



SPONSOR'S GUIDE

FAMILY
CLASS

Information

Read this guide and the accompanying letter carefully. If you need more information, you may consult the Immigration-Québec web site or contact the *Service des renseignements généraux*.

www.immigration-quebec.gouv.qc.ca

Montréal region : **514 864-9191**

Elsewhere in Québec (toll free): **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

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.

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.

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-time¹, 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.

¹ 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.

Co-signing 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 co-signing 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**.

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

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 (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 last-resort assistance benefits or special benefits.

Last-resort benefits (social assistance)²

You must not be receiving last-resort financial benefits (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.

Guilty of an offence against the person²

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.

Imprisonment or removal order²

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.

² If CIC exempts you from this condition, your undertaking can be approved. However, you must meet the other conditions.

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 for the psychosocial assessment).

Child to be adopted (international adoption)

To sponsor a child who you intend 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.

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 last-resort assistance benefits (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 last-resort 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, and it is not possible to cancel it.

Once my undertaking takes effect, I cannot cancel it.

The sponsorship undertaking is not canceled 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.

Sponsored person	Duration of sponsorship	Remarks
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?

6.1 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.***

6.2 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* 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.

These documents are also available in the *Forms* section of the Immigration-Québec website (www.immigration-quebec.gouv.qc.ca). Your sponsored person can download them and return them to you by mail.

6.3 COMPLETE THE UNDERTAKING FORM – FAMILY CLASS

Carefully read the instructions below to help you complete your application properly.

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.

Verify the information entered on the undertaking form and complete the following sections:

Section 1 - Identification of sponsors

A- Identification of sponsor

Make sure that the information about you which is already entered on the form is complete and accurate. If necessary, add any missing information or correct what is entered directly on your form and initial any corrections.

- **Family name after marriage**
Enter your married name if you use this name.
- **Social Insurance Number**
Give your Social Insurance Number.
- **Telephone number (residence)**
Enter your home telephone number, if it is not entered.
- **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 co-signing spouse (as defined on Page 4) must be a Canadian citizen or permanent resident who is at least 18 years of age and is domiciled in Québec.

- **Family name after marriage**
Enter your married name if you use this name.
- **Social Insurance Number**
Give your Social Insurance Number.

Section 2 - Identification of the principal sponsored person

Make sure that the information on the persons you are sponsoring is complete and accurate.

If necessary, add the missing information or correct what is entered directly on your form and initial any corrections.

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

If they are not already entered on the form, you must enter all family members who will accompany the principal sponsored person to Québec.

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 family members who will remain abroad and will not accompany the principal sponsored person.

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.

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.

Complete only one of the three following sections, depending on who you are sponsoring (your spouse, de facto spouse or conjugal partner):

Section 5 - Declaration of the person sponsoring a SPOUSE

If you are sponsoring your **spouse** (See the Definitions section 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 the Definitions section 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 the Definitions section 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. Then sign the form in the space provided, enter the date and place of signing, and return **all** copies.

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

Section 11 - Decision (reserved for administrative use)

Do not complete this section.

6.4 ENCLOSE THE REQUIRED DOCUMENTS

Return all required forms and documents in the enclosed return envelope and affix sufficient postage.

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

You must return:	In these situations:
Payment in full of fees charged to examine your application, by certified cheque, postal money order or bank draft payable to the Minister of Finance of Québec, or by credit card with the <i>Payment by credit card</i> form, also available on the Immigration-Québec website	In all cases
All copies of the <i>Undertaking form – Family class</i> duly completed and signed	In all cases
The Application for a Selection Certificate, completed and signed by the sponsored person(s)	In all cases
Proof that your residential address is in Québec: For example, a utility bill (telephone, electricity, etc.) or other proof in your name OR the Declaration of sponsor abroad	In all cases If you are residing abroad when your application is filed
The <i>Financial Capacity Evaluation Form</i> duly completed and signed, together with documents relative to your income and, where applicable, that of your co-signing spouse. <i>Note: You can find the list of required documents on the form.</i>	If your application is subject to financial requirements
The <i>Sponsor's or cosignatory spouse's declaration of authorization</i> , if any, authorizing a verification of support payments with Revenu Québec	If you or your co-signing spouse have been separated or divorced, or if one of you has children from a previous union. Carefully read the clauses relative to the verification of information Be advised that refusal to authorize the verification of information results in the refusal of your application
The letter of no-opposition from the Secrétariat à l'adoption internationale	If your application is for a minor child that you plan to adopt (international adoption)

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 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 who are receiving last-resort assistance benefits (social assistance), who failed to fulfill the obligations of a previous undertaking, who have been convicted of a sexual offence or an offence against the person, or to sponsors who have been subject to a compulsory execution measure for failure to make support payments.

