

Sample GCMS File

(Global Case Management System)

Updated January 1, 2022

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About Mygration

Hi, we're Kevin and Diana, co-founders and Regulated Canadian Immigration Consultants of Mygration Immigration. We've been through immigration ourselves and understand exactly how overwhelming it can be. That's why we both became Regulated Canadian Immigration Consultants. We can help make the process simple and easy for you. If you ever need professional representation or consultations, please reach out to us at any time!



Yes, we're
licensed &
Regulated



We were
part of:



THE UNIVERSITY OF BRITISH COLUMBIA
entrepreneurship@ubc
VP Research & Innovation



APPLICATION:

| | |
|------------------------------|--|
| Created Date: | [Date application was received by IRCC] |
| Created by: | [Immigration officer's code. Example: MC12345] |
| Updated Date: | [Time/date when the application was last updated] |
| Updated by: | [Immigration officer's code. Example: MC12345] |
| Primary Office: | [Office that will issue your passport request (PPR), usually your local embassy] |
| Secondary Office: | [Office that will assess your application] |
| App#: | [Immigration application file number. Example: E123456789] |
| App Status: | [Open/Closed] |
| App Status Reason: | [In-progress, approved, or refused] |
| Rec'd Date: | [Date when Primary Office received the application] |
| Rec'd Via: | [On-Line/Mail (How the application was received at the Primary Office)] |
| Lock-In Date: | [Date when IRCC opened the application] |
| Category: | [Immigration category (Family class, Skilled worker, etc)] |
| Sub-Category: | [Usually Blank] |
| Group Name: | [Usually Blank] |
| Group #: | [Usually Blank] |
| Special Program(s): | [Usually Blank] |
| Correspond Lang: | [English/other language] |
| Interview Lang: | [English/other language or just blank if no interview required] |
| Cost Recovery: | [Complete, deferred, etc] |
| RPRF: | [(Right of Permanent Residence Fee) Complete, Deferred, Outstanding] |
| Overpayment: | [Yes/No] |
| Restricted Notes: | [Yes/No] |
| Prospective App Delete Date: | [Date of application withdrawal, if applicable] |
| Name: | [Name of principal applicant] |
| DOB: | [Date of birth of principal applicant (yyyy/mm/dd)] |
| # of Client: | [Number of applicants (principal + dependents)] |
| # of Potential Visas: | [Number of visas to be issued depending on number of applicants] |
| Province of Destination: | [As declared in application] |
| City of Destination: | [As declared in application] |
| CSQ File#: | [Certificat de Sélection du Québec (CSQ) file number, if applicable] |
| FOSS Doc#: | |
| Associated App: | |

FAMILY CLASS SPONSORSHIP

| | |
|----------------------|--------------------------|
| SPR Correspond Lang: | [English/other language] |
| CSC Date: | |
| If eligible: | |
| Misrepresentation: | |
| Family Size: | |
| SA's Met for: | |

Status:

REFUGEE

Processing Priority

Financial Support

Access Via: Referral #:

ECONOMIC

HRSDC File#:

[Human Resources & Skills Development Canada confirmation #]

Available Funds (CAD):

[Funds you declared in your application]

Net Worth (CAD):

Sub Eval:

Facilitator:

Ministerial Instruction Criteria:

Ministerial Instruction:

PNC INFORMATION

PNC#:

[Provincial nomination letter number, if applicable]

Issuance Date:

[Provincial nomination letter issuance date, if applicable]

Valid to:

[Provincial nomination letter expiration date, if applicable]

Stream:

[Provincial stream you were nominated under, if applicable]

Other Stream Description:

ASSESSMENTS

Eligibility:

[Summary of the application]
[Not started, started, complete]

Security:

[Not started, started, complete, cancelled]

HIRV:

[Not started, started, complete, cancelled]

Criminality:

[Not started, started, complete, cancelled]

Org Crime:

[Not started, started, complete, cancelled]

Medical:

[Passed, failed, complete, cancelled]

Misrepresentation:

[Usually blank]

Other Reqs:

Final:

[Approved, Refused, or blank]

PAPER FILE

Office:

Paper File #:

Location:

[Immigration office]

APPLICATION ASSIGNMENT

Assigned To:

[Immigration officer's code. Example: MC12345]

Assigned By:

[Immigration officer's code. Example: MC12345]

