

GUIDE

FOR SPONSORS

Sponsorship Undertaking Application



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Version française disponible

GUIDE FOR SPONSORS

Sponsorship Undertaking Application



Who can apply to give an undertaking?

A Canadian citizen or permanent resident living in Québec who is at least 18 years old may sponsor a relative wishing to immigrate if the relative belongs in the **Family Class**¹, namely:

- his married spouse, de facto spouse or conjugal partner **who is at least 16 years old**;
- his dependent child;
- his father, mother, grandfather or grandmother;
- his brother, sister, nephew, niece, grandson or granddaughter, who are orphans under age 18 and neither married nor de facto spouses;
- an unmarried minor child who he intends to adopt and may adopt under Québec law.

RESTRICTIONS

The following persons are excluded from the Family Class:

- The spouse, de facto spouse, or conjugal partner if the sponsor has a sponsorship undertaking still in effect for another spouse, de facto spouse or conjugal partner.
- An individual receiving last-resort financial aid (social assistance) may not be a sponsor except in special situations (see page 7).

Procedure

This guide is designed to help you through the sponsorship process. It gives all necessary information for completing the forms you received. However, if you need more information, please contact the telephone help service at:

Montréal: (514) 873-6987 / Elsewhere in Québec: 1 888 491-9434

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¹ Under the Regulation respecting the selection of foreign nationals.



NOTE

Certain terms are used often in this guide. Please refer as needed to the definitions below to understand their full meaning.

SPOUSE:

A married person who is at least 16 years old, and who:

- was not the spouse of any other person on the marriage date;
- was neither de facto spouse nor conjugal partner of any other person while living apart from his spouse for at least one year.

DE FACTO SPOUSE:

A person who is at least 16 years old and who:

- has lived as a spouse for at least one year with a person of the opposite or same sex who is at least 16 years old;
- has had a marital relationship with this person for at least one year but, due to persecution or the law of the land, cannot live with this person.

CONJUGAL PARTNER:

A person aged 16 or older, of the same or opposite sex, who has maintained a marital relationship with the sponsor for at least one year and who lives outside Canada.

IMMEDIATE FAMILY

- Your spouse, de facto spouse or conjugal partner aged 16 or older.
- Your dependent child, who has no children of his own.
- A dependent child, with no children of his own, who accompanies your spouse, de facto spouse or conjugal partner.
- An unmarried minor child who you intend to adopt and are eligible to adopt under Québec law.

DEPENDENT CHILD:

The biological offspring of either parent, who has not been adopted by any person other than their parent's spouse or de facto spouse; or the adopted child of either parent.

This child must be:

- less than 22 years old, and neither married (single, widowed, or divorced) nor a de facto spouse; or
- wholly or partly continuously dependent on his parents for financial support, and
 - is at least 22 years old, a full-time student¹, and with neither married nor a de facto spouse; or
 - became a spouse or de facto spouse before the age of 22, and is a full-time student¹; or
 - is at least 22 years old and is incapable of taking care of himself due to a physical or mental disability.

This definition also extends to the child of a dependent child.

CO-SIGNATORY SPOUSE

Your married or de facto spouse (if you have been living together for at least 12 months) may co-sign the Undertaking form with you. In doing so, your spouse agrees to provide for the basic needs of the person(s) being sponsored and **takes on the same responsibilities** as you do. The co-signer must meet the same requirements as the sponsor and must be aged 18 or older.

¹ In order to be considered a full-time student, the child must be or must have been continuously enrolled in an accredited post-secondary institution, in attendance and actively taking general, theoretical, or vocational educational courses full-time, without interruption, from at least the date of his 22nd birthday or the date on which he was married or became a de facto spouse.

STEP**1**

SPONSORSHIP: YOUR RESPONSIBILITIES AND OBLIGATIONS

**NOTE**

The text below explains the scope of the undertaking you are preparing to sign.

It is not an interpretation of the Act and Regulation. For details of a legal nature, refer to the Act respecting immigration to Québec and the Regulation respecting the selection of foreign nationals.

The Regulation respecting the selection of foreign nationals permits family reunification. This is why Québec residents may, under certain conditions, assume responsibility for family members who are abroad or already here.

1

WHAT IS SPONSORSHIP?

Sponsorship is the outcome of actions taken by a person who wishes to assume responsibility for family members who are not permanent residents or citizens of Canada. To do so, the person must sign an **Undertaking Form** that, if accepted, will confirm his responsibilities and obligations to the person(s) being sponsored as well as the governments of Québec and other provinces.

You may sign an **Undertaking Form** if you are aged 18 or older and are a permanent resident or Canadian citizen living in Québec.

2

HOW LONG DOES MY UNDERTAKING APPLY?

