



UNIVERSITY OF  
CALGARY

# International Visitors Process

HR Immigration

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# HR IMMIGRATION SERVICES

Website for Inviting International Visitors:

<https://live-hr.ucalgary.ca/hr/hiring-managing/recruiting-and-hiring/hiring-foreign-workers/inviting-international-visitor>

Contact: [himmigration@ucalgary.ca](mailto:himmigration@ucalgary.ca)

- We provide expert counsel to the University community on the interpretation of the Immigration Act and its regulations pertaining to the recruitment and retention of non-Canadian employees
- We assess and provide the proper steps to facilitate international visitors entry to Canada
- We mitigate risk to the University by making sure all international visitors and non-Canadian employees have the proper paperwork

## *International Students Undergraduate and Graduate*

- Any student enrolled at UCalgary for 6 months or more requires a Study Permit (undergraduate/ graduate/ visiting/exchange/ESL)
- Full-time students with valid Study Permits are eligible to work unlimited hours on campus

## *Visiting Student Researchers Undergraduate and Graduate*

- ✓ **Undergraduate students** must be enrolled in the Visiting Student Researcher Program  
To enroll contact Enrolment Services: [open.studies@ucalgary.ca](mailto:open.studies@ucalgary.ca)
- ✓ **Graduate students** must be enrolled in the Visiting Student Researcher Program  
To enroll contact Faculty of Graduate Studies: [graduate@ucalgary.ca](mailto:graduate@ucalgary.ca)
- ❖ Once enrolled, Undergraduate and Graduate Students may contact **International Student Services**: [international.advice@ucalgary.ca](mailto:international.advice@ucalgary.ca)

