



IMMIGRATION

Canada

Application Kit for Independents

Section Three: Visa Office Specific Instructions

Ankara



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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

Appendix C

Checklist

Assemble all your documents as listed. Check (☑) each applicable item on the checklist and attach the checklist to your documents (a paper clip will do). Place all the documents in a sealed envelope. **Do not send originals.** Send photocopies of all documents, **except** the *Certificat de sélection du Québec (CSQ)*, if your intention is to reside in the province of Québec, and the police certificates, which must be **originals**. If your documents are not in English or French, send a notarized (certified) translation with a copy of the originals.

1	<p>IMMIGRANT APPLICATION FORM</p> <p>Check that it is complete and signed and that you have included (not stapled) eight (8) specified photographs (with names on the back for each applicant), with your immigration application forms, for each member of your family and yourself. If you want us to deal with a Canadian representative on your behalf, be sure you have signed a document allowing us to release information, either on the back of the application form or on a separate document. Your authorization must identify a person who may receive information on your behalf.</p>	<input type="checkbox"/>
2	<p>IDENTITY AND CIVIL STATUS DOCUMENTS</p> <p>Birth, change of name certificate, marriage, annulment, final divorce or separation certificates for you and your spouse; death certificate for former spouse if applicable. Photocopy of <i>Citizenship Certificate</i> or <i>Immigrant Visa</i> for any dependants who are Canadian citizens or permanent residents of Canada. Military Service card (where military service is compulsory).</p>	<input type="checkbox"/>
3	<p>CHILDREN'S INFORMATION</p> <p>Children's birth certificates (which name their parents); adoption papers for adopted dependent children; proof of custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court; if the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements. Proof of continuous full-time studies of all dependent children aged 19 or over: complete school records/transcripts since attaining age 19, letters from the school(s) indicating the number of hours of classes attended per day, and the number of days attended per week, and proof of full financial support by parents since reaching age 19.</p>	<input type="checkbox"/>
4	<p>TRAVEL DOCUMENTS AND PASSPORTS</p> <p>Passports or travel documents for you, your spouse and dependent children. Include only copies of pages showing the passport number, date of issue and expiration, your photo, name, date and place of birth. If you reside in a country different from your nationality, include a copy of your visa for the country in which you currently reside. Please note that all prospective immigrants must hold a valid regular passport; diplomatic, official, service or public affairs passports are not valid for immigration to Canada.</p>	<input type="checkbox"/>
5	<p>PROOF OF RELATIONSHIP IN CANADA (if applicable)</p> <p>Proof of relationship to your close relative in Canada, such as birth, marriage or adoption certificates and proof of that person's status in Canada: photocopy of the Record of Landing (IMM 1000) or proof of Canadian citizenship such as photocopy of pages of a Canadian passport or Canadian Citizenship card.</p>	<input type="checkbox"/>
6	<p>WORK EXPERIENCE</p> <p>Original letters from present and/or previous employers which include details of your duties and responsibilities.</p>	<input type="checkbox"/>

7	ADDITIONAL INFORMATION Any letters/contracts offering employment or information you believe may be relevant to your successful establishment in Canada, which may help to demonstrate your adaptability, initiative, motivation, or resourcefulness.	<input type="checkbox"/>
8	SETTLEMENT FUNDS Proof of sufficient funds currently available to maintain yourself and your dependents, until you are self-supporting in Canada. These funds must be readily transferable to Canada in a convertible currency. (Proof of funds in Canada will be requested prior to visa issuance.)	<input type="checkbox"/>
9	POLICE CERTIFICATES AND CLEARANCES Police certificates or clearances from each country in which you and everyone in your family, aged 18 years or over, have resided six months or more since reaching 18 years of age. You must attach the original police document(s).	<input type="checkbox"/>
10	FEE PAYMENT See Appendix F. Bank draft, certified cheque or money order to pay the full immigration processing fee, in Canadian dollars. Make the draft payable to "The Receiver General for Canada". Write your name and address on the back. Make sure that you have sent the correct type of bank draft; otherwise, your application will be returned to you. Do not enclose cash.	<input type="checkbox"/>
11	CERTIFICAT DE SÉLECTION DU QUÉBEC (CSQ) Original <i>Certificat de sélection du Québec (CSQ)</i> , if your intention is to reside in the province of Québec.	<input type="checkbox"/>
12	PHOTOS REQUIREMENTS New requirements for photographs are now in place. Passport-size photos are no longer acceptable. Please supply the number of photographs requested in paragraph 1 of the Checklist and follow the instructions provided at the end of this appendix entitled "Photograph Specifications".	<input type="checkbox"/>

Place all your documents in a sealed envelope and mail them to:

Canadian Embassy
Nenehatun Cad. 75
Gaziosmanpasa, Ankara
Turkey

Photograph Specifications

Notes to the applicant

TAKE THIS WITH YOU TO THE PHOTOGRAPHER

- Immigration photographs are *not* the same as passport photographs.
- Please make sure that you provide the correct number of photographs specified in the *Checklist*.

