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**
- 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**
- **Fees (University):** $462
- **Fees (Candidate):** $187
- **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
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

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](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

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)

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

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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