



IMMIGRATION Canada

Application Kit for Independents

Section Three: Visa Office Specific Instructions

London



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This document has been designed for the client's ease of use. It is not a legal document; for legal information, please refer to the *Immigration Act*, 1976, and *Regulations*, 1978.

Aussi disponible en français

Appendix C

Checklist

The Canadian High Commission in London has been specified by the Government of Canada as the Regional Processing Centre.

Assemble all your documents as listed. Check (☑) each applicable item on the checklist and attach the checklist to your documents (a paper clip will do). Place all the documents in a sealed envelope. **Do not send originals.** Send photocopies of all documents, **except** the *Certificat de sélection du Québec (CSQ)*, if your intention is to reside in the province of Québec, and the police certificates, which must be **originals**. If your documents are not in English or French, send a notarized (certified) translation with a copy of the originals.

1	IMMIGRANT APPLICATION FORM Check that it is complete and signed and that you have included (not stapled) four (4) specified photographs (with names on the back for each applicant), with your immigration application forms, for each member of your family and yourself. If you wish us to deal with a Canadian representative on your behalf, please ensure that you have signed a document allowing us to release information, either on the back of the application form or on a separate document. Your authorization must identify a person in the firm who may receive information on your behalf.	<input type="checkbox"/>
2	IDENTITY AND CIVIL STATUS DOCUMENTS Birth, marriage, final divorce, annulment or separation certificates for you and your spouse; death certificate for former spouse if applicable.	<input type="checkbox"/>
3	CHILDREN'S INFORMATION Children's birth certificates (which name their parents); adoption papers for adopted dependant children; proof of custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court; if the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements. Proof of continuous full time studies of all dependent children aged 19 or over: complete school records/transcripts since attaining age 19, letters from the school(s) indicating the number of hours of classes attended per day, and the number of days attended per week, and proof of full financial support by parents since reaching age 19.	<input type="checkbox"/>
4	TRAVEL DOCUMENTS AND PASSPORTS Passports or travel documents for you, your spouse and dependent children. Only include copies of pages showing the passport number, date of issue and expiry, your photo, name, date and place of birth. If you reside in a country different from your nationality, include a copy of your visa for the country where you currently reside. Please note that all prospective immigrants must hold a valid regular passport; diplomatic, official, service or public affairs passports are not valid for immigration to Canada.	<input type="checkbox"/>
5	PROOF OF RELATIONSHIP IN CANADA (if applicable) Proof of relationship to your close relatives in Canada, such as birth, marriage or adoption certificates and proof of that person's status in Canada: photocopy of the Record of Landing (IMM 1000) or proof of Canadian citizenship such as a photocopy of pages of a Canadian passport or Canadian citizenship card.	<input type="checkbox"/>
6	EDUCATION/TRAINING/QUALIFICATIONS Completion of secondary education, apprenticeship documents, diplomas, degrees, professional training, letters from previous employers providing a statement of duties and/or employment contracts which describe your responsibilities and performance.	<input type="checkbox"/>

7	EVIDENCE OF CANADIAN LICENSING/CERTIFICATION Proof that you meet the licensing or certification requirements for your chosen occupation in Canada, where applicable.	<input type="checkbox"/>
8	ADDITIONAL INFORMATION (Not required if intention is to reside in the province of Quebec) Any letters/contracts offering employment or information you believe may be relevant to your successful establishment in Canada, which may help to demonstrate your adaptability, initiative, motivation or resourcefulness.	<input type="checkbox"/>
9	SETTLEMENT FUNDS (Not required if intention is to reside in the province of Quebec) Proof of sufficient funds currently available to maintain yourself and your dependants until you are self-supporting in Canada. These funds must be readily transferable to Canada in a convertible currency.	<input type="checkbox"/>
10	POLICE CERTIFICATES AND CLEARANCES Police certificates or clearances, from countries where you and everyone in your family aged 18 years or over have resided for at least six months since reaching the age of 18. You must attach the original police document(s). If you have not been able to obtain police certificate(s) or clearance(s), please attach a note explaining why.	<input type="checkbox"/>
11	FEE PAYMENT Bank draft to pay the full immigration processing fees in Canadian dollars. You must not enclose cash.	<input type="checkbox"/>
12	CERTIFICAT DE SÉLECTION DU QUÉBEC (CSQ) Original <i>Certificat de sélection du Québec (CSQ)</i> if intention is to reside in the province of Québec.	<input type="checkbox"/>
13	PHOTOS REQUIREMENTS New requirements for photographs are now in place. Passport-size photos are no longer acceptable. Please supply the number of photographs requested in paragraph 1 of the Checklist and follow the instructions provided at the end of this appendix entitled "Photograph Specifications".	<input type="checkbox"/>

Now that you have assembled all the required documents, send them to:

The Immigration and Medical Division
Canadian High Commission
38 Grosvenor Street
London, W1X 0AA
UK

Photograph Specifications

Notes to the applicant

TAKE THIS WITH YOU TO THE PHOTOGRAPHER

- Immigration photographs are **not** the same as passport photographs.
- Please make sure that you provide the correct number of photographs specified in the *Checklist*.

