

# **CANADIAN UNITARIAN COUNCIL CUC SPONSORSHIP AGREEMENT A GUIDE FOR CONGREGATIONS**

## **BECOMING A REFUGEE SPONSOR UNDER THE SPONSORSHIP AGREEMENT OF THE CANADIAN UNITARIAN COUNCIL**

### Acknowledgments

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published by

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A GUIDE FOR CONGREGATIONS**

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**INTRODUCTION**

Thank you for requesting the CUC's Sponsorship Agreement Holder manual.

Please contact our office if you have any questions.

Sincerely,

Mary Bennett  
Executive Director

# CANADIAN UNITARIAN COUNCIL REFUGEE SPONSORSHIP AGREEMENT

## WHO IS A REFUGEE?

People come to Canada as immigrants or refugees. Immigrants come because they choose to leave their country of birth. Refugees come because they have to leave their country of birth.

## CATEGORIES OF IMMIGRANTS

Immigrants are generally in one of four categories.

- Skilled: skilled workers and their immediate families
- Business: investors and entrepreneurs able to create employment opportunities
- Other: including live-in caregivers, provincial nominees, people in special categories
- Family: including spouses or fiancées, children under 19, parents, grandparents - income restrictions may apply

## CATEGORIES OF REFUGEES

Refugees are usually classed into one of two categories, reflecting the way they arrive in Canada. These categories are:

- Refugees under the Refugee and Humanitarian Resettlement program
- Refugees landed in Canada (Asylum seekers)

Private sponsors such as CUC congregations can apply only under the Refugee and Humanitarian Resettlement Program.

## REFUGEES UNDER THE REFUGEE AND HUMANITARIAN SETTLEMENT PROGRAM

There are three classes of refugees under the Refugee and Humanitarian Resettlement Program, which is sometimes called Overseas Resettlement.

### 1. Convention refugees seeking resettlement:

These are individuals outside their country of nationality or former habitual residence who have a well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group or political opinion. They are unable or unwilling to seek protection from their country of refuge.

## 2. Asylum country:

These are people who are outside their country of citizenship or habitual residence who have been and continue to be seriously and personally affected by civil war or armed conflict or by a massive violation of human rights in their country of citizenship or of habitual residence. For these individuals there is no possibility in the foreseeable future of a durable solution. They are seeking admission to Canada and are privately sponsored or have the financial means to support themselves.

## 3. Source country:

A list of source countries is updated annually by the government. Source countries are countries where a substantial number of people are at risk, but where Visa staff have safe access. Individual refugee candidates are seriously and personally affected by civil war or armed conflict, have suffered deprivation of their civil rights, and have been detained or imprisoned as a consequence, or have suffered persecution based on the grounds found in the Convention refugee definition. They have no prospect of a durable solution and are seeking admission to Canada. They are government assisted, privately sponsored, or have adequate financial means to support themselves and their dependants until they can get suitable full-time employment.

## **REFUGEES LANDING IN CANADA**

Refugees landing in Canada, or asylum seekers, are those who seek the protection of Canada at the point of entry or who during their stay in Canada ask for political asylum according to the terms outlined in the Geneva Convention. It is very difficult to seek asylum in Canada.

Deterrents to asylum include visa restrictions, fines levied against carriers for transporting people without visas, detention procedures at the point of entry, in-land exclusions to asylum, and the safe third country rule.

Once refugees in this category have been granted status as landed residents, they are subject to the same process as other landed residents, whether immigrant or refugee.

## **CRITERIA FOR ENTRY INTO CANADA**

Some refugees are able eventually to go home again, and some become integrated into other communities near their homes. Resettlement is considered only if repatriation or local integration is not possible. Refugees are selected for resettlement to Canada according to criteria set by Citizenship and Immigration Canada. Meeting admission standards is not easy. All refugees named by congregations in their sponsorship applications must be found eligible and admissible. Screening for entry into Canada can take from two to four years.

