

IRCC Employer Portal – How to complete an Offer of Employment

Before you start the online process ensure you have a copy of the identification page of the individual's passport and a copy of the offer letter at hand. These are important as you will need to provide information regarding the individual (Legal Name, Date of Birth, Country of Residence, Citizenship) and the job (Job Title, Salary, Duties, Duration) to IRCC.

Note that department administrators may only submit offers for Visiting Faculty, Post-doctoral Fellows and Clinical Fellows. All other faculty exemptions must be submitted by Faculty Relations. Staff exemptions must be submitted by central Human Resources (*contact your HR Associate/Advisor*)

For questions regarding LMIA-exemptions and in which circumstances they are applicable, please contact the immigration team at the Housing and Relocation Services office at [HR Immigration Help](#) (UBCV) or [Faculty Relations and Immigration Consultant](#) (UBCO).

To start:

1. Log in to the [Employer Portal](#).
2. On the main page, select "Access the offer of employment queue".



What would you like to do today?

Access the offer of employment queue

3. On the "Employment queue" page select "Submit an offer of Employment". If there are many offers of employment in your queue you will need to scroll to the bottom of the page.

Apply for:

Submit an offer of employment

Return to previous page

The Form is divided into 4 sections





Print Help

LMIA-exempt Offer of employment

Offer of employment to a foreign national exempt from a Labour Market Impact Assessment (LMIA)

Complete your online application by choosing a section below.

You should review your application before you send it to make sure that it is complete and accurate.

Form Name	Status	Options
Business Information	 In progress	<input type="button" value="Start form"/>
Foreign Worker	 Not started	<input type="button" value="Start form"/>
Job Details	 In progress	<input type="button" value="Start form"/>
Wage and benefits	 Not started	<input type="button" value="Start form"/>

4. Select "start form" on the Business Information option.

Business Information

5. Provide Business information as requested. UBC's business number, legal and operating names will be pre-populated.

LMIA-exempt Offer of employment

Business information

Business

Please provide the most up to date information about the business or company

Business number ?

Business legal name ?

Business operating name ?

*** Business telephone number (required)**

Business address

Type of business

Business details

User contact information

Enter the main department phone number

After completing information select "Next" (You will need to do this in after each section).

Business Address

6. Enter the address information for your unit.

Business address

Apartment/unit number (if applicable)

* Street number (required)

* Street address/name (required)

Street address/name line 2 (if applicable)

* Country/territory (required)
Canada

* Province/state (required)
British Columbia

* City/town (required)
Vancouver

* Postal code (required)
V6T 1Z3

* Is your business address different than mailing address? (required)
No

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The information will default to either the address information for the Branch User or for the first unit in that branch to create an Offer of Employment. Each unit will need to enter their own information.

Type of Business

7. This information should auto-populate.

Type of business

* Type of business (select applicable option) (required) ?
Other

* Specify (required)
Educational Institution

* Is the business a franchise? (required) ?
No

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Type of Business – Educational Institution. After the first Offer of Employment has been completed within the branch, this and other information will auto-populate.

UBC is not a franchise. Select No

Business Details

8. The business details information should auto-populate so you won't need to enter anything.

The image shows a screenshot of a web form titled "Business details". The form contains several fields with orange arrows pointing to callout boxes on the right. The callouts provide the following information:

- Website:** www.ubc.ca (points to the Web address field)
- Business Start Date:** 1908-01-01 (points to the Date business started field)
- Primary Business Activities:** Teaching, research & training of undergraduate and graduate students (points to the Describe the principal business activity field)
- # of Employees:** over 100 (points to the Number of employees field)
- Gross Income:** Over 5 million (points to the Gross income field)

The form fields are:

- Web address:** www.ubc.ca
- Date business started:** 1908, January, 01
- Describe the principal business activity:** Teaching, research & training of undergraduate and graduate students
- Number of employees:** Over 100 Employees
- Gross income:** Over 5 million

Navigation buttons: Previous, Next

Business Primary Contact

9. The person completing the form provides their contact details.

Note that the name provided on this screen will be the signatory's name on the declaration screen. The person completing the information is the only one who can 'sign' the declaration section so their details must be added here.

Business details

User contact information

Primary contact is the person who will be contacted by IRCC for further information.

