

## TIPS FOR COMPLETING THE APPLICATION TO SPONSOR, SPONSORSHIP AGREEMENT AND UNDERTAKING (IMM 1344) AS A SPONSOR

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*This handout is solely for informational purposes and does not constitute legal advice. We urge you to consult with us at [info@connectingottawa.com](mailto:info@connectingottawa.com) if you have any specific legal questions about a client's situation.*

This document does not review every question on the form. Information is provided for those questions that are the most difficult ones or ones where people often make mistakes.

This form must be completed from the point of view of the sponsor, the spouse or partner who is a Canadian citizen or permanent resident.

### PART 1: Application to sponsor and undertaking

**Question 1:** Check one box to indicate how you wish to proceed if you do not meet the sponsorship requirements. If you are not found eligible to sponsor, you can choose to have your fees refunded or you can choose for the case to be sent to a visa office for possible consideration on humanitarian grounds, but no fees will be refunded if the case is denied.

**Question 3:** This question asks about a co-signer. However, you can't have a co-signer if you are sponsoring your spouse, common-law partner or conjugal partner.

**Question 6:** Indicate the nature of your relationship to the principal applicant (the person you are sponsoring). This is where you indicate if you are sponsoring a spouse to whom you are married, a common law partner you have lived with for more than 12 months, or a conjugal partner. A conjugal partner is someone who you are in a marriagelike relationship with, but you are not able to live together. One example of a relationship that could involve conjugal partners is if you are sponsoring a partner from a country that does not allow same-sex relationships and it would have been too dangerous for you to live together.

**Question 9:** You must indicate if you were ever married or in a common law relationship in the past. Remember that you must provide a divorce certificate for your prior marriages. The end date for a previous common law relationship is when you stopped living together and stopped considering that person your common law partner.

### Sponsor contact information

**Question 1:** Addresses should be written out in full without using any abbreviations. Include the apartment or unit number, if applicable. Include your current mailing address (where Immigration can send you a letter).

**Question 6:** Be sure to provide an email address that works and that you check frequently. Immigration will communicate with you at this email address unless you have appointed a lawyer or consultant to represent you. Be sure to check your spam or junk folder frequently for any correspondence from Immigration.

## **Sponsor residency declaration**

You only need to complete this section if you are a Canadian citizen living outside of Canada and you are sponsoring a spouse, a common-law or conjugal partner, and dependent children who have no children of their own.

## **Sponsor eligibility assessment**

This section contains 18 yes or no questions. You should only say “yes” to question 4 if you are a Canadian citizen living outside Canada who plans to return to live in Canada with the spouse or partner you are sponsoring. If you say “yes” to any other question, you are not eligible to continue with your sponsorship.

## **Notes**

Just completing this form is not enough. The couple should write a detailed history of their relationship starting with how they met and reviewing the development of the relationship up to present. This can be written like a letter or story. It can be written from the perspective of one spouse or both together. It should be signed and dated and included as a supporting document on the online Permanent Residence Portal. Just be sure that all information and dates in the written narrative match what is included in this form.