You are bound by the undertaking once your application is accepted and signed by an authorized government official. Your obligations as a sponsor take effect when the person you are sponsoring obtains his permanent resident status. The duration of the undertaking is calculated from the date that permanent resident status is obtained.

The person you are sponsoring may be admitted under a temporary resident permit. Your obligations as a sponsor will then take effect on the date this permit is granted if the Application for Permanent Residence is presented in Québec, or else on the date the person you are sponsoring arrives in Québec, if the application was filed abroad.

PERSON SPONSORED	DURATION OF UNDERTAKING	COMMENTS
Spouse, de facto spouse or conjugal partner	3 years	–
Minor child	Minimum 10 years	The longer of either 10 years or until the sponsored person reaches the age of majority (18 years)
Other relatives	10 years	–

IMPORTANT: An undertaking may not be terminated. It is not cancelled by obtaining Canadian citizenship, divorce or separation of spouses, or even the cancellation of the marriage or the fact that the marriage took place under false pretences, especially for immigration purposes. The undertaking also remains in effect if your financial situation deteriorates or if one of you moves elsewhere in Canada.

3

WHAT ARE MY RESPONSIBILITIES TOWARD THE PERSON(S) I AM SPONSORING?

You are responsible for providing for the basic needs of the person(s) you are sponsoring for the entire duration of your undertaking. Basic needs consist of food, clothing, personal necessities and housing-related costs. Throughout the undertaking, you must regularly check with the sponsored person to see that his basic needs are being satisfied.

You must also give the sponsored person(s) all the information required to help them integrate into Québec society.

The person you are sponsoring may legally compel you to provide for his basic needs, if they are not being met. Appendix C of the Regulation respecting the selection of foreign nationals gives the amount you may have to pay to cover the basic needs of the person(s) you are sponsoring. This is the amount the person(s) you are sponsoring may claim in court.

Example: If you sponsor your father and mother (both adults aged 18 and over), the annual amount needed to cover their basic needs is evaluated at \$13,722.

Number of children (under 18 years old)	NUMBER OF ADULTS (AGED 18 AND OVER)							
	0	1	2	3	4	5	6	7
0	- - - -	\$9,357	\$13,722	\$18,085	\$22,448	\$26,811	\$31,174	\$35,537
1	\$4,681	\$12,574	\$15,373	\$19,736	\$24,099	\$28,462	\$32,825	\$37,188
2	\$7,020	\$14,195	\$16,592	\$20,955	\$25,318	\$29,681	\$34,044	\$38,407
3	\$9,359	\$15,816	\$17,811	\$22,174	\$26,537	\$30,900	\$35,263	\$39,926
4	\$11,698	\$17,437	\$19,030	\$23,393	\$27,756	\$32,119	\$36,482	\$40,845
5	\$14,037	\$19,058	\$20,249	\$24,612	\$28,975	\$33,338	\$37,701	\$42,064
6	\$16,376	\$20,679	\$21,468	\$25,831	\$30,194	\$34,557	\$38,920	\$43,283
7	\$18,715	\$22,300	\$22,687	\$27,050	\$31,413	\$35,776	\$40,139	\$44,502

Note : This table is indexed every year.

4

WHAT ARE MY RESPONSIBILITIES TOWARD THE GOVERNMENT OF QUÉBEC?

You are entering a contractual commitment with the government of Québec to provide for the basic needs of the person you are sponsoring and accompanying family members for the entire duration of the undertaking.

Should the person you sponsor resort to government assistance in the form of last-resort financial benefits (social assistance) or special allowances (eyeglasses, dental treatment, hearing aids), you will be requested to reimburse these amounts to the government of Québec or other Canadian province, as the case may be. You may also be charged for significant lodging costs if the person you are sponsoring needs to stay in an accommodation centre or a long-term care facility.

5

CAN AN APPLICATION TO GIVE AN UNDERTAKING BE REJECTED?

An application can be rejected for several reasons:

- **Last resort financial aid**

Your application will be refused if you are receiving last-resort financial aid (social assistance). (See note on declarations page 15.)

- **Conviction for sexual offence or for an offence against the person of a relative**

Your application will be refused if you have been convicted of a sexual offence or an offence against the person of a relative (see note on declarations page 15).

- **Failure to honour previous undertakings**

If you failed to abide by a previous undertaking¹ and the person you sponsored received last-resort benefits or special allowances, your application will be refused automatically, unless you can show that you reimbursed all amounts owed.

- **Failure to pay alimony**

If, over the last five years, you have failed to meet your obligations, your application may be rejected.

- **Insufficient financial means**

An application to sponsor relatives other than your immediate family (see definition on page 4) may be rejected if you cannot demonstrate your financial capability.

Other reasons for refusal

Your application may also be rejected if you are being held in detention or are subject to a removal order.²

6

MUST MY SPOUSE SIGN THE AGREEMENT?

