

RYERSON UNIVERSITY

HUMAN RESOURCES

HANDBOOK FOR FOREIGN ACADEMICS

This manual is for International candidates considering or who have accepted employment at Ryerson University

- **Definitions & Guide to Acronyms**

- Introduction

STEP 1:

- Labour Market Opinion
- International Agreements

STEP 2:

- Applying for a Work Permit
- Spousal Employment Program
- Extensions of Work Permits

STEP 3:

- Applying for Permanent Residence

STEP 4:

- Moving to Canada

Appendix A: Links to Related Websites

Appendix B: Information on Ryerson

Appendix C: Checklist for Foreign Academics

CCFTA: Canada Chili Free Trade Agreement

CIC: Citizenship & Immigration Canada

LMO: Labour Market Opinion

NAFTA: North America Free Trade Agreement

OHIP: Ontario Health Insurance Plan

Port of Entry: border crossing into Canada

SIN: Social Insurance Number

UHIP: University Health Insurance Plan

Validation: favourable labour market opinion

- Definitions & Guide to Acronyms

- **Introduction**

STEP 1:

- Labour Market Opinion
- International Agreements

STEP 2:

- Applying for a Work Permit
- Spousal Employment Program
- Extensions of Work Permits

STEP 3:

- Applying for Permanent Residence

STEP 4:

- Moving to Canada

Appendix A: Links to Related Websites

Appendix B: Information on Ryerson

Appendix C: Checklist for Foreign Academics

INTRODUCTION

Welcome to Ryerson University's Human Resources website. If you are considering employment in Canada or have been provided with a conditional offer pending employment authorization, this manual will describe the process involved in attaining eligibility to work in Canada and, more specifically, what you must do to facilitate final approval. **The information contained on this website is a comprehensive overview of the foreign recruitment and immigration processes and is not intended to replace official notifications and documentation.** It is important that you carefully read all documentation sent to you by the University and by Citizenship and Immigration Canada.

In order to protect employment opportunities for Canadian workers, only Canadian citizens and permanent residents of Canada have a legal right to work in Canada. However, in order to assist Canadian universities and other degree-granting post-secondary educational institutions in meeting their staffing and teaching needs, as well as to attract new knowledge and expertise to Canada, a special hiring process has been developed by Service Canada and Citizenship and Immigration Canada (CIC) allowing consideration of qualified foreign academics.

The Canadian immigration process is similar to that of other countries. It takes time, and it can be confusing to those unfamiliar with Canadian laws and regulations. If you have been provided a conditional offer of employment, your School/Department has been working with Human Resources, who will continue to work with you throughout this process in an effort to make your immigration to Canada as smooth and expedient as possible. If you are accessing this site for information only, then we hope it is of assistance to you.

- Definitions & Guide to Acronyms

- Introduction

STEP 1:

- **Labour Market Opinion**
- International Agreements

STEP 2:

- Applying for a Work Permit
- Spousal Employment Program
- Extensions of Work Permits

STEP 3:

- Applying for Permanent Residence

STEP 4:

- Moving to Canada

Appendix A: Links to Related Websites

Appendix B: Information on Ryerson

Appendix C: Checklist for Foreign Academics

STEP 1: LABOUR MARKET OPINION

What is a labour market opinion (LMO)?

The purpose of a labour market opinion or validation is to certify that Ryerson's offer of employment to you will not have a negative or adverse effect on the Canadian labour market. Ryerson's offer of employment is, by law, conditional upon approval of both Service Canada and CIC. In order to obtain this approval, the University must submit an application for a favourable labour market opinion (LMO) or "validation" from Service Canada.

Consideration is given to the following in determining whether your application will be approved or denied:

- Is the appointment depriving a Canadian of an employment opportunity? As the employer, has Ryerson demonstrated that reasonable effort has been made to hire or train Canadians?
- Are the wages and working conditions adequate and competitive enough to attract and retain available Canadians?
- Are there any benefits to Canada with respect to recruiting foreign workers?
- Are the occupational requirements *bona fide* for that occupation?

How do I get a labour market opinion?

Once you have accepted the University's offer (by signing and returning the written offer of employment), the University will submit an application to Service Canada requesting a labour market opinion. An HR Consultant will be in touch with you in order to obtain the information required to complete this application, including your:

- Definitions & Guide to Acronyms

- Introduction

STEP 1:

- **Labour Market Opinion**
- International Agreements

STEP 2:

- Applying for a Work Permit
- Spousal Employment Program
- Extensions of Work Permits

STEP 3:

- Applying for Permanent Residence

STEP 4:

- Moving to Canada

Appendix A: Links to Related Websites

Appendix B: Information on Ryerson

Appendix C: Checklist for Foreign Academics

STEP 1: LABOUR MARKET OPINION (continued)

name
gender
date of birth
country of residence
citizenship
immigration status (if you are currently in Canada)

How long does a labour market opinion take?

