

CASE PROCESSING CENTRE
P O BOX 6100, STATION A
MISSASSAUGA ONT L5A 4H4

CLIENT # 12345678
KIT ID # YYYYMMDD1234
1 July 2009

NAME SURNAME OF APPLICANT
ADDRESS OF APPLICANT

This letter refers to the Application to Sponsor a Member of the Family Class you submitted to this office on behalf of *SPONSORED PERSON NAME*.

We are pleased to advise that you have met the Federal requirement for eligibility as a sponsor. As a result, a copy of the Application to Sponsor and the Application for Permanent Residence are being forwarded to the visa Office in *VISA OFFICE NAME*.

As a resident of the province of Quebec, you must submit an undertaking application to the Provincial Government. To download the required forms, please consult the “Ministere de l’Immigration et des Communautés culturelles (MICC)” website at www.immigration-quebec.gouv.qc.ca, selection *Sponsor and Sponsored Persons*. Complete the required forms and promptly submit them to the MICC at the address provided in the provincial guide. Please do not submit any of the MICC forms to this office as they will only returned to you. For further information, please contact province of Quebec’s general inquiries Service at 514 864-9191 or 1 877 864-9191. Please note that you must enclose a copy of this letter with your undertaking application to MICC.

Effectively May 1, 2003, Application for Permanent Resident must be processed by the visa office responsible for the applicant’s country of nationality, OR the country where the applicant has been lawfully admitted for at least one year, OR in the case of an applicant who is stateless, the county of habitual residence. Therefore, the visa post identified was selected on the basis of the information that you provided with respect to your relative(s) home address and the requirements of Immigration Legislation, However, please be aware that the visa office has the ultimate authority for the processing of this case and does have the right to transfer the file to another visa office if required.

While the Application for Permanent Residence has been found to meet minimum requirements for completeness under the Immigration Act, the visa office may, when necessary, request additional documents and information during the processing of the Application for Permanent Residence for your relative(s), you may contact the visa office by fax*, e-mail* or in writing as follows.

**THE CANADIAN HIGH COMMISSION
IMMIGRATION SECTION
P.O.BOX**



*** Current e-mail and fax contact information for all visa posts are available at: www.cic.gc.ca/english/offices/missions.html**

This letter confirms receipt of the processing fees. Please retain this letter for your personal record. **THIS IS THE ONLY COPY THAT WILL BE ISSUED TO YOU.**

If you required information about Immigration programs and services, application forms, general updates on your file status, or you need to change your address visit our web site at www.cic.gc.ca or contact the Citizenship and Immigration Call Centre toll-free at 1-888-22-2100.

In the event that you need to contact the Call Centre, please have your client number (8 digit number at the top right of this letter) available. Please note that in keeping with the privacy laws, Citizenship and Immigration Canada representative will only discuss your sponsorship application with you or the individual identified as your representative for whom you have submitted a signed consent allowing the release of your information.

In closing, please ensure that you report any changes to your address immediately to the Call Centre or change it through our on-line service. Incorrect or old address may result in delays in the processing of your application. Please note that address change for your relative's application in process at a visa office cannot be made through the CIC website. Please have your relative advise the visa office directly of any change in their address of contact details.

**Officer SHC
Case Processing Centre
Mississauga**