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 <u>must</u> be submitted by Faculty Relations. Staff exemptions must be submitted by central Human Resources (*contact your HR Associate/Advisor*)

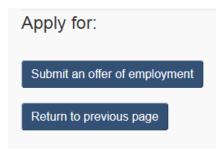
For questions regarding LMIA-exemptions and in which circumstances they are applicable, please contact the immigration team at the Housing and Relocation Services office at HR Immigration Help (UBCV) or Faculty Relations and Immigration Consultant (UBCO).

To start:

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

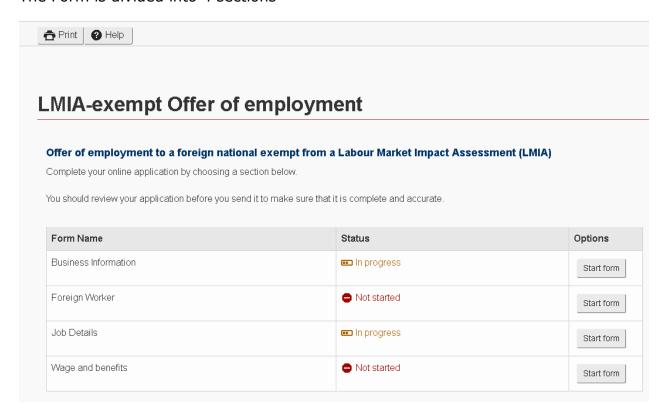


3. On the "Employment queue" page select "Submit an offer of Employment". If there are many offers of employment in your queue you will need to scroll to the bottom of the page.



Page 1 of 19 February 2023

The Form is divided into 4 sections

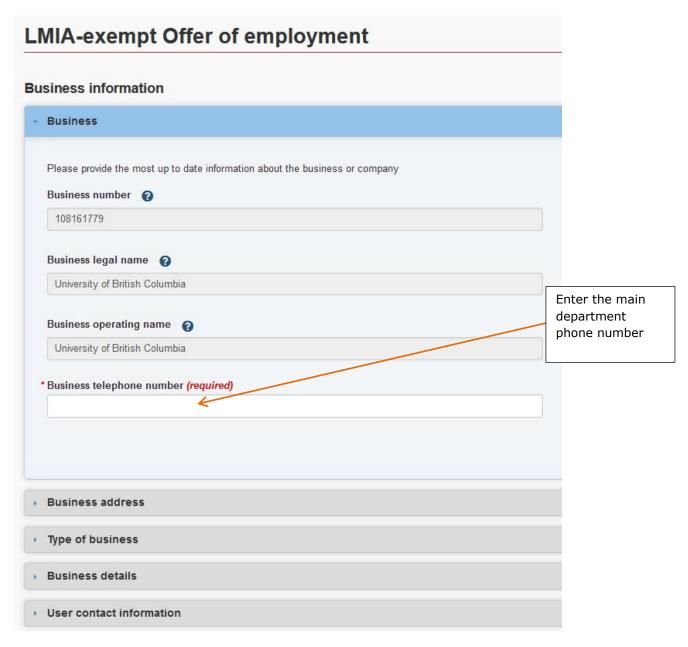


4. Select "start form" on the Business Information option.

Page 2 of 19 February 2023

Business Information

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

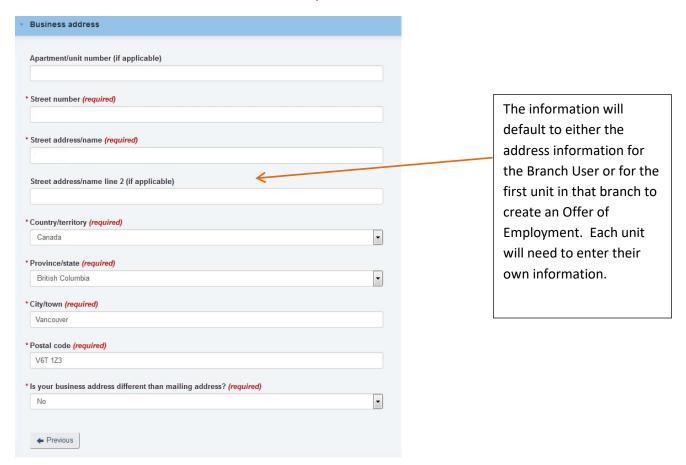


After completing information select "Next" (You will need to do this in after each section).

