

# CROWN IMMIGRATION CORPORATION

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## ORPHAN SPONSORSHIP UNDERTAKING DOCUMENTS CHECKLIST

### SPONSOR/CO-SIGNER

1. Permanent Resident Card/Canadian Citizenship Card/Certificate/ Canadian Birth Certificate/Record of Landing (IMM 1000)

Confirmation of Permanent Residence (IMM 5292/5688) / Certificate of Registration of Birth Abroad

2. Passport (s) ALL PAGES (present and previous: expired / cancelled ALL PASSPORTS)
3. Job Letter(s) stating name, address, working since, weekly hours, rate per hour, job title etc.
4. Notice of Assessment, T-1 General, T-4 (s), and T-5 (s) for the required period
5. Option C Printout for the required period (Call CRA: 1-800-959-8281 Or Online Account)
6. Business Registration and Business Statement from your accountant (from CA/CGA is recommended)
7. Telephone Call Detail Invoices / Letters / Greeting Cards / E-mails / Chat Records etc.



*Rajpal Singh Hothi*  
Member in Good Standing  
Law Society of Ontario  
Commissioner for Oaths (Jurisdiction in & outside Canada)  
Canadian Association of Professional Immigration Consultants  
Immigration Consultants of Canada Regulatory Council

### APPLICANT

1. Death Certificate(s) for the parents of the applicant
2. Identity documents for the deceased parents of the applicant (Passports, Aadhar Cards/Marriage Certificate etc.)
3. Proof of relationship between the deceased parents and the sponsor
4. Custody/Guardianship documents for the applicant
5. Two Photographs WHITE Background (Chin to Crown 31mm-36mm, Finished 50mm x 70mm)
6. Passport (s) ALL PAGES (present and previous: expired / cancelled ALL PASSPORTS)
7. Birth Certificate along with translation if not in English or French languages
8. School Certificate(s) / Degree(s) / Diploma(s) etc. (notarized photocopies)
9. Driver's Licence / Ration Card / Aadhaar Card (National Identity Cards)
10. Telephone Call Detail Invoices / Letters / Greeting Cards / E-mails / Chat Records etc.
11. Photographs of the applicant with sponsor/co-signer
12. Date(s) of Birth, Place(s) of Birth, Marital Status, Present Address for the siblings of the applicant

### IF APPLICABLE

1. Name Change Certificate(s) / Newspaper clipping(s) / Passport(s) pages showing name change
2. Divorce Certificate(s), Judgement(s), and Application(s) (Petition(s) for the sponsor / Co-signer
3. Death Certificate(s) for the sponsor/co-signer's ex-spouse(s)
4. Dependent child(ren)'s Name(s) and Date(s) of birth for the sponsor/co-signer
5. Previously applied or refused any kind of visa to Canada OR any other country for the applicant
6. Previously applied or withdrawn sponsorship undertaking by the sponsor/co-signer for any other person(s)
7. Social media profile showing orphan child together with the sponsor (Facebook, WhatsApp, Instagram, Viber)
8. MCSS Clearance Certificate(s) for the sponsor/co-signer or previously sponsored relative(s) has/have received social assistance
9. Proof of death for the parents of the applicant (e.g. accident newspaper clipping, hospital treatment records etc.)
10. Bankruptcy Discharge Certificate(s) for the sponsor/co-signer if previously filed bankruptcy
11. Photocopy of cashed cheques if job letter is not available for any reason
12. Airline Ticket(s) and Boarding Passes from all the trip(s) to the applicant
13. Financial Support Receipt(s) from Bank, MoneyGram, Western Union etc.
14. Joint Bank Account(s) Documents (passbook and statements etc.) for the sponsor/co-signer/applicant
15. Life Insurance documents for the sponsor/co-signer for the applicant showing as beneficiary
16. Adoption documents for the sponsor / co-signer / the dependent child(ren)
17. Name(s) and Date(s) of birth for relative(s) sponsored OR co-signed in the past
18. Gift receipts from the sponsor /co-signer/ applicant

