



# 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 may consult the Immigration-Québec website or contact the *Service des renseignements généraux*.

[www.immigration-quebec.gouv.qc.ca](http://www.immigration-quebec.gouv.qc.ca)

Montréal region: 514 864-9191

Elsewhere in Québec (sans frais): 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 and its Regulation. For specific information of a legal nature, consult the Act respecting immigration to Québec and the Regulation on the selection of foreign nationals.*

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# INTRODUCTION

## **Do you want to sponsor a family member?**

This guide is intended to help you in your sponsorship initiative. You will find all the necessary information on the steps to follow, 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 ([www.immigration-quebec.gouv.qc.ca](http://www.immigration-quebec.gouv.qc.ca)), "Sponsors and Sponsored Persons" section, to obtain all information, download and complete the forms required for submitting your application. You can also contact the Service de renseignements généraux by calling (514) 864-9191 or, outside Montréal, 1 877 864-9191 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, you are at least 18 years of age, and you meet the required conditions set forth in this guide.

## **Common values of Québec society**

Québec welcomes immigrants with their know-how, skills, language, culture and religion. Québec provides services to help them integrate and participate fully in Québec society. Integrating in Québec society means being prepared to learn about and to respect its common values. Please ask your sponsored person to consult information on the common values of Québec society at :

[www.valeurscommunesduquebec.gouv.qc.ca](http://www.valeurscommunesduquebec.gouv.qc.ca)

### **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 in order for the undertaking to be approved.

Since immigration is a jurisdiction shared between the governments of Québec and Canada, you must **satisfy the requirements of both governments.**

### **Using the services of an intermediary**

It is important to realize that all undertaking applications presented to the Ministère de l'Immigration et des Communautés culturelles (MICC) are processed under the same criteria. No priority or special consideration is given to an application from a sponsor who uses the services of an immigration intermediary.

However, if you decide to retain the services of an intermediary, make sure that he or she is properly authorized to represent you in your steps. If you terminate his or her services, you must notify us in writing.

# 1. DEFINITIONS

Read the following definitions carefully. They will help you in reading the guide and completing your forms correctly.

## **Sponsor**

A person who, by contract with the government, undertakes to provide for the basic needs of the individuals who he or she sponsors.

## **Spouse**

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

Is not considered to be a spouse, the person who:

- at the time of marriage, was the spouse of another person;
- is the de facto spouse of another person while 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 the 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 the opposite sex who has maintained with the sponsor a marital relationship for at least one year and who is living outside Canada.

## **Dependent child**

The biological child of either parent, who has not been adopted by any person other than the spouse or de facto spouse of one of his or her parent; or the adopted child of either parent.

This child is:

- under 22 years old, and neither married (he or she 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, is studying full-time\*<sup>1</sup>, and is 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 student\*; or
  - is 22 years of age or older, and has been unable to support himself or herself at least since 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 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.**

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<sup>1</sup> In order to be considered a full-time student, the child must be enrolled on a continuous basis in a postsecondary institution that is accredited by the relevant government authorities; must be attending this institution; and must have been actively taking academic, professional, 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.

### **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 facto spouse. No other kinship relation can be considered.

### **Child to be adopted**

An unmarried minor child who a Québec resident plans 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. That is to say that he or she must be:

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

The undertaking covers this close relative and, if any, his or her accompanying family members.

## **3. WHAT ARE THE REQUIRED CONDITIONS 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 the Ministère de l'Emploi et de la Solidarité sociale has determined that you were in default, you must have reimbursed all amounts owing if the person you sponsored received social assistance or special benefits.

#### **Social assistance<sup>2</sup>**

You must not be receiving social assistance, **except** for benefits increased due to your age or a disability that poses obstacles to employment that are severe, permanent or of indefinite duration.

#### **Compulsory execution measure for non-payment of support**

Over the preceding five years, you must have fulfilled obligations arising from a court order to make support payments. If not, you must have reimbursed any outstanding amount owing.

#### **Offence against the person<sup>2</sup>**

You must not have not been convicted, in Canada or abroad, of a sexual offence, an attempt or threat to commit such an offence, 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 or relative of his or her family, **unless** you have been acquitted, pardoned or finished serving your sentence at least five years before submitting your application.

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<sup>2</sup> If Citizenship and Immigration Canada (CIC) exempts you from this condition, your undertaking can be approved. However, you must meet the other conditions.

