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FILE ASSIGNMENT & PAPER FILE LOCATION

- Search for application # in **IMM>PR** screen in GCMS.
- Enter your GCMS User ID in the *Application Assignment* field in the IMM>PR screen.
- Change the *Paper File Location* to reflect your GCMS User ID in the IMM>PR>Paper File view (change existing record; do not press "New").

s.16(1)(b)

s.16(1)(c)

LOCK-IN (mandatory items – cannot start assessment without these items)

- Is the IMM1344 signed by the sponsor and PA? (QC cases and deps under 22 do not need to be signed by PA)
- Have the correct fees been provided?
- If there is an IMM5476, are sections 1, 8 and 10 completed, and is the rep a member in good standing of ICCRC or a law society in Canada?
- Did the PA complete and sign the IMM0008?

If case is not locked-in, return the application with a letter to the sponsor to request these items and to address all other deficiencies. Do not assess for eligibility until the case is locked-in.

R124 ASSESSMENT

Verify that this application was intended to be filed under the Inland SCLP:

- check that application was mailed to CPCM at P.O. Box 5040.
 - check that the category is only FC1 or FCC (IMM0008 #1-2, IMM1344 #6 and proof of relationship).
 - check that the sponsor's and PA's addresses are the same, and that address is in Canada.
 - check that the Immigration Office listed on IMM0008 # 4 is an inland office (i.e. a CPC or a local CIC).
 - check any accompanying cover letter for indication of the intent of the submission.
- ❖ "CDA" code: ensure that this code has been entered as a sub-category for the application. If missing: email EB.

PAPER-SCREENING

Sponsor
<ul style="list-style-type: none"> • correct amount and form of fee payment (HPM) • completed IMM1344 signed by sponsor and PA (QC cases not required to be signed by PA) • IMM5476, if applicable (sections 1, 8 and 10 are mandatory) => sponsor and PA can sign the same form • IMM5481 completed by the sponsor (IMM1283 also acceptable; not required for QC cases) • proof of employment (not required for QC cases) --
<ul style="list-style-type: none"> • ID document (copy of: Cdn passport, Cdn citizenship card, Cdn birth certificate, PR card or ROL/COPR) • if previously married, proof of dissolution of marriage (i.e. divorce certificate) • CSQ for PA and each accompanying dependant (for QC residents only)
Applicant
<ul style="list-style-type: none"> • IMM0008 completed and signed by PA • Schedule A (IMM5669) completed and signed by PA • IMM5406 completed and signed by PA • IMM5285 completed and signed by the PA • IMM5476, if applicable (sections 1, 8 and 10 are mandatory) => sponsor and PA can sign the same form • Passport-sized photos (only 1 required) • proof of relationship to sponsor (i.e. marriage certificate, photos, proof of cohabitation, etc.) • if previously married, proof of dissolution of marriage (i.e. divorce certificate) • proof of identity (i.e. valid passport or travel document)
18 and over Dependants => do not request unless requesting other docs from the PA
<ul style="list-style-type: none"> • Schedule A (IMM5669) completed and signed by +18 dependant • IMM5406 completed and signed by +18 dependant • proof of relationship to PA (i.e. birth certificate) • if +22, proof that meets Type B or C (i.e. school records, medical certificate, etc.) => in Canada deps only
under 18 Dependants => do not request unless requesting other docs from the PA
<ul style="list-style-type: none"> • proof of relationship to PA (i.e. birth certificate) • accompanying dependants only: proof of custody (shared, joint or sole) by the PA if there is a father listed on the birth certificate.

Send a general request letter for deficient items:

- letter to sponsor for sponsor items;
- letter to PA for PA and dep items.

Verify if it is a “Quebec” case – check sponsor’s residential address and PA’s province of destination on IMM0008 #6.

Do not check for the following for Quebec cases:

- IMM1344 Eligibility Assessment # 8- 10, 15, signed IMM1344 by PA, and IMM5481 not required;
- Bankruptcy;
- Sponsor in default of a previous undertaking;
- Sponsor in default of a court ordered support payment; and
- Sponsor’s demonstration of ability to provide settlement arrangements (LICO); and

SECONDARY OFFICE

- Enter the local CIC at which this file will be destined for landing. This will be done in the *Secondary Office* field in the IMM>PR screen.
- Use “*Determine Office Assignment*” function based on the PA’s residential postal code => found in the Menu of the IMM>PR screen.
 - For GTA landings, change all offices to reflect CIC Etobicoke.
 - For Montreal and Vancouver, ensure that the office reflected is *Immigration*, and not Citizenship.

FC CATEGORY

Ensure that the application was created under the correct category in the IMM>PR screen.

CLIENTS & PARTIES

- Cross-check IMM1344, IMM00008, IMM5406, IMM5476 and electronic file – make sure all clients and parties have been included in the electronic file.
- For dependents of the PA (biological or adopted) who are single and less than 22 years of age listed on IMM5406 but not on IMM0008 - must request sponsor to include them in the APR.
- For overage dependents (+22) listed on IMM5406 but not on IMM0008, enter a *Note* in the application indicating that have you have not included the child on the file as the PA did not include them on the IMM0008 => you have assumed that this child is not a dependant under IRPA.

REP VERIFICATION

Check the ICCRC or law society websites to verify if the rep on file is a member in good standing.

- <http://www.cic.gc.ca/english/information/representative/verify-rep.asp#law-societies>

CHECKING FOSS AND GCMS CLIENT HISTORY – SPONSOR

Press "Go to Search" button to search for all clients and parties associated to the application – check history.

- Ensure that the correct UCI has been associated to the electronic file (i.e. look for incorrect UCI; request for merges / householding where multiple UCIs exist).
- **A11(2) and R133** -- Check for adverse information in the system (i.e. NCBs in FOSS for withdrawals, additional documents sent separately from the application, eligibility issues).
 - If sponsor is a PR: _____ prior to the sponsor's landing – any other issues would have been resolved during the assessment of their application for permanent residence.
 - If sponsor is a CC: _____ prior to the granting of Canadian citizenship to the sponsor – any other issues would have been resolved during the assessment of their Canadian citizenship application.
- **R133(1)(a) with respect to R130(1)(a)** -- Is the sponsor at least 18 years of age or older?
- **R133(1)(a) with respect to R130(1)** -- Sponsor's status in Canada – PR or CC?
 - **A27(2) and A41(b)** -- If PR, did the sponsor comply with the terms and conditions of their landing (if any)?
 - **A28, A41(b) and A46(1)(b)** -- If PR, did the sponsor comply with residency obligations?
 - ❖ PR sponsor is required to physically be in Canada for 2 years out of every five years based on present date (A28).

A28 describes exceptions to this rule:

 1. outside of Canada with Canadian spouse/partner or parent;
 2. employed full-time outside of Canada by a Canadian business or Canadian government; *or*
 3. outside of Canada with PR spouse/partner or parent who is employed full-time by a Canadian business or Canadian government.
 - **R130(1)(b) and R130(2)** -- If the sponsor is a Canadian citizen, can reside abroad but must prove intent to return to Canada.
 - **A46(1)(c) and R133(1)(c)** -- If PR, is the sponsor subject to an enforceable removal order or an enforced removal order? If yes: fail for not meeting R130(1) – not a PR – and R133(1)(c) – subject of a removal order.
 - If PR, did sponsor voluntarily relinquish their *Record of Landing* or *Confirmation of Permanent Residence*? If yes, sponsor may fail to meet R130(1) for no longer being a PR.
 - **C10(1)(a) and A46(2)** -- If sponsor is a CC and misrepresented themselves on their citizenship application, they become a PR.
 - **C10(2) and A46(2)** -- If the sponsor became a PR because the misrep was committed on their APR, they lose both their CC and PR status.
- **A12(1) and A13(1)** -- For dependent children of the sponsor who are included in the application: determine how the sponsor obtained Canadian citizenship and when it was granted. Check to make sure the child is eligible to be sponsored and not entitled to Canadian citizenship:
 - child is the biological or adopted child of the sponsor; and
 - child was born before the sponsor became a CC => need date that Canadian citizenship was granted to sponsor. Check for citizenship record in FOSS/GCMS, look for copy of Canadian citizenship card or certificate in application. If insufficient info, send an email to CPC-Sydney-SearchENQ@cic.gc.ca to determine how and when the sponsor became a citizen; or
 - child is a second-generation born abroad after 16APR2009.
- **R10(5)** -- Check for multiple applications - previously submitted sponsorship ("Y" document, type="SP": same sponsor, same PA) for which:
 - a final decision has not yet been rendered, or
 - a valid visa has been issued but the PA has not yet landed (check FOSS history under PA's UCI), or
 - appeal is in progress ("R" document; check CAIPS or GCMS APR file notes if unsure if appeal was filed).
 - ❖ Cases under Judicial Review / Litigation are not considered to be multiple applications.
 - ❖ Multiple cases should be cancelled, fees fully refunded (overpayment; do not allocate!) and returned to the client with the "CSU-Multiple Applications" letter.
- **R133(10(a) with respect to R130(3)** -- if sponsor landed as the PA of an FC1, FCC or FCE, 5 years must have elapsed before the receipt of this application.
- **R133(10(a) with respect to R124(a) and R130(1)(b)** -- Check for the sponsor's most current address as listed in either Search>FOSS Address History and in Clients>Addresses views. Copy this into your note pad. You will need this to update the address within the application, as well as compare it to the PA's current address: sponsor and PA must be cohabiting in Canada.
- **R133(1)(a) with respect to R130(10(c) and R125(1)(b)** -- If sponsor previously sponsored another spouse or partner, 3 years must elapse since that spouse/partner landed before the lock-in of this application.

CHECKING FOSS AND GCMS CLIENT HISTORY – SPONSOR (*continued*)

- **R133(1)(a) with respect to R130(1)(c) and R125(1)(d)** -- When did the sponsor land? Applicant must have been declared and examined for the sponsor's APR if marriage or CL relationship existed prior to landing. If PA was not declared and/or examined, consult with SDS for possible exclusion.
 - Check sponsor's APR remarks in FOSS Person History, FOSS WIP and/or GCMS to determine if applicant was declared and/or examined. Also check CAIPS file in GCMS.
 - Exemptions:
 1. those landed under the refugee class are only required to declare dependents but not have them examined; and
 2. if the sponsor at the time of landing declared dependents at the Port of Entry but the POE officer did not defer landing and request the dependents to be examined. You may see this in notes or on the sponsor's *Record of Landing* or *Confirmation of Permanent Residence*.
- **R133(1)(c) and R133(1)(a) with respect to R130(1)** -- Is sponsor under a removal order ("N" document, type="DPT")? If yes, sponsor may no longer be a PR or CC.
- **A36, R133(1)(e), R133(1)(f) and/or R136(1)(c)** -- check for any information related to criminality.
- **R133(1)(h)** -- Under which category did the sponsor land - is IPAR check required? Applicable for when the sponsor landed under the following categories: CR, DC, DR, RA, RAG, RG, RS.
- **R136(1)(a) and R133(1)(a) with respect to R130(1)** -- sponsor is the subject of citizenship revocation proceedings (check NCBs and enforcement documents)? Case may be suspended => consult SDS.
- **R136(1)(b) and R133(1)(a) with respect to R130(1)** -- sponsor subject to a pending A44 Report ("N" document, type="44")? Case may be suspended => consult SDS.
- **R133(1)** -- If previous sponsorships exist, read remarks – is there adverse info? Check reasons for refusal as they may still be valid today.
 - If this is the second or subsequent sponsorship for the same PA, and it was previously refused for R117(9)(d) or R125(1)(d),
- Check for other sponsorships in progress ("Y" document). Your current case may have an impact on it:
 1. **R134(2)** -- FC4, FC5 or FC7 in progress: send copy of IMM5481/1283 and all financial documents for the sponsor to your supervisor with a note requesting a reassessment.
 2. **R125(1)(c) and R133(1)(a) with respect to R130(1)(c)** -- FC1, FCC or FCE in progress: if the PA's are different, may need to verify that previous relationship no longer exists otherwise PA may be excluded for non-exclusive relationship.

CHECKING & UPDATING CLIENT INFO – SPONSOR

- **R133(1)(a) with respect to R130(1)(b) and R124(a)** -- In the *Clients* screen, COR should be Canada.
- Check the **marital status** under the *Clients* screen => ensure that it is reflective of the application submitted (i.e. if FC1=married, if FCC=common law).
- Update **address and telephone number** in the *Clients* screen if more recent contact information was found in the *Search>FOSS Address History* view.
- Check the *Clients>Documents>ID Supporting Documents* view to ensure that all **divorce certificates and/or marriage certificate** have been entered.
- **R133(1)(g) and R133(1)(h)** -- Check the *Clients>Benefits* view for any defaults.
- Check the *Clients>Notes* view for any relevant info (i.e. withdrawals, additional docs in NCB, eligibility, etc.).

CHECKING FOSS AND GCMS CLIENT HISTORY – PA and DEPS

- Ensure that the correct UCI's have been associated to the electronic file (i.e. look for incorrect UCI; request for merges / householding where multiple UCIs exist).
- **R72(1)(c) and R125(1)(a)** -- Is the PA at least 16 years of age or older?
- **A2(1), A11(1) and A13(1)** -- All applicants must be a foreign national (i.e. cannot be a PR or CC).
 - **A28, A41 and A46** -- Check for previous landings: should be followed by either an enforced removal order, negative PRD or voluntary relinquishment of PR status => these are indications that the PA has lost PR status.
 - **C9 and C10** [except C10(1)(a) as per A46(2)] -- Check for previous grants of citizenship: should be followed by citizenship revocation or citizenship renunciation => PA is no longer a CC or PR.

