

## PRIVATE SPONSORSHIP CONSTITUENT GROUPS (CG)

# Important Information and Things to Do Upon the Arrival of a Refugee Family - BVOR (Blended) Program

1. Once the local IRCC office receives a copy of the **Notice of Arrival Transmission (NAT)**, indicating the newcomers' arrival date, a Resettlement Assistance Program (RAP) officer will email the sponsor with names of individuals coming and their flight details/arrival information, etc. The Sponsorship Agreement Holder (SAH) coordinator informs the Constituent Group's (CG) contact person.
2. To make **arrangements for registering the sponsored refugees for RAP**, the CG should advise Immigration, Refugees and Citizenship Canada (IRCC) through the RAP mailbox [CIC-Halifax-RAP@cic.gc.ca](mailto:CIC-Halifax-RAP@cic.gc.ca), at which time the necessary documents will be sent to the sponsor for completion, and return to the local CIC office. In addition, the IRCC RAP officer will advise the sponsor of any additional documents the newcomers will need to submit. Generally, the confirmation of Permanent Residence document, Social Insurance Number (SIN), bank account information including direct deposit form, registration with provincial health insurance, and proof of address are required.
3. **Confirmation of Permanent Residence (COPR) and the Permanent Residence (PR) Card** – The COPR is issued upon arrival at a port of entry into Canada (usually Toronto or Montreal). A copy is provided to the client and a copy is forwarded to the Permanent Resident Processing Centre in Sydney, NS or Vegreville, Alberta depending on their arrival airport/where they are destined, etc. The client's permanent address needs to be provided to [CIC-Halifax-RAP@cic.gc.ca](mailto:CIC-Halifax-RAP@cic.gc.ca) as soon as it is available so that the processing centre can correspond with the client and mail their completed PR Card. If an address is not provided within the first 120 days after arrival, the PR card application is considered invalid and the client will be required to reapply and pay a processing fee.
4. **Declaration of Funds and Assets (if applicable)** - ONLY REQUIRED IF THE FAMILY IS BRINGING FUNDS OR ASSETS WITH THEM. The Head of the Family (HoF) or Principle Applicant (PA) is to fill out this form and return by mail to IRCC; keep one copy for the client.
5. **Direct Deposit Request** - The client **must** open a Bank Account and while at the Bank, have the manager/teller fill out the Direct Deposit Request Form. Upon completion ensure the form is mailed **immediately** to the **address on the bottom of the form**. This will ensure there are no delays with the newcomers receiving their funds on time. **A voided cheque should also be mailed with the form.**
6. **RAP Income Support Agreement Document** - Please review and explain the RAP Income Support Agreement document with the newcomer. The Principle applicant should sign the agreement. The spouse (if applicable) and CG contact person will sign as witnesses and the

interpreter (if applicable) should sign an attestation (that they have read the agreement in its entirety to the newcomer). The original containing the wet signatures must be mailed to IRCC. IRCC will mail a signed copy of the Agreement back to the client.

7. **First cheque from IRCC** - The first cheque will be sent to the IRCC local office and will then be forwarded to the CG. Subsequent checks are directly deposited to the newcomer's bank account.
8. **Medical Services Insurance (MSI)** - Registration should be done as soon as possible after arrival. The newcomers have to call (or someone can speak on their behalf) 902-496-7008. They have to give their home address and then MSI will mail them an application form (this serves as proof that they have a valid NS address). Once they receive the application form, they will have to fill it in and mail it back to MSI together with a photocopy of their Confirmation of Permanent Residence document (received at the airport at time of entry into Canada). MSI will email the newcomers their cards as soon as they are processed. The newcomers are covered by MSI from their date of arrival.
9. **Interim Federal Health Certificate** - If the Interim Federal Health (IFH) certificate has not already been provided upon arrival, please advise IRCC via the RAP mailbox (CIC-Halifax-RAP@cic.gc.ca) and a certificate via email scan will be sent to the SAH Coordinator as soon as possible. (Provide the e-mail address of the SAH Coordinator: Evelyn Jones [ejones@isans.ca](mailto:ejones@isans.ca) or Yvonne Pothier [ypothier@schalifax.ca](mailto:ypothier@schalifax.ca). Syrian Newcomers will have received this certificate at their port of entry either in Toronto or Montreal.
10. **Social Insurance Number** - Please provide IRCC with the Principle Applicant's Social Insurance Number. Syrian Refugees will have received this certificate in Toronto or Montreal. If not, apply for it as soon as possible. The client should apply in person at a Service Canada point of service. (In HRM, Service Canada Office is at 6206 Quinpool Road, Halifax. Original proof-of-identity documents are required to apply for a SIN.)
11. **Applying for Child Tax Benefit** - Assist the client in applying for the Child Tax Benefit as soon as possible after arrival. Delays in applying will result in delays to receive benefits.
12. **Change of Status** - Please provide the Change of Status form to the client and advise them that any changes to their status should be reported to IRCC using the form (e.g., change of address, pregnancy, employment etc.). Submit the form to [CIC-Halifax-RAP@cic.gc.ca](mailto:CIC-Halifax-RAP@cic.gc.ca).
13. As early as possible after arrival, you must provide certain documents identified as follows to IRCC via regular mail. **\*Documents to be mailed to IRCC: A copy of each family member's VISA and/or Single Entry (SJ) Documents, Confirmation of Permanent Residence documents (COPR) and the Interim Federal Health Certificates (IFH). The SIN number is only required for the Principal Applicant (PA). The original copy of the signed RAP Income Support Agreement must also be mailed to IRCC along with the Declaration of Funds & Assets, if applicable.**

14. Other documents may be scanned and sent via E-mail to [CIC-Halifax-RAP@cic.gc.ca](mailto:CIC-Halifax-RAP@cic.gc.ca).
15. Original documents are the property of the newcomer and they should be encouraged to store them in a safe place. When applying for some services like SIN, Child Tax, they may need to provide copies and show originals.

#### 16. **Language Assessment**

*For Sponsorship Groups in HRM:*

- Book an appointment at ISANS (Immigrant Services Association of Nova Scotia) for intake. The intake counsellor will make referrals to English Assessment, ISANS orientation and employment counselling. Call 902.423.3607. Bring COPR or PR card to this meeting.

*For Information about English Language Learning outside HRM:*

- Teaching Immigrants English - Pam Barrett (902-464-2868)
- For refugees and immigrants outside HRM or in rural areas
- Either by phone or online
- For English level assessment contact: Margaret Ryan (902-464-2868)

*ISANS – LINC Home Study (Call: 902-423-3607)*

- Offers flexible learning option for immigrants unable to attend English classes in person
- Learners can study online or speak to an instructor by phone or online once a week
- Priority given to immigrants in rural Nova Scotia where limited classes exist
- Waiting lists exist

17. **Event of Breakdown Situation:** In the event of a breakdown or default situation (e.g., client wants to secondary migrate to another area, has chosen to voluntary repatriate, there is a family breakdown, etc.) the CG is to contact the SAH representative who will then contact IRCC. The following information is to be given to the SAH representative about the client: Client's full name, UCI # (8 digit number), NAT number, client address and telephone number and the arrival date.

#### **IRCC Halifax address:**

Immigration, Refugees and Citizenship Canada  
RAP - BVOR  
1741 Brunswick Street  
Suite 220  
Halifax, NS, B3J 3X8

#### **Email address:**

[CIC-Halifax-RAP@cic.gc.ca](mailto:CIC-Halifax-RAP@cic.gc.ca)