Service Canada will advise Human Resources of their decision within 15 working days of filing. If approved, Human Resources will provide you with a copy of validation to take to CIC as proof of validation in order that you may commence the immigration process.

Does this mean that I am now ready to work in Canada?

An offer of employment validated/authorized by Service Canada is used only to advise CIC that your employment will not adversely affect employment and career opportunities for Canadian citizens and permanent residents. It is a recommendation, and it does not guarantee that you will be allowed entry into Canada or that you will obtain permanent status. In order to work in Canada, you must apply to CIC for an employment authorization or work permit. The validation letter will direct you to contact a [CIC Visa Post](#) to initiate the process of applying for a work permit.

- Definitions & Guide to Acronyms

- Introduction

STEP 1:

- **Labour Market Opinion**
- International Agreements

STEP 2:

- Applying for a Work Permit
- Spousal Employment Program
- Extensions of Work Permits

STEP 3:

- Applying for Permanent Residence

STEP 4:

- Moving to Canada

Appendix A: Links to Related Websites

Appendix B: Information on Ryerson

Appendix C: Checklist for Foreign Academics

STEP 1: LABOUR MARKET OPINION (continued)

Does everyone need a labour market opinion?

Not everyone requires an LMO. If you are an American, Mexican or Chilean citizen, you may be eligible to work in Canada under one of two international agreements – [NAFTA](#) & [CCFTA](#) - that eliminate the need for a Services Canada validation. Please note that both of these agreements pertain to temporary appointments only, so those applying for permanent residence in Canada require an LMO.

- Definitions & Guide to Acronyms

- Introduction

STEP 1:

- Labour Market Opinion
- **International Agreements**

STEP 2:

- Applying for a Work Permit
- Spousal Employment Program
- Extensions of Work Permits

STEP 3:

- Applying for Permanent Residence

STEP 4:

- Moving to Canada

Appendix A: Links to Related Websites

Appendix B: Information on Ryerson

Appendix C: Checklist for Foreign Academics

STEP 1: INTERNATIONAL AGREEMENTS

What is NAFTA?

The [North American Free Trade Agreement \(NAFTA\)](#) is a trilateral agreement which provides access for Canadian, American and Mexican professionals to temporary employment opportunities. It deals only with temporary entry of selected persons and has no effect on permanent residence.

How do I enter and work in Canada under NAFTA?

You can apply for a [work permit](#) under NAFTA at any border crossing or port of entry into Canada. In order to do so, you will be required to provide:

- evidence of American or Mexican citizenship (i.e., passport or birth certificate)
- evidence of possession of at least a baccalaureate degree
- a letter from the University outlining the nature of the position, the remuneration, the educational qualifications and the duration of the appointment, as well as reference to the temporary nature and the NAFTA terms

Additional information on NAFTA can be found at <http://www.cic.gc.ca/english/pub/you-asked/section20.html>.

What is CCFTA?

The [Canada Chile Free Trade Agreement](#) or CCFTA provides temporary entry for Chilean citizens.

- Definitions & Guide to Acronyms

- Introduction

STEP 1:

- Labour Market Opinion
- **International Agreements**

STEP 2:

- Applying for a Work Permit
- Spousal Employment Program
- Extensions of Work Permits

STEP 3:

- Applying for Permanent Residence

STEP 4:

- Moving to Canada

Appendix A: Links to Related Websites

Appendix B: Information on Ryerson

Appendix C: Checklist for Foreign Academics

STEP 1: INTERNATIONAL AGREEMENTS

How do I enter and work in Canada under CCFTA?

In order to work in Canada under CCFTA, you are required to obtain both a visitor's visa [need link] and an [employment authorization](#). Both applications must be made at a CIC Visa Post in Chile **before** seeking admission to Canada. As part of your application, you will be required to provide:

- evidence of citizenship (i.e., passport or birth certificate)
- evidence that you are in possession of at least a baccalaureate degree
- a letter from Ryerson outlining the nature of the position, the remuneration, the educational qualifications and the duration of the appointment, as well as reference to the temporary nature of the employment and the CCFTA terms

Additional information on CCFTA can be found at <http://www.cic.gc.ca/english/pub/you-asked/section20.html>.

