

# *IMMIGRATION*

## ✚ TEMPORARY WORK PERMITS

PROCEDURE  
NAFTA  
SPOUSAL ISSUES  
RENEWALS

## ✚ EXEMPTIONS

VISITING PROFESSORS  
POST-DOCS

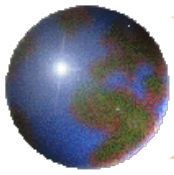
## ✚ IMPLIED STATUS

## ✚ COMMON PITFALLS

## ✚ PERMANENT RESIDENCY

PROCEDURE  
PR-CARD

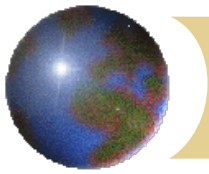
## ✚ IMMIGRATION COSTS



# *WORK PERMITS*

## **ADVERTISING**

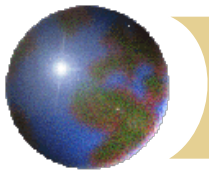
- ✚ Respect Advertising Guidelines ([APO Website](#))
- ✚ IMPORTANT: mandatory one-month waiting period for receipt of applications
- ✚ Notify APO as soon as a candidate has accepted
  - Immigration & Relocation Process will only be initiated with a written Acceptance of Offer in file



# TEMPORARY WORK PERMIT PROCEDURES:

## Acceptance in File

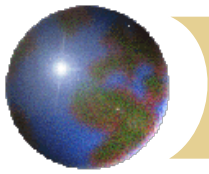
- I&R sends memo to Department or Faculty with forms and document checklist 3-4 months PRIOR to intended start date
- I&R receives complete file from Faculty/Department
- Requests for LMO (labour market opinion) and CAQ (certificat d'acceptation du Québec) are faxed to Service Canada and Immigration Quebec by IRS
- After 2 – 3 months, I&R sends LMO and CAQ to candidate with letter of instruction ⇒ candidate applies for WP at Consulate or Port of Entry



## ✚ VERY IMPORTANT!

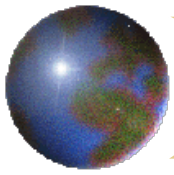
New Faculty must

- cross border **before**  
appointment start date
- have valid work permit in order  
to receive a paycheque



## *NAFTA FREE TRADE AGREEMENT*

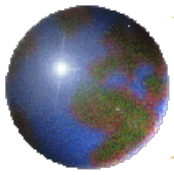
- ⊕ US citizens may apply directly at a port of entry
- ⊕ Required documents:
  - Letter of offer
  - Letter of acceptance
  - Diplomas
  - Proof of identity (Passport)
  - Marriage certificate and birth certificates for any accompanying family members
  - A letter of confirmation issued by Canada Immigration, Regional Foreign Workers Unit; requested by fax 1-2 weeks before candidate's arrival date



# *NAFTA FREE TRADE AGREEMENT*

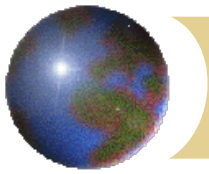
- ✚ It is important to retain proof of advertising for US citizens

⇒ required for Permanent Residency procedures



## *UPON ARRIVAL*

- ✚ Register for Medicare ⇒ RAMQ
- ✚ Apply for SIN Card ⇒ Service Canada
- ✚ Benefits enrolment ⇒ McGill University



## *SPOUSAL ISSUES: INTERNATIONAL SPOUSES OF NON-CANADIANS ENTERING CANADA*

### **Spouse is accompanying new faculty member (NF):**

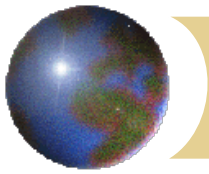
- ✚ passport/entry visa (if required)
- ✚ marriage certificate
- ✚ children's birth certificates
- ✚ **VERY IMPORTANT**

Spouse & children must be listed on WP.

