



GLOBALINK RESEARCH INTERNSHIP (GRI) 2025: IMMIGRATION GUIDEBOOK

Contents

1. Immigration requirements for a participant in the Globalink Research Internship program
2. Checking application status/ contacting IRCC
3. Letter to border officer (example only)



Entering Canada as a participant in the Globalink Research Internship program

Congratulations on being selected as a **2025** Globalink research intern.

This document is intended for students whose Globalink internships are 120 days or less and provides information on 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. If you are from a country that normally allows you to enter with an eTA, please make sure to review the most current policy [here](#) as some countries have had the eTA option removed. Also, make sure to check that your passport has sufficient validity for your stay.
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. So long as you have met all requirements, Border Services Officers are required to issue a visitor record if you request one.
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.

You must request this document (Visitor Record) when the officer takes your passport at the Canadian border and ask them to please add “authorized to work in Canada as a researcher for 120 days”

4. If you have requested the correct document, this remark should display at the bottom of your visitor record under the “remarks” section.

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/UC: 12345678



VISITOR RECORD/FICHE DE VISITEUR

CLIENT INFORMATION/INFORMATION DU CLIENT			
Family Name/Nom de Famille:	Last/	(yyyy/mm/dd - aaaa/mm/jj)	
Given Name(s)/Prénom(s):	date		
Date of Birth/Date de naissance:	2000/01/01		
Sex/Sexe:	Female		
Country of Birth/Pays de naissance:	USA		
Country of Citizenship/Citoyen des:	USA		
Travel Doc No./N° du document de voyage:	AA123456	Passport	
ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE			
Date Issued/Date de	2000/01/01	(yyyy/mm/dd - aaaa/mm/jj)	
Expiry Date/Date d'expiration:	2000/01/01	(yyyy/mm/dd - aaaa/mm/jj)	
Case Type/Genre de cas:	Visitor		
In Force From/En vigueur le:	2000/01/01	(yyyy/mm/dd - aaaa/mm/jj)	
<div style="display: flex; justify-content: space-between;"> <div> <p>Conditions:</p> <p>Conditions:</p> </div> <div style="text-align: center; font-size: 48px; color: red; transform: rotate(-30deg); opacity: 0.5;">SPECIMEN</div> </div>			
<p>Remarks/Observations:</p> <p>Remarques:</p>			

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> under the “Example of a visitor record” section.

If you face difficulty and feel that the border officer does not seem to understand what you want, you may refer them to the “Document issuance” section of the following page 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/>
- Canadian embassy in your region: <https://travel.gc.ca/assistance/embassies-consulates>
- 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. You must have **at least** 6 months of passport validity prior to your expected departure from Canada.

In order to seek authorization to work in Canada, the following steps are required:

- Qualifying under one of Canada’s 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 the “authorized to work in Canada as a researcher for 120 days” 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 (fingerprints and photo) are required for citizens of certain countries applying for a Canadian visitor visa, work/study permit, or permanent residence. This may extend processing times. Use the "[Find out if you need to give biometrics](#)" tool to check if it applies to you, and refer to the "[Facts about biometrics](#)" for details. Processing will not begin until IRCC receives your biometrics.

To apply for a temporary resident visa, read and follow the [Applying for a Visitor Visa \(Temporary Resident Visa – IMM 5256\)](#) instructions.

You may apply for a temporary resident visa via the following IRCC secure account GC Key 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 1 – 8+ weeks before your scheduled departure for your application to be processed.
- Visa: Allow at least 1 - 24+ weeks before your scheduled departure for your application to be processed.
- Visa: Allow at least 2 - 5+ 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 as you will be required to undergo an IRCC approved 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
- Citizens of visa-required countries for whom biometrics are not required: \$100
- Citizens of visa-exempt countries who are not United States citizens: \$7
- Citizens of the United States: \$0

You can submit your application online. You can find more information on the [Immigration, Refugees and Citizenship Canada website](#). Paper based applications are no longer being accepted except for those facing 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 [pre-authorized panel physicians selected by the Canadian government](#). Mitacs does not pay for medical examinations by panel physicians.

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 changes.



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 (or whatever time is listed on your letter) to submit them 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 may 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.

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](#) stream. 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 passport and any other document required to enter Canada as per your country of origin

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

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, therefore, it is essential to get one and officers are required to provide this upon request.

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 (Social Insurance Number). 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

Step by Step Guide – How to Submit an IRCC Webform

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 GC Key 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>