## **ELIGIBILITY**

Eligibility means the refugee meets the criteria of the Humanitarian Resettlement Program. Refugees are interviewed by our Visa Officers to determine if they meet Canada's interpretation of the Geneva Convention or meet the criteria of Asylum or Source Country classes.

The 1951 Geneva Convention and 1967 Protocol defines a refugee as a person outside their country of nationality who has well founded fear of persecution due to their race, religion, nationality, ethnicity, political opinion, or membership in a particular social group. Individuals found not to be in need of protection are refused on grounds of eligibility. They are not considered to be refugees.

### **ADMISSIBILITY**

- Admissibility is determined by the Visa Post Officer and may include any or all of the following:
- The ability to enter the labour force and the likelihood of becoming self-supporting
- Age and Education; people over 50 years of age can be refused
- Knowledge of English or French
- Number of dependants
- Ability to pass a medical exam conducted by a doctor designated by Health Canada. The refugee pays for the cost of the exam. Unfortunately, delays in processing often mean several medical exams are required because there is a time limit on medical permits.
- Ability to pass a security check and a criminality check such as for war crimes, or being considered a danger to the public. Screening is handled by Visa Post or the Canadian Secret Intelligence Service (CSIS).

### **THE CUC SPONSORSHIP AGREEMENT**

Organizations such as the Canadian Unitarian Council who have signed a Sponsorship Agreement with Immigration and Citizenship Canada can apply to sponsor refugees under the Refugee and Humanitarian Resettlement Program. Under the CUC's master Sponsorship Agreement, the CUC Board through its Executive Director, may authorize a member congregation of the CUC, to act on its behalf in sponsoring refugees.

This Agreement facilitates a congregation's application process and increases the opportunities for congregations to become involved in the resettlement from abroad of refugees whose admission to Canada depends upon the sponsor's settlement assistance.

Sponsoring congregations are continuing a tradition of dedication, by the voluntary sector, to the resettlement and integration of refugees into Canadian society. Through your financial and moral support, refugees are provided the foundation upon which they can build their life in Canada. Your involvement and enthusiasm demonstrates your commitment to continue Canada's humanitarian traditions.

### **CUC POLICY**

The CUC will not recognize sponsorships for individuals not at risk or if they are eligible to come to Canada through another program. Private sponsorship is a lifeline for refugees. It must be protected in its own right.

The sponsoring congregation must have sufficient resources and expertise to sponsor refugees.

## **CUC PRIORITIES**

The CUC's priorities are the most vulnerable or needy refugees - women at risk, desperate families or individuals whose only hope lies in resettlement, people who face persecution in their homes or in their country of asylum.

### Issues in Private Sponsorship: Unnamed and Named Sponsorships

A sponsorship may be Unnamed - the sponsor is willing to take anyone who meets general criteria, or Named - the sponsor specifically names the refugee to be sponsored.

Named applicants should clear their status with the United Nations High Commission to ensure they qualify as refugees under the Geneva Convention.

Normally a named case has not started the immigration process. The sponsor waits from one to three years, depending upon the Visa Post for the named refugee applicant to be processed, interviewed, and either accepted or rejected. The rejection rate for named sponsorship is about 50 percent. The process is slow and can be discouraging for the refugee applicant sponsoring congregation, and the Visa Officer.

- A Canadian Visa Officer interviews the person to determine if the person is a refugee under the Geneva Convention. The person must be individually affected. Fearing civil strife or a climate of war is usually not enough to be recognized as a refugee.
- You must provide details of the nature of the persecution. Was it in the person's country of origin or country of temporary asylum? What happened? The more information you provide, the better the person's chances of being accepted, or the better the chances of advocating on that person's behalf.
- The person must meet all the other criteria for entry into Canada - see pages 5 and 6.

Efficiency concerns and limited capacity are leading some Posts to screen on paper, without an interview. Screening of applicants by international nongovernmental organizations is also being considered.