* First name(s) *(required)*

Middle name (if applicable)

* Last name(s) *(required)*

* Job title *(required)*

* Contact phone number *(required)*

Extension

Contact fax number

* Contact email address *(required)*

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The information on this page will default to that of the first user in the branch. If you are the first user then this information will be blank.

If information already appears add or adjust the information as appropriate.

Select "Save and exit".

Foreign Worker Information

10. Enter Foreign Worker data as requested

LMIA-exempt Offer of employment

Foreign Worker Information

Foreign Worker Information

Family name

Given name(s)

Gender

Please select

Date of birth

Select Year Select Month Select Day

Country of birth

Please select

Country of residence

Please select

Citizenship

Please select

Passport number ?

Ensure what you enter matches the information in the foreign national's passport

Select "Save and exit".

Job Offer Details

11. Enter job offer details

Job Offer Details

Details of Job

Business legal name

Business operating name

Business number

LMIA exemption title ?

LMIA exemption code ?

Explanation of how the job meets the requirements of the exemption being requested ?

Job title

NOC code ?

LMIA Exemption Title:

Visiting Faculty – C22 Reciprocal employment- Academic Exchanges - R205(b) [**not** C20]

Postdoctoral Fellows – C44 Post-doctoral fellows - R205(c)(ii)

Clinical Fellows – C45 Foreign Medical (or Dental) Residents and Medical Research Fellows- R205(c)(ii)

The LMIA Exemption code will auto-populate:

Visitors– C22

Postdocs – C44

Clinical Fellows - C45

Job Requirements:

Visiting Faculty – This is a research and teaching opportunity for a faculty member from another academic institution who is temporarily located at UBC.

Postdoctoral Fellows – This is a research position for a recent PhD recipient. The primary focus is research, however, the individual may be provided with an opportunity to teach. (if applicable add, The individual is in receipt of a postdoctoral fellowship award from....)

Clinical Fellows – This is an opportunity for a physician specialist to receive advanced training in the field of (enter field) to advance clinical care and/or medical research. The transfer of skills and knowledge is a significant benefit to Canadian universities and the medical field.

National Occupation Classification (NOC) Code:

Visiting Faculty – 41200
 Postdoctoral Fellow – 41200
 Clinical Fellow - 31100

Job Title:

- For Visiting faculty title must be "Visiting xxxxxx" with the title corresponding to that at their home institution. Do **not** enter Visiting Scientist (*contact FR/HR*)
- Postdoctoral Fellow
- Clinical Fellow

12. Complete all job offer details information

Please provide the address of the primary physical job location.

* Country/territory (required)
Canada

Apartment/unit number (if applicable)

* Street number (required)

* Street address/name (required)

Street address/name line 2 (if applicable)

* Province/state (required)
Please select

* City/town (required)

* Postal code (required)

* Will the worker perform job duties at more than one job location? (required)
No

* Expected start date of employment (required)
Select Year Select Month Select Day

* Expected duration of employment (required) ?

For Postdoctoral Fellow, indicate "May be required to work at various UBC campus locations."

If the individual will perform work in more than one location for ANY duration, select **Yes** and complete the secondary address information. If no 2nd location select **No**.

Start Date & Duration:

This information must match the details of the offer letter.

Remember that for Visiting Faculty the maximum duration is 2 years.

Main Duties: Describe duties as applicable.

For Postdoctoral Fellow, indicate "Duties and responsibilities will be consistent with that of a Postdoctoral Fellow, including research and teaching of one course per term if required. Should a change in the Faculty or Department be required, the Postdoctoral Fellow will continue to carry out research and duties in the field in which their degree was granted. May be required to work at various UBC campus locations"

* Main duties of the job (required) ?

* Minimum education requirements of job (required)

Please select

Other training required ?

* Experience and skills required to complete the job duties (required)

Experience & Skills:

Visiting Faculty member: indicate that the individual holds a position at the University of X to which they will be returning.

Postdoctoral Fellow: indicate that the individual has recently received their PhD.

Clinical Fellow: indicate that Physician must be specialized in.....

Enter additional information as required.

* Are there provincial/federal certification, licensing or registration requirements for the job? (required) ?

NO

* There are Employer compliance fees associated to an LMIA-Exempt offer of employment. Will you be paying your fees or are you fee exempt? (required)

Please select

Next →

Compliance Fees:

Indicate yes you will be paying the fees.

Note: the employer is responsible for paying this fee and it cannot be charged to the foreign national.

