



## Pre-Submission Checklist for New Sponsor Groups

After AURA formally commits to working with your group, the following must be completed BEFORE we can submit the application.

- AURA drafts a Memorandum of Understanding (MOU) to clarify roles, responsibilities and funds required. AURA and Sponsor Group representatives review, discuss, and sign it.
- Sponsors begin fundraising. Some sponsors organize campaigns or ask friends and family. You may reach your target quickly, or it may take much longer than you hope.
- AURA begins to work on the application forms.
  - The Refugee Application** includes extensive government forms, supporting documents, photos etc. AURA will explain the forms and ask for input from sponsors/family members where appropriate to complete them. There may be costs for translation or interpretation sponsors must cover.
  - The Sponsor Application** includes forms that must be signed by AURA/the Parish and (if applicable) a co-sponsor representative. AURA will explain these forms and send them to you when the application is ready to submit.
- One sponsor group member collects **contact information** (name, address, phone number, e-mail address) and a **Level 1 Police Check** for each group member, submitting it all together to AURA. Police checks should be:
  - Scanned copies (no originals needed), dated within one year of submission to AURA
  - Vulnerable sector checks are accepted but not required
  - Checks from other activities are accepted
  - AURA is a referring agency with the Toronto Police and can request vulnerable sector checks for your group members. To do this, each sponsor must sign a form and provide \$20 to AURA.
- Sponsors complete and submit a Settlement Plan, including a draft Budget to AURA. These forms help you plan your sponsor support and are available online in [AURA's Sponsor Toolbox](#).
- AURA finalizes the Refugee Application, arranging for the refugees to sign their forms.
- When funds are ready, AURA provides confirmation of the amount (tracked separately from operational funds, restricted for the sponsorship) to our partners at the Anglican Diocese.
- AURA arranges a conference call/Zoom with sponsors to explain sponsor forms and answer any questions. A similar meeting can happen sooner if you prefer.
- The sponsor and co-sponsor (if applicable) sign their forms and scan them to AURA, providing a copy of ID as well.
- AURA requests final approval from the Anglican Diocese of Toronto.
- AURA completes a final review of the application.
- AURA submits the application to Immigration, Refugees and Citizenship Canada.

Click [here](#) to apply online in Toronto

### Timelines

This pre-submission process usually takes a few months, depending on the unique circumstances of the refugees and sponsors.

### Meeting Your Group

AURA staff are available to meet with your group to explain the process.

IRCC processing times vary. Average = 1-2 years for Named Cases, 2-4 months for BVORs. The 1 year sponsorship period begins when the sponsored refugees arrive in Canada. See AURA's Info sheet about "What Happens Next?" to learn how IRCC processes applications.