### Priorities for Admitting Refugees

Private sponsorship increases the numbers of refugees that can come to Canada. However, it does not change the criteria for choosing who may come. The Visa Officer makes the decision about who will be accepted or rejected. Processing is the same for private and government sponsorship. The ability of the Visa Post to handle the paper flow and process applications, limits our ability to sponsor.

Over the years, criteria have become increasingly restrictive. There is no appeal of a negative decision. You can ask for a review within 30 days or apply to Case Management in Ottawa. However, this is a slow and not altogether satisfactory process.

**OTHER OPTIONS FOR SPONSORSHIP**

There are three other options for sponsoring refugees: Joint Assistance; Group of Five; and Family Class Applicants.

**1. Joint Assistance Sponsorships (JAS)**

Joint Assistance Sponsorships (JAS) involve special needs refugees. These refugees are resettled through the co-operation of the government of Canada and a Sponsorship Agreement Holder, such as the CUC. Special needs cases include women at risk or individuals needing more care than usual. When we are asked to consider a JAS, the individual or family frequently already has a visa ready, and so the waiting period is minimal.

These people may require an extended resettlement period and assistance beyond what is usually provided either through government assistance or private sponsorship alone. The term of sponsorship is up to 24 months. If the individual is self-sufficient earlier, the JAS may be discontinued. Either the government or a sponsor may initiate a JAS. Sponsors can indicate the size of family or world area of interest but what is needed most is a willingness to help anyone who needs the protection of refugee sponsorship.

JAS provide the opportunity for the government and private sponsors to work together in the resettlement of special needs individuals who would not otherwise be accepted into Canada.

The government covers the basic settlement costs, including the cost of basic household furnishings, through the Refugee Assistance Program. The Refugee Assistance Program allowance, equal to social assistance, is mailed to the refugee.

The congregation supplies an intense investment of time, energy and human contact to help the newcomers integrate into Canada.

To be eligible for Joint Assistance Sponsorship, a refugee applicant:

- Must be eligible under the Refugee and Humanitarian Resettlement Program
- Must be potentially able to settle over an extended period of time
- Is expected to have a longer or more difficult resettlement period because of one or more of the following problems:
  - Long term emotional problems related to incidents of trauma or torture
  - Emotional problems related to the threat of physical violence or emotional duress
  - Denial of human rights in a country of asylum
  - A woman in a perilous situation who meets the definition of a woman at risk
  - Physical disability
  - Unaccompanied minors
  - Elderly in need of protection
  - Heavy family responsibility, including single parent families with several young children
  - Emotional problems stemming from a long-term stay in refugee camps which makes adjustments to new surroundings, freedoms and responsibilities difficult

The problem identified should be of such a serious nature that it is doubtful that the applicant will be able to establish successfully in Canada through either the normal government assistance or the private sponsorship program.

## 2. Group of Five

Friends or families in Canada can form a private sponsorship group. There must be at least five different households. As a Group of Five, they can apply to Citizenship and Immigration Canada to sponsor refugees. The five households must show they have adequate income to support the refugees they intend to sponsor. These sponsorships are independent of congregational or CUC support.

## 3. Family Class Applicants

Family sponsorship used to be an option, but is no longer. Sponsorship of spouse, children or parents is considered family reunification. The CUC supports family reunification, but not as a basis for private sponsorship. Congregations should attempt to sponsor people with close family in Canada only if individuals are at risk and only if no other option is available. Under the Sponsorship Agreement we cannot sponsor those who qualify for Family Class sponsorship.

Private sponsorship applications submitted for immediate family members will be rejected by Citizenship and Immigration Canada. The refugee applicant will be advised to reapply in the Family Class Category.

Families in Canada have a right to sponsor family members. Family members are not examined for eligibility or admissibility. However, the family in Canada must assume full financial and moral support for the sponsorship, for ten years. Parents sponsoring children under 18 are exceptions. Family Class cases are not eligible for social assistance; they are not to become a public charge.