CHECKING FOSS AND GCMS CLIENT HISTORY – PA and DEPS (*continued*)

- **A12(1) and A13(1)** -- For dependent children of the sponsor who are included in the application: check to make sure the child is eligible to be sponsored and not entitled to Canadian citizenship:
 - child is the biological or adopted child of the sponsor; and
 - child was born before the sponsor became a CC => need date that Canadian citizenship was granted to sponsor. Check for the sponsor's citizenship record in FOSS/GCMS, look for copy of Canadian citizenship card or certificate in application. If insufficient info, send an email to CPC-Sydney-SearchENQ@cic.gc.ca to determine how and when the sponsor became a citizen; or
 - child is a second-generation born abroad after 16APR2009.
- **R72(1), R124, A21(1), and A34 to A42** -- Check enforcement documents and NCBs in FOSS for withdrawals, eligibility and admissibility issues (security, HIRV, criminality, organized crime, health grounds, financial, misrepresentation, non-compliance, inadmissible family member).
 - For failed refugee claimants, check the Refugee RPD Results screen ("D" document; type = CRR) for the reason for failure. If the decision refers to legislation and indicates "EXCL", see section on HIRV (A35).
- **R72(1), R124, A21(1), and A34 to A42** -- If previous TR+PR application refusals exist, read remarks – is there adverse info? Check reasons for refusal as they may still be valid today.
- **R72(1)(c), R124 and R125(1)(c)** -- If another FC1, FCC or FCE is in progress (not a multiple application)
- **R72(1)(c), R124 and R125(1)(d)** -- Applicant must have been declared and examined for the sponsor's APR if marriage or CL relationship existed prior to landing. If applicant was not declared and/or examined, consult with SDS for possible exclusion.
 - Check sponsor's APR remarks in FOSS Person History, FOSS WIP, GCMS CAIPS and/or GCMS to determine if applicant was declared and/or examined.
 - Exemptions:
 1. those landed under the refugee class are only required to declare dependents but not have them examined; and
 2. if the sponsor at the time of landing declared dependents at the Port of Entry but the POE officer did not defer landing and request the dependents to be examined. You may see this in notes or on the sponsor's *Record of Landing* or *Confirmation of Permanent Residence*.
- **R72(1)(c) and R124(a)** -- Check for the PA's most current address as listed in either Search>FOSS Address History and in Clients>Addresses views. Copy this into your note pad. You will need this to update the address within the application, as well as compare it to the sponsor's current address: sponsor and PA must be cohabiting in Canada.
- **A21(1) and A38** -- Check the Search>Medical History view for a medical record for the PA.
 - Reassessment (extension) criteria for expired medical results:
 - ✓ case is ready to be finalized; and
 - ✓ meds are less than 15 months old; or
 - ✓ meds are between 15 and 24 months old + applicant has been in Canada for at least two years.
 - If FOSS meds exist and are now expired, make a note. Extension to be requested pre-finalization.
 - If GCMS meds exist and are still valid, copy the IME number so you can associate it to the file.
 - If GCMS meds are expired, make a note. Extension to be requested pre-finalization.
 - If no meds exist, make a note. You will have to send medical instructions to the PA later.
- **R72(1)(d), R124(b) and Public Policy (IP8 Appendix H)** -- Check records related to entry (i.e. TRV, permits, Record of Refugee Claim): need to determine if the PA has legal valid status in Canada.
 - If PA is from a TRV-exempt country, check client history and application to determine if the PA left Canada and re-entered since the filing of the application: may still be in status (eligible for 6 month stay without record).
 - Check for TR visas, valid permits or visitor extensions that confer temporary resident status.
 - **R181 and R189** -- Submission of a TR application that was received prior to the expiration of their status is considered to be "implied status". Their status will be once again be legalized once that TR application is processed.
 - **R182** -- If their status expired less than 90 days ago, they can apply for status restoration => to be communicated in their APR eligibility decision letter. The 90 days "re-sets" from the date of that letter.
 - If the PA is currently without status, the *Subcategory* field should be coded "PP" in the *Subcategory* field of the *IMM>PR* screen => the code can be removed at a later date if required.
- **R207(b) and R215(1)(g)** -- Check GCMS for an unprocessed TR application.
 - If work (WP) or study (SA) permit application is attached to the APR, process it after APR Eligibility is passed.
 - If WP or SA application is not attached (i.e. it is at CPCV), send email to EB and log it in the Inland SCLP Case Tracker sheet.
 - If TRP application is attached, forward the application, plus two passport photo and copies of the IMM0008 and Schedule A to Shelley Thostenson at CPCV.
- **R124(a) and R124(c)** -- If PA does not meet the criteria for the SCLP In Canada Class (except R124(b)), check for H&C request on file => case may have to be sent to BROV.

CHECKING & UPDATING CLIENT INFO – PA and DEPS

- **R72(1)(c) and R124(a)** -- In the *Clients* screen, COR should be Canada.
- Check the **marital status** under the *Clients* screen => ensure that it is reflective of the application submitted (i.e. FC1=married, if FCC=common law).
- Ensure that the following info has been entered in the *Clients* screen:
 - ✓ Citizenship
 - ✓ Language
 - ✓ Entry to Canada (“*date of last entry*”, including “*entry at*” => go into Pick List)
 - ✓ Eye Colour
 - ✓ Height
- Update **address and telephone number** in the *Clients* screen if more recent contact information was found in the *Search>FOSS Address History* view.
- Check the *Clients>Documents>Travel Documents* view to ensure that the most recent and correct **passport** information has been entered (compare with passport copy on file).
- Check the *Clients>Documents>ID Supporting Documents* view to ensure that all **police certificates, divorce certificates and/or marriage certificate** have been entered.
- **A21(1) and A39** -- Check the *Clients>Benefits* view for receipt of social assistance.
- **R72(1), R124, A21(1), and A34 to A42** -- Check the *Clients>Notes* view for any relevant info (i.e. withdrawals, additional docs in NCB, eligibility, etc.).

ADDRESSES

1. Verify that the mailing address and email address entered for the sponsor, PA and rep are correct.
- 2.
- 3.

VERIFYING CLIENT INFORMATION IN THE GCMS APPLICATION

Navigate to the *IMM>PR>Clients & Parties* view. Confirm and/or update the following fields for the **sponsor and PA**:

- ✓ COR = Canada
- ✓ Marital Status (should be reflective of application)
- ✓ Address
- ✓ Telephone #
- ✓ Fax #
- ✓ E-mail

Navigate to the *IMM>PR>Clients & Parties* view. Confirm and/or update the following fields for the **PA and deps**:

- ✓ Travel Doc # should be the most current
- ✓ Official Language
- ✓ Can Communicate in English
- ✓ Can Communicate in French
- ✓ # of Years of Education
- ✓ Level of Education
- ✓ NOC = 9914 (PA) or 9911 (deps)

FEES

Check *Fee applet* first and ensure that the correct payment lines are showing. Don't forget to press "Allocate"!

Sponsorship fee (required for all cases)	\$75
PA: Spouse (FC1), Common-law (FCC)	\$475 APRF / \$490 RPRF
Accompanying Dependent child (Type A)	\$150 APRF / RPRF n/a
Accompanying Dependent child (Type B or C)	\$550 APRF / RPRF n/a

- Only the sponsorship fee and the APRF are required for R10. The RPRF must be paid before landing. If all three fees were paid upfront, you may apply all of the fees to your application.
- Payment may include fees for a work permit => do not refund any overpayments if there is a work permit that was received at the same time as the APR. Fees should be allocated in this order: sponsorship fee, APRF, work permit fees, RPRF.
- Non-accompanying dependents are not required to pay any fees.
- Initiate overpayment refund if applicable. You should also send the "Refunds-general refund" letter to the sponsor to inform them of the refund.
- Overpayments of \$5.00 or less should NOT be refunded to the sponsor. Allocate this to the file as an "Overpayment".

Eligibility Assessment on IMM1344 – are all questions answered by sponsor?

- call sponsor to answer these questions
- sponsor can also fax these two pages in if missing
- some questions may be answered through the system (i.e. if there is no evidence in FOSS re. revocation of citizenship or inadmissibility report, assume that the answer to #16-17 is "no")

R133(1)(a) with respect to R130; A13(1) -- DEFINITION OF A SPONSOR

Sponsor must meet the above criteria from the day that the application was received until the PA is landed or a final "Refused" decision is rendered.

A13(1) and R130(1) -- sponsor must be a PR or CC.

- Check status in Canada based on identity document and/or FOSS/GCMS history (i.e. landing record).
- **A27(2) and A41(b)** -- If PR, did the sponsor comply with the terms and conditions of their landing (if any)?
- **A28, A41(b) and A46(1)(b)** -- If PR, did the sponsor comply with residency obligations?
 - ❖ PR sponsor is required to physically be in Canada for 2 years out of every five years based on present date (A28). Check for PRDs and NCBs in FOSS/GCMS related to residency obligations – may have to consult with SDS. A28 describes exceptions to this rule:
 1. outside of Canada with Canadian spouse/partner or parent;
 2. employed full-time outside of Canada by a Canadian business or Canadian government; or
 3. outside of Canada with PR spouse/partner or parent who is employed full-time by a Canadian business or Canadian government.
- **A46(1)(c) and R133(1)(c)** -- Is the sponsor subject to an enforceable removal order or an enforced removal order? If yes, sponsor may fail to meet R130(1) for no longer being a PR and R133(1)(c) for being under a removal order.
- If PR, did sponsor voluntarily relinquish their *Record of Landing* or *Confirmation of Permanent Residence*? If yes, sponsor may fail to meet R130(1) for no longer being a PR.
- **C10(1)(a) and A46(2)** --
- **C10(2) and A46(2)** --

R130(1)(a) -- sponsor must be at least 18 years of age or older.

- Check age based on identity document and/or FOSS/GCMS.

R130(1)(c) with respect to R72(1)(c), R72(2)(b) and R124(a) -- PA must be the sponsor's spouse or common-law partner.

- Check that the category is only FC1 or FCC (IMM0008 #1-2, IMM1344 #6 and proof of relationship)
- For FCC: ensure that start of common-law relationship as stated on IMM1344 and IMM0008 is at least one year prior to lock-in.

R133(1)(a) with respect to R130; A13(1) -- DEFINITION OF A SPONSOR (continued)

R130(1)(c) with respect to R125(1)(b) -- If sponsor previously sponsored another spouse or partner, 3 years must elapse since that spouse/partner landed before the sponsor can sponsor a new spouse/partner.

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R72(1)(c), R124 and R125(1)(c) -- Relationship must be exclusive.

- If another FC1, FCC or FCE is in progress (not a multiple application) or concluded:
- If sponsor and/or PA was previously married, ensure that divorce of that previous marriage occurred prior to remarrying. Check for divorce certificates to verify the date(s) of divorce.

R130(1)(c) with respect to R125(1)(d) -- When did the sponsor land? Applicant must have been declared and examined for the sponsor's APR if marriage or CL relationship existed prior to landing. If PA was not declared and/or examined, consult with SDS for possible exclusion.

- Check sponsor's APR remarks in FOSS Person History, FOSS WIP, GCMS CAIPS and/or GCMS to determine if applicant was declared and/or examined.
- Exemptions:
 1. those landed under the refugee class are only required to declare dependents but not have them examined; and
 2. if the sponsor at the time of landing declared dependents at the Port of Entry but the POE officer did not defer landing and request the dependents to be examined. You may see this in notes or on the sponsor's *Record of Landing or Confirmation of Permanent Residence*.

R130(3) -- If sponsor landed as PA of FC1, FCC or FCE: at least 5 years must elapse before he/she can submit an FC1, FCC or FCE application for their new spouse/partner (cases locked-in on or after 02MAR2012).

- Check FOSS/GCMS history to determine when the sponsor landed and under which category.
- If the sponsor landed as a spouse or partner (i.e. FC1, FCC, FCE), calculate the 5-year period based on the lock-in date of your application.
- If the sponsor landed less than five years prior to the submission of the current FC1, FCC or FCE application, fail sponsorship eligibility.

R72.1(1) -- For sponsors who landed as FC1, FCC or FCE where their own APR was locked-in on or after 25OCT2012: must meet the term/condition of residing with their sponsor for two years after landing.

- Check end date of relationship with ex-spouse/partner as listed on the IMM1344. If less than two years since the date the sponsor landed, may not meet T&C.
- Check for divorce application or separation agreement which may list the date of separation.
- If they did not meet the T&C of their landing, may be reportable under A44. Refer to SDS.
- Exceptions – sponsor meets any of the criteria below:
 1. At least one child in common with their sponsor at the time of the filing of their APR.
 2. Have been married, or in a common-law or conjugal relationship for at least two years at the time of filing.
 3. Allegations of abuse or neglect.
 4. Their sponsor died before they were able to meet the co-habitation requirement of two years.

R133(1)(a) with respect to R130(1)(c), R124 and R125; R72(1)(c) -- MEMBERS OF THE SCLPC (PA + DEPS)

R2, R72, R117(1)(a), R124 and R125 -- Check PA's ability to meet the definition of a member of this class:

- Sponsor has indicated relevant relationship (spouse, common-law partner) to PA on IMM1344 #6.
- Category on IMM0008 #2 indicates category is FC1 or FCC.
- Ensure that the PA is not excluded from the SCLP in Canada Class. Applicant must have been declared and examined for the sponsor's APR. Otherwise, consult with SDS if possible exclusion under R125(1)(d).
 - Check sponsor's APR remarks in FOSS Person History, FOSS WIP and/or GCMS to determine if applicant was declared and/or examined. Also check CAIPS file.
 - Exemptions:
 1. Those landed as refugees are only required to declare dependants but not have them examined.
 2. If the sponsor at the time of landing declared dependants at the Port of Entry but the POE officer did not defer landing and request the dependents to be examined.
 3. Common-law partners and dependent children over the age of 18 years did not have to be declared for APRs processed pre-IRPA (28JUN2002).

R133(1)(a) with respect to R130(1)(c), R124 and R125; R72(1)(c) -- MEMBERS OF THE SCLPC (cont'd)

R124(a) with respect to R72(1)(c) and R72(2)(b) -- PA must be cohabiting with the Sponsor:

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Spouse

- **R2 and R124(a)** -- Sponsor and PA must have been legally married at lock-in: check marriage certificate.
- **R125(1)(a)** -- PA must be at least 18 years of age at lock-in: check ID documents.
- **R125(1)(c)(i)** -- For FC1, the sponsor and PA should have been free to marry at the time of their marriage.
 - If either were previously married, ensure that the divorce or annulment of their previous marriage; or the death of their previous spouse occurred before they remarried.
 - Check for divorce documents, annulment certificates or death certificates.
- **R125(1)(c)(ii)** -- For FC1, the sponsor or PA cannot be in a common-law relationship with another person.
 - Check IMM1344 #9 "To" date, IMM0008 #14 "To" date, and IMM5540 #17 for separation date to determine when the previous relationship ended.

Common-law Partner

- **R125(1)(a)** -- PA must be at least 18 years of age at lock-in: check ID documents.
- **R1(1) and R124(a)** -- Sponsor and PA must have cohabited for a period of one year continuously since lock-in: check start date of common-law relationship on IMM1344 and IMM0008.
- PA and/or sponsor can be married to another person and still submit under FCC *provided that they had already separated from their spouse by the time this relationship began*.
 - Check IMM1344 #9 "To" date, IMM0008 #14 "To" date, and IMM5540 #17 for separation date to determine when the previous relationship ended.

Dependent Child – R1(3) and R2

- must be the biological or adopted child of the PA: check for birth certificate or acceptable ID document.
 - Type 1: unmarried, not in a CL relationship and under 19 years of age => based on ID document and declaration on application.
 - Type 2: medical condition since before the age of 19, financially dependent on parent => based on medical documentation and other supporting documents.

