for your application to be examined. You must also ensure that your file is complete, otherwise your application will be returned to you.

You can consult the [MICC website](http://www.immigration-quebec.gouv.qc.ca) [www.immigration-quebec.gouv.qc.ca], “Sponsors and Sponsored Persons” section, to obtain all necessary information and to download the forms required for your application.

You can also contact the Service de renseignements généraux by calling (514) 864-9191 from Montréal, or 1 877 864-9191 from outside Montréal, to obtain an application kit.

You must choose the appropriate kit for the person you wish to sponsor. If necessary, consult the definitions in Section 1, “Definitions,” and the information under the “Specific requirements” heading in Section 3, “What are the requirements for sponsoring a person?”, of this guide.

Sponsorship Kit A	<ul style="list-style-type: none"> •If you are sponsoring your spouse, de facto spouse or conjugal partner and his or her dependent children, or •If you are sponsoring your dependent child, or •If you are sponsoring a child to be adopted (international adoption), or •If you are sponsoring a child you adopted before immigrating to Québec
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In addition to this guide, Kit A includes the following:

For the sponsor:

[Undertaking form – Family class](#) (A-0546-GA) (formulaire d’engagement)

[Sponsor’s or cosignatory spouse’s declaration of authorization](#) (A-0527-A)

[Checklist – Documents to enclose](#)

For the sponsored person:

[Guide for Sponsored Persons](#)

[Application for a Selection Certificate – Family class](#) (A-0520-BA)

If you are a Canadian citizen domiciled outside Canada and Citizenship and Immigration Canada has agreed to process your application abroad, you must also fill out the following declaration:

[Declaration of sponsor abroad – Family class](#) (A-0539-A)

The instructions for filling out the forms are provided under the “Filling out the necessary forms for your undertaking application” heading in Section 6, “What steps are involved in sponsoring a person?”

Sponsorship Kit B	<ul style="list-style-type: none"> • If you are sponsoring your father, mother, grandfather or grandmother, or • If you are sponsoring your orphaned brother, sister, nephew, niece, grandson or granddaughter, who is under 18 years of age and is neither married nor a de facto spouse, or • If you are sponsoring your dependent child who has a dependent child of his or her own
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In addition to this guide, Kit B includes the following:

For the sponsor:

[Undertaking form – Family class \(A-0546-GA\)](#) (formulaire d’engagement)

[Sponsor’s or cosignatory spouse’s declaration of authorization \(A-0527-A\)](#)

[Financial Capacity Evaluation form \(A-0535-A\)](#)

[Checklist – Documents to enclose](#)

For the sponsored person:

[Guide for Sponsored Persons](#)

[Application for a Selection Certificate – Family class \(A-0520-BA\)](#)

The instructions for filling out the forms are found under the “Filling out the necessary forms for your undertaking application” heading in Section 6, “What steps are involved in sponsoring a person?”.

IMPORTANT

If you are sponsoring your brother, sister, nephew, niece, grandson or granddaughter **orphaned by the loss of both parents**, who is under 18 years of age and is neither married nor a facto spouse, you must write “**MOP**” (French acronym for “sponsored minor orphan”) in the upper right corner of your “formulaire d’engagement” (undertaking form) (A-0546-GA) to avoid delays in the processing of your application.

Important information concerning the adoption of a child residing abroad

In Québec, the **Secrétariat à l'adoption internationale**, under the Ministère de la Santé et des Services sociaux (MSSS), coordinates activities related to international adoption.

To adopt a child who is residing abroad, all residents of Québec must obtain authorization from the Secrétariat à l'adoption internationale **before beginning the process in the child's home country**.

These rules are valid for permanent residents who do not yet have their Canadian citizenship, as well as for Canadian citizens and individuals with dual citizenship. Furthermore, even if the child you are adopting is related to you, the process is still an international adoption.

If the adoption is finalized abroad before the adoptive parents have permanently settled in Québec (before they have obtained permanent residence), the adoption judgment from abroad **must terminate the pre-existing filial relationship between the child and his or her original family and create a new filial relationship with the adoptive parent** (plenary adoption).

