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# CHAPTER 5:

## *The Refugee Forms*

### *Overview*

It is a requirement to submit completed forms contained in the IMM 6000 package together with the sponsors' forms. These include the **IMM 0008 Generic Application Form for Canada** form, the **Additional Dependants/Declaration** form (if applicable), the **Schedule A** form, the **Schedule 2** for and the **Use of Representative** form (optional). All these forms can be downloaded from the [CIC website](http://www.cic.gc.ca/english/information/applications/conref.asp). Although it is the refugee applicant who completes these forms, the sponsorship group can facilitate the process and ensure that they are properly filled out.

### *Generic Application Form for Canada IMM 0008*

Since this form is utilized for various immigration streams, it is important that the refugee applicant selects "**Refugee**" from the drop-down menu as the program under which they are applying. Question 2 asks about the category under which the applicants are applying. Once they have selected "refugee" in Question 1, the options in the drop-down menu in the Question 2 will include different categories of refugee applications. Refugees who are being privately sponsored from abroad should select "**Outside Canada - Refugee**".

**Question 6** relates to the intended place of residence in Canada. It is important here that this answer match with the community where the sponsor is located. Should the applicant state that they would like to live outside the community where the sponsor has agreed to provide settlement support, red flags could be raised about the possibility of secondary migration and sponsorship breakdown.

### *Important Tips*

Sponsors are advised to make sure that the refugee applicants are using the **most current** application; the date is given at the bottom left corner of the form and can be compared with the online form at: <http://www.cic.gc.ca/english/information/applications/conref.asp>

Sponsors should ensure, to the best of their ability, that the refugee applicant provides correct and up-to-date personal information.

The applicants should not leave out information because there is not enough room on the form. Instead, they are encouraged to attach extra pages when needed indicating in the space provided for the reader to 'see attached'.

Sponsors should indicate to refugees the importance of ensuring that all information provided is truthful and accurate. Any discrepancies and/or contradiction could lead the officer examining the application to conclude the applicant is not credible and reject the application.

**Questions 1 through 14** in the Section called **Personal Details** are personal information related items. It is important that the applicants provide their accurate personal details including full name, date of birth, place of birth and other information. In cultures where family names are uncommon the applicant could choose his or her middle name, grandfather's name or other name as the last name and remain consistent in its usage throughout all the application forms and process.

For people who may have difficulty recalling their own or their parent's actual date of birth, they are expected to provide the approximate date, month and year and again remain consistent in its usage.

### Contact Information



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When providing contact information in **questions 1 to 6** of this section it is important that the refugee applicants provide a reliable mailing address, including an alternative mailing address, where the visa office could reach them. Not providing a correct address could result in the loss of important correspondence, delay and possibly fraud. Should the applicants use email and have regular access to the internet, they are encouraged to provide their email address as it could enable the visa office to correspond with them electronically.

Applicants should also provide their actual residential address including street name and house number and, if applicable, town, city and country. If the place does not have street name or house number, they can put the name of the neighbourhood or township. If the refugees are staying in a refugee camp, detention centre, prison or hospital, they should provide the name of the camp or institute where they currently reside.

### Dependant(s)

The third page of the Generic Application for Canada is where the applicant must list **ALL** family members, whether they will be accompanying the applicant to Canada or not. The principal applicant should list all his or her dependants, i.e. spouse or common-law partner, dependent children and dependants of the applicant's spouse (if applicable). The applicant should also include those family members whose whereabouts are unknown or who are deemed deceased.

If a  
family member  
is not included  
in the IMM 0008  
forms, she or he will  
be excluded from  
coming to Canada

By default, one dependant can be listed on the form; to add more dependants, please click on the blue "add dependant" button. You can include up to five (5) dependants on this form. If you have more dependants, you will need to use the **Additional Dependants/Declaration (IMM 0008DEP)** form for each additional family member. To remove a dependant from the application, click the "Remove Dependant" button.

*Make sure that you answer all questions in the form. When you finish completing the form, click the "validate" button to generate a barcode, print and sign the page and attach it to the application.*

## ***Additional Dependants/Declaration IMM 0008DEP***

This form should be completed by the principal applicant on behalf of his/her dependants. The *Additional Dependants/Declaration* form is only required for the applicants who have more than five (5) dependants and who cannot list all of them in the *Generic Application Form for Canada IMM0008*. If the applicant has less than five (5) dependants and if all of them are listed in the *Generic Application Form for Canada* then he/she does not need to complete this form.

## ***Schedule A - Background / Declaration IMM 5669***

The principal applicant and all family members who are 18 years of age and over must complete this form. For this reason, the applicant and family members are required to check the applicable box at the beginning of the form and identify whether they are the principal applicant or a dependent family member.

Personal information in this schedule should be consistent with what is outlined in the IMM 0008 Generic Form.