Note that prior to August 1st 2014, the definition of a dependent child was as follows:

 - Type A: unmarried, not in a CL relationship and under 22 years of age => based on ID document and declaration on application.
 - Type B: full-time student since before the age of 22, financially dependent on parent => based on school records and other supporting documentation.
 - Type C: medical condition since before the age of 22, financially dependent on parent => based on medical documentation and other supporting documents.
- **A12(1) and A13(1)** -- For dependent children of the sponsor who are included in the application: determine how the sponsor obtained Canadian citizenship and when it was granted. Check to make sure the child is eligible to be sponsored and not entitled to Canadian citizenship (if entitled, expire from application):
 - child is also the biological or adopted child of the sponsor; and
 - child was born before the sponsor became a CC => need date that Canadian citizenship was granted to sponsor. Check for citizenship record in FOSS/GCMS, look for copy of Canadian citizenship card or certificate in application. If insufficient info, send an email to CPC-Sydney-SearchENQ@cic.gc.ca to determine *how* and *when* the sponsor became a citizen; or
 - child is a second-generation born abroad after 16APR2009.
- If child does not meet the definition of a dependant, and/or this is a second or subsequent APR and there has been a previous determination that the child is not a dependant, leave them on the application for now.
 - ✦ At Stage 2, during the examination of dependants, you will have to send a PFL letter to the PA as the child may have to be removed from the application.

R133(1)(c) -- SPONSOR UNDER REMOVAL ORDER

- Check self-declaration on IMM1344 Eligibility Assessment #11 – take at face value if “NO” and there is no contrary information in FOSS or GCMS.
- Check FOSS and GCMS history for valid removal orders after the sponsor became a permanent resident or a Canadian citizen. This includes stayed departure, exclusion and deportation orders.
- Fail sponsorship eligibility if the sponsor is under a removal order, including if the removal order has been stayed. A removal order that has come into force essentially deems the sponsor to be no longer a PR.
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R133(1)(d) -- SPONSOR IS IN JAIL

- Check self-declaration on IMM1344 Eligibility Assessment #13 – take at face value if “NO” and there is no contrary information in FOSS or GCMS.
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- Fail sponsorship eligibility if the sponsor has been in jail since the lock-in of the application.
- If the sponsor is a PR, you should consult with an SDS to determine if an A44 referral is warranted for the criminal conviction that led to imprisonment.

R133(1)(e) -- SEXUAL OFFENCE OR OFFENCE CAUSING BODILY HARM COMMITTED IN CANADA

- Check self-declaration on IMM1344 Eligibility Assessment #14 – take at face value if “NO” and there is no contrary information in FOSS or GCMS.
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R133(1)(f) -- SEXUAL OFFENCE OR OFFENCE CAUSING BODILY HARM COMMITTED OUTSIDE CANADA

- Check self-declaration on IMM1344 Eligibility Assessment #14 – take at face value if “NO” and there is no contrary information in FOSS or GCMS.
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R133(1)(g)(i) -- SPONSOR IN DEFAULT OF A PREVIOUS UNDERTAKING

This refers to the collection of either general social assistance or disability social assistance by the previously sponsored relative during the duration of their undertaking.

R133(1)(g)(ii) -- SPONSOR IN DEFAULT OF COURT-ORDERED SUPPORT PAYMENTS

Check self-declaration on IMM1344 Eligibility Assessment #15 -

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- ❖
- ❖

R133(1)(h) -- SPONSOR IN DEFAULT OF REPAYMENT OF DEBT (transportation loan)

- Check for category under which sponsor landed – if the immigration category is prefixed by CR, RA, RS, RG, DC, DR: send IPAR check via email.
- If in default, enter default info in *Benefits* screen of sponsor.
- Sponsor is ineligible if in default since the lock-in date. Where default has occurred, don't forget to send the default repayment letter to the sponsor with your "failed" decision letter.

R133(1)(i) -- SPONSOR IS AN UNDISCHARGED BANKRUPT

- Check self-declaration on IMM1344 Eligibility Assessment #8 – take at face value if "NO" and there is no contrary information in FOSS, GCMS and/or in the application.
- If "YES", request proof that sponsor has been discharged. Review with an SDS prior to making a decision on this issue in the event that the discharge has attached conditions.
- Sponsor is ineligible if bankrupt (not discharged of bankruptcy) since the lock-in date.

R133(1)(j)(i) -- SPONSOR DOES NOT MEET LICO

- LICO applies to applications where a dependent child has a dependent child of their own.
- Sponsor must pass the initial assessment based on the one year prior to the lock-in date.
- A reassessment is only required if there is evidence that the sponsor may no longer meet SAs (i.e. increase in family size, drop in income).
- No reassessments for when the initial or previous financial assessment is "failed".

R133(1)(j)(ii) -- SPONSOR DOES NOT MEET QUEBEC PROVINCIAL REQUIREMENTS

- ❖ Sponsor is requested to apply for a CSQ via letter sent to them at the time of application creation.
- ❖ A new CSQ is required for every application. You cannot use a valid CSQ submitted for a previous application, even if it is for the same sponsor and PA.
- ❖ CSQ's are valid for 3 years.
- ❖ MIDI can extend the validity of a CSQ for an additional year if required.
- If MIDI issues a CSQ for the PA and all accompanying dependants, this requirement is met.
- If a CSQ is refused or the sponsor fails to provide one in a timely manner, sponsor fails this eligibility requirement.
- When a CSQ is not yet available on file, send a request letter to the sponsor with a 30-day deadline.
 - Once the deadline has passed, you can email MIDI at Garants.DSIQ@midi.gouv.qc.ca to determine if the sponsor did submit an application. The delay may be due to a backlog at MIDI.
 - If the sponsor has failed to submit a CSQ application to MIDI beyond the deadline, you can refuse the sponsor for failing to meet this eligibility requirement.
- **Quebec cases:** In all cases that are failed where a CSQ has been issued by MIDI, you must email MIDI to advise them of the refusal so they can cancel the CSQ. In the T drive email folder, use the template "*Email-MIDI cancel CSQ - case refused*".

R133(1)(k) -- SPONSOR IS IN RECEIPT OF GENERAL SOCIAL ASSISTANCE (not disability)

- Check self-declaration on IMM1344 Eligibility Assessment #7 –

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Suspension: R136(1)(a) -- SPONSOR IS THE SUBJECT OF AN APPLICATION FOR REVOCATION OF CITIZENSHIP

- Check self-declaration on IMM1344 Eligibility Assessment #16 -

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INLAND SCLPC PROCESSING REFERENCE GUIDE

Suspension: R136(1)(b) -- SPONSOR IS THE SUBJECT OF AN A44 REPORT

- Check self-declaration on IMM1344 Eligibility Assessment #17 -
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s.16(1)(b)

s.16(1)(c)

Suspension: R136(1)(c) -- CRIMINAL CHARGE AGAINST SPONSOR; PUNISHABLE BY A MAXIMUM TERM OF IMPRISONMENT OF AT LEAST 10 YEARS

- Check self-declaration on IMM1344 Eligibility Assessment #18 -
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Suspension: R136(2) -- SPONSOR IS APPEALING A NEGATIVE DECISION ON A PERMANENT RESIDENCY DETERMINATION

- Check self-declaration on IMM1344 Eligibility Assessment #16 -
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MARRIAGE OF CONVENIENCE (MOC)

REFERRING A SPONSORSHIP APPLICATION FOR SECONDARY REVIEW

- Consult with an SDS to ensure that the referral is warranted.
- Complete a referral sheet and have the SDS initial it.
- Enter the reasons for the referral in *Notes*.
- Change the sponsorship eligibility decision to “*Referred for Secondary Review*” in the IMM>PR>Sponsorship>FC Eligibility view.
- Remove your GCMS User ID from the *Application Assignment* field in the IMM>PR screen.
- Change the *Paper File Location* to “Inland – pending - SDS sponsorship” in the IMM>PR>Paper File view.
- Place the entire file in the “SDS Sponsorship Referral” bin.

MISSING DOCUMENTS FROM THE SPONSOR . . .

- If missing documents from the sponsor (i.e. forms, identification documents, divorce certificate, CSQ, etc.), send a general request letter to the sponsor.
- Due date should equal 30 days.
- Send via email when possible.

MISSING DOCUMENTS FROM THE PA . . .

- If missing documents from the PA (i.e. proof of relationship, proof of cohabitation, identification documents, forms, etc.), send a general request letter to the PA.
- Due date should equal 30 days.
- Send via email when possible.

s.16(1)(b)

s.16(1)(c)

MISSING DOCUMENTS FROM THE DEPENDANTS . . .

- Only make these requests *at this stage* if you are missing other documents from the PA.
- For all dependants, whether accompanying or not, and whether in Canada or not, include the following items in a general request letter to the PA, if missing:
 - a) Schedule A (18 years of age or older only)
 - b) IMM5406 (18 years of age or older only)
 - c) birth certificate (all)
 - d) in-Canada Type B or C deps only: proof of dependency type => see Dep section.
 - e) accompanying dependants under 18 years of age only: proof of custody => see Dep section.
- Due date should equal 30 days.
- Send via email when possible.

IF YOU ARE UNABLE TO MAKE A SPONSORSHIP DECISION TODAY . . .

- Change the sponsorship decision found in *IMM>PR>Sponsorship>FC Eligibility* view to "In progress".
- Request items required from the sponsor and PA as necessary. Send via email when possible.
- Assign the file to yourself with a due date that is reflective of longest due date for whatever item you are waiting.
- Change Paper File location to "Inland – Pending / BF" in the *IMM>PR>Paper File* view.
- Place the file in the "Inland Pending/BF" bin.

SPONSORSHIP ELIGIBILITY DECISION

Record eligibility decision in *IMM > PR > FC Sponsorship > Eligibility* view.

- If the decision is "Passed": generate and send a decision letter to the sponsor.
- If decision is "Failed":
 1. Do not enter the *FC Sponsorship Eligibility* decision yet.
 2. Enter *Refusal Grounds* found in the *IMM>PR>Sponsorship>Refusal Grounds* view.
 3. Enter *Note* to explain reason for refusal.
 - 4.
 - 5.
 - 6.
 7. For files to be continued:
 - Proceed with the remaining instructions.
 8. For files to be discontinued:
 - Refund all fees minus \$75.
 - IMM1344, IMM5481, IMM5476 and evidence to support decision must be sent for imaging. Write "Eligibility Failed" on the front of the IMM1344 and IMM5481. See section on imaging.
 - Send decision letter to sponsor along with any original government-issued documents.
 - Send the "PA Itr-SPR ineligible+discontinues" letter to the PA to advise of file closure.
 - Change *Paper File* location to reflect "Inland - Archiving - <month>".
 - Remove your GCMS User ID from the *Application Assignment* field in the IMM>PR screen.
 - Write on the front of the file jacket: *Sponsorship discontinued – sent to archiving. <date of decision>*
 - Send the file for archiving.

NOTES => SPONSORSHIP ASSESSMENT

Enter notes in the application *Notes* view for the following:

- your assessment of sponsorship eligibility and whether sponsorship eligibility requirements are passed or failed;
- if the sponsor was previously in a relationship, your assessment if the sponsor was free to engage in the current relationship (i.e. divorced from ex-spouse);
- any discrepancies with the application;
- any adverse information found on the sponsor;
- if the sponsor filed any previous sponsorships;
- reasons for conducting a social services check or IPAR check, and their results;
- reasons for requesting additional information or documents from the sponsor;
- reasons for requesting additional information or documents from the PA;
- if the sponsor requests an extension for providing requested documents and your decision on the extension;
- facts from conversations with the sponsor that are relevant to the case;
- anytime you contact the sponsor through any means (i.e. phone, email, letter);
- reasons for referring a file to the Special Unit;
- persons included in the family size for LICO;
- income which you did not include in the financial test and reason why;
- reasons to support a “failed” decision; *and*
- if returning anything to the sponsor/PA (discontinued cases).

A12(1), R124, R125, R4 and R72(1) -- ELIGIBILITY ASSESSMENT OF PA

R124 and R72(1)(d) -- PA meets all of the following criteria to be a member of the SCLPC:

- **R124(a):** spouse or common-law partner residing in Canada with the sponsor
 - Evidence on file should reflect that sponsor and PA maintain a primary residence together.
 - For FCC, cohabitation should be evident for a period of at least one continuous year prior to lock-in.
 -

- **R72(1)(d), R124(b) and Public Policy (IP8 Appendix H)** -- has legal valid status in Canada.
 - ❖ Check records related to entry (i.e. TRV, permits, Record of Refugee Claim): need to determine if the PA has legal valid status in Canada.
 - ❖ If PA is from a TRV-exempt country, check client history and application to determine if the PA left Canada and re-entered since the filing of the application: may still be in status (eligible for 6 month stay without record).
 - ❖ Check for valid TR visas, permits or visitor extensions that confer temporary resident status.
 - ❖ **R181 and R189** -- Submission of a TR application that was received prior to the expiration of their status will deem the PA to be on “implied status”. Their status will be once again be legalized once that TR application is processed.
 - ❖ **R182** -- If their status expired less than 90 days ago, they can apply for status restoration => to be communicated in their APR eligibility decision letter. The 90 days “re-sets” from the date of that letter.
 - ❖ **R124(b) is met if the PA has maintained their status, whether through implied status, restoration or maintenance of their current valid status.**
 - If the PA is currently without status with no possibility of restoration at this time, the *Subcategory* field should be coded “PP” in the *Subcategory* field of the *IMM>PR* screen => the code can be removed at a later date if required. If PA is in status, subcategory = “CDA”.
 - “Lack of status” to qualify under Public Policy only includes the following circumstances when the PA:
 - ✓
 - ✓
 - ✓
 - ✓
 - ✓
 - ❖

A12(1), R124, R125, R4 and R72(1) -- ELIGIBILITY ASSESSMENT OF PA (continued)

- "Lack of status" does not include when:
 - ✓
 - ✓

- *Public Policy can only be applied when all other eligibility requirements are met.*
- If PA does not meet Public Policy, eligibility is FAILED.

- **Undocumented client:** this refers to a person who would normally require a visa to enter Canada, but there is no record of him/her entering the country.
 - Refer the eligibility decision to the CIC. The client needs to be interviewed for any inadmissibilities.

- **R124(c):** has a valid sponsor
 - if sponsorship eligibility is "PASSED", this criteria is met.
 - if sponsorship eligibility is "FAILED" => send PFL letter to PA regarding potential ineligibility.

- R4 -- Genuine relationship**
 - Relationship must be bona fide, intimate, exclusive, interdependent and committed.
 - Marriage in Canada must meet federal (*Marriage {Prohibited Degrees} Act*) and provincial/territorial laws.
 - Marriage outside of Canada must meet federal Canadian law and laws in the place where it occurred.
 - Civil unions or registrations are not legally "marriages" in Canada => must process as FCC.

- **R125(1)(c): Exclusivity**
 - FC1: Sponsor and PA must be free to marry each other. If previously married, that marriage should have been dissolved prior to the current marriage via divorce, annulment or death of former spouse.
 - Sponsor and PA should only be engaged in one conjugal relationship at a time – with each other.