In December 2007, the *Citizenship Act* was amended so that a large proportion of children adopted abroad can obtain citizenship without being subject to the immigration process. For more information on international adoption procedures or to find out if you can apply for Canadian citizenship for your adopted child, please contact the [Secrétariat à l'adoption internationale](http://www.adoption.gouv.qc.ca) [www.adoption.gouv.qc.ca].

However, adoptive parents who cannot apply for citizenship for a child abroad whom they wish to adopt are required to sign a sponsorship undertaking with Québec immigration services and to complete the application for a selection certificate for the child before the child can settle in Québec.

IMPORTANT

If you are sponsoring **a child to be adopted (international adoption)**, the Ministère de l'Immigration et des Communautés culturelles (MICC) will contact you directly, once it has received the letter of non-opposition from the Secrétariat à l'adoption internationale, to ask you to download, complete, and return the forms in [Kit A](#).

The MICC encourages individuals who are in the process of adopting a Chinese child to consult the new sponsorship procedure on its website. You must submit your application as soon as you accept the proposal to adopt a child and the Secrétariat à l'adoption internationale has signed the "Letter Seeking Confirmation," so that you can obtain the Québec Selection Certificate (CSQ) for your child before you leave for China.

Paying the fee for having your application examined

To find out the fees required by the Québec government to examine your undertaking application, consult the [Checklist – Documents to be enclosed](#).

The fees required must be paid in full, in Canadian currency only, by you or a third party, at the time the application is mailed. **These fees are non-refundable, even if your application is refused.**

Only the following payment methods are accepted:

- credit card (you must fill in the [Payment by Credit Card form](#) (A-0591-A), sign it and attach it to your application);
- certified cheque (international or drawn on a Canadian bank);
- cashier's cheque;
- Canada Post money order;
- bank draft or international money order.

NOTE: Cheques must be made payable to the **Ministre des Finances du Québec** and must include, on the reverse side, the **sponsor's** name in block letters.

You must include the "formulaire d'engagement" (undertaking) duly completed and signed, all of the supporting documents required for your situation (appendices, declarations, etc.), as well as payment of the fees required.

The instructions for filling out the forms are found under the "Fill out the necessary forms for your undertaking application" heading in Section 6, "What steps are involved in sponsoring a person?".

IMPORTANT

To expedite the processing of your application, you must append the credit card payment form, certified cheque, postal money order or bank draft to the copy of the letter from Citizenship and Immigration Canada stating that your sponsorship application is admissible.

Asking the person you are sponsoring to complete an *Application for a Selection Certificate*

As sponsor, you are responsible for most steps in the sponsorship process. However, certain steps are the responsibility of the person you are sponsoring.

Accordingly, before submitting your undertaking application to the Québec government, you must send an [Application for a Selection Certificate – Family class](#) (A-0520-BA) and the [Guide for Sponsored Persons](#) to the person you wish to sponsor. He or she must read the documents, fill out and sign the form, and return it to you as soon as possible.

Note: If the sponsored person is a minor (under the age of 18), the sponsor or holder of parental authority must fill out and sign the *Application for a Selection Certificate*.

The instructions for helping the person you are sponsoring fill out the *Application for a Selection Certificate – Family class* (A-0520-BA) are given in the *Guide for Sponsored Persons*, under the "Filling out an Application for a Selection Certificate" heading in Section 6, "What steps are involved in being sponsored?".

These documents are available on the [MICC website](http://www.immigration-quebec.gouv.qc.ca) [www.immigration-quebec.gouv.qc.ca]. The person you are sponsoring can download the *Application for a Selection Certificate* and send it to you by mail.

The person you are sponsoring must read the **Declaration on the Common Values of Québec Society** (page 3 of the *Application for a Selection Certificate*).

It is very important that the person you are sponsoring sign his or her declaration in the spaces reserved for this purpose (pages 3 and 4), otherwise the file will be returned to you.

Filling out the necessary forms for your undertaking application

Carefully read the instructions below as they will help you fill out the forms required for your undertaking application to be examined.

Make sure you fill out each form correctly by providing complete and accurate information. If you are using the forms available on the MICC website, you can print them out and complete them manually, or you can enter the information directly on screen (Dynamic PDF) and then print the forms.

PLEASE NOTE

The application form must be filled out in French. The English translations are included only to help you do so accurately.

