

*Ralf Muller Agency*

# REFUGEE SPONSORSHIP AND RESETTLEMENT PROGRAM

Sponsor a Refugee with

*Ralf Muller Agency*

*Company Number*

2265907537

9614 (Quebec (Canada))

*Address*

3008 Rue Gerard-De Nerval, Laval, (Quebec)

QC H7P 6C2, Canada





LOVING MERCY. JUSTICE. SERVING CHRIST

*“Love refugees, show them mercy and justice, treat them as you, for you never know one day you will be one in a foreign nation.”*  
-----Dr. Ralf J. Muller.

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**ADVOCATES FOR REFUGEE RIGHTS. JUSTICE . COMPASSION .**

## *Welcome!*

Ralf Muller Agency works in partnership with Sponsorship Agreement Holder (SAH) organizations which held legal agreements with government agencies/ private sponsors to help refugees around the world. We do connect sponsors to help refugees through Private Sponsorship of Refugees Program (PSRP) since 2010.

Over the years, Ralf Muller Agency has worked with Immigration and Refugees Citizenship Canada (IRCC) and other groups across Canada, Germany, America, Asia and Kenya, Uganda in Africa to respond to the needs of refugees with hospitality, friendship, support, and encouragement.

## **Our mission statement:**

Ralf Muller partners with sponsors through local churches, and other faith based organizations, sponsoring groups to facilitate the process of refugee sponsorship to peaceful nations in collaborative activities of love, mercy, justice and compassion and to advocate for refugee rights globally.

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WE RESPOND TO THE NEEDS OF REFUGEES WITH LOVE. MERCY.  
HOSPITALITY. FRIENDSHIP. SUPPORT, & ENCOURAGEMENT

## Who Is a Refugee?

Who is a refugee? Well, the short answer is: Refugees are our neighbours.

**"To be a refugee means you are in exile. It is a very different experience from being a migrant. Many migrants have come here to get a better standard of living." Ralf Muller sponsors and welcomes refugees outside Canada.**

## Why Does Ralf Muller Work with Refugees?

'Why should Ralf Muller help get sponsors for refugee families in Africa?'

First, all refugees are made in God's image, beloved of a compassionate God whose desire for them, as for 'us', is that they flourish.

Every man, woman, and child, even though they may have been marginalized, abused, denied basic human rights, deprived of home and citizenship, is nevertheless known by and beloved of God.

That makes each of them a sister and a brother. That's a very good reason to spend time, money, energy and every other resource to provide them with every means necessary to establish themselves in a place of safety and security, a place where a flourishing future is possible.



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## How much do refugees pay?

Refugees who want to travel to be resettled in the period of two – Six months' pay a certain fee of USD \$9000-\$15000. We help them get sponsors who will help them while still in their country of asylum. However, if neither of these durable solutions is possible, refugees may be resettled to a third country, such as Canada.

Refugee resettlement is a last resort solution. Only 1% of refugees worldwide will be resettled outside their country of origin or asylum.

Canada is unique as it is the only country that allows sponsorship of refugees by private organizations and citizens.

Ralf Muller in Quebec is a registered company/Enterprise (Company Number 226590737) one of over 100 Canadian organizations that work in partnership with organizations that signed a sponsorship agreement with Immigration, Refugees and Citizenship Canada (IRCC).

Ralf Muller in Quebec signs MOUs with assigned private organizations/ churches and government Agencies that have sponsorship agreement with IRCC, as well as other churches and groups in Canada, to work together with Ralf Muller to sponsor refugees using a Private Sponsorship of Refugees Program (PSRP) program.



## What Is the Private Sponsorship of Refugees Program (PSRP)?

The Private Sponsorship of Refugees Program (PSRP) is a program administered by IRCC and the people of Canada to extend Canada's capacity to resettle refugees from abroad. The PSRP gives Canadians the unique opportunity to play a meaningful role in the welcome and integration of refugees to Canada. Since its beginning in 1979, the PSRP has allowed Canadians to offer protection and a new home to more than 327,000 refugees.

