



ORAT
Office for Refugees
Archdiocese of Toronto

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Document Checklist

Issued by: _____ on (DD-MMM-YY) _____
Cosponsor Name: _____ Constituent Group (CG): _____
Refugee Name: _____ + family; all together _____ person(s)
Deadline: _____ 15 business days from the day you receive this checklist.

- Please use the latest version of the immigration (IMM) forms. Use links provided in the checklist or go to the Ministry of Immigration, Refugees and Citizenship Canada's ("IRCC") website at: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/application-refugee-sponsorship.html>.
- Use the spelling of the cosponsor's and refugee's name that is provided on their passport (if available).
- Save all your completed immigration forms and scanned documents on a USB flash drive and email them to yourself and your cosponsor/CG for safe keeping, and for preparing the refugee(s) for the interview with the Visa Office.
- Every child that is age 22 or older must have a separate file as a Principal Applicant.
- Please read the [principal applicant's instruction guide \(IMM6000\)](#) and [the sponsor's instruction guide \(IMM5413\)](#). You may consult IRCC's website at: www.cic.gc.ca or the RSTP website at: www.rstp.ca (416.290.1700).
- Make sure forms are completed electronically (typed) as handwritten forms will not be accepted.
- To assist you with completing the required documents, we have included a link to a video tutorial for each of the key documents. Simply click on the link entitled "Tutorial"
- Ensure all family members (i.e., spouse, dependent children) are included in the application regardless of their current country of residence.
**Full disclosure is absolutely necessary. In the event that full disclosure is not provided at the time that the application is submitted to ORAT, your case will be rejected/withdrawn.*
- Submit the completed and signed application to ORAT by email at oratcases@archtoronto.org. After reviewing your application, a Resettlement Assistant from ORAT will arrange to meet with you, where you will be asked to submit the filing fee and the cheque for the full settlement funds.

Jointly from the Constituent Group (CG) and cosponsor:

Check when completed

1. Before completing any forms please read [the sponsor's instruction guide \(IMM5413\)](#).

2. Complete and sign [Undertaking Form \(IMM 5373\)](#). [Tutorial](#)
3. Pastor or CG Rep to complete and sign the [Sponsor Assessment Form \(IMM 5492\)](#). [Tutorial](#)
4. Cosponsor to complete and sign the [Sponsor Assessment Form \(IMM 5492\)](#). [Tutorial](#)
(If there is no cosponsor, every member of the CG must complete and sign the [Volunteer Kit for Constituent Group \(CG\) members](#))
5. Copy of cosponsor's ID showing status in Canada.
6. Complete and sign the [Settlement Plan \(IMM 5440\)](#). [Tutorial](#)
7. Sign the [Memorandum of Understanding](#).
8. Provide a cheque or cash for the filing fee of \$250 at ORAT Office.
9. Cheque for [settlement funds \(\\$ _____\)](#) payable to 'ORAT - Office for Refugees, Archdiocese of Toronto'; with a memo on the cheque resettlement for 'full name of Principal Applicant'

From Principal Applicant:

1. Do you or your family have any medical and/or psychological conditions? Yes No

If you answered "Yes", please describe the condition and the treatment(s) that you are receiving now or will need to receive once in Canada.

2. Before completing any forms please read the [Principal Applicant's Instruction Guide \(IMM6000\)](#).
3. Complete, validate, print and sign the [Generic Application Form \(IMM 0008\)](#). [Tutorial](#)
4. If there are more than 5 dependents listed on the IMM 0008 form, then please complete and sign [Additional Dependents/Declaration Form \(IMM 0008DEP\)](#).
5. Complete and sign [Schedule A: Background/Declaration Form \(IMM 5669\)](#). [Tutorial](#)
6. Complete and sign [Schedule 2: Refugees Outside Canada Form \(IMM0008/Schedule 2\)](#).
 - [For your story, consult the "Guide to Building Your Narrative"](#) [Tutorial](#)
7. Photos
 - Provide one (1) photo of yourself and each of your family members taken in the last six (6) months. The name and date of birth of the person must be printed clearly on each photo. Follow the instructions provided on the [Permanent resident photograph specifications](#) in the principal applicant's instruction guide.
8. Travel documents and passports (when possible)
 - Copy of passports or travel documents for you and your family members. If you live in a country other than your country of nationality, include a copy of your visa/residence permit for that country.
9. UNHCR registration and/ or recognition

- Copy of a valid UNHCR registration and recognition. If these are not available, please provide a detailed explanation of what attempts were made to obtain the UNHCR documentation.