A. UNDERTAKING FORM – FAMILY CLASS (A-0546-GA) (FORMULAIRE D’ENGAGEMENT)

IMPORTANT You must complete this form on the basis of the information you have already provided in your sponsorship application that has been deemed admissible by Citizenship and Immigration Canada (CIC). If you wish to add other members of your family, to change the status of non-accompanying family member to accompanying family member for certain categories of sponsored persons, or to change the sponsor or principal sponsored person, you must first obtain authorization from CIC.

Read the information on the “formulaire d’engagement” (undertaking form) and complete the following sections:

Section 1 – Identification of sponsors

A- Identification of sponsor

- **Family name at birth**
Enter your family name at birth (married women must not enter their husband’s family name).
- **Family name after marriage**
Enter your married name if you use this name.
- **First name**
Enter your usual first name.
- **Date of birth**
Enter your date of birth.
- **Sex**
Check the appropriate box.
- **Civil status**
Indicate whether you are single, married, a de facto spouse, divorced or widowed.
- **Status**
Check the appropriate box.
- **Social Insurance Number**
Give your Social Insurance Number.
- **Telephone number at home**
Enter your home telephone number.
- **Telephone number at work**
Enter your work telephone number.
- **Residential address**
Enter the address of your usual residence.
- **Mailing address (if different)**
Enter your mailing address if it is different from your residential address.
- **I have been married previously**
Check the appropriate box.
- **I am the father or mother of children born from a previous union**
Check the appropriate box.

B- Identification of cosignatory spouse (if applicable)

If you are required to demonstrate your financial capacity and you realize that your income is insufficient for your undertaking to be approved, your spouse or de facto spouse may cosign the undertaking.

The cosignatory spouse (as defined in Section 1, “Definitions”) must be a Canadian citizen or permanent resident who is at least 18 years of age and domiciled in Québec.

- **Family name at birth**
Enter your family name at birth (married women must not enter their husband’s family name).
- **Family name after marriage**
Enter your married name if you use this name.
- **First name**
Enter your usual first name.
- **Date of birth**
Enter your date of birth.
- **Sex**
Check the appropriate box.
- **Relationship to sponsor**
Check the appropriate box.
- **Status**
Check the appropriate box.
- **Social Insurance Number**
Give your Social Insurance Number.
- **I have been married previously**
Check the appropriate box.
- **I am the father or mother of children born from a previous union**
Check the appropriate box.

Section 2 – Identification of the principal sponsored person

- **Family name (at birth) and first name**
Enter the family name at birth and the usual first name of the person you are sponsoring. (Married women must not enter their husband’s family name.)
- **Relationship with sponsor**
Indicate the family relationship between you and the sponsored person: spouse, de facto spouse, conjugal partner, son, daughter, brother, sister, nephew, niece, grandson, granddaughter, father, mother, grandfather or grandmother.
- **Sex**
Check the appropriate box.
- **Date of birth**
Enter the date of birth of the person you are sponsoring.
- **Home address**
Enter the address of the usual residence of the person you are sponsoring.
- **Term of the undertaking**
Do not fill out this section. The MICC will enter the duration of the undertaking when processing your application.
- **Family name (after marriage, if applicable)**
Enter the married name of the person who you are sponsoring, if she uses this name.

Section 3 – Identification of the principal sponsored person’s family members

A- Members of the principal sponsored person’s family who are accompanying that person to Québec

You must enter the names of all family members who will accompany the principal sponsored person to Québec.

Members of the principal sponsored person’s family are his or her spouse, de facto spouse, his or her dependent children and, if applicable, these children’s dependent children.

For example, if you sponsor your spouse and your spouse has a dependent child, you must enter the child’s name in this section. You do not enter the names of your spouse’s father, mother, brothers and sisters in this section.

If you are sponsoring a spouse who is already in Québec, you must, if you wish to sponsor dependent children abroad, enter their names in this section.

Please note that all persons who are identified in this section must be included in the sponsorship application submitted to Citizenship and Immigration Canada (CIC). You may not add other family members or change the status of non-accompanying family member to accompanying family member before obtaining authorization from CIC to do so.

B- Members of the principal sponsored person's family who are not accompanying that person to Québec and who are not covered by the undertaking

Enter the names of the members of the principal sponsored person's family, even if they are not covered by the undertaking. They are the principal sponsored person's family members who will remain abroad and will not accompany him or her to Québec.