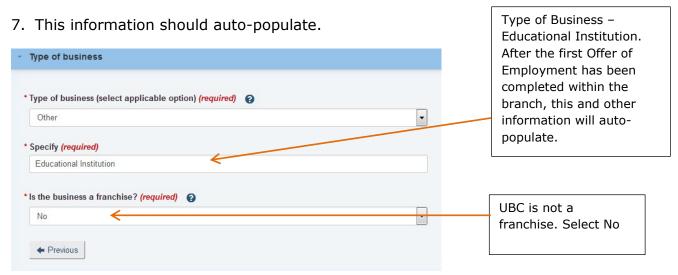
Page **3** of **19** February 2023

Business Address

6. Enter the address information for your unit.



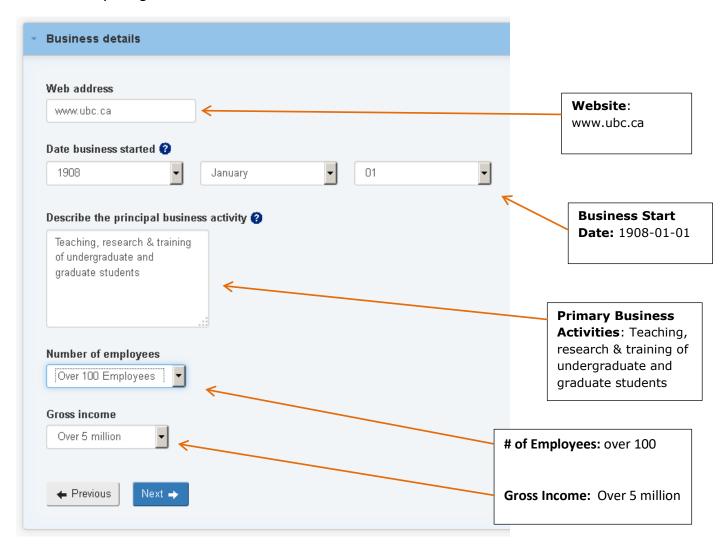
Type of Business



Page 4 of 19 February 2023

Business Details

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



Page **5** of **19** February 2023

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.

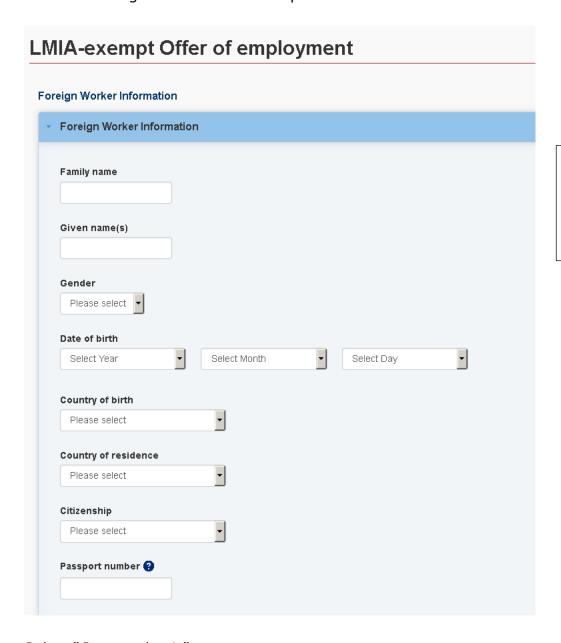
Business details	
User contact information	
Primary contact is the person who will be contacted by IRCC for further information. * First name(s) (required)	
Middle name (if applicable)	
* Last name(s) (required)	The information on this page will default to that of the first
* Job title (required)	user in the branch. If you are the first user then this information
* Contact phone number (required)	will be blank.
Extension	If information already appears add or adjust the
Contact fax number	information as appropriate.
* Contact email address (required)	
← Previous	

Select "Save and exit".