### **Spouse is joining later:**

- ✚ Passport / entry visa (if required)
- ✚ Apply for **record of visit** at port of entry
- ✚ marriage certificate
- ✚ children's birth certificates
- ✚ Copy of NF's work permit





## *SPOUSAL ISSUES: WORK PERMITS*

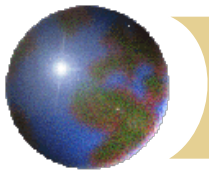
### ✚ “Open” work permits

- Not employer specific
- May do freelance work
- Does not allow for RAMQ coverage (linked to principal WP holder)

### ✚ Validation exempt

- No CAQ needed
- May apply from within Canada
- May apply directly at border
- Common-law partners
  - must prove they have cohabited in a conjugal relationship for a period of at least one year
  - Includes same-sex partners

**Exception: international spouses of Canadians**



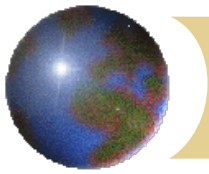
## *SPOUSAL ISSUES: International Student Fee Exemption*

### ✚ Eligible:

Spouse or dependent of temporary work permit holder

### ✚ Detailed Info

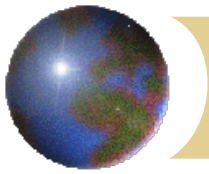
<http://www.mcgill.ca/student-records/fees/exemption/>



## *SPOUSAL ISSUES: RETURNING CANADIANS WITH NON-CANADIAN SPOUSES/PARTNERS*

Please be aware that international spouses of Canadians cannot obtain:

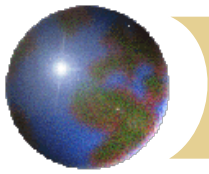
- an open work permit
- Quebec health insurance (unless he or she has individual status that makes them eligible)
- Quebec resident fees for tuition



## *SPOUSAL ISSUES: RETURNING CANADIANS WITH NON-CANADIAN SPOUSES/PARTNERS*

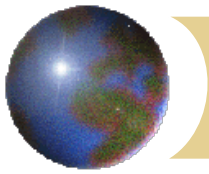
### WHAT TO DO:

- ✦ Once the candidate has accepted the offer, he or she should start Permanent Residency **sponsorship** proceedings for his/her spouse as soon as possible in order to avoid the inconveniences associated with not having Permanent Resident status.
- ✦ *Note that the PR process is much quicker in cases involving family reunification – in many cases, under one year.*



## *SPOUSAL ISSUES: RETURNING CANADIANS WITH NON-CANADIAN SPOUSES/PARTNERS*

- ✚ In the meantime, the faculty member must obtain & pay for private health insurance for accompanying family members. Coverage can be arranged through the McGill Benefits Office.
- ✚ Spouses seeking employment will have to obtain a job offer before they apply for a work permit.



## *WORK PERMIT RENEWALS*

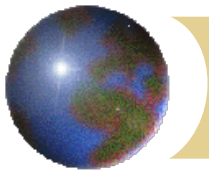
### **Non-US citizens:**

- ✚ Obtain **new** LMO/CAQ
- ✚ Apply through Canada Immigration office in Vegreville, AB (by mail or online)

### **US citizens:**

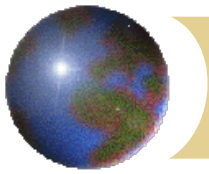
- ✚ Apply through Canada Immigration office in Vegreville, AB (mail or online)
- ✚ Apply at port of entry

**ENCOURAGE YOUR NON-CANADIAN EMPLOYEES TO  
APPLY FOR PERMANENT RESIDENCY ASAP**



## WORK PERMIT RENEWAL PROCEDURES

- I&R sends reminder memo to Department & staff member **6 months** prior to expiry date of WP
- I&R receives complete file from Department and sends out LMO/CAQ requests ⇒ **2 – 3 months processing time!**
- Upon receipt, I&R forwards LMO/CAQ to staff member, who then must apply for his/her work permit **IMMEDIATELY**
  - ❖ Vegreville AB ⇒ **see CIC website for processing times** ([www.cic.gc.ca](http://www.cic.gc.ca)) **often >100 days!!**
  - ❖ Port of Entry ⇒ on the spot