The information provided in **question 6** will assist the visa officer to determine inadmissibility issues. The applicants should ensure that the information provided here is consistent with the other explanations provided in the application package and specifically the refugee's narrative. For instance, if the applicant claims that he/she was detained in the refugee narrative, he/she should then check YES next to the appropriate statement in question 6 and provide detailed information in the space provided below.

**Questions 8 and 12** should be looked at together and be consistent with one another. Here, the applicant is asked to provide the details of his/her personal history (question 8) and residential addresses (question 12), since the age of 18. Dates and locations should be consistent within these two questions. Additionally, it is important that the details provided are complete without leaving any gaps in time.

Often applicants tend to write only the period when they were working and leave out the time when they were unemployed, hospitalized or imprisoned. However, they should indicate these under activities with the corresponding hospital or prison listed as their address. They need to be accountable for every activity performed and every address where they resided since the age of 18, no matter the length of time.

**In questions 9 and 10**, applicants are required to provide detailed information about their memberships or associations, including the nature of the organization, as well as the position and role they held. The same applies for government positions. If the applicant was neither a member of any organization nor held any government position, they should put "NONE" in the appropriate space. It is important to never leave any question unanswered.

**Question 11** asks about any military service that the applicant has undertaken. This question should not be left blank. If the applicant has done military service, he/she should indicate all the specifics of their involvement including the unit, rank and any participation in combat. Remember: merely serving in the military does not exclude applicants from getting refugee protection.

Finally, refugee applicants must ensure to sign and date the declaration on the last page. It is best to sign in blue ink so that it is evident that the signature is an original.

## *Schedule 2 - Refugees Outside Canada IMM 0008*

**Schedule 2** provides the backbone of the applicant's refugee claim. As a result, the applicant should take the utmost care in providing accurate and genuine information. The principal applicant and all family members who are 18 years of age and over must complete this form. Applicants and their family members and de facto dependants are required to check the applicable box at the beginning of the form and identify whether they are the principal applicant, a dependant or a following **One Year Window** family member (see Chapter 4).

Personal information on this schedule should be consistent with what is outlined in the IMM 0008 Generic Form and Schedule A.

**Question 1 in part A** asks if you have applied for resettlement before. If you did, please remember to provide compelling reasons such as change in circumstance to reapply again.

**Questions 3 - 6** deal with the refugee narrative. The **refugee narrative** is key to the application and should provide a truthful, detailed and personalized account of the refugees' sufferings in their home country, their escape as well as their current situation including security issues and any challenges they may encounter in working, attending school and mobility.

Applicants are encouraged to attach additional pages if needed, in order to provide the most detailed account possible.

Sponsors should convey to applicants the importance of a truthful narrative and warn against providing non-genuine or embellished stories and becoming victims of ill-advised or unscrupulous 'consultants' or so called 'experts'. Failure to provide a genuine story may lead to a rejection by a visa officer due to lack of credibility.

**Question 7** provides one final opportunity for the refugee applicants to include any additional information for the visa officer. This could include information that can assist in substantiating the applicant's story, for example written proof (if available) or general country condition information.

When identifying additional family members in **Part C questions 13-15** please include all de facto dependants, non-dependent children and those who will not accompany the principal applicant to Canada and siblings. All names should be written in English or French and the refugee's native language.

Should applicants want to authorize CIC to release their information to their sponsors in Canada they must check the correct box for the 'Authority to disclose personal information' in **question 16**.

Finally, refugee applicants must ensure to sign and date the declaration on the last page. It is best to try and do this in blue ink so that it is evident that the signature is an original.

**If refugee applicants received assistance in completing these forms, they need to truthfully indicate this in the final question.**

## *Use of Representative IMM 5476*

A representative is someone who has permission to conduct business on behalf of the applicant with CIC. The refugees should consider completing this form as it allows someone in Canada, a paid or unpaid person, a friend or family member, an immigration consultant or a member of a Non-Governmental Organization, to act on the refugees' behalf in Canada. This can keep the processing time to a minimum as it may avoid delays in communication issues.

## *Supplementary Forms and Documents*



**Appendix A** (the Checklist) of the [IMM 6000](#) refugee application kit provides a list of forms and supporting documents required by specific visa posts for all refugee applications. In addition to the Generic Form for Canada, Additional Dependents/Declaration, Schedule A, Schedule 2, and the Use of Representative form, applicants are required to provide copies of their identification and travel documents, photos and other supplementary documents/forms that are specific to the visa office where the application will be processed. Applicants can also submit any other documents that can corroborate their refugee claims over and above those listed in Appendix A. For more information, please visit: [www.cic.gc.ca/english/information/applications/guides/pdf/Ea6000.pdf](http://www.cic.gc.ca/english/information/applications/guides/pdf/Ea6000.pdf).

At any time after the initial application is received, visa offices reserve the right to request additional information which is reasonably required to assess a case. After reviewing the application, the visa office may request supplementary forms to be completed and submitted.