



Summary of Refugee Sponsorship and Resettlement Program (RSRP) Sponsorship Process

1. Getting Started

- a. Initial Inquiry - CG¹ and World Renew meet to discuss the sponsorship process
- b. World Renew completes background capacity check of CG – no action necessary by CG
- c. CG confirms sponsorship approval by governing body of CG
- d. CG forms a Refugee Sponsorship Committee - CG to screen and train volunteers
- e. CG completes the *Sponsorship Information Form (SIF)*
- f. CG participates in World Renew Orientation
- g. World Renew completes *Resettlement Assistance Program (RAP) budget*, which outlines minimum financial support as required by the Government of Canada
- h. CG updates the *RAP budget* to *Realistic budget*, which will reflect the expected costs of settlement
- i. CG completes the *Request for Signing Authorization Form* and the *CG Co-Sponsor Agreement* (if applicable)
- j. CG completes the *Settlement Plan*
- k. World Renew sends *Application Instructions Part 1 - Case Narrative Template and Identity Documents*. CG completes *Case Narrative* and World Renew provides feedback as necessary until finalized
- l. CG reviews and signs *Financial Requirements* document
- m. CG (and cosponsor(s), if applicable) completes first *CG Readiness call* (by Zoom) with World Renew
- n. World Renew sends the *Start-Up Tracker* (to record in-kind donations) and *Budget* to CG following CG readiness meeting
- o. CG/Co-sponsor (if applicable) completes [Refugee Sponsorship Training Program \(RSTP\)](#) online training as required by World Renew
- p. CG and/or co-sponsor (if applicable) to demonstrate proof of sponsorship funds for resettled, as requested by World Renew
- q. CG continues fundraising for the sponsorship

¹ Constituent Group (CG): A group such as a faith-based organization or any registered charity approved to sponsor by World Renew.



2. Application for Private Sponsorship Process

- a. World Renew sends *Application Instructions Part 2 - Completion of Application Documents* and Immigration, Refugees and Citizenship (IRCC) application documents to the CG to complete with co-sponsor(s) (if applicable) and the refugee(s)
- b. World Renew prepares the *Sponsor Documents* for review and signature by CG
- c. World Renew submits the sponsorship application to IRCC. IRCC reviews and checks for completeness. If complete, IRCC sends the application to the visa office abroad. World Renew informs the CG once the application has been sent to the visa office

3. Visa Office Processing

- a. All refugee applicants will have an Interview with a visa officer. World Renew will submit any additional documents, if requested by the visa office, to the visa office
- b. If interview is successful, refugee applicants will complete Medical, Security and Criminality screening
- c. CG to inform World Renew of any application changes (i.e. adding spouse, adding child, change of refugee applicant(s)' address). World Renew will inform the visa office
- d. Waiting period - CG to maintain contact with sponsored refugee(s)

4. Arrival to Canada

- a. Receipt of *pre-notification of arrival transmission (pre-NAT)* from IRCC - received approximately 4 to 10 weeks before arrival
- b. World Renew sends the budget and Start-Up Tracker to CG for review with pre-NAT
- c. Receipt of *Notice of Arrival Transmission (NAT)* from IRCC - received approximately 2-3 weeks before arrival
- d. World Renew sends the *Budget, Settlement Plan* and settlement resources with NAT. CG is to update and revise the budget to reflect the actual living situation of the newcomer(s). CG Refugee Committee is to review the *Settlement Plan*, discuss and coordinate settlement activities
- e. World Renew sends the *Start-Up Tracker* which must be submitted to World Renew at the latest within one month of arrival
- f. CG completes second *CG readiness call* (by Zoom) with World Renew
- g. CG to meet newcomer(s) at the airport and provide transportation to community of resettlement



5. Settlement

- a. CG provides orientation to newcomer(s) and completes the *First Weeks Checklist*
- b. CG contacts local settlement agency for services (i.e. ESL training, employment services)
- c. CG to provide ongoing oversight and financial management of the sponsorship
CG to disburse funds for Start Up and monthly costs to the newcomer(s). CG to manage funds held "in trust," if relevant
- d. CG to regularly visit and follow up with newcomer(s) and co-sponsors (if applicable)
- e. Settlement Monitoring - CG and newcomer(s) are required to participate in regular check-ins through World Renew's monitoring program
- f. CG to prepare newcomers for "Month 13" (transition from sponsor financial support)
- g. CG to support the empowerment, independence, and integration of the newcomer(s)
- h. CG to inform World Renew immediately of secondary migration (i.e. if the newcomer(s) choose to move out of the community of settlement within the sponsorship year)

6. End of Sponsorship

- a. Evaluating the Sponsorship
- b. Celebrate
- c. Continuing the relationship with the newcomer(s)