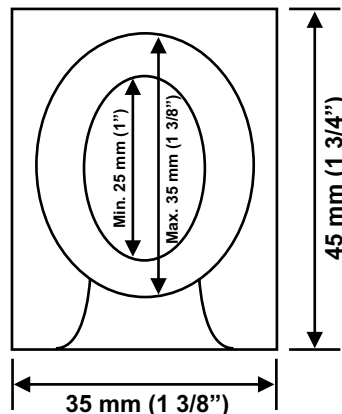
Notes to the photographer

The photographs must:

- show a full front view of the person's head and shoulders showing full face centered in the middle of the photograph;
- have a **plain white background**;
- be identical (black and white or colour) produced from the same untouched negative, or exposed simultaneously by a split-image or multi-lens camera;
- be produced on single weight matte paper.

The photographs must measure:

- between 25 mm and 35 mm (1" and 1 3/8") from chin to crown
- have a 35 mm x 45 mm (1 3/8" x 1 3/4") finished size



Appendix D

Medical Instructions

All persons included in your application, whether accompanying you or not, will be required to undergo a medical examination with a physician designated by the Embassy. Instructions for this examination will be provided **after** your application has been assessed by a Canadian Visa officer.

The examination will include the following:

- full physical examination for all family members;
- large PA chest X-ray and a radiologist's report for any person aged 11 or over;
- blood test (VDRL or similar test) for everyone aged 15 or over;
- urinalysis (sugar, protein, and blood) for all applicants aged 5 or over.

You will be responsible for the costs of the medical examination for all your family members.

Please note that, at the time of the medical examination, you and all family members will be required to present individual passports as evidence of identity. **If each of your family members does not already have an individual passport, you should apply to obtain them now.**

Appendix E

Obtaining Police Certificates/Clearances

You must provide a police certificate or clearance, or record of no information for yourself, your spouse (if applicable), and all of your dependents, indicating any criminal record or absence of criminal record. Everyone in your family, aged 18 or over, requires a police certificate/clearance from each country in which they have lived for six months or longer since reaching 18 years of age.

It is your responsibility to contact the police or relevant authorities to obtain the necessary police certificate or clearance. You may have to provide information or documentation regarding photographs, fingerprints, or your addresses and periods of residence in that country. You may also be asked to pay a fee for the service.

If you have a conviction in Canada, you must seek a pardon from the National Parole Board of Canada before you apply for immigration to Canada. The address is:

**National Parole Board
340 Laurier Avenue West
Ottawa, Ontario K1A 0R1
Canada.**

We will also do our own background checks in all countries in which you and your dependents have lived. These checks will determine if you have any arrests or convictions, or if you are a security risk to Canada.

Appendix F

Immigration Fee Schedule

There are two fees to be paid when applying for immigration to Canada – one is a **processing fee** and the other is a **Right of Landing Fee (ROLF)**. The processing fee is **non-refundable**, whether your application is approved or not. The processing fee must be paid when you send your application to the Visa Office. The ROLF is required of every adult aged 19 or over in your family but, unlike the processing fee, is **refundable** if an *Immigrant Visa* is not issued or used, or if you withdraw your application. The ROLF can be paid at any time during the application process, but must be paid before an *Immigrant Visa* can be issued. If you do not pay the ROLF when you submit your application, the Visa Office will contact you when it is time to pay the ROLF. The following tables show you how to calculate the amount required, in Canadian dollars. You may have the option of paying in another currency.

Immigration and Right of Landing Fee (ROLF) Schedules in Canadian Dollars

A	PROCESSING FEE	Number of Persons	Amount per Person	Amount Due
	Applicant	1	x \$500	\$500
	Spouse	1	x \$500	\$500
	Each dependent 19 years and over		x \$500	\$
	Each dependent under 19 years		x \$100	\$
Total A				\$

B	RIGHT OF LANDING FEE*	Number of Persons	Amount per Person	Amount Due
	Applicant	1	x \$975	\$975
	Spouse	1	x \$975	\$975
	Each dependent 19 years and over		x \$975	\$
	Each dependent under 19 years	Not Applicable		
Total B				\$
Total fees (A+B)				\$

* The Right of Landing Fee may be paid with your initial application or at any time during the application process. However, the Right of Landing Fee must be paid before an *Immigrant Visa* can be issued.

If you are mailing your application, do not enclose cash.

Effective November 1, 1999 processing fees for Canadian visas and immigration documents will be paid through a bank deposit system in co-operation with Dis Bank. Payments are made to account No: 301 12 0002 CAD at any branch of Dis Bank in Turkey with no service charge. Upon payment of the appropriate fee in Canadian dollars or Turkish Lira, applicants will receive a Dis Bank receipt. This receipt must be attached to the completed application form and submitted to the Embassy.

Note: From November 15, 1999 the Embassy will no longer accept cash payments of any kind.