If you must demonstrate your financial capability, and your personal income does not meet the requirements, your spouse may sign the **Undertaking Form** with you, if he/she so desires, becoming co-signing spouse (see definition on page 3).



One step at a time...

You now understand the scope of the undertaking you are preparing to sign and your obligations and responsibilities. You may now proceed to Step 2.

¹ Failure to honour your undertaking means that you do not fulfill your responsibilities toward the sponsored person and the government of Québec or another Canadian province.

² Under the terms of the federal Immigration and Refugee Protection Act.

SELF-EVALUATION OF FINANCIAL REQUIREMENTS TO BE A SPONSOR



NOTE

If the relatives you wish to sponsor are all members of your **immediate family** (see definition on page 4), proceed to Step 3.

INSTRUCTIONS

- If the relatives you wish to sponsor are not all members of your immediate family (see definition on page 4), you must complete and return the **Self-Evaluation of Financial Requirements Form** enclosed in the envelope you received. Explanations on how to fill out the form are provided below.
- A spouse who signs the undertaking must also sign this form, and his or her income will be taken into consideration. The spouse's family and first name must be added in the section "**Identification of Co-signatory Spouse**".

1

FILL OUT AND SIGN THIS FORM AND RETURN IT WITH THE OTHER REQUIRED DOCUMENTS.

- **Boxes 001 to 003** Do not write anything in these boxes. Information related to your Sponsorship Undertaking Application is already entered here.
- **Lines N1 to N9** The name of the principal person you previously sponsored and for whom an undertaking is still in effect is entered here. Please make any necessary corrections on the line below the name:
 - ➔ If the person never settled in Canada, write "never came".
 - ➔ If the person's name is spelled wrong, please correct it.
- If your spouse signs the present agreement, he must enter the name of the principal person he previously sponsored and for whom an undertaking is still in effect.
- The number of persons in the family unit (principal person being sponsored and members of his immediate family) is entered next to the "**FU**" code. If your spouse signs the undertaking and has entered the name of the principal person being sponsored in this section, he must also indicate the number of persons in the family unit. For example, if the main person being sponsored came alone, he enters the number "1"; if the person being sponsored came with two other persons, he enters the number "3".
- If the names of other persons you have already sponsored do not appear, please add them on lines **N8** and **N9**.
- **Box 004** If you have added individuals, the total amount in this box must be corrected. In this case, call the telephone help service (number on the back of the guide).
- **Box 005** Do not write anything in this box.

The term **spouse** used alone below is defined as **married spouse, de facto spouse, or conjugal partner**.
- **Box 006** Write "0" if:
 - ➔ You have no spouse.
 - ➔ You have a spouse for whom you have already signed an undertaking that remains in effect.
 - ➔ Your spouse is the object of your Sponsorship Undertaking Application.

Write "1" if:

 - ➔ You have a spouse for whom no undertaking is currently in effect.

Note: Enter the family name and first name of your spouse in the appropriate space, if applicable.
- **Box 007** Enter the number of dependent children you have (see definition on page 4). Write their family names and first names on lines **N10** to **N16**, if applicable.
- **Box 008** Add the amounts in **Boxes 005, 006** and **007**.
- **Box 009** Using the table on the back of the **Self-Evaluation of Financial Requirements Form**, enter the appropriate amount.
- **Box 010** Add the amounts in **Boxes 003, 004** and **009**.

Following on page 11

Les renseignements demandés dans ce formulaire sont nécessaires au traitement de votre demande. Toute omission de répondre peut entraîner le refus de l'engagement. L'accès aux renseignements fournis est réservé aux personnes autorisées. Ces renseignements peuvent être utilisés à des fins de recherche ou d'évaluation.
Veuillez consulter le guide du garant pour remplir ce formulaire.

Identification du garant

N° dossier : C0001874141
N° réf. ind. : C1332559
Nom : Tremblay
Prénom : Micha

Identification du conjoint cosignataire

N° réf. ind. : C1116823
Nom : Alvarez
Prénom : Pierre

LES PERSONNES VISÉES PAR VOTRE DEMANDE D'ENGAGEMENT

Nombre de personnes de «18 ans et plus» dont le nom apparaît sur votre demande d'engagement..... 001 2
Nombre de personnes de «moins de 18 ans» dont le nom apparaît sur votre demande d'engagement..... 002 0
Montant annuel requis pour subvenir aux besoins de vos nouveaux parrainés..... 003 18 798\$
Source : annexe C du Règlement sur la sélection des ressortissants étrangers. (2002-01-01 au 2002-12-31).

