Resources for International Visitors and their Hosts

Start the planning process for a successful academic visit

Typically, any employment offered to non-Canadians and non-permanent residents must proceed through an ERSDC Labour Market Impact Assessment (an extensive process) to demonstrate to the government that there are no qualified Canadians and, therefore, there is a need to recruit outside of Canada.

International visiting scholars are permitted to participate at the University as LMIA-exempt individuals meaning that they do not require an LMIA. International visiting scholars include:

- International Visiting Professors
- International Visiting Researchers
- International Guest Lecturers
- International Visiting Student Researchers
- International Post-Doctoral Fellows (Note: these processed through Graduate Studies)

In addition, academics can be invited to visit or work in Canada under LMIA exemption if they are from countries covered by Canadian free trade agreements (U.S.A, Mexico, and Chili).

**LMIA exemption**

In order to acquire an LMIA exemption for your international workers and visitors, Immigration, Refugee and Citizenship Canada (IRCC) has introduced two new requirements:

- an **electronic offer letter** generated using the IRCC online Employer Portal, and
- a $230 **processing fee** paid through the Employer Portal.

Your international worker or visitor will not be granted entry into the country if these requirements are not met. The electronic system used to meet these requirements is accessed by boarder services agents at the port of entry when the individual arrives in Canada and, if not complete, the individual will not gain entry.

Note: These requirements do not replace the need to acquire a work permit (see below). The individual coming to our University is responsible for acquiring their own work permit.

As a College or Department Administrator, you now have access to the Employer Portal. Please use the PIN that has been provided to you and follow the below instructions to set up your account in the Portal to enable you to complete the requirements for your visitor.
Work Permits and Visas

LMIA-exempt international workers and visitors still need a work permit (whether they are being paid during their time at Guelph or not). It is their responsibility to obtain a work permit.

Required materials to obtain a work permit include:

<table>
<thead>
<tr>
<th>Guest Lecturer</th>
<th>Documents required to obtain a work permit</th>
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| Invited by the University to give a series of lectures for a period of less than one academic term. Does not need to be a professor. | proof of citizenship  
letter of invitation  
result from Employer Portal Submission completed by the University |

<table>
<thead>
<tr>
<th>Visiting Professor</th>
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| Taking a position for not more than two academic years; retains position at the home institution. | proof of citizenship  
letter of invitation  
letter from the home institution confirming retention of the position  
result from Employer Portal Submission completed by the University |

<table>
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<tr>
<th>Research Award Recipient</th>
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| Direct recipient of an academic research award paid by a Canadian academic institution or a foreign source. Award granted strictly on the basis of academic excellence. Candidate must have a significant role to play or value to add to a particular research project, and not just be a member of a research team, doing data collection or principally involved in the more mundane aspects of the research being conducted. | proof of citizenship  
letter of invitation  
details of award received  
result from Employer Portal Submission completed by the University |

Visas

Citizens of certain countries require a visa to enter Canada in addition to a work permit. This web site provides a list of visa-required countries. [http://www.cic.gc.ca/english/visit/visas-all.asp](http://www.cic.gc.ca/english/visit/visas-all.asp).

- Citizens who do not require entry visas can apply for a temporary work permit at the Canadian Port of Entry.
- Citizens who require a visa apply for a temporary work permit directly at their local IRCC visa office. Here is a guide to applying for a work permit outside Canada.