

Invitation and reception of foreign research or training interns from outside Canada

(Procedures guide)

	Action	Who?	When?	How?
1	Verify the eligibility of the candidate	The professor who wants to invite the candidate	Au the beginning of the discussion	Follow the invitation procedure (in French only)
2	Ask the candidate to read the Agreement for foreign workers and interns and to sign it.	The professor who wants to invite the candidate	Immediately following initial discussions with the candidate	Email the candidate a link to the Agreement for foreign workers and interns
3	Submit the signed agreement form to the professor.	The candidate	As soon as possible	Email it to the professor.
4	Prepare a training and research agreement and get it signed	The professor and the candidate	As soon as possible	Follow the invitation procedure (in French only)
5	Send the agreement form signed by the candidate to the faculty respondent and request a job offer number to prepare the official invitation letter and send it to the candidate in order for them to use it during their immigration process.	The professor with help from the faculty respondent	As soon as they receive the agreement form signed by the candidate	Follow the instructions for incoming interns .
6	Proceed with the immigration procedure	The candidate	As soon as they receive the invitation letter signed by the professor	Follow the procedure to get a work permit
7	Draft the letter of support for essential travel for the candidate, who will show it to a Canadian border services officer at a port of entry to Canada (if required).	The professor	As soon as the candidate receives their work permit	Use the template letter of support for essential travel provided.
8	<i>Prepare their mandatory quarantine plan and be ready to present it to a Canadian border services officer at a port of entry to Canada.</i>	<i>The candidate</i>	<i>As soon as they receive their work permit (If necessary)</i>	<i>Use the quarantine plan template provided.</i>
9	Before their departure for Canada, fill out the online arrival confirmation form and submit the three following documents: the signed agreement form, the letter of support for essential travel and the completed and signed mandatory quarantine plan.	The candidate	One week before they depart for Canada	Use the online arrival confirmation form provided.
10	Register for research or training internship at Université Laval.	The candidate	Upon arriving in Québec City	Follow the instructions for admission and registration .
For immigration-related questions, write to your faculty representative Website of the International https://www.ulaval.ca/international International Office : bi@bi.ulaval.ca				