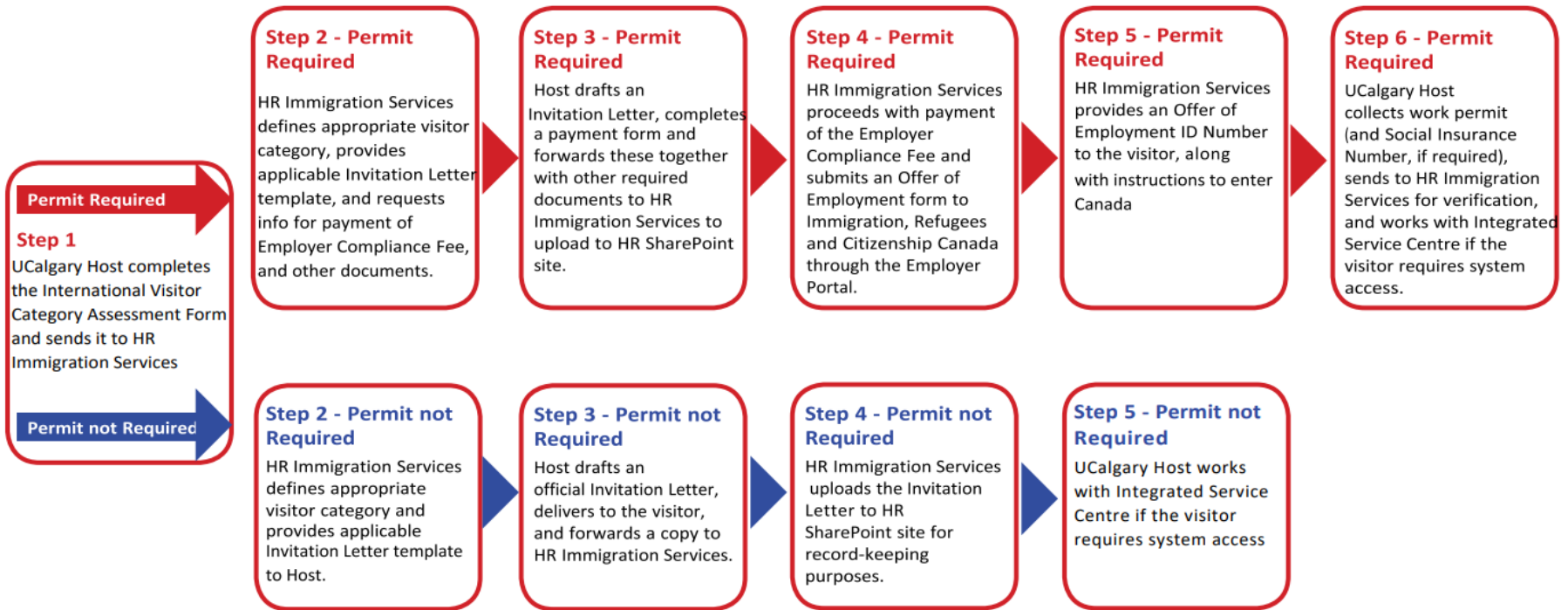
## **IMPORTANT:**

ALL VISITING STUDENT RESEARCHER STUDENTS MUST BE IN POSSESSION OF EITHER **A STUDY PERMIT, WORK PERMIT, OR A WORK PERMIT EXEMPTION.**

IF THEY DO NOT HAVE ANY OF THESE DOCUMENTS, THEY ARE ON OUR CAMPUS ILLEGALLY.

Email **INTERNATIONAL STUDENT SERVICES** at [international.advice@ucalgary.ca](mailto:international.advice@ucalgary.ca) for assistance with visiting students .

# INTERNATIONAL VISITOR PROCESS OVERVIEW



\*The international visitor category assessment online form is available in our website (<https://live-hr.ucalgary.ca/hr/hiring-managing/recruiting-and-hiring/hiring-foreign-workers/international-visitor-assessment>)

## HR Immigration



- Define appropriate visitor category
- Provide applicable Invitation Letter template
- Keep a records of all Visitors
- Request other applicable documents:
  - Passport
  - Payment Form
  - Resume
  - Copy of Degree

## PI/HOST



- Complete the international visitor category assessment form
- Complete the invitation letter template and arrange signature
- Complete payment form (if required)
- Send invitation letter directly to the visitor when applicable

## VISITOR



- Provide a copy of the passport (if required)
- Provide a copy of the immigration document once in Canada :
  - Work Permit
  - Study Permit
  - Visitor Record



## Assessment form

- ✓ Host/PI information
- ✓ Visitor's information (name, citizenship, country of residence, education)
- ✓ Duration of the visit
- ✓ Activities
- ✓ Location
- ✓ U of C or external financial assistance (e.g. payment, reimbursement if applicable)

## Documents for Offer of Employment ID# request

- Invitation letter
- Copy of passport
- Employer Compliance fee payment form

- Provide accurate information to streamline the process
- Plan ahead to allow ample time for immigration process
- Follow the steps to avoid unnecessary delay

## **Risk Management considerations:**

- ✓ Waiver
- ✓ General liability coverage
- ✓ Health care, hospitalization and repatriation insurance



## International Visitors – Work permit not-required (Employer Compliance fee exempt)

<b>Business Visitors</b>	<b>Public Speakers</b>	<b>Short-term Academic Researcher</b>	<b>Short-term High skilled worker</b>	<b>Self-funded Researcher</b>
<ul style="list-style-type: none"> <li>- A person who seeks to engage in international business activities <u>without</u> directly entering the Canadian labour market</li> <li>- Foreign academics who come to the University to <u>discuss</u> research matters of mutual interest are eligible to be admitted as business visitors</li> </ul>	<ul style="list-style-type: none"> <li>- Guest speakers for specific events and commercial speaker or seminar leaders</li> <li>- <u>5-day cap</u></li> </ul>	<ul style="list-style-type: none"> <li>- Visitor has a significant role to play in or value to add to the research project; and</li> <li>- Visitor demonstrates academic excellence or expertise in a field related to the particular work to be undertaken; and</li> <li>- Visit reflects the experience and expertise of the visitor and the role they will play in the project</li> </ul>	<ul style="list-style-type: none"> <li>- In Canada for a short duration (15 consecutive calendar days or 30 consecutive calendar days); and</li> <li>- Visitor has not used this exemption in the last 6 months or 12 months; and</li> <li>- Visitor will be in a skilled occupation</li> </ul>	<ul style="list-style-type: none"> <li>- Visitor will only use “personal savings”</li> <li>- Conduct research purely for their own research project by using the facilities of a Canadian Institution</li> <li>- They cannot in any way contribute to research projects of the host institute or participate in research groups.</li> </ul>