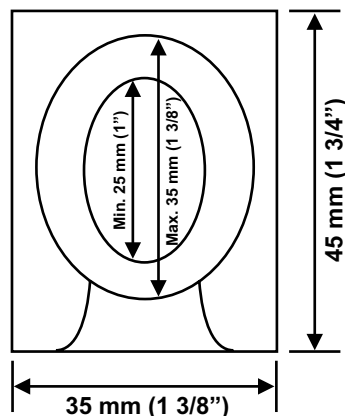
Notes to the photographer

The photographs must:

- show a full front view of the person's head and shoulders showing full face centered in the middle of the photograph;
- have a **plain white background**;
- be identical (black and white or colour) produced from the same untouched negative, or exposed simultaneously by a split-image or multi-lens camera;
- be produced on single weight matte paper.

The photographs must measure:

- between 25 mm and 35 mm (1" and 1 3/8") from chin to crown
- have a 35 mm x 45 mm (1 3/8" x 1 3/4") finished size



Appendix D

Medical Instructions

All persons included in your application, whether accompanying or not, are required to undergo a medical examination with a physician on the world list of *Designated Medical Practitioners*.

Do not initiate any medical tests until you receive the medical form and instructions.

Instructions for the medical will be mailed to you after your application has been assessed and a positive selection decision is made. You will receive a medical form for you (and dependents if applicable), instructions for arranging medical examinations, and a list of doctors in your area who are authorized to conduct medical examinations. You may make an appointment with the designated medical practitioner of your choice in your area. Proper identification (passport or birth certificate) of each family member must be presented to the medical practitioner.

The applicant should contact the DMP as soon as possible. All fees pertaining to the examination and mailing, as well as any tests or examinations we may require, are the responsibility of the applicant.

Medical reports and X-rays arising from the immigration medical examination become the property of the Canadian Immigration medical authorities and will not be returned to the applicant.

The *Immigrant Visa* has the same validity as the medical results, that is, twelve months from the date of the first medical examination.

Note: *In the case of divorced or separated parents, a minor child of whom he or she has joint or sole custody, is considered a dependent even if the child usually resides with other parent and is not accompanying the applicant to Canada.*

Appendix E

Obtaining Police Certificates/Clearances

Canada's Immigration Act requires all immigrants to be of good character.

You must therefore provide an **original** police certificate to indicate whether you or your dependants have any criminal record. We will also conduct our own checks.

Everyone in your family from 18 years of age requires a police certificate from each country where they have lived for six months or longer.

It is your responsibility to contact the relevant authorities to obtain the necessary police certificate or clearance.

In some countries you will have to apply to municipal, provincial, federal or similar governmental agencies for your record.

The authority responsible for issuing your police certificate/clearance may require a processing fee and additional documentation such as photographs, fingerprints or details of your addresses and periods of residence in that country. Some require a letter from Canadian immigration authorities confirming that you have applied to immigrate to Canada and that you must obtain evidence of any criminal record as part of the processing of your application. The enclosed letter titled **Request For Police Certificates/Clearances** is provided for this purpose. It identifies your file reference number from Canada Immigration by the number commencing with M992000 followed by your surname. Please make photocopies if you require additional copies.

The examples listed below may help you to understand what is required.

1. Sunil, an Indian citizen, is living in the UK.

Sunil has also been living in India and Dubai. He must obtain police clearances from all these countries.

Sunil contacts the Indian High Commission in London and the police authorities in The United Arab Emirates for information on how to obtain police certificates covering the periods he resided in India and Dubai. He then writes to the relevant offices and obtains his police clearance certificates by mail.

For the UK, Sunil contacts the local police who advise him that under the UK Data Protection Act, he can obtain information to confirm whether or not he had any convictions. A resident of London, Sunil writes to:

**Metropolitan Police
Subject Access Office
10 Broadway
London SW1H 0BG**

He also learns that local police keep application forms with details on how to apply and pay the processing fee. If Sunil had lived outside London, he would have applied to the regional police authority for the district where he resided.

2. Flora had been working in Canada for the past two years on a temporary employment authorization. Flora has also been living in Sweden and Saudi Arabia. She must obtain police clearances from all these countries.

