

GUIDE

FOR PERSON BEING SPONSORED

Application for Selection Certificate



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official programs. Masculine pronouns are used
for the sake of conciseness; they are meant to be
gender-neutral.

Version française disponible

GUIDE FOR PERSON BEING SPONSORED

Application for Selection Certificate



You want to immigrate to Québec and you will be sponsored by a family member who lives in Québec. Along with the undertaking signed by your sponsor, you must complete and sign an **Application for Selection Certificate** in accordance with the Act respecting immigration to Québec and the Regulation respecting the selection of foreign nationals.

A Selection Certificate may then be issued to you **if your sponsor satisfies all of the required conditions.**

Procedure

This guide is designed to help you in the process of immigrating to Québec. It contains information on the undertaking that your sponsor must sign on your behalf and details on how to file your **Application for Selection Certificate.**

- The family class and definitions p.4
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- **STEP 3** Forms and documents to be returned p.13
- Information on regulated trades and professions p.14
- Information on the Québec Health Insurance Plan p.15



NOTE

The Act respecting immigration to Québec and the Regulation respecting the selection of foreign nationals state that anyone wishing to settle permanently in Québec must file an **Application for Selection Certificate.** The application is examined and a **Québec Selection Certificate** may be issued. Possession of a Selection Certificate facilitates access to different government services.

FAMILY CLASS

A Canadian citizen or permanent resident living in Québec who is at least 18 years old may sponsor a relative who wishes to immigrate if the latter belongs to the **family class** of immigrants, 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, provided they have lost both parents, are 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.



NOTE

Certain terms used in this guide are defined below.

DEFINITIONS

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.

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.

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.

SPONSORSHIP: RESPONSIBILITIES AND OBLIGATIONS



NOTE

Please read this guide carefully. It explains the scope of the immigration process you are undertaking.

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.

Your sponsor is making a formal commitment by sponsoring you. He will sign a document attesting to his obligations towards you. In return for his undertaking, you have the moral obligation to do your utmost to integrate into Québec society. You alone are responsible for making a success of your immigration plan.

1

WHAT ARE MY SPONSOR'S RESPONSIBILITIES TOWARDS ME?

Your sponsor has entered into a contract with the government of Québec whereby he undertakes to provide, if necessary, for your basic needs and those of accompanying family members. These needs include food, clothing, personal necessities and housing-related costs. In short, your sponsor makes a commitment that you will not be a financial burden on the host society for the entire duration of the undertaking. Within a reasonable degree, you may be required to live under the same roof as your sponsor.

Your sponsor must also give you all the information you need to help you and your dependents get settled in Québec.

Under the commitment that he signed, your sponsor could be compelled to provide for your basic needs.

The following page presents a sample of the undertaking agreement that your sponsor will sign on your behalf. Please read it carefully.

2

WHAT ARE MY SPONSOR'S RESPONSIBILITIES TOWARDS THE GOVERNMENT OF QUÉBEC?

If you must receive government aid in the form of last-resort benefits (social assistance) or special allowances (e.g., for eyeglasses, dental treatment, hearing aids), your sponsor will have to reimburse these amounts to the government of Québec or, where applicable, of any other Canadian province.

Official use only

Individual Reference No: _____
 File No: _____

The information required in this form is necessary to process your application. Any omission or refusal to answer may result in its rejection or cause delays in the processing of your file. Please refer to the *Sponsor's Guide* to fill out the form. For further information, you may also refer to the *Act respecting immigration to Québec* (R.S.Q., c. I-0.2) and the *Regulation respecting the selection of foreign nationals* (R.R.Q., c. M-23.1, r. 2).

IDENTIFICATION OF SPONSORS

A - Identification of sponsor

Family name at birth: _____
 First name: _____
 Sex: F M Date of birth: _____
year / month / day
 Status: permanent resident Canadian citizen
 Civil status: _____
 Social Insurance Number: _____
 Address: _____
 Telephone No.: _____ Fax No.: _____

B - Identification of co-signer spouse (where applicable)

After having referred to the Sponsor's Guide, a sponsor's spouse or de facto spouse may decide to participate in the undertaking. In that case, this person must fill out the "Declarations" section of this form and sign the undertaking. For further information, call our assistance centre at the number indicated on the back of the guide.

