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**
- IEC: International Experience Canada
- ETA: Electronic Travel Authorization
- LMIA: Labour Market Impact Assessment
- WP: Work Permit

**COLOUR LEGEND**
- Grey: Actions taken by McGill professor
- Blue: Actions taken by unit administration
- Orange: Actions taken by research trainee

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**McGill professor and foreign student agree tentatively on research traineeship**

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**AT LEAST SIX MONTHS IN ADVANCE**

- Contact unit administration
- Provide requested information

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**Determine whether requirements to enroll as research trainee are met**

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**Determine whether a work permit is needed and whether a LMIA exemption applies**

- **Work permit not needed**
- **Work permit needed**
  - **LMIA exemption**
  - **Trainee has open work permit**

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**Issue letter of offer/invitation**

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**Apply for ETA or visa, if needed**

**IEC only: apply for a spot**

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**Submit Employment Offer through Employer Portal**

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**Send Employment Offer Number and Copy of Receipt to the Visitor**

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**Apply for WP (and visa, if required). Depending on situation, WP application will be at visa office abroad or at Canadian border.**

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**Document retention (6 years)**

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**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