For example, if you sponsor your mother who is not accompanied to Québec by her husband or conjugal partner, you must enter the name of the latter in this section.

To find out who to enter in this section of the form, refer to the definition of *Family member* in Section 1, "Definitions," of this guide.

Section 4 – Specific details regarding children who have been, or are in the process of being adopted

Note: Please read the information in the box on page 12, "Important information concerning the adoption of a child residing abroad," before you fill out this section, and enclose all legal documents obtained during the adoption process with your application.

You must first check the appropriate box, i.e., the one that best reflects your situation. *You may not check both boxes:*

- If you have contacted an accredited organization and obtained authorization from the Secrétariat à l'adoption internationale to proceed with your international adoption process, you must check the first box and go directly to Section 5.

OR

- If you have already obtained an adoption or placement order (or decision) for a child living abroad, you must check the second box and provide the information requested, such as the country, city and the date that the adoption order (or decision) was rendered.

You must also indicate where you were living when the adoption order (or decision) was rendered, by checking **only one** of the following boxes:

For example:

- If you are sponsoring a child you adopted abroad before immigrating to Québec, you must check the "I obtained the adoption judgment (or decision) before immigrating to Québec" box.
- If you were abroad temporarily at the time you adopted a child, you must check the second box, "I was temporarily abroad when I obtained the adoption judgment or decision (*specify the circumstances*)."
In this case, you must specify whether you were abroad in the capacity of a temporary worker, student, or an employee of an NGO (non-governmental organization), or because you hold citizenship in or were visiting that country.
- If you are usually domiciled in Québec and you have taken your own steps regarding international adoption abroad without using the services of an accredited organization or without obtaining prior authorization from the Secrétariat à l'adoption internationale, you must check the third box, "I was domiciled in Québec at the time of the adoption."

Section 5 – Declaration

Answer the questions and check the appropriate boxes in the *Sponsor* column of this section.

If your spouse or de facto spouse cosigns the undertaking, he or she must check the appropriate boxes in the cosignatory spouse column of this section.

If you are sponsoring your spouse, de facto spouse or conjugal partner, you must fill out **only one** of the following three sections. Otherwise, go directly to Section 9.

Section 6 – Declaration of the person sponsoring a spouse

If you are sponsoring your **spouse** (See Section 1, “Definitions,” of this guide), you must answer the questions and check the appropriate boxes in this section. *Do not fill out sections 7 and 8.*

Section 7 – Declaration of the person sponsoring a de facto spouse

If you are sponsoring your **de facto spouse** (See Section 1, “Definitions,” of this guide), you must answer the questions and check the appropriate boxes in this section. *Do not fill out sections 6 and 8.*

Section 8 – Declaration of the person sponsoring a conjugal partner

If you are sponsoring your **conjugal partner** (See Section 1, “Definitions,” of this guide), you must answer the questions and check the appropriate boxes in this section. *Do not fill out sections 6 and 7.*

Section 9 – Paid individual who advises, assists or represents you in the framework of your application

If you have not used the services of a paid individual to advise, assist or represent you in the framework of your application, check “No” in answer to the first question and proceed to the next section.

If you are using the services of an immigration consultant or another paid individual to advise, help or represent you in the framework of this application, you must identify this person by answering the questions and checking the appropriate boxes.

Please read the information on page 2 concerning “Using the services of a paid individual” before completing this section.

Section 10 – Important information

Read the information in this section carefully.

Section 11 – Protection of personal information

Read the information in this section carefully because you will have to declare that you have read it.

Section 12 – Declaration and undertaking

Read this section carefully because it contains the clauses of your undertaking contract.

You must sign **two copies** of this form in the space provided for this purpose, enter the date and place of signing and return both copies with all the other documents necessary for the processing of your application. If you fill out the form on screen, you must print out two copies. Otherwise, make a photocopy of the form before signing it.

If your **spouse** or **de facto spouse** cosigns the undertaking, he or she must also sign both copies of the form in the space provided.

Section 13 – Decision (for official use only)

Do not write anything in this section.