Page 6 of 19 February 2023

Foreign Worker Information

10.Enter Foreign Worker data as requested



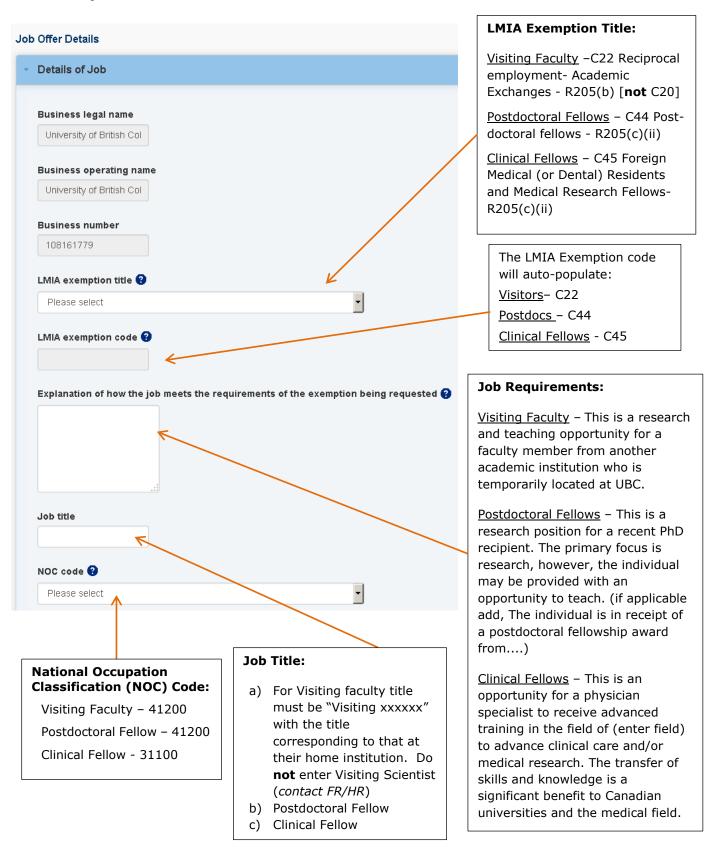
Ensure what you enter matches the information in the foreign national's passport

Select "Save and exit".

