

LAYOUT

Processing Steps for Family Class Application
Port-of-Spain

- (1) Received 1009
- (2) Sort Mail Alphabetically
- (3) Prepare Address Label (envelope)
- (4) Create File
- (5) PA File
- (6) Send Application (IMM 8) to Applicant
- (7) Receive Completed Documentation
- (8) Pull File, Attach Documentation, Chargeout File
- (9) Send File to Officer for Screening
- (10) Record T1
- (11) List B
- (12) BF File for Interview
- (13) Prepare Convocation Letter
- (14) Send Convocation Letter
- (15) Pull File for Interview, Chargeout
- (16) Send file to Officer for Interview
- (17) Record T2
- (18) PA File -BF (4 months)
- (19) Pull and Send File to Officer
- (20) Record T3
- (21) Visa Prepared
- (22) Visa to Officer for Signature
- (23) Prepare Retirement BF
- (24) Retire File.

SOURCE: Flow chart of procedures prepared by post. (Appendix K).