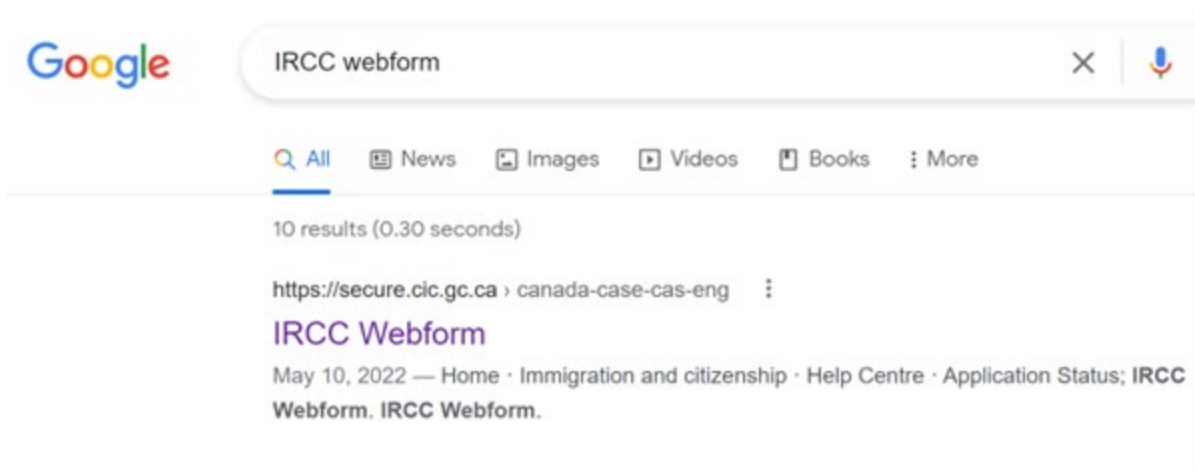
The processing time only commences after Immigration Canada receives a complete application. An application is only considered complete once the biometrics and/or medical exam is considered passed and an annotation stating this appears on the applicant's GC Key.

Things to include with their webform may include:

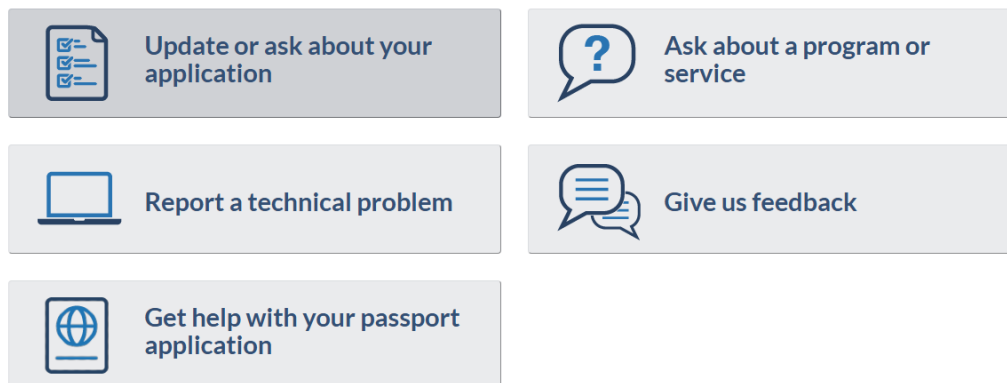
- type of application (i.e., visitor record, etc) in the 'Your enquiry' field.
- date that the application was submitted (this date should display on the first letter you received from Immigration Canada when you first submitted your application), if applicable, in the 'Your enquiry' field.
- complete 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**:











Step 2: Scroll to the bottom of the page and select the “Update or ask about your application” option.



You will then select the option for you:



What would you like to do?

 Check your application status See details	 Change or update your contact information See details	 Add, change or cancel a representative See details
 Add a document to your application Continue to form	 Ask for urgent processing for your permanent resident card See details	 Withdraw or cancel your application See details
 Schedule or change the date or time of your appointment, interview or test Continue to form	 Other See details	

Assuming you would like to “Add a document to your application”, you will select “Continue to form” and then the “I’m the principal applicant” option if you’re the principal applicant and you do not have a representative.



Update or ask about your application: Add a document to your application

*** Who are you? (required)**

- ☒ I'm the principal applicant
- ☐ I'm a representative
- ☐ I'm writing on behalf of the principal applicant

[Previous](#)

[Continue to form](#)



You will then start to complete all the questions:

Tell us about the principal applicant

* First name(s) (also known as given name) (required)

☐ By checking this box, I confirm that there is no first name.

* Last name(s) (also known as family name, surname) (required)

* Email address (required)

Use this format: xxxxxx@example.com

* Confirm your email address (required)

Type your email address again, you can't copy and paste it. Make sure your email address is the same as above.

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.



Letter to border agent (EXAMPLE ONLY)

Appendix B: Letter to Canada Border Services Agency (CBSA) officer for Globalink Research Internship intern upon arrival in Canada

February 2025

RE: Issuance of the **120-day** visitor record for [STUDENT FULL NAME] participation in the Mitacs Globalink Research Internship program

Dear Officer,

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

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

- is coming to perform work as a researcher for 120 consecutive days or less.
- has not been granted an exemption under the public policy facilitating entry into Canada for short term work in the last 6-12 months (unless indicated otherwise by the applicant or by your records).
- 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, kindly provide the applicant with a visitor record and please add the remarks: “authorized to work in Canada as a researcher for 120 days”. This document is essential for them to continue their internship. Without it, they may be required to discontinue any work activities, as there is no way for us to confirm their authorization.

Failure to obtain this authorization may prevent the applicant from applying for a SIN and/or opening a Canadian bank account. Both of these are requirements for the intern to participate in the Mitacs Globalink Research Internship program.

Also, please note that as per “document issuance” section of your website:

<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/foreign-workers/researcher-exemption.html> : “Where the border ... officer has determined that the foreign national is work permit exempt, they are **requested** to document the foreign national’s entry by the issuance of a visitor record”

Kind Regards,