- Definitions & Guide to Acronyms

- Introduction

STEP 1:

- Labour Market Opinion
- International Agreements

STEP 2:

- **Applying for a Work Permit**
- Spousal Employment Program
- Extensions of Work Permits

STEP 3:

- Applying for Permanent Residence

STEP 4:

- Moving to Canada

Appendix A: Links to Related Websites

Appendix B: Information on Ryerson

Appendix C: Checklist for Foreign Academics

STEP 2: APPLYING FOR A WORK PERMIT

Why do I need a work permit?

Non-Canadians or permanent residents wishing to work while in Canada must obtain work authorizations from Citizenship and Immigration Canada (CIC) for both temporary and permanent offers of employment. Hiring a foreign worker without appropriate authorization is an offence under the Canada Immigration Act and Regulations, and Ryerson may be fined for knowingly hiring someone who is not legally authorized to work in Canada. You, as the illegal worker, would be subject to immediate deportation.

When do I apply?

Once a favourable labour market opinion or validation has been received from Service Canada and a copy has been forwarded to you, you may initiate your application for a work permit.

How do I apply?

In order to do apply, you are required to complete an application for work permit. The application and guide to its completion may be found at <http://www.cic.gc.ca/english/applications/work.html>.

What additional documentation will I need?

In addition to a completed application, you will be required to provide:

- a valid passport or travel document
- two photos of you and your accompanying family members
- a copy of your job offer from Ryerson

- Definitions & Guide to Acronyms
- Introduction

STEP 1:

- Labour Market Opinion
- International Agreements

STEP 2:

- **Applying for a Work Permit**
- Spousal Employment Program
- Extensions of Work Permits

STEP 3:

- Applying for Permanent Residence

STEP 4:

- Moving to Canada

Appendix A: Links to Related Websites

Appendix B: Information on Ryerson

Appendix C: Checklist for Foreign Academics

STEP 2: APPLYING FOR A WORK PERMIT

- a copy of your Service Canada validation (or the file number)
- evidence that you meet the requirements of the job

Note: Additional documentation may be required if you are not a citizen of the country in which you are applying.

Where do I apply?

In most situations, you must apply for work permits from outside Canada. Applications may be filed at a visa office at a Canadian embassy, high commission or consulate. A list of visa offices can be found at <http://www.cic.gc.ca/english/offices/missions.html>.

If you are a citizen of the U.S.A., Greenland or St. Pierre and Miquelon, you are exempt from this rule and may apply at a Canadian border crossing. Additional information may be found at <http://www.cic.gc.ca/english/work/worker-3.html>.

What are the costs associated with obtaining a temporary work permit?

There are fees associated with the application process. The CIC web site provides an up-to-date [fee schedule](#).

How long will it take?

Processing time depends on your citizenship and whether a Visa is required. You may also be required to undergo a medical examination, which

- Definitions & Guide to Acronyms
- Introduction

STEP 1:

- Labour Market Opinion
- International Agreements

STEP 2:

- **Applying for a Work Permit**
- Spousal Employment Program
- Extensions of Work Permits

STEP 3:

- Applying for Permanent Residence

STEP 4:

- Moving to Canada

Appendix A: Links to Related Websites

Appendix B: Information on Ryerson

Appendix C: Checklist for Foreign Academics

STEP 2: APPLYING FOR A WORK PERMIT

can add over three months to the processing of your application. If a medical examination is required, you will be notified by CIC during processing of your application.

I have my work permit. Now what?

Congratulations! You are now legally entitled to work in Canada. When entering Canada, be sure and have the following documents ready for the immigration official:

- the letter you received from the Visa Post outside of Canada
- a copy of your validation letter
- a copy of your offer of employment from Ryerson
- your passport and visa, if issued
- travel documents (e.g., airline tickets)

Note: Remember to advise your HR Consultant and provide him/her with a copy of your work permit.

- Definitions & Guide to Acronyms

- Introduction

STEP 1:

- Labour Market Opinion
- International Agreements

STEP 2:

- Applying for a Work Permit
- **Spousal Employment Program**
- Extensions of Work Permits

STEP 3:

- Applying for Permanent Residence

STEP 4:

- Moving to Canada

Appendix A: Links to Related Websites

Appendix B: Information on Ryerson

Appendix C: Checklist for Foreign Academics

STEP 2: APPLYING FOR A WORK PERMIT

My spouse is accompanying me to Canada. Will he/she be able to work?