Clinical Fellows: Must be licensed by the College of Surgeons & Physicians of BC.

Employer Primary Contact Information

13. Provide the contact information.

▸ Details of Job

▾ Employer Primary contact Information

Primary contact is the person who will be contacted by CIC for further information.

First name(s)

Middle name (if applicable)

Last name(s)

Job title

Contact phone number

Extension

Contact fax number

Contact email address

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This will normally be the same person as listed as the Business Primary Contact, but as required could be a different person.

After entering the information, select "Save & Exit"

Wage and Benefits Details

14. Provide current wage and benefit information applicable to the position

Wage and benefits

* Are you paying the foreign national directly? *(required)*
Yes

* Type of wage *(required)*
Wage in Canadian dollars per hour

* Wage amount *(required)*
[]

* Number of work hours per day *(required)*
8

* Number of work hours per week *(required)*
40

* Total of number of work hours per month *(required)*
173

* The overtime rate in Canadian dollars *(required)*
0

* Overtime starts after how many hours per week *(required)*
0

Additional information
[]

Alternate compensation scheme (if applicable) ?
[]

For unpaid visitors and Postdocs receiving NUF pay, you have to make a choice, even though neither of the 2 choices apply.

Choose whichever seems the most appropriate to you.

Ensure the amount matches what is on the offer letter.

If not being paid by UBC enter "0".

For full-time Fellows & Visitors:

- 8 hours per day
- 40 hour work
- 173 hours per month

Overtime is not applicable to faculty appointments

If the individual is self-funded or in receipt of a fellowship award enter this information here. For visiting faculty indicate there is no remuneration from UBC if this is applicable.

If a postdoc may be required to teach add, "If the Postdocs is required to teach they will receive additional pay as per the offer letter. Funding sources vary; therefore, PDFs can receive additional funding from grants/fellowships giving the potential for the wage to increase."

Select "Next" to continue.

Benefit Information

15. Enter information or leave blank as applicable

The screenshot shows a web form titled "Benefits" with a blue header. The form contains several sections:

- * Benefits (required) ?**: A list of checkboxes for "Disability Insurance", "Dental Insurance", "Pension", and "Extended medical insurance (e.g. Prescription drugs, paramedical services, medical services and equipment)". An orange arrow points from the "Benefits" callout box to the "Dental Insurance" checkbox.
- Type of vacation**: A dropdown menu with "Please select" as the current selection. An orange arrow points from the "Vacation" callout box to this dropdown.
- Other benefits (if applicable). Please specify.**: A text input field.
- Additional information**: A larger text input field. An orange arrow points from the "Additional Information" callout box to this field.
- Previous**: A button with a left-pointing arrow.

Three callout boxes provide additional information:

- Benefits**:
Visitors: no Benefits
Postdoc Fellows: Dental & Medical Benefits if meeting UBC Benefits eligibility criteria.
Clinical Fellows: Dental & Medical Benefits if meeting UBC Benefits eligibility criteria.
- Vacation**:
If paid appointment vacation must meet minimum of 2 weeks
- Additional Information**:
For Postdoc & Clinical Fellows, benefits are based on one year, at least 50% time & salary minimum. Good to indicate this in the Addl Info field.

Select "Save and exit".

If you have entered all required information the status for each section will be noted as 'Complete'. Should you wish you can review or update the information by clicking on "update form" button beside each section.

LMIA-exempt Offer of employment

Offer of employment to a foreign national exempt from a Labour Market Impact Assessment (LMIA)

Complete each section below to submit your online offer of employment.

You should review your offer of employment before you submit to make sure it is complete and accurate.

Form Name	Status	Options
Business information	✓ Complete	Update form
Foreign Worker	✓ Complete	Update form
Job Details	✓ Complete	Update form
Wage and benefits	✓ Complete	Update form

[← Exit](#)

[Continue →](#)

Print and save each detailed section, combining them as a PDF document.

Once all information is correct, select "continue" to sign-off and move to the payment screens.

Document checklist

Once you select "Continue" the following screen will appear. Normally there will be no forms to upload, so you should select the 'Next' button to continue.

Start Again | Share with CIC | Modify my Answers | Print | Help

Your document checklist

Administrator Name: Supporting Documents

Details	Document Name	Instructions	Options
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Administrator Name: Optional Documents

Details	Document Name	Instructions	Options
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There are no required documents for this Online Application.