### **Imprisonment or removal order<sup>3</sup>**

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

### **Declaration of the sponsored person**

Sponsored persons of legal age must sign a declaration attesting that they fully understand the nature and scope of the undertaking.

### **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."

### **Presentation of all required documents**

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

## **Specific requirements**

In addition to the general conditions, you must satisfy specific requirements. These 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 come to an end.

### **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 **orphaned** child, you must:

- demonstrate your financial capacity;
- obtain a positive psychosocial assessment of the conditions under which the child will be received, conducted by the youth protection centre in your region. Youth centres charge a fee of \$840 for the psychosocial assessment.

You may be called to an interview to complete your process.

### **Child to be adopted (international adoption)**

To be able to sponsor a child you wish to adopt, you must:

- present a letter of no-opposition from the Secrétariat à l'adoption internationale that you will receive during the adoption process.

You may be called to an interview to complete your process.

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<sup>3</sup> If Citizenship and Immigration Canada (CIC) exempts you from this condition, your undertaking can be approved. However, you must meet the other conditions.

## **IMPORTANT**

If your undertaking is subject to the 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 of 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 10 of this guide. These scales are indexed every year. The following elements are taken into account in evaluating your financial capacity:

- your income and that of your spouse if he or she co-signs the sponsorship undertaking with you;
- the income required to satisfy the basic needs of your own family unit;
- the income required to satisfy 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.

## **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 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 can 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 I am 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 on the host society.

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

### **Responsibilities of the person I am sponsoring**

The person you are sponsoring must keep you informed on 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 with the intention of obtaining social assistance benefits.

## Cancellation of an undertaking

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

Your sponsorship undertaking comes into effect when your sponsored person obtains permanent resident status, or is admitted under a temporary resident permit, and it is not possible to cancel it.

### **Once my undertaking takes effect, I 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 by 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 you or your sponsored person move 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 your sponsored person is admitted under a temporary resident permit, your sponsorship obligations take effect on the issue date of this permit if the residence application is presented in Québec, or else on the date of his or her arrival in Québec if the application is presented abroad.

<b>Sponsored person</b>	<b>Duration of sponsorship</b>	<b>Remarks</b>
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 and 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?

### Obtain the guides and forms necessary for my undertaking application

Once you receive the letter from Citizenship and Immigration Canada (CIC) stating that your sponsorship application is admissible, you may submit your undertaking application to the MICC.

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

**You must enclose a copy of the CIC letter with your undertaking application or else it will be returned to you.**

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

#### **IMPORTANT**

You must not use these kits if you are sponsoring a child to be adopted (international adoption).

You must wait to receive the **letter of no-opposition** from the Secrétariat à l’adoption Internationale before contacting the MICC office nearest you. We will then tell you how to proceed to complete your process.

Contact information for the MICC office nearest you will be sent with the letter of no-opposition.

If you are sponsoring a child **who you adopted before immigrating to Québec**, use **Kit A** and attach the adoption order that you received abroad.

<b>Kit A</b>	<ul style="list-style-type: none"><li>• If you sponsor your spouse, de facto spouse or conjugal partner and their dependent children <b>or</b></li><li>• If you sponsor your dependent child <b>or else</b></li><li>• If you sponsor a child who you adopted before immigrating to Québec</li></ul>
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In addition to this guide, the kit contains an:

Undertaking form – Family class (A-0546-GA)

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

And for sponsored persons:

Guide for Sponsored Persons

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

*If you are a Canadian citizen domiciled outside Canada and the CIC 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 found under the heading “Complete the necessary forms for my undertaking application” in Section 6: “What steps are involved in sponsoring.”

## Kit B

- If you sponsor your father, mother, grandfather or grandmother  
**or**
- If you sponsor your orphaned brother, sister, nephew, niece, grandson ou granddaughter, under 18 years of age, neither married nor a de facto spouse  
**or else**
- If you sponsor your dependent child who has a child of his or her own

You must obtain the following forms:

Undertaking form – Family class (A-0546-GA)

Sponsor's or cosignatory spouse's declaration of authorization (A-0527-A)

Financial capacity evaluation form (A-0535-A)

And for sponsored persons:

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 heading “Complete the necessary forms for my undertaking application” in Section 6: “What steps are involved in sponsoring.”

### **IMPORTANT**

If you sponsor your **orphaned** brother, sister, nephew, niece, grandson or granddaughter, under 18 years of age, neither married nor a facto spouse, you must write “**MOP**” (French acronym for “sponsored minor orphan”) in the upper right corner of your undertaking form (A-0546-GA) to avoid delays in processing your application.

