



POLICY STATEMENT

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| Policy Name | Foreign Nationals Conducting Work for Saskatchewan Polytechnic in Canada | | |
| Policy # | 902 | Category | International |
| Policy Sponsor(s) | Associate Vice-President, Strategy | Previous Revision Date | N/A |
| Policy Approved by | President & CEO | Issue or Revision Date | June 4, 2020 |
| Procedures Approved by | Vice-President, Advancement and International | Review Date | June 2025 |

See the related [PROCEDURES](#).

PURPOSE

The purpose of this policy is to centralize and standardize Saskatchewan Polytechnic's activities as an employer related to immigration.

SCOPE

This policy applies to immigration activities related to foreign nationals conducting work in Canada for Saskatchewan Polytechnic. This includes employees, potential employees, consultants, and business visitors. It does not apply to student immigration.

GUIDING PRINCIPLES

1. Saskatchewan Polytechnic recognizes the need to engage in international recruitment in some situations to meet staffing and teaching needs, to bring new knowledge and expertise to the organization and to foster academic exchange and collaboration with partner institutions.
2. Employers have specific, legislated responsibilities when working with individuals hoping to come to Canada to work. In fulfilling these responsibilities, Saskatchewan Polytechnic will comply with all applicable federal and provincial legislation.
3. Saskatchewan Polytechnic is considered one employer with the federal departments responsible for immigration, refugees and citizenship. Employer-sided immigration will be managed in a coordinated and centralized manner.

POLICY

1. Approval for Saskatchewan Polytechnic's involvement in immigration activities must be obtained prior to submission to or interaction with immigration authorities. This approval must be at the level of Vice-President.
2. Saskatchewan Polytechnic will prepare all appropriate records to document immigration activities and maintain these records for an appropriate length of time, as specified in legislation.
3. Saskatchewan Polytechnic departments contemplating working with a foreign national in any capacity should contact the office responsible as early in the process as possible.
4. Saskatchewan Polytechnic cannot guarantee a specific outcome for immigration processes.
5. Foreign nationals should seek their own legal advice for specific immigration matters.

DEFINITIONS

Foreign national means a person who is neither a Canadian citizen nor a permanent resident of Canada.

Permanent Resident means a person who has legally immigrated to Canada and acquired permanent resident status under the *Immigration and Refugee Protection Act*, but is not yet a Canadian citizen.

Business visitor means a person who comes to Canada to take part in international business or trade activities, has no intent to enter the Canadian labour market and works for and is paid by a company outside Canada or by a foreign government. Business visitors include existing or potential buyers, investors, trade show or conference visitors, partners, employees, or individuals coming for training at the company's facilities.

Work Permit is a document issued by the federal government that authorizes a person (foreign national) to work legally in Canada.

RELATED POLICIES AND DOCUMENTS

Policy 413-G Procurement

APPLICABLE LEGISLATION OR REGULATIONS

Immigration and Refugee Protection Act