## Who Can Sponsor?

Ralf Muller Agency/Enterprise works in partnership with Sponsorship Agreement Holder (SAH) organizations signed with sponsorship agreement with IRCC to find sponsors for refugee families to travel to Canada at a low cost (\$ 9000 to \$15000 USD) A group of five (5)/ to ten (10) traveling to Canada. Ralf Muller Agency approves Constituent Groups (CGs) to sponsor refugees under its agreement.

A Constituent Group (CG) is a group such as a faith-based organization or any registered charity approved to sponsor Ralf Muller Agency refugees. Examples include but are not limited to a church, a community organization, a synagogue or a mosque.

Ralf Muller's sponsorship agreement also allows Ralf Muller to approve co-sponsors. A co-sponsor is any individual or organization, *typically a family member or a friend of the refugee(s) being sponsored*, who will provide financial and/or non-financial resettlement support for the newcomer(s). Co-sponsors can be members of the church/CG and the CG Refugee Committee, but they do not need to be. They are different from other members of the CG/Refugee Committee who are unknown to the refugee(s) being sponsored. There can be one co-sponsor or multiple co-sponsors for one sponsorship.

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## What Responsibilities Do Sponsors have?

Ralf Muller Agency and the sponsoring group work closely together throughout the sponsorship process. Ralf Muller provides guidance, expertise, and support to the sponsoring groups. The sponsoring group is responsible to provide the social, emotional, and financial support for the refugees upon their arrival to Canada for the sponsorship period of one year. Privately sponsored refugees arrive in Canada as Permanent Residents. They must settle in the same community as their sponsor as Ralf Muller trains them.

Please see the Refugee Sponsorship Training Program (RSTP) website ([www.rstp.ca](http://www.rstp.ca)) for further information about G5 and Community Sponsorships.

## Who Can Be Sponsored by Ralf Muller?

Persons who meet the United Nations (UN) Convention definition of a refugee may be sponsored by us to under the Private Sponsorship of Refugees Program (PSRP). In summary, an application for sponsorship may be submitted if the persons in question:

- are outside of Canada
- are outside of their home country
- have a well-founded fear of persecution in their home country or were seriously and personally affected by civil war, armed conflict, or massive human rights violations in their home country

Ralf Muller Agency will assess each person to determine if a person/family is eligible for sponsorship and if an application may be submitted. For approved cases, the sponsoring group will be encouraged to work with the refugees and complete the application documents. Ralf Muller Agency will provide guidance and support in the application process and once the application is final, will submit the application to IRCC.  
[www.ircc.ca](http://www.ircc.ca)

## Three Ways Ralf Muller Refugees Can Be Sponsored

There are three ways for refugees to resettle to Canada under the Private Sponsorship of Refugees Program (PSRP) and (IRCC):

### Sponsor-Referred Refugees

Sponsor-referred refugees are refugees who have been referred to IRCC for sponsorship by a sponsoring group with a SAH, Ralf Muller Agency refers them.

Sponsor-referred refugees are often refugees who come to the attention of a sponsoring group through a refugee's family member or friend(s) who lives in Canada. The family member/friend(s) will bring the refugee case to a sponsoring group for their consideration for sponsorship. These sponsorships are often referred to as "family linked" sponsorships. The family members or friend(s) in Canada are referred to as 'co-sponsor.

### Blended Visa Office Referred (BVOR)

The Blended Visa Office-Referred (BVOR) program matches refugees identified for resettlement by the United Nations High Commissioner for Refugees (UNHCR) with private sponsors in Canada with the support from a SAH. It is referred to as "blended" because it is a cost-sharing arrangement between IRCC and private sponsors. The BVOR Program is particularly suitable for churches and groups that have not been approached by a family in Canada to sponsor their relative(s).