Currently, congregations cannot help families qualify under the low income cut-off or work with the family in a blended sponsorship. Elderly parents and single parent families suffer most under these regulations.

## **RIGHTS OF NEWCOMERS**

### 1. Charter Rights

Refugees accepted for private sponsorship enter Canada as Landed Residents. Charter Rights apply immediately. Newcomers have most of the social, economic and cultural rights of citizens. They are eligible to apply for citizenship after three years' of residency in Canada.

### 2. Right of Mobility

Right of mobility is the right to live anywhere, but not the right to be supported anywhere. If the newcomers decide to move from the expected community of resettlement the sponsor may continue to support them, but is not obligated to.

The expected community of resettlement is determined at the time of the application. Usually it is the sponsor's community or close to it. This is stipulated in the Immigration Act 7.2.(2)(e)(i).

### 3. Right to Health Protection

The Interim Federal Health Program covers sponsored newcomers during the residency period required for coverage under provincial health plans. Interim coverage is restricted to emergency needs that arise during the waiting period. Dental emergencies usually are covered by health care; chronic dental needs are not.

### 4. Right to a Certain Standard of Living

Sponsored refugees do not have the right to social assistance during their first year in Canada. This is the responsibility of the sponsor. If a sponsored newcomer draws upon social assistance during the period of sponsorship, the sponsor must repay the full amount of benefits to the appropriate social assistance authority.

### 5. Right to Education

Sponsored newcomers are entitled to Language Instruction for Newcomers to Canada (LINC). If the LINC program is not available in the community, the sponsor must ensure that the sponsored person has access to basic language training.

Children of sponsored refugees have a right to public education.

### 6. Right to Child Tax Benefits

Sponsored refugees who are parents of school age children are eligible for Child Tax Benefits.

### **RESPONSIBILITIES OF SPONSORS**

Sponsorship is a legal contract in which both sponsors and newcomers have rights and responsibilities. Sponsorship protects both refugees and sponsors. It is a practical and principled response to our obligations to welcome the stranger, and it should not be a financial risk.

### **SETTLEMENT PLAN**

When your congregation applies to be a sponsor, you must submit as part of your application, a settlement plan. The settlement plan describes how you anticipate you will fulfill your commitment, who will do what, how, and when. It names the volunteers who will work with the refugees and identifies sources of funds for each activity on the plan

The settlement plan must be submitted to the CUC office where it is kept on file.

As part of your settlement plan (see page 18), you must indicate you have provided or can provide access to the following:

- Temporary or permanent accommodation, or both
- Home furnishings
- Reception
- An interpreter
- Family physician
- Family dentist
- Food
- Clothing
- Registration for medical plans and payment of fees
- Application for Child Tax Credits
- Enrolment of children in school
- Child care
- Registration with the local Canada Employment Centre
- Assistance in providing employment
- Transportation to appointments and interviews
- Familiarization with public transit, banks, community resources
- Help with creating a budget
- 24-hour emergency support
- Introduction to volunteer agencies that provide settlement assistance to immigrants

## **DURATION OF RESPONSIBILITY**

The sponsor's responsibilities start the day the newcomers arrive in the community of resettlement. It lasts until the newcomers become self-sufficient or for 12 months, whichever comes first.

Occasionally, a sponsor is asked to commit to more than 12 months, if the circumstances are exceptional and if the Visa Officer thinks that additional time is needed for newcomers to secure work. These arrangements are frequently made under Joint Assistance Sponsorships (JAS), described on page 8.

## **LOCATION OF RESPONSIBILITY**

The expected community of resettlement is indicated on the application form. Sponsors are responsible for sponsorship only in the expected community of resettlement. If the newcomer decides to move, the sponsor is not responsible for support. As a sponsor, however, you may decide to cover the newcomer's living expenses in a new community.

