A work permit is normally required, even if the postdoctoral researcher is not compensated by McGill. Failure to comply with immigration rules can result in fines and a university-wide ban on hiring non-Canadians.

**ACRONYMS**
- LMIA: Labour Market Impact Assessment
- MEES: Ministère de l’Éducation et de l’Enseignement Supérieur
- WP: Work Permit

### COLOUR LEGEND
- Light grey: Actions taken by McGill professor
- Light blue: Actions taken by unit administration
- Orange: Actions taken by research trainee

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**Postdoctoral researcher is invited to McGill**

**AT LEAST SIX MONTHS IN ADVANCE**
- Contact unit administration
- Provide requested information

**Determine whether the situation corresponds to a postdoctoral status at McGill**

**Issue letter of invitation/offer, if not already done**

**Does the postdoctoral researcher already have an open work permit?**

**YES**
- Postdoc has open work permit
  - Verify type of open work permit
    - Postgraduate work permit
      - Postgraduate work permits are accepted by MEES
    - Spousal work permit
      - Spousal work permits are not accepted by MEES – must get new work permit

**NO**
- Work permit needed
  - LMIA exemption
    - Submit Employment Offer through Employer Portal
    - Send Employment Offer Number and Copy of Receipt to postdoctoral researcher
    - Apply for WP (and visa, if required). Depending on situation, WP application will be at visa office abroad or at Canadian border.

**Document retention (6 years)**

**Work conditions must remain as stated**

If planning to make any changes, contact unit administration first

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At any stage of the process, administrators can contact their Faculty’s Immigration Advisor for support:

Myriam Audrey Larose at 514-398-1978 or myriam.larose@mcgill.ca