

## Refugee Claimant Settlement Checklist

### Housing

Wherever you live it is important to have a rent payment receipt. If you live in a house, ask WELFARE for the "Intent to Rent form". This document is important for your Social Assistance eligibility. If you live at Kinbrace, Adriana will provide a signed Intent to Rent form for you.  
**Do not forget to notify CIC and IRB about your new address.**

### BC Employment and Assistance (Welfare)

Ministry of Social Development (MSD)  
Grandview Employment and Income Assistance Office  
2350 Commercial Drive, Vancouver BC V5N 4B7 (8:30-4:30 M-F) Phone: 1 (866) 866-0800  
Fax: (604) 775-1509 Email: OFF256@gov.bc.ca  
Make application in person as soon as you have your eligibility document from immigration  
Follow directions from MSD office as to next steps  
**Take: Immigration papers and Intent to Rent form for interview**

### Bank Account:

VANCITY Branch # 12, 1675 Commercial Drive Vancouver, BC Ask Adriana to set an appointment.

### Legal Aid Application for BOC

Suite 425-510 Burrard Street Vancouver, BC (at Pender Street)  
Phone: (604) 601-6076 / 1 (800) 601-6076  
Advised to arrive at 8:00 am to get in line – first come, first served.  
**This will not guarantee that you get a lawyer, but it is good to apply.**

### Legal Clinics:

UBC Legal Student Advice Program (LSLAP) Phone: (604) 822-5791

Access Pro Bono: Phone: (604) 878-7400 (immigration consultation)  
Access Pro Bono Refugee Claimant Clinic at SOS (604) 255-1881

### READY Tours

Learn about the hearing process Phone: (604) 328-3132 Email: READY@kinbrace.ca

### School Registration for Children

Vancouver School Board District Reception Placement Centre  
1000 East 59<sup>th</sup> Ave Van. (Moberly Elementary, east wing) 8:30 – 11:00 am Phone (604) 713-5999  
**Take: Immigration documents, Immunization documents, Birth Certificate, School reports, proof of address (a letter you have received, or lease agreement)**  
**Only Kindergarten, Elementary, and High School.**

### Medical / Doctor

Bridge Health Clinic, Raven Song Community Health Centre  
2450 Ontario Street, Vancouver, BC V5T 4T7 Phone: (604) 709-6540  
Clinic Hours: M T Th F – 1:00-4:00 pm; Wed. 1:00-5:00 pm

CARE POINT MEDICAL CENTRE

1623 Commercial Drive: M-F 9:00 am to 7:30:00 pm, Sat-Sun and Holidays 9:00 am to 4:30 pm  
Phone: (604) 254-5554

**IFH is required. Take the immigration document with you**

**Try to avoid calling the ambulance – you will be charged a lot of money**

**Medical Practitioners (IME)**

Immigration will provide a list of certify medical practitioners available in Vancouver. Ask Adriana to set an appointment. **The Medical results will be sent to CIC.**

**ESL Classes**

Hastings Adult Education Center 1661 Napier Street Vancouver Phone: (604) 713-5735  
Kingcrest International Neighbours 660 East 51<sup>st</sup> Ave, (West Fraser) Phone: (604) 327-6262  
Ask Adriana to set an appointment for you

**Volunteer Opportunities**

QUEST Food Exchange: 2020 Dundas St. Vancouver, BC Phone: (604) 602-0186

**LIBRARY CARD**

Vancouver Public Library  
Central Library – 350 West Georgia Vancouver, BC  
Britannia Library – 1661 Napier Street Britannia Community Centre (604) 718-5800  
**Take: proof of address and the immigration document**

**Leisure Pass – Subsidized swimming, skating and weight room**

Britannia Community Center: get an application and bring it to Welfare; they will stamped and fill it up for you. Once is approved from Welfare return it to Britannia Community Center to get your photo taken. **Take your immigration documents with you.**

**Children's Play**

Eastside Family Place (Pre-school age)  
1011 Commercial Drive (between Grandview Park and Britannia Community Centre)  
Drop in. Fee by donation

**Work Permit Application 1st time (for non-DCO claimants)**

You can complete this application after you have submitted the BOC and eligibility interview and the medical examination has been processed by CIC.

Contact immigration before sending this application at CIC Call Centre 1 (888) 242-2100

Applications are available from [www.cic.gc.ca](http://www.cic.gc.ca) the name of this document is: **"APPLICATION TO CHANCE CONDITIONS, EXTEND MY STAY OR REMAIN IN CANADA AS A WORKER"**.

**It takes 3 to 6 months for you to get your work permit.**

**If you have any questions talk to Adriana or Andrew.**

**Applied on DATE:** \_\_\_\_\_

**Work Permit EXPIRATION DATE**

Once you have your 1st work permit, it will be helpful for you **to write down the expiration date:**

\_\_\_\_\_ **Apply for renewal 2 months before expiration date.**

**Social Insurance Number (SIN Card)**

**Apply after Work Permit is received.**

Human Resources and Skills Development Canada (HRSDC) 1263 West Broadway Vancouver BC, V6H 1H6  
M-F 8:30-4:00 **Take: work permit, immigration document, and proof of current address**  
**It takes around 10 days after you apply to receive your SIN card by mail.**

**Application DATE** \_\_\_\_\_ **SIN expiry DATE** \_\_\_\_\_

**Driver's License**

Driver Service Centre 2750 Commercial Drive, Vancouver (9:00-4:00)  
Information is available in the web site: **www.icbc.com.**  
**Take 3 identity documents with you; 2 of them with photo**

**B.C. Identification Card (BCID)**

Driver Service Centre 2750 Commercial Drive, Vancouver (9:00-4:00)  
Cost: \$35.00 **Take 3 identity documents; 2 of them with photo**  
If Welfare have requested the ID, bring the receipt to them for reimbursement

**Connecting with other support agencies:**

**Settlement:**

**S.O.S (Settlement Orientation Services)** Suit 207-744 West Hastings St.  
Phone: (604) 255-1881 Centre Coordinator Alexandra Chariton

**VRSA:** Vancouver Refugee Services Alliance: [www.vrsa.ca](http://www.vrsa.ca)

**Inland Refugee Society** Suite 615-525 Seymour St.  
Phone (778) 328-8888 Mario Ayala.

**MCC (Mennonite Central Committee) BC office** 660 East 51 Av. Near Fraser  
Phone: (604) 325-5524 Counsellor Gerardo

**ISS (Immigrant Services Society)** 530 Drake St. Vancouver near Seymour and Grandville bridge  
Phone: (604) 684-7498 Director Chris Friesen.

**Mosaic** 1720 Grant St Vancouver BC (close to Commercial Drive)  
Phone: (604) 254-9626.

**Rainbow Refugee** 1170 Bute St, Vancouver, BC V6E 1Z7  
Inquiries email: [info@rainbowrefugee.ca](mailto:info@rainbowrefugee.ca)

**Counselling:**

**VAST:** (Vancouver Association for the Survivors of Torture)  
2618 East Hastings Vancouver, BC V5K 1Z6 Phone: (604) 299-3539