

# **LETTER OF SPONSORSHIP and AFFIDAVIT OF SUPPORT**

Prospective students coming to Canada typically have various sources of funds to support their intended program in Canada. Most students are sponsored by parents, relatives, friends, employers while others sponsor themselves.

Proof of funds is a crucial eligibility requirement for a study permit application. Therefore, it is important to ensure that adequate information is provided to satisfy the immigration officer on your relationship with the sponsor and their ability to sponsor your education in Canada.

What information should be included in a sponsorship letter for a Canadian Study Permit?

**A sponsorship letter should typically contain the following information;**

- 1) Introduction of sponsor
- 2) Description of relationship of with the sponsor
- 3) Reason for sponsorship
- 4) Amount of Sponsorship funds and length of sponsorship
- 5) Source of Sponsorship funds. Bank statement of previous 4-6 months, Income tax certificate, salary slip or any other document which proof the financial stability of sponsor
- 6) Where the funds are currently held
- 7) Your expectations as a result of the sponsorship
- 8) Contact information and how your sponsor can be reached.

## **LETTER OF SPONSORSHIP FORMAT**

### 1) (Your Sponsors Address)

The Visa Officer,  
CDHC (In full),  
Victoria Island,  
Lagos, Nigeria

Dear Sir,

LETTER OF.....

This is to confirm that.....(your name)..... is my .....(relationship)....He intends to proceed to Canada to pursue graduate studies in ....(course)... at the University of ....., commencing September 2019.

I wish to inform you that I am his sponsor and shall be responsible for his tuition fee, accommodation, feeding, medical insurance, transportation and all other expenses whatsoever needed for successful completion of his studies.

I currently work as ... (position)..... at.....(Company name).....on a permanent basis (If self-employed state otherwise), I am single/married with .....(your name)..... as my only dependent. / With my wife and ... (no of kids, with age)... as my other dependents.

Attached are documents indicating my financial stability and saving. Should you require further information do not hesitate to contact me.

Looking forward to your positive consideration of his application

Yours Sincerely,

(Sponsor Signature)  
(Sponsors Name)

2) University of Delaware English Language Institute

189 W. Main St.

Newark, DE 19716

USA

To Whom It May Concern:

Date: \_\_\_\_\_

Student name: \_\_\_\_\_

Sponsor name: \_\_\_\_\_

Sponsor's relationship to the student: \_\_\_\_\_

I agree to pay all expenses for the above-named student at the University of Delaware English Language Institute. This sponsorship includes, but is not limited to, tuition, books, health insurance, room, and food.

I have attached my bank statement to show that I have sufficient financial resources to cover the expenses for the program.

If you have any questions, please do not hesitate to contact me by using the contact information listed above.

Sincerely,

\_\_\_\_\_

(Sponsor's signature above must be handwritten)

Sponsor's address:	
Sponsor's city and postal code:	
Sponsor's country:	
Sponsor's phone number:	
Sponsor's e-mail address:	

3) 100 Example Street  
Toronto, ON S9E 9C3

October 01, 2011

The Visa Officer  
Canadian Embassy, [City, Country]

Re: Financial Support for ..... (Your name)

Dear Sir / Madam:

This is to confirm that I, John Doe, am the maternal uncle of \_\_\_\_\_ (your name) and that I will financially support her during the entire period of her stay in Canada. This includes her travelling, lodging, tuition and all kinds of his/her expenses in Canada. She/he is intending to pursue her studies in Fine Arts at the Humber College Toronto.

I am a permanent resident of Canada having annual income of 78,000/- CAD. I am contented to act as financial sponsor for my niece whilst she stay in the Canada. Please refer to original documents attached including my bank statement, income tax returns, and salary slips. These documents clearly show my financial stability and

savings.

In case of any query please contact me on my cell at (999) 999-9999.

Sincerely,

(Signature)

John Doe

Enc.

- Bank Statement
- Income Tax Returns
- Salary Slips

## **AFFIDAVIT OF SUPPORT**

Affidavit of Support is a contract an individual signs agreeing to use their financial resources to support the intending immigrant named on the affidavit. The sponsor is usually the petitioner who filed an immigrant petition on behalf of the intending immigrant. The relationship certificate is issued and verified by the notary. The sample format can be different from country to country as the template is available at various High-court in your country.