Page **7** of **19** February 2023

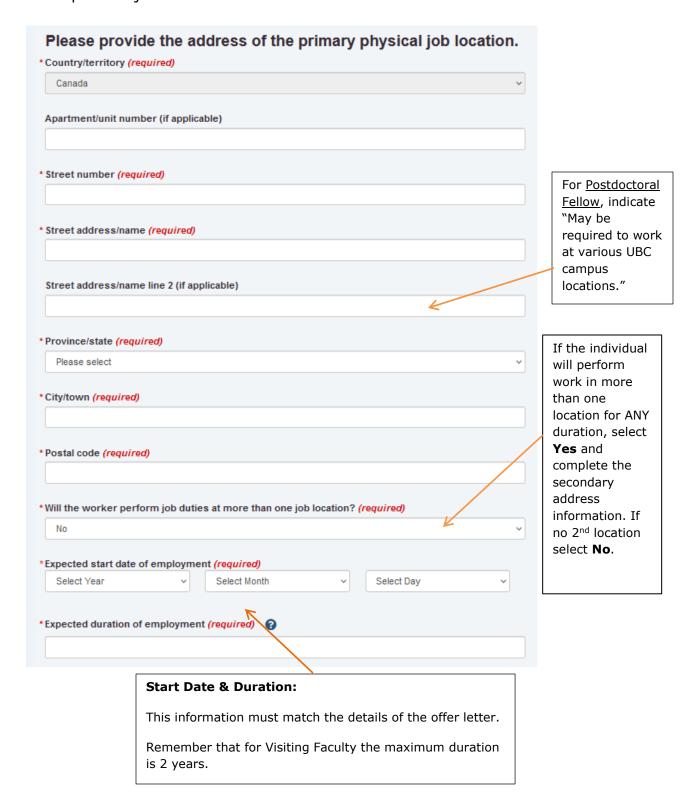
Job Offer Details

11. Enter job offer details



Page 8 of 19 February 2023

12. Complete all job offer details information



Page **9** of **19** February 2023

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) **Experience & Skills:** * Minimum education requirements of job (required) Please select Visiting Faculty member: indicate that the individual holds a position at the Other training required ? University of X to which they will be returning. Postdoctoral Fellow: indicate that the individual has recently received their PhD. * Experience and skills required to complete the job duties (required) 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) *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:** Clinical Fellows: Must be licensed Indicate yes you will be paying the fees. by the College of Note: the employer is responsible for paying this fee

For Postdoctoral Fellow, indicate "Duties and responsibilities will be consistent with

Main Duties: Describe duties as applicable.

Page **10** of **19** February 2023

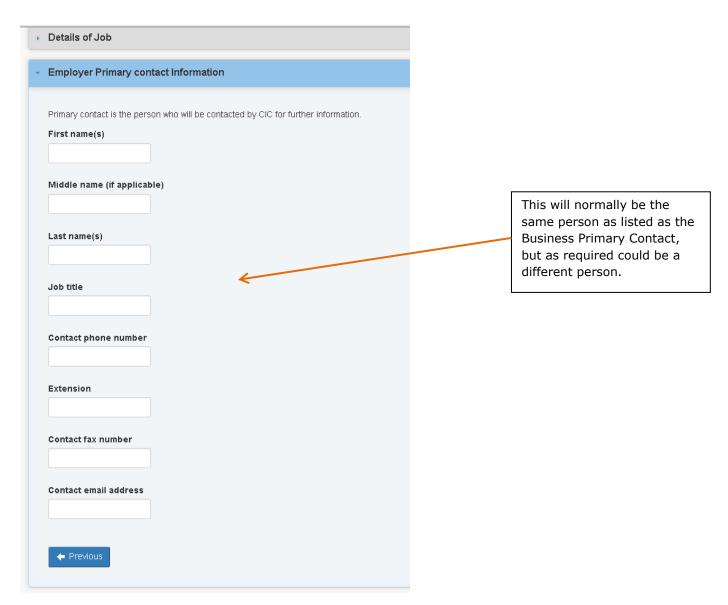
and it cannot be charged to the foreign national.

Surgeons &

Physicians of BC.

Employer Primary Contact Information

13. Provide the contact information.



After entering the information, select "Save & Exit"

Page **11** of **19** February 2023

Wage and Benefits Details

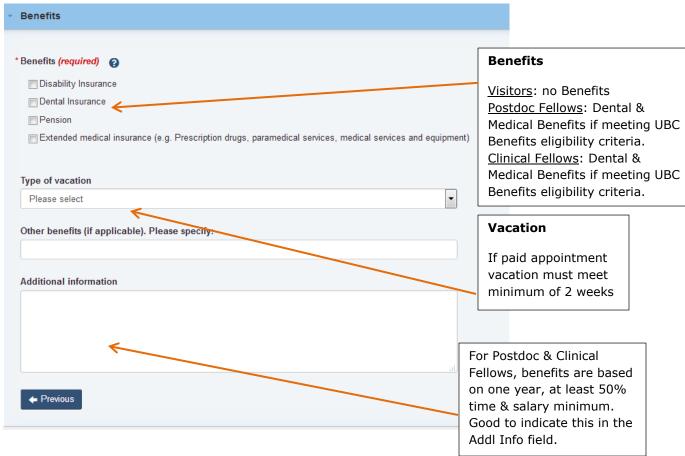
14. Provide current wage and benefit information applicable to the position

