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 signed offer letter. 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.

Department administrators may only submit offers for Visiting Faculty, Post-doctoral Fellows and Clinical Fellows. All other faculty exemptions <u>must</u> 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 <u>HR Immigration Help</u> (UBCV) or <u>Faculty Relations and Immigration Consultant</u> (UBCO).

To start:

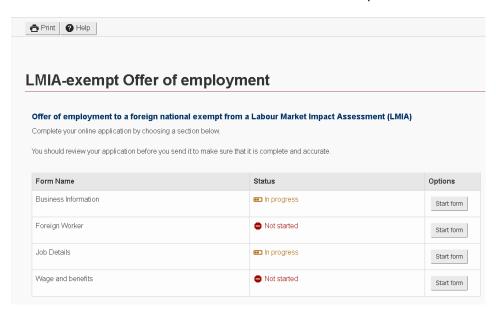
- 1. Log in to the **Employer Portal**.
- 2. On the main page, select "Access the offer of employment queue".



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.



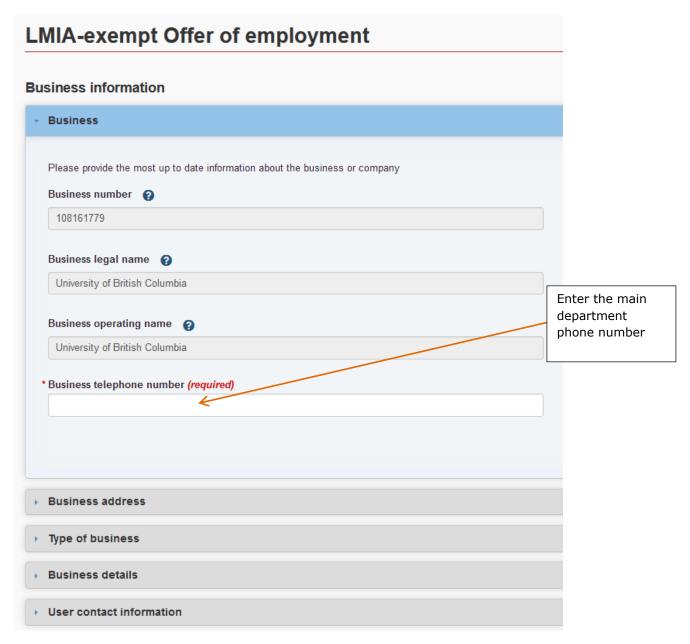
4. Select "start form" on the Business Information option.



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Business Information

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

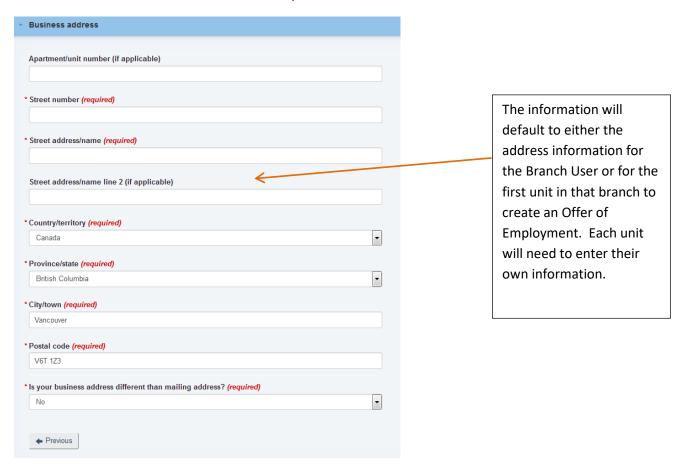


After completing information select "Next" (You will need to do this after each section).