### **SAMPLE FORMAT**

IN THE HIGH COURT  
GUSAU, ZAMFARA  
(Middle)

#### **AFFIDAVIT OF SUPPORT**

I, Malam Dongo Aniete, Male, Nigerian, residing at 3 Emeka road, Gusau. hereby solemnly swear an oath as follows;

- 1) That I am the above named person
- 2) That Dongo Kunle is my son/brother/daughter/cousin/niece/nephew
- 3) That I am his sponsor
- 4) That he intends to proceed to Canada for purpose of studies
- 5) That I shall be responsible for his Tuition, accommodation etc
- 6) That I currently work with Dantata group of company on a permanent basis / Self-employed

7) That he is my only dependent / That my wife and son/daughter (with age) , are my other dependents.

6) That he would not be a liability to government of Canada.

7) That he would return to Nigeria after his studies ... bla bla bla

8) That this affidavit is sworn to in good faith believing all to be true to the best of my knowledge and in accordance with the oath act

.....

Deponent

(Right hand side)

Sworn to at the high court

Gusau Zamfara State.

Dated this 10th day of June 2019

Before me

.....

Commissioner of Oaths

(Middle)



## FOR VISA APPLICATION AFFIDAVIT OF SUPPORT

To be completed by the person providing financial support  
(Must be notarized)

I, \_\_\_\_\_, born in \_\_\_\_\_  
(parent's name)  
on \_\_\_\_\_

BEING DULY SWORN ON OATH, DEPOSE AND SAY,

1. That the Applicant, Mr./Ms. \_\_\_\_\_  
born in \_\_\_\_\_ on \_\_\_\_\_  
is ☐ my son ☐ my daughter
2. That the Applicant intends to pursue his/her education by attending:  
(Name of academic institution) **Cornell University**  
located in **Via dei Barbieri 6, 00186, Roma, Italia**  
during the period: from **August 13 – December 18, 2010** of the **academic year 2010-2011**.
3. That I, the affiant, am employed full-time as \_\_\_\_\_, with  
sufficient income and assets to pay for the applicant's expenses during his/her  
entire stay in Italy, AS WELL AS to responsibly cover any unforeseen expenses  
the applicant may incur while studying in Italy.
4. That I, the affiant, will pay for the applicant's expenses as outlined above.

FURTHER, AFFIANT SAYETH NOT

\_\_\_\_\_  
(Signature of the Notary Public)

\_\_\_\_\_  
(Signature of the Affiant)

Seal of the  
Notary Public





## **NOTE:**

1. Anybody can choose to sponsor you but you stand a better chance with a 3rd party/company sponsorship when they have committed funds to your study as well as proven relationship to you. The sponsorship letters should tell visa officers where the funds are coming from and why they decided to sponsor you.
2. Funds to be filled in the application form should be for one year. You must also show means of funds for the second year if your program is more than a year. Also, if you are self-sponsored and have all the funds for the duration of your program ( 1 or 2 years) you can fill the equivalent in the available funds section.
3. Endeavour to use an affidavit of sponsorship if you are using a 3rd party sponsorship. Relatives and family members are mostly reliable sponsors because there is some kind of blood connection and your overall academic pursuit will bring some advantage or pride to them when they sponsor you. The overall interest of a person willingly sponsoring you must somehow be seen in your application. People put their money where their heart or interest is.
4. Make sure you don't submit a statement of account that doesn't have traceable source(s) of accumulated funds. The 6 months SOA required by CIC is most **LIKELY** to quantify and ascertain how funds available were accumulated and if funds will be generated for subsequent year(s) once program is more than a year.
5. After your purpose of visit is in-check and convincing, the next most important thing is the funds for your study. You must convince officers that indeed, you will have the funds that you have declared. This is really **IMPORTANT**. People who get refused a study permit even when they have huge amount of funds to show didn't meet other requirement of a study permit and **PURPOSE OF VISIT** is usually and often time the main issue.

Finally, Choose programs and school you and your sponsor can afford. It is one thing to be admitted to a program and it is another to prove to Canadian immigration officers that you can meet the challenges of studying in Canada without a recourse to their government in whatsoever capacity. They want to make sure they discourage the idea of you working to fund your studies as they expect international students to invest funds in their economy while they make same economy very attractive to foreign students with good incentives. It's a give and take situation.

