

Applying for a Work Permit as a 2016 Globalink intern

Congratulations on being selected to come to Canada as a 2016 Globalink intern!

You will need a work permit to do your internship in Canada unless you are a Canadian citizen or permanent resident. This document provides information on the steps you need to take to ensure you receive your work permit in time for your internship.

Please be aware that Mitacs **CANNOT** advise you on how to complete your permit application. Only lawyers, licensed Immigration Consultants, or notaries of Quebec can provide immigration advice to non-Canadian citizens who are seeking to enter Canada. If you require assistance in filling out your application, the following resources can assist you to locate qualified assistance:

- Citizenship and Immigration Canada (CIC) government website:
<http://www.cic.gc.ca/english/work/index.asp>
- Immigration Consultants of Canada Regulatory Council (ICCRC) website:
<http://www.iccrc-crcic.ca/home.cfm>
- Canadian embassy in your region:
<http://travel.gc.ca/assistance/embassies>
- Provincial and territorial law societies:
<http://www.cic.gc.ca/english/information/representative/verify-rep.asp>

There are 4 major steps to becoming authorized to work in Canada:

- 1) Providing Mitacs with information**
- 2) Collecting documents**
- 3) Filling out your application**
- 4) Arriving in Canada**

Before you start, make sure you:

- a) Read [Citizenship and Immigration Canada Guide 5487 – Applying for a Work Permit Outside Canada](#)**
- b) Have proof of identity**
 - A passport or travel document that is valid **and**
 - Two (2) photos of yourself

Note: If you are a citizen of **Saudi Arabia, Tunisia** or **Vietnam**, you will need to provide biometric information. For more information on how to provide this, visit: <http://www.cic.gc.ca/english/visit/biometrics.asp>

1) Providing Mitacs or your host university with your information

You need an Offer of Employment Number for your work permit application. The “Offer of Employment” is an official form that is submitted electronically by your employer directly to Citizenship and Immigration Canada. Your employer also pays an Employer Compliance Fee on your behalf when this form is submitted.

You must provide Mitacs with the following information so that the form can be completed on your behalf:

- Family name *exactly as it appears on your passport.*
- Given name(s) *exactly as it(they) appear on your passport*
- Gender
- Date of birth
- Country of birth
- Country of residence. *The country a person is living in. A person's country of residence may be different from their country or countries of citizenship.*
- Citizenship. *If you have dual citizenship, select the nationality on the passport or travel document the prospective employee will use to come to Canada.*
- *If they do not have citizenship from any country, select "Stateless".*
- Passport number *exactly as it appears on your passport*

Once you submit this information to Mitacs, you will be notified whether Mitacs or your Canadian host university will be providing you with the Offer of Employment Number that you need in order to complete your work permit application.

2) Collecting documents

a) Mitacs will provide you with 2 items that you must include in your work permit application:

- i. Offer of Employment number
- ii. Letter of Award from Mitacs which provides details of the financial award that you will receive while in Canada.

b) Depending on your personal situation, your background, and the work you will be doing in Canada, you may require additional documentation, such as medical certificates, police records, proof of residency if you are residing outside your country of citizenship, documents of family members if you have a spouse or dependent children, etc..

- o For more information on document requirements, please visit:
<http://www.cic.gc.ca/english/information/applications/guides/5487ETOC.asp#5487E3>

Globalink interns are exempt from some requirements:

- You are NOT required to apply for a Labour Market Impact Assessment (LMIA).
- If your Globalink Research Internship is hosted by a university in Quebec, you do NOT need to apply for a *Certificat d'acceptation du Quebec (CAQ)*; however, it is advisable that you do so in order to avoid complications.
 - o If you apply for a CAQ, there is an additional fee, which is **NOT** covered by Mitacs.
 - o To apply for a CAQ, visit: <http://www.immigration-quebec.gouv.qc.ca/en/immigrate-settle/temporary-workers/index.html>.

3) Filling out your application

Apply for a temporary work permit from abroad. This process includes an application for a Temporary Resident Visa (TRV) if you are from a country that requires a visa *or* an Electronic Travel Authorization (eTA) if you are from a country that does not require a visa.

Note that you are applying for an LMIA-exempt work permit (exemption code C10) as per the following:

The *Immigration and Refugee Protection Act Regulation R205 (a)* – exemption code C10 - allows for the issuance of work permits, exempt from the Labour Market Impact Assessment (LMIA) requirement, to exceptional senior undergraduate and graduate students selected for research internships under the **Mitacs Globalink Program**.

- Allow at least 8 weeks before your scheduled departure for your application to be processed.
- Allow at least 12 weeks before your scheduled departure if you:
 - are applying from outside your country of citizenship
 - are required to provide biometric information (**Saudi Arabia, Tunisia, and Vietnam** citizens only)
 - are travelling with family members
 - are applying for a CAQ (Quebec internships only)
 - will be working with human subjects in a hospital, clinical setting, nursing home, or daycare. You may also be required to undergo a medical examination.

Most Globalink interns do NOT require a medical examination. If you do require a medical exam as a result of your work assignment or your personal medical history, it **MUST** be done before you enter Canada and **MUST** be performed by pre-authorized Panel Physicians selected by the Canadian government. To find a Panel Physician in your country, visit: <http://www.cic.gc.ca/pp-md/pp-list.aspx>

There is a separate fee for medical examinations by Panel Physicians, which is **NOT** covered by Mitacs. For more information on medical exams and when they are required, visit: <http://www.cic.gc.ca/english/information/medical/medexams-temp.asp>

- You will need to pay an application fee at the time of submitting your application. The fee is covered by the Globalink program and reimbursed to you according to the details of your Award Letter. For more information on fee amounts, visit: <http://www.cic.gc.ca/english/information/applications/guides/5487ETOC.asp#pay-fee>
- Submit your application:
 - Online: http://www.cic.gc.ca/english/my_application/apply_online.asp
 - In-person at a Visa Application Centre (VAC) in your country. For VAC locations near you, visit: <http://www.cic.gc.ca/english/information/offices/apply-where.asp>
 - Application package for those applying for a work permit from outside Canada: <http://www.cic.gc.ca/english/information/applications/work.asp>

4) Arrival in Canada

- You *must* have a Letter of Introduction from CIC before you leave for Canada. You will present this to the officer at your initial landing point in Canada (*not* your final destination if you are making a connecting flight within Canada).
- When you arrive in Canada, you will have an interview with Customs and Immigration and an officer of the Canada Border Service Agency or an officer of Citizenship and Immigration Canada will review your documents.
- Your work permit will be issued to you when you arrive in Canada.
- Your work permit may include several conditions, such as the type of work you are allowed to do, the employer you are allowed to work for, where you are allowed to work, or the dates during which you are allowed to work. Please check the conditions for accuracy before you leave the airport.