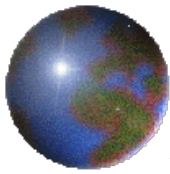


## *RENEWALS - NAFTA*

- ❖ US citizens are reminded **4 months** prior to expiry date to renew WP (cc: Department) through Vegreville, AB
- ❖ If timing is an issue, employee may go to the border to renew WP, at discretion of border agent

ENCOURAGE YOUR NON-CANADIAN EMPLOYEES  
TO APPLY FOR PERMANENT RESIDENCY ASAP



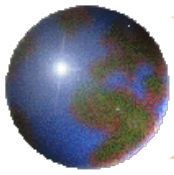


MEDICARE CARD

*Work permit holders will not receive any reminders from RAMQ to renew their Health card. It is their responsibility to do so once they have renewed their work permit*



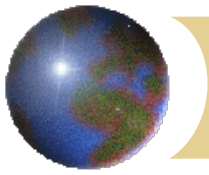
*Work permit holders will not receive any reminders from Service Canada to renew their SIN card. It is their responsibility to do so once they have renewed their work permit*



# *RENEWALS*

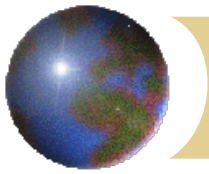
## ✚ VERY IMPORTANT!

Please make sure to put through the appointment on Minerva as soon as the staff member has renewed his/her work permit, to ensure that there is no break in pay.



## *EXEMPTIONS : Visiting Professors*

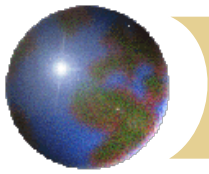
- ✚ Exempt from validation and CAQ requirements
- ✚ Must retain their position at their home institution
- ✚ May be invited for a period of not more than two academic years



## *EXEMPTIONS : Postdocs*

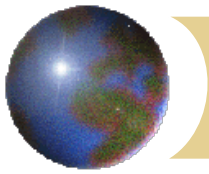
- ✚ Exempt from validation and CAQ requirements
- ✚ 5-year rule on Postdocs – make sure that McGill can appoint them as such
- ✚ For more info, please go to:

<http://www.mcgill.ca/gps/postdocs/international/>



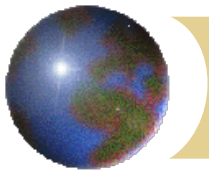
## IMPLIED STATUS

- ✚ Implied Status allows for persons to continue working **under the conditions of an expired work permit**, providing they have applied for a new work permit before the original work permit expired.
- ✚ In this situation, a notice of implied status may be issued by our office but it should be used *only* as a last resort.
- ✚ Implied Status memos will be issued no earlier than a week before the work permit expires.



## *IMPLIED STATUS*

- ❖ Implied Status can only be maintained as long as the person is in the country. If they leave, they must make a new application to enter, nullifying the application in process and thereby creating a break in service.
- ❖ Once the staff member receives a new work permit, the Dept. or Faculty must put through an appointment on Minerva using the new work permit end date.



# *COMMON PITFALLS*

## **REPERCUSSIONS OF CHANGING CATEGORIES OF APPOINTMENT**

Ex.1: Change from Visiting Professor to NTT Professor

Ex.2: Change from Postdoc to Research Associate

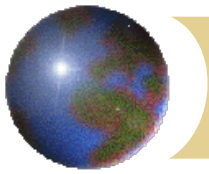
Change in job category ⇒ recruitment effort must be demonstrated  
⇒ job must be advertised  
⇒ recruitment report justifying hiring of non-Canadian must be prepared  
⇒ implied status is NOT POSSIBLE due to difference in conditions of employment

## **REAPPOINTMENTS OF STAFF WHO ARE ON WORK PERMITS**

**START EARLY!!! AVOID COMPLICATIONS!!!**

## **REPERCUSSIONS OF PUTTING NEW STAFF MEMBERS ON LOA in 1<sup>st</sup> YEAR OF APPOINTMENT**

New staff members must have a valid working status in order to be appointed in BANNER.

