



# You asked about...

## ...immigration and citizenship



**A P R I L 1 9 9 7**



Citizenship and  
Immigration Canada

Citoyenneté et  
Immigration Canada

**Canada**

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# ***Welcome to...***

**YOU ASKED ABOUT... IMMIGRATION AND  
CITIZENSHIP — A GUIDE TO THE PROGRAMS  
AND SERVICES OF CITIZENSHIP AND  
IMMIGRATION CANADA.**

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## **How to use this guide**

**T**his guide is arranged in two parts to reflect the Citizenship and Immigration sides of the Department. The first part covers Immigration, including sections on immigration operations and enforcement, immigrating to Canada, refugees, immigrant settlement programs and visiting Canada.

The second part, Citizenship, is a reference guide to the process of becoming a Canadian citizen. It uses an easy-to-follow question-and-answer format.

Take time to familiarize yourself with this guide. You will find it answers most of your questions about the programs and services of Citizenship and Immigration Canada.

# ***An Introduction to Citizenship and Immigration Canada***

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**T**he creation of Citizenship and Immigration Canada in 1993 serves as recognition of the significance of immigration to Canada. It also acknowledges the links between immigrant selection and the granting of Canadian citizenship as part of the integration process.

The Government of Canada is committed to fair and open processes that reunite families, provide a safe haven for refugees, encourage immigration for economic growth, and promote the granting, concept and values of citizenship in Canada. The Government is equally committed to preventing criminals and undesirables from entering Canada, and to dealing quickly and effectively with proven abusers of our systems. The fairness and integrity of the overall system is a priority of the Government of Canada.

Canadians appreciate that immigration remains an indispensable force that has helped to make Canada a great country and that it will continue to play an important role in the country's future. In preparing for the 21st century, Canadians understand that it is critical to develop immigration policies and programs that benefit all Canadians. Also critical is the communication of the rights and responsibilities of Canadian citizenship.

Citizenship and Immigration Canada has responsibility for working to achieve these goals in the following areas:

## **Immigration**

- setting immigration levels and selection criteria
- settlement policies and programs
- federal-provincial relations on immigration matters
- processing immigration applications overseas and in Canada
- processing applications for temporary entry as visitors, students or workers
- processing refugee claims and claimants
- enforcement

## Citizenship

- citizenship education and promotion
- administration and policy relating to the *Citizenship Act* and *Regulations*
- processing applications for granting of Canadian citizenship
- issuing Certificates of Canadian Citizenship

Citizenship and Immigration Canada currently serves Canadians through its National Headquarters in Ottawa, Ontario, and the following offices:

### Immigration services

- national Case Processing Centres (CPCs) in Vegreville, Alberta and Mississauga, Ontario
- centralized call centres to answer client questions on both immigration and citizenship
- local Immigration offices
- offices overseas

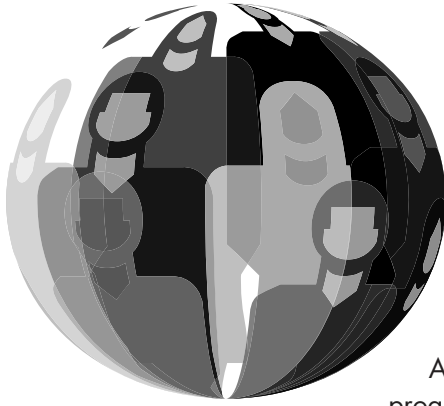
### Citizenship services

- local Citizenship offices across Canada
- a national Case Processing Centre (CPC) in Sydney, Nova Scotia for applications arising out of the *Citizenship Act* and *Regulations*

**Note:** This guide is not a legal document. Detailed eligibility requirements for programs and services are available from your nearest Citizenship office or Canada Immigration Centre. Also, programs may change with little notice; details should be verified with your local office, particularly with regard to the legal aspects of immigration.



# Immigration



This section of You Asked About... immigration and citizenship answers commonly asked questions about Canada's immigration legislation. Immigration is fundamental to Canada's identity and to its economic future. Canada has a fair, balanced and effective immigration and social system – and the federal government is committed to maintaining this system.

A brochure explaining Canada's Immigration program, entitled *Canada's Immigration Law*, is available from the Public Affairs Branch, Citizenship and Immigration Canada, Journal Tower South, 19th Floor, 365 Laurier Avenue West, Ottawa, Ontario. K1A 1L1; Telephone (613) 954-9019; Fax (613) 954-2221.

Anyone wishing to purchase copies of the *Immigration Act* should contact a federal government bookstore or Public Works and Government Services Canada — Publishing, 45 Sacré-Cœur Blvd., Hull, Quebec, K1A 0S9; Telephone (819) 956-4800.

## OVERVIEW

Canada is one of the few countries in the world with an active program for permanent immigration. In fact, Canada accepts more immigrants and refugees, in proportion to its population, than any other country.

One out of every six Canadian residents was born outside the country. Directly or indirectly, immigration policy has touched the lives of every Canadian, and it has helped to make Canada a culturally-rich, prosperous and progressive nation.

Since 1967, Canada's immigration program has been based on non-discriminatory principles, both in law and in practice. Citizenship and Immigration assesses immigrants and visitors on standards which do not discriminate on the basis of race, national or ethnic origin, colour, religion, or sex. In addition, the immigration program is universal — applicants from around the world are assessed against exactly the same criteria.

The present immigration program is based on the *Immigration Act* of 1976, which became law in 1978 and was most recently amended in 1993. This *Act* includes the first attempt by the federal government to establish, in law, the basic objectives of the Canadian immigration program. It also reconfirmed the fundamental principles of non-discrimination and universality.

The *Act* sets out three basic social, humanitarian and economic goals for the immigration program:

- to facilitate the reunion in Canada of Canadian residents with close family members from abroad;
- to fulfil Canada's legal obligations with respect to refugees and to uphold its humanitarian tradition; and
- to foster the development of a strong, viable economy in all regions of the country.

In addition, the *Act* states that the immigration program should protect the health and safety of Canadians, and prevent the entry of potential criminals, spies, terrorists and subversives.

The immigration program also deals with people who want to visit Canada but do not plan to settle here. This "non-immigrant" part of the program involves the rules and procedures governing the entry of visitors, students and temporary workers. In 1995, more than 41 million people — excluding returning Canadians — visited Canada.

## DISCLOSURE OF PERSONAL INFORMATION TO MEMBERS OF PARLIAMENT

Under the *Privacy Act*, personal information about an individual may be provided to a Member of Parliament (a member of the House of Commons) or a Senator only when the MP or Senator is working to assist that individual.

Only information that would have been provided to the individual (if he or she had asked) can be given to the MP or Senator. If, in exceptional circumstances, it is agreed that other information should be provided, then the MP or Senator must agree not to disclose the information to the individual concerned.

For example, Joe Smith has applied to immigrate to Canada and his brother, a Canadian citizen, has asked his MP to support the application. Joe has a criminal record in his home country for robbery and was paroled for good behaviour 10 years ago. Under the laws of his country, Joe is allowed to know what the Parole Board's findings were. As this information is available to Joe, it could also be provided to the MP. Files also show that Joe was once suspected of belonging to a terrorist organization. This information is not available to Joe. Only if the circumstances are considered to be exceptional will authorities consider releasing this information to the MP, and only if the MP agrees not to disclose the information.

There are occasions when a third party will represent the interests of a constituent to a Member of Parliament. The third party must have the constituent's written authorization for the disclosure of personal details which would not be given to the MP without such requirement.

For more precise information, please see section 8(2) of the *Privacy Act*.

## THE IMMIGRATION PLAN

A legislative requirement of Canada's immigration policy is to set the number and categories of immigrants who can come to Canada each year. These targets are announced annually in Parliament, by November 1, after consultations with the provinces and other interested parties.

In addition to its legal obligation to consult the provinces on desirable levels of immigration, the Government of Canada has concluded agreements with several provincial governments dealing with federal-provincial co-operation with respect to immigration. The *Canada-Quebec Accord* is the most comprehensive. This guide contains a section regarding immigration to Quebec.

### ANNUAL INTAKE

The number of immigrants allowed into Canada varies from year to year, based on several factors. The following is a list of the actual number of immigrants admitted to Canada over the past 14 years:

1996	225,313*
1995	210,974
1994	222,081
1993	203,764
1992	252,842
1991	230,781
1990	214,230
1989	192,001
1988	161,929
1987	152,098
1986	99,219
1985	84,302
1984	88,239
1983	89,157

\*Based on preliminary statistics as of March 1997.

### IMMIGRATION PROCESSING FEES

Some people wishing to visit or emigrate to Canada must pay an application processing fee. This fee is part of a Cost-Recovery Program to recoup the cost of providing immigration services. The fee varies according to the type of application or service used. Fees are applied to a number of immigration services including those for sponsorship, business immigrants, students, visitors, etc. However, some exceptions exist. For a complete list of Immigration Processing Fees, see Annex 2. However, since fees are subject to change, you should also contact a Call Centre for up-to-date information.

### RIGHT OF LANDING FEE

The Right of Landing Fee (ROLF) is paid for the right to obtain permanent resident status in Canada. The fee is partial compensation for the many benefits and privileges that permanent resident status confers.

Every person aged 19 and over who applies for permanent resident status, whether at a post abroad or in Canada, must pay the fee. Every person who applies to sponsor a family member aged 19 or over must also pay the Right of Landing Fee on behalf of that dependent family member. The Immigrant Loans Program allows persons in genuine need of assistance, who can demonstrate an ability to repay, to obtain a loan to pay the Right of Landing Fee.

The amount of the Right of Landing Fee is \$975 per adult aged 19 or over. The fee is refundable if permanent residence status is not granted.

### IMMIGRATION POINTS OF SERVICE

Each year, millions of visitors and thousands of immigrants and returning residents seek entry into Canada. As well, Canadian residents apply to sponsor relatives from abroad. To ensure that immigration services are available and delivered according to law, Citizenship and Immigration Canada maintains a network of local Immigration offices (Canada Immigration Centres or CICs), Call Centres, and administrative offices across the country.

The Canada Immigration Centres are located at border crossings, international airports, sea ports and inland communities. These offices administer immigration legislation and policy to the public through immigration programs and services. Although the functions of individual offices may vary, depending on the size and location of the areas they serve, all operate according to the legislation and specific guidelines laid down by Citizenship and Immigration Canada. In addition, each local office acts as a link between the department and the community by explaining immigration policies to the community and providing feedback to the Department on their effectiveness.

## NEW APPROACHES TO CLIENT SERVICE

Over the past 20 years, Canada's immigration program has grappled with increasingly complex legislation, escalating numbers of clients, growing demand for services, and fiscal restraint. Faced with these changing conditions, the program started to systematically review its operations to standardize the way it does business and to provide more efficient, equitable service. The result was increased reliance on mail-in service and automated Call Centres to handle routine business. This enables staff to spend more time on complex cases and enforcement matters.

Mail-in service is facilitated by new self-help application kits. These kits contain clear instructions that allow potential clients to assess their own situations before making an application.

The Department's new approach to client services also includes three centralized Call Centres that provide services to clients across Canada. Call Centres offer the following services and information at no cost:

- information on immigration and citizenship programs and services
- the next steps to take to access other departmental services
- general information about the status of an application
- application and information kits
- fee calculations

## THE ROLE OF THE CASE PROCESSING CENTRES

A national mail-in service handles most applications and operates through Case Processing Centres (CPC) in Vegreville, Alberta; Mississauga, Ontario; and Sydney, Nova Scotia. The Sydney CPC handles citizenship applications and is described more fully in the Citizenship section of this guide. The Vegreville and Mississauga CPCs handle mail-in applications from across Canada for the following activities:

### Vegreville, Alberta

- validations for offers of employment, student authorizations and extensions of visitor status; and
- landings in Canada (including Convention refugees).

Some of the processing times for applications sent to CPC Vegreville are:

- approval in principle for applications for landing – 90 days (including 10 days for mailing);
- granting of landing – 12 months in Canada and 18 months abroad;
- Visitor extensions – 25 days (includes 10 days for mailing);
- ROLF loans – 90 days.

### Mississauga, Ontario

- sponsorships of family members abroad.

The CPCs handle about 80 per cent of all applications. Clients and their representatives can check the progress of their applications by phoning a Call Centre. Complex cases, cases likely to result in a refusal, as well as other work activities, are reviewed at local Immigration offices across Canada.

## IMMIGRATION OPERATIONS ABROAD

### THE INTERNATIONAL REGION

The International Region delivers Canada's immigration programs at Canadian missions abroad. Activities include immigrant selection, non-immigrant processing, immigration health services, reporting and liaison, and control and interdiction. The International Region plays a lead role in international migration and refugee issues. It is also involved in co-ordinating the Department's international activities, particularly those regarding relations with the Department of Foreign Affairs and International Trade (DFAIT), other nations and multilateral organizations.

Overseas processing is delivered through a network of Regional Program Centres, satellite missions, Full-Service Centres and Specialized Offices.

Regional Program Centres (RPCs) offer centralized immigration processing wherever possible. RPC staff process routine immigration applications from beginning to end, provided an interview is not required. If an interview is required, or documents need to be checked or verified, the responsible satellite office (i.e., where the applicant has provided an address) becomes involved. In this case, the RPC either provides specific instructions or electronically transfers the file to the satellite office. RPCs also perform a full range of non-immigrant services for its host country and any nearby nations falling under its direct jurisdiction. Non-immigrant services include interdiction, control, reporting, representation, liaison, promotion and recruitment.

Satellite offices also perform a full range of non-immigrant services including issuing tourist, student and temporary-work visas. Staff in these offices are also responsible for reporting on local conditions, maintaining the integrity of the program at the local level, and for immigration interdiction and control functions. They continue to maintain liaison contacts with host country officials and other diplomatic, official and non-government organizations representatives. Satellite offices also conduct interviews and investigate specific issues as directed by the RPC.

Full-Service Centres continue to offer a complete range of all immigrant and non-immigrant services. These stand-alone offices operate where local workloads are not routine or cannot be easily processed elsewhere, or where political realities inhibit the RPC-satellite concept.

