

Application Instructions – Part 1

Introduction: The process for completing a private sponsorship application with World Renew involves two parts. *Part 1* is to complete the Case Narrative Form and to submit identity documents. Please see below for detailed instructions. The second part involves the completion of the application documents. An information document on how to complete the forms is available from World Renew.

Before proceeding with *Part 2: Completing the Application Documents, World Renew must approve the Case Narrative Form and identity documents.* If your case narrative and identity documents have already been approved but you have not received instructions for *Part 2*, please request these instructions from World Renew.

A. The Case Narrative Form

The first step is for the principal applicant (PA) to complete the Case Narrative Form, which has been provided along with these application instructions. If it has not been provided, please request it from World Renew.

The Case Narrative Form must be returned to World Renew in a **Microsoft Word format**, so that we can add comments and questions using Track Changes.

The questions in the Case Narrative Form are drawn from the Schedule 2 / Refugees Outside Canada (IMM 0008) application form (to be completed in *Part 2*). The answers provided assist World Renew in assessing the strength of the refugee narrative and the eligibility of the applicant(s) to be sponsored.

Important Tips for Filling out the Case Narrative Form:

1. If English is not the first language of the refugee(s), we recommend that the principal applicant answer the questions in the case narrative in their first language and then have them translated into English. The translation **does not** have to be done by a certified translator.
2. Please ensure the names of the applicants in the story are spelled the same way as their names on their identity documents. If possible, it is best to use the

spelling of the name on their passport. If the spelling on the passport is not correct, please let us know and we will include a note with the application.

3. When mentioning family members, including children, on the Case Narrative Form, identify them by name. Do not just write “we.”
4. Please ensure that all questions are answered in as much detail as possible. Please note that the text boxes will expand to allow as much space as is needed.
5. Note that any child 22 years of age or older will need to submit their own story and complete application.

B. Identity Documents

Please request scans or pictures of any identity documents the refugee applicants are able to provide, including but not limited to:

- UNHCR document
- Passport (including a copy of a passport stamp of when they entered their country of asylum, if possible)
- Birth certificate
- National Identification
- Baptism record
- Marriage certificate
- Education or occupation degrees or credentials (not essential to have translated; see below)

The applicant must keep all originals of the documents. Please ensure that the documents are of good quality, not cut off, and do not have any obstructions (i.e. fingers holding the documents or background surfaces). If identity documents are not available, do not worry. However, if they are available they should be included with the application.

Translation of Identity Documents: Any of the above listed documentation that is not in English or French needs to be translated by a certified translator. If you are not sure if a document needs to be translated, please consult with World Renew.

Instructions for Translating Identity Documents:

You **must** send the following for any document that is not in English or French, unless otherwise stated on your document checklist:

- the English or French translation; **and**
- an affidavit from the person who completed the translation (see below for details); **and**
- a **certified** copy of the original document.

Translations may be done by a person who is fluent in both languages (English or French and the unofficial language).

If the translation is not done by a member in good standing of a provincial or territorial organization of translators and interpreters in Canada, you must submit an affidavit swearing to the accuracy of the translation and the language proficiency of the translator. A certified translator will provide both a certified translation and certified copies of the original documents.

The affidavit must be sworn in the presence of:

In Canada:

- a notary public
- a commissioner of oaths
- a commissioner of taking affidavits

Authority to certify varies by province and territory. Consult your local provincial or territorial authorities.

Outside of Canada:

- a notary public

Authority to administer oaths varies by country. Consult your local authorities.

IMPORTANT: Translations must not be done by the applicants themselves nor by members of the applicant's family. This includes a parent, guardian, sibling, spouse, common-law partner, conjugal partner, grandparent, child, aunt, uncle, niece, nephew, and first cousin.

NOTE: An affidavit is a document on which the translator has sworn, in the presence of a person authorized to administer oaths in the country where the translator is living, that the contents of their translation are a true translation and representation of the contents of the original document. Translators who are certified in Canada don't need to supply an affidavit.

After World Renew has reviewed the Case Narrative Form and identity documents, we will let you know whether to proceed with filling in the application documents. It is not uncommon to have to work through several revisions of the Case Narrative form before proceeding to the next part of the application process.

If you receive confirmation to proceed, we will send you instructions for *Part 2: Completing the Application Documents*. Please do not complete the application documents until we have indicated that your case is eligible to move forward.