Fees

Fees			
Application	Quantity	Price (CAD) per unit	Total (CAD)
LMA-Exempt work permit Fee	1	\$230	\$230

The fee shown is an estimate based on the fees in effect on the day that this Personal Reference Code is issued. The actual fees to be paid will be calculated on the date of submission.

Total Price (CAD) \$230

Exit Questionnaire | Next

Declaration & Electronic Signature

16. The Administrator Name that appears at this stage is the Primary Business Contact entered at step 7. Select "sign" in order to move forward.

Your Declaration and Electronic Signature

Required Documents Checklist

Required Documents Checklist

Details	Document Name	Options
There are no required documents for this Online Application.		

Summary of fees

Application	Quantity	Price (CAD) per unit	Total (CAD)
Total Price (CAD)			

Statement of Privacy

Information provided to CIC is collected under the authority of the Immigration and Refugee Protection Act (IRPA) for the purpose of administering and enforcing the IRPA and its regulations. Information provided under section 205.11 of the IRPR or on request pursuant to the IRPR, including information that qualifies as personal information with the meaning of the Privacy Act, as well as any other information collected by Citizenship and Immigration Canada (CIC), the Canada Border Services Agency (CBSA) or Employment and Social Development Canada (ESDC) will be stored in Personal Information Bank CIC FPU 054, Temporary Foreign Worker Records and Case File. It is protected and accessible under the Privacy Act and the Access to Information Act.

Information collected can be shared and used by CIC, CBSA and ESDC under the International Mobility Program for the purpose of administering and enforcing the Immigration and Refugee Protection Act and its regulations; this information may also be shared with the provincial and/or territorial governments for the purposes of the administration and enforcement of provincial or territorial laws that regulate employment, or the recruiting of employees, in accordance with applicable legislation.

In accordance with the Privacy Act and the Access to Information Act individuals have the right to protection of and access to their personal information. Details on these matters are available at the [InfoSource](#) website.

Declaration of employer

- I attest that I have entered into an employment agreement with the foreign national that provides for employment in the same occupation and the same wages and working conditions as those set out in the offer of employment. I attest that the employment agreement is drafted in the foreign national's chosen official language of Canada, is signed by myself and the foreign national, and that I have provided a copy of the employment agreement to the foreign national.
- I attest that I have not, directly or indirectly, charged or recovered from the foreign national the fee referred to in subsection 303.1(1) of the Immigration and Refugee Protection Regulations (compliance fee) or any fees related to the recruitment of the foreign national, with the exception of the fees referred to in subsections 296(1), 298(1), and 299(1) of the Immigration and Refugee Protection Regulations (temporary resident visa, temporary resident permit and work permit fees).
- I attest that I have ensured that any person who recruited the foreign national on my behalf did not, directly or indirectly, charge or recover from the foreign national the fee referred to in subsection 303.1(1) of the Immigration and Refugee Protection Regulations (compliance fee) or any fees related to the recruitment of the foreign national, with the exception of the fees referred to in subsections 296(1), 298(1), and 299(1) of the Immigration and Refugee Protection Regulations (temporary resident visa, temporary resident permit and work permit fees).

I certify that I am actively engaged in the business in respect of which the offer of employment is made and understand that I must remain so during the period of employment for which the work permit is issued to the foreign national.

I certify that I am compliant with, and will comply with, the federal/provincial/territorial laws that regulate employment and the recruitment of employees, in the province/territory in which it is intended that the foreign national's work and, if applicable, with the terms and conditions of any collective agreement.

I certify that I will provide the foreign national with employment in the same occupation as that set out in the foreign national's offer of employment and with wages and working conditions that are substantially the same as -- but not less favourable than -- those set out in the offer.

I certify that I will make reasonable efforts to provide a workplace that is free of abuse which includes physical, sexual, psychological or financial abuse.

I confirm that I have read and understood the contents of this form. I declare that the information that I have provided in this form, and the certifications and attestations above, are true, complete and accurate. I confirm that I understand that if I have made a false declaration or have otherwise provided false or misleading information the potential employee's application could be rejected. I further confirm that I understand that providing such false or misleading information, making a false declaration or failing to declare all information material to the potential foreign workers application could be an offence and/or constitute non-compliance under the Immigration and Refugee Protection Act.

* Please select (required)

Signature

I agree that by submitting this application, I am electronically signing the application.