Refugees resettled through the BVOR program receive income support from IRCC through the Resettlement Assistance Program (RAP) for six months after their arrival, specifically during months two through seven. Private sponsors provide the other 6 months of income support—month 1 and months 8 through 12, plus all of the start-up costs. The church/group is also responsible for providing the hands-on settlement support throughout the sponsorship year.



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## Matching Process

The BVOR program is coordinated by the Refugee Sponsorship Training Program (RSTP). RSTP manages a database of refugee profiles. Profiles are added to the matching database every other Tuesday. The refugee profiles include basic information about a refugee or refugee family such as their age, country of origin, country of asylum, work experiences, years of education, as well as their level of medical need. Ralf Muller is able to select and put on hold profiles that match the specifications received from sponsors.

If you're interested to sponsor an African family through the BVOR program, we ask that you answer the following questions to help us make a suitable match with a profile in the matching database:

1. What family size would you like to sponsor?
2. What age of children is preferred?
3. Are medical needs okay?
4. Would you sponsor a woman-headed household?
5. Would you sponsor an individual (male, female, or either)?
6. Any nationality of preference?

If we are successful in identifying a case that matches the specifications you sent us, we will forward a profile of the family to your church. The church will have 3 business days to confirm whether or not to proceed with the sponsorship. If your sponsoring group chooses to proceed, Ralf Muller will confirm with RSTP and then begin the process of filling out the necessary paperwork (ex. Undertaking to Sponsor, Sponsor Assessment, Settlement Plan, Financial Requirements, Budget). Within 2 to 3 business days, IRCC will send the biodata to Ralf Muller to assist in completing the sponsorship forms. The forms must be completed and submitted to IRCC within 7 days. Ralf Muller through other organizations will work with sponsors on completing the forms and will submit the application to IRCC.

Please note that estimating arrival time for BVOR cases is difficult to predict. IRCC states that BVORs are expected to arrive within 2-4 months after the application is approved. However, it is important to note that there is potential for delays which could result in the refugee(s) arriving beyond the 4 months and up to 1 year. Some factors that can slow the estimated arrival time include security screening, medical concerns and issuance of exit permits.



## Differences Between Sponsor-Referred and BVOR Sponsorships

- BVOR refugees have already been assessed and have met the Canadian government's resettlement criteria. This means that they are travel-ready. Sponsor-referred refugees must go through the refugee determination process and pass an interview with a visa officer before being accepted. They also must go through security and medical screening before being declared travel-ready.
- Because BVOR sponsorships are travel-ready, they have faster processing times than sponsor-referred sponsorships.
- BVOR sponsorships do not require the sponsoring group to have knowledge of a refugee, while sponsor-referred sponsorships are those in which a sponsoring group has knowledge of a refugee or refugee family overseas.
- Sponsoring through the BVOR program costs less than a sponsor-referred application because the Government of Canada provides six months of income support. In both sponsor-referred and BVOR sponsorships, the sponsoring group is responsible for all start-up costs.

## Joint Assistance Sponsorship (JAS)

Refugees sponsored under the JAS program have special needs that will likely result in a longer or more challenging period of settlement and integration. Because of this, settlement support by the sponsoring group is typically for 4-6 months after arrival. In exceptional circumstances, the government will request that the sponsoring group provide 36 months of settlement support. In this program, IRCC covers the full cost of sponsorship for the full duration of the sponsorship period while sponsoring groups required to provide orientation, community, and emotional support as well as ensure access to appropriate services. It is recommended that only groups with previous refugee settlement experience undertake a JAS.