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Factor	Details

INLAND SCLPC PROCESSING REFERENCE GUIDE

s.16(1)(b)

s.16(1)(c)

INLAND SCLPC PROCESSING REFERENCE GUIDE

s.19(1)

A12(1), R124, R125, R4 and R72(1) -- ELIGIBILITY ASSESSMENT OF PA (continued)

Clients & Parties	Sponsorship	Fees	History	Notes	Eligibility	Admissibilities	Other Reqs	Paper File	Finalize Application	Correspondence	Associations	Events	ESOC	FOSS Doc	eDocs
Eligibility Assessment															
Schedule Info															
Work Experience															
Work Experience - LC															
Menu	New	Query													
Family Name	Given Name	Type	Version	Status	Conditional	Status Date	Status Updated	Assigned To	Assigned By	Due Date					

MISSING DOCUMENTS FROM THE PA . . .

- If you are still missing documents from the PA (i.e. proof of cohabitation, marriage certificate, etc.):
 - send a PFL letter to the PA if they provided an explanation as to why they cannot provide it, but you are not satisfied with the explanation.
 - send PFL letter to PA for reasons in the next section.
 - refuse for non-compliance if PA did not respond to your initial request letter.
- Due date should equal 30 days for PFL letters, however this can be changed based on what you are requesting .
- Send via email when possible.

When to send a PFL for eligibility issues . . . (not limited to this list)

- ❖ Send a PFL when:
 - a) the issue will likely result in a “Refused” final decision and it stems from information not provided directly by the PA (i.e. found through third party or FOSS/GCMS); or
 - b) when you are unsatisfied with the explanation provided for the deficiency.
- If the applicant does not respond to your request letter, this is when you can proceed with a “non-compliance” refusal.
- ❖ PFL’s should generally have a due date of 30 days.
 - PA is excluded under R125(1)(d).
 - PA does not have a valid sponsor (sponsorship eligibility is “failed”).
 - Insufficient information to establish cohabitation with sponsor.
 - PA may not meet the definition of a common-law partner.
 - PA may not meet the definition of a spouse.
 - PA may not qualify under Public Policy.

IF YOU ARE UNABLE TO MAKE AN ELIGIBILITY DECISION TODAY . . .

- Request items required from the PA as necessary. Send via email when possible.
- Assign the file to yourself with a due date that is reflective of longest due date for whatever item you are waiting.
- Change Paper File location to “Inland – Pending / BF” in the *IMM>PR>Paper File* view.
- Place the entire file in the “Inland Pending/BF” bin.

REASONS FOR FAILING APR ELIGIBILITY

- **A12(1), R72(1)(c), R72(1)(d), R124(a):** PA is not a spouse or common-law partner.
- **A12(1), R1(1), R72(1)(c), R72(1)(d), R124(a):** FCC - PA has not cohabited with the sponsor for at least one year prior to lock-in.
- **A12(1), R72(1)(c), R72(1)(d), R124(a):** PA is not cohabiting in Canada with the sponsor.
- **A12(1), R72(1)(c), R72(1)(d), R124(b) + Public Policy:** PA has no valid temporary resident status in Canada, and does not qualify under Public Policy.
- **A13(1), R72(1)(c), R72(1)(d), R124(c), R127, R130, R133, R137:** PA does not have a valid sponsor.
- **A12(1), R72(1)(c), R72(1)(d), R125(1)(a):** PA is under 16 years of age at lock-in.
- **A12(1), R72(1)(c), R72(1)(d), R125(1)(b):** Sponsor’s undertaking for a previous spouse/partner has not yet ended.
- **A12(1), R72(1)(c), R72(1)(d), R125(1)(c):** Sponsor and/or PA were not free to marry.

Sponsor and/or PA are engaged in multiple relationships (bigamy, non-exclusivity).
- **A12(1), R72(1)(c), R72(1)(d), R125(1)(d):** PA is excluded for not having been declared and/or examined for the sponsor’s APR.

ELIGIBILITY MAY BE “FAILED” BUT PA REQUESTS H&C

If eligibility will be “failed” under R124(a) [not a spouse or CLP; not residing in Canada with sponsor] and/or R124(c) [ineligible sponsor], but the PA makes an H&C request, refer the file to BRO-V who will assess the case under the HC1 category:

- Ensure that all APR decisions (i.e. Eligibility, Criminality, Security, Medical) are at a terminal status (i.e. Passed, Failed, Cancelled).
- De-allocate and unreserved the fees (if possible).
- Cancel the application under IMM>PR>History. Choose *App Status Reason* as “Other”, and *Other Reason Description* as “Transferred to BROV for H&C assessment”.
- Notate the actions you have taken and the reasons for the referral (i.e. why APR eligibility would be failed but PA requests H&C).
- Complete the BRO-V referral sheet found in the *Inland-Transfers>Transfer to BROV* folder.
- Send the “*Transfer-PA-letter-transfer to BROV*” letter to the PA found in the *Inland-Transfers>Transfers to BROV* folder.
- Photocopy the IMM1344, IMM5481, IMM5476, proof of employment and any documents to support a failed sponsorship eligibility decision. Barcode the copies and send it for imaging. Keep the originals on file in case BRO-V needs them for their assessment. See section on [imaging](#).
- Remove your GCMS User ID from the *Application Assignment* field in the IMM>PR screen.
- Change the *Paper File Location* to “Inland – transferred to BROV for H&C” in the IMM>PR>Paper File view.
- Add the file number to the [Inland SCLP – case tracking](#) sheet (use “Referred to BROV” tab).
- Place the file in the “Inland Transfer to BRO-V” bin.

ENTERING AN APR ELIGIBILITY DECISION

Record the eligibility decision in *IMM > PR > Eligibility* view.

- If referring the file to a local CIC for bonafides:
 - Change the status of the eligibility decision found in the IMM>PR>Eligibility view to "*Review Required*".
 - Add the CIC office to which you will be referring the application as a *Secondary Office*.
 - Assign the eligibility activity to the CIC (pick list in the "*Assigned To*" field in the decision record).
 - Complete the CIC referral sheet "*Transfer-PA-form-Complete file transfer*" found in the *Inland-Transfers>Transfer to CIC* folder.
 - Send the "*Transfer-PA-letter-Transfer to CIC*" letter found in the *Inland-Transfers>Transfer to CIC* folder to the PA.
 - Photocopy the IMM1344, IMM5481, IMM5476, proof of employment and any documents to support a failed sponsorship eligibility decision. Barcode the copies and send it for imaging. Keep the originals on file in case the CIC needs them for their investigation. See section on [imaging](#).
 - Remove your GCMS User ID from the *Application Assignment* field in the IMM>PR screen.
 - Change the *Paper File Location* to "Registry" in the IMM>PR>Paper File view.
 - Place the file in the "Inland Transfer to CIC" bin.

- If the decision is "*Passed*":
 - Enter a "Passed" decision in the IMM>PR>Eligibility view when PA also meets R124(b) => in status.
 - For Public Policy cases [PA does not meet R124(b) but meets Public Policy]:
 - ✓ Change the *Subcategory* field to reflect "PP" in the IMM>PR screen.
 - ✓ Enter a "Passed-PP" decision in the IMM>PR>Eligibility view.
 - Generate and send a decision letter to the PA. This letter also doubles as a request letter so you can request items required for Stage 2.
 - Continue with the next steps.

- If decision is "*Failed*":
 1. Do not enter the *Eligibility* decision yet.
 2. Enter *Refusal Grounds* in the IMM>PR>Finalization>Refusal Grounds view.
 3. Enter *Note* to explain reason for refusal.
 4. Refer the file to the supervisor for review => do not notate this.
 5. Once the review is complete:
 - Enter the *Eligibility* decision to reflect "FAILED".
 - Ensure that all other admissibility decisions are at a terminal status (i.e. Passed, Failed, Cancelled).
 - Enter refusal grounds in the IMM>PR>Finalize Application>Refusal Grounds view.
 - Enter a Final Decision of "REFUSED" in the IMM>PR screen (drop-down menu in this field).
 - Conduct any necessary refunds (i.e. RPRF) for the payee of the fees.
 - IMM1344, IMM5481, IMM5476 and evidence to support decision must be sent for [imaging](#).
 - ✓ If any of the forms include APR forms, just send a photocopy for imaging and keep the original on file.
 - ✓ Write "Eligibility Failed" on the front of the forms.
 - Send decision letter to PA along with any original government-issued documents.
 - Change *Paper File* location to reflect "Inland - Archiving - <month>".

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- Remove your GCMS User ID from the *Application Assignment* field in the IMM>PR screen.
 - Write on the front of the file jacket: *Eligibility failed – sent to archiving. <date of decision>*
 - Place the file in the archiving bin.
6. **Quebec cases:** In all cases that are failed where a CSQ has been issued by MIDI, you must email MIDI to advise them of the refusal so they can cancel the CSQ. In the T drive email folder, use the template "Email-MIDI cancel CSQ - case refused".

NOTES => APR ELIGIBILITY ASSESSMENT

Enter notes in the application *Notes* view for the following:

- your assessment of eligibility and whether eligibility requirements are passed or failed;
 - “failed” cases: indicate the evidence you took into account and evidence you did not use, and why.
 - use phrases like “I am satisfied that . . . ” or “I am *not* satisfied that . . . ”
- if the PA was previously in a relationship, your assessment if the PA was free to engage in the current relationship (i.e. divorced from ex-spouse, previous CL-relationship ended before current CL relationship);
- whether you are satisfied or not that the sponsor and PA are cohabiting, and what evidence demonstrates this;
- whether the PA has status in Canada or not – i.e. indicate if PA falls under Public Policy and why;
- any discrepancies with the application;
- any adverse information found on the PA;
- if you received a MOC tip and your assessment of that MOC tip (whether valid or not and why);
- if the PA was subject to any previous sponsorships;
- reasons for conducting a social services check and their results;
- reasons for requesting additional information or documents from the PA;
- if the PA requests an extension for providing requested documents and your decision on the extension;
- facts from conversations with the PA that are relevant to the case;
- anytime you contact the PA through any means (i.e. phone, email, letter);
- reasons for referring a file to the Special Unit (i.e. H&C request);
- reasons for referring a file to a CIC;
- reasons to support a “failed” decision; *and*
- if returning anything to the PA/sponsor (i.e. original documents, etc.).

PROCESSING AN OPEN WORK PERMIT

- ❖ This can only be processed once a decision has been made on APR eligibility.
- ❖ Ensure that the category is "WP-EXT", and not "WP".
- ❖ Electronically transfer the Work Permit (WP) Application in GCMS from CPC-Vegreville to CPCM. Instructions found [here](#).
 - CPC-Vegreville must always remain a "Secondary Office" since they print the permits.
- ❖ Check the paper file to see if there is a WP application attached.
- ❖ Check client and application notes to see if a WP application was received separately from the application.
 - If it is being held on the 3rd floor, send an email to the App Creation team leader to send it to you.
 - If it is at CPC-Vegreville, send an email to CPC-Vegreville requesting them to process the work permit.
- ❖ Check for a created WP application and GCMS => this may an **E-App**.
 - Check if any documents have been uploaded to the e-Docs view within the application.
 - You can process the application by accessing the uploaded documents in GCMS.
- ❖ If no paper file or electronic file can be found, process the application based on the information entered in the electronic application. Be sure to also check the *Clients>Background Info>Statutory Questions* view under the PA's UCI for any adverse information.

R207(b) -- Eligibility "Passed"

- An open work permit can be approved if eligibility is passed and PA submitted a WP Application.
- Don't forget to enter user remarks and the appropriate conditions regarding status and/or meds!

Lock-in Date of WP applications, provided that fees and required documents have been submitted:

- on the date it is post-marked; or
- 7 days prior to the received date if the postmark is unknown or illegible.

If an application for **restoration of status** is included in the WP application, refer the WP application to the SDS.

- Continue processing the APR; only refer the WP application.
- Complete an SDS referral sheet.
- Give to SDS immediately for processing.

For all other TR applications (i.e. TRP, LMO-specific, etc.) send to CPC-Vegreville.

- For Temporary Resident Permits (TRP), forward the application, plus two passport photo and copies of the IMM0008 and Schedule A to CPC-Vegreville.

Eligibility "Failed": the open WP application can be refused.

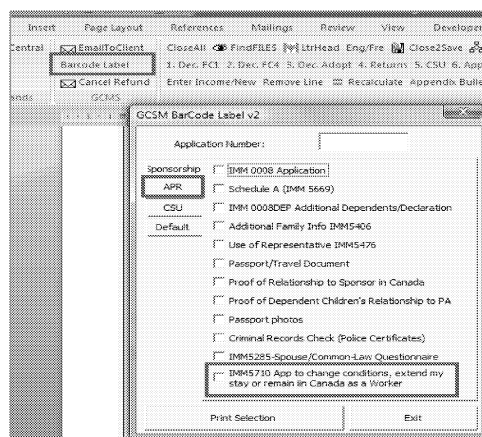
Multiple Work Permits

- If there is a duplicate / multiple work permit submitted (i.e. open WP submitted more than six months before the expiration of the current open WP), do the following:
 - Cancel the application under IMM>PR>History.
 - Retain the fees as you have made the assessment that it is a duplicate.
 - Send a letter to the PA (*WP-Cancelled-multiple applications*) to advise them of your actions.
 - Enter a note to describe the actions you have taken.

Documents for Imaging & Archiving

Once a decision has been made on the work permit application, send the following documents for imaging:

- fee receipt (write application # on the front); and
- IMM5710 (see barcode label to the right).
 - Place the appropriate barcode label on the top right corner of this form. See the diagram on the right.
 - Place this in the bin labelled "Inland Work Permits for Archiving".



REQUIRED DOCUMENTS FOR STAGE 2: ADMISSIBILITY

Applicant
<ul style="list-style-type: none"> • police certificates from every country in which they resided for at least 6 months since the age of 18
<ul style="list-style-type: none"> • RCMP check (may require fingerprints based on GCMS results)
<ul style="list-style-type: none"> • medical examination
<ul style="list-style-type: none"> • proof of valid passport (some exceptions – see Passport section)
<ul style="list-style-type: none"> • proof of financial support (see A39 section)
Overseas Deps: 18 and over Dependants
<ul style="list-style-type: none"> • none: the Visa Office will obtain all necessary documentation and conduct the examinations.
In-Canada dependants: 18 and over Dependants
<ul style="list-style-type: none"> • Schedule A (IMM5669) completed and signed by +18 dependant
<ul style="list-style-type: none"> • IMM5406 completed and signed by +18 dependant
<ul style="list-style-type: none"> • proof of relationship to PA (i.e. birth certificate)
<ul style="list-style-type: none"> • if +22, proof that meets Type B or C (i.e. school records, medical certificate, etc.)
<ul style="list-style-type: none"> • police certificates from every country in which they resided for at least 6 months since the age of 18
<ul style="list-style-type: none"> • RCMP check (may require fingerprints based on GCMS results)
<ul style="list-style-type: none"> • proof of valid passport (some exceptions – see Passport section)
All under-18 Accompanying Dependants (overseas + inland)
<ul style="list-style-type: none"> • proof of custody (shared, joint or sole) by the PA if there is a father listed on the birth certificate. <ul style="list-style-type: none"> ➢ joint/shared custody: request from the PA written permission from other parent allowing the child to immigrate to Canada. • sole custody: written permission from the other parent not required.
In-Canada dependants: under 18 Dependants
<ul style="list-style-type: none"> • proof of relationship to PA (i.e. birth certificate)
<ul style="list-style-type: none"> • proof of valid passport (some exceptions – see Passport section)
Overseas non-accompanying dependants: under 18 Dependants
<ul style="list-style-type: none"> • none.

