

Non-Canadian/Non-Cdn Permanent Residents to University of Waterloo – Permits and Paperwork Required – (This is a checklist only; please contact Fran Hannigan – fhanniga@uwaterloo.ca – regarding any foreign visitors after completing the foreign visitor checklist)

Non-Canadian Visitors	Nature of Visit	Formal Invite/ Appt (offer letter, non-degree admittance)	UHIP req'd (> 3 wks, but < 6 mnths) in all offer letters	Immigration papers req'd (counterfoil entry stamp, ETA, etc.)	Work Permit req'd (obtained by visitor)	LMIA req'd (\$1000)	Compliance Fee req'd (\$230)	Allowable Reimbursements, Honoraria, Living Allowance, Remuneration
Professors								
Visiting Professor on Sabbatical	Will be teaching/lecturing anytime during visit	YES	YES	YES	YES	Exempt C22	YES	Any
Visiting Professor on Sabbatical	Conducting his/her own research only	YES	YES	YES	NO < 6 mnths Yes > 6 mnths	NO Exempt C22	NO YES	None Reimbursements
Visiting Professor <i>not</i> on sabbatical	Maybe conducting own research or collaborating	YES	YES	YES	YES	Exempt C22	YES	Any - Limited
Visiting Scholar/ Scientist/Researcher	Maybe conducting own research or collaborating	YES	YES	YES	YES	Exempt C22	YES	Any
CRC / CERC	Nominated & approved for CRC/CERC	YES	YES	YES	YES	Exempt C31	Exempt	Any
Students								
Visiting Scholar/ Scientist/Researcher	Research for home institution	YES	YES	YES	NO < 120 days YES > 120 days	NO N/A	NO MAYBE	None None
Visiting UG Student	Enrolled (study permit)	YES	YES	YES	Exempt	Exempt	Exempt	Any
Visiting UG Student	Not Enrolled – study permit ineligible	YES	YES	YES	NO < 120 days YES > 120 days	Exempt MAYBE	NO MAYBE	Any MAYBE
Visiting Grad Student	Enrolled w/ Cdn DLI (study permit)	YES	YES	YES	Exempt	Exempt	Exempt	None
Visiting Grad Student	IVGS – study permit ineligible	YES	YES	YES	NO < 120 days YES > 120 days	Exempt Exempt C52/C21	NO YES	Any Any - Limited
Student Researcher	Not enrolled	YES	YES	YES	NO < 120 days YES > 120 days	NO MAYBE	NO MAYBE	Any MAYBE
Student Internship/Co-op	Enrolled with another Cdn DLI	YES	NO	YES	YES	Exempt C32	Exempt	Any
Student Internship/Co-op	Enrolled with an Int'l institution	YES	YES	YES	YES	MAYBE	MAYBE	MAYBE
RA/TA	Enrolled or completed degree with any Cdn DLI (study permit/PGWP)	YES	YES	YES	YES	NO	NO	Any Any
RA/TA	Not enrolled, not eligible for OWP	YES	YES	YES	NO < 120 days YES > 120 days	NO YES, only for 2 yr or greater appts	NO NO	Any Any