Due Date:

SECONDARY OFFICE(S)

SECONDARY OFFICE(S): 1

Created Date:

Created By:

Updated Date:

Updated By: RC

Code: Office

Name:

SPECIAL

PROGRAM

SPECIAL

PROGRAM: 1

Created Date:

Created By:

Updated Date:

Updated By:

Primary: [Yes, no]

Description:

MINISTERIAL INSTRUCTION CRITERIA

MINISTERIAL INSTRUCTION CRITERIA: 1

Created Date:

Created By:

Updated Date:

Updated By:

Primary: [Yes, no]

Description:

CLIENT DETAILS**CLIENT DETAILS:1**

Created Date:

Create By:

Updated Date:

Updated By:

Client/Party:

UCI/Party ID:

Relationship:

Other Relationship Desc:

Acc:

Name:

Gender:

DOB:

[For Primary applicant or Sponsored Person]

[Date application was received by IRCC]

[Immigration officer's code. Example: MC12345]

[Immigration officer's code. Example: MC12345]

[Principal applicant (PA)]

[Unique Client Identifier number or Party ID]

[Spouse, Common-law partner, Child, Parent, etc]

[(Accompanying spouse or partner) Yes, No, N/A]

[Name of Principal Applicant]

[Male/Female]

[Date of birth of Principal Applicant]

DEP Type:
Dep Type Other Desc:
Effective Date: [Date when IRCC opened the application]
Expiry Date:
Disassoc Reason:
Other Disassoc Desc:
Counterfoil Required: [Yes/No]
Security: [Started, not started, complete, cancelled]
HIRV:
Criminality: [Started, not started, complete, cancelled]
Medical : [Passed, failed, cancelled]
Misrepresentation:
Min Relief - Security:
Min Relief - HIRV:
Min Relief - Org Crime:
Citizenship: [Country of citizenship of Principal Applicant]
CoR: [Country of birth of Principal Applicant]
Place of Birth (City/Town):
Country of Birth:
Marital Status: [Spouse, common-law, conjugal, etc]
Country of Refuge:
Sponsor Length (months):
Searched By: [Immigration officer's code. Example: MC12345]
Searched Date:
Travel Doc #: [Passport number of Principal Applicant]
Travel Doc Expiry Date: [Passport expiry date of Principal Applicant]
Travel Doc Country of Issue : [Country where passport was issued for Principal Applicant]
Official Language: [English/other language]
Can Communicate English: [Yes/No]
Can Communicate French: [Yes/No]
Official Language Proficiency Test: [Yes/No]
of Years of Education: [# of postsecondary education, in years]
Level of Education:
NOC: [National Occupational Classification (NOC) number]
Occupation: [NOC code occupation name]
Telephone #:
Fax #:
E-mail:

Biometrics

IRCC#: [Biometrics number]
Assessment: [Complete]
Other Description:

Info: [Received]

Review:

Refugee Determination

Determination Decision:

Determined by:

Determination Date:

Reference #:

IRB Office:

CSQ INFORMATION

[Certificat de Sélection du Québec (CSQ) file number, if applicable]

Individual Ref#:

Issuance Date:

Valid To:

ADDRESS

Type: [Mailing]

Country:

Apt/Unit#:

Street #:

Street Address:

Street Address2:

PO Box:

City/Town:

Province/State:

District:

Postal Code:

CLIENT DETAILS: 2

[For dependants or sponsor]

This section will have the exact same sub-sections as Client Details: 1. There will be Client Details for each dependent or sponsor.

PARTY DETAILS

[Details of your representative]

PARTY DETAILS: 1

Created Date:

Created By:

Updated Date:

Updated By:

Client/Party:

UCI/Party ID: [Unique Client Identifier number or Party ID]

Relationship:

Other Relationship Desc:

Acc:
Name:
Gener:
DOB:
Effective Date:
Expiry Date:
Disassoc Reason:
Other Disassoc Descrip:

AUTHORIZED REPRESENTATIVE

Status:
Province/Territory:
Membership #: Expiry
Date:

ADDRESS

Type:
Country:
Apt/Unit #:
Street #:
Street Address:
Street Address 2:
PO Box:
City/Town:
Province/State:
District:
Postal Code:
Telephone #: Fax
#:
E-mail:

ELIGIBILITY

ELIGIBILITY

ELIGIBILITY ASSESSMENT: 1

| | |
|---------------|--|
| Created Date: | [Date of creation of file] |
| Created By: | [Immigration officer's code. Example: MC12345] |
| Updated Date: | [Date of update of file] |
| Updated By: | [Immigration officer's code. Example: MC12345] |
| UCI: | [Unique Client Identifier number] |
| Family Name: | [Family name of Principal Applicant] |
| Given Name: | [Given name of Principal Applicant] |
| Type: | [Eligibility, Selection, etc] |

Status: [Started, not started, complete]
Status Updated by: [Immigration officer's code. Example: MC12345]
Status Date: [Date of status update]
Updated By: [Immigration officer's code. Example: MC12345]
Due Date: [Bring forward date (date the file will be looked at again)]
Assigned To: [Immigration officer's code. Example: MC12345]
Assigned Date: [Date the file was assigned to an immigration officer]
Assigned By: [Immigration officer's code. Example: MC12345]
Activity # :

There will be 6 potential sub-sections such as Work Experience, PNC Details, Provincial endorsement letter, Language(s), Education, and Job offer.

Express Entry applicants will also have sub-sections for Language(s) Employment History, and Education.

ADMISSIBILITIES

SECURITY

SECURITY: 1
Created Date: [Date of creation of file]
Created By: [Immigration officer's code. Example: MC12345]
Updated Date: [Date of update of file]
Updated By: [Immigration officer's code. Example: MC12345]
UCI: [Unique Client Identifier number]
Family Name: [Family name of Principal Applicant]
Given Name: [Given name of Principal Applicant]
Type: [Security]
Status: [Started, not started, complete]
Validity Date: [Blank]
Status Updated by: [Immigration officer's code. Example: MC12345]
Status Updated Date: [Date of status update]
Assigned By: [Immigration officer's code. Example: MC12345]
Assigned To: [Immigration officer's code. Example: MC12345]
Due Date: [Bring forward date (date the file will be looked at again)]
Activity # :

SECURITY: 2 [For other members of the family]

This section will have the exact same sub-sections as SECURITY: 1 but for other members of the family.

HIRV

HIRV: [0 (Human and International Rights Violations)]

CRIMINALITY**CRIMINALITY:1**

Created Date: [Date of creation of file]
Created By: [Immigration officer's code. Example: MC12345]
Updated Date: [Date of update of file]
Updated By: [Immigration officer's code. Example: MC12345]
UCI: [Unique Client Identifier number]
Family Name: [Family name of Principal Applicant]
Given Name: [Given name of Principal Applicant]
Type: [Criminality]
Status: [Started, not started, complete]
Validity Date: [2 years after Created Date]
Status Updated by: [Immigration officer's code. Example: MC12345]
Status Updated Date: [Date of status update]
Assigned By: [Immigration officer's code. Example: MC12345]
Assigned To: [Immigration officer's code. Example: MC12345]
Due Date: [Bring forward date (date the file will be looked at again)]
Activity # :

CRIMINALITY: 2

[For other members of the family]

This section will have the exact same sub-sections as CRIMINALITY: 1 but for other members of the family.

ORGANIZED CRIME

Organized Crime: [0]

MEDICAL**MEDICAL: 1**

Created Date: [Date of creation of file]
Created By: [Immigration officer's code. Example: MC12345]
Updated Date: [Date of update of file]
Updated By: [Immigration officer's code. Example: MC12345]
UCI: [Unique Client Identifier number]
Family Name: [Family name of Principal Applicant]
Given Name: [Given name of Principal Applicant]
Type: [Medical]
Status: [Started, not started, complete]
Validity Date: [1 year after medical exam date]
Status Updated by: [Immigration officer's code. Example: MC12345]
Status Updated Date: [Date of status update]
Assigned By: [Immigration officer's code. Example: MC12345]
Assigned To: [Immigration officer's code. Example: MC12345]
Due Date: [Bring forward date (date the file will be looked at again)]

| | |
|----------------------------|---|
| Activity #: | |
| IME #: | [Immigration Medical Exam Number] |
| UMI: | [Upfront Medical Identification Number] |
| Assessed For: | [All] |
| IME Status: | [Assessed] |
| IME Status Reason: | [Granted] |
| RMO: | [Regional Medical Office] |
| M Profile: | [Medical code] learn more |
| Description: | [Medical code description] learn more |
| M Profile: | [Surveillance code] learn more |
| Description: | [Surveillance code description] learn more |
| MOF Rationale Exist: | [Medical Observations & Furtherance Yes/No] |
| MOF Review: | [Blank if "No" above] |
| Valid Until: | [1 year after medical exam date] |
| IMM Type: | [EDE/Non EDE (Excessive Demand Exempt)] |
| UMI Type: | [Worker, etc] |
| Expected Date of Delivery: | [Date of delivery if Principal Applicant or Spouse is pregnant] |

