

IMMIGRATION PROCESSES FOR POST-DOCTORAL FELLOWS, VISITING PROFESSORS AND VISITING RESEARCH STUDENTS

May 27, 2015

Visiting Research Student (VRS)

Definition: a visiting research student is enrolled at the University to undertake full-time research with a faculty supervisor for a period of no more than six (6) months per calendar year. Students may be undergraduate, graduate, or in between degree levels.

Criteria: Key components of the VRS category are (a) an identified U of S faculty supervisor, (b) a research plan that has been approved by the faculty supervisor, the department and the College of Graduate Studies and Research, and (c) the student will not be enrolled in any credit coursework at the U of S.

Process Owner: The College of Graduate Studies and Research (CGSR) serves as the oversight organization responsible for the academic and administrative needs of VRSs. The International Student and Study Abroad Centre (ISSAC) serves as a central point of contact for immigration, service and support for admitted VRSs.

Process:

1. Potential student completes the Visiting Research Student Application form available at http://www.usask.ca/cgsr/for_fac_staff/vrs
2. Application is submitted to the U of S faculty supervisor who must approve the application and obtain the approval of the department head/director
3. Application is forwarded to CGSR for final approval
4. CGSR will issue an official letter of acceptance to admitted visiting research students
5. International visiting research student uses letter of acceptance to support their application for a study permit. Though not required by CIC for periods of study six months or less, international visiting research students are encouraged to obtain study permits. Where faculty intend to remunerate research activity undertaken by an international VRS, the VRS must obtain a study permit and apply for a SIN on arrival in Canada
6. Upon issuing an admission letter to the student, CGSR notifies ISSAC, and ISSAC provides the student with immigration, pre-arrival and arrival support
7. CGSR will register the visiting research student in a non-credit activity which denotes fulltime student engagement in academic research
8. For remunerated international students, the faculty supervisor submits a copy of the study permit to CGSR
9. Upon successful completion of the research plan visiting research students will be assigned a grade of CR (Completed Requirements)

For additional Information, please visit: http://www.usask.ca/cgsr/for_fac_staff/vrs

Students who wish to register in other courses or stay longer than six months must pursue other admission options such as admission as a non-degree student <https://www.usask.ca/cgsr/applying/non->

[degree.php](#) or a joint/sandwich student https://www.usask.ca/cgsr/applying/joint_student.php. For other options, including those for undergraduate students, please contact ISSAC <http://students.usask.ca/international/issac.php>

Post-doctoral fellows (PDF)

Definition: a trainee who holds a Post-doctoral Fellowship. In order to be issued a work permit, a post-doctoral fellowship must be a time-limited position, provided to a candidate chosen for academic excellence, for the purposes of conducting teaching, advanced study and/or research.

Criteria: normally, PDFs are appointed within three to five years of completion of their Ph.D. or equivalent degree. Appointments are for a limited period of time; normally there is an initial one to two year appointment renewable to a maximum of five years.

Process Owner: The College of Graduate Studies and Research (CGSR) serves as the oversight organization responsible for the academic and administrative needs of PDFs.

Process:

1. Researcher should consult with CGSR to confirm that the candidate is eligible for appointment, and if so, determine details of appointment; possibly has CV and draft letter of offer reviewed by CGSR
2. Researcher reaches a tentative agreement with candidate regarding appointment details
3. Submit letter of offer and registration form to CGSR for final approval
4. Researcher/academic unit submits the following to hr_immigration@usask.ca
 - signed letter of offer
 - scanned copy of applicant's passport photo page
 - applicant's current country of residence (where applicant is living at the time of application)
 - e-mail address of the applicant
 - applicant's CV
5. **Human Resources will complete the Offer of Employment form (IMM 5802) and pay the employer compliance fee of \$230, forward the package to the individual, via e-mail, with instructions regarding next steps; copy to researcher/academic unit that submitted request**
6. Candidate uses documentation to secure a work permit
7. Upon candidate's arrival at the U of S, researcher/academic unit submits a copy of the work permit to CGSR to complete the appointment

For additional information, please visit:

https://www.usask.ca/cgsr/for_fac_staff/postdoctoral.php

Visiting Professor

Definition: a visiting professor appointment shall be granted only to a faculty member or professional researcher who has a full-time position with another employer to which they can return. Visiting professors may also include those who are on sabbatical doing collaborative research at the University.

Criteria: In order to be issued a work permit, a visiting professor cannot work for more than two academic years at the University and must retain their position abroad.

Process Owner: The Office of Vice-Provost Faculty Relations (VPFR) serves as the oversight organization responsible for vetting and approving formal requests to invite visiting professors.

Process:

1. Faculty member in the academic unit submits a formal request through the department head and the dean to the VPFR with a copy to hr_immigration@usask.ca. The formal request must include:
 - candidate information (name, address, birthdate, country of citizenship)
 - details of appointment (department/college, specific term of appointment)
 - candidate CV
 - letter of invitation (must include summary of the work in which the visitor is expected to participate or reason they will be here and remuneration details)
 - signature of the department head and/or dean
2. VPFR sends approval of the formal request to the department or college and hr_immigration@usask.ca
3. Faculty member/academic unit submits the following to hr_immigration@usask.ca
 - signed letter of invitation (if different from the one submitted in the formal request)
 - scanned copy of applicant's passport photo page
 - applicant's current country of residence (where applicant is living at the time of application)
 - e-mail address of the applicant
 - applicant's CV (if different from the one submitted in the formal request)
4. **Human Resources will complete the Offer of Employment form (IMM 5802) and pay the employer compliance fee of \$230, forward the package to the individual, via e-mail, with instructions regarding next steps; copy to researcher/academic unit that submitted request**
5. Applicant uses documentation to secure a work permit
6. Upon applicant's arrival at the U of S, faculty member/academic unit submits a copy of the work permit to HR who will scan and add to e-file

Visiting Scholar

The notion of visiting scholar has been completely revised in order to meet the new immigration requirements required by CIC. The most significant change is that students can no longer be invited to the University as visiting scholars. While we believe that most of the individuals previously invited to the University as visiting scholars will now be invited as visiting professors or admitted as visiting research students, we recognize that there are always unique situations. Please continue to contact Katharine

Fahlman-Smith at Katharine.fahlman-smith@usask.ca to discuss circumstances that fall outside of those articulated in this communication.