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Temporary Workers (DT)								
Postdoctoral Scholar (PDS)		YES	YES	YES	YES	Exempt C44	YES	Any
Postdoctoral Scholar Associate (PDSA)		YES	YES	YES	YES	Exempt C44	YES	None
Worker – Paid	Research only	YES YES	YES YES	YES YES	NO < 120 days YES > 120 days	NO MAYBE	NO MAYBE	Any Any
Worker – Paid	Work other than research	YES	YES	YES	YES	MAYBE	NO	MAYBE
Worker – not paid	Research only	YES YES	YES YES	YES YES	NO < 120 days YES > 120 days	NO MAYBE	NO MAYBE	Any MAYBE
Worker – not paid	Work other than research	YES	YES	YES	YES	MAYBE	NO	MAYBE
Visiting Research Professors		YES	YES	YES	YES	Exempt C22	YES	Any
Visiting Research Associate		YES	YES	YES	NO < 120 days YES > 120 days	NO MAYBE	NO MAYBE	Any MAYBE
Visiting Research Assistant		YES	YES	YES	NO < 120 days YES > 120 days	NO MAYBE	NO MAYBE	Any MAYBE
Research Award Recipient		YES	YES	YES	YES	Exempt C52	YES	Any
Fullbright Award Recipient		YES	YES	YES	YES	Exempt T11	YES	Any
Guests/Visitors/Short term								
Academic Business Visitor	Research for own gain – self supported	YES	YES	YES	Exempt R186(a)	NO	NO	None
Self-Funded Researcher (here < 6 months only)	Research for own gain – self supported	YES	YES	YES	Exempt R186(a)	NO	NO	None
Academic Examiner/Evaluator	PhD Defense, Academic Program Evaluator	YES	YES	YES	Exempt R186(n)	NO	NO	Any
Guest Speaker (5 days or less)	Conference, Workshop, Guest Lecturer	YES	YES	YES	Exempt R186(j)	NO	NO	Any
Guest Speaker (more than 6 days)	Guest Lecturer teaching for > than 6 days but < 1 term	YES	YES	YES	YES	Exempt C22	YES	Any
Guest Lecturer	Teaching for 1 term, max	YES	YES	YES	YES	Exempt C22	YES	Any
Member of Exec Committee / Board of Directors	Attending Board Mtg, Organizing a Board Mtg	YES	YES	YES	Exempt R186(k)	NO	NO	Reimbursements

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Conference Attendee/Presenter/Organizer	Conference, Workshop or Seminar must be 5 days or less in length	YES	YES	YES	Exempt R186(a)	NO	NO	Reimbursements
Conference Keynote Speaker	Conference, Workshop or Seminar must be 5 days or less	YES	YES	YES	Exempt R186(j)	NO	NO	Any

REGULAR HIRES:

Non-Canadian	Formal Invite/Appt (offer letter, non-degree admittance)	UHIP sign up required (3 weeks plus) in all offer letters	Immigration papers req'd (counterfoil entry stamp, ETA, etc.)	Work Permit req'd (obtained by employee)	LMIA req'd (\$1000)	Compliance Fee req'd (\$230)	Visit Types (for Doc Retention on OnBase)	Allowable Reimbursements, Honoraria, Living Allowance, Remuneration
Professors								
Definite Term Professors (CUSMA/NAFTA, CCFTA)	YES	YES	YES	YES	Exempt T36	YES		Except Living Allowance, Honoraria
Tenure Track Professors (CUSMA/NAFTA, CCFTA)	YES	YES	YES	YES	Exempt T36	YES		Except Living Allowance, Honoraria
Tenured Professors (CUSMA/NAFTA, CCFTA)	YES	YES	YES	YES	Exempt T36	YES		Except Living Allowance, Honoraria
Definite Term reappointments (CUSMA/NAFTA, CCFTA)	YES	YES	YES	YES	Exempt T36	YES		Except Living Allowance, Honoraria
Definite Term Professors	YES	YES	YES	YES	YES	Exempt		Except Living Allowance, Honoraria
Tenure Track Professors	YES	Yes	YES	YES	YES	Exempt		Except Living Allowance, Honoraria
Tenured Professors	YES	Yes	YES	YES	YES	Exempt		Except Living Allowance, Honoraria

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Temporary Staff Positions								
Lab Assistant/Technician	YES	YES	YES	NO	NO	NO		Except Living Allowance, Honoraria
Temporary Employment Hire with valid Study Permit	NO	NO	YES	NO	NO	NO		Except Living Allowance, Honoraria
Temporary Employment Hire without valid Study Permit	YES	YES	YES	YES	YES	Exempt		Except Living Allowance, Honoraria
Temporary Employment Hire with valid Open Work Permit	YES	YES	YES	YES	NO	NO		Except Living Allowance, Honoraria
Temporary Employment Hire without valid Work Permit	YES	YES	YES	YES	YES	Exempt		Except Living Allowance, Honoraria