*Ave you paying the foreign national directly? (required) *Type of wage (required) *Wage amount (required) *Number of work hours per day (required) *Total of number of work hours per month (required) *Total of number of work hours per month (required) *Total of number of work hours per month (required) *Total of number of work hours per month (required) *Total of number of work hours per month (required) *The overtime state in Canadian dollars (required) *Additional information Additional information Alternate compensation scheme (if applicable) *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 add, "If the Postdocs is required to teach they will receive additional funding from grants/fellowships giving the potential for the wage to increase."	Wage and benefits			or unpaid visitors and Postdocs eceiving NUF pay, you have to
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Page **12** of **19** February 2023

Benefit Information

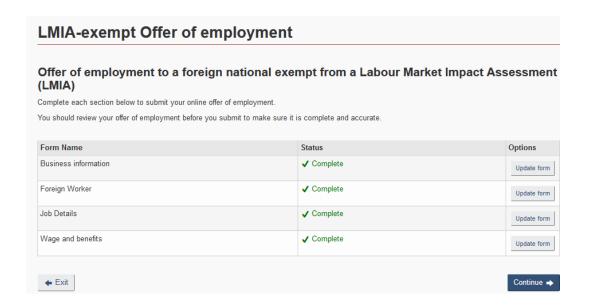
15. Enter information or leave blank as applicable



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.

Page **13** of **19** February 2023



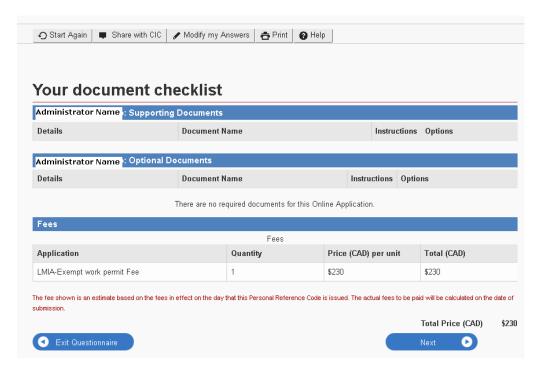
Print and save each detailed section, combining them as a PDF document.

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

Page **14** of **19** February 2023

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.



