

Immigration guidebook

Globalink Research Internship 2024

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1. Immigration requirements for a participant in the Globalink Research Internship program

Entering Canada as a participant in the Globalink Research Internship program

Congratulations on being selected as a **2024** Globalink research intern.

This resource is intended for students whose Globalink internships are 120 days or less and provides information on some of the required internship documentation.

Assuming this applies to you, you will:

1. Apply for a visa or electronic travel authorization (eTA) before coming to Canada. Your visa/eTA must be approved before entering the country.
2. Upon arrival in Canada, at the port of entry, you will request a “visitor record” or IMM1097 while mentioning the 120-day short term work permit exemption category, as this is a very important work permit exemption under the Global Skills Strategy. It is important that you **personally and expressly request this**, as officers may not ask what your purpose of entry is or provide any documentation or passport stamps. Please note that Border services officers should issue a visitor record to you if requested, so long as you have met all other requirements.
3. The visitor record provided by the border services officer must indicate that you are authorized to work in Canada or else you will be unable to apply for a Social Insurance Number (SIN). Please note that you a visitor record is not a work permit.
4. You must request this document (Visitor Record) when the officer takes your passport at the Canadian border and ask them to please add “120-day short term work permit exemption – Public policy” to your visitor record. If you have requested the correct document, this remark should display at the bottom of your visitor record under the “remarks” section and should state something along the lines of the of the following:


Visitor record coding

The following conditions must be added in the **User Remarks** field in the GCMS so they are printed on the **visitor record**:


“authorized to work in Canada as a researcher for 120 days”

“authorized to work in Canada as a researcher for 120 days”

A visitor record will normally look like this:


Immigration, Refugees and Citizenship Canada / **Immigration, Réfugiés et Citoyenneté Canada**


PROTECTED WHEN COMPLETED / PROTÉGÉ UNE FOIS REMPLI - B




CANADA

AA123 456 789


0123456789





Application/Demande: 0123-4567

UCI/IUC: 12345678



VISITOR RECORD/FICHE DE VISITEUR

CLIENT INFORMATION/INFORMATION DU CLIENT

Family Name/Nom de Famille	Last	
Given Name(s)/Prénoms	None	
Date of Birth/Date de naissance	2000/01/01	(yyyy/mm/dd - aaa/mm/g)
Sex/Genre	Female	
Country of Birth/Pays de naissance	USA	
Country of Citizenship/Citoyen de	USA	
Travel Doc No./N° de document de voyage	AA123456	Passport

ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE

Date Issued/Date de	2000/01/01	(yyyy/mm/dd - aaa/mm/g)
Expiry Date/Date d'expiration	2000/01/01	(yyyy/mm/dd - aaa/mm/g)
Case Type/Genre de cas		
In Force From/En vigueur le	2000/01/01	(yyyy/mm/dd - aaa/mm/g)

Conditions:
Conditions:

Remarks/Observations:
Remarques:

SPECIMEN

THIS DOES NOT AUTHORIZE RE-ENTRY/CECI N'AUTORISE PAS LA RÉ-ENTRÉE

THIS FORM HAS BEEN ESTABLISHED BY THE MINISTER OF IMMIGRATION, REFUGEES AND CITIZENSHIP CANADA - THIS DOCUMENT IS THE PROPERTY OF THE GOVERNMENT OF CANADA
 FORMULAIRE ÉTABLI PAR LE MINISTRE DE L'IMMIGRATION, RÉFUGIÉS ET CITOYENNETÉ CANADA - LE PRÉSENT DOCUMENT EST LA PROPRIÉTÉ DU GOUVERNEMENT DU CANADA

Larger image may be found here: <https://www.canada.ca/en/immigration-refugees-citizenship/services/new-immigrants/status-documents.html#record>

If you face difficulty and feel that border official does not seem to understand what you want, you may print a copy of the below page, refer them to the “Visitor records” section and tell them you are seeking a visitor record with the following remark “authorized to work in Canada as a researcher for 120 days”:

<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/foreign-workers/researcher-exemption.html>

Please note, Mitacs **CANNOT** advise you on how to complete your immigration documentation nor provide legal advice regarding your specific immigration matter. Therefore, please make sure to review the official Canadian immigration page: <https://www.canada.ca/en/services/immigration-citizenship.html> for further information.

