DALHOUSIE UNIVERSITY
INTERNATIONAL CENTRE

Visiting International Research Student Immigration Information Form

for Dalhousie internal use only

Please complete this form if the research period is longer than 120 days.

For research periods that are 120 days or shorter, please contact an immigration advisor directly (see contact information below) for specific guidance.

Visiting International Research Students whose research period is longer than 120 days require a work permit with a Labour Market Impact Assessment (LMIA) exemption. A Dalhousie immigration advisor will help to facilitate this process.

Dalhousie must go through an Immigration, Refugees, & Citizenship Canada (IRCC) application process to request an **Offer of Employment Number (OEN)** which the Visiting International Research Student will need when applying for a Work Permit. Note: IRCC regards Dalhousie as the employer, even if the researcher is self-funded.

A Dalhousie immigration advisor will complete the IRCC application using the information collected from this form. IRCC charges a **$230 Employer Compliance Fee** as part of the OEN application which the International Centre will bill back to the host department (some exceptions apply – refer to Page 4, Section E for more details).

Once the immigration advisor has successfully completed the IRCC application process, they will email the Visiting International Research Student and the supervisor with an OEN, a Transaction Receipt, and instructions for completing the immigration application process.

IMPORTANT: The Visiting International Research Student **should not** apply for a Work Permit until Dalhousie secures an OEN.

Please refer to the following instructions for completing the form and returning it to the appropriate immigration advisor.

Instructions:

- The supervisor and Visiting International Research Student should work together to complete this form.
- The supervisor should send the completed form by email to the designated International Centre immigration advisor (below). Please include a copy of the Visiting International Research Student's passport page when submitting the form.

Designated immigration advisors by faculty:

- **Zack Yu** (Zack.Yu@dal.ca) – Earth, Ocean & Environmental Science, Agriculture, Medicine, Health
- **Teresa Inacio** (Teresa.Inacio@dal.ca) – Engineering, Architecture, Planning, Law, Arts, Management, University of King's College
- **Qiuling Wu** (Qiuling.Wu@dal.ca) – Computer Science + other Science

A. VISITING INTERNATIONAL RESEARCH STUDENT INFORMATION	
Family name(s), as listed in passport	*Given name(s), as listed in passport*
Gender	*Date of birth (YYYY-MM-DD)*
☐ Male ☐ Female ☒ Other	
Country of Birth	*Country of residence (country where the researcher currently lives)*
Country of citizenship (passport country)	*Passport number*
Passport expiry date (YYYY-MM-DD)	*Name of home university/institution*
Current program at home university/institution	*Currently enrolled at home university/institution?*
	☒ Yes ☐ No
Highest level of education achieved	*Research student's email address*

B. RESEARCH SUPERVISOR INFORMATION	
Research supervisor name & title	
Research supervisor faculty	*Research supervisor department*
Research supervisor email address	*Research supervisor telephone number*

C. INFORMATION ABOUT RESEARCH WORK AT DALHOUSIE

Address of the primary research/work location

Will the researcher be doing research/work at more than one location? ***If yes, where?*** ☐ Yes ■ No

Expected Start Date of Research (YYYY-MM-DD)	*Expected Duration of Research (YYYY-MM-DD)*

Main job duties

Minimum education requirements of research position (in progress or completed)

☐ Bachelor's degree ☐ Master's degree ■ Doctorate/PhD

Other training required

Other experience & skills required to complete job duties

Are there provincial/federal certification, licensing, or registration requirements for the job? ☐ Yes ■ No

If yes, please explain	

Are criminal record checks and liability insurance needed in order to access labs or other facilities? If yes, please contact the Head of the lab and the DSU Health Plan Office for details.	☐ Yes ■ No
Is there a visitor, exchange or internship agreement in place? ***If yes, please explain.***	☐ Yes ■ No

D. FUNDING INFORMATION

How will the research be funded? (Please include any amount of money provided by Dalhousie such as reimbursement, travel or living allowance, stipend etc.)
If the research is funded by a Canadian or foreign scholarship/award, please provide name of the scholarship/award and the amount in Canadian dollars. Please indicate what the funding will/won't cover.

E. ACCOUNT INFORMATION

Please provide a Dalhousie account (operating or research) to which the $230.00 Employer Compliance Fee will be charged. ***For ELAP, SEED, or SiC research students, leave this section blank.***

Fund/Org # (5 digits)	
Account # (4 digits)	
Name of the individual at Dalhousie University who serves as the ***Unit Authority*** *for the above account*	

☐ By checking this box and signing below, the department authorizes the use of the above-noted account for payment of the Immigration, Refugees, & Citizenship Canada (IRCC) Employer Compliance Fee ($230) to the International Centre Purchasing Card.

F. AUTHORIZING SIGNATURE(S)

Research Supervisor Name	***Research Supervisor Signature***
Date (YYYY-MM-DD)	
Department Head Name	***Department Head Signature***
Date (YYYY-MM-DD)	