



IMMIGRATION Canada

Application Kit for Independents

Section One: General Instructions



Table of Contents

How to Apply to Immigrate to Canada	1
How to Complete the Forms	2

This document has been designed for the client's ease of use. It is not a legal document; for legal information, please refer to the *Immigration Act*, 1976, and *Regulations*, 1978.

Aussi disponible en français

How to Apply to Immigrate to Canada

1 Collect the documents you need to support your application. These are listed in **Section Three/Appendix C: Checklist**. The **Checklist** will tell you how many copies of the application form the visa office requires. It will also tell you which documents must be originals and which should be photocopies, and whether a certified translation in English or French is required.

2 You, your spouse (if applicable) and each dependent child aged 18 or over (whether accompanying you or not) must complete a separate **Immigrant Application Form (Application for Permanent Residence in Canada)** (IMM 0008), found in **Section Two** (see **Important Words to Know** in the **Guide** for a definition of “dependent children”). This kit provides only one application form. Before you start to fill it in, ensure you make enough photocopies.

You, your spouse (if applicable) and each dependent child aged 18 or over (whether accompanying you or not) must also complete the **Additional Family Information** form (IMM 5406). It is very important that you list on this form any other children (even if they are already permanent residents of Canada or Canadian **Immigrant Application Form** (IMM 0008). This includes married children and any of your children who have been adopted by others or are in the custody of an ex-spouse.

This kit provides only one form. Before you start to fill it in, ensure you make enough photocopies.

Detailed instructions for completing the forms are provided in the following pages under **How to Complete the Forms**. Do not leave any blanks. Do not forget to sign and date your forms.

3 Use the **Checklist** to verify that you have all of the required documents. It is important to note that the visa office may request additional information at any time during the application process.

4 You, your spouse (if applicable) and each of your dependents, whether they are accompanying you to Canada or not, must undergo a medical examination by a designated physician. Use the instructions in **Section Three/Appendix D: Medical Instructions**.

5 Obtain a police certificate/clearance from every country in which you or your dependents aged 18 years or over have resided for six months or longer since reaching the age of 18. You will find instructions in **Section Three/Appendix E: Obtaining Police Certificates/Clearances**.

6 Use the instructions in **Section Three/Appendix F: Immigration Fee Schedule** to calculate the fees you must send with your application. Do not mail cash.

7 Submit your completed application to the address indicated in the **Checklist**. Print your name and address on the top left-hand side of the envelope.

8 If mailing, ensure that your envelope has sufficient postage. The Post Office will return your application to you if it does not have sufficient postage.

How to Complete the Forms

Immigrant Application Form (Application for Permanent Residence in Canada) (IMM 0008)

There is only one application form in this kit. Before you start to complete it, make a photocopy for each person who needs to submit an individual form. All persons 18 or over (whether accompanying you to Canada or not) must complete an individual application form.

The **Immigrant Application Form** (IMM 0008) is found in **Section Two: The Forms/Appendix A: Immigrant Application Form**. Use these instructions to fill it in. You must answer all questions. If you leave any sections blank, your application will be returned to you for completion and processing will be delayed. If any sections do not apply to you, please answer “NOT APPLICABLE”.

Use a black pen or typewriter. Print in block letters.

At the top of the form, please indicate your preferred language for receiving correspondence and for being interviewed.

Also, indicate whether the principal applicant or a dependent aged 18 years or older is completing the form. If you are married, either you or your spouse, but not both of you, may be the principal applicant. Once you decide who the principal applicant is, the other spouse and each dependent aged 18 years or older should check the dependent box.

Part A – Personal Details

Part A asks for personal information about you and all of your dependents, whether or not they are immigrating to Canada with you.

1. a) Print your full **family name (surname)** as it appears on your passport or on the official documents that will be used for obtaining your passport.
b) Print all of your **given name(s)** (first, second or more). Do not use initials. Again, print it as it appears on your passport or on the official documents that will be used for obtaining your passport.
c) Write your **full name in your own native language script**. Include your family name and all given names.
2. Print any **other names** you have used, such as your name before marriage, your name during a previous marriage, a nickname or an alias. Include pet or familiar names.
3. Check the appropriate box to indicate **male** or **female**.
4. Print your **height** either in centimeters or in feet and inches.
5. Check the appropriate box to indicate the **colour of your eyes**.
6. a) Print your **date of birth** by day/month/year.
b) Print your **place of birth** giving the city, town or village (or nearest community) in which you were born.
c) Print your **country of birth**. This is the name of the country in which you were born.

