



FCJ Refugee Centre

Walking with Uprooted People

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 documents the better argument we can make for your case. Please bring only the supporting documents that are applicable in your case. Letters from official places should look official, for example they should be on official letterhead of their organization or office. Letters from individuals in your application should include the status documentation for that individual.

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
 - If you are not authorized to work in Canada but are working under the table, you can bring a bank statement showing regular deposits. Your employer can also submit an Affidavit providing the details of your work while remaining anonymous
- Proof of academic achievements/upgrading/linguistic studies
 - Transcript, Letter of acceptance, Support letter or reference letter from school staff/teachers/student peers
 - Letter from ESL instructor (former/current ESL students)
 - Proof of enrollment and ESL courses
 - Certificates/Diploma
 - Certificates from supplementary courses ie) CPR, Forklift Operator, SmartServe

2. Financial establishment

- Proof of financial stability in the country



FCJ Refugee Centre

Walking with Uprooted People

- *Tax returns and CRA Notice of Assessment (make sure there is no fraud, if there is fraud on the tax return then don't submit it)*
 - *Letter from your financial institution (bank)*
 - *Bank statement for the past 2 to 4 months*
 - *Credit report (if available)*
 - *Life insurance policy papers*
 - **Residence**
 - *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*
 - *Do you help people in your life / community? Bring letters from those individuals*
 - **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
- **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**
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, nongovernmental organizations that operate in your country of origin, documents or letters from**



FCJ Refugee Centre

Walking with Uprooted People

friends, relatives, or associates explaining the situation. Be sure to get the documents as quickly as possible so that they can be translated.

- Letters from your country of origin which states that they do not have the resources to provide you with treatment (beneficial if this is from a medical professional from your country of origin)

BEST INTEREST OF THE CHILDREN

This includes any children that are affected by the application such as children born overseas who are currently living in Canada, children born and living in Canada who would have to leave, and children overseas who are receiving financial assistance and are potentially going to be sponsored to come to Canada in the future.

1. Proof of the child's age and identity

- Photo copy of passport and birth certificate
- Show their relationship to you, if they are not a relative than provide a letter confirming the type of relationship from a parent/guardian, teacher, etc. (for example, if you are tutoring at a local school or participating in a Big Brother Big Sister program)

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



FCJ Refugee Centre

Walking with Uprooted People

4. Gender Issues

- Medical evidence of your child's gender issue (psychological evidence is medical evidence)

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

IMPORTANT

- ✓ If you applied to a Refugee process previously and it was denied, you should include these documents:
 - BOC Basic of Claim
 - Notice of Decision
- ✓ To be able to start H&C application, you must have completed all the documents previously requested. If you do not have all the documentation, it will not be possible to start the application.
- ✓ Once you have all the complete documents, you must schedule an appointment at 416-469-9754, to begin the preparation of your application.