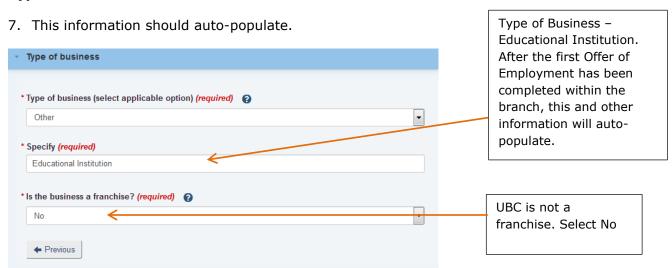
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Business Address

6. Enter the address information for your unit.



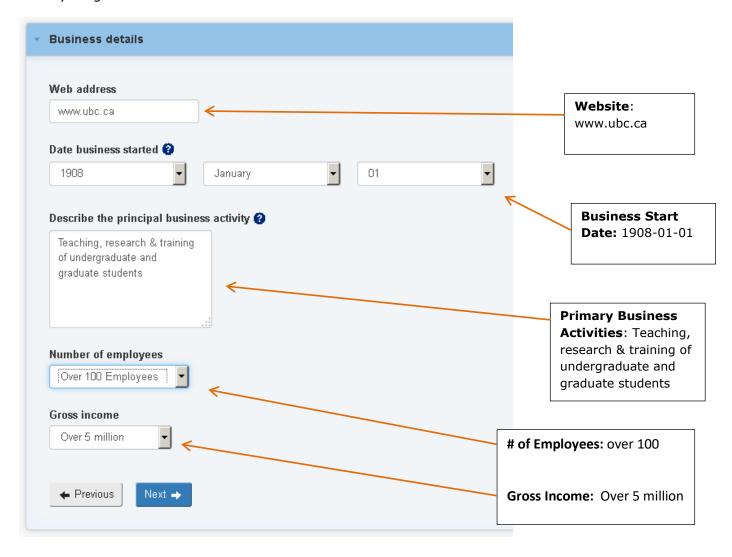
Type of Business



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Business Details

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

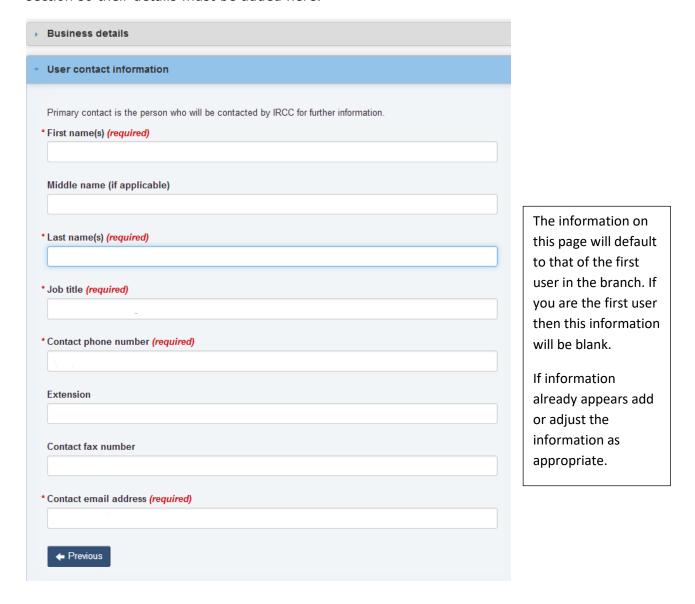


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Business Primary Contact

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.

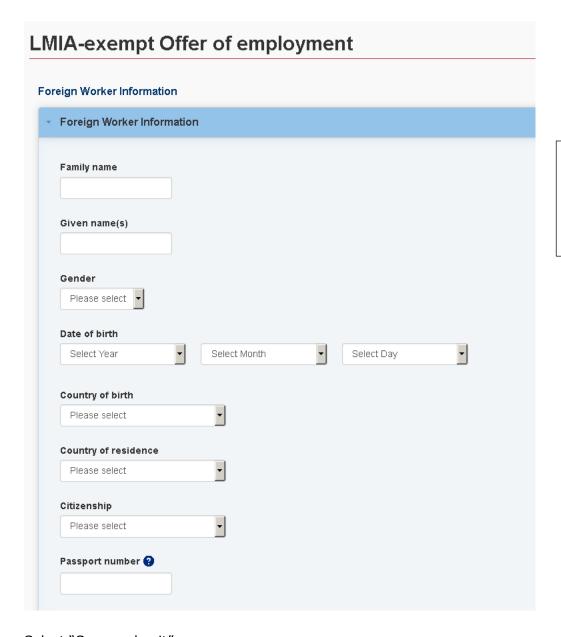


Select "Save and exit".