Specialized offices provide additional reporting and liaison activities in key cities where immigration/refugee topics are of continuing interest, and conduct other unique duties. As these offices are an integral part of the Department's overseas network, they may also perform processing functions if necessary.

## PROCESSING TIMES

Processing times at visa offices vary. For example, routine applications by spouses can usually be processed in about six months. More complicated applications can take longer. The calculation of processing times begins only when the visa office receives a properly completed application form. There are several reasons why an application would be considered non-routine. Examples of situations requiring lengthier processing times include:

- the need for an interview;
- difficulties in communicating with the applicant due to local communication structures or an inaccurate/outdated contact address provided by the sponsor;
- lack of co-operation on the part of the applicant in providing the visa office with timely information;
- the need for additional medical examinations;
- complications regarding the criminal or security status of the applicant or dependants;
- applicant has difficulty obtaining satisfactory supporting documents; or
- problems with the sponsor's ability to fulfil the financial obligations of the sponsorship.

## SELF-ASSESSMENT GUIDES

A number of self-assessment guides have been developed to assist overseas clients make applications correctly. These include guides for visitors, students, temporary workers, and family class and independent immigrants. The self-assessment guides provide specifics regarding the admissions requirements, application forms and instructions on how to complete the forms.

## OVERSEAS MEDICAL SERVICES

Citizenship and Immigration Canada is responsible for:

- the immigration medical examinations of all prospective immigrants to Canada, as well as certain long-term visitors and temporary workers;
- the determination of medical inadmissibility under the *Immigration Act*;
- the analysis and reporting of international medical and health developments to the appropriate parties; and
- the administration of all non-insured health services of indigent people applying for landed immigrant status within Canada.

## RETURNING RESIDENTS

Permanent residents who want to leave Canada for extended periods (usually six months or longer) and do not want to jeopardize their permanent resident status, should apply for a Returning Resident Permit. These permits are available from local Immigration offices and Canadian visa offices abroad. The Returning Resident Permit is presented at the port of entry upon return to Canada. These permits show that it was not your intention to “abandon” Canada as your place of permanent residence.

Please note that transportation companies may refuse a permanent resident permission to board the carrier if the person has been outside Canada for more than six months during any 12-month period and does not have this permit.

## ROLES OF OTHER DEPARTMENTS

Parts of the immigration program are delivered in co-operation with other federal departments and agencies.

**Department of Foreign Affairs and International Trade** — Supplies common services to all federal departments that have employees abroad. It supports the immigration program by providing office and living accommodations for Citizenship and Immigration Canada employees, communications, shipping of supplies, and administration of locally-hired program and support staff.

**Health Canada** — provides policy input on medical examinations and standards.

**Revenue Canada** — examines all persons arriving in Canada and refers certain individuals to immigration officers for further examination.

**Department of Justice** — represents Citizenship and Immigration Canada in court.

**Federal Court of Canada** — hears appeals.

**Royal Canadian Mounted Police (RCMP)** — investigates and prosecutes specific contraventions of the *Immigration Act*, such as organized smuggling of immigrants into Canada.

**Canadian Security and Intelligence Service (CSIS)** — conducts enquiries into the security/criminality/admissibility of immigrants and some visitors, and provides advice to the Minister of Citizenship and Immigration.

**Human Resources Development Canada** — validates offers of employment.



The Immigration and Refugee Board (IRB) is a quasi-judicial administrative tribunal created in 1989 by an act of Parliament. It consists of three divisions: Convention Refugee Determination, Immigration Appeal and Adjudication. The IRB operates independently of Citizenship and Immigration Canada, although the Board's chairperson submits reports to Parliament. This arrangement allows Board members and adjudicators to make fair and consistent decisions concerning refugee claims and immigration matters.

Each division of the Board has a specific area of responsibility.

- The Convention Refugee Determination Division deals exclusively with claims to Convention refugee status made in Canada.
- The Immigration Appeal Division hears appeals from individuals, including permanent residents of Canada and those holding valid visitor visas, who have been denied entry or ordered removed from the country. The Division also hears appeals from Canadian citizens and permanent residents whose sponsorship applications to land close family members have been refused by a visa officer, and from Convention refugees who are subject to a removal order.
- The Adjudication Division conducts immigration inquiries and detention reviews initiated by senior immigration officers for certain persons believed to be inadmissible to, or removable from, Canada under the *Immigration Act*.

### THE REFUGEE DIVISION HEARING

The Refugee Division determines if a person is a Convention refugee based on an oral hearing. It is usually held in-camera and is conducted in an informal, non-adversarial manner. The only exception to the in-camera rule occurs when a member of the public seeks access to the hearing and refugee claimants are unable to demonstrate that an open hearing would threaten their safety. Refugee claimants are given every opportunity to establish why they consider themselves to be Convention refugees. Active and engaged Refugee Division members are responsible for conducting the hearing, for ensuring that the necessary and relevant information is on hand and for making an informed decision.

The Refugee Claims Officer (RCO) is a key player in ensuring that refugee claimants receive a fair, expeditious hearing in a non-adversarial process. The RCO provides counsel, information and assistance to the panel members assigned to the case.

Generally, two Board members will hear a claim. In some instances, where a positive decision is likely and the claimant agrees, the claim may be heard and determined by one Board member. In March 1995, the Minister announced the move to single-member panels. This action awaits legislated amendments to the *Act*.

## RIGHT TO LEGAL COUNSEL

Throughout the refugee status determination process, all claimants have the right to either speak for themselves or be represented by counsel. If claimants do not wish to be represented by a lawyer, they can choose a friend, relative or other individual to act as their counsel.

## MEMBERS OF THE IMMIGRATION AND REFUGEE BOARD

Under the *Immigration Act*, the Appeal Division may consist of not more than 30 permanent full-time members; there is no limit on the number of members in the Refugee Division. Members are independent decision makers appointed by the Governor General in Council for terms of up to seven years. They receive extensive, ongoing training and have access to one of the world's finest refugee documentation centres to help them in their decision making. A *Code of Conduct* guides members on matters relating to their professionalism and conduct. Members are subject to disciplinary action, including removal, for reasons of incapacity, incompetence or misconduct. A national advisory committee, established by the Minister, provides advice on the appointment and/or reappointment of members.

## ADJUDICATORS' POWERS

Adjudicators are employees of the Adjudication Division of the Immigration and Refugee Board. They are responsible for ensuring a full and proper inquiry and may not be directed in their decision-making function. Their decisions are final unless overturned by a court of competent jurisdiction.

Adjudicators make the decision to allow a person into Canada, to grant entry as a visitor, and to grant landing as an immigrant where the law allows. Terms and conditions of a prescribed nature may be imposed. They also make decisions to allow a person to remain in Canada as a visitor or permanent resident or, in accordance with subsection 4 (2.1) of the *Act*, as a Convention refugee if the individual has not committed a serious crime. Adjudicators' power also includes discretionary entry, detention and release, and issuing orders for removal.

### **Discretionary entry:**

Grant entry, for a non-extendible period of up to 30 days, to certain prospective visitors who have been found inadmissible but whose purpose for seeking entry justifies admission. Appropriate terms and conditions may be imposed.

### **Detention and release:**

- Order the detention of persons who are unable to satisfy an immigration officer of their identity or who may be members of certain inadmissible classes.

- Order the detention of persons who are likely to pose a threat to public safety or are believed unlikely to appear for subsequent immigration processes. Grounds for detention are reviewed within 48 hours of the person's initial detention and once again in the following seven days. If detention continues, a review is conducted every 30 days thereafter.
- Order the release of persons, subject to such terms and conditions as the Adjudicator deems appropriate in each case.

**Departure order:**

A removal order made against a person who has violated the *Immigration Act* or *Regulations*. It requires that the individual obtain a Certificate of Departure and to leave Canada within a period of time specified in the *Immigration Regulations*. If the person does not leave the country within that time, the departure order automatically becomes a deportation order.

**Exclusion order:**

Requires a person to be removed from Canada. After an exclusion order has been carried out, the person cannot return to the country for at least one year after the departure date without the consent of the Minister. If the person wishes to return to Canada during this period, he or she must initiate a request for the Minister's consent at a visa office abroad.

**Deportation order:**

Directs the removal of a person from Canada who is either inadmissible or has violated the *Immigration Act* and *Regulations*. A person who is the subject of a deportation order will be removed from the country and may not return without the consent of the Minister of Citizenship and Immigration.

**Inclusion of family members:**

After each dependant has been heard at an inquiry, an adjudicator may include dependent family members in a removal order unless they are Canadian citizens or permanent residents aged 19 or over. Dependent family members included in a removal order do not require the Minister's consent to return to Canada.

## ENFORCEMENT

Canada has a generous immigration policy which includes reasonably-open borders and an equitable system of justice and appeals. However, some people, such as document forgers and other criminals, attempt to avoid this immigration process. For the protection of society and to uphold the established legislation, people who enter or attempt to enter Canada using false or misleading information are not wanted in the country. Stopping illegal migrants and undesirables overseas at ports of entry before they arrive in Canada is the first step in this process.

## INADMISSIBILITY

### Who is admissible?

Canadian citizens and persons registered as Indians pursuant to the *Indian Act* have the right to enter or remain in Canada. Permanent residents can enter the country and remain unless they have given up or lost their permanent resident status or have taken part in activities that make them subject to removal. Other persons wanting to come to Canada as immigrants and visitors may be granted admission if they possess a valid visa (if required), pose no risk to Canada, and are not inadmissible for some other reason.

### Who is inadmissible?

Persons may be denied a visa, refused admission, or removed from Canada if, for example:

- the immigration officer believes them to be non-genuine visitors (persons whose real intent is to remain indefinitely);
- two Medical Officers believe that they are likely to be a danger to public health or to cause excessive demands on health or social services;
- they are unable or unwilling to support themselves and their dependants;
- they have been convicted of criminal offences or reasonable grounds exist to believe that they have committed a crime;
- they have engaged in acts of espionage, subversion or terrorism, or reasonable grounds exist to believe that they will engage in such activities;
- they are, or were, members of criminal, violent, terrorist or subversive organizations, or
- reasonable grounds exist to believe that they will take part in acts of violence, subversion or terrorism while in Canada;
- they constitute a danger to the security of Canada;
- there are reasonable grounds to believe that they have committed a war crime or crime against humanity;
- they are, or were, senior members or senior officials in the service of a government that is or was engaged in terrorism, systematic or gross human rights violations, war crimes or crimes against humanity;
- they have remained in Canada longer than authorized;
- they have previously been deported and are seeking to enter Canada without the consent of the Minister;
- they have taken a job or attended an educational institution without authorization; or
- they have violated any terms or conditions of their admission or have violated other provisions of the *Immigration Act* or *Regulations*.

Depending on the circumstances, prospective visitors who are found to be inadmissible for minor offences may be granted discretionary entry for up to 30 days (non-extendible). Appropriate terms and conditions may be imposed in these cases and a processing fee will be collected. (Refer to the Fee Schedule, in Annex 2, for details on processing fees.)

## **BACKGROUND CHECKS**

A background check is a normal part of immigrant visa processing. The procedure is intended to bar the entry into Canada of those who may disrupt law and order, threaten the country's security, or otherwise be detrimental to national interests.

Background checks are done for everyone aged 18 to 65 before they receive an immigrant visa. Documents used in these checks include:

- the immigration application form;
- security, intelligence and criminal conviction records; and
- immigration records for persons who have violated provisions of the *Immigration Act*.

Background checks may also be done before a visa is issued to a visitor if there is reason to believe that the visitor may be undesirable or prohibited by immigration law. In some countries, a waiting period is required for background checks.

## **RESPONSIBILITIES OF TRANSPORTATION COMPANIES**

According to the *Immigration Act* and *Regulations*, transportation companies must ensure that passengers are presented for examination at ports of entry with valid travel documents and visas if required. Canadian officials provide airlines with training and technology to help identify improperly documented passengers before they embark for Canada. If passengers are improperly documented and are allowed passage to Canada, the company may be charged an administration fee of \$3,200 to help pay the cost of processing the inadmissible person.

As a general rule, transportation companies are required to pay the costs of return transportation and medical costs of passengers refused admission to Canada, but are not required to pay the removal costs if passengers arrive with a valid visa.

Citizenship and Immigration Canada also requires security deposits from carriers to cover liabilities incurred under the *Act*. If the carrier refuses, the vehicle can be detained for up to 48 hours or seized and sold to recover monies owed.

Transportation companies also have responsibilities related to crew members. These include the presentation of crew lists and the reporting of crew changes and deserters. Carriers must also report stowaways and guard them safely before transferring them into the custody of an immigration officer.

## CONTROL AT THE BORDER

Canadian control initiatives have resulted in declining numbers of improperly documented passengers arriving in Canada. However, “people smuggling” is an ongoing concern. Immigration officers have the authority to search travellers when documentation relating to identity and nationality is missing or inadequate. Travel documents may also be held by immigration officials to ensure that they are available for possible removal action taken under the *Immigration Act*.

## OTHER ENFORCEMENT MEASURES

Other measures may also be taken against those who abuse or take advantage of Canada’s immigration laws. They include:

- Increased penalties for smuggling migrants. The penalties now range from fines of \$10,000 to \$500,000, imprisonment for up to 10 years, or both.
- Stronger measures against those who make multiple refugee claims. Although the number of people involved in duplicate refugee claims is small, the problem is serious. Once duplicate refugee claims are processed, multiple applications for welfare can also be made. Fingerprinting and photographing of refugee claimants is carried out to deal with this problem. Fingerprinting can also help to detect criminals attempting to enter Canada as refugees. Fingerprints of successful refugee applicants are destroyed once they receive Canadian citizenship.
- Preventing social assistance abuse by visitors. Visitors to Canada who would cause or be reasonably expected to cause excessive demand on health or social services can be removed.

### Minister’s Permits

The Minister of Citizenship and Immigration, or a delegated officer, may allow an inadmissible person to come into Canada by issuing a written permit and collecting the appropriate processing fee. (Refer to the Fee Schedule, in Annex 2, for details on processing fees.) The Minister may also grant the privilege of remaining in Canada to a person already in Canada who, while in violation of the *Immigration Act*, merits this special consideration. This permit may be cancelled at any time, whereupon the person may be subject to an immigration inquiry, direction to leave, or a removal order.

