

## **Presbyterian World Service & Development**

The development and relief agency of The Presbyterian Church in Canada

*“for I was hungry and you gave me food, I was thirsty and you gave me something to drink,  
I was a stranger and you welcomed me,”*

*Matthew 25:35*

### **Refugee Sponsorship Application**

For many years, Presbyterian congregations have participated in the life-changing ministry of refugee sponsorship. The Trustee Board of The Presbyterian Church in Canada (PCC) is the Sponsorship Agreement Holder (SAH) with Citizenship and Immigration Canada (CIC). This means that congregations of The Presbyterian Church in Canada may sponsor refugees to come to Canada under the PCC SAH agreement, which is administered by Presbyterian World Service & Development (PWS&D).

A congregation may decide to sponsor a refugee family already known to them (“named”), or they may ask the government to refer a refugee family in need of resettlement. Refugees referred by the government (Visa Office Referred or Joint Assisted Sponsorships) have already been interviewed and approved to come to Canada. A Canadian visa officer overseas, who will determine their eligibility and admissibility, must still interview refugees named by the congregation. Refugee cases will be assessed based on three refugee classes: Convention Refugee Abroad Class, Country of Asylum Class, and Source Country Class. Sponsors must ensure that named cases they put forward are, to the best of their knowledge, eligible for resettlement under one of these classes.

Detailed descriptions of these three classes are available at  
<http://www.cic.gc.ca/english/refugees/outside/index.asp>.

If your congregation is interested in sponsoring a Visa Office Referred (VOR) or a Joint Assisted (JAS) refugee, please contact PWS&D to request a refugee profile. Once you have identified a refugee you would like to sponsor, you may proceed with the steps outlined below.

Further information about sponsorship can be found in the Refugee Sponsorship Handbook, the List of Resources for Refugee Sponsors, and in the document “How to Complete Refugee Sponsorship Forms.” We also recommend the study guide “Making Connections 2010-2012: Staying Rooted in an Uprooted World,” and for children and youth, “Partners 2009: Welcoming Refugee Friends to Canada.”



## Step 1 – Obtain Approval From The Presbyterian Church in Canada

The first step towards sponsoring a refugee family is to apply to The Presbyterian Church in Canada/PWS&D for approval to proceed. The congregation (known as the “Constituent Group”) should provide the following documents to PWS&D:

- Congregation Application Form for Approval of Refugee Sponsorship (attached)
- A recent statement of assets and liabilities of the congregation
- An annual budget indicating funds available for sponsorship
- A settlement plan for the refugee(s) to be sponsored (You may use the form provided by CIC, available here: <http://www.cic.gc.ca/english/pdf/kits/forms/IMM5440E.PDF>, or you may create your own)
- Authorization of Session confirming a motion to approve the refugee sponsorship (template attached)
- Congregational Undertaking to Trustee Board of The Presbyterian Church in Canada (template attached)

PWS&D will inform the congregation if preliminary approval is given for the sponsorship to proceed, or if additional information is required. Because of limits on sponsorship submissions imposed by the government, we cannot guarantee that every sponsorship application will be accepted.



## Step 2 – Complete Government Application Forms

Once preliminary approval is received, the following forms are to be completed and submitted to PWS&D:

**a) Forms to be completed by the congregation for ALL sponsorships:**

<http://www.cic.gc.ca/english/information/applications/private.asp>

- Undertaking/Application – Sponsorship Agreement Holders and Constituent Groups
- Sponsor Assessment
- Document Checklist

**b) Forms to be completed by refugees named for sponsorship by the congregation (not required for Visa Office Referred or Joint Assisted Sponsorships):**

<http://www.cic.gc.ca/english/information/applications/conref.asp>

- Application for Permanent Residence
- Schedule 1 – Background/Declaration
- Schedule 2 – Refugees Outside Canada
- Use of a Representative

➤ Document Checklist

<http://www.cic.gc.ca/english/information/applications/guides/pdf/Ea6000.pdf>

Please note carefully the list of required documents, requirements for certified translations, and visa office specific requirements in the Document Checklist.

