Visiting International Students (Research) Instruction for UM Faculty Members

Background
More than ever, research partnerships are global. These international collaborations often involve the exchange of students between institutions. On February 21, 2015 Citizenship and Immigration Canada introduced a new process which requires more involvement on the part of the individual faculty member wishing to invite (or accept) a Visiting International Student (Research). The following is a breakdown of the steps required in order to invite these individuals to the University of Manitoba.

Instruction Changes with new CIC Employer Portal for LMIA-Exempt Visitors

1) INTERNATIONAL CENTRE – PARTNERSHIP TEAM

- Once an inquiry is made through the International Centre’s Partnership Team (IPO), IPO staff will review the UM faculty member’s request based on the purpose of the visit, the funding mechanism related to UM definitions of visitor categories and the completed Letter of Invitation. The required template is found on the Human Resources Webpage - IV.9 Letter of Invitation - Visiting International Student Researchers.
- IC will ask the UM faculty member to review the IRCC Website for information and instructions on how to invite a Visiting International Student (Research) under the International Mobility Program. There is also a section providing further details on work permits in academic environments.
- UM faculty member sends the Letter of Invitation to the visiting international student to present to the Canadian Consulate. Student will confirm with the UM faculty member that the consulate/IRCC requires a LMIA-Exemption and then informs IPO.
- IC will email the Director, Office of the Vice-President (Research and International) in the Office of the Vice-President Research & International to notify her of the name of the UM faculty member who will be requesting the CIC Required Information for Visiting International Students (Research) Form.
- UM faculty member will send their Letter of Invite to the Director, Office of the Vice-President (Research & International). Please note only Word document files are accepted (no PDFs of Letters of Invite).

2) OFFICE OF THE VICE-PRESIDENT (RESEARCH & INTERNATIONAL)

- Upon receipt, confidential assistant will send the faculty member the IRCC Required information for Visiting International Students (Research) Form to collect all necessary information to enter all data into the MyCIC Employer Portal including payment details on behalf of the UM faculty member.
- Confidential Assistant will receive an Offer of Employment Number from the MyCIC Employer Portal and will forward the number back to the UM faculty member and/or administrative staff who initiated the Visiting International Student (Research) process.
- Confidential Assistant will follow up with each UM faculty member for payment details requesting their Department’s Visa card to reconcile the CIC payment made by VPRIO.

3) UM FACULTY MEMBER

- UM faculty members will then send the Offer of Employment Number to their Visiting International Students (Research) to use in applying for a work permit from their home country.
- Each UM faculty member will be responsible for having each Visiting International Student (Research) complete the Release and Indemnification Waiver Form (required form is found on the Human Resources Webpage - IV.9.a, Release and Indemnification) for liability purposes.
- In addition, UM faculty members will ensure that each visitor has made arrangements for private medical coverage for the time they are in Canada.