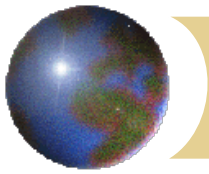


## *PERMANENT RESIDENCY*

Application for Permanent Residency should be started as soon as the staff member has arrived.

- ✚ Multiple WP renewals increasingly problematic in view of new legislation (April 2011)
- ✚ PR requirement for some grants





## *MONTREAL INTERNATIONAL*

Academic Staff may be referred to Information Sessions offered by MONTREAL INTERNATIONAL:

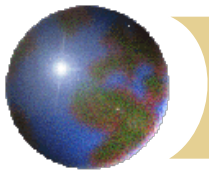
<http://permanentresidency.ca/services>

Tenure-stream academic staff may contact our office at local 5598 or 5610 or emails

[veronica.nahorniak@mcgill.ca](mailto:veronica.nahorniak@mcgill.ca)

[suzana.rodriquez@mcgill.ca](mailto:suzana.rodriquez@mcgill.ca)

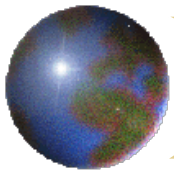
for general info and to be referred to an individual counselor.



# *PERMANENT RESIDENCY*

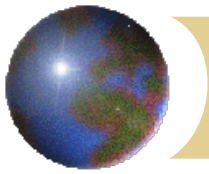
## **PERMANENT JOB VALIDATION (PJV) PROCEDURES:**

- ✚ Montreal International informs I&R if PJV is required
- ✚ I&R sends the Department or Faculty the request along with requisite forms
- ✚ Department/Faculty forward completed forms to I&R ASAP
- ✚ I&R prepare file and send it to Immigration Quebec (MICC) ⇒ Immigration Quebec confirms permanent job offer
- ✚ Faculty member is informed by I&R that process is completed and can now apply for a Certificat de Sélection du Québec (CSQ)



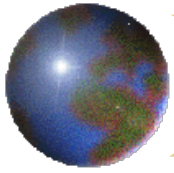
## *PERMANENT RESIDENCY*

- ✚ Put through a Minerva appointment once the professor becomes a Permanent Resident.
- ✚ Use actual appointment end date.
- ✚ Forward a copy of PR card to I & R.



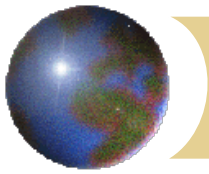
## *IMMIGRATION COSTS*

- ✚ Immigration fees are substantial, amounting to over 2000\$ for an individual. Make sure new faculty are aware of costs of immigration.
- ✚ Faculties are encouraged to assist with these costs.
- ✚ Please advise Immigration & Relocation, if you intend to cover any costs related to Permanent Residency, as they are considered TAXABLE BENEFITS (unlike costs associated with work permits, which are non-taxable benefits.)



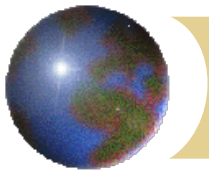
*A few words on*

# RELOCATION



## *RELOCATION POLICY*

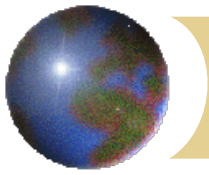
- ✚ Go to the HR or APO website to find the Relocation Policy
- ✚ READ the Relocation Policy BEFORE offering relocation services to new recruits – no surprises!!
- ✚ KNOW what is covered and what is NOT