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## The Sponsorship Steps

From the moment of first inquiry about the program to the end of the sponsorship period, there are numerous steps involved in the process of sponsoring refugees. The following section is divided into 6 chronological steps providing details for each step:

STEP 1 . Getting Started

STEP 2 . Application for Private Sponsorship

STEP 3 . Visa Office Processing (applies to sponsor-referred cases only)

STEP 4 . Biometrics /Medical Exam/Security data checkups

STEP 5 . Arrival to Canada

STEP 6 . Settlement

STEP 7 . End of the Sponsorship

### STEP 1 . Getting Started/

This phase includes many activities to orient and help prepare the refugee group for sponsorship. We meet with the refugee family to discuss about the payment plan (USD \$ 9000 -\$15000). First % paid \$ \_\_\_\_\_

#### a. Initial Inquiry - Ralf Muller Agent Meet to Discuss the Sponsorship Process

There is much to learn when considering a refugee family. The Initial Inquiry is an important first step in gathering information and facts about the family group leaders. We do date checkups in order to reflect and make an informed decision about sponsorship in Canada. Ralf Muller's Refugee Sponsorship and Resettlement Program is available to assist in the decision-making process and provide information and resources to give a comprehensive overview of the PSRP for all those who inquire, such as the Refugee Sponsorship and Resettlement.

After receiving some payment from the refugee family, Ralf Muller connects the refugee

family to a sponsor who will provide a bank statement to IRCC as additional costs of fifty thousand dollars (\$50,000.).

## STEP 2 . Application for Private Sponsorship Process

### **a. Ralf Muller Sends Application Instructions Part 2 – Completing the Application Documents**

Once the sponsoring group has made the decision to sponsor a refugee with a bank statement, a passport/ P-Card and after the various tasks in Step 1 are complete, the Ralf Muller team will walk you through the application process and the completion of all the forms.

An email detailing the application process, including information on how to access the application forms, will be sent to the main refugee group leader/ contact.

The process of drafting, revising, and finalizing the Application Documents can take several two weeks. **It is very important that the refugee applicant(s) complete, or directly engage in, the completion of the application documents**, as they will need to speak to what is included on the application documents at the time of interview.

Ralf Muller Agency will provide written feedback of the corrections that need to be made to the application documents until they are finalized. It is important that the sponsoring group representative follow-up with the refugee applicant to ensure the corrections are made and sent back to Ralf Muller in a timely manner.

Please note, it is important that sponsoring groups work as best they can to complete the paperwork in a timely way with the refugee family leaders.

### **b. Completion of Sponsor Documents**

It is important to note that different types of levels require different documents to be completed and payments.

NOTE, after completing (the IMM6000) another payment of 60% must be paid for submissions. \$\_\_\_\_\_.

BVOR and JAS cases only require the sponsoring group to complete the sponsor documents. However, a sponsor-referred case is more involved and requires that the

sponsored refugee(s) complete a set of forms (the IMM6000) in addition to requiring the sponsoring group to complete the Sponsor Documents.

**Please see the Table below:**

Forms to be completed by refugee for <i>sponsor-referred cases</i> (Application Documents)	Forms to be completed by the sponsoring group for sponsor-referred, BVOR and JAS applications (Sponsor Documents)
Generic Application Form for Canada (IMM-0008)	Sponsorship Undertaking - Sponsorship Agreement Holders (SAH)(IMM-5373)
Schedule A Background Information (IMM-5669)	RSRP Settlement Plan
Schedule 2 Refugees Outside Canada (IMM-0008)	Sponsor Assessment (IMM-5492)

Ralf Muller Agency will prepare the Sponsorship Documents for review and signature by the sponsoring group/ the refugee family.

**REMINDER:** Please do not proceed to completing the application and sponsor documents until Ralf Muller has reviewed and approved the Case Narrative (Story).

**a. Submitting the Sponsorship Application to IRCC**

Once Ralf Muller Agency finalizes and organizes the application package, Ralf Muller will submit the sponsorship application to IRCC Canada.

Ralf Muller will inform the church/sponsor when the application has been submitted and will send a copy of the application. IRCC will review and check the application for completeness. If complete, IRCC sends the application to the appropriate visa office abroad.

**Important Note – Three Months Plan (TMP)**

All dependents of the Principal Applicant should be listed on the sponsorship application. If they are not listed, they will not be permitted to ever come to Canada.