LES PERSONNES VISÉES PAR VOS ENGAGEMENTS ANTÉRIEURS TOUJOURS EN VIGUEUR

N1 NOM : Alvarez Reganaz, Marielle UF : 1
CORRECTION :
N2 NOM : Alvarez Reganaz, Antoine UF : 1
CORRECTION :
N3 NOM :
CORRECTION :
N4 NOM :
CORRECTION :
N5 NOM :
CORRECTION :
N6 NOM :
CORRECTION :
N7 NOM :
CORRECTION :
N8 NOM À AJOUTER : ALVAREZ, ENILIO UF 2
N9 NOM À AJOUTER : UF
Montant annuel requis pour respecter vos engagements antérieurs 004 80 752\$

LES AUTRES PERSONNES DE VOTRE UNITÉ FAMILIALE, AU QUÉBEC OU À L'ÉTRANGER, QUI HABITENT OU NON AVEC VOUS

Vous même : 005 1
Votre époux ou conjoint de fait (voir guide) : + 006 1
Nom : ALVAREZ Prénom : Pierre
Nombre d'enfants à charge si non inscrit plus haut (voir définition au verso) + 007 2
Nom Prénom
N10 Tremblay AMAL
N11 Tremblay TINA
N12
N13
N14
N15
N16
Nombre total des autres personnes de votre unité familiale 008 4
(Additionnez les cases 005, 006 et 007)
Montant annuel requis pour subvenir aux besoins des autres membres de votre unité familiale..... 009 88 581\$
(Identifiez le montant à inscrire dans la case 009 à partir du tableau au verso)

REVENU ANNUEL BRUT REQUIS

Revenu annuel brut requis pour respecter l'engagement que vous vous apprêtez à signer..... 010 88 141\$
(Additionnez les lignes 003, 004 et 009)

VOUS DEVEZ DISPOSER DU REVENU ANNUEL BRUT INSCRIT À LA CASE 010 DEPUIS AU MOINS DOUZE MOIS
ET CONTINUER À EN DISPOSER DURANT TOUTE LA DURÉE DE L'ENGAGEMENT.

Je déclare que les renseignements fournis ci-dessus sont complets et exacts

Micha Tremblay
Signature du garant
Pierre Alvarez
Signature du conjoint cosignataire

2002 07 02
Année / Mois / Jour
2002 07 02
Année / Mois / Jour

**TABLEAU
SUR LE REVENU DE BASE ANNUEL REQUIS**

INSTRUCTIONS

À partir du nombre que vous inscrivez à la case 008 de votre "Formulaire d'auto-évaluation des exigences financières", identifiez le revenu de base annuel requis correspondant et reportez-le à la case 009.

EXEMPLE :

Si vous avez inscrit 7 à la case 008, inscrivez **44 979\$** à la case 009.

Nombre total des autres membres de votre unité familiale (case 008)	Revenu de base annuel requis (case 009)
1	17 525\$
2	23 659\$
3	29 208\$
4	33 591\$
5	37 387\$
6	41 183\$
7	44 979\$
8	48 775\$
9	52 571\$
10	56 367\$
11	60 163\$
12	63 959\$
13	67 755\$
14	71 551\$
15	75 347\$
16	79 143\$
17	82 939\$
18	86 735\$

Source : Annexe B du Règlement sur la sélection des ressortissants étrangers.
(2002-01-01 au 2002-12-31). Ce tableau est indexé tous les ans.

DÉFINITION DE L'ENFANT À CHARGE

Enfant biologique de l'un ou l'autre de ses parents et qui n'a pas été adopté par une personne autre que l'époux ou le conjoint de fait de l'un de ses parents; ou enfant adopté de l'un ou l'autre de ses parents.
Cet enfant est dans l'une des situations suivantes:

- il a moins de 22 ans et il n'est pas marié (célibataire, veuf ou divorcé) ni conjoint de fait; ou
- il est entièrement ou en partie et de façon continue à la charge financière de ses parents et
 - . est âgé d'au moins 22 ans, est aux études à temps plein* et n'est ni marié ni conjoint de fait; ou
 - . s'est marié ou est devenu conjoint de fait avant l'âge de 22 ans et est aux études à temps plein* ; ou
 - . est âgé d'au moins 22 ans et est incapable de subvenir à ses besoins en raison d'une incapacité physique ou mentale.

L'enfant d'un enfant à charge est inclus dans cette définition.

* Pour être considéré étudiant à temps plein, l'enfant doit être inscrit ou avoir été inscrit de façon continue dans un établissement postsecondaire accrédité, s'y présenter et y suivre activement à temps plein et sans interruption, au moins depuis la date où il a eu 22 ans ou depuis la date où il s'est marié ou est devenu conjoint de fait, des cours de formation générale, théorique ou professionnelle.

