

## 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 immigration process.	The professor	As soon as 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 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 <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="#">List of faculty respondents – Foreign worker invitation (French only)</a>            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.