CIC's [Spousal Employment Authorization](#) program allows spouses or partners of skilled temporary foreign workers to obtain an "open" work permit without the need for a job confirmation or validation from Services Canada providing the foreign worker has been authorized to work in Canada for a minimum of six months and that the work the spouse is doing meets a minimum skill levels as listed in the [National Occupational Classification](#) (Skills Level O, A or B), which usually require at least a college diploma. The spousal work permit will be for the same duration of that of the foreign academic.

How does my spouse get this authorization?

Your spouse is required to complete the same application for a work permit as are you, and must provide the same [documentation](#).

What if my work permit expires before I get my permanent residence?

If you plan on staying in Canada beyond the expiration of your work permit, you must apply for an extension to your work permit prior to its expiration. However, prior to doing so, Ryerson may be required to submit an Application to Extend a [Labour Market Opinion](#).

- Definitions & Guide to Acronyms

- Introduction

STEP 1:

- Labour Market Opinion
- International Agreements

STEP 2:

- Applying for a Work Permit
- Spousal Employment Program
- **Extensions of Work Permits**

STEP 3:

- Applying for Permanent Residence

STEP 4:

- Moving to Canada

Appendix A: Links to Related Websites

Appendix B: Information on Ryerson

Appendix C: Checklist for Foreign Academics

STEP 2: EXTENSION OF WORK PERMIT

How do I apply for an extension?

You must complete an Application to Change Conditions, Extend My Stay or Remain in Canada form and forward it to the CIC in Vegreville, Alberta. The guide and application form can be found at <http://www.cic.gc.ca/english/applications/extend-worker.html>.

Note: NAFTA and CCFTA extensions may only be extended for one year at a time, and CIC must be satisfied that the employment is still only temporary.

Will I need any additional documentation?

Applications must be accompanied by a letter from the employer extending the appointment.

How long does it take?

The turnaround for extension approvals normally takes at least one month, but can take longer depending on volume.

- Definitions & Guide to Acronyms

- Introduction

STEP 1:

- Labour Market Opinion
- International Agreements

STEP 2:

- Applying for a Work Permit
- Spousal Employment Program
- Extensions of Work Permits

STEP 3:

- **Applying for Permanent Residence**

STEP 4:

- Moving to Canada
- Appendix A: Links to Related Websites
- Appendix B: Information on Ryerson
- Appendix C: Checklist for Foreign Academics

STEP 3: APPLYING FOR PERMANENT RESIDENCE

When do I apply for Permanent Residence?

This is a very lengthy process, so you should apply as soon as possible – either from outside of Canada at the same time as you are applying for your temporary work permit or as soon as possible upon arrival in Canada. In any event, you must apply before your temporary work permit expires.

What if my work permit expires before I get my permanent residence?

If you plan on staying in Canada beyond the expiration of your work permit, you must apply for an [extension](#) to your work permit prior to its expiration.

Can I apply for Permanent Residence myself, or do I need a lawyer or another representative?

CIC processes and application forms are designed to be straight-forward. If you require assistance, you can contact the [CIC Call Centre](#) to assist you with questions you may have about the application process. If you prefer, you are free to use the services of a lawyer or representative at your own cost. The CIC web site provides information on different [types of representatives](#).

- Definitions & Guide to Acronyms

- Introduction

STEP 1:

- Labour Market Opinion
- International Agreements

STEP 2:

- Applying for a Work Permit
- Spousal Employment Program
- Extensions of Work Permits

STEP 3:

- **Applying for Permanent Residence**

STEP 4:

- Moving to Canada

Appendix A: Links to Related Websites

Appendix B: Information on Ryerson

Appendix C: Checklist for Foreign Academics

STEP 3: APPLYING FOR PERMANENT RESIDENCE

Where do I apply?

If you plan on applying outside of Canada, the list of [Visa Posts](#) will assist you in determining where to apply. If you have been legally admitted for at least one year or are a citizen of the country you are currently living, you must apply at the Canadian Visa Post serving that area.

If you plan on applying after you arrive in Canada, you can either apply to the [Canadian Visa office in Buffalo](#) or to the [Visa Post](#) responsible for your country of citizenship.

How do I apply?

You must first determine the [category](#) under which you are applying. As a non-Canadian academic, you will probably apply under the "Skilled Worker" category. CIC's guide and requisite forms with respect to applying as a "Skilled Worker" can be found at <http://www.cic.gc.ca/english/applications/skilled.html>. In addition, you may have to complete forms specific to the Visa Post responsible for processing your application, which can be found at <http://www.cic.gc.ca/english/offices/missions.html>.

