Memo

To:

From: Frances Hannigan, RCIC (#R507077)

Date: November 9, 2012

Re: Inviting Visitors

Under the Canadian Immigration Act s.11(1), any non-Canadian coming to visit or work for the University must first be validated with the appropriate immigration documentation before the visit or work can begin. If you are inviting a visitor to observe or generally collaborate in a research project (no remuneration) and they have arrived without the appropriate immigration paperwork, no work or collaboration can begin until such time as proof can be provided that they have legal immigration status to be here for the purposes of their invitation. Or if you would like to change the terms/conditions of the visit (no remuneration) to work (remuneration given) after the arrival of the visitor, new immigration documentation must be obtained before the work can begin. HR cannot process a pay or living allowance request without the appropriate paperwork in either instance.

As the inviting professor/faculty member, it is your responsibility on behalf of the University as your employer, to ensure that your visitors are here with the appropriate immigration status. There are NO exceptions to this Immigration law.

Frances Hannigan, RCIC (#R507077)

On-boarding & Immigration Specialist