## **LEGAL RESPONSIBILITY**

The sponsorship application is a legal contract with Citizenship and Immigration Canada. The CUC is the Sponsorship Agreement Holder and guarantees the terms of sponsorship will be upheld. By issuing a Letter of Approval, the CUC recognizes a congregation's act of sponsorship.

A decision to sponsor must be ratified by a motion of the congregation's board.

The congregation and the CUC are accountable for the well-being of sponsored newcomers. The failure of one congregation or constituent group to meet the terms of the contract affects all other congregations. One congregation's private arrangements cannot supersede the terms of the Sponsorship Agreement.

## **FINANCIAL RESPONSIBILITY**

Sponsors are expected to support refugees at a level equal to social assistance in their community. For a congregation, this implies fundraising and pledges of financial and in-kind contributions to meet costs of accommodation, food, public transportation, clothing and household items.

## **OTHER RESPONSIBILITIES**

Sponsors are responsible to help newcomers become independent. They should help in the following areas:

Accessing education:

Sponsored newcomers are entitled to Language Instruction for Newcomers to Canada (LINC). If the LINC program is not available in the community, the sponsor must ensure that the newcomer has access to basic language training, and their children have access to schools and child care.

**Budgeting:**

Introduce them to garage sales and bargain shopping.

**Dental care:**

Newcomers may be short of money and dental care is not covered under the Interim Federal Health Program. Sponsors should make arrangements with a dentist in the congregation or the community who might donate a portion of the cost of services to the Refugee Fund in exchange for a tax receipt.

**Employment:**

Refugees have a right to work, but finding jobs may not be easy. For some, accustomed to having been assigned work, the job search is a difficult concept. For others, whose professional credentials are not recognized, accepting entry level positions can be humiliating. Most refugees want to work as soon as possible, but they will need help to become independent.

**WRITTEN REPORTS TO CUC EXECUTIVE DIRECTOR**

In addition to your responsibilities to the newcomers, we request that you keep in touch with us after we send you your Letter of Approval. Your communication is our only way of knowing what has happened. Without this information, we cannot make credible reports to Citizenship and Immigration Canada. Please provide the following reports:

- Notification of the success of your application with Citizenship and Immigration Canada
- A progress report when the newcomers arrive, describe problems and successes
- Interim reports on how the sponsorship is progressing - submit a written report to the CUC's Executive Director by April 15. Reports from all sponsors will be reviewed prior to/at the CUC Board meeting in May and information from them will be included in the CUC's annual report to Citizenship and Immigration Canada, due August 30.
- A final (end of sponsoring) report

**PROVIDING INFORMATION TO CUC BOARD TRUSTEE**

Trustees maintain regular contact with congregations in their geographical areas. The sponsoring congregation will inform its trustee of sponsorship activities and developments, potential problems etc. on a regular basis. Trustees will summarize sponsorship activities in their area reports presented at Board meetings held in January, May and October.

**CHALLENGES**

Sponsors are responsible to help newcomers become independent. Friendship with newcomers is rare, a privilege that may be bestowed as the relationship becomes more balanced.

Refugees must make their own decisions, even bad ones.

The first years can be very difficult for refugees. They have lost everything - their country, their language, their status in the community, their culture, their friends and family, their worldly possessions, and maybe their faith in themselves and in humanity. They are experiencing genuine grief. Only the hope for a better future sustains them. Sometimes that hope is unrealistic. Some come with false expectations and are angry and depressed when they realize how hard their new life in Canada will be.

Although newcomers are selected according to admission criteria that emphasize education, work experience, age, language skills, etc., these credentials do not easily transfer to the market place. They face discrimination in the labour force.

Education and experience abroad are seldom recognized. Professionals must start with menial jobs.

This is explained at the Embassy but many do not understand or accept what they hear. This creates a real problem. Refugees are desperate to come, depressed at leaving, unable to use their training, and expected to be grateful.