Send a general request letter for deficient items to the PA.

A34: ADMISSIBILITY - SECURITY

A35: ADMISSIBILITY – HUMAN & INTERNATIONAL RIGHTS VIOLATIONS (HIRV)

This includes the following:

- ❖ persons who commit an offence;
- ❖ persons who attempt to commit an offence;
- ❖ persons who aid and abet, encourage, or are involved in the planning of an offence; if the person is a member of an organization whose members committed the offence, the higher the position occupied by the person the more likely that the person would be involved;
- ❖ persons who are complicit when an offence is committed.

A35(1)(a) - Complicity

A person is considered complicit if, while aware of the commission of atrocities, the person contributes, directly or indirectly, remotely or immediately, to their occurrence. Active or formal membership in the organization responsible for committing the atrocities is not required. For example, the act of guarding an execution site, even if one had not participated in an execution, constitutes complicity:

- being present at the scene of a war crime, a crime against humanity or genocide;
- being a member of an organization involved in such crimes; or
- being a member of an organization with a limited brutal purpose.

Establishing Complicity – Brutal (limited purpose) Organizations

A brutal limited purpose organization can be described as:

- primarily directed to a limited brutal purpose;
- having perpetrated international offences in the ongoing and everyday course of its activities and with a limited and brutal purpose;
- having the sole intent and purpose of violently and brutally bringing about a course of events; or
- achieving its main purpose by means of crimes against humanity or war crimes.

Active or formal membership in the organization responsible for committing the atrocities is not required. In order to establish involvement, one or more of the following elements must be present:

- person has devoted themselves full time or almost full time to the activities of the organization;
- person is associated with the members of the organization (the longer the period of time, the stronger the involvement); or
- person joins voluntarily and remains in the group to add their personal efforts to the group's cause.

Establishing Complicity – Non-Brutal Organizations

The types of organizations that could be involved are:

- regular armed forces;
- militias;
- ministries of the interior, including prisons;
- regular police forces;
- liberation movements and political parties;
- other state structures which have the capacity to affect large numbers of people such as ministries and courts.

Canadian courts have determined that the following activities constitute complicity:

- handing over people to organizations (brutal or non-brutal) with the knowledge that these people would come to harm;
- providing information to organizations on individuals which result in harm to these individuals;
- providing support functions, such as being an intelligence officer, a driver, or a bodyguard to members of the organization;
- assisting in increasing the effectiveness of a limited brutal purpose organization, for example, by being a policeman in charge of political prisoners at a military hospital or being in charge of legal training with a police force.

A35: ADMISSIBILITY – HUMAN & INTERNATIONAL RIGHTS VIOLATIONS (HIRV) (continued)

A35(1)(b) – Designated Regimes

A person cannot be described in A35(1)(b) unless the government concerned has been designated by the Minister of PSEP as a regime that has been involved in terrorism, systematic or gross human rights violations, or genocide, a war crime or a crime against humanity within the meaning of subsections 6(3) to (5) of the *Crimes Against Humanity and War Crimes Act*.

The governments and regimes that the Minister has designated are the following:

- the *Bosnian Serb* government (27 March 1992 – 10 October 1996);
- the *Somali* government of Siad Barre (1969 - 1991);
- the Duvalier and military regimes in *Haiti* during 1971 to 1986, and 1991 to 1994 (except Aug-Dec 1993);
- the former Marxist government of *Afghanistan* (1978 -1992);
- the *Iraqi* governments of Ahmed Hassan Al-Bakr and Saddam Hussein (1968 to 22 May 2003);
- the *Rwandan* government led by President Habyarimana between October 1990 and April 1994, and the Interim government in power between April 1994 and July 1994;
- the governments of the Federal Republic of *Yugoslavia* and the Republic of *Serbia*, as of 28 February 1998 to 07 October 2000;
- the Taliban regime in *Afghanistan* (27 September 1996 to 22 December 2001);
- the government of *Ethiopia* under Mengistu Haile Mariam from 12 September 1974 to 21 May 1991.

- If yes: navigate to the *IMM>PR>Admissibility>HIRV* screen and generate a new record for the PA.
- a) Add the CIC office (BRO-V) to which you will be referring the application as a *Secondary Office*.
 - b) Assign the HIRV activity to the BRO-V (pick list in the “Assigned To” field in the decision record).
 - c) Complete the CIC referral sheet “*Transfer-PA-form-Complete file transfer*” found in the *Inland-Transfers>Transfer to CIC* folder.
 - d) Send the “*Transfer-PA-letter-Transfer to CIC*” letter found in the *Inland-Transfers>Transfer to CIC* folder to the PA.
 - e) Photocopy the IMM1344, IMM5481, IMM5476, proof of employment and any documents to support a failed sponsorship eligibility decision. Barcode the copies and send it for imaging. Keep the originals on file in case the CIC needs them for their investigation.
 - f) Remove your GCMS User ID from the *Application Assignment* field in the IMM>PR screen.
 - g) Change the *Paper File Location* to “Registry” in the IMM>PR>Paper File view.
 - h) Add the file number to the *Inland SCLP – case tracking* sheet (use “Referred to CIC” tab).
 - i) Place the file in the “Inland Transfer to CIC” bin.

A36: ADMISSIBILITY – CRIMINALITY

- Check FOSS / GCMS history and Client / Application notes to determine if the PA has any criminality issues.
- ❖ For all refugee claimants, check the RPD results screen (Type = CRR) for the decision. The majority of the decisions will only indicate “Refused” or “Granted”. If that the decision includes “1F(b)” and “EXCL”, they are excluded from being granted refugee status under the **Geneva Convention**:
 - ✦ **1F(b) = serious non-political crimes** (i.e. international child kidnapping, human trafficking)
 - ✓ Refer to a local CIC for A36(1) criminality issues (see below for instructions).
 - ✓ A37 organized crime issues may also apply if there is info on file or in the system to support this.
- **RCMP check** is required for all applicants 18 years of age and older who have resided in Canada for at least 6 months. This is done through GCMS in the *IMM>PR>Admissibility>Criminality>Sub-activity* screen.
 - “No reportable trace” = no issue
 - “Fingerprints required” => must request check based on fingerprints directly from the PA.
 - ✦ Change status of sub-activity to “*Requested*” once you have sent the request letter.
 - ✦ If results indicate no history, change the sub-activity status to “*No Crim Rec After Fingerprints*”.
 - ✦ If results are submitted which indicate a criminal record, do not change the status of the sub-activity. Instead, refer the file to the SDS (see below for instructions). The SDS will change the status of the sub-activity to reflect their assessment.
 - ❖ If RCMP check is expired, refer the file to the SDS who will conduct a CPIC check.
 - If no record => SDS will refer the case back to the CPA.
 - If criminal issue exists = SDS will make the criminality decision. They *may* refer the case back to the CPA to complete the case.
- All applicants must provide a police certificate from every country in which they resided for at least 6 months since the age of 18.
 - ❖
- **If PC = clean:** enter “PASSED” decision.
- **If PC = criminal record:** consult SDS as the file may need to be referred to the SDS or to a local CIC.
 - ✓ For **A36(1) – serious criminality** – refer to a local CIC.
 - a) Add the CIC office to which you will be referring the application as a *Secondary Office*.
 - b) Assign the criminality activity to the CIC (pick list in the “*Assigned To*” field in the decision record).
 - c) Complete the CIC referral sheet “*Transfer-PA-form-Complete file transfer*” found in the *Inland-Transfers>Transfer to CIC* folder.
 - d) Send the “*Transfer-PA-letter-Transfer to CIC*” letter found in the *Inland-Transfers>Transfer to CIC* folder to the PA.
 - e) Photocopy the IMM1344, IMM5481, IMM5476, proof of employment and any documents to support a failed sponsorship eligibility decision. Barcode the copies and send it for imaging. Keep the originals on file in case the CIC needs them for their investigation.
 - f) Remove your GCMS User ID from the *Application Assignment* field in the IMM>PR screen.
 - g) Change the *Paper File Location* to “Registry” in the IMM>PR>Paper File view.
 - h) Add the file number to the Inland SCLP – case tracking sheet (use “Referred to CIC” tab).
 - i) Place the file in the “Inland Transfer to CIC” bin.
 - ✓ For **A36(2) – lesser criminality** – refer to SDS.
 - 1) Notate the reasons for referral in *Notes*.
 - 2) Email EB about the referral (be brief – this is for counting stat).
 - 3) Complete the SDS APR referral sheet.
 - 4) Have the SDS initial the referral sheet.
 - 5) Remove your GCMS User ID from the *Application Assignment* field in the IMM>PR screen.
 - 6) Change *Paper File Location* to “Inland - pending - SDS - APR” in the IMM>PR>Paper File view.
 - 7) Place the entire file along with the referral sheet in the “*SDS APR Referral*” bin.
 - ❖ **CHECK POLICE CERTIFICATE IMAGE LIBRARY:**
<http://cicintranet.ci.gc.ca/connexion/tools-outils/certificat/index-eng.aspx>
 - cross-check this database with the police certificates you receive to ensure that the correct type has been provided and that there is no fraud issues.
 - ❖ **CHECK INSTRUCTIONS ON HOW TO OBTAIN A PC:**
<http://www.cic.gc.ca/english/information/security/police-cert/index.asp>
 - check how a client can obtain a police certificate before making a request: for some countries, the request is made by CIC directly to the foreign government.

s.16(1)(b)

s.16(1)(c)

A37: ADMISSIBILITY – ORGANIZED CRIME

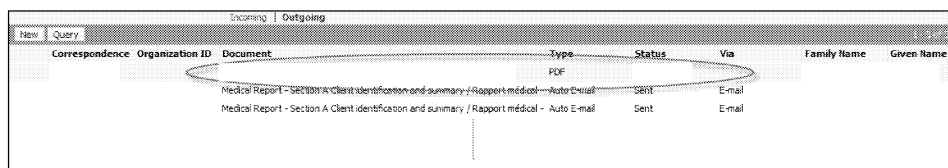
- If no: no further action to be taken and no note specific to organized crime is required.
- If yes: navigate to the *IMM>PR>Admissibility>Organized Crime* screen and generate a new record for the PA.
 - a) Add the CIC office (BRO-V) to which you will be referring the application as a *Secondary Office*.
 - b) Assign the organized crime activity to BRO-V (pick list in the “Assigned To” field in the decision record).
 - c) Complete the CIC referral sheet “*Transfer-PA-form-Complete file transfer*” found in the *Inland-Transfers>Transfer to CIC* folder.
 - d) Send the “*Transfer-PA-letter-Transfer to CIC*” letter found in the *Inland-Transfers>Transfer to CIC* folder to the PA.
 - e) Photocopy the IMM1344, IMM5481, IMM5476, proof of employment and any documents to support a failed sponsorship eligibility decision. Barcode the copies and send it for imaging. Keep the originals on file in case the CIC needs them for their investigation.
 - f) Remove your GCMS User ID from the *Application Assignment* field in the IMM>PR screen.
 - g) Change the *Paper File Location* to “Registry” in the IMM>PR>Paper File view.
 - h) Add the file number to the Inland SCLP – case tracking sheet (use “Referred to CIC” tab).
 - i) Place the file in the “Inland Transfer to CIC” bin.

A38: ADMISSIBILITY – MEDICAL

- Check the *Search>Medical History* view for a medical record for the PA. Associate the IME to the application.
- Medicals are valid for 12 months from the date of examination.
- Medicals valid for the APR process must indicate *All or EDE Only* in the “Assessed For” field. For all other types, new medicals must be completed.
- Medical profiles of **M1, M2 and M3** will be passed.
- What to do when an **applicant is HIV-positive** (usually classified as M3):
 - ❖ Check the IME screen under *Diagnosis Description (IME Assessment section)* if the applicant is HIV-positive.
 - ❖ HIV testing applies to:
 - ✓ all applicants 15 years of age or older;
 - ✓ children who have received blood or blood products; *and/or*
 - ✓ children who have a known HIV-positive mother.
 - ❖ Procedures:
 - a) When the PA had their medical exam, the Panel Physician would have discussed with them their medical condition, its implications and how they should deal with it. They would also have received the “Health Follow-up Handout: HIV Infection” form.
 - b) When we assess the file and note that the PA is HIV-positive, we refer the PA for an interview at a local CIC via the “*PA is HIV-Positive requires interview re. Automatic Partner Notification Policy*” email (found in the Medicals folder in the letter templates). File remains here at CPCM – BF your file for 90 days.
 - c) The PA must be made fully aware of the *Automatic Partner Notification Policy* and its implications in the interview at a local CIC. The local CIC will advise the PA that he/she has 60 days to either disclose their condition to the sponsor or to withdraw their APR.
 - d) If 60 days have elapsed and the PA has not withdrawn, nor has the sponsor contacted CIC to withdraw or continue with the application, the “*CSU-HIV notification to SPR*” letter (in the CSU folder) will be sent to the sponsor. The sponsor has 60 days to withdraw the application, otherwise processing will continue. BF your file for another 60 days at this stage.
 - e) If the ~~sponsor contacts CIC to proceed with the case, or if~~ 60 days have elapsed and the sponsor has not contacted CIC, processing of the case will continue.
 - f) Otherwise, processing will cease if the sponsor withdraws.
 - ❖ If the **medical exam has expired and the applicant is HIV-positive**, extension is not possible.
 - Instead, request for a new medical exam to be completed.
 - Only once this is done can you proceed with the instructions above regarding the HIV status. This is because their condition could have changed (i.e. AIDS), which may impact the medical decision.