Appendix G

List of Quebec Immigration Offices

You may also visit the Internet site of the *Ministère des Relations avec les citoyens et de l'Immigration* of the province of Québec at: <http://www.immig.gouv.qc.ca/>.

Immigration Offices Address and Telephone	Countries Served
<p>BRUSSELS Service d'Immigration du Québec Délégation générale du Québec 46, avenue des Arts, 7e étage 1000, Brussels Belgium Telephone: 011-32-2-512-0036 Fax: 011-32-2-514-2641</p>	<p>Belgium</p>
<p>DAMASCUS Service d'Immigration du Québec c/o Canadian Embassy Autostrade Mezzeh P.O. Box 3394, Damascus Syria Telephone: 011-963-11-611-6851 or 611-6692 Fax: 011-963-11-611-8034</p>	<p>Azerbaijan, Bahrain, Egypt, India, Iran, Iraq, Jordan, Kuwait, Lebanon, Oman, Pakistan, Qatar, Saudi Arabia, Sri Lanka, Sudan, Syria, Turkey, United Arab Emirates, Yemen</p>
<p>HONG KONG Service d'Immigration du Québec c/o Consulate General of Canada Exchange Square Tower 1, 13th floor 8 Connaught Place Hong Kong Telephone: 011-852-2810-7183 Fax: 011-852-2845-3889</p>	<p>Afghanistan, Australia, Bangladesh, Bhutan, Brunei, Burma (Myanmar), Cambodia, China, Fiji, French Polynesia, Hong Kong, Indonesia, Japan, Korea, Laos, Macao, Malaysia, Maldives, Micronesia, Nepal, New Caledonia, New Guinea, New Zealand, Papua, Philippines, Singapore, Taiwan, Thailand, Viet Nam</p>
<p>MEXICO Service d'Immigration du Québec Délégation générale du Québec Avenida Taine 411 Colonia Bosques de Chapultepec 11580 Mexico, D.F. Mexico Telephone: 011-52-5-250-8208/8222 Fax: 011-52-5-254-4282</p>	<p>Antigua, Argentina, Barbados, Belize, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Dominica, Dominican Republic, El Salvador, Equador, Falkland Islands, French Guiana, Grenada, Guadeloupe, Guatemala, Guyana, Haiti, Honduras, Jamaica, Martinique, Mexico, Netherlands Antilles and other Antilles not mentioned elsewhere, Nicaragua, Panama, Paraguay, Peru, Puerto Rico, St. Lucia, St. Vincent, Surinam, Trinidad and Tobago, Uruguay, Venezuela</p>

<p>NEW YORK Service d'Immigration du Québec Délégation générale du Québec One Rockefeller Plaza 26th Floor New-York, NY 10020 U.S.A. Telephone: (1-212) 843-0960 Fax: (1-212) 376-8984</p>	<p>United States (States covered by Buffalo, Los Angeles, New York and Seattle VCS) Other territories covered: Bermuda, St. Pierre and Miquelon</p>
<p>PARIS Service d'Immigration du Québec Délégation générale du Québec 87/89, rue de la Boétie 75008 Paris France Telephone: 011-33-1-53-93-45-45 Fax: 011-33-1-53-93-45-40</p>	<p>Algeria, Andorra, Angola, Azores, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Canary Islands, Cape Verde, Central African Republic, Comoros, Cyprus, Chad, Congo, Dem. Rep. of Congo (Zaire), Denmark, Djibouti, Equatorial Guinea, Estonia, Ethiopia, Finland, France, Gabon, Gambia, Ghana, Gibraltar, Great Britain, Greece, Greenland, Guinea, Guinea-Bissau, Iceland, Ireland, Israel, Italy, Ivory Coast, Kenya, Latvia, Lesotho, Liberia, Libya, Liechtenstein, Lithuania, Luxembourg, Madagascar, Madeira, Malawi, Mali, Malta, Mauritania, Monaco, Morocco, Mauritius, Mozambique, Namibia, Netherlands, Niger, Nigeria, Norway, Portugal, Principe, Reunion, Rwanda, San Marino, Sao Tome, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, St. Helena, Spain, Sweden, Switzerland, Swaziland, Tanzania, Togo, Tunisia, Uganda, Vatican City, Western Sahara, Zambia, Zimbabwe.</p>
<p>VIENNA Service d'Immigration du Québec c/o Canadian Embassy Laurenzerberg, 2 A-1010 Vienna Austria Telephone: 011-43-1-53138-3005 Fax: 011-43-1-53138-3443</p>	<p>Albania, Armenia, Austria, Belarus, Bosnia-Herzegovina, Bulgaria, Croatia, Czech Republic, Georgia, Germany, Hungary, Kazakhstan, Kirghizistan, Moldova, Mongolia, Ouzbekistan, Poland, Romania, Russia, Slovakia, Slovenia, Tajikistan, Turkmenistan, Ukraine, Yugoslavia</p>