**UNBC** UNIVERSITY OF
NORTHERN BRITISH COLUMBIA

**Office of Research and
Innovation**

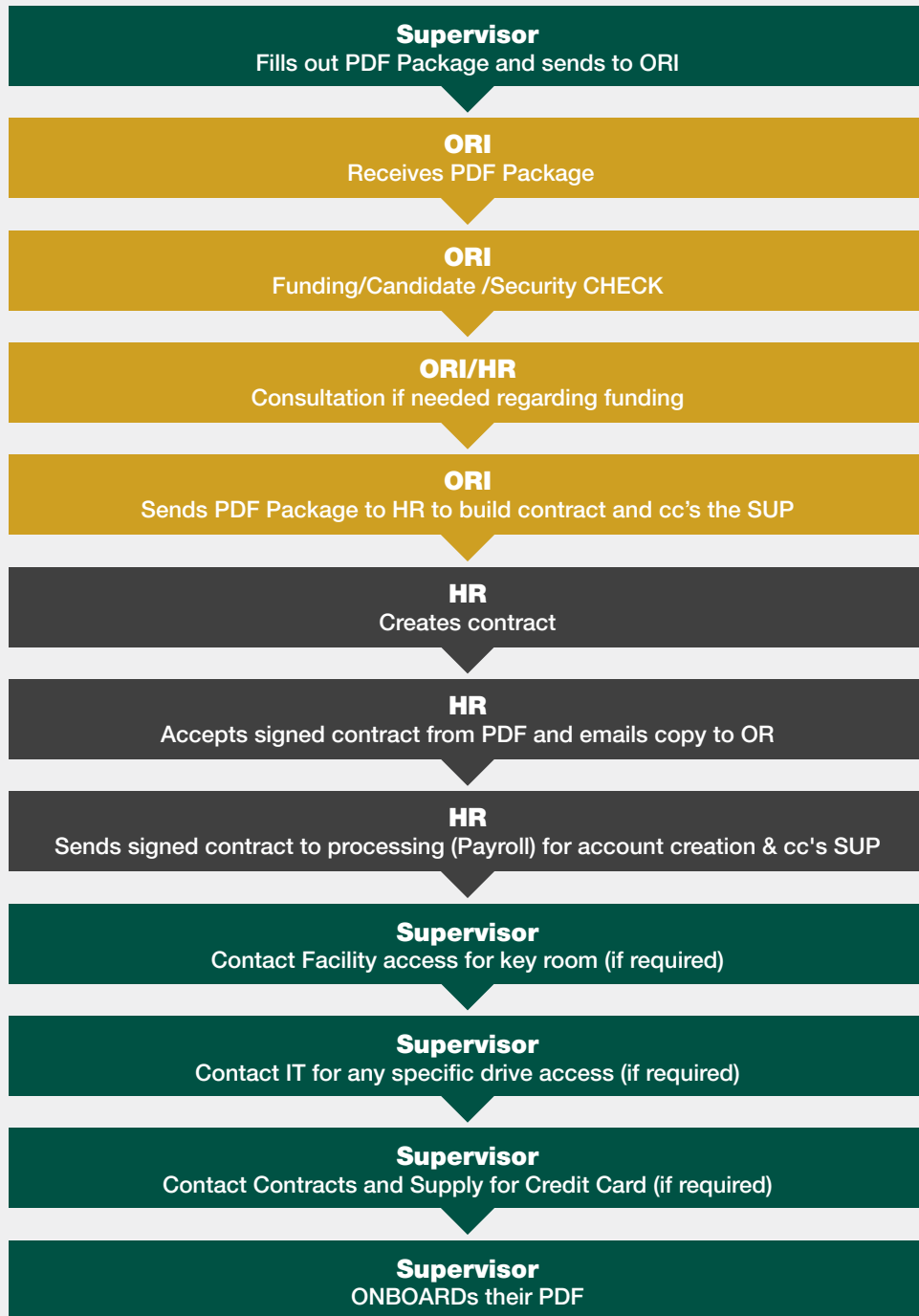# Postdoctoral Fellowship Wayfinding Tool

*2025*

*Postdoctoral fellows (PDFs) are invaluable contributors to our research community. This tool helps academic faculty to understand the process when they bring in a postdoctoral fellow at UNBC.*

