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|  | **UNIVERSITY OF BRITISH COLUMBIA - FACULTY RELATIONS** | |
| **Vancouver Campus** Phone: (604) 827-1010 | **Okanagan Campus** Phone: (250) 807-8612 |

Email: [fr@exchange.ubc.ca](mailto:fr@exchange.ubc.ca)

Website: [hr.ubc.ca/managers-admins/managing-and-leading/faculty-relations](https://hr.ubc.ca/managers-admins/managing-and-leading/faculty-relations)

FOREIGN ACADEMIC DATA FORM

FOR OFFER OF EMPLOYMENT (LMIA EXEMPT)

When hiring a foreign academic that is LMIA exempt, Immigration, Refugees and Citizenship Canada (IRCC) requires that UBC provide information on the foreign academic and the appropriate exemption. The information provided by the academic unit is used by Faculty Relations/Human Resources to submit an Offer of Employment.

* Please complete **ALL** fields. Note the form fields will expand to accept content.
* Once complete, using OneDrive, send to Faculty Relations (UBCV) or Human Resources (UBCO) along with all other required documents. A list of required documents is found at: [hr.ubc.ca/managers-admins/recruiting-and-hiring/faculty-recruitment/recruiting-foreign-academics](https://hr.ubc.ca/managers-admins/recruiting-and-hiring/faculty-recruitment/recruiting-foreign-academics) .

1. **DEPARTMENT CONTACT INFORMATION**

***I hereby confirm that the LMIA-exempt submission for review is complete and have included all required documents as per the checklist above.***

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| Name: | Faculty/Department: |
| Email: | Phone: |
| Date Submitted: | |

1. **Type of Exemption Requested**

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| NAFTA/CUSMA | CRC/Self-Funded |
| Francophone Mobility | Other |

1. **FOREIGN ACADEMIC**

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| Last Name as per passport: | First Name as per passport: |
| Citizenship: | Country of Residence/Current Location: |
| Country of Birth: | Date of birth (YYYY-MM-DD): |
| Gender:  Female  Male  They | |
| Passport number: | Passport expiry date (YYYY-MM-DD): |
| Email: | UBC Employee ID (if applicable): |
| Appointment Type:  Initial  Extension/Reappointment | If Extension/Reappointment:  Expiry of current work permit (YYYY-MM-DD): |
| * Does the foreign worker have a spouse/common-law partner that would like to apply for a Spousal Open Work Permit (SOWP)?  Yes  No * As per [IRCC](https://www.canada.ca/en/immigration-refugees-citizenship/news/notices/changes-open-work-permits-family-members-temporary-residents.html), the foreign worker must have at least 16 months remaining on their work permit at the time the spouse/common-law partner applies for the SOWP. Is this offer for at least 16 months?  Yes  No (contact Faculty Relations) | |

1. **JOB INFORMATION & REQUIREMENTS**

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| UBC Job Title: |  |
| Provide exact locations where the TFW will be working (number, street address and postal code). Locations should match what is posted in the ad *(i.e. dual campuses, hospitals, etc*). | Primary/Sole Work Location  Additional Work Locations |
| Re/appointment Start Date (YYYY/MM/DD) |  |
| Re/appointment End Date (YYYY/MM/DD) |  |
| Job description/duties (provide complete details of the position) |  |
| Minimum education requirements of the job (ie, Masters, PhD, DDS, etc.). Describe the specific diploma/certificate, degree, PhD or other education requirements of the job |  |
| If PhD is required, identify what the foreign academic currently holds | Has PhD in:  Does not have PhD  Date PhD expected: |
| Minimum experience/skills requirements of the job, including years of experience required | *(i.e. 1 year of experience in [specialized research]; Phd required in [specialty]; Demonstrated excellence in research and a strong commitment to teaching; eligible to hold a tenured position at UBC, etc)* |
| Are there Provincial/Federal certification, licensing or registration requirements of the position? | Yes  No  If yes, what is the name of the certifying/licensing / registering body? *(i.e. P.Eng, RN, College of Physicians and Surgeons, etc)* |
| Will this individual be required to perform work for another employer, or at another location other than UBC? If yes, provide details. |  |

1. **Salary and BENEFITS**

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| Salary (per annum) | $ |
| Hours per week if not full time (40 hours) |  |
| Number of paid vacation days provided annually |  |
| Is there any additional compensation? |  |

1. **New hires at the rank of Associate Professor or Associate Professor of Teaching and above**

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| New hires at the rank of Associate Professor or Associate Professor of Teaching and above must be approved by the President, after review by the Senior Appointments Committee (SAC) **prior** to the anticipated start date.  What is the current status of the submission? | The dossier will be submitted no later than:    The dossier was submitted on:  The dossier will not be submitted and reviewed by the anticipated start date (**please contact FR**)  Unknown (**please contact FR**)  Additional Information (where required) |