## International Visitors – Work permit not-required (Employer Compliance fee exempt)

### People who are registered under the *Indian Act*

#### Immigration and Refugee Protection Act (IRPA)

**Subsection 19(1) of IRPA** provides that every person registered under the *Indian Act* whether or not that person is a Canadian citizen, has the right to enter and remain in Canada.

#### Immigration and Refugee Protection Regulations (IRPR)

**Section 186(x) of IRPR** provides that if a foreign national is a person registered under the *Indian Act*, they are authorized to work in Canada without a permit.

#### Acceptable documents

Acceptable documents establishing one's status as registered under the terms of the *Indian Act* include the **Certificate of Indian status and the Secure Certificate of Indian status cards.**

Subject to an application process, the Certificate of Indian status and the Secure Certificate of Indian status cards are issued to adults, children and dependent adults listed in the Indian Register which is the official record identifying people who are registered under the *Indian Act*.

Native Americans coming to work in Canada who are **not** registered under the *Indian Act* require a work permit.

## International Visitors – Work Permit required (Employer Compliance fee required)

### Visiting Professor/Researcher

- Visitor is coming to Canada for a period of no more than two academic years to take a position with a post-secondary institution, and
- Retains their position abroad

\* This category may also include those on sabbatical who are doing collaborative research with a Canadian post-secondary institution

### Research Award Recipients

- The award must be given based on merit and academic excellence
- The award must be the result of a competitive assessment and review process

### Guest Lecturers

- Visitor is invited by a post-secondary institution to give a series of lectures; and
- Occupies a temporary position of a non-continuing nature (which does not comprise a complete academic course) for a period of less than one academic term or semester.

# IMPLICATIONS OF NOT FOLLOWING THE PROCESS



- If inspection finds employer non-compliant, **the employer could face an administrative monetary penalty, a ban from hiring foreign workers, and in serious cases, a criminal investigation and prosecution.**
- A regime of Administrative Monetary Penalties (AMPs) established in the Immigration and Refugee Protection Act came into force on December 1, 2015, designed to promote compliance with the Temporary Foreign Worker Program and International Mobility Program requirements.
- Penalties may be imposed for a range of violations, including **non-compliance with record-keeping requirements and failure to adhere to conditions laid out in offers of employment or letters of invitation** (including payment of certain stipends, and failure to provide certain working conditions).
- Where an employer fails to comply with multiple conditions or program requirements, **each failure will be treated as a separate violation.** As such, penalties under the AMP are cumulative, **up to a maximum of 1 million.** In addition to penalties, **employers may also be barred from hiring foreign workers and have their violations published on a website.**

Dear University of Calgary:

This letter refers to your Offer of Employment submitted for each of the foreign nationals identified in Annex A.

University of Calgary has been selected for an inspection under the International Mobility Program (IMP) to verify your organization`s compliance with the conditions imposed under section 209.2 of the *Immigration and Refugee Protection Regulations* (IRPR).

As part of the inspection process, you are required to provide the information requested in Annex A and documentation requested in Annex B in order to demonstrate your compliance with the following conditions under sections 209.2 of the IRPR:

- Wages (substantially the same as but not less favourable than those set out in the offer of employment);
- Occupation (same as set out in the offer of employment);
- Working conditions (substantially the same as but not less favourable than those set out in the offer of employment);
- Made reasonable efforts to provide a workplace that is free of abuse (within the meaning of paragraph 72.1(6)(a) of the IRPR);

- Actively engaged in the business, in respect of which the offer of employment was made;
- Compliance with the federal and provincial laws that regulate employment, and the recruiting of employees, in the province which the foreign national works;
- Demonstrate that any information they provided under subparagraph 200(1)(c)(ii.1) or section 209.11 was accurate;
- Retain any document that relates to compliance with the conditions set out in paragraph (a).