For Canada, Flora writes to:

**Royal Canadian Mounted Police
NCO I/C Civil Section
Identification Services
PO Box 8885
Ottawa, Ontario K1G 3M8
Canada**

With this letter she encloses the **Request for Police Certificates/Clearances** which she has completed with her personal details and a full set of fingerprints, taken and certified by the police (fingerprints taken by private or commercial agencies are not acceptable).

Flora contacts the Swedish Embassy for information on obtaining a police certificate for her period of residence in Sweden.

Finally, Flora contacts the Saudi Arabian Embassy and discovers that Saudi Arabia does not issue police certificates. Therefore, she encloses a covering letter in her immigration application, explaining that she was unable to obtain a Saudi police certificate with the written advice from the Saudi authorities stating that police certificates are not issued.

Please note that Canada Immigration is aware that a small number of countries, including Saudi Arabia, do not readily issue police certificates or a similar document.

3. Gerard Foley is completing the third year of his Ph.D. in the USA. Prior to this he resided in Ireland. He must obtain police clearances from both of these countries.

For the USA, Gerard writes to:

**U.S. Department of Justice
The Federal Bureau of Investigation
CJIS Division – for attention of Special Correspondence Unit
1000 Custer Hollow Road
Clarksburg, West Virginia 26306
USA**

He encloses a certified cheque or money order for US\$18.00, payable to the U.S. Treasury Department, and a full set of fingerprints, taken and certified by his local police (fingerprints taken by private or commercial agencies are not acceptable), with full name, date and place of birth included on his fingerprint form.

Gerard contacts the Garda police authorities in Ireland, who are able to provide him with a clearance certificate.

Canadian High Commission



Haut Commissariat du Canada

Immigration and Medical Division
Canadian High Commission
Macdonald House
38 Grosvenor Street
London W1X 0AA
Fax: (0171) 258 6506

Service d'immigration
Canadian High Commission
Macdonald House
38 Grosvenor Street
London W1X 0AA
Fax: (0171) 258 6506

Request For Police Certificates/Clearances

FILE NUMBER: M99-2000	SURNAME:
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To Police or Relevant Authorities:

The person who has completed the authorization form below is applying for admission to Canada as a permanent resident. To meet Canadian immigration requirements, each member of his/her family aged 18 years and over requires an original Police Certificate/Clearance of no criminal conviction.

We would ask that the Certificates be provided to the bearer of this letter, who will then forward them to the High Commission. If this is not possible, the Certificates should be sent directly to the High Commission, quoting the above File Number.

Thank you for your cooperation.

The High Commission

Authorization by Visa Applicant for Release of Police and Court Records

To be completed by applicant:

I hereby authorize the Police or Relevant Authorities in _____ (name country) to disclose any details of previous criminal convictions to the Canadian High Commission, London, England, for visa purposes only.

Surname:

Given Names:

Maiden or other Surname(s) Used:

Name in Original Script (i.e. Arabic, Chinese etc.):

Date & Place of Birth:

Nationality:

Sex:

All Addresses while Resident in _____ (name country)

Dates (from - to)

Home address

/ / /

/ / /

/ / /

/ / /

/ / /

/ / /

Signature Of Applicant: _____ Date: _____

Appendix F

Immigration Fee Schedule

There are two fees to be paid when applying for immigration to Canada – one is a **processing fee** and the other is a **Right of Landing Fee (ROLF)**. The processing fee is **non-refundable** whether your application is approved or not. The processing fee must be paid when you send your application to the Visa Office. The ROLF is required of every adult aged 19 or over in your family but, unlike the processing fee, **is refundable** if an *Immigrant Visa* is not issued or used, or if you withdraw your application. The ROLF can be paid at any time during the application process, but must be paid before an *Immigrant Visa* can be issued. If you do not pay the ROLF when you submit your application, the Visa Office will contact you when it is time to pay the ROLF. The following table shows you how to calculate the amount required in Canadian dollars. You may have the option of paying in another currency.

Immigration and Right of Landing Fee (ROLF) Schedules in Canadian Dollars

A	PROCESSING FEE	Number of Persons	Amount per Person	Amount Due
	Applicant	1	x \$500	\$500
	Spouse	1	x \$500	\$500
	Each dependent 19 years and over		x \$500	\$
	Each dependent under 19 years		x \$100	\$
Total A				\$

B	RIGHT OF LANDING FEE*	Number of Persons	Amount per Person	Amount Due
	Applicant	1	x \$975	\$975
	Spouse	1	x \$975	\$975
	Each dependent 19 years and over		x \$975	\$
	Each dependent under 19 years	Not Applicable		
Total B				\$
Total fees (A+B)				\$

* The Right of Landing Fee may be paid with your initial application or at any time during the application process. However, the Right of Landing Fee must be paid before an *Immigrant Visa* can be issued.

If you are mailing your application, do not enclose cash.

