A work permit is normally required, even if the visiting professor or scholar 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**
-actions taken by McGill professor
- actions taken by unit administration
- actions taken by visitor

**ACRONYMS**
- LMIA: Labour Market Impact Assessment
- WP: Work Permit

---

**Immigration Process**

**Visiting Professors and Scholars**

Professor or department wishes to invite visiting professor or scholar

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

Determine whether the situation corresponds to a status at McGill

Determine whether a work permit is required and an LMIA exemption applies

**Work permit exemption**

- Apply for ETA or visa, if needed

**Work permit needed**

- LMIA exemption

Submit Employment Offer through Employer Portal

Send Employment Offer Number and Copy of Receipt to the Visitor

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

---

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