GENERAL COMMENTS:

- You must demonstrate that you have the gross annual income¹ from Canadian sources entered in **Box 010** for at least the past 12 months and that you will continue to have it for the entire duration of the undertaking. For this purpose, both you and your spouse (if signing the agreement) must attach documents supporting your reported income. The letter you received with this guide includes a list of required documents. Please staple them to your **Self-Evaluation of Financial Requirements Form**.
- Do not forget to sign and date your form before returning it. If your spouse is co-signing the **Undertaking Form**, he or she must co-sign the **Self-Evaluation of Financial Requirements Form**.



CHECKLIST

If you are sponsoring relatives who are not members of your immediate family:

- Have you completed and signed the **Self-Evaluation of Financial Requirements Form**?
- Have you attached all required supporting documents? Failure to include any one of these documents will significantly delay the arrival of your relatives.



One step at a time...

If you answered “yes” to all these questions, you are now ready to fill out your **Undertaking Form**. Proceed to Step 3.

¹ If you are a salaried employee, we will consider your gross annual income before taxes. If you are self-employed, we will consider your net business income before taxes.

THE UNDERTAKING FORM



NOTE

The Act respecting immigration to Québec and the Regulation respecting the selection of foreign nationals stipulate that a Québec resident must fill out an **Undertaking Form** in order to sponsor a family member.

You already have an **Undertaking Form** in your name. Now you must check the information already entered on this form, correct it if necessary, fill out the other sections and sign the form.

INSTRUCTIONS

1

SIGNING THE UNDERTAKING WITH YOUR SPOUSE

If your married or de facto spouse co-signs the undertaking, he must fill out the “Identification of Co-signatory Spouse” **and** “Declarations” sections, and sign the form. The co-signing spouse (as defined on page 4) must be a permanent resident or a Canadian citizen, be at least 18 years old and live in Québec.

2

VERIFYING INFORMATION

Please make sure that information about you and the persons being sponsored was entered correctly on the form. If you wish to change it, write the correction directly on the form. You must initial each correction made.

Note: The name given for women is their maiden name rather than their married name.

3

ADDITIONAL INFORMATION

Fill out the sections of the form using the sample copy on the next page. The instructions below will help you.

- **S.I.N. 1**

Please give your social insurance number.

- **Telephone number 2**

Please give your phone number at work, if not already entered.

- **Identification of principal person sponsored and members of his family 3**

You must enter all family members of the principal person being sponsored, even those not covered by this undertaking. These are family members who will remain abroad and will not accompany the principal person being sponsored.

- **Declarations 4**

Read the note on page 15 and check the appropriate boxes.

- **Signature 5**

Sign the form in the space provided, indicating the date and place. Please return **all** copies.

Reminder: Acceptance of your undertaking is confirmed by the signature of the immigration official.

FORMULAIRE D'ENGAGEMENT

Catégorie regroupement familial

Réservé à l'administration

N° de référence individuel :
 N° de dossier :

Les renseignements demandés dans ce formulaire sont nécessaires à l'acceptation de l'engagement. Toute omission ou tout refus de répondre peut entraîner le rejet ou occasionner des délais dans le traitement de votre dossier. Veuillez consulter le Guide du garant pour remplir ce formulaire. Pour plus d'information, vous pouvez consulter la Loi sur l'immigration au Québec (L.R.Q., c. I-0.2) et le Règlement sur la sélection des ressortissants étrangers (R.R.Q., 1981, c. M-23.1, r. 2).

IDENTIFICATION DES GARANTS

A - Identification du garant

Nom de famille à la naissance :

Tremblay

Prénom :

Micha

Sexe : F ☒ H ☐ Date de naissance : 1960/01/13
année / mois / jourStatut : résident permanent ☐ citoyen canadien ☒

Situation matrimoniale : Mariée

1 Numéro d'assurance sociale : 000 000 000

Adresse : 1, rue Montréal, app.2

Laval, Qc H1B 1A1

2 Téléphone : 765-4321 Télécopieur :

B - Identification du conjoint cosignataire (s'il y a lieu)

Après avoir consulté le Guide du garant, l'époux ou le conjoint de fait d'un garant peut conclure qu'il devrait participer à l'engagement. Dans ce cas, il doit remplir la section «Déclarations» du présent formulaire et signer l'engagement. Pour plus d'information, appelez notre centre d'assistance au numéro indiqué au verso du guide.

