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CLIENT INTAKE FORM

SECTION A: OBJECTIVES, SCOPE OF DISCUSSION & TERMS

Objective

Information on this form is for the purpose of assessing your eligibility. It also helps our consultant get to know you before your 1st consultation. Please note: Immigration laws and regulations are subject to frequent and unpredictable changes. Consequently, we may request additional information where applicable.

Specified Scope of Discussion

This initial consultation is focused on:

- Reviewing of Client's background, qualifications, and objectives
- High - Level Discussion of potential immigration pathways
- General overview of application processes
- Preliminary timeline estimates using the government's processing time estimation page
- Basic fee structure information
- Question and answer session, with note that immigration processes, methods and policies may change without prior notice.

Payment Terms

C\$150.00 (plus Tax) for a 30-minute consultation is non-refundable.

Rescheduling Terms

To reschedule please do so within 24 hours prior notice.

Duration of Consultation

1. The Consultant will do a self-study of your questionnaire and meet with co-counsel (as/if required) for 30 mins to understand your situation and come up with customized advice.
2. Then consultant will meet you virtually for 30 mins to provide the findings and recommendations based on your profile.

i. By Completing this Form, you agree to all the objectives, scope of discussion and terms mentioned in this Intake Form.

- ☐ I agree
- ☐ I disagree

ii. How did you hear about us?

- ☐ Google
- ☐ Instagram
- ☐ YouTube
- ☐ LinkedIn
- ☐ Other – Please Specify

[_____]

iii. Please indicate all languages you are able to communicate in (select boxes that apply)

- ☐ English Language
- ☐ French Language



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SECTION B: PERSONAL, MARITAL & CHILDREN DETAILS

This section asks questions about your personal details, marriage & children, please answer truthfully and accurately.

1. Your First Name (given name)	2. Your Middle Name	3. Your Last Name (surname)	4. Date of Birth (DD/MM/YYYY)	5. Sex (Male/Female/Other)
6. Country of Passport Issue	7. Country of Birth	8. Country of Current Residence	9. Country of Previous Residence	10. Country / Countries of Citizenship
11. Any Previous Names? (Provide Full Name)	12. Country 1: Date of Passport Issue (DD-MM-YYYY)	13. Country 1: Date of Passport Expiry (DD-MM-YYYY)	14. Country 2: Date of Passport Issue (DD-MM-YYYY)	15. Country 2: Date of Passport Expiry (DD-MM-YYYY)
16. Email Address	17. Cell phone Number with Country & Area Code	18. Telephone Number with Country & Area Code	19. Current Address (Street, Unit #, City, Province / State, Postal Code, Country)	
20. Marital Status	21. If you are married, what is the date you were married? (DD- MM-YYYY)	22. If you are in a common-law relationship, what was the date you started living together? (DD-MM- YYYY)	23. If you are married / in a common-law relationship, is your partner immigrating to Canada with you? (DD-MM-YYYY)	24. Do you have children? (Y/N)
25. How many children do you have?	26. What are the ages of your children?	27. Date of Birth of your spouse/partner (DD/MM/YYYY)	28. Country of Citizenship of spouse/partner	29. Country of Current Residence of Spouse
30. Are your children biological / legally adopted? (Y/N)	31. Will your children be travelling with you to Canada?	32. Will your children be applying with you to Canada?	33. What country / countries were your children born?	34. Anything else?

Table 1: Personal Details



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iv. Anything else, you would like to share in this section?

[_____]

[_____]

SECTION C: PREVIOUS REPRESENTATION & EXPECTATIONS

This section asks questions about your previous representation and your expectations; please answer truthfully and accurately.

1. Have you worked with any representation before? (Y/N)	2. What is the full name of your previous representative?	3. Was this representative authorized? (Y/N)	4. What application did your representative act on your behalf?	5. When did this representative represent you? (DD-MM-YYYY)
6. When was the representative discharged? (DD-MM-YYYY)	7. What was the reason for the termination	8. Do I have permission to contact the former authorized representative?	9. Country of Residence of your former representative	10. Has any representative withdrawn representation from this or any other case? (Y/N)
11. Rep 1: What are the full names of all previous representatives who have worked with you on this and other applications?	12. Rep 2: What are the full names of all previous representatives who have worked with you on this and other applications?	13. Rep 3: What are the full names of all previous representatives who have worked with you on this and other applications?	14. What are your expectations from your immigration consultant in terms of time, cost, role, scope, communication frequency, communication style etc.?	

