Guide for Completion of Labour Market Impact Assessment Application
High-wage and Low-wage Positions (EMP5602 (2015-09-004))

Business Information
The applicable information in this section has been pre-filled.

Third-Party, Recruiter or Employment Agency Information
Please disregard this section as we are not securing the services of a third party.

This section is applicable only to employers who have chosen to secure the services of a third party representative (i.e., lawyers, immigration consultants, hiring agencies) to act on their behalf in dealing with Service Canada.

Business Details
Information in this section has been pre-filled.

Job Offer Information

1. Are you applying for an LMIA to hire a TFW in a Caregiver position? The answer has been pre-filled: No

2. Job Title
Please provide the job title of the position for which you wish to recruit the foreign worker(s) (i.e., Assistant Professor, Professor, Senior Instructor, etc.).

3. Number of foreign workers you are requesting under this job title (same wage, job description, location, etc.)?
Please indicate the number of foreign workers whom you intend to recruit under the specified job title.

4. Expected employment duration
Please indicate the expected length of time for which you intend to employ the foreign worker. Service Canada will NOT provide a Labour Market Impact Assessment confirmation for permanent employment. They provide a temporary confirmation only, and it would be up to the foreign worker to apply for permanent resident status.

5. Expected employment start date (yyyy-mm-dd)
Please indicate the date that you expect the foreign worker to have all the immigration paperwork processed by the Consulate and to arrive in Canada to work.

6. Provide exact location where the TFW will be working (number and street address)
Please provide the actual location where the foreign worker will be performing the duties of the job. In situations where the job duties will be performed off-site (i.e., hospitals, clinics, research institutes, etc., which have a formal association or affiliation with the University), you would indicate the address out of which the foreign worker would be based.
Note: work permits are location-specific. Citizenship and Immigration Canada needs to know exactly where the foreign worker will be working, especially if it is away from our main campus address.

7. City
Please provide the city of the job location.

8. Province
Please provide the province of the job location.

9. Postal Code
Please provide the postal code of the job location.

10. Describe the main duties of the job
Please provide a detailed summary of the job duties. Service Canada officers will not search attached documents for job duties. In cases where the duties do not appear to constitute a coherent job description, the employer will be asked for clarification and this may delay the assessment of the application. If more space is required, please attach a separate sheet to the form.

11. Minimum education requirements of the job
Please indicate the educational requirements of the job by checking one of the boxes. Please provide additional information in the space provided if the job you are offering to the foreign worker has specific educational requirements (i.e. professional accreditation).
Note: You must specify the educational requirements of the job that you are offering to the foreign worker, NOT the educational credentials of the foreign worker. Citizenship and Immigration Canada will ensure that the foreign worker has the required qualifications/education prior to issuing a work permit. Your job offer must not have been designed for the foreign worker, making it inaccessible for Canadian citizens and permanent residents.

12. Minimum experience/skills requirements of the job
Please provide the type of experience required for this job, and describe the particular skill set that you would expect an employee in this position to possess. Please also specify the required occupational designation such as CA, CMA, CGA, R.N., PEng., M.D., etc. and/or years of experience.
Note: You must specify the experience and skills required to perform the job, NOT the experience and skills that the foreign worker possesses. Your job offer must not have been designed for the foreign worker, making it inaccessible for Canadians and permanent residents.

13. Indicate the language requirement stated in the offer of employment
Please indicate any language requirements for the job. Generally, one of the two official languages will be a requirement to function in a job in Canada.
Note: If the offer of employment requires the ability to also communicate in a language other than English/French please, identify the specific language needed and clearly describe why it is a requirement for performing the duties associated with the employment.
14. Wage in Canadian dollars and number of work hours

Please indicate the salary for the job in Canadian dollars and the number of hours. All offers of employment must include the salary or wages you will be paying. Wages are the monetary compensation for work performed or services provided and must be calculated on an hourly and yearly basis.

Service Canada officers will NOT confirm offers of employment unless there is a guaranteed salary at the prevailing wage rate. Service Canada expects employers to offer wages consistent with the prevailing wage rate paid to Canadians in the same occupation in the region. This is to ensure that it is not more attractive for an employer to hire a foreign worker than a Canadian worker; that the entry of foreign workers does not put downward pressure on Canadian wages; and that foreign workers are compensated for their work at the same prevailing wages as Canadians. In the case of jobs that are part of a bargaining unit, the collective agreement will generally govern the wage structure.