Nom de famille à la naissance :

Alvarez

Prénom :

Pierre

Sexe : F ☐ H ☒ Date de naissance : 1959/07/14
année / mois / jourStatut : résident permanent ☐ citoyen canadien ☒

Numéro d'assurance sociale : 222 222 222

Lien avec le garant : époux(se) ☒ conjoint(e) de fait ☐

IDENTIFICATION DU PARRAINÉ PRINCIPAL ET DES MEMBRES DE SA FAMILLE

Pour remplir les prochaines sections, veuillez consulter le guide du garant

3	NOM DE FAMILLE (à la naissance) ET PRÉNOM	LIEN DE PARENTÉ avec le garant	SEXE	DATE DE NAISSANCE année / mois / jour	ADRESSE	DURÉE DE L'ENGAGEMENT*
A	Parrainé principal : Tremblay, Alie	Père	M	1940-01-14	Village Global Région du Sud	10 ans
B	Membres de la famille du parrainé principal qui l'accompagnent ou le suivent :					
1	Parent, Yasmina	Mère	F	1941-01-15	Village Global Région du Sud	10 ans
2						
3						
4						
5						
6						
C	Membres de la famille du parrainé principal qui ne l'accompagnent pas et qui ne sont pas visés par l'engagement :					
1	Tremblay, Mina	Soeur	F	1975-01-01		
2						
3						

* L'engagement est de trois ans pour l'époux, le conjoint de fait et le partenaire conjugal et de dix ans pour les autres personnes parrainées. Dans le cas d'un enfant mineur, l'engagement est d'une durée de dix ans ou jusqu'à l'âge de la majorité (18 ans), selon la plus longue des deux périodes. Cet engagement entre en vigueur à partir du moment où la personne parrainée est admise comme résidente permanente ou en vertu d'un permis de séjour temporaire.

4

DÉCLARATIONS (veuillez cocher la case appropriée)

GARANT	CONJOINT COSIGNATAIRE	Vous devez indiquer par un «oui» ou un «non» si les affirmations suivantes s'appliquent à vous : (le conjoint cosignataire ne remplit cette section que s'il signe l'engagement)
☐ oui ☐ non	☐ oui ☐ non	Je suis domicilié au Québec.
☐ oui ☐ non	☐ oui ☐ non	Je suis prestataire d'aide de dernier recours.
☐ oui ☐ non	☐ oui ☐ non	Je suis visé par une mesure de renvoi du Canada (ordre d'expulsion).
☐ oui ☐ non	☐ oui ☐ non	Je suis détenu dans une prison ou un pénitencier.
☐ oui ☐ non	☐ oui ☐ non	J'ai été visé par un recours pour non-paiement de pension alimentaire au cours des 5 dernières années.
☐ oui ☐ non	☐ oui ☐ non	J'ai été déclaré coupable, au Canada ou à l'étranger d'une infraction d'ordre sexuel ou contre la personne, à l'encontre de mon époux, mon conjoint de fait, mon partenaire conjugal ou à l'encontre d'un enfant à charge, d'un membre de la famille ou de la parenté de ces derniers.
☐ oui ☐ non	☐ oui ☐ non	J'ai déjà parrainé quelqu'un auparavant.
☐ oui ☐ non	☐ oui ☐ non	Si oui, j'ai respecté les obligations financières liées à cet engagement.
	☐ oui ☐ non	Je suis le conjoint de fait du garant.
	☐ oui ☐ non	Je suis l'époux du garant.

DÉCLARATIONS DU GARANT QUI PARRAINE SON ÉPOUX

☐ oui ☐ non	Au moment de mon mariage, j'étais l'époux d'une autre personne.
☐ oui ☐ non	J'ai un conjoint de fait ou un partenaire conjugal et je vis séparé de mon époux depuis au moins un an.

ENGAGEMENT

L'engagement est un acte juridique qui vous engage à subvenir aux besoins essentiels de vos parrainés durant toute la durée de l'engagement.

Les montants requis pour assurer les besoins essentiels sont déterminés à l'Annexe C du *Règlement sur la sélection des ressortissants étrangers*. Ils correspondent à la nourriture, aux vêtements, aux nécessités personnelles et aux autres frais liés au logement, dans la mesure où les personnes parrainées en ont raisonnablement besoin. Ces montants sont indexés annuellement. Si l'engagement vise des parents qui ne font pas partie de la famille immédiate, une évaluation financière est requise (voir guide).

Le ministère peut annuler un engagement ou un *Certificat de sélection du Québec* si l'engagement a été accepté ou si le certificat a été délivré, par erreur, sur la foi de renseignements ou de documents faux ou trompeurs, ou lorsque les conditions requises pour l'acceptation de l'engagement ou la délivrance du *Certificat de sélection du Québec* cessent d'exister. **En aucun autre cas, un engagement ne peut être annulé.**

L'engagement devient caduc si les personnes parrainées ne répondent pas aux exigences du *Règlement sur la sélection des ressortissants étrangers*, ne sont pas admises comme résidentes permanentes ou comme titulaires d'un permis de séjour temporaire ou n'obtiennent pas un *Certificat de sélection du Québec* dans les 24 mois suivant la date à laquelle l'engagement a été signé par le fonctionnaire à l'immigration.

Des poursuites peuvent être intentées contre le garant et le conjoint cosignataire s'il y a défaut de respecter l'engagement ou s'ils communiquent des renseignements faux ou trompeurs.