7. Print your **country of citizenship**. If you have more than one country of citizenship, give details on a separate page.
8.
 - a) Print your **mailing address**. This is the address we will use to mail correspondence regarding your application. As well, please write your mailing address in your own native language script. If you need more room, use a separate page.
 - b) Print your complete **telephone number**, including country and area codes.
 - c) If you have access to a **facsimile** machine, print the fax number including country and area codes.
 - d) Print your current **residential address**. Please write this address in your native language script. If you need more room, use a separate page.
9.
 - a) Check only one box to indicate your **present marital status**. You must provide proof of your marital status. If you are divorced, or if your previous spouse died, and you are now remarried, check the “married” box and attach an explanatory note.
 - b) If you have been married more than once, check “yes” and indicate in the space provided the number of times that you have been married. If you have never been married or married only once, check “no”. You must provide your current marriage certificate, and divorce or death certificate(s) for all previous spouses.
10.
 - a) Print your **passport number**.
 - b) Print the name of the **country which issued your passport**.
 - c) Print **the date your passport expires** by day/month/year.
 - d) Print your **identity card number**, if applicable.
11.
 - a) Print the title of your **current occupation**.
 - b) Print the title of the **occupation in which you intend to work in Canada**.
12. **Formal education**. Indicate the total number of years that you have attended and successfully completed.
13. Check the box that indicates the highest **level of education** you have successfully completed:
 - **Secondary** education is the level of schooling after elementary and before college, university, or other formal training.
 - **Formal trade certificate/apprenticeship** refers to completed training in an occupation such as “auto mechanic”.
 - **Non-university certificate or diploma** refers to training in a profession that requires formal education but not at the university level (for example, dental technicians or engineering technicians).
 - **Some university, but no degree**, refers to completion of some university courses but not enough to obtain a degree.
 - **Bachelor’s degree** refers to your first university degree, such as a Bachelor of Arts, Education, Engineering or other professional field.
 - **Some post-graduate studies, but no degree**, means you have obtained a Bachelor’s degree and completed some studies at the post-graduate level.
 - **Master’s degree** is your first post-graduate degree.
 - **Ph.D.** is the highest university degree.
14. Print your **native language** (the first language you spoke).

15. Read each of the statements (A to H) in this question carefully. Answer “yes” or “no” on behalf of yourself and your dependents. If you answer “yes” to any question, provide full details in the space provided. Use a separate page if necessary.
16. This question asks for personal details about your **dependents**, whether they are accompanying you to Canada or not. The first column is for the details about your spouse. If you have never been or are not currently married, print “NOT APPLICABLE” in the first box. The remaining columns are for details about your dependent children – your son(s) and daughter(s) – starting with the oldest. You must include all of your dependents (who are not already permanent residents of Canada or Canadian citizens), whether they intend to immigrate with you or not. If you have more than three dependents, attach a separate page with the same information provided in the same order.
- Print your dependent’s family name (surname).
 - Print your dependent’s given names. Include all given names. Do not use initials.
 - Print your dependent’s date of birth by day/month/year.
 - Check the appropriate box to indicate if your dependent is male or female.
 - Print the place of birth giving the city, town or village (or nearest community) in which your dependent was born.
 - Print the country of birth. This is the name of the country in which your dependent was born.
 - Print the country where your dependents have resident status.
 - Print the country of citizenship of your dependent. If he/she has more than one country of citizenship, give details on a separate page.
 - Check the appropriate box to indicate your dependent’s current marital status. Use the same categories listed in Question 9a). You must provide proof of his/her marital status. If any of your dependents are divorced, or if their previous spouse died, and they are now remarried, check the “married” box. You must provide the marriage and divorce certificates, or death certificate(s) for all of your dependents’ previous spouses.
 - Relationship. The first column is “spouse”; the others will read “son” or “daughter”.
 - Check the appropriate box to indicate whether or not your spouse and/or dependent(s) will accompany you to Canada. “Accompany” means the person will immigrate to Canada within the validity of the visa but may arrive in Canada after you.
 - Print the passport number for each dependent.
 - Print the name of the country that issued the passport.
 - Indicate the date on which the passport is due to expire, by day/month/year.
 - Print your dependent’s identity card number, if applicable.
 - Print the title of your dependent’s current occupation. This may include “homemaker”, “student” or “dependent child”, as applicable.
 - Indicate the total number of years of formal education for each dependent.
 - Indicate the level of education successfully completed for each dependent. Use the categories listed in Question 13.
 - If your dependent is fluent in English, check the appropriate box. If not, check “no”.
 - If your dependent is fluent in French, check the appropriate box. If not, check “no”.
 - Print your dependent’s native language (the first language he/she spoke).

17. Use the instructions in **Section Three/Appendix C: Checklist** and enclose in an envelope the required number of photographs of yourself, your spouse (if applicable), and each person listed in item 16, whether they are accompanying you to Canada or not. All photographs must have been taken within the past six months and must be identified by printing the person's name on the back of the photograph. Attach the envelope to the form in a way that allows it to be removed (for example, a staple rather than glue).