The Minister does not have the legal authority to reverse a visa officer’s decision with regard to issuing visitors’ visas or permanent residence visas. Nor does the Minister have the legal authority to cancel a removal order. However, where a person has resided continuously in Canada for at least five years under the authority of a written permit issued by the Minister, the Governor in Council may authorize the landing of that person.

## IMMIGRATION INQUIRIES

At ports of entry and inland offices, senior immigration officers are authorized to issue departure orders and exclusion orders of most persons in violation of the *Immigration Act*. Other persons whose cases have not been resolved by a senior immigration officer, or who are not allowed to enter Canada or who, after entering Canada, are alleged to be in violation of the *Immigration Act* or *Regulations*, have the right to be heard at an immigration inquiry. Adjudicators from the Adjudication Division of the Immigration and Refugee Board preside over these inquiries. These adjudicators are individuals specially trained in immigration law and related elements of civil, criminal and administrative law. Adjudicators have the powers of a Commissioner under Part 1 of the *Inquiries Act*.

Those facing an immigration inquiry have the right to be represented by the counsel of their choice at their own expense and the right to be heard in their own language, through an interpreter, at no expense.

## REHABILITATION

A person who is not allowed into Canada because of criminal activity overseas or who has failed to pass a background check may be allowed into Canada if:

- the person who has engaged in criminal activity outside Canada can prove to the Minister or the Governor in Council (depending on the case) that he/she has been rehabilitated\*;
- if the person was convicted of an indictable offence in Canada but has obtained a pardon from the National Parole Board;
- a temporary entry request is made and the Minister — for reasons of national interest or strong humanitarian or compassionate grounds — allows it.

Requests for relief based on rehabilitation may be made at the discretion of a visa officer abroad or an officer at a local Immigration office in Canada.

## FEDERAL-PROVINCIAL AGREEMENTS

Under the Constitution, immigration is shared between the federal government and the provinces, with federal legislation prevailing. The *Immigration Act* (Section 108) allows the Minister to enter into agreements with the provinces to facilitate the co-ordination and implementation of immigration policies and programs.

Since 1978, seven provinces have signed immigration agreements (British Columbia and Ontario have yet to do so). Discussions are under way with several provinces toward new or revised immigration agreements or other types of working arrangements.

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\*This usually requires proof that at least five years have elapsed since the end of the sentence and that further criminal activity is unlikely. In some minor cases, five years without further incident is sufficient.

These federal-provincial agreements outline specific responsibilities and establish formal mechanisms by which the provinces can contribute to the development of immigration policies and programs.

The *Canada-Quebec Accord*, the most comprehensive agreement to date, was signed in February 1991. It gives Quebec sole responsibility for selecting independent immigrants and refugees abroad who are destined for Quebec. It also allows Quebec to provide its own reception and integration services — linguistic, cultural and economic — for permanent residents of the province. Federally, Canada maintains responsibility for defining general immigrant categories, setting levels for admitting persons to Canada and enforcement.

Other mechanisms are also in place to facilitate federal-provincial co-operation. Federal, provincial and territorial deputy ministers responsible for immigration meet on a regular basis. As a result of these meetings, federal-provincial working groups have been formed to examine specific immigration issues. These include access to professions and trades, sponsorship, business immigration, promotion and recruitment, settlement and language training, and information sharing and research.

## THE CANADA-QUEBEC ACCORD

Due to Quebec's responsibilities in immigration, as defined in the *Canada-Quebec Accord*, persons destined for this province may have to meet different requirements.

## VISITORS, STUDENTS AND FOREIGN WORKERS

People coming to Quebec to study, receive medical treatment or work in a position requiring a job validation (a condition that no Canadian is available to perform the work) must first obtain the province's consent.

## SELECTION

The *Accord* specifically gives Quebec exclusive responsibility for selecting all independent immigrants and refugees abroad who are destined for Quebec. Those selected by the province will receive a document called *Certificat de sélection de Québec* (CSQ). The federal government ensures that statutory admission requirements, such as medical and criminal checks, are met before issuing a visa.

For the Family Class category, *Le ministère des Relations avec les citoyens et de l'Immigration* (MRCI), *Direction de l'aide à l'immigration d'affaires asséses* if sponsors are financially able to meet sponsorship obligations and, once approved, notifies the appropriate visa office.



## FEES

The Quebec government has set fees for some of the immigration-related services provided by MRCI. People seeking information on current fees should contact MRCI directly.

## SETTLEMENT RESPONSIBILITIES

The province provides reception and integration services to new permanent residents of Quebec. These services must be equivalent to those provided by the federal government elsewhere in the country.

## IMMIGRATING TO CANADA

The rules for the admission of immigrants deal with three basic categories which correspond to the three main program objectives: reuniting families, promoting economic development and protecting refugees.

**Family class immigrants:** immigrants sponsored by close family members already living in Canada.

**Independent immigrants:** those who apply on their own or who have more distant relatives living in Canada, who qualify for certain types of jobs or have other important assets to bring to Canada.

**Refugees:** persons seeking protection in Canada.

- Convention refugees: selected abroad or recognized by the Immigration and Refugee Board.
- Humanitarian designated classes: people in refugee-like situations.

In addition, from time to time, the Canadian government implements special humanitarian measures for victims of natural or other disasters who have close relatives in Canada.

The Minister may also regulate classes of immigrants for humanitarian or public policy reasons. Currently, two such classes exist: Live-in Caregivers in Canada and Post-Determination Refugees in Canada.

Immigrants in each category must meet certain health and security requirements as well as the specific requirements related to the category in question. Applications from persons facing criminal charges in Canada or abroad cannot be processed until the charges are dealt with.

Clients can make an application to Citizenship and Immigration Canada by using an application kit. A different application kit exists for each class. Most kits are available by phoning a Call Centre. If Call Centre staff cannot send you the kit directly, they will tell you how to obtain one.

### Who is eligible to sponsor someone for permanent resident status in Canada?

Sponsors must be Canadian citizens or permanent residents aged 19 or over, and living in Canada.

A sponsor must be able to provide for the lodging, care, maintenance and normal settlement needs of the applicant and accompanying dependants for 10 years. Sponsors who have failed to carry out a similar responsibility toward another member of the family class may not be allowed to sponsor another person.

### Who is eligible for sponsorship in the family class?

The following people are eligible for family class sponsorship:

- wife/husband
- fiancé(e)
- parents, grandparents
- brothers, sisters, nephews, nieces, grandchildren, who are orphans, unmarried and under age 19
- dependent son or daughter (including children adopted abroad)\*
- children under 19 whom the sponsor plans to adopt\*\*
- any other relative, if the sponsor has no relative as described above or no family in Canada.

## VISA REQUIREMENTS FOR DEPENDANTS

Dependants must meet the same visa requirements as the principal applicant, including medical and background checks. Applicants must include all of their dependants on their application, whether or not the dependants plan to immigrate to Canada.

\*There are three ways sons or daughters can be “dependent” on their parents:

- 1) Under age 19 and unmarried (must be unmarried when they apply for a visa and still unmarried when the visa is issued);
- 2) Full-time students, married or single, studying at a college, university, or other educational institution. They must be studying or training when they apply for their visas, during the processing of their visas and when the visa is issued, and must have been supported financially by their parents from age 19 on or from when they got married. They may interrupt their studies for up to 12 months;
- 3) Children who are unable to support themselves financially because of a disability and are financially supported by their parents.

\*\*These children need not necessarily be orphans. Refer to *Immigration Regulations* available at your local Immigration office for further details.

## OTHER FAMILY MEMBERS

A Canadian citizen or permanent resident who does not have a spouse, son, daughter, father, mother, grandfather, grandmother, brother, sister, uncle, aunt, nephew, or niece in Canada, and who does not have a family class relative to sponsor, may sponsor one relative regardless of relationship. (See also Independent Immigration, Assisted Relatives.)

## LENGTH OF FINANCIAL RESPONSIBILITY

Sponsors have financial responsibility for family class relatives immigrating to Canada. Sponsors agree to assist family class relatives for 10 years.

## PROCESSING APPLICATIONS ABROAD

Once the local Immigration office or Case Processing Centre has approved the sponsorship, it will inform the visa office and send an application kit to the applicant. The applicant must return the form as quickly as possible and undergo a medical examination, as instructed by the visa office. A visa will be issued once all requirements are met – within six months of application in routine cases involving spouses and dependent children.

Different procedures apply in Quebec. For more information, refer to Federal-Provincial Agreements — the *Canada-Quebec Accord*.

## ADOPTIONS

While immigration law permits foreign children to be adopted in Canada, the majority of children are adopted outside the country. Canadians wanting to adopt a foreign child should begin the sponsorship at their local Immigration office in Canada well before they plan to leave for the foreign country. A sponsorship may be submitted before the adoption is final. Applicants who wish to adopt abroad must consult provincial child welfare authorities to determine the requirements in their province, as adoption in Canada is the responsibility of the province in which the adoptive parents reside. The pamphlet *International Adoption and the Immigration Process* (C&I-198-02-97) also offers useful information. For a copy, contact:

Public Affairs Branch  
Citizenship and Immigration Canada  
Journal Tower South, 19th Floor  
365 Laurier Avenue West  
Ottawa, Ontario K1A 1L1  
Telephone (613) 954-9019; Fax (613) 954-2221.

Canadian laws concerning foreign adoptions are designed primarily to protect the child. Adoptions require the involvement of several provincial and federal departments in Canada and authorities in the child's country of residence. Immigration regulations must be complied with and, if the adoption is being completed outside Canada, the laws of the foreign country must be met.

The main requirements for issuing an immigrant visa to an adopted child are:

- an approved sponsorship received from an Immigration office in Canada;
- a letter from provincial authorities consenting to the adoption;
- the processing fee paid at the time of sponsorship;
- an "Application for Permanent Residence in Canada" completed by the adoptive parents on behalf of the child and submitted to the appropriate visa office abroad;
- final adoption documents;
- a medical examination by a doctor authorized by Canadian immigration authorities;
- a valid passport or other travel documents; and
- any other documents that the Immigration office in Canada or the visa office might require.

Citizenship and Immigration Canada recognizes that the unification of children with their adoptive parents is of great importance. While applications are processed in the high-priority family class category, the process can still be time consuming.

Amendments to immigration regulations allowing Canada to comply with the terms of The Hague Convention on Protection of Children and Cooperation in Respect of Intercountry Adoption came into force on April 1, 1997, coinciding with the implementation date of the Convention in Canada. The Convention requires that the central authority for adoption in the province of destination and the central authority in the child's country of origin mutually agree to an adoptive child's placement. The Convention also requires that immigration authorities in the child's country of destination decide that the child will be allowed to live in that country permanently before the adoption can be completed and the child entrusted to the adoptive parents.

Eleven countries (Costa Rica, Romania, Mexico, Burkina Faso, Ecuador, Sri Lanka, Peru, Cyprus, Spain, Poland and the Philippines) have implemented the Convention. Five provinces (British Columbia, Manitoba, New Brunswick, Prince Edward Island and Saskatchewan) implemented the Convention on April 1, 1997. If you are a resident of one of these provinces and intend to adopt a child from one of the implementing countries, you should contact the provincial adoption authority to obtain information about The Hague Convention requirements for intercountry adoptions.

## ADOPTIONS COMPLETED ABROAD

The child must be:

- under age 19; and
- adopted according to the laws in effect in the homeland.

Sponsorship applications should be initiated in Canada but can be completed at a Canadian visa office abroad. Parents of the adopted child must show proof that the adoption was formally completed under the laws of the country in which the child lived.

## ADOPTIONS COMPLETED IN CANADA

The child must be:

- under age 19;
- an orphan;
- abandoned; or
- placed with a welfare authority for adoption because he or she was born outside marriage, has parents who have separated, or has only one living parent.

Sponsorship applications for adopted children are processed in the high-priority family class category.

**Note:** Different procedures apply in Quebec. For more information, refer to Federal-Provincial Agreements — the *Canada-Quebec Accord*.

## INDEPENDENT IMMIGRATION

“Independent” immigrants are those who apply for permanent residence on their own merit. This class includes skilled workers, entrepreneurs, investors and self-employed persons. (There is no longer a “retired persons” category.) Independent immigrants destined for Quebec are subject to that province’s selection criteria. For all other destinations, the federal selection system applies.

## SELECTION SYSTEM

Immigrants in the independent class are assessed against a selection (“point”) system on the following factors:

- education (16 points maximum)
- experience (8 points maximum)
- specific vocational preparation (18 points maximum)
- age (10 points maximum)
- knowledge of English and/or French (15 points maximum)
- personal suitability (10 points maximum)

- bonus for self-employed immigrants (30 points maximum)
- demographic factor (10 points maximum)
- arranged employment or having a designated occupation (10 points)
- occupation found on the General or Designated Occupations List (10 points)

Education points are awarded as follows:

- secondary school not completed (0 points)
- secondary school completed in a program which does not provide entrance into university and the applicant has no trade or occupation certification (5 points)
- secondary school completed in a program which provides entry to university (10 points)
- secondary school completed in a program which includes trade or occupational certification (10 points)
- diploma or approved certificate from a community college or trade school that requires at least one year of full-time classroom study (10 points)
- diploma or apprenticeship certificate from a community college or trade school that requires at least one year of full-time classroom study and which has academic secondary schooling as an entry requirement (13 points)
- first-level university degree completed (15 points)
- second- or subsequent-level university degree completed (16 points)

Language points for ability in Canada's official languages are awarded as follows:

For the language in which the applicant states greatest competency, an assessment of ability is done in three categories: speaking, writing and reading. All three areas will be scored separately as follows:

- fluently (3 credits)
- well (2 credits)
- with difficulty (0 credits)

For the language in which the applicant states lesser ability, there will also be an assessment of ability in speaking, writing and reading. All three areas will be scored separately as follows:

- fluently (2 credits)
- well (1 credit)
- with difficulty (0 credits)

Points are then awarded on the basis of the number of credits:

- for 0 to 1 credit, no points are awarded
- for 2 to 5 credits, 2 points are awarded
- for 6 to 15 credits, points equal to the number of credits are awarded

In example A, Ching-Wai notes on her application that of Canada's two official languages, French is her language of greatest ability and English is her language of lesser ability. From her French language assessment she received: 2 credits for her ability to speak French; 2 credits for her ability to read French and 0 credits for ability to write French. From her English language assessment she received: 1 credit for her ability to speak English and no credits for her ability to read and write English. All together, Ching-Wai scored 5 credits. This would give her 2 points out of 15 for her language skills.

