

Sponsoring your spouse or partner: the document list

A spousal sponsorship application is not judged on how much you send. It is judged on whether it is complete and whether the relationship is genuine. Immigration, Refugees and Citizenship Canada checks a new application for completeness first, and a package missing a form, a signature, or a fee is returned without being assessed. Use this list to close the gaps before you submit rather than after.

SOURCE: IRCC, SPONSOR YOUR SPOUSE, PARTNER OR CHILD · CANADA.CA/EN/IMMIGRATION-REFUGEES-CITIZENSHIP

1 Before you start

- ☐ **Confirm you can sponsor.** You must be a Canadian citizen, a permanent resident, or a person registered under the Indian Act, at least 18 years old, and able to meet the requirements IRCC sets for sponsors.
- ☐ **Understand the undertaking.** You are promising to provide for your partner's basic needs. For a spouse, common-law partner, or conjugal partner the undertaking runs three years from the day they become a permanent resident. For a dependent child under 22 it runs ten years or until the child turns 25, whichever comes first. For a dependent child 22 or older it runs three years.
- ☐ **Check whether an income requirement applies.** There is no minimum income requirement to sponsor a spouse or partner, unless the person you are sponsoring has a dependent child who has a dependent child of their own.
- ☐ **Decide which class you are applying under.** If your partner is living in Canada with you, the Spouse or Common-Law Partner in Canada class may apply, and an open work permit can be applied for at the same time. If your partner is outside Canada, you apply under the Family class.
- ☐ **Set up the online account.** Applications are submitted through IRCC's permanent residence portal. Paper is available only where IRCC has approved it as an accommodation, and that has to be requested first.
- ☐ **Budget the fees.** Sponsoring a spouse, common-law partner, or conjugal partner costs \$1,260 including the right of permanent residence fee, or \$660 without it. Each dependent child included is \$180. Biometrics are \$85 per person, to a maximum of \$170 for a family applying together. Paying the right of permanent residence fee up front is optional but avoids a delay later.

2 Forms both of you complete

Every form must be complete, signed, and dated. A blank field where an answer belongs is treated as a missing answer. Where a question does not apply, write "not applicable" rather than leaving it empty.

- ☐ **IMM 1344, Application to Sponsor, Sponsorship Agreement and Undertaking.** Signed by the sponsor and by the person being sponsored.
- ☐ **IMM 5532, Relationship Information and Sponsorship Evaluation.** Completed by both of you, with the declarations signed where indicated.
- ☐ **IMM 0008, Generic Application Form for Canada.** Completed by the principal applicant for themselves and any dependants.
- ☐ **IMM 5406, Additional Family Information.** A separate copy for the principal applicant and for every family member aged 18 or over.
- ☐ **IMM 5669, Schedule A, Background and Declaration.** For the principal applicant and every family member aged 18 or over.
- ☐ **IMM 5409, Statutory Declaration of Common-Law Union,** if you are applying as common-law partners rather than as spouses.
- ☐ **IMM 5604, Declaration from Non-Accompanying Parent or Guardian,** for any minor child in the application whose other legal parent is not the sponsor.
- ☐ **IMM 5476, Use of a Representative,** if you are using a lawyer or an authorized representative. Not mandatory, and only an authorized representative can be paid to act for you.
- ☐ **IMM 5533, Document Checklist,** the current version from IRCC. Complete it and include it. Download it fresh rather than reusing an old copy, because IRCC revises it.
- ☐ **Declare every family member,** accompanying and non-accompanying. Failing to declare a family member can lead to refusal and can bar you from sponsoring them in future.

IRCC checks a new application for completeness before it assesses anything. A missing form, an unsigned declaration, an unpaid fee, or a document in a language other than English or French without a certified translation gets the whole package returned to you unprocessed. You do not get a chance to fix it in place. You start again, and the months you waited are gone.

3 Documents from the sponsor

- ☐ **Proof of status in Canada.** A copy of both sides of your permanent resident card, or one of the following if you are a citizen: citizenship certificate or card, a Canadian birth certificate, or the identifying page of a Canadian passport. If you are registered under the Indian Act, a copy of your status card.
- ☐ **If you are a Canadian citizen living outside Canada,** proof that you will be living in Canada when your partner becomes a permanent resident.
- ☐ **Proof of the end of any previous marriage.** A final divorce certificate, an annulment, or a death certificate, for each previous marriage.
- ☐ **If you are still married to someone other than the person you are sponsoring,** proof of legal separation.
- ☐ **Employment and income documents.** A letter from your employer setting out your period of employment, salary, and regular hours, and your most recent notice of assessment from the Canada Revenue Agency. If you cannot provide a notice of assessment, include a written explanation.
- ☐ **If you and your partner have a child together who may be a Canadian citizen,** a copy of that child's Canadian passport or of an application for a proof of citizenship. A Canadian citizen cannot be sponsored.