Cultures are different. From our culture, some newcomers can seem pretty demanding. They may appear aggressive or arrogant in attitude and habit. They may also be generous and hospitable. Be prepared not to like all of their attitudes, particularly about women.

In other words, refugees are people. Not all are fine upstanding citizens. As a result sponsorship is not always easy. Expect the best but prepare for the worst. Everything will not be easy but sponsorship can still be a wonderful and transforming experience. The challenge is in helping someone who may not be grateful, in befriending someone who may not want your friendship, in listening to someone that you may not understand.

**IMMIGRANT LOANS PROGRAM**

Most newcomers start life in Canada burdened by debt. Usually they have exhausted any financial resources in flight and must borrow money to travel to Canada. The immigrant Loans Program is a special federal fund for refugees, indigent immigrant and refugee claimants. Three types of loans are available.

- Transportation loan, covering the actual cost of travel to Canada
- Admissibility loan, covering the cost of a medical exam
- Assistance loan, covering living expenses and access to employment

**TRAVEL LOANS FOR REFUGEES**

Travel loans are available to refugees in the private sponsorship program, although at times we have to remind the government. Loans cover:

- The cost of medical examinations for admission to Canada
- The service fee for the International Organization for Migration (IOM)
- Actual cost of travel

Loan qualification is a component of admissibility criteria. Criteria for selection abroad are becoming more stringent within the Humanitarian Resettlement Program.

**INTEREST FREE PERIODS FOR TRAVEL LOANS**

Loans are interest free for a period of one to three years.

- Loans under \$1200 are interest free for one year.
- Loans of \$1200 to \$2399 are interest free for two years.
- Loans of over \$2400 are interest free for three years.

**REPAYING LOANS**

Newcomers are expected to begin repayment as soon as possible, even if it is only a token amount at first.

Refugee loans are revolving funds. Repaying these loans ensures that there is money for other refugees. In the 40 years of its operation, the recovery rate has been 90%.

Sponsors are not obligated to pay or help newcomers repay these loans, or any other debts the newcomers may incur within or outside Canada.

Demands for loan repayment are computerized, and so are not always sensitive to the particular situation. They could start arriving a short time into the resettlement process.

To help your newcomers, remember:

- Don't let them ignore requests for payments.
- They can make a formal request to Citizenship and Immigration Canada to defer repayment of the loan. Deferments are for periods of six months.
- You should not pay the travel costs. Rather, you should help refugees use the Immigrant Loans Program and help repay the loans, if necessary. When refugees do not use the loan program, they jeopardize the entire program, because not all refugees have wealthy

sponsors.

- The size of monthly payments and their duration can be negotiated. A clarifying letter to the Immigration loan office is usually all that is needed.

## **STEPS TO SPONSORSHIP**

### **PREPARATION**

1. Form a committee of at least five members to share the work load.
2. Develop an initial settlement plan. See Settlement plan on page 18.
3. Pass a Board motion that authorizes participation in refugee sponsorship.

This motion ensures:

- That the congregation is prepared for the responsibilities of refugee sponsorship and understands that it is making a legal commitment.
- That the congregation can issue charitable tax receipts for cash or in-kind donations to the Refugee Fund.

### **APPLICATION**

1. Send copies of the appropriate documents to the CUC Executive Director.

For unnamed sponsorships

- Your Board motion
- Your settlement plan - this is kept on file and may be used by Citizenship and Immigration Canada

For named sponsorships

- Your board motion
- Your settlement plan - this is kept on file and may be used by Citizenship and Immigration Canada

A completed information form about the named refugees (see page 19)

## LETTER OF APPROVAL

The CUC Executive Director sends you a Letter of Approval recognizing your congregation under the Sponsorship Agreement of the CUC.