Medical: 2 [For other members of the family]

This section will have the exact same sub-sections as MEDICAL: 1 but for other members of the family.

MISREPRESENTATION

Misrepresentation: [0]

MINISTERIAL RELIEF

Ministerial Relief: [0]

INFO SHARING

| | |
|-----------------|--|
| Info Sharing :1 | |
| Created Date: | [Date of creation of file] |
| Created By: | [Immigration officer's code. Example: MC12345] |
| Updated Date: | [Date of update of file] |
| Updated By: | [Immigration officer's code. Example: MC12345] |
| UCI: | [Unique Client Identifier number] |
| Family Name: | [Family name of Principal Applicant] |
| Given Name: | [Given name of Principal Applicant] |
| Client/Party: | [PA/DEP (Principal Applicant/Dependent)] |
| Relationship: | [Spouse, Common-law Partner, or blank] |
| Type: | [Biometric - FCC/Biographic] |
| Partner: | [USA, NZL, AUS, GBR] |
| Status: | [NRT, Complete, Complete - Not Reviewed, Exempt - Member - Partner CIT] |
| Validity Date: | |

Status Updated by: [Immigration officer's code. Example: MC12345]
Status Updated Date: [Date of status update]
Assigned By: [Immigration officer's code. Example: MC12345]
Assigned To: [Immigration officer's code. Example: MC12345]
Due Date: [Bring forward date (date the file will be looked at again)]
Activity # :
Correction Ref #: [Blank]
Correction Date: [Blank]
Urgent: [Yes/No]

INFO SHARING: 2 [For other members of the family]

This section will have the exact same sub-sections as INFO SHARING: 1 but for other members of the family included in the application and for other types of info sharing.

FINALIZE APPLICATION

DOCUMENT ISSUANCE

Document Issuance: [Documents issued after application approval/blank]

REFUSAL GROUND

Refusal Ground: [Information related to the refusal of your application/blank]

CORRESPONDENCE

OUTGOING [Document, communication, or request sent from IRCC to applicant]

OUTGOING: 1

Created Date:

Created By:

Updated Date:

Updated By:

Create Office: [Local embassy]

UCI #:

Request to Issue: [Letter]

Document Type: [AOR (Acknowledgement of Receipt)]

Status: [Sent]

Assigned To: [Immigration officer's code. Example: MC12345]

Assigned By: [Immigration officer's code. Example: MC12345]

Due Date:

All Rec'd: [Yes/No]

Via:

Via Details:

Name: [Name of Principal Applicant]

Status Updated by: [Immigration officer's code. Example: MC12345]
Status Updated Date:
Sent By: [Immigration officer's code. Example: MC12345]
Sent Date:
Printed By:
Printed Date:

ITEM(S) REQUESTED ITEM(S)

Requested: [0]

ATTACHMENTS

Attachments: [0]

INCOMING

[Document, communication, or request sent from applicant to IRCC]

INCOMING: 1

Created Date:

Created By:

Updated Date:

Updated By:

Create Office:

[Local embassy]

Item:

[Passport/Travel Documents]

Item For:

[Primary applicant (PA)]

Comments:

Due Date:

Status:

[Started, not started]

Via:

Via Details:

Received By:

Received Date:

Replied By:

Replied Date:

Status Updated By:

[Immigration officer's code. Example: MC12345]

Status Updated Date:

Letter ID:

OTHER REQS

H & C

H & C:

[0]

A39-A41

A39-A41:

[0 (Inadmissibility on Financial or Non-Compliance Grounds)]

VERIFICATION

Verification: [0]

MATCHING CENTRE

Matching Centre: [0]

EVENTSEVENTS

Events: [0]