B. SPONSOR'S OR COSIGNATORY SPOUSE'S DECLARATION OF AUTHORIZATION (A-0527-A)

If you or your cosignatory spouse has formerly separated or divorced, or if one of you has children from a previous union, you must fill out this form to authorize Revenu Québec to share information with the MICC concerning the payment of alimony. For more details, consult the heading "General requirements" in Section 3, "What are the requirements for sponsoring a person?".

By not authorizing the sharing of information, you assume responsibility for sending this form, completed and signed, to the Direction des pensions alimentaires of Revenu Québec in Montréal, by fax at 514 858-3575. **In your fax message to Revenu Québec, you must indicate that you want to receive the answer by mail at your home address.**

NOTE

Only page 2 of the form containing your contact information and your signature must be sent to Revenu Québec.

Revenu Québec will return the completed form to you by mail and you must enclose it with your application so that your undertaking can be examined.

Read the following instructions carefully as they will help you fill out your form.

Section – Protection of personal information

Read this section carefully.

Section – Sponsor's or cosignatory spouse's authorization

- **Family name at birth**
Enter your family name at birth (married women must not enter their husband's family name).
- **First name**
Enter your usual first name.
- **Date of birth**
Enter your date of birth.
- **Social Insurance Number**
Give your Social Insurance Number.
- **Address**
Enter your residence address.
- **Signature and date**
Sign the form in the space provided for this purpose and enter the signing date.

Section – For Revenu Québec office use only

Do not write anything in this section.

C. PAYMENT BY CREDIT CARD FORM (A-0591-A)

If you want to use a credit card to pay the fees charged for the examination of your undertaking application, you must fill out this form.

Section – Credit card

Check the appropriate box for the card you use.
Enter the card number and expiry date.

Section – Cardholder

Enter your last name and first name and the total fees that you must pay in the boxes provided for this purpose.

To find out the amount of the fees required by the Québec government to examine your undertaking application, consult the [Checklist – Documents to be enclosed](#).

The cardholder's signature and the date are also required.

Section – Reason for applying Check the "Application for an undertaking – Family class" box.

Section – Information about the principal applicant (the principal applicant is the person who submits the undertaking application)

If you are not the credit cardholder, you must enter your last name, first name and date of birth.

D. DECLARATION OF SPONSOR ABROAD FORM (A-0539-A)

If you are a Canadian citizen residing outside Canada when your application is submitted, and Citizenship and Immigration Canada has agreed to process your application abroad, you must fill out and sign this declaration.

Read this declaration carefully since you are attesting that you have read it.

- **Name of sponsor**
Enter your full name (first name and last name).
- **Name of principal sponsored person**
Enter the full name of the principal sponsored person (first name and last name).
- **Signature of sponsor**
Sign the form in the space provided for this purpose, enter the date and place of signing.

E. FINANCIAL CAPACITY EVALUATION FORM (A-0535-A)

If you are sponsoring your parents, grandparents or a minor orphaned child, or if the dependent child you are sponsoring has a dependent child, your undertaking application is subject to an examination of your financial capacity. You must demonstrate that you are able to meet your commitment on behalf of the person you are sponsoring and the members of his or her family, regardless of whether they are accompanying him or her.

To enable the MICC to examine your financial situation, you must fill out and sign this form, accompanied by documents pertaining to your income.

To find out about the scales in effect for calculating your financial capacity, consult Section 9, "Financial scales," of this guide.

If you realize that your income is insufficient for the undertaking to be accepted, your spouse or de facto spouse may cosign the undertaking. In this case, your spouse must provide the same financial documents as you.

Read the instructions accompanying the form carefully as they will help you fill it out, and enclose the required documents.

Enclosing the required documents

Return all the required forms and documents to:
Service de l'accueil et de l'encaissement – Section Immigration familiale
285, rue Notre-Dame Ouest, 4^e étage
Montréal (Québec) H2Y 1T8
CANADA

NOTE

We do not return documents. So you should send copies, except in the few cases where originals are required.

IMPORTANT

Please note that the application forms must be filled out in French. The English translations are included only to help you do so accurately.

7. WHAT STEPS COME NEXT?

Prepare your application carefully to ensure faster processing. The Ministère de l'Immigration et des Communautés culturelles will check whether all the required documents and forms are included with your application.

In its *Declaration of Services to Citizens*, the MICC made a commitment to issue a decision within 20 business days of receiving an application containing all the duly completed forms and supporting items required.

