Immigration Process
Postdoctoral Researchers

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.

### Colour Legend
- Light grey: Actions taken by McGill professor
- Dark grey: Actions taken by unit administration
- Orange: Actions taken by postdoc

### Acronyms
- LMIA: Labour Market Impact Assessment
- WP: Work Permit

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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/offerc

Does the postdoctoral researcher already have an open work permit?

**Yes**
- Postdoc has open work permit
  - No further action is required

**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
  - Contact unit administration before making any changes

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

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