As per section 209.4 of the IRPR, employers are also required to meet the following conditions, in the context of an inspection:

- Report at any specified time and place to answer questions and provide documents, in accordance with section 209.6 of the IRPR;
- Provide any documents that are required under section 209.7 of the IRPR; and
- Attend any inspection referred to in section 209.8, unless the employer was not notified of it, give all reasonable assistance to the person conducting that inspection and provide that person with any document or information that the person requires.



## ANNEX A: INSPECTION INFORMATION REQUEST

Company Name: University of Calgary

Please complete columns D through G for the following foreign worker(s):

(A) Inspection Period From - To	(B) NAME: FAMILY, Given	(C) Date of Birth (YYYY-MM- DD)	(D) Position (Title and NOC)	(E) Total # of hours worked per week	(F) Hourly Wage	(G) First day of work (YYYY- MM-DD) <i>(if applicable, last day of work)</i>
2015-08-25 to 2016-01-14	[REDACTED]	1989-12-18	Visiting Research Studnet	40 hours	\$0.00	1st day - 2015-08-25

## SYSTEM ACCESS

### General Associate

- A General Associate is someone who is not a staff member but engages in activities that enable teaching and research at the university. A General Associate will be given basic access to university systems, similar to that of a staff member and their assigned manager can request other system accesses via the university's security provisioning tool.
- There are five (5) General Associate relationship types. The [Overview of General Associate and Associate – Limited Access Relationships](#) provides you with a quick reference to help you understand the differences and determine the appropriate type to choose.
- If you are uncertain of which type to choose, please consult with your faculty or department's [HR Services representative](#) or the [Integrated Service Centre](#).

## SYSTEM ACCESS

### Associate-Limited Access

- An Associate - Limited Access is someone who is not a student or a staff member but requires an association with the university. Unlike the General Associate, this relationship provides only limited access to university systems.
- The creation, extension and ending processes for Associate - Limited Access start with obtaining the UCID Request Form from the Integrated Service Centre. All requests require the completion of this form which must be signed by the Department Budget Owner prior to submitting to the Integrated Service Centre.

### Integrated Service Centre (ISC)

Email: [hr@ucalgary.ca](mailto:hr@ucalgary.ca)

Phone: (403) 220-5932

## SIN COLLECTION – March 19, 2019

Effective March 19, 2019, the university will be implementing a new secure self-serve process to collect Social Insurance Numbers (SIN) and date of birth (as applicable) for employees. The new solution will make it easier for the university to manage SIN in a more consistent and secure manner.

***Important: For security reasons, do not collect the SIN from new employees; please update any internal forms and practices accordingly.***

- Templates have been updated so that initiators are no longer required to enter the SIN or date of birth. Once completed, initiators will Save and Submit the form without this information. The approval process will then proceed which may include one or more department/project approvers.
- The candidate will receive an email with instructions on how to securely enter their own SIN and date of birth.
- Once the SIN and date of birth have been entered and the TBH is approved, the transaction will be routed back to you for final processing (the same as current process). The search/match function has been moved to the end of the process and should be completed prior to updating person and job data.
- As always, for any international grad students, work/study permits must be submitted to HR Operations ([hrops@ucalgary.ca](mailto:hrops@ucalgary.ca)) for processing, prior to hire.

For further assistance:

- ✓ TBH job aids are available at the following link:  
<https://www.ucalgary.ca/training/node/1486>
- ✓ Contact the Integrated Service Centre (HR) at [hr@ucalgary.ca](mailto:hr@ucalgary.ca) or 403-220-5932.

- What's your experience with the process?
- What are the challenges?
- What would you change in the process?
- How to capture all visitors?

## Questions/Discussion