Family name at birth: _____
 First name: _____
 Sex: F M Date of birth: _____
year / month / day
 Status: permanent resident Canadian citizen
 Social Insurance Number: _____
 Relationship with the sponsor: Married De facto spouse

IDENTIFICATION OF THE PRINCIPAL SPONSORED PERSON AND FAMILY MEMBERS

To fill out the following sections, please refer to the *Sponsor's Guide*

	FAMILY NAME at birth and FIRST NAME	RELATIONSHIP with the sponsor	SEX	DATE OF BIRTH year / month / day	ADDRESS	TERM OF THE UNDERTAKING*
A	Principal sponsored person:					
B	Members of the principal sponsored person's family who are accompanying or following that person:					
1						
2						
3						
4						
5						
6						
C	Members of the principal sponsored person's family who are not accompanying that person and who are not covered by the undertaking:					
1						
2						
3						

* The undertaking is valid for three years for the spouse, de facto spouse and marital partner, and ten years for other sponsored persons. In the case of a minor child, the undertaking is valid for ten years or until he or she is of full age (18 years old), whichever is the longer period. The undertaking comes into force from the moment the sponsored person is admitted as a permanent resident or under a temporary entry permit.

DECLARATIONS (Please check the appropriate box)																														
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<p>The undertaking is a juridical act that binds you to provide for your sponsored person's basic needs throughout the term of the undertaking.</p> <p>The amounts required to provide for basic needs are determined in Schedule C to the <i>Regulation respecting the selection of foreign nationals</i>. They include food, clothing, personal necessities and any other expenses pertaining to living accommodations, insofar as the sponsored persons reasonably need them. Those amounts shall be indexed annually. If the undertaking concerns relatives who are not part of the immediate family, a financial assessment is required (refer to guide).</p> <p>The department may revoke an undertaking or a <i>Québec selection certificate</i> if the undertaking was accepted or if the certificate was issued, by error, on the strength of false or misleading information or documents, or where the conditions required for the acceptance of the undertaking or the issue of the <i>Québec selection certificate</i> cease to exist. In no other case may an undertaking be revoked.</p> <p>The undertaking becomes null and void if the sponsored persons do not qualify under the <i>Regulation respecting the selection of foreign nationals</i>, are not admitted as permanent residents or as holders of a temporary resident permit or do not obtain a <i>Québec selection certificate</i> within 24 months following the date on which the undertaking was signed by the immigration officer.</p> <p>Legal proceedings may be instituted against the sponsor and the co-signer spouse if they fail to comply with the undertaking or if they provide false or misleading information.</p> <p>Access to the information provided is restricted to the persons authorized under the provisions of the <i>Act respecting Access to documents held by public bodies and the Protection of personal information</i> (R.S.Q., c. A-2.1). That information may be used for research or evaluation purposes. The department may verify directly or by the means of an intermediate the accuracy of the information provided by consulting a third party and release information obtained within the scope of this application to Canadian immigration authorities and Québec public bodies if such information is necessary for the carrying out of an Act in Québec. The department may request from any other department or body information related to the sponsor's address and may forward a copy of this undertaking to the contemplated sponsored persons.</p> <p>I acknowledge having examined the information contained in the form and in the <i>Sponsor's Guide</i> and I understand the nature and scope of the undertaking that binds me to the persons covered by my application for an undertaking. Consequently:</p> <ol style="list-style-type: none"> 1. I undertake to provide, during the entire term of the undertaking, for the basic needs of those persons, as established in Schedule C to the <i>Regulation respecting the selection of foreign nationals</i> (R.R.Q., 1981, c. M-23.1, r. 2). 2. I undertake to reimburse the Gouvernement du Québec any amount that the latter may grant, to those persons, as special benefits or last resort assistance benefits, in accordance with the <i>Act respecting income support, employment assistance and social solidarity</i> (R.S.Q., c. S-32.001). 3. I also undertake to reimburse the Government of any province of Canada the amount paid as special benefits, last resort assistance benefits or other similar benefits it may grant to those persons. <p>I declare that the information contained in this form is complete and accurate</p>																														
<p>In witness whereof, I have signed at _____ town _____</p> <p style="text-align: right;">_____ Signature of sponsor</p> <p>_____ year / month / day _____</p> <p style="text-align: right;">_____ Signature of co-signer spouse (where applicable)</p>																														
ACCEPTANCE OF THE UNDERTAKING (OFFICIAL USE ONLY)																														
<p>_____ Name of authorized officer</p> <p>_____ Signature _____ year / month / day _____</p>																														

3

WHAT ARE MY RESPONSIBILITIES TOWARDS MY SPONSOR?

You must keep your sponsor informed on how well your basic needs are being satisfied and notify him of any change of address.

You must also inform him of any initiative to obtain financial assistance, particularly from the government.

4

HOW LONG DOES MY SPONSOR'S UNDERTAKING APPLY?

Your sponsor's obligations begin as soon as you become a permanent resident¹. The duration of the undertaking varies as follows:

PERSON SPONSORED	DURATION OF UNDERTAKING	COMMENTS
Spouse, de facto spouse or conjugal partner	3 years	–
Minor child	Minimum 10 years	Duration is the longer of either 10 years or until the sponsored person reaches the age of majority (18 years).
Relative other than spouse or minor child	10 years	–

5

CAN AN UNDERTAKING BE TERMINATED?

