

## Invitation and reception of foreign postdoctoral fellows from outside Canada during the COVID-19 pandemic<sup>1</sup> (Procedures guide)

	Action	Who?	When?	How?
1	Ask their candidate to familiarize themselves with the <a href="#">Guide for foreign workers and interns from outside Canada invited to Université Laval</a> and to sign the agreement form on the last page.	The professor who wants to invite the candidate	Immediately following initial discussions with the candidate	Email the candidate a link to the <a href="#">Guide for foreign workers and interns from outside Canada invited to Université Laval</a>
2	Submit the signed agreement form to the professor.	The candidate	As soon as possible	Email it to the professor.
3	Send the agreement form signed by their candidate to the faculty respondent and request a job offer number.	The professor with help from the faculty respondent	As soon as they receive the agreement form signed by their candidate	Follow the <a href="#">instructions to get a job offer number</a> .
4	Draft the official invitation letter and send it to their candidate to assist with the <a href="#">immigration process</a> .	The professor	As soon they receive the job offer number	Use the <a href="#">invitation letter template for foreign postdoctoral fellows</a>
5	Draft the letter of support for essential travel for their candidate, who will show it to a Canadian border services officer at a port of entry to Canada.	The professor	As soon as the candidate receives their work permit	Use the <a href="#">template letter of support for essential travel</a>
6	Prepare their mandatory quarantine plan and present it to a Canadian border services officer at a port of entry to Canada.	The candidate	As soon as they receive their work permit	Use the <a href="#">quarantine plan template</a>
7	Before their departure for Canada, fill out the online arrival confirmation form and submit the five following documents: the signed agreement form, the letter of support for essential travel, the completed and signed mandatory quarantine plan, the invitation letter containing the Labour Market Impact Assessment (LMIA) exempt job offer number and a copy of the work permit or the letter approving your work permit (introduction letter).	The candidate	One week before they depart for Canada	Use the <a href="#">online arrival confirmation form</a>
8	Register for their postdoctoral fellowship at Université Laval.	The candidate	Upon arriving in Québec City	Follow the instructions for <a href="#">admission and registration</a> .
<p>For immigration-related questions, write to your faculty representative: <a href="https://www.ulaval.ca/sites/default/files/International/Immigration/repondants_facultaires.pdf">https://www.ulaval.ca/sites/default/files/International/Immigration/repondants_facultaires.pdf</a> (French only)            For all questions related to admission and registration, write to: <a href="mailto:postdoctorats@reg.ulaval.ca">postdoctorats@reg.ulaval.ca</a>            For all questions related to the Université Laval postdoctoral fellowship, write to: <a href="mailto:stagiairespostdoctoraux@fesp.ulaval.ca">stagiairespostdoctoraux@fesp.ulaval.ca</a>            Website of the Faculty of Graduate and Postdoctoral Studies <a href="https://www.fesp.ulaval.ca/">https://www.fesp.ulaval.ca/</a></p>				

<sup>1</sup> In the event of any differences in translations or interpretations, the French version shall prevail.