In example B, Victor notes on his application that of Canada's two official languages, he knows only English. On his English assessment he is awarded: 3 credits for speaking; 3 credits for reading; and 3 credits for writing. Altogether he receives 9 credits. Therefore, he is awarded 9 points out of 15 for his language skills.

**Note:** People who score 0 points for language ability are not automatically disqualified from selection to Canada as independent immigrants.

## MINIMUM SELECTION POINTS REQUIRED PER CATEGORY

(Each category is defined on the following pages)

Investor	25
Entrepreneur	25
Self-employed	70
Skilled Worker	70
Assisted Relative	65

For those independent immigrants who need an occupation factor, 0 points under occupation means an automatic refusal of the application, unless the applicant has arranged employment in Canada with a job offer validated by a Human Resource Centre.

## GENERAL AND DESIGNATED OCCUPATIONS LISTS

This guide does not include the General Occupations List and Designated Occupations List. You can get them at your local Immigration office or at your MP's office. The designated occupations list is also available from Call Centres. Neither of these lists apply to the selection of Quebec-bound independent immigrants.

The General Occupations List is based on an analysis of the labour market and of applications received abroad. It identifies occupations that are in demand and can, on a national basis, absorb newcomers to Canada. The General Occupations List contains about 178 broad occupation groups, covering more than 2,400 eligible occupations.

The Designated Occupations List relates to labour market needs currently identified by six provinces: Newfoundland, Ontario, Manitoba, Saskatchewan, Alberta and British Columbia. Through the Designated Occupations List, provinces can recruit people with the skills they need from abroad.

Changes to the General or Designated Occupations Lists occur regularly. Copies are sent to MPs for distribution to their constituency offices. You can also contact:

Public Affairs Branch  
Citizenship and Immigration Canada  
Journal Tower South, 19th Floor  
365 Laurier Avenue West  
Ottawa, Ontario K1A 1L1  
Telephone (613) 954-9019  
Fax (613) 954-2221



## ASSISTED RELATIVES

Assisted relatives must apply directly to a visa office outside Canada and must meet Canada's immigration selection criteria. Assisted relatives are sons, daughters, brothers, sisters, nieces, nephews, or grandchildren, who do not qualify as family class; and aunts and uncles.

If they can prove their relationship to their relative in Canada, assisted relatives need obtain only 65 points instead of the 70 required by independent immigrants.

## BUSINESS IMMIGRATION

Canada encourages the admission of business immigrants who bring business skills and expertise that contribute to the nation's economic and cultural well-being, and create job opportunities.

## APPLYING AS A BUSINESS IMMIGRANT

Business immigrants must comply with selection criteria. These criteria vary for each of the three business immigrant categories — entrepreneur, investor and self-employed. As well, they must meet the health and security requirements that apply to all immigrants.

## ENTREPRENEUR CATEGORY

The entrepreneur category is for those who wish to actively manage a business in Canada.

Applicants must intend and be able to establish, purchase or substantially invest in a business in Canada. The following criteria must be met:

- The business must make a significant contribution to the economy.
- The business must create or continue one or more jobs in Canada over and above the jobs created for the entrepreneur and the entrepreneur's dependants.
- The entrepreneur must provide active, ongoing participation in the management of the business.
- The entrepreneur must report to an immigration officer on a regular basis.

Entrepreneurs and their dependants are admitted on the condition that the entrepreneur establish a business that meets the above requirements within two years of landing in Canada. Progress is monitored and the entrepreneurs are counselled regarding their compliance with the terms and conditions. Failure to comply could lead to removal proceedings.

## INVESTOR CATEGORY

Applicants under the Investor program must make an investment through approved offerings.

Applicants must have successfully operated, controlled or directed a business and have accumulated, through their own efforts, a personal net worth of at least \$500,000 (CDN). They must invest in an offering approved by both the federal and provincial governments. The investment is locked in for a period of five years. Investments are set at \$250,000 (Newfoundland, Nova Scotia, New Brunswick, Prince Edward Island, Manitoba, Saskatchewan, Alberta, Yukon and the Northwest Territories) or \$350,000 (British Columbia, Ontario and Quebec). There is also a \$500,000 investment tier requiring a net worth of \$700,000, which permits a guarantee by a third party.

All investments must be made in approved projects that are of significant benefit to the economy of the province or territory in which the project is located. The projects may not involve residential real estate and must contribute to the creation or continuation of jobs for Canadian citizens or permanent residents.

Approved businesses and funds are monitored to ensure that they are operated, managed and promoted in accordance with the *Immigration Act* and *Regulations*.

On April 25, 1997, the Minister of Citizenship and Immigration announced plans to extend the interim Immigrant Investor Program. The regulatory amendment will extend the interim program to December 31, 1997.

## SELF-EMPLOYED CATEGORY

Applicants must demonstrate the intention and ability to establish or purchase a business in Canada. This business must create a job for the applicant and make a significant contribution to the economy, or the cultural or artistic life of Canada. Proven ability is shown by applicants who have previous business or cultural experience and sufficient financial resources.

Prospective business immigrants may obtain further details about the program from visa offices at Canadian missions abroad. The address for the Business Immigration program is:

Business Immigration  
Citizenship and Immigration Canada  
Journal Tower North, 7th Floor  
300 Slater Street  
Ottawa, Ontario K1A 1L1  
Telephone (613) 941-8999  
Fax (613) 941-9014

## BUSINESS APPLICANTS DESTINED FOR QUEBEC

The Province of Quebec uses its own criteria to select business immigrants. It works in co-operation with the Government of Canada to process them. Individuals wishing to settle in Quebec may contact a Quebec immigration office outside Canada, or:

Le ministère des Relations avec les Citoyens et de l'immigration  
Direction de l'aide à l'immigration d'affaires  
360, rue McGill, Bureau 3.01  
Montréal (Québec) H2Y 2E9  
Telephone (514) 873-2730  
Fax (514) 873-0762  
or, outside Canada:  
Les bureaux du service d'immigration du Québec

## REFUGEES

Each year, in keeping with its humanitarian traditions and international commitments, Canada accepts large numbers of Convention refugees and other displaced persons. Refugee claims are handled by mail in Montreal and Toronto.

### REFUGEE CLAIMANTS

A refugee claimant is a person who has arrived in Canada and seeks Convention refugee status. A claim may be made upon arrival at the port of entry or by someone already in Canada, whether as a legal visitor or without legal status, at a Canada Immigration Centre. A refugee claimant receives Canada's protection when he or she is found to be a Convention refugee as defined by the United Nations' 1951 *Geneva Convention Relating to the Status of Refugees*, and its 1967 *Protocol*. The refugee is protected from forced return to the place where he or she would face persecution. This does not apply to people who pose a serious danger to Canada or Canadian citizens.

### CONVENTION REFUGEES

Canada is a signatory of the United Nations' 1951 *Geneva Convention Relating to the Status of Refugees* and its 1967 *Protocol*. The Convention refugee definition, as presented in the *Geneva Convention*, is incorporated into Canada's *Immigration Act*. Convention refugees are persons who by reason of a well-founded fear of persecution based on race, religion, nationality, political opinion or membership in a particular social group, are:

- outside the country of their nationality and are unable or, by reason of that fear, unwilling to be protected by that country; or,
- not having a country of nationality, are outside the country of their former habitual residence and are unable or, by reason of that fear, are unwilling to return to that country.

The *Immigration Act* also provides for the cessation of the refugee status when protection is no longer needed and stipulates that refugee status may be withdrawn if it was obtained by misrepresentation.

## REFUGEES SELECTED ABROAD

Canada operates an overseas refugee resettlement program for which annual targets are established. Persons requiring protection may be processed under either the government-assisted or privately-sponsored refugee resettlement programs.

The Governor in Council may also designate classes of persons, other than Convention refugees, who may benefit from Canada's humanitarian immigration programs. At present, only the following designated classes apply to persons selected abroad:

- Political Prisoners and Oppressed Persons
- Indochinese (Transitional) (Vietnamese and Laotians)
- The Self-Exiled Persons (Transitional) Designated Class

In addition to aiding Convention refugees and members of designated classes, Canada may, from time to time, help individuals or groups that are in special need and have relatives in Canada. Special programs arise from unusual hardship due to events such as civil war and political upheaval. In the past, Canada has used special measures to meet the needs of citizens of the former Yugoslavia, Guatemala, Iran, Sri Lanka, El Salvador and Lebanon.

**Note:** The designated classes and special programs are expected to be replaced by a new class, Resettlement From Abroad, in spring 1997. For more information, contact a Call Centre.

## PRIVATE SPONSORSHIP OF REFUGEES

Groups of at least five Canadian citizens or permanent residents, 19 years of age or older, or local groups of certain legally-incorporated organizations may sponsor Convention refugees or members of a designated class who are residing outside Canada. Undertaking a sponsorship means agreeing to provide settlement assistance for one or more refugees and their families for a period of one year. Both sponsors and refugees must meet the requirements of the *Immigration Act* and *Regulations*.

## GOVERNMENT ASSISTANCE TO REFUGEES

The federal government also assists a certain number of refugees and members of designated classes. These individuals are eligible for federal settlement assistance upon arrival to ease their initial settlement period in Canada.

## CLAIMING REFUGEE STATUS IN CANADA

Any person who is in Canada, other than a person against whom a removal order has been made but not executed, may make a claim to Convention refugee status. This can be done by notifying an immigration officer.

If it is determined that the person is a Convention refugee, he or she is eligible to apply for permanent resident status. Immediate family members, whether in Canada or abroad, may be included on the application for permanent residence.

### DETERMINING ELIGIBILITY

The following categories of persons are not eligible:

- persons recognized as Convention refugees by another country to which they can be returned;
- persons already considered Convention refugees according to Canada's *Immigration Act or Regulations*;
- persons who have arrived in Canada from a prescribed country. A prescribed country is one which does not return refugees to nations where their life or freedom would be threatened for reasons of race, religion, nationality or membership in a particular social group or political opinion (to date there is no list of prescribed countries);
- persons who have been found ineligible by a senior immigration officer or have been determined not to be a refugee by the Refugee Division (this provision does not apply to persons who have been subsequently out of Canada for more than 90 days);
- persons found by a Board Adjudicator to have been convicted of serious criminal offences or to be terrorists, subversives, or war criminals, and whom the Minister of Citizenship and Immigration has determined should not be in Canada because they pose a danger to Canadians or the national interest.

In June 1995, new immigration legislation (Bill C-44) was implemented. The new measures prevent dangerous criminals from abusing the refugee status determination system. The changes also permit officers to revisit decisions on eligibility that were tainted by fraud or where new information on criminal activity comes to light.

An eligible claimant may be found to have been convicted of a criminal offence. The senior immigration officer may then reconsider the claimant's eligibility. When notified of this action, the Refugee Division will suspend consideration of the claim until the issue of eligibility is reconsidered. If the claimant is found ineligible, the Refugee Division will terminate examination of the case.

A senior immigration officer may also reconsider a claimant's positive eligibility if that decision was based on fraud or misrepresentation. The claimant will be notified and allowed to respond to the evidence of fraud or misrepresentation. The evidence may show that the claimant would have been found ineligible if it were not for the fraud or misrepresentation. The senior immigration officer will then change the positive determination to a negative one and notify the Refugee Division. The Refugee Division will then stop considering the claim. If the Refugee Division has already presented a decision, that decision becomes null and void.

Claimants ineligible to proceed to a hearing before the Refugee Division may have a removal order issued against them by a senior immigration officer. Should a person be found ineligible because he or she has come to Canada from a country with which Canada has an agreement for sharing responsibility for refugee claims, the removal order would be effected without delay. (Canada currently has no such agreements in effect but discussions are ongoing.) In other cases, the execution of the removal order is automatically stayed for seven days to allow the person to seek legal advice regarding the possibility of a judicial review of the eligibility decision by the Trial Division of the Federal Court of Canada.

When a claim is eligible for a Refugee Division hearing and the person does not have lawful status in Canada, the senior immigration officer will issue a conditional removal order that takes effect only if the Refugee Division determines that the person is not a refugee.

## **PERSONS DETERMINED TO BE CONVENTION REFUGEES**

When a claim is accepted by the Refugee Division, the individual may apply for permanent resident status but must do so within 180 days. Immediate family members, whether in Canada or abroad, may be included on the application. Landing may not be granted if the person does not have satisfactory identity documents or if the person or any dependant is inadmissible for criminal or security reasons.

Sometimes refugees are unable to obtain identity documents due to sustained civil war in their country of origin or the lack of a central government authority. Canada has established the Undocumented Convention Refugee in Canada Class (UCRCC) Regulations to handle such cases. These regulations permit citizens of Somalia and Afghanistan to apply for landing, without meeting the requirement for identity documents, within five years of the IRB decision that they are Convention Refugees.

## **PERSONS DETERMINED NOT TO BE CONVENTION REFUGEES**

When the Refugee Division rejects a claim, it sends a written notice to the claimant explaining the reasons for the decision. The claimant has 15 days to file an application for leave, or permission, to commence an application for judicial review by the Trial Division of the Federal Court. A judge of that court will decide if leave will be granted. With certain exceptions, a person has the right to remain in Canada pending the outcome of the judicial review.

The Federal Court decision may be appealed to the Federal Court of Appeal only if the judge who rendered the decision states that a serious question of general importance is involved.

## **REVIEW OF REFUGEE CLAIMS NOT ACCEPTED BY THE REFUGEE DIVISION**

Currently people who receive a negative decision to Convention refugee status by the Refugee Division are automatically reviewed by Post Claim Determination Officers (PCDO) to determine if they are members of the Post-Determination Refugee Claimants in Canada class (PDRCC). The PDRCC was established in February 1993 as an element of Canada's public policy concerning refugee claimants. This policy addresses the belief that persons who may be exposed to compelling personal risk if removed from Canada should have the opportunity to apply for permanent residence.