Page **15** of **19** February 2023

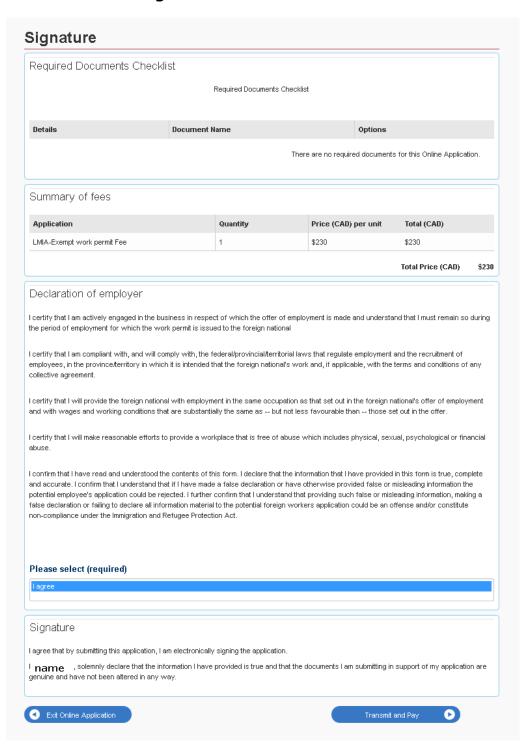
Declaration & Electronic Signature

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 Document Name The compliance fee will auto-Summary of fees populate. 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 Itemigration and Refuger Protection Act (ISRA) for the purpose of administering and enforcing the ISRA and its negalations. Information provided under section 20s.11 of the ISRA or on request pursuant to the ISRA, including information that qualifies as personal information with the manning of the Privacy Act, as well as any other information collected by Citizenship and Immigration Canada (ICC), the Canada Bonder Services Agency (CEGA) or Citylograed and Social Development Canada (ISDC) will be stored in Personal Information Bank CIC PPU 954, 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, CISA and ISSOC under the International Mobility Program for the pu and enforcing the Immigration and Refuger 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 night to protection of and access to their personal information. Details on these matters are available at the <u>Infosource</u> website. Declaration of employer Lattest that I have entered into an employment agreement with the foreign national that provides for employment in the same occupation and the same seages and working conditions as those set out in the offer of employment. Lattest 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 The person Immigration and Refugee Protection Regulations (compliance feet) or any fees related to the remaitment of the foreign national, with the exception of the fees referred to in subsections 39(1), 39(1), and 39(1) of the Immigration and Refugee Protection Regulations [temporary resident viss, temporary resident viss. completing the form will need to Tattest 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 add their first & any fees related to the recruitment of the foreign national, with the exception of the fees referred to in subsections 286(1), 286(1), and 299(1) of the Immigration and Refugee Protection Regulations (temporary resident visu, temporary resident permit and work permit fees). last names. They are the 'signatory' for the offer of during the period of employment for which the work permit is issued to the foreign national employment. 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 employ and with wages and working conditions that are substantially the same as - but not less tayourable 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, psycho-Econfirm 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 attentations above, are true, complete and accusted. Confirmithat I understand that if I have made a false declaration or have contentwise provided false or includeding information the potential employee's application could be rejected. Hutther confirm that I understand that providing such false or mideating information, making affairs declaration or falling to declare all information materials to the potential floreign. workers andication could be an offered and/or constitute non-compliance under the Immigration and Defugee Protection Act The security question is specific the person performing the data entry. This must be Signature answered to proceed. I agree that by submitting this application, I am electronically signing the application * Last name(x) (required) documents I am submitting in support of my application are genul have not been altered in any way. Security Question

Page **16** of **19** February 2023

Confirmation of Signature

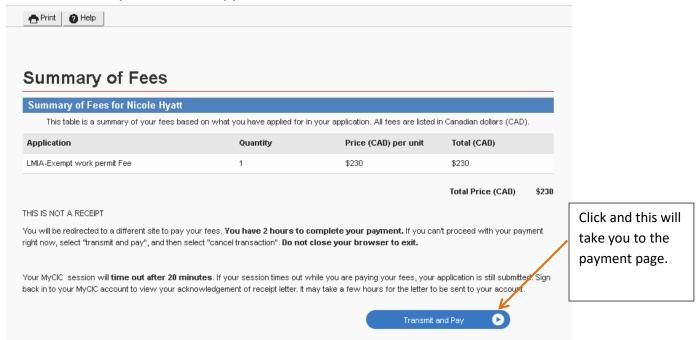


17. Assuming all is correct, select "Transmit and Pay

Page **17** of **19** February 2023

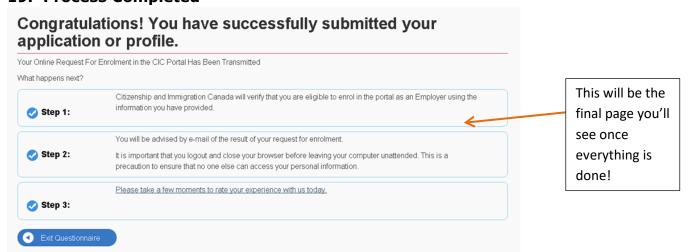
18. Payment of Fees

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

Page **18** of **19** February 2023

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.

Page **19** of **19** February 2023