A work permit is normally required, even if the research trainee is not compensated by McGill. Failure to comply with immigration rules can result in fines and a university-wide ban on hiring non-Canadians.

**ACRONYMS**
- IEC: International Experience Canada
- ETA: Electronic Travel Authorization
- LMIA: Labour Market Impact Assessment
- WP: Work Permit

**COLOUR LEGEND**
- Grey: Actions taken by McGill professor
- Blue: Actions taken by unit administration
- Orange: Actions taken by research trainee

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**Immigration Process**

**Research Trainees**

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1. **McGill professor and foreign student agree tentatively on research traineeship**

2. **AT LEAST SIX MONTHS IN ADVANCE**
   - Contact unit administration
   - Provide requested information

3. Determine whether requirements to enroll as research trainee are met

4. Determine whether a work permit is needed and whether a LMIA exemption applies

   - **Work permit not needed**
     - Issue letter of offer/invitation
     - Apply for ETA or visa, if needed
   - **Work permit needed**
     - Issue letter of offer/invitation
     - **LMIA exemption**
     - Submit Employment Offer through Employer Portal
     - Send Employment Offer Number and Copy of Receipt to the trainee
     - Apply for WP (and visa, if required). Depending on situation, WP application will be at visa office abroad or at Canadian border.
   - **Trainee has open work permit**
     - Issue letter of offer/invitation
     - No further action required
   - **Work permit needed**
     - Issue letter of offer/invitation
     - **No LMIA exemption**
     - No open WP
     - A stay at McGill will not be possible

5. **Document retention (6 years)**

6. **Work conditions must remain as stated**
   - If planning any changes, contact unit administration first

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

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2019-03