## QUESTION AND ANSWER

**QUESTION:** Is a sponsorship declaration different from an affidavit of support?

**ANSWER:** Yes they are different but have some little similarity. Affidavit of Sponsorship is an Oath from a Sponsor summarizing he/she is sponsoring you. Sponsorship declaration is a sub-topic in a Letter of Sponsorship and quite detailed than Affidavit of Support. You're fine with just the affidavit and sponsorship letter.

Find attached a sample of a Sponsorship Declaration in a Letter of Sponsorship below

## SPONSORSHIP DECLARATION

1. **Sponsor's Full Name:** XXXXXXXXX
2. **Date and Place of Birth:** XXXXXXXXXX
3. **Address:** XXXXXXXXXX
4. **Sponsor's Occupation:** Retired
5. **Sponsor's Work Address:** Not Applicable
6. **Sponsors Earnings:** 1,482,748.20 Naira per annum (Pension)
7. **Name, Relationship and Address of applicant who is being sponsored:**

*Pchax*

Son

*Pchax Address*

### DECLARATION

I, ***NameAndTitleofPchaxFather*** hereby solemnly and sincerely declare that if the sponsored person named above is granted permission to study in Canada, I shall be responsible for his support, maintenance and accommodation in Canada throughout the period of his stay.

I also undertake to repatriate him at my cost if and when necessary and to bear all the costs including but not restricted to tuition, accommodation, upkeep and any medical treatment that he may receive.

I further understand that I may be committing an offence and liable to prosecution if, after I have given this undertaking, I do not support the sponsored person named above.

***NameAndTitleofPchaxFather***

As proof of my identity and relationship with applicant please find attached the following documents:

- 1) Data page of national passport
- 2) Marriage certificate to the applicant's sister

As proof of my ability to financially support the applicant during his stay and ownership of business, find attached the following documents:

- 1) Certificate of Incorporation of the business
- 2) Tax Registration Certificate of business
- 3) Corporate documents to show ownership of business
- 4) Statement of account of the business' account which shows flow of money and transactions in the past 6 months.

Thank you for your consideration and time in reviewing the attached documentation.

Yours Faithfully,

*pchaxBrotherInLawFullName*

**QUESTION:** How do I go about showing relationship proof between myself and my sponsor who is my brother in law?

**ANSWER:** Make use of Letter of Sponsorship from your Brother In-law

Find attached a sample Letter Of Sponsorship (Brother In-law as Sponsor)

**Note:** Remove the "Co-" beside the Sponsor and leave it at "Sponsor"

*theDateofLetter*

The Visa Officer,  
High Commission of Canada,  
4 Anifowoshe Street,  
Victoria Island Lagos,  
Nigeria.

Dear Sir/Madam,

**Re: Co-Sponsorship of Study Visa Applicant – *pchaxFullName***

I am writing in support of the study visa application made by the above named person with passport number *pchxPassportNumber* grant him access to resume a Masters in *pchaxCourse* program in *nameOfUniversity*, Ontario, Canada. The above named, *pchaxFullName* is my brother in-law and I have known him for 7 years.

The above named applicant's sister, *pchaxSister'sFullName* (Nee *pchaxSurname*), is married to me and we have two kids. Since *pchax* got a job in Lagos immediately after completing his undergraduate studies, he has been residing with me in Lagos. Furthermore, a cordial relationship has developed between me and his family over the years.

*pchax* has shown a great sense of duty during his stay with me and he has been a positive influence on my kids. Also, from my frequent discussions with him, I have noticed his passion for research and innovation and I am keen to support his aspirations. Consequently, I am willing to be the applicant's co-sponsor.

As for my financial status, I am the MD/CEO of *nameOfCompany*. *XYZ Company* is a *descriptionOfCompany* with two branches in Lagos State. It was started by my father in 19XX and the ownership was handed over to me and my wife (*pchax* sister) this year as seen in the documents attached to this letter. I have been working in the company for *insertNumbertofYears* and I am the primary signatory to the company account (my Father is the other signatory). Attached are my sponsorship declaration and other necessary documents.

I give you my full assurance that I would support *pchax* financially for the duration of his Masters studies in Canada.