A38: ADMISSIBILITY – MEDICAL (continued)

- Medical profiles of **M4, M5 and M6**: refer to a local CIC.
 - a) Add the CIC office to which you will be referring the application as a *Secondary Office*.
 - b) Assign the medical activity to the CIC (pick list in the “Assigned To” field in the decision record).
 - c) Complete the CIC referral sheet “*Transfer-PA-form-Complete file transfer*” found in the *Inland-Transfers>Transfer to CIC* folder.
 - d) Send the “*Transfer-PA-letter-Transfer to CIC*” letter found in the *Inland-Transfers>Transfer to CIC* folder to the PA.
 - e) Photocopy the IMM1344, IMM5481, IMM5476, proof of employment and any documents to support a failed sponsorship eligibility decision. Barcode the copies and send it for imaging. Keep the originals on file in case the CIC needs them for their investigation.
 - f) Remove your GCMS User ID from the *Application Assignment* field in the IMM>PR screen.
 - g) Change the *Paper File Location* to “Registry” in the IMM>PR>Paper File view.
 - h) Add the file number to the [Inland SCLP – case tracking](#) sheet (use “Referred to CIC” tab).
 - i) Place the file in the “Inland Transfer to CIC” bin.
- Status of decision record in the *IMM>PR>Admissibility>Medical* screen indicates “**Furtherance Required**”.
 - ❖ RMO will contact the Panel Physician advising that further medical tests are required.
 - ❖ Send a letter to the PA advising them to contact the Panel Physician as soon as possible:
 - for email: use the “Medical Furtherance – email to applicant” email in the Inland-Emails folder.
 - for letter: use the “PA – Medical Furtherance Request” letter in the Inland-Requests folder.
- If medical surveillance = **S1: surveillance not required**.
- If medical surveillance = **S2: surveillance required**.
 - ❖ A medical surveillance information form will automatically generate in the *IMM>PR>Correspondence>Outgoing* view when the medical is associated to the file.



Correspondence	Organization ID	Document	Type	Status	Via	Family Name	Given Name
		Medical Report - Section A Client identification and summary / Rapport médical - Auto E-mail	PDF	SENT	E-mail		
		Medical Report - Section A Client identification and summary / Rapport médical - Auto E-mail		Sent	E-mail		

- ❖ Send the information to the PA as soon as possible.
 - ❖ When medical surveillance is required, this should be indicated as a condition on the landing record when the case is finalized.
- **Reassessment (extension)** can be requested only once for expired medical results when:
 - ✓ case is ready to be finalized; and
 - ✓ meds are less than 15 months old.
 - If FOSS meds exist and are now expired, make a note. Extension to be requested pre-finalization.
 - If GCMS meds exist and are still valid, copy the IME number so you can associate it to the file.
 - If GCMS meds are expired, make a note. Extension to be requested pre-finalization.
- ❖ Extensions can only be requested from the RMO who assessed the medical file. **RMO closures**:
 - ✓ Beijing, Singapore => send to Manila
 - ✓ Paris => send to London
 - ✓ Still open: New Delhi, Ottawa HB
- If no previous meds exist, **send medical instructions** to the PA:
 - ✓ Generate a new IME in the *IMM>PR>Admissibility>Medical* screen. Change the status to “Generate”.
 - ✓ Send the medical instructions to the PA through the *IMM>PR>Correspondence>Outgoing* view. This will have generated automatically at the same time that a new IME is generated.
 - ✓ A request letter must always follow the medical instructions.
 - If the PA has an email address, change the status of the *Medical Report* correspondence to “Sent”. GCMS will automatically send it to the PA in the background. You should modify the request bullet to also indicate that “*Medical instructions will be sent to you in a separate e-mail.*”
 - If the PA does not have an email address, you must print the *Medical Report* correspondence attachment and attach it to your request letter. The request bullet in your letter does not need to be modified.

Check GCMS medical instructions [here](#).

A39: ADMISSIBILITY – FINANCIAL REASONS

- PA must prove that they have a means to support themselves and their dependants financially upon becoming PRs without relying on social assistance.
-
-
-
- Sponsor and/or PA may also submit proof of savings (i.e. bank statement) as a means to support themselves temporarily until they can find stable employment.
- Proof of income can take the form of (not limited to):
 - ✓ employment letter;
 - ✓ recent paystubs showing regular earnings;
 - ✓ letter from trust fund demonstrating regular payments that are substantial (i.e. equal to working);
 - ✓ bank statement indicating substantial savings; *and/or*
 - ✓ letter from parents of the sponsor promising to support sponsor and PA (usually found when parents are supporting sponsor because he/she is a student).
- If unsatisfied with the information (or lack of), send a PFL to the PA.
- If refusing for this issue:
 - Generate a new record in the *IMM>PR>Other Reqs>A39/A41* view.
 - Change the status to "FAILED".
 - Follow the remaining steps for entering a "refused" final decision.

A40: ADMISSIBILITY -- MISREPRESENTATION

- ❖ Persons who misrepresent or withhold material facts, either directly or indirectly, relating to a relevant matter that induces or could induce an error in the administration of the Act are inadmissible to Canada.
 - ❖
 - **Misrepresentation:** Misstating facts to obtain status in Canada; may also be referred to as "false pretences."
 - **Withholding:** Not providing information that will impact a decision. It includes:
 - declining to answer;
 - submitting partial information only; *and*
 - allowing outdated or false information to be accepted as current or true information.
 - **Direct or indirect misrepresentation:**
 - Direct is when a person misrepresents or withholds information about themselves on their own behalf.
 - Indirect is when a third party (i.e. rep) misrepresents or withholds information about the applicant.
 - Unintentional misrepresentation also counts. The applicant is responsible for ensuring that their application is truthful, correct and complete.
- a) Navigate to the *IMM>PR>Admissibility>Misrepresentation* view. Generate a new record.
 - b) Add the CIC office to which you will be referring the application as a *Secondary Office*.
 - c) Assign the activity to the CIC (pick list in the "Assigned To" field in the decision record).
 - d) Complete the CIC referral sheet "*Transfer-PA-form-Complete file transfer*" found in the *Inland-Transfers>Transfer to CIC* folder.
 - e) Send the "*Transfer-PA-letter-Transfer to CIC*" letter found in the *Inland-Transfers>Transfer to CIC* folder to the PA.
 - f) Photocopy the IMM1344, IMM5481, IMM5476, proof of employment and any documents to support a failed sponsorship eligibility decision. Barcode the copies and send it for imaging. Keep the originals on file in case the CIC needs them for their investigation.
 - g) Remove your GCMS User ID from the *Application Assignment* field in the IMM>PR screen.
 - h) Change the *Paper File Location* to "Registry" in the IMM>PR>Paper File view.
 - i) Add the file number to the [Inland SCLP – case tracking](#) sheet (use "Referred to CIC" tab).
 - j) Place the file in the "Inland Transfer to CIC" bin.

A40: ADMISSIBILITY -- MISREPRESENTATION (*continued*)

s.16(1)(b)

s.16(1)(c)

A41: ADMISSIBILITY - NON-COMPLIANCE (*failure to provide documents*)

- ❖ A person is inadmissible for failing to comply with “this Act.” This includes when a person commits an act or omission that contravenes, directly or indirectly, a provision of IRPA.
 - **A21(1) and R72** -- cannot be inadmissible and must meet requirements of the SCLPC.
 - **A16(1)** -- a person who makes an application must answer truthfully all questions put to them for the purpose of the examination and must produce a visa and all relevant evidence and documents that the officer reasonably requires.
 - **A16(1.1)** -- a person who makes an application must, on request of an officer, appear for an examination.
-
- Once the items requested have surpassed their due date, and you have determined it is imperative for you to have those items to assess the APR, send a PFL letter to the PA.
 - If the PA provides the documents, continue with the usual assessment.
 - If the PA still refuses to respond, fail for non-compliance.
 - ✓ Follow the steps for making a “Refused” final decision.

A41: ADMISSIBILITY - NON-COMPLIANCE (other)

- ❖ A person is inadmissible for failing to comply with “this Act.” This includes when a person commits an act or omission that contravenes, directly or indirectly, a provision of IRPA.
- ❖ It provides for the refusal of entry into Canada, or the removal from Canada, of those persons who have contravened any condition or requirement of IRPA or who are not respecting their obligations under IRPA.
- Non-compliance ends when the person is no longer in a state of non-compliance (fixes the issue) or leaves Canada.

- Refer to a local CIC for continued processing:
 - a) Navigate to the *IMM>PR>Other Reqs>Verification* view.
 - b) Add the CIC office to which you will be referring the application as a *Secondary Office*.
 - c) Generate a new record and choose *Type* as “Non-Compliance”.
 - d) Assign the activity to the CIC (pick list in the “*Assigned To*” field in the decision record).
 - e) Complete the CIC referral sheet “*Transfer-PA-form-Complete file transfer*” found in the *Inland-Transfers>Transfer to CIC* folder.
 - f) Send the “*Transfer-PA-letter-Transfer to CIC*” letter found in the *Inland-Transfers>Transfer to CIC* folder to the PA.
 - g) Photocopy the IMM1344, IMM5481, IMM5476, proof of employment and any documents to support a failed sponsorship eligibility decision. Barcode the copies and send it for imaging. Keep the originals on file in case the CIC needs them for their investigation.
 - h) Remove your GCMS User ID from the *Application Assignment* field in the IMM>PR screen.
 - i) Change the *Paper File Location* to “Registry” in the IMM>PR>Paper File view.
 - j) Add the file number to the [Inland SCLP – case tracking](#) sheet (use “Referred to CIC” tab).
 - k) Place the file in the “Inland Transfer to CIC” bin.

A42: ADMISSIBILITY - NO INADMISSIBLE DEPENDANTS

See sections below on dependants.

OVERSEAS DEPENDANT – A21(1), A42, R72(1)(e)(ii)

- The visa office will conduct all of the required examinations and enter all eligibility, admissibility and final decisions on the same application. You need to verify when all of the various admissibility decisions for each dependant has been completed before you can finalize the application.
- **All overseas dependants**, whether accompanying or not, will be processed within the FC1/FCC application. The visa office will assess eligibility and make the criminality and security decision for only the child on this file.
 - Enter notes for the request for examination; include if any required documents have not been provided.
 - Add the visa office as a *Secondary Office* (based on residential address of dependant and R11).
 - Assign various activities (medical, security, criminality) to the visa office => use the “*Assigned To*” field within each decision record.
 - Generate the overseas memo in the FC1/FCC application.
 - ✓ You must enter the dependant details on this form.
 - ✓ If documents for them have been provided (i.e. Schedule A, IMM5406, birth certificate, proof of dependency), scan these and send it as attachments in the email to the visa office.
- Send a letter to the PA advising of the requirement for examination of overseas dependants.
- **Dep overseas must meet eligibility and admissibility requirements:** If the visa office has determined that the dependant is ineligible and/or inadmissible, send a PFL to the PA as the case may be refused under A42.
 - ❖ If the dependant is ineligible, the PFL must address that they may be removed from the application as they do not qualify as a dependant.
 - ❖ If the dependant is inadmissible, the PFL must address that the PA may also be inadmissible under A42.
- PA’s application cannot be finalized until all required dependants have been examined.

IN-CANADA DEPENDANT – A21(1), A42, R2, R72(1)(e)(ii)

- All in-Canada dependants will be processed on the same FC1/FCC application as the PA.
- Required documents:
 - ✓ Schedule A (18 years of age or older only);
 - ✓ IMM5406 (18 years of age or older only);
 - ✓ birth certificate (all) or other acceptable document to prove parentage;
 - ✓ proof of dependency type for Type B and C dependants (i.e. school records, medical certificate, etc.); *and*
 - ❖ For accompanying minors (under 18 years of age) when a father is listed on their birth certificate:
 - ✦ proof of sole custody of minors (permission from the other parent is not required) or
 - ✦ proof of joint/shared custody and permission from other parent for children to immigrate to Cda.
 - ✓ Permission from the other parent (accompanying dependants only) must be a statutory declaration indicating that they allow this child to immigrate to Canada. It must be notarized.
 - ✓ When making this request to the PA, instruct them to have the other parent of the child to complete the IMM5604 for each child. This form must be notarized and accompanied by proof of identity of the other parent. It has also been saved in the “Forms” folder with our letter templates.
 - ❖
 - ❖
- If not all required documents were provided from the initial request letter, send PFL letter to the PA addressing the issue of A42 => PA will only be admissible if their dependants are admissible.

ASSESSMENT OF ALL DEPENDANTS

- **A12(1) and A13(1)** -- For dependent children of the sponsor who are included in the application: determine how the sponsor obtained Canadian citizenship and when it was granted. Check to make sure the child is eligible to be sponsored and not entitled to Canadian citizenship (if entitled, expire from application):
 -
 - child was born before the sponsor became a CC => need date that Canadian citizenship was granted to sponsor. Check for citizenship record in FOSS/GCMS, look for copy of Canadian citizenship card or certificate in application. If insufficient info, send an email to CPC-Sydney-SearchENQ@cic.gc.ca to determine how and when the sponsor became a citizen; or
 - child is a second-generation born abroad after 16APR2009.
- **R(2)(a)** -- must be the biological or adopted child of the PA: check for birth certificate or acceptable proof of relationship document that demonstrates parentage.
- **R125(1)(d)** -- Ensure that the dep is not an excluded family member if the sponsor's biological or adopted child. Dep must have been declared and examined for the sponsor's APR. Otherwise, consult with SDS if possible exclusion under R125(1)(d).
 -
 -

IN-CANADA DEPENDANT – A21(1), A42, R2, R72(1)(e)(ii) (continued)

- **Eligibility decision for in-Canada dependant:** No physical “eligibility” decision is made on the dependant in GCMS. Your decision to include them in the application demonstrates a “positive eligibility” decision.
 - If child does not meet the definition of a dependant, and/or this is a second or subsequent APR and there has been a previous determination by an officer that the child is not a dependant, send PFL letter as the child may have to be removed from the application.
 - If you are unsatisfied with the response to your PFL, expire the child from the application, and send a decision letter to the PA to advise them of this.

- **A34, A35, A36, A37** -- Not inadmissible for reasons of security, HIRV, criminality or organized crime. Enter the appropriate decisions in the same manner as you would for the PA.
 - Applies only to dependants 18 years of age or older (based on present date and not just lock-in).
 - A34-37: Check FOSS and GCMS history for adverse information.
 - A34: Check security screening results => should be “Favourable”.
 - ✓ A36: Check police certificates on file => should be clean / no criminal history. If history exists, consult with SDS: may result in SDS or CIC referral.
 - If adverse information exists that relates to A34 to A37, refer file to CIC:
 - a) Add the CIC office to which you will be referring the application as a *Secondary Office*.
 - b) Assign the admissibility activity to the CIC (pick list in the “Assigned To” field in the decision record).
 - c) Complete the CIC referral sheet “*Transfer-PA-form-Complete file transfer*” found in the *Inland-Transfers>Transfer to CIC* folder.
 - d) Send the “*Transfer-PA-letter-Transfer to CIC*” letter found in the *Inland-Transfers>Transfer to CIC* folder to the PA.
 - e) Photocopy the IMM1344, IMM5481, IMM5476, proof of employment and any documents to support a failed sponsorship eligibility decision. Barcode the copies and send it for imaging. Keep the originals on file in case the CIC needs them for their investigation.
 - f) Remove your GCMS User ID from the *Application Assignment* field in the IMM>PR screen.
 - g) Change the *Paper File Location* to “Registry” in the IMM>PR>Paper File view.
 - h) Add the file number to the *Inland SCLP – case tracking* sheet (use “Referred to CIC” tab).
 - i) Place the file in the “Inland Transfer to CIC” bin.