L'accès aux renseignements fournis est réservé aux personnes autorisées en vertu des dispositions de la *Loi sur l'accès aux documents des organismes publics et sur la protection des renseignements personnels* (L.R.Q., c.A-2-1). Ces renseignements peuvent être utilisés à des fins de recherche ou d'évaluation. Le ministère peut vérifier ou faire vérifier auprès de tiers l'exactitude des renseignements fournis et communiquer un renseignement recueilli dans le cadre de la présente demande aux autorités canadiennes de l'immigration et aux organismes publics québécois si cette communication est nécessaire à l'application d'une loi au Québec. Le ministère peut demander à tout autre ministère ou organisme des renseignements relatifs à l'adresse du garant et peut remettre une copie du présent engagement aux personnes parrainées visées.

Je reconnais avoir pris connaissance des renseignements contenus dans ce formulaire et dans le *Guide du garant* et comprendre la nature et la portée de l'engagement qui me lie aux personnes visées par ma demande d'engagement. En conséquence :

1. Je m'engage à subvenir, pendant toute la durée de l'engagement, aux besoins essentiels de ces personnes, tels qu'établis à l'annexe C du *Règlement sur la sélection des ressortissants étrangers* (R.R.Q., 1981, c. M-23.1, r. 2).
2. Je m'engage à rembourser au gouvernement du Québec toute somme que ce dernier accorderait, à ces personnes, à titre de prestations d'aide financière de dernier recours ou de prestations spéciales conformément à la *Loi sur le soutien du revenu et favorisant l'emploi et la solidarité sociale* (L.R.Q., c. S-32.001).
3. Je m'engage également à rembourser au gouvernement de toute province du Canada le montant des prestations d'aide financière de dernier recours, des prestations spéciales ou autres prestations de même nature qu'il accorderait à ces mêmes personnes.

Je déclare que les renseignements contenus dans ce formulaire sont complets et exacts.

5

En foi de quoi, j'ai signé à Montreal ville

Michèle Tremblay Signature du garant

2002 07 02
année / mois / jour

Philippe Signature du conjoint cosignataire (s'il y a lieu)

ACCEPTATION DE L'ENGAGEMENT (RÉSERVÉ À L'ADMINISTRATION)

Nom du fonctionnaire autorisé

Signature

année / mois / jour

NOTE CONCERNING DECLARATIONS ON THE UNDERTAKING FORM

Special provisions apply to persons receiving last-resort financial aid (social assistance) or having been convicted of a sexual offence or an offence against the person.

- If you receive last-resort financial aid (social assistance), your application for an undertaking will be refused **unless** you are receiving benefits due to age or a disability creating obstacles to employment that are severe, permanent or of indefinite duration.

This information will be checked with the Ministère de l'Emploi et de la Sécurité sociale.

- If you have been convicted of a sexual offence or an offence against the person involving a member of your family or your spouse's family, your undertaking application will be refused **unless** you were acquitted without further appeal, were pardoned under the Criminal Records Act, or served your sentence at least five years before filing your undertaking application.

If you are in this situation, please enclose proof of acquittal, pardon or sentence completion with your application.

Protection of personal information

The personal information appearing on forms referred to in this guide is required for processing your sponsorship application and for the application of the *Act respecting immigration to Québec*, the *Regulation respecting the selection of foreign nationals* and their administrative regulations. This information may also be used by the Minister responsible for the application of the *Act respecting immigration to Québec* for the purpose of studies, statistics or program evaluation or to convey to you any information likely to have an impact on the sponsorship conditions.

Access to this information is reserved exclusively for those authorized under the provisions of the *Act respecting access to documents held by public bodies and the protection of personal information*. You may be informed of any information concerning you held by the Minister and, where appropriate, request in writing that it be corrected. For more information, please contact the office processing your application.

Personal information is confidential and may not be disclosed without your consent. However, the Minister may without your consent:

- convey personal information to Canadian immigration authorities and Québec public bodies when necessary for the application of a law in Quebec;
- be authorized to convey personal information to these bodies if it is necessary for the exercise of their responsibilities or the implementation of a program they manage.



CHECKLIST

- Have you verified all the information on your **Undertaking Form**?
- Have you completed all sections according to the instructions?
- Have you dated and signed your form?



One step at a time...

If you answered "yes" to all these questions, proceed to Step 4 for information on forms and documents to enclose with your application.

FORMS AND DOCUMENTS TO BE RETURNED

To have your application examined, you must return all necessary forms and documents in the reply envelope, affixed with sufficient postage. The table below lists the documents you must return, depending on your situation.

Incomplete applications will be returned.