Yours Faithfully,

Mr *pchaxBrotherInLawFullName*

**QUESTION:** Is it wise to use letter of sponsorship and affidavit of sponsorship together in my application? Can I upload them together with the statement of account in proof of financial section?

**ANSWER:** Good decision you should use both

**QUESTION:**

1. Does my sponsor's bank statement have to be from **mybankstatement** or can it be a normal statement of account showing credit and debit for the last 6 months
2. Does the Affidavit of support have to be notarized in front of a notary public?

**ANSWER:**

1. Any of the two (MyBank Statement or the regular SOA) would work and its very much acceptable by IRCC. If possible, you could get the Mybank statement since it's something you can easily generate using your mobile banking app from your comfort zone without visiting the nearest bank branch office to obtain your financial statements.
2. Affidavit of Support is a legal document and as such must be duly signed and stamped by either a Notary Public Officer or Commissioner of OATHS. At this present time, the federal high court is yet to reopen in most cities in Nigeria. So, a notary public should be your best move to notarize the document.

**QUESTION:** My uncle wants to stand as my sponsor. What documents should he issue me to proof my funding for study permit?

**ANSWER:** Every sponsor differ but this are possible documents your Uncle should have depending on his type of Job or business or if his retired (It's not compulsory he has all of this documents, but some are very vital and important)

## **Sponsor's Documents (Uncle)**

- Tuition Payment Receipt from the School
- Receipt of Tuition fee Payment to the school
- . Letter of Sponsorship
- Copy of Sponsor's Letter of Employment (if employed) OR business documents (if self-employed) (CAC certificate, Article of association and memorandum, tax clearance certificate, particulars of directors in the company).
- Pay slips
- Copy of Sponsor's Employee ID card
- Copy of sponsors international passport data pages and Stamped Visa pages-Travel history (if any)
- Statement of Account from Sponsor's salary account ( 4-6 Months Statement of Account)
- Affidavit of Support
- . Letter of Promotion
- Letter of Appointment
- Letter of Retirement (if RETIRED)
- . Picture of you and your Uncle
- A family tree to demonstrate how your Uncle relates to you (Maternal Uncle or Paternal Uncle)

## **QUESTION:**

1. The reference letter I received from my current employer is almost 2 months old. Can I still use it for my application after 2 months? I saw a checklist with a 2 month validity period, I was wondering if that's the requirement.

2. I want to include my pension statement of account in my application, not as proof of funds but as a home tie. I received the SOA around March, is the validity period for this also a month? Can I still use it now or do I need to get a new statement of account.



3. I have two bank accounts, a salary account and a savings account where I saved for my education. So when I receive my salary, I transfer my salary to the savings account. I want to upload only my savings account in my proof of funds section (that's where all the funds for my education is), and then include my salary account in my client information section as evidence of legit income with my pay slips, is this a good idea?

### **ANSWER:**

1. The reference letter as per validity is of two months expiry. However, if you have your employment/appointment letter, the reference letter can be included as optional. There have been applicants who'd successfully applied without a reference letter.
2. Any financial document issued by a financial house has an expiration of one month. If you intend to use any document for a specific purpose of substantiating a fact, do well to alert the attention of the VO.
3. You should consider using your Savings Account and support it with your pay slips.

### **QUESTION:**

1. How does using my bank statement work in study visa application? and how do I attach the ticket to my application?
2. I own a few shares but I'm not the one sponsoring myself, does it make sense to add the shares certificates as a part of my application ?and if yes, is it under client information or proof of funds?
3. If I add an employment letter, must I also add my salary account statement?, because where I work is a family company so I don't receive a salary, just allowance from my parents

### **ANSWER:**

1. If you so wish to opt for My Bank Statement ID and Ticket Password as proof of funds, go ahead. The verification and conviction will be greeted with satisfaction. All that is required is to generate it via the internet banking of your bank.



After several counting timeframe, you will receive the generated details in your email. It's okay if you print and should then serve as the document you upload in the required column.

2. Even if being sponsored, including your personal proof of establishment isn't anywhere near wrong doing. It should be merged to the documents being uploaded in the proof of funds column.

3. You don't have to include your salary account as your savings account will suffice except if the salary account is to make a claim.

**You'll Testify**

*Victor Ola*