## Pay the fee for examining my application

The fee charged by the Québec government to examine an undertaking application is \$250 CAN for the first person sponsored and \$100 CAN for each additional person covered by the undertaking.

The fee may be paid by certified cheque, postal money order or bank draft, made payable to the Minister of Finance of Québec, or by credit card. **It is not refundable under any circumstances.**

If you are paying by credit card, you must fill out the form:

Payment by credit card (A-0591-A)

The instructions for filling out the forms are found under the heading “Complete the necessary forms for my undertaking application” in Section 6: “What steps are involved in sponsoring.”

## 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.

## Ask the person I am sponsoring to complete an Application for a Selection Certificate

As sponsor, you are responsible for most steps. However, certain steps are the responsibility of your sponsored person.

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.

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

### Important

Your sponsored person must read the **declaration on the common values of Quebec society (*Déclaration sur les valeurs communes de la société québécoise*)** (page 3 of his or her *Application for a Selection Certificate*).

It is very important that your sponsored person signs his application in the two spaces reserved for this purpose (pages 3 and 5), otherwise the file will be returned to you.

To find out more about the common values of Quebec society, visit the website [www.valeurscommunesduquebec.gouv.qc.ca](http://www.valeurscommunesduquebec.gouv.qc.ca).

Your sponsored person may download these documents from the MICC website ([www.immigration-quebec.gouv.qc.ca](http://www.immigration-quebec.gouv.qc.ca)). and return to you by mail his *Application for a Selection Certificate*.

## Complete the necessary forms for my undertaking application

*Read the instructions below carefully to help you fill out the forms necessary for the examination of your undertaking application.*

*Make sure to fill out the form correctly by giving 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 else enter the information directly on screen (Dynamic PDF) and then print the forms, which will ensure the legibility of your application.

## 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)

Read the information on the 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 (year, month, day).
- **Sex**  
Check the appropriate box – F for female or M for male.
- **Civil status**  
Enter here if 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 (residence)**  
Enter your home 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 (for example, if your mail is delivered to a post office box or if you use the services of an intermediary).

#### B- Identification of co-signer spouse (if applicable)

If you must demonstrate your financial capacity and you realize that your income is insufficient to have the undertaking approved, your spouse or de facto spouse may decide to co-sign 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 is 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 (year, month, day).
- **Sex**  
Check the appropriate box – F for female or M for male.
- **Relationship to sponsor**  
Check the appropriate box.
- **Status**  
Check the appropriate box.
- **Social Insurance Number**  
Give your Social Insurance Number.

## 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 wish to sponsor. (Married women must not enter their husband's family name.)
- **Relationship with sponsor**  
Indicate the kinship link 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 – F for female or M for male.
- **Date of birth**  
Enter the date of birth (year, month, day) of the person who 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.

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

*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 family members of the principal sponsored person, even if they are not covered by the undertaking. These are the principal sponsored person's family members who will remain abroad and will not accompany him to Quebec.

For example, if you sponsor your mother but your father does not accompany her to Québec, you must enter your father's name 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 – Declaration

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

If your spouse or de facto spouse co-signs the undertaking, he or she must check the appropriate boxes in the *Co-signer spouse* column of this section.

*If you are sponsoring your spouse, de facto spouse or your conjugal partner, you must fill out **only one** of the following three sections. Otherwise, go directly to Section 8.*

### **Section 5 – Declaration of the person sponsoring a spouse**

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

### **Section 6 – Declaration of the person sponsoring a de facto spouse**

If you are sponsoring your **de facto spouse** (See Section 1: “Definitions” in this guide), you must answer the questions and check the appropriate boxes in this section. *Do not fill out Sections 5 and 7.*

### **Section 7 – Declaration of the person sponsoring a conjugal partner**

If you are sponsoring your **conjugal partner** (See Section 1: “Definitions” in this guide), you must answer the questions and check the appropriate boxes in this section. *Do not fill out Sections 5 and 6.*

### **Section 8 – Important information**

Read the information in this section carefully.

### **Section 9 – Protection of personal information**

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

### **Section 10 – 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 processing your application. You must therefore print two copies if you filled out the form on screen. Otherwise, make a photocopy of the form before signing it.

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

### **Section 11 – Decision (reserved for administrative use)**

Do not complete 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 communicate information to the MICC concerning the payment of alimony. For more details, consult the heading "General requirements" of Section 3: "What are the required conditions for sponsoring a person."