Service Canada generally does not confirm part-time jobs because of the need to ensure that foreign workers will be able to sustain themselves financially while working in Canada. They consider part-time work to be less than 30 hours per week.

Please also indicate the number of working hours per day, per week, and per month.

15. What is the wage range for these employees currently working in this occupation at this work location?

HR Immigration Services will provide wage range (low-wage and high-wage) or check that there are no employees currently working in this occupation at this work location (if applicable). The wage range should be from the last 2 periods that have occurred within the 6 weeks prior to submitting the application.

16. Vacation (if applicable)

Please disclose number of business days of vacation per year

17. Is the job offer for full-time employment (at least 30 hours per week) throughout the duration of employment covered by the LMIA?

Note: Service Canada will not approve an LMIA for a part-time position.

18. Is this employment seasonal?

Please indicate if the job is seasonal.


Please indicate the benefits associated with the job by tick off the applicable boxes. Service Canada expects you to provide working conditions that are consistent with federal and/or provincial standards for the occupation and workplace.
20. Other benefits
Please indicate here any additional benefits (such as bonuses, if any). Please note that any benefits indicated will NOT be considered in lieu of an adequate salary.

21. Are there any federal/provincial/territorial/federal certification, licensing or registration requirements for the job? If yes, will the Temporary Foreign Worker have all required certification/licensing/registration prior to entering and starting work in Canada? If not, how long will it take for them to acquire all of the required certifications after starting work?
If the job offered to the foreign worker is part of a profession or industry governed by a certifying or regulatory body, please indicate the name of the body. Citizenship and Immigration Canada will check to ensure the foreign workers hold the required certification, or license to practice in a regulated occupation in Canada.

22. Is the position part of a union? If yes, has the union been consulted about the hiring of a Temporary Foreign Worker?
If the position is part of a union, please indicate the union’s name.
Note: For regular academic positions please indicate: “The Faculty Association of the University of Calgary”. Service Canada does not expect union concurrence for academic positions. For Support staff positions, please indicate: Alberta Union of Provincial Employees (AUPE). HR Immigration Services will secure a “concurrence letter” from AUPE.

23. Have you attempted to recruit Canadians/permanent residents for this job?
Please indicate whether you have attempted to hire Canadians or permanent residents for the position and provide details of your recruitment efforts. In order to conclude that the entry of a foreign worker will not have a negative effect on the Canadian labour market, Service Canada must first understand why you have determined that a foreign worker is needed to meet your requirements.
Service Canada generally requires evidence of recent recruitment efforts to find qualified Canadians/permanent residents before applying to hire foreign workers. For more information on advertising requirements for academic and other high-skilled positions, please contact your HR Recruiter (https://www.ucalgary.ca/hr/about/hr-services) or HR Immigration Services at: hriimmigration@ucalgary.ca.

Please provide copies of actual advertisements in media such as local, provincial and national newspapers; recognized Internet job banks; job-specific and professional publications; Service Canada Job Bank (if applicable). As proof of the posting period, please ensure that at the start of the advertising you print off a copy of the advertisement on each site it is posted, including the UC Careers site, (so that the date of printing is indicated at the bottom) and that you also print out a copy of the advertisement after the one month is completed (i.e., on the last day of the advertising period). Service Canada may also accept copies of invoices/receipts showing how long the advertisements were published.

24. What are the potential benefits to the Canadian labour market for offering this job to a foreign worker?
Please indicate the potential benefits to the labour market in hiring a foreign worker. Provide details.

25. Provide a rationale for the job offer you are making to the TFW(s) and describe how this will meet your employment needs.
Please outline your rationale as to why it’s necessary to hire this TFW and how this will meet your employment needs.

26. Do you plan to hire and train Canadians/permanent residents for the position for which you are requesting an LMIA?
Please indicate whether it is your intention to eventually train one or more Canadians for the position that the foreign worker will fill temporarily. This question refers only to the position the foreign worker will fill, not to your general efforts to train Canadians.

27. Will you provide the TFW with suitable and affordable accommodation?
This requirement only applies to low-wage positions [i.e., where the wages offered are below the provincial median hourly wage (currently $25.00 per hour)].

