

Application Instructions – Part 2

Introduction: The process for completing a private sponsorship application with World Renew involves two parts. *Part 1* is to complete the Case Narrative Form and to submit identity documents. An information document is available from World Renew for *Part 1*. The second part involves the completion of the application documents. Please see below for detailed instructions.

Before proceeding with *Part 2: Completing the Application Documents*, World Renew must approve the Case Narrative Form and the identity documents. **If you have not completed Part 1, please do not complete the application documents.** Please contact World Renew and ask for instructions for *Part 1*.

Part 2: Completing the Application Documents

At this stage in the sponsorship, we send four different forms to be completed:

- Generic Application Form for Canada
- Schedule A: Background/Declaration
- Schedule 2: Refugees Outside Canada
- Use of Representative Form

As part of *Part 1*, the Case Narrative Form is filled out by the principal applicant (PA). The answers from these questions are copied verbatim by World Renew into Part A of the Schedule 2 form. Please have the principal applicant verify that these answers accurately convey their story.

You must download these forms to your computer in order to work on them. If you try to fill out the forms in your internet browser, you will not be able to save your changes. In order to open the files, you need to have [Adobe reader 10](#) or higher installed.

All answers must be typed into the application forms, not handwritten. IRCC will not accept handwritten forms.

It is best if the sponsor and/or the applicant's family members in Canada complete the forms with the applicant on the phone or video call. You can go through each question and enter the data to complete the forms. As you complete the documents, please verify that all information (dates, locations, etc.) is consistent with the Case Narrative Form. When the documents are complete, please email them to the applicant to verify the information is correct. After confirmation from the applicant that the information is correct, please email the application documents to World Renew to review before the

applicant signs and dates the forms. World Renew can then provide feedback and suggest any necessary corrections.

Dependants who are not in the same location as the principal applicant but intend to come to Canada at some point must be listed as “accompanying” on the IMM008 Generic Application Form. All efforts will be made by the visa office to process their sponsorship request simultaneously with the principal applicant’s even if they may not travel to Canada at the same time.

Dependants who are missing or do not intend to come to Canada must be listed as “non-accompanying” on the IMM008 Generic Application Form. The individual(s) will have the opportunity to come to Canada within one year of the principal applicant’s arrival in Canada through the One Year Window program.

It is very important that **ALL** dependant family members are listed on the application. **If they are not listed, they will never be permitted to come to Canada.**

Sponsors are responsible for the settlement any dependant listed on an application, regardless of whether they are marked "accompanying" or "non-accompanying." Even if a dependant listed on the original application as “non-accompanying” arrives many years after the principal applicant through the One Year Window program the sponsor is still responsible for all of their settlement needs for their first year in Canada.

After all the requested corrections are made and each of the forms are approved by World Renew, the applicant(s) overseas must print, sign, and date the signature page (last page) for each of the forms, scan or take a clear photo of them, and email them to the sponsor. The sponsor must then e-mail these signed and dated signature pages to World Renew. **Once the application is finalized, World Renew will submit the application to Immigration, Refugees and Citizenship Canada (IRCC). Please do not submit the application to IRCC.**

It is very important that the applicants are engaged in the application process. They must know what is included in the documents as they will need to speak to this information during the interview. It is crucial that there are no contradictions between what is said in the interview and what is written in the application documents. If there are any discrepancies, the applicant may be refused on grounds of credibility.

Please read the next two pages carefully as they provide important information about which forms are required of applicants, along with tips for filling out the forms correctly.

You will also find instructions for filling out the Use of Representative form and specifications for photographs that each refugee will need to provide as part of the application package.

The IRCC website contains part-by-part instructions on how to answer each question on the application forms (Part 2: Complete the Application):

<http://www.cic.gc.ca/english/information/applications/guides/E16000TOC.asp#EG64>

Helpful tips when completing the forms

Generic Form

Download the form and save it to your hard drive so you can save your changes and work on it over time. Please ensure that you use the drop down menus. The Generic form is to be completed by the Principal Applicant. If there is a spouse and children, they must be listed as dependants. **If a child is age 22 or older, they will need to complete their own application (Generic, Schedule A, Schedule 2, Use of Representative form).**

The Generic Form must be emailed to World Renew as it has been filled out and saved on the computer, not printed and scanned. The reason for this is that once the generic form has been finalized, it must be validated to produce two pages of bar codes that are required to submit with the form.

