

Northeastern University

Policy on Authorization to Work in Canada (CAN)

HUMAN RESOURCES

Effective Date: September 1, 2016

Date Revised: January 16, 2020

Supersedes: N/A

Related Policies: N/A

Responsible Office/Department:
Human Resources Management

Keywords: employment eligibility; immigration; authorization to work

I. Purpose and Scope

All employees in Canada must be legally authorized to work in Canada and Northeastern University will satisfy itself that each employee is legally entitled to work in Canada.

II. Definitions

N/A

III. Policy

Prior to the first day of employment, and in any event no later than three (3) days after employment begins, an employee is required to provide the university with their social insurance number and produce a government-issued photo identification (e.g. driver's license, passport). Employees who are temporary foreign workers (being neither Canadian citizens nor permanent residents) must also provide the university with a certified copy of a valid work permit.

IV. Additional Information

N/A

V. Contact Information

Human Resources Management (HRM) Customer Service Center: 617-373-2230; HRMInfo@northeastern.edu