

FCJ REFUGEE CENTRE



“Walking with uprooted people”

HUMANITARIAN AND COMPASSIONATE APPLICATION

DOCUMENT GATHERING GUIDE

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Humanitarian and Compassionate Application Document Gathering Guide

The following is a list containing some of the most common documents that H&C applicants can use to support their case. It is not required that you gather all of the documents on this list. However, the more supporting document the better argument we can make for your case. Please bring only the supporting documents that are applicable in your case.

H&C Factors and list of supporting documents

HARDSHIP

1. Establishment in the Country

- Proof of stable employment
 - *Employment letter confirming employment (former/past employers)*
 - *Pay stubs, letters from co-workers/clients etc.*
 - *If not authorized to work in Canada, proof someone would be willing to hire you if had authorization*
- Proof of academic achievements/upgrading/linguistic studies
 - *Transcript, Letter of acceptance, Support letter or reference letter from school staff/teachers.*
 - *Letter from ESL instructor (former/current ESL students)*
 - *Proof of enrollment and ESL courses*
 - *Certificates/Diploma*

2. Financial establishment

- Proof of financial stability in the country
 - *Tax returns and CRA Notice of Assessment*
 - *Letter from your financial institution (bank)*
 - *Bank statement for the past 2 to 4 months*
 - *Credit report (if available)*
 - *Life insurance policy papers*
- Residence



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- *Property ownership papers*
 - *Rent receipts, letter from landlord referencing your character as a tenant*
3. Community and Volunteer Involvement
- Supporting Letters
 - *Letters from religious organizations (church/temple/mosque)*
 - *Letters from community organizations where you involve*
 - Reference Letters
 - *Friends (good friend)*
 - *Friends with permanent resident/Canadian citizen status (include a photocopy of their PR or citizenship document)*
4. Ties to Canada and separation of relatives
- Letter from relative/family living in Canada – (the effect of separation on the family member)
5. Medical Inadequacies – *This is relevant only if you have a medical condition for which treatment is not adequate in your country of origin*
- Medical documents showing you are receiving treatment in Canada
 - Letter from your Canadian doctor confirming your condition which treatment is inadequate in your country of origin
 - Letters from your country of origin which states that they do not have the resources to provide you with treatment
6. Discrimination and Harassment – *Only if applicable*
- Legal document stating the situation/danger
 - *Proof of police complaints you made in your country of origin*
 - *Letters from witnesses familiar with your situation (family/friends)*
 - *Documents and pictures from any hospital visits*
7. Economic Hardship
- Unemployment
 - *Evidence of unsuccessful job searches in your country of origin*



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- *Any other documents which show that it would be difficult for you to find work in your country of origin*
- 8. Conditions in the Country of Origin
 - The agency will work on this document

BEST INTEREST OF THE CHILDREN

1. Proof of the child's age and identity
 - *Photo copy of passport and birth certificate*
2. The Children's Establishment and Education
 - *Letter of acceptance*
 - *Letter from school confirming enrollment and attendance*
 - *School report cards/transcript*
 - *Reference letter from school staff/teacher/instructor*
 - *Certificate of achievement from school and other activities*
 - *Letter of support from close friends who know your children*
3. Medical Issues and Special Needs
 - *Medical records*
 - *Any letter or document confirming the Child's medical conditions and any special needs the child has*
 - *Letter from country of origin government stating that they cannot provide the necessary care*
4. Gender Issues
 - *Medical evidence of your child's gender issue*
5. Dependency of the Child
 - *Letter from the Child – if applicable supporting the case stating the difficulty and challenges and effect of the separation with the parent*
 - *Money transfers sent to dependent child*
6. Condition in the Country of Origin
 - If you are claiming hardship because of conditions in your country of origin, you should try to get hold of documents that proves current conditions there. Some examples that you can provide includes; newspaper articles,



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nongovernmental organizations that operate in your country of origin, documents or letters from friends, relatives, or associates explaining the situation. Be sure to get the documents as quickly as possible so that they can be translated.