Part B – Skills and Qualifications

At the top of the page, in the box indicating “Name of applicant/dependent completing form”, print the name of the person to whom the following information applies:

1. **Language:** This question asks about your ability to speak, read, and write Canada's official languages. Check the box that best describes your ability to speak English and French. Use the following definitions:
Fluently: Speak, read and write with ease in a range of social and work situations, and no difficulty communicating in a professional capacity.
Well: Speak, read and write well in a range of social and work situations.
With difficulty: Speak, read and write in a very limited way.
Not at all: No ability to communicate in this language at any level.
2. **Education:** Print the number of years of formal schooling successfully completed in each of the categories indicated.
3. **Post-secondary education:** Print the details of university, college, and/or apprenticeship training. Begin with the most recent program completed. Use an additional page if necessary.
4. **Work history:** Print the details of your work history since your 18th birthday. Begin with your most recent job. Include work you have done in other countries. You must account for every month since your 18th birthday. If you did not work for any period during that time, enter what you were doing (for example, unemployed, studying or travelling). Use an additional page if necessary. Start with the date you began the job by month/year and the date it ended by month/year. In the next column, print the full name of your employer (do not use abbreviations). In the next column, print the city and country in which you worked at that job. Then, print your occupation with the employer (be specific: for example, rather than “public servant” print “financial clerk”). If the job was part time, put a check mark in this column. In the last column print how much you earned per month.
5. **Contact address:** Print the name and address of any close relative (see **Important Words to Know in the Guide**), employer, or organization willing to assist you in Canada. If more than one relative is a permanent resident of Canada or Canadian citizen living in Canada, print the name, address, and relationship of the relative most ready to assist you. If none, print “NOT APPLICABLE”.
6. Print the **relationship** of any person that you name in box 5.
7. **Destination in Canada:**
 - a) Print the name of the **city** or **town** in which you intend to live in Canada.
 - b) Print the name of the **province** in which you intend to live in Canada.
8. **Funds:** Indicate how much money (in Canadian dollars) you will be bringing with you to Canada and the value of any property you own. Do not list jewellery, cars and other personal assets. You must provide proof that you have enough money to maintain yourself and your dependents until you become self-supporting in Canada.

9. **Debts and Obligations:** List the amount of all loans, debts, and financial obligations, including fees owing to lawyers and consultants and alimony and child-support payments, in Canadian dollars. Use an extra page if necessary.
10. **Addresses:** Print all of your addresses since your 18th birthday. Do not use post office (P.O.) box addresses. Give a complete address including the street, town or city, province or region, and country. If there was no street or street number, explain exactly the location of the house or building. You must account for every month. Use an additional page if necessary.

Part C

1. Print details of any **organizations or associations** of which you have been a member since your 18th birthday. Include the full name of any political, social, youth, student or vocational organizations and any trade unions or professional associations. List any voluntary or compulsory military service, including rank, unit and location of service. If you did not belong to any organizations or perform military service, print “NOT APPLICABLE” in the space provided.
2. For each of your **parents**, starting with your father, print their full names (including surname and given names), their dates of birth, and the city or town and the country in which they were born. If either of your parents is deceased, indicate the date of death by day/month/year.
3. **Authority to disclose personal information.** Complete this section only if you want us to release the information on your application to someone other than yourself. Privacy laws prevent Citizenship and Immigration Canada from discussing your application with anyone else unless you give us permission to do so. If you have a representative (for example, a relative, friend, lawyer or consultant) helping you to complete the application process, and you authorize us to discuss your case with him or her, print the representative’s name and address in this section and sign on the line provided.
4. **Declaration of Applicant.** Read the statements carefully. Sign and date on the lines provided. By signing, you certify that you fully understand the questions asked and that the information you have provided is complete, truthful, and correct. If you do not sign, the application will be returned to you.
5. **Solemn Declaration.** Do not complete this section unless you are asked to do so by a visa officer at an interview.

It is an offence under the *Immigration Act* knowingly to make a false or misleading statement in connection with an application for permanent residence in Canada.



Additional Family Information (IMM 5406)

This form is intended to gather additional information about your family and is found in **Section Two/ Appendix B**. There is only one form in this kit. Before you start to complete it, make a photocopy for each person who needs to submit an individual form. You must answer all questions. If any sections do not apply to you, please answer “NOT APPLICABLE”.

You, your spouse (if applicable), and each dependent child aged 18 or over (whether accompanying you or not) must complete this form. It is very important that you list on this form any other children (even if they are already permanent residents of Canada or Canadian citizens) that you, your spouse or your dependent children might have who are not included in your **Immigrant Application Form** (IMM 0008). This includes married children and any of your children who have been adopted by others, or are in the custody of an ex-spouse.

The information you provide is collected under the authority of the *Immigration Act* to determine if you may be admitted to Canada as an immigrant. It will be stored in Personal Information Bank number EIC PPU 015. It is protected and accessible under the provisions of the *Privacy Act* and the *Access to Information Act*.