Immigration Process
Research Trainees

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

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

COLOUR LEGEND
Actions taken by McGill professor
Actions taken by unit administration
Actions taken by research trainee

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.

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
Work permit needed
LMIA exemption
Trainee has open work permit
Work permit needed
No LMIA exemption
No open WP

Issue letter of offer/invitation

Apply for ETA or visa, if needed
IEC only: submit profile and receive invitation
No further action required
A stay at McGill will not be possible

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.

Document retention (6 years)

Work conditions must remain as stated If planning any changes, contact unit administration first

2019-03

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