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Foreign Worker Information

10. Enter Foreign Worker data as requested



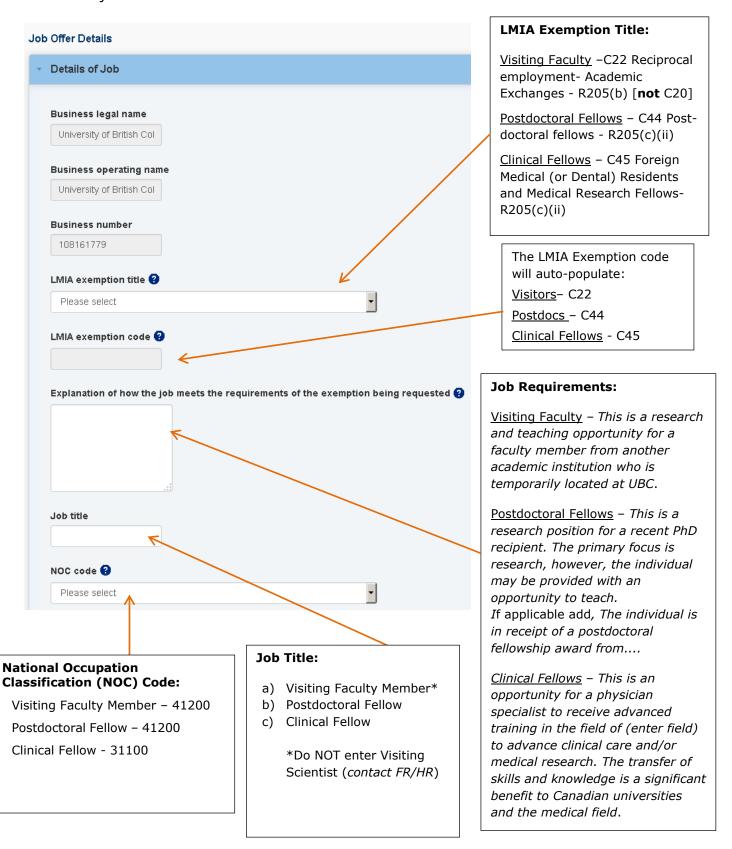
Ensure what you enter matches the information in the foreign national's passport

Select "Save and exit".

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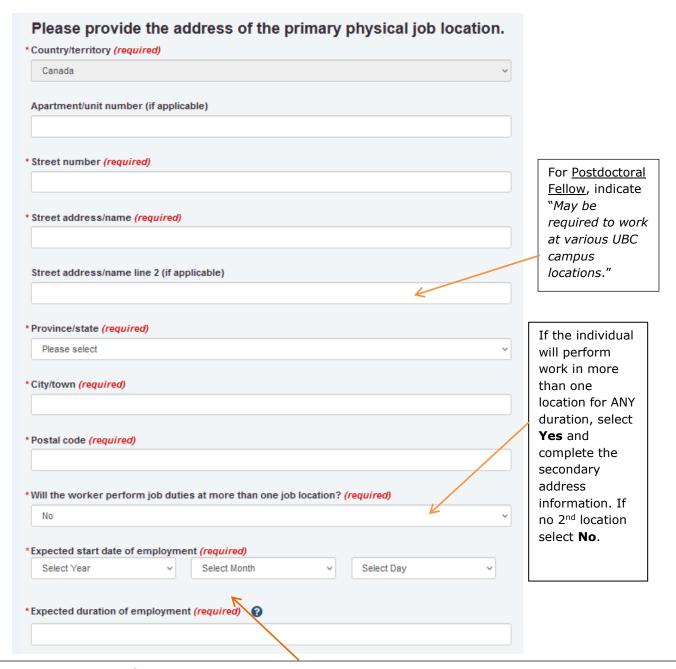
Job Offer Details

11. Enter job offer details



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12. Complete all job offer details information



Start Date & Duration:

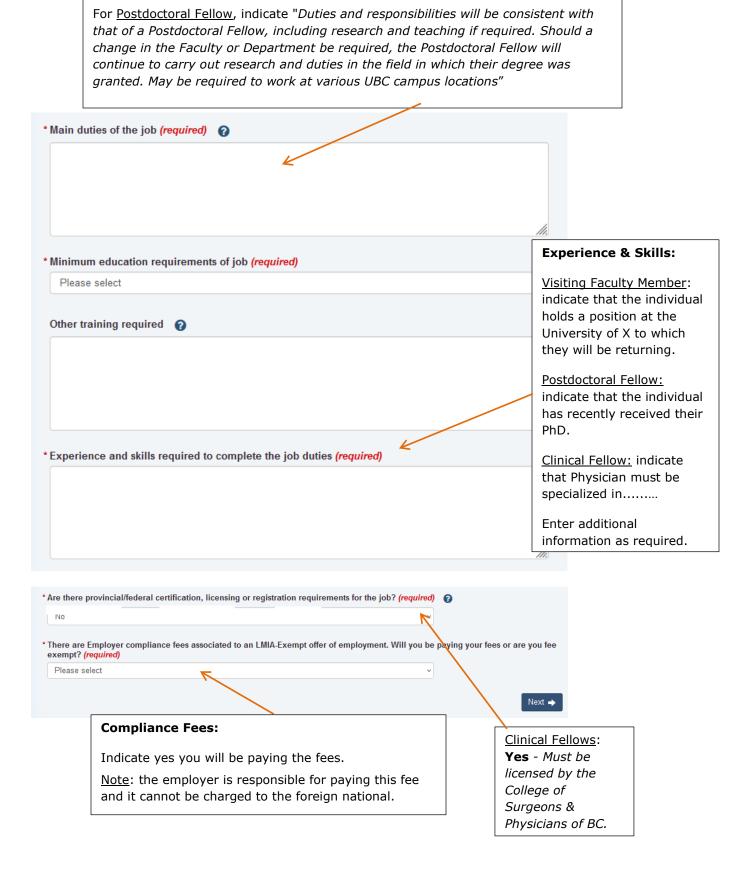
This information must match the details of the offer letter.

For an initial work permit:

Please advance the start date by one month and add it to the total duration of employment to facilitate early arrivals and avoid a shortened work permit. For example, a 12-month job offer starting on July 1, 2025, should be advanced to June 1, 2025, with a total duration of 13 months. It should also be specified that the additional month has been added in the **alternate compensation scheme**, as shown later in this guide [p. 11].

Please note that work permit duration might still be limited by an earlier passport expiry date.

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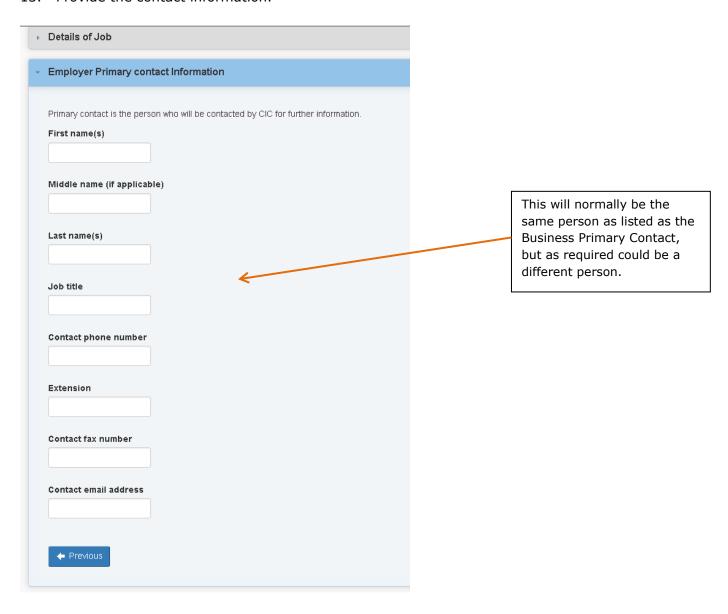


Main Duties: Describe duties as applicable.