CIC also offers an on-line [self assessment tool](#) to assist you in ascertaining whether you will qualify.

What additional documentation will I need?

The application process requires extensive documentation, which may take considerable time to assemble, especially if you have lived in numerous

- Definitions & Guide to Acronyms

- Introduction

STEP 1:

- Labour Market Opinion
- International Agreements

STEP 2:

- Applying for a Work Permit
- Spousal Employment Program
- Extensions of Work Permits

STEP 3:

- **Applying for Permanent Residence**

STEP 4:

- Moving to Canada

Appendix A: Links to Related Websites

Appendix B: Information on Ryerson

Appendix C: Checklist for Foreign Academics

STEP 3: APPLYING FOR PERMANENT RESIDENCE

locations. In many cases, you must obtain original documentation, and Visa Posts in different countries may have different requirements, so please check the web site of the [Visa Post](#) responsible for your application for specific requirements. Information/documentation that you may be required to provide includes:

- police certificates from each country in which you have resided for six consecutive months or more during the last ten years or since the age of 18
- family documents, including birth, marriage, final divorce, annulment or separate certificates for you and your spouse and birth certificates for your children
- post-secondary education documents (transcripts must be submitted in university-sealed envelopes)
- notarized professional qualifications certificates
- notarized employment contracts from your present and past employers
- original and current letters of reference from your past and current employers (including your main responsibilities in each position, your total annual salary plus benefits, the signature of your immediate supervisor or the personnel officer of the company, and a business card of the person signing).
- proof of language proficiency

You may also be required to attend an interview with CIC officials in your country or to send additional information to CIC.

You and any accompanying family members will also be required to undergo a [medical examination](#) at your own expense. This examination must be conducted by a physician on [Canada's List of Designated Medical Practitioners](#).

- Definitions & Guide to Acronyms

- Introduction

STEP 1:

- Labour Market Opinion
- International Agreements

STEP 2:

- Applying for a Work Permit
- Spousal Employment Program
- Extensions of Work Permits

STEP 3:

- **Applying for Permanent Residence**

STEP 4:

- Moving to Canada

Appendix A: Links to Related Websites

Appendix B: Information on Ryerson

Appendix C: Checklist for Foreign Academics

STEP 3: APPLYING FOR PERMANENT RESIDENCE

What are the costs associated with obtaining Permanent Resident status?

There are fees associated with the application process. The CIC web site provides an up-to-date [fee schedule](#). In addition, you are required to pay for your and your family's medical exams and any costs related to supporting documentation, such as police clearance, notarized records, transcripts, etc.

How long does the application process take?

Processing time for permanent resident applications is very lengthy and can take up to two years or more to complete. It is, therefore, imperative that you **initiate this process** either before your arrival in Canada or as soon as possible after.

What is a permanent resident (PR) card?

The [permanent resident \(PR\) card](#) is a wallet-sized, plastic status card that replaces the paper IMM 1000 Record of Landing document. The PR card is the proof of status document required by permanent residents seeking to re-enter Canada on a commercial carrier (airplane, boat, train or bus).

How do I obtain a PR card?

Newly arriving permanent residents automatically receive a PR card as part of the immigration process.

- Definitions & Guide to Acronyms
- Introduction

STEP 1:

- Labour Market Opinion
- International Agreements

STEP 2:

- Applying for a Work Permit
- Spousal Employment Program
- Extensions of Work Permits

STEP 3:

- **Applying for Permanent Residence**

STEP 4:

- Moving to Canada

Appendix A: Links to Related Websites

Appendix B: Information on Ryerson

Appendix C: Checklist for Foreign Academics

STEP 3: APPLYING FOR PERMANENT RESIDENCE

When I am eligible to apply for Canadian citizenship?

Permanent residents who have been living in Canada for three years or more are eligible to apply for Canadian citizenship. Find out more about the [Canadian citizenship application process](#).

STEP 4: MOVING TO CANADA

- Definitions & Guide to Acronyms
 - Introduction
- STEP 1:
- Labour Market Opinion
 - International Agreements

STEP 2:

- Applying for a Work Permit
- Spousal Employment Program
- Extensions of Work Permits

STEP 3:

- Applying for Permanent Residence

STEP 4:

- **Moving to Canada**

Appendix A: Links to Related Websites

Appendix B: Information on Ryerson

Appendix C: Checklist for Foreign Academics

Can I bring my family with me?