10. Identity and Civil Status Documents (when possible)
- Copy of birth, marriage, divorce, annulment, separation or death certificates, and national identity card (etc.) for you and your family members.
11. Your refugee application in the host country. Include the narrative, first rejection, appeal, court papers and final decision with English translation, if applicable.
12. Background Documents – when possible
- Copies of any document to support your answers to questions in the Schedule A: Background/Declaration form (IMM 5669), such as military records, membership cards or any documents showing your association or involvement in any social, political, vocational or cultural organizations.
13. If the principal applicant has a child(ren) from a previous relationship, you must provide:
- proof of custody for children under the age of 18;
 - proof that children may legally travel to Canada; or
 - a statutory declaration that the remaining parent authorizes their child to immigrate to Canada.

PLUS from the Principal Applicant's spouse/partner:

14. Complete and sign [Schedule A: Background/Declaration Form \(IMM 5669\)](#). [Tutorial](#)
15. Complete and sign [Schedule 2: Refugees Outside Canada Form \(IMM0008/Schedule 2\)](#).
- [For your story, consult the "Guide to Building Your Narrative"](#) [Tutorial](#)
 - [As the spouse of the Principal Applicant, your story should be narrated from your own personal perspective. Even though, you may have been through the same plight, your narrative should be personal.](#)
16. Photos
- Provide one (1) photo of yourself taken in the last six (6) months. The name and date of birth of the person must be printed clearly on each photo. Follow the instructions provided on the [Permanent resident photograph specifications](#) in the principal applicant's instruction guide.
17. Travel documents and passports (when possible)
- Copy of passports or travel documents for you. If you live in a country other than your country of nationality, include a copy of your visa/residence permit for that country.
18. UNHCR registration and/ or recognition

- Provide a copy of a valid UNHCR registration and recognition. If these are not available, please provide a detailed explanation of what attempts were made to obtain the UNHCR documentation.

19. Identity and Civil Status Documents (when possible)

- Copy of birth, marriage, divorce, annulment, separation or death certificates, and national identity card (etc.) for you and your family members.

20. Your refugee application in the host country. Include the narrative, first rejection, appeal, court papers and final decision with English translation, if applicable.

21. Background Documents (when possible)

- Copies of any document to support your answers to questions in the Schedule A: Background/Declaration form (IMM 5669), such as military records, membership cards or any documents showing your association or involvement in any social, political, vocational or cultural organizations.

22. If the spouse has a child(ren) from a previous relationship, you must provide:

- proof of custody for children under the age of 18;
- proof that children may legally travel to Canada; or
- a statutory declaration that the remaining parent authorizes their child to immigrate to Canada.

PLUS from any Dependent Children (Between the Age of 18-22):

23. Complete and sign [Schedule A: Background/Declaration Form \(IMM 5669\)](#).

24. Complete and sign [Schedule 2: Refugees Outside Canada Form \(IMM0008/Schedule 2\)](#).

25. Photos

- Provide one (1) photo of yourself taken in the last six (6) months. The name and date of birth of the person must be printed clearly on each photo. Follow the instructions provided on the [Permanent resident photograph specifications](#) in the principal applicant's instruction guide.

26. Travel documents and passports (when possible)

- Copy of passports or travel documents for you. If you live in a country other than your country of nationality, include a copy of your visa/residence permit for that country.

27. UNHCR registration and/ or recognition

- Provide a copy of a valid UNHCR registration and recognition. If these are not available, please provide a detailed explanation of what attempts were made to obtain the UNHCR documentation.

28. Provide copies of any Identity and Civil Status Documents (when possible)

- Copy of birth, marriage, divorce, annulment, separation or death certificates, and national identity card (etc.) for you and your family members.

29. Your refugee application in the host country. Include the narrative, first rejection, appeal, court papers and final decision with English translation, if applicable.
30. Background Documents (when possible)
- Copies of any document to support your answers to questions in the Schedule A: Background/Declaration form (IMM 5669), such as military records, membership cards or any documents showing your association or involvement in any social, political, vocational or cultural organizations.

For Office Use Only:

31. Resettlement assistant to attach ORAT Settlement Plan cover letter.
32. Resettlement assistant to provide cosponsor/ CG rep with receipt for filing fee.
33. Resettlement assistant to provide cosponsor/ CG rep with receipt for settlement funds.

Please email the completed and signed documents to oratcases@archtoronto.org. Once your application is reviewed and approved a resettlement assistant will arrange to meet you, where you will be asked to submit the filing fee and the cheque for the full settlement funds.