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Employer Primary Contact Information

13. Provide the contact information.



After entering the information, select "Save & Exit"

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Wage and Benefits Details

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

Wage and benefits	For unpaid visitors and Postdocs receiving NUF pay, please select		
	'no'	'no' to the 'direct pay' question.	
* Are you paying the foreign national directly? (required)			
Yes		Input funding arrangement	
* Type of wage (required)	deta	details in the "alternative	
Wage in Canadian dollars per hour ▼	com	compensation scheme" box.	
* Wage amount (required)			
		Ensure the amount	
*** 1 7 11 1 7 1 8		matches what is on the	
* Number of work hours per day (required)		offer letter.	
8			
* Number of work hours per week (required)		If not being paid by UBC	
40		enter "0".	
* Total of number of work hours per month (required)		Call Page 5	
173		r full-time Fellows &	
* The overtime rate in Canadian dollars (required)	VIS	sitors:	
0		8 hours per day	
_		40 hours per	
* Overtime starts after how many hours per week (required)	•	•	
0		week	
	•	173 hours per	
Additional information		month	
		Overtime is not	
		applicable to faculty	
	a	ppointments	
Alternate compensation scheme (if applicable)			

For an initial work permit: The official start date for compensation, benefits, and appointment purposes is [Month DD, YYYY], or the date of entry, whichever is later. One month has been added to the total duration of employment to allow for early arrival, relocation, and required documentation.

<u>Postdoc Fellows</u>: Add: Funding sources vary; therefore, PDFs may receive additional funding from grants/fellowships giving the potential for the wage to increase.

If the individual is self-funded or in receipt of a fellowship award enter this information here:

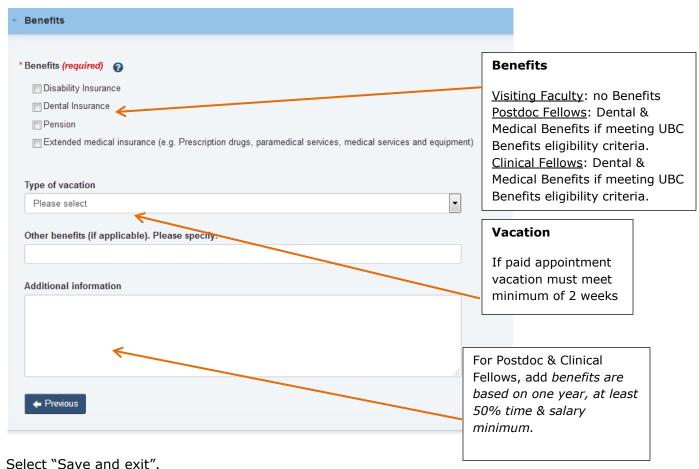
<u>Visiting Faculty Member</u>: Where applicable, indicate there is no remuneration from UBC, and indicate how they will fund their stay (i.e., self-funded, home institution, award, etc.), including amount in CDN. If they may be required to teach add, *Should the Visiting Faculty be offered and agree to teach during the duration of their appointment, UBC will provide them compensation in the form of an honorarium, with the amount aligned with UBC's standard compensation rate.*

<u>Postdoc Fellows</u>: If they may be required to teach add, *If the Postdoc is required to teach they will receive additional pay as per the offer letter.*

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Benefit Information

15. Enter information or leave blank as applicable



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.

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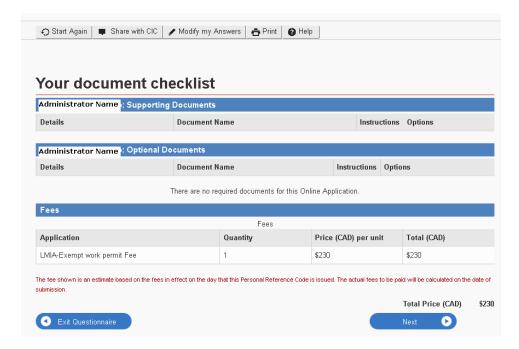
LMIA-exempt Offer of employment			
Offer of employment to a fore (LMIA)	ign national exempt from a Labour Mark	et Impact Assessment	
Complete each section below to submit your online	e offer of employment.		
You should review your offer of employment before	you submit to make sure it is complete and 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.



