

DOCUMENTS AND STEPS REQUIRED FOR FOREIGN WORKERS GOING THROUGH CUSTOMS UNDER A WORK PERMIT EXEMPTION

Before your departure

Review the content of the documents listed below so you can explain your situation to the customs officer, especially regarding your status at Université Laval, the length of your stay, your tasks, and why a work permit exemption applies. The main options are:

- Work permit exemption under section R186 j) for a *short-term visitor* coming as a guest speaker for a single presentation OR a seminar lasting 5 consecutive days or less
- Work permit exemption under section R186 n) for a *short-term visitor* coming to evaluate a university program or review a thesis
- Short-term work permit exemption (of 120 days) - Public policy (R 186) for a *visiting professor or researcher* coming for 120 days of university research without teaching
- Short-term work permit exemption (15 or 30 days) - Public policy (R186) for a *visiting professor or researcher* coming for 30 or 15 days or less of high-skilled work, with or without teaching
- Short-term work permit exemption (120 days) - Public policy (R186) for a *training or research intern* coming for 120 days or less of university research
- Work permit exemption under R186 p) for a *training or research intern* coming for a practical internship for healthcare students of 4 months or less

Documents to keep with you (not in your checked baggage):

- Valid passport
- Valid visa or eTA
 - If you obtained a visa, a copy of the documents submitted with your application
- Invitation letter from Université Laval with the host professor's phone number
- Introduction letter for the work permit exemption
- For interns only, the internship agreement (except for exchange students) and proof of enrolment at another university (e.g., enrolment certificate or transcript)
- For healthcare interns (R 186 p), a letter from your foreign university confirming that you are enrolled in a healthcare program and that the internship is part of your study program, and indicating the length of the internship
- CV and copy of relevant degrees or transcripts
- Proof of financial means to support yourself during your stay (e.g., a bank statement)
- You cannot enter Canada if you have a criminal record, but you do not need to show proof of this
- If required, proof that you have passed the medical exam
 - for those who need an eTA, the letter from your embassy confirming that you have successfully passed the medical exam (otherwise, make sure you take the medical exam at least 2 or 3 months before coming to Canada, and if possible, check that you passed)

- If required, permission from a professional order
- If you have already used an exemption for 120 days or less of university research or for 30 or 15 days or less of high-skilled work, proof that the required time has passed since the exemption was last used (e.g., passport stamps, plane ticket, boarding pass, etc.)
- Optional: if obtained, approval from IMWU and a copy of the application and supporting documents

At customs

- You will go through customs at the first Canadian airport you arrive at.
- If you are going through more than one Canadian airport, you should plan for a fairly long lay-over at the first one to allow sufficient time to clear customs, as this can take between 30 min. and 2 hours, and sometimes more depending on traffic.
- Explain your work permit exemption to the customs officer.
- Ask the officer for a visitor record mentioning your right to work based on one of the above work permit exemptions (free of charge).

IMPORTANT: YOU WILL NEED A VISITOR RECORD MENTIONING YOUR RIGHT TO WORK BASED ON ONE OF THE WORK PERMIT EXEMPTIONS IN ORDER TO OBTAIN A SOCIAL INSURANCE NUMBER, WHICH IS NECESSARY TO RECEIVE PAYMENT FROM UNIVERSITÉ LAVAL, INCLUDING GRANTS AND SCHOLARSHIPS. WITHOUT THIS VISITOR RECORD, YOU CANNOT BE PAID.

- It's normal for the customs officer to check your documents and ask you questions. Answer them honestly.
- To stay longer in Canada, e.g., if you've already bought your return ticket or you want to travel around the country after your stay at Université Laval, ask the customs officer whether they can take this into account, because the visitor record will limit the length of your stay in Canada.
 - Please note, however, that you cannot work longer than allowed by your work permit exemption.
 - It is also normal for the visitor record to mention "This document does not allow re-entry into Canada" because it is your visa or eTA that allows you to enter the country.
- The customs officer has the final say about your entry into Canada.
- Once you get your visitor record, check to see that the information on your identity and the work permit exemption is accurate. If there are mistakes, ask for a new record (don't accept handwritten corrections)
- You must leave Canada once your visitor record expires, unless you apply for an extension of your visitor status. Please note, however, that work permit exemptions cannot be extended.
 - Note also that your stay at Université Laval is limited to the period indicated in the invitation, even if your visitor record validity period lasts longer.
- For more information about going through customs, click on these links:
 - [Requirements for visitors](#)
 - [Requirements for workers](#)
 - [Arrival in Canada](#)

After you arrive

- Follow the rest of the of the instructions based on your status by clicking one of these links:
 - [Visiting professor, researcher, or short-term visitor](#)

□ Training and research intern