

Supervisor's Form for Inviting Visiting International Student Researchers and Interns

Immigration, Refugees and Citizenship Canada (IRCC) implemented changes to the International Mobility Program (IMP) that took effect February 21, 2015. The IMP program facilitates the entry of foreign workers to Canada without the need of a Labour Market Impact Assessment. Exemptions from the LMIA process are available where there are reciprocal benefits for Canadians and other competitive advantages for Canada. IRCC now requires that Dalhousie University complete an application and pay an *employer compliance fee of \$230 before a visiting international student researcher or intern can apply for a work permit.

**For IRCC purposes "employer" refers to the "host institution" who invites the international visiting student researchers or interns.*

Please enter the required information below to facilitate the employer compliance process.

FOREIGN STUDENT / 'WORKER' INFORMATION	
*Family Name:	*Given Name:
*Gender:	*Date of Birth (yyyy-mm-dd)
*Country of Birth	*Country of Residence (name of country where you currently live)
*Citizenship	*Passport Number & Expiry Date
*Email Address:	*Name of Student's Home Institution
* Current Program & Enrolment Status	*Highest Level of Education Achieved
JOB DETAILS	
*Address of the physical job location in Canada (Complete address including office number, street number & name, department name and postal code)	*Expected start date of employment (on or about)

*Expected duration of employment (<i>days, months or years</i>)	*Main purpose of visit & duties of role (<i>Will the student researcher/intern carry out activities related to his/her own research, the host supervisor's, or joint study or research?</i>)
*Minimum education requirements of job	Other training required (<i>Examples of other certifications needed: First Aid certificates / Workplace Safety certificates, specialty training</i>)
*Experience and skills required to complete the job duties	*Are there provincial/federal certification, licensing or registration requirements for the job?
*Are criminal record checks and liability insurance needed in order to access labs or other facilities? (<i>If yes, please contact the Head of the lab and the Health Plan Office for details.</i>)	Is there a formal visitor, exchange or internship agreement in place? (<i>If yes, please specify.</i>)
*Employer primary contact information (<i>Name of the hosting Dalhousie faculty member, job title, phone & fax number and contact email address.</i>)	
FUNDING SOURCE, 'WAGES' AND BENEFITS	
*How will the visit be funded? (<i>Please include any monies provided by Dalhousie University such as reimbursement, travel or living allowance, stipend etc.</i>)	
What does the funding cover?	
Wage in Canadian dollars, type of wage and amount (<i>if applicable</i>)	
*Number of hours per day, per week and total number of work hours per month	Overtime rate (<i>if applicable</i>)

Alternative compensation scheme (if applicable; this may include any compensation type that does not fall within the salary paid. Such as: if the offer is a 'contract for service' situation or if the wages will be continued to be paid by a different organization please indicate who the wage payer is)

FOR IMMIGRATION PURPOSES

***Employer Compliance Fee Payment (Must be paid by the Dal host faculty, his or her administrator using. This fee cannot be paid by the visiting international research student).**

*Funding Org Number (5 digit)

*Account Number (i.e 8700 general account)

*Name of Financial Administrator and Contact Information:

I authorize the use of the above-noted Funding Org and Account number for payment of **\$230.00** to Immigration, Refugees and Citizenship Canada (IRCC) using the International Centre, Purchasing Card.

DECLARATION OF HOST FACULTY MEMBER (REPRESENTING THE 'EMPLOYER') TO IRCC

I certify that I am actively engaged in the business in respect of which the offer of employment is made and understand that I must remain so during the period of employment of which the work permit is issued to the foreign national.

I certify that I am compliant with, and will comply with, the federal/provincial/territorial laws that regulate employment and the recruitment of employees, in the province/territory in which it is intended that the foreign national's work, and, if applicable, with the terms and conditions of any collective agreement.

I certify that I will provide the foreign national with employment in the same occupation as that set out in the foreign national's offer of employment and with wages and working conditions that are substantially the same as – but not less favourable than- those set out in the offer.

I certify that I will make reasonable efforts to provide a workplace that is free of abuse which includes physical, sexual, psychological, or financial abuse.

By checking this box, I declare that the information that I have provided in this form is true, complete and accurate. I confirm that I understand that if I have made a false declaration or have otherwise provide false or misleading information, the potential employee's application could be rejected. I further confirm that I understand that providing such false or misleading information, making a false declaration, or failing to declare all information material to the potential foreign worker's application could be an offense and/or constitute non-compliance under the Immigration and Refugee Protection Act and Regulations.

SIGNATURES

Host Faculty Member(s)

Print:

Signature(s):

Date (yyyy-mm-dd)

Department Head		
Print:	Signature:	Date (yyyy-mm-dd)
Associate Dean Research		
Print:	Signature:	Date (yyyy-mm-dd)

ADDITIONAL SUPPORTING DOCUMENTS REQUIRED

1. Copy of Invitation Letter sent to incoming student researcher or intern
2. Confirmation of enrollment letter from home institution and/or support letter from home institution confirming student intended research experience at Dalhousie
3. Funding Support Documentation
4. Copy of student researcher or intern's passport photo page

BEFORE SUBMITTING THIS FORM, PLEASE REVIEW ALL REQUIREMENTS AT

<https://www.dal.ca/faculty/gradstudies/programs/vsgs.html>