Your family may accompany you to Canada as long as they qualify to enter as visitors. [CIC's web site](#) contains information about bringing your family to Canada. Your spouse may also qualify for a work permit under the [Spousal Work Permit Program](#).

What about my pets?

You can find basic guidelines for frequently imported pets at: <http://www.inspection.gc.ca/english/anima/heasan/import/petse.shtml>.

Is there anything else that I am required to do before I come to Canada?

Until such time as you are eligible for coverage under Ontario's health care plan, which is generally three months, you and your eligible dependants are required to be enrolled for health care benefits under University Health Insurance Plan, [UHIP](#). You should complete the application as soon as you know your arrival date and forward it to Human Resources. Coverage is effective on the date you and your family arrive in Canada, but **not earlier than** the tenth day of the month before the month in which employment begins. Associated premiums are paid by the University. Information on UHIP and the application form can be found at http://www.uhip.ca/?language_id=3.

STEP 4: MOVING TO CANADA

What should do after I arrive in Canada?

As a Canadian employee and a resident of Ontario, you are required to obtain a [Social Insurance Number \(SIN\)](#) and [Ontario Health Insurance Plan \(OHIP\)](#) coverage. If you wish to drive in Canada, you will also need to obtain an [Ontario Driver's Licence](#).

You need to contact your HR Consultant as soon as possible after your arrival in Canada in order to provide them with a copy of your temporary work permit and social insurance number, as well as to obtain and complete required employment and benefits documentation.

What is a Social Insurance Number?

The SIN is a nine-digit number used in the administration of various Canadian government programs. All workers require a SIN to work in Canada, which they must provide to their employer before they can be paid.

How do I get a Social Insurance Number?

Information on applying for a SIN and the appropriate forms can be found at [Social Insurance Number \(SIN\)](#), and additional information is available from your Human Resources Consultant.

How do I obtain health coverage?

Residents of Ontario are eligible for health insurance

- Definitions & Guide to Acronyms

- Introduction

STEP 1:

- Labour Market Opinion
- International Agreements

STEP 2:

- Applying for a Work Permit
- Spousal Employment Program
- Extensions of Work Permits

STEP 3:

- Applying for Permanent Residence

STEP 4:

- **Moving to Canada**

Appendix A: Links to Related Websites

Appendix B: Information on Ryerson

Appendix C: Checklist for Foreign Academics

- Definitions & Guide to Acronyms

- Introduction

STEP 1:

- Labour Market Opinion
- International Agreements

STEP 2:

- Applying for a Work Permit
- Spousal Employment Program
- Extensions of Work Permits

STEP 3:

- Applying for Permanent Residence

STEP 4:

- **Moving to Canada**

Appendix A: Links to Related Websites

Appendix B: Information on Ryerson

Appendix C: Checklist for Foreign Academics

STEP 4: MOVING TO CANADA

coverage under the [Ontario Health Insurance Plan \(OHIP\)](#). Application should be made as soon as possible upon arrival in Canada. Generally speaking, you will be eligible for this coverage after you have resided in Ontario for three months.

Note: Depending on their status, your family/dependants may not be eligible for OHIP and, therefore, health care coverage will continue under UHIP.

What do I have to do in order to drive in Canada?

A newcomer to Ontario is required to apply for an [Ontario driver's license](#) within 60 days of taking up residence in the province. A driver's license from another country and previous driving experience may expedite this process.

What if I want to bring my vehicle with me?

Find out [how to import a vehicle](#) into Canada.

Where do I need to know about Canadian tax laws?

The [Canada Revenue Agency \(CRA\)](#) is responsible for administering tax laws for the Government of Canada and for most provinces and territories, as well as various social and economic benefit and incentive programs delivered through the tax system. [CRA's web site](#) also contains information which applies to new residents of Canada for their first tax year.

STEP 4: MOVING TO CANADA

Where can I go for information on moving to Ontario?

Settlement.org is a website that provides a variety of information for newcomers to Ontario, including housing, health, etc.

