UNIVERSITY OF WATERLOO

LEGAL AND IMMIGRATION SERVICES
519-888-4567, ext. 37549 | fax 519-888-4995
lis@uwaterloo.ca | uwaterloo.ca/legal-and-immigration-services

INFORMATION FOR FOREIGN NATIONALS

Onus and responsibility to maintain valid immigration status while at the University of Waterloo is individual and confidential to you only. University of Waterloo cannot influence or change your status with IRCC.

Before or during your stay in Canada, if there will be changes to: duration of your stay, financial support, or the location/type of activities that you will carry out, please contact Legal & Immigration Services before implementing any changes as they may affect your status in Canada.

Canadian Embassies, High Commissions & Consulates and Visa Application Centres (VAC)
To comply with Canada's immigration regulations, you are advised to contact the Canadian visa office responsible for the country or region where you live or hold a passport for. For a list of Canadian embassies, high commissions and consulates, please refer to: https://travel.gc.ca/assistance/embassies-consulates; For a list of VACs: https://www.canada.ca/en/immigration-refugees-citizenship/corporate/contact-ircc/offices/find-visa-application-centre.html

TEMPORARY RESIDENT VISA (TRV): is an official counterfoil document issued by a Canadian visa office abroad that is placed in a person's passport to show that he or she has met the initial requirements for admission to Canada as a temporary resident (visitor, student or worker).

Citizens of certain countries must obtain a Temporary Resident Visa (TRV) through a Canadian VAC or online prior to entering Canada. To find out if you require a TRV, please refer to Immigration, Refugees and Citizenship Canada (IRCC): http://www.cic.gc.ca/english/visit/visas.asp

If you hold a passport from a country that does not require a TRV before entering Canada, you may apply for your immigration documentation directly at a Port of Entry (POE) if you currently hold a valid eTA: http://www.cic.gc.ca/english/resources/tools/temp/work/port.asp

Electronic Travel Authorization (eTA): is an entry requirement for visa-exempt foreign nationals travelling to Canada by any commercial conveyance. To find out if you need one, please refer to: https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta/facts.html.

WORK PERMIT (WP): is an authorization that allows a non-Canadian citizen or a non-Canadian permanent resident to legally work in Canada. *Work and employment are defined separately under the Immigration, Refugees and Protection Act (IRPA).

All documents and information required to apply for a WP are available on the IRCC website: http://www.cic.gc.ca/english/work/apply-how.asp. Many visa offices have region specific instructions about which documents you must submit with your application. Please consult with the applicable visa office or VAC to find out what requirements and procedures you must follow when applying.

Renewal of your WP must be made prior to the expiry of your current WP. Proof of such application must be provided to the University prior to continuing any employment/placement/internship after the expiry of your current WP.

If a Labour Market Impact Assessment (LMIA) or Offer of Employment (IMM5802 – Employer Compliance) was required for your initial appointment, then a new LMIA/Offer of Employment MUST accompany your WP extension (current work permit not valid for entire period of current appointment) or renewal (re-appointment or new appointment offered requiring a new work permit).

As a foreign national employed or working for a Canadian employer in Ontario, you have rights under the Employment Standards Act, 2000, Employment Protection for Foreign Nationals Act, 2009 (https://www.labour.gov.on.ca/english/es/pubs/is_fn_epfn.php) as well as the Temporary Foreign Worker Program, 2022 (https://www.canada.ca/en/employment-social-development/services/foreign-workers/protected-rights.html) and/or the International Mobility Program, 2022 (https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/know-your-rights-worker-international-mobility-program.html). It is your responsibility to know your rights and what you are entitled to under these Acts.

