
COVER SHEET AND CHECKLIST FOR A LABOUR MARKET IMPACT ASSESSMENT APPLICATION

INCLUDE WITH COMPLETED LABOUR MARKET IMPACT ASSESSMENT APPLICATION (LMIA)
TO: Immigration Services, 2-60 University Terrace, University of Alberta

FROM: Individual who prepared the LMIA

Name:	Dept:
Phone:	Email:

RE: Foreign National

Last Name:	First Name:	Email:
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Contact information of those who should be sent a copy of the approved the Labour Market Impact Assessment

Name:	Email:
Name:	Email:

- By checking this box and providing my signature, I authorize the use of the following speed code for the purpose of paying Service Canada's LMIA processing fee for the above-named foreign national.

Speed code: _____ (Must be five characters in length).

Signature: _____

Printed name of authorized staff member: _____

▼ ACADEMIC POSITIONS– TEACHING & RESEARCH

- Labour Market Impact Assessment Application (SINGLE SIDED ONLY)
- Foreign Academic Recruitment Summary (FARS)
- Job posting (Single-sided copies of all ads)
- Detailed list of where all advertising took place, including start and end dates for each advertisement
- Advertising invoices (Single-sided copies)
- Description of Main Duties of the Job and the Experience/Skills Requirements of the Job as stated in the advertisement

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- Brief, one paragraph letter, signed by the Dean, stating the circumstances that lead to the availability of the position
- Current salary scale for the position (copy)
- Employment contract or letter of offer (Single-sided copy)
- On a separate sheet, provide an explanation why each of the Canadian/permanent resident candidates did not meet the requirements of the position.

▼ NON-TEACHING AND NON-ACADEMIC POSITIONS

- Labour Market Impact Assessment Application (SINGLE SIDED ONLY)
- Transition Plan (not required if requesting an exemption to the need for a transition plan)
- Job posting (Single-sided copies of all ads)
- Description of Main Duties of the Job and the Experience/Skills Requirements of the Job as stated in the advertisement
- Detailed list of where all advertising took place, including start and end dates for each advertisement
- Advertising invoices (Single-sided copies)
- Non-Academic Staff Association Consultation Form – if applicable (original)
- Current salary scale for the position (copy)
- Employment contract or letter of offer (Single-sided copy)