A work permit is normally required, even if the research trainee 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**
- Light grey: Actions taken by McGill professor
- Blue: Actions taken by unit administration
- Orange: Actions taken by research trainee

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

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

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

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

**Work permit not needed**
- Issue letter of offer/invitation
- Apply for ETA or visa, if needed

**Work permit needed**
- **LMIA exemption**
  - IEC only: submit profile and receive invitation
  - Submit Employment Offer through Employer Portal
  - Send Employment Offer Number and Copy of Receipt to the trainee
  - Apply for WP (and visa, if required). Depending on situation, WP application will be at visa office abroad or at Canadian border.

  - **Trainee has open work permit**
  - Document retention (6 years)

- **No LMIA exemption**
  - No further action required

- **Work permit needed**
  - **No LMIA exemption**
  - **No open WP**
  - A stay at McGill will not be possible

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

2019-03