Last-resort benefits

If you are receiving last-resort assistance benefits (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. In this case, please include proof that you are receiving such benefits with your application.

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 last-resort benefits 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. In this case, please include proof of reimbursement to the MESS with your application.

Guilty of an 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. In this case, please include proof of reimbursement of all these amounts with your application.

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 completion of your undertaking.

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 of this guide: **What are the conditions for sponsoring a person?**

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 CIC office that handles his or her application for permanent residence.

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.

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, its foundations and values;
- 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.

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).

INFORMATION ON 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

services.beneficiaires@ramq.gouv.qc.ca

www.ramq.gouv.qc.ca

Private insurance

Canadian Life and Health Insurance Association

Montréal: (514) 845-6173

CAC@clhia.ca

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, DULY COMPLETED AND SIGNED

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
 - ☐ the *Undertaking form – family class* (A-0546-GF);
 - ☐ proof of your residential address in Québec;
 - ☐ the *Application for a Selection Certificate* (A-0520-B) duly completed and signed by your sponsored person, if he or she is over 18 years of age.
2. You or your co-signing spouse are divorced or separated, or one of you has children from a previous union? If so, enclose:
 - ☐ the *Sponsor's or cosignatory spouse's declaration of authorization* (A-0527-OF).
3. You are a Canadian citizen who is initiating the sponsorship process from abroad?
If so, enclose:
 - ☐ the *Declaration of sponsor abroad* form (A-0539-F).
4. 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. You are sponsoring a child to be adopted (international adoption)? If so, enclose the following document:
 - ☐ the letter of no-opposition from the Secrétariat à l'adoption internationale.
6. You are sponsoring your brother, sister, nephew, niece, grandson, or granddaughter under 18 years of age, who is neither married nor a facto spouse? If so, make sure to obtain:
 - ☐ a psychosocial assessment done by the youth protection centre in your region.
7. You have to prove that you are no longer receiving last-resort assistance benefits (social assistance)? If so, make sure to obtain and enclose the following document:
 - ☐ Proof that you are no longer a beneficiary (letter from your officer, accompanied by pay cheque stubs).
8. You have to prove that you have reimbursed all amounts owing for either defaulting on a prior undertaking or being subject to a compulsory execution measure for failure to make support payments?
If so, make sure that you obtain and enclose the following document:
 - ☐ proof that you repaid your debt.
9. You have to prove that you were acquitted on final appeal, pardoned under the Criminal Records Act or that you completed serving your sentence at least five years before submitting this application? If so, make sure that you obtain and enclose the following document:
 - ☐ Proof of acquittal, pardon or completion of sentence.

10. FINANCIAL SCALES

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

Basic income required of the sponsor to satisfy the basic needs of his or her own family unit	
Total number of members in your family unit	Basic annual income required
1	CAN \$19,421
2	CAN\$26,218
3	CAN\$32,369
4	CAN\$37,227
5	CAN\$41,433
The gross annual income is increased by CAN\$4,205 for each additional dependent.	

Table 2

Additional income required of the sponsor to satisfy the basic needs of the sponsored person and his or her family members		
Number of persons aged 18 or over	Number of persons under age 18	Gross annual income required of the sponsor
0	1	CAN\$6,724
0	2	CAN\$10,655
The gross annual income required is increased by CAN\$3,552 for each additional person under 18 years of age.		

Number of persons aged 18 or over	Number of persons under age 18	Gross annual income required of the sponsor
1	0	CAN\$14,207
1	1	CAN\$19,088
1	2	CAN\$21,552
The gross annual income required is increased by CAN\$2,462 for each additional person under 18 years of age.		

Number of persons aged 18 or over	Number of persons under age 18	Gross annual income required of the sponsor
2	0	CAN\$20,832
2	1	CAN\$23,338
2	2	CAN\$25,192
The gross annual income required is increased by CAN\$1,850 for each additional person under 18 years of age and by CAN\$6,623 for each additional person aged 18 or over.		