Appendix G

List of Quebec Immigration Offices

You may also visit the Internet site of the *Ministère des Relations avec les citoyens et de l'Immigration* of the province of Québec at: <http://www.immig.gouv.qc.ca/>.

Immigration Offices Address and Telephone	Countries Served
BRUSSELS Service d'Immigration du Québec Délégation générale du Québec 46, avenue des Arts, 7e étage 1000, Brussels Belgium Telephone: 011-32-2-512-0036 Fax: 011-32-2-514-2641	Belgium
DAMASCUS Service d'Immigration du Québec c/o Canadian Embassy Autostrade Mezzeh P.O. Box 3394, Damascus Syria Telephone: 011-963-11-611-6851 or 611-6692 Fax: 011-963-11-611-8034	Azerbaijan, Bahrain, Egypt, India, Iran, Iraq, Jordan, Kuwait, Lebanon, Oman, Pakistan, Qatar, Saudi Arabia, Sri Lanka, Sudan, Syria, Turkey, United Arab Emirates, Yemen
HONG KONG Service d'Immigration du Québec c/o Consulate General of Canada Exchange Square Tower 1, 13th floor 8 Connaught Place Hong Kong Telephone: 011-852-2810-7183 Fax: 011-852-2845-3889	Afghanistan, Australia, Bangladesh, Bhutan, Brunei, Burma (Myanmar), Cambodia, China, Fiji, French Polynesia, Hong Kong, Indonesia, Japan, Korea, Laos, Macao, Malaysia, Maldives, Micronesia, Nepal, New Caledonia, New Guinea, New Zealand, Papua, Philippines, Singapore, Taiwan, Thailand, Viet Nam
MEXICO Service d'Immigration du Québec Délégation générale du Québec Avenida Taine 411 Colonia Bosques de Chapultepec 11580 Mexico, D.F. Mexico Telephone: 011-52-5-250-8208/8222 Fax: 011-52-5-254-4282	Antigua, Argentina, Barbados, Belize, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Dominica, Dominican Republic, El Salvador, Equador, Falkland Islands, French Guiana, Grenada, Guadeloupe, Guatemala, Guyana, Haiti, Honduras, Jamaica, Martinique, Mexico, Netherlands Antilles and other Antilles not mentioned elsewhere, Nicaragua, Panama, Paraguay, Peru, Puerto Rico, St. Lucia, St. Vincent, Surinam, Trinidad and Tobago, Uruguay, Venezuela

<p>NEW YORK Service d'Immigration du Québec Délégation générale du Québec One Rockefeller Plaza 26th Floor New-York, NY 10020 U.S.A. Telephone: (1-212) 843-0960 Fax: (1-212) 376-8984</p>	<p>United States (States covered by Buffalo, Los Angeles, New York and Seattle VCS) Other territories covered: Bermuda, St. Pierre and Miquelon</p>
<p>PARIS Service d'Immigration du Québec Délégation générale du Québec 87/89, rue de la Boétie 75008 Paris France Telephone: 011-33-1-53-93-45-45 Fax: 011-33-1-53-93-45-40</p>	<p>Algeria, Andorra, Angola, Azores, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Canary Islands, Cape Verde, Central African Republic, Comoros, Cyprus, Chad, Congo, Dem. Rep. of Congo (Zaire), Denmark, Djibouti, Equatorial Guinea, Estonia, Ethiopia, Finland, France, Gabon, Gambia, Ghana, Gibraltar, Great Britain, Greece, Greenland, Guinea, Guinea-Bissau, Iceland, Ireland, Israel, Italy, Ivory Coast, Kenya, Latvia, Lesotho, Liberia, Libya, Liechtenstein, Lithuania, Luxembourg, Madagascar, Madeira, Malawi, Mali, Malta, Mauritania, Monaco, Morocco, Mauritius, Mozambique, Namibia, Netherlands, Niger, Nigeria, Norway, Portugal, Principe, Reunion, Rwanda, San Marino, Sao Tome, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, St. Helena, Spain, Sweden, Switzerland, Swaziland, Tanzania, Togo, Tunisia, Uganda, Vatican City, Western Sahara, Zambia, Zimbabwe.</p>
<p>VIENNA Service d'Immigration du Québec c/o Canadian Embassy Laurenzerberg, 2 A-1010 Vienna Austria Telephone: 011-43-1-53138-3005 Fax: 011-43-1-53138-3443</p>	<p>Albania, Armenia, Austria, Belarus, Bosnia-Herzegovina, Bulgaria, Croatia, Czech Republic, Georgia, Germany, Hungary, Kazakhstan, Kirghizistan, Moldova, Mongolia, Ouzbekistan, Poland, Romania, Russia, Slovakia, Slovenia, Tajikistan, Turkmenistan, Ukraine, Yugoslavia</p>