1. Make a copy of the Letter of Approval and take the original to your local Citizenship and Immigration Canada Centre.
2. At the Citizenship and Immigration Canada Centre, you will be required to:
  - Sign a refugee sponsorship undertaking.
  - Submit your original letter of approval. Keep a copy.

Once the application is completed, the Citizenship and Immigration Canada Centre forwards your sponsorship application to the appropriate Visa Office.

For unnamed sponsorships:

- The Matching Centre or the Visa Office selects persons from the refugee pool.

For named sponsorships:

- The Visa Office sends application papers, IMM8, to the person named in your sponsorship application.
- The refugee applicant completes and returns the forms to the Visa Office.
- The Visa Office screens out the refugee or puts the refugee on a waiting list.
- The refugee applicant must pass all the criteria for admission into Canada as described on page 5. This process takes one to two years.

## APPROVAL

If your application is approved:

- You are informed of the decision of the Visa Office.
- Successful applicants are issued their visas.
- Travel arrangements are made. These are usually handled through the International Organization for Migration (IOM). IOM buys blocks of seats at a discount to ensure that refugees and their families travel economically. Travel arrangements usually take six to eight weeks.

## WELCOME

Welcome your sponsored newcomers. You usually get about a week's notice of their arrival.

## **REPORTS**

1. File reports with the CUC Executive Director:
  - When you are advised of the decision, whether positive or negative.
  - When your newcomers arrive
  - During your sponsorship (by April 15 of each year)
  - When you are finished your sponsorship (Final Report)

2. Provide information to CUC Board Trustee

Keep your Trustee informed about sponsorship activities and developments, potential problems etc. on a regular basis. Trustees will summarize sponsorship activities in their area reports presented at Board meetings held each January, May and October.

3. File a report with the Visa Office when you are finished your sponsorship period.

**SETTLEMENT PLAN**

NAME AND ADDRESS OF CONGREGATION:

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PLEASE INDICATE HOW YOUR CONGREGATION HAS MADE OR INTENDS TO MAKE PROVISIONS FOR THE FOLLOWING. IDENTIFY VOLUNTEERS AND/OR SOURCE OF FUNDS FOR EACH ACTIVITY.

1. Accommodation: (Temporary and/or Permanent)
2. Home furnishings:
3. Reception:
4. Locating an Interpreter:
5. Selecting a family physician/dentist:
6. Purchase of food:
7. Purchase of clothing:
8. Medical plan registration and payment:
9. Application for family allowance benefits:
10. Enrolment of children in school:
11. Arranging day care for infants:
12. Registration with CEC: (Job referral/language training)
13. Assistance in finding employment
14. Providing transportation to appointments/interviews:
15. Familiarization with public transit, banking system etc.
16. A weekly and/or monthly budget for expenses
17. Will someone from your sponsoring group be available on weekdays/evenings, during the day?

18. Are there volunteer agencies in your area which provide settlement assistance to immigrants? Have you contacted them?

**COMPLETE THIS FORM AND RETURN IT TO THE CUC EXECUTIVE DIRECTOR**

**SPONSORSHIP INFORMATION FORM FOR "NAMED" REFUGEE(S)**

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

1. Sponsoring Congregation Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Congregation Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

2. Information on Person(s) to be Sponsored

Name(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and Address of the person who referred this case to you:

\_\_\_\_\_

If referee is a friend or relative of "named person" explain why s/he is not sponsoring:

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Protection cases are the priority for sponsorship. Is this a protection case? Why?

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3. Available information on those to be sponsored:

Family Name   Given Name   Birth date   Education   Occupation   Family status

Country of origin: \_\_\_\_\_

Country of residence: \_\_\_\_\_

Status in country:   illegal \_\_\_ temporary \_\_\_ asylum \_\_\_ permanent resident \_\_\_

Address/Phone number in country of residence (if no phone, where messages can be left safely): \_\_\_\_\_

Has there been previous contact, concerning person(s) to be sponsored, with Canadian Immigration Officials? If so please explain and provide file numbers if known:

To be eligible for sponsorship under the Private Sponsorship Program the individual must be interviewed by a Canadian Visa Officer and found to be a Geneva Convention Refugee.

