

RESEARCH AWARD RECIPIENTS COMING TO THE UNIVERSITY OF ALBERTA UNDER INTERNATIONAL MOBILITY (IMP)

You require a work permit and may require a [Visa](#), [Electronic Travel Authorization](#) (eTA), [Biometrics](#) and/or [Medical](#) prior to entering Canada.

Check to see if you are eligible to [apply for a work permit directly at the border](#) (port of entry)

COMPLETE the [eligibility to apply questionnaire](#)

Answer the questions based on your situation:

- What would you like to do in Canada? **Work**
- How long are you planning to stay in Canada? **DO NOT SELECT Permanently**
- Do you have a written job offer from an employer in Canada? **YES**
- Do you plan to work in one of the following categories? **NO (you are not part of the Global Skills Strategy)**
- What type of work permit do you want to apply for? **Work permit with a Labour Market Impact Assessment exemption.**

Record the Reference Number generated from questionnaire.

Check to see if you are eligible for [Two Week Processing](#). Included is a template for you to fill in, sign and submit with a complete application. Review the Two Week Processing requirements and follow instructions.

REVIEW YOUR DOCUMENT CHECKLIST which **MAY** include, but not limited to:

- **IMM1295 APPLICATION FOR A WORK PERMIT MADE OUTSIDE CANADA**
- Details of Intended Work in Canada, What type of work permit are you applying for? **Exemption from Labour Market Impact Assessment**

**Employment Reference Letter
Letter from Current Employer**

Proof of medical exam

Employment Records

**Proof that you meet the requirements of the
Post-**

Passport

Doctoral Fellow position: a copy of your degree

CV/Résumé current job title and the city and country where you currently live.

Employment Contract: letter of offer completed by the University of Alberta

Digital photo

Family Information (IMM5645)

**Click on the question mark for exact details of
all requirements**

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□ SUBMIT A COMPLETE APPLICATION

- Complete the cover letter filling in sections as they apply to your situation, upload this with your passport
- Upload all documents in your personal checklist including the completed template for [Two Week Processing](#)
- Pay the appropriate processing [fee\(s\)](#)

□ AWAIT A DECISION: Do not enter Canada without the pre-approval of your work permit (Unless [you are eligible to apply at the port of entry](#))

Upon arrival in Canada, review your work permit to ensure your name is correct, the employer name appears as the University of Alberta, the location is correct, and your occupation states Research Award Recipient. Confirm that the expiry date is for the correct length of time requested. For example if you are invited for 6 months, please make sure that the work permit is valid for 6 months from the date of entry to Canada. Do not leave the airport/border without checking this information.

APPLY EARLY TO AVOID DELAYS!

Check [processing times](#) online.

For all questions regarding work permit applications including status of application if processing time has been exceeded, applicants must submit questions directly to IRCC using the [IRCC WEBFORM](#). ***We are not able to expedite processing.***