Currently, an unsuccessful refugee claimant has 15 days after receiving the negative decision to make submissions based on one of two issues:

- the extent of any risk faced upon removal from Canada; and
- whether or not the threat exists in all parts of the country to which the claimant could be removed.

It is up to each individual to make a submission to the Post Claim Determination Officer. If no arguments are received, the assessment will be based solely on information on file.

The PDRCC class does not include persons:

- whom the Refugee Division found not to have a credible basis for their claim;
- who abandoned or withdrew their claim; or
- who have left Canada since their claims were decided.

The Post Claim Determination Officer's assessment of each individual case is considered according to the regulations that define the class. The risk faced by each claimant must be objectively identifiable and involve a threat to his or her life, the possibility of excessive sanctions, or the likelihood of inhumane treatment.

Under the amended PDRCC class, risk assessment is no longer automatic for failed refugee claimants; they will now have to apply for consideration. Applicants will have 15 days, after notification of the Refugee Board's decision, to submit an application under the PDRCC class. They will then have 30 days from the date of application to present submissions in support of the application. Those persons found not to be convention refugees, and who do not have a PDRCC decision rendered prior to the amendments coming into force, will continue to be dealt with under the previous regulations. These applicants will have 30 days to provide a written submission for consideration under the PDRCC class.

Under the amended PDRCC class, the following groups will no longer be eligible for consideration:

- claimants who have been convicted of a serious crime (sentenced to 10 years or more under any act of Parliament);
- claimants who have committed war crimes or crimes against peace or humanity, or who have been found guilty of acts contrary to the purpose and principles of the United Nations; and
- claimants who have departed and returned to Canada from a contiguous territory (United States, St-Pierre and Miquelon) to file a second refugee claim within six months of the date of departure.

## **OTHER INFORMATION ON REFUGEE CLAIMS**

When a person is referred to the Refugee Division, a senior immigration officer may issue a conditional departure order against that person. The order takes effect only if the claimant:

- withdraws or abandons the claim to be a Convention refugee;
- is determined not to be a Convention refugee; or,
- despite being a Convention refugee, does not have the right to remain in Canada.

Refugee claimants are eligible, in certain circumstances, to apply for employment authorization. Generally, only those who could not subsist without public assistance are eligible for employment authorization.

Refugee claimants and their children are eligible to apply for student authorization so that they can attend school while waiting for a decision on their claims.

Unsuccessful refugee claimants who want to have their cases reviewed on humanitarian or compassionate grounds must apply under subsection 114(2) of the *Immigration Act* and pay the cost-recovery fees. Immigration officers at local offices have the authority to consider applications for permanent residence in Canada under subsection 114(2). In certain circumstances, the Minister of Citizenship and Immigration may also decide to review a case on humanitarian and compassionate grounds.

The *Canada-Quebec Accord* specifically gives Quebec exclusive responsibility for selecting all independent immigrants and refugees abroad who are destined for Quebec. Those selected by the province receive a document called *Certificate de sélection de Québec* (CSQ). The federal government ensures that statutory admission requirements such as medical and criminal checks are met before issuing a visa.



## SETTLEMENT AND INTEGRATION SERVICES AND PROGRAMS

Citizenship and Immigration Canada offers programs and services to help newly arrived immigrants adapt and settle in Canada. Under the *Canada-Quebec Accord*, Quebec is responsible for settlement and integration services inside its jurisdiction. Also, some of the programs and services have eligibility criteria. Please check with your local Immigration office for details.

Programs and services are a bridge to help newcomers adapt during their first year in Canada. They help new arrivals to become self-reliant, participating members of Canadian society as quickly as possible.

They also help Canadians understand the immigration, settlement and integration process. Local Immigration offices provide interested organizations and agencies with information about immigrants and immigration.

Assistance may be provided abroad through Canadian posts (counselling and orientation materials); through international organizations (basic language training and cultural orientation sessions); upon arrival at a port of entry (referral to temporary housing, onward travel arrangements, emergency clothing); and at the final destination in Canada (full range of settlement services).

### IMMIGRATION LOANS PROGRAM

The Immigration Loans Program (ILP) is funded by a \$110-million advance from the federal government's Consolidated Revenue Fund and is replenished by repayments on the loans. Loans are approved according to the applicant's needs and ability to repay.

Loans are made to immigrants, about 98 percent of whom come to Canada as Convention refugees or designated class members, as either government-assisted refugees or under the sponsorship of a private group. The loans may be approved to cover the costs of medical examinations abroad, obtain travel documents, transportation to Canada, and the Right of Landing Fee (ROLF). In addition, assistance loans are available to disadvantaged newcomers to cover expenses such as housing rental, telephone deposits or work tools. These loans are made by the Adjustment Assistance Program (AAP) Counsellor but are charged to the Assistance Loans segment of the Transportation, Assistance and Admissibility Loan Program (TAAALP) rather than to ILP.

### IMMIGRANT SETTLEMENT AND ADAPTATION PROGRAM

Through the Immigrant Settlement and Adaptation Program (ISAP), funds are provided to deliver direct and essential services to newcomers. These services include reception and orientation, translation and interpretation, referral to community resources, para-professional counselling, general information and employment-related services.

ISAP also funds projects designed to complement or improve the delivery of settlement services. These include research projects on settlement and immigration integration, seminars and conferences to share information about settlement and integration activities, and training of ISAP-supported agency staff.

## **HOST PROGRAM**

Funds are provided to recruit, train, match and monitor volunteers (individuals and groups) who help newcomers to adapt, settle and integrate into Canadian life.

The Host program is typical of the “two-way street” approach to immigrant integration, helping to establish friendships between newcomers and resident Canadians. It gives newcomers a friend who is familiar with Canadian ways to teach them about available services and how to use them, work with them to practise English or French, get employment contacts and participate in community activities. In return, Host volunteers make new friends, learn about other cultures and contribute to community life.

## **ADJUSTMENT ASSISTANCE PROGRAM**

Financial assistance is provided to indigent Convention Refugees, generally Convention refugees and designated class persons admitted to Canada as government-assisted refugees. The funds help pay for temporary accommodation, necessary clothing and household effects, and living expenses for up to one year or until the newcomer is self-supporting, whichever comes first.

## **LANGUAGE TRAINING**

The immigrant language training framework, implemented in June 1992, offers enhanced language training opportunities for adult immigrants. It consists of two programs.

Language Instruction for Newcomers to Canada (LINC), managed by Citizenship and Immigration Canada, funds basic language instruction to meet newcomers’ integration needs, regardless of whether or not they plan to get a job. LINC may include full- or part-time training, self-assisted and distance learning, or community or institutionally-based programs, according to the newcomer’s abilities and needs. LINC is free to all immigrants but does not include training allowances.

Special initiatives also exist in co-operation with provincial governments and the voluntary sector to assist special-needs refugees, women at risk and unaccompanied minors. These initiatives can assist when resettlement is urgently needed or where government and non-government organizations need to combine their services to meet resettlement needs.

## VISITORS TO CANADA

A visitor is a person who is lawfully in Canada, or seeks to come to Canada, for a temporary purpose.

Every visitor, except those from countries specifically exempted, must obtain a visitor visa before arriving in Canada. A list of countries whose citizens require visas to visit Canada is presented in Annex 1 of this guide. A processing fee is required (see Annex 2 – Fee Schedule). Exempted countries are listed in Schedule II of the *Immigration Regulations* at the end of Chapter 2 in the IL component of the *Immigration Manual*. The manual can be reviewed at any local Immigration office.

Visitors to Canada must be able to demonstrate that they will respect the conditions that apply to visitors. One of these conditions is that they will voluntarily leave at the end of their visit. Visa officers look at many factors before deciding whether the applicant is a genuine visitor or someone who will seek to stay in Canada through a refugee claim or an illegal action. The main thing they consider is the applicant's ties to the home country. These ties include the purpose of the visit, the individual's family and employment situation, and the overall economic and political stability of the home country.

They also consider invitations from Canadian hosts, although this is of less importance in the visa officer's decision. For example, the host in Canada may believe the visitor will depart at a specific time but there is no way to enforce this belief. As well, some visitors may not have informed the host of their true intentions.

Decisions on the genuineness of a visitor's intentions are decided on a case-by-case basis, with the burden of proof lying with the applicant.

Individuals who apply to visit Canada must satisfy the visa officer that they:

- are in good health (in some cases a medical examination may be required);
- do not have a criminal record;
- do not pose a threat to Canada's security;
- have a valid passport or travel document;\*
- have enough money to support themselves and their dependants while in Canada; and
- will leave Canada voluntarily at the end of their visit.

\*Permanent residents and citizens of Greenland, St. Pierre and Miquelon, and the United States who come directly from their country of permanent residence or citizenship need proof of citizenship but do not necessarily require a passport.

## INTERNATIONAL STUDENTS

An international student is a visitor who has been approved by an immigration officer or visa officer to study in Canada. This approval process is normally done at a visa office outside Canada. The student authorization document identifies the level of study and length of time the individual may study in Canada.

International students must present an acceptance letter from the institution they plan to attend. They must also prove that they have enough money to cover tuition and living costs, and satisfy a visa officer that they plan to return home at the end of their studies. They must also, if required, pass a medical examination.

Many college and university students are eligible for long-term authorizations that permit them to change courses or schools without further approval.

Citizens of the United States and dependants of foreign government officials can apply for student authorizations at Canadian ports of entry. There are special requirements for those who wish to study in Quebec (see Federal-Provincial Agreements – The *Canada-Quebec Accord*).

International students may work in Canada under the following conditions:

- work is an essential part of the program of study;
- the student is working in a field related to his or her studies, for up to one year after completing their schooling;
- graduate assistant work;
- to satisfy financial needs when an existing source of funding is cut off through no fault of their own; and
- when working on campus at the institution at which they are registered as full-time students in a degree- or diploma-granting course of study.

(A more detailed listing is offered in the Immigration Manual.)

Canada has also signed agreements concerning youth employment exchange programs (including working holidays) with certain countries. For information, call the Academic Relations Division at Foreign Affairs and International Trade Canada, (613) 992-6142.

## TEMPORARY FOREIGN WORKERS

Most foreign workers who want to work temporarily in Canada must have an approved job offer and an employment authorization before they arrive.

It is the Canadian employer's responsibility to have the job offer approved by the local Human Resource Centre (HRC). If the job meets Canadian labour standards and cannot be filled by a qualified Canadian, the HRC may approve the job offer.

Upon receipt of a HRC-approved offer, visa officials abroad will decide if the foreign worker qualifies for the employment authorization. They will assess if the worker meets health, character, security, job qualifications and other criteria. If an employment authorization is issued, it is valid only for a specified job, employer and time period.

Additional procedures may apply for foreign workers who intend to work in Quebec. Please contact a Canadian visa office or your local Immigration office for specific details.

Some jobs may not need approval or require an employment authorization. For more details, foreign workers or their prospective employers should consult a Canadian visa office or local Immigration office.

There is a fee for employment authorizations (see Annex 2 – Fee Schedule). Temporary workers may not undertake full-time studies and may not change jobs unless authorized by Citizenship and Immigration Canada.

## LIVE-IN CAREGIVER PROGRAM

The Live-in Caregiver Program brings workers to Canada on a temporary basis for certain kinds of live-in work when there are not enough Canadians to fill the available positions. Employees hired under this program provide care for children, seniors or the disabled, without supervision, in a private household.

Applicants must meet the following requirements:

1. successful completion of the equivalent of Canadian secondary school;
2. six months of full-time training in a field or occupation related to that for which the employment authorization is sought; or  
completion of one year of full-time paid employment. This includes at least six months of continuous employment with one employer in the occupation being applied for and must have taken place within three years of the application date for an employment authorization; and
3. ability to speak, read and understand either English or French at a level sufficient to communicate effectively in an unsupervised situation.

Program participants may apply for permanent resident status from within Canada after they have completed two years of live-in caregiving employment.

People interested in applying to come to Canada under the live-in caregiver program should contact the Canadian Consulate, Embassy or High Commission in their country.

Prospective employers should contact their local Immigration office or nearest Human Resource Centre (HRC).

A booklet called *The Live-In Caregiver Program* has more specific information.

The Immigration office or HRC can provide you with information about acceptable wage standards, taxation, health insurance, workers' compensation and other relevant information.

## **NORTH AMERICAN FREE TRADE AGREEMENT**

Under Chapter 16 of the North American Free Trade Agreement (NAFTA), citizens of Canada, the United States and Mexico can gain quicker, easier temporary entry into the three countries to conduct business-related activities or investments. All provisions are equally available to citizens of the three countries.

The North American Free Trade Agreement divides business persons into four categories, as defined below:

### **BUSINESS VISITOR**

A business visitor must be entering Canada to take part in an activity listed in Appendix 1603.A.1 of Chapter 16 of NAFTA. These activities include technical or scientific research, a convention or trade fair, negotiation of sales — but not delivery — of goods and services, and after-sales service. They cannot be seeking to join the domestic labour market. An employment authorization is not required by individuals in this category.

### **PROFESSIONAL**

To be eligible to enter as a professional, the individual must be qualified to work in Canada in an occupation or profession listed in Appendix 1603.D.1 Chapter 16 of NAFTA. This includes, for example, accountants, computer systems analysts, engineers, management consultants and technical writers. An employment authorization is required.

### **INTRA-COMPANY TRANSFEREE**

An intra-company transferee must have worked for at least one year in the preceding three-year period for a U.S. or Mexican employer and be transferred to Canada to work temporarily for the same or an affiliated employer. Only persons at the executive or managerial level, or who have specialized knowledge, qualify in this category. An employment authorization is required.

### **TRADER OR INVESTOR**

This category may be used by business persons or companies in the U.S. or Mexico that own or have a controlling interest in a company or other business enterprise to be, or already is, established in Canada. Substantial trade or investment must be involved. The range of entrepreneurial activity is potentially unlimited. An employment authorization is required.