# Domestic Candidate

1. **Supervisor**    **Reviews Guidelines and creates PDF PACKAGE:**

   ☐ PDF intake ~~form~~

   ☐ Academic Services Costing ~~Worksheet~~

   ☐ Candidate Curriculum Vitae

   ☐ Candidate Proof of Education

   **Emails PDF Package to ORI research@unbc.ca with subject:**
   **PDF + candidate name + supervisor name**

2. **ORI**    Receives PDF Package

3. **ORI**    Research Funding/Candidate Check (funds, eligibility, security)

4. **HR/ORI**    *Consultation, if needed, regarding funding*

5. **ORI**    Sends PDF Package to HR to build contract and cc's the SUP (if approved)

6. **HR**    Creates Contract

7. **HR**    Accepts signed contract from Candidate and emails copy to ORI

8. **HR**    Sends signed contract to processing (Payroll) for account creation & cc's SUP

9. **Supervisor**    Contact Facility access for Key & Access Device Request form (if required)

10. **Supervisor**    Contact IT for any specific Drive Access form (if required)

11. **Supervisor**    Contact Facilities for Space Request form (if required)

12. **Supervisor**    Contact *Contracts and Supply* for Credit Card (if required) purchasing@unbc.ca

13. **Supervisor**    **Onboards the PDF**

**\*Supervisor**    **Offboarding**: ITS will send an email notification to the supervisor prior to expiration of PDF email account. There are instances where it will be beneficial for the PDF to retain access to their UNBC email. A supervisor can request an email extension of up to 12 months **by replying to the ITS notification**.

**\*Supervisor**    **Exit:** when a PDF contract has ended, the supervisor is requested to send an email to ORI research@unbc.ca signally the PDF is no longer at UNBC.