Only lawyers, licensed Regulated Canadian Immigration Consultants, or notaries of Quebec can provide immigration advice to non-Canadian citizens seeking to enter Canada. Therefore, none of the contents in this document should be interpreted as legal advice. If you require assistance with your application, the following resources may help you locate qualified assistance:

- Immigration, Refugees and Citizenship Canada: <https://www.canada.ca/en/immigration-refugees-citizenship.html>
- The College of Immigration and Citizenship Consultants: <https://www.college-ic.ca/>
- Provincial and territorial law societies: <http://www.cic.gc.ca/english/information/representative/verify-rep.asp>

Before starting your journey to Canada, please make sure you **have proof of identity**. Globalink interns **must** hold a valid passport or travel document. In most cases, you must have at least 6 months of passport validity prior to your expected departure from Canada. Exceptions may apply. In order to seek authorization to work in Canada, the following steps are required:

- Qualifying under one of Canada’s work permit and or authorization immigration programs
- Collecting documents as per your country of origin
- Filling out your application as per your country of origin
- Arriving in Canada, collecting your visitor record with 120-day short-term work permit exemption remark at the border and meeting all other Canadian immigration requirements

Collecting documents

Globalink participants will need to either apply for a temporary resident visa or an electronic travel authorization (eTA). Read the [Entry Requirements by Country/Region](#) and use the [Find out if you need a visa](#) tool to determine whether you require an eTA, temporary resident visa or neither.

About biometrics

Since December 31, 2018, biometrics (fingerprint and a photo) are required by [Immigration, Refugees and Citizenship Canada \(IRCC\)](#) for citizens from specific countries applying for a Canadian visitor visa, work or study permit, or permanent residence in Canada, for identification purposes.

Please keep in mind that the biometrics process can add a lot of time to the processing time. Please use the [Find out if you need to give biometrics](#) tool to determine whether this new regulation applies to you, and read the [Facts about biometrics](#) for more information on how to provide this.

If you do have to provide biometrics, please note that processing will not commence until IRCC has received your biometrics and the visa processing time does not include the time you need to give your biometrics.

Please know that there is a cost of \$85 to provide your biometrics and this fee is subject to change at any time.

You may look at the following resource prior to applying for your temporary resident visa: [Applying for a Visitor Visa \(Temporary Resident Visa – IMM 5256\)](#) however, please note that this guide is subject to change at any time. Therefore, it is your responsibility to review the [Immigration, Refugees and Citizenship Canada](#) for further information so as to ensure that you meet and adhere to all respective policies and requirements.

You may apply for a temporary resident visa via the following IRCC secure account GCKey Portal - <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html> If the country of issuance of your passport does not require a visa, you may need an eTA. To determine if you need an eTA and to learn how to apply for one, visit:

- [Who needs an eTA?](#)
- [How to apply for an eTA](#)

Examples of instances where an eTA may not be required:

- You are arriving in Canada by land or sea *and* your passport was issued by a visa-exempt country: <https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/entry-requirements-country.html#visaExempt>
- You are a citizen of the United States
- You were previously issued an eTA that is still valid

Filling out your application

Globalink interns are **not** required to apply for the following:

- Labour Market Impact Assessment
- Work permit
- Certificat d'acceptation du Québec (for interns at academic institutions in Quebec)

You must apply for your temporary resident visa or eTA from outside Canada.

- eTA: Allow at least 10+ weeks before your scheduled departure for your application to be processed.
- Visa: Allow at least - 20+ weeks before your scheduled departure for your application to be processed.
- Visa: Allow at least 2 -6+ months before your scheduled departure if you:
 - Are applying from outside of your country of citizenship
 - Are required to provide biometric information
 - Are travelling with family members
 - Will be working with human subjects in a hospital, clinical setting, nursing home, or daycare. If this applies to you, you may also be required to undergo an IRCC approved physician medical examination.

