A work permit is normally required, even if the postdoctoral researcher 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**
- Grey: Actions taken by McGill professor
- Blue: Actions taken by unit administration
- Orange: Actions taken by postdoc

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

**Diagram:**
- Postdoctoral researcher is invited to McGill
  - AT LEAST SIX MONTHS IN ADVANCE
    - Contact unit administration
    - Provide requested information
  - Determine whether the situation corresponds to a postdoctoral status at McGill
  - Issue letter of invitation/offer
  - Does the postdoctoral researcher already have an open work permit?
    - YES
      - Postdoc has open work permit
        - No further action is required
    - NO
      - Work permit needed
        - LMIA exemption
          - Submit Employment Offer through Employer Portal
          - Send Employment Offer Number and Copy of Receipt to postdoctoral researcher
          - 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
            - Contact unit administration before making any changes

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