# Domestic Candidate

**Supervisor**
Fills out PDF Package and sends to ORI

**ORI**
Receives PDF Package

**ORI**
Funding/Candidate /Security CHECK

**ORI/HR**
Consultation if needed regarding funding

**ORI**
Sends PDF Package to HR to build contract and cc's the SUP

**HR**
Creates contract

**HR**
Accepts signed contract from PDF and emails copy to OR

**HR**
Sends signed contract to processing (Payroll) for account creation & cc's SUP

**Supervisor**
Contact Facility access for key room (if required)

**Supervisor**
Contact IT for any specific drive access (if required)

**Supervisor**
Contact Contracts and Supply for Credit Card (if required)

**Supervisor**
ONBOARDs their PDF

# Foreign Candidate*
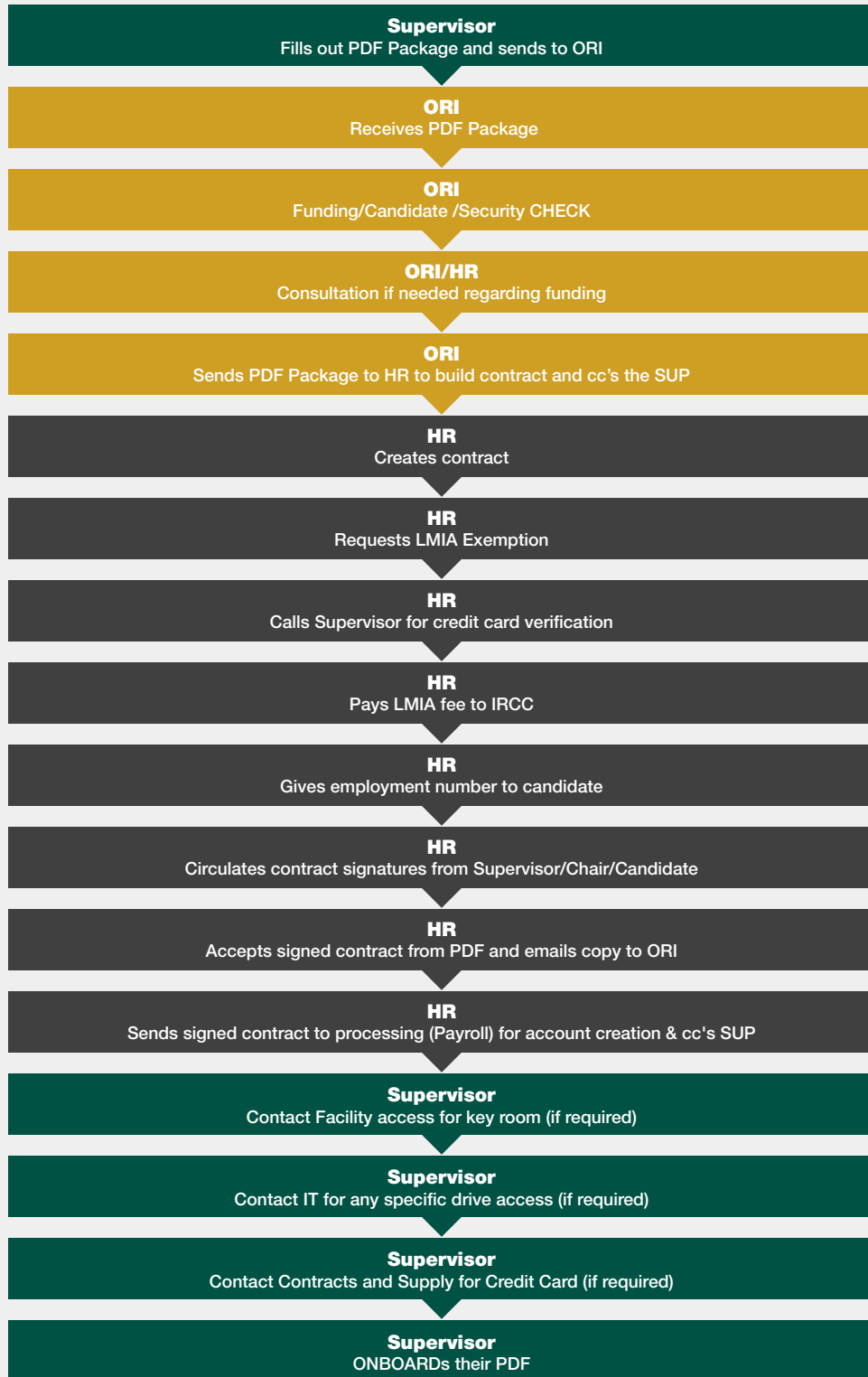## (In Canada but without a valid work permit)

1. **Supervisor** — **Reviews Guidelines and creates PDF PACKAGE:**

   - ☐ PDF intake form
   - ☐ Academic Services Costing Worksheet
   - ☐ Candidate Curriculum Vitae
   - ☐ Candidate Proof of Education

   **Emails PDF Package to ORI research@unbc.ca with subject:**
   **PDF + candidate name + supervisor name**

2. **ORI** — Receives PDF Package

3. **ORI** — Research Funding/Candidate Check (funds, eligibility, security)

4. **HR/ORI** — *Consultation, if needed, regarding funding*

5. **ORI** — Sends PDF Package to HR to build contract and cc's the SUP (if approved)

6. **HR** — Creates contract

7. **HR** — Requests LMIA Exemption Application from SUP

8. **HR** — Calls SUP for Credit Card for (Bank verification)

9. **HR** — Pays LMIA exemption fee (230$) to IRCC (gives receipt to SUP)

10. **HR** — Gives employment number to candidate (by email)

11. **HR** — Circulates contract for signatures SUP/Chair/Candidate

12. **HR** — Accepts signed contract from Candidate and emails copy to ORI

13. **HR** — Sends contract to processing (Payroll) for account creation & cc's SUP

14. **Supervisor** — Contact Facility access for Key & Access Device Request form (if required)

15. **Supervisor** — Contact IT for any specific Drive Access form (if required)

16. **Supervisor** — Contact Facilities for Space Request form (if required)

17. **Supervisor** — Contact *Contracts and Supply* for Credit Card (if required) purchasing@unbc.ca

18. **Supervisor** — **Onboards the PDF**

**\*Supervisor** — **Offboarding**: ITS will send an email notification to the supervisor prior to expiration of PDF email account. There are instances where it will be beneficial for the PDF to retain access to their UNBC email. A supervisor can request an email extension of up to 12 months **by replying to the ITS notification**.

**\*Supervisor** — **Exit:** when a PDF contract has ended, the supervisor is requested to send an email to ORI **research@unbc.ca** signally the PDF is no longer at UNBC.

\*To align with Ministry terminology while respecting commonly used language in academia and industry, this document uses the term Foreign Student interchangeably with International Student.