Table 2: Previous Representation & Expectations

v. Anything else you would like to share in this section?

[_____]

[_____]



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SECTION D: FIRST BLOOD RELATIVES IN CANADA

This section asks questions about your first blood relatives in Canada; please answer truthfully and accurately.

1. Do you have any blood relatives in Canada? (Y/N)	2. If 'Yes' in #1, please explain how this person(s) are related to you and details of the person's immigration status if you are aware. Type N/A if not applicable.	3. Do you have a sibling who is a PR or Canadian citizen? (Y/N)	4. Does your spouse/partner have a sibling who is a PR or Canadian citizen?	5. Does this sibling currently reside in Canada? (Y/N)
6. If Yes to #1 or #4, please mention the below: <ul style="list-style-type: none">• Their current address (City and Province only) of Canada• The date (MM/YYYY) they started staying in the above address.• Their residency status (PR / Citizen / Student / Worker)		7. Do you or any member of your nuclear family have any previous criminal record? If yes, please explain/provide details. Type N/A if not applicable.		

Table 3: First Blood Relative in Canada

vi. Anything else, you would like to share in this section?

[_____]

[_____]

[_____]

[_____]

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SECTION E: CONTACT DETAILS

This section asks questions about your contact details, please note that we would be contacting you using the information you provide here.

1. Email Address	2. Mobile Number	3. WhatsApp Number	4. Residential Address	5. Mailing Address

Table 4: Contact Details

vii. Anything else, you would like to share in this section?

[_____]

[_____]

SECTION F: ADMISSIBILITY

Please review these questions with EXTREME care. Do any of the following questions apply to you:

1. Within the past two years, have you or a family member ever had tuberculosis of the lungs or been in contact with a person with tuberculosis?

[_____]

2. Do you or any family member have any physical or mental disorder that would require social and/or health services, other than medication, during your stay or their stay in Canada?

[_____]

3. Have you ever remained beyond the validity of your status, attended school without authorization or worked without authorization in Canada? Keep in mind that if you ever had to restore your status in Canada, then the answer to this question would be "yes".

[_____]

4. Have you ever applied for OR been refused refugee status in ANY country?



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[_____]

5. Have you ever applied for OR been refused a permanent resident visa in ANY country?

[_____]

6. Have you ever applied for OR been refused a visitor or temporary resident visa in ANY country?

[_____]

7. Have you ever applied for OR been refused a work permit in ANY country?

[_____]

8. Have you ever applied for OR been refused a study permit in ANY country?

[_____]

9. Have you ever applied for OR been refused for ANY other type of visa, permit, etc. than those listed above, in ANY country?

[_____]

10. Have you ever been refused admission to (i.e. stopped at the border and not allowed to enter), or ordered to leave, Canada or ANY other country?

[_____]

11. Have you EVER applied to enter or remain in Canada? Applied could mean applying for a visa OR if you are visa-exempt it could mean arriving at a border (land or airport) and not being allowed to enter the country.

[_____]

12. Have you ever committed, been arrested for, been charged with or convicted of any criminal offence in any country?

[_____]



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13. Did you ever serve in any military, militia, or civil defense unit or serve in a security organization or police force (including non-obligatory national service, reserve or volunteer units?)

[_____]

14. Are you, or have you ever been, a member or associated with any political party, or other group or organization which has engaged in or advocated violence as a means to achieving a political or religious objective, or which has been associated with criminal activity at any time?

[_____]

15. Have you ever witnessed or participated in the ill treatment of prisoners or civilians, looting or desecration of religious buildings?

