



**COVER SHEET AND CHECKLIST FOR A LABOUR MARKET IMPACT ASSESSMENT (LMIA) APPLICATION**  
**SEND THE COMPLETED LMIA APPLICATION PACKAGE THROUGH [SHARED SERVICES](#)**

**LMIA for:**

Foreign National:	
Citizenship & Gender:	
Department:	
Working Title:	
Email:	
Date submitted:	

**FROM:** Individual who prepared LMIA

Name:	Phone:	Email:
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**Contact information of those who should be sent a copy of the approved the LMIA**

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 of \$1,000.00  
 Speed code: \_\_\_\_\_ (Must be five characters in length)  
 Signature: \_\_\_\_\_  
 Printed name of authorized staff member: \_\_\_\_\_

**▼ ACADEMIC POSITIONS– TEACHING & RESEARCH**

- Labour Market Impact Assessment Application (EMP5626) sent as a writeable PDF document
- Job postings (copies of all ads and advertising invoices)
- Employment contract or letter of offer
- Current salary scale for the position
- Current Part B - Supplementary Conditions of agreement for the position (copy)
- Employment Attestation (found at the end of the Guidelines)

**▼ NON-TEACHING AND NON-ACADEMIC POSITIONS**

- Labour Market Impact Assessment Application (EMP5626) sent as a writeable PDF document
- Job postings (copies of all ads and advertising invoices)
- Non-Academic Staff Association Consultation Form – if applicable (original)
- Current salary scale for the position (copy)
- Employment contract or letter of offer

**Confirmation and approval from the Dean of Faculty to proceed with the LMIA application**

Printed Name of Dean of Faculty: \_\_\_\_\_

Signature: \_\_\_\_\_