

Guide to Process for Inviting Visitors and Hiring Foreign Academics

Type of Academic	Process & Office	Notes
Postdoctoral Fellows	Complete LMIA Exempt form for PDFs and send to Graduate Studies at postdoc@mcmaster.ca	Please note that a new work permit is required for all extensions meaning new offer of employment and new compliance fee payment. Contact postdoc@mcmaster.ca with completed form which can be found at https://gs.mcmaster.ca/app/uploads/2019/11/lmia_exempt_form.pdf
Visiting Graduate Students	Visiting letter issued from Graduate Studies subsequent to a department recommendation. No requirement for any LMIA/work permit documentation.	Students should <u>upload only the official letter from Graduate Studies</u> and NOT any correspondence which may have taken place between the supervisor and the student wishing to visit. This has caused rejections in the past. The word “work” or “research” can signal the officer to request a work permit.
Hiring a Foreign Academic	Follow normal recommendation procedures for faculty hires. Once offer has been accepted by the recommended candidate Provost’s Office will initiate paperwork for LMIA process. All supporting documentation – spreadsheet on each applicant, Faculty recruitment summary, copies of all ads and proof of payment for each ad are to be submitted to the Provost’s Office.	Must keep detailed spreadsheet (template provided to Faculty Offices) of all applicants noting why Canadians/PRs are not qualified for the position. Must include, in all ads, the sentence indicating Canadians/PRs will be given priority . This is a must in the event we are going to hire a foreign national.
Visiting Professors (3 months or >)	Visitors falling under SPS A3 and for a duration of 3 months or more, invitation and IRCC paperwork done by the Provost’s Office . Once the offer has been accepted, the LMIA-Exempt paperwork will be completed and sent to the visitor.	Please note that a new work permit is required for all appointment extensions, meaning new offer of employment and new compliance fee payment. Visitors coming for less than 5 days should not require a work permit. Visiting faculty coming for less than 120 days for the purposes of research may be work permit exempt. See below for explanation.
Other Visiting appointments not covered under SPS A3 (e.g. visiting scholars)	Invitation letter done at the department/Faculty level . Once the visitor has accepted the invite, please send the letter, CV, passport, including information as to which campus the visitor will be at to the Provost’s Office .	Please note that a new work permit is required for all appointment extensions, meaning new offer of employment and new compliance fee payment. Researchers will be eligible for a work permit exemption for 120 days if they

		<ul style="list-style-type: none"> • are coming to perform work for 120 consecutive calendar days or less and 12 months have passed since the first day of work under the previous use of this exemption; • will be engaged primarily in research activities; • are coming to work at a publicly funded, degree-granting institution at the college or university level or affiliated research institution; • have a letter from the receiving institution attesting to the details of the work as being primarily research and outlining the period of employment. <p>The intent of this provision is to attract specialized foreign researchers for short periods of time to produce world class research. Therefore, only applicants outside Canada are eligible for this exemption.</p> <p>Applicants can benefit from this exemption only once within a 12-month period. Consecutive uses are not permitted, so renewals of this exemption do not apply. This exempts visitors who qualify from requiring a work permit. Visa requirements remain the same.</p> <p>Visitors coming for less than 5 days should not require a work permit.</p>
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