Your sponsor's undertaking may not be cancelled once you become a permanent resident. Nor is the undertaking cancelled upon the granting of Canadian citizenship, divorce or separation of spouses, or the annulment of the marriage. The undertaking remains in effect even if your sponsor's financial situation deteriorates or if one of you moves elsewhere in Canada.



One step at a time...

You now know the scope of the undertaking that your sponsor will sign, as well as your own responsibilities. Proceed to Step 2.

¹ If you are admitted under a temporary resident permit, your sponsor's obligations take effect on the date this authorization is issued if your Application for Permanent Residence is submitted in Québec, or on the date of your arrival in Québec if it is submitted abroad.

APPLICATION FOR SELECTION CERTIFICATE

INSTRUCTIONS

1

The explanations below will help you fill out the **Application for Selection Certificate – Family Class**.

YOU MUST COMPLETE AND SIGN THIS FORM, AND RETURN IT TO YOUR SPONSOR.

File number

This number is already entered on your form.

Principal person being sponsored / Birth date 1

PRINT your family and first names and birth date. Married women must give their maiden names.

Family members accompanying you / Birth date 2

Enter the family and first names and birth dates of each family member accompanying you or to follow at a later date.

Family members not accompanying you / Birth date 3

Then enter the family and first names and birth dates of family members who will not accompany you and who are not covered by this undertaking.

Married women must give their maiden names

Sponsor 4

Write your sponsor's family name, first name and date of birth.

Application 5

Sign in the space provided to confirm that you are applying for a Selection Certificate for yourself and, where applicable, for those accompanying you. An application from a child under age 18 must be signed by someone with parental authority.

Declaration of the person being sponsored

You must also sign the Sponsorship Declaration on page 2 of the form (see sample, page 10).

Section 1 6 : If you are sponsored as a spouse, common-law spouse, or conjugal partner of your sponsor, please fill out this section and sign it.

Section 2 7 : The principal person being sponsored and persons whose names appear at item 2 (see page 1 of the form) must also sign this declaration if they are:

- 18 years of age or older
- 16 years of age or older if they are a spouse, de facto spouse or conjugal partner.



CHECKLIST

- Have you completed the **Application for Selection Certificate**?
- Have you signed this application form on pages 1 and 2?
- Have all your family members aged 18 or older signed the declaration?



One step at a time...

If you answered "yes" to all these questions, proceed to Step 3 which gives information on the forms and documents to be returned.

Reserved for Administration

Individual Reference No: _____

File No: _____

1

1. Principal sponsored person:

Date of birth:

Family name (at birth) _____ First Name _____ year / month / day

2

2. Members of the principal sponsored person's family **who are accompanying or following that person:**

Date of birth:

Family name (at birth) _____ First Name _____ year / month / day

Family name (at birth) _____ First Name _____ year / month / day

Family name (at birth) _____ First Name _____ year / month / day

Family name (at birth) _____ First Name _____ year / month / day

3

3. Members of the principal sponsored person's family **who are not accompanying that person and who are not covered by the undertaking:**

Date of birth:

Family name (at birth) _____ First Name _____ year / month / day

Family name (at birth) _____ First Name _____ year / month / day

Family name (at birth) _____ First Name _____ year / month / day

Family name (at birth) _____ First Name _____ year / month / day

4

4. Sponsor:

Date of birth:

Family name (at birth) _____ First Name _____ year / month / day

5

5. I hereby request, for myself and my family members accompanying me, a *Québec Selection Certificate*.

Signature of principal sponsored person _____ year / month / day
(or, if a minor, of the person holding parental authority)

Note: It is imperative to complete and to sign this application on page 2 of this form.

6

DECLARATION OF THE PRINCIPAL SPONSORED PERSON

SECTION 1

(For the definitions, see page 2 of the Guide for person being sponsored. If you are sponsored as spouse, de facto spouse or conjugal partner, please complete the declaration corresponding to your situation).

If you are the sponsor's spouse:

Yes No

- At the time of my marriage to this spouse, I was married to another person.
- I have a de facto spouse or conjugal partner, and have been separated from my spouse since ____/____/____.

If you are the sponsor's de facto spouse:

- I reside with, and have been in a marital relationship with _____ since ____/____/____.
- I have been in a marital relationship with _____ since ____/____/____ but, due to persecution or penal control, we are unable to reside together.

If you are the sponsor's conjugal partner:

- I have been in a marital relationship with _____ since ____/____/____.

In witness whereof, I have signed at _____ city / town _____ year / month / day

Signature of principal sponsored person: _____

7

SECTION 2

(This declaration must be signed by all sponsored persons aged 18 and over; or aged 16 and over in the case of a spouse, de facto spouse or conjugal partner.)

I have read the information in the *Guide for Person Being Sponsored*.

