



UNIVERSITY OF  
CALGARY  
QATAR

جامعة  
كالغاري  
قطر

Departmental Policy  
**Departmental Procedure**  
Instructions/Forms

## UCQ Transfer of Sponsorship Procedure

Classification Human Resources	Table of Contents Purpose 1 Scope 2 Definitions 3 Policy Statement 4 Related Policy 5 History 6
Approval Authority Associate Vice-President (Human Resources)	
Implementation Authority Human Resources Partner, UCQ	
Effective Date August 5, 2011	
Latest Revision August 5, 2011	

- Purpose** 1 The purpose of this procedure is to establish the process by which Employees may apply for a transfer of sponsorship.
- Scope** 2 This procedure applies to Sponsored Employees.
- Definitions** 3 In this policy
- a) “Employee” means an individual who is engaged to work for the University under a contract of service, that is, there is an employer-employee relationship between the individual and the University. For clarity, this term includes support staff, management and professional staff, the senior administration group, researchers, and faculty members.
  - b) “Sponsored” means sponsored by the College of Nursing Project.
  - c) “University” means the University of Calgary.
  - d) “UCQ” means the University of Calgary – Qatar.
- Procedures** 4 4.1 The Employee will submit a written request for transfer of sponsorship to the Human Resources Partner, UCQ.

- 4.2** The Partner will review the request to ensure the conditions outlined in the Transfer of Sponsorship Policy have been met.
- 4.3** If the request is reasonable, it will be forwarded to the College of Nursing (CON) Project Director for approval.
- 4.4** The Employee will receive a written response from UCQ whether it is approved or declined.
- 4.5** If approved, the Employee will provide the following documents to Human Resources at UCQ:
- a) a letter from the new employer addressed to UCQ stating its interest in hiring the Employee and transferring the sponsorship prior to the last day of work; or
  - b) a copy of the new employer's offer of employment; and
  - c) a signed and stamped sponsorship transfer form verified by the Immigration Department; and
  - d) a copy of current residency page of the Employee's passport.
- 4.6** If the application is approved by the CON, the Employee will receive:
- a) the release letter (or no objection certificate) addressed to the Director of the Immigration Department; and
  - b) a sponsorship transfer form signed and stamped by the CON.
- 4.7** The Employee will provide Human Resources at UCQ with a copy of the new residency page in the Employee's passport.
- 4.8** UCQ will hold the Employee's final pay until this process is complete and documented as above.

**Parent Policy**

**5** Transfer of Sponsorship Policy

**History**

**6** *Approved:* accepted by the JOB Executive Committee, May 24, 2011; approved by the Associate Vice-President (Human Resources), August 5, 2011.

*Effective:* August 5, 2011