

Contractor- Admission Assessment Form – Canada/USA and International Travel

Suncor is legally liable to ensure that anyone on our site has the proper permissions to be there. If Suncor is found to be non-compliant, we potentially face heavy financial consequences, risk damage to our reputation and potentially jeopardize any future applications that we may need to file.

Please send the completed form to Workforce Mobility by email to workforcemobility@suncor.com

PLEASE FILL IN THE FORM AS COMPLETELY AS POSSIBLE FOR MOST EFFICIENT PROCESSING OF YOUR REQUEST. INCOMPLETE INFORMATION WILL RESULT IN DELAYS

PLEASE NOTE THAT WORKFORCE MOBILITY NEEDS AT LEAST 8 BUSINESS DAYS SO AS NOT TO INCUR EXPRESS OR EMERGENCY FEES WITH OUR IMMIGRATION PROVIDERS

**EXPRESS PROCESSING – 4-7 BUSINESS DAYS (BASE FEE + 50%)
EMERGENCY PROCESSING – 1-3 BUSINESS DAYS (BASE FEE + 100%)**

Required Supporting Documentation:

- ✓ **Business documentation related to the services to be provided: Purchase Order, Statement of Work**
- ✓ **Copy of passport identification page and any past Canadian visas or work permits (if applicable & available) for all travelers**
- ✓ **Resume for the traveler**
- ✓ **Copy of any relevant education certificates / diplomas for all travelers**

Every foreign traveler is required to provide the above documentation in order for our immigration provider to successfully complete an assessment and supply each foreign traveler with the appropriate travel documents to enter Canada. This adheres with IRCC (Immigration, Refugees and Citizenship Canada)

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Travelers misrepresenting themselves at the border or not possessing the correct documentation to enter the country may be subject to personal consequences ranging from being denied entry into the country, confiscation of their passport and potential to be flagged, which will affect all future travel to Canada, whether for personal or business reasons.

<https://www.canada.ca/en/immigration-refugees-citizenship/services/protect-fraud/document-misrepresentation.html>

Personal Information Privacy:

Suncor is committed to protecting the privacy and security of the personal information of individuals with whom we interact. At all times we will follow our Personal Information Privacy Policy when dealing with private information. In Europe, the General Data Protection Regulation (GDPR) governs the legal requirements for the protection of personal information.

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Contractor / Employing Entity & Project Information –To be completed by the SUNCOR contact.

Contractor / Employing Entity Name	
Contractor / Employer Address:	
Contractor / Employer Contact Name, email address & telephone number	Name: Email: Telephone Number:
Project Name (if applicable) & Location:	
Suncor Contact name, email address and telephone number	Name: Email: Telephone Number:
Contractor / Employer role in the project:	
Cost Centre/WBS/NWA for billing:	
Copy of Purchase Order / Statement of Work	<i>Please provide with the Assessment Form</i>
Does Contractor have an existing Immigration Provider? (if known)	

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Section 1: Is this an emergency or urgent situation? – To be completed by the SUNCOR contact.

Yes No

If the answer is NO, please proceed to Section 2 of this form.

Yes, this is an emergency because (select all that apply):

Foreign National is required to perform services that will preserve life	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Foreign National is required to perform services that will preserve property	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Foreign National is required to perform emergency repair in order to prevent disruption of employment	Yes <input type="checkbox"/>	No <input type="checkbox"/>

FOR EMERGENCY SITUATIONS ONLY: Provide for us a clear rationale / overview of the urgency and impact if you were unable to retain the services of the foreign national (vendor) on site. What is the nature of the emergency and the foreign national's role in addressing the emergency? This is required for our business case to the Immigration Authorities.

If this is not an emergency but instead you are requesting expedited processing by Immigration Authorities please explain why this is an urgent situation. Expedited processing should be limited to those situations where there are severe implications to the foreign national not being available on site or an unanticipated event/breakdown. Please provide your rationale.

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Section 2: Traveler Information – To be completed by the CONTRACTOR

Offence History:

Please note that if anyone who is seeking to travel has ever been charged or convicted of any offence (i.e. Driving under the Influence, Dangerous Driving, and Assault), they may be inadmissible for entry to a foreign country. Individuals with a prior charge or conviction should fully disclose with immigration provider during initial consultation, as there may be potential challenges or additional requirements. In some cases, the individual may not be able to travel or their application will be delayed. Accompanying family members with a criminal history may also impact admissibility to Canada.

1) Proposed travel date to Canada:

2) Proposed duration of stay in Canada:

3) Proposed location of stay in Canada:

4) Provide a brief description of the purpose of your visit to Canada and scope of the proposed activities in Canada:

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Name (as it appears on Passport) & Title	
Contact Information: Telephone & Email Address	
Passport Holder of What Country(ies)	
Country of Residence	
Education Credentials Held (i.e. Degree / Diploma)	
Have you ever been refused entry into the country that you will be travelling to? If yes, provide details	
Have you ever previously been issued a work permit / visa for the country that you are attempting to enter or been advised that you need a work permit?	