I, Given name(s) _____ Last name(s) (required) _____, solemnly declare that the information I have provided is true and that the documents I am submitting in support of my application are genuine and have not been altered in any way.

Security Question

* _____ (required)

The compliance fee will auto-populate.

The person completing the form will need to add their first & last names. They are the 'signatory' for the offer of employment.

The security question is specific the person performing the data entry. This must be answered to proceed.

Confirmation of Signature

Signature

Required Documents Checklist

Required Documents Checklist

Details	Document Name	Options
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There are no required documents for this Online Application.

Summary of fees

Application	Quantity	Price (CAD) per unit	Total (CAD)
LMI-A-Exempt work permit Fee	1	\$230	\$230
Total Price (CAD)			\$230

Declaration of employer

I certify that I am actively engaged in the business in respect of which the offer of employment is made and understand that I must remain so during the period of employment for which the work permit is issued to the foreign national

I certify that I am compliant with, and will comply with, the federal/provincial/territorial laws that regulate employment and the recruitment of employees, in the province/territory in which it is intended that the foreign national's work and, if applicable, with the terms and conditions of any collective agreement.

I certify that I will provide the foreign national with employment in the same occupation as that set out in the foreign national's offer of employment and with wages and working conditions that are substantially the same as -- but not less favourable than -- those set out in the offer.

I certify that I will make reasonable efforts to provide a workplace that is free of abuse which includes physical, sexual, psychological or financial abuse.

I confirm that I have read and understood the contents of this form. I declare that the information that I have provided in this form is true, complete and accurate. I confirm that I understand that if I have made a false declaration or have otherwise provided false or misleading information the potential employee's application could be rejected. I further confirm that I understand that providing such false or misleading information, making a false declaration or failing to declare all information material to the potential foreign workers application could be an offense and/or constitute non-compliance under the Immigration and Refugee Protection Act.

Please select (required)

I agree

Signature

I agree that by submitting this application, I am electronically signing the application.

I, **name**, solemnly declare that the information I have provided is true and that the documents I am submitting in support of my application are genuine and have not been altered in any way.

[Exit Online Application](#)

[Transmit and Pay](#)

17. Assuming all is correct, select "Transmit and Pay"

18. Payment of Fees

First a summary screen will appear:

Print Help

Summary of Fees

Summary of Fees for Nicole Hyatt

This table is a summary of your fees based on what you have applied for in your application. All fees are listed in Canadian dollars (CAD).

Application	Quantity	Price (CAD) per unit	Total (CAD)
LMA-Exempt work permit Fee	1	\$230	\$230

Total Price (CAD) \$230

THIS IS NOT A RECEIPT

You will be redirected to a different site to pay your fees. **You have 2 hours to complete your payment.** If you can't proceed with your payment right now, select "transmit and pay", and then select "cancel transaction". **Do not close your browser to exit.**

Your MyCIC session will **time out after 20 minutes.** If your session times out while you are paying your fees, your application is still submitted. Sign back in to your MyCIC account to view your acknowledgement of receipt letter. It may take a few hours for the letter to be sent to your account.

Transmit and Pay

Then you will be taken to a secure screen to enter your credit card information. Once you have entered and submitted this information a confirmation screen will appear. **TAKE A PRINT SCREEN OF THIS RECEIPT AND SAVE.**

19. Process Completed

Congratulations! You have successfully submitted your application or profile.

Your Online Request For Enrolment in the CIC Portal Has Been Transmitted

What happens next?

- Step 1:** Citizenship and Immigration Canada will verify that you are eligible to enrol in the portal as an Employer using the information you have provided.
- Step 2:** You will be advised by e-mail of the result of your request for enrolment. It is important that you logout and close your browser before leaving your computer unattended. This is a precaution to ensure that no one else can access your personal information.
- Step 3:** [Please take a few moments to rate your experience with us today.](#)

Exit Questionnaire

Return to the home page to review the Offer of Employment queue to retrieve the Offer of Employment Number. This number will appear in the left-hand column of

the queue after CIC has reviewed (normally shortly after submission). This number that will be provided to the Foreign National as follows:

UBCV: Department administrator provides this number to the foreign national.

UBCO: Department administrator sends offer of employment number, copy of the submission, offer of employment, and foreign national's email address to trisha.kasawski@ubc.ca. Trisha will provide instructions to the foreign national on how to apply for a work permit, and will cc the department administrator.