

January 26, 2018

UCI: 93460450

Application: F000533987



Deepak Kumar Rout

**974 - 275 Slater Street C/O Legacy Immigration
Ottawa, ON K1P 5H9
Canada**

Dear Deepak Kumar Rout:

This refers to your Application for permanent residence under the Family Class or under the Spouse or Common-law Partner in Canada class.

We require the following item(s) to continue processing your application:

- You must complete the **Schedule A Background/Declaration (IMM 5669) form** which is found at the following link: <http://www.cic.gc.ca/english/pdf/kits/forms/eIMM5669E.pdf>

You and all of your family members aged 18 or older (if applicable) must submit this form. The document must be received at this office by 2018/02/25.

All requested documents/information must be submitted within the timeframes specified above (formatted as "year/month/day"). If you are unable to provide any or all of the requested documents/information, please explain why they are not available. No other reminder will be sent to you. If you fail to provide the requested information, your application will be assessed on the basis of the information that we have which may result in the refusal of your application for permanent residence. Should this occur, no further consideration will be given to your request for permanent residence unless a new application, including fees, is submitted.

Options for submitting your information/documents

- 1) Submit online:** You are strongly encouraged to create an online account, link your application to your online account, and submit the requested documentation electronically through this secure portal. Your documents will be linked directly to your application when you upload them and available for an officer to review. For more information on linking your application to an online account, please see the following link: http://www.cic.gc.ca/english/my_application/link.asp. Note: If you have an Authorized Paid Representative, he/she can register and link your application through the Authorized Paid Representative portal account. Once your application is linked to an account, you will no longer receive messages by mail or e-mail. We will contact you through your online account.

Should you choose not to link your application to an online account submit your information/documents this way, the deadlines outlined above still apply and you should submit your documentation in one of the following ways:

- 2) **Submit using the [IRCC Webform](https://secure.cic.gc.ca/enquiries-renseignements/canada-case-cas-eng.aspx) form:** You can submit the requested information/document(s) by using the Case Specific Enquiry form found at the following link:
<https://secure.cic.gc.ca/enquiries-renseignements/canada-case-cas-eng.aspx>

Note: When completing the webform, select "Sponsorship" for type of application/enquiry.

- 3) **Submit by mail:** You can submit the requested information/document(s) by mail to the following address:

Required Documents
CPC Mississauga / CTD Mississauga
PO BOX 6100, Station A / CP 6100, Station A
Mississauga, ON L5A 4H4

Note: Please choose **only one** of the three options above to submit your documents.

Additional Information for Required Documents

To ensure you are submitting the right documents and/or information, please review the following additional information about.

Completing and submitting the Schedule A (IMM 5669):

Instructions about how to fill out this form are found in your application kit:

<http://www.cic.gc.ca/english/information/applications/spouse.asp>. Please review the **Complete Guide (IMM 5289)** for step by step instructions.

Note: Make sure you validate this form before you save it by clicking the "validate" button at the top or bottom of the document. If you are submitting this form through your online account, you will only be able to upload it if you validated the document before you saved it. Do not print out this form and upload the printed copy through your online account. This will result in an invalid submission of your Schedule A, which will cause additional delays to your application. For online submissions, the complete and validated Schedule A form, in PDF format, should be saved to your computer and uploaded directly into your online account.

If you are not submitting this form through your online account (for example, if you are submitting it through the IRCC Webform or by mail), the form you submit must also have your handwritten signature in the signature section next to your typed or printed name. If you are submitting it by mail: print your validated form, and then sign (in handwriting with your usual signature) next to your typed or handwritten name in the signature section. If you are submitting this form as an attachment through the IRCC Webform: do the same as if you were submitting by mail, and then scan the copy with your signature. Submit the scanned copy with your signature as an attachment when using the webform.

Important: *The background information collected by this form is required to assess your admissibility to Canada. If you do not submit this form before the date indicated above, your application may be refused.*

Reminder: If you are unable to provide any or all of the requested documents/information, please explain why they are not available. All requested documents/information and a copy of this correspondence must be submitted within the timeframes specified above (formatted as "year/month/day").

Sincerely,

Case Processing Centre Mississauga

ADDITIONAL INFORMATION FOR APPLICANTS

When should I contact IRCC?

You need to notify Immigration, Refugees and Citizenship Canada (IRCC) of any changes to your application. Examples of changes include:

- Changes in your personal circumstances, such as birth or adoption of a child, death of a family member, a marriage or a divorce;
- Change of contact information (e-mail, mailing address, telephone number);
- Appointment or change of immigration representative or designated individual;
- Decision to withdraw your application.

Please use the [IRCC Webform](https://secure.cic.gc.ca/enquiries-renseignements/canada-case-cas-eng.aspx) at the following link to report any of the above changes: <https://secure.cic.gc.ca/enquiries-renseignements/canada-case-cas-eng.aspx>

Note: When completing the webform, "Sponsorship" for type of application/enquiry.

You can withdraw your application at any point in the process, as long as a final decision has not been made on your application for permanent residence. You (or your sponsor) may be eligible for a refund of the sponsorship fee or the permanent resident application fee if processing of your file has not yet begun when you ask to withdraw your application.

You must report any changes to your address, telephone number(s) and email address immediately.

At this time, it is not possible to update your address from within your online account. Changes to your contact information can be made at www.cic.gc.ca/english/information/change-address.asp. It is important that we have your correct current address at all times to delays in the processing of your application.

Contact Information

For information about IRCC programs and services, application forms, or general updates on your file status, visit our web site at www.cic.gc.ca.

To contact this office and for more information on what to expect next, please refer to the *After You Apply* webpage for **Spouse, partner and/or dependent child(ren)**: www.cic.gc.ca/english/immigrate/sponsor/spouse-apply-after.asp.

How do I check the status of my application?

If you have created an online account and linked your application, you can log in to check whether IRCC has asked you for any additional information/documents. You may also use your Unique Client Identifier (UCI) number located at the top left of this correspondence to check the status of your application on the IRCC website. Please visit www.cic.gc.ca/english and select "Check your application status".

How long will it take to process my application?

Processing times vary for different cases. You can consult the processing times by visiting the IRCC website at www.cic.gc.ca/english/information/times/perm-fc.asp. Please note that, given the high volume of inquiries submitted to this office and Canadian visa offices abroad, status updates on cases are not normally provided unless the processing time for a file is longer than the time outlined in the IRCC website.

Find out more about **important changes to the spousal sponsorship program** here:
<http://www.cic.gc.ca/english/departement/media/notices/2016-12-15.asp>