## *RELOCATION POLICY*

### ✚ Procedure:

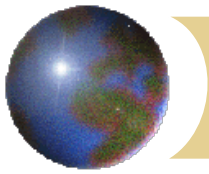
- ✚ Letter of Acceptance of Offer AND Provost's Approval MUST be in file before new hire is contacted
- ✚ I&R contacts new hire & moving company & sets relocation process in motion
- ✚ I&R contracts directly with service providers (movers, hotels, travel agency) and is invoiced for the services
- ✚ I&R reimburses eligible out-of-pocket expenses



## *McGill MOVERS (Relocation)*

- ✚ **Transports King Inc.** (US, overseas, Canada)  
(514) 932 2957 – Fran Roy
- ✚ **Meldrum the Mover Inc.** (US, Canada)  
(514) 481 1122 – Paul Filgiano
- ✚ **Westmount Moving & Warehousing**  
(US, Canada)  
(514) 366 6683 – Sheri Doyle





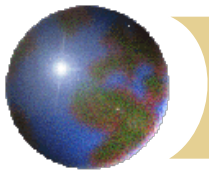
## *WHAT WE COVER:*

### **MOVE**

- ✚ Transportation (household, office, 1 car)
- ✚ Packing / unpacking (only household)
- ✚ Crating of specialty items (art, plasma TV)
- ✚ 1 month storage
- ✚ Full value protection

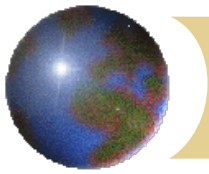
### **TRAVEL/HOTEL**

- ✚ 1 direct economy airfare per family member
- ✚ Short hotel stay (max. 14 nights)



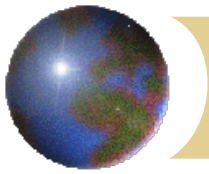
## *WHAT WE DO NOT COVER:*

- ✦ Transportation of additional / recreational vehicles (boats, trailers)
- ✦ Disconnecting/reconnecting appliances
- ✦ Additional shipments (split moves)
- ✦ Long-term storage
- ✦ Laboratory moves (→ responsibility of Faculty!)
- ✦ House hunting trips
- ✦ Costs associated with selling/buying real estate
- ✦ Round trips
- ✦ Excessive hotel rates



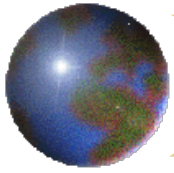
## *CUSTOMS CLEARANCE*

- ✚ Representative of moving company will take new employee to Customs Office
- ✚ Non-Canadian employees can only clear customs with a valid work permit
- ✚ McGill does not pay/reimburse duties for items brought to Canada (wine collection)

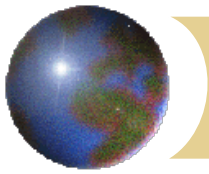


## *HR Relocation Office – Jane Levin*

- ✚ Spousal Employment Assistance
- ✚ Daycare / Schools
- ✚ Montreal Neighbourhoods
- ✚ Healthcare
- ✚ Housing / Realtors
- ✚ French Language Courses
- ✚ Social Networking



# QUESTIONS ???



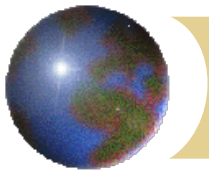
## For questions about:

### ✚ Immigration:

- ✚ AES
- ✚ Arts
- ✚ Education
- ✚ Engineering
- ✚ Libraries
- ✚ Medicine
- ✚ Music

### ✚ Tax Holiday

**CALL VERONICA: 5598**



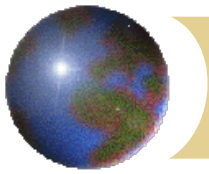
## For questions about:

### ✚ Immigration:

- ✚ Dentistry
- ✚ Law
- ✚ Management
- ✚ Religious Science
- ✚ Science

### ✚ Relocation

**CALL SUZANA: 5610**



## **For questions about:**

- ✚ Spousal Employment Assistance
- ✚ Daycares / Schools
- ✚ Montreal neighbourhoods
- ✚ Healthcare
- ✚ Housing / Realtors
- ✚ Employment Opportunities for Spouses

**CALL JANE: 1339**