Please note that the above-listed time frames are suggestions and are for reference purposes only as the application processing times vary from country to country. IRCC may take significantly longer or less than the above posted times; however, you may see the suggested timeframe for your specific country of origin here: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html>

We strongly suggest that you wait until your visa or eTA has been approved before making travel arrangements. Mitacs will not be responsible for costs incurred due to delays associated with application changes.

You will need to pay an application fee when you submit your application. This fee will be reimbursed to you according to the information provided in the Globalink Student Platform:

- Citizens of visa-required countries for whom biometrics are required: \$185 per person
- Citizens of visa-required countries for whom biometrics are not required: \$100 per person
- Citizens of visa-exempt countries who are not United States citizens: \$7 per person
- Citizens of the United States: \$0

You can submit your application in two ways: online (strongly recommended) or in-person at a port of entry if you qualify as a person who may apply there. You can find more information on the [Immigration, Refugees and Citizenship Canada website](#). As of the COVID-19 pandemic, paper based applications are not being accepted except for in case of disability or technical difficulties. If you are

experiencing technical difficulty, you may contact IRCC for an exemption.

Most Globalink interns do NOT require a medical examination. [If you require one due to your work assignment, country of origin or personal medical history](#), it must be completed before you enter Canada and performed by [an IRCC approved physician](#). Mitacs does not pay for medical examinations.

Update regarding biometric requirements for interns from China, India, Pakistan, Ukraine, and Brazil

This may not apply to you, but Mitacs recommends that all applicants check whether they need to give biometric information when applying for a visitor visa to enter Canada given the recent immigration change.

Since December 31, 2018, biometrics (fingerprint and a photo) are required by Immigration, Refugees and Citizenship Canada (IRCC) for citizens from specific countries applying for a Canadian visitor visa, work or study permit, or permanent residence in Canada for identification purposes. Therefore, Globalink interns from the above-listed countries applying for a visitor visa will need to provide biometrics in person at a Government of Canada-authorized biometrics collection service point.

Please note that the time it takes to provide biometrics isn't included in the application processing time, and applicants have up to 30 days to submit biometrics upon receiving the Biometric Instruction Letter from IRCC. Therefore, we kindly ask you to keep potential immigration delays in mind when you set your start date on the Globalink Platform. The Globalink Research Internship (GRI) program runs from May 1 to October 1 each year, and our team strongly recommends a later start date (preferably in June) as delays and confusion due to the new biometric requirement might occur. **Please submit your visa application as soon as possible, and inform us if you expect any delay.**

Please use the [Find out if you need to give biometrics](#) tool to determine whether this new regulation applies to you, and read the [Facts about biometrics](#) for more information on how to provide this.

2. Step by Step Guide – How to Submit an IRCC Webform/Contact IRCC

Some reasons an applicant may submit an IRCC webform or should be contacting IRCC via webform (only if an application has already been submitted) are:

- Applicant has received a request by an officer for more documentation and is unsure how to upload this on their GCKey account.
- Applicant has changed their address or anything material to their case. For example, applicant got married, is now in a common-law relationship, had a child, needs to change contact information (phone number, email addresses etc), needs to report a death, marriage of person attached to their application, divorces, adoptions, changes in

employment, withdrawal of application, refund request, or urgent requests. Any change like this must be reported to Immigration Canada.

- Applicant wishes to add, change or cancel a representative.
- Applicant wishes to report a technical issue with IRCC online services.
- Applicant has checked the processing times and found that they are significantly passed the suggested processing period:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html>

The processing time only commences after Immigration Canada receives a complete application. An application is only considered complete once the biometrics and or medical exam is considered passed and an annotation stating this appears on the applicants GC Key.

Things to include with their webform may include:

- type of application (i.e., visitor record, etc) in the “Your enquiry” field.
- date that the application was submitted (this date should display on the first letter you received from Immigration Canada when you first submitted your application), if applicable, in the “Your enquiry” field.
- complete address (including the postal code) in the “Your enquiry” field. If the residential address is different from the mailing address, please provide both addresses.
- Unique Client Identifier (UCI) number/ Application number if you have one.
- telephone number. If you have more than one phone number, please provide them all.
- screenshot(s) and supporting documents if applicable.