[_____]

16. If you answered yes to **any** of the questions above, please provide details:

[_____]

17. If your spouse answered yes to **any** of the questions above (Section F: #1-16), please provide details:

[_____]

[_____]

[_____]

SECTION G: INTENT TO TRAVEL

1. What immigration pathway are you interested in:

- ☐ Permanent Residence (Economic Programs) - Select this if you are considering applying for permanent residence through economic programs like Express Entry or Provincial
- ☐ Nominee Programs (PNPs).
- ☐ Family Sponsorship - Choose this option if: a) You are a Permanent Resident (PR) or Canadian citizen considering sponsoring a family member (i.e, spouse, child, parent) for immigration. b)



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You are a foreign national considering being sponsored by a family member who is a Canadian citizen or PR.

- ☐ Study Permit - Choose this if you are considering studying in Canada and need a study permit.
- ☐ Visitor Visa - Select this if you are considering applying for a visa to visit Canada temporarily.
- ☐ Other (eg. Extensions, PGWP, Citizenship, PR card renewal, PRTD, LMIA - if you are a Canadian employer): Use this option for any other types of applications not listed above or inquiries.

2. If you selected 'Other', please explain. Type N/A if not applicable.

[_____]

3. If you selected 'Family sponsorship', please provide detailed information. e.g. Information about the family member, the sponsor, sponsor's status in Canada. Type N/A if not applicable.

[_____]

[_____]

SECTION H: TRAVEL HISTORY

Whether or NOT you are currently in your home country and/or living outside of your country of citizenship, please provide the following details:

1. In what country are you currently living?

[_____]

2. What is your Travel history in the past 10 years?:

From (MM/YYYY)	To (MM/YYYY)	Location	Purpose of Trip	Employment Status at the time	Employer / Institution Name



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Table 5: Travel History

**NB: If space is not sufficient in the table above, use an additional page to provide additional information.*

3. Date of Entry (DD/MM/YYYY):

[_____]

4. Date when your status expires/you must leave the country (DD/MM/YYYY):

[_____]

5. Have you / your spouse / dependents travelled to Canada in the past / present? If Yes- Please state details including person who travelled, the reason and their entry / return dates(DD/MM/YYYY):

[_____]

[_____]

[_____]

6. In the **past 10 years**, have you lived in any country for **6 months or longer**, except for your country of citizenship? If you answer yes, please provide the following details in the next subsections:

[_____]

7. If you answer yes, please provide the following details here regarding a) the country / countries visited; b) Your status; c) Purpose of Visit; d) Your status (include country / countries that you entered illegally):

[_____]

8. Travel History - were there places where you overstayed your approved duration of stay? If Yes, please provide details.

[_____]



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9. Travel History - were there places where you had any court cases, police issues etc.?

[_____]

10. Travel History - Have you ever been denied visa(s) to any country / countries? If Yes, please provide details on when and reasons. If No, please type N/A .

[_____]

11. Please state your intent to travel to Canada in both short and long terms.

[_____]

[_____]

SECTION I: PROFESSIONAL DETAILS

This section focuses on your professional history in the last 10 years and where you were in terms of your location.

1. In the past 10 years, please provide your professional details in the following format:

From (MM/YYYY)	To (MM/YYYY)	Work / Business Description	Location	Status in Country	Employer / Institution Name

Table 6: Professional Details

**NB: If space is not sufficient in the table above, use an additional page to provide additional information.*

2. How many years of Skilled Work Experience inside Canada (In the Last 10 years)?

[_____]



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3. How many years of Skilled Work Experience outside Canada (In the Last 10 years)?

[_____]

4. Any additional information you would like to share?

[_____]

5. How many years of Skilled Work Experience inside / outside Canada does your spouse / partner have (In the Last 10 years)? Please provide details including role, how long, on what type of visa etc.

[_____]

[_____]

SECTION J: EDUCATION

1. Do you have any **post-secondary** education? Post-secondary education is schooling obtained after grade 12.

[_____]

[_____]

2. If Yes in #1, please specify. Please provide details of your highest level of post- secondary education in the chart below. If you attended more than one institution to obtain your diploma/degree/etc., please provide information for all institutions.

From (MM/YYYY)	To (MM/YYYY)	Field of Study	Location	Qualification	School Name

Table 7: Education

**NB: If space is not sufficient in the table above, use an additional page to provide additional information.*



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3. Does your spouse / partner have any **post-secondary** education? Post-secondary education is schooling obtained after grade 12.