Failure to authorize the exchange of information means that you must send this form yourself, completed and signed, to the Montréal Direction des pensions alimentaires of Revenu Québec, by fax at 514 858-3575. **In your 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 attach it to your application so that your undertaking can be examined.

*Read the following instructions carefully to help you fill out your form.*

Fill out the following sections:

### Protection of personal information section

Read this section carefully.

### Section 1 – 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 (year, month, day).
- **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 2 – 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 pay the fees to examine your undertaking application with a credit card, you must fill out this form.

#### **Credit card section**

Check the appropriate box depending on the card you use.

Enter the card number, expiry date and total fees that you must pay in the boxes provided for this purpose.

To find out the amount of the fee payable for the examination of your undertaking application, consult the heading "Pay the fee for examining my application" in Section 6: "What steps are involved in sponsoring" of this guide.

#### **Card holder section**

Enter your family name and first name in the boxes provided for this purpose.

#### **Reason for applying section**

Check the box "Undertaking – Family class."

**Information about the applicant section** (person for whom the immigration document will be issued)

Enter the family names, first names and birth dates of the persons you are sponsoring.

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

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

Read the contents of the declaration carefully since you are attesting that you read it.

- **Name of sponsor**

Enter your full name (given name and family name).

- **Name of principal sponsored person**

Enter the full name of the principal sponsored person (given name and family 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, a minor orphaned child or if the dependent child who you are sponsoring has a dependent child himself, your undertaking application is subject to an examination of your financial capacity. You must demonstrate that you are able to meet your commitment in favor of the person you are sponsoring and members of his family, regardless of whether they are accompanying him.

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

To find out the scales in effect for calculating your financial capacity, consult Section 10: “Financial scales” in this guide.

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

*Read the instructions accompanying the form carefully to help you fill it out and attach the indicated documents.*

### Enclose the required documents

Return all the required forms and documents to:

Ministère de l'Immigration et des Communautés culturelles  
Service de l'immigration familiale  
285, rue Notre-Dame Ouest  
Rez-de-chaussée, bureau G-15  
Montréal (Québec) H2Y 1T8

#### **If you live off the island of Montreal and you are sponsoring a minor orphaned child :**

Your undertaking application must be sent to the Immigration-Québec service nearest your residence. The addresses and numbers of MICC offices can be found on the website ([www.immigration-quebec.gouv.qc.ca](http://www.immigration-quebec.gouv.qc.ca)) or by calling 514 864-9191 or, outside Montréal, 1 877 864-9191.

#### **NOTE**

We do not return the documents. Please send copies except in the few cases where originals are required.

The table below specifies what must be returned, depending on your case.

**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. However, the *Application for a Selection Certificate – Family class* may be completed in English by the sponsored person.

If you do not enclose a copy of the letter from Citizenship and Immigration Canada (CIC) confirming your sponsorship application is admissible, your application will be returned to you. Do not forget to keep a copy of all documents that you send.

<b>In these situations:</b>	<b>You must return:</b>
In all cases	A copy of the letter that you received from Citizenship and Immigration Canada (CIC) asking you to continue your process with MICC
In all cases	Payment in full of fees charged to examine your application, by certified cheque, postal money order or bank draft payable to the <b>Minister of Finance of Québec</b> , or by credit card with the <i>Payment by credit card</i> form (A-0591-F), also available on the Immigration-Québec website.  To avoid delays in processing your application, enclose the form for payment by credit card or the cheque, money order or bank draft with a copy of the letter from Citizenship and Immigration Canada (CIC).
In all cases	<b>Two copies</b> of the <i>Undertaking form – Family class</i> (A-0546-GF) <b>duly</b> completed and signed
In all cases	The <i>Application for a Selection Certificate</i> (A-0520-BF), completed and signed in the two spaces reserved for this purpose (pages 3 and 4) by the sponsored person(s) aged 18 or older, otherwise the file will be returned to you.
In all cases  <b>OR</b> If you are residing abroad when your application is filed	Proof that your residential address is in Québec: for example, a utility bill (telephone, electricity, etc.) or other proof in your name  The <i>Declaration of sponsor abroad</i> (A-0539-F)
If you are sponsoring a child who you adopted <b>before immigrating to Québec</b>	The adoption order obtained abroad
If your application is subject to financial requirements (when you sponsor a minor orphaned child, father, mother, grandfather, grandmother, dependent child with a dependent child of its own)	The <i>Financial Capacity Evaluation Form</i> (A-0535-F) completed and signed, together with documents relative to your income and, where applicable, that of your cosignatory spouse.  Note: You can find the list of required documents on the form.
If you or your cosignatory spouse have been separated or divorced, or if one of you has children from a previous union.	The <i>Sponsor's or cosignatory spouse's declaration of authorization</i> (A-0527-F)

## 7. WHAT STEPS COME NEXT?

Prepare your application carefully to ensure faster processing. The Ministère de l'Immigration et des Communautés culturelles checks whether all the 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 the following period after receiving an application with all documents properly completed and the required supporting items:

- 20 business days for cases not requiring a financial evaluation;
- 40 business days for cases requiring a financial evaluation.