- Definitions & Guide to Acronyms

- Introduction

STEP 1:

- Labour Market Opinion
- International Agreements

STEP 2:

- Applying for a Work Permit
- Spousal Employment Program
- Extensions of Work Permits

STEP 3:

- Applying for Permanent Residence

STEP 4:

- **Moving to Canada**

Appendix A: Links to Related Websites

Appendix B: Information on Ryerson

Appendix C: Checklist for Foreign Academics

APPENDIX A: LINKS TO RELATED WEBSITES

- Definitions & Guide to Acronyms
- Introduction

STEP 1:

- Labour Market Opinion
- International Agreements

STEP 2:

- Applying for a Work Permit
- Spousal Employment Program
- Extensions of Work Permits

STEP 3:

- Applying for Permanent Residence

STEP 4:

- Moving to Canada

Appendix A: Links to Related Websites

Appendix B: Information on Ryerson

Appendix C: Checklist for Foreign Academics

Citizenship & Immigration Canada:

<http://www.cic.gc.ca/english/index.html>

Canada: General information & links for newcomers to Canada:

http://canadainternational.gc.ca/gtc/Welcom_to_Canada-en.aspx

University Health Insurance Plan (UHIP):

<http://www.uhip.ca/>

Service Canada:

<http://www.servicecanada.gc.ca/en/home.html>

Social Insurance Number:

<http://www.sdc.gc.ca/asp/gateway.asp?hr=en/cs/sin/010.shtml&hs=sxn>

Canada Employment Center

25 St. Clair Avenue East

Toronto, ON

M4T 3A4

Other locations available in the blue pages of the local phone directory under Government of Canada: Human Resources Development Canada (HRDC), Employment Services

APPENDIX A: LINKS TO RELATED WEBSITES

- Definitions & Guide to Acronyms
- Introduction

STEP 1:

- Labour Market Opinion
- International Agreements

STEP 2:

- Applying for a Work Permit
- Spousal Employment Program
- Extensions of Work Permits

STEP 3:

- Applying for Permanent Residence

STEP 4:

- Moving to Canada

Appendix A: Links to Related Websites

Appendix B: Information on Ryerson

Appendix C: Checklist for Foreign Academics

Ontario Health Insurance Plan (OHIP):

http://www.gov.on.ca/MOH/english/program/ohip/ohip_mn.html

Ontario Ministry of Transportation:

www.mto.gov.on.ca

Toronto Transit Commission (TTC):

www.ttc.ca

Toronto has a comprehensive, efficient and safe public transit system, complete with underground subways, light rapid transit, streetcars and buses.

Tel: (416) 393-4636

GO Transit:

www.gotransit.com

For travel between Metro Toronto and surrounding areas, use the GO Transit system. The GO Transit station is located inside Union Station. Visit the website for schedule and fare information.

GO Transit

20 Bay Street, Suite 600

Toronto, Ontario, Canada

M5J 2W3

416-869-3200 (Toronto local calling area)

1-888-438-6646 (long distance toll free)

- Definitions & Guide to Acronyms
 - Introduction
- STEP 1:
- Labour Market Opinion
 - International Agreements

STEP 2:

- Applying for a Work Permit
- Spousal Employment Program
- Extensions of Work Permits

STEP 3:

- Applying for Permanent Residence

STEP 4:

- Moving to Canada

Appendix A: Links to Related Websites

Appendix B: Information on Ryerson

Appendix C: Checklist for Foreign Academics

APPENDIX A: LINKS TO RELATED WEBSITES

VIA Rail:

www.viarail.ca

VIA Rail is the Canadian railway and offers service to many cities and towns. The VIA Rail station is located at Union Station. For schedules and other routes and ticket information, call VIA Rail or visit the website.

Tel: (416) 366-8411

Greyhound Bus:

www.greyhound.ca

Greyhound is the largest bus company in Canada and offers service from Toronto to many cities and towns. Visit the website for schedule and fare information.

Tel: (416) 367-8747

Taxicabs:

There are several cabs and taxi companies operating in Toronto. For a complete listing, please consult the [Yellow Pages](#).

Diamond: (416) 368-6868

Beck: (416) 751-5555

Co-op: (416) 504-2667

Toronto Police Service:

www.torontopolice.on.ca

Emergency service for Ambulance Fire and Police: dial 9-1-1

Main switchboard telephone number

(416) 808-2222

40 College Street

Toronto, ON, M5G 2J3

- Definitions & Guide to Acronyms
 - Introduction
- STEP 1:
- Labour Market Opinion
 - International Agreements

- STEP 2:
- Applying for a Work Permit
 - Spousal Employment Program
 - Extensions of Work Permits

- STEP 3:
- Applying for Permanent Residence

- STEP 4:
- Moving to Canada

Appendix A: Links to Related Websites

Appendix B: Information on Ryerson

Appendix C: Checklist for Foreign Academics

APPENDIX A: LINKS TO RELATED WEBSITES

Bell Canada:

www.bell.ca

Bell Canada is Canada's main land line telephone company. Contact a customer service representative to arrange telephone installation, and learn more about promotions, long distance savings plans, calling cards or any other Bell product or service. The website also provides a wide range of information.