YOU MUST RETURN:	IN THIS SITUATION:
☐ Full payment (see page 17) (by certified cheque, money order or bank draft made out to the Minister of Finance, or by credit card using the Credit Card Payment Form)	In all cases
☐ All copies of the completed and signed Undertaking Form	In all cases
☐ The Application for Selection Certificate ¹ , completed and signed by the person(s) being sponsored	In all cases
☐ The completed and signed Self-Evaluation of Financial Requirements Form along with documents proving your income	If your application involves relatives other than immediate family members (defined on page 4). Note: If this applies to you, a list of required supporting documents is attached to the letter you received.
☐ The Declaration of Authorization by the sponsor and his spouse where applicable, pertaining to the <i>Ministère du Revenu</i>	If you have previously been separated or divorced, or if you have children from a previous relationship: 1. Carefully read the provisions on verifying this information on the back of the form. 2. Note that refusal to authorize the verification of information will result in the rejection of your application.
☐ The No-Objection Letter issued by the <i>Secrétariat à l'adoption internationale</i>	If your application concerns a minor child who you intend to adopt
☐ The declaration of the sponsor, the de facto spouse or the conjugal partner	If you are sponsoring your de facto spouse or your conjugal partner.
☐ Sponsor's declaration abroad	If you live abroad.

¹ This form is also available on the Web site www.immigration-quebec.gouv.qc.ca

FEES AND DELAYS

Fees to examine a sponsorship undertaking application are \$250 for the first person you wish to sponsor and \$100 for each additional person covered by the application. **Fees are not refundable under any circumstances.**

The entire process, from filing the application with Citizenship and Immigration Canada until issuance of the Quebec Selection Certificate and visa, could take between 9 and 24 months. The delay could be longer if forms are not properly filled out or some required documents are not enclosed with the application.



NOTE

The fact that you have submitted all the required documents does not mean automatic acceptance of your application. It will be examined in light of applicable regulatory criteria. A decision (acceptance or refusal) will be communicated to you.

WHAT HAPPENS NEXT?

If your application is complete and all forms are correctly filled out and accompanied by all required supporting documents, we will make a decision regarding your Sponsorship Undertaking Application as quickly as possible.

YOUR APPLICATION IS ACCEPTED	YOUR APPLICATION IS REJECTED
You will receive by mail: • A copy of the Undertaking Form signed by an immigration official • Two additional copies of the Undertaking Form which you must send to the person you are sponsoring. The latter must attach the “3 – Immigration Canada” copy to the application he will send to Citizenship and Immigration Canada. • A Québec Selection Certificate for each person you are sponsoring	You will receive by mail: • A letter of rejection explaining the reasons for the decision as well as the procedure for appealing the decision before the <i>Tribunal administratif du Québec</i> Citizenship and Immigration Canada will be notified of the decision rendered by the Québec <i>Ministère des Relations avec les citoyens et de l'Immigration</i>.

The *Ministère des Relations avec les citoyens et de l'Immigration* reserves the right to verify compliance with statutory requirements after the application is accepted. This verification usually takes place after three years, if no visa has yet been issued.

You are responsible for notifying the Telephone Help Service of any change of address during the term of the undertaking.

In Montréal: (514) 873-6987

Elsewhere in Québec: 1 888 491-9434

INFORMATION ON THE QUÉBEC HEALTH INSURANCE PLAN



NOTE

As of May 31, 2001, new eligibility rules apply to the Québec Health Insurance Plan. They provide for a waiting period of **three months** after registration before you are covered, unless you qualify for an exemption. If the persons you are sponsoring are accepted, we recommend that they register promptly after their arrival in Québec by contacting the *Régie de l'assurance maladie du Québec*. However, if their application for permanent residence is processed in Canada, they should register as soon as they receive their Selection Certificate.

The *Régie* will determine if any of the persons you are sponsoring is exempt from the waiting period. Persons under age 18 in the family class are exempt. Also, immigrants from countries that have reached an agreement on social security with Québec – Denmark, Finland, France, Greece, Luxembourg, Norway, Portugal and Sweden – are generally not subject to the waiting period. Where applicable, proof of insurance from a social security plan of the country of origin will be required.

Persons subject to the waiting period will have to pay the costs of the health services they receive or else buy private insurance to cover these costs.

For more information

Information on the Québec Health Insurance Plan

Régie de l'assurance maladie du Québec

From Montréal or abroad: (514) 864-3411

From Québec City: (418) 646-4636

Elsewhere in Québec (toll-free): 1 800 561-9749

services.beneficiaires@ramq.gouv.qc.ca

www.ramq.gouv.qc.ca

Information on private insurers

Canadian Life and Health Insurance Association Inc.

Montréal: (514) 845-6173

CAC@clhia.ca

www.accap.ca

NEED HELP?

Telephone Help Service

Montréal: (514) 873-6987

Elsewhere in Québec: 1 888 491-9434

www.immigration-quebec.gouv.qc.ca

**Relations
avec les citoyens
et Immigration**

Québec 



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