POLICE CLEARANCE CERTIFICATE: You may be required to obtain police clearance certificates before permissions can be granted for you to visit, study and/or work in Canada. To learn more about criminal and security checks, please refer to IRCC's website: http://www.cic.gc.ca/english/information/security/police-cert/intro.asp

MEDICAL EXAMINATION: If you have lived six or more consecutive months in one of these designated countries: http://www.cic.gc.ca/english/information/medical/dcl.asp or plan to visit, study and/or work for six months or more in Canada, you may be required to undergo a medical exam. Please refer to IRCC for more information: http://www.cic.gc.ca/english/information/medical/medexams-temp.asp

BIOMETRIC DATA: Every country passport holder must give their biometrics (fingerprints and photograph) when applying for immigration documentation for Canada (including TRVs and eTAs). To find out if you are required to provide this, please refer to IRCC's website: http://www.cic.gc.ca/english/visit/biometrics.asp

PROCESSING TIMES FOR IMMIGRATION DOCUMENTATION: If you need to apply to a Canadian VAC for your immigration documentation, please take into account the time it will take to process your application. If a medical and/or police clearance certificate or biometric data is required for your application, it will add additional processing time to your application. To find out approximately how long it may take to process an application, please refer to CIC's website: http://www.cic.gc.ca/english/information/times/temp.asp Please plan your arrival accordingly as the University of Waterloo cannot influence the time it takes to process the application.

As mentioned above, if you hold a passport from a country that does not require a TRV before entering Canada, you may apply directly at a POE for your immigration documentation if you currently hold a valid eTA.

SOCIAL INSURANCE NUMBER (SIN): You are required to apply for a temporary Social Insurance Number if you will receive financial assistance from the University of Waterloo. Applications can be made at a Service Canada Centre: http://www.servicecanada.gc.ca/eng/sin/apply/how.shtml The closest Centre to the University of Waterloo is located at: 25 Frederick Street, Suite 200 in Kitchener (http://www.servicecanada.gc.ca/cgi-bin/sc-dsp.cgi?rc=3580&map=y&ln=eng#mp)

INDIVIDUAL TAX NUMBER (ITN): If you will receive financial assistance from the University of Waterloo but do not hold a work permit and/or do not qualify to apply for an SIN, you must apply for an Individual Tax Number (ITN) (http://www.cra-arc.gc.ca/E/pbg/tf/t1261/t1261-14e.pdf) in order to have any withholding taxes appropriately applied.

TAX WAIVER for NON-RESIDENTS IN CANADA: If you will receive any financial assistance from the University of Waterloo during your visit and you are a resident of a Tax Treaty country (http://www.cra-arc.gc.ca/tx/nnrsdnts/cmmn/rndr/wvrspplctn-eng.html), in order to not have withholding taxes deducted, you must send to Canada Revenue Agency (CRA) a completed Regulation 102 Waiver Application form (http://www.cra-arc.gc.ca/E/pbg/tf/r102-r/r102-r-10e.pdf). CRA is solely responsible for assessing your application and making a decision about whether your taxes will be reduced or waived. Application must be made at least 30 days prior to arrival to Canada and presented to Human Resources upon sign-up for payroll.

ACCOMPANYING SPOUSE/PARTNER & CHILDREN: The University of Waterloo cannot and will not provide any kind of letters of support to family members for visa purposes. You are eligible to provide your own letter of invitation (http://www.cic.gc.ca/english/visit/letter.asp) to your spouse/partner and/or children to accompany you to Canada.

If you receive a work permit and work or employment duration is valid for at least sixteen months, your spouse/common-law partner and legal aged child(ren) may apply for an open work permit without the need for a Labour Market Impact Assessment (LMIA). The open work permit can be obtained either at the same time or after the receipt of your own work permit. Your family will need to provide evidence supporting their relationship to you.

If your children accompany you to Canada will be attending school in Waterloo during your visit, they may require study permits to attend school. Contact your closest Canadian VAC for more information: http://www.cic.gc.ca/english/information/offices/index.asp

UNIVERSITY HEALTH INSURANCE PLAN (UHIP): Participation in the University Health Insurance Plan (UHIP) is **mandatory** for anyone who has a formalized relationship with the University of Waterloo, is not eligible for Ontario Health Insurance (OHIP) and is appointed for three (3) weeks or longer. Please contact the Human Resources Department to enroll in UHIP as soon as you arrive.

ONTARIO HEALTH INSURANCE PLAN (OHIP): Ontario Health Insurance Plan is the provincial health care plan. Eligibility for OHIP is based on the duration of your job offer (i.e. 6 months or longer) and whether it is for part-time or full-time work. You are responsible to attend a Service Ontario office to sign up for OHIP upon your arrival to Waterloo.