All of the above forms and documents are to be forwarded to PWS&D who will obtain final approval for the sponsorship from the Principal Clerk on behalf of The Presbyterian Church in Canada as the Sponsorship Agreement Holder. *Please keep a photocopy of all forms and documents for your records.*



### What Happens Next?

Once all documents have been received, and The Presbyterian Church in Canada has approved sponsorship, PWS&D will forward the application to the Citizenship and Immigration Canada (CIC) office closest to your location. CIC will forward the application to the visa post that services the country where the refugee is currently residing. For a list of visa offices refer to <http://www.cic.gc.ca/english/inFORMATION/offices/apply-where.asp>

Refugees who are already approved (VOR and JAS sponsorships) will begin final processing for visas and travel arrangements. Refugees named for sponsorship by the congregation will be put on a wait list to be interviewed. The wait can be lengthy, depending on the visa office involved. For an estimate of processing times for private sponsorship applications, refer to: <http://www.cic.gc.ca/english/information/times/perm/ref-private.asp>

If the refugee is accepted for resettlement and determined to be admissible (passing medical, security and criminality checks), travel arrangements will be made. The congregation will be advised of these arrangements and will welcome the sponsored refugee(s) at the airport. Upon arrival, the refugees will become Permanent Residents of Canada.



### Responsibilities of the Congregation

- a) Should the refugees' application for permanent residence in Canada be successful, the congregation will assume responsibility for reception, lodging and care, financial and settlement assistance and support, beginning from the date of arrival of the sponsored refugee in Canada and normally for a period of one year (or longer if agreed upon by the SAH). Privately sponsored refugees are prohibited from receiving social assistance (welfare) during the sponsorship period. Joint Assisted Sponsorships receive start up and monthly financial support from the government; the main responsibility of the congregation in these cases is settlement assistance for a period of two years.
- b) During processing overseas and after arrival in Canada, the congregation must advise PWS&D of any change in the refugee family's address or circumstances, including

changes in family composition (marriage, birth, etc.).

- c) The congregation must report annually to PWS&D on its activities and abilities to sponsor refugees, noting any changes in the arrangements.
- d) The congregation must report immediately to PWS&D in the event of problems that might result in a sponsorship breakdown (for example, if the refugee were to move to another community).
- e) All congregations are bound by the policy of The Presbyterian Church in Canada that sexual abuse or harassment of any kind by church leaders, staff or volunteers will not be tolerated. All allegations will be taken seriously, and handled according to the terms of the *Policy of The Presbyterian Church in Canada for Dealing With Sexual Abuse and/or Harassment*.



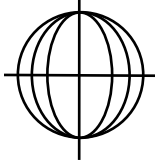
#### **Responsibilities of The Presbyterian Church in Canada/PWS&D:**

- a) PWS&D will assist congregations in completing the applications and gathering needed information as required, and ensure that the congregation has the necessary funds and expertise to sponsor a refugee.
- b) PWS&D will review the applications to ensure that they are correct and complete.
- c) PWS&D will forward the applications to the General Assembly Office of The Presbyterian Church in Canada for final approval of the application.
- d) PWS&D will forward the approved application to the Citizenship and Immigration Canada (CIC) office geographically nearest the congregation
- e) PWS&D will inform CIC of any changes to the refugees' contact information or circumstances, as advised by the congregation.
- f) PWS&D will provide ongoing support and advice to congregations as required.
- g) PWS&D will gather and monitor the annual reports from congregations.
- h) PWS&D will maintain records of all sponsorship undertakings and report annually to CIC on sponsorship activity.



## DEFINITIONS

- a) **Care:** Food, clothing, local transportation costs and other basic necessities of life.
- b) **CIC:** Citizenship and Immigration Canada.
- c) **Constituent Group:** A group authorized in writing by the SAH to act on its behalf in sponsoring refugees. In the case of The Presbyterian Church in Canada, the constituent group is usually a congregation.
- d) **JAS:** Joint Assisted refugee.
- e) **Lodging:** Suitable accommodation, basic furniture and other household essentials.
- f) **PCC:** The Presbyterian Church in Canada.
- g) **PWS&D:** Presbyterian World Service & Development.
- h) **Settlement Assistance and Support:** Helping the refugees to learn an official language and to seek employment, extending ongoing friendship, encouragement and assistance to facilitate their adjustment to Canadian society, teaching rights and responsibilities of permanent residence in Canada and assisting the refugees to participate in everyday life.
- i) **Sponsor:** SAH or Constituent Group acting on behalf of SAH.
- j) **Sponsorship Agreement Holder (SAH):** Any corporation, incorporated under the laws of Canada or any province thereof, who enters into a Sponsorship Agreement with the Minister of Citizenship and Immigration.
- k) **Undertaking of Support:** A written undertaking to the Minister to make provision for lodging, care, settlement assistance and support for the refugee and his/her accompanying dependents for a period of one year (longer, if agreed to by the SAH), or until the refugee becomes self supporting, whichever is less.
- l) **VOR:** Visa Office Referred.