I acknowledge that I have been advised of special restrictions that apply to the practice of regulated professions and trades (See on the page 3), and I understand that obtaining a Certificat de sélection du Québec (CSQ) *Québec Selection Certificate* does not guarantee that I will receive authorization to practice my profession or trade in Québec.

I understand that:

The Minister responsible for enforcing the *Act respecting immigration to Québec* may revoke a selection certificate issued on the basis of false or misleading information or documents, by mistake or if the conditions required to issue a selection certificate no longer exist.

The Minister may obtain directly or by the means of an intermediate third-party confirmation of the accuracy of this information.

I am breaking the law if I give the Minister, inquiry officer, or auditor information that I know or should know is false or misleading with respect to my application for a selection certificate.

I understand the nature and scope of the undertaking made on my behalf by my sponsor who agrees, for the duration of the undertaking, to provide for my essential needs and those of my family members **to the extent that I have reasonable need**, and to reimburse the Gouvernement du Québec or any other Canadian province for any amounts paid to me or my family members as last-resort financial assistance of benefits.

I declare that the information provided in this application is accurate and complete.

In witness whereof, I have signed at _____ city / town _____ year / month / day

Signature of principal sponsored person: _____

Signature of dependants **aged 18 and over or aged 16 and over if spouse, de facto spouse or conjugal partner.**

Protection of personal information

The personal information appearing on forms referred to in this guide is required for processing the 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.

WHAT HAPPENS NEXT?

1

SENDING THE FORM

To have your file examined, you must return the **Application for Selection Certificate** to your sponsor, who will attach it to his undertaking application. Any delay in sending your sponsor the completed and signed form will automatically delay the examination of his application.

2

FILE PROCESS

After receiving your **Application for Selection Certificate** and any other required documents, your sponsor will be able to send in his undertaking application form.

If your sponsor's undertaking application is accepted, you will receive two copies of the undertaking form. One copy is for your files. ATTACH THE OTHER COPY TO THE APPLICATION FOR PERMANENT RESIDENT STATUS AS A MEMBER OF THE FAMILY CLASS that you will submit to the Canadian visa office abroad.

You will also receive a **Québec Selection Certificate**. This certificate does not guarantee your acceptance as a permanent resident. You must satisfy Canadian health and security requirements to obtain your permanent residence visa.

NOTE

Consult the Immigration and Citizenship Canada kit explaining how to apply for permanent residence status in Canada in the Family Class. It explains the steps you must take.

Should your sponsor's undertaking application be rejected, he will inform you of our decision and no Québec Selection Certificate will be issued.



One step at a time...

You have all the necessary information on steps you must take in connection with your sponsor's undertaking application. Now carefully read the following pages dealing with Québec's regulated trades and professions as well as its Health Insurance Plan.

INFORMATION ON REGULATED TRADES AND PROFESSIONS



NOTE

Obtaining a **Québec Selection Certificate** in no way guarantees that you will receive authorization to practice your trade or profession in Québec. In addition, you may encounter difficulties in qualifying or upgrading your skills sufficiently to meet norms for the exercise of your trade or profession.

*In the medical profession, difficulties are especially significant due to quotas imposed on admissions to doctoral programs and the **number of positions available for required internships**.*

In Québec, certain trades and professions are governed by regulatory agencies (professional orders, *Commission de la construction du Québec, Emploi-Québec*).

To work in a regulated trade or profession, applicants must obtain a permit, certificate of competence, or certificate of qualification from the body authorized to issue them. Candidates who wish to practice a profession governed by a professional order must also meet the requirements of the Charter of the French Language concerning the level of knowledge of the French language needed to work in their profession.

Regulated trades and professions are listed on page 3 of your **Application for Selection Certificate**.

Exclusive professions

To practice an exclusive profession, a person must hold a permit from the appropriate professional order and be entered on the roll of the order.

Professions with reserved titles

To use a reserved title, a person must hold a permit from the appropriate professional order and be entered on the roll of the order.

Regulated trades

To work in many regulated trades, you must hold a certificate of competence or certificate of qualification issued by a regulatory agency (e.g., *Commission de la construction du Québec, Emploi-Québec*).



One step at a time...

For more information on these trades and professions, contact your sponsor who can refer you to the relevant regulatory agency.

You may also consult the section on regulated trades and professions on the Immigration Québec Web site:

www.immigration-quebec.gouv.qc.ca

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 you are accepted, we advise you to register promptly after you arrive in Québec by contacting the *Régie de l'assurance maladie du Québec*. If your application for permanent resident status is being processed in Canada, however, you are advised to register as soon as you obtain your Selection Certificate.

The *Régie* will determine if you or any family member is exempt from the waiting period. Persons under age 18 in the family class are exempt. Also, immigrants from countries that have signed 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

www.immigration-quebec.gouv.qc.ca

**Relations
avec les citoyens
et Immigration**

Québec 



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