# Foreign Candidate

## (In Canada but without a valid work permit)

**Supervisor**
Fills out PDF Package and sends to ORI

**ORI**
Receives PDF Package

**ORI**
Funding/Candidate /Security CHECK

**ORI/HR**
Consultation if needed regarding funding

**ORI**
Sends PDF Package to HR to build contract and cc's the SUP

**HR**
Creates contract

**HR**
Requests LMIA Exemption

**HR**
Calls Supervisor for credit card verification

**HR**
Pays LMIA fee to IRCC

**HR**
Gives employment number to candidate

**HR**
Circulates contract signatures from Supervisor/Chair/Candidate

**HR**
Accepts signed contract from PDF and emails copy to ORI

**HR**
Sends signed contract to processing (Payroll) for account creation & cc's SUP

**Supervisor**
Contact Facility access for key room (if required)

**Supervisor**
Contact IT for any specific drive access (if required)

**Supervisor**
Contact Contracts and Supply for Credit Card (if required)

**Supervisor**
ONBOARDs their PDF

# Foreign Candidate
## (Not in Canada)

1. **Supervisor** **Reviews Guidelines and creates PDF PACKAGE:**

   ☐ PDF intake ~~form~~

   ☐ Academic Services Costing ~~Worksheet~~

   ☐ Candidate Curriculum Vitae

   ☐ Candidate Proof of Education (Transcripts)

   **Emails PDF Package to ORI** research@unbc.ca **with subject:**
   **PDF + candidate name + supervisor name**

2. **ORI** Receives PDF Package

3. **ORI** Research Funding/Candidate Check (funds, eligibility, security)

4. **HR/ORI** *Consultation, if needed, regarding funding*

5. **ORI** Sends PDF Package to HR to build contract and cc's the SUP (if approved)

6. **HR** Creates contract

7. **HR** Requests LMIA Exemption Application from SUP

8. **HR** Calls SUP for Credit Card for (Bank verification)

9. **HR** Pays LMIA exemption fee (230$) to IRCC (gives receipt to SUP)

10. **HR** Gives employment number to candidate (by email)

11. **PDF** At port of entry, show signed letter of offer from UNBC and give employment # to immigration

12. **IRCC** Gives closed work permit (UNBC ONLY)

13. **PDF** Sends work permit to HR (by email)

14. **HR** Accepts signed contract from Candidate and emails copy to ORI

15. **HR** Sends contract to processing (Payroll) for account creation & cc's SUP

16. **Supervisor** Contact Facility access for Key & Access Device Request form (if required)

17. **Supervisor** Contact IT for any specific Drive Access form (if required)

18. **Supervisor** Contact Facilities for Space Request form (if required)

19. **Supervisor** Contact *Contracts and Supply* for Credit Card (if required) purchasing@unbc.ca

20. **Supervisor** **Onboards the PDF**


*Supervisor **Offboarding**: ITS will send an email notification to the supervisor prior to expiration of PDF email account. There are instances where it will be beneficial for the PDF to retain access to their UNBC email. A supervisor can request an email extension of up to 12 months **by replying to the ITS notification**.

*Supervisor **Exit:** when a PDF contract has ended, the supervisor is requested to send an email to ORI research@unbc.ca signally the PDF is no longer at UNBC.

# Foreign Candidate
## (Not in Canada)

**Supervisor**
Fills out PDF Package and sends to ORI

**ORI**
Receives PDF Package

**ORI**
Funding/Candidate /Security CHECK

**ORI/HR**
Consultation if needed regarding funding

**ORI**
Sends PDF Package to HR to build contract and cc's the SUP

**HR**
Creates contract

**HR**
Requests LMIA Exemption

**HR**
Calls Supervisor for credit card verification

**HR**
Pays LMIA fee to IRCC

**HR**
Gives employment number to candidate

**PDF**
Gives UNBC employment number to immigration at port of entry

**IRCC**
Gives PDF (Closed) Work Permit

**PDF**
Sends work permit to HR

**HR**
Circulates contract signatures from Supervisor/Chair/Candidate

**HR**
Accepts signed contract from PDF and emails copy to ORI

**HR**
Sends signed contract to processing (Payroll) for account creation & cc's SUP

**Supervisor**
Contact IT for any specific drive access (if required)

**Supervisor**
Contact Contracts and Supply for Credit Card (if required)

**Supervisor**
ONBOARDs their PDF