Step 1: Access the [Webform](#) website

If the link is not working or has changed, you may also do a Google search using the term **IRCC Webform**:



IRCC webform



[All](#) [News](#) [Images](#) [Videos](#) [Books](#) [More](#)

10 results (0.30 seconds)

<https://secure.cic.gc.ca> > canada-case-cas-eng

IRCC Webform

May 10, 2022 — Home · Immigration and citizenship · Help Centre · Application Status; IRCC Webform. IRCC Webform.

Step 2: Scroll to the middle of the page where it says **Enquiry** and complete all the respective details.

You must make sure to provide as much detail as possible, otherwise they may be unable to find your file. The details you provide must also reflect the exact information you submitted originally.

* Type of application/enquiry (required)

Temporary Residence (applied online)



Type of application/enquiry (continued)

Temporary Residence (applied online) - Visitor Record

* Your enquiry (required)

Your message **must** be in English or French, Canada's official languages. (Please limit the text to 1500 characters).

Note: If you are submitting an address change, include your new address (street name, street number, city, province, postal code and country). If you are submitting a change in email address, include and specify your old email address and your new email address.

To whom it may concern,

I submitted my visitor record application on XX date and have yet to receive a response. My application number is XXXXXXXX.

Kind regards,

XXXXXX

1325 character(s) left

3. Arriving in Canada

As a Globalink intern entering Canada for 120 consecutive days or less, you are eligible to apply for a work permit exemption under the [Global Skills Strategy](#). Prior to leaving your home country, read about the [120-day work permit exemption for researchers](#). Upon arrival at the port of entry, you will be making a request for a work permit exemption.

Before you board the plane, ensure you have the following items in your carry-on luggage:

- A copy of your Globalink Research Internship Award letter in its entirety, including appendices your valid passport (at least 6 months validity) and any other document required to enter Canada (see <https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/entry-requirements-country.html>)
- proof that you meet requirements for the internship being offered, such as proof of work experience in that research field, your IRCC approved medical exam (if applicable) and education (certified translations of your transcripts, diplomas and or corresponding certificates)
- All the necessary immigration documentation (i.e., letter of introduction, biometrics, visitor visa, eTA, if applicable)
- A printed copy of this webpage: [Short-term \(120-day\) work permit exemption for researchers - Canada.ca](#)
- Evidence of the significant role you will play in or the value you will add to the research project.

When you arrive in Canada, your documents will be reviewed by Customs and Immigration, and officers of the Canada Border Service Agency or Immigration, Refugees, and Citizenship Canada will review your documents.

Please remember to request a Visitor Record or IMM1097 at the port of entry (following this request, you may be required to visit a second immigration officer). This document assists with opening a bank account in Canada and we recommend that you obtain one.

For information on visitor record's, please see: <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/visitors/visitor-record.html>

Applying for Social Insurance Number (SIN) in Canada

After entering Canada, you may apply for your SIN Card. There are three methods to apply i.e., Online, By mail or in person. If you apply online, you may submit digital copies. These digital copies must be clear and legible. Please review the required documents list in the link above prior to applying for your SIN. Some basic documents are as follows:

- A visitor record issued by IRCC or CIC, indicating you are authorized to work in Canada with the 120-day short-term work permit exemption.
- A valid passport
- Proof of Canadian address

4. Letter for Immigration Officer at the Port of Entry

Dear Officer,

This applicant is applying under the 120-day short-term work permit exemption category for the Mitacs Globalink researcher position. **Please see attached Award Letter for full details of the research and supervisor at the Canadian university.**

As required by the 120-day short-term work permit exemption category:

<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/foreign-workers/researcher-exemption.html#conditions>

The applicant:

- Is coming to perform work as a researcher for 120 consecutive days or less and has not been granted an exemption under the public policy facilitating entry into Canada for short term work in the last 12 months.
- Has an offer from a Canadian institution which is a publicly funded degree-granting institution (at the university level) or its affiliated research institution.

Please provide the applicant with a visitor record and please add the remarks: “authorized to work in Canada as a researcher for 120 days”. Failure to obtain this may prevent the applicant from applying for a SIN and or a bank account.

Kind regards,

Pearl Vas
Manager, Program Operations
pvas@mitacs.ca