[_____]

[_____]

4. If Yes in #3, please specify. Please provide details of your spouse/partner's highest level of post-secondary education in the chart below. If you attended more than one institution to obtain your diploma/degree/etc., please provide information for all institutions.

From (MM/YYYY)	To (MM/YYYY)	Field of Study	Location	Qualification	School Name

Table 8: Education (Spouse / partner)

**NB: If space is not sufficient in the table above, use an additional page to provide additional information.*

SECTION K: LANGUAGE PROFICIENCY

1. English Proficiency

- ☐ Beginner
☐ Intermediate
☐ Advanced
☐ No knowledge

2. French Proficiency

- ☐ Beginner
☐ Intermediate
☐ Advanced
☐ No knowledge



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5. If you have taken any international language proficiency tests (e.g. IELTS, CELPIP, TEF Canada), Yes / No – Please specify which test it is.

[_____]

6. Please write your score in each skill area of Writing, Reading, Listening and Speaking. Type N/A if not applicable.

[_____]

7. When did you take this exam? Type N/A if not applicable.

[_____]

8. Has your spouse / partner taken any English or French proficiency tests (e.g. IELTS, CELPIP, TEF Canada) Yes / No – Please specify which test it is

[_____]

9. Please write your spouse / partner's score in each skill area of Writing, Reading, Listening and Speaking. Type N/A if not applicable.

[_____]

10. When did your spouse / partner take this exam? Type N/A if not applicable.

[_____]

SECTION L: PROOF OF FUNDS

1. How much money do you have in your possession which is liquifiable? Means, the money you have in the bank. Your property, car, gold, invested in business / share market etc. does not count.

[_____]



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2. Please mention the amount in CAD\$. To convert the rate, please take the rate from the central bank of your country.

[_____]

SECTION M: GOVERNMENT & MILITARY DETAILS

1. Have you **ever** held **any** government position, regardless of whether it was a paid position or not?

[_____]

Important Instructions:

- This includes any of the following:
 - o civil servant
 - o judge
 - o police officer
 - o employee in a security organization
- This includes all levels of government (municipal, regional, national)

2. Have you ever been involved in the military or paramilitary in any country?

[_____]

Important Instructions:

- This includes:
 - o If you actively served in the military
 - o If you were a member of the reserves
 - o If you never actively served and/or never received training but were registered as a "member" of the military in any country

SECTION N: ADDITIONAL INFORMATION

1. Additional information - Is there additional information you would like to share regarding you / your spouse / partner / your background, travel history, past visa denials, criminal records, etc.?

[_____]

[_____]

[_____]

[_____]



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2. What time of the day and week works best for your next virtual meeting(s) with us? Please specify when we can contact you.

[_____]

SECTION O: TOP QUESTIONS FOR YOUR CONSULTATION

1. Please list your TOP 5 questions for the consultation

[_____]

[_____]

[_____]

[_____]

[_____]

[_____]

SECTION P: MORE QUESTIONS

1. Do you / spouse/partner have a permanent full-time job offer from a Canadian Employer?

[_____]

[_____]

2. If you attended post-secondary education in Canada, was it in a private or public institution?

[_____]

[_____]

3. Have you legally lived in any province or territory for at least one year in the past two years? If yes, please what province or territory did you reside in? Feel free to provide additional details.

[_____]

[_____]

SECTION Q: YOUR CONSENT

1. In my Consultation with LaFav Travels Immigration Services Inc. I agree to the Specified Scope of discussion; I agree that immigration policies are subject to unannounced changes which may affect my consultation outcome, and I also agree to provide honest/accurate information to the RCIC consultant on the call:

☐ I agree

☐ I do not agree



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2. LaFav Travels Immigration Services Inc. is committed to protecting and respecting your privacy, and we'll only use your personal information to provide the service you requested from us. From time to time, we may contact you about our services, as well as other content that may be of interest to you. If you consent, select the option that applies:

- ☐ I agree
☐ I do not agree

3. Accuracy of Information Provided

- ☐ All information provided in this document is accurate.

Your Full Name: [_____]

Date (DD/MM/YYYY): [_____]

Signed: [_____]

