

From Work Permit to Permanent Residency| *A timeline for new international academic staff members*

*information is current as of 19 September 2013

Phase 1: Approval and Acceptance of Offer

- Timeframe:
 - International Hires – **6 months prior** to candidate's start date
 - NAFTA Hires – **2 -3 months prior** to candidate's start date
- To start Work Permit procedures, Department **must** have:
 - Provostial Approval for the position
 - signed Letter of Offer/Formal acceptance of offer from candidate
- These should be sent to the Immigration Coordinator (IC)

Phase 2: Standard Processing Time for LMO/CAQ

- Standard processing time for LMO (Labour Market Opinion) /CAQ (Certificat d'acceptation du Québec) is **eight weeks or less**

Fees (University): \$462
Fees (Candidate): \$187

- IC forwards the completed file to Service Canada and to Immigration Quebec to obtain an LMO and CAQ.
- Once LMO and CAQ are received by the IC , it is forwarded to the incumbent to take to a Canadian VISA office to obtain a Letter of Authorization and an entry visa

Phase 3: BoG Letter and arrival in Canada

- Timeframe:
 - International Hires requiring an entry-visa –Anywhere from **one to four months** (or longer) after receiving LMO and CAQ
 - International Hires who are *visa-exempt*: **Immediately** upon reception of LMO and CAQ, depending on travel arrangements
- Sometime before arrival, a Board of Governors letter is issued.
- Upon arrival in Canada, the Letter of Authorization from the Canadian VISA office is presented to obtain a Temporary Work Permit.
- Staff member (and spouse/children) is encouraged to apply for Permanent Residency and begin French language training, offered through the School of Continuing Studies

Fees (Candidate, single): \$150
Fees (Candidate, with spouse): \$300
Fees (Candidate, with spouse, 1 infant): \$300
Fees (Candidate, with spouse, 1 school-age child): \$ 532, each additional child \$ 232

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Phase 4: Applying for Permanent Residency

- IC contacts staff member soon after arrival about applying for Permanent Residency
- Info Sessions at Montreal International and McGill
- One (1) or two (2) sessions per year, usually held in Sept. or Oct., and in April
- Ongoing sessions at Montréal International's offices
- Initiating PR procedures:
 - French speaking: **one year**
 - no French: **approximately 600 hours of French classes**
 - some French: **depends on individual**
- Additional costs for language classes, language testing, police reports, fingerprints, medical exams: anywhere from \$500 - \$1000

PR Fees (Candidate, single): \$1790
PR Fees (Candidate, with spouse): \$2990
PR Fees (Candidate, with spouse, 1 child): \$3296,
each additional child \$306

Phase 4A: Renewal of Work Permit

- Reminders:
 - International Hires –**6 months** prior to work permit expiry
 - NAFTA Hires –**6 months** prior to work permit expiry
- Work Permit processing times are subject to change, posted weekly on CIC website at <http://www.cic.gc.ca/english/information/times/temp.asp>
- Department/Faculty is notified at least 6 months prior to work permit expiry date and is required to submit appropriate recruitment documents to IC
- IC then applies for an a new LMO and CAQ, which is sent to the staff member with further instructions on how to renew the Work Permit

Fees (Candidate, single): \$150
Fees (Candidate, with spouse): \$300
Fees (Candidate, with spouse, 1 infant): \$375
Fees (Candidate, with spouse, 1 school-age child):
\$532, each additional child \$306

Fees (University): \$462*

Fees (Candidate): \$187**

* n/a if incumbent holds a CSQ (Certificat de selection du Québec), or if NAFTA

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Phase 5: Permanent Residency

- Apply for Permanent Resident Card every 5 years
- Physically present in Canada for a minimum of 2 years out of 5 (730 non-consecutive days)