‘Application Details’:

Q 1. Select ‘Refugee’

Q 2. Select ‘outside Canada’

Q 5. From the drop-down menu, select the province and city where the PA will settle in Canada. This must be where the sponsor is living.

Skip #6

‘Personal Details’:

Q 1. The PA is to write his/her full name. Please ensure the spelling of his/her name is consistent with the Case Narrative, the information on forms, and that it matches their passport and/or other identity document(s). This is very important.

Q2. If the PA has ever used any other spelling of their name other than what appears on their identity document(s), please include the alternate spelling in this section.

Q 10. Under “status,” select ‘protected person’ if the applicant has refugee status as determined by the UNHCR or by the government in the country of asylum. If they have not been recognized as a refugee, please select ‘refugee claimant.’

Please be aware that having a UNHCR registration certificate is not the same as having refugee status.

‘Contact Information’

Make sure contact information is current and includes as much detail as possible. The visa post will contact the applicant using this information.

Q 1. If the applicant does not have a mailing address in their country of asylum, please write “none” under “street name.”

Q 6. The email address listed must be the PA’s own personal email address. It cannot be the email address of a family member in Canada. If the PA is unable to create their own email address, please provide a brief explanation to World Renew and we will include this with the application. **If you are completing more than one application and the applicants live at the same residence, you may use the same email address.**

If relevant, include the spouse and children who are 21 years of age or younger as dependants. Complete all the questions for each dependant.

Please try to give an answer for “intended occupation” for each applicant to demonstrate his or her motivation to contribute to Canadian society. For dependants of schooling age, you can simply write ‘student.’

After World Renew has reviewed and confirmed that the form is ready to be finalized, we will “validate” the form to produce the bar codes.

Schedule A

- The PA and spouse must each complete their own Schedule A. **If a dependant is 18 years of age or older, they must complete their own Schedule A.**
- When answering questions 8 and 12, please ensure that the dates follow in chronological order. For the most recent date, please write ‘PRESENT’ in the “To”

column rather than a month and a year. It is important that there are no gaps in time.

- Please ensure that the dates are consistent between questions 8 and 12.
- Please ensure that all questions are answered. If they do not apply, write NONE in the space.
- After World Renew has reviewed and confirmed that the document is ready to be finalized, please email Schedule A to the applicant(s) to be signed.

Schedule 2

- The PA and spouse must each complete their own Schedule 2. **If a dependant is 18 years of age or older, they must complete their own Schedule 2.**
- **Part A, Questions 1, 2, and 3 have been filled out for the PA,** based on the answers provided on the Case Narrative Form. Please review and ensure that the answers are accurate. For the spouse and any dependants between the age of 18 and 22, they can write ‘same as principal applicant’ for Part A Questions 1, 2, 3 where their answers are the exact same.
- **Q 7b.** Please have the chart filled out to the best of the applicant’s abilities. There is no standard for each of these language proficiency categories.
- **Q 7d.** List any skills and experience the applicant has that will help them to be successful in Canada. Please note that they do not need to have professional experience; they can also list personal qualities to illustrate their adaptability to a new environment (i.e. resourcefulness, initiative, and motivation).
- **Q 8, 9, 10, and 11.** Please ensure that the applicants fill out these sections with as much information as possible. If they do not know the answer, write “unknown.” If an individual is deceased, write N/A in the fields that are no longer applicable to this individual. **Please note that the + and - symbols on the right side of the ‘email address’ field can be used to add or subtract the number of rows in these tables as needed.**
- After World Renew has reviewed and confirmed that the form is ready to be finalized, please email Schedule 2 to the applicant(s) to have the signature page signed.

Use of Representative Form

Although the IRCC website indicates this form is optional, World Renew requests that the applicant(s) sign it. World Renew will be the representative for the sponsorship and will send the form to you with our information filled in for the applicant(s) to sign. World Renew has relationships with the organizations responsible for refugee resettlement, i.e. IRCC, the United Nations Refugee Agency (UNHCR), and the International Organization for Migration (IOM). Because World Renew manages the

application process with these organizations, it is best that World Renew is the representative for the sponsorship. **Please ensure all questions for the visa office and/or other agencies are directed to World Renew and we will follow up on your query.**

To complete the form, please complete Section A and Section D. Please ensure the PA and spouse, if applicable, sign and date the form.

Photographs

Professional photographs of each family member must be provided with each application. These can be scanned and sent digitally to World Renew. Detailed specifications about what is required can be found here: <https://bit.ly/2pP5jFw>