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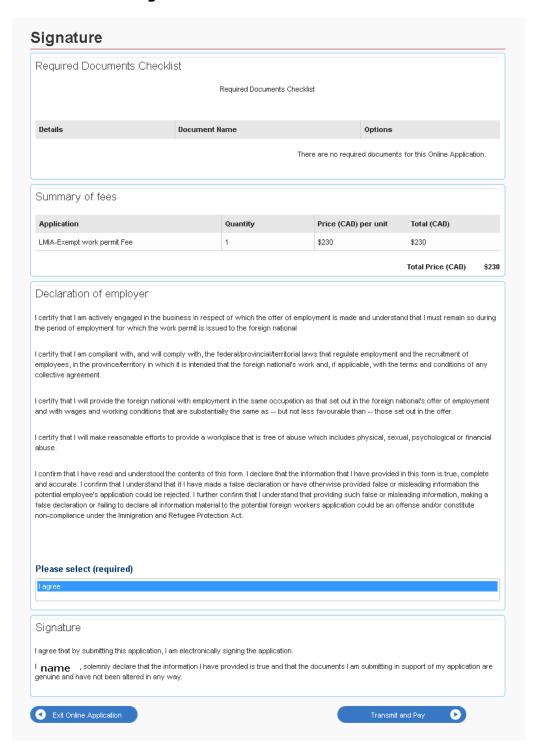
Declaration & Electronic Signature

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 There are no required documents for this Online Applica The compliance fee will auto-Summary of fees populate. Application Quantity Price (CAD) per unit Total (CAD) Statement of Privacy and enforcing the IRPA and its regulations. Information provided under section 209.11 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 (ICD), the Canada Border Services Agency (CBSA) or Employment and Social Development Canada (ESDC) will be stored in Personal Information Bank CIC PPU 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, CIESA and ESDC under the International Mobility Program for the purposed of admiand enforcing the Provigosition and Refugee Protection Art 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 lesses that regulate employment, or the necessiting of employees, in accordinate with applicable legislation. In accordance with the Privacy Act and the Acords to Information Act individuals have the right to protection of and access to their p information. Details on these matters are available at the Infosource website. and the same suspen and working conditions as those art out in the offer of employment. I attest that the employment agreement is drafted in the foreign nationals chosen official language of Canada, is signed by myself and the foreign rustional, and that I have provided a copy of the employment agreement to the foreign national. The person . I attest that I have not, directly or indirectly, charged or recovered from the foreign national the fee referred to in subsection 200.1(1) of the Interigration and Refugee Protection Regulations (compliance fee) or any fees related to the recruitment of the foreign rutional, with the exception of the fees observed to in subsections 256(1), 286(1), and 259(1) of the Immigration and Refugee Protection Regulations (bempore sedded view, proporty resident permit and your permit response). completing the form will need to add their first & . Tattest that I have ensured that any person who recruited the foreign national on my behalf did not, directly or indirectly, change or recover. Facinity of the Control of the Protection Regulations (Pemporary resident visus, temporary resident permit and work permit and work permit and Setupe Protection Regulations (compliance feel or any fees related to the recruitment of the foreign national, with the exception of the fires referred to in subsections 250(1), 258(1), and 259(1) of the Immigration and Refugee Protection Regulations (temporary resident visus, temporary resident permit and work permit fees). last names. They are the 'signatory' I certify that I am actively expanded in the business in respect of which the offer of employment is made and understand that I must remain so for the offer of ng the period of employment for which the work permit is issued to the foreign r employment. I certify that I am compliant with, and will comply with, the federal/provincial/territorial laws that regulate employment and the recruitment of projects, in the province/territory in which it is intended that the foreign national's work and, if applicable, with the territs and conditions of any and with wages and working conditions that are substantially the same as -- but not less tavourable 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 I confirm that I have read and undenstood the contexts 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 the providing such false or misleading information, making a false declaration or falling to declare all information material to the p sortiers application could be an offense and/or constitute non-compliance under the Immigration and Refugee Protection Act. The security question is specific the person Please select (required) performing the data entry. This must be Signature answered to proceed. I agree that by submitting this application, I am electronically signing the applica documents I am submitting in support of my application are genuine and have not been altered in any way. Security Question