All business persons covered by the North American Free Trade Agreement are exempt from validation from a Human Resource Centre. This means that Canadian employers do not need to have a job offer approved by a Human Resource Centre to employ a U.S. or Mexican business person.

This is the only category under NAFTA requiring applicants to obtain status before seeking entry into Canada.

Citizens and permanent residents of either country who cannot qualify for entry under NAFTA will still be considered under the universal provisions covering temporary foreign workers.

For more information, obtain the booklet *Temporary Entry to Canada under the NAFTA — A Guide for American and Mexican Business Persons* by mailing or faxing your request to:

Public Affairs Branch  
Citizenship and Immigration Canada  
Journal Tower South, 19th Floor  
365 Laurier Avenue West  
Ottawa, Ontario K1A 1L1  
Telephone (613) 954-9019  
Fax (613) 954-2221.

## CHANGE OF STATUS OR CONDITIONS OF ADMISSION

A visitor enters Canada with a particular status and under specific conditions. If the visitor wants to change these conditions and status after arrival, he or she must get the approval of an immigration official. Visitors cannot apply for permanent resident (landed immigrant) status from within the country.

Changes may be granted, for example, in cases of:

- persons claiming refugee status;
- students facing unexpected financial hardship; or
- live-in caregivers.

Application kits to request a change of status or condition of admission are available from a Call Centre by using the automated feature. Applications should be mailed to the CPC in Vegreville.

## RECORD OF LANDING

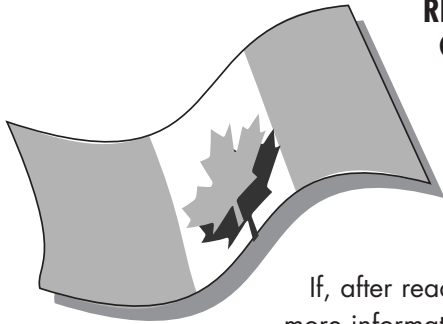
A Record of Landing is an historical document that contains information about a landed immigrant that was relevant at the time the individual received his/her permanent resident status in Canada. A Record of Landing is not an ongoing identity document. In other words, it does not change to reflect life events such as marriage,

birth of children, name changes, death or other happenings after the landing date. Requests for these types of changes should go to the Registrar General of the province or territory in which you live.

Signing a Record of Landing document confirms that the information was correct at the time the document was signed. Therefore, only errors in family name, given name(s), date of birth, country of birth, citizenship, sex, marital status, date of original entry, and date of landing will be corrected if an error is found. Information that is not related to the individual's identity will not be corrected. Changes will be considered if:

- the error was made by Citizenship and Immigration Canada in recording the information provided by the individual when he/she applied to come to Canada; and
- the individual submits supporting documents to prove that the new information predates his/her application for permanent residence. An individual may apply to amend a Record of Landing for up to three years after the date of landing in Canada. In determining whether or not to accept an application to amend a Record of Landing, CIC will conduct a thorough review of the individual's immigration file and the supporting documents submitted.





## REFERENCE GUIDE TO THE PROCESS OF BECOMING A CANADIAN CITIZEN

**T**his guide is intended to provide basic information about applying for Canadian citizenship and to answer common questions about the process involved.

If, after reading this guide, you still have questions or need more information, please contact a Call Centre. (See Annex 3 for a list of Call Centres.)

Two publications — *How to Become a Canadian Citizen* and *A Look at Canada* — are also available.

## QUESTIONS AND ANSWERS ABOUT BECOMING A CANADIAN CITIZEN

### How can I become a Canadian citizen?

To apply to become a Canadian citizen:

- you must be a permanent resident of Canada (landed immigrant);
- you must have lived in Canada for at least three of the past four years;
- you must be at least 18 years of age to apply on your own;
- you must complete an application form and mail it, along with the appropriate documents, photographs and fee, to the CPC in Sydney, Nova Scotia (contact a Call Centre to obtain an application form and determine the steps to follow);
- you must be tested on your knowledge and understanding of English or French, of Canada as a nation, and of the rights and responsibilities of Canadian citizenship (you will be notified by mail as to where and when to take the test);
- if you pass the test, you will be invited to a citizenship ceremony where you will take the Oath of Citizenship and receive a certificate of Canadian citizenship.

## **Can I apply in person?**

No. Applications for citizenship must be mailed to:  
CPC Sydney  
Citizenship and Immigration Canada  
P.O. Box 7000  
Sydney, Nova Scotia B1P 6V6

## **How do children become citizens?**

A parent who is already a citizen, or who is applying for citizenship, may apply on behalf of any children aged 17 years and under. The following conditions apply:

- the child must be a permanent resident of Canada but is not required to have been in Canada for three years;
- an application for each child must be submitted with the appropriate documents, photographs and fee;
- children do not take the citizenship language and knowledge tests but any child aged 14 or over must take the Oath of Citizenship.

## **How long does it take?**

It takes eight months to a year to process an application, from the submission of the application form to the Citizenship ceremony.

## **How much does it cost?**

The current fee for an adult aged 18 and over is \$200. This includes a \$100 Right to be a Citizen Fee. If an application for a Grant of Citizenship is refused, the \$100 Right to be a Citizen fee is refunded. The fee for children under age 18 is \$100 as they are not required to pay the Right to be a Citizen Fee.

## **How do I get an application form?**

Phone a Call Centre. Call Centre staff will mail an application to you. Outside Canada, you may obtain forms from a Canadian Embassy or Consulate.

## **Where do I get instructions on how to fill out the application form?**

The application kit comes with step-by-step instructions on how to fill out the form and what documents you must include. The kit comes with a separate page of instructions about the photographs required. You may take this sheet to a photographer. The kit also comes with an addressed envelope that shows where to send the application once you have gathered all of the required documents, photographs and fee.

Mail all applications for one family in the same envelope. You may include a certified cheque or money order (made out to the Receiver General of Canada), or your credit card number and expiry date, for all of the applications. Do not mail cash. If you have any questions about the form, phone a Call Centre.

## **Do I get credit for time spent in Canada before becoming a permanent resident?**

Yes, in some cases. You may be credited with time spent legally in Canada prior to your landing to a maximum of one year. This is calculated at a rate of one half day for every day you were in Canada. For example, if you were legally in Canada as a student for one year before you were granted permanent resident status, you will be credited with six months for the time you spent in Canada as a student. Credit for time spent legally in Canada as a non-immigrant (i.e. visitor, student or refugee) is calculated in the following manner:

Within the four years prior to your application, every day that you were a non-immigrant is counted as half a day, and every day that you were a permanent resident is calculated as one day. The general rule is:

- minimum two years of permanent resident status
- maximum two years as a non-immigrant (i.e. visitor, student or refugee).

Only the previous four years, from the day you sign your application, are considered. Any time before this period is not counted towards your residence calculation. For example, if you mail your application on January 1, 1996, your residence calculation starts on January 1, 1992, even if you lived in Canada before 1992.

## **SUBMITTING THE APPLICATION FORM**

### **Can I apply for citizenship now, even though I will not have enough residence until next month?**

No. You must have accumulated at least three years of residence on the day you sign your application. Otherwise, the application will be rejected. You will forfeit your fee if you apply too soon. Only the \$100 Right to be a Citizen Fee is refunded.

### **Can I apply even if I have been absent from Canada?**

Yes. Time spent outside Canada due to a short vacation is allowed.

If you have been outside Canada for very long periods of time, you may be required to submit extra documentation to show that you have established and maintained a residence in Canada.

If you are uncertain about whether or not your absences will affect your application, call the Call Centre. An officer will counsel you on your eligibility to apply.

### **Do I have to apply separately for my children?**

Yes. You must complete a child's application form for each child and submit copies of their documents. Follow the instructions included with the form.

Children over age 14 must sign the application form in the appropriate space and sign their photographs on the white signature strip.

## **Will my children have to write a test?**

No. Children under age 18 are not required to write the test.

If you apply for yourself and for your minor children at the same time, you must be successful on the test and take the Oath of Citizenship for your children to become citizens.

## **DOCUMENTS**

### **What documents will I need?**

Adults aged 18 or over will need:

- Immigration paper: your IMM 1000 "Immigrant Visa and Record of Landing" (a large paper document folded and stapled into your passport; this document may vary in format);
- Two pieces of identification such as a driver's licence, provincial health card or Social Insurance Card;
- Two signed photographs: citizenship-sized (35mm x 53mm; 1 3/8" x 2 1/16");
- The current fee: \$200, which includes \$100 Right to be a Citizen Fee.

### **To apply on behalf of your child:**

- Your child's long-form birth certificate or adoption order that shows the names of the parents;
- Two pieces of identification such as school records, report cards, provincial health card, immunization record or library card;
- Two photographs: citizenship-sized (35mm x 53mm; 1 3/8" x 2 1/16"); Children 14 years of age and older must sign the photographs;
- The current fee: \$100 Right to be a Citizen Fee.

### **Can I submit photocopies of documents?**

Yes. The Citizenship office may ask you to show the original documents at the time of the test or at any stage in the processing of your application.

### **If I send originals, when will I get them back?**

Do not send originals. If the Citizenship office wishes to see the originals, it will notify you.

### **What kind of photographs are acceptable?**

Citizenship-sized photographs are 35mm x 53mm or 1 3/8" x 2 1/16". These photographs are not the size used for passports.

They must have been taken within the past 12 months and show a full front view of the applicant's head. The applicant's head should not be covered in the photo, unless it is required for religious reasons. Follow these guidelines for citizenship photos.

- The photographer must stamp the back of the photograph with the date and the name of the studio.
- The application form includes an example of the exact size of photo required. Specify to the photographer that you want a citizenship photo (35mm x 53mm; 1 3/8" x 2 1/16").
- The photograph may be colour or black and white and a matte finish is preferred.
- A white signature strip must appear across the bottom of the photo.
- You must sign your name on the white signature strip.

### **Do I need a guarantor for my photos?**

No. The requirements for photos are that they be the right size (35mm x 53mm; 1 3/8" x 2 1/16") and stamped on the back with the photographer's name and address and the date that the photos were taken.

## **AFTER SUBMITTING THE APPLICATION**

### **THE TEST**

#### **How long before I am called to write the test?**

It takes about eight to 12 months to process an application. A Call Centre agent can tell you how long you will wait for your test. You should begin to study for the test when you receive the booklet, *A Look at Canada*, which will be sent after your application is received at the CPC in Sydney.

If you receive a letter telling you to go for a test and you cannot go on that day, notify the Citizenship office immediately by calling the number which appears at the bottom of your letter.

If you move to a new address, it is essential that you inform a Call Centre or the CPC to ensure that the "notice to appear" reaches you.

#### **What is the test?**

The test shows us whether or not you have an adequate knowledge of Canada and of either official language. More precisely, the language and knowledge requirements are:

## Language

You must know some English or French and demonstrate that you are able to comprehend simple spoken statements and questions in the past, present and future tenses. You must also be able to express yourself accurately using adequate vocabulary to convey simple information. The test is usually in written form but can also be oral.

## Knowledge

The test will ask questions to determine if you have a general knowledge of Canada and of the responsibilities and privileges of citizenship. Everything you need to know for the test is in the book, *A Look at Canada*, which we will mail to you after we receive your application at the CPC in Sydney. You may be asked to answer questions on any or all of the following topics:

- how to vote in elections (for example, how do you get on the voters' list?);
- Canadian social and cultural history (for example: which three Aboriginal groups are recognized in the Constitution?);
- Canadian political history (for example, who is your Member of Parliament and who are the leaders of the major political parties?);
- Canadian physical and political geography (for example, how many provinces are there? What are their capital cities?);
- Responsibilities and privileges of citizenship (for example, what privileges will you acquire upon becoming a citizen? What are some of your responsibilities as a citizen?).

## What happens if I do not pass the test?

You will be asked to appear for an oral interview. The interview is a personal meeting between you and an official and usually takes 10 to 15 minutes. It will allow you to prove you meet the language and knowledge requirements when the questions are put to you in oral form.

## What if I cannot attend the test session?

Notify the Citizenship office immediately and another test will be scheduled as soon as possible.

The *Citizenship Regulations* state that an applicant will receive two notices to appear for the test. The first notice will go out by regular mail at least seven days before the date of the test. If the applicant fails to appear, a second and final notice will be sent by registered mail at least seven days before the second test date. If the applicant does not appear for the final notice, the application will be considered abandoned and the file will be closed.

## **I have a visual/learning/hearing disability. Can I get assistance to take the test?**

Yes, assistance is available. If you are visually disabled, inform the Citizenship office when you apply. Study material is available on request in large-print form and on audio cassette. Tests are available in large-print form. Visually-disabled people may also choose to have an oral interview instead of a written test. Remember to tell the Citizenship office about your requirements and preferences when you apply so that it can make the necessary arrangements.

People with a learning disability must submit a medical opinion form from their physician with their application. This form is available from Citizenship offices. The physician completes the form and indicates the nature of the disability. The doctor also indicates which of the test requirements should be waived — the language requirement, knowledge requirement, or the requirement to take the Oath of Citizenship. The physician's form is submitted with the application form and a judge determines whether or not to ask the Minister to waive any of the requirements.

Hearing-disabled applicants should indicate their disability on the application form and include a note asking for American Sign Language (ASL) or Quebec Sign Language (QSL) interpretation for the test and ceremony. The Department will make arrangements to have an interpreter present.

Other than the sign-language interpreter, no other personal assistance is permitted at the test session.

## **Can I reapply if I fail both the test and the oral interview?**

Yes. If you are not approved, you have the option of either applying for leave to appeal the decision to the Federal Court, or reapplying as soon as you feel ready to meet all of the requirements for citizenship. There is no waiting period for reapplying. If you reapply, you must do everything again (that is, fill out the form, resubmit the documents, pay the fee, etc.).

## **Is my fee refunded if I am not approved for citizenship?**

Only the \$100 Right to be a Citizen Fee is refundable if you are not granted citizenship. The child's fee is not refundable.

## **Does my elderly relative have to learn everything?**

All applicants for citizenship should make an effort to fulfil the language and knowledge requirements.