Summary of Results to Meet Minimum Recruitment and Advertisement Requirement
From 1-6, please indicate the numbers as required.

7. For each unsuitable Canadian/permanent resident applicant, provide an explanation as to why the candidate did not meet the requirements of the position. Please use a separate sheet to list all your unsuitable Canadian/permanent resident candidates and indicate how they did not meet the requirements of the position. However, do not provide the names of the candidates. A reason must be provided for every Canadian/PR candidate that does not meet the qualifications of the position. Please note that a candidate can only be disqualified for not having a qualification listed in the Job posting.

Transition to a Canadian Workforce
Indicate if the wage you are offering for the position is at or above $25.00 (median hourly wage in Alberta) by ticking off the box for ‘yes’ or ‘no’. If yes, skip to Section B.

Section B. Transition Plan for High-wage Positions
The Transition Plan is a mandatory requirement for all employers applying to hire TFWs and offering a wage that is at or above $CAD 25/hour.

Transition plans oblige employers of high-wage temporary foreign workers to help Canadians obtain in-demand skills through activities like investing in skills training or taking on more apprentices, or an employer can provide proof that they are helping a high-skilled temporary foreign worker transition to becoming a permanent resident of Canada.
Note: You are not required to complete a “Schedule C-Transition Plan” if you are requesting a Labour Market Impact Assessment (LMIA) for an academic position. If you are requesting a LMIA for other High-wage positions, HR Immigration Services will prepare a separate form “Schedule C – Employer Transition Plan” on your behalf and include it with the LMIA application.

Rationale for Possible Transition Plan Exemption
To be considered for an exemption from having to provide a Transition Plan, you must complete this section and provide a justification on how you meet the criteria. Exemptions will be considered on a case by case basis.

1. What are the requirements of the position? Select all of the exemption criteria that apply to the position specified on the LMIA.
If this position is for a limited duration, please indicate the length of the employment by ticking off one of the boxes (1 to 120 days, or more than 120 days to a maximum of 2 years).

2. Employer Rationale:
Please provide your rationale as to how this position falls under the exemption of Transition Plans (i.e. a time-limited position that will not exist after the foreign worker leaves).

Note: HR Immigration Services will determine whether the position is exempt from the requirement for a Transition Plan and provide the appropriate justification.

Impacts on the Canadian Labour Market
This is a pre-filled section.

Film and Entertainment Request Only
This section is to be filled out only for entertainment requests such as bands, film or television productions.

Temporary Foreign Worker Information

1. Surname (family name) as shown on the passport
Please provide the foreign worker’s family name (as indicated on their passport) and ensure that the spelling is correct.

2. Given name(s) as shown on the passport
Please provide all of the foreign worker’s given names and ensure that the spelling is correct.

3. Gender
Please indicate whether the foreign worker is male or female.

4. Date of birth (yyyy-mm-dd)
Please indicate the date of birth of the foreign worker.
5. **Location of residence outside Canada:**
Please provide the name of the city and country in which the foreign worker resides.

6. **Citizenship**
Please provide the citizenship of the foreign worker. This may be different from the country in which the foreign worker currently resides.

7. **If the TFW is currently in Canada, please indicate the immigration status**
If your prospective foreign worker is already in Canada, please indicate this person’s current location (city and province) and current legal status. The foreign worker should be able to provide you with evidence that he or she is in Canada legally as a visitor, foreign worker, refugee claimant or student.

**Declaration of employer**
This is a pre-filled section.

**Signature of Employer**
The application must be signed by an authorized signatory. The individual signing this form must have authority for either the hiring or financial decisions of the organization, therefore it must be signed by the Faculty Dean.
Please print the name and title of the authorized signatory.

**Documentation Required**
This is a pre-filled section.

**Labour Market Impact Assessment – Processing Fee Payment**

**Step 1 – complete employer information section:**
This is a pre-filled section.

**Step 2 – calculate total labour market impact assessment processing fee in Canadian dollars:**
The processing fee is $1,000 for each temporary foreign worker. Please indicate the number of positions and the total fee payment.

**Step 3 – select method of payment**
Please indicate your method of payment, i.e., through certified cheque, money order, or credit card. If you choose to pay by credit card, please fill out the section for credit card information accurately and ensure that the cardholder has signed on the signature block. The ‘employer primary contact’ will be the Immigration Consultant who works with you on this LMIA application.