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Confirmation of Signature

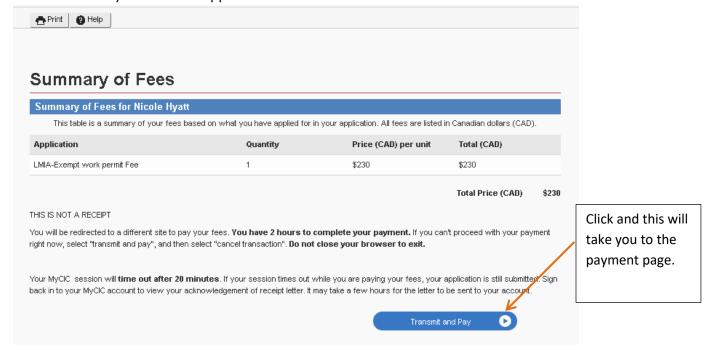


17. Assuming all is correct, select "Transmit and Pay

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18. Payment of Fees

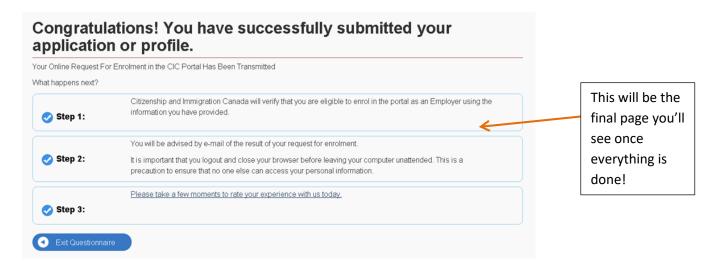
First a summary screen will appear:



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



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). Please **copy and paste this number** which will be provided to the Foreign National as follows:

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UBC Vancouver

Department administrator emails the following information to the foreign national, cc'ing immigration.help@ubc.ca with the Subject Line "[[insert Offer of Employment #] First Name, Last Name: Position]", attaching the following:

- Completed and signed <u>LMIA-Exemption Offer Number Confirmation Letter</u>
- Copy of the LMIA-exempt Offer of Employment submission (saved in one PDF, titled Last Name, First Name LMIA-exempt Offer of Employment)
- \$230 Employer Compliance Fee Receipt
- Signed and dated offer letter

Include one of the two paragraphs below (whichever applies) in the body:

New Work Permits:

The UBC Immigration team, cc'd, will advise you on the work permit application process. They receive a high volume of inquiries, so it may take them one to three business days to respond. Unless you have proceeded with an application before, our suggestion is to wait until you have received the specific guidance from our immigration team before you proceed with submitting any applications or taking any actions.

For our immigration team, Dr. [Full Legal Name] is a citizen of [Country] currently residing in [Country]. They will be appointed as a [Appointment Type/Position] beginning on [Start Date] for a duration of [Appointment Duration].

If there is any additional information that might be relevant to the HR Immigration team, please provide it here (e.g., currently in Canada but working for another post-secondary institution, currently a visitor in Canada, accompanying family members/their nationalities, etc.).

Work Permit Extensions:

The UBC Immigration team, cc'd, will advise you on the work permit extension process. They receive a high volume of inquiries, so it may take them one to three business days to respond. Unless you have proceeded with an extension application before, our suggestion is to wait until you have received the specific guidance from our immigration team before you proceed with submitting any applications or taking any actions.

For our immigration team, Dr. [Full Legal Name] is a citizen of [Country] currently residing in Canada. They are currently a [Appointment Type/Position] with an appointment duration of [Appointment Duration], and their work permit expires on [Date]. If there is any additional information that might be relevant to the HR Immigration team, please provide it here (e.g., currently on leave, etc.).

The UBCV Immigration Team will advise the foreign national on the work permit application, cc'ing the department administrator

UBC Okanagan

Department administrator emails the following information to the Faculty Relations and Immigration Consultant (trisha.kasawski@ubc.ca with the Subject Line [[insert Offer of Employment #] First Name, Last Name: Position]:

- Completed and signed <u>LMIA-Exemption Offer Number Confirmation Letter</u>
- Copy of the LMIA-exempt Offer of Employment submission (saved in one PDF, titled Last Name, First Name LMIA-exempt Offer of Employment)
- \$230 Employer Compliance Fee Receipt
- Signed and dated offer letter
- Foreign national's email address

The Faculty Relations and Immigration Consultant will advise the foreign national on the work permit application, cc'ing the department administrator.

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