Dependants that are not in the same location as the principal applicant/ leader, but intend to come to Canada at some point must be listed as “accompanying” on the application document (IMM 0008 Generic Application Form). All efforts will be made by the visa office to process their sponsorship request simultaneously with the principal applicant’s even if they may not travel to Canada at the same time.

Dependants who are missing or do not intend to come to Canada must be listed as “non-accompanying” on the application document (IMM-0008 Generic Application Form). The principal applicant will have the opportunity to submit a application within three months of their arrival in Canada through the One Year Window program, which will allow for the dependent to be reunited with the principal applicant in Canada.

Ralf Muller Agency must be involved with the applications process and submit the application to IRCC on behalf of the sponsoring group because of our sponsorship agreement with IRCC as a SAH.

As the sponsor, it is also very important to note that for any dependant listed on an application, whether as "accompanying" or "non-accompanying," you are **responsible for all of the dependant's settlement needs for his or her first year in Canada**, regardless of when the dependant arrives in Canada.

### **STEP 3 . Biometrics/ Background check /Medical Exam/Security data checkups**

#### **Police Clearance Certificate**

All individuals over the age of 18 applying will provide a Police Clearance Certificate to confirm they are not criminally inadmissible.

#### **Biometrics**

Every applicant will pay his/her biometrics fees.

After paying your biometric fee when submitting your application, you will receive a letter from IRCC with instructions on how to provide your biometrics.



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## Medical Exam

All applicant must undergo a medical exam to ensure they are not medically inadmissible. Each will pay for his /her medical fees and submit your medical exam with your application, IRCC will provide instructions on how to complete your medical exam.

## STEP 4 . Visa Office Processing (sponsor-referred cases only)

**a. Interview with Visa Officer and Submission of Additional Documents** As the application moves through the queue, the refugee(s) and Ralf Muller Agency will receive an interview notice from the visa office indicating the date, time, and location of the interview, as well as a request for additional documents to be completed. It is important that the sponsors and refugees read the interview notice carefully and complete and submit all requested documents outlined in the interview letter to Ralf Muller (in order for Ralf Muller to submit to the visa office). Refugee(s) are to take the original application and identity documents, as well as all the additional requested documents, with them to the interview. All family members must attend the interview.

Note: The decision as to whether or not an applicant is accepted as a refugee, and is eligible to resettle to Canada, is made by the visa officer.

### Preparations for Interview

It is important that the refugee(s) prepare for the interview by reviewing their refugee story and all their application documents. It is also important that during the interview, their answers are consistent with their application documents and their refugee story. Ralf Muller Agency will provide interview guidelines at the time of the interview.

**Following the Interview (Medical, Criminal, and Security Screening)**

If the refugee(s) pass the interview, they will move to the admissibility stage in which they will receive medical, criminal, and security screening. If they pass all the screenings, the refugee(s) will receive a visa(s) and the International Organization for Migration (IOM) will make travel arrangements to Canada. Please note that it will take three weeks from the time of the interview to finalize screenings, issue visas, and make travel arrangements.



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**b. Changes in the Sponsorship Application as it is being Processed**

In processing times as refugee(s) wait for their application to be processed, IRCC will sometimes seek to contact the refugee directly during the process.

Therefore, it is important to keep phone, email, and street address up-to-date to minimize delays and to ensure timely processing. In addition, if marriages take place or babies are born, there are specific forms to be completed that must be submitted to IRCC. If changes are made to the application, it is very important to notify World Renew immediately. IRCC must be notified of any changes to the initial application and Ralf Muller Agency has the responsibility to manage the sponsorship and communicate with IRCC and other related agencies regarding any changes in the sponsorship.

**c. Waiting Period**

From the date the sponsorship undertaking is submitted to IRCC it will take 2-4 months may be a lengthy waiting period before the visa officer makes a final decision, the visa is issued, and travel arrangements are made. Wait times vary by visa post and there is very little precision in the estimated processing and wait times provided by IRCC.