Tel: (416) 310-2355

Toronto:

www.toronto.com

www.city.toronto.on.ca

www.showmetoronto.com

www.math.toronto.edu/toronto

www.torinfo.com

These websites offer many fun and exciting things to do and see while in Toronto.

Rogers Communications:

<http://www.rogers.com/>

"Rogers Communications is a diversified Canadian communications and media company engaged in three primary lines of business. Rogers Wireless, Rogers Cable offering cable television, high-speed Internet access, telephony and data networking services and video retailing; and Rogers Media is Canada's premier collection of category leading media assets with businesses in radio, television broadcasting, television shopping, publishing and sports entertainment."

- Definitions & Guide to Acronyms

- Introduction

STEP 1:

- Labour Market Opinion
- International Agreements

STEP 2:

- Applying for a Work Permit
- Spousal Employment Program
- Extensions of Work Permits

STEP 3:

- Applying for Permanent Residence

STEP 4:

- Moving to Canada

**Appendix A: Links to
Related Websites**

Appendix B: Information
on Ryerson

Appendix C: Checklist for
Foreign Academics

APPENDIX A: LINKS TO RELATED WEBSITES

MLS Property Search:

<http://www.mls.ca/>

This web site is an advertising vehicle provided by REALTORS® across Canada to help market properties.

- Definitions & Guide to Acronyms
 - Introduction
- STEP 1:
- Labour Market Opinion
 - International Agreements

- STEP 2:
- Applying for a Work Permit
 - Spousal Employment Program
 - Extensions of Work Permits

- STEP 3:
- Applying for Permanent Residence

- STEP 4:
- Moving to Canada

Appendix A: Links to Related Websites

**Appendix B:
Information on
Ryerson**

Appendix C: Checklist for Foreign Academics

APPENDIX B: INFORMATION ON RYERSON

Ryerson:

<http://www.ryerson.ca/>

Ryerson Human Resources:

www.ryerson.ca/hr

Benefits:

<http://www.ryerson.ca/working/employees/benefits/index.html>

Early Learning Centre:

<http://www.ryerson.ca/ece/ELC.html>

Licensed laboratory child care facility.

Health Centre:

www.ryerson.ca/healthpromo/html_docs/healthcentre/

The Health Centre is a medical clinic which provides faculty, staff, students and other members of the community with a wide range of services that you would normally expect to receive from your family physician.

Library:

<http://www.library.ryerson.ca/>

APPENDIX B: INFORMATION ON RYERSON

Recreation & Athletic Centre:

<http://www.ryerson.ca/sportsandrec/>

A fully-equipped, supervised fitness centre with weight machines and free weights; a separate cardio room with elliptical trainers, stationary bikes, treadmills, and step and rowing machines; six gyms; four international squash courts; two dance studios; a three-lane, banked indoor track; a 25-yard, six gyms; four international squash courts; two dance studios; a three-lane, banked indoor track; a 25-yard, six-lane pool; and spacious men's and women's locker rooms, both with saunas.

- Definitions & Guide to Acronyms

- Introduction

STEP 1:

- Labour Market Opinion
- International Agreements

STEP 2:

- Applying for a Work Permit
- Spousal Employment Program
- Extensions of Work Permits

STEP 3:

- Applying for Permanent Residence

STEP 4:

- Moving to Canada

Appendix A: Links to Related Websites

**Appendix B:
Information on
Ryerson**

Appendix C: Checklist for Foreign Academics

- Definitions & Guide to Acronyms
 - Introduction
- STEP 1:
- Labour Market Opinion
 - International Agreements

- STEP 2:
- Applying for a Work Permit
 - Spousal Employment Program
 - Extensions of Work Permits

- STEP 3:
- Applying for Permanent Residence

- STEP 4:
- Moving to Canada

Appendix A: Links to Related Websites

Appendix B: Information on Ryerson

Appendix C: Checklist for Foreign Academics

APPENDIX C: CHECKLIST FOR FOREIGN ACADEMICS

- Labour Market Opinion (Validation)
- Work Permit(s)
- University Health Insurance Plan (UHIP)
- Social Insurance Number (SIN)
- Health Insurance (OHIP)
- Ontario Driver's Licence
- Employment & Benefits Documentation
- Permanent Resident Application