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Documents from the person being sponsored

- ☐ **Passport or travel document.** Copies of the pages showing the document number, dates of issue and expiry, photograph, name, and place and date of birth, for the applicant and every accompanying family member. Include any page bearing a Canadian entry stamp.
- ☐ **Proof of status in the country where they live,** if that is not their country of citizenship.
- ☐ **Proof of status in Canada,** if the applicant is in Canada: visitor record, study permit, work permit, or temporary resident permit. If they have no status, include a written explanation and any relevant paperwork.
- ☐ **Birth certificates** for the applicant and every family member, whether or not that family member is coming to Canada.
- ☐ **National identity cards,** if the country of citizenship or residence issues them.
- ☐ **Marriage certificate or registration.** A record of solemnization or a marriage licence is not accepted in place of the certificate.
- ☐ **Proof of the end of any previous relationship.** Final divorce certificate, annulment, or death certificate.
- ☐ **Adoption papers** for any adopted child in the application, plus evidence of the ceremony where the adoption was customary rather than through a court.
- ☐ **Proof of dependency** for any child aged 22 or over included in the application who depends on a parent because of a physical or mental condition.
- ☐ **Photographs meeting IRCC's specifications** for the applicant and each accompanying family member.
- ☐ **Certified translations into English or French** for every document not already in one of those languages, submitted with the original document.

5 Proof that the relationship is genuine

IRCC asks four questions. Are you living together? Do you have at least one child together? Is this a first marriage for both of you? Have you been married for at least two years as at the date of the application? If the answer to all four is yes, no further proof of relationship is required when you file, although an officer can still ask for it later.

- ☐ **If the answer to all four is yes**, nothing further is needed under this part when you file. Go on to Part 6.
- ☐ **If the answer to any of the four is no, and you are living together**, provide documents from two of these three groups: joint ownership of residential property, or a joint lease or rental agreement; a joint utility account; identification or important documents for both of you showing the same address.
- ☐ **If the answer to any of the four is no, and you are not living together**, provide letters, printed messages, emails, or social media conversations between you, to a maximum of 10 pages, and proof of visits: boarding passes, ticket records, or passport pages showing entry and exit stamps. If the sponsor has never visited, explain why in the IMM 5532 form rather than leaving the gap unexplained.
- ☐ **Either way, also provide photographs** of your wedding, engagement, celebrations, or time together, to a maximum of 20, taken at different times and places, with each person's name and a short note of the context.
- ☐ **And one document from three of these groups**: joint property, lease, or rental agreement; a joint utility account; documents showing the same address; documents recognising you as each other's spouse, such as employment or insurance benefits; evidence of financial support between you; other evidence that friends and family recognise the relationship.

AFTER SUBMISSION

6 What happens after you file

- ☐ **Acknowledgement of receipt.** IRCC confirms the application has been accepted into processing. This is the point at which it has passed the completeness check.
- ☐ **Biometrics.** The sponsored person receives a biometric instruction letter and normally has 30 days to attend an appointment at a designated collection point.
- ☐ **Medical examination.** Do not book one before you are told to. IRCC issues medical instructions, and the examination must be done by a panel physician on IRCC's list. Results are valid for 12 months.
- ☐ **Police certificates.** Start requesting them early. You will need one from every country where the applicant has lived for six months or more in a row since the age of 18. Some countries take months to issue them.
- ☐ **Requests for more information.** Answer every request by the date given. IRCC deadlines are short and extensions are not routine.
- ☐ **Tell IRCC when things change.** A new address, a new passport, a new job, a new baby, or a change in the relationship all need to be reported while the application is in progress.

APPLICATION DETAILS

Date submitted	
Application number	
UCI	
Portal account email	

Most couples can assemble this file themselves, and this list is most of what it takes. A lawyer earns their fee where the file is not straightforward: a previous refusal, a relationship that began online, a marriage that came quickly, a prior sponsorship, a criminal record, a period without status in Canada, or a country whose civil documents are hard to obtain. Those are the files where the way the evidence is presented changes the outcome. If any of that describes your situation, Telesh Law Firm Professional Corporation can review the package before it goes in, in English, Hindi, Urdu, Farsi, Persian, Punjabi, Spanish, or Tamil.

CURRENT AS AT AUGUST 2026 · VERIFY FORMS AND FEES AT [CANADA.CA](https://canada.ca) BEFORE YOU FILE

This checklist is general information, not legal advice, and does not create a solicitor-client relationship. It is current as at its publication date and is not revised as the law changes. For advice on your specific situation, book a consultation at teleshlawfirm.ca or call 416-639-0887.

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