

FOREIGN WORKERS GOING THROUGH CUSTOMS UNDER A WORK PERMIT EXEMPTION

Before your departure

- Review the contents of the documents listed below to get ready to explain your situation to the border services agent, especially regarding your status at Université Laval, the length of the stay, the tasks and why a work permit exemption applies. The main exemption options are:
 - Work permit exemption under section R 186 j) for a for a single presentation OR a seminar lasting 5 consecutive days or less
 - Short-term work permit exemption (15 or 30 days) - Public policy (R186) for 30 or 15 days or less of high skilled work (with or without teaching)
 - Short-term work permit exemption (of 120 days) - Public policy (R 186) for 120 days of university research (without teaching)
 - Work permit exemption under R186 p) for a practical internship for healthcare students of 4 months or less

Documents

- Keep the following documents with you, not in your checked baggage
- Valid passport
- Valid Electronic Travel Authorization (eTA) or visa
 - for a visa, bring a copy of the documents submitted in your application
- Université Laval's invitation letter containing the professor's phone number
- Document supporting the work permit exemption
- For interns who are not part of a student exchange program:
 - internship agreement
 - proof of enrollment at another university (e.g., enrollment certificate or transcript)
- For healthcare interns (R 186 p)), a letter from the foreign university confirming your enrollment in a human healthcare program, that the internship is part of it and the length of the internship
- CV

- Copy of relevant degrees or transcripts
- If required, proof that you have passed the medical exam
 - for those with an eTA, bring the letter from the Canadian 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 entering Canada, and if possible, check that it was successful)
- If required, permission from the professional order
- If obtained, approval from IMWU and a copy of the application and supporting documents
- If you have previously used the exemption for 120 days or less of university research or for 30 or 15 days or less of high skilled work: proof that the regulatory time has passed since the exemption was last used (e.g., passport stamps, plane ticket, boarding pass, etc.)
- 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

At the customs

- The customs will be at the first Canadian airport you go through
- If it's a layover or a flight landing in Montreal, plan enough time at the customs before the next flight or bus, 3 hours in average
- Explain to the border services agent your work permit exemption
- It is normal that the border services agent checks your documents and asks questions: answer honestly
- If you will be receiving remuneration from Université Laval, ask the border services agent for a visitor record mentioning your right to work under one of the work permit exemptions above. This document is free of charge.**
 - Important: a visitor record mentioning your right to work under a work permit work permit exemptions is obligatory to obtain a Social insurance number, which is in turn obligatory to receive remuneration from a Canadian employer. Without a visitor record, you cannot receive remuneration from Université Laval and certain Canadian scholarships.**
- If, due to the long processing times to obtain it, you have a visa with an expiry date that is shorter than the length of your stay, this could influence the border services agent's decision to issue you a shorter visitor record: if you believe this to be the case, ask them if they can consider the duration of your invitation when issuing your visitor record

- To remain in Canada for a longer time, e.g., because you've already bought your return ticket or for tourism after your stay, ask the border services agent if they can consider your return date, because the visitor record will limit your stay in Canada
 - please note: you cannot work longer than allowed by your work permit exemption, even if the visitor record has a longer duration
 - it is normal that the visitor record mentions "This document does not allow re-entry into Canada", as it is a valid passport and visa or eTA that allow entry to Canada

- The border services agent has the final say about your entry into Canada

- Upon receiving your visitor record, check the information on your identity, the work permit exemption which should be clearly mentioned and the two expiry dates, **which should be identical**: if there are mistakes, ask for a new record (do not accept handwritten corrections)

- For more information about going through customs, click on these links:
 - [Requirements for visitors](#)
 - [Requirements for workers](#)
 - [Arrival in Canada](#)

- You will need to leave Canada when the visitor record expires, unless you apply for an extension of your visitor status (work permit exemptions cannot be extended)
 - please note: your stay at Université Laval is limited by the invitation's length, even if the visitor record has a longer duration