



UCQ Transfer of Sponsorship Procedure

Classification Human Resources	Scope Definitions 2 Policy Statement 3 Related Policy 4 History 5 6
Approval Authority Associate Vice-President (Human Resources)	
Implementation Authority Human Resources Partner, UCQ	

Effectiv-06.5730.0 reWJQq13742 323.8 23.16 3864 reWB

- 4.2** The Partner will review the request to ensure the conditions outlined in the Transfer of Sponsorship Policy have been met.
- 4.3** If the request is reasonable, it will be forwarded to the College of Nursing (CON) Project Director for approval.
- 4.4** The Employee will receive a written response from UCQ whether it is approved or declined.
- 4.5** If approved, the Employee will provide the following documents to Human Resources at UCQ:
- a) a letter from the new employer addressed to UCQ stating its interest in hiring the Employee and transferring the sponsorship prior to the last day of work; or
 - b)
 - c) a signed and stamped sponsorship transfer form verified by the Immigration Department; and
 - d) a copy of current residency page of the Employee
- 4.6** If the application is approved by the CON, the Employee will receive:
- a) the release letter (or no objection certificate) addressed to the Director of the Immigration Department; and
 - b) a sponsorship transfer form signed and stamped by the CON.
- 4.7** The Employee will provide Human Resources at UCQ with a copy of
- 4.8**
and documented as above.