Until all sponsored persons are granted permanent resident status, you must notify the Ministère of all changes of address, and this, without delay.

Decision rendered by the MICC

One of three decisions will be rendered after your application is examined.

Undertaking approved

If your undertaking application is approved, you will receive a letter in the mail confirming its acceptance, a copy of the approved application, and an envelope containing the Québec Selection Certificate which you must send to the person you are sponsoring.

The decision of the MICC will be sent directly to the Citizenship and Immigration Canada office that is handling the application for permanent resident status of the person you are sponsoring.

Undertaking refused

If you do not satisfy all the regulatory requirements, your undertaking application will be refused. You will receive a letter by mail stating the reasons for the refusal. You will then have the opportunity to contest a negative decision before the Tribunal administratif du Québec (TAQ). To

learn about possible reasons for refusal, refer to Section 3, “What are the requirements for sponsoring a person?”, of this guide.

Undertaking rejected

If your undertaking application contains false or misleading information or documentation, it may be rejected.

The MICC may initiate legal proceedings against a sponsor who provides false or misleading information. It may also refuse to examine the undertaking application of any individual who, in the past two years or less, has provided it with false or misleading information or documentation.

Your application may also be rejected if you do not respond to the MICC’s requests, and fail to provide the documents demanded.

Applying to Citizenship and Immigration Canada (CIC) for permanent residence

This step falls under the jurisdiction of the Government of Canada. The person you are sponsoring must file an **Application for Permanent Residence**, as a person sponsored in the family class, with the competent the Citizenship and Immigration Canada office.

The person you are sponsoring and his or her family members (accompanying or not) must satisfy Canadian government requirements with respect to health, criminal activity and security in order to be granted permanent residence.

The Government of Canada charges a fee to process an application for permanent residence. There is also a charge for medical exams.

Information

For more information about the sponsorship application in the family class and the application for permanent residence as a sponsored person, consult the [Citizenship and Immigration Canada](http://www.cic.gc.ca) website [www.cic.gc.ca].

8. HOW CAN I HELP THE PERSON I AM SPONSORING PREPARE TO INTEGRATE INTO QUÉBEC SOCIETY?

Sponsored person abroad

The person you are sponsoring will soon join you in Québec. Take advantage of the intervening period to help him or her prepare before leaving for Québec. This will facilitate the person’s integration into Québec society and save time, energy and money.

The guide [Learning about Québec](#) provides a summary of the most important steps that the person you are sponsoring can take before joining you here in Québec, within the first few days of his or her arrival, and throughout his or her process of integrating into Québec society.

Depending on his or her personal and family situation, it would be useful for the person to:

- become familiar with Québec society;
- learn about his or her responsibilities and those of the host society;
- improve his or her knowledge of French, if necessary;
- learn about the Québec job market and how to look for a job;

- start procedures with a regulatory body for permission to practice a regulated trade or profession, if necessary;
- request a [comparative evaluation for studies done outside Québec](#), if necessary;
- gather the documents that he or she must bring to Québec;
- find out about programs and services offered to new immigrants in Québec.

Moreover, the person you are sponsoring can learn about the [common values of Québec society](#) by visiting the MICC website [www.valeurscommunesduquebec.gouv.qc.ca].

The person you are sponsoring may also be eligible for French courses given in Québec at educational institutions or online. For more information in this regard, visit the website www.francisationenligne.gouv.qc.ca. Subject to certain conditions, the person you are sponsoring may even qualify for reimbursement of the cost of French courses taken at an educational institution prior to arriving in Québec.

As soon as the person you are sponsoring arrives in Québec, one of his or her priorities must be to speak French. French courses for beginners or more advanced students, on a full-time or part-time basis, may meet his or her needs. All courses are free and are available whenever there is a sufficient number of registrations.

If the person you are sponsoring arrives at Montréal-Trudeau airport, recommend that he or she go to the MICC's **Service d'accueil à l'aéroport** after clearing customs. The **Service d'accueil** section is located across from the Citizenship and Immigration Canada office. In addition to providing useful information, the information officers will offer the person an appointment with the Service Immigration-Québec office nearest his or her place of residence in order to offer assistance during his or her first efforts to settle in Québec. They will give the sponsored person a copy of [Learning about Québec](#) if he or she does not already have one. This guide is also available on the Immigration-Québec website at www.learningaboutquebec.gouv.qc.ca.