### Examination of my application by the MICC

#### Useful information

The Ministère de l'Immigration et des Communautés culturelles (MICC) may verify or have a third party verify the accuracy of the information given in your application.

The MICC may refuse an undertaking application that contains false or misleading information or documents and it may refuse to examine an application from a person who, within the last two years, has given false or misleading information or documents. The MICC may also take legal action against a sponsor who gives false or misleading information.

Certain clauses apply to sponsors depending on their personal situation or the person sponsored.

#### Social assistance

If you are receiving social assistance, your application will be refused **unless** you are receiving benefits increased due to your age or a disability that poses obstacles to employment that are severe, permanent or of indefinite duration. The MICC checks with the Ministère de l'Emploi et de la Solidarité sociale (MESS) the accuracy of information provided.

If Citizenship and Immigration Canada (CIC) exempts you from this condition, the MICC will be informed directly.

#### Default on previous undertakings

If your sponsored person 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 with the MESS the accuracy of information provided.

#### Offence against the person

If you have been found guilty of an offence against the person, 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, please include proof of acquittal, pardon or completion of your sentence with your application.**

#### Compulsory execution measure for failure 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.

### **Sponsors wishing to sponsor a minor orphaned child**

If you wish to sponsor your orphaned brother, sister, nephew, niece, grandson or granddaughter, under 18 years of age, neither married nor a facto spouse, your financial capacity will be assessed. You may also be called to an interview.

The main purpose of this interview is to guide you in continuing your process with the youth centre of your region to obtain a psychosocial assessment of the conditions under which the child will be living. You will have to pay the youth centre \$1200 for your assessment. You must also sign a declaration in which you make a commitment to have a guardian named for the child within 60 days of its arrival in Québec, by submitting a request to Superior Court.

### **NOTE**

The Ministère de l'Immigration et des Communautés culturelles reserves the right to verify compliance with regulatory requirements from the time your application is submitted until the sponsored person obtains permanent resident status or until your undertaking takes effect if your sponsored person is admitted under a temporary resident permit.

### **Decision of the MICC**

Two decisions may be made 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 that you must send to the person you are sponsoring.

The decision of the MICC will be sent directly to the CIC office that is handling your sponsored person's application for permanent resident status.

#### **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 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 conditions for sponsoring a person" in this guide.

### **Application to CIC for permanent residence**

This step falls under the jurisdiction of the government of Canada. Your sponsored person must file an **Application for Permanent Residence** as a person sponsored in the family class with the competent CIC office.

Your sponsored person 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 website of Citizenship and Immigration Canada (CIC): [www.cic.gc.ca](http://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.

***Learning about Québec: Guide for my successful integration*** is a tool that suggests various steps that your sponsored person can take while still abroad. Depending on his or her personal and family situation, it could be useful to:

- become familiar with Québec society;
- learn 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 must be brought to Québec;
- find out about programs and services offered in Québec to new immigrants.

Moreover, your sponsored person can learn about the common values of Quebec society by visiting the website [www.valeurscommunesduquebec.gouv.qc.ca](http://www.valeurscommunesduquebec.gouv.qc.ca).

If the person you are sponsoring arrives at Pierre-Elliott-Trudeau airport in Montréal, recommend that he or she go to the Immigration-Québec reception counter after clearing customs. The counter is located in the international arrivals hall near the baggage claim area. If your sponsored person does not arrive at the airport, recommend that he or she contact the Immigration-Québec service in your region to make an appointment with an integration officer.

At this meeting, MICC officials will explain how to obtain key government services and give the sponsored person a copy of ***Learning about Québec: Guide for my successful integration***, if he or she does not already have one, along with other documents containing useful information to ease integration into Québec society.

### Sponsored person already in Québec

If your sponsored person's application for permanent residence is processed within Canada, he or she can benefit from certain government services even before obtaining permanent resident status.