Citizenship classes may be available in your community. Check with a local Community Centre. The present *Citizenship Act* contains sections which provide for a waiver of some of the requirements for citizenship. For example, although people over 60 years of age are scheduled to write the test, they are not obligated to do so.

## **THE OATH-TAKING CEREMONY**

### **How long will I wait between my test and the ceremony?**

This may vary but, generally, the ceremony will take place a few weeks after you pass the test. We will mail you a notice indicating the time, date and place of the ceremony.

You must attend the ceremony and take the Oath of Citizenship to receive your citizenship certificate.

### **Must my children come to the citizenship ceremony?**

Only children aged 14 and over must attend the citizenship ceremony and take the Oath.

Parents receive certificates of citizenship on behalf of their children under age 14 so these children are not required to be present.

All children are welcome to attend a ceremony.

### **What if I am unable to attend the ceremony?**

Contact the Citizenship office immediately. You will be rescheduled for another ceremony as soon as possible.

If you fail to appear and do not contact the Citizenship office within 60 days, the certificate will be returned to Citizenship Processing Centre (CPC) in Sydney, Nova Scotia.

The regulations state that you must take the Oath within 60 days of the date you were first sent a notice.

### **May I take my Oath outside Canada?**

Other than in very rare circumstances, the regulations specify that you must take the Oath at a citizenship ceremony in Canada.

### **What will happen during the ceremony?**

Many people will be taking the Oath with you.

The presiding officer will speak briefly about the rights and responsibilities of Canadian citizenship.

You will then take the Oath of Citizenship, which will be administered by the presiding officer. It is only after taking the Oath that you become a citizen.

The presiding officer will give you your certificate of Canadian citizenship.



## Is my adopted child a Canadian citizen?

No. Adopted children of Canadian citizens are not automatically citizens. After the child has been landed as a permanent resident, he or she may receive citizenship after application.

At least one parent must be a Canadian citizen. Either parent may apply on the child's behalf.

The following documents and fee must be submitted:

- child's adoption order indicating the adoptive parents and change of name (if applicable);
- proof of citizenship of either parent;
- child's proof of permanent resident status (IMM 1000 form) "Immigrant Visa and Record of Landing";
- two pieces of identification for the child (for example school records, health card, immunization record, letter from a doctor);
- the applicant must fill out the application form "Application for Citizenship on Behalf of a Minor Child"; and
- a \$100 fee must be included.

## CRIMINAL RECORDS

### Can I become a citizen if I have had problems with the police?

It depends on your particular situation. For more information, phone a Call Centre.

A person cannot become a citizen if he or she has been convicted of an indictable offence within the past three years.

If you are currently on probation or have been charged with an offence and are awaiting trial, you may be prohibited from becoming a citizen. In this case, you should submit a certified copy of the probation order, police record or local court record with your application for citizenship.

## SOME CRIMINAL DEFINITIONS

**Indictable offence:** A very serious offence such as drug trafficking. This type of crime usually carries a heavy penalty such as a jail sentence.

**Summary:** A less serious offence such as causing a disturbance or loitering.

**Hybrid:** Drinking and driving is an example of a hybrid offence. The Crown has the option of proceeding summarily or by indictment conferring a summary or indictable conviction.

**Charge:** This means that the individual has been charged with an offence by a police officer but has not yet been found guilty. In other words, the person is awaiting trial.

**Conviction:** The individual either pled guilty or was found guilty following a trial and was sentenced.

### **Can I apply if I am currently on probation or charged with an offence?**

Yes. However, you may not take the Oath or be granted citizenship while on probation or charged with an offence.

The *Citizenship Act* states that time spent on probation does not count as residence in Canada.

Only time spent on probation as the result of a conditional discharge may be counted towards residence. In other words, once the person has successfully completed his or her probation, which is a condition of discharge, it is as if the incident never took place.

If you are currently on probation or charged with an offence and awaiting trial, you may apply for citizenship but you may be prohibited from being granted it. Your case may be simpler if you apply after the probation has ended or the trial concluded. Please check with a Citizenship office regarding such cases before applying.

## **OTHER COMMONLY ASKED QUESTIONS ABOUT CANADIAN CITIZENSHIP**

### **Can I have dual citizenship?**

It depends. If you become a Canadian citizen, you could lose your present nationality. If you have any questions about this, you should ask the Embassy, High Commission or Consulate of the country of your current nationality.

Since 1977, Canadian citizens have been allowed to hold dual nationality. This means that they will not lose their Canadian citizenship if they become a citizen of another country.

However, prior to February 15, 1977, a Canadian citizen who became a citizen of another country ceased to be Canadian, except in rare circumstances.

For more information, ask the Citizenship office nearest you for the brochure *Dual Citizenship*.

### **If I was born overseas to a Canadian citizen, am I automatically a Canadian citizen?**

Yes. You most likely have Canadian citizenship. Contact a Call Centre or Canadian Embassy to discuss your situation.

If you were born before February 15, 1977, and want to establish your claim to citizenship, you need the following documents:

- long-form birth certificate showing the names of your parents;
- parents' marriage certificate;
- proof of citizenship of the responsible parent\* (i.e. citizenship certificate or provincial birth certificate);
- two pieces of your identification such as a driver's licence, provincial health card, credit cards, Social Insurance Card;
- two photographs, citizenship-sized (35mm x 53mm; 1 3/8" x 2 1/16").

If you were born on or after February 15, 1977:

- long-form birth certificate showing the names of your parents.
- proof of citizenship of either parent (provincial birth certificate or citizenship certificate);
- two pieces of your identification such as a driver's licence, provincial health card, credit cards, Social Insurance Card;
- two photographs, citizenship-sized (35mm x 53mm; 1 3/8" x 2 1/16").

You can apply for a certificate to prove you are a Canadian citizen. The fee is \$75.

### **Do I become a Canadian when I marry a Canadian?**

No. Marriage to a Canadian citizen does not give you citizenship.

You must apply for Canadian citizenship, and meet the same requirements as any other person seeking naturalization in Canada.

For information regarding how to obtain permanent resident status, call the government number listed under "Immigration" in your telephone directory.

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\*Before February 15, 1977 "Responsible parent" means the father (if born in wedlock) or the mother (if born out of wedlock).

## **LOSS OF CITIZENSHIP**

### **Will I lose my citizenship if I become a citizen of another country?**

With rare exceptions, between 1947 and 1977, Canadians lost citizenship if they naturalized as citizens of another country.

However, since 1977, a Canadian citizen does not lose Canadian citizenship if he or she naturalizes as a citizen of another country.

Canadian citizens living abroad should keep informed of any changes to Canadian citizenship legislation.

### **Will I lose my citizenship if I live outside Canada for an extended period?**

No. There is no loss of citizenship due to a long or permanent absence from Canada. Canadian citizens should, however, keep informed of any changes in Canadian citizenship legislation during their absence.

### **Can I resume my citizenship?**

Yes. Former Canadians may resume their citizenship once they have obtained permanent resident status and have lived in Canada for at least one year prior to their application.

You should fill out the "Application to Resume Citizenship" and the "Application for a Citizenship Certificate". You must submit the following documents:

- proof of former Canadian citizenship status (i.e. birth in Canada, naturalization certificate);
- proof of loss of citizenship (i.e. the naturalization certificate of the other country);
- proof of permanent residence in Canada (i.e. IMM 1000 form) "Immigrant Visa and Record of Landing;"
- proof of presence in Canada for at least one year (such as rent receipts, employment records, utility bills, etc);
- two pieces of identification such as a driver's licence, provincial health card, credit cards, Social Insurance Card;
- two photographs, citizenship-size (35mm x 53mm; 1 3/8" x 2 1/16"); and
- a \$100 fee.

An interview with a Citizenship officer may be necessary.

You will re-acquire Canadian citizenship on the date that you take the Oath of Citizenship at a citizenship ceremony.

### **Who is my Member of Parliament and who is my provincial representative?**

This will depend on where you live.

Look in the government pages of the telephone book under "Members of Parliament". The names of the ridings will be listed. If you do not know the name of your riding, call one of the numbers and ask for assistance.

Provincial representatives are called Members of the Legislative Assembly, House Assembly, or Provincial Parliament, depending on the province or territory in which you live.

# Annex 1 — Visas

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**Citizens of the following countries require a visa to VISIT or TRANSIT Canada.**

Afghanistan	Guinea-Bissau	Pacific Islands, U.S. Trust Territory
Albania	Guyana	Pakistan
Algeria	Haiti	Panama
Angola	Honduras	Paraguay
Argentina	India	Peru
Armenia	Indonesia	Philippines
Azerbaijan	Iran	Poland
Bahrain	Iraq	Qatar
Bangladesh	Israel *(only Israeli citizens holding valid Israeli orange "Travel Document in Lieu of National Passport")	Romania
Belarus	Ivory Coast	Russia
Belize	Jamaica	Rwanda
Benin	Jordan	Sao Tome e Principe
Bhutan	Kazakhstan	Senegal
Bolivia	Kenya	Seychelles, The
Bosnia-Herzegovina	Korea, North	Sierra Leone
Brazil	Kuwait	Slovak Republic
Bulgaria	Kyrgyzstan	Somalia
Burkina-Faso	Laos	South Africa
Burundi	Latvia	Sri Lanka
Cambodia	Lebanon	Sudan
Cameroon	Lesotho	Surinam
Cape Verde	Liberia	Syria
Central African Republic	Libya	Taiwan
Chad	Lithuania	Tadjikistan
Chile	Macedonia (former Yugoslav Republic of)	Tanzania
China, People's Republic	Malagasy Republic	Thailand
Colombia	Malawi	Togo
Comoros	Maldives	Tonga
Congo	Mali	Trinidad and Tobago
Croatia	Mauritania	Tunisia
Cuba	Mauritius	Turkey
Djibouti	Moldova	Turkmenistan
Dominican Republic	Mongolia	Uganda
Ecuador	Morocco	Ukraine
Egypt	Mozambique	United Arab Emirates
El Salvador	Myanmar (Burma)	Uruguay
Equatorial Guinea	Nepal	Uzbekistan
Estonia	Nicaragua	Venezuela
Ethiopia	Niger	Vietnam
Fiji	Nigeria	Yemen
Gabon	Oman	Yugoslavia
Gambia		Zaire
Georgia		Zambia
Ghana		
Guatemala		
Guinea		

# Annex 2 — Fee Schedule

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## CITIZENSHIP FEES

**Right to be a Citizen . . . . . \$100**

### Change of Citizenship

Grant of Citizenship . . . . . \$100  
Retention of Citizenship . . . . . \$100  
Resumption of Citizenship . . . . . \$100  
Renunciation of Citizenship . . . . . \$100

### Citizenship Status Documents

Proof of Citizenship . . . . . \$75  
Search for Record of Citizenship . . . . . \$75

## IMMIGRATION FEES

**Right of Landing Fee . . . . . \$975**

### Application for Permanent Residence

Applicant . . . . . \$500  
Business Application . . . . . \$1,000  
Spouse . . . . . \$500  
Dependant aged 19 or over . . . . . 500  
Dependant under age 19 . . . . . \$100

**Order in Council – A38(1) Landing . . . . . \$275**

**Family Business . . . . . \$400**

### Immigration Status Documents

Returning Resident Permit . . . . . \$75  
Visitor Status Extension . . . . . \$75  
Visitor Visa – Single Entry . . . . . \$75  
Visitor Visa – Multiple Entry . . . . . \$150  
Visitor Visa – Family Rate . . . . . \$400  
Employment Authorization . . . . . \$150  
Employment Authorization – Group of Performing Artists . . . . . \$450  
Student Authorization . . . . . \$125

**Minor Violation of Immigration Act**

Reinstatement of Visitor Status . . . . .	\$200
Minister's Permit . . . . .	\$200
Minister's Permit Extension . . . . .	\$200
Discretionary Entry . . . . .	\$200
Rehabilitation – A.19(2)(a.1) . . . . .	\$200

**Rehabilitation – A(1)(c.1) . . . . . \$1,000**

**Minister's Consent to Return to Canada . . . . . \$400**

**Replacement or Certification of a Document**

Certification of Record of Landing . . . . .	\$30
Replacement of Immigration Records . . . . .	\$30

**Assessment of Eligible Business or Fund . . . . . \$6,000**

**Amendment of Eligible Business or Fund . . . . . \$1,650**

**GENERAL SERVICES**

Call Out / Overtime* . . . . .	\$100
File Transfer . . . . .	\$100
Sale of Data** . . . . .	\$100
Alternate Manner of Examination . . . . .	\$30

**Repayment of Deportation**

USA / St-Pierre and Miquelon . . . . .	\$750
Other Destinations . . . . .	\$1,500

\* Call Out / Overtime: Fee is set for first four hours

\*\* Sale of Data: Fee is set for first 10 minutes of central processor unit time.

# Annex 3 — CIC Call Centres

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Citizenship and Immigration Canada Call Centres are located in Montréal, Toronto and Vancouver. If you live in the local calling area of one of these cities, use the local Call Centre number. If you are phoning from outside the local calling area, use the toll-free number. This will automatically connect you to the nearest Call Centre. The Call Centres take calls from 8:00 a.m. to 4:00 p.m. no matter where you are calling from within Canada. Here are the numbers:

If you live in the <b>Montréal</b> local calling area	(514) 496-1010
If you live in the <b>Toronto</b> local calling area	(416) 973-4444
If you live in the <b>Vancouver</b> local calling area	(604) 666-2171
If you are calling from anywhere else in <b>Canada</b>	1-888-242-2100

**Note: If you are calling from outside Canada, please contact the Canadian Embassy, High Commission or Consulate covering your region. (see Annex 4).**



# Annex 4 — Missions Abroad by Country

## Disclaimer

The table heading “Country” lists names which the public might use. The names are used solely to properly direct enquiries concerning service outside Canada and do not suggest any official recognition by Canada.