Ralf Muller Agency is your point of contact for inquiries about your case. When appropriate we will follow up on cases and provide updates. Please note that all communication about a sponsorship application and payments is to be directed to Ralf Muller agent who will follow up with the appropriate agency.

## STEP 4 . Arrival to Canada

### a. Receipt of Pre-Notification of Arrival Transmission (Pre-NAT) from IRCC

To provide sponsors with information regarding the status of the sponsored refugee(s) and to assist with arrival preparations, IRCC will send Pre-Notification of Arrival Transmission (pre-NAT). When a pre-NAT is received, it indicates a permanent resident visa has been issued and that a request has been sent to the International Organization for Migration (IOM) to proceed with final resettlement arrangements. It is estimated that the sponsored refugee(s) will arrive in Canada within four to five weeks of the date of the receipt of the pre-NAT.

When the process is complete, an airport official will escort them to the sponsors. There are generally many people at the arrival area, so it is a good idea to make a welcome sign with the newcomers' names in both English and their native language to hold up when they exit the arrival area. This way they will have something to look for in the sea of people at the arrival hall.

Positive first impressions can help build trust between the newcomer and sponsor that will grow during the sponsorship. To ensure that the first few interactions with the newcomers go well, we strongly recommend that you take an interpreter that speaks the refugees' language to the airport with you.





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 **Ralf Müller**

If refugee(s) do not receive these documents upon arrival at the airport, please contact Ralf Muller Agent immediately.

## STEP 5      **Settlement**

Settlement is a very critical part and responsibility of the sponsor group/ family.

Your sponsor will provide the welcome, orientation, and day-to- day support as you assist the family in navigating Canadian systems and becoming settled in their new home.

As a sponsoring family will prepare to welcome refugees, each individual involved in the sponsorship will have different expectations about what the experience will look like. Similarly, when refugee newcomers arrive in Canada, they too will have their own ideas about what their new lives will look like. Because of this, it is important to manage expectations, both before the settlement period, and after the newcomers arrive.

## **English Language Training vs. Employment**

Your sponsor will be eager to find employment upon arrival in Canada, Ralf Muller urges Sponsoring groups to help newcomers prioritize an English language assessment and learning.

## **Racism, Discrimination and Religious Intolerance**

Canada is a multicultural nation that values inclusion and diversity. But Canada is unfortunately not immune to racism, discrimination, and social exclusion.



## Education

Sponsors will find education for your children that the more they get involved with refugees and newcomers to Canada the more they want to learn. And the more they learn, the more they desire to advocate for the injustices they see in this country and globally.

Ralf Muller Agency, along with a variety of other ministries of the CRC, has developed a workshop entitled “Journey with Me.” Using the true stories of refugees who have come to Canada, the workshop helps participants imagine the challenges, hopes, and fears faced by newcomers as they arrive in a new country and try to understand its culture and navigate its systems. Walking through the workshop provides deep insight into how we might live out the Biblical call to ‘welcome the stranger.’ We highly encourage your group to take part in this 90- minute workshop, which includes a facilitator’s guide detailing how to lead the session. Please contact World Renew to learn how you can take part in this workshop.



## List of Forms

### Refugee Application Forms

- ❖ Case Narrative Template
- ❖ Generic Application Form for Canada (IMM 0008)
- ❖ Schedule A: Background / Declaration (IMM 5669)
- ❖ Schedule 2: Refugees Outside Canada (IMM 0008 – Schedule 2)

### Sponsor Forms

- ❖ RSRP Agreement for Churches/Constituent Groups and Co-Sponsors Agreement
- ❖ RSRP Finance Requirements
- ❖ RSRP Request for Signing Authorization for the Private Sponsorship of Refugees
- ❖ RSRP Sponsorship Information Form
- ❖ Sponsorship Undertaking - Sponsorship Agreement Holders (SAH) (IMM 5373)
- ❖ Sponsor Assessment (IMM 5492)
- ❖ RSRP Settlement Plan



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