

# INTERNATIONAL WORK ARRANGEMENTS



UNIVERSITY OF  
TORONTO

When anyone at the University, including through its researchers acting as principal investigators with grant funding administered through U of T, is considering hiring an employee or engaging an independent contractor to perform work in another country, such as an international colleague, researcher, expert knowledge holder or student in an international location, it is important that appropriate University approvals are obtained and that all applicable laws in the individual's home jurisdiction are followed. Assessing the steps that need to be taken can take some time, so you should begin your planning early, including reaching out to the resources set out below as soon as possible. The first place you should go is:

[immigration.utoronto.ca](https://immigration.utoronto.ca)

This website has been created to provide those who engage employees and contractors for the University of Toronto with information on the potential risks involved in engaging individuals outside of Canada, and to help determine the appropriate unit to provide support and any required internal approvals.

## Why is it important to engage workers correctly?

If a worker is hired incorrectly, they:

- May need to cease their activities
- May face financial and legal penalties in the foreign jurisdiction

The University could potentially face heavy penalties for violations, which include:

- Violation of payroll and taxation laws in a foreign jurisdiction, which can be criminal charges
- Violation of other foreign employment laws

## University of Toronto Immigration Contacts

The University of Toronto has a team in place to answer your questions and assist faculty and staff navigate local and foreign requirements and regulations. If you'd like to engage or collaborate with individuals in foreign jurisdictions, please reach out to the appropriate contact below.

### **Faculty members, Librarians, and Instructors**

Please contact [faculty.immigration@utoronto.ca](mailto:faculty.immigration@utoronto.ca)

### **Staff, Research Associates, Postdoctoral Fellows, and all other inquiries**

Please contact [hr.immigration@utoronto.ca](mailto:hr.immigration@utoronto.ca)