Country	Regional Program Centre/ Full Service Centre	Satellite Office	Other Office
ABU DHABI	London	Riyadh	
AFGHANISTAN	Islamabad		
AGALEGA ISLAND	Nairobi		
AJMAN	London	Riyadh	
ALBANIA	Belgrade		
ALDABRA	Nairobi		
ALDERNAY	London		
ALGERIA	Paris		Algiers
AMERICAN SAMOA	Sydney		
ANDAMAN	New Delhi		
ANDORRA	Lisbon		
ANEGADA	Port of Spain		
ANGOLA	Pretoria		
ANGUILLA	Port of Spain		
ANTIGUA & BARBUDA	Port of Spain		
ARGENTINA	Buenos Aires		
ARMENIA	Moscow		
ARUBA	Bogota		
ASCENSION	Accra	Abidjan	
ASSUMPTION ISLAND	Nairobi		
AUSTRALIA	Sydney		
AZERBAIJAN	Ankara		
AUSTRIA	Vienna		
AZORES	Lisbon		
BAHAMAS ISLANDS	Kingston		
BAHRAIN	London	Riyadh	Brit-Manama <sup>1</sup>
BALEARIC ISLANDS	Paris		
BANGLADESH	Singapore	Dhaka	
BARBADOS	Port of Spain		
BELARUS	Moscow		
BELGIUM	Paris		
BELIZE	Kingston		
BENIN	Accra	Abidjan	
BEQUIA ISLAND	Port of Spain		
BERMUDA	Buffalo	New York	
BHUTAN	New Delhi		
BOLIVIA	Lima		
BONAIRE	Bogota		
BORA BORA	Sydney		
BOSNIA-HERCEGOVINA	Belgrade/Vienna <sup>3</sup>		
BOTSWANA	Pretoria		
BRAZIL	Sao Paulo		

Country	Regional Program Centre/ Full Service Centre	Satellite Office	Other Office
BRECHOU	London		
BRITISH INDIAN OCEAN TERRITORY	Nairobi		
BRUNEI	Singapore		
BULGARIA	Belgrade		
BURKINAFASO	Accra	Abidjan	
BURMA (MYANMAR, UNION OF)	Singapore	Bangkok	
BURUNDI	Nairobi		
CAMBODIA	Singapore	Bangkok	
CAMEROON	Accra	Abidjan	Yaoundé <sup>2</sup>
CANARY ISLANDS	Lisbon		
CANOUAN ISLAND	Port of Spain		
CAPE VERDE	Accra		
CARRIACOU ISLAND	Port of Spain		
CAYMAN ISLAND	Kingston		
CENTRAL AFRICAN REP.	Accra	Abidjan	
CHAD	Accra	Abidjan	
CHAGOS ARCHIPELAGO	Nairobi		
CHANNEL ISLANDS	London		
CHILE	Buenos Aires		Santiago <sup>1</sup>
CHINA	Beijing		
CHOISEUL	Sydney		
CHRISTMAS ISLAND	Sydney		
COCOS (Keeling) ISL.	Sydney		
COLOMBIA	Bogota		
COMOROS	Nairobi		
CONGO	Accra	Abidjan	
COOK ISLANDS	Sydney		
COSTA RICA	Guatemala City		
CROATIA	Vienna		
CUBA	Havana		
CURACAO	Bogota		
CYPRUS	Tel Aviv		
CZECH REPUBLIC	Vienna		
DENMARK	London		
DESROCHES	Nairobi		
DIEGO GARCIA	Nairobi		
DJIBOUTI	Nairobi		
DOMINICA	Port of Spain		
DOMINICAN REPUBLIC	Port-au-Prince		
DUBAI	London	Riyadh	
EASTER ISLAND	Buenos Aires		
ECUADOR	Bogota		
EGYPT	Cairo		
EL SALVADOR	Guatemala City		
ENGLAND	London		
EQUATORIAL GUINEA	Accra		
ERITREA	Nairobi		
ESTONIA	London		
ETHIOPIA	Nairobi		Addis Ababa <sup>2</sup>
FAROE ISLANDS	London		
FALKLAND ISLANDS	Buenos Aires		
FARQUHAR	Nairobi		
FIJI	Sydney		
FINLAND	London		
FRANCE	Paris		
FRENCH GUYANA	Port of Spain		
FRENCH POLYNESIA	Sydney		
FUJAIRAH	London	Riyadh	

<b>Country</b>	<b>Regional Program Centre/ Full Service Centre</b>	<b>Satellite Office</b>	<b>Other Office</b>
GABON REPUBLIC	Accra		Libreville <sup>2</sup>
GAMBIA	Accra		
GAMBIER ISLANDS	Sydney		
GEORGIA	Moscow		
GERMANY	Bonn		
GHANA	Accra		
GIBRALTAR	Lisbon		
GREAT BRITAIN	London		
GREECE	Paris	Rome	
GREENLAND	London		
GRENADA	Port of Spain		
GUADALCANAL	Sydney		
GADELOUPE	Port-au-Prince		
GUAM	Manila	Tokyo	
GUATEMALA	Guatemala City		
GUERNSEY	London		
GUINEA (REPUBLIC OF)	Accra		Conakry <sup>2</sup>
GUINEA-BISSAU	Accra		
GUYANA	Port of Spain		
HAITI	Port-au-Prince		
HOLY SEE	Paris	Rome	
HONDURAS	Guatemala City		
HONG KONG B.C.C.	Hong Kong		
HUAHINE	Sydney		
HUNGARY	Vienna		
ICELAND	London		
INDIA	New Delhi		
INDONESIA	Singapore		Jakarta <sup>1</sup>
IRAN	Damascus	Tehran	
IRAQ	Damascus		
IRELAND	London		
ISLE OF MAN	London		
ISRAEL	Tel Aviv		
ITALY	Paris	Rome	
IVORY COAST	Accra	Abidjan	
JAMAICA	Kingston		
JAPAN	Manila	Tokyo	
JERSEY	London		
JOHNSTON ATOLL	Manila	Tokyo	
JORDAN (except west Bank)	Damascus	Amman	
JORDAN (west Bank)	Tel Aviv		
JOST VAN DYKE	Port of Spain		
KAZAKHSTAN	Moscow		
KENYA	Nairobi		
KERGUELEN ARCHIPELAGO	Nairobi		
KIRIBATI	Sydney		
KOREA (North)	Manila	Seoul	
KOREA (South)	Manila	Seoul	
KOSRAE	Manila	Tokyo	
KUWAIT	London	Riyadh	Kuwait City <sup>1</sup>
KYRGYZSTAN	Moscow		
LAOS	Singapore	Bangkok	
LATVIA	London		
LEBANON	Damascus	Beirut	
LESOTHO	Pretoria		
LIBERIA	Accra		
LIBYA	Paris	Tunis	
LIECHTENSTEIN	Paris		
LITHUANIA	London		
LORD HOWE ISLAND	Sydney		

<b>Country</b>	<b>Regional Program Centre/ Full Service Centre</b>	<b>Satellite Office</b>	<b>Other Office</b>
LOYALTY ISLANDS	Sydney		
LUXEMBOURG	Paris		
MACAO	Hong Kong		
MACEDONIA (FYR)	Belgrade		
MADEIRA	Lisbon		
MAIO	Sydney		
MALAGASY REPUBLIC	Nairobi		
MALAWI	Pretoria		
MALAYSIA	Singapore		
MALDIVES	Colombo		
MALI REPUBLIC	Accra	Abidjan	
MALTA	Paris	Rome	
MARIE GALANTE	Port-au-Prince		
MARQUESAS ISLANDS	Sydney		
MARSHALL ISLANDS	Manila	Tokyo	
MARTINIQUE	Port-au-Prince		
MAUPITI	Sydney		
MAURITANIA	Accra	Abidjan	
MAURITIUS	Nairobi		
MAYOTTE	Nairobi		
MAYREAU	Port of Spain		
MEXICO	Mexico City		
MICRONESIA	Manila	Tokyo	
MIDWAY ISLAND	Manila	Tokyo	
MOLDOVA	Bucharest		
MONACO	Paris		
MONGOLIAN PEOPLE'S REPUBLIC	Beijing		
MONTSERRAT	Port of Spain		
MOOREA	Sydney		
MOROCCO	Paris	Rabat	
MOZAMBIQUE	Pretoria		
MUSTIQUE	Port of Spain		
MYANMAR (UNION OF)	Singapore	Bangkok	
NAMIBIA	Pretoria		
NAURU	Sydney		
NEPAL	New Delhi		
NETHERLANDS	Bonn		
NEVIS	Port of Spain		
NEW CALEDONIA	Sydney		
NEW GEORGIA	Sydney		
NEW IRELAND	Sydney		
NEW ZEALAND	Sydney		
NICARAGUA	Guatemala City		
NICOBAR ISLANDS	New Delhi		
NIGER	Accra		
NIGERIA	Accra		
NIUE ISLAND	Sydney		
NORFOLK ISLAND	Sydney		
NORTHERN IRELAND	London		
NORTHERN MARIANA ISLANDS	Manila	Tokyo	
NORWAY	London		
OMAN	London	Riyadh	Brit-Muscat <sup>1</sup>
ORKNEY ISLANDS	London		
PAKISTAN	Islamabad		
PALAU	Manila	Tokyo	
PALESTINE	Tel Aviv		
PANAMA	Guatemala City		
PAPUA NEW GUINEA	Sydney		

<b>Country</b>	<b>Regional Program Centre/ Full Service Centre</b>	<b>Satellite Office</b>	<b>Other Office</b>
PARAGUAY	Buenos Aires		
PERU	Lima		
PHILIPPINES	Manila		
PITCAIRN ISLAND	Sydney		
POLAND	Warsaw		
PONAPE	Manila	Tokyo	
PORTUGAL	Lisbon		
PUERTO RICO	Port of Spain		
QATAR	London	Riyadh	
RAIATEA	Sydney		
RAS AL KHAIMAH	London	Riyadh	
REDONDA	Port of Spain		
REUNION	Nairobi		
RODRIGUES	Nairobi		
ROMANIA	Bucharest		
RUSSIA	Moscow		
RWANDA	Nairobi		Kigali <sup>2</sup>
SABA	Port-au-Prince		
SABAH	Singapore		
ST. BARTHELEMY	Port-au-Prince		
ST. BRANDON GROUP	Nairobi		
ST. CROIX	Port of Spain		
ST. EUSTATIUS	Port-au-Prince		
ST. HELENA	Accra		
ST. JOHN	Port of Spain		
ST. KITTS (CHRISTOPHER)-NEVIS	Port of Spain		
ST. LUCIA	Port of Spain		
ST. MARTIN	Port-au-Prince		
ST. MAARTEN	Port-au-Prince		
ST. PIERRE ET MIQUELON	Paris		
ST. THOMAS	Port of Spain		
ST. VINCENT and THE GRENADINES	Port of Spain		
SAHARAWI ARAB DEMOCRATIC REP	Paris		
SAN MARINO	Paris	Rome	
SANTA ISABEL	Sydney		
SAO TOME E PRINCIPE	Accra		
SARAWAK	Singapore		
SARK	London		
SAUDI ARABIA	London	Riyadh	
SCOTLAND	London		
SENEGAL	Accra	Abidjan	Dakar <sup>2</sup>
SEYCHELLES	Nairobi		
SHARJAH	London	Riyadh	
SIERRA LEONE	Accra		
SINGAPORE	Singapore		
SLOVAKIA	Vienna		
SLOVENIA	Vienna		
SOCIETY ARCHIPELAGO	Sydney		
SOLOMON ISLANDS	Sydney		
SOMALI REPUBLIC	Nairobi		
SOUTH AFRICA (REPUBLIC OF)	Pretoria		
SPAIN	Lisbon		
SRI LANKA	Colombo		
SUDAN	Cairo		
SURINAME	Port of Spain		
SWAZILAND	Pretoria		

Country	Regional Program Centre/ Full Service Centre	Satellite Office	Other Office
SWEDEN	London		
SWITZERLAND	Paris/Bonn <sup>3</sup>		
SYRIA	Damascus		
TADJIKISTAN	Moscow		
TAHAA	Sydney		
TAHITI	Sydney		
TAIWAN	Manila	Taipei	
TANZANIA	Nairobi		Dar-es-Salaam <sup>2</sup>
THAILAND	Singapore	Bangkok	
TIBET	Beijing		
TOGO	Accra	Abidjan	
TOKELEAU ISLANDS	Sydney		
TONGA	Sydney		
TORTOLA	Port of Spain		
TRINIDAD & TOBAGO	Port of Spain		
TRISTAN DA CUNHA	Accra	Abidjan	
TRUK ISLAND	Manila	Tokyo	
TUAMOTU ARCHIPELAGO	Sydney		
TUNISIA	Paris	Tunis	
TURKEY	Ankara		
TURKMENISTAN	Moscow		
TURKS AND CAICOS ISLANDS	Kingston		
TUVALU	Sydney		
UGANDA	Nairobi		
UKRAINE	Kiev		
UMM AL QAIWAN	London	Riyadh	
UNITED ARAB EMIRATES	London	Riyadh	
UNION ISLAND	Port of Spain		
UNITED STATES OF AMERICA	Buffalo	(see footnote)*	
URUGUAY	Buenos Aires		
U.S. TRUST TERR. OF THE PACIFIC ISLANDS	Manila	Tokyo	
UZBEKISTAN	Moscow		
VANUATU	Sydney		
VATICAN CITY STATE	Paris	Rome	
VENEZUELA	Bogota		Caracas
VIETNAM	Singapore	Bangkok	
VIRGIN GORDA	Port of Spain		
VIRGIN ISLANDS (British)	Port of Spain		
VIRGIN ISLANDS (U.S.)	Port of Spain		
WAKE ISLAND	Manila	Tokyo	
WALES	London		
WALLIS AND FUTUNA	Sydney		
WESTERN SAMOA	Sydney		
YAP ISLAND	Manila	Tokyo	
YEMEN (REPUBLIC OF)	London	Riyadh	
YUGOSLAVIA	Belgrade		
ZAIRE	Accra	Abidjan	
ZAMBIA	Pretoria		Lusaka <sup>2</sup>
ZIMBABWE	Pretoria		Harare <sup>2</sup>

<sup>1</sup> Visitor visa applications only.

<sup>2</sup> Visitor visa and student applications only.

<sup>3</sup> Applications may be submitted at either office.

\* Visitor visa processing offices in the U.S.: Buffalo, Detroit, Los Angeles, New York, Seattle, Washington D.C.