"The 1951 Geneva Convention and 1967 Protocol defines a refugee as: a person outside their country of nationality who has well founded fear of persecution due to their race, religion, nationality, (ethnicity), political opinion, or membership in a particular social group."

The manner in which Canadian Visa Officers apply this definition requires that the person has been individually affected. Often fearing civil strife or a climate of war is not enough to be recognized as a refugee.

Did the person(s) you wish to sponsor fear persecution in their country of origin? What happened? When? Is the person suffering persecution in the country of temporary asylum?

You should research these questions and supply as many details as possible. Additional information furthers the person's chances of being found "eligible" (fitting the Geneva Definition) by Visa Officers.

If the individual is found to be "eligible" for Canada's humanitarian admission program s/he must also be "admissible" - able to adapt to the Canadian Labour context and become self-sufficient. Admission factors include education, training, work experience, fluency in English/French, age, etc. Health and security standards must also be satisfied for admission.

A third factor affecting admission is the refugee's ability to repay the travel loan which includes the full cost of travel and medical examinations.

4. Additional information pertinent to Sponsorship. Attach separate sheet if necessary.

## **REFUGEE SPONSORSHIP BY CUC CONGREGATIONS**

### **ARRIVAL REPORT**

Congregation:

Contact's Name:

Name(s) of sponsored refugee(s):

Date of arrival in community:

Date that pre-arrival notice was received:

If pre-arrival notice was not received, what reasons were given for lack of notice?

Were you prepared for the refugee(s) arrival?

Please mail completed form to:  
Executive Director  
Canadian Unitarian Council  
55 Eglinton Avenue East, Suite 705  
Toronto, Ontario M4P 1G8

**REFUGEE SPONSORSHIP BY CUC CONGREGATIONS****INTERIM REPORT**

Provide details on how the sponsorship is progressing; include problems and successes.

Please submit report by April 15. Reports from all sponsors will be reviewed prior to/at the CUC Board meeting in May and information from them will be included in the CUC's annual report to Citizenship and Immigration Canada, due August 30.

Congregation:

Contact's Name:

Report:

Please mail completed form to:  
Executive Director  
Canadian Unitarian Council

**REFUGEE SPONSORSHIP BY CUC CONGREGATIONS**

**FINAL REPORT**

*Please return at end of Sponsorship.*

Congregation:

Contact's Name:

Name(s) of sponsored refugee(s):

Report:

Please mail completed form to:  
Executive Director  
Canadian Unitarian Council



## **CUC SPONSORSHIP AGREEMENT A GUIDE FOR CONGREGATIONS**

### **APPENDIX A--REFERENCES**

#### Web-pages

Citizenship & Immigration Canada

<http://www.cic.gc.ca/english/refugee/index.html>

#### Other organizations

Anglican, Southern Ontario

<http://www.niagara.anglican.ca/SponAgree.htm>

Canadian Lutheran World Relief

<http://www.clwr.org/guidesponsor.html>

#### Publications

Sponsoring Group Manual

<http://www.cic.gc.ca/ref%2Dprotection/infocentre/program%2Dinfo/ngo%2Ddocuments/sahhandbook/handbook1.htm>

Manual FOR SAH

<http://www.cic.gc.ca/ref%2Dprotection/infocentre/program%2Dinfo/sahmanual/manual%5F1.htm>

#### Resources

Refugee Sponsorship Training Program (RSTP) is a program of the Sponsorship Agreement Holder representatives to the NGO-Government Committee on the Private Sponsorship of Refugees.

United Nations High Commissioner for Refugees (UNHCR) Public Information Section, PO Box 2500, 1211 Geneva 2, Switzerland [www.unhcr.ch](http://www.unhcr.ch)

