

### **Undergraduate Research Trainees (URT):**

1. Please ensure that the prospective student is eligible to be a URT and review the process as outlined: <https://www.mcgill.ca/student-records/trainees>
2. If the candidate is not Canadian or a permanent resident, please follow the **Instructions for Foreign Nationals** below.
3. The Supervisor and URT must complete the [URT registration form](#); verify that the information is complete/accurate, ensure that all signatures are collected (including the signature of the Chair/Director), and submit it to the AES Student Affairs Officer/Faculty Advisor ([saoadvisor.macdonald@mcgill.ca](mailto:saoadvisor.macdonald@mcgill.ca)) for Faculty approval and processing.
  - a. If financial support is being offered, then the AES Student Affairs Officer/Faculty Advisor will send the completed registration package above [including the confirmation of registration email from Enrolment Services] to the correct contact person in the Administrative Hub for payment processing.

### **Graduate Research Trainees:**

1. Please ensure that the prospective student is eligible to be a Graduate Research Trainee and review the process as outlined: <https://www.mcgill.ca/gps/students/graduate-research-trainee>
2. If the candidate is not Canadian or a permanent resident, please follow the **Instructions for Foreign Nationals** below.
3. The Supervisor and GRT must complete the Graduate Research Trainee form in the [Application Portal](#) and submit the corresponding immigration documentation, letter of permission and copies of transcripts from their current university. This application will then be reviewed by the Office of Graduate Studies as follows:
  - Agricultural Economics / Human Nutrition / Natural Resource Sciences / Parasitology: [Simone Clamann](#)
  - Animal Science: [Maude Bélanger](#)
  - Bioresource Engineering / Food Science / Plant Science: [Erin Minnett](#)

## Instructions for Foreign Nationals

To be eligible to apply for a Work Permit, foreign URTs and GRTs must be receiving an award to fund their visit to McGill.

1. The **supervisor** communicates with the **candidate** about their eligibility to be a research trainee and their availability – please note that there are lengthy processing delays for work permit applications: [Check processing times by country here](#).
2. The **supervisor** must issue the **candidate** a letter of invitation using the available template and CC the appropriate **contact**:
  - Plant Science and the School of Human Nutrition: [sarah.contreras-wolfe@mcgill.ca](mailto:sarah.contreras-wolfe@mcgill.ca)
  - Parasitology / Natural Resource Sciences / Animal Science / Food Science / Bioresource Engineering: [amanda.johnston@mcgill.ca](mailto:amanda.johnston@mcgill.ca)
3. The **contact** will follow up with the **candidate** to provide the following documents:
  - An updated CV
  - A scan of the ID page of their passport (it must not expire before the expected **end date** of their stay in Canada)
  - Confirmation of funding (including amount) from their university/government etc. which does not expire prior to their intended start date (must be in English, French or translated)
  - A document from their home institution stating that they have permission to pursue research training abroad from X date to X date and will return to their studies at the end of a maximum of 12 months (must be in English, French or translated)
    - If lengthy delays are expected, the letter can include a clarification regarding what happens if there are delays. For example, “You are invited from X to X, or if there are immigration delays, for a period of 6 months after your work permit is approved.”
  - The invitation letter signed by the candidate
4. There is a \$230 compliance fee that the supervisor must pay to the IRCC to invite a foreign national. The **supervisor** must let the **contact** know what fund this charge should be reconciled to before the IRCC submission is made.
5. The **contact** will submit the Offer of Employment in the IRCC portal and send the **candidate** an offer of employment number, the receipt, and a guide to help them with their own application with the appropriate contact in the OGS or SAO cced.
6. The **candidate** applies online for a work permit using the offer of employment number and pays for their application.
  - Some countries are Temporary Resident Visa (TRV) exempt and simply require an Electronic Travel Authorization (eTA) to travel to Canada by air. In this case, the candidate may be eligible to apply for their work permit in person upon arrival at a Canadian port of entry (airport or land crossing). You can [follow this link](#) to find out if someone is TRV-Exempt.
7. The **candidate** makes travel arrangements after receiving either their eTA (if TRV exempt) or their letter of introduction issued by the IRCC.