- **A38** -- Not be medically inadmissible. See instructions for A38 for the PA (same principle).
 - Generate IME in *IMM>PR>Admissibility>Medical* view. Change the status to “Generate”.
 - In *IMM>PR>Correspondence>Outgoing* view, send medical instructions to the PA for the dependant => due date is 90 days.
 - Medical results should be M1, M2 or M3.
 - Check IME screen for surveillance codes => send surveillance letter through *IMM>PR>Correspondence>Outgoing* view if surveillance code is anything but S1.
 - Medical results of M4, M5 or M6: refer file to CIC.

Medical Dispensation

There may be some cases where an overseas dependant cannot reach a Panel Physician for examination because there is no Panel Physician in their country of residence, and they are unable to travel to another country. In these cases, do the following:

- ✦ Let the PA know that they need to explain in writing to the visa office their circumstances and that they request for medical dispensation.
- ✦ Explain to the PA that examination is required and must be completed in order for them to meet A42. Failure to examine can also exclude the dependant(s) from future sponsorship.

The visa office then will consult with NHQ to see if they will allow the overseas dependant to be examined by a doctor in their country, even if that doctor is not an official Panel Physician.

ASSESSMENT OF DEPENDANTS – Type A R(2)(a), R(2)(b)(i) and R72(1)(e)(ii)

- **R2(b)(i)** -- unmarried, not in a CL relationship and under 22 years of age.
 - Check identification document to confirm age.
 - Age is locked-in with the application, but dependant must remain unmarried and not in a common-law relationship until a final decision is made on the application.
 - If Family Registry or Household Register is on file (available for some countries only), check marital status of child => must be single/unmarried.

INLAND SCLPC PROCESSING REFERENCE GUIDE

s.16(1)(b)

s.16(1)(c)

IN-CANADA DEPENDANT – A21(1), A42, R2, R72(1)(e)(ii) (continued)

ASSESSMENT OF DEPENDANTS – Type B R(2)(a), R2(b)(ii) and R72(1)(e)(ii)

- ❖ unmarried and not in a common-law relationship; *or*
- ❖ married or in a common-law relationship since before the age of 22; *and*
- ❖ full-time student since before the age of 22 + financially dependent on parent.
 - If it is evident that an applicant is enrolled at an educational institution primarily to qualify as a dependent child for immigration purposes and not with the intention of studying, the applicant is not eligible as a dependent child.

HOW TO ASSESS:

Factor	Details
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IN-CANADA DEPENDANT – A21(1), A42, R2, R72(1)(e)(ii) (continued)

ASSESSMENT OF FINANCIAL SUPPORT

- Child must show proof of substantial financial support from parent(s).

s.16(1)(b)
s.16(1)(c)

ASSESSMENT OF DEPENDANTS – Type C R(2)(a), R2(b)(iii) and R72(1)(e)(ii)

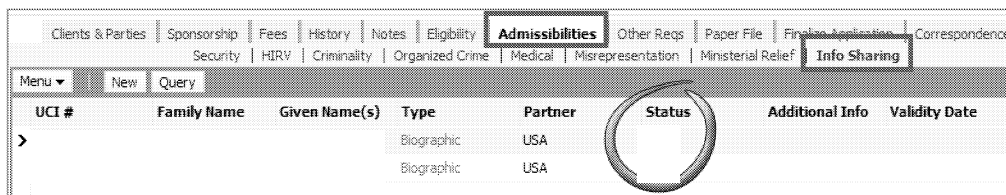
- ❖ existing medical condition since before the age of 22;
- ❖ unable to be financially self-supportive due to that medical condition (physical and/or mental); *and*
- ❖ depended substantially on the financial support of a parent.

HOW TO ASSESS:

- Require medical note from a doctor (i.e. physician, psychiatrist – not psychologist).
- Need to determine when the condition began, and if it prevents the child from being self-supporting.
 - Check narrative from parent and/or doctor explaining when the condition occurred.
 - ✓ If as a result of an accident or a crime (i.e. assault), request police report, etc.
 - Compare condition with infrastructure in place in their country of residence for someone with that condition. For example, a paraplegic will encounter many obstacles in getting around in a country where there are few ramps, elevators, etc.
 - If the doctor did not state how the condition limits the child, ask the PA to request this from the doctor.
- Child must show proof of substantial financial support from parent(s) – i.e. parent paying for room and board, medical expenses, etc.
- Are the parents capable of providing financial support?
- Is the child living at home? - might be residing in a health care institution, government-funded home, etc.

Biographic Information Sharing

- Check the *IMM>PR>Admissibilities>Info Sharing* view for the status of the Info Sharing decision.



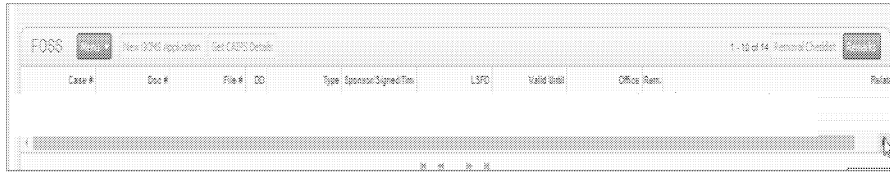
UCI #	Family Name	Given Name(s)	Type	Partner	Status	Additional Info	Validity Date
>			Biographic	USA			
			Biographic	USA			

s.19(1)

- If the decision is anything but NRT (no reportable trace), refer the file to the SDS.
- For the SDS: codes can be found at <http://cicintranet.ci.gc.ca/connexion/tools-outils/info/bio/codes-eng.aspx>.

s.19(1)

Warrants for Removal



Case #	Doc #	File #	DO	Type	Sponsor Signed Time	LSPD	Valid until	Office Rem.	Refus

If the case will otherwise be approved and all requirements have been met, do the following:

- Generate and send a letter to the applicant advising them to present themselves to CBSA to resolve the outstanding warrant for removal. Letter template is in the Requests folder and called "PA - warrant outstanding". BF your file for 30 days.
- Email CBSA to advise them that it is our intention to approve the APR except that there is an outstanding warrant for removal. Email template is in the Emails>Enforcement folder and called "Email-CBSA-PA under warrant for removal – case ready for approval".
- You cannot approve your case until the warrant has been cancelled.

R72(1)(e)(ii) – VALID PASSPORT / TRAVEL DOCUMENT REQUIRED

- ❖ Passport or travel document must be valid at the time of landing.
- ❖ Given wait times for landing appointments, the passport must be valid for at least 3 months at the time of finalization.

R50(1) -- Acceptable travel documents:

- non-diplomatic passport issued by the country of nationality / citizenship of the PA.
- travel document issued by the country of nationality / citizenship of the PA (includes USA Passport Card).
- identity or travel document issued by a country to non-residents (refugees or stateless persons) who are unable to obtain a travel document from their country of nationality / citizenship.
- travel document issued by the International Committee of the red Cross in Geneva, Switzerland.
- passport or travel document issued by the Palestinian Authority.
- passport issued by the UK to a British National Overseas (born, naturalized or registered in Hong Kong).
- passport issued by the Hong Kong Special Administrative Region of the People's Republic of China.
- passport issued by the UK to a British subject.

OB 553: Seized Passports

- ❖ For all other applicants, you must request them to provide you with a valid travel document. If they provide an explanation and request exemption from this requirement, you must assess if a passport waiver will apply.
 - Passport waivers should only be used in circumstances where it would be impossible or extremely difficult to obtain one from their country of nationality (i.e. government collapses, natural disaster, etc.).
 - Inconvenience is not a sufficient reason.

DIPLOMATS

- You cannot finalize a case for a diplomat who does not have a regular passport or travel document. Diplomatic passports are unacceptable.
- Additionally, you must advise DFAIT (contact Susan.Scarlett@international.gc.ca) of the application only when you are ready to finalize and ask if they have any objections to their becoming a PR. An email template has been saved in the "Emails" folder.
- Essentially, they must cancel their diplomatic status in order to become a PR of Canada. You must request the client to cancel their accreditation as a diplomat before a case can be finalized.
 - ✚ The client will contact their Embassy, and the Embassy will contact DFAIT to do this.
 - ✚ Once done, the client should send you a copy of their cancelled accreditation.

MISSING DOCUMENTS FROM THE PA . . .

- If you are still missing documents from the PA (i.e. custody documents, medicals, etc.); *and* the PA tried to explain why they cannot be provided; *but* the explanation provided is unsatisfactory, send a PFL letter to the PA (see section below for reasons).
 - Refuse for non-compliance if PA did not respond to your initial request letter.
- Due date should equal 30 days for PFL letters, however you can change this based on what you are requesting.
- Send via email when possible.

When to send PFL letters for APR admissibility assessments . . . (not limited to this list)

- ❖ Send a PFL when the issue will likely result in a "Refused" final decision and it stems from information not provided directly by the PA (i.e. found through third party or FOSS/GCMS), or when you are unsatisfied with the explanation provided for the deficiency.
- ❖ PFL's should generally have a due date of 30 days.
- A39 concerns.
- A42: inadmissible dependant.
- Child may not be a dependant under R2.
- Child may be excluded under R125(1)(d).
- Non-compliance of overseas dependants for examination.

When APR admissibility issues are referred to the SDS . . .

- A36(2): Criminality
- Rehabilitation for criminality issues
- Passport waiver
- Restoration of status (part of a Work Permit application)
- Requests from PA for the non-examination of overseas dependants

HOW TO REFER:

- a) Notate the reasons for referral in *Notes*.
- b) Complete the SDS APR referral sheet.
- c) Have the SDS initial the referral sheet.
- d) Send EB an email about the referral for stat counting (be brief).
- e) Remove your GCMS User ID from the *Application Assignment* field in the IMM>PR screen.
- f) Change the *Paper File Location* to "Inland – pending – SDS - APR" in the IMM>PR>Paper File view.
- g) Place the entire file along with the referral sheet in the "SDS APR Referral" bin.

When APR admissibility issues are referred to a local CIC . . .

- A34: “unfavourable” security screening results
- A35: human & international rights violations (HIRV) issues
- A36(1): serious criminality issues
- A37: organized criminality issues
- A38: medical inadmissibility (codes M4, M5 or M6)
- A40: misrepresentation
- A41: non-compliance with IRPA (other); violation of conditions of TR status
- unable to confirm identity of the PA

IMPORTANT: All referrals under A34, A35 and A37 must be sent to BRO-Vancouver (centralized at that office).

HOW TO REFER:

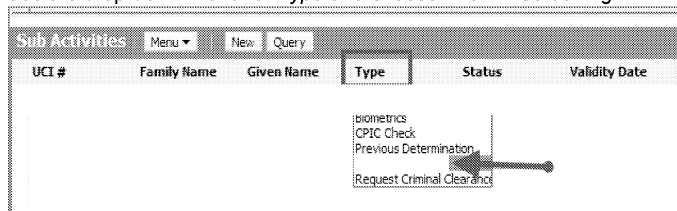
- a) Add the CIC office to which you will be referring the application as a *Secondary Office*.
- b) Assign the admissibility activity to the CIC (pick list in the “Assigned To” field in the decision record).
- c) Complete the CIC referral sheet “*Transfer-PA-form-Complete file transfer*” found in the *Inland-Transfers>Transfer to CIC* folder.
- d) Send the “*Transfer-PA-letter-Transfer to CIC*” letter found in the *Inland-Transfers>Transfer to CIC* folder to the PA.
- e) Photocopy the IMM1344, IMM5481, IMM5476, proof of employment and any documents to support a failed sponsorship eligibility decision. Barcode the copies and send it for imaging. Keep the originals on file in case the CIC needs them for their investigation.
- f) Remove your GCMS User ID from the *Application Assignment* field in the IMM>PR screen.
- g) Change the *Paper File Location* to “Registry” in the IMM>PR>Paper File view.
- h) Add the file number to the Inland SCLP – case tracking sheet (use “Referred to CIC” tab).
- i) Place the file in the “Inland Transfer to CIC” bin.

Reasons for Refusal for Admissibility Issues

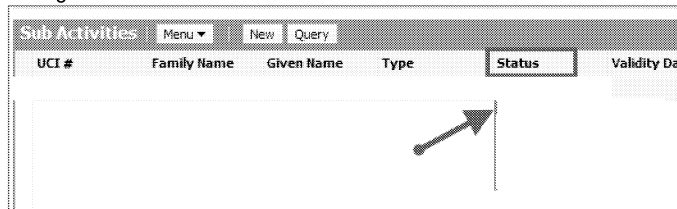
- A36(2): lesser criminality => done by the SDS
- A41: non-compliance with IRPA (missing documents)
- A42: inadmissible overseas dependant(s).
- Restoration of TR status not possible

ENTERING A STAGE 2 FINAL DECISION = PASSED

- Review FOSS / GCMS history and Client / Application Notes to ensure that there is no new adverse information.
- In the *Clients* screen, click in the pick list button in the “Last Entry Date” field. Ensure that the “Last Entry Date” and “Last Entry At” fields are correct and completed.
- Under the *IMM>PR>Clients & Parties* view for the applicant(s),
 - Ensure “Counterfoil Required” box is not checked.
 - “CoR” field reads Canada.
 - “Travel Doc #” and “Travel Doc Expiry Date” are correct. Check that any updated documents have been entered / associated.
 - “Address” is updated with the most current address.
 - If Address has changed, update the “City of Destination”, “Province of Destination” and/or “Secondary Office” as required.
- Ensure that all admissibility decisions have a validity date of at least 3 months.
 - If RCMP check is expired, do the following.
 - 1) Generate a new criminality record.
 - 2) Scroll down to the *Sub-activity* applet and press “New”.
 - 3) Use the drop-down menu for *Type* and choose “RCMP Screening”.



- 4) Change the *Status* from “Not Started” to “Submitted”.



- ✓ You should receive a response within 3 days.
- ✓ If the response is “NRT”, you can pass the criminality decision, provided that is all that is outstanding.
- ✓ If the response is “Fingerprints Required”, send a CPIC check request to the SDS. If CPIC is clear, change the status to “Fingerprints Requested”. Then, change it again to “No Crim Rec After Fingerprints”. You can then pass the criminality decision, provided that is all that is outstanding.
- ✓ If the CPIC check indicates an issue with the applicant, the SDS will advise you to refer it to them for criminality issues.
- If medicals have expired or are near expiration, request for a reassessment when possible. Otherwise, request for new medicals.
- If the *Security* decision is expired, refer the file to the SDS who will review the Schedule A to confirm that there are no issues.
 - ✓ If clear: SDS will generate a new *Security* decision record and pass it.
 - ✓ They *may* return it to the CPA for completion of the file.
- Check the *IMM>PR>Fees* view to ensure that APRF has been allocated.
- Change the status of all outstanding correspondence items (sponsorship + APR) to “Received”.
- In the *IMM>PR* screen, use the drop-down menu to enter an “APPROVED” decision in the *Final Decision* field.