# Congregation – Constituent Group Application Form for Approval of Refugee Sponsorship

Please complete each blank section of the application marking those sections that are not applicable with “N/A”.

## 1. Constituent Group (Congregation) Information:

Name:

Address:

Telephone: (    )   -

Fax: (    )   -

E-mail:

Congregational Code:

## 2. Contact Person in Congregation:

Contact:

Address:

Telephone: (    )   -

Fax: (    )   -

E-mail:

## 3. Principal Applicant and Accompanying Dependent Family Members:

Principal Applicant:

Date of Birth (day/month/year):

Name of dependent family member:

Date of Birth (day/month/year):

Name of dependent family member:

Date of Birth (day/month/year):

Name of dependent family member:

Date of Birth (day/month/year):

Name of dependent family member:

Date of Birth (day/month/year):

Name of dependent family member:

Date of Birth (day/month/year):

All of principal applicant’s dependent family members *must be listed*, either as accompanying dependent family members or non-accompanying dependent family members. Use additional pages if necessary.



## 6. Additional Information

The following information is absolutely required and must be attached to the application forms. Please check the boxes to confirm item is attached.

i) An recent statement of assets and liabilities of congregation

ii) An annual budget indicating funds available for sponsorship

### iii) A Settlement Plan

A list of what goods and services are available to the applicant and the dollar value of these goods and services. Include “in-kind” goods and services, with an estimated dollar value. Also provide a list of settlement assistance and support available to help facilitate the refugees’ adjustment to Canadian society.

**Your list should include the following:**

- An annual budget for the refugee, including:
  - Rent (for “x” number of months)
  - Furniture
  - Clothing
  - Transportation
  - Groceries
  - Telephone
  - etc.
- Language training
- Employment, child care, health care, education
- Other (list any major items)

### iv) Authorization of Session - a motion by session to approve refugee sponsorship

The congregation of \_\_\_\_\_ agrees to support the sponsorship of the refugees named in *Section 3* of this *Application Form for a Letter of Authorization for Refugee Sponsorship*.

\_\_\_\_\_  
Name of Clerk of Session

\_\_\_\_\_  
Signature of Clerk of Session

\_\_\_\_\_  
Date of Session Meeting

### v) Congregational Undertaking to Trustee Board of The Presbyterian Church in Canada

Please copy the document on *Page 4* onto your congregation’s letterhead and submit a signed copy attached to this application. This step is only required for the congregation’s first sponsorship, and holds for future sponsorships.

Undertaking to Trustee Board already submitted [yes / no]  
If “no”, please check the box to indicate that the form is attached to this application

**Please mail completed application along with all required information to:**

Presbyterian World Service & Development  
50 Wynford Dr., Toronto, ON M3C 1J7  
ATTN: Colleen McCue, Program Coordinator

Tel: (416) 441-1111 x.252 • Fax: (416) 441-2825  
cmccue@presbyterian.ca  
www.presbyterian.ca/pwsd

**[ LETTERHEAD OF CONGREGATION ]**

IN CONSIDERATION of The Trustee Board of The Presbyterian Church in Canada ("Board") authorizing this Congregation from time to time to enter into sponsorship undertakings on behalf of the Board with the Government of Canada pursuant to the Sponsorship Agreement between the Board and the Minister of Citizenship and Immigration dated the 16<sup>th</sup> day of May 2003, respecting refugees within the meaning of that Agreement, the Congregation, having been advised and being aware of all the terms and conditions of the said Agreement, hereby undertakes to and with the Board to assume and perform all the obligations and responsibilities of sponsorship toward each such refugee, as required by the said Agreement, and to indemnify and save harmless the Board from all liability of every nature and kind in connection with or related to or in any way arising from any of the sponsorships.

DATED the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

For the Session:

For the Board of Managers:

\_\_\_\_\_  
Clerk of Session

\_\_\_\_\_  
Convener