If the person you are sponsoring does not arrive at the airport, recommend that he or she contact the Immigration-Québec office located nearest his or her place of residence in order to make an appointment. To obtain the contact information for the nearest Immigration-Québec office, the person you are sponsoring can call the **Service des renseignements généraux** at 514 864-9191 from the Montréal region, or 1 877 864-9191 from other regions of Québec.

Sponsored person already in Québec

If the application for permanent residence of the person you are sponsoring is processed within Canada, that person can benefit from certain government services even before obtaining permanent resident status. Consult the [Learning about Québec](#) guide for information on how to:

- enrol in French courses given by MICC partners;
- obtain a Québec health insurance card from the Régie de l'assurance maladie du Québec (RAMQ).

The Québec Health Insurance Plan

Access to the Québec Health Insurance Plan is governed by rules. With some exceptions, the rules provide for a three-month waiting period following registration before a person can benefit from coverage under the plan. Consequently, the individuals you are sponsoring have every reason to contact the Régie de l'assurance maladie du Québec as soon as they arrive in Québec. However, if their application for permanent residence is processed in Canada, they should register with the Régie as soon as they receive their selection certificate and the letter from

Citizenship and Immigration Canada confirming that their application for permanent residence is being processed within Canada.

The Régie will determine if an exemption from the waiting period applies to any of the persons you are sponsoring. Note, however, that persons under age 18 in the family class are exempt. Moreover, the waiting period generally does not apply to immigrants from countries that have signed a social security agreement with Québec, including Denmark, Finland, France, Greece, Luxembourg, Norway, Portugal and Sweden. Proof of insurance from a social security plan of the country of origin will be required.

Individuals subject to the waiting period must pay for their own health services or else buy private insurance coverage.

Information

Québec Health Insurance Plan

Régie de l'assurance maladie du Québec

From abroad or from Montréal: 514 864-3411

From Québec City: 418 646-4636

From elsewhere in Québec (toll free): 1 800 561-9749

Email address: services.beneficiaires@ramq.gouv.qc.ca

Website: www.ramq.gouv.qc.ca

Private insurance

Canadian Life and Health Insurance Association

Website: www.clhia.ca

OmbudService for Life & Health Insurance

Montréal: 514 845-6173

From elsewhere in Québec (toll free): 1 800 361-8070

Website: www.olhi.ca

9. FINANCIAL SCALES (VALID FOR 2012)

Sponsors are presumed capable of fulfilling an undertaking if, over the past 12 months, they have had gross income from Canadian sources equal to the **TOTAL** of the income appearing in **Table 1** and **Table 2** below. The income in both tables is indexed each year.

You can also use the [electronic calculator](#) on our website for an overview of the gross annual income required to sponsor a relative or family member.

Table 1

Basic income required of the sponsor to satisfy the basic needs of his or her own family unit	
Total number of members in your family unit	Basic annual income required
1	CAN \$ 21,646
2	CAN \$ 29,221
3	CAN \$ 36,077
4	CAN \$ 41,492
5	CAN \$ 46,179
The gross annual income is increased by CAN \$ 4,687 for each additional dependent.	

Table 2

Additional income required of the sponsor to satisfy the basic needs of the sponsored person and his or her family members		
Number of persons aged 18 or over	Number of persons under age 18	Gross annual income required of the sponsor
0	1	CAN \$ 7,493
0	2	CAN \$ 11,875
The gross annual income is increased by CAN \$ 3,960 for each additional dependent under age 18.		

Number of persons aged 18 or over	Number of persons under age 18	Gross annual income required of the sponsor
1	0	CAN \$ 15,834
1	1	CAN \$ 21,274
1	2	CAN \$ 24,021
The gross annual income is increased by CAN \$ 2,745 for each additional dependent aged 18 or over.		

Number of persons aged 18 or over	Number of persons under age 18	Gross annual income required of the sponsor
2	0	CAN \$ 23,219
2	1	CAN \$ 26,011
2	2	CAN \$ 28,078
The gross annual income is increased by CAN \$ 2,061 for each additional person under age 18 and by CAN \$ 7,382 for each additional person aged 18 or over.		