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ENTERING A STAGE 2 FINAL DECISION = PASSED (continued)

- Navigate to the *IMM>PR>Finalize Application* view. For each COPR that has been generated (leave the status at "Not Started"), ensure that the following fields downloaded correctly:
 - "Valid to" date is correct: this should be the same date as the medical or passport expiry date, whichever comes first.
 - "Conditions" are correct (if applicable):
 - ✚ Code 00: none
 - ✚ Code 32: medical surveillance required
 - ✚ Code 50: medical surveillance required + must cohabit with sponsor 2 years after landing
 - ✚ Code 51: must cohabit with sponsor 2 years after landing
 - ✚ Code 52: for acc. deps only => medical surveillance required + PA must cohabit with sponsor 2 years after landing
 - ✚ Code 53: for acc. deps only => PA must cohabit with sponsor 2 years after landing
 - "Last Entry Date" and "Last Entry At"
 - "Travel Document"
- Change the Print Queue of the COPR to reflect the correct printer at the local CIC where the landing will take place. Refer to the [list of print queues at local CICs](#).
- Send the *Ready for Landing* letter to the PA in the *IMM>PR>Correspondence>Outgoing* view. Don't forget to save your letter and change the status to "Sent"!
- Remove your GCMS User ID from the *Application Assignment* field in the *IMM>PR* screen.
- Change the *Paper File Location* to "Inland – Archive - <month>"" in the *IMM>PR>Paper File* view.
- Follow the instructions in the "Documents for Imaging" section below.
- Enter the following information on the front of the file jacket: *Approved – to be archived – <date of approval>*.
- Place the file in the "Archive" bin.

ENTERING A STAGE 2 FINAL DECISION = FAILED

- Ensure that all decisions are at a terminal status (i.e. Passed, Failed, Cancelled).
- Enter a *Note* to cite reasons for refusal.
- In the *IMM>PR* screen, use the drop-down menu to enter a "REFUSED" decision in the *Final Decision* field.
- Navigate to the *IMM>PR>Finalize Application>Refusal Grounds* view. Enter all of the applicable refusal grounds.
- Send a "failed" decision letter to the PA in the *IMM>PR>Correspondence>Outgoing* view. Don't forget to save your letter and to change the status of your letter to "Sent" => this will close the file.
- A "Notice to SPR of Appeal" will have automatically been generated in the *IMM>PR>Correspondence>Outgoing* view => cancel this letter. Inland cases do not have the right of appeal.
- Refund RPRF to the payee if required and send back-up information to Finance.
- Email CBSA using the "APR refused" email in the [Emails>Enforcement](#) folder. A list of contact CBSA information can be found in the *1-Inland SCLPC>Instructions and Tools* folder in the Common drive.
- Remove your GCMS User ID from the *Application Assignment* field in the *IMM>PR* screen.
- Change the *Paper File Location* to "Inland – Archive - <month>"" in the *IMM>PR>Paper File* view.
- Follow the instructions in the "Documents for Imaging" section below.
- Enter the following information on the front of the file jacket: *Refused – to be archived – <date of refusal>*.
- Place the file in the "Archive" bin.
- **Quebec cases:** In all cases that are failed where a CSQ has been issued by MIDI, you must email MIDI to advise them of the refusal so they can cancel the CSQ. In the T drive email folder, use the template "Email-MIDI cancel CSQ - case refused".

ENTERING A WITHDRAWN DECISION

QUEBEC CASES: When an application is withdrawn, email MIDI at Garants.DSIQ@midi.gouv.qc.ca to advise them of the withdrawal. This is so they can cancel the CSQ or pending CSQ application for the case.

PRIOR TO PROCESSING – SPONSOR WITHDRAWS

- Ensure that all fees are at a "reserved" status. If not, de-allocate all fees, but do not unreserved.
- Ensure that all APR decisions are at a terminal status (i.e. Passed, Failed, Cancelled).
- Change the status of the sponsorship record in the *IMM>PR>Sponsorship>FC Eligibility* view to "WITHDRAWN".
- Enter a "WITHDRAWN" final decision.
- Enter a *Note* to cite reasons for withdrawing the application (i.e. request received from sponsor).
- Send a "withdrawal confirmation" letter to the sponsor in the *IMM>PR> Sponsorship>FC Eligibility>Outgoing Correspondence* view. Save you letter and to change the status of your letter to "Sent" => this will close the file.
- Send a "*notice of withdrawal by sponsor*" letter to the PA in the *IMM>PR>Correspondence>Outgoing* view. Don't forget to save you letter and to change the status of your letter to "Sent".
- Refund all fees to the payee if required and send back-up information to Finance. If no payee, refund to PA.
- Remove your GCMS User ID from the *Application Assignment* field in the *IMM>PR* screen.
- Change the *Paper File Location* to "Inland – Archive - <month>" in the *IMM>PR>Paper File* view.
- Follow the instructions in the "Documents for Imaging" section below.
- Enter the following information on the front of the file jacket: *Withdrawn – to be archived – <date of w/d>*.
- Place the file in the "Archive" bin.
- If there is an unprocessed work permit submitted with the application:
 - withdrawal request received for WP: withdraw it; refund all fees paid for that application; send "*WP-withdrawn*" letter to PA.
 - no withdrawal request for WP: refuse the WP for reasons that there is no valid APR (R207b); no refund applicable; send "*WP-Failed-sprship withdrawn*" letter to PA.

PRIOR TO PROCESSING – PA WITHDRAWS

- Ensure that all fees are at a "reserved" status. If not, de-allocate all fees, but do not unreserved.
- Ensure that all decisions (sponsorship + APR) are at a terminal status (i.e. Passed, Failed, Cancelled).
- Enter a *Note* to cite reasons for withdrawing the application (i.e. request received from PA).
- In the *IMM>PR* screen, use the drop-down menu to enter a "WITHDRAWN" decision in the *Final Decision* field.
- Send a "withdrawal confirmation" letter to the PA in the *IMM>PR>Correspondence>Outgoing* view. Don't forget to save you letter and to change the status of your letter to "Sent" => this will close the file.
- Refund all fees to the payee if required and send back-up information to Finance. If no payee, refund to PA.
- Remove your GCMS User ID from the *Application Assignment* field in the *IMM>PR* screen.
- Change the *Paper File Location* to "Inland – Archive - <month>" in the *IMM>PR>Paper File* view.
- Follow the instructions in the "Documents for Imaging" section below.
- Enter the following information on the front of the file jacket: *Withdrawn – to be archived – <date of w/d>*.
- Place the file in the "Archive" bin.
- If there is an unprocessed work permit submitted with the application:
 - withdrawal request received for WP: withdraw it; refund all fees paid for that application; send "*WP-withdrawn*" letter to PA.
 - no withdrawal request for WP: refuse the WP for reasons that there is no valid APR (R207b); no refund applicable; send "*WP-Failed-APR withdrawn*" letter to PA.

ENTERING A WITHDRAWN DECISION (continued)

PRIOR TO SPONSORSHIP DECISION – SPONSOR WITHDRAWS

- Ensure that all APR decisions are at a terminal status (i.e. Passed, Failed, Cancelled).
- Enter a *Note* to cite reasons for withdrawing the application (i.e. request received from sponsor).
- Change the status of the sponsorship eligibility record in the *IMM>PR>Sponsorship>FC Eligibility* view to "WITHDRAWN".
- Enter a "WITHDRAWN" final decision.
- Send a "withdrawal confirmation" letter to the sponsor in the *IMM>PR> Sponsorship>FC Eligibility>Outgoing Correspondence* view. Don't forget to save you letter and to change the status of your letter to "Sent" => this will close the file.
- Send a "*notice of withdrawal by sponsor*" letter to the PA in the *IMM>PR>Correspondence>Outgoing* view. Don't forget to save you letter and to change the status of your letter to "Sent".
- Refund all fees minus \$75 to the payee and send back-up information to Finance. If no payee, refund to PA.
- Remove your GCMS User ID from the *Application Assignment* field in the *IMM>PR* screen.
- Change the *Paper File Location* to "Inland – Archive - <month>" in the *IMM>PR>Paper File* view.
- Follow the instructions in the "Documents for Imaging" section below.
- Enter the following information on the front of the file jacket: *Withdrawn – to be archived – <date of w/d>*.
- Place the file in the "Archive" bin.
- If there is an unprocessed work permit submitted with the application:
 - withdrawal request received for WP: withdraw it; refund all fees paid for that application; send "*WP-withdrawn*" letter to PA.
 - no withdrawal request for WP: refuse the WP for reasons that there is no valid APR (R207b); no refund applicable; send "*WP-Failed-sprship withdrawn*" letter to PA.

PRIOR TO SPONSORSHIP DECISION – PA WITHDRAWS

- Ensure that all decisions (sponsorship + APR) are at a terminal status (i.e. Passed, Failed, Cancelled).
- Enter a *Note* to cite reasons for withdrawing the application (i.e. request received from PA).
- In the *IMM>PR* screen, use the drop-down menu to enter a "WITHDRAWN" decision in the *Final Decision* field.
- Send a "withdrawal confirmation" letter to the PA in the *IMM>PR>Correspondence>Outgoing* view. Don't forget to save you letter and to change the status of your letter to "Sent" => this will close the file.
- Refund all fees minus \$75 to the payee and send back-up information to Finance. If no payee, refund to PA.
- Remove your GCMS User ID from the *Application Assignment* field in the *IMM>PR* screen.
- Change the *Paper File Location* to "Inland – Archive - <month>" in the *IMM>PR>Paper File* view.
- Follow the instructions in the "Documents for Imaging" section below.
- Enter the following information on the front of the file jacket: *Withdrawn – to be archived – <date of w/d>*.
- Place the file in the "Archive" bin.
- If there is an unprocessed work permit submitted with the application:
 - withdrawal request received for WP: withdraw it; refund all fees paid for that application; send "*WP-withdrawn*" letter to PA.
 - no withdrawal request for WP: refuse the WP for reasons that there is no valid APR (R207b); no refund applicable; send "*WP-Failed-APR withdrawn*" letter to PA.

ENTERING A WITHDRAWN DECISION *(continued)*

AFTER SPONSORSHIP DECISION / APR IN PROCESS – SPONSOR WITHDRAWS

- Ensure that all APR decisions are at a terminal status (i.e. Passed, Failed, Cancelled).
- Enter a *Note* to cite reasons for withdrawing the application (i.e. request received from sponsor).
- Generate a new sponsorship eligibility record in the *IMM>PR>Sponsorship>FC Eligibility* view. Change the status to "WITHDRAWN".
- Enter a "WITHDRAWN" final decision.
- Send a "withdrawal confirmation" letter to the sponsor in the *IMM>PR> Sponsorship>FC Eligibility>Outgoing Correspondence* view. Don't forget to save you letter and to change the status of your letter to "Sent" => this will close the file.
- Send a "*notice of withdrawal by sponsor*" letter to the PA in the *IMM>PR>Correspondence>Outgoing* view. Don't forget to save you letter and to change the status of your letter to "Sent".
- Refund RPRF to the payee if required and send back-up information to Finance. If no payee, refund to PA.
- Remove your GCMS User ID from the *Application Assignment* field in the *IMM>PR* screen.
- Change the *Paper File Location* to "Inland – Archive - <month>" in the *IMM>PR>Paper File* view.
- Follow the instructions in the "Documents for Imaging" section below.
- Enter the following information on the front of the file jacket: *Withdrawn – to be archived – <date of w/d>*.
- Place the file in the "Archive" bin.
- If there is an unprocessed work permit submitted with the application:
 - > withdrawal request received for WP: withdraw it; refund all fees paid for that application; send "*WP-withdrawn*" letter to PA.
 - > no withdrawal request for WP: refuse the WP for reasons that there is no valid APR (R207b); no refund applicable; send "*WP-Failed-sprship withdrawn*" letter to PA.

AFTER SPONSORSHIP DECISION / APR IN PROCESS – PA WITHDRAWS

- Ensure that all decisions are at a terminal status (i.e. Passed, Failed, Cancelled).
- Enter a *Note* to cite reasons for withdrawing the application (i.e. request received from PA).
- In the *IMM>PR* screen, use the drop-down menu to enter a "WITHDRAWN" decision in the *Final Decision* field.
- Send a "withdrawal confirmation" letter to the PA in the *IMM>PR>Correspondence>Outgoing* view. Don't forget to save you letter and to change the status of your letter to "Sent" => this will close the file.
- Refund RPRF to the payee if required and send back-up information to Finance. If no payee, refund to PA.
- Remove your GCMS User ID from the *Application Assignment* field in the *IMM>PR* screen.
- Change the *Paper File Location* to "Inland – Archive - <month>" in the *IMM>PR>Paper File* view.
- Follow the instructions in the "Documents for Imaging" section below.
- Enter the following information on the front of the file jacket: *Withdrawn – to be archived – <date of w/d>*.
- Place the file in the "Archive" bin.
- If there is an unprocessed work permit submitted with the application:
 - > withdrawal request received for WP: withdraw it; refund all fees paid for that application; send "*WP-withdrawn*" letter to PA.
 - > no withdrawal request for WP: refuse the WP for reasons that there is no valid APR (R207b); no refund applicable; send "*WP-Failed-APR withdrawn*" letter to PA.

DOCUMENTS FOR IMAGING

- ❖ These documents should be sent for imaging separately *only when the case has been finalized*.
- ❖ If referring the application to a CIC, only send copies of the documents below for imaging and keep the originals on file.
 - original IMM1344 with the MS Word add-in barcode => *App to Sponsor IMM1344*;
 - IMM5481/1283, employment letter and NOA/Option-C with the MS Word add-in barcode => *Financial Eval Form IMM1283*;
 - IMM5476 for sponsor and co-signer (if applicable) with the MS Word add-in barcode => *Use of Representative IMM5476* (under APR tab);
 - HPM with file number and sponsor's UCI written on the front;
 - default information with MS Word add-in barcode => *Default Client-Corresp; and/or*
 - other evidence to support a failed decision – attach this to the IMM1344 (write “ELIGIBILITY FAILED” on the first page of the IMM1344 and IMM5481/IMM1283).
 - If evidence to support a failed APR decision includes APR forms, photocopy the forms and barcode the copies for imaging.
 - Original APR forms should stay on file.
- ❖ Barcode but do not remove the following forms from the file jacket:
 - IMM0008 Generic Application Form for Canada
 - IMM5669 Schedule A
 - IMM5406 Additional Family Information
 - IMM5285 Sponsored spouse / Common-Law Partner Questionnaire