PAYMENTSPAYMENTS

Payments: [0]

FEES

FEES: 1 [Biometrics, Right of Permanent Residence Fee, Processing Fee, etc]

ESDC

This section will contain details regarding the Labour Market Impact Assessment (LMIA) issued by Employment and Social Development Canada (ESDC)

ASSOCIATIONS

APPLICATIONS & CASES

APPLICATION & CASES : 0

ORGANIZATIONS & ENTITIES

ORGANIZATION & ENTITIES: 0

HISTORY**APPLICATION STATUS**

[All status updates arranged from the most recent to oldest]

Application Status: 1

Created Date: [Usually blank]

Created By: [Usually blank]

Updated Date: [Usually blank]

Updated By: [Usually blank]

| | |
|----------------------|--|
| App Status: | [Candidate] |
| App Status Reason: | [Open, Application Received, Invitation Sent, Invitation Pending, etc] |
| Other Reason Desc: | [Usually blank] |
| Leave Decision: | [Usually blank] |
| Leave Decision Date: | [Usually blank] |
| Decision: | [Usually blank] |
| Decision Date: | [Usually blank] |
| Office: | [GCMS-System, Centralized Intake Office, etc] |

Application Status: 2

This section will have the exact same sub-sections as Application Status: 1 but for other updates

APPLICATION:

| | |
|---------------|--|
| Application:1 | |
| Created Date: | [Usually blank] |
| Created By: | [Usually blank] |
| Updated Date: | [Usually blank] |
| Updated By: | [Usually blank] |
| Field Name: | [Medical, Eligibility, Criminality, Security, etc] |
| Old Value: | [In Progress, Passed, Complete, etc] |
| New Value: | [In Progress, Passed, Complete, etc] |
| Office: | [GCMS-System] |

Application: 2

This section will have the exact same sub-sections as Application: 1 but for other application types

FEES

| | |
|---------------|--|
| Fees: 1 | |
| Created Date: | [Usually blank] |
| Created By: | [Usually blank] |
| Updated Date: | [Usually blank] |
| Updated By: | [Usually blank] |
| Fee ID: | [Code ID of fee] |
| Name: | [Full name of Principal Applicant or Dependents] |
| Field Name: | [Fee Status] |
| Old Value: | [Paid, Exempt] |
| New Value: | [Outstanding, blank] |

Fees: 2

This section will have the exact same sub-sections as Fees: 1 but for other fees

ACTIVITY

Activity: 1

Created Date: [Usually blank]
Created By: [Usually blank]
Updated Date: [Usually blank]
Updated By: [Usually blank]
UCI: [Unique Client Identifier Number]
Name: [Full name of Principal Applicant or Dependents]
Sub Activity/Activity Type: [Medical, Eligibility, Criminality, Security, etc]
Field Name: [Status]
Old Value: [In Progress, Passed, Complete, etc]
New Value: [In Progress, Passed, Complete, etc]
Office: [Visa office]

Activity: 2

This section will have the exact same sub-sections as Activity: 1 but for other members of the family and types of activities

EDOCS**EDOCS**

Edocs: 1

Document #: [Document number]
eDoc #: [Document number if uploaded online]
Attachment Name: [Name of document]
Document Type: [Form, Incoming Correspondence, Relationship, Admissibility, etc]
Document Subtype: [IMM5786, Passport, National ID, Medical, etc]
Country of Issue: [If applicable]
Issue Date: [If applicable]
Expiry Date: [If applicable]
Uploaded Date: [Date the document was uploaded]
Uploaded By: [Usually a system]
Uploaded Office: [If it wasn't uploaded by applicant]
Uploaded Source:

EDocs: 2

This section will have the exact same sub-sections as Edocs: 1 but for other documents

NOTES

[All notes arranged from the most recent to oldest]

NOTES: 1

Created Date: [Date of note creation]
Created By: [Immigration officer's code. Example: MC12345]
Created Date: [Date of note update]
Updated By: [Immigration officer's code. Example: MC12345]
Restricted: [Yes/No]
Label: [General, EE Eligibility, Criminality, etc]
Office: [GCMS-System, Centralized Intake Office, etc]
Text: [Information/assessment written by Immigration Officer]

Notes: 2

This section will have the exact same sub-sections as Notes: 1 but for other members of the family included in the application and other types of activities.