Consult the ***Learning about Québec*** guide for directions on how to:

- enroll in French courses given by partners of the MICC;
- 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 that, with some exceptions, provide for a three-month waiting period after registration before a person can benefit from the plan.

Consequently, if the individuals you are sponsoring are accepted, we recommend that they register with the plan in their very first days after arriving in Québec by contacting the Régie de l'assurance maladie du Québec. However, if their application for permanent residence is processed in Canada, it is to their advantage that they register 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. Be advised, 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. If necessary, 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

E-mail: [services.beneficiaires@ramq.gouv.qc.ca](mailto:services.beneficiaires@ramq.gouv.qc.ca)

Website: [www.ramq.gouv.qc.ca](http://www.ramq.gouv.qc.ca)

#### *Private insurance*

##### **Canadian Life and Health Insurance Association**

Montréal: 514 845-6173

E-mail: [CAC@clhia.ca](mailto:CAC@clhia.ca)

Website: [www.accap.ca](http://www.accap.ca)

## 9. CHECKLIST

To avoid delays in the processing of your application by the Ministère de l'Immigration et des Communautés culturelles, you must first enclose **payment in full of fees to examine your application** and the documents listed below. These documents vary depending on your situation and the individuals who you wish to sponsor.

### List of documents to return

#### IMPORTANT

Please note that the application forms enclosed must be filled out in French. The English translations are included only to help you do so accurately. However, the Application for a Selection Certificate – Family class may be completed in English by the sponsored person.

1. All sponsors must return:
  - a copy of the letter from CIC asking you to continue your sponsorship process with the MICC  
**Attention :** Il s'agit de la lettre destinée au garant et non à la personne parrainée. N'oubliez pas de joindre cette lettre, sinon votre demande vous sera retournée.
  - two copies** of the *Undertaking form – Family class* (A-0546-GF) duly completed in **French** and signed
  - proof of your residential address in Québec
  - the *Application for a Selection Certificate* (A-0520-B) duly completed and signed in the two spaces reserved for this purpose (pages 3 and 4) by your sponsored person, if he or she is over 18 years of age, otherwise the file will be returned to you.
2. Are you or your cosignatory spouse divorced or separated, or does one of you have children from a previous union? If so, enclose:
  - the *Sponsor's or cosignatory spouse's declaration of authorization* (A-0527-OF)
3. Are you a Canadian citizen who is initiating the sponsorship process from abroad? If so, enclose:
  - the *Declaration of sponsor abroad* form (A-0539-F)
4. Do you have to demonstrate your financial capacity? If so, enclose the following document:
  - the *Financial Capacity Evaluation Form* (A-0535-F) along with financial documents listed on the form
5. Are you sponsoring a child to be adopted (international adoption)? If so, contact the Immigration-Québec service at the address given in your letter from the Secrétariat à l'adoption internationale. You must present the following document:
  - the letter of no-opposition from the Secrétariat à l'adoption internationale
6. Are you sponsoring a child who you adopted before immigrating to Québec? If so, attach the following document:
  - the adoption order obtained abroad

## 10. FINANCIAL SCALES (VALID FOR 2009)

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 income established in **Table 1** and income established in **Table 2** below. These incomes are indexed each year.

**Table 1**

<b>Basic income required of the sponsor to satisfy the basic needs of his or her own family unit</b>	
Total number of members in your family unit	annual income required
1	Can\$20,584
2	Can\$27,787
3	Can\$34,306
4	Can\$39,455
5	Can\$43,913
The gross annual income is increased by Can\$4,457 for each additional dependent.	

**Table 2**

<b>Additional income required of the sponsor to satisfy the basic needs of the sponsored person and his or her family members</b>		
Number of persons aged 18 or over	Number of persons under age 18	Gross annual income required of the sponsor
0	1	Can\$7,126
0	2	Can\$11,292
The gross annual income is increased by Can\$3,765 for each additional dependent.		

Number of persons aged 18 or over	Number of persons under age 18	Gross annual income required of the sponsor
1	0	Can\$15,057
1	1	Can\$20,230
1	2	Can\$22,842
The gross annual income is increased by Can\$2,610 for each additional dependent.		

Number of persons aged 18 or over	Number of persons under age 18	Gross annual income required of the sponsor
2	0	Can\$22,079
2	1	Can\$24,734
2	2	Can\$26,700
The gross annual income is increased by Can\$1,960 for each additional person under 18 years of age and by Can\$7,020 for each additional person aged 18 or over.		