

Immigration and Refugee Law Office
Pre-Application Checklist

Please complete this checklist before calling the Legal Aid Saskatchewan Application Centre.
This will help us to provide the best support.

Checklist to be kept by the client.

1. Client Information

- | | |
|--|---|
| ☐ Full name: _____ | ☐ City/community: _____ |
| ☐ Phone number: _____ | ☐ Preferred language: _____ |
| ☐ Email: _____ | ☐ Interpreter required? ☐ Yes ☐ No |

2. Income

- | | |
|--|--|
| ☐ Social assistance
(e.g., Saskatchewan Income Support, SAID, etc.) | ☐ Working
Monthly earnings (before tax): \$ _____ |
|--|--|

Note: If you are working, your income should generally be within or around the social assistance income range.
Employment alone should not prevent you from applying. Final financial eligibility will be assessed by the Legal Aid Saskatchewan Application Centre.

3. Type of Legal Help Needed

Phase 1 Services (Currently Available)

- ☐ Basis of Claim (BOC) (inland and Port of Entry)
 - You made a refugee claim and need help preparing your Basis of Claim (BOC).
- ☐ Refugee Hearing (IRB)
 - You have an upcoming refugee hearing before the Immigration and Refugee Board (IRB).
- ☐ Humanitarian & Compassionate (H&C) application
 - You want to remain in Canada based on hardship, family, establishment or other humanitarian circumstances.
- ☐ Pre-Removal Risk Assessment (PRRA)
 - You have received PRRA documents and need help presenting the risks you may face if returned to your country.
- ☐ Other: _____

Services We Do Not Provide

- ☐ Family sponsorship
- ☐ Permanent residence application
- ☐ Work permit (new or renewal)
- ☐ Study permit (new or renewal)
- ☐ Visitor visa (new or renewal)
- ☐ Checking application status
- ☐ Citizenship application
- ☐ Housing or other non-immigration matters
- ☐ Other: _____

More services, including appeal and judicial review matters, will begin in January 2027.

If your matter is not a service listed above, or you are unsure, please contact the I&R Law Office. Summary advice or other direction may still be available in some cases.

4. Important Deadlines (if applicable)

- | | | |
|---|---|--|
| ☐ Hearing date: _____ | ☐ Appeal deadline: _____ | ☐ No known deadline |
| ☐ Basis of Claim (BOC) deadline: _____ | ☐ Removal date: _____ | |
| ☐ PRRA deadline: _____ | ☐ Other deadline: _____ | |

5. Key Documents (if available)

- | | |
|---|--|
| ☐ Notice of hearing | ☐ Refusal/decision letter |
| ☐ IRCC/CBSA/IRB letters or forms | ☐ Passport or ID |
| ☐ Basis of Claim (BOC) or PRRA documents | ☐ Other: _____ |

6. Before Calling the Application Centre

- ☐ You understand that financial eligibility will be assessed by the Legal Aid Saskatchewan Application Centre.
- ☐ You have been provided with the Application Centre contact information: **1-800-667